

Finance Committee Meeting

Douglas County, Nebraska

Tuesday, May 17, 2016

The meeting convened at 11:07 A.M. and met until 1:00 P.M. and adjourned for ½ hour. The meeting re-convened at 1:32 P.M. in Room 903 of the Omaha-Douglas Civic Center, 1819 Farnam Street, Omaha, NE 68183. A copy of the Open Meetings Act is located on the wall near the entrance of the room. A notice of the meeting was published in the May 10, 2016, issue of *The Daily Record*. County Commissioners present at the meeting were Marc Kraft, Mary Ann Borgeson, P. J. Morgan, Jim Cavanaugh, Mike Boyle, Chris Rodgers, and Clare Duda. Others present at the meeting were Patrick Bloomingdale, Chief Administrative Officer; John Ewing, Tim Cavanaugh, and Patricia Carter, Treasurer’s Office ; Dianne Wallace, Karen Cole, Joe Lorenz, Diane Carlson, Catherine Hall and Marcos San Martin, County Administration; Diane Battiato and Larry Miller, Douglas County Assessor/Register of Deeds; Bob Nord, Bridget Roy, Tracy Svevad and Derek Kruse, DOTComm; Jenny Hansen and Kathy Allen, 911; Dan Esch, Kathleen Hall, Sheri Larsen, and Dawn Honig, County Clerk/Comptroller’s Office ; Jerry Leahy and Jeff McGill, Public Properties; Brian Kruse, Justine Kessler and Ty Stephenson, Election Commission; Doug Kagan, Nebraska Taxpayers for Freedom; Mary Jane Truemper; and Constance Mierendorf, Douglas County Clerk/Comptroller’s Office. David Kramer and Parker Schenken, Baird Holm joined the meeting at 1:30. Commissioners Boyle and Morgan chair the Committee.

A video recording of the meeting is available on the Douglas County Website:
<http://commissioners.douglascounty-ne.gov/board-meetings/videos>.

Joe Lorenz began the meeting by saying that elected officers’ budgets would be reviewed first and then the Committee would break for lunch. (See Attachment A). Representatives from Baird Holm will join the meeting to discuss the Bond at 1:30 P.M.

County Clerk/Comptroller

	F14/15 <u>Actual</u>	F15/16 <u>Modified Budget</u>	F16/17 <u>Requested Budget</u>
Total Headcount	23	23	23
Expenses	\$1,658,295	\$1,745,511	\$1,745,469
Revenues	\$100,314	\$156,100	\$156,100

- Joe Lorenz said that the Clerk’s office was on target for this year’s budget. 90% of the budget is for payroll. Revenue is generated from fees primarily for marriage licenses. No supplement is anticipated.

- Dan Esch presented the budget for the County Clerk/Comptroller's Office (See Attachment B). He acknowledged Chief Deputy Kathleen Hall and noted that she would be retiring on June 28. Her knowledge and expertise will be missed. Mr. Esch introduced Sheri Larsen who he said he was very happy to have coming into the position. She will assume the Chief Deputy's position on June 29.
- Mr. Esch said he was submitting a flat budget of \$1,745,469.
- A number of initiatives have been undertaken in the past year and many are ongoing:
 - The travel reimbursement form has been updated with a fillable form
 - A new Direct Pay Form is in process
 - The Clerk's office is working on ACH payments for larger suppliers and hopes to expand the payments to other vendors as the process is clarified
 - The website has undergone many updates
 - The Clerk's office is working with other departments on changing cut-off dates for some processes to give them more time to submit information
 - Joe Lorenz, DOT.Comm and the Clerk's office are working on a budget submission process with other political subdivisions to reduce the amount of manual work
 - The office is starting on the audit process for next year
- Commissioner Cavanaugh said the Clerk's office has done an exemplary job of succession planning and running parallel positions where possible to ensure smooth transitions in key positions.
- Kathleen Hall said that the Clerk's office is the primary functional resource for the Oracle system for the City and the County. Whenever upgrades are done to the system, the County Clerk's office is involved. Recently DOT.Comm added 2 reporting tools to the system: OBIEE (Oracle Business Intelligence Enterprise Edition) and EIS. They generated the top 30 used reports to a new platform. The list of 30 then turned into a list of 300.
- A major goal is to get payroll reporting totally off Access database and onto Oracle.
- Another upcoming project is the implementation of Oracle's Treasury and Cash Management for the Treasurer's office. This will get operations on the accounting and banking ends onto Oracle.
- The Oracle testing suite will automate processes whenever an upgrade occurs.
- The goal is to make dashboards available to management, Commissioners and taxpayers. Dashboards are searchable and individualized.

