

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, JULY 16, 2002
8:00 A.M.**

Commissioners Present: Bob Workman, Chair
Bernie Heier, Vice Chair
Kathy Campbell
Ray Stevens

Commissioners Absent: Larry Hudkins

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Kroeker, Budget and Fiscal Officer
Bruce Medcalf, County Clerk
Ann Taylor, County Clerk's Office

The Staff Meeting was called to order at 8:05 a.m.

AGENDA ITEM

1 APPROVAL OF STAFF MEETING MINUTES OF THURSDAY, JULY 11, 2002

MOTION: Campbell moved and Heier seconded approval of the Staff Meeting minutes of July 11, 2002. Campbell, Workman, Heier and Stevens voted aye. Motion carried.

2 BUDGET WORK SESSION - Dave Kroeker, Budget and Fiscal Officer

Workman reported on a discussion held with representatives of the bargaining units on the budget shortfall and possible solutions (Exhibit A).

Dave Kroeker, Budget and Fiscal Officer, distributed copies of *County Retirement Eligibles as of 7/15/02* (Exhibit B). He suggested that the County explore whether less expensive insurance is available for employees that are Medicare eligible.

Kroeker reviewed the following documents (Exhibit C):

* *Lancaster County, Comparison FY03 to FY02 Revenue Budget*

Kroeker said capital outlay for Property Management (\$91,935) has been moved to the Building Fund.

* *Lancaster County, Comparison FY03 to FY02 Expense Budget*

Kroeker said the Building Fund levy of \$354,000 has not been factored in.

Kroeker reviewed budget documents (see Exhibit C and *Lancaster County Proposed Budget FY2002-03* on file in the County Clerk's Office) for the following agencies, referring to Commissioner Campbell's notes on possible budget reductions (see Exhibit D):

County Treasurer (603)

Board consensus was to reduce Temporary Salaries (1054) by \$10,000; Overtime (1055) by \$24,000; Office Supplies (2051) by \$10,000; and Printing by \$2,500.

Register of Deeds (604) and County Assessor (605)

Kroeker distributed a memorandum from the County Assessor's Office regarding the budget reductions request (Exhibit E).

Board consensus was to move the request for two fleet vehicles (\$30,000) for the County Assessor's Office (see Exhibit C, Page 12) to the Keno Fund list and to request a consolidated budget for the two offices.

NOTE: The following materials were also included in Exhibit D:

- * *Cost of New & Unfilled Positions*
- * *Requested Capital Outlay*
- * *Expenditures for Travel, Memberships, Books & Subscriptions, & Tuition*
- * *FY03 Budget, Possible Adjustments to Agency Budgets*

A. REVIEW OF BRIDGE FUND AND HIGHWAY FUND - Don Thomas,
County Engineer

Don Thomas, County Engineer, reviewed the following (Exhibits F, G & H):

- * *Bridge Fund, Budget Worksheet Fiscal Year 2003*
- * *Highway Fund, Budget Worksheet Fiscal Year 2003*

Kroeker said the budget, as shown, will require an infusion of property tax dollars in the amount of \$4,325,437, a 5.29% increase.

- * *Cuts Made to Meet the 3.5% Request Over Fiscal Year 2002*
- * *Additional Cuts Needed to Meet the Board's 5% Request*

Workman asked whether the purchase of Rock/Gravel (2202) could be delayed.

Thomas said he would prefer to look at it at mid-year.

Campbell said it would be better to put specific projects on a mid-year list.

Thomas noted that 80% of the capitol outlay occurs after the first of the year.

Heier suggested that Sinking Fund-Special Projects (4175) in the Bridge Fund be held.

Thomas said he would prefer that half of the funding be left in the budget, as the project (South 68th Street) is scheduled for 2004.

Board consensus to place that item on a list of items to be reviewed if there are additional cuts as a result of the Nebraska Legislature's Special Session.

Thomas noted the need for a new mechanic at the engineering shop. He also asked how the Board would like him to handle right-of-way acquisition, in light of the freeze on capital outlays.

The Board said right-of-way acquisition is exempt from the freeze.

