

**MINUTES  
DEPARTMENTAL BUDGET HEARINGS  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
COUNTY-CITY BUILDING, ROOM 113  
THURSDAY, MAY 26, 2016  
10:30 A.M. TO 3:10 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  
Todd Wiltgen, Vice Chair  
Bill Avery  
Larry Hudkins  
Deb Schorr

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

The Chair reconvened the meeting at 10:35 a.m.

**KENO FUND (028) & DEBT SERVICES (041)**

**KENO FUND**

Meyer said the County collected \$1 million in keno funds this past year. He stated 5% always is allocated for prevention grants. Meyer noted keno funds collected are required to be used for community betterment. He said projects include the court video conferencing, the East Beltway project and property tax relief. Meyer added the transfer of funds to pay for upcoming East Beltway expenditures will result in a reduction in what can be transferred to the General Fund for property tax relief.

**DEBT SERVICES**

Meyer said one payment remains to the Health Department for outstanding bonds. He stated there is a balance of \$710,000 and \$532,000 will be paid to the Health Department. Meyer said the plan is to close out the fund and move the remaining \$175,000 to the Building Fund.

## **COUNTY BOARD (601)**

Meyer noted a 1.10% increase in the budget for the County Board. He said it reflects a 1.15% salary increase. Meyer reminded the Board that salaries will increase not only by the CPI but also a market adjustment in fiscal year 2016-17.

## **ADMINISTRATIVE SERVICES (613)**

With regard to budget preparation, Thorpe said she looked at the upcoming year and took into account what changes will need to be made to the budget such as travel expense, salaries and printing cost with the addition of a new commissioner. The post employment health benefit plan (PEHP) budget will increase due to Thorpe's retirement in July.

Thorpe stated that the public relations contract of \$10,000 will be removed per Amundson's request.

Thorpe discussed meeting, lodging, travel and registration fees. She noted that last year an informal decision was made where by individuals would pay their own transportation cost and the County would pay the remaining travel expenses. However, it was noted some County agencies were covering the entire cost. Schorr stated a discussion needs to take place regarding the Board's policy on travel.

Meyer said that both budgets (601 and 613) will most likely need additional appropriations for salaries and benefits.

## **BOARD OF EQUALIZATION (618)**

Meyer noted that 2016 was a bigger year due to being the County-wide reevaluation year. He explained that the Board of Equalization (BOE) is a combination of the Board, the County Assessor's Office and the County Clerk's Office.

Meyer said Great Plains Appraisal is utilized as BOE coordinator as well as for Tax Equalization Review Commission (TERC) cases. He stated approximately \$150,000 is being paid for services related to TERC cases. Meyer noted the other expenses include rent for Lancaster Event Center, printing and postage.

## **BUDGET/MISCELLANEOUS BUDGETS (611, 612, 628, 805)**

### **BUDGET/FISCAL (611)**

Meyer said the expenditures show a 2.19% increase. He noted Liz Thanel's,

Accountant, Budget & Fiscal Office, time is billed between the Railroad Transportation Safety District (RTSD) and the Lincoln-Lancaster Public Building Commission (PBC) as she is involved with both entities. Meyer stated the PBC number is larger due to preparation of their audit report. He noted a reduction in the cost of long-term disability.

#### MISCELLANEOUS BUDGETS (612)

Meyer said there will be a \$20,000 reduction in this budget due to a decrease in unemployment compensation. He noted the County audit and JPA audit are paid out through this budget. Meyer said the software maintenance amount of \$9,228 will be moved to the County Clerk's budget. He stated the Humane Society budget is decreased by \$4,000. Meyer said the legislative services budget has increased slightly in anticipation of a new contract in October of 2016.

Meyer stated that Code Enforcement will be reduced to zero. He noted any City departments within the County budget are being increased by 4%. Meyer said the City will be entering their new budget term and is unsure how that will effect those entities. He added that Purchasing has a 3% increase to cover the ionwave purchasing system and a possible new contract administrator position.

Meyer noted the biggest expense for this business unit is the transfer to the Bridge and Highway Funds. He said he has not received numbers from the County Engineer but has increased both funds by \$500,000. Meyer estimated it will likely be more than \$1,000,000. However, Meyer said the overall budget in this business unit will decrease \$500,000 due to not having to transfer \$1.2 million to self insurance or workers compensation this year.

