

County Board - FY19

Regular Salaries -	13 pay periods @ \$1,796.46 * 5 Commissioners	116,769.90
FICA -		8,932.90
Retirement -		9,108.05
Total Increases due to Salary Adjustments		134,810.85
Health Insurance	3,410.02*6 months (2 - 2/4 Party/ 1 Single)	20,460.12
Life Insurance	43.00 * 6 months (8.60 per Commissioner)	258.00
Dental	178.56 * 6 months (3 - 2/4 Party/1 Single)	1,071.36
LT Disability	(.0032)	373.66
PEHP	125*13 pay periods	1,625.00
Total Increases		158,598.99
Amount Budgeted -		
Salaries		228,960.00
FICA		17,515.00
Retirement		16,073.00
Health Insurance		41,361.00
Dental Insurance		2,099.00
Long Term Disability		733.00
PEHP		<u>3,250.00</u>
		309,991.00
Amount Spent @ 12-31-18		
Salaries		115,360.99
FICA		8,537.57
Retirement		8,098.47
Health Insurance		20,718.12
Dental Insurance		1,052.96
Long Term Disability		366.34
PEHP		<u>1,637.50</u>
		155,771.95
Remainder of budget		154,219.05
Increase of Salaries over Remainder of budget		<u><u>4,379.94</u></u>

BUSINESS UNIT # 6020

LANCASTER COUNTY  
*Request for Increase Additional Appropriations*  
FISCAL YEAR 2018-19

BUSINESS UNIT NAME: County Clerk

OBJECT CODE	OBJECT DESCRIPTION	AMOUNT	JUSTIFICATION OF NEED TO INCREASE
61210	Regular Salary	13,315	Training for new Payroll Specialist
61510	FICA Contributions	1,137	
61530	Group Health Insurance	3,470	
61530	Group Health Insurance	16,112	New employees
61210	Regular Salary	16,248	COLA
<b>TOTAL TO CONSIDER</b>		<b>50,282</b>	



## Assessor/Register of Deeds

Rob Ogden, County Assessor/Register of Deeds

Scott Gaines, Chief Administrative Deputy

Derrick Niederklein, Chief Field Deputy

[www.lancaster.ne.gov/assessor](http://www.lancaster.ne.gov/assessor)

[assessor@lancaster.ne.gov](mailto:assessor@lancaster.ne.gov)

555 South 10th Street

Lincoln, NE 68508

(402) 441-7463

Dear Dennis,

I am writing to request an additional \$40,000 for the 2018-2019 County Assessor/Register Deeds budget.

The main reason we need to request additional funding is due to an increase in our estimated overtime costs. The rapid movement in the local real estate market necessitated a substantial increase in property values for 2019. As a result, we're already experiencing a high volume of requests for informal hearings with our appraisal staff. Due to the limited timeframe in which we have to conduct the hearing and produce final valuations, most of the appraisal staff will be required to work overtime hours in order for us to get the job completed.

At this time, we are estimating the cost of that overtime at approximately \$60,000. Some of that cost we are able to absorb within our existing budget, due to some budgeted positions being vacant for a portion of this fiscal year. It should also be pointed out that the informal hearings are conducted at a much lower cost than the formal protests utilizing the referee process, and they substantially reduce the number of formal protests each year.

We also would like to update you on the Revenue Accounts:

- Fund 605 for Register of Deeds filing fees and documentary stamp tax collections: Budgeted revenues were \$2,200,000, and we've collected \$2,103,000 in the most recent 12-month period.
- Fund 606 for Register of Deeds technology fund: Budget revenues were \$222,000, and we've collected \$196,702 in the most recent 12-month period.

Documentary stamp tax collections were actually up about 6% in calendar year 2018, but filing fees were down 7.5% and tech fund collections were down 6.7%.

Future budget items that we would like to bring to your attention:

- *Office remodel needed for security, improved efficiency, and to update tired facility next fiscal year. In conjunction with the Treasurer's Office.*
- *Replacement of appraiser's field tablets within three years.*
- *We are suggesting a move to a 3-year vehicle replacement leasing structure, ideally utilizing compact SUV's for work vehicles.*
- *Install in-vehicle work stations similar to the police vehicles, as ideally more of the field work will be conducted in the vehicle.*
- *Enhanced training and education cost to cover replacement of up to 10 retirements over next 4 years.*
- *2 to 4 additional FTE's for field staff to handle increasing parcel numbers while maintaining statutory 6-year inspection cycle.*
- *Informal hearing location issues/options.*



**Election Commissioner**  
601 North 46<sup>th</sup> Street  
Lincoln, Nebraska 68503-3720

**David J. Shively**  
Commissioner  
**Maura Kelly**  
Chief Deputy

Telephone: (402) 441-7311  
FAX: (402) 441-6379

January 24, 2019

Jennifer Brinkman, Chair  
Lancaster County Board of Commissioners  
555 South 10<sup>th</sup> Street  
Lincoln, NE 68508

Dear Jennifer:

Per your request, I have reviewed the Election Commissioner (607) budget for FY19. I am estimating that there will be several areas in our budget in which we will exceed our original budget.

After reviewing the Election Commissioner (607) budget, I am anticipating that we will need an additional \$34,995 for FY19. The shortage is a result of the following:

- 1) Cost of Living Adjustments that were not previously included in our budget.
- 2) Additional costs for temporary employees and overtime due to a larger than expected voter interest in the 2018 General Election and an estimated increase in voter interest for the 2019 City of Lincoln municipal elections due to several contested and open races.
- 3) A ten percent increase in postage costs effective January 27, 2019.

I hope this assists you in your budgetary planning. Please understand that these are my best estimates at this point. The vast majority of our remaining funds in the Election (607) budget will be spent during the final three months of the fiscal year due to the City of Lincoln Elections to be held in April and May. If you need additional information, please feel free to give me a call.

Sincerely,

David J. Shively  
Election Commissioner

DS/s

## Dennis M. Meyer

---

**From:** Dave J. Shively  
**Sent:** Thursday, January 24, 2019 12:39 PM  
**To:** Deb E. Schorr; Roma B. Amundson; Jennifer J. Brinkman; Rick W. Vest; Sean H. Flowerday  
**Cc:** Kerry P. Eagan; Ann E. Ames; Dennis M. Meyer; jkohout@kisselkohoutes.com; bmiller@kisselkohoutes.com; Becky I. Hight-Moravec; Maura T. Kelly  
**Subject:** Vote Tabulating Equipment Funding  
**Attachments:** Secretary of State Media Release New Ballot Counting Equipment.docx

All,

We have received some exciting news from the Governor and Secretary of State regarding funding for new vote tabulating machines. Attached you will find a news release from Secretary of State Bob Evnen regarding this matter.

The Governor included this funding for new vote tabulating equipment in his proposed budget. It is my understanding that the funding is dependent on a 10 percent match from each county. I estimate that this would be between \$60,000 and \$70,000 for Lancaster County. I may be on the high end of that estimate but I would prefer to be too high than too low.

New tabulating equipment is needed as our current equipment was purchased as part of the Federal Help America Vote Act (HAVA) which was passed by congress in 2002. All of that funding was provided by the Federal Government. Most of our current equipment was purchased in 2005. This makes the equipment almost 15 years old and is showing its age.

