

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
DEPARTMENTAL BUDGET HEARINGS
CONFERENCE ROOM 106
FIRST FLOOR, COUNTY-CITY BUILDING
THURSDAY, MAY 20, 1999
12:30 P.M.**

Commissioners Present: Kathy Campbell, Chair
Bernie Heier
Linda Steinman
Bob Workman

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
John Boehm, LIBA Budget Monitoring Committee
Melissa Koci, County Clerk's Office

EMERGENCY SERVICES

Present was Doug Ahlberg, Director of Emergency Services.

Ahlberg stated one of the major reductions in the budget is the cost of the Assistant Director's position. He indicated the equipment maintenance agreements increased \$310 and data processing services increased \$124.

Ahlberg reported his office has been working on pamphlets regarding Tornado Awareness (printed in 3 different languages), a Checklist for People with Mobility Problems and Addressing Y2K Problems and indicated to the Board he would like a color jet printer to be able to implement the pamphlets more quicker.

Campbell asked about the number of copies being made.

Ahlberg indicated his office has made at least 4,500 copies and the bill from Kinko's would cover the cost of a new printer, which is \$2,400.

Kroeker stated there is a printer on the Microcomputer Request Fund list for Emergency Services but he does not have the amount.

Campbell questioned the revenue amount projected for 2000.

Kroeker said the federal revenue has increased and with total expenses down, this results in a decrease in City Revenue, since the City will pick up one-half of the non-federal portion.

Kroeker indicated there is nothing in the budget for a Deputy Director or for the 911 Director, who acts as Emergency Services Director when Doug is gone. He said there should be something added to the budget regarding a step increase for the two people that would be covering for Doug when he is out of town.

Ahlberg reported the two individuals would manage the Emergency Operations Center and he believed it would be necessary for the individuals to attend some training through NEMA so that they become familiar with the guidelines, policies and procedures to function as the supervisor of the Emergency Operation Center in his absence.

Campbell suggested the County Board and Emergency Services write a letter to the Planning Commission suggesting that every new development and subdivision pay for a new siren.

Ahlberg agreed to draft a letter to the County Board regarding each subdivision purchasing a siren, which will then be forwarded to the County Attorney for their review.

Heier asked the price of a new siren.

Ahlberg said the radius of coverage for a siren is 5,000 feet and a new siren costs \$20,000.

Ahlberg also indicated if the feds were to decline the grant, the sirens may last one more fiscal year, but if grant is approved, which is around \$2 million, the grant will replace all the sirens with new ones.

RECORDS & INFORMATION MANAGEMENT

Present was Brian Pillard, Records Manager.

Pillard indicated changes that exist in his budget depend on the uncertainty of what will happen over the coming year in regards to electronic imaging. He stated there is one employee who is scanning an Assessor project, a Personnel project which is on Keyfile, and that individual has also done some scanning for Lincoln Electric System and a couple of pilot projects for the Public Defender and Attention Center.

Pillard also stated the capital outlay funds have decreased because there is shelving that has been established in the Records Center, but the microfilm equipment has increased because of a couple pieces of equipment that need to be replaced.

Kroeker asked Pillard if he does or could do a cost benefit analysis for agencies that plan on having scanning or imaging projects.

Campbell suggested all imaging projects be reviewed by Records & Information Management and then approved by the County Board before the project begins.

Campbell also questioned the increase in maintenance agreements.

Pillard reported the \$11,000 budgeted is for service on 9 microfilm 16 mm cameras, microfilm processor and duplicator and a scanner that are all on maintenance agreements.

Kroeker asked Pillard if there are routine maintenance checks done on the equipment and how often they are checked. He also questioned whether or not the company comes out to fix the equipment if it is down right away or if they wait until there is more than one machine broken.

Pillard indicated the company is called as soon as a piece of equipment breaks down.

PUBLIC DEFENDER

Present were Dennis Keefe, Public Defender and Mary Gehr, Office Manager.

