

**MINUTES
MID-YEAR BUDGET REVIEW
LANCASTER COUNTY BOARD OF COMMISSIONERS
ROPER & SONS COMMUNITY CENTER
4400 S. 70TH STREET (70TH & PIONEERS)
THURSDAY, JANUARY 30, 2003
AFTERNOON SESSION
1:00 P.M.**

Commissioners Present: Bernie Heier, Chair
Ray Stevens, Vice Chair
Larry Hudkins
Deb Schorr
Bob Workman

Others Present: Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Dave Kroeker, Budget and Fiscal Officer
Melissa Koci, County Clerk's Office

The Chair reconvened the Mid-Year Budget Review at 2:00 p.m.

AGENDA ITEM

3 FY 03-04 BUDGET INSTRUCTION LETTER TO AGENCIES

This item was discussed in the morning session.

4 DISCUSSION ITEMS

- a. Three Monitors for Juvenile Court

Dave Kroeker, Budget and Fiscal Officer, said the Board already approved the three monitors and Juvenile Court recently had them installed.

- b. Records Management Training for Cori Beattie

Eagan said in the past the Board discussed possibly getting an assistant for the County Board's Office, and were looking at creating a new position with new responsibilities for Cori, but because of the budget restraints it won't be feasible at this time.

- c. Community Mental Health Center Job Audits

Eagan said the Community Mental Health Center Job Audits were brought to the Board and action was taken. He said there was a recommendation not to act on them right away because the Mental Health Center has redone all of the pay ranges because they indicated they are underpaid. Eagan said the increase would be quite a financial impact, but the Mental Health Center Director did not request any additional money this year. He suggested letting the item go until something more is said about it.

d. General Assistance

This item was discussed in the morning session.

e. Records Center

Eagan said Brian Pillard, Records & Information Management, has indicated he will be out of space in the next few years.

Gwen Thorpe, Deputy Chief Administrative Officer, indicated she has found many boxes at the Records Center that are taking up space that could be gotten rid of. She suggested not purchasing more space at this time and maybe have the Board adopt a policy saying the Records Center will not accept convenience copies.

Eagan suggested charging more to a department if they store items at the Records Center that are not on the retention schedule. He said a lot of the files in storage have been microfilmed, but the paper form is also being retained when it doesn't need to be. Eagan said Gary Lacey, County Attorney, does not want to get rid of any of his cases because of the possibility of DNA evidence coming back. Eagan also said if the policies aren't changed now, the Records Center will be at capacity in one year.

Hudkins said there is room in the K Street Building and if the County doesn't get their hands on the space first, the State will take it.

Thorpe said there are State Record Retention Schedules for every department which are approved by the Secretary of State.

Kroeker reported in Brian Pillard's reduction letter to the Board he mentioned he would need \$11,000 worth of shelving to accommodate the additional holdings and he suggested the County Board adopt an aggressive policy mandating that records be kept only in the minimum length of time according to the approved retention schedule. Pillard believes the County Board should also adopt a policy of not accepting non-record material and not accepting extra copies of records where the official record is the responsibility of another department.

Thorpe said the County needs to go to the State and ask them to update their Retention Schedule to realistically reflect the way records are now being kept.

Hudkins said he likes Eagan's suggestion about implementing the guidelines and if each department doesn't want to adhere to those guidelines, an additional surcharge will be added. He also believes there needs to be a proposal from Pillard of how much space will be needed now, in 5 years and in 10 years. Hudkins also believes some decisions need to be made with regard to the Sheriff and Police Department's Evidence Room space to find out where that space is going to.

f. TRIM Implementation

Gwen Thorpe, Chief Deputy Administrative Officer, reported Information Services has indicated to her that a new server needs to be purchased to operate TRIM, which is \$4,200. Thorpe said the estimated amount to upgrade the County Clerk's Office, Gwen's, and 5 computers in the County Attorney's Office would be \$7,685. She said TRIM works now, but with the budget restraints, she would be willing to put this item on hold.

The Board agreed to invite Brian Pillard to the Thursday, February 13, 2003 staff meeting to hear any suggestions he may have with regard to space and the Records Center policies and procedures.

g. Two Laptop Computers for County Board

Eagan indicated the estimate for the County Board to purchase two laptops is \$5,995.67.

Workman stated he does not agree with purchasing a laptop and he believes the City Council has not had the success that they thought they were going to have with the laptops. He suggested having high speed internet access capabilities for the Commissioner's in their homes. Workman said the three Commissioner's in the County would have to get DSL, which runs about \$60 a month and the other two Commissioner's could go through Time Warner, which is \$45 a month. Workman also said the computer in his office needs to be upgraded.

