

**MINUTES**  
**LINCOLN-LANCASTER COUNTY CONSOLIDATION TASK FORCE**  
**COUNTY-CITY BUILDING**  
**555 SOUTH 10<sup>TH</sup> STREET, ROOM 303**  
**FRIDAY, OCTOBER 11, 2013**  
**8:30 A.M.**

Committee Members Present: Ann Post, Chair; Russ Bayer; Mike DeKalb; Jan Gauger; James Jeffers; Larry Lewis; Jean Lovell; Larry Melichar; Darl Naumann; W. Don Nelson; and Kerry Eagan (Ex-Officio)

Committee Members Absent: Dick Campbell; Dale Gruntorad; Amanda McGill; and Trish Owen (Ex-Officio)

Others Present: Dan Nolte, Lancaster County Clerk; Cori Beattie, Deputy Lancaster County Clerk; Tim Genuchi, Accounting Operations Manager, Lancaster County Clerk's Office; Steve Hubka, Lincoln City Finance Director; Teresa Meier, Lincoln City Clerk; Doug McDaniel, Personnel Director; and Ann Taylor, Lancaster County Clerk's Office

**NOTE:** Information from Public Works/Utilities and County Engineer regarding maintenance facilities, organizational charts and number of vehicles was provided to the Task Force prior to the meeting (see Exhibits A and B).

The Chair called the meeting to order at 8:29 a.m.

**1 APPROVE MINUTES OF SEPTEMBER 27, 2013 MEETING**

**MOTION:** Nelson moved and DeKalb seconded approval of the minutes. DeKalb, Lewis, Lovell, Melichar, Naumann, Nelson and Post voted aye. Bayer, Campbell, Gauger, Gruntorad, Jeffers and McGill were absent from voting. Motion carried 7-0.

**2 PRESENTATION TO CITY-COUNTY COMMON ON OCTOBER 7, 2013**

The Chair said she was asked by the County Board to provide an update on the Lincoln-Lancaster County Consolidation Task Force at the October 7<sup>th</sup> City-County Common Meeting. She said she did not notify the Task Force members and will do so if she is asked to give another update. Post said she emphasized that the Task Force's recommendations are preliminary and said interested members of the Task Force are welcome to assist, should she be asked to update the Common in the future.

DeKalb asked whether she received feedback from the elected officials. Post said they wanted to make sure the Task Force had received information about the operations of the departments, understood the difference between rural and urban policing, and encouraged the Task Force to look at the City and County Clerks's Offices as an area for cooperative opportunities.

Cori Beattie, Deputy Lancaster County Clerk, said the Common meeting may be viewed on 5-City TV Government Television (Video on Demand) on the City of Lincoln and Lancaster County Website: <http://lincoln.ne.gov/city/mayor/cic/5citytv/index.htm>. Post said the meeting may also be viewed on YouTube: [www.youtube.com](http://www.youtube.com).

Gauger arrived at the meeting at 8:35 a.m.

**3 LANCASTER COUNTY CLERK AND LINCOLN CITY CLERK  
CONSOLIDATION/COOPERATION OPPORTUNITIES** - Dan Nolte,  
Lancaster County Clerk and Teresa Meier, Lincoln City Clerk

A handout exploring issues such as staffing, job duties, potential efficiencies and costs if the County Clerk and City Clerk were merged was disseminated (Exhibit C).

Bayer arrived at the meeting at 8:37 a.m.

Teresa Meier, Lincoln City Clerk, said she and Dan Nolte, Lancaster County Clerk, have discussed potential efficiencies and were not able to identify any overlapping duties or significant cost savings if their offices were merged. She said a greater outlay of funds could be required for salaries and to physically locate the offices together. It also did not appear that service delivery would be enhanced.

DeKalb noted the County Clerk's Office also has accounting duties, which are handled by City Finance on the City side.

Dan Nolte, Lancaster County Clerk, said there is some commonality in terms of record keeping functions but the two offices use different databases. **NOTE:** County departments have utilized the TRIM electronic records management system since 2001. The City Clerk's Office has used Access since 2001 but all City departments will soon be converting to Onbase, a web-based program. He said they both issue similar licenses and permits, but the County has fewer numbers. Meier said it would be costly to convert both offices to the same database system.

Post asked Nolte whether the County has any plans to update its database system. Nolte said no, the County is very pleased with TRIM.

Post asked Nolte what percentage of workload is devoted to the property valuation protest process. Nolte said an average of 2,000 property valuation protests are filed each year, with heavier numbers on years when the County Assessor has done a revaluation (every three years). He said the County Clerk's Office has a lot to do in a very short period of time with extensive follow-up if the property owner appeals the Board of Equalization's decision to the Tax Equalization and Review Commission (TERC). Beattie added that one full-time staff member is assigned primarily to these responsibilities.

Post asked whether they have an on-line, central database for the public to locate documents. Nolte said the public can view meeting agendas and minutes, and related documents, and county resolutions (2009-2013) on the County's website: (<http://lancaster.ne.gov/clerk/index.htm#>). There is also a link to certain contracts. Beattie said they have lacked the funds to buy enhancements to TRIM that would allow them to send all public documents from that system out to the web. Meier said the City resolutions and ordinances have been available online since 2001.

Bayer voiced concern that the City decided to move to a new database system, knowing that the Task Force was looking at consolidation. He asked Nolte if the County Assessor uses the same database as the County Clerk's Office. Nolte said Information Services (IS) manages many of the County's databases, but not the Assessor's land records. Meier noted the Building and Safety Department has a separate database on the City side. Melichar thought it would make more sense to use one system for document management. Meier responded that the governing bodies would have to agree to do that.

Nolte and Meier asked whether the Task Force would like any additional information. There were no requests at this time.

**4 REVIEW OF PUBLIC WORKS/UTILITIES AND COUNTY ENGINEER INFORMATION RECEIVED: A) RECAP OF SEPTEMBER 27, 2013 MEETING (PRESENTATIONS BY ROGER FIGARD, CITY ENGINEER, AND DON THOMAS, COUNTY ENGINEER, CURRENT COLLABORATIONS, DECISION MATRIX, PROS AND CONS OF CONSOLIDATION); AND B) PUBLIC WORKS/UTILITIES AND COUNTY ENGINEER ORGANIZATIONAL CHARTS, MAINTENANCE FACILITIES AND NUMBER OF VEHICLES**

Post asked the Task Force members for their thoughts regarding the best course of action for Public Works/Utilities and the County Engineer.

