

**STAFF MEETING MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
COUNTY-CITY BUILDING
BILL LUXFORD STUDIO (ROOM 113)
THURSDAY, MAY 1, 2014
8:30 A.M.**

Commissioners Present: Larry Hudkins, Chair
 Brent Smoyer, Vice Chair
 Deb Schorr
 Jane Raybould
 Roma Amundson

Others Present: Kerry Eagan, Chief Administrative Officer
 Gwen Thorpe, Deputy Chief Administrative Officer
 Dan Nolte, County Clerk
 Cori Beattie, Deputy County Clerk
 Ann Taylor, 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 April 30, 2014.

The Chair noted the location of the Open Meetings Act and opened the meeting at 8:33 a.m.

AGENDA ITEM

1 APPROVAL OF THE MINUTES OF THE APRIL 24, 2014 STAFF MEETING

MOTION: Raybould moved and Smoyer seconded approval of the minutes of the April 24, 2014 Staff Meeting. Smoyer, Raybould and Hudkins voted aye. Schorr abstained from voting. Amundson was absent from voting. Motion carried 3-0, with one abstention

2 ADDITIONS TO AGENDA

None were stated.

3 A) ABBOTT MOTOCROSS FINANCIALS; B) GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) 54 FUND BALANCE POLICY; C) FISCAL YEAR (FY) 2014-2015 BUDGET UPDATE; AND D) OVERVIEW OF NEBRASKA BUDGET STATUTES AND PROCEDURES - Dennis Meyer, Budget and Fiscal Officer

A) Abbott Motocross Financials

Dennis Meyer, Budget and Fiscal Officer, presented a financial statement for the Abbott Motocross Track, noting some of the indirect costs need to be finalized (Exhibit A). He said a copy of the financial information was also sent to the Lower Platte South Natural Resources District (NRD) and Nebraska Game and Parks Department. **NOTE:** The County and Lower Platte South NRD were co-applicants for the Recreational Trails Program Grant that funded construction of the track. Under terms of their contract with the Nebraska Game and Parks Department for the project, they must operate and maintain the track for not less than 20 years.

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

Meyer also presented information regarding revenues and ridership (see Exhibit A). He said the motocross track continues to struggle financially. It had a deficit of \$21,173.59 last year, which is less than previous years. He said the Lincoln Sports Foundation Board, which owns and operates the Ethel S. Abbott Sports Complex, has contracted with Pat Thomas Construction, Inc., which was involved with construction of the motocross track, to maintain the track. The track is now open five days a week, instead of six, to reduce expenditures.

Hudkins suggested that Abbott explore using volunteers to oversee track activities on non-race days to help reduce expenditures. He also felt the motocross fuel expenditure for 2013 (\$8,842.16) is excessive.

It was noted the facility also has need for restroom facilities, additional seating and an irrigation system. Hudkins suggested they seek a grant from the Visitors Improvement Fund to assist with those needs. Kerry Eagan, Chief Administrative Officer, suggested the facility seek partnerships in the community to assist them with those needs and said the facility needs to work on its long-term plan so they can attract the larger, regional races which would bring in more revenues.

B) Governmental Accounting Standards Board (GASB) 54 Fund Balance Policy

Meyer said the auditors recommended during last year's audit that the County adopt a fund balance policy and disseminated copies of a balance sheet from the audit which shows the County's fund balances (Exhibit B). He said he developed a draft GASB 54 Fund Balance Policy (see agenda packet) which defines the categories for reporting: 1) Nonspendable Fund Balance; 2) Restricted Fund Balance; 3) Committed Fund Balance; 4) Assigned Fund Balance; and 5) Unassigned Fund Balance (see agenda packet).

NOTE: The Board will take action on the policy at a regular County Board of Commissioners Meeting.

C) Fiscal Year (FY) 2014-2015 Budget Update

Meyer noted the Board has discussed not holding the City-County Common budget hearings this year. He said Steve Hubka, City Finance Director, informed him the City follows a different process than the County. City departments meet with the Mayor to discuss their budget requests but the City Council does not get involved in the budget discussions until the Common budget hearings. Meyer said it is up to the Board whether it wants to be involved in those hearings or not. There was consensus to have joint departments come discuss their budget requests with the Board at a County Board Staff Meeting instead of the Board participating in the hearings.

D) Overview of Nebraska Budget Statutes and Procedures

Meyer discussed the State Statutes that "drive" the budget process and the 2013-2014 Budget Time Line (see agenda packet).