Budget

- Joe Lorenz said he did a preliminary roll up with revenues and expenses including incremental property tax revenues and budget requests from departments. That resulted in a \$4.5 million deficit. This is often where the budget stands at this time in the year. After he did a first cut and included the potential property value increase

imposed by the State, he said the deficit was approximately \$2 million. Serious discussions will now begin on how the County handles the shortfall. This is the way the County spends the month of June. The challenge is to get to a balanced budget by July 1.

- Commissioner Cavanaugh asked what the reserve situation is, acknowledging that the County's healthy reserves allow the County a AAA bond rating.
- Mr. Lorenz said the reserve is close to \$30 million and it was approximately \$28 million last year. It is difficult to give an exact number now because many things happen at the end of the year. The period between June 15 and June 30 is difficult to predict.

Treasurer

	F14/15 <u>Actual</u>	F15/16 <u>Modified Budget</u>	F16/17 <u>Requested Budget</u>
Total Headcount		102	102
Expenses		\$6,214,945	\$6,366,228
Revenues		\$11,432,770	\$13,735,945

- Joe Lorenz said that the Treasurer's office is 81% spent at 87% of the year, but that favorability is not what it appears. The Treasurer is involved in bringing the Cash Management piece onto Oracle, so there are a number of consultants and costs that were budgeted for that have not yet been spent. The office has had a good year in revenue and the reinstatement by the Legislature of SID's (Sanitary Improvement Districts) fees up to 2% will yield approximately \$644,000. The majority of the budget is personnel.
- John Ewing said that the F16/17 budget is slightly above target because the office has a young staff that will receive the 3% raise as well as the 4% step increase (See Attachment C). Normally the office could absorb this cost; however, 2017 is a plate year, which means that the office will have to distribute between 450,000 and 500,00 license plates to citizens in Douglas County. The office must be at full staff in January to deal with this.
- Mr. Ewing said the Treasurer's office should have \$67,000 in this year's budget that will go back to the County. The non-personnel budget is flat; it will be able to absorb the \$320,000 in added costs for mailing plates. The office has made sure over the past few years to address equipment and non-personnel costs, so it can be very lean and accommodate the \$320,000 cost.

- One of the major additions to the personnel budget is the hiring of a new Oracle person in the office at a cost of approximately \$110,000. The Treasurer's office has identified a candidate who will begin in in a couple of weeks.
- Mr. Ewing does not know what the DMVs (Department of Motor Vehicles) plans are. He will meet with them on May 19 to learn more about whether they will be extending their lease. The law states that the County must provide space for the DMV, but they do not have to occupy it.
- Commissioner Boyle asked whether there had been discussion among the state treasurers about extending the life of license plates. Mr. Ewing indicated that there had been discussion about extending to 10 years, but that would need action by the Legislature.
- Mr. Ewing said that the office's current space needs are being met.
- The Oracle position is going to be permanent in order to be able to get all of the reports it needs. Getting an Oracle person is very difficult. The County conducted a long search for the position. Mr. Esch commented that the search for the Oracle expert was a national search that yielded a highly competent candidate.
- Joe Lorenz said the Cash Management conversion is huge to bring the Treasurer's office up to full standards. It takes in receipts of over \$1 billion per year.
- The Treasurers' office has a partnership with local community schools. Student art work comes into the Treasurer's office at no cost. Children come in with their parents and are proud to see their work displayed. This is a good community partnership.