Stevens said he wants a laptop in case one were needed in the City Council Chambers or Room 113 during a meeting, to take home at night if a meeting were needed to be reviewed or so it can be taken with a person if they were going to miss an important meeting.

MOTION: Workman moved and Hudkins seconded to allocate not more than \$4,000 to investigate and implement high speed access for the five County Commissioner's on a trial basis.

Thorpe also suggested the possibility of getting a Pocket Computer, which would have the same capabilities as a computer. She also indicated the County Clerk's Office has a laptop that could possibly be used on a trial-basis if needed.

ROLL CALL: Workman, Hudkins and Heier voted aye. Stevens and Schorr voted no. Motion carried.

MOTION: Hudkins moved and Heier seconded to explore the possibility of upgrading the County Clerk's laptop and if not, bring back information to purchase one that is compatible. Hudkins voted yes. Workman, Heier, Schorr and Stevens moved no. Motion failed.

h. Jamaica North Trail Funding Request

Eagan indicated the City purchased Jamaica North (Union Pacific Railroad) and spent \$503,000 in acquisition as well as over another \$100,000 in an Environmental Survey and miscellaneous related acquisition costs. He said the Great Plains Trail Network donated another \$100,000. The next phase of the project is to develop the corridor for public access and it will not be officially opened until bridges are safe for users, safety issues are addressed at major crossings and a better surface is on the trail. GPTN is in the process of raising \$50,000 to pay for the development of a master plan and they are trying to identify sources for grants and other funds to pay for the development. Eagan said the City annually applies for Federal Enhancement funds as well as Recreation Trails Enhancement funds, however the earliest they can apply is in Fiscal year 06-07. He said it is because they are applying to those sources for other trail projects during previous years and cannot rearrange due to donations and other funding sources being used as a match in addition to the City CIP funds.

Eagan noted GPTN is wondering if the County would be willing to allocate Keno funds for trail construction and possibly apply to the enhancement funding sources to match the funds. He said \$100,000 is needed to apply for an additional \$350,00 in Federal Enhancement funds and they are estimating Jamaica North will need a total of \$450,000 for development.

Hudkins reported he talked to Terry Genrich who said the money could be split up in two different grant applications of \$50,000 apiece, but he would recommend getting \$100,000 to leverage \$350,000 at one time rather than taking it at two different times. He said he would support going for the \$100,000.

Kroeker said he could put it in next year's budget.

MOTION: Hudkins moved and Workman seconded to commit \$100,000 towards securing and leveraging the grant for the Jamaica North Project out of non-property tax keno funds. Stevens, Schorr, Workman, Hudkins and Heier voted aye. Motion carried.

i. Prisoner Transport Van for Sheriff

Kroeker indicated the County Sheriff has a 2001 van that has 94,000 miles on it.

Heier suggested driving the van until it's not driveable anymore. He even said the Sheriff could drive one of the newer vehicles to transport.

MOTION: Workman moved and Hudkins seconded to deny the request from the County Sheriff for a new Prisoner Transport Van. Schorr, Stevens, Workman, Hudkins and Heier voted aye. Motion carried.

5 BUDGET WRAP-UP

This was discussed in the morning session.

6 ADDITIONS TO THE AGENDA

- a. LB 335
- b. LB 330

MOTION: Stevens moved and Hudkins seconded the additions to the agenda. Schorr, Stevens, Workman, Heier and Hudkins voted aye. Motion carried.

6 ADDITIONS TO THE AGENDA

- a. LB 335

Stevens reported State law states if the City of Lincoln annexes a piece of property, Lincoln Public Schools would assume responsibility for that same geography. He said LB 335 would allow the area being annexed and/or the School District and/or the City of Lincoln to vote on whether they want it to happen that way or not. Stevens said if Lincoln expands into Norris or Waverly School Districts, then those School District's lose that tax base.

Schorr exited the meeting.

- b. LB 330

Eagan said LB 330 is regarding Visitors Promotion Committee makeup allowing 2 to 3 members of a 7 member committee to be from the hotel industry. He said the hotel industry would disagree with LB 330.

6 ADJOURNMENT

MOTION: Workman moved and Stevens seconded to adjourn the meeting at 3:40 p.m. Stevens, Heier, Hudkins and Workman voted aye. Schorr was absent from voting. Motion carried.

Bruce Medcalf
Lancaster County Clerk