Hudkins noted Nebraska Revised Statute §13-512 states a taxpayer may contest the budget and file a protest after adoption of the budget and inquired about the deadline for filing. Meyer said it would be 30 days after September 20th, when the budget document is required to be filed with the State.

Hudkins also inquired about the changes that will be required when the County reaches a population of 300,000. Eagan said the County Attorney's Office is working on a legal opinion that addresses that issue.

Raybould asked Meyer to provide her information regarding services the County has provided to the State (a list of unfunded mandates).

4 CITIZENS' INSTITUTE ON RURAL DESIGN (CIRD) GRANT - Sara Hartzell, Planner II, Lincoln-Lancaster County Planning Department

Sara Hartzell, Planner II, Lincoln-Lancaster County Planning Department, gave an update on plans to submit an application for a Citizens' Institute on Rural Design (CIRD) grant that will assist rural communities with design and planning efforts. She said the Planning Department will serve as the lead agency for the grant and County Extension has agreed to serve as a partner. County Extension has agreed to donate meeting space for a workshop and will help with facilitating the activities. Hartzell noted a match of \$7,000 is required (cash and in-kind services) and asked the County, which is also listed as a partner for the grant, to provide a cash match of \$2,200 for items such as speakers and food for participants. Eagan suggested the Keno Fund serve as the funding source. Hartzell also asked the Board to assist with recruitment of participants for the workshop, noting 40 is an optimum number. She said she attended meetings in the communities of Bennet, Firth, Hallam, Hickman, Malcolm and Waverly to discuss the grant and all of them have committed to helping find participants. She said she hasn't heard from the communities of Davey, Panama, Raymond, Roca or Sprague yet. Schorr indicated she will contact Roca and Sprague and Smoyer said he will contact Davey. Board members also made a commitment to attend the workshop.

MOTION: Smoyer moved and Raybould seconded to authorize the Chair to sign a letter of support for the grant application. Amundson, Schorr, Smoyer, Raybould and Hudkins voted aye. Motion carried 5-0.

5 SUBSTANCE ABUSE AND MENTAL HEALTH SERVICES ADMINISTRATION (SAMHSA) GRANT - Kim Etherton, Community Corrections Director

Kim Etherton, Community Corrections Director, requested authorization to apply for a Substance Abuse and Mental Health Services Administration (SAMHSA) for the Adult Drug Court, indicating she would like to expand it to include a parenting curriculum for families in recovery and a curriculum that targets healthy relationships. She said she will try to bring an organization like the Interfaith Ministries in to serve as a community partner. Etherton said the other piece of the grant involves continuing to educate staff on motivational interviewing, which is an evidence-based technique that the National Drug Court Association wants Drug Courts to incorporate.

MOTION: Amundson moved and Smoyer seconded to authorize Kim Etherton, Community Corrections Director, to write and submit a grant application. Raybould, Amundson, Smoyer, Schorr and Hudkins voted aye. Motion carried 5-0.

ADMINISTRATIVE OFFICER REPORT

A. Nebraska Association of County Officials (NACO) Benefit Services Meetings

There was consensus to have Gwen Thorpe, Deputy Chief Administrative Officer, represent the County at the meeting in Beatrice on May 16th.

6 FIRTH MAINTENANCE FACILITY REPAIRS - Pam Dingman, County Engineer

Pam Dingman, County Engineer, said Thrasher Basement Systems, Inc. submitted the lowest bid to address a structural issue at the County Engineering maintenance facility in Firth (\$16,500). She added she has directed that all heavy equipment be removed from the building until the repairs are made.

ADMINISTRATIVE OFFICER REPORT

B. County Facilities Visit

There was consensus to tour the 16 outlying County Engineering maintenance facilities. The Board will tour those in the south portion of the County on May 27th and those in the north portion on June 3rd. **NOTE:** The tours will take place following the County Board of Commissioners Meetings scheduled on those dates.

7 ACTION ITEMS

There were no action items.

8 CONSENT ITEMS

There were no consent items.

9 ADMINISTRATIVE OFFICER REPORT

- A. Nebraska Association of County Officials (NACO) Benefit Services Meetings**
- B. County Facilities Visit**

Items A and B were moved forward on the agenda.

C. Agenda Items for County Board, City Council and Lincoln Public Schools (LPS) Board of Education Meeting (May 6, 2014)

Informational only.