This would be the first part of what I expect to be a two part replacement process. The next step would be to replace the aging handicapped accessible voting equipment which is a requirement of HAVA. I don't know if that would be replaced in 2022 or 2024.

I hope you, as a Board, will be supportive of this proposal and would send a letter of support to the appropriations committee regarding this important funding.

Dave

David J. Shively  
Lancaster County Election Commissioner  
601 N. 46<sup>th</sup> St.  
Lincoln, NE 68503  
(402) 441-7311  
(402) 441-6379 (Fax)  
lancaster.ne.gov/election

Find us on Facebook: <https://www.facebook.com/lancastercountyelections>

Find us on Twitter: <https://twitter.com/LCElections/>

### Apply To Be A Poll Worker

Poll workers are working together to make every vote count! Join the team! The opportunity is just a few clicks away!



<http://1.usa.gov/1LAXtkZ>



4531 South 88th St  
 Suite B  
 Omaha, NE 68127  
 P: 402-670-8515

# QUOTE

**Number** MZTEQ1445  
**Date** Dec 28, 2018

**Sold To**

**Lancaster County**

Lancaster County-City Property Mgmt Attn  
 Lincoln, NE 68505

**Terms**

Net 30

**Job Name**

**Lancaster County**

Qty	Part Number	Description	Ext. Price
<b>Server and Software</b>			
1	HD-NVR3-VAL-12TB-NA	HD NVR3 VAL 12TB 1U Rack Mnt, Windows 10 IoT LTSB	\$4,275.00
1	16C-ACC6-STD	ACC 6 Standard license for up to 16 camera channels	\$1,983.75
1	1C-ACC6-STD	ACC 6 Standard license for up to 1 camera channels	\$138.75
<b>Exterior Multisensor</b>			
1	15C-H4A-3MH-270	3x 5 MP, WDR, LightCatcher, 2.8mm, Camera Only	\$1,350.00
1	H4AMH-AD-PEND1	Outdoor pendant mount adapter, must order one of IRPTZ-MNT-WALL1 or IRPTZ-MNT-NPTA1 and one of H4AMH-DO-COVR1 or H4AMH-DO	\$120.00
1	H4AMH-DC-COVR1	Dome bubble and cover, for in-ceiling mount, clear.	\$52.50
1	IRPTZ-MNT-WALL1	Pedant wall mount adapter. For use with H4 IR PTZ or H4A-MH-AD-PEND1 on H4 Multisensor.	\$71.25
1	H4-MT-CRNR1	Corner mount adapter for use with H4A-MT-WALL1, H4-BO-JBOX1, H4SL, H4F, H4 PTZ, H4 IR PTZ and H4 Multisensor cameras.	\$67.50
<b>Other Exterior Cameras</b>			
2	5.0L-H4A-BO1-IR-B	5.0 Megapixel, LightCatcher, 4.3-8mm f/1.8 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$1,732.50
2	H4-BO-JBOX1	Junction box for the H4A HD Bullet, H4SL HD Bullet, or H4 Thermal cameras.	\$135.00
1	5.0L-H4A-DO1-IR-B	5.0 Megapixel, LightCatcher, Day/Night, Outdoor Dome, 4.3-8mm f/1.8 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$866.25
<b>Interior Cameras</b>			
9	3.0C-H4SL-D1-IR	3.0 MP, WDR, LightCatcher, Day/Night, Indoor Dome, 3-9mm f/1.4, Integrated IR	\$3,341.25
4	5.0L-H4A-D1-IR-B	5.0 Megapixel, LightCatcher, Indoor Dome, 4.3-8mm f/1.8 P-iris lens, Integrated IR, Self-Learning Video Analytics	\$3,015.00
<b>Cabling</b>			
1	GS728TP-100NAS	Netgear ProSafe GS728TP Ethernet Switch - 24 Ports - 4 x Expansion Slots - 4 x SFP Slots - 2 Layer Supported	\$608.26
2,000	Network Cable (Per Ft)	Network Cable for Cameras on Camera Network	\$1,140.00
	Hardware	Installation hardware	\$548.66
1		Total Labor	\$4,945.00

*Inteconnex will procure and install 17 cameras at the Lancaster County Election Office.*

- \*\* Inteconnex will procure and install an Avigilon Server that will accommodate all cameras.
- \*\* Inteconnex will procure and install a network switch to accommodate video surveillance cameras.
- \*\* Inteconnex will procure and install cable to all 17 camera locations.
- \*\* Inteconnex will procure and install 17 cameras. See attached drawing for locations. (Locations of cameras can be adjusted to allow for maximum efficiency of camera views.)
- \*\* Once all equipment is installed, Inteconnex will program, test, and commission the video surveillance system to ensure the operation meets the needs of the owner.
- \*\* Inteconnex will provide training on the video surveillance system.

*Thank you for allowing Inteconnex to provide this quote. Inteconnex Security Services Division is a security solutions integrator providing equipment and services to customers, for all of their security needs. Progress billing applicable. Tax not included. This quote is valid for a period of thirty (30) days.*

Phone #	E-Mail	Web Site
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402-670-8515

