

**MINUTES  
LANCASTER COUNTY BOARD OF COMMISSIONERS  
DEPARTMENT BUDGET MEETING**

**TUESDAY, JUNE 6, 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; Kelly Lundgren, County Clerk's Office

*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 June 2, 2017.*

*The Chair noted the location of the Open Meetings Act and opened the meeting at 10:06 a.m.*

**1) County Sheriff (651)**

Present were Terry Wagner, County Sheriff; Todd Duncan, Chief Deputy Sheriff; and Michelle Sewell, Administrative Aide.

Duncan discussed the five service areas (Patrol, Investigations, Civil, Special Services and Administrative Support). He said that State Statutes heavily mandate each of the five service areas.

In reference to Brinkman's comments about school resource officers, Wagner said while they are not mandated the Sheriff's Office is required to provide services to schools.

Brinkman questioned the role the Sheriff's Office plays in coroner investigations. Wagner said the County Attorney can designate coroner duties to the Sheriff's Office to conduct investigations for suspicious deaths occurring in Lincoln and Lancaster County.

Meyer asked if the Sheriff's Office collects any fees that do not cover costs. Wagner said fees for handgun permits, title inspections and civil process do not cover costs.

Meyer noted an increase of 1.4% in the budget with a salary and benefit increase of a little less than 1%. It was noted that last year's budget included a large number of PEHP (post employment health plan) payouts. Wagner added they do not expect as many retirements this year.

Schorr inquired why the "motor fuel" line item doubled. Wagner said the cost of fuel was less last year.

Schorr questioned the increase in the "Other Miscellaneous Equipment" line item. Wagner explained that a van insert will be purchased that separates male, female and juvenile prisoners during transportation. Duncan said such things as lights and sirens also fall under this category.

Meyer said there is a revenue increase included in the budget, as well as a net change in the General Fund requirement of roughly \$8,000 less than the previous year. Duncan noted that two deputies were added to the payroll but those positions will be reimbursed with forfeited assets.

With regard to radios, Duncan stated the new system should be in place in the first quarter of 2018. He said while there is approximately \$700,000 available in the Sinking Fund, he does not know what the final cost will be so there is no request in the upcoming budget. Duncan added that with the constant change in technology he would like to see the Sinking Fund continue for future systems.

In reference to the microcomputer request, Duncan said they are requesting eleven computers.

Meyer asked if additional appropriations would be needed. Duncan said the Memorial Day payroll is typically large so he will need to wait until that payroll posts.

Meyer noted the Sheriff's Office is requesting an additional position. Wagner explained that he will be requesting one additional deputy per year over the next six years as it is difficult to staff 24/7 with holiday, sick leave and vacation with the current patrol staff.

## **2) Clerk of the District Court (621, 627, 751)**

Present were Troy Hawk, Clerk of the District Court; Chuck Salem, Chief Deputy Clerk of the District Court; and Simon Rezac, Administrative Aide.

### **621 (Clerk of the District Court)**

Troy Hawk, Clerk of the District Court, provided an overview of the service areas (Records Division, Juvenile Court Division, Criminal Division, Civil Division and Accounting Division).

Hawk provided slides showing the District Court Clerk's budget request (blue line) and what was actually spent (green line) both with and without rent and Information Services (Exhibit A and B). He said if personnel, information services and rent are removed he is requesting less this year than in Fiscal Year (FY) 2012/13.

Meyer said based off County Resolution No. 14-0004 that set the elected officials salaries for the 2015-2018 term, the Clerk of the District Court's salary will have an 8% increase. Hawk added a long-time employee will be retiring in February with an approximate \$22,000 payout.

Brinkman exited the meeting at 11:08 a.m.

Meyer said there is not any considerable change in revenues.

Schorr noted the County Treasurer's Office is changing the way they process credit and debit card payments. She inquired if the Clerk of the District Court was involved. Hawk said they were not part of the discussion but would be interested.

Brinkman returned to the meeting at 11:10 a.m.

Simon Rezac, Administrative Aide, stated they are currently with another vendor but will discuss the issue with the County Treasurer's Office.

## **751 (Mental Health Board)**

Hawk said the Mental Health Board is comprised of an attorney, a mental health professional and a layperson. He stated the requirements are to process and issue summons, warrants, subpoenas and emergency protective custody documents. Hawk said the County Attorney begins the process if it is determined that someone is a danger to themselves or others. The person is taken into custody and then appears before the Mental Health Board.

Meyer said the budget is the same as last year. He stated the total salary for all Board members is \$70,000 and a 0.5 FTE (full-time equivalent) position is included. Hawk said the cost of this position is evenly split between the Mental Health Board and Clerk of the District Court budgets, although, it may increase to .75 FTE out of the Mental Health Board budget going forward.

## **627 (Jury Commission)**

Hawk provided an overview of the services. He stated this is the first year it has been included in the Clerk of the District Court's Office.

Meyer noted the large increase was due to various line items being transferred into this budget from District Court.

## **3) Property Management (66, 51)**

Present was Don Killeen, Facilities & Properties Director.

## **66 (County Property Management)**

Meyer noted the service areas are the properties owned by the County.

Don Killeen, Facilities & Properties Director, stated the number of properties has decreased from six to four buildings. Meyer clarified that the four properties are: Youth Services Center; Motor Vehicles at 46<sup>th</sup> and R Streets; Driver's Testing on West O Street; and the Election Office. He also noted a reduction in personnel due to the sale of the two buildings.

Schorr exited the meeting at 11:32 a.m.

Killeen said the Youth Services Center improvements have resulted in a decrease in water and gas expenditures.

