

**MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
DEPARTMENT BUDGET MEETING  
TUESDAY, MAY 23, 2017  
COUNTY-CITY BUILDING - BILL LUXFORD STUDIO (ROOM 113)  
10:00 A.M. OR IMMEDIATELY FOLLOWING THE BOARD OF COMMISSIONERS' MEETING**

Commissioners Present: Todd Wiltgen, Chair; Bill Avery, Vice Chair; Roma Amundson, Jennifer Brinkman and Deb Schorr

Others Present: Dennis Meyer, Budget & Fiscal Officer; Kerry Eagan, Chief Administrative Officer; Ann Ames, Deputy Chief Administrative Officer

*Advance public notice of the meeting was posted on the County-City Building bulletin board and the Lancaster County, Nebraska website and provided to the media on May 19, 2017.*

*The Chair noted the location of the Open Meetings Act and opened the meeting at 10:00 a.m.*

**1) County Assessor/Register of Deeds (605, 606)**

Dennis Meyer, Budget & Fiscal Officer, explained that discussion would be held on two separate budgets - 605 (office) and 606 (technology fund).

Norm Agena, County Assessor/Register of Deeds, stated a residential reappraisal was done for 2017 due to the active market and in order to stay in compliance with the State. He noted about 5,200 preliminary hearings were held in February and March.

Meyer said the Assessor/Register of Deeds budget increased by 2% and did reach the 97% budget requirement.

Scott Gaines, Chief Administrative Deputy Assessor/Register of Deeds, stated travel, computer equipment and cellular phone costs decreased. He also referenced a decrease in the Post-Employment Health Plan (PHEP).

Meyer stated the department's revenue reflects an increase of a little less than 5% based off a twelve-month rolling average. Gaines said deeds filings are up slightly due to the active market.

Agena said the department is currently operating with 43 full-time equivalents (FTE's) and he requested one additional FTE (Appraiser Apprentice) for next year. Meyer reminded the Board that additional FTEs are not included in individual budget requests. Agena explained that the department currently has three open positions: Senior Appraiser, Land Records Tech and Appraiser Apprentice. The Senior Appraiser and Land Records Tech positions were reclassified to Appraiser Apprentices due to the increasing number of parcels in the County needing inspection.

Amundson inquired if other departments could use the Assessor's vehicles. Ogden said they would be receptive to this when the vehicles are not being utilized by their staff but he expressed a concern about their office maintaining the logistics of checking in/out vehicles.

## 606 (Technology Fees)

Meyer said a "running balance" of technology fees is maintained. Gaines said the \$220,000 budget amount includes what was received in the last twelve months and noted expenditures for software will be about \$191,000.

### 2) Board of Equalization (618)

Meyer stated contracts with Great Plains Appraisal for referee coordination, referee services and Tax Equalization and Review Commission (TERC) services are the biggest costs. He noted other related costs, such as postage, incurred by the Assessor's and/or County Clerk's Offices, are also included.

### 3) County Treasurer (603)

Andy Stebbing, County Treasurer, read a prepared statement (Exhibit A).

Schorr asked Stebbing to prioritize which of the two capital outlays projects, West O Street or N. 46<sup>th</sup> Street, is most important. Stebbing stated both locations have many issues but the 46<sup>th</sup> Street expansion would be of greater need and make the most impact. Candace Meredith, Deputy County Treasurer, added that the remodeling plan was reworked and the preliminary estimate reduced. She noted many counties are going to a centralized location to improve efficiency.

Brinkman inquired if the building rent on 46<sup>th</sup> Street would increase with expansion. Meyer stated the County Treasurer pays rent for the entire building based on square footage. It was noted that further information would be needed regarding a potential cost impact to rent.

Meyer said the County Treasurer's Office did meet the 97% budget requirement and had an overall budget increase of 2.5%.

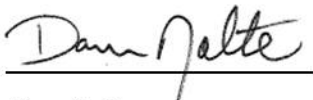
Amundson questioned the mileage amount. Stebbing responded he, Meredith and Don Arp, Motor Vehicles Manager, travel daily between the three locations using their personal vehicles.