RETURNING TO BUDGET WORK SESSION

Election Commissioner (607)

Board consensus to accept budget reductions totaling \$15,760 (see Exhibit C, Page 6) and to add Temporary Salaries (1054) to the list of items to be reviewed if there are additional cuts as a result of the Nebraska Legislature's Special Session.

Data Processing (610)

Kroeker said the City eliminated a position, which will reduce the Data Processing budget by \$12,450. He said additional savings (\$7,280) will filter to various agencies. He also noted that Computer Equipment (4219) has been reduced by \$100,000.

In response to a question from Campbell, Data Processing Service (3053 & 3076) is a sinking fund for the new accounting system (a transfer from the Keno Fund). He suggested delaying the project or adding it to the list of items to be reviewed if there are additional cuts as a result of the Nebraska Legislature's Special Session.

Budget and Fiscal Division (611)

Kroeker said attendance at the AMS Forum (conference) has been eliminated, a savings of \$2,150 (Exhibit C, Page 10).

General Government Other (612)

Board consensus was to 1) Ask the County Assessor's Office whether Board of Equalization (3080) could be reduced; 2) Move Media Productions (3256) to the Keno Fund; 3) Eliminate Employee Newsletter (3308); Hold Wellness (3426) and wellness related expenses in the Workers Compensation/Safety Budget (Fund 012) at \$7,500; and Move Employee Recognition (3441) to the Keno Fund.

Administrative Services (613)

Board consensus was to 1) Eliminate \$5,000 in Temporary Salaries (1054) and \$3,000 in Temporary Services (3091); and 2) Request additional information on Other Contracted Services (3076).

Geographic Information System (615)

Board consensus was to eliminate \$15,000 for Engineering & Technical Equipment (4218) (see Exhibit C, Page 13). **NOTE:** \$15,000 for this expense was also eliminated from the Bridge Fund.

Clerk of the District Court (621)

The Board asked the Clerk of the District Court to re-look at Temporary Salaries (1054) and Overtime (1055).

County Court (622)

Board consensus was to set aside funds in Justice System Miscellaneous (Agency 628) for witness fees and costs related to special cases.

The Board asked Kroeker to review actual costs versus amount budgeted with the Judicial Administrator for Lancaster County Court.

Gary Lacey, County Attorney, appeared and suggested that steps be taken to better manage the trial schedule in County Court, noting potential savings in overtime costs for law enforcement.

The Board reviewed a memorandum from the Judicial Administrator for Lancaster County Court indicating that the Indigent Defense Screener position will be vacated in August, 2002 and suggesting the potential for savings if the position is left vacant (see Exhibit C, Page 14).

Juvenile Court (623)

Board consensus was to reduce Boarding Contracts (3060) by \$50,000, Legal Services (3052) by \$45,000 and Court Costs (3403) by \$5,500.

The Board also asked for additional information on increases in Consulting Services (3057), Equipment Maintenance (3062), Duplicating Machine Rental (3606), Photocopying (3302), Civil Fees (3409) and Temporary Salaries (1054).

District Court (624)

The Board asked for additional information on increases in Office Supplies (2051), Office Equipment (4202), Furniture & Fixtures (4216).

Public Defender (625)

Kroeker said it is anticipated that the Nebraska Legislature will eliminate Indigent Defense reimbursement, a \$275,000 loss of revenue.

Indigent Defense Screener (626)

Board consensus was to continue to fund the pilot project from the Keno Fund.

Jury Commissioner (627)

No adjustments.

Justice System Miscellaneous (628)

Kroeker reviewed a list of adjustments (Exhibit C, Page 19)

Board consensus was to reduce Contract for Adult Alternatives (3411) by \$100,000 and to eliminate Contract Coordinator (3411), a savings of \$92,034.

In response to a question from Campbell, Kroeker said Contracted Services (3076) is budgeting \$35,000 for the Adult Coordinator and \$30,000 for the Juvenile Coordinator.

Agricultural Agent (645)

The Board reviewed a memorandum from the County Extension Agent (see Exhibit E).