Bayer felt consolidation of physical assets should be looked at, such as joint use of maintenance facilities and mechanics.

DeKalb suggested joint use of the County Engineer's sign shop, combining Geographic Information System (GIS) functions, and enhancement of written understandings. He said he would also like assurances from Public Works and the County Engineer that the situation that occurred in the Country Meadows subdivision won't repeat itself. **NOTE:** The City may have to spend \$1,000,000 of its \$2,500,000 street repair budget to replace a road (South 66<sup>th</sup> Street) within the subdivision. The County took over limited maintenance of streets in the subdivision in 1989 and the developer agreed to fix problems with the road. The developer then sold the property to the homeowner's association and maintaining it became their responsibility. The City annexed the subdivision in 1995.

Lewis said he would also like to see joint use of mechanics. Sharing of certain equipment and personnel for mutual needs was also suggested.

Naumann said he would like to see more privatization of the work they perform, such as maintenance and repair. He said he is also disappointed that the departments are not being more visionary with regards to future consolidation opportunities. DeKalb noted there is a physical change moving from the County to City in terms of road construction. Naumann said in his view they are all engineers and construction workers.

Nelson supported moving ahead with "tweaks" to the system but did not believe there would be significant progress unless there is a move to an urban/county charter.

Jeffers arrived at the meeting at 9:12 a.m.

Gauger said she agrees with Nelson that we need to move to a unified government.

Post said she has reviewed the organizational charts and feels there are enough duplicative whereby consolidation makes sense. She said she agrees with Naumann that while there are differences in road construction, "an engineer is an engineer." Post also felt more design/construction services should be contracted out.

**NOTE:** Short term recommendations were recorded on a wall sheet (Exhibit D). There was also general consensus to work towards a municipal county.

Bayer said he believes the Task Force is wasting a lot of time because the individuals who hold positions today are going to resist consolidation. He asked whether the Task Force wants its report to have the one government concept as an afterthought or to state at the beginning that is where the Task Force thinks we ought to go and list steps that could be taken in the interim. Bayer said he is leaning towards the first. Nelson felt it should be a "hedgehog report" with a focus on one big thing and include the little "tweaks" that could also be done in working toward that goal. Bayer agreed and said

he doesn't see any other way to do effective consolidation without a unified government. Melichar asked whether that is practical. Nelson said the concept of a municipal government has a better chance than it did in the 1970's, when the Arthur D. Little Study was done, and that "our story" will resonate with state senators, particularly those in the Lancaster County delegation. Gauger said even rural senators can understand the need for a model. Jeffers suggested the Task Force vote on whether to put forth a consolidation model. Post asked whether the Task Force wants to report that it thinks a consolidated city/county government is the end goal, with small measures to undertake in the meantime; come up with a framework for a consolidated city/county government; or encourage the City and County to go through the process to form a municipal county. Gauger said she doesn't believe the Task Force can come up with a complete structure but can support the end goal. She also felt there should be a recommendation to conduct a study, similar to the Arthur D. Little Study, pointing out that citizens and the business community will need to be convinced, as well as the elected officials. Melichar stressed the need to develop strategies to accomplish consolidation and said someone will need to "drive" that effort. Jeffers felt the departments should figure out what they want to have and "carry" it themselves. Melichar said he is not comfortable letting them be the "drivers" of the effort. Nelson said he envisions an effort similar to that for the Haymarket area, i.e., a group took ownership of the effort, commissioned a study, located resources and worked to pull it all together which culminated in a vote of the people.

## **5 REVIEW PROPOSED CONCEPTS/STATEMENT FOR PUBLIC WORKS/UTILITIES AND COUNTY ENGINEER (SHORT AND LONG TERM)**

**MOTION:** Bayer moved and Naumann seconded to recommend a consolidated city/county government as the end goal. Bayer, DeKalb, Gauger, Jeffers, Lewis, Lovell, Melichar, Naumann, Nelson and Post voted aye. Campbell, Gruntorad, and McGill were absent from voting. Motion carried 10-0.

Post asked whether the Task Force wants to recommend steps that would lead to that goal, such as a study or a visioning committee.

Further discussion was held on possible consolidation opportunities for the County Engineer and Public Works.

**MOTION:** DeKalb moved and Nelson seconded to recommend consolidation of physical assets, including equipment, mechanics and maintenance facilities; joint use of the County Engineer's sign shop; combining Geographic Information System (GIS) functions; enhancement of written understandings; and privatization of certain work as short term measures. Bayer, DeKalb, Gauger, Jeffers, Lewis, Lovell, Melichar, Naumann, Nelson and Post voted aye. Campbell, Gruntorad, and McGill were absent from voting. Motion carried 10-0.

## **6 LINCOLN CITY ATTORNEY'S LEGAL OPINION REGARDING NEBRASKA LAW ON HOME RULE CHARTERS AND DILLON'S RULE**

**NOTE:** See Exhibit C to the September 27, 2013 Lincoln-Lancaster County Consolidation Task Force Meeting minutes for the legal opinion.

DeKalb asked whether the group should seek a legal opinion from the County Attorney, as well. None of the Task Force members expressed interest in doing so.

## **7 OVERVIEW OF REMAINING MEETINGS**

Post noted the group established the schedule for remaining meetings at the September 27<sup>th</sup> meeting. She said Karen Amen, Facilitator, has suggested a longer meeting on December 13<sup>th</sup> to finalize the Task Force's recommendations.

Post asked whether the Task Force wants to make short term recommendations for the City Clerk and County Clerk's Offices.

Bayer felt there is potential for consolidation of the various databases.

**MOTION:** Bayer moved and Lovell seconded to schedule discussion of database systems and consolidation opportunities with Steve Henderson, Chief Information Officer, Information Services (IS). Bayer, DeKalb, Gauger, Jeffers, Lewis, Lovell, Melichar, Naumann, Nelson and Post voted aye. Campbell, Gruntorad, and McGill were absent from voting. Motion carried 10-0.

