

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
AGENCY BUDGET REVIEW
COUNTY-CITY BUILDING
ROOM 113
TUESDAY, JUNE 15, 1999
9:30 A.M.**

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

Others Present: Kerry Eagan, Chief Administrative Officer
Dave Kroeker, Budget & Fiscal Officer
John Boehm, Lincoln Independent Business
Association (LIBA) Budget Monitoring Committee
Ann Taylor, County Clerk's Office

INFORMATION SERVICES 610

Present was Doug Thomas, Information Services Director.

Doug Thomas, Information Services Director, provided a brief overview of the Information Services Budget, projecting an increase of approximately \$200,000 for the County. He attributed this increase to a number of capital projects and an increase in costs for Corrections and the Register of Deeds for processing and maintenance services previously supplied by outside vendors.

Thomas reported that batch and on-line programs for the Register of Deeds conversion program are complete and a system of cut-over is planned for the Labor Day weekend. He indicated that an addendum to the contract is being prepared to proceed with Phase II of the project involving Internet connection and training of outside firms, at an estimated cost of \$8,500.

In response to a question from Steinman, Thomas stated an estimate of juvenile justice system costs is being prepared. He noted that Kit Boesch, Human Services Administrator, and the SEARCH Group are working to centralize all Criminal Justice Information Services (CJIS) and juvenile justice information.

Steinman noted that Boesch is seeking a grant to cover these costs.

Campbell questioned the amount budgeted for Share of Information Services Projects (Line Item 320).

Thomas explained this is for development costs that are split between the City and County and assessed centrally, rather than on an hourly rate basis.

Campbell suggested that Brian Pillard, Records & Information Manager, and Information Services review and coordinate all County imaging projects in the future.

The Board requested that discussion of development of a policy for the review of all agency scanning and imaging needs be scheduled with Brian Pillard, Records & Information Manager, on the agenda for the Thursday, June 17th County Board Staff Meeting.

Campbell questioned the \$26,680 amount indicated for Election System (Line Item 320).

Thomas explained this is for a system upgrade.

Dave Kroeker, Budget & Fiscal Officer, stated the Board approved 55 copies of emulation software necessary for the Clerk of the District Court's conversion to the Judicial Users System to Improve Court Efficiency (JUSTICE) system from this year's budget. He indicated the District Court Judges and Bailiffs will probably require emulation software for their computers as well, for access to the JUSTICE system.

Thomas added that the County Attorney and Public Defender may submit similar requests for emulation software.

Kroeker recommended the addition of \$14,000 to Line Item 320 to cover this cost.

ADULT PROBATION (672); JUVENILE COURT PROBATION (673) AND ADULT PROBATION - COUNTY (674)

Present were Bill Janike, District 20 Chief Probation Officer; Larry Heckert, District 6 Probation; Steve Rowoldt, District 15 Probation; Ed Birkel, Nebraska Supreme Court Administration; and Doug Thomas, Information Services Director.

Kroeker reviewed *Data Processing Costs for Probation* (Exhibit A), noting statutory requirements for funding of probation offices and a comparison of funding for Scottsbluff, Hall, Douglas and Sarpy Counties. He stated the past practice is Lancaster County is to provide used equipment to the probation offices.

Doug Thomas, Information Services Director, presented a *Summary 1999/2000 Budget Requests for Microcomputers* (Exhibit B), noting an increase of \$6,293 to the original budget request of \$93,815 for the probation offices. He attributed this increase to a cost adjustment for workstations and the addition of port charges for Juvenile Probation and County Probation. Thomas noted that most of the computer equipment in the probation offices is outdated.

Steve Rowoldt, District 15 Probation, provided a brief summary of *Why Lancaster County Needs Computers for Juvenile and Adult Probation* (Exhibit C).

Rowoldt also reported on the availability of \$15,000 remaining from a non-profit corporation generated by the Municipal Court, suggesting that these funds be applied towards the purchase of new computer equipment for the probation offices.

Ed Birkel, Nebraska Supreme Court Administration, remarked there is varied interpretation as to whether responsibility for costs related to maintenance of the probation offices lies with the counties or the state. He agreed that further clarification is needed in the Nebraska Revised Statutes.

Campbell noted that a system that ties all juvenile justice information together was recommended in the report from Chinn Planning Inc. on the juvenile justice system.

Thomas responded that a central repository does not currently exist, although there is the ability to access multiple systems.

Campbell asked whether a phased approach had been considered.

Birkel responded that equipping clerical staff would be considered a priority.

ECONOMIC DEVELOPMENT

Troy Gagner, Economic Development Coordinator, appeared to respond to a question posed by Heier in a County Board Staff Meeting as to whether construction of the Lancaster County Agricultural Society's Events Center would qualify for Economic Development funds.