D. Update on Request from Windrow Energies for a Resolution Supporting Community-Based Energy Development (CBED)

Eagan said Windrow Energies needs a resolution of support from the County Board in order to qualify for tax breaks on a Community-Based Energy Development (CBED) project. He said Windrow Energies is bidding on a facility with Lincoln Electric System (LES) for a solar station, noting this is a different project than the one in Cass County.

There was consensus to schedule a presentation by Windrow Energies on a future Staff Meeting agenda.

E. County Sales Tax

Discussion took place regarding a proposed County sales tax. The Chair noted the County can levy either a half-cent, one-cent or one and a half-cent. **NOTE:** The tax would only apply to taxpayers outside a city or village that already has a sales tax, i.e., Lincoln, Bennet, Hickman, Malcolm or Waverly. The sales tax could not be imposed without voter approval.

Amundson said she was interested in exploring a County sales tax because the County has reached the 300,000 population threshold which could place even more requirements on the County. The County also has limited sources of revenue.

Hudkins said the decline in inheritance tax revenue is also a concern.

Raybould noted the Open Sky Policy Institute, a non-partisan organization that performs fiscal research and analysis, recommended counties look at sales tax opportunities. She felt the County should explore all sources of possible revenue, including wheel tax, sales tax and increases in fees, to see what revenue they would generate and the cost to taxpayers.

Amundson said services will continue to increase as the population expands. She stressed the need for additional sources of revenue that will continue to grow, stating "we can't always be taxing the property owners."

Smoyer said population growth will help to offset property taxes and adding a new tax wouldn't encourage growth. He also pointed out that Lancaster County would be the only county in the state with a sales tax.

Eagan said individuals who live outside of those jurisdictions that have a sales tax don't pay that tax on vehicles, appliances and other items that they buy and have delivered to their homes.

Smoyer noted the sales tax could only be used for public safety and said "we'd be playing a shell game with folks." He also felt imposing the tax could end up hurting the County politically with legislators.

Hudkins said it is not a "shell game", rather a shift in who is paying for services and said it should be done in a fair and equitable manner. He said he would like to see a county-wide sales tax but the law does not allow for it.

Schorr said she is philosophically opposed to any new taxes. She said she favors budget cuts and holding the line on spending.

Hudkins responded that the Board is running out of places to make cuts, noting in the past the Board has used proceeds from the sale of Lancaster Manor (former County nursing home), reduced the Building Fund, and "hammered" the County Engineer's budget to make the budget work.

Raybould noted the Board has tried unsuccessfully to work with the Legislature to make adjustments to fees.

Eagan suggested the Board include language about developing revenue sources as it develops the County's legislative agenda for next legislative session.

F. Transition of Community Mental Health Survey Follow-Up

Thorpe said the researcher from the University of Nebraska Public Policy Center that is doing an evaluation of the transition of services from the Community Mental Health Center (CMHC) to new providers for Region V Systems would like to survey former CMHC employees and has requested contact information. She said she has been reluctant to provide that information until there is a Memorandum of Understanding in place with Region V Systems, which the County Attorney's Office has drafted and sent to Region V Systems for approval. Thorpe noted that the Board has been asked to provide a letter of endorsement. Consensus was that it would be more effective to have the Public Policy Center provide a letter explaining the survey.

10 PENDING

There were no pending items.

11 DISCUSSION OF BOARD MEMBER MEETINGS

- A. Lincoln Independent Business Association (LIBA) Monthly Meeting - Smoyer

Smoyer said discussion focused on the County sales tax proposal, County budget, and new management of the Lancaster Event Center.

- B. Lancaster County Correctional Facility Joint Public Agency (JPA) Meeting - Hudkins, Smoyer

Hudkins said the JPA paid claims totaling \$56,242.66 from Wells Fargo for bank fees; Wiss, Janney, Elstner Associates, Inc. for investigation of concrete topping surface defects; Dickey & Burham, Inc., for jail warehouse improvements; and K2 Construction for retainage.

- C. Meeting with Marvin Krout, Planning Director, and Sara Hartzell, Planner II - Hudkins, Smoyer

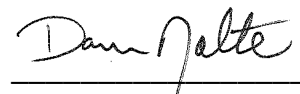
Hudkins said they were briefed on a wind farm (a group of wind turbines used to produce energy), a new entranceway to Airpark and a proposed housing development.

12 EMERGENCY ITEMS AND OTHER BUSINESS

There were no emergency items or other business.