#### JUSTICE SYSTEM (628)

Meyer said the budget will decrease approximately \$180,000. Meyer mentioned possibly having a discussion with Sara Hoyle, Human Services Director, concerning the process for paying the Juvenile Drug Court. Schorr commented on a previous discussion about merging the juvenile functions of the city and county attorney offices. She said Hoyle is researching the use of community aid funding. Meyer said the pre-sentence investigation contract with Adult Probation needs to be reviewed to see if it is really beneficial. He stated that the Juvenile Justice Prevention Fund remains the same and court costs and sheriff fees are being reduced.

#### HUMAN SERVICES MISCELLANEOUS (805)

Meyer stated this budget increased \$225,000 due, in part, to an increase in the

interlocal agreements. He said the Joint Budget Committee (JBC) contracts will remain the same as last fiscal year and noted the substantial increases to the Region V match contribution.

By direction of the Chair, the meeting was recessed at 12:10 p.m.

The meeting was reconvened at 1:05 p.m.

### **PUBLIC DEFENDER (625)**

Appearing was Joe Nigro, Public Defender. Nigro said the Public Defender's budget request is less than last year and he would not be requesting any additional permanent staff.

A new contract was negotiated at a lower rate for cases in Juvenile Court, abuse and neglect cases as well as some law violations. Nigro said the contract for child support contempt cases reflects a 2% increase. Nigro stated the contract with the City of Lincoln reflects a 5% increase. Schorr asked if that contract had an escalating clause. Meyer said it has always been right about 5% increase.

Nigro said two attorneys will be on medical leave at the end of July. He stated there is an attorney who would be willing to work part time and that request has been submitted with the budget. Nigro noted that since the Board will not formerly approve the budget until August, he requested permission to hire a part-time attorney prior to the end of July. He estimated the salary would be approximately \$13,475.

Avery exited the meeting at 1:20 p.m.

The following issues/questions were addressed:

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

Nigro stated there would not be a need for additional appropriations at this time.

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

Nigro said he was not aware of any retirements and has a part time receptionist position open. He stated it is uncertain at this time whether that position will be filled.

- Out-of-state travel

Avery returned to the meeting at 1:25 p.m.

Nigro said the Public Defender's Office historically sends new attorneys to trial training for a couple of weeks. He stated those programs are not offered in Nebraska.

- Computer request

Nigro noted the annual request replaces approximately one quarter of the computers within the office.

Schorr inquired why the building rent has increased. Meyer said the Public Defender's Office will gain additional space once Community Corrections relocates to their new space.

- Zero-base budget process

Nigro said he attempts to evaluate the budget however it is difficult predict. For example this year there will be a number of cases that will require a great deal of time, resulting in a number of depositions and increased costs.

Schorr exited the meeting at 1:30 p.m.

### **COUNTY ATTORNEY (652)**

Appearing was Joe Kelly, County Attorney and Pat Condon, Chief Deputy County Attorney.

Schorr returned to the meeting at 1:35 p.m.

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

Kelly said he will not need any additional appropriations

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

Kelly stated there is an unfilled position in child support that the Board did authorize replacement for last year. He said it had not been filled as in January a bigger need surfaced in the civil area. Kelly added that they are now preparing to hire an attorney to fill the child support position. He said he was not aware of any upcoming

retirements.

- Out-of-state of travel

Kelly said he will continue to use drug forfeiture funds for travel expenses which is an authorized use for those funds.

- Capital outlay

Kelly stated there were no capital outlay expenditures included.

- Computer requests

Condon stated it has been the practice over the past years to replace one-third of the computers annually. He said the old computers get passed down. Condon said there is a request for HP Probooks which will allow attorney's to access information in court. He noted that new body cameras worn by law enforcement in the future could result in an increase in data storage needs as well as additional attorneys to review the tapes and information.

- Medical services

Kelly said the increase to medical services was due to more autopsies being performed. He stated that all suicides and prison deaths now have autopsies performed.

Wiltgen commented on the City-County consolidation task force recommendation to combine the Juvenile Services divisions of the City and County Attorney's Offices. He noted the Mayor's primary concern is the cost to the City. Kelly said it would require adding one full time attorney and one full time legal secretary which are included in the budget request.

- Budget preparation process

Kelly said that he and Condon review the number of cases filed, bench trials, jury trials and various other criteria every month. He stated that a project recording attorney time is helpful in ensuring the right cases are with the right attorney and will provide information for the Board when requesting an increase in staff. Kelly said he will be applying for a grant to cover the salary for two staff members to work on the project.