There was also consensus to schedule further discussion of the City and County Clerks' Offices on the October 25<sup>th</sup> meeting agenda.

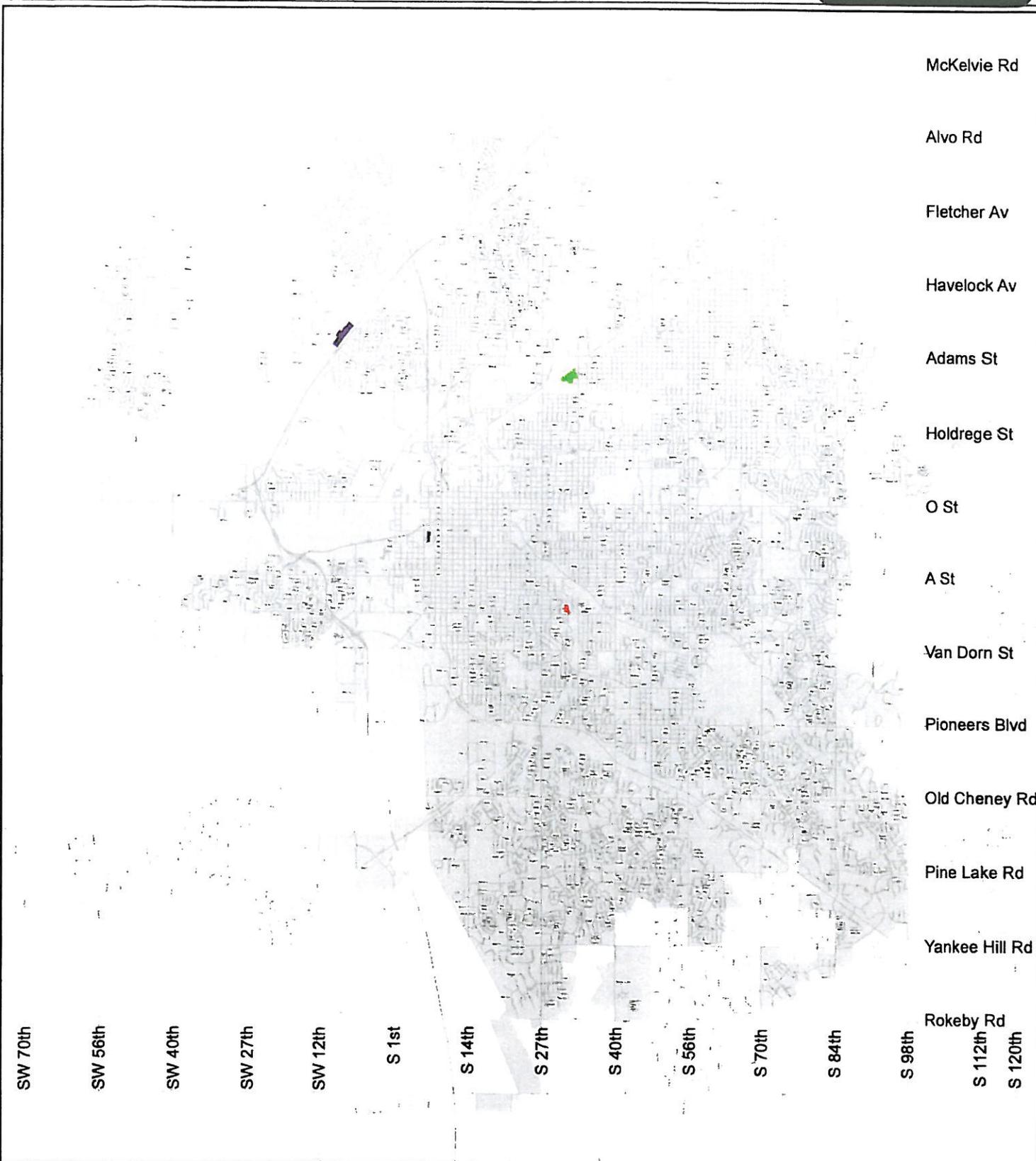
Eagan said he will have a draft of the Task Force's report ready for the November 8<sup>th</sup> meeting.

## **8 ADJOURNMENT**

**MOTION:** Bayer moved and Gauger seconded to adjourn the meeting at 9:49 a.m. Bayer, DeKalb, Gauger, Jeffers, Lewis, Lovell, Melichar, Naumann, Nelson and Post voted aye. Campbell, Gruntorad, and McGill were absent from voting. Motion carried 10-0.

Submitted by Ann Taylor, Lancaster County Clerk's Office.

