STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
ZOOM MEETING
THURSDAY, MAY 7, 2020
VIEWING AVAILABLE VIA YOUTUBE
8:30 A.M.

Commissioners Present: Sean Flowerday, Chair; Rick Vest, Vice Chair; Roma Amundson, Deb Schorr and Christa Yoakum

Others Present: Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer; and Leslie Brestel, County Clerk's Office

Advance public notice of the Board of Commissioners Staff Meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and provided to the media on May 6 2020.

The Chair called the meeting to order at 8:32 a.m. and announced the Open Meetings Act is available at Neb. Rev. Stat. § 84-1401-1414.

AGENDA ITEM

1. APPROVAL OF STAFF MEETING MINUTES FOR APRIL 30, 2020

MOTION: Yoakum moved and Amundson seconded approval of the April 30, 2020 Staff Meeting minutes. Schorr, Amundson, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

2. LEGISLATIVE UPDATE – Joe Kohout and Brennen Miller, Kissel, Kohout, ES Associates LLC

Kohout and Miller reviewed the legislative report (Exhibit 1). Additionally, interim study resolutions will be drafted and discussed at next week's staff meeting.

Cori Beattie, Deputy County Clerk, noted the State will be finalizing their recommendations regarding the property protest valuation hearing process and will be distributing that information soon.

BREAK

The meeting was recessed at 8:43 a.m. and reconvened at 8:47 a.m.

3. CONTRACT EXTENSION WITH JONES AUTOMOTIVE FOR INSTALLATION OF SHERIFF CRUISER EQUIPMENT – Bob Walla, Purchasing Agent; Todd Duncan, Chief Deputy Sheriff; Jen Holloway, Deputy County Attorney; and Lori Irons, Assistant Purchasing Agent

Captain John Vik was available for discussion.

Vik said the County has a contract with Jones Automotive to provide and install emergency equipment for vehicles, typically during the winter. This process has been delayed this year due to a vehicle model redesign by Ford and by the COVID-19 pandemic. The company hopes to have the remaining six vehicles' equipment installed by July. He noted the contract has been extended already to April 30 but that it needs to be extended to later in the summer. This request would be to extend the current contract to outfit the remaining six vehicles with the same contract prices. Additionally, this is the final year for the contract. It will need to be rebid after its completion.

MOTION: Amundson moved and Schorr seconded to extend the contract. Amundson, Schorr, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

4. BOARD OF EQUALIZATION (BOE) – Dan Nolte, County Clerk; Cori Beattie, Chief Deputy County Clerk; Cody Gerdes and Jason Pickerel, Great Plains Appraisal; and Dan Zieg, Deputy County Attorney

A. 2020 Policies and Procedures

Beattie stated the policies and procedures document is currently being worked on by Great Plains Appraisal Company and the County Attorney's Office. She hoped this document, and others related to the BOE process, would be ready for the May 26th County Board agenda.

B. Referee Hearings

Regarding hearings, Beattie noted it appears that in-person hearings cannot be suspended; however, other types of hearings may be offered. The recommendation of the Clerk's Office and the Referee Coordinator is to hold phone hearings in addition to in-person hearings. Filers may still choose their hearing date and time or choose to waive the hearing. It was noted that phone hearings would be conducted remotely and not at the hearing site.

The Board was supportive of having phone hearings.

Beattie noted the County may be able to obtain mobile phones through its existing contract for the referees to use during this process. There would be no charge for the devices, activation or deactivation, although, monthly access rates would apply. The phones could then be turned over to the Purchasing Department and reassigned to other County departments.

Beattie said social distancing guidelines and protective measures will be followed at the in-person hearing site. There would also be limitations placed on the number of individuals attending a hearing.

Regarding supporting documentation, to increase efficiency and minimize the transferring of documentation between individuals at the hearing site, the Clerk's Office and Referee Coordinator recommend that all documentation be submitted at the time of filing. Unlike previous years, no additional documentation would be accepted after a protest has been filed or at the hearing site.

The Board was supportive of the recommendation.

C. Hearing Venue / Rental Agreement

Due to the COVID-19 crisis, Nolte said his staff will not be at the hearing site because if an employee was to get exposed to the virus, it could jeopardize many important functions of the Clerk's Office such as payroll, vendor payments, protests, etc. He added he was unaware of any statutory obligation requiring his staff to be present at the referee hearings.

Gerdes, Great Plains Appraisal, voiced the same concern about providing additional staff at the hearing site as one person getting sick could jeopardize their entire business. He stated Great Plains' contract with the County holds the County harmless and expressed his concern about hiring individuals whose job description would put them in harm's way. He added 30% of last year's referees are not willing to conduct in-person hearings.

Zieg suggested the County automatically schedule phone hearings and if a filer prefers an in-person hearing, they can contact the Clerk's Office to make those arrangements. The Board was supportive of this suggestion.

It was the consensus of the Board to require all documentation to be considered by the referees to be filed at the same time as the protest. Documentation submitted at any other time will not be considered.

Gerdes inquired as to Great Plains Appraisal's authority to ask a filer to reschedule an in-person hearing if the Board's attendance guidelines are not followed. Zieg stated he would research this topic and report his findings back to Gerdes.

Beattie stated a rental contract with the IBEW 265 building is in progress and will be on a future Tuesday agenda for Board action.

D. Referee Contracts

Beattie noted the County Attorney's Office and Great Plains Appraisal are reviewing referee contracts. They will be on a future Tuesday agenda for Board action.

E. Protest Form Revisions

Beattie reviewed the updated 422 form (see agenda packet). Gerdes added the updates try to provide filers and referees a better picture as to the reasons for the protest. Beattie added the form is not a statutorily required document. As long as certain information is included, a protest can be accepted regardless of the form used.

The Board supported use of the updated form.

F. Letters (TERC Pending, Waived, Hearing, Final Value)

Beattie reviewed the letters (see agenda packet) and noted referee recommended value letters and emails will not be sent. Filers may contact the Clerk's Office or visit the protest website to view their recommended values.

Due to earlier discussion, the hearing letters will be updated with language regarding the phone hearings and the number of people able to be present.

The revised letters will be brought back to the Board at an upcoming meeting.

G. Resolution

The resolution is being drafted and will be on a future Tuesday agenda for Board action.

H. Timeline (Final Action Date)

Beattie stated that due to a conflict with Room 112, final action on all protests was scheduled for Friday, August 7 at 9:00 a.m. The Board preferred Thursday, August 6 at 1:00 p.m. It was noted that the Board office would reach out to the Human Resources Department regarding a potential room change.

The Clerk's Office has connected with the Assessor' Office for additional wording to be included on the value notices.

5. EXECUTIVE SESSION (LEGAL ADVICE AND POTENTIAL LITIGATION) – Doug Cyr, Chief Deputy County Attorney; David Derbin, Deputy County Attorney; and Jen Holloway, Deputy County Attorney

MOTION: Schorr moved and Amundson seconded to enter Executive Session at 9:36 a.m. for the purposes of receiving legal advice and potential litigation, and to protect the public interest.

The Chair said it has been moved and seconded that the Board enter Executive Session.

ROLL CALL: Schorr, Amundson, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

The Chair restated the purpose for the Board entering Executive Session.

MOTION: Schorr moved and Yoakum seconded to exit Executive Session at 10:02 a.m. Schorr, Amundson, Yoakum, Vest and Flowerday voted yes. Motion carried 5-0.

6. BREAK

The meeting was recessed at 10:02 a.m. and reconvened at 10:15 a.m.

7. CHIEF ADMINISTRATIVE OFFICER JOB DESCRIPTION – Chad Thies, President, Zelle Human Resources Solutions; and Doug McDaniel, Human Resources Director

Eagan noted the Chief Administrative Officer (CAO) job description from August 2019 and a revised position description were available for the Board (see agenda packet). Thies said he spoke with David Derbin, Deputy County Attorney and incoming CAO, about the amendments to the position. He requested the Board review the updates.

