

**MINUTES
LANCASTER COUNTY BOARD OF COMMISSIONERS
BUDGET MEETING
TUESDAY, JULY 25, 2023
IMMEDIATELY FOLLOWING THE BOARD OF COMMISSIONERS MEETING
COUNTY CITY BUILDING, ROOM 112**

Advanced public notice of the meeting was posted on the County-City Building bulletin board, the Lancaster County, Nebraska, website and emailed to the media and published in the Lincoln Journal Star print and digital editions on July 21, 2023.

Commissioners present: Christa Yoakum, Chair; Sean Flowerday, Vice Chair; Roma Amundson, Matt Schulte and Rick Vest

Others Present: David Derbin, Chief Administrative Officer; Kristy Bauer, Deputy Chief Administrative Officer; Dennis Meyer, Budget and Fiscal Officer; Courtney Lyons, Deputy County Clerk; and Angela Zocholl, County Clerk's Office

Yoakum called the meeting to order at 10:39 a.m. and announced the location of the Nebraska Open Meetings Act.

AGENDA ITEM

1) APPROVAL OF BUDGET MEETING MINUTES FOR JULY 18, 2023

MOTION: Vest moved and Amundson seconded approval of the minutes. Vest, Amundson, Schulte, Flowerday and Yoakum voted yes. Motion carried 5-0.

2) BUDGET OVERVIEW – Dennis Meyer, Budget and Fiscal Officer

A. Microfilm Project – Troy Hawk, Clerk of the District Court

Meyer reminded the Board of the budget request for a microfilm project in the Clerk of the District Court's Office using sinking funds.

Troy Hawk, District Court Clerk, discussed his microfilming project. Microfilm in his office has started to deteriorate. He asked Brian Pillard, Records Manager at Records and Information Management, to help copy the old microfilm to new microfilm. The rate, however, would be slow. Hawk said he received a cost estimate from BMI Imaging Systems (BMI) to complete the project for \$275,000. BMI would scan the existing microfilm to digital images.

Hawk stated that of the 4,000 microfilm rolls, there may be some he is not required to keep under the retention schedule. He is working with Pillard to determine what to keep according to the retention schedule.

Pillard expressed support for the project.

Schulte asked if the County continues to generate microfilm. Hawk answered since 2020, any record

that is entered into an online system does not need to be microfilmed. There are records, however, that are documents from before 2020 that still need to be microfilmed. Pillard added his office often creates microfilm from scanned images. Hawk noted his office keeps some physical copies that are of interest to the public or that are required under the retention schedule. When the retention schedule allows the originals to be destroyed, those documents are then converted to microfilm.

Schulte asked if the microfilm in the Clerk of the District Court's Office needs to be retained after converting to digital copies. Hawk answered yes and that BMI would help with preservation. Hawk reviewed the history of retention of permanent records. Schulte asked if digital records were accessible to the public, and Hawk answered he plans to make digital records accessible online. Flowerday asked if that would be included in the project cost, and Hawk said the building of the system would be included but that it would be an ongoing cost.

Schulte expressed support for the project. Hawk thanked the Board for considering the project. Yoakum thanked Hawk for appearing to discuss the project.

Meyer displayed an updated budget document (see agenda packet). Meyer reviewed the summary of expenditures, noting a 0.51 percent increase, and discussed proposed changes in expenses in this year's budget. He also discussed expenses in the last budget year compared to what was budgeted for that year.

The proposed General Fund budget compared to last year would increase by 4.89 percent, or \$7 million. Funds 21 and 22 are increasing by \$5 million. These increases will be offset by a decrease in grants funds and an increase in gaming tax revenue.

Meyers estimated the levy will decrease by about 3.5 percent, with a 4 percent increase in tax dollars. Salaries and benefits will increase by 5.72 percent. Cash reserves will increase by \$2.1 million. He estimated he will have a proposed budget draft completed by Friday.

The budget hearing date is tentatively scheduled for Tuesday, August 29, with adoption on September 5.

3) ADJOURNMENT

MOTION: Amundson moved and Vest seconded to adjourn at 11:10 a.m.. Flowerday, Vest, Amundson, Schulte and Yoakum voted yes. Motion carried 5-0.



Matt Hansen
Lancaster County Clerk