Assessor/Register of Deeds

	<u>F14/15</u> <u>Actual</u>	<u>F15/16</u> <u>Modified Budget</u>	<u>F16/17</u> <u>Requested Budget</u>
Total Headcount		79	79+
Expenses	\$4,732,509	\$4,833,136	\$5,259,462
Revenues		\$3,341,963	\$4,453,000

- Joe Lorenz said that this year has been the first full fiscal year for the merged offices of Assessor and Register of Deeds. The current modified budget for F15/16 is \$4,950,000 because the County is going to approve a \$116,000 salary adjustment for the office's union settlement. The budget is 85% spent at 87% year to date. Mr. Lorenz does not anticipate a supplement to the budget. Revenue is trending up with the real estate market rising. The majority of the costs in the budget are personnel. The proposed budget is \$370,000 above guidelines.

- Diane Battiato presented the budget for the Assessor/Register of Deeds office (See Attachment D). She said that the combined offices are in their second year of transition. On the Register of Deeds side, the increase in the budget has only increased 1 ½% in the last 9 years. Last year the proposed budget for the Assessor/Register of Deeds was cut by \$253,000.
- Prior to this year personal property and homestead exemptions occurred at different times. Now they fall at the same time. Personal property is a new exemption that requires more attention to detail and a new deadline. Applications must be in by May 1. All applications used to have a November filing deadline. Now this filing must be done by July. This has created more work for the office.
- Ms. Battiato discussed required contracts (See Attachment D p. 2). The Assessor/Register of Deeds' contractually obligated budget is \$514,702.
- Commissioner Cavanaugh said that the combined office budget had increased from \$4.7 million to \$5.2 million between F14/15 and F16/17.
- Ms. Battiato pointed out that the office is required to appraise properties every 6 years. While the number of budgeted employees is 79, that number is for both the Assessor functions and the Register of Deeds functions. The office actually has 21 appraisers and a number of listers who are appraisers in training. Ms. Battiato said she wants to avoid a recurrence of the present valuation situation and pointed out that the appraiser staff needs to be increased. The office also needs to work smarter with technology, The recommended number of properties per appraiser is 3,000 to 3,500. The Douglas County Assessor's office ratio is 1:10,000 properties.
- Commissioner Borgeson asked which of the contracts listed on the required contracts list are related to G.I.S. The two listed as ERSI (for a total of \$13,200) are G.I.S. related. Commissioner Borgeson said that when the Commissioners were sold on the Mass Appraisal system, they believed that the system would save time and money. At the same time, the request for additional personnel continues. Technology is supposed to be the driver, but it does not seem to be solving the issue of increased personnel.
- Ms. Battiato explained that years before the CAMA (Computer Aided Mass Appraisal) / Real Ware system was proposed, which was supposed to create efficiencies, the number of existing staff was inadequate. Simply adding a system to an office where there were not enough staff would not solve the staffing problem. Additionally, the CAMA system was not upgraded.
- Ms. Battiato will get back to the committee on the discrepancy between the 72 staff Mr. Lorenz's chart shows and the 79 her office shows.
- Commissioner Cavanaugh asked if the Assessor/Register of Deeds' office would be willing to discuss a consolidation of G.I.S. services in the County. Ms. Battiato said she was willing to meet and discuss a consolidation. Commissioner Cavanaugh said we might want to look at what other counties do with G.I.S. Consolidations in general are costly. The Assessor/Register of Deeds office has 4 staff in G.I.S. at a cost of \$333,000 plus benefits.