McDaniel stated the documents are similar to the Class description as previously approved and he would not want to change the format of the existing document at this time. He said he has no professional opposition to Derbin's proposed amendments and can include the amendments if that is the Board's wish.

Flowerday said he would like to keep the amendment regarding the law license; however, he does not feel this position must necessarily be an attorney, and, in keeping the amendment, he does not want to preclude other people from the position if they are not attorneys.

McDaniel noted he wanted to remind the Board the person who is doing legal work for the Board may have an opinion conflict with the County Attorney's Office. Schorr and Flowerday added attorneys have worked for the Board before and the Board does not always necessarily agree with the County Attorney's opinion.

McDaniel said he will bring the description back to the Board. Eagan added this is typically a Tuesday agenda item.

Eagan asked if the position would continue to be the supervisor for the department heads.

Flowerday said this is a liaison position but would not necessarily shut off the directors' access to the Board. Schorr and Thies agreed that the Board preferred it be a liaison position.

McDaniel will update the language and bring the document back to the Board at a future date.

The Board was supportive of the County Board Administrative Assistant to continue reporting to the Deputy Chief Administrative Officer.

ACTION ITEM

A. Authorize Remote Online Notarization and Alternative Forms for Evidence of Death for Participant Transactions with Prudential Retirement

Eagan reviewed the forms (see agenda packet).

MOTION: Yoakum moved and Amundson seconded to authorize the remote online notarization and alternative forms. Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

CHIEF ADMINISTRATIVE OFFICER REPORT

A. Southeast Nebraska Development District (SENDD) Membership

Dennis Meyer, Budget and Fiscal Director, led discussion on the County becoming a member of SENDD and authorize SENDD to administer the housing program on behalf of the County. This would require an interlocal agreement, a resolution and membership fees at a cost to the County of $13,000 per year. He added funds for the program would be paid from the County's General Fund.

The SENDD funds need to be set up and have the program running by June 30.

Schorr and Eagan suggested Keno funds might be used for the membership cost.

Schorr and Flowerday nominated Vest to be on the SENDD Board.

Meyer said he would send the necessary documents to the County Attorney's Office to start the process.

DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

No updates were given.

Flowerday stated he participated in the Zoom Chamber Coffee with discussions on the COVID-19 pandemic and the 2022 and 2023 roller-skating contract. Schorr added the CAO selection was announced.

6. **DEPARTMENT BUDGET HEARINGS** – Dennis Meyer, Budget and Fiscal Officer

A. **Adult Probation** – Jeff Curry, Chief Probation Officer

Curry said no additional appropriations are needed. Cleaning supplies and additional laptop requests due to COVID-19 are driving the general office supply budget, but he anticipates staying within the budget.

Regarding the upcoming fiscal year, Meyer stated the budget decreased .27% (Exhibit 2). He reminded the Board the court employee salaries and benefits are paid for by the State and the County covers operating expenses. Additionally, the State covers computer equipment and licenses. The Voice Over Internet Protocol (VOIP) costs are now being based on the number of employees, and it will be part of the Information Services (IS) budget line item.

Curry said the PSI Officer contracts (see agenda packet) have been a great program for over 12 years. He expects the contracts to cost the County approximately $49,000. He noted due to COVID-19, sentencings have been down and pushed back to June. He expects June to be a heavy sentencing month.

Regarding the technology fund request, an additional six laptops were requested in the event employees need to continue to work at home (see agenda packet).

Curry stated the District Court is going paperless on Monday.

B. **Juvenile Probation** – Lori Griggs, Chief Probation Officer

Griggs said the current fiscal year budget should be on target, even though cleaning supply costs have increased.

Meyer noted the next fiscal year's budget request decreased by 2.29% (Exhibit 3). The Drug Court costs used to be grant operated, but now the personnel costs are under the Nebraska State Supreme Court, while the operational costs are covered by the County. Griggs added a judge retired and now she is waiting to see if the newly appointed judge will cover Drug Court. The Foundation gave a grant to cover existing Drug Court expenses.

Schorr asked what the reason was for the program ending. Griggs answered it was due to statutory changes, exhausted resources, and the way some youth are committed to Kearney. She felt some internal changes could help and present the idea to the newly appointed judge.

Griggs noted the technology fund request addresses a number of outdated desktop computers that need to be replaced (see agenda packet). She felt the number of laptops is sufficient. She said 85% of the staff is working at home and could use additional web cameras.

C. **Records and Information** – Brian Pillard, Records Coordinator

Pillard said the contract with the scanning service employees is on hold as they are not on site due to COVID-19 (Exhibit 4). Employees are able to handle current requests, but there is a backlog of items that need to be digitalized.

Meyer stated the next fiscal year expenses are increasing 4.% and revenues are increasing 13.76% (Exhibit 5). Pillard stated the budget increase is due to salaries and benefits. Additionally, due to the change in the way IS expenses are being budgeted, the Records and Information Department will see a dramatic increase. Pillard noted there are no conferences budgeted in the next fiscal year. Meyer also reviewed the technology budget request (see agenda packet).

When asked about the on-call employee position, Pillard answered when longer absences are expected, he needs to have an on-call employee who has been trained in his department. He said a temporary agency employee would not be possible because of the department knowledge needed to be an effective employee.

Regarding future upgrades, Pillard said one of the vehicles needs to be replaced, but it has not been budgeted for at this point.

Meyer described the new payroll system and training opportunities.

D. **Weed Control** –Brent Meyer, Weed Control Superintendent

B Meyer stated the current year revenues are coming in strong. Additionally, the expenses for the enforcement of noxious weeds were lower than anticipated. Regarding COVID-19, one additional laptop was purchased, and sanitation supply costs increased.

D Meyer said the upcoming fiscal year expenses are increasing 6.64% and revenues are increasing 6.73% (Exhibit 6). Some of the increases include salaries and benefits, IS costs and Geographic Information System (GIS) services. Revenue is generated on weed controls; the City funds 50% of program.

Regarding conferences and trainings, B Meyer said there will be no travel for the upcoming annual conference in Montana as it will be held virtually (see agenda packet). Due to the change in the virtual conference, the County will not be able to host the upcoming conference until 2023. He noted it needed to be bumped back two years due to the recertification training that Weed Control is required to do next year.

When asked about future vehicle purchases, B Meyer answered $7,500 per year has been budgeted to purchase a new vehicle. A new vehicle may be purchased next year, and another vehicle may be traded in the following year.

D Meyer mentioned the upcoming payroll trainings.

7. COVID-19 UPDATE AND RESPONSE

A. Grants for COVID-19 Related Expenses – Sara Hoyle, Human Services Director

1. $58,008 from Department of Justice-Bureau of Justice assistance; and

Hoyle reviewed the grant application stating it is to recuperate expenses due to COVID-19 losses (see agenda packet).

2. $130,549 from Department of Justice-Bureau of Justice Assistance

Hoyle noted the grant application is to recuperate expenses due to COVID-19 losses, and, once funded, the request can be increased and the grant amended (see agenda packet). Examples of reimbursable expenses may include computer expense, plexiglass, employee overtime from the jail and the Youth Service Center, and infrared thermometers. Other expenses may also be eligible. Hoyle said she would keep in contact with the departments to see if there are additional requests to include in the grant.

When asked how these grants fall under the Human Services umbrella, Hoyle stated she has been in contact with Ames and offered to help coordinate the grants.

MOTION: Amundson moved and Yoakum seconded to authorize the Chair the sign the grant applications. Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

B. FMLA Discussion

Kristy Bauer, Deputy County Attorney; Doug McDaniel, Lincoln-Lancaster Human Resources Director; and Kevin Nelson, Accounting Operations Manager, were available for the discussion.

Bauer explained, in terms of the Family Medical Leave Act (FMLA), the County's Emergency Sick Leave policy bulletin contains a provision that even when an employee is using emergency paid sick leave, they must comply with FMLA, and therefore are required to complete FMLA paperwork. Under FMLA if caring for an immediate family member who has a serious health condition, the employee would be required to complete FMLA paperwork.