Gagner stated that assistance with land acquisition or capital construction costs, in the form of a loan or grant, appears to be a possibility, provided funds are tied to job creation at the Events Center. He stated that local economic development standards set the level of assistance at \$10,000 for each job created, although federal standards set this rate at \$35,000. Gagner noted that 51% of these jobs must be filled by low or moderate income individuals. Seasonal employment may also be included in determining the number of full-time employee equivalents.

Gagner reported that he plans to meet with Charles Willnerd, Lancaster County Agricultural Society Building Committee Chair, to discuss their plans and the potential for funding in further detail.

In response to a question from Workman, Gagner stated establishment of jobs in related businesses would not figure into this equation.

Eagan noted there may be more funding flexibility for the County's Economic Development Program, due to less restrictive guidelines for program income at the time the program was established using Community Development Block Grant (CDBG) funds.

Kroeker asked whether the Agricultural Society would be required to repay funds if job creation levels were not met.

Gagner stated repayment may not be necessary, if a good faith effort is demonstrated. He stated that an extension of the timeframe for job creation may also be granted.

Campbell stated that the Agricultural Society has taxing authority and questioned whether political subdivisions with this ability should qualify for funding.

Gagner agreed to research this question with the Nebraska Department of Economic Development.

Kroeker noted that the question has also been raised as to whether construction of the new Juvenile Detention Facility would qualify for funding.

Workman noted that the Railroad Transportation Safety District (RTSD) has large fund reserve for delayed projects and questioned whether a portion of the RTSD's levy authority could be transferred to the Lancaster County Agricultural Society for a period of time to assist with start-up costs.

Gagner also distributed the following materials:

- *Public Facilities and Improvements* (Exhibit D)
- *Acquisition of Real Property Special Economic Development Activities* (Exhibit E)
- *Special Economic Development Activities* (Exhibit F)

AGENCY BUDGET REVIEW

Kroeker briefly reviewed *FY00 Budget, Possible Adjustments to Agency Budgets* (Exhibit G), noting an increase of \$15,000 in Line Item 4753 of the Election Commissioner's Budget.

Board consensus to:

- Hold all full-time employee (FTE) requests
- Add \$5,000 in Revenue and \$10,000 in Expenses to the Emergency Services Budget
- Review postage costs for the County Treasurer
- Review overtime costs for the Clerk of the District Court
- Reduce the projected amount of State Prisoner Reimbursement Revenue to \$250,000 in the Corrections Budget
- Request additional information as to whether the additional revenue generated by an additional Civil Deputy in the Sheriff's Budget will cover the cost
- Hold request to add scanners for the Election Commissioner in the General Fund Miscellaneous Budget
- Hold request to retain vacant Office Automation Specialist position in the County Clerk Budget
- Add \$30,000 to Information Services Budget for replacement or enhancement of the imaging system in the County Clerk's Office
- Add \$10,000 to the Geographic Information System (GIS) Budget for computers and equipment for Rural Addressing System from the Keno Fund
- Eliminate additional request of \$15,000 to cover a retirement in the County Assessor's Budget and cover in the Contingency Fund, reduce Capital Outlay by \$5,000 (Line Items 4202, 4216, 4217 and 4219)
- Eliminate additional request of \$10,500 for Classification Change - Salaries (Line Item 1053) in the Attention Center Budget and request agency to absorb the cost; request information on additional request for Educational Program (Line Item 3064)
- Hold request to increase Boarding Contracts (Line Item 3060) in the Juvenile Court Budget, with review at mid-year
- Hold request for Office Automation Specialist in the Register of Deeds Budget

The Board requested Kroeker to check with Mike Thurber, Corrections Director, or Kit Boesch, Human Services Administrator, on whether funds need to be set aside for the Community Justice Plan.

The Board also requested the following:

- That a report detailing Office of Juvenile Services (OJS) reimbursement of costs for housing youth at the Attention Center prior to placement be sent to the Juvenile Court Judges
- Addition of a revenue line in the Attention Center Budget to monitor State reimbursement for housing in the Attention Center
- Schedule discussion of all full-time employee requests on a County Board Staff Meeting agenda
- Schedule discussion of whether to budget funds for the relocation of the Election Commissioner's Office in the Building Fund for a budget working sessions in July
- Schedule discussion of maintenance agreement policy with Kathy Smith, Assistant Purchasing Agent, on the agenda for the Thursday, June 17th County Board Staff Meeting

OTHER BUSINESS

The Board approved a request from the City Council to reschedule the July 14th Commons Meeting to July 21st, leaving that time slot open for the Board of Equalization hear information related to property valuation protests, if needed.

By direction of the Chair, the meeting was adjourned.

Bruce Medcalf
Lancaster County Clerk

NOTE: Budget documents discussed are included in *Lancaster County Proposed Budget FY 1999-2000*. (On file in the County Clerk's Office)