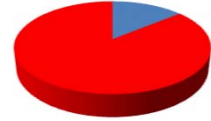


**LANCASTER COUNTY  
EXPENDITURES BY FUND**

**FY19 Request**

- Salary&benefit - 14%
- Capital outlay - 0%
- Operating - 86%



<b>FUND</b>	<b>Workers Compensation Loss</b>	<b>00012</b>
	Fund-level report	
<b>LAST UPDATED</b>	<b>5/14/2018</b>	

Budget Summary	Current Year Budget FY18	FY19 Budget Request	% Change in Budget FY18 to FY19	Amount Over/(Under) FY18
Salaries & benefits	\$149,890	\$152,553	1.8%	
Operating & capital outlay - base	\$1,019,117	\$931,954	-8.6%	(\$87,163)
<b>Total Budget</b>	<b>\$1,169,007</b>	<b>\$1,084,507</b>	<b>-7.2%</b>	

Object #	Object Description	Prior Year FY17 Actuals	Current Year Budget FY18	Current Year FY18 To-Date Actuals	Next Year FY19 Budget Request	% Change in Budget FY18 to FY19
61210	Regular Salary	113,080	114,051	94,778	116,352	2.0%
61510	FICA Contributions	8,194	8,725	6,871	8,901	2.0%
61520	Retirement Contributions	8,820	8,896	7,393	9,075	2.0%
61530	Group Health Insurance	16,163	16,283	13,687	16,283	0.0%
61540	Group Dental Insurance	270	270	225	270	0.0%
61650	Long-Term Disability	360	365	299	372	1.9%
61660	Post-Employment Health Program	1,305	1,300	1,065	1,300	0.0%
63110	Office Supplies	432	400	135	500	25.0%
64150	Consulting Services	0	7,500	0	0	-100.0%
64285	City Information Services	7,613	8,162	7,992	8,611	5.5%
64286	VOIP Information Services	616	600	701	600	0.0%
64295	Other Misc Contracted Svcs	10,843	7,000	14,727	9,000	28.6%
64465	Safety Services	0	0	0	250	n/a
64725	Mileage	0	0	4	0	n/a
64810	Telephone - Local	72	75	60	72	-4.0%
64815	Telephone - Long Distance	0	0	11	0	n/a
64855	Postage	91	100	93	120	20.0%
64910	Printing	0	75	0	0	-100.0%
64915	Photocopying	200	200	388	425	112.5%
65110	Medical Services	505,329	375,000	419,143	400,000	6.7%
65645	Court Costs	0	0	15	0	n/a
65660	Memberships & Dues	40	40	40	40	0.0%
65695	Self-Insured Permit	38,279	37,000	38,891	39,500	6.8%
65750	Wellness Services	9,725	15,750	10,430	16,000	1.6%
65935	Other Insurance	100,947	105,000	103,766	107,000	1.9%
65960	Compensation Payments	375,515	340,000	326,445	340,000	0.0%
65965	Reserve for future Claims	0	112,591	0	0	-100.0%
66520	Building Rent	5,114	9,624	8,020	9,836	2.2%
		<b>\$ 1,203,007</b>	<b>\$ 1,169,007</b>	<b>\$ 1,055,178</b>	<b>\$ -</b>	<b>\$ 1,084,507 -7.2%</b>

**5/14/2018**  
**REVENUES BY AGENCY**

<b>FUND</b>	<b>Workers Compensation Loss</b>	<b>00012</b>
<b>AGENCY</b>	<b>Revenues-Workers Comp</b>	
<b>LAST UPDATED</b>	<b>5/14/2018</b>	

<b>Object #</b>	<b>Object Description</b>	<b>Prior Year FY17 Actuals</b>	<b>Current Year Budget FY18</b>	<b>Current Year FY18 To-Date Actuals</b>	<b>Next Year FY19 Budget Request</b>	<b>% Change in Budget FY18 to FY19</b>
55710	County Share	(686,607)	(722,038)	(722,039)	(767,055)	6.2%
55896	Other Reimb & Refunds	(63,064)	0	(6,540)	(11,600)	n/a
57110	CD Interest	(1,358)	(2,000)	(988)	(2,000)	0.0%
58595	Other Miscellaneous Revenues	0	0	0	(11,650)	n/a
59110	General Fund Transfers	(100,000)	(200,000)	(200,000)	0	-100.0%
		<b>(\$851,029)</b>	<b>(\$924,038)</b>	<b>(\$929,567)</b>	<b>(\$792,305)</b>	<b>-14.3%</b>

