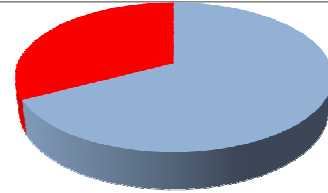


LANCASTER COUNTY
EXPENDITURES BY BUSINESS UNIT WITH OUTSTANDING ENCUMBRANCES

FUND	General Fund	00011
BU	Records Info Mgmt	6480
UPDATED	4/11/2017	

FY18 Request

- Salary & benefit - 67%
- Capital outlay - 0%
- Operating - 33%



Budget Summary	Current Year Budget FY17	97% of operating & capital base	FY18 Budget Request	% Change in Budget FY17 to FY18	Request Amt Over/(Under) 97%
Salaries & benefits	\$424,518		\$438,841	3.4%	
Operating & capital outlay - base	\$219,935	\$213,337	\$213,337	-3.0%	\$0
Total Budget	\$644,453		\$652,178	1.2%	

Object #	Object Description	Prior Year FY16 Actuals	FY17 Current Year Budget	FY17 Current Year To-Date Actuals	FY17 Outstanding Encumbrances	FY18 Next Year Budget Request	% Change in Budget FY17 to FY18
61210	Regular Salary	287,383	288,586	219,469	0	295,615	2.4%
61250	Temporary Salary	1,409	3,212	1,330	0	3,284	2.2%
61510	FICA Contributions	20,881	22,323	15,894	0	22,866	2.4%
61520	Retirement Contributions	20,086	21,585	15,347	0	21,169	-1.9%
61530	Group Health Insurance	84,724	84,262	64,316	0	91,262	8.3%
61540	Group Dental Insurance	2,950	2,976	2,258	0	3,048	2.4%
61650	Long-Term Disability	962	924	686	0	947	2.5%
61660	Post-Employment Health Program	655	650	485	0	650	0.0%
63110	Office Supplies	231	400	66	0	300	-25.0%
63270	Production Supplies	10,951	15,000	10,396	0	15,000	0.0%
63345	Other Operating Supplies	2,980	5,000	2,137	0	4,000	-20.0%
63510	Motor Fuels	1,417	2,800	1,235	0	2,600	-7.1%
64170	Equip Maintenance Agreements	9,768	9,768	2,414	7,243	10,048	2.9%
64175	Comput Softwr Maint/License	190	3,308	71	0	0	-100.0%
64285	City Information Services	18,824	19,083	14,269	0	19,947	4.5%
64286	VOIP Information Services	953	406	418	0	400	-1.5%
64295	Other Misc Contracted Svs	4,447	6,294	3,816	0	5,294	-15.9%
64710	Meals	0	140	40	0	0	-100.0%
64715	Lodging	0	500	560	0	0	-100.0%
64720	Fares	0	500	387	0	0	-100.0%
64725	Mileage	0	0	68	0	0	
64730	Parking & Tolls	0	0	25	0	0	
64810	Telephone - Local	14	0	0	0	0	
64855	Postage	84	90	56	0	90	0.0%
64915	Photocopying	776	900	617	0	850	-5.6%
65245	Client Production Pay	36,173	36,000	23,224	0	36,000	0.0%
65660	Memberships & Dues	334	384	334	0	384	0.0%
65670	Enrollment Fees & Tuition	210	1,199	1,194	0	300	-75.0%
65845	Other Misc Fees & Services	0	0	125	0	0	
65920	Vehicle Insurance	1,049	1,153	1,011	0	1,062	-7.9%
66210	Motor Vehicle R&M	1,122	2,000	1,898	0	2,500	25.0%
66260	Microfilm Equipment R&M	784	5,000	2,187	0	4,552	-9.0%
66520	Building Rent	110,009	110,010	91,674	0	110,010	0.0%
Individual ledger		\$619,366	\$644,453	\$478,006	\$7,243	\$652,178	1.2%