Wiltgen exited the meeting at 2:00 p.m.

## **ELECTION COMMISSIONER (607, 627)**

Appearing were Dave Shively, Election Commissioner; and Becky Hight-Moravec, Election Commissioner, Administrative Services Officer.

Shively submitted an overview of his budget requests. (Exhibit A) Shively stated the Election Commissioner budget increase is due to the upcoming Presidential election. He said that along with two city elections, can increase in absentee voting, postage and election board worker training also contributed to the increase in the budget. Shively also anticipated receiving three petitions requiring signature verifications.

Shively said the voting supplies portion indicates a second 850 scanner which counts and folds ballots, although, it could be purchased through a rent-to-own process.

Shively stated the Jury Commissioner's primary budget expense is postage.

- Computer requests

Shively said he routinely budgets for a couple new computers each year

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

Meyer told the Board the Election Commission would need \$27,500 in additional appropriations.

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

Shively said he did not currently have any unfilled positions and was not aware of any upcoming retirements. He stated he would be hiring temporary staff to verify petition signatures, assist with absentee ballots, answering the phone and in person voting.

- Out-of-state travel

Shively said he did not anticipate any out-of-state travel expense.

- Capital outlay

Shively stated that the Jury Commission would need a folding machine. He said a new time clock is also needed because the current one requires costly repairs. The time clock is used for absentee ballots to document the time and date the Election Commission receives the ballot.

- Unfunded mandates

Shively said 50% of the actual election costs are billable to the political subdivision.

- Budget preparation process

Shively stated he relies on data from similar election years, though, it is difficult to know what exactly will be on the ballots.

In response to Meyer's inquiry regarding the Jury Commissioner's move to the Clerk of the District Court, Shively said October 1, 2016 would be the latest date that would be feasible with the upcoming election in November. Troy Hawk, Clerk of the District Court, stated if the bid goes out in the next week or two the move could be completed by October 1, 2016.

### **VISITORS PROMOTION (018, 019)**

Appearing were Jeff Maul, Lincoln Convention and Visitors Bureau (CVB) Executive Director; Derek Feyerherm, Director of Sales and Operations, CVB; and Ron Kalkwarf, Director of Finance, Lincoln Chamber of Commerce.

Maul submitted the Lincoln Covention and Visitors Bureau proposed budget and major events list. (Exhibit B)

Maul thanked the Board for their support in marketing Lincoln and Lancaster County. He said revenue from the room tax is estimated at a 15% increase. Maul noted a 22.6% increase in travel and training. He said they will be attending two new trade shows this year. Maul stated that trade shows are a major networking avenue to meet people and an opportunity to promote Lincoln.

Avery questioned the decrease in printing and postage expense. Maul stated the meeting planner guide and visitor guides are now available online. Kalkwarf stated the utilities are packaged into the rent.

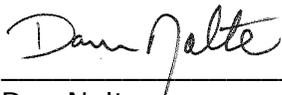
Maul submitted a list of major events in fiscal year 2016-2017. (Exhibit C) He noted an increase in event promotion and sport event promotion bid fees. Feyerherm discussed the major events.

Meyer said with the potential of bigger projects a discussion may be needed regarding the bid fee portion coming out of the promotion fund for the next two to three years.

## VISITORS PROMOTION

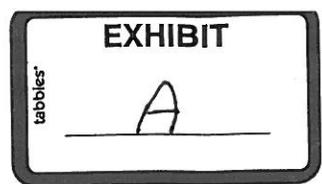
Meyer said at the end of April there was a \$1.8 million fund balance which is split between bid fees, grants and larger projects. He noted the projected/committed funds at \$1.3 to \$1.4 million. Meyer said if a larger request comes in, he could take funds from Fund 019 to use for promotion-type items.

By the direction of the Chair, the meeting was recessed at 3:10 p.m.