In response to a question from Flowerday, McDaniel said employees will not experience anything different than originally discussed.

Schorr inquired if there were concerns that employees are confused about the process. Ames answered there was confusion and felt clarified communication to the departments may help alleviate that confusion. Bauer reiterated that the FMLA requirements are in the policy bulletin.

When asked if this was regarding the emergency family medical leave, Bauer said that leave is specific to care for children whose school or daycare has been closed. Today's discussion is about traditional FMLA that applies to employees who may have or be caring for an immediate family member with a serious health condition. McDaniel added for any other paid pandemic leave, the FMLA requirements were still included in those situations.

McDaniel mentioned Human Resources gets limited information which may lack specificity as to what type of leave the employee is filing under and what the conditions may be. Kevin Nelson, Accounting Operations Manager, said the terms for the types of leave are being used interchangeably which is causing confusion.

Bauer noted there is one exception for FMLA paperwork requirements which is that if the employee is quarantined due to travel or non-symptomatic quarantine and don't have a serious health condition that the emergency paid leave would be used. She encouraged departments to contact her if they have questions.

Nelson stated, while some employees and departments are waiting until the last minute to complete the appropriate paperwork, it is getting better each pay period.

C. Mask Usage for Staff

McDaniel was present for the discussion.

Ames said the Purchasing Department is looking into purchasing thermometers and masks for the County departments.

Flowerday inquired as to what changes and precautions could be taken to reopen safely, noting the initial plan was to issue guidance to departments and explore a personnel policy change that would allow enforcement options. He noted the City of Lincoln is already doing this.

Vest asked if the City is requiring employees to wear masks. McDaniel said they are following the Lancaster County Health Department recommendations and recommending masks, but not requiring them.

D. Temperature Taking Policy

Terry Wagner, Lancaster County Sheriff, was available for discussion.

Schorr asked if there are departments doing temperature checks. Ames answered the County Jail, Youth Services Center, and the Mental Health Crisis Center are and there may be others.

Schorr asked how employee temperatures will be taken. Holloway answered the City is taking temperatures as time allows while trying to have temperatures taken as close to the time the employee begins their workday as possible. McDaniel added staggered stop and start times for employee schedules may be a good idea to avoid bottle necks. Additionally, for non-centralized departments, McDaniel stated it may depend on how employees are exposed to other people.

When asked what type of thermometers are being discussed, Flowerday answered the touchless forehead scanners. Holloway added if that reads high, a secondary temperature may be taken with a different type of thermometer.

Wagner said the Sheriff's Office is not taking employee temperatures; however, a protocol has been instituted for employees to take their own temperature at home and if it is above 100.4 or meets any other COVID-19 symptoms, to remain home. When the workforce is back in the building, the Sheriff's Office is making plans to take temperatures every day.

It was the consensus of the Board to ask department heads to begin drafting a reopen plan.

When asked which personnel policy would be changed, Holloway said the communicable disease policy would be updated to include temperature taking and mask wearing (if mandatory) and would need to go through the regular personnel policy process. The policy would need to include some disciplinary actions to make it enforceable. McDaniel suggested making a strong guidance document as opposed to a policy change as the working situations vary greatly between departments.

It was the consensus of the Board to write guidance to be implement once any necessary equipment has arrived and is available.

Wagner added a quote for a fleur machine will be brought to the Board. Funding for the machine can be from the forfeited assets if other funding sources are not available.

The Board was supportive of Wagner moving forward.

E. Crisis Center Reimbursement under CARES Act

Item moved to discussion on Tuesday agenda.

8. ACTION ITEM

A. Authorize Remote Online Notarization and Alternative Forms for Evidence of Death for Participant Transactions with Prudential Retirement

9. CHIEF ADMINISTRATIVE OFFICER REPORT

A. Southeast Nebraska Development District (SENDD) Membership

10. DEPUTY CHIEF ADMINISTRATIVE OFFICER REPORT

A. Lancaster County 2020 Priorities

Items 8-10 moved forward on agenda.

11. SCHEDULE OF BOARD MEMBER MEETINGS

Informational only.

12. EMERGENCY ITEMS

There were no emergency items.

13. ADJOURNMENT

MOTION: Amundson moved and Schorr seconded to adjourn the meeting at 12:32 p.m. Yoakum, Vest, Schorr, Amundson and Flowerday voted yes. Motion carried 5-0.

Dan Nolte
Lancaster County Clerk

EXHIBIT
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LEGISLATIVE MEMORANDUM

TO: Lancaster County Board of Commissioners

FROM: Joseph D. Kohout
Brennen L. Miller

DATE: May 6, 2020

RE: Weekly Report

Good Morning. Please accept this as your weekly report for the 2020 session of the Legislature for the date noted above. Since the last report on April 30, 2020, the Legislature has remained in recess due to COVID-19 concerns. There has been no definitive timetable offered as to when the Legislature will reconvene.

During the meeting approximately three weeks ago, we became aware of a request made by Douglas County to the Governor to suspend Neb. Rev. Stat. 77-1502. Since that meeting, we worked with Douglas County's lobbyists, Chairman Flowerday and Clerk Nolte to make a similar request to the Governor's office. That request was submitted two weeks ago, and we received a near immediate response from the Governor's office indicating that they were reviewing that request.

Last week, Dustin Antenello in Governor Ricketts' policy research office, who formerly worked for LIBA, called in response to our request for waiver of in-person meetings for protests for the Board of Equalization. He advised that they are working with the Property Tax Administrators' office and the Department of Revenue to provide for more guidance to counties on the issue of what qualifies as in-person for purposes of these hearings. They are more likely to provide some flexibility for video conferencing with the idea that a person may still come in for the protest. When I asked some questions about the possibility of limiting the protests to telephonic conferences, there seemed to be some reluctance to that idea. We agreed to continue to keep the dialogue open. We subsequently advised Douglas County's lobbyist Mr. Sean Kelley of that conversation.

Too, on this note, we worked with Clerk Nolte, Chief Deputy Cori Beattie, and Mr. Kelley to align answers to specific questions that may be helpful to the Governor's office. That draft document was attached to last week's report.

On Friday, we received an email from Mr. Antonello indicating that the Governor did not plan to issue an executive order waiving the in-person requirement but rather to provide some guidance consistent with his other actions to broaden what is considered an in-person meeting. That document was shared on Friday with Clerk Nolte and to date I have not received any negative feedback. I am attaching it with the report for ease of reference.

We have mentioned in previous reports that we should pull together ideas for interim studies. Here is what has been received:

1. 24/7 Sobriety;
2. Review of fees and fines;
3. LR183 follow up;
4. Move the cost of housing HHS Offices back to the state; and
5. Minimizing barriers for individuals being released from the County Jail to obtain a state ID

One thing we will need to be cognizant of is how much time we have post-adjournment to do interim studies.

This concludes our report for this week.

2020 Real Property Protest Hearings (June 1, 2020 to July 25, 2020)

May XX, 2020

This guidance document regarding real property protest hearings is being provided to the County Board of Equalization (CBOE) members in the three Nebraska counties that have a population of at least 150,000 inhabitants.

Given the circumstances of the current COVID-19 virus pandemic, it is important to consider the safety and welfare of the protestors/property owners, CBOE members, referees, and others during the months of June and July. The business processes this year are unprecedented due to the impact of COVID-19.

Real property protests will be filed with the County Clerk on or before June 30, 2020. The CBOE members or referees can meet to hear the protests beginning on or after June 1, 2020 and ending on or before July 25, 2020. The CBOE may adopt a resolution extending the period for hearing protests to August 10.

Pursuant to Neb. Rev. Stat. § 77-1502, the CBOEs in the Nebraska counties that have a population of at least 150,000 inhabitants are required to meet in person for protest hearings that begin in June. The relevant language is as follows:

> . . .
>
> (3) Beginning January 1, 2014, in counties with a population of at least one hundred fifty thousand inhabitants according to the most recent federal decennial census, for a protest regarding real property, each protester shall be afforded the opportunity **to meet in person** with the county board of equalization or a referee appointed under section 77-1502.01 to provide information relevant to the protested property value. (emphasis added).