13 ADJOURNMENT

MOTION: Schorr moved and Amundson seconded to adjourn the meeting at 10:41 a.m. Schorr, Amundson, Raybould, Smoyer and Hudkins voted aye. Motion carried 5-0.


Dan Nolte
Lancaster County Clerk



**STATEMENT OF ACTIVITIES - ABBOTT
MOTOCROSS TRACK**

REVENUES:

REGISTRATION FEES-YOUTH PROGRAM	34,512.00	24,147.00
FUNDRAISING REVENUE/GRANTS		16,000.00
ABBOTT MEMBERSHIPS	2,400.00	3,120.00
RACING EVENT REVENUE	21,782.00	24,318.00
TRACK RENTALS/GIFT CERTIFICATES		810.00
RETAIL SALES	1,262.04	
TOTAL REVENUE:	59,956.04	68,395.00

EXPENSES:

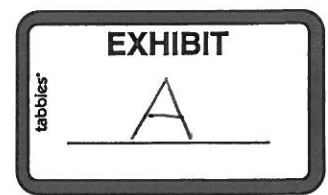
DIRECT COST:

CONTRACT LABOR	4,492.25	2,380.00
TOTAL DIRECT COST:	4,492.25	2,380.00

OPERATING EXPENSES:

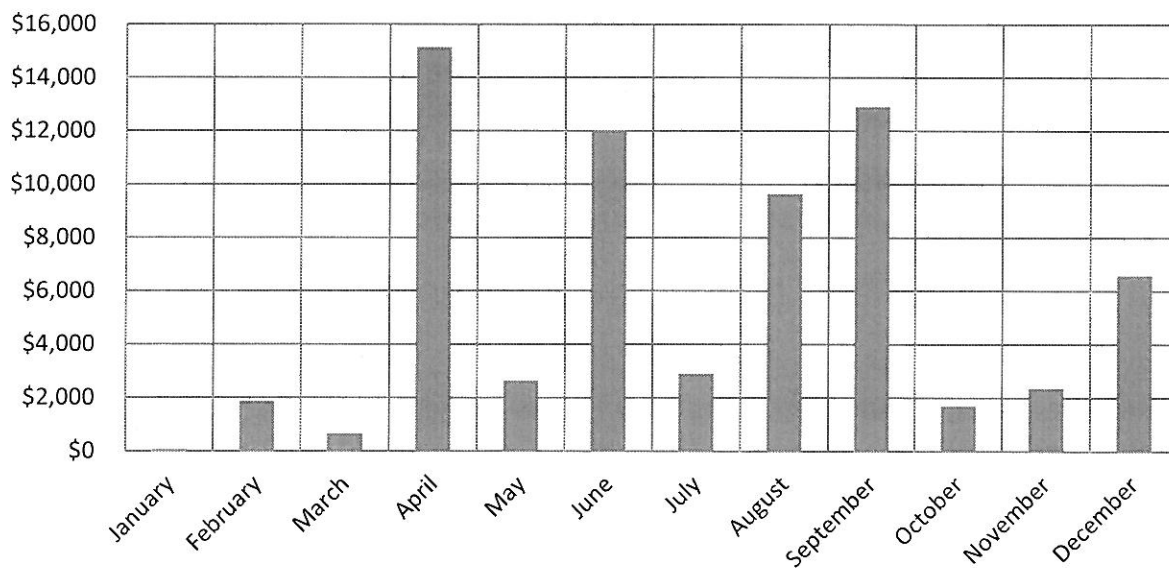
ACCOUNTING	1,581.90	959.00
ADVERTISING		6,020.00
BUSINESS MEALS & ENTERTAINMENT	0.00	
COMMISSIONS	0.00	
COMPUTER EXPENSE	107.00	
DEPRECIATION	3,999.17	
ELECTRICAL INSTALLATION		11,710.00
PROFESSIONAL SERVICES	13,807.27	187.00
EQUIPMENT PURCHASE	800.00	
EQUIPMENT PURCHASE-IRRIGATION	3,000.00	
EQUIPMENT RENTAL	7,282.99	5,533.10
EVENT AWARDS	4,400.81	2,738.66
FERTILIZER & CHEMICALS	497.47	
GARBAGE	310.63	
GAS & FUEL	873.25	
HEAT, LIGHTS, & WATER	1,948.56	315.25
INSURANCE - PROPERTY	419.21	
INSURANCE - LIABILITY	5,666.46	6,662.41
INSURANCE - GROUP	762.72	747.74
INSURANCE - WORK COMP	176.13	
INTEREST	355.43	770.71
IRRIGATION EXPENSE	1,377.64	627.48
LEGAL	104.12	
LICENSE	0.00	
MAINTENANCE - TRACK	3,055.95	1,140.69
MERCHANDISE/CONCESSIONS	2,461.06	
MOTOCROSS FUEL	12,153.40	8,842.16
OFFICE EXPENSE	86.06	26.90
PAYROLL TAXES	4,521.70	
POSTAGE	0.00	1.93
PRINTING	917.02	102.43
PARKING LOT	0.00	
PUBLIC RELATIONS	45.87	683.48
REPAIRS	0.00	175.99
REPAIRS - EQUIPMENT	1,229.81	4,109.50
REPAIRS - IRRIGATION	5,410.86	83.26
RENT		
SALARIES - FACILITIES DIRECTOR	2,825.60	
SALARIES - OUTDOOR STAFF	21,241.72	
SALARIES - MOTOCROSS COORDINATOR	30,000.00	23,000.00
SALARIES - EXECUTIVE DIRECTOR	5,039.89	8,000.00
SEMINAR EXPENSE	0.00	
SUPPLIES	3,586.94	1,619.07
SEED & SOD	629.41	
TELEPHONE	2,029.34	3,131.83
WEBSITE EXPENSE	656.25	
WETLANDS MITIGATION	106.93	
TOTAL OPERATING EXPENSES	143,468.57	87,188.59
TOTAL EXPENSES	147,960.82	89,568.59