Kroeker said the County Extension Agent is looking at charging non-county agencies for use of their facility.

The Board asked for an estimate of how much revenue is anticipated. The Board also questioned increases in Other Client Services (3364) and Other Miscellaneous Fees (3412).

Records & Information Management (648)

Board consensus was to proceed with \$9,128 in budget reductions (see Exhibit C, Page 26).

County Sheriff (651)

Board consensus was to 1) Reduce Uniforms (2104) by \$7,000; 2) Reduce Motor Fuels (2151) by \$24,000; 3) Reduce Telephone Local (3252) by \$3,000; 4) Request additional information on Court Costs (3403); and 5) Reduce Vehicles (4201) by \$67,000 and hold the request for a van, pending additional information.

County Attorney (652)

Board consensus was to reduce Office Supplies (2051) by \$5,000 and Liability Insurance (3452) by \$10,000.

Kroeker recommended looking at including the Public Defender in the self-insurance pool for liability insurance.

The Board asked the Workers' Compensation and Risk Management Manager to review all insurance coverage.

The Board asked that costs for Postage (3251), Telephone Local (3252), Printing (3301), Witness Fees (3402), Books & Subscriptions (3405) and Overtime (1055) be reviewed with the County Attorney.

Gary Lacey, County Attorney, appeared and said Medical Services (3058) could be reduced if the practice of requiring autopsies on all children is eliminated.

Corrections (671)

The Board asked the Business Manager for Corrections to look at actuals to expense for Medical Supplies (2102), Inmate Clothing (2130), Laundry Supplies (2111), Motor Fuels (2151), Equipment Maintenance Agreements (3062), Other Equipment Repairs & Maintenance (3566), Security Equipment Repair & Maintenance (3570), Repair/Improvement to Buildings (4102) and Vehicles (4201).

The Board also asked the Corrections Director to look at whether Overtime (1055) and Temporary Salaries (1054) expenses could be reduced if a front-line position was added.

Juvenile Probation (673)

The Board asked Kroeker to review Other Contracted Services (3076) with the Juvenile Probation Administrator and see whether there are other areas that can be reduced.

Adult Probation County Court (674)

Kroeker distributed a summary of reductions from County Probation, noting the actual figures are not reflected as County Probation and District Probation have been merged (Exhibit I).

Board consensus was to reduce Rent Buildings (3604) by \$2,500.

Intensive Supervision Probation (675)

The Board asked Kroeker to review Object Category 30.

Juvenile Detention Center (678)

Kroeker said the Lancaster County Juvenile Detention Center Director has submitted an additional reduction of \$37,758 (two food service workers), which leaves a budget of \$4,443,133 (see Exhibit C, Page 34).

The Board questioned the \$52,530 budgeted for Child Guidance (3166) and asked whether Families First & Foremost (F³) can meet that need.

Emergency Management Services (693)

Kroeker said the Emergency Management Director has submitted additional reductions totaling \$10,394 (see Exhibit C, Page 39).

Mental Health Board (751)

The Board reduced Consulting Services (3057) by \$10,000 and asked Kroeker to check whether the \$13,924 budgeted for Regular Salaries (1053) should be included in Clerk of the District Court (Agency 621).

General Assistance (801)

Kroeker said State cuts may have additional impact on the budget.

Campbell said it is anticipated that costs for Social Service Contracts (3082) will double and recommended asking the State if it would be willing to freeze the rate for one year if the County authorizes \$35,000 of temporary services. She also recommended that the County analyze whether it would be more cost effective to run the General Assistance Program itself.

Kroeker also distributed revenue changes and a budget reduction summary for the Community Mental Health Center (Exhibit J).

Stevens exited the meeting at 11:35 a.m.

Board consensus was to schedule a budget work session at 2:30 p.m. on Thursday, July 25, 2002.

3 ADJOURNMENT

MOTION: Heier moved and Campbell seconded to adjourn the meeting at 11:40 a.m. Campbell, Workman and Heier voted aye. Stevens was absent from voting. Motion carried.

Bruce Medcalf
County Clerk