To comply with the statutory requirement "to meet in person," the following are some suggested steps that can be taken to safely conduct the real property valuation protest process:

- Encourage virtual or telephonic meetings with the consent of the protestors/property owners;
- Require appointments to be made in advance to limit the number of protestors/property owners showing up at one time;
- Prevent crowding of protestors/property owners by securing alternate spaces where referees and/or CBOE members can conduct meetings;
- Require protestors/property owners to abide by the social distancing protocols during meetings by following the six-foot rule;
- Encourage protestors/property owners to e-mail or fax their supporting documents ahead of the meeting time;
- Limit the number of protestors/property owners who can attend a single meeting to no more than two at each individual session;
- Make hand sanitizer available to protestors/property owners, CBOE members, referees, and others during meetings,
- Wipe down meeting areas with sanitization wipes prior to each individual session; and
- Encourage the use of personal protective equipment (PPE) such as gloves, masks or Plexiglass to protect referees, CBOE members, and protestors/property owners. PPE can be obtained from county health departments.

EXHIBIT
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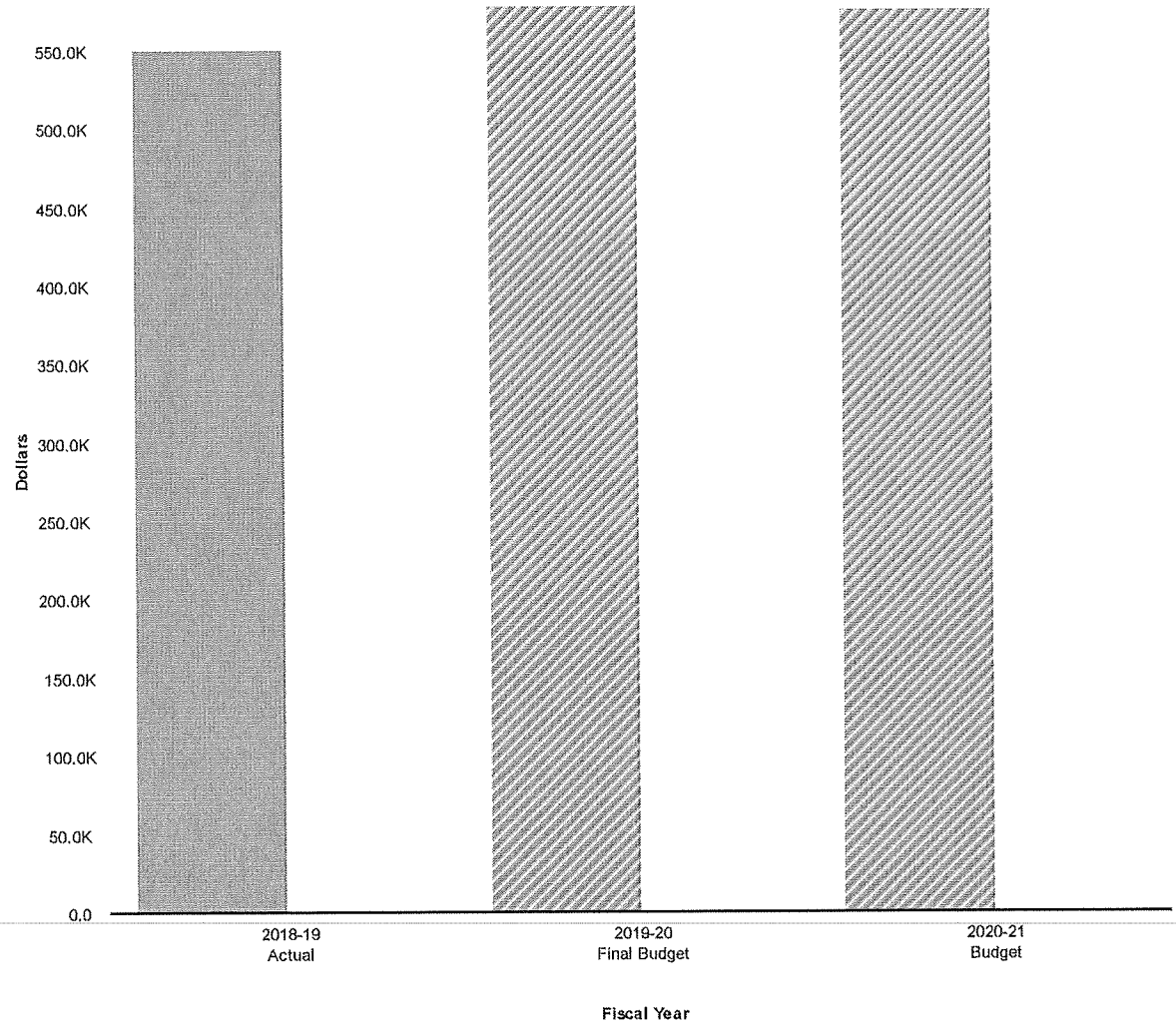
May 7, 2020 Department Budget Hearings

Adult Probation

Visualization



Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
REVENUES	$ 0	$ 0	$ 0
▾ EXPENSES	550,627	577,500	576,175
▾ OTHER CHARGES & SERVICES	529,119	549,650	547,675
▾ RENTALS	389,558	386,300	396,300
(66520) Building Rent	389,558	386,300	396,300
▾ OTHER CONTRACTED SERVICES	113,311	132,250	120,025
(64122) Probation Services	49,376	63,450	63,450
(64285) City Information Services	42,579	44,000	47,000
(64286) VOIP Information Services	15,499	17,000	0
(64195) Janitorial Services	5,625	7,500	7,875
(64170) Equip Maintenance Agreements	0	0	1,400
(64295) Other Misc Contracted Svs	231	300	300
▾ PRINTING & ADVERTISING	18,092	20,500	20,500
(64915) Photocopying	15,592	18,000	18,000
(64910) Printing	2,501	2,500	2,500

Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
▾ COMMUNICATIONS	3,728	6,000	6,000
(64825) Cellular Phone Service	2,858	3,300	3,300
(64810) Telephone - Local	869	2,250	2,250
(64815) Telephone - Long Distance	0	450	450
▾ POSTAGE, COURIER & FREIGHT	3,658	3,500	3,750
(64855) Postage	3,658	3,500	3,750
▾ REPAIR & MAINTENANCE COSTS	556	500	500
(66220) Office Equipment R&M	556	500	500
▾ MISC FEES & SERVICES	217	600	600
(65665) Books & Subscriptions	217	400	400
(65670) Enrollment Fees & Tuition	0	200	200
▾ SUPPLIES	20,621	26,050	26,700
▾ OFFICE SUPPLIES	20,621	26,050	26,700
(63110) Office Supplies	10,913	13,000	13,650
(63120) Duplicating Supplies	9,708	13,050	13,050
▾ CAPITAL OUTLAY	887	1,800	1,800
▾ EQUIPMENT	887	1,800	1,800
(67465) Furniture & Fixtures	597	1,400	1,400
(67415) Office Equipment	291	400	400
Revenues Less Expenses	$ -550,627	$ -577,500	$ -576,175

Data filtered by Types, Adult Probation County Court and exported on May 1, 2020. Created with OpenGov

Microcomputer Estimate

03/27/2020

Adult Probation	
Control #	188923

Funding Source	
Acronym:	JAP
Special Funding Source:	

	Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
x	**HP ProDesk 600 G5 Desktop Mini, i5-9500T 3.7GHz, 16 GB, 256GB SSD, W10P64, STD Stock**	7PE01UT#ABA	$759.00	8	$2.00	$6,088.00
x	**HP EliteBook 850 G6, 4.8GHz i7-8665U, 16GB, 512GB SSD, BT, W10P, 15.6" 1920x1080, 3/3/0**	7KK20UT#ABA	1,379.00	6	$2.00	$8,286.00
	HP 9x5 NBD on-site w/ Off site Accidental Damage Protection 3 Yr Warranty for Notebooks	UC279E	107.00	6		$642.00
x	**HP USB-C/A Universal Dock G2, 100 Watt**	5TW13UT#ABA	181.00	6		$1,086.00
x	HP LJ Pro M404n 40PPM Network, 80000 ppmonth duty cycle	W1A52A#BGJ	$189.00	3	$3.30	$576.90
	Fujitsu ScanSnap iX1500, WiFi, USB 3.1	PA03770-B005	$413.07	3	$2.27	$1,246.02
	Shipping and Handling	S&H	$0.00	1		$0.00
		Total Hardware Cost	$3,028.07			$17,924.92

Software	PART #	Purchase Cost	Qty
NO SOFTWARE			
	Total Software Cost:	$0.00	

Total Software Cost:	$0.00
Total Hardware/Software Cost	$17,924.92
Estimated Installation Costs:	$0.00
Total System Cost:	$17,924.92

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MONTH/YEAR	AVERAGE DAYS TO COMPLETION FOR DEFENDANTS "IN CUSTODY"	AVERAGE DAYS TO COMPLETION FOR DEFENDANTS "NOT IN CUSTODY"	DIFFERENCE [DAYS]	NUMBER OF PRESENTENCES DONE ON DEFENDANTS IN JAIL	COST SAVINGS
May-19	36.31	59.7	23.39	29	$67,831.00
June-19	37.76	58.99	21.23	33	$70,059.00
July-19	35.47	63.83	28.36	38	$107,768.00
August-19	37.31	60.86	23.55	39	$91,845.00
September-19	39.34	56.8	17.46	35	$61,110.00
October-19	37.65	66.95	29.3	47	$137,710.00
November-19	38	60.61	22.61	22	$49,742.00
December-19	40.56	56.5	15.94	25	$39,850.00
January-20	32.83	62.2	29.37	59	$173,283.00
February-20	36.5	63.74	27.24	27	$73,548.00
March-20	39.09	67.14	28.05	23	$64,515.00
			0		$0.00
				TOTAL COST SAVINGS:	**$937,261.00**

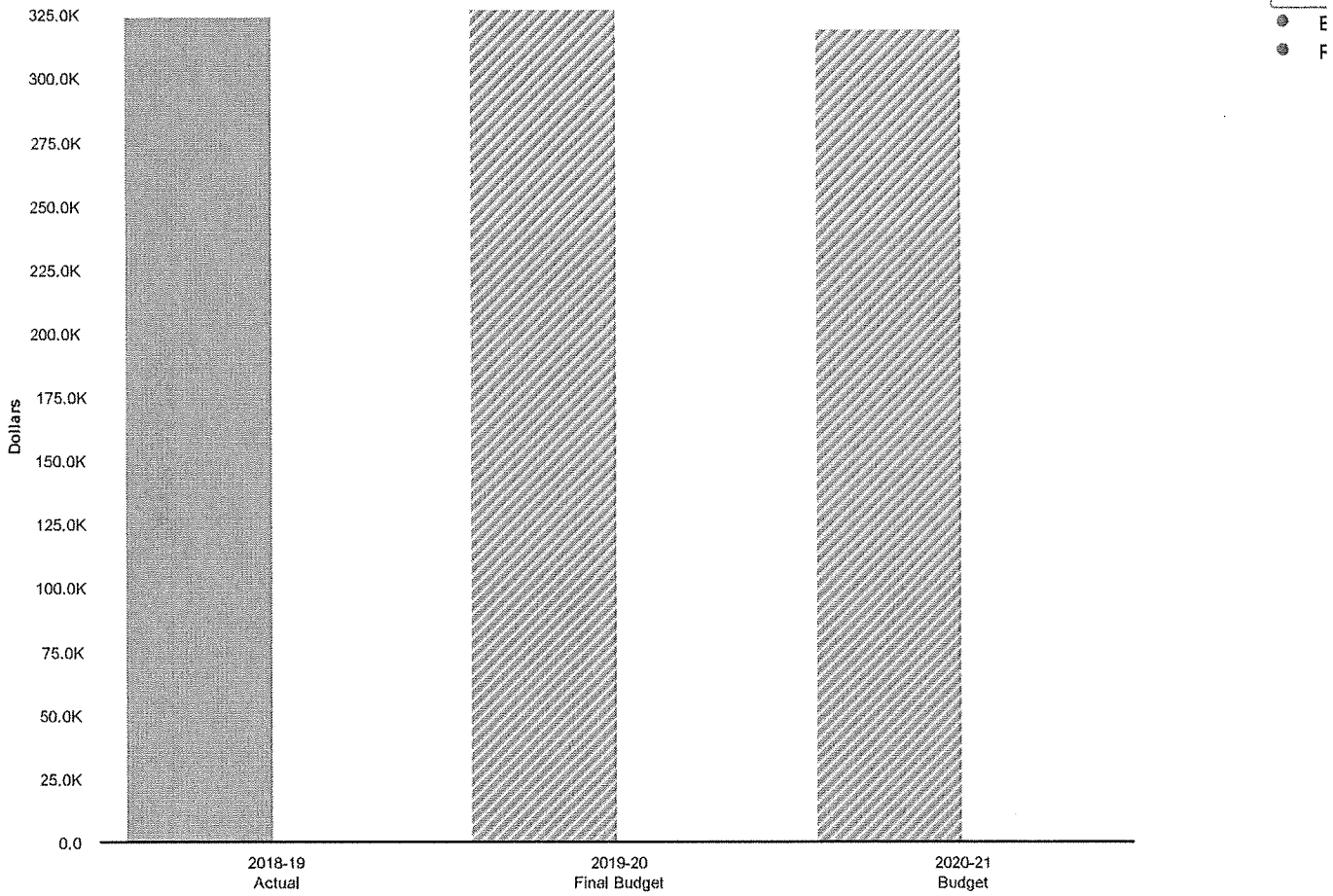
*** FORMULA = Number of Days Difference x # of Defendants x $100.00/day jail cost = Cost Savings**

EXHIBIT
tabbies
3

May 7, 2020 Department Budget Hearings

Juvenile Probation

Visualization



Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
EXPENSES	$ 324,273	$ 326,613	$ 319,126
OTHER CHARGES & SERVICES	316,647	316,613	309,126
RENTALS	257,839	254,157	254,157
(66520) Building Rent	257,839	254,157	254,157
OTHER CONTRACTED SERVICES	49,635	50,036	42,169
(64285) City Information Services	36,338	36,840	42,169
(64286) VOIP Information Services	13,297	13,196	0
PRINTING & ADVERTISING	6,953	9,000	9,000
(64915) Photocopying	5,775	7,500	7,500
(64910) Printing	1,178	1,500	1,500
COMMUNICATIONS	1,370	1,420	1,800
(64810) Telephone - Local	1,370	1,420	1,800
POSTAGE, COURIER & FREIGHT	570	1,000	1,500
(64855) Postage	570	1,000	1,500
MISC FEES & SERVICES	0	500	500
(65845) Other Misc Fees & Services	0	500	500

Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
▾ OTHER CLIENT SERVICES	280	500	0
(65295) Other Client Services	280	500	0
▾ SUPPLIES	7,527	9,000	9,000
▾ OFFICE SUPPLIES	7,527	9,000	9,000
(63110) Office Supplies	7,527	9,000	9,000
▾ CAPITAL OUTLAY	98	1,000	1,000
▾ EQUIPMENT	98	1,000	1,000
(67415) Office Equipment	98	1,000	1,000
Revenues Less Expenses	$ -324,273	$ -326,613	$ -319,126

Data filtered by Types, Juvenile Probation and exported on May 1, 2020. Created with OpenGov

From: Macke, Cassandra
To: PCRequest
Subject: Budget Request Estimate
Date: Monday, April 6, 2020 11:44:58 AM

Could I get an estimate for the below to submit as a microcomputer request with our 2020-21 budget request? I am new to submitting a request like this, so please let me know if there is anything else you need or if anything is incorrect in my request below. Thank you for your assistance!