Wiltgen inquired how the proceeds from the sale of Trabert Hall would be distributed. Meyer recommended that a portion be reserved for the new Emergency Operations Center and the remainder placed in the Building Fund but said the Board will need to make the final decision.

Schorr returned to the meeting at 11:35 a.m.

With regard to rent increases, Killeen stated the increase for those who moved into the 605 Building is primarily due to the utilization of more square footage and related security costs.

## 51 (Building Fund)

Meyer provided an overview of the buildings included in the fund. He said the majority of the fund has gone to the 605 Building.

Schorr asked if there was any prioritization for the funds. Killeen said several projects were carried over such as the West O Street roof replacement. He noted the 46<sup>th</sup> and R Streets remodel would be a priority and said the cost estimate is now lower following a redesign of the original plan.

Meyer discussed the Building Fund projects such as the 605 Building, the Emergency Operations Center/Youth Services Center, Extension Building and courtrooms (audio system upgrades).

Meyer explained that \$500,000 in property tax was included in the Fund as well as rent from two CenterPointe facilities and the sale of Trabert Hall (prior to the most recent appraisal).

Meyer provided an overview of the energy audit and stated the Board will need to make a decision whether to finance the projects versus funding "as we go".

Wiltgen inquired about the issues with the Mental Health Crisis Center building. Killeen stated that building is under the Public Building Commission. He said he was aware of heating and cooling issues but would follow up with Scott Etherton, Crisis Center Director, on any others.

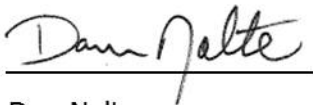
Brinkman said a date should be set for a Staff meeting to discuss County building needs and potential financing.

In response to Amundson's inquiry regarding County Shop updates, Meyer stated the County Engineer's budget would cover building maintenance.

Wiltgen agreed that a discussion should take place with the County Treasurer regarding updates to their facilities.

## 4) Adjournment

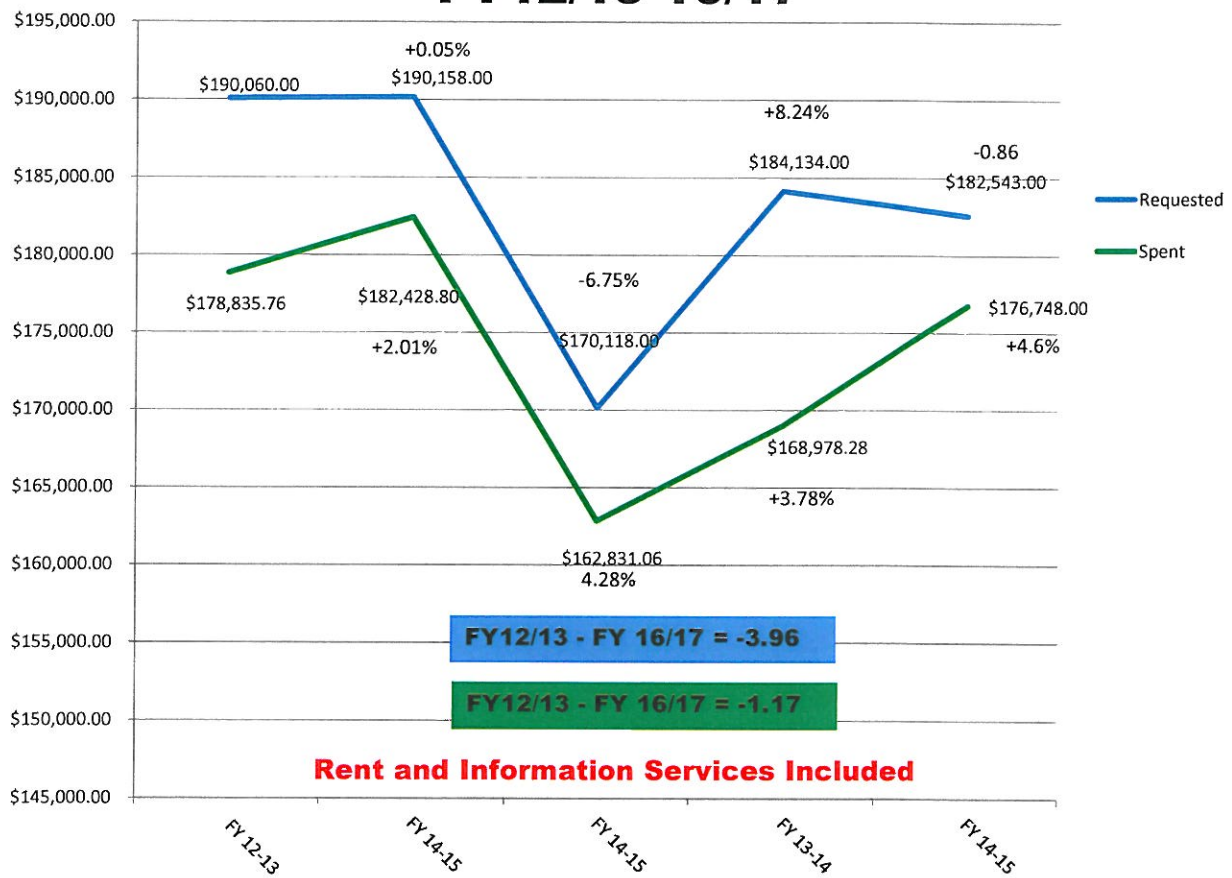
**MOTION:** Schorr moved and Brinkman seconded to adjourn the meeting at 12:04 p.m. Brinkman, Schorr, Avery, Amundson and Wiltgen voted yes. Motion carried 5-0.



Dan Nolte  
Lancaster County Clerk



## District Court Clerk's Budget FY12/13-16/17



# District Court Clerk's Budget FY12/13-16/17