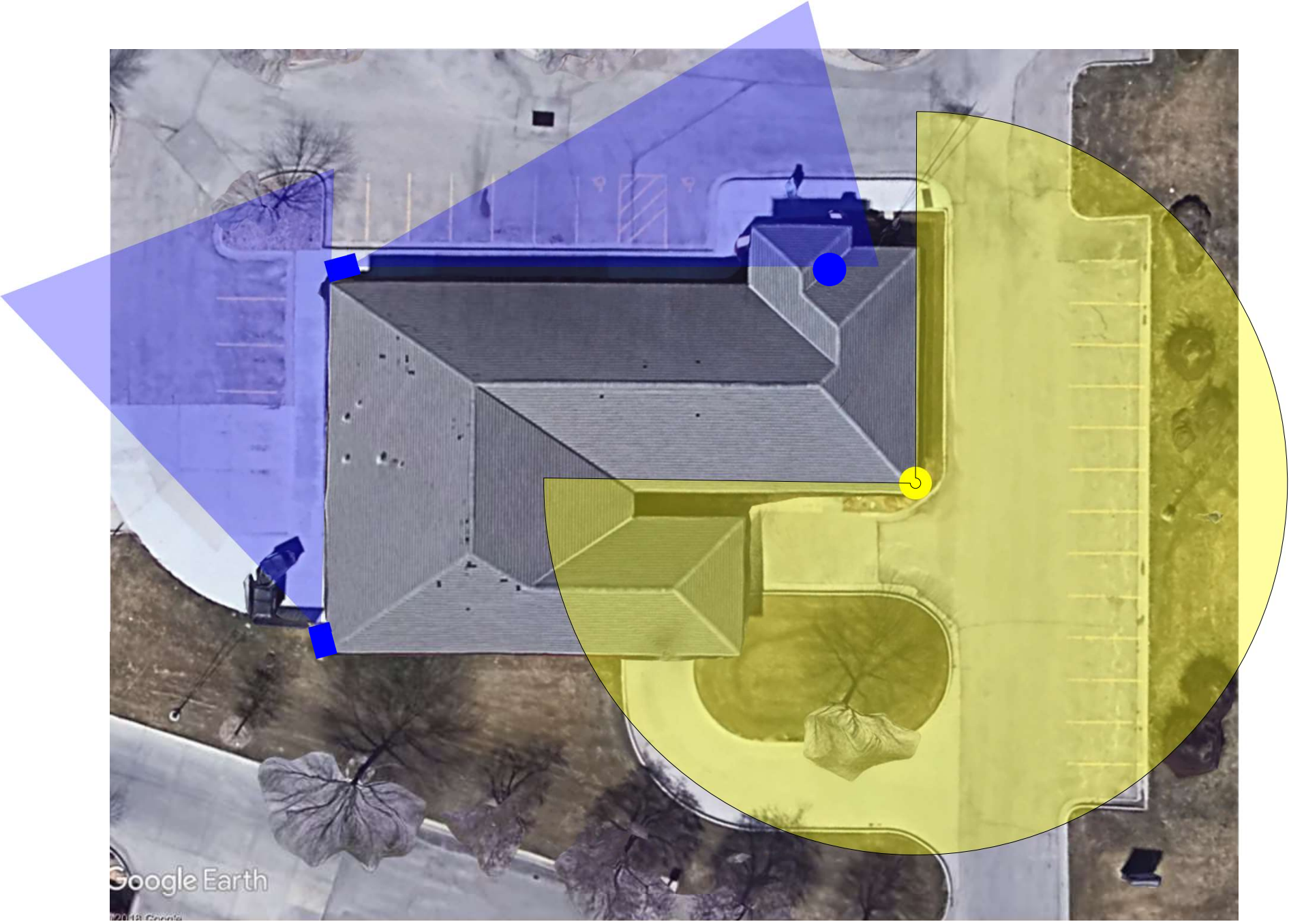
mhoeke@inteconnex.com

[www.inteconnex.com](http://www.inteconnex.com)

<b>SubTotal</b>	\$24,390.67
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<b>Total</b>	\$24,390.67
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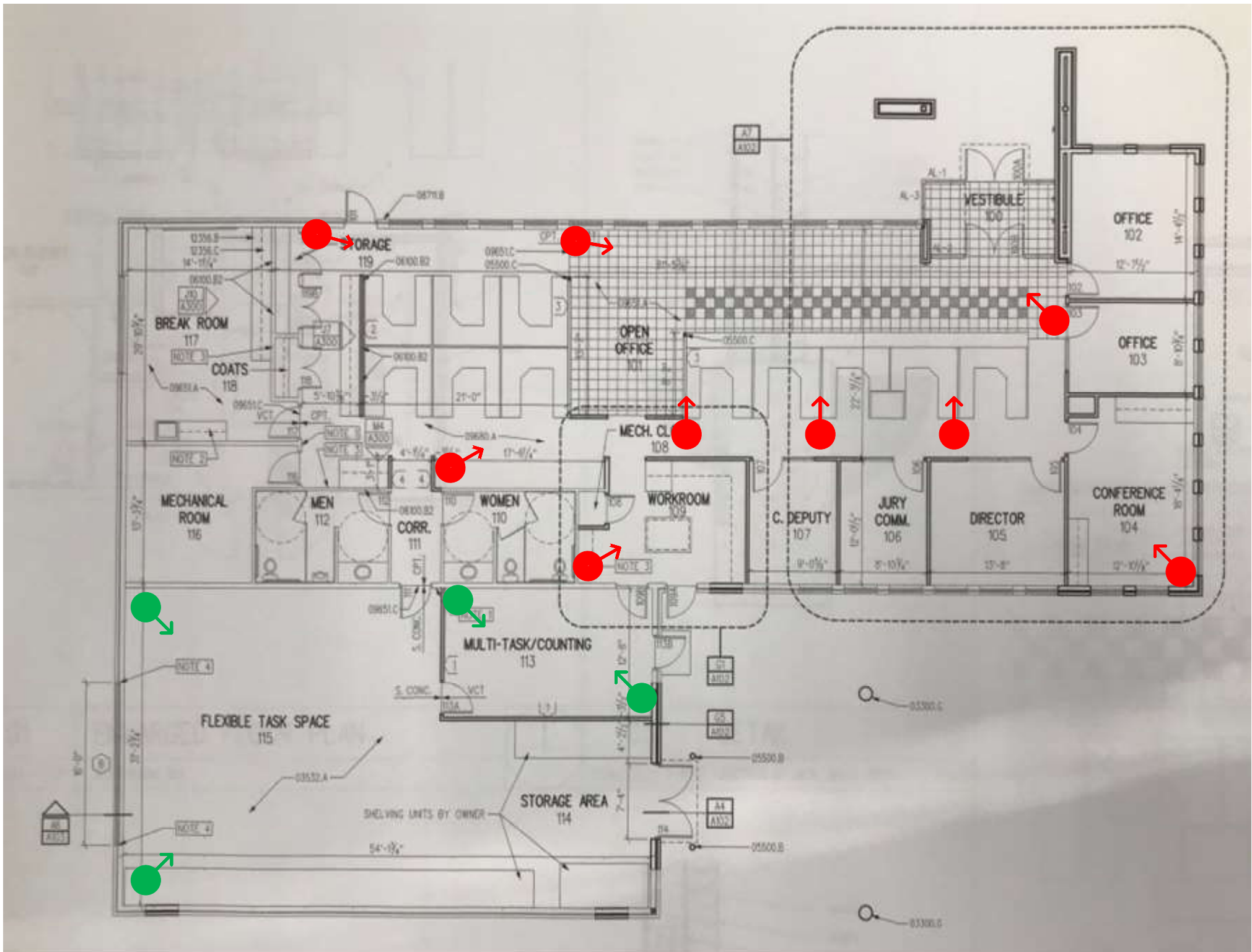
**Signature** \_\_\_\_\_  
**Printed Name** \_\_\_\_\_  
**Date** \_\_\_\_\_  
**PO Number** \_\_\_\_\_



Google Earth

© 2018 Google





Administrative Services - FY19

Regular Salaries -

(2.7%) Chief	13 pay periods @ 5,928	77,064.00
(2.7%) Deputy	13 pay periods @ 3,097.36	40,252.68
(2.5%) Admin	13 pay periods @ 2,174.89	<u>28,273.57</u>
(E9 - Step 8)		145,590.25

FICA - 11,137.65

Retirement - 11,356.04

Total Increases due to Salary Adjustments 168,083.94

Health Insurance	2,722.70 * 6 months (2 single / 1- 2/4)	16,336.20
Life Insurance		134.16
Dental Insurance	(1 single / 2-2/4)	760.20
Long Term Liability		465.89
PEHP	75*13 pay periods	975.00

Total Increases 186,755.39

Total Spent @ 12-31-18

Salaries	143,346.59
FICA	9,433.05
Retirement	10,668.62
Health Insurance	16,470.36
Dental Insurance	747.15
Long Term Disability	406.46
PEHP	982.50

Total estimated amount 368,810.12

Amount Budgeted -

Salaries	283,660.00
FICA	20,042.00
Retirement	21,106.00
Health Insurance	32,902.00
Dental Insurance	1,488.00
Long Term Disability	908.00
PEHP	<u>1,950.00</u>
	362,056.00

Increase of Salaries over Remainder of budget 6,754.12

## Dennis M. Meyer

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**From:** Simon G. Rezac  
**Sent:** Thursday, January 17, 2019 9:43 AM  
**To:** Dennis M. Meyer  
**Cc:** Troy L. Hawk  
**Subject:** Mid-Year Budget Review - Fiscal Year 2019

Dennis,

Listed below is what we anticipate we'll need in additional funds for Fiscal Year 2019:

6210 - \$11,000 Personnel Costs – This is due to pay increases and changes in insurance selections. Note, our shortage was much larger, but was reduced by the funds budgeted for the retirement of an employee that has elected to not retire this year.