11 – HP ProDesk 600 G5 Tower i5-9500, 4.4GHZ, 16GB, 256GB, SSD, Win10P, DVD+/-RW, Wireless keyboard/mouse
11 - HP E223 21.5-inch Widescreen LED Backlit Monitor

Cassie Macke | Office Manager | Juvenile Probation
District 3J Probation Office | 605 South 10th Street Room B302 | Lincoln NE 68508
P 402.441.5978 | F 402.441.6052
cassandra.macke@nebraska.gov | www.supremecourt.ne.gov

STATE OF NEBRASKA JUDICIAL BRANCH

Microcomputer Estimate

04/09/2020

Juvenile Probation	
Control #	188990

Funding Source	
Acronym:	JJP
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
HP ProDesk 600 G5 Tower Desktop i5-9500 4.4GHZ, 16Gb, 256GB SSD, DVD+/-RW, Win10P, Wireless Kyb/Mouse	RTI-6DC50AV	$770.50	11	$10.00	$8,585.50
* **HP E223 21.5-inch Widescreen LED backlit LCD Monitor**	1FH45AA#ABA	$130.00	11	$3.00	$1,463.00
Shipping and Handling	S&H	$0.00	1		$0.00
	Total Hardware Cost	$900.50			$10,048.50

Software	PART #	Purchase Cost	Qty	
NO SOFTWARE				
	Total Software Cost:	$0.00		$0.00

Total Hardware/Software Cost	$10,048.50
Estimated Installation Costs:	$0.00
Total System Cost:	$10,048.50

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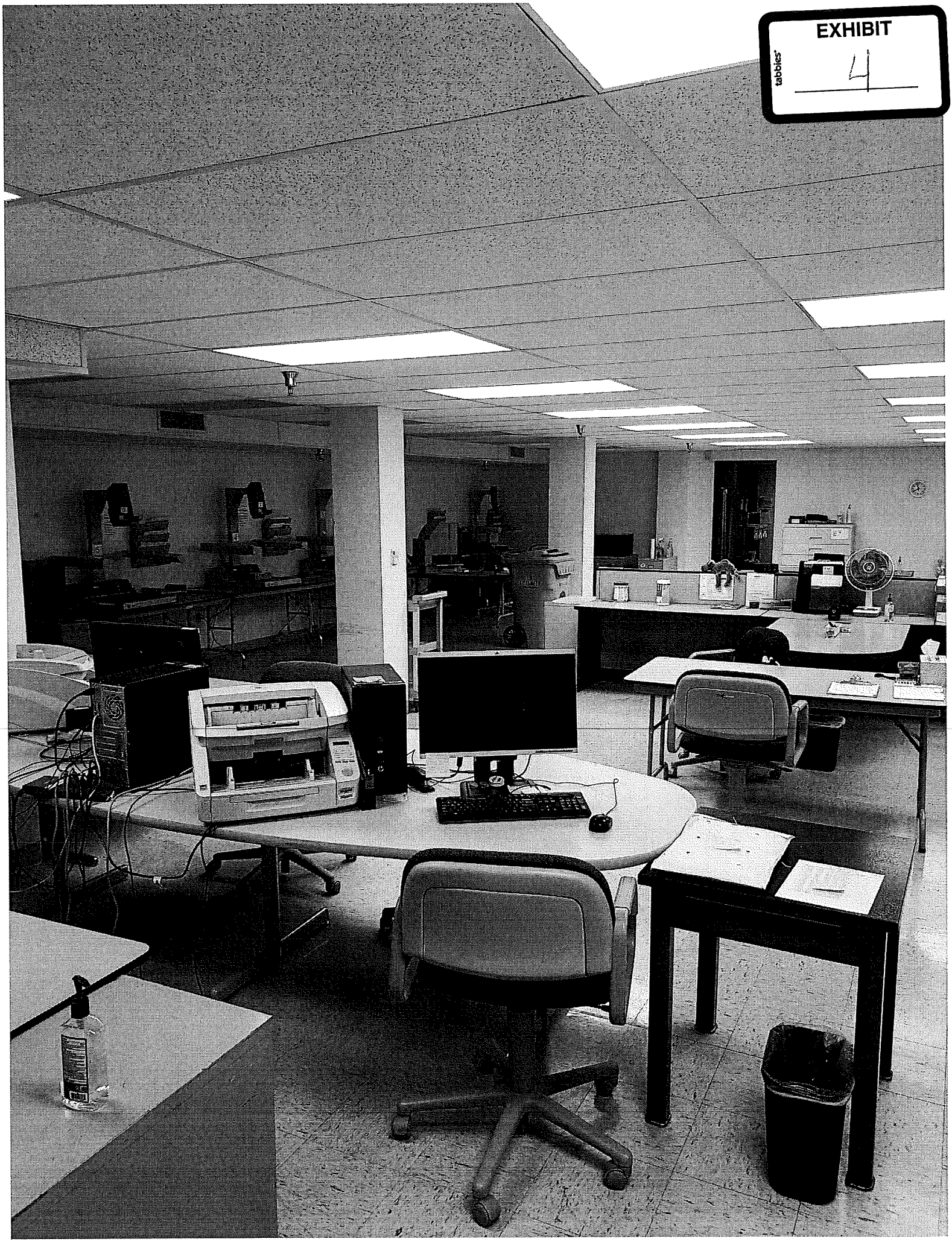

EXHIBIT

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EXHIBIT
tabbies
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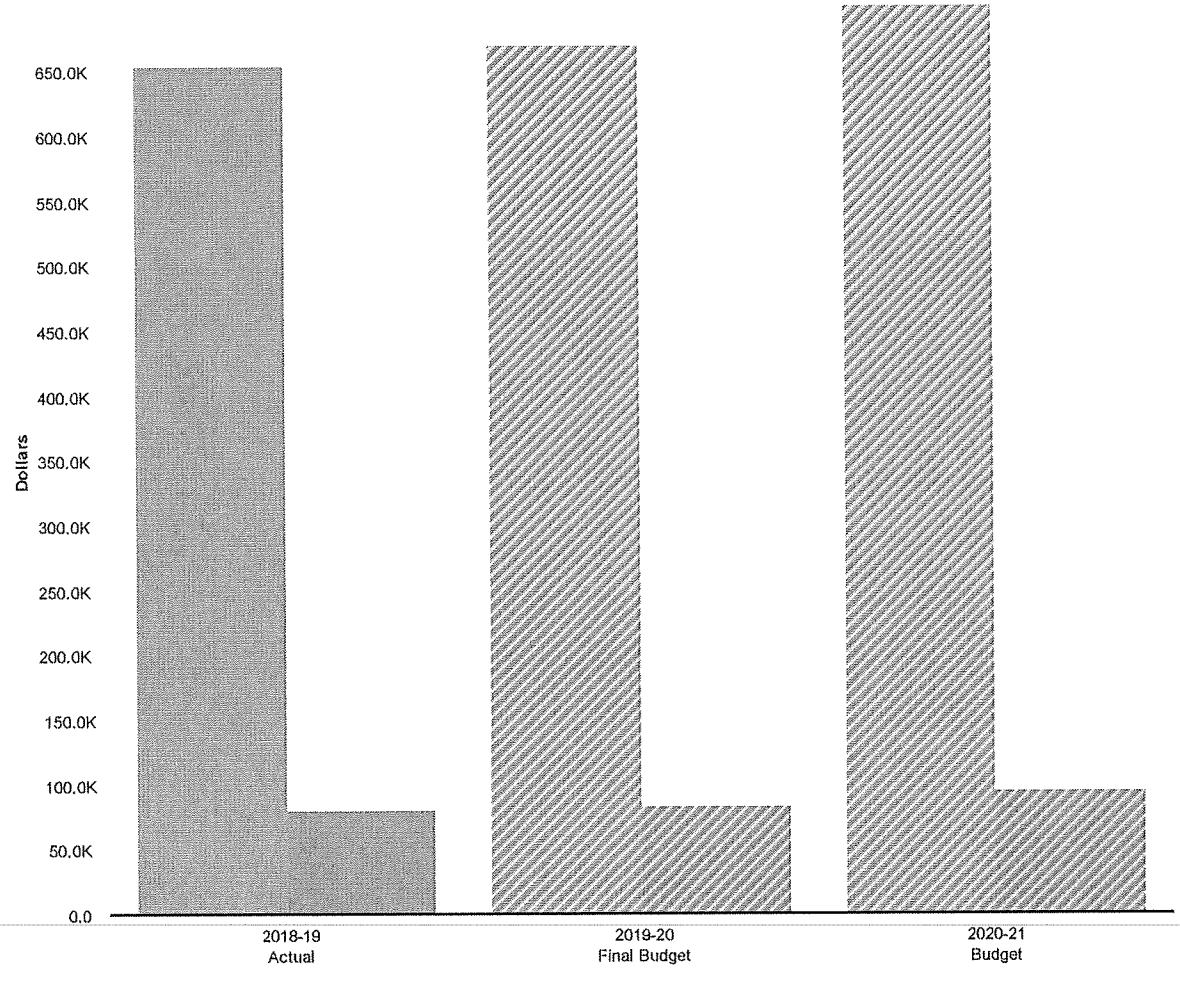
May 7, 2020 Department Budget Hearings