**LANCASTER COUNTY**  
**PERSONNEL SUMMARY FORM**  
**2018-19 BUDGET**

**BUSINESS UNIT #:**6160

**BUSINESS UNIT NAME** County Risk Management

CLASS	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY17-18 BUDGETED	FY18-19 REQUESTED		FY17-18 BUDGET	FY18-19 REQUEST
369	Risk Management Specialist	0.5	0.5	20.705 - 26.523	27,449	27,584
370	Risk Management Director	1	1		86,602	88,768
<b>TOTALS</b>		1.5	1.5		114,051	116,352

Set by  
County Board

**Lancaster County  
Employee Information  
2018-19 Budget**

Department Name County Risk Management

Identify the number of employees as of the beginning of the fiscal year and use what was used for budget purposes.	FY17-18 Budget	FY18-19 Request
Number of Full Time Equivalents (FTE's)	1.50	1.50
<b>Breakdown of FTE's:</b>		
Full Time	1.00	1.00
Part Time	1.00	1.00
Temporary		
On Call		
Positions not filled		
<b>Breakdown of Employees:</b>		
Number within pay steps of pay plan (merit plus COLA)		
Number at final step or no pay plan (COLA only)	1.00	1.00
<b>Health Insurance Breakdown by Number of Employees:</b>		
Single	2.00	2.00
2/4 Party		
Family		
<b>Retirements:</b>		
Number of Employees		
Cost of Payouts (Include Vacation and PEHP)		

**LANCASTER COUNTY**

BUSINESS UNIT #: 6160

**REQUEST FOR MEMBERSHIPS, SUBSCRIPTIONS, SCHOOLS, CONFERENCES  
TRAVEL AND SUBSISTENCE  
2018-19 BUDGET**

**BUSINESS UNIT NAME** County Risk Management

NAME AND POSITION	EXPLANATION AND JUSTIFICATION	BUDGET AMOUNT		
		OBJECT CODE		AMOUNT
		DESCRIPTION	#	
Risk Management Office	Annual dues to state PRIMA chapter - we receive information from our peer group regarding market conditions so we can compare our insurance costs with other public entities. We also receive legislative updates on workers' compensation issues.	65660		40
TOTAL				40

**LANCASTER COUNTY**  
**REQUEST FOR CONTRACTUAL SERVICES & LEASES**  
**2018-19 BUDGET**

**BUSINESS UNIT #:** 9550

**BUSINESS UNIT NAME:** Workers' Compensation Loss Fund

DESCRIPTION	FUTURE IMPACT	BUDGET AMOUNT		
		OBJECT CODE DESCRIPTION	#	AMOUNT
GENEX services for bill review	Medical bills are sent to GENEX. They apply the fee schedule as set forth by the Nebraska Workers' Compensation Court. Lancaster County gets a reduction of medical costs. The County receives a reduction in costs between \$8,000 and \$10,000.	64295		9,000
	TOTAL			9,000

Workers Comp (Fund 12)  
Statement of Revenues and Expenditures  
July 1, 2016 through May 14, 2018

	FY2017-2018 <u>Budget</u>	<u>Actual</u>	Remaining <u>Budget</u>	Remaining <u>Percent</u>
<b>Revenues</b>				
Charges for Services	722,038	728,579	(6,541)	-0.91%
Interest Income	2,000	988	1,012	50.60%
<b>Total Revenues</b>	<b>724,038</b>	<b>729,567</b>	<b>(5,529)</b>	<b>-0.76%</b>
<b>Expenditures</b>				
<b>Workers Comp</b>				
Salaries & Wages	114,051	94,778	19,273	16.90%
Employee Benefits	35,839	29,540	6,299	17.58%
Office Supplies	400	135	265	66.27%
Other Contracted Services	23,262	23,420	(158)	-0.68%
Communications	75	71	4	5.83%
Postage, Courier & Freight	100	93	7	7.36%
Printing & Advertising	275	388	(113)	-40.96%
Contracted Health Services	375,000	419,143	(44,143)	-11.77%
Misc. Fees & Services	52,790	49,376	3,414	6.47%
Insurance & Surety Bonds	557,591	430,211	127,380	22.84%
Rentals	9,624	8,822	802	8.33%
<b>Total Workers Comp Expenditures</b>	<b>1,169,007</b>	<b>1,055,980</b>	<b>113,027</b>	<b>9.67%</b>
<b>Excess (Deficiency) of Revenues over Expenditures</b>	<b>(444,969)</b>	<b>(326,413)</b>		
<b>Other Financing Sources (Uses)</b>				
Operating Transfers In	200,000	200,000		
<b>Total Other Financing Sources (Uses)</b>	<b>200,000</b>	<b>200,000</b>		
<b>Net Change in Fund Balance</b>	<b>(244,969)</b>	<b>(126,413)</b>		
Fund Balance - July 1, 2016	244,969	244,969		
Fund Balance - May 14, 2018	-	118,556		