6270 – As of this time, no additional funds will be required.

7510 - \$14,000 Official's Salary (Mental Health Board) – This is due to an increase in the number and length of hearings.

Future year expenditures – We are not projecting and major changes at this time.

*Thank you*

*Simon G Rezac, Deputy  
Administrative Aid II  
Clerk of the District Court  
575 S 10th St  
Lincoln, NE 68508  
(402)441-7468  
Fax (402)441-6190  
[srezac@lancaster.ne.gov](mailto:srezac@lancaster.ne.gov)*

# Lancaster County Court THIRD JUDICIAL DISTRICT

January 9, 2019

Mr. Dennis Meyer, Director  
Lancaster County Budget & Fiscal Department  
555 South 10th St., Room 110  
Lincoln, NE 68508

**JUDGES**

Dear Dennis:

*RE: Mid-Year Budget Review for County Court*

Matthew L. Acton  
John R. Freudenberg  
Holly J. Parsley

**Agency 622 - County Court**

Timothy C. Phillips  
Rodney D. Reuter  
Laurie J. Yardley

At this time I anticipate the following adjustments to budget:

Thomas E. Zimmerman	#64120	Legal Services	\$35,000.00
<b>JUDICIAL</b>	#64225	Court Competency Evaluations	\$27,000.00
<b>ADMINISTRATOR</b>	#64855	Postage	\$ 4,500.00

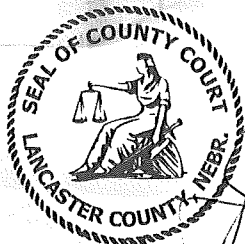
Becky Bruckner

Unfortunately, the two larger items are not costs over which we have control. If you will recall our court appointed attorney fee rate went up on January 1, 2019. That will only serve to make matters worse.

Please contact me with any questions.

Sincerely,

Becky G. Bruckner  
Judicial Administrator



575 South  
10th Street  
Lincoln  
Nebraska  
68508  
402-441-7291



**Theresa Emmert**  
**Juvenile Court Administrator**  
Separate Juvenile Court of Lancaster County  
Justice and Law Enforcement Center  
575 South 10<sup>th</sup> Street, 4th Floor  
Lincoln NE 68508



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TO: Dennis Meyer, Budget and Fiscal Officer  
FROM: Theresa Emmert, Juvenile Court Administrator  
DATE: January 17, 2019  
SUBJECT: Mid-Year Budget Review

In response to the request from the Board of Commissioners for a mid-year budget report, I have reviewed documentation reflecting Juvenile Court's expenditures for the Fiscal Year 2018-2019 through December 31, 2018. Our expenses are currently under budget by approximately \$109,000 and we do not anticipate needing any additional funds be added to our budget at this time.

Regarding future year expenditures, we will be increasing the rate paid to appointed counsel effective July 1, 2019 from \$65 an hour to \$75 an hour, which matches the rates of District Court and County Court. We estimate the impact of this increase will be approximately \$125,000 for Fiscal Year 2019-2020.

If you have any questions or require additional information, please do not hesitate to contact me.

Sincerely,

Theresa Emmert  
Juvenile Court Administrator



**Jared D. Gavin**  
**District Court Administrator**  
 Lancaster County District Court  
 Third Judicial District  
 The Justice and Law Enforcement Center  
 575 South 10<sup>th</sup> Street, 3<sup>rd</sup> Floor  
 Lincoln, NE 68508



January 18, 2019

TO: Dennis Meyer

FROM: Jared Gavin

**RE: FY 2018-19 Mid-Year Budget Review**

Dear Mr. Meyer:

As requested in the Memorandum from the Lancaster County Board of Commissioners dated December 20, 2018 this letter is to provide requested updates to the District Court’s budget for fiscal year 2018 - 2019. This memo addresses both the District Court and the District Court Referee’s Office.

The 2018-2019 District Court’s adopted budget was \$2,901,202. With projections based on the previous six months and including personnel adjustments it is projected that there will be a shortfall of approximately \$21,550.

Approved Budget FY18-19 \$2,901,202	Object	Shortfall
Personnel - PEHP	6241.61660	-\$8,200
Personnel - PEHP	6242.61660	-\$650.00
Personnel– Step Increase	6241.61210	-\$1,100
Personnel– Retirement*	6241.61520	-\$6,200
Personnel– Retirement*	6242.61520	-\$900.00
Transcripts	6241.65815	-\$4,500
<b>TOTAL EST. SHORTFALL</b>		<b>(\$21,550)</b>

\*Not Including New Retirement Matches

It does appear that Court Appointed Attorney Fees (64120) appear to be on track at this time. This is likely due to the full funding requested being approved at the beginning of this budget year. As always this is the most volatile and difficult to predict area of the District Court Budget.

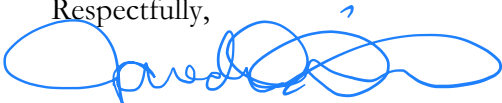
Personnel Costs have fluctuated based on changes but the largest area was due to a miscalculation in the original budget projection based on PEHP (61660) costs.

The only area we would anticipate seeing the need for additional funds in the next two years would be for courtroom equipment updates for presentations and wiring for the audio video components. The

next step in the process is the development of bid requirements for Purchasing as discussed previously with the Board.

At this time, we would anticipate revenues to remain the same this year.

Respectfully,

A handwritten signature in blue ink, appearing to read "Jared D. Gavin", with a small mark above the "i".

Jared D. Gavin  
District Court Administrator

## Dennis M. Meyer

---

**From:** Karen Wobig <kwobig2@unl.edu>  
**Sent:** Thursday, January 17, 2019 4:13 PM  
**To:** Dennis M. Meyer  
**Cc:** Jenny DeBuhr  
**Subject:** Mid-Year Budget Review

Hello Dennis,

I am responding to the announcement sent out last December about the mid-year budget review.

1. We are on track with both revenue and expenses, so shouldn't need any additional appropriations to finish this fiscal year.
2. Concerning future year expenditures, we will likely have to replace the two A/C rooftop units here at 444 Cherrycreek. One covers our office area and one is for the conference rooms. This will probably be a building fund expense? The first step is to get ETI or someone out to begin the process of surveying what we need. Depending on the amount, we should be able to cover those preliminary costs within our current budget?
3. You will soon be getting the bill for payment on our public restrooms. Nearly complete, and looking great. We will have some remaining funds in the "Extension building fund" but hoping to remodel the staff bathrooms and a couple other things badly needed.