# Public Works and Utilities



**Facility**

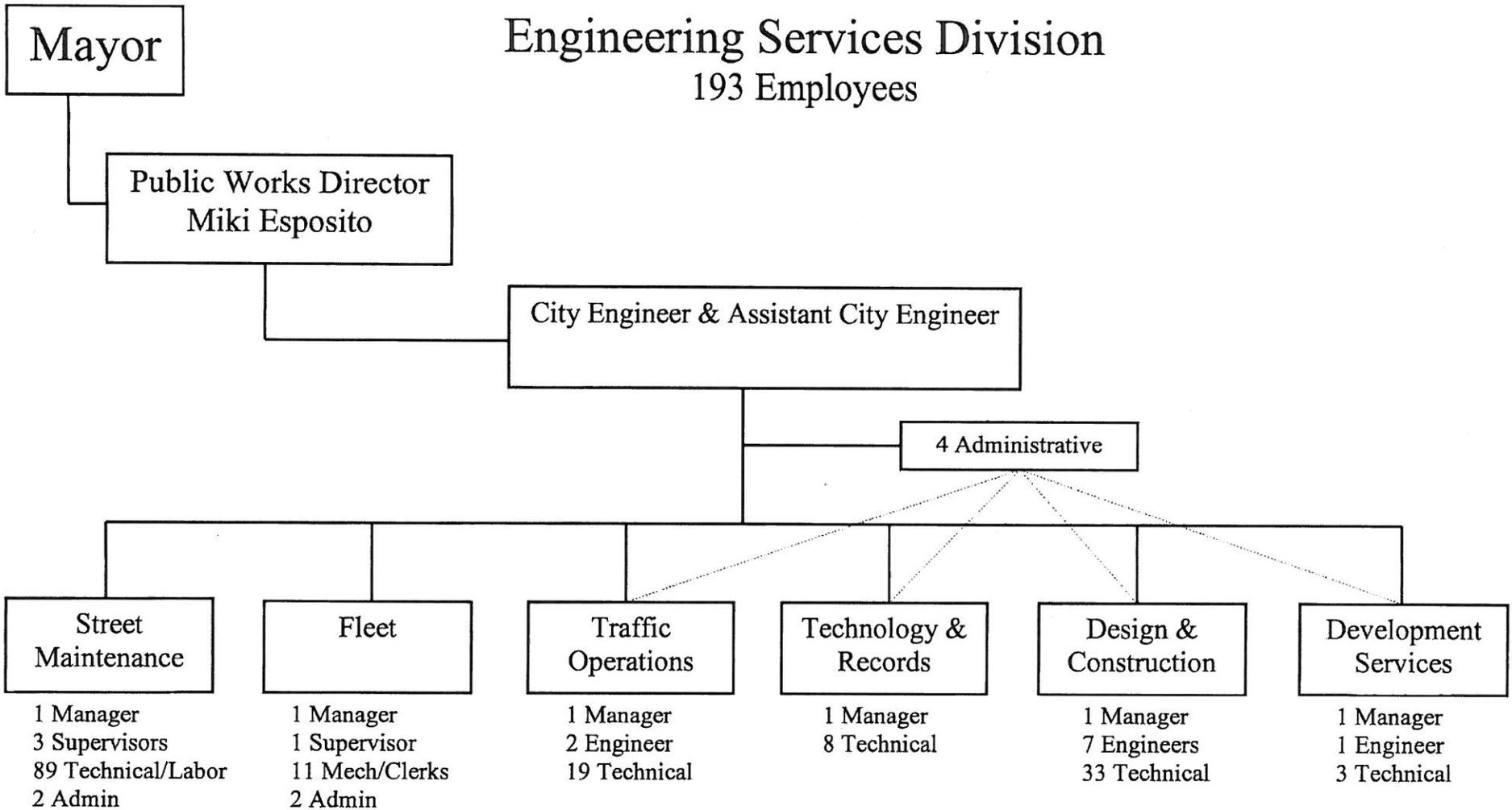
- MSC
- BALDWIN SHOP
- POLICE GARAGE
- SOUTH STREET SHOP

## PW Street Maintenance Facilities



# Engineering Services Division

193 Employees



## Kerry P. Eagan

---

**From:** Roger A. Figard  
**Sent:** Tuesday, October 08, 2013 1:25 PM  
**To:** Kerry P. Eagan  
**Cc:** Miki Esposito; Trish A. Owen; Don R. Thomas; Douglas A. Pillard; Jim R. Chiles; Patrick R. Wenzl; Roger A. Figard; Melissa M. Ramos-Lammli; Randy W. Hoskins; Scott A. Opfer; Thomas S. Shafer; Dennis D. Bartels; Tim H. Pratt  
**Subject:** FW: Consolidation Taskforce  
**Attachments:** Maintenance Shops.pdf; Consolodation Org Chart.docx

Kerry, here is the information requested for the Consolidation Task force at our last meeting. Please feel free to distribute for their next meeting.

To the Consolidation Task force;

The City of Lincoln maintains its equipment at two locations, See attached map,

1. The Police Garage near 7<sup>th</sup> and J street maintains 587 light duty vehicles and pieces of equipment. These include pickups, sedans and vans that are 1 ton and under. If vehicles have dual rear wheels they are generally sent to Fleet services.
2. The Public works Fleet Services at the MSC, maintains the following : Construction Equipment: 75 units; Heavy/Medium Duty /Specialty Trucks: 136 units; Tractors: 28 units; Trailers: 40 units; Misc Street Equipment: 235 units; Misc. Turf/tree: 306 units; Misc. Claimed: 83 units; Total pieces: 903 units.

Also attached is a copy of the Engineering Services organization chart.

Roger A. Figard, P.E.  
City Engineer  
City of Lincoln, Nebraska  
901 West Bond St. #100  
Lincoln, NE 68521  
402-441-7711 General Office  
402-441-1641 Direct  
402-525-5620 Cell  
402-441-6576 Fax  
[rfigard@lincoln.ne.gov](mailto:rfigard@lincoln.ne.gov)

---

**From:** Trish A. Owen  
**Sent:** Friday, September 27, 2013 11:53 AM  
**To:** Roger A. Figard; Miki Esposito  
**Subject:** RE: Consolidation Taskforce

A few days before the Oct. 11<sup>th</sup> meeting would be great.

Thanks!