Keefe indicated there is an increase in the data processing services because there was a carryover of \$8,000 from last year relating to upgrades to the computer system. He stated there were two areas in the system, one being West Law Legal Research, which is directly traceable to the major cases in the office and the West Law costs were higher than anticipated, and second would be the mainframe costs, which includes increased usage throughout the office because each employee now uses a laptop computer.

Heier questioned the increase in Miscellaneous Fees.

Keefe distributed documentation regarding the Ugai & Lindgren Child Support/Paternity Contract (Exhibit A) and said because of the increase in the number of cases in the last year, it is recommended that the maximum number of cases under the contract be raised to 500 new child support cases and 110 new paternity cases per year and the base contract amount would be raised from \$48,000 per year to \$67,200 per year. Keefe reported there is a contract with the law firm of Orton, Thomas, Peterson and O'Connell that expires on December 31, 1999 and a renewal for a 3-year term would cost \$60,000 per year with an additional \$3,000 expert witness/deposition fund for the contractor to draw upon.

Campbell indicated to Keefe he did not include an additional staff person for his office in the budget, but identified three options that would have budgetary impact.

Keefe distributed documentation regarding the costs of adding a Deputy Public Defender (Exhibit B) and reported there are a number of major cases pending in his office. Keefe indicated since he last hired an Attorney in 1996, his office has opened 200 more felony cases in 1998 with an expectation of 300 for 1999. He also reported he has 6 first degree murder cases and 3 other major cases in the felony division, and there are only 7 attorneys.

Keefe said he wanted to shift some funds from the Law Clerk position to a part-time Paralegal position with no net effect.

Kroeker indicated the Board would discuss the additional \$45,000 needed for another Attorney and work with Keefe on the position adjustments.

Campbell questioned the increase in the Maintenance Agreement Fund.

Mary Gehr indicated the Public Defender's Office purchased the photocopier 6 months before the master contract came out.

Keefe submitted documentation regarding the 1998 Annual Report of the Lancaster County Public Defender (Exhibit C).

BUILDING FUND

Kroeker reported the Master Plan Income/Expense indicates there are remaining expenses of \$3,313,955.64 to finish the project and \$3,301,170 of funds are available for this.

Campbell suggested Kroeker set up a Building Commission Improvements Fund for the county share of cost related to the three projects identified totaling \$77,500.

Workman asked about the White Electric Building that is north of the City-County Building which is empty and maybe used for parking. Killeen stated he had checked into this and the building is used as a warehouse.

DATA PROCESSING

Kroeker reported General Assistance, Interlinc, Internet, New Development and the Microcomputer Fund are all covered under the Data Processing budget.

Kroeker indicated the Microcomputer Fund request is already at \$300,000 and a big part of that is a request from the County Attorney for \$135,000 and the three Probation Offices for another \$100,000.

Kroeker explained that District Court is requesting \$23,000 to make the Justice System Y2K compatible and indicated he put it under the CARATS Y2K Issues. With regards to Network Access, Information Services assigns a cost per computer so each agency is picking up the network access cost for FY00.

Campbell questioned the Attorney Management System and what fund it will come out of.

Kroeker stated Information Services are gathering information on the Attorney Management System that will run under Lotus Notes. He indicated a meeting needs to be scheduled with Information Services regarding their budget.

WEED CONTROL

Present was Russell Shultz, Weed Control Superintendent.

Shultz distributed documentation regarding his recommended 2000 budget (Exhibit D) and indicated the reimbursement without overhead costs is \$79,927 and with overhead expenses the amount is \$87,094.

Shultz also said he is requesting an expenditure increase for a network connection change from 10 mg to a 100 Mg Ethernet hub which would enhance the ability to access the information in a timely fashion and print GIS maps.

Shultz indicated there are two conferences this year, one is in Canada where he is on the program and the other is in Nebraska City where he is the Program Chairman for the year 2000 conference, and is requesting approval of participation at both meetings.

Campbell questioned the increase in the temporary salaries.