**LANCASTER COUNTY
REVENUES BY BUSINESS UNIT**

FUND	General Fund	00011
BU	Records Mgmt Rev	6480
UPDATED	4/11/2017	

Object #	Object Description	Prior Year FY16 Actuals	FY17 Current Year Budget	FY17 Current Year To-Date Actuals	FY18 Next Year Budget Request	% Change in Budget FY17 to FY18
55420	Image Capture Fees	(49,673)	(52,760)	(41,908)	(50,000)	-5.2%
55864	Consultation & Education	0	0	(8,899)	0	
55884	Records Storage	(22,693)	(22,510)	(18,715)	(22,548)	0.2%
55896	Other Reimb & Refunds	(17,282)	(17,400)	(13,270)	(18,000)	3.4%
		(\$89,648)	(\$92,670)	(\$82,791)	(\$90,548)	-2.3%

**LANCASTER COUNTY
PERSONNEL SUMMARY FORM
2017-18 BUDGET**

Business Unit #: 6480

Business Unit Name: Records & Information Management

CLASS	CLASS TITLE	# OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY 16-17 Budgeted	FY 17-18 Requested		FY 16-17 Budget	FY 17-18 Request
7192	Records Coordinator	1	1		75,715	77,295
2450	Imaging Specialist	1	1		47,384	48,452
2460	Imaging Clerk	2	2		88,636	90,284
2449	Records Courier	2	2		76,851	79,584
2449	Records Courier (on-call)	.1	.1		3,212	3,284
TOTALS		6.1	6.1		291,798	298,899

**Lancaster County
Employee Information
2017-18 Budget**

Department Name Records & Information Management

Identify the number of employees as of the beginning of the fiscal year and use what was used for budget purposes.	FY16-17 Budget	FY17-18 Request
Number of Full Time Equivalents (FTE's)	6.10	6.10
Breakdown of FTE's:		
Full Time	6.00	6.00
Part Time		
Temporary		
On Call	0.10	0.10
Positions not filled		
Breakdown of Employees:		
Number within pay steps of pay plan (merit plus COLA)	1.00	1.00
Number at final step or no pay plan (COLA only)	5.00	5.00
Health Insurance Breakdown by Number of Employees:		
Single	2.00	2.00
2/4 Party	3.00	2.00
Family	1.00	2.00
Retirements:		
Number of Employees		
Cost of Payouts		
(Include Vacation and PEHP)		

**LANCASTER COUNTY
REQUEST FOR CONTRACTUAL SERVICES & LEASES
2017-18 BUDGET**

Business Unit #: 6480

Business Unit Name: Records & Information Management

DESCRIPTION	FUTURE IMPACT	BUDGET AMOUNT		
		<u>OBJECT CODE</u> DESCRIPTION	#	AMOUNT
Security Monitoring by NECO	on-going service	Other misc. contracts	64295	294
Contract with Community Alternatives for microfilming and scanning labor	on-going service	Client Production Pay	65245	36,000
Contract with Community Alternatives for shredding labor	on-going service	Other misc. contracts	64295	2,500
Contract with Datashield	on-going service	Other mis. Contracts	64295	2,500
			TOTAL:	41,294

**LANCASTER COUNTY
REQUEST FOR MEMBERSHIPS, SUBSCRIPTIONS, SCHOOLS,
CONFERENCES, TRAVEL AND SUBSISTENCE
2017-18 BUDGET**

Business Unit #: 6480

Business Unit Name: Records & Information Management

NAME & POSITION	EXPLANATION & JUSTIFICATION	BUDGET AMOUNT		
		OBJECT CODE DESCRIPTION	#	AMOUNT
Brian Pillard Records Manager	Association of Records Managers & Administrators (ARMA)	Dues	65660	215
	Association for Information & Image Management (AIIM)	Dues	65660	169
	ARMA local chapter seminar	Registration	65670	150
	ARMA local chapter local meetings	Registration	65670	150