**Trish Owen, MPA**  
**Deputy Chief of Staff**  
Office of the Mayor  
555 S. 10th Street, Suite 301

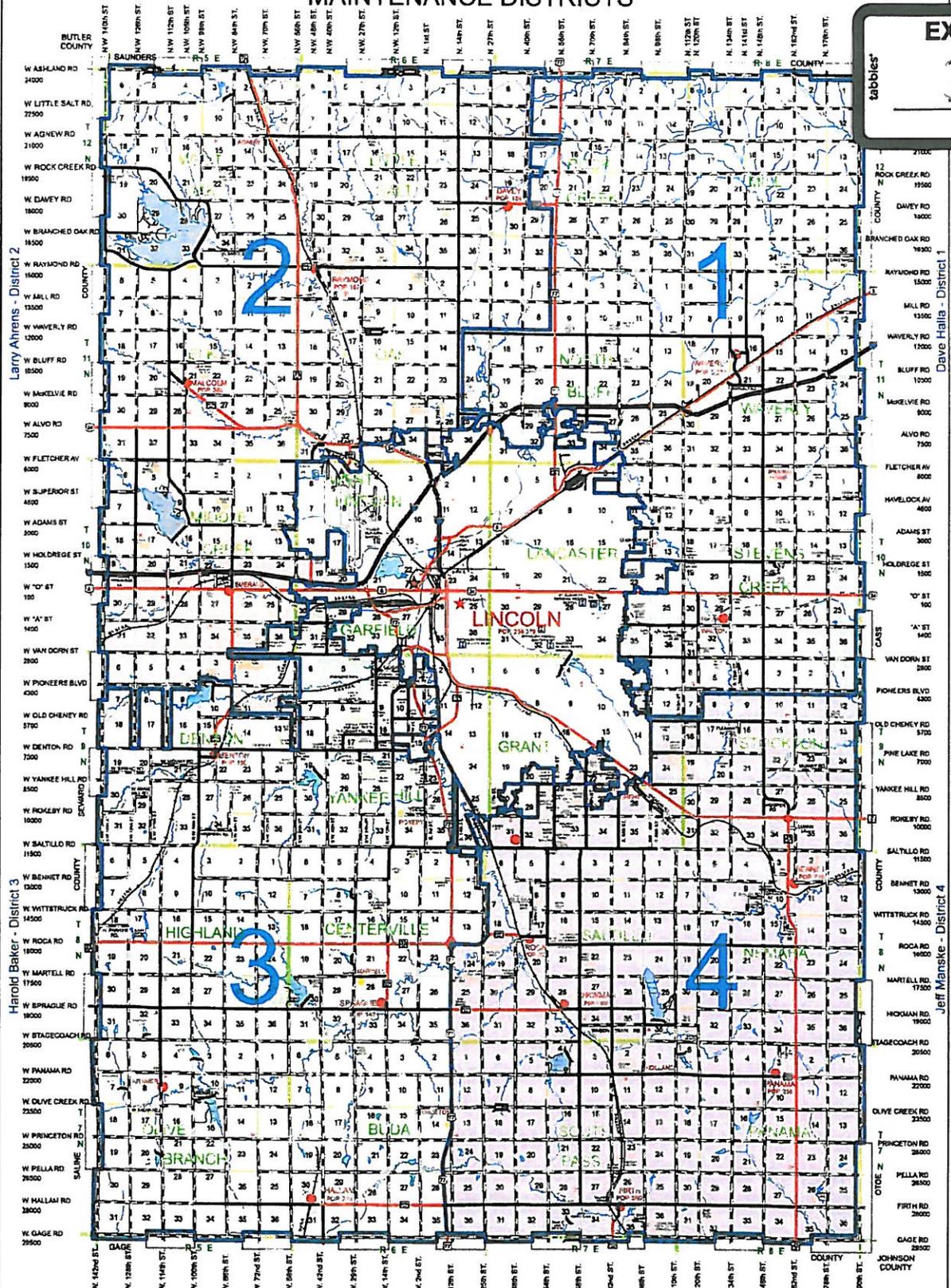
DON R. THOMAS  
COUNTY ENGINEER

# LANCASTER COUNTY, NEBRASKA MAINTENANCE DISTRICTS

KENNETH D. SCHROEDER  
COUNTY SURVEYOR

EXHIBIT

B



Larry Ahrens - District 2

Harold Baker - District 3

Dave Halla - District 1

Jeff Manske - District 4

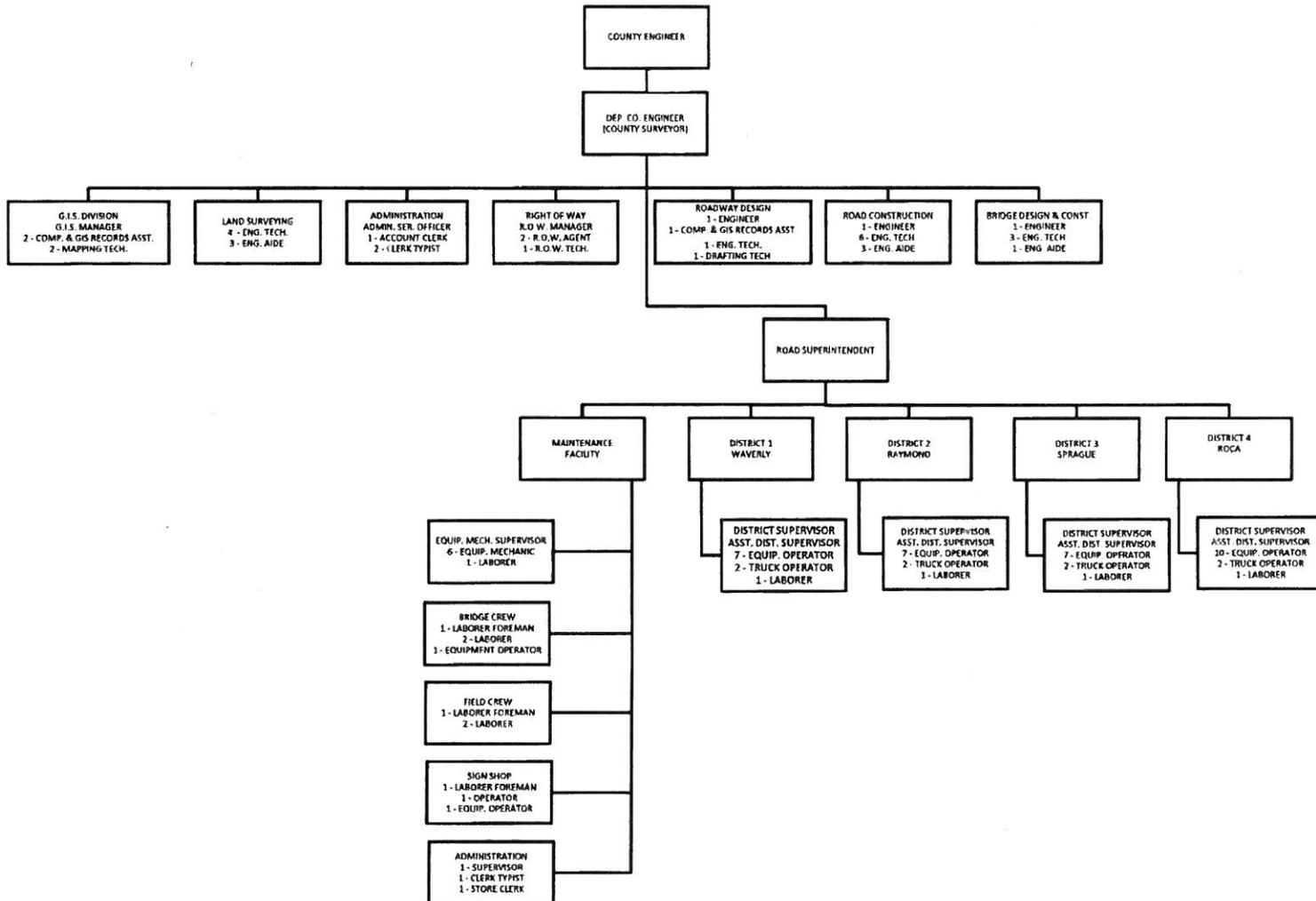
- INTERSTATE HIGHWAY
- U.S. HIGHWAY
- STATE HIGHWAY
- PAVED ROAD
- GRAVEL ROAD
- DIRT ROAD
- DAM WITH ROAD ON TOP
- ROAD MAINTAINED BY ADJOINING COUNTY
- RAIL ROAD
- FENCIBLE TRAIL
- CEMETERY
- COUNTY PATROL STATIONS
- COUNTY BOUNDARY
- TOWNSHIP LINE
- SECTION LINE
- UNINCORPORATED VILLAGE
- INCORPORATED VILLAGE OR CITY
- SUBDIVISION
- MAJOR PARKS
- RIVER OR CREEK
- LAKE OR POND
- RESERVOIR WITH DAM
- WETLANDS
- COUNTY MAINTENANCE HEADQUARTERS