Records Management

Visualization



Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
▾ EXPENSES	$ 654,666	$ 670,321	$ 699,666
▾ PERSONAL SERVICES	458,606	456,504	474,218
▾ SALARIES & WAGES	312,714	310,116	322,040
(61210) Regular Salary	302,040	310,116	322,040
(61250) Temporary Salary	10,674	0	0
▾ EMPLOYEE BENEFITS	145,893	146,388	152,178
(61530) Group Health Insurance	82,843	93,136	96,383
(61520) Retirement Contributions	22,951	24,079	25,362
(61510) FICA Contributions	22,659	23,724	24,636
(61660) Post-Employmnt Health Program	13,115	650	650
(61540) Group Dental Insurance	3,354	3,806	4,204
(61650) Long-Term Disability	972	993	943
▾ OTHER CHARGES & SERVICES	181,715	192,510	202,998
▾ RENTALS	111,795	111,795	111,795
(66520) Building Rent	111,795	111,795	111,795

Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
OTHER CLIENT SERVICES	35,704	39,000	39,000
(65245) Client Production Pay	35,704	39,000	39,000
OTHER CONTRACTED SERVICES	29,253	33,060	43,397
(64285) City Information Services	15,407	11,419	25,579
(64170) Equip Maintenance Agreements	5,293	12,192	12,524
(64295) Other Misc Contracted Svs	6,733	5,294	5,294
(64175) Comput Softwr Maint/License	643	3,755	0
(64286) VOIP Information Services	400	400	0
(64270) Temporary Services	776	0	0
REPAIR & MAINTENANCE COSTS	3,135	6,000	6,000
(66260) Microfilm Equipment R&M	1,958	5,000	5,000
(66210) Motor Vehicle R&M	1,177	1,000	1,000
INSURANCE & SURETY BONDS	589	1,046	1,187
(65920) Vehicle Insurance	589	1,046	1,187
PRINTING & ADVERTISING	574	800	800
(64915) Photocopying	574	800	800
MISC FEES & SERVICES	602	739	749
(65660) Memberships & Dues	349	389	399
(65670) Enrollment Fees & Tuition	250	350	350
(65845) Other Misc Fees & Services	3	0	0
POSTAGE, COURIER & FREIGHT	63	70	70
(64855) Postage	63	70	70
SUPPLIES	12,587	21,307	22,300
OPERATING SUPPLIES	10,726	19,000	20,000
(63270) Production Supplies	8,544	15,000	16,000
(63345) Other Operating Supplies	2,181	4,000	4,000
ENERGY SUPPLIES	1,861	2,007	2,000
(63510) Motor Fuels	1,861	2,007	2,000
OFFICE SUPPLIES	0	300	300
(63110) Office Supplies	0	300	300
CAPITAL OUTLAY	1,757	0	150
EQUIPMENT	1,757	0	150
(67465) Furniture & Fixtures	1,742	0	0
(67495) Other Misc Equipment	0	0	150
(67410) Vehicles	15	0	0
REVENUES	80,693	84,100	95,600
CHARGES FOR SERVICES & FEES	80,693	84,100	95,600
FEES	40,799	43,500	55,000
(55420) Image Capture Fees	40,799	43,500	55,000
OTHER SERVICE REVS/REIMB	39,894	40,600	40,600
(55884) Records Storage	21,558	22,000	22,000
(55896) Other Reimb & Refunds	18,336	18,600	18,600
Revenues Less Expenses	$ -573,973	$ -586,221	$ -604,066

Data filtered by Types, Records & Information Mgmt and exported on May 1, 2020. Created with OpenGov

Microcomputer Estimate

04/30/2020

County Record Management	
Control #	189068

Funding Source	
Acronym:	CRM
Special Funding Source:	

	Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
x	**HP ProDesk 600 G5 Desktop Mini, i5-9500T 3.7GHz, 16 GB, 256GB SSD, W10P64, STD Stock**	7PE01UT#ABA	$759.00	3	$2.00	$2,283.00
x	**USB External DVDRW Drive**	GP65NB60	24.99	1		$24.99
x	**HP E223 21.5-inch Widescreen LED backlit LCD Monitor**	1FH45AA#ABA	$130.00	2	$3.00	$266.00
	Canon imageFORMULA DR-G2090 USB 3.1	3151C002	$3,928.66	2	$17.00	$7,891.32
	Shipping and Handling	S&H	$0.00	1		$0.00
	NO HARDWARE					
		Total Hardware Cost	$4,842.65			$10,465.31

Software	PART #	Purchase Cost	Qty	
NO SOFTWARE				
	Total Software Cost:	$0.00		$0.00

Total Hardware/Software Cost	$10,465.31
Estimated Installation Costs:	$0.00
Total System Cost:	$10,465.31

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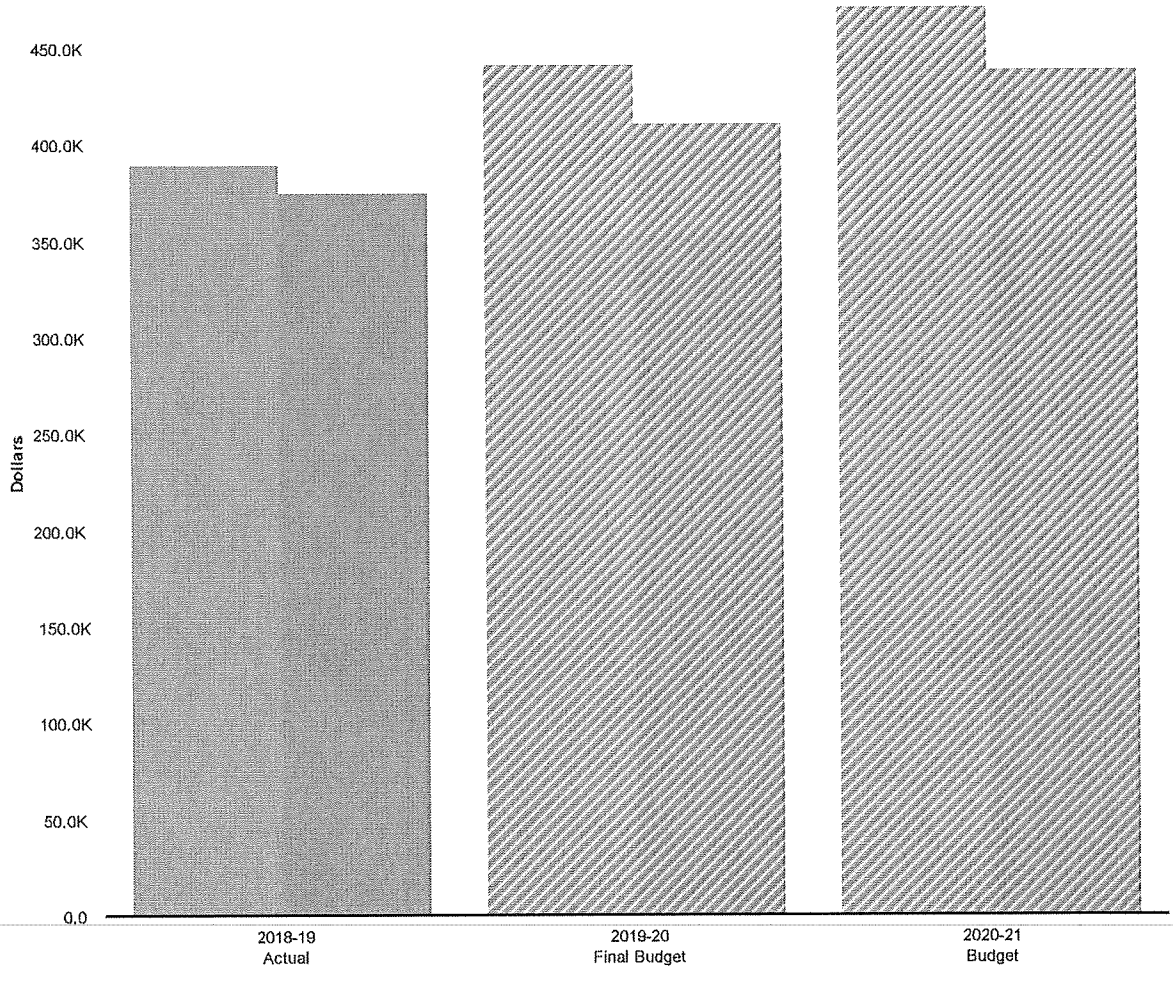
EXHIBIT 6

