

MINUTES
DEPARTMENTAL BUDGET HEARINGS
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING, ROOM 113
TUESDAY, MAY 24, 2016
1:00 P.M.

Advance public notice of the Board of Commissioners meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska web site and emailed to the media on May 20, 2016.

Commissioners Present: Roma Amundson, Chair
Larry Hudkins, Vice Chair
Bill Avery
Deb Schorr
Todd Wiltgen

Others Present: Dennis Meyer, Budget & Fiscal Officer
Kerry Eagan, Chief Administrative Officer
Gwen Thorpe, Deputy Chief Administrative Officer
Ann Taylor, County Clerk's Office

The Chair called the meeting to order at 1:02 p.m. (A copy of the Nebraska Open Meeting Act was posted at the rear of the conference room.)

NOTE: *A copy of the Lancaster County departmental budget requests for Fiscal Year (FY) 2016-2017 is on file in the County Clerk's Office.*

COUNTY CLERK (602)

Appearing were Dan Nolte, County Clerk; Cori Beattie, Deputy County Clerk; and Tim Genuchi, Accounting Operations Manager, County Clerk's Office.

Dan Nolte, County Clerk, was asked to address the following:

Fiscal Year (FY) 2015-2016 Budget (Current Year)

- Do you need additional appropriations and why or why not?

Nolte said he does not, explaining vacancy savings helped the County Clerk's Office stay under budget.

- Are there any cleanup items with the City or State before the end of the fiscal year?

Nolte said there are not.

FY 2016-2017 Budget

- Full-time equivalents (FTE's)/Unfilled positions/Retirements/Temporary employees

Nolte noted the duties of the Board of Equalization (BOE) Specialist position were split between the two Records Specialist III's. He said the County Clerk's Office does not have any unfilled positions and is not aware of any retirements. Temporary employees are only hired to assist with the property valuation protests.

- Out-of-state travel

Nolte said he budgeted for Tim Genuchi, Accounting Operations Manager, to attend one conference, if one is identified that would be beneficial.

- Capital outlay

Nolte said only \$200 was budgeted for capital outlay (66215).

- Computer requests

Cori Beattie, Deputy County Clerk, said they did not submit a computer request for the coming fiscal year.

- Unfunded mandates

Nolte said his office has statutory duties and fees, adding he believes fee amounts should be adjusted. He cited the marriage license fee as an example of a fee that does not come close to covering costs (the fee is \$25 but the cost is estimated to be \$50-\$55). He also noted the State charges significantly more for a certified copy of a marriage license than counties are allowed to charge (\$16 versus \$9).

- Non-mandated functions

Nolte said there are none.

Meyer asked Nolte how the County Clerk's budget was developed. Nolte explained it is an incremental budget with little variation. Payroll, rent, and information services (IS)

costs are provided to the department. He said the only major change this year is related to a new payroll system.

Schorr inquired about the increase in City Information Services (Object Account 64285). Genuchi said it reflects forecasting for a new payroll system. Meyer noted two demonstrations are scheduled in June and said a decision will then be made whether to proceed with a request for proposal (RFP) for the City and County.

Meyer said he would like to move HP Records Manager (HPRM) (electronic document and records management system) from the County Commissioners' Information Services (IS) budget to the County Clerk's budget. Nolte did not have an objection.

EMERGENCY ITEMS OR OTHER BUSINESS

MOTION: Schorr moved and Hudkins seconded to amend the May 25th Departmental Budget Hearing agenda to move Juvenile Probation's budget hearing from 4:00 p.m. to 2:45 p.m. Avery, Wiltgen, Schorr, Hudkins and Amundson voted aye. Motion carried 5-0.

COUNTY TREASURER (603)

Appearing were Andy Stebbing, County Treasurer; Candace Meredith, Chief Deputy Treasurer.

Andy Stebbing, County Treasurer, read a statement regarding the County Treasurer's budget into the record (Exhibit A), noting an increase of 5.48% for FY 206-2017. He said the increase is related to postage costs, which will be reimbursed. **NOTE:** The reimbursement is reflected in Object Account 55800 (Other Service Revenues/Reimbursement).

In response to a question from Schorr, Stebbing said he will continue to pursue legislation to increase original certificate of title fees for vehicles transferred to Nebraska from another state or country next year.

Schorr also questioned the increase in building rent. Meyer said rent in the County-City Building, which is where the County Treasurer's Office is located, is increasing due to additional security measures. Increases in rent for the two Motor Vehicle facilities (500 West "O" Street and 625 North 46th Street) is related to increased costs for operating those buildings.