SOURCE:  
Lancaster County Records, Lancaster County Engineering Department  
1992 Lancaster County Map, Lancaster County Engineering Department  
1997 Lancaster County Map, Lancaster County Engineering Department  
2001 Lancaster County Map, Lancaster County Engineering Department  
City Limits for Lincoln, City of Lincoln-Lancaster County Planning Department  
Census Bureau TIGER/Line Data, U.S. Department of Commerce  
Digital Aerial Orthophotography, Nebraska Department of Natural Resources  
U.S.G.S Topographic Quadmaps, U.S. Department of the Interior

**LANCASTER COUNTY ENGINEERING DEPARTMENT**  
444 Cherycreek Road Bldg. C  
Lincoln, Nebraska 68528  
Tel: 402-441-7681 Fax: 402-441-8692

MAP PREPARED AT PUBLIC EXPENSE AND NOT INTENDED FOR COMMERCIAL PURPOSES  
Part of the Township and Districts Tract 17 map  
COPYRIGHT © 2013, LANCASTER COUNTY ENGINEERING DEPARTMENT, NEBRASKA, U.S.A.  
Printing Date: August 2013

LANCASTER COUNTY ENGINEERING DEPARTMENT  
114 EMPLOYEES



## Lancaster County Engineering

1

Date 10-9-13

## Vehicle Equipment List

VEHICLE	YEAR	MAKE	MODEL	CLASS
1	1996	DODGE	INTRIPED	CAR
2	2013	Ford	F-150 XLT 4WD	PICKUP
3	2002	CHEVROLET	SILVERADO	PICKUP
4	2005	CHEVROLET	SILVERADO	PICKUP
8	2013	Ford	F-150 XLT 4WD	PICKUP
9	1999	CHEVROLET	SILVERADO	PICKUP
10	1997	GMC	1500	PICKUP
11	1997	GMC	1500	PICKUP
12	1997	GMC	1500	PICKUP
13	1997	GMC	1500	PICKUP
15	2008	FORD	F250	SUPR DTY
16	2008	FORD	F250	SUPR DTY
17	2008	Ford	F-150	PICKUP
18	2008	Ford	F-150	PICKUP
19	2008	Ford	F-150	PICKUP
20	2001	GMC	SIERRA	PICKUP
21	2001	GMC	SIERRA	PICKUP
22	2001	GMC	SIERRA	PICKUP
23	2001	GMC	SIERRA	PICKUP
30	1992	GMC	C3500	PICKUP
31	1992	GMC	TC30903	PICKUP
33	1995	FORD	F-150	PICKUP
34	2011	DODGE	2500 Crew Cab	PICKUP
35	2012	Ford	F-250 Crew Cab	PICKUP
36	1995	FORD	F-150	PICKUP
37	2010	Ford	F-150 XL	PICKUP
38	2005	CHEVROLET	SILVERADO	PICKUP
39	2005	CHEVROLET	SILVERADO	PICKUP
41	2013	Ford	F-450	PICKUP
44	2001	DODGE	1500	PICKUP
48	2002	CHEVROLET	SILVERADO	PICKUP
49	2002	CHEVROLET	SILVERADO	PICKUP
50	2011	FORD	F250 Sup Duty	SUPR DTY
51	2011	FORD	F250 Sup Duty	SUPR DTY
52	2011	FORD	F250 Sup Duty	SUPR DTY
53	2011	FORD	F250 Sup Duty	SUPR DTY
54	2011	FORD	F250 Sup Duty	SUPR DTY
65	1996	DODGE	1500	PICKUP
68	1996	DODGE	1500	PICKUP
69	1996	DODGE	1500	PICKUP
71	1998	CHEVROLET	K1500	PICKUP
72	1998	CHEVROLET	K1500	PICKUP
73	1998	CHEVROLET	K1500	PICKUP
80	2004	CHEVROLET	SILVERADO	PICKUP
81	2004	CHEVROLET	SILVERADO	PICKUP
82	2004	CHEVROLET	SILVERADO	PICKUP