Lancaster County  
Workers Compensation Fund (Fund 12)

	<u>Budget FY18</u>	<u>FY18</u>	<u>FY17</u>	<u>FY16</u>	<u>FY15</u>	<u>FY14</u>
Total Expenditures (BU 9550)	984,091.00	902,987.34	1,030,911.97	636,729.58	1,226,750.54	627,599.07
Total Expenditures (BU 6160)	<u>184,916.00</u>	<u>152,992.52</u>	<u>172,095.43</u>	<u>169,612.97</u>	<u>166,252.33</u>	<u>157,872.07</u>
Total Expenditures (Fund 12)	1,169,007.00	1,055,979.86	1,203,007.40	806,342.55	1,393,002.87	785,471.14
Breakdown of Larger						
<u>Expenditures by Type (BU 9550):</u>						
Medical Services	375,000.00	419,143.41	505,328.51	249,830.25	348,373.45	241,590.48
Admin Fees		2,000.00	2,000.00	2,000.00	2,000.00	2,000.00
Assessment		<u>36,891.00</u>	<u>36,279.00</u>	<u>41,095.00</u>	<u>45,733.00</u>	<u>56,038.00</u>
Self Insured Permit	37,000.00	38,891.00	38,279.00	43,095.00	47,733.00	58,038.00
Excess Work Comp		103,766.00	100,947.00	98,968.00	95,472.00	83,340.00
Audit		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>15,952.00</u>
Other Insurance	105,000.00	103,766.00	100,947.00	98,968.00	95,472.00	99,292.00
Compensation Payments	340,000.00	326,444.59	375,514.53	239,912.34	709,120.50	222,702.67
Budget Amount for Future Claims	112,591.00		330,658.00	352,305.00	309,226.00	471,143.00
REVENUE:						
County Share - Agency Payments	722,038.00	722,039.00	686,607.00	653,913.00	622,765.00	608,635.00
Total Revenues (Fund 12)	924,038.00	929,567.04	851,028.97	1,357,112.11	975,916.97	1,120,166.00
Difference between Rev/Exp		(126,412.82)	(351,978.43)	550,769.56	(417,085.90)	334,694.86



## Workers Compensation Funding

Department	<u>FY19</u>	<u>FY18</u>	<u>Difference</u>	
Youth Services Center	43,007	46,039	(3,032)	
Corrections	184,467	140,569	43,898	
County Sheriff	111,632	112,778	(1,146)	
General Fund	112,686	113,894	(1,208)	
County Engineer	225,208	223,199	2,009	
Crisis Center	14,320	14,772	(452)	
Property Management	70,187	62,513	7,674	
Emergency Management	1,566	2,864	(1,298)	
Election Commissioner	544	620	(76)	
Noxious Weed	<u>3,438</u>	<u>4,790</u>	<u>(1,352)</u>	
TOTAL	767,055	722,038	45,017	6.23%

**From:** [Sue L. Eckley](#)  
**To:** [PCRequest](#)  
**Cc:** [Craig A. Gifford](#); [Rodney E. Johnson](#)  
**Subject:** FW: PC"s  
**Date:** Monday, April 23, 2018 11:18:13 AM

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Would you please give us an estimate of what it would cost to upgrade Kari and my pc's.

Thanks

Sue

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**From:** Dennis M. Meyer  
**Sent:** Monday, April 23, 2018 11:15 AM  
**To:** Sue L. Eckley <[seckley@lanaster.ne.gov](mailto:seckley@lanaster.ne.gov)>  
**Subject:** RE: PC's

Sue,

Send an email to PCRequest at IS and ask them for an estimate on what you need. They will send back with a number and then we can include in your budget stuff this year.

Dennis Meyer  
Lancaster County Budget & Fiscal Officer  
555 South 10th Street, Suite 110  
Lincoln NE 68508  
Phone: (402) 441-6869  
Email: [dmmeyer@lanaster.ne.gov](mailto:dmmeyer@lanaster.ne.gov)

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**From:** Sue L. Eckley  
**Sent:** Monday, April 23, 2018 9:38 AM  
**To:** Dennis M. Meyer <[DMMeyer@lanaster.ne.gov](mailto:DMMeyer@lanaster.ne.gov)>  
**Subject:** PC's

Hi Dennis –

Kari and I had new hardware in September of 2013. I would like to see if we could upgrade. We don't need new monitors or keyboards but it sure would be nice to log in and not have it take so long. What do I have to do to make a request to upgrade both of our computers.