Avery asked whether the system programmer position is essential. Stebbing said they are currently doing an analysis of that position.

Stebbing and Candace Meredith, Chief Deputy Treasurer, responded to the following questions:

Fiscal Year (FY) 2015-2016 Budget (Current Year)

- Do you need additional appropriations and why or why not?

Stebbing said he anticipates returning \$150,000 this fiscal year, due to salary savings.

FY 2016-2017 Budget

- Full-time equivalents (FTE's)/Unfilled positions/Retirements/Temporary employees

Stebbing said his office has 39 employees and currently has one vacancy. He said he plans to utilize temporary employees, particularly for the issuance of new license plates.

- Out-of-state travel

Stebbing said his staff is asked to attend out-of-state conferences and come back and teach others, noting plans to hold training sessions for other County Treasurers in October. Meredith also plans to attend the National Association of County Collectors, Treasurers & Finance Officers (NACCTFO) Annual Conference in Long Beach, California in July. Schorr asked that Object Account 64745 (Other Transport/Travel) be reduced by \$400.

- Capital outlay

Stebbing said they included \$15,000 in Object Account 67465 (Furniture & Fixtures) in case the Board approves a proposed expansion of the Motor Vehicle Facility at 625 North 46th Street (see March 31, 2016 County Board Staff Meeting minutes). Meredith said they also budgeted for point-of-sale terminals for the expansion project in Object Account 67495 (Other Miscellaneous Equipment).

- Computer requests

Meredith said five personal computers (PC's) were requested as part of an ongoing computer upgrade.

- Unfunded mandates

Meredith said the County is only able to retain a small portion of the collection of sales tax for motor vehicles and recreational vehicles. The County also provides space in the

County Motor Vehicle Facilities to the Nebraska Department of Motor Vehicles at no cost. Legislation was passed last session that allows them to pay counties rent for space but no funding was provided.

- Non-mandated functions

Stebbing said providing vehicle titles transferred to Nebraska from another state or country.

Meyer inquired about preparation of the budget. Meredith said it was based on historical data and population projections.

COUNTY ASSESSOR (605) & REGISTER OF DEEDS TECHNOLOGY (606)

Appearing were Norm Agena, County Assessor/Register of Deeds; Rob Ogden, Chief Field Deputy Assessor/Register of Deeds; and Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds.

The following questions were posed.

Fiscal Year (FY) 2015-2016 Budget (Current Year)

- Do you need additional appropriations and why or why not?

Norm Agena, County Assessor/Register of Deeds, said they will not, due to salary savings. He said he is in the process of filling two vacant positions and said there will be 43 employees when the office is fully staffed.

FY 2016-2017 Budget

- Full-time equivalents (FTE's)/Unfilled positions/Retirements/Temporary employees

Agena said he anticipates at least one retirement. The office does not have any temporary employees.

- Out-of-state travel

Agena said travel costs related to Orion (appraisal and assessment software) or the software and professional services Tyler Technologies, Inc. provides to the Lancaster County Assessor/Register of Deeds Office are split between the General Fund and the Register of Deeds Technology Fund. Conferences related to the International Association of Assessing Officers (IAAO) are paid out of the General Fund.

Meyer inquired about continuing education requirements for appraisal staff. Agena said they have appraisal staff attend an advanced class every year. Those classes are held in Lincoln so no travel is required. He said they budget \$13,000 for the cost of bringing in an instructor to provide the class and the materials. The fees are typically \$500 per student, with 20-25 of the Assessor's appraisal staff attending.

Amundson inquired about the increase in Object Account 64715 (Lodging). Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds, said it is related to the recent Tyler Technologies Conference.

- Capital outlay

Agena said they budgeted \$15,000 for rotation of computers and the tablets that are used in the field.

Meyer asked how they achieved a \$19,000 decrease in Object Account 64285 (City Information Services). Gaines said they moved all of their servers, with the exception of one, to cloud (online) storage.

Amundson asked where Global Positioning Satellite (GPS) costs for vehicles are budgeted. Gaines said monthly data charges are included in Object Account 64825 (Cellular Phone Service). Meyer asked them to forward him information about set-up costs. Rob Ogden, Chief Field Deputy Assessor/Register of Deeds, said they also have GPS on the tablet he uses in the field. Gaines said they do not provide cellular phones for any of their staff.

- Unfunded mandates

Agena said he considers the preliminary hearings they hold with real property owners and property review requirements to be unfunded mandates.