- Adding staff does not instantly make appraisers. It takes 1 1/2 to 2 years to train a lister to become an appraiser. Currently the office has 5 lister trainees but will need to replace them to keep the positions full.
- Commissioner Duda asked how the County would save money by moving 4 G.I.S. employees from one office to another. Mergers ultimately cost money.
- Commissioner Boyle said that this consolidation would only save one manager's salary.
- Doug Kagan asked about using technology to replace some staff so that more appraisers could be hired. Diane Battiato said that this might be possible in the future when all of the data collection that has been built through the years has been shown to be reliable. Periodically, listers randomly do quality control tests to ensure the accuracy of the data.
- Mary Jane Truemper asked if there is a value placed on property that has been ruled exempt and also a number of exempt properties. Ms. Battiato said that there are a number of exempt properties but a value for all exempt property does not currently exist. Eventually, the office would like to provide that information.
- There is no formula for valuation. The assessors use mass appraisal, not house by house valuation; it cannot be done house by house. Mass appraisal is a combination of factors including condition of the house, qualified sales in the area, type of house, etc.
- Commissioner Boyle said hospitals that are exempt from taxes need to be examined. Buildings that were built as non-profit hospitals now have for-profit offices attached and their original purpose does not exist. Ms. Battiato said non-profits must apply for exemption every 4 years.
- Commissioner Borgeson said that the technology the Register/Assessor of Deeds office uses is only as good as the information that goes into the technology.
- Ms. Battiato explained the TERC (Tax Equalization and Review Commission) ruling. By law, properties must be assessed at 92-100% of their assessed market value. The TERC ruling takes a massive look at properties. Pockets of properties do not meet the "under" or "over" assessed status TERC suggests. Those pockets then become "over" or "under" assessed as a result of the imposition of the TERC adjustment.
- Ms. Battiato reported that the Preservation and Modernization Technology Fund has one year to fight the sunset provision.

The meeting recessed a 12:55 P.M. for lunch

The meeting reconvened at 1:32 P.M.

Bond Discussion

David Kramer and Parker Schenken of Baird Holm law firm joined the meeting. Joe Lorenz began the discussion by saying there were 3 major areas for discussion regarding the Bond: 1) a feeling from Mr. Kramer and Mr. Schenken for what impact the May 30 letters indicating a 7% increase in property value on close to 50% of residents in the county might have; 2) further discussion about forming a committee

that would act as an advocacy/marketing committee; and 3) what their thoughts are about the impact of whether the Bond is \$35 million or \$50 million. Does the amount matter to the voters?

- Commissioner Morgan said that the 7% property value increase would be a challenge for the County, especially in West Omaha. He also said he believed the County needed someone soon to lead the campaign for the Bond focusing on how the message goes out. The City's role needs to be clarified soon.
- Commissioner Boyle said that the City has to be involved and the Bond needs to cover the cost of their equipment. The people who need the Public Safety Bond the most are the people in the City.
- Patrick Bloomingdale said \$2 million of the Bond is for fire station reporting equipment and \$800,000 is for encryption software to make the system compatible with the Sheriff's office. The intent is to purchase the equipment and offer the City an interest free loan to pay back the \$2.8 million over 8 years. However, the City has indicated that it is not interested in paying the County back. Mr. Bloomingdale was told that if the City is required to do the pay back, they are not interested and they will go ahead and purchase the fire station reporting equipment on their own and not purchase the encryption software. The implication was that they would not support promotion of the Bond.
- Commissioner Borgeson said that the offer of an interest free loan at no interest is significant and the beneficiaries of the proposed equipment and a unified system are the citizens of both the City and the County.
- Commissioner Cavanaugh said that the County had a unique experience 2 years ago when the Bond issue failed; this had never occurred before. At the same time, the Omaha Public Schools were able to sell a \$500 million Bond through a very effective promotional campaign. The County had virtually no marketing. Commissioner Cavanaugh asked if Baird Holm had suggestions about how the County might approach marketing this time around.
- Mr. Kramer said none of the direct marketing activities were undertaken by the Omaha Public Schools (OPS) but by an independent citizens' committee. Under Nebraska law, it is not permissible for the County to participate in any advocacy for bond issues. Political subdivisions can provide fact-based information but not engage in advocacy. Baird Holm has not served as paid advisors to any political campaigns. Some effort should be made to communicate with the public; the vehicle would be an independent committee that would raise the money they would need to engage in a political campaign. Supporters need to organize independent of the County. Coalitions can be built.
- Commissioner Cavanaugh said when the Public Schools were engaged in their campaign for their Bond, every neighborhood association had a school board member in attendance handing out information and answering questions.
- Mr. Kramer said the County cannot use public funds to promote the Bond. Advocacy materials cannot be produced by the County. OPS was careful to insure that all materials were produced by a committee with the appropriate disclaimer. OPS did have a website with Frequently Asked Questions, which is permitted. OPS published all of the data about