In reference to the microcomputer fund, Meredith said they are requesting seventeen (17) computers to replace State computers currently used by the motor vehicle clerks because they do not provide additional functions that the clerks require.

Stebbing also requested an additional FTE for next year.

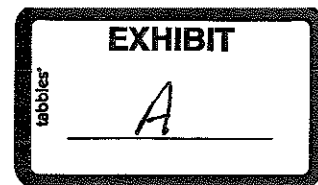
### 4) Adjournment

**MOTION:** Schorr moved and Avery seconded to adjourn the meeting at 11:27 a.m. Brinkman, Schorr, Avery, Amundson and Wiltgen voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk





May 23, 2017

Lancaster County Board of Commissioners  
County City Building  
555 South 10th St, Room 110  
Lincoln, NE 68508

**Re: Budget Fiscal Year 2017-2018**

Dear Chairman Todd Wiltgen and Board of Commissioners;

My office strives to save costs at all levels each day. Over the last year, we have added GovTech services for mortgage company payment processing, negotiated our contract with US Bank to lower fees with a rollover of earned interest credits, enhanced our tax program for quicker payment solutions, created an extremely efficient license plate inventory system, and encouraged all departments to receive payments utilizing ACH.

**Personnel**

The Treasurer's Office is presently functioning with 39 FTE's and one part-time, "on-call." Since I turned in the budget, we have officially reallocated the System Programmer to a Technology Support Technician and we have recruited and hoping to interview by next month to fill the vacancy. We will have a reduction of \$12,280 in our regular salary line item as the FTE pay grade has changed from a C21 to a C15

Since fiscal year 2012-2013, I have not budgeted for two of our 41 FTE's. Our employees have been able to maintain the workload at all three locations until recently. I feel like they are now over-burdened. Time off is difficult to obtain and planned training is difficult to implement. Out of state titles continue to increase, the new plate year with a multitude of specialty plates, and the surge in retail cars have impacted my office significantly. Overtime has jumped and comp banks are filling up. I would like to budget for 40 FTE's this fiscal year, increasing our force by one and hire a second part-time on-call.

**Memberships, Schools, Conferences, Travel and Subsistence**

Memberships, schools, training, conferences offer networking beyond Lincoln and are essential to the professional development of our staff and office. The Lancaster County Treasurer's Office is well respected and known as a leader in our field.

## **Request for Capital Outlay**

As you know, and as we have discussed, our main DMV Office at 46<sup>th</sup> and R Streets has a large two stall garage that is not used and is wasted space. My intention is to put this wasted space to great use at the lowest cost possible. If we can plan for a minor remodel and extend our lobby into the garage area with a capital improvement requests with PBC, we would add ADA windows, have better traffic flow, less congestion and be more effective with signage. As well, at our West O Street location, in order to create more room in the lobby, we would like to push back the current workstations and add an ADA window. The lobby at West O is often over capacity.

## **Revenues**

We are hopeful we will continue to see increases in our investment income as financial institutions are willing to offer better interest rates with collateralized funds. The current average of money market rates is .50% and certificate of deposits are at 1%. We anticipate a slight increase in property tax commissions as there was an increase in tax roll collections. Delinquent tax collection is at an all-time low for our office due to our increased aggressive approach. However, delinquent tax purchasers or "investors" continues to increase. Recently our tax sale created \$13,000 in revenue. Postage reimbursement continues to offset the cost of postage for online and mail registration renewals. This year is an anomaly as the new plates require a \$4.00 stamp to be mailed. Our projected revenue for fiscal year 17-18 is at \$6,175,000 which is a 2% increase in revenues from last year.

## **Summary**

As was requested, our budget in the area of operating cost and capital outlay is 97% from last fiscal year. In the area of salary and benefits, we are at an increase of 2.0% with the request to fund one of our two unbudgeted FTE's.

Thank you!

Respectfully Submitted,

Andy Stebbing  
Lancaster County Treasurer