Meyer asked whether the amount the County can retain from the document stamp tax is still an issue. Gaines said it is, noting the County only retains 22%. Meyer asked whether that percentage covers the County's costs. Gaines said a doc stamp doesn't cause staff any more work at the time of filing. Agena added that approximately 50% of the documents are filed electronically which has reduced costs.

Meyer also inquired about preparation of the budget. Gaines said it was based on historical data, adding they reduced costs in areas such as fuel, postage, photocopying, and office supplies to reflect actual usage.

Schorr asked whether the Register of Deeds Technology Fund could be used to help pay for retirements of Register of Deeds staff. Agena said it could not. Gaines

explained they bring in approximately \$200,000 a year and said those funds are expended on software and Information Services (IS) costs that are attributable to Register of Deeds staff. The fund balance is approximately \$132,000. Gaines said the fund is due to "sunset" at the end of 2017.

The Chair recessed the meeting at 2:31 p.m. and Wiltgen exited the meeting room.

The Chair reconvened the meeting at 2:46 p.m.

RECORDS MANAGEMENT (648)

Appearing was Brian Pillard, Records & Information Manager.

Meyer asked Brian Pillard, Records & Information Manager, how he was able to bring in a budget with only a 1.23% increase. Pillard said the budget maintains the current level of service.

Pillard was asked to address the following:

Fiscal Year (FY) 2015-2016 Budget (Current Year)

- Do you need additional appropriations and why or why not?

Pillard said he does not, adding he plans to cover increased in personnel costs by savings in other areas such as production supplies and microfilm equipment maintenance and repair.

- Are there any cleanup items with the City or State before the end of the fiscal year?

Pillard said there are not.

FY 2016-2017 Budget

- Full-time equivalents (FTE's)/Unfilled positions/Retirements/Temporary employees

Pillard said the number of FTE's (6.1) has not changed, explaining the .1 refers to a permanent on-call position (records courier). He said he does not anticipate any retirements in his department and does not utilize temporary employees unless there is a long-term absence they need to cover. Meyer asked Pillard whether any of his employees are still receiving step increases. Pillard said just one.

- Out-of-state travel

Pillard said he is requesting authorization to attend the American Records Management Association (ARMA) International Conference in September. He said he last attended in 2009. He said the deadline for registration is August 1st for the lowest rate.

Wiltgen returned to the meeting at 2:54 p.m.

- Capital outlay

Pillard said there are no capital outlay items this year.

- Computer requests

Pillard said he would like to replace the remaining computer that is operating on Windows XP, which is no longer supported. He said he is also requesting an additional workstation in the scanning area to replace an existing microfilming workstation.

Schorr exited the meeting at 2:57 p.m.

Meyer inquired about maintenance agreements. Pillard said they have maintenance agreements for the microfilm processor and document archive writer. He said they use the document archive writer to convert electronic images to microfilm to meet retention requirements, noting the State of Nebraska and Sarpy County contracts with the County for this service at a rate of 2.1 cents per image. Pillard said that rate was based on costs and said his goal is to breakeven. Schorr suggested the County's indirect costs also be included. Pillard said he will discuss what costs should be factored in further with Meyer.

Schorr returned to the meeting at 3:00 p.m.

- Unfunded mandates

Pillard did not feel there were any.

Meyer asked Pillard how he prepared the budget. Pillard said he reviewed historical data and contracts.

CRISIS CENTER (063)

Appearing were Scott Etherton, Mental Health Crisis Center Director; and Jareth Kaup, Account Clerk III, Crisis Center.

Scott Etherton, Mental Health Crisis Center Director, and Jareth Kaup, Account Clerk III, Crisis Center, addressed the following.

Fiscal Year (FY) 2015-2016 Budget (Current Year)

- Do you need additional appropriations and why or why not?

Jareth Kaup, Account Clerk III, Crisis Center, said he did not believe they would need an additional appropriation. Scott Etherton, Mental Health Crisis Center Director, said they dropped the nursing services contracts and hired pro re nata (PRN), or as needed, staff instead. Kaup said they are also projected to be \$10,000 under budget on miscellaneous contracts.

Meyer noted he had anticipated making a \$792,000 transfer from the General Fund to the Crisis Center to cover operations. He said Region V Systems provided an additional \$244,000 to the County so he reduced the transfer from the General Fund by that amount.

- Are there any cleanup items with the City or State before the end of the fiscal year?

Etherton said he is not aware of any. He added that all of the funding from Region V has been collected, with the exception of funding for crisis assessment which is spread out monthly.