Thanks Dennis. Please let us know if any questions.

Karen



### **Karen B Wobig**

*Extension Educator Unit Leader*

University of Nebraska–Lincoln

Nebraska Extension in Lancaster County

Metro District

444 Cherrycreek Rd, Ste A, Lincoln, 68528-1507

[402 441 7180](tel:4024417180)

[kwobig2@unl.edu](mailto:kwobig2@unl.edu)

[lancaster.unl.edu](http://lancaster.unl.edu)

[extension.unl.edu](http://extension.unl.edu)

---



# Office of the Sheriff Lancaster County

Terry T. Wagner  
Sheriff

Todd Duncan  
Chief Deputy

575 S. 10th Street, Lincoln, Nebraska 68508-2869  
Phone (402) 441-6500 Fax (402) 441-8320



January 16, 2019

Ms. Jennifer Brinkman, Chair  
Lancaster County Board of Commissioners  
555 South 10<sup>th</sup> Street  
Lincoln, NE 68508

Dear Ms. Brinkman,

Enclosed is the midyear budget review for the Sheriff's Office, as requested.

The Sheriff's Office is anticipating a shortfall of approximately **\$287,466** from our approved budget of FY2018-2019. This increase includes **\$264,799** in unbudgeted salary increases and associated benefits. The remaining **\$22,667** shortfalls in operating expenses are itemized on the next sheet.

Below are several capital expenditures anticipated for FY 19-20 and 20-21:

Office Remodel: We had requested \$100,000 from the Building Fund for remodeling several of our inter-office spaces. That figure was *our* best guess. Innerspace is estimating the remodel cost at \$195,000. This project will likely span into FY 19-20.

Technology: Begin the upgrade of Criminal Justice Information System RMS \$500,000  
(\$50,000 per year for 10 years to the sinking fund)  
Body-worn Cameras (\$250,000 initial outlay, \$25,000 per year software/storage and \$70,000 for FTE to manage the system.)

Capital Items: Firearms Range renovation or relocation \$500,000  
(\$50,000 per year for 10 years for upgrades, lead mitigation, maintenance)

Firearms; Pistol replacement every 8 years at +/- \$60,000 (\$7,500/year to sinking fund)  
Patrol Rifle replacement every 15 years at +/- \$45,000 (\$3,000/year to sinking fund)

Personnel: Four deputy sheriffs in the plan to increase our Patrol strength by 2022. (One per year for six years, introduced in 2016.) \$80,000/per deputy/per year.  
One FTE for Title Inspections at DMV (\$50,000/per year) due to 27% increase in inspections in 5 years.

If I can answer any questions regarding the midyear budget review, please don't hesitate to call.

Sincerely,

Terry T. Wagner  
Lancaster County Sheriff

# FY 18-19 Mid-year Budget Assessment

Lancaster County Sheriff's Office

Revenue		FY 18-19 Budget	Q1-Q2 Actuals	Q3-Q4 Projected	Variance	Reason
Business Unit	Item					
<i>No significant variances in revenue</i>						
<b>Expenditures</b>						
		FY 18-19 Budget	Q1-Q2 Actuals	Q3-Q4 Projected	Variance	Reason
61210	Regular Salaries	6,932,635	3,617,882	3,540,429	(225,676)	Unbudgeted salary increases
61310	Overtime	350,000	197,856	156,708	(4,564)	Estimated impact of salary increases
61510	FICA	548,260	288,047	277,477	(17,263)	Estimated impact of salary increases
61520	Retirement Contributions	545,331	295,431	267,196	(17,296)	Estimated impact of salary increases
63345	Other Op. Supplies	15,000	10,292	9,708	(5,000)	Overall increase of needs, including ERV battery
64220	Laundry & Dry Clean	12,000	2,065	3,000	6,935	New vendor contract, continue to watch
64295	Misc. Contract Svcs	299,360	5,365	318,995	(25,000)	Bridge transfer offset by surplus in 67410
64720	Fares	18,500	10,468	13,032	(5,000)	Nationwide prisoner extraditions - highly variable
64825	Cell Phone Service	33,129	17,006	23,123	(7,000)	Unplanned addition of cell phones to stop personal phone use
65845	Other Misc. Fees Svcs	7,000	5,280	5,720	(4,000)	Unexpected increase in subpoena fees for criminal investigations
65920	Vehicle Insurance	32,810	38,671		(5,861)	Actuals came in higher than estimates
67410	Vehicles	225,904	180,144	21,765	23,995	Bridge transfer offset by deficit in 64295
6*	All other lines	3,715,352	1,980,760	1,736,328	(1,736)	See detailed Budget Review worksheet
	<b>Total</b>	<b>12,735,281</b>	<b>6,649,265</b>	<b>6,373,481</b>	<b>(287,466)</b>	<b>* includes pending and committed expenditures</b>

Projected end of year surplus/deficit for SALARIES = \$ (264,799)  
 Projected end of year surplus/deficit for OPERATIONS = \$ (22,667)

January 14, 2019 Prepared by Todd Duncan and Michelle Sewell  
 Calculation Process: Budget - Actuals - Projected (Committed + Pending + Estimates) = Variance



**PATRICK F. CONDON**  
LANCASTER COUNTY ATTORNEY

[www.lancaster.ne.gov/attorney](http://www.lancaster.ne.gov/attorney)

---

To: County Commissioners and Dennis Meyers  
Date: January 18, 2019  
From: Patrick Condon

Commissioners and Dennis:

Per your request the Lancaster County Attorney's Office does not anticipate the need for additional funding for this fiscal year.

Per your request for additional needs in the next 2 fiscal years, I do see anticipated growth in our office, 4 attorneys and 2 staff. However, we have no room to grow in our current office. The County has designated the south end of the 605 building for our future office. The County needs to look at capital expenditures to finish these offices for our growth and the growth of other County agencies, such as the District Court Clerk and District Courts.

Sincerely,



PATRICK F. CONDON  
LANCASTER COUNTY ATTORNEY  
[pcondon@lancaster.ne.gov](mailto:pcondon@lancaster.ne.gov)

# Lancaster County

## Department of Corrections

3801 West O Street  
Lincoln, NE 68528  
(402) 441-1900  
Fax: 441-8946

Brad Johnson, Director

TO: Board of County Commissioners

FROM: Brad Johnson  
Corrections Director

DATE: January 22, 2019

SUBJECT: Mid-Year Budget Review for FY19  
Planning for FY20

Per your request, I am providing information regarding our operational expenditure and revenue budgets for the current fiscal year. This information is based on six months of actual data through December 31, 2018.

### **GENERAL EXPENDITURE BUDGET**

With 6 months of expenditure history, we estimate a FY2019 budget shortage of \$125,000. The below factors are a driving force behind fiscal year shortages.

We will continue to monitor the below categories on a monthly basis:

- With the 2.4-3.25% wage increases for FOP #32, Unrepresented & AFSCME, our salary line items (61210, 61250, 61310) will reflect shortages by year end. When salary reports were completed for FY19, 128 officers out of 147 were still receiving STEP raises. This does have a significant impact on these line items.