May 7, 2020 Department Budget Hearings

Weed Control

Visualization



Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
▾ REVENUES	$ 374,912	$ 411,116	$ 438,766
▾ INTERGOVERNMENTAL REVENUE	156,807	172,808	195,458
▾ OTHER INTERGOVERNMENTAL	156,807	172,808	195,458
(54840) Joint Budget City of Lincoln	156,807	172,808	195,458
▾ TRANSFERS	156,807	172,808	172,808
▾ FUND TRANSFERS	156,807	172,808	172,808
(59110) General Fund Transfers	156,807	172,808	172,808
▾ CHARGES FOR SERVICES & FEES	25,751	35,000	38,000
▾ OTHER SERVICE REVS/REIMB	25,751	35,000	38,000
(55858) City Weed Abatement	16,529	15,000	18,000
(55848) Weed Control	9,222	20,000	20,000
▾ SPECIAL ASSESSMENTS	35,056	30,000	32,000
▾ SPECIAL ASSESSMENTS	35,056	30,000	32,000
(52195) Other Special Assessments	35,056	30,000	32,000
▾ OTHER REVENUES	492	500	500

Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
OTHER MISC REVENUE	492	500	500
(58595) Other Miscellaneous Revenues	492	500	500
EXPENSES	389,767	441,279	470,548
PERSONAL SERVICES	299,613	311,294	323,260
SALARIES & WAGES	218,297	224,875	233,431
(61210) Regular Salary	97,048	100,863	106,319
(61110) Official's Salary	72,944	74,147	76,001
(61250) Temporary Salary	48,305	49,865	51,111
EMPLOYEE BENEFITS	77,878	81,309	84,538
(61530) Group Health Insurance	46,589	46,609	48,233
(61510) FICA Contributions	15,863	17,203	17,857
(61520) Retirement Contributions	11,942	13,734	14,463
(61540) Group Dental Insurance	1,887	1,903	2,102
(61660) Post-Employmnt Health Program	1,093	1,300	1,300
(61650) Long-Term Disability	505	560	583
OTHER COMPENSATION COSTS	3,438	5,110	5,291
(61750) Workers' Comp Insurance	3,438	3,610	3,791
(61710) Unemployment Compensation	0	1,500	1,500
OTHER CHARGES & SERVICES	81,312	108,985	125,338
OTHER CONTRACTED SERVICES	33,246	45,004	59,335
(64295) Other Misc Contracted Svs	8,044	20,000	20,000
(64288) GIS Information Services	13,532	12,988	15,261
(64285) City Information Services	9,248	9,516	22,574
(64195) Janitorial Services	1,422	1,500	1,500
(64286) VOIP Information Services	1,000	1,000	0
MISC FEES & SERVICES	26,695	37,000	37,080
(65845) Other Misc Fees & Services	25,120	35,000	35,000
(65670) Enrollment Fees & Tuition	815	1,090	1,170
(65660) Memberships & Dues	760	560	560
(65795) Misc Meeting Expense	0	250	250
(65665) Books & Subscriptions	0	100	100
POSTAGE, COURIER & FREIGHT	4,823	6,000	6,500
(64855) Postage	4,823	6,000	6,500
INSURANCE & SURETY BONDS	4,916	5,011	6,003
(65920) Vehicle Insurance	3,445	3,466	4,381
(65915) Liability Insurance	1,471	1,545	1,622
REPAIR & MAINTENANCE COSTS	4,013	5,000	5,500
(66210) Motor Vehicle R&M	3,915	4,500	5,000
(66225) Building R&M	98	500	500
COMMUNICATIONS	3,191	3,200	3,200
(64825) Cellular Phone Service	3,191	3,200	3,200
PRINTING & ADVERTISING	2,251	3,500	3,500
(64915) Photocopying	1,407	2,400	2,400
(64935) Legal Publishing	658	800	800
(64910) Printing	187	300	300
TRANS, TRAVEL & SUBSISTANCE	2,176	3,320	3,270
(64715) Lodging	1,688	2,020	2,020

Collapse All	2018-19 Actual	2019-20 Final Budget	2020-21 Budget
(64710) Meals	464	700	650
(64725) Mileage	23	600	600
▾ UTILITIES	0	950	950
(66110) Electricity	0	500	500
(66115) Natural Gas	0	350	350
(66120) Water & Sewer	0	100	100
▾ SUPPLIES	7,648	11,400	11,450
▾ ENERGY SUPPLIES	5,479	8,000	8,000
(63510) Motor Fuels	5,479	8,000	8,000
▾ OPERATING SUPPLIES	1,572	2,150	2,200
(63345) Other Operating Supplies	947	1,200	1,200
(63215) Education & Training Materials	500	800	800
(63225) Janitorial Supplies	124	150	200
▾ OFFICE SUPPLIES	598	1,250	1,250
(63110) Office Supplies	325	650	650
(63130) DP Supplies	272	600	600
▾ CAPITAL OUTLAY	1,195	9,600	10,500
▾ EQUIPMENT	1,195	9,600	10,500
(67410) Vehicles	0	7,500	7,500
(67415) Office Equipment	248	1,100	2,000
(67495) Other Misc Equipment	946	1,000	1,000
Revenues Less Expenses	$ -14,855	$ -30,163	$ -31,782

Data filtered by Types, Noxious Weed Control and exported on May 4, 2020. Created with OpenGov

Lancaster County
Conferences, Training and Travel Expenses
2020-21 Budget

Business Unit Name Weed Control Authority

Business Unit # 7330

Conference/Training Session	Object Code Name	Object Code #	AMOUNT
Brent Meyer			
NWCA - Annual Conference, Fall Training, Spring Training, Leafy Spurge Task Force Conference, NACO Conference, Lower Platte Weed Management Area Meetings, SE District NACO	Enrollment	65670	580
	Meals	64710	400
	Mileage	64725	0
	Lodging	64715	980
North American Invasive Species Management Association Conference - Whitefish, Montana	Enrollment	65670	340
	Meals	64710	150
	Airfare/Rental	64725	600
	Lodging	64715	720
Patrick Dugan, Chief Noxious Weed Inspector			
NWCA - Spring and Fall Trainings in Kearney	Enrollment	65670	250
	Meals	64710	100
	Lodging	64715	320