how each school would be impacted. Staff cannot use office time to promote the Bond or office materials. Running a Bond campaign is the same as running for political office.

- Commissioner Rodgers questioned how the County could make its story “sexy.” OPS had an appealing story with all that it offered children.
- Commissioner Borgeson said Commissioners should think of a person in each of their districts that would be a good spokesperson for the Bond.
- Commissioner Boyle said Public Safety is “sexier” than schools because it offers ways to make us safe; this has appeal to all of the public. But the City must be involved. The bulk of people in Douglas County get the City when they dial 911. Commissioner Boyle said he does not have a problem financing the radios for the City.
- Commissioner Rodgers said there is not always a positive perception of 911 and policing. The perception may not be what the County wants. Some perceive that some areas take longer to get a 911 response than other parts of the city. One bad police incident in the country and it becomes national news.
- Jenny Hansen, 911 Director, said the benefits of 911 have to be conveyed in a lay person’s language that conveys the direct impact 911 has on individuals. She is willing to help with education.
- Mr. Kramer said that public officials from the police or fire departments probably could make statements of support on their own time and if they are not in uniform.
- Mr. Bloomingdale said the County would be much better off if City administration said it supported the Bond instead of “we’re not a part of it and there is nothing in it for the City.”
- Jerry Leahy said
 - 911 needs desperately to be expanded for space
 - Filling the Fitzgerald Building for future and existing offices makes sense
 - Moving the Treasurer from leased office space at 108th and Maple brings services out to the County for drivers’ licenses and plates
 - The County should try to maximize use of the Fitzgerald Building and do away with leases and other buildings
- Patrick Bloomingdale said the majority of the costs in the Bond are directly for Public Safety. The County has to purchase radio equipment since the existing equipment is at the end of its life; 911 must have the space it is requesting; Corrections is \$7 million. How much of the Bond must be direct Public Safety?
- Real property assets include the Correctional Center, 911 Emergency Services and others that are long term assets the County could not build. \$15 million of \$45 million is for equipment.
- Parker Schenken said he could possibly do a 20 year, straight line bond. He has a spreadsheet that the County can use to calculate the length of the bond.