**LANCASTER COUNTY
REQUEST FOR MAINTENANCE AGREEMENTS
2017-18 BUDGET**

Business Unit #: 6480

Business Unit Name: Records & Information Management

DESCRIPTION	JUSTIFICATION	BUDGET AMOUNT		
		<u>OBJECT CODE</u> DESCRIPTION	#	AMOUNT
Maintenance agreement for Kodak Prostar Archive Processor	This is an essential machine with expensive repair costs if needed.	Equipment Maintenance Agreements	64170	3,749
Maintenance agreement for Kodak Document Archive Writer	The per call rate without a maintenance agreement is outrageous. This agreement also includes software upgrades and support.	Equipment Maintenance Agreements	64170	6,299
Kofax Capture software maintenance agreement	To keep our three licenses up to date and maintain support for our scanning software. We use this daily for most of our scanning projects.	Computer Software Maintenance Agreements paid through IS	64285	3,308

Microcomputer Estimate

County Records Management	
Control #	157346

Funding Source	
Acronym:	CRM
Special Funding Source:	
Records Management	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
* Scanner, Canon DR-G1100	DR-G1100	\$3,928.61	1	\$15.00	\$3,943.61
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$3,928.61			\$3,943.61

Software	PART #	Purchase Cost	Qty	
NO SOFTWARE				
Total Software Cost:		\$0.00		\$0.00

Total Hardware/Software Cost	\$3,943.61
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Estimated Installation Costs:	\$0.00
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Total System Cost:	\$3,943.61
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Department	Division	Mandated by ...	Service	Basis of Estimate	Total Estimated Cost	Salaries & Benefits	Operating Costs	Contracted Services	Capital Outlay	Additional Staffing	Unresolved Issues	Total w/ Additional Staffing and Unresolved Issues	Total Estimated Revenue	Non-Mandated	Unfunded Mandates
Records & Information Management (RIM)			Convert records to electronic format	We provide electronic conversion services to county departments, city departments, and LES. We convert from paper records to images, We convert from paper images to permanent microfilm. We also write electronic images to microfilm for permanent retention. Departments we serve include Assessor/Register of Deeds, County Attorney, County Clerk, Corrections, Election Commissioner, County Engineer, Public Defender, Sheriff, County Treasurer, LES, Health, Human Resources, Planning, Building & Safety, City Attorney, Finance, Fire & Rescue, Parks & Recreation, LPD, and Public Works & Utilities. We scan over one million images per year.	\$360,192	\$246,386	\$77,806	\$36,000				\$360,192	\$50,000		
Records & Information Management (RIM)			Provide records storage, records retrieval services, and records destruction services.	We provide records storage and retrieval services to county departments, city departments, and LES. Our records center contains over 35,000 cubic feet (one cubic foot = one box). We have a records center application in Intralinc for our users to enter new box information and for them to make requests for records from the records center. For FY16, we processed 10,217 requests. We pick up from departments	\$192,070	\$107,492	\$79,284	\$5,294				\$192,070	\$22,548		
Records & Information Management (RIM)			Provide records and mail delivery services	Because we have two vehicles and we are already out making deliveries, we also deliver mail for county and city departments that are not at the County-City building/Justice and Law Enforcement Center complex. We deliver for/to Information Services, Health Department, County Treasurer 2 locations, Election Commissioner, Parks & Recreation, General Assistance, Youth Services Center, Public	\$79,334	\$73,698	\$5,636					\$79,334	\$18,000		
Records & Information Management (RIM)			Consult with agencies regarding their records mangement policies and practices	We assist County and City departments in developing records management strategies including electronic imaging, microfilm options, hard copy storage. We assist departments in developing their records retention schedules and advise them regarding proper format, storage, and retrieval strategies.	\$20,582	\$11,265	\$9,317					\$20,582	\$0		
TOTALS BY DEPARTMENT					\$652,178	\$438,841	\$172,043	\$41,294	\$0	\$0	\$0	\$652,178	\$90,548		