We are currently experiencing a number of open slots in Correctional Officer's positions. Therefore, overtime and temporary salary line items are overcompensating for regular salaries. Some savings could be offset by insurance premiums with less staff, but those line items are currently on target. We will continue to monitor all salary line items.

Traditionally, during the first six months of the budget year the department tends to expend overtime and temporary salaries at a higher rate in comparison to the second half. This is a result of the higher occurrences of leaves of absence, in-service training and higher populations. We are hoping to recuperate some shortages in overtime & temporary salaries in the upcoming months.

- As the Board knows, mandatory county retirement contributions (61520) will be going up 1.5%. We do expect a shortfall in the next 6 months since a majority of our correctional officers are newer hires. We are currently at 50.4% after six months and expect an overall shortfall of approximately \$42,000. This would not include employees who may voluntarily make the switch.
- Hospitalization costs (65145) fluctuate continuously and there is no effective way to predict future cases. After six months, we have spent 62.4%. We have had several cases that required extended stays, which also affects correctional officer's overtime and temporary salaries since we have to create a post over 3 shifts to provide security at the hospital.

- Heating and cooling usage expenditures are trending higher in comparison to last year. Beginning Jan. 1, 2019, DEC/HVAC had no changes in the demand financing charge (\$95,000) but there was an increase in the demand charge of \$4,000 a month, or \$48,000 annually. Heating charges went up .50 per MMBTU but cooling charges decreased 2.75 per MMBTU. However, we have not seen the offset of these charges since it just went into effect. There have been significant increases over the last several years. Below is a comparison of FY18 and FY19 usage.

DISTRICT HEATING		FY18							
PERIOD	DEMAND/FINANCE	HEATING		COOLING		TOTAL H/C	CHANGE	TOTAL	
		MMBTU	RATE	MMBTU	RATE	PAID		INVOICED	
6/1/17 - 6/30/17	\$127,500.00	514.9	\$4.50	3653.2	\$7.75	\$30,629.35	48.3%	\$158,129.35	
7/1/17 - 7/31/17	\$127,500.00	395.5	\$4.50	4479.9	\$7.75	\$36,498.98	19.2%	\$163,998.98	
8/1/17 - 8/31/17	\$127,500.00	500.1	\$4.50	3640.5	\$7.75	\$30,464.33	-16.5%	\$157,964.33	
9/1/17 - 9/30/17	\$127,500.00	636.8	\$4.50	3257.6	\$7.75	\$28,112.00	-7.7%	\$155,612.00	
10/1/17 - 10/31/17	\$127,500.00	968.5	\$4.50	1755.3	\$7.75	\$17,961.83	-36.1%	\$145,461.83	
11/1/17 - 11/30/17	\$127,500.00	1459.2	\$4.50	588	\$7.75	\$11,123.40	-38.1%	\$138,623.40	
12/1/17 - 12/31/17	\$131,000.00	2228.4	\$4.50	454.1	\$7.75	\$13,547.08	21.8%	\$144,547.08	
1/1/18 - 1/31/18	\$131,000.00	2591.3	\$4.50	336.3	\$7.25	\$14,099.03	4.1%	\$145,099.03	
2/1/18 - 2/28/18	\$131,000.00	2313.6	\$4.50	323.5	\$7.25	\$12,756.58	-9.5%	\$143,756.58	
3/1/18 - 3/31/18	\$131,000.00	1637	\$4.50	612	\$7.25	\$11,803.50	-7.5%	\$142,803.50	
4/1/18 - 4/30/18	\$131,000.00	2019.8	\$4.50	1302.5	\$7.25	\$18,532.23	57.0%	\$149,532.23	
5/1/18 - 5/31/18	\$131,000.00	942.9	\$4.50	3277.6	\$7.25	\$28,005.65	51.1%	\$159,005.65	
<b>FY18 TOTALS</b>	<b>\$1,551,000.00</b>	<b>16,208.00</b>		<b>23,680.50</b>		<b>\$253,533.93</b>		<b>\$1,804,533.93</b>	
<b>FY18 AVERAGE</b>	<b>\$129,250.00</b>	<b>1,350.67</b>	<b>\$4.50</b>	<b>1,973.38</b>		<b>\$21,127.83</b>		<b>\$150,377.83</b>	
<b>JAIL SQUARE FOOTAGE</b>		<b>292,000</b>				<b>\$0.87</b>			
DISTRICT HEATING		FY19							
PERIOD	DEMAND/FINANCE	HEATING		COOLING		TOTAL H/C	CHANGE	TOTAL	
		MMBTU	RATE	MMBTU	RATE	PAID		INVOICED	
6/1/18 - 6/30/18	\$131,000.00	881.9	\$4.50	5167.8	\$7.25	\$41,435.10	48.0%	\$172,435.10	
7/1/18 - 7/31/18	\$131,000.00	841.3	\$4.50	5664.5	\$7.25	\$44,853.48	8.2%	\$175,853.48	
8/1/18 - 8/31/18	\$131,000.00	1077.9	\$4.50	5881.3	\$7.25	\$47,489.98	5.9%	\$178,489.98	
9/1/18 - 9/30/18	\$131,000.00	1163.8	\$4.50	4686.1	\$7.25	\$39,211.33	-17.4%	\$170,211.33	
10/1/18 - 10/31/18	\$131,000.00	2443.7	\$4.50	3084.7	\$7.25	\$33,360.73	-14.9%	\$164,360.73	
11/1/18 - 11/30/18	\$131,000.00	3264.3	\$4.50	297.4	\$7.25	\$16,845.50	-49.5%	\$147,845.50	
12/1/18 - 12/31/18	\$135,000.00	2717.5	\$4.50	1037.2	\$7.25	\$19,748.45	17.2%	\$154,748.45	
1/1/19 - 1/31/19			\$5.00		\$4.50	\$0.00		\$0.00	
2/1/19 - 2/28/19						\$0.00		\$0.00	
3/1/19 - 3/31/19						\$0.00		\$0.00	
4/1/19 - 4/30/19						\$0.00		\$0.00	
5/1/19 - 5/31/19						\$0.00		\$0.00	
<b>FY19 TOTALS</b>	<b>\$921,000.00</b>	<b>12,390.40</b>		<b>25,819.00</b>		<b>\$242,944.55</b>		<b>\$1,163,944.55</b>	
<b>FY19 AVERAGE</b>	<b>\$131,571.43</b>	<b>1,770.06</b>		<b>3,688.43</b>		<b>\$20,245.38</b>		<b>\$166,277.79</b>	
<b>JAIL SQUARE FOOTAGE</b>		<b>292,000</b>				<b>\$0.83</b>			

