

MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
BUDGET MEETING
TUESDAY, JUNE 18, 2019
IMMEDIATELY FOLLOWING THE BOARD OF EQUALIZATION MEETING
COUNTY-CITY BUILDING
THE BILL LUXFORD STUDIO, ROOM 113

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

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

Location Announcement of Nebraska Open Meetings Act: A copy of the Nebraska Open Meetings Act is posted. Additionally, a copy of all written material to be discussed at today's open meeting is available from the County Clerk's staff. These materials can also be viewed on the County's web site at lancaster.ne.gov.

The Chair noted the location of the Open Meetings Act and opened the meeting at 10:13 a.m.

1) Election Commissioner (607)

Dennis Meyer, Lancaster County Budget & Fiscal Officer, provided a brief overview of the Election Commissioner's budget request. He said this budget fluctuates based on the number of elections. He noted the amount is about \$1,200,000 which is approximately a 23% decrease.

David Shively, Election Commissioner, gave a brief overview of the budget (Exhibit A). He noted the legislature indicated there would be a 10% match from counties on all voting equipment and that was not included in the budget.

Meyer asked about the match amount. Shively estimated it to be \$10,000 per tabulating machine or \$40,000-\$50,000. Handicap accessible machines are \$5,000 each and the Election Commission would need 175 of them. Schorr clarified the total amount of that purchase would be \$875,000 (the County's match would be 10% of this figure).

Regarding space needs, Meyer said an RFP has been issued and a committee is in the process of reviewing four companies. The timeframe for the project is nine months.

Shively said they will forward the total amount for the conferences and memberships budget request.

Meyer asked if there will be an adjustment to the number of polling places as more voting is being done through the mail. Shively said this would be good to review in conjunction with the upcoming census. He noted instances whereby polling places have increased as the City grows.

Meyer reminded Shively of the HR/Payroll system upgrade and OpenGov training.

2) Visitors Promotion (18,19)

Meyer provided a brief overview of the Visitors Promotion Fund 18. He noted \$1,800,000 in revenue will be budgeted for Fund 19 which is the other 2% of the lodging tax.

Jeff Maul, Lincoln Convention Visitors Bureau Executive Director and Vice President, said the decrease in Fund 19 is based on annual receipts over the last six months. The rate being brought in by overnight business is down, therefore, less tax is being collected. Maul discussed the Improvement Fund dollars in Fund 18 which are used for promotion. He said on the expense side the budget includes salaries, life and disability insurance, travel and training.

Derek Feyerherm, Lincoln Convention and Visitors Bureau Director of Sales & Operations, gave an overview of the trade shows included in next year's budget.

Maul reviewed other budget impacts such as software enhancements, professional auditing fees, and increased client outreach. Marketing and advertising have decreased.

3) Administrative Services (613)

Meyer said expenditures are \$611,000 or roughly a 50% increase. The largest driver is salary overlap for the new Chief Administrative Officer. Salaries and benefits are over 90% of the total budget.

Ann Ames, Deputy Chief Administrative Officer, said some capital outlay was included for new office furniture. The computer request is \$1,914.24.

Meyer said this budget includes personnel costs for the three County Board employees as well as operating expenditures.

4) Crisis Center (63)

Meyer explained the Crisis Center is its own separate fund. Expenditures are a little over \$3,400,000 which is an increase close to 3.33%. Salaries and benefits make up over 82%. Revenues are also around \$3,400,000 so the fund balances out. A \$1,250,000 transfer of General Funds will be made to the Crisis Center.

Scott Etherton, Crisis Center Director, said overall there is not much change. There were some furniture needs along with computers and monitors. He also noted concerns with maintaining psychiatric and psychology coverage as employees in both of those positions are close to retiring.

Meyer reminded Etherton of the HR/Payroll system upgrade and OpenGov training.

5) Adjournment

MOTION: Flowerday moved and Schorr seconded to adjourn the budget meeting at 11:03 a.m. Vest, Schorr, Flowerday and Amundson voted yes. Motion carried 4-0.

Dan Nolte

Dan Nolte
Lancaster County Clerk





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David J. Shively
Commissioner
Maura Kelly
Chief Deputy

Election Commissioner (607) Fiscal Year 2019-2020 Budget Request

Highlights of Budget

- 1) One major election will be conducted during 2019-2020
 - A) State Primary – May 12, 2020
- 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 will continue to use mail for special elections as long as there are no major changes in state law regarding all mail elections.
- 5) I've added money for a potential new poll worker software program we would like to explore.
- 6) At this point I am not sure what type of expenses we will have with the new vote tabulating equipment and handicapped accessible equipment. We'll know more once the purchase of new equipment has been completed by the Secretary of State's Office.

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.
- 4) Parking Lot -- Sometimes our lot can get full particularly at the beginning and the ending of months. I am concerned about large vehicles (RV's, Pickups with trailers, Large Trucks) that park in the lot. I believe they are usually waiting for inspections by Sheriff's Department. If there are more than one or two, they can take up an enormous amount of space.