- Commissioner Boyle said everything but the radios and 911 should be eliminated from the Bond. The County should do 2 Bonds or a Public Facilities Bond issue.
- Commissioner Cavanaugh said he would have no problem with a Public Facilities Bond issue, but all of the elements being discussed should be included. The alternative is a property tax increase which he strongly opposes. The Bond is a fiscally responsible alternative.
- Mr. Bloomingdale asked for clarification. What would the cost be if the Treasurer and Environmental Services were taken out?
- Mr. Leahy said it is difficult to calculate taking the Treasurer's office and Environmental Services out of the costs of remodeling the Fitzgerald Building since no matter which wing is renovated, essential building preparations like plumbing and HVAC still have to be done. The costs of a larger renovation are lower per square foot than a smaller space.
- Doug Kagan, Nebraska Taxpayers for Freedom, said the County might be missing "an ace in the hole." The move to the Fitzgerald Building would save the taxpayers money. That would be a good sales point in a Bond issue. His group did not support the last Bond because it lacked specificity. People did not know what the Bond was going to buy. Spaces were not designated.
- Mr. Leahy said that the County may never have another opportunity to finish the Fitzgerald Building with a renovation of this size. Given the square foot to dollar ratio, the project is very cost effective. The County owns the space and it should be developed.
- Mr. Kramer said that from a campaign strategy point of view, the campaign is not going to talk about 90 % of what's in the Bond. The message needs to be very simple. Provide detail and the information will get out there. The County should use the message that gets the most votes. There are issues out there that will make it more difficult to advocate for the Bond; however, the committee will have to navigate that difficulty. He is less concerned about the things in the Bond than the need to identify 1 or 2 things and make them the core of the Bond.
- Mr. Kagan suggested letting the public know if the bond is going to make things more efficient or more convenient.
- Ms. Hansen said the 911 work flow and call flow will be improved and radios effect everyone—city, county, rural, urban. Services will be improved.
- Commissioner Duda said that whatever the County decides about the radios, it should treat everyone the same.
- Commissioner Kraft said if Corrections has a cell block that is not functional, that is definitely a public safety issue. Mark Foxall said that if Corrections can't use a housing unit, that is a safety issue. The Corrections Center is a 1978 structure that needs upgrades beyond plumbing, including doors and windows.
- Mr. Leahy said the population at Corrections is growing and asked where inmates will be housed if units are not functional.
- Jeff McGill said the renovation, including HVAC, individual cell, doors and showers could be managed for \$7 million.

- Mr. Bloomingdale expressed concerns about the \$45 million figure. Mr. Kramer said the number does matter. If the County throws a number out there without underlying data and justification, the County is going to lose on it. The County should figure out what it needs and come up with a justification for it. Then evaluate whether the County thinks it can get it all. OPS got whittled down from \$1 billion. *The World Herald* and the Chamber of Commerce finally said "here is the number we can live with." The County should determine what the needs are, work on a justification and present the costs. The County would achieve efficiencies by getting out of the leasing business. Give the tax payers reasons to trust the County and they will vote for the bond.
- Commissioner Rodgers said the bond should not include the Treasurer and Environmental Services.
- Commissioner Borgeson said that Board members have talked for months about 911, the Treasurer's office and Environmental Services. Commissioner Borgeson said the Board needs to jump off of the idea of how much we can get and get back to what was pretty much agreed upon for a very long time. Corrections was included as a logical addition and it was agreed upon. Now the need is for details and costs to firm up the plan. The Board has said what is needed.
- Commissioner Morgan strongly supports the inclusion of the Corrections component for safety reasons.
- Commissioner Rodgers cannot support the Treasurer's office component as part of a Public Safety Bond.
- Commissioner Cavanaugh said that it is the County's obligation to do the property right, regardless of the eventual use. 911, radios, Corrections, and Emergency Management are all a part of a public safety stream. That's the bulk of the bond we have been talking about all along. Everything has something to do with the public safety transaction except for the Treasurer and Environmental Services. It would be irresponsible to leave a large portion of the building undeveloped. If the County is going to develop the Fitzgerald Building for these services, it shouldn't leave the rest of the building undeveloped.
- Commissioner Morgan said the Commissioners need to get the figures firmed up and a committee needs to be formed. Once the Commissioners have some real numbers, they can have a real discussion and a vote. It is possible to reach consensus and then do a resolution.
- David Kramer said that political subdivision information will be available to the public. The committee will have access to that information and begin to formulate strategies. The County needs to make the decision about what it needs.
- Commissioner Borgeson said that even if the Treasurer and Environmental Services offices are not included, the entire building needs to be renovated. The County can easily justify why it would be moving the Treasurer's offices out, vacating 2 leases, and selling the Environmental Services building, which would otherwise have to have major remodeling. This could be sold to the public.
- Commissioner Boyle contacted First Responders to see what their level of support might be for the Bond, but was not encouraged by their response.

