

County Board - FY21

Regular Salaries -	13 pay periods @ \$9,322.30	121,189.90
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FICA -		9,271.03
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Retirement -	13 pay periods @ 742.07	9,646.91
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Total Increases due to Salary Adjustments		140,107.84
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Health Insurance		29,657.64
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Life Insurance	43.00 * 6 months (8.60 per Commissioner)	258.00
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Dental		1,374.00
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LT Disability	(.0032)	387.81
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PEHP	125*13 pay periods	1,625.00
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Total Increases		173,410.29
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Amount Budgeted -

Salaries	238,210.00
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FICA	18,223.00
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Retirement	18,866.00
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Health Insurance	51,295.00
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Dental Insurance	2,670.00
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Long Term Disability	762.00
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PEHP	<u>3,250.00</u>
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333,276.00

Amount Spent @ 12-31-20

Salaries	120,181.99
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FICA	8,789.90
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Retirement	9,566.43
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Health Insurance	30,964.35
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Dental Insurance	1,437.09
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Long Term Disability	175.92
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PEHP	<u>1,637.50</u>
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172,753.18

Remainder of budget	160,522.82
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Increase of Salaries over Remainder of budget	<u><u>12,887.47</u></u>
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Dennis M. Meyer

From: Kevin R. Nelson
Sent: Thursday, January 28, 2021 12:48 PM
To: Dennis M. Meyer
Cc: Dan F. Nolte; Cori R. Beattie
Subject: Mid Year Budget Revision

In reviewing our 2020-21 budget, we have the following budget needs/revisions:

1. Regular Salary (61210) – \$27,500 for annual salary increases and centralized payroll
2. Group Health Insurance (61530) - \$8,100
3. Post-Employment Health (61660) – \$15,800 for retirement payout
4. Unemployment Compensation (61710) – \$2,556
5. Our Computer Equipment budget (67475) was charged \$4,577.08 for laptops needed for teleworking due to COVID. Can this expense be reclassified to the Technology Fund?



Kevin R. Nelson

Accounting Operations Manager
Lancaster County Clerk's Office
555 South 10th Street
Lincoln, NE 68508
402-441-7470
knelson@lancaster.ne.gov

Dennis M. Meyer

From: Rachel M. Garver
Sent: Monday, January 18, 2021 12:04 PM
To: Dennis M. Meyer
Subject: RE: Mid Year Budget Review

Dennis,

For salary expenses I was not expecting the \$13,612.10 cost for Post-Employment Health after the retirement of an employee. Another employee has retired and a second one will probably announce in the next few weeks. My estimation is we will need another \$20,000 to cover their Post-Employment Health. In the next year I am looking to reorganize and reclassify some positions with minimal financial impact.

As for non-salary expenses we should be able to stay within the budget.

On the income side, interest income is way down, much less than anticipated. Fortunately fee income is a little higher than budgeted. Net numbers we should be close but we will likely be short about \$250,000.

Also to note: the State DMV does not want to precede with renting and remodeling the West 'O' location. Instead they want to continue for at least the next two years with the arrangement we currently have. This came as a surprise, as indications from previous conversations with them, were this was the path they wanted to take, and they were excited about it.

I am disappointed, as the Driver's License fees that we receive do not cover all our expenses associated with West 'O'. After paying the rent, insurances, phone, other services and two FTE clerks, my office is supplementing the Driver's License fees the cost of nearly 1.5 FTE clerks. Not happy news as I ponder next year's fiscal budget.



Rachel M. Garver

Lancaster County Treasurer
555 S. 10th Street
Lincoln, NE 68508
(402)441-7425
RGarver@lancaster.ne.gov

From: Dennis M. Meyer <DMMeyer@lancaster.ne.gov>
Sent: Friday, December 18, 2020 3:46 PM
To: Amy L. Wilson <AWilson@lancaster.ne.gov>; Angela M. Koziol <akoziol@lancaster.ne.gov>; Ann E. Ames <AAmes@lancaster.ne.gov>; Ashir A. Immanuel <Almmanuel@lancaster.ne.gov>; Becky G. Bruckner <bbruckner@lancaster.ne.gov>; Becky I. Hight-Moravec <bhight-moravec@lancaster.ne.gov>; Benjamin T. Houchin <BHouchin@lancaster.ne.gov>; Bradley L. Johnson <bjohnson@lancaster.ne.gov>; Brent D. Meyer <BMeyer@lancaster.ne.gov>; Brian E. Pillard <bpillard@lancaster.ne.gov>; Cassandra Macke <cassandra.macke@nebraska.gov>; Christina L. Collins <CCollins@lancaster.ne.gov>; Chuck R. Salem <CSalem@lancaster.ne.gov>; Cori R. Beattie <cbeattie@lancaster.ne.gov>; Dan F. Nolte <dnolte@lancaster.ne.gov>; Danielle M. Buck <DBuck@lancaster.ne.gov>; Danniell K. McGown <DMcGown@lancaster.ne.gov>; Dave J. Shively <dshively@lancaster.ne.gov>; David A. Derbin <DDerbin@lancaster.ne.gov>; Dennis M. Meyer <DMMeyer@lancaster.ne.gov>; Derrick D. Niederklein <DNiederklein@lancaster.ne.gov>; James Davidsaver <JDavidsaver@lancaster.ne.gov>; Jared Gavin <JGavin@lancaster.ne.gov>; jeff.curry@nebraska.gov; Jenny DeBuhr <jdebuhr2@unl.edu>; John A. Vik <JVik@lancaster.ne.gov>; Joseph D. Nigro <jnigro@lancaster.ne.gov>; Karen Wobig