Shultz stated there has been a projection of a slight increase in staff, but basically it is an increase in salary. He also indicated these employees are seasonal employees who are needed every year, three to four months out of the year.

Kroeker said if the County gets the higher funding level from the City, the \$5,210 and \$2,800 will have to be added to the Weed Control budget.

Campbell suggested putting the request under the Microcomputer Fund in case the County doesn't get the money.

Kroeker asked if the information was being brought up on the Geographic Information System.

Shultz said yes and indicated the system has been really slow especially on ARC View and he wants faster access.

Kroeker asked how many laptops his office was using.

Shultz reported he has been using one trial laptop, but he has 8 inspectors. He indicated he has 3 full-time inspectors that have access to computers and 5 other inspectors that have to use someone else's computer and each really needs to have access to a computer.

COUNTY BOARD

Kroeker indicated the budget is the same as last year.

BUDGET AND FISCAL

Kroeker said Tim Genuchi, County Clerk's Office, will be attending the conference this year and it is in their budget.

COUNTY TREASURER

Present was Richard Nuernberger, County Treasurer.

Nuernberger indicated the Local Telephone Fund has increased because it was not budgeted last year and the Equipment Maintenance Agreements are up because some of the equipment is old and falling apart and there are service contracts on the equipment.

Kroeker requested that Nuernberger send a memo to him giving a breakdown on the maintenance agreements for each machine.

Campbell questioned the revenues and the number remaining the same.

Nuernberger indicated none of the collections have increased and even though interest rates are increasing a little bit, it is not noted in the budget.

GENERAL FUND MISCELLANEOUS

Kroeker indicated under Unemployment Compensation the County is self-insured and the State gives the County an option to either give the State a percentage of the payroll or the State pays the bill and bills the County after the fact. Kroeker stated the funds are usually allocated through Lancaster Manor, Mental Health and larger agencies.

Kroeker reported the County used to have an elected County Superintendent but now the County contracts with ESU #18 (Educational Service Unit) and Dave Myers is in charge. Kroeker said he lowered that fund by \$5,000.

Kroeker indicated the Auditor of Public of Accounts used to audit Lancaster County at no cost to the County, but now the County contracts with a private CPA firm for \$37,700.

With regards to other contracted services, Kroeker indicated the fund includes the contract done for the Benefits Consultant and trustee fees on bond issues. Kroeker stated there is a 2-year contract with Gordon Kissel, which covers the Legislative Services Fund.

Kroeker also indicated the County leases the facility where Cornhusker Place Detox Center is in and then Cornhusker Place reimburses the County and the reason for the decrease is because Phase II rents will be eliminated at the end of March.

MENTAL HEALTH CENTER

Present was George Hanigan, Mental Health Director and Judy Tannahill, Administrative Services Officer.

Hanigan reported there is an increase in the total amount of expenditures for next year mostly because of increases in programming.

Kroeker distributed documentation regarding the Mental Health request for capital outlay (Exhibit E).

Hanigan indicated there is a big request for side chairs to replace a lot of chairs that are at the Adams Street Center and there is also a conference room that needs chairs replaced. Hanigan also stated there is a big expenditure in the Systems Furniture because the people that didn't have the furniture before are no longer there and they want the new employees to have new furniture.

Kroeker questioned the rock and gravel increase.

Hanigan said it is for the Adams Street parking lot.

GENERAL FUND MISCELLANEOUS CONTINUED

Kroeker indicated he would look into the Flood Monitoring Fund and make sure that the monies allocated are correct.

Campbell questioned the amount in the Flood Insurance Fund and asked if it had to do with the Election Commissioner.

Eagan reported the Flood Insurance is for the County Engineer.

Campbell asked Kroeker to look into the Flood Insurance premium and what it covers.

Kroeker also reported the County Assessor received 3 cars last year for their budget and this year they are asking for 3 additional cars.

There being no further business the meeting ended.

Bruce Medcalf
Lancaster County Clerk