## Lancaster County Engineering

2

Date 10-9-13

## Vehicle Equipment List

83	2004	CHEVROLET	SILVERADO	PICKUP
84	2004	CHEVROLET	SILVERADO	PICKUP
90	2008	DODGE	2500 RAM ST 4x4	PICKUP
91	2008	DODGE	2500 RAM ST 4x4	PICKUP
92	2008	DODGE	2500 RAM ST 4x4	PICKUP
93	2008	DODGE	2500 RAM ST 4x4	PICKUP
94	2008	DODGE	2500 RAM ST 4x4	PICKUP
101	1995	INTERNATIONAL	4700	TRUCK
103	1995	INTERNATIONAL	4700	TRUCK
104	1973	FORD	3744	WRE
108	1987	I.H.C.	1654	TRUCK
109	1987	I.H.C.	1654	TRUCK
110	1987	I.H.C.	1654	TRUCK
112	1989	GMC	C-70	TRUCK
114	2000	GMC	TC7H042	TRUCK
115	2000	GMC	TC7H042	TRUCK
116	1988	GMC	TC7D042	FUEL T
117	1992	INTERNATIONAL	4600	TRUCK
118	1992	INTERNATIONAL	4600	TRUCK
120	2005	CHEVROLET	SUBURBAN	SUB
121	1995	FORD	LNT9000	TRUCK
122	2005	CHEVROLET	SUBURBAN	SUB
124	1996	CHEVROLET	SUBURBAN	SUB
125	1996	CHEVROLET	SUBURBAN	2500
135	2013	International	4300 Durastar	TRUCK
141	1993	FORD	CF-7000	TRUCK
151	2010	International	7300 Workstar	TRUCK
153	2010	International	7300 Workstar	TRUCK
154	2010	International	7300 Workstar	TRUCK
162	2014	International	7300 Workstar	TRUCK
163	2014	International	7300 Workstar	TRUCK
164	2014	International	7300 Workstar	TRUCK
169	2014	International	7300 Workstar	TRUCK
171	2006	STERLING	LT7500	TRUCK
172	2006	STERLING	LT7500	TRUCK
173	2006	STERLING	LT7500	TRUCK
174	2006	STERLING	LT7500	TRUCK
176	2003	INTERNATIONAL	7400	TRUCK
177	2003	INTERNATIONAL	7400	TRUCK
179	2003	INTERNATIONAL	7400	TRUCK
181	2012	International	7400 Workstar	TRUCK
182	2012	International	7400 Workstar	TRUCK
183	2011	International	7400 Workstar	TRUCK
184	2012	International	7400 Workstar	TRUCK
201	2012	Duo Lift	TA40230D	TRAILER
202	1992	HOMEMADE		TRAILER
203	2006	DUO LIFT	TA40230D	TRAILER

Date 10-9-13

## Vehicle Equipment List

204	1986	EVANS	JT50	TRAILER
205	2006	TRAILRITE	FB 18'	TRAILER
206	1973	SHOP MADE		TRAILER
207	2007	SHOP MADE	FLAT BED	TRAILER
210	2011	D & K	DKF-25-2	TRAILER
221	2012	Towmaster	T-70HT 48'	TRAILER
240	1998	NEAL	UT61/2X16	TRAILER
300	2002	JOHN DEERE	310 5G	BACKHOE
301	1966	CAT	D-6C	DOZER
302	1995	CATERPILLAR	426B	BACKHO
303	1968	CAT	D-6C	DOZER
304	2001	KOMATSU	WA250-3MC	LOADER
305	2012	CAT	953D	LOADER
306	2011	Caterpillar	420E	BACKHOE
307	1986	CAT	953	LOADER
308	2011	Case	621E	LOADER
309	1998	CASE	621B	LOADER
310	2003	JOHN DEERE	310 5G	BACKHOE
311	2007	CAT	953C	LOADER
312	1964	CAT	D-6C	DOZER
313	1964	CAT	D-6C	DOZER
314	1965	CAT	D-6C	DOZER
315	2006	JOHN DEERE	CT332	LOADER
316	2011	Case	621E	LOADER
317	1983	CAT	920	LOADER
318	2008	John Deere	624J	LOADER
319	2000	KOMATSU	WA250-3MC	LOADER
320	2002	CATERPILLAR	140H	GRADER
321	2007	CATERPILLAR	140H	GRADER
322	2010	JOHN DEERE	770G	GRADER
323	2007	CATERPILLAR	140H	GRADER
324	2002	CATERPILLAR	140H	GRADER
325	2010	JOHN DEERE	770G	GRADER
326	2008	JOHN DEERE	770D	GRADER
328	2012	CATERPILLAR	140M2	GRADER
329	2006	JOHN DEERE	770D	GRADER
330	2006	JOHN DEERE	770D	GRADER
331	2004	JOHN DEERE	770CH	GRADER
332	2006	JOHN DEERE	770D	GRADER
335	2008	JOHN DEERE	770D	GRADER
336	1992	JOHN DEERE	770B	GRADER
337	2004	JOHN DEERE	770CH	GRADER
338	1993	JOHN DEERE	770BH	GRADER
339	2001	CATERPILLAR	140H	GRADER
340	2009	CATERPILLAR	140M	GRADER
341	1990	JOHN DEERE	770BH	GRADER
342	1998	CATERPILLAR	140H	GRADER

## Lancaster County Engineering

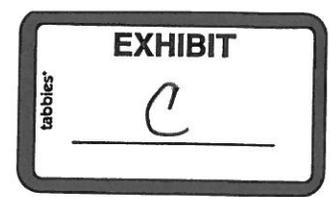
4

Date 10-9-13

## Vehicle Equipment List

343	1998	CATERPILLAR	140H	GRADER
345	1993	JOHN DEERE	770BH	GRADER
347	1999	CATERPILLAR	140H	GRADER
348	1999	CATERPILLAR	140H	GRADER
349	2001	CATERPILLAR	140H	GRADER
350	2012	Caterpillar	256C-RENTAL	LOADER
353	2013	New Holland	T7.250	TRACT
354	2003	JOHN DEERE	6320	TRACT
355	2002	JOHN DEERE	6320	TRACT
356	2003	JOHN DEERE	6320	TRACT
357	2003	JOHN DEERE	6320	TRACT
361	2004	CASE/IH	MXU110 LIMITED	TRACT
362	2005	JOHN DEERE	6420	TRACT
363	2005	JOHN DEERE	6420	TRACT
364	2004	CASE/IH	MXU110 LIMITED	TRACT
366	1974	FORD	2000	TRACT
370	1977	IHC	2500B	TRACT
371	1981	FORD	5600	TRACT
372	1981	FORD	5600	TRACT
373	1984	JOHN DEERE	2550	TRACT
375	1980	JOHN DEERE	762A	SCRAP
376	1980	CAT	613B	SCRAP

# County Clerk/City Clerk Merger 2013



In exploring issues related to a potential merger of the City and County Clerks' Offices, we examined the following: staffing, job duties, potential efficiencies and costs.