NET ABBOTT MOTORCROSS TRACK REVENUE	-88,004.78	-21,173.59
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2013 MX Revenue						
Month	Daily Riding Revenue	Memberships	Racing Revenue	Track Rental, Grants	Gift Certificates	Total
January	\$0	\$0			\$60	\$60
February	\$672	\$1,200				\$1,872
March	\$580	\$75				\$655
April	\$4,401	\$665	\$10,063			\$15,129
May	\$2,601	\$40				\$2,641
June	\$4,071	\$180	\$7,577	\$150		\$11,978
July	\$2,178	\$160	\$565			\$2,903
August	\$3,365	\$160	\$6,113			\$9,638
September	\$2,736	\$160		\$10,000		\$12,896
October	\$1,523	\$160				\$1,683
November	\$1,600	\$160		\$600		\$2,360
December	\$420	\$160		\$6,000		\$6,580
Total	\$24,147	\$3,120	\$24,318	\$16,750	\$60	\$68,395

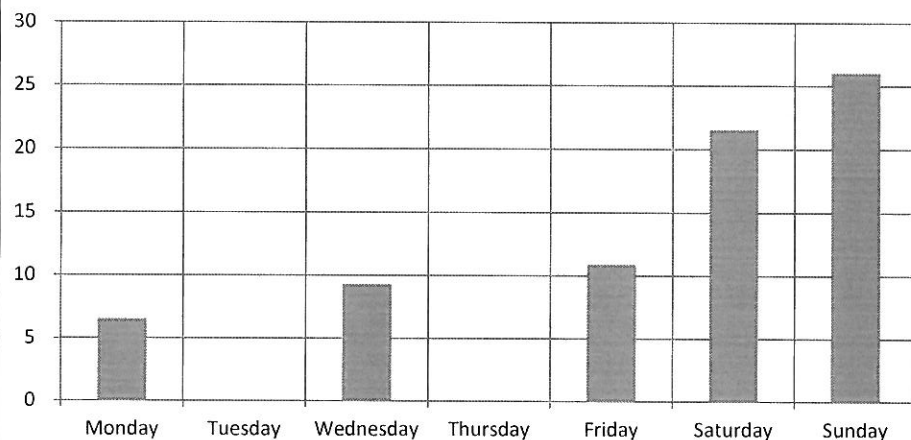
**Abbott Motocross
2013 Revenues Total
\$68,395**