Election Commissioner

601 N 46th Street

Lincoln NE 68503

David J. Shively, Commissioner

Maura Kelly, Chief Deputy

Phone: 402 441-7311

January 25, 2021

Rick Vest, Chair
Lancaster County Board of Commissioners
555 South 10th Street
Lincoln, NE 68508

Dear Rick:

Per your request, I have reviewed the Election Commissioner (607) budget for FY21. 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 \$600,000 for FY21 for our regular office budget. The majority of our additional budget needs are due to a higher than normal costs due to Early Voting expenses. These line items are: Temporary Salaries (61250), Overtime (61310), Postage (64855) and Printing (64910).

As you are aware, the 2020 General Election was record breaking in many ways. In addition, costs due to COVID-19 also are affecting our budget. I will remind you that we did receive a grant of \$404,584.50 that has assisted us in some of our costs.

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 expended during the final three months of the fiscal year due to the City of Lincoln Primary and General Elections to be held on April 6 and May 4, 2021. If you need additional information, please feel free to give me a call.

Sincerely,

David J. Shively
Election Commissioner

DS/s

Budget & Fiscal - FY21

Regular Salaries -

Director	13 pay periods @ 4,611.35	59,947.55
Accountant	13 pay periods @ 3,039.36	39,511.68
On call Accountant		<u>9,000.00</u>
		108,459.23

FICA -	8,297.13
Retirement -	8,459.82
LT Disability	347.07
Total Increases due to Salary Adjustments	125,563.25

Health Insurance	14,310.40
Life Insurance	178.88
Dental Insurance	687.06
PEHP	<u>650.00</u>
Total Increases	141,389.59

Total Spent @ 12-31-20

Salaries	113,534.85
FICA	8,408.41
Retirement	7,730.78
Health Insurance	16,897.28
Dental Insurance	687.06
Long Term Disability	142.61
PEHP	<u>655.00</u>

Total estimated amount	289,445.58
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Amount Budgeted -

Salaries	193,850.00
Temp Salaries	24,100.00
FICA	16,743.00
Retirement	15,508.00
Health Insurance	31,208.00
Dental Insurance	1,374.00
Long Term Disability	620.00
PEHP	<u>1,300.00</u>
	284,703.00

Increase of Salaries over Remainder of budget	<u>4,742.58</u>
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Dennis M. Meyer

From: Troy L. Hawk
Sent: Friday, January 15, 2021 3:17 PM
To: Dennis M. Meyer
Cc: Simon G. Rezac
Subject: RE: Mid Year Budget Review

Dennis,

The Clerk of the District Court will need **an additional \$25,000**. We have saved some in payroll costs, due to personnel changeover, gaps, and hiring a lower paygrades. However, our insurance costs went up, due to changes in coverage.

Do you want a more formal response, or is this good?

Thx

Troy

*Troy L. Hawk
Clerk of the District Court
575 S 10th St
Lincoln, NE 68508*

From: Dennis M. Meyer <DMMeyer@lancaster.ne.gov>
Sent: Friday, December 18, 2020 3:46 PM
To: Amy L. Wilson <AWilson@lancaster.ne.gov>; Angela M. Koziol <akoziol@lancaster.ne.gov>; Ann E. Ames <AAmes@lancaster.ne.gov>; Ashir A. Immanuel <AlImmanuel@lancaster.ne.gov>; Becky G. Bruckner <bbruckner@lancaster.ne.gov>; Becky I. Hight-Moravec <bhight-moravec@lancaster.ne.gov>; Benjamin T. Houchin <BHouchin@lancaster.ne.gov>; Bradley L. Johnson <bjohnson@lancaster.ne.gov>; Brent D. Meyer <BMeyer@lancaster.ne.gov>; Brian E. Pillard <bpillard@lancaster.ne.gov>; Cassandra Macke <cassandra.macke@nebraska.gov>; Christina L. Collins <CCollins@lancaster.ne.gov>; Chuck R. Salem <CSalem@lancaster.ne.gov>; Cori R. Beattie <cbeattie@lancaster.ne.gov>; Dan F. Nolte <dnolte@lancaster.ne.gov>; Danielle M. Buck <DBuck@lancaster.ne.gov>; Danniell K. McGown <DMcGown@lancaster.ne.gov>; Dave J. Shively <dshively@lancaster.ne.gov>; David A. Derbin <DDerbin@lancaster.ne.gov>; Dennis M. Meyer <DMMeyer@lancaster.ne.gov>; Derrick D. Niederklein <DNiederklein@lancaster.ne.gov>; James Davidsaver <JDavidsaver@lancaster.ne.gov>; Jared Gavin <JGavin@lancaster.ne.gov>; jeff.curry@nebraska.gov; Jenny DeBuhr <jdebuhr2@unl.edu>; John A. Vik <JVik@lancaster.ne.gov>; Joseph D. Nigro <jnigro@lancaster.ne.gov>; Karen Wobig <kwobig2@unl.edu>; Kerin L. Peterson <KPeterson@lancaster.ne.gov>; Kevin R. Nelson <KNelson@lancaster.ne.gov>; Kim G. Etherton <ketherton@lancaster.ne.gov>; Kristen L. Anderson <KAnderson@lancaster.ne.gov>; Larry L. Legg <LLegg@lancaster.ne.gov>; Lori J. Griggs <lori.griggs@nebraska.gov>; Mandy E. Colfack <MColfack@lancaster.ne.gov>; Margaret L. Bohy <MBohy@lancaster.ne.gov>; Mark D. Hosking <MHosking@lancaster.ne.gov>; Melissa Hood <MHood@lancaster.ne.gov>; Monica L. Ross <MRoss@lancaster.ne.gov>; Nicole Ringler <NRingler@lancaster.ne.gov>; Pamela L. Dingman <PDingman@lancaster.ne.gov>; Patrick Condon <PCondon@lancaster.ne.gov>; Rachel M. Garver <RGarver@lancaster.ne.gov>; Richard Ringlein <rringlein@lancaster.ne.gov>; Rob M. Ogden <ROgden@lancaster.ne.gov>; Ron R. Rohde <RRohde@lancaster.ne.gov>; Sara J. Hoyle <SHoyle@lancaster.ne.gov>; Sara L. Sump <SSump@lancaster.ne.gov>; Scott E. Etherton <setherton@lancaster.ne.gov>; Scott R. Gaines <SGaines@lancaster.ne.gov>; Sheli Schindler <mschindler@lancaster.ne.gov>; Simon G. Rezac <srezac@lancaster.ne.gov>; Sue L. Eckley <seckley@lancaster.ne.gov>; Terry T. Wagner <twagner@lancaster.ne.gov>; Theresa L. Emmert <TEmmert@lancaster.ne.gov>; Traci A. Dragoo <TDragoo@lancaster.ne.gov>; Troy L. Hawk