- Commissioner Boyle said he wanted to make certain all other building options that might be better located and would take less remodeling have been explored, e.g. the Gordman Building at 123rd and Center, or even building a new building. He wants to make sure those are all off the table. Commissioner Boyle will try to have the First Responders attend a meeting in the near future.
- Commissioner Kraft said the County should see what the costs associated with the remodel and the moves are and make it official. If the Environmental Services building isn't sold, it will need major work. The County can give up 2 leases for the Treasurer's offices. These are costs that will be saved by the County.
- Commissioner Morgan does not support the Election Commissioner going all the way out to 156th and Maple.
- Commissioner Duda said the County needs to decide whether it is going to include radios for everyone or not. At this point, the County could ignore the Treasurer and Environmental Services. If it's built out, the County can follow up later to include those offices and find the money elsewhere.

Election Commission

	F14/15 <u>Actual</u>	F15/16 <u>Modified Budget</u>	F16/17 <u>Requested Budget</u>
Total Headcount	13	13	13
Expenses	\$1,323,236	\$1,352,625	\$2,914,542
Revenues	\$285,702	\$147,755	\$354,005

- Joe Lorenz said that the Election Commission was about 70% spent at 87% of the year; however, the expenses for the primary election had not come in yet. The Commission has 13 employees. Mr. Lorenz included spending by the Election Commission in the past 3 presidential election years (See Attachment A, p. 5).
- Brian Kruse presented the budget (See Attachment E). The increase in the budget from F15/16 to F16/17 is in large part a result of the increase of the minimum wage from \$7.25 to \$9.00. This affects 2,600 workers who will work 14 hours at 228 precincts/ 217 polling sites.
- The Commission's use of smaller, folded envelopes for early voting saved \$66,000 in postage.
- Last year there were special expenses not budgeted for that the Election Commission did not come back to the County including the death penalty petitions and a special election. The office was fiscally responsible, tightened its budget and met the demands.

- The LR 403 Committee of the Legislature is looking at the future of elections statewide. The Douglas County Election Commission office hosted the committee a few weeks ago.
- The vision for the Election Commission is a new office. When the heavy rains came this spring, there were 6-8 leaks throughout the office including in front of the public restroom and the server room. In the winter the heat is inadequate and space heaters are needed throughout. The Commission needs to be on bus routes and needs to be accessible to north and south Omaha voters.
- The office is hoping to realize some cost savings by putting training videos for workers online. It is also going to experiment with videos in the Election Commission office to help voters when they come into the office.
- The ballot printer is now 10 years old and will soon need to be replaced. That cost is \$100,000. The County saves considerable sums of money by doing its own printing. This coming general election will require over 350,000 ballots.
- Commissioner Boyle said that rotating names on the ballot and split precincts should be on the County's legislative agenda.
- Commissioner Rodgers said the Commission should create a list of permanent voters to request an early ballot, permanent vote by mail list like what Lancaster County has. This is the year, during the presidential election, when the largest number of voters will go to the polls. The Ideal goal is that the list could be done this year.
- Mr. Kruse said this would require some study and analysis of the costs. He is planning to do research this summer on what the return rates are and what the costs are.
- Commissioner Cavanaugh inquired about the voter turnout in the primary. Mr. Kruse said it was 21%. Commissioner Cavanaugh said the prime directive for the Election Commission is a big vote and an accurate count. The amount of resources the County devotes to the Election Commission office is not great. It is a very small percentage of the overall budget. Mr. Kruse should not discount the idea of the permanent vote by mail list if it can be accomplished at a reasonable cost. The Commissioners are willing to hear the price point. Mr. Kruse was asked to come back with what the costs would be for the early voter list.