Thanks,  
Sue

Sue Eckley

**Microcomputer Estimate**

04/23/2018

<b>County Safety and Training</b>	
Control #	170434

Funding Source	
Acronym:	CST
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
* HP ProDesk 600 G3 Desktop Mini, i5-7500T 2.7GHz, 16 GB, 256GB SSD, W10P64, Wirless Kyb/Mouse STD Stock	Y3A52AV	\$721.41	2	\$2.00	\$1,446.82
* USB External DVDRW Drive	GP65NB60	24.99	2		\$49.98
Shipping and Handling	S&H	\$0.00	1		\$0.00
<b>Total Hardware Cost</b>		\$746.40			\$1,496.80

Software	PART #	Purchase Cost	Qty	Total
* Microsoft Windows Server 2016 User License CAL - Select Level D	R18-05173	\$25.00	2	\$50.00
Shipping and Handling	S&H	\$0.00	1	\$0.00
<b>Total Software Cost:</b>		\$25.00		\$50.00

<b>Total Hardware/Software Cost</b>	<b>\$1,546.80</b>
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<b>Estimated Installation Costs:</b>	<b>\$0.00</b>
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<b>Total System Cost:</b>	<b>\$1,546.80</b>
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Department	Mandated by ...	Basis of Estimate	Total Estimated Costs	Salaries & Benefits	Total w/ Additional Staffing and Unresolved Issues
		<b>Basis of Estimate</b> - A description explaining the rationale for the skills, experience and number of staff as well as other resources needed to perform the stated Service.		<b>Salaries &amp; Benefits</b> - Total amount needed to perform Service	
Risk Management	State Statute 48-120	Administer the self-insured workers' compensation program. Receive reports of injury; enter data into the database; investigate claims for compensability; review all medical evidence; pay medical bills; determine lost time wages and pay appropriate indemnity benefits; assist County Attorney in preparation of litigation in the Nebraska Workers' Compensation Court; report quarterly claims information to CMS; The process requires involvement of the Risk Management Specialist (60%) and the Risk Management Director (10%)	\$66,064	\$66,064	\$66,064
Risk Management	State Statute 13-919	Administer the self-insured general liability program. Receive all tort claims filed and all lawsuits filed; enter claims into the database; establish reserves on claims; coordinate all claims activity with the County Attorney's Office and staff; pay related claims expenses and issue settlement payments when necessary or ordered by the Courts. This process requires involvement with the Risk Management Director (30%)	\$28,314	\$28,314	\$28,314

Risk Management	GASB 10	Provide updated claims information to the actuary firm. Review all claims data for ten years and provide electronic reports to the actuary firm in order to prepare the annual analysis for all County Department funding for insurance. Review draft report for any necessary changes due to the reserve increases or decreases. Approve the final report and provide information to Budget and Fiscal. The information is used to develop the insurance budgets for all County Departments for upcoming fiscal year. This process requires involvement of the Risk Management Director (20%)	\$18,876	\$18,876	\$18,876
Risk Management	Insurance Marketing and Procurement of Insurance Coverages	Complete all applications of insurance for new coverage requirements or renewal of existing policies. Meet with insurance broker to communicate any changes in the insurable assets of Lancaster County; review existing coverage and develop strategies for any newly acquired properties or assets; communicate with the insurance company representatives to answer any questions about Lancaster County operations or locations. This process requires involvement of Risk Management Specialist (15%) and the Risk Management Director (15%)	\$28,314	\$28,314	\$28,314
Risk Management	Auto Insurance Requirements	Maintain a list of all current County employees and drivers' license information. Order MVR's from the Department of Motor Vehicles annually. Refer any MVR's to County Attorney for review and department action; suspensions, serious violations, point balance concerns may be conveyed to the insurance carrier for determination of exclusion of County employee from operating County vehicle. This process requires involvement of the Risk Management Specialist (15%) and the Risk Management Director (15%)	\$28,314	\$28,314	\$28,314

Risk Management	LB757	Conduct quarterly safety committee meetings with the County Central Safety Committee. Record attendance, maintain minutes and agendas; coordinate any specific County Department safety concerns and meetings and presentations; conduct periodic building inspections with the insurance carrier when necessary; provide resources to the County Departments for safety rules. This process requires involvement of the Risk Management Specialist (10%) and the Risk Mangement Director (10%)			
			\$18,875	\$18,875	\$18,875
		TOTALS BY DEPARTMENT	\$188,757	\$188,757	\$188,757