FY 2016-2017 Budget

- Full-time equivalents (FTE's)/Unfilled positions/Retirements/Temporary employees

Meyer noted there was a significant increase in Object Account 61250 (Temporary Salary), which reflects on-call mental health technicians. Etherton said that cost was budgeted under Object Account 61210 (Regular Salary) in the past.

In response to a question from Schorr, Etherton said the funds in Object Account 65120 (Psychologist/Psychiatrist) and \$21,000 in Object Account 65174 (Substance Abuse Evaluations) were previously budgeted under Object Account 64295 (Other Miscellaneous Contracted Services).

Schorr also questioned where the funds in Object Account 61710 (Unemployment Compensation) had previously been budgeted. Etherton was not sure.

Avery inquired about the increase in Object Account 64285 (City Information Services). Etherton explained Voice over Internet Protocol (VoIP) services were added. He said

some of the information on personal computers (PC's) assigned to the Crisis Center on the spreadsheet provided by Information Services (IS) is not accurate and said he will follow up with them to get it corrected.

Amundson questioned the substantial increase in Object Account 64175 (Computer Software Maintenance/License). Etherton said it relates to the Electronic Health Records (EHR)/Electronic Practice Management (EPM) System at the Crisis Center. He said Region V Systems is currently hosting the NextGen product and charges the Crisis Center a monthly fee. The hosting of that product will be moving to another entity and the County will have to contract directly with them if it decides to stay with the NextGen product. He said the Crisis Center also pays an ongoing cost for using a clearing house for billing.

EMERGENCY MANAGEMENT (693)

Appearing were Jim Davidsaver, Emergency Management Director; and Mark Hosking, Emergency Management Deputy Director.

Jim Davidsaver, Emergency Management Director, was asked to address the following:

Fiscal Year (FY) 2015-2016 Budget (Current Year)

- Do you need additional appropriations and why or why not?

Davidsaver said he does not anticipate needing an additional appropriation to finish out the current fiscal year, noting there were not any significant issues that caused them to exceed the budget.

- Are there any cleanup items with the City or State before the end of the fiscal year?

Davidsaver said there are not.

FY 2016-2017 Budget

- Full-time equivalents (FTE's)/Unfilled positions/Retirements/Temporary employees

Davidsaver said the department does not have any unfilled positions or temporary employees. No retirements are anticipated.

- Out-of-state travel

Daidsaver said they would like to attend training when there are opportunities but said the costs will be paid by other entities, such as the Nebraska Emergency Management Agency (NEMA) and the Federal Emergency Management Agency (FEMA).

- Capital outlay

Daidsaver said they do not have any capital outlay items this year but said the new radio system will be a major request in FY 2017-2018 (Exhibit B). He estimated the total cost of upgrading to the new radio system is \$245,000, noting there will be an option to pay that expense over seven years with no interest. User and infrastructure support fees are projected to cost a total of \$45,000. Meyer noted the City shares equally in the funding of Emergency Management's overall budget.

Brief discussion took place regarding future relocation of the department. Daidsaver said they have been reviewing options, noting the building would have to have certain characteristics to meet their specific functions.

Avery questioned whether it is necessary to have an independent Emergency Management Department or could the County "piggyback" on the State's Operations Center. He said the State has a fine facility and manages emergencies in the same way. Hudkins disagreed and said there was a considerable difference between the local and State response to the 2004 Hallam, Nebraska tornado. Daidsaver said there could also be a conflict with the disaster declaration process.

Meyer asked how the budget was prepared. Daidsaver said he used a historical approach.

Amundson asked whether Emergency Management has a GPS system for their vehicles. Daidsaver said they do not, adding that component will be available in the new radio system.

WEED CONTROL (064)

Appearing was Brent Meyer, Weed Control Superintendent.

Brent Meyer, Weed Control Superintendent, addressed the following:

Fiscal Year (FY) 2015-2016 Budget (Current Year)

- Do you need additional appropriations and why or why not?

Meyer said he anticipates being under budget by approximately \$30,000, explaining the department brought in more revenue than was anticipated.

- Are there any cleanup items with the City or State before the end of the fiscal year?

Meyer said there are none.

FY 2016-2017 Budget

- Full-time equivalents (FTE's)/Unfilled positions/Retirements/Temporary employees

Meyer said the department has three full-time employees, seven temporary seasonal inspectors, and one temporary on-call employee. There are no unfilled positions and no retirements are anticipated.

- Out-of-state travel

Meyer said he would like to attend the North American Invasive Species Management Association (NAISMA) Conference in Utah and would pay for his own travel costs. The County is asked to pay the conference expense.