911

	F14/15 <u>Actual</u>	F15/16 <u>Modified Budget</u>	F16/17 <u>Requested Budget</u>
Total Headcount		71	76
Expenses	\$1,323,236	\$6,178,468	\$6,240,932
Revenues		\$5,284,858	

- Joe Lorenz said that the budget for 911 would not need a supplement this year. 85% of the expenses of the department are reimbursed through the interlocal agreement with the City. Approximately \$4.2 million of the budget is for payroll.
- Jenny Hansen presented the 911 budget (See Attachment F). The F16/17 budget did not come within guidelines primarily because the department is requesting that 5 staff positions be unfrozen: 4 dispatchers and 1 operator.
- Staffing has not changed in 19 years. No new allocations have been made since 1998, while call volume has continued to increase.
- The department has undergone a staffing study based on industry standards. The study is formula driven and takes into consideration functional positions and volume. Based on the formula, the 911 department should have 40 operators; it currently has 16. The number of operators needs to be doubled. The first step in that process is to fund the 5 positions requested and then continue to add positions each year.
- The cost of the 5 positions is \$310,927; however, the County's share of that cost would be approximately \$46,000. The City would pay the additional amount.
- 911 continues to be impacted by the decrease in wireline surcharges as more consumers move to wireless devices. It collects only 50 cents per line while outside of Douglas County carriers collect \$1.00. This has been appealed but with no results to date.
- Commissioner Rodgers said that the City could pay for the approximately \$265,000 in the increased personnel and the County could pay for the equipment through the Bond.
- Commissioner Boyle asked about overtime pay and Ms. Hansen replied that most personnel take time off rather than overtime. The department budgets \$107,000 for overtime if it is fully staffed.
- Patrick Bloomingdale asked for some consensus on how to approach the City regarding the positions and the purchase of the 911 equipment through the Bond.
- Ms. Hansen said that the department needs a workforce scheduling tool because of the complexity of the staffing. Corrections has this tool and she is going to try to collaborate with them on that contract.

DOT.Comm

	<u>F14/15</u> <u>Actual</u>	<u>F15/16</u> <u>Modified Budget</u>	<u>F16/17</u> <u>Requested Budget</u>
Total Headcount		91	91
Expenses		\$6,473,605	\$6,785,349
Revenues		\$6,770,444	\$6,785,349

- Joe Lorenz said that the County's share of the DOT.Comm budget is \$6.4 million and that no supplement will be needed this year. Employees total 91. The F16/17 budget is within guidelines.
- Derek Kruse presented the DOT.Comm budget (See Attachment G). F16/17 is the first year the City and County will officially be invoiced using the cost model results that have been run over the past 4 years. The compilation of data has resulted in a cost model that is data driven. The County should realize a reduction in costs using the new cost model.
- Overall, the budget for DOT.Comm for both County and City is up 3%.
- DOT.Comm has a high level of customer satisfaction with 96% of customers' service tickets being resolved within the set time frame and 95% of customers saying they are very satisfied with the service they received.
- Among the achievements DOT.Comm has realized this past year are
 - Implementation of Managed Print services in agreement with Bishop Business. This resulted in a 15% cost reduction.
 - Using Docusign, an electronic signature application, hundreds of hours for clients were realized by eliminating the need to pass around paper. Turnaround time for financial signatures has been reduced from 5-7 days to 1-3 days.
 - Network improvements have resulted in over 300 wireless internet access points across County and City buildings.
- In response to questions about the durability of record keeping, Mr. Kruse explained that microfilm, which is stored in the salt mines in Kansas, was still the method of choice because of state law. Digital records are also being kept which are easily accessible in a digital folder called File Bound. File Bound exists in 2 different places in the Cloud to insure redundancy.
- A preliminary capital budget (See Attachment G p. 12) predicts that the 2017 DOT.Comm capital request will be between \$2 and \$4 million. The bulk of this request maintains existing investments. The funding is split 50/50 with the City.
- DOT.Comm has many projects in the pipeline. It recently moved the Service Desk In house and it is staffed 24/7, 365 days a year.
- Capital requests will continue to increase. Commissioner Borgeson said that the Board had discussed floating a bond for these requests in the past and at some point, that should be another discussion.

The meeting adjourned at 4:26 P.M.