Lancaster County Court THIRD JUDICIAL DISTRICT

January 14, 2021

JUDGES

Matthew L. Acton
Joseph E. Dalton
Holly J. Parsley
Timothy C. Phillips
Rodney D. Reuter
Laurie J. Yardley
Thomas E. Zimmerman

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

Dear Dennis:

RE: Mid-Year Budget Review for County Court

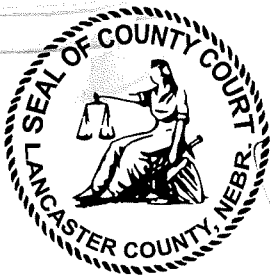
JUDICIAL
ADMINISTRATOR
Becky Bruckner

Agency 622 - County Court

At this time I do not expect any adjustments to our budget.

Please contact me with any questions.

Sincerely,



Becky G. Bruckner
Judicial Administrator

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

Dennis M. Meyer

From: Joseph D. Nigro
Sent: Friday, January 22, 2021 4:30 PM
To: Dennis M. Meyer
Subject: Mid-Year Budget

Here is my request for the current fiscal year, and my thoughts about staff needs for the next fiscal year:

We are on track with our budget for the current fiscal year. I have two requests for staff changes during the current year.

Approximately thirteen years ago, Dennis Keefe asked the County Board for permission to add a Client Services Associate position who would serve as a receptionist. The Board was unwilling to add a full time staff person, because they were reluctant to pay for benefits. Instead they authorized two part time receptionist positions. Over the years, we have had difficulty keeping those positions filled. I have a problem with positions which do not receive benefits. We hired and then lost for different reasons, two employees in these positions last year. We now have a temporary employee working the maximum number of hours a part time employee can work. We extended her temporary employment. She has done a great job, and she is interested in full time employment. Making this position full time will help bring stability to the position. Paying benefits is the right thing to do. Making this change will only cost us \$1,686 for the current fiscal year if this becomes effective on February 25th, and I believe we can absorb this amount without needing a supplemental appropriation. Making this position full time is the wise thing to do, and it is the right thing to do.

We added a social worker to our staff a little more than five years ago. Our current social worker, Becca Meinders, has transformed our representation, making it more complete. Having someone on our staff who can assess clients, find treatment beds, and develop bond release plans and sentencing plans has been incredibly helpful. More than one judge has told a client that they would have gone to jail, if not for our social worker's sentencing plan. Judges have been impacted by discussions of immense trauma suffered by the client referenced in the sentencing report. Attorneys regularly let me know that our social worker's work has made a difference in a case. In the last four years, our social worker has worked on 1,112 cases, In 268 cases she had significant involvement, including preparing 133 sentencing reports. When our social worker prepares a sentencing or mitigation report, she spends at least three hours with the client, then makes contacts with family members, and has to write the report. There has been at least one case where this totaled more than 100 hours. There were 111 cases where the attorney felt the social worker's involvement had a positive impact. As time has gone on, our social worker has gotten busier and busier. More than once in the last year, our social worker has had to do triage, prioritizing requests, and has had to say no to requests from attorneys. It places us in a different position when we can't give each client the representation they deserve.

I request that we be allowed to add a social worker to our staff. The workload and the results justify it. The starting salary for a social worker is \$59,555, and with benefits, a total of \$93,211. For the current fiscal year, if the social worker started April 1st, it would cost \$21,364. If they started May 1st, it would cost \$13,463. If it started June 1st, it would cost \$5,826. It will take time to hire someone, so an April 1st start date might be optimistic. I do not know at this time if we would need a supplemental appropriation to cover any additional costs in this fiscal year. We could assess that later. I do believe that case filings will go up as we come out of the pandemic. This means the demands on our social worker's time will increase. Even if the Board thinks the budget impact means a new social worker can't start until July 1st, approving the position now is important to avoid the harm that delaying adding the position until it could be approved during the budget process this summer.