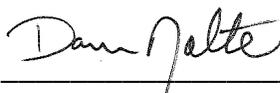
- Capital outlay

Meyer said the largest capital outlay request is for a 2016 pickup. **NOTE:** The department currently has a 1989 pickup. He relayed the City has indicated it doesn't have to pay half of capital outlay items, even though the interlocal agreement for a combined weed control program specifies the City will compensate the County at 50% of the proposed budget for weed control.

Meyer addressed his request that the Board consider increasing his salary (see salary recommendation worksheet). He also expressed concerns regarding a proposal to move the department to smaller space.

Amundson asked Meyer to explain how he developed the budget. Meyer said he looked at historical data.

By direction of the Chair, the meeting was recessed at 4:47 p.m.



Dan Nolte
Lancaster County Clerk



LANCASTER COUNTY TREASURER
ANDY STEBBING

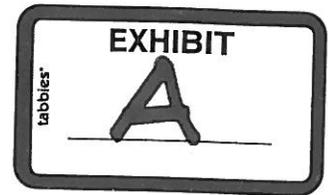
William E. Jarrett
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April 8, 2016

Lancaster County Board of Commissioners
County-City Building
555 South 10th Street, Room 110
Lincoln, Nebraska 68508



Re: Budget Fiscal Year 2016-2017

Dear Chairman Roma Amundson and members of the Board of Commissioners:

I am pleased to the attached budget request for FY 2016-2017 which will have an increase of 5.48%.

The Treasurer's Office continues to operate with 39 employees and we continue to look at more time saving efficiencies for our employees. We currently have three vacant positions with the intentions of filling those sometime in late April.

As you look over this year's Treasurer's Office budget you will notice a 2.10% increase in our Personnel Funding which is due to the raises previously approved by the County Board this past year. In Other Expenditures for the office there is a 18.90% increase from last year's budget. This significant increase is due to the cost of postage that we will incur due to the State issuing new license plates in 2017. As you are aware the State issues new plates every six years which then becomes the Treasurer's Office responsibility to mail newly issued plates to the citizens of Lancaster County. We project our cost of mailing these plates will be around an additional \$140,000 in our postage budget 64855 for the 2016-17 and again in the 2017-18 budget years. The good news is that we will offset this expense by charging a postage reimbursement of \$3.75 per each plate that is sent through the mail. We estimate the revenue from the postage reimbursement will be \$178,000 which will be placed in 55878. Another increase comes from Informational Services 64285 with an increase of 14.82%. This increase is due to the intense training of our new System Programmer in FY 15-16 and enhancements to the new tax system due to statutory changes in 2013-14 and 2014-2015 budget year. Again this year our submitted budget includes a request to cover memberships for industry-related professional organizations, conferences, mileage and training that support our office. In a time when government needs to be operating as efficiently as possible; training, education, and professional development of staff remains critical to the success of our agency.

As of March 2016, the current status of revenues are that the collection of Real Estate tax commission increased 1.57% compared to the same 9 month period during the last fiscal year July 01 to March 31st. The smaller increase in real estate tax revenues is in part to the higher Property Tax Credit revenues that

increased 29.04%. Also Motor Vehicle Tax and Driver's License revenues approximately increased 6.47%. With our banking depositories slightly increasing interest rates as well as quicker processing times, the interest income has seen significant increase of 11.65% in CD interest income and 21.89% in Money Market interest income. We anticipate the potential to continue to see growth in our investment income over the next fiscal year as banks are offering competitive rates and a willingness to take in larger amounts of liquid funds than in the past several years.

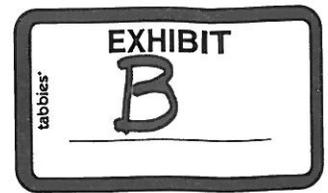
Thank you.

Sincerely,

A handwritten signature in black ink that reads "Andy Stebbing". The signature is written in a cursive, flowing style.

Andy Stebbing

Lancaster County Treasurer



Radio System Upgrade		List	List Price	Actual	Act Price
Equipment	Number	Price (ea)	Extended	Price (ea)	Extended
Mobile Radios	9	3896	35064	1948	17532
Portable Radios	97	3256	315832	1628	157916
Control Stations	5	3731	18655	1865	9325
EOC Console	1	60691	60691	60691	60691
Total 'Terminals'	112			Total	245464
				Annual Payment	35066
				Term (Yrs) 7	

Annual Cost Per Terminal		Extended
Radio System User Fee	\$350	39200
Infrastructure Support Fee	\$52	5824
Total		45024

Installation Start Spring 2017
 New System Operational Aug 2017