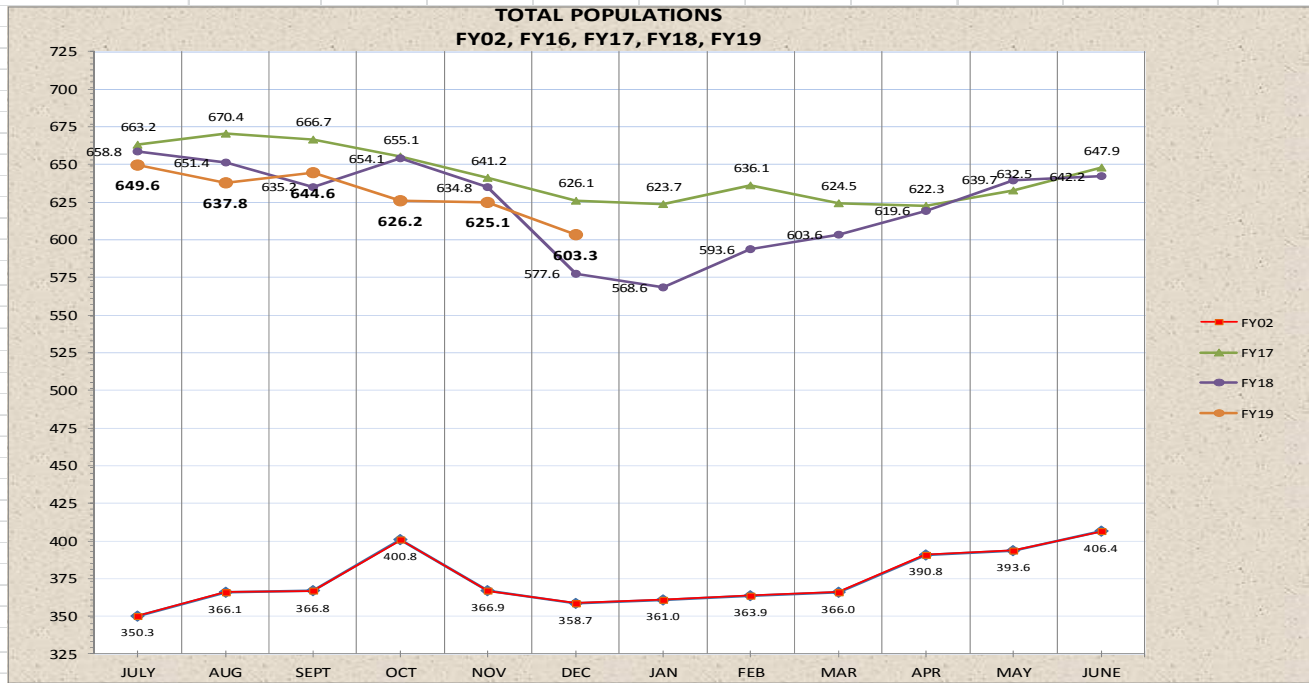
## GENERAL REVENUE BUDGET

At this time, we project revenues will exceed requested budgeted amounts by approximately \$30,500. We have currently received 48.3% of the FY19 revenue budget. The State Criminal Alien Assistance Program (SCAAP) for FY17 was finally received in January, 2019. We are hoping FY18 funds will also be released this year to get back on track, but still uncertain at this time.



**LANCASTER COUNTY DEPARTMENT OF CORRECTIONS  
AVERAGE POPULATION BY MONTH**

population.xls  
1/17/2019



**AVERAGES**

FY19 TO DATE	631.1
FY18 SAME PERIOD	635.3
FY18 TO YR-END	623.3

-0.7%	Change in FY19 to date over same time period
1.3%	Change in FY19 to date over FY18 average to year end



## Youth Services Center

1200 Radcliff Street  
Lincoln, NE 68512  
Phone (402) 441-7090  
Fax (402) 441-5626  
[www.lancaster.ne.gov/youth](http://www.lancaster.ne.gov/youth)

**To:** Dennis Meyer, Budget & Fiscal Director  
**From:** Michelle Schindler, Director  
Melissa Hood, YSC Administrator  
**Date:** January 18, 2019  
**Subject:** Mid-Year Budget Update for Youth Services Center

### Overall

Expenditures are projected to be on underspent by \$80,000 for FY19.

We are currently in the negotiation process for the security system updates to the facility. Initial cost estimates for the project have come in and may push us to come back to the Board for authorization to use the \$80,000 to complete the project.

Revenues are projected at \$340,000 below our FY19 adopted budget. This is primarily due to significant reduction in housing of youth for juvenile probation. This is an average 5 youth per day less than expected. At this rate, we project that we may be underspent by as much as \$503,700.

### Legislative Impacts

The Center's population will be very unpredictable starting in FY20 due to the passing of LB1112 effective on 7/1/2019. The Center is reviewing current proposed legislation and its potential impact on the facility going forward as well. We will continue to update the Board as we progress through the review process and as bills are passed/not passed this session.

### Future Year Expenditures

#### Security Systems

The Youth Services Center opened at its current location in 2002. Our current security system and the majority of its components date back to when the Center opened. The Center is currently negotiating the upgrade of several components of the system and funding for this in the Building Fund. As the project progresses we may see additional costs next year.

#### Computer Equipment

In FY16 there was a storm that took out many of our computer systems. Due to that most incident, many of our systems are new or newer. Here's some that were not replaced at that time that are 5 years old or older.

FY20 Proposed Replacements (pending cost estimates from Information Services)

1. \$3,000 for laptop and projector for structured educational programming services during non-school days, evenings, and weekends. This is a new position and a laptop that is used most evenings for educational programming for youth.
2. \$2,000 for 2 new laptops (staff training, video court sessions with other counties, telepsych sessions for youth).
3. \$1,500 for a computer and workstation security accessories for our high-risk housing unit (dependent on decisions made with the future of CJIS).
4. \$6,000 for replacement of staff workstations (6 years old and dependent on decisions made with the future of CJIS).

FY21 Proposed Replacements (pending cost estimates from Information Services)

1. \$6,000 for replacement of staff workstations (7 years old and dependent on decisions made with the future of CJIS).





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Lincoln, NE 68508  
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402-441-6805 Fax  
[www.lancaster.ne.gov](http://www.lancaster.ne.gov)

January 18, 2019

Jennifer Brinkman, Chair  
Lancaster County Board of Commissioners  
555 South 10<sup>th</sup> Street, Suite 110  
Lincoln, NE 68508

Sara Hoyle Human Services Director  
[shoyle@lancaster.ne.gov](mailto:shoyle@lancaster.ne.gov)

Re: Mid-Year Budget Review

Dear Commissioner Brinkman,

Per your request for Mid-Year budget review, the Human Services Office is anticipating a shortfall to our current year budget. This is due to COLA increases. This shortfall is \$16,459 [\$9,741 in Human Services (business unit 8370) and \$6,718 in General Assistance (business unit 8040)].

The Grants Coordinator position is being moved to Human Services. An additional \$29,104 is needed in the Human Services budget for the salary and benefits of this position. This allocation is not new funding but does require a transfer of existing funds between departments.

Concerning future year expenditures, I am anticipating a technology cost under \$5,000 for each of the upcoming fiscal years. It is our practice to update two department computers per fiscal year.

For fiscal year 19-20, I am anticipating the depletion of a grant that funds one of the diversion officers. The cost of this position is \$68,000.

If you have any questions, please don't hesitate to contact me.