Our case numbers indicated last year that we could add four or five attorneys and save the County money through fewer court appointments. The pandemic resulted in fewer case filings, but I fear the number of case filings will increase when

the pandemic ends. Even with filings reduced, the number of case overloads justify adding two attorneys. I don't want to add any attorneys right now. We recently hired two new attorneys, and we have a good system for training new attorneys that would be overwhelmed by adding too many new people at one time. I do expect to request one or two additional attorneys in our budget request this spring.

Sincerely,

Joe Nigro
Lancaster County Public Defender

Dennis M. Meyer

From: Jennifer DeBuhr <jdebuhr2@unl.edu>
Sent: Tuesday, January 19, 2021 4:46 PM
To: Dennis M. Meyer
Cc: Karen Wobig
Subject: Re: Mid Year Budget Review

[CAUTION] This email comes from a sender outside your organization.

Dennis,

We wanted to let you know that our County Extension budget appears on track this year and we do not anticipate needing any additional funding. Over the next two years, we also do not anticipate any changes in staffing or major issues with capital items or technology.

If you have any questions, please let us know.

Thanks!



Jenny DeBuhr

Administrative Services Officer/Office Manager
Nebraska Extension in Lancaster County
444 Cherrycreek Rd, Ste A, Lincoln, NE 68528
Phone: 402-441-7180
Fax: 402-441-7148
Email: jdebuhr2@unl.edu

Visit us at: <http://lanaster.unl.edu>

Our Mission: Helping Nebraskans enhance their lives through research-based education.

From: Dennis M. Meyer <DMMeyer@lanaster.ne.gov>

Sent: Friday, December 18, 2020 3:45 PM

To: Amy L. Wilson <AWilson@lanaster.ne.gov>; Angela M. Koziol <akoziol@lanaster.ne.gov>; Ann E. Ames <AAmes@lanaster.ne.gov>; Ashir A. Immanuel <Almmanuel@lanaster.ne.gov>; Becky G. Bruckner <bbruckner@lanaster.ne.gov>; Becky I. Hight-Moravec <bhight-moravec@lanaster.ne.gov>; Benjamin T. Houchin <BHouchin@lanaster.ne.gov>; Bradley L. Johnson <bjohnson@lanaster.ne.gov>; Brent D. Meyer <BMeyer@lanaster.ne.gov>; Brian E. Pillard <bpillard@lanaster.ne.gov>; Cassandra Macke <cassandra.macke@nebraska.gov>; Christina L. Collins <CCollins@lanaster.ne.gov>; Chuck R. Salem <CSalem@lanaster.ne.gov>; Cori R. Beattie <cbeattie@lanaster.ne.gov>; Dan F. Nolte <dnolte@lanaster.ne.gov>; Danielle M. Buck <DBuck@lanaster.ne.gov>; Danniell K. McGown <DMcGown@lanaster.ne.gov>; Dave J. Shively <dshively@lanaster.ne.gov>; David A. Derbin <DDerbin@lanaster.ne.gov>; Dennis M. Meyer <DMMeyer@lanaster.ne.gov>; Derrick D. Niederklein <DNiederklein@lanaster.ne.gov>; James Davidsaver

From: [Brian E. Pillard](#)
To: [Dennis M. Meyer](#)
Subject: RE: Mid Year Budget Review
Date: Thursday, January 7, 2021 9:57:41 AM

Hi Dennis:

Here is the information you requested for your mid-year budget review.

The latest budget spreadsheet as of 1/4/2021 indicates that the budget year 52% completed. In an unusual situation, the RIM expense for regular salary is at 34%! This is due to an imaging clerk transfer to another department and the time we took to fill the open position. This savings will be significantly offset by temporary services we used while going through the recruiting process. Other costs are within budget, but one never knows what equipment or vehicle repair expense may come up. Our revenue budget is very close to budgeted revenue and I expect to be close to the budgeted revenue at the end of the fiscal year.

Concerning future-year expenditures, change in staffing may be necessary as we continue to digitize more types of records for more departments. Currently, we are at our maximum scanning capacity and have a hard time filling in for vacation and sick leave absences. We have an old vehicle that seems to be near the end of its life. We may need to find a replacement vehicle, preferably a surplus vehicle from another department. We have aging scanning equipment that is still operating, but we do not have any equipment replacement fund. To be proactive, I plan to include the cost of replacing a scanner in my future Micro PC fund request.

Let me know if there is anything more that you would like from me.