## STAFFING

The County Clerk's Office currently has 10 full-time employees; the City Clerk's Office has four full-time employees.

A model was developed with both offices being under one jurisdiction. It accommodates staff remaining as separate County and City employees (through interlocal agreement), as well as a total merger under one management structure. A reduction in the number of positions is not anticipated.

Salaries and benefits would need to be addressed. Should the offices merge, would the additional responsibilities and increased knowledge level associated with a combined staff require greater compensation? What other obstacles (insurance, pension, seniority, etc.) would staff encounter moving between City and County employment? There may be an opportunity to reclassify some positions, however, the cost savings appears to be minimal were this to occur.

## JOB DUTIES

### Record Keeping

Both offices serve as the primary record keepers for their respective governments and these tasks differ due to the structure of the differing governing bodies. For example, the City Clerk staffs the weekly City Council meetings as well as the City's Board of Equalization Meetings while the County Clerk is responsible for covering the weekly County Board, County Board of Equalization and County Board staff meetings, as well as numerous other board and committee meetings throughout the year. The City Clerk's office also processes the Executive Orders signed by the Mayor (approximately 1,000 per year) and the Directorial Orders signed by Department Directors (approximately 1,600 per year).

With regard to Board of Equalization (BOE) duties, the City BOE meets semi-annually (or as needed) to address the assessment of special improvement districts within the City of Lincoln. The County BOE meets weekly to take action on such things as additions/deductions to the tax assessment roll, real and personal property tax exemptions, homestead exemptions and motor vehicle tax exemptions. Additionally, in June of each year, property owners who feel their property values are over assessed may file a protest with the County Clerk's Office. The County Clerk's Office is then responsible for preparing protest packets, coordinating referee hearings and BOE meetings, preparing multiple mailings to property owners, preparing verbatim transcripts and compiling reports. Temporary staff is also hired to assist with these seasonal duties. Over the last six years, an average of 2,620 protests were filed annually.

There appears to be no real overlap in record keeping duties and no procedural changes are anticipated if these duties rest under one office.

Since each office is responsible to a specific constituency, i.e., the County Board and various county agencies and the City Council and Mayor, another area of consideration is what happens if the City sues the County or vice versa? Is there a possible conflict if one entity maintains records for both jurisdictions?

### Licenses/Permits

In 2012, the City Clerk issued 1,977 licenses and permits of which there were approximately 300 tobacco and 500 liquor licenses; the County Clerk issued 12 tobacco and 30 liquor licenses. It appears the current system works well, however, for some businesses (i.e., convenience stores) with multiple establishments throughout the County there would potentially be a convenience in having the service provided by one office.

The City also issues the majority of special event permits and amusement licenses. If the County Clerk no longer issued them, it would have only a minimal impact on the County's workload. Each office also has unique procedures and forms related to the issuance of special event permits and/or amusement licenses. Additionally, it should be noted that the City charges \$45 to issue a special event permit; the County charges \$0.

The area of license/permit issuance could be explored further to determine if having the City Clerk issue all of the above licenses (liquor, tobacco, special event, amusement) would be feasible and desirable for both the County and City, as well as the citizens, while keeping in mind cost savings would be minimal. *(Note: Fees, other than occupation taxes, collected for liquor licenses, tobacco licenses and amusement licenses go to the schools.)*

Additionally, the County issues approximately 2,100 marriage licenses annually.

### Other

While the City Clerk's Office has minimal accounting duties, i.e., paying office invoices, the County Clerk's Office has four (4) full-time employees dedicated to performing various accounting functions including, but not limited to, auditing and processing all County payment vouchers, processing payroll for 985 employees (as of 10/10/13), calculating tax rates for all taxing entities in Lancaster County, maintaining County fixed asset listings and producing monthly financial reports.

These functions would also need to be considered when looking at combining offices.

### POTENTIAL EFFICIENCIES

In serving the citizens of Lancaster County or the City of Lincoln, each office for the most part has no overlap. The County Clerk's primary public contact is with persons seeking marriage licenses and filing property valuation protests. On the City side, it is mainly with businesses/individuals seeking City ordinances, liquor licenses and the various licenses and permits.

The City and County each have their own electronic records management system. County departments have utilized TRIM since 2001. The City Clerk's Office has used Access since 2001. However, the City just recently decided to take on a City-wide initiative in which ALL City departments will soon be converting to Onbase. It is unknown at this time whether combining the two systems would offer employees and/or the public any efficiency with regard to managing/accessing records. If two systems were maintained, staff would need to have access (licenses) to both and applicable training which would involve cost. Additionally, a total conversion to one records management system would be costly.

## COSTS

If merger is further considered, would there be additional costs associated with:

1. Salaries and benefits?
2. Converting/combining records?
3. Office remodel?

There are opportunities to increase cost recovery in the area of fees for various services. The cost to issue marriage licenses (\$15), locksmith licenses (\$5) tobacco licenses (\$10) and amusement licenses (\$10) far exceeds the statutory fee collected for these services. Most fee changes would require action by the Legislature. This is an area whereby the Consolidation Committee could perhaps make recommendations strengthening the case for fee increases. Fees charged are only allowed to recoup costs.

We did not find that there would be significant cost savings in merging the County Clerk and City Clerk Offices. It also does not appear to us that service delivery would be enhanced.

## RECOMMENDATION

To arrive at a recommendation, we believe the above questions require further study and discussion in order to assess any potential advantages. Discussions should include the Mayor, City Council and County Board to determine if they believe a combined office would provide better service to them, their respective government functions and to the citizens of Lincoln and Lancaster County.

(Updated 10/10/13)

# Consolidation of Physical Assets

- equipment
- mechanics

- Maintenance Facilities

Sign Shop

- GIS Functions

- Enhance written understandings

- Privatization