Dan Nolte  
Lancaster County Clerk





**Election Commissioner**  
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Telephone: (402) 441-7311  
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**David J. Shively**  
Commissioner  
**Maura Kelly**  
Chief Deputy

## **Election Commissioner (607) Fiscal Year 2016-2017 Budget Request**

### Highlights of Budget

- 1) Three major elections will be conducted during 2016-2017 including the General Election in November.
  - A) State General – November 8, 2016
  - B) City Primary – April 4, 2017
  - C) City General – May 2, 2017
- 2) Postage costs are always a concern for us. We were able to control postage costs better now that we have the ability to fold early vote/absentee ballots. This allows us to use smaller envelopes and the ballots can be easily read by the new tabulation scanner.
- 3) Board worker training is extremely important area. This forces us to add additional time for training which costs us additionally to pay those workers for their time while attending training.
- 4) We are anticipating three state-wide petitions which we will need to verify signatures. Once received we have 40 calendar days to complete.
- 5) The increase of the minimum wage is now \$9.00/hour. Our poll workers are paid minimum wage per state law.
- 6) We will continue to use mail for special elections as long as there are no major changes in state law regarding all mail elections.
- 7) Possible rent to own a second DS850 scanner????

### Areas of potential concern for Future Budgets

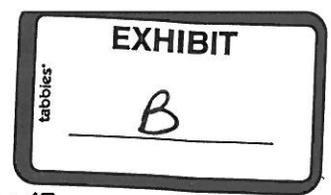
- 1) Any changes in state or federal law can be costly depending on the mandates encompassed by those new laws.
- 2) Postage costs.
- 3) Space/Security. There are times during busy election cycles that we are cramped for space. Boxes are stored everywhere and we struggle to find a secure location for them.

## **Jury Commissioner (627) Fiscal Year 2016-2017 Budget Request**

### Highlights of Budget

- 1) No major highlights except we are always concerned with postage costs as they continue to rise every year and mail is our first contact with summoned jurors.

**LINCOLN CONVENTION AND VISITORS BUREAU**  
**Proposed Budget**  
**July 2016 through June 2017**



	<u>Jul '15 - Jun 16</u> <u>Budget</u>	<u>Jul '16 - Jun 17</u> <u>Proposed</u> <u>Budget</u>
<b>Income</b>		
Room Tax-CVB	1,477,500	1,700,000
Room Tax - Bid Fees	366,000	339,800
Other Income	45,120	45,120
<b>Total Income</b>	<u>1,888,620</u>	<u>2,084,920</u>
<b>Expense</b>		
Salaries	546,764	569,382
Commissions	14,200	14,200
Payroll Taxes	42,616	44,421
Retirement Plan	34,245	32,321
Medical & Dental Insurance	83,440	77,340
Life & Disability Insurance	4,140	4,260
Travel & Training	38,325	47,000
Auto Expense	5,000	5,000
Rent	107,172	113,004
Garage Rental & Parking	3,630	3,690
Dues & Subscriptions	15,375	21,849
Equipment/Maintenance	30,284	38,124
Office Supplies	10,000	10,000
Postage	32,500	11,300
Printing	60,000	36,400
Utilities	17,700	7,440
Professional Fees	9,800	9,550
Public Relations	33,050	9,750
Advertising-CVB	205,000	218,000
Insurance	8,340	8,514
Miscellaneous	0	0
Event Promotion	68,100	107,100
Sports Event Promotion	485,000	671,390
Depreciation/Amortization	32,500	23,821
<b>Total Expense</b>	<u>1,887,181</u>	<u>2,083,856</u>
<b>Net Income</b>	<u><u>1,439</u></u>	<u><u>1,064</u></u>

**Major Events in FY 2016-2017**

Christian Congregation of Jehovah's Witnesses	District Convention	July 1-3
Unites States of America Roller Sports	2016 National Championships	July 9-August 6
World Tenpin Bowling Association	World Youth Championships	July 24-August 3
Women of Faith	2016 Tour	August 25-28
Major League Triathlon	Inaugural Series	August 25-28
Sports Car Club of America	SOLO National Championship	August 31-September 10
National Senior Pro Rodeo Association	National Finals	October 4-9
USA BMX	Gold Cup Finals	October 6-9
NSAA	State Volleyball Championships	November 9-12
NSAA	Girls State Basketball	March 1-4
NSAA	Boys State Basketball	March 8-11
Nebraska FCCLA	State Leadership Conference	April 2-4
Nebraska FFA	State Convention	April 4-8
Barrel Bash	Bonus Race Finals	June 7-10
United States Pony Clubs	Midwest Region Annual Event	June 20-25

**FY 2015-2016 Review**

- 139 leads issued to hotels for 80,696 hotel rooms
- 23 additional bid proposals sent
- 108 events booked for 68,244 hotel room
- 78% of events booked were either regional or national events
- Sales Staff Activity:
  - 452 event prospect calls
  - 1,252 event retention calls
  - 220 client meetings
  - 146 tradeshow meetings