Brian Pillard
Records Manager
Lancaster County Nebraska
(402) 441-6065
BPillard@lancaster.ne.gov

From: Dennis M. Meyer <DMMeyer@lancaster.ne.gov>

Sent: Friday, December 18, 2020 3:46 PM

To: Amy L. Wilson <AWilson@lancaster.ne.gov>; Angela M. Koziol <akoziol@lancaster.ne.gov>; Ann E. Ames <AAmes@lancaster.ne.gov>; Ashir A. Immanuel <Almmanuel@lancaster.ne.gov>; Becky G. Bruckner <bbruckner@lancaster.ne.gov>; Becky I. Hight-Moravec <bhight-moravec@lancaster.ne.gov>; Benjamin T. Houchin <BHouchin@lancaster.ne.gov>; Bradley L. Johnson <bjohnson@lancaster.ne.gov>; Brent D. Meyer <BMeyer@lancaster.ne.gov>; Brian E. Pillard <bpillard@lancaster.ne.gov>; Cassandra Macke <cassandra.macke@nebraska.gov>; Christina L. Collins <CCollins@lancaster.ne.gov>; Chuck R. Salem <CSalem@lancaster.ne.gov>; Cori R. Beattie <cbeattie@lancaster.ne.gov>; Dan F. Nolte <dnolte@lancaster.ne.gov>; Danielle M. Buck <DBuck@lancaster.ne.gov>; Danniel K. McGown <DMcGown@lancaster.ne.gov>; Dave J. Shively <dshively@lancaster.ne.gov>; David A. Derbin <DDerbin@lancaster.ne.gov>; Dennis M. Meyer <DMMeyer@lancaster.ne.gov>; Derrick D. Niederklein <DNiederklein@lancaster.ne.gov>; James

Lancaster County Sheriff's Office

575 South 10th Street

Lincoln, Nebraska 68508 – 2869

Phone (402) 441-6500

Fax (402) 441-8320

Terry T. Wagner – Sheriff

Ben T. Houchin – Chief Deputy

January 19, 2021

Commissioner Rick Vest, Chair
Lancaster County Board of Commissioners
555 South 10th Street
Lincoln, NE 68508

Dear Mr. Vest,

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

The Sheriff's Office is not anticipating a budget shortfall this fiscal year.

Below are several capital expenditures anticipated for FY 21-22 and 22-23:

Technology: Begin the upgrade of Criminal Justice Information System RMS \$500,000
(\$50,000 per year for 10 years to the sinking fund)

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: Three 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 (\$60,000/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

Dennis M. Meyer

From: Patrick Condon
Sent: Wednesday, January 20, 2021 3:30 PM
To: Dennis M. Meyer
Cc: Bruce J. Prenda; Doug D. Cyr; Nicole Ringler; Christopher M. Turner
Subject: Mid-Term Budget

Dennis,
Surprisingly things look pretty good. We had one unplanned departure, Shelli Sabata. She was appointed a Juvenile Court Judge. She was an attorney II and one of our more senior attorneys. She had a pretty significant payout. Doug's payout will come in February or March, however even with these I think we will be ok as we gain quite a bit on the difference in salaries for their replacement, and when we will make those replacements. Doug's retirement we knew was going to occur.

I would ask for an additional \$25,000.00 for medical services. Our autopsy requests were up in December but has come down, some, here in January. I am not sure we will absolutely need the additional amount but we are about 6% ahead of where we budgeted.

Other than that request, I will be reminding the Board of my request that I said I would make at mid-term, and they said they would support, for two additional attorneys caused by the additional workload with all the new body worn cameras.

If you need more information let me know.

Patrick F. Condon
Patrick F. Condon
Lancaster County Attorney
575 South 10th Street
Lincoln, NE 68508
(402) 441-7670

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 20, 2021

SUBJECT: Mid-Year Budget Review for FY21
Planning for FY22-23

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, 2020.

GENERAL EXPENDITURE BUDGET

With 6 months of expenditure history, we estimate FY2021 budget to be on target by the end of the fiscal year. However, other driving factors due to COVID could change salaries, wages & benefits (SWB) as well as a higher demand in supply costs. Below are a few line items that could result in possible shortages.

- Salary Line items
 - Salaries (61110, 61210, 61250) are averaging 49.4% at the end of December. However, overtime (61310) is at 66.4%. If the trend continues, we're hoping this should offset any of the salary shortages, including group health insurance. (61530) We will continue to monitor these areas.
- Food Supplies (63910)
 - This line item is utilized to purchase additional food for inmate workers beyond their normal duties. Due to COVID, this includes extra cleaning of dorms, pods, booking areas, sewing masks and grounds duties.
- Our food service contract (64275) is currently on target. During budget reductions, we cut \$200,000 from this line item due to lower inmate populations. This will likely increase in the next 6 months as numbers continue to rise along with a consumer price index adjustment coming in February, 2021.
- Inmate Workers Programs (64278)
 - On November 3, 2020, Nebraska Amendment 1 was supported to remove language from the Constitution. With this amendment, we had to transform this program to reimburse all inmate workers within the facility, thereby increasing this line item from \$45,000 per fiscal year to approximately \$200,000. We expect a shortfall of \$55,000.

- Information Services (64285)
 - Due to the changes in invoicing this fiscal year, we paid an additional 2 months of services, July-August, 2020. Since the city fiscal year does not run concurrent to the county, these two months will cause a shortfall of \$75,000. This affects this current budget year because we are paying for 14 months of services. Fiscal 21-22 will resume a normal 12 month payment cycle.