Sincerely,



Sara Hoyle  
Director, Human Services

cc: Dennis Meyer

**LANCASTER COUNTY**  
**Lancaster County Mental Health**

**EXPENDITURES BY BUSINESS UNIT**

FUND		Lancaster County Mental Health			
BUSINESS UNIT		Mental Hlth Crisis Center-EPC			
LAST UPDATED		FY18	FY18	FY18	
Object #	Object Description	Budget	Fiscal Year-To-Date	% Spent to Date	Projected year end
	<b>EXPENDITURES</b>				
61110	Official's Salary	91,202.00	46,747.95	51%	91,202.00
61210	Regular Salary	1,638,739.00	809,439.75	49%	1,494,350.31
61250	Temporary Salary	230,000.00	141,147.51	61%	260,580.02
61310	Overtime	55,000.00	31,446.54	57%	58,055.15
61510	FICA Contributions	141,032.00	72,688.35	52%	134,193.88
61520	Retirement Contributions	128,066.00	55,034.27	43%	101,601.73
61530	Group Health Insurance	396,983.00	196,233.06	49%	362,276.42
61540	Group Dental Insurance	13,081.00	7,535.03	58%	13,910.82
61650	Long-Term Disability	6,404.00	2,182.50	34%	4,029.23
61660	Post-Employment Health Prog	9,100.00	4,098.24	45%	7,565.98
61710	Unemployment Compensation	0.00	0.00	n/a	0.00
61750	Workers' Comp Insurance	14,320.00	14,320.00	100%	14,320.00
63110	Office Supplies	1,000.00	277.79	28%	555.58
63120	Duplicating Supplies	1,000.00	386.00	39%	772.00
63250	Laundry Supplies	250.00	120.44	48%	240.88
63285	Linen & Bedding Supplies	2,000.00	291.62	15%	583.24
63345	Other Operating Supplies	2,000.00	985.09	49%	1,970.18
63410	Medical Supplies	3,000.00	1,435.23	48%	2,870.46
63415	Non-Prescription Meds	1,800.00	91.41	5%	182.82
63420	Prescription Meds	18,000.00	8,722.57	48%	17,445.14
63470	Employee Immunizations	200.00	0.00	0%	0.00
63510	Motor Fuels	100.00	55.25	55%	110.50
63970	Misc Kitchen Supplies	3,000.00	1,548.39	52%	3,096.78
64175	Comput Softwr Maint/License	60,000.00	22,785.88	38%	45,571.76
64220	Laundry & Dry Cleaning	6,000.00	2,540.94	42%	5,081.88
64285	City Information Services	13,783.00	8,104.28	59%	16,208.56
64286	VOIP Information Services	4,199.00	1,966.17	47%	3,932.34
64710	Meals	180.00	156.88	87%	313.76
64715	Lodging	510.00	796.48	156%	1,592.96
64720	Fares	1,550.00	1,180.98	76%	2,361.96
64725	Mileage	100.00	0.00	0%	0.00
64825	Cellular Phone Service	3,250.00	1,414.09	44%	2,828.18
64855	Postage	750.00	199.66	27%	399.32

**LANCASTER COUNTY**  
**Lancaster County Mental Health**  
**EXPENDITURES BY BUSINESS UNIT**

		Lancaster County Mental Health			
		Mental Hlth Crisis Center-EPC			
FUND	BUSINESS UNIT				
LAST UPDATED					
64910	Printing	250.00	14.25	6%	28.50
64915	Photocopying	3,000.00	1,339.08	45%	2,678.16
64925	Advertising	500.00	281.50	56%	563.00
65110	Medical Services	2,500.00	0.00	0%	0.00
65120	Psychologist/Psychiatrist	55,000.00	24,015.00	44%	48,030.00
65140	Employee Physicals	250.00	0.00	0%	0.00
65145	Hospitalization	10,000.00	0.00	0%	0.00
65155	Laboratory	1,500.00	103.00	7%	206.00
65160	Pharmacy	14,000.00	8,563.54	61%	17,127.08
65174	Substance Abuse Evaluations	22,500.00	11,255.00	50%	22,510.00
65195	EPC Housing	20,000.00	8,786.00	44%	17,572.00
65215	Client Food	36,500.00	21,920.63	60%	43,841.26
65220	Client Clothing	1,500.00	199.80	13%	399.60
65235	Client Transportation	1,000.00	864.50	86%	1,729.00
65250	Client Sundries	1,000.00	478.03	48%	956.06
65665	Books & Subscriptions	600.00	0.00	0%	0.00
65670	Enrollment Fees & Tuition	1,500.00	1,892.50	126%	3,785.00
65675	Licensing	7,000.00	6,880.00	98%	6,880.00
65685	Refunds & Repayments	0.00	0.00	n/a	0.00
65740	Interpreter	1,000.00	445.00	45%	890.00
65845	Other Misc Fees & Services	800.00	2,561.02	320%	5,122.04
65910	Property Insurance	488.00	506.00	104%	1,012.00
65915	Liability Insurance	31,484.00	30,630.16	97%	31,484.00
65920	Vehicle Insurance	392.00	334.08	85%	668.16
65935	Other Insurance	21.00	0.00	0%	0.00
66210	Motor Vehicle R&M	500.00	0.00	0%	0.00
66520	Building Rent	263,100.00	153,475.07	58%	263,100.00
67465	Furniture & Fixtures	5,000.00	0.00	0%	0.00
67475	Computer Equipment	1,875.00	494.26	26%	988.52
		<b>3,329,859.00</b>	<b>1,708,970.77</b>	<b>51%</b>	<b>3,117,774.22</b>

**LANCASTER COUNTY**  
**Lancaster County Mental Health**

**REVENUES BY BUSINESS UNIT**

		Lancaster County Mental Health			
		Mental Hlth Crisis Center-EPC			
		FY18	FY18	FY18	
		Budget	Fiscal Year-To-Date	% Spent to Date	Projected year end
Object #	Object Description				
	<b>REVENUES</b>				
54265	Medicaid	490,000.00	59,787.29	12%	110,376.54
54275	Medicare B	50,000.00	8,656.42	17%	15,981.08
54520	State 302 Funds Region V	1,017,516.00	1,017,516.00	100%	1,017,516.00
54525	Region V Post Commitment	90,000.00	82,971.25	92%	90,000.00
54576	Alcohol Evaluations	154,587.00	70,266.85	45%	154,587.00
54799	Miscellaneous State Receipts	1,000.00	866.50	87%	1,599.69
55610	Client Private Pay	5,000.00	385.00	8%	710.77
55630	Client Insurance	150,000.00	75,553.54	50%	139,483.46
55830	County Contract Revenue	170,000.00	104,532.00	61%	192,982.15
55896	Other Reimb & Refunds	0.00	0.00	n/a	0.00
58210	Sale of Equipment	0.00	0.00	n/a	0.00
58595	Other Miscellaneous Revenue	2,500.00	1,253.28	50%	2,313.75
58599	Temporarily Unassigned Reve	0.00	0.00	n/a	0.00
59110	General Fund Transfers	1,250,000.00	600,000.00	48%	1,250,000.00
		<b>3,380,603.00</b>	<b>2,021,788.13</b>	<b>60%</b>	<b>2,975,550.44</b>