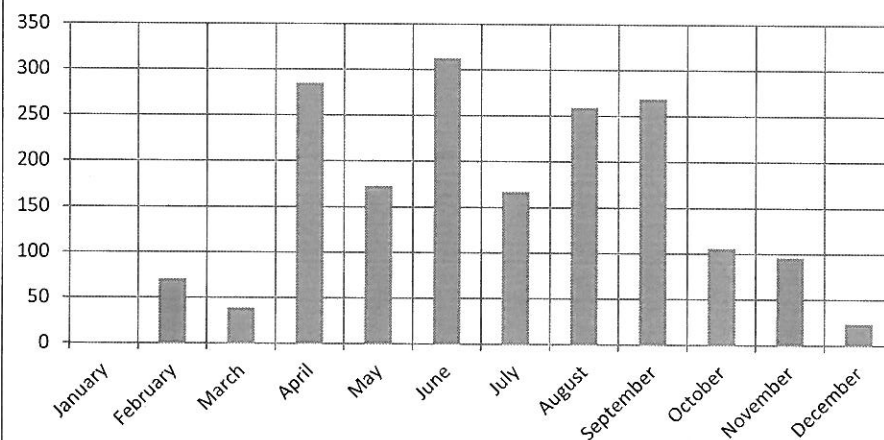
2013 Number of Riders per Day				
Day of the week	# of Days Open	Total # of Riders	Avg Riders/Day	% of Total
Monday	22.0	144	7	8%
Tuesday	Closed			
Wednesday	23.0	214	9	12%
Thursday	Closed			
Friday	21.0	229	11	13%
Saturday	28.5	614	22	34%
Sunday	22.5	586	26	33%
Totals	117.0	1,787	15	100%
Tuesday	1	15	Open 1 Tuesday during year	
Totals	118	1,802	Open weekends only Nov&Dec	

2013 MX Riders By Month				
Month	# Days Open	# Riders	Avg Riders/Day	% of Total
January	0	0	0	0%
February	2	71	36	4%
March	1	39	39	2%
April	12	285	24	16%
May	14	173	12	10%
June	16	313	20	17%
July	19.5	167	9	9%
August	18	259	14	14%
September	17	269	16	15%
October	12.5	106	8	6%
November	5	96	19	5%
December	1	24	24	1%
Total	118	1,802	15	100%

Abbott Motocross
2013 Average # of Riders
Per Day



Abbott Motocross
2013 Total # of Riders
Per Month



Lancaster County, Nebraska

Balance Sheet
Governmental Funds
June 30, 2013

	General	Correctional Facility Joint Public Agency	Nonmajor Governmental Funds	Total Governmental Funds
Assets:				
Cash, including investments	\$ 15,776,870	\$ 5,850,545	\$ 20,197,833	\$ 41,825,248
Taxes receivable	22,529,414	2,052,950	1,245,813	25,828,177
Due from other government agencies	740,575	20,211	1,749,485	2,510,271
Accounts receivable	454,345	-	400,677	855,022
Interest receivable	3,526	-	4,520	8,046
Patient and insurance receivables, net of allowance for doubtful accounts of \$548,458	-	-	247,784	247,784
Total assets	\$ 39,504,730	\$ 7,923,706	\$ 23,846,112	\$ 71,274,548
Liabilities:				
Accounts payable	\$ 1,392,985	\$ 157,123	\$ 1,254,149	\$ 2,804,257
Accrued salaries	1,962,473	-	586,059	2,548,532
Advance payable	-	-	61,489	61,489
Total liabilities	3,355,458	157,123	1,901,697	5,414,278
Deferred inflows of resources:				
Unavailable revenue - property tax receivable	1,562,873	136,333	92,901	1,792,107
Total deferred inflows of resources	1,562,873	136,333	92,901	1,792,107
Fund balances:				
Restricted for:				
Visitor improvement	-	-	3,253,812	3,253,812
Rural library services	-	-	260,278	260,278
Building, land and road maintenance	-	-	7,611,025	7,611,025
Drug education	-	-	505,844	505,844
Economic development	-	-	346,134	346,134
Debt service	-	4,090,972	2,225,784	6,316,756
Minor equipment	-	-	1,013,740	1,013,740
Mental health	-	-	1,525,499	1,525,499
Jail construction	-	3,539,278	-	3,539,278
Committed for:				
Community betterment	-	-	1,790,233	1,790,233
Workers compensation	-	-	171,239	171,239
Building maintenance	-	-	929,567	929,567
Public safety	118,776	-	-	118,776
Public works	-	-	-	-
General government	117,699	-	-	117,699
Assigned for:				
Veterans aid	9,874	-	-	9,874
Public health and human services	-	-	2,218,359	2,218,359
Unassigned	34,340,050	-	-	34,340,050
Total fund balances	34,586,399	7,630,250	21,851,514	64,068,163
Total liabilities, deferred inflows of resources and fund balances	\$ 39,504,730	\$ 7,923,706	\$ 23,846,112	\$ 71,274,548

The accompanying notes are an integral part of the basic financial statements.