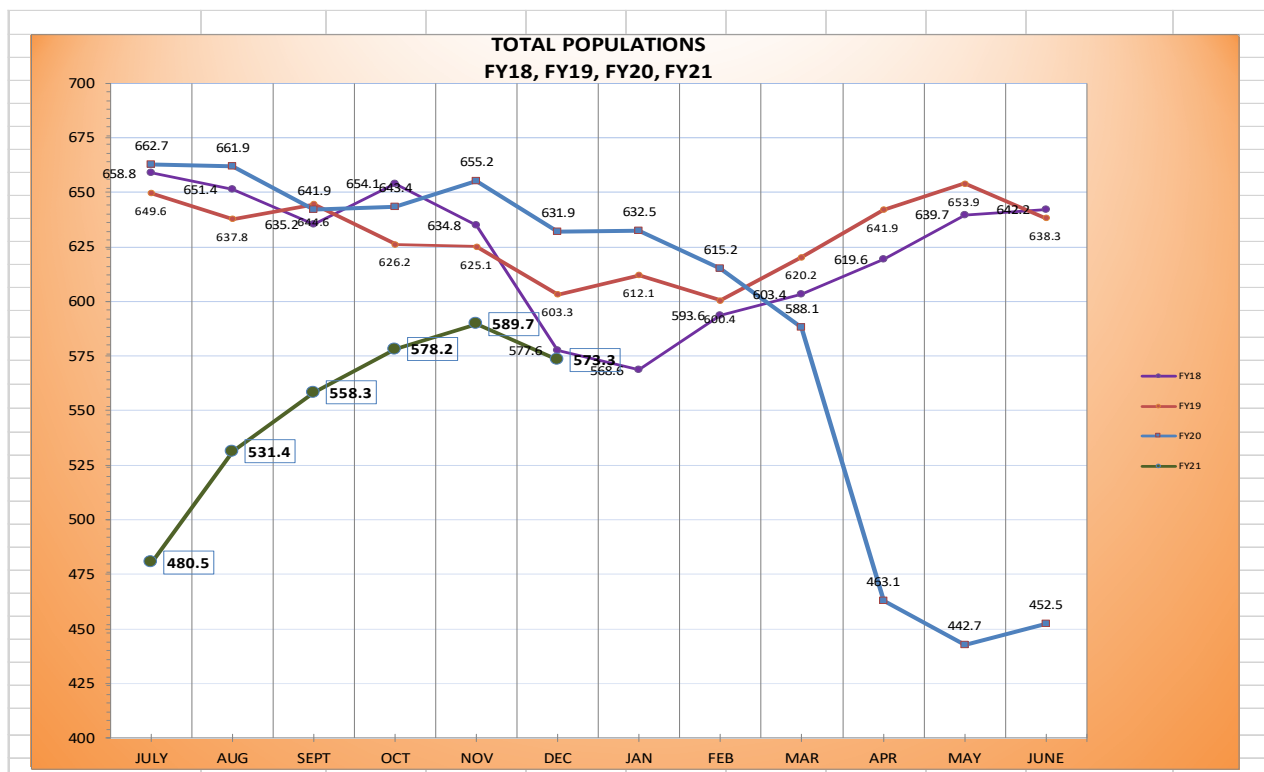
GENERAL REVENUE BUDGET

At this time, we project revenues will exceed requested budgeted amounts by approximately \$100,000. We have currently received 53.4% of the FY21 revenue budget.

We are expecting to be reimbursed approximately \$45,000 through a grant transfer for the new Mental Health Clinician that will offset SWB expenditures. This grant expires on September 30, 2023.

FUTURE CONSIDERATIONS

We are looking at adding a program called TruNarc. TruNarc can identify controlled substances, precursors and cutting agents. It also can identify emerging threats such as fentanyl and bath salts. It utilizes non-contact, non-destructive sampling for most samples. The user can scan directly through plastic bags or glass containers to minimize contamination, reduce exposure & preserve evidence. This increases officer safety in the field and reduces potential contamination of the evidence. A single test can identify more than 300 of the highest priority illicit and abused narcotics in a single drug test, thereby saving time & and money. GSA pricing would range from \$23,000-30K depending on the training warranty.



676 Community Corrections

Mid-year Budget adjustments

6768: Prior approved (December, 2020) Mental Health Clinician (9745) (February-June)

	FY 20-21	Full Year
Salary:	\$22,310	(\$53,556)
FICA:	\$1,707	(\$4097)
Retirement:	\$0.00	(\$3,481)
Group Health	\$2,732	(\$16,392)
PHEP:	\$0.00	(\$650)
Dental:	254.00	(610)
Total:	27,003	78,786

6776: Drug Screening Lead Technician X2 (February-June)

	FY20-21		Full Year	
One Employee			Two Employees	
	FY 20-21	Full Year	FY 20-21	Full Year
Salary:	\$12,096	(\$36,293)	\$24,192	(\$72,586)
FICA:	\$925	(\$2,776)	\$1,850	(\$5552)
Retirement:	0.00	(\$2,903)	0.00	(\$5806)
Group Health:	\$1365	(\$16,392)	\$2,730	(\$32,784)
PHEP	0.00	(\$650)	0.00	(\$1,300)
Dental	50.79	(610)	101.59	(1,220)
Total:	14,437		28,874	119,248

Mid Year Budget Update 20-21 Total Costs

6768	Diversion Services	\$ 27,003.00
6776	Drug Testing- 24/7	\$ 28,874.00
6760	Automon	\$ 50,000.00
		\$ 105,877.00

- OVERVIEW: <https://azure.microsoft.com/en-us/features/gov/>
- SLA: <https://azure.microsoft.com/en-us/support/legal/sla/summary/>

ENHANCEMENTS & PROFESSIONAL SERVICES

AutoMon may consider future enhancement requests. While consideration is given to all customer enhancement requests, AIMS is a SaaS platform, and any and all changes made for one customer are applied to all customers. Mutually-agreeable enhancement requests are performed on a Time and Materials basis (\$200.00/hour, 2020-21 pricing); Professional Services Time and Materials rates are subject to annual 3% annual increases.

FOUR (4)-YEAR COST SUMMARY

Product/Service	Year 1	Year 2	Year 3	Year 4	TOTAL
Annual Subscription <i>(includes Agency-wide Software License, Hosting on Microsoft Azure Government, Product Warranty, Support & Maintenance, product updates and upgrades)</i>	\$ 15,000.00	\$ 15,000.00	\$ 16,551.00	\$ 16,551.00	\$ 63,102.00
Data Migration	\$ 12,000.00				\$ 12,000.00
Project Management	\$ 8,000.00				\$ 8,000.00
System Configuration & Implementation	\$ 4,000.00				\$ 4,000.00
Training	\$ 3,000.00				\$ 3,000.00
Integration	\$ 8,000.00				\$ 8,000.00
TOTAL COSTS	\$ 50,000.00	\$ 15,000.00	\$ 16,551.00	\$ 16,551.00	\$ 98,102.00



Youth Services Center

1200 Radcliff Street

Lincoln, NE 68512

Phone (402) 441-7090

Fax (402) 441-5626

www.lancaster.ne.gov/youth

To: Dennis Meyer, Budget & Fiscal Director
From: Michelle Schindler, Director
Date: January 20, 2021
Subject: Mid-Year Budget Update for Youth Services Center

OVERALL

Expenditures are on target for this fiscal year which include expenses that were reimbursed by NEMA and BJA/Crime Commission funds to other county fund balances. Our agency applied for and the County has received \$800,982.58 for staffing (NEMA) and \$56,447 for supplies, juvenile transportation (out-of-state), and 6 laptops and computer accessories (BJA and various Crime Commission Funds).

There are two expenses that we need to address in FY21 that were not budgeted: the juvenile detention ice and water dispenser (\$7,000) and the gate sensors (\$40,000). The gate sensors are part of our security system that control opening and closing of all our security gates. We have one gate that has been malfunctioning resulting in 3 instances where it potentially posed a risk to vehicles entering and exiting the gate area.

We would like to reclassify a Team Leader position to a YSC Administrator at this time to help with overseeing the operations of the detention and direct care of the youth (\$2,000). This was previously approved by the Board in March 2018. We currently have YSC Administrator for business operations that was reclassified in April 2018 and this other position would be focused on detention operations of the facility.

The ice and water dispenser, gate sensors, and reclassification of this position can be covered in our FY21 agency budget if approved by the Board.

Revenues are projected to be under-collected by \$405,000 by year end with two major contributing factors: lower resident population (Probation) and lower actual education service expenses.

- Our revenue budget is based on 16.3 billable youth per day. Our actual average for the past 6 months is 13.5 billable youth per day. Our resident population (Probation) has increased the past 3 months and our new projection for year end is 14 billable youth per day. This accounts for \$252,000 under collected by year end. COVID has impacted our housing revenues and if the situation continues to improve, we could see this \$252,000 shrink more by year end.
- Education service charges are underspent which will result in \$153,000 under-collected revenues (6787.55810).
 - Education service expenses are projected to be \$136,335.71 underspent (6787.64180).
 - The discrepancy has to do with timing and actual expenses from school year to fiscal year. For example, the Spring 2020 semester is reimbursed in FY21 not the same fiscal year the expenses are incurred in.

We will continue to provide updates to potential impacts to both revenues and expenditures as they become available.

FUTURE YEAR EXPENDITURES

Security Systems

- \$2,000-\$20,000 Youth Security Safety Check System
 - Replace individual security check module or if not available replacement of the system.
 - There's potential to have this integrated with the CJIS system so this project is on hold until there's more known about the direction of CJIS.
- \$10,000 Walkthrough Metal Detectors
 - Replace detector in Front Lobby and Intake Area.

Computer Equipment

- \$10,000 replacement of 10 agency workstations (\$8,000) and 1 standard conference room projector (\$1,000-\$2,000).

Transportation

- \$25,000 transportation van and safety/security accessories.
 - All current transportation vehicles are over 10 years old and require more maintenance.



Lincoln/Lancaster County

555 So 10th Street, Suite 107
Lincoln, NE 68508
402-441-6868
402-441-6805 Fax
www.lancaster.ne.gov

January 20, 2021

Sara Hoyle Human Services Director
shoyle@lancaster.ne.gov

Rick Vest, Chair
Lancaster County Board of Commissioners
555 South 10th Street, Suite 110
Lincoln, NE 68508

Re: Mid-Year Budget Review

Dear Commissioner Vest,

Per your request for Mid-Year budget review, the Human Services Office is anticipating a shortfall to our current year budget. This shortfall is estimated at \$800,000 for General Assistance Client Services in business unit 8010. This is due to the closing out of several hospital claims.

Concerning future year expenditures, I am anticipating a technology cost under \$5,000 for year two of the upcoming fiscal years. This is per our practice of updating 2 department computers.

The General Assistance Office will have no staff remaining in the upcoming fiscal years. This is a reduction of 3 staff from the current budget. Business Unit 8010 should have minimal expenditures (DHHS office rent and cremation expenses) in future fiscal years. Business Unit 8040 will be obsolete after this fiscal year.

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

Sincerely,

Sara Hoyle
Director
Lincoln/Lancaster Human Services



**LANCASTER COUNTY
VETERANS SERVICE CENTER
Room 373
605 S. 10th Street
Lincoln, NE 68508**

January 19, 2021

Lancaster County Board of Commissioners
Attn: Dennis Meyer
Lancaster County Budget & Fiscal Officer
555 South 10th Street, Suite 110
Lincoln NE 68508

Concerning the mid-year budget review for 803 the Veterans Service Office, we have noted the following possible shortages.

61110 Official's Salary	requesting an additional \$2,500.00
61210 Regular Salary	requesting an additional \$1,900.00
61250 Retirement Contributions	requesting an additional \$150.00
61350 Group Health Insurance	requesting an additional \$200.00
61660 Post-Employment Health	requesting an additional \$150.00
63295 Veterans Grave Emblems	requesting an additional \$650.00
64710 Meals	requesting an additional \$500.00
64715 Lodging	requesting an additional \$1,500.00
64725 Mileage	requesting an additional \$600.00
65670 Enrollment Fee & tuition	requesting an additional \$500.00

\$8650.00 total

We always have many requests for the grave emblems around Memorial Day and we would like to obtain an additional 35 more markers before the next budget cycle.

The Service officer training in Omaha, NE in April and National accreditation training in Madison, WI June 2021 accounts for additional meals, lodging, mileage and tuition requested.

I hope this information is helpful. Please call 402 441-7361 if you have any questions.

Thank you.


Rick Ringlein
Veterans Service Officer
Lancaster County, Nebraska

MENTAL HEALTH CRISIS CENTER OF LANCASTER COUNTY

825 J Street • Lincoln, Nebraska 68508
Phone: (402) 441-8276 • FAX (402) 441-8624

Scott Etherton
Director

Sanat Roy MD D.L.F.A.P.A.
Medical Director

1/15/2021

Re: Mid Year Budget

Dennis,

Looking at the mid-year budget, my areas of concern for the remaining budget year are salaries and overtime.

Regular salaries are 1.4% over for the first six months. Accounting for cost of living and merit raises should balance this area.

Temporary salaries are 4.4% and overtime is 30.4% over the current budget. Cost of living also effects this number but other reasons also account for this change. Temporary salaries are made up of staff that provide coverage for all type of full-time staff absences.

During this period, we have had two FT technicians off for a significant length of time. One technician was working a modified duty schedule under workers comp for at least 4 of the 6 months, and his regular shifts were filled by temporary staff for the six-month time period. Another workers comp case for a technician involved similar modified duty and shift coverage for around 2 months. We had a full-time technician off for childbirth starting the middle of July, taking off the full FMLA period and then turned in her resignation requiring the hiring and training of a new technician, who just began working his shift at the end of December.

We have had a number of COVID related absences that had to be covered by temporary staff.

We have hired two training classes of temporary technicians due to turnover and the need for more coverage due to the reasons detailed above. When we have to have cover more shifts due to absences, it also increases the amount of overtime that is used to cover the shifts. Temporary staff cannot always cover short notice shifts which leads to overtime for full-time staff.

Other expenses are lower at this time because of COVID but it has not made up for the overall expenses due to the increase in salary & wages.

Scott Etherton



Lancaster County Weed Authority

444 Cherrycreek Road, Building B
Lincoln, NE. 68528
Office: 402.441.7817
Email: weeds@lanaster.ne.gov

Lancaster Weed Authority - Mid-year Budget Review

January 14, 2021

Dennis Meyer,

I've reviewed our current budget as of the end of December and projected our expenses and revenue out to the end of the budget year. Here are my thoughts and projections;

Cost of living increase for the three full time staff, will add an additional expense.

COVID 19 has had some effect on our budget both negative and positive. We had to install plexiglass barriers in our office which was an expense. However, since most of my trainings were canceled or done via zoom, I did not have the lodging, meals or other travel cost this year.

Expenses should come in on target; however, it is always challenging to estimate how much revenue will be collected in the second half of the budget cycle. Projections show revenue to come in -\$12,907 short of projections. We should be able to offset that shortfall with the money left in our Noxious Weed enforcement fund (64295), which is showing \$16,817 remaining.

Projections to the end of June look like we should be able to meet our budget. I will continue to monitor the rest of this year and reach out if something happens that I didn't anticipate.

After a reviewing our current budget, I do not request any additional funds for the current budget year.

Brent Meyer

Lancaster County Weed Superintendent

January 15, 2021

Dennis Meyer
Budget & Fiscal

Kerin Peterson
County/City Property Management

Re: **Mid-Year Budget Review – FY20/21**

Here are a few brief notes for Fund 66 and Fund 51:

Fund 66 – No expenditures anticipated to exceed the approved budget of \$802,255.

Fund 51 – Actual and anticipated expenditures for building improvements are not expected to exceed the approved \$180,000 budget.

I do not anticipate any additional staffing needs or other capital items for the remainder of FY20/21 or for FY21/22.

Please let me know if you'd like more information or clarification.