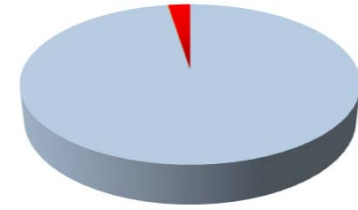


**LANCASTER COUNTY
EXPENDITURES BY BUSINESS UNIT**

FY19 Request

- Salary&benefit - 97%
- Capital outlay - 0%
- Operating - 3%



FUND	General Fund	00011
BU	Budget & Fiscal Division	6110
UPDATED	4/6/2018	

Budget Summary		Current Year Budget FY18	FY19 Budget Request	% Change in Budget FY18 to FY19	Amount Over/(Under) FY18
Salaries & benefits		\$342,868	\$391,601	14.2%	
Operating & capital outlay - base		\$10,347	\$10,708	3.5%	\$361
Total Budget		\$353,215	\$402,309	13.9%	

Object #	Object Description	Prior Year FY17 Actuals	Current Year Budget FY18	Current Year FY18 To-Date Actuals	Next Year FY19 Budget Request	% Change in Budget FY18 to FY19
61110	Official's Salary	104,389	105,163	78,835	107,879	2.6%
61210	Regular Salary	147,605	147,505	111,748	157,689	6.9%
61250	Temporary Salary	0	0	0	3,892	n/a
61510	FICA Contributions	18,471	19,329	13,913	20,614	6.6%
61520	Retirement Contributions	19,655	19,708	14,866	18,542	-5.9%
61530	Group Health Insurance	45,833	46,576	34,932	45,197	-3.0%
61540	Group Dental Insurance	1,829	1,828	1,371	1,778	-2.7%
61650	Long-Term Disability	787	809	591	761	-5.9%
61660	Post-Employment Health Program	1,958	1,950	1,448	35,249	1707.6%
64286	VOIP Information Services	616	601	451	600	-0.2%
64855	Postage	92	100	41	100	0.0%
64910	Printing	127	150	151	150	0.0%
64915	Photocopying	496	1,000	334	600	-40.0%
65665	Books & Subscriptions	0	300	0	300	0.0%
66520	Building Rent	8,196	8,196	6,830	8,358	2.0%
67465	Furniture & Fixtures	529	0	0	600	n/a
		\$350,583	\$353,215	\$265,510	\$402,309	13.9%

**LANCASTER COUNTY
REVENUES BY BUSINESS UNIT**

FUND	General Fund	00011
BU	Budget	6110
LAST UPDATED	4/6/2018	

Object #	Object Description	Prior Year FY17 Actuals	Current Year Budget FY18	Current Year FY18 To-Date Actuals	Next Year FY19 Budget Request	% Change in Budget FY18 to FY19
55495	Other Miscellaneous Fees	(28,101)	(26,245)	(15,372)	(26,245)	0.0%
		(\$28,101)	(\$26,245)	(\$15,372)	(\$26,245)	0.0%

LANCASTER COUNTY
PERSONNEL SUMMARY FORM
2018-19 BUDGET

BUSINESS UNIT #: 6110

BUSINESS UNIT NAME Budget & Fiscal

CLASS	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY17-18 BUDGETED	FY18-19 REQUESTED		FY17-18 BUDGET	FY18-19 REQUEST
7197	Budget & Fiscal Officer	1	1	MSS	105,163	107,879
360	Grant Coordinator (C14)	1	1	\$51,397 - \$65,836	64,230	65,836
2845	Accountant (C21)	1	1	\$65,836 - \$84,332	83,274	91,853
	Temp - Accountant (4th Quarter - 8 hrs/week)		0.05			3,892
TOTALS		3	3.05		252,667	269,460

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

Department Name Budget & Fiscal

Identify the number of employees as of the beginning of the fiscal year and use what was used for budget purposes.	FY17-18 Budget	FY18-19 Request
Number of Full Time Equivalents (FTE's)	3.00	3.05
Breakdown of FTE's:		
Full Time	3.00	3.00
Part Time		
Temporary		0.05
On Call		
Positions not filled		
Breakdown of Employees:		
Number within pay steps of pay plan (merit plus COLA)		1.00
Number at final step or no pay plan (COLA only)	3.00	3.00
Health Insurance Breakdown by Number of Employees:		
Single	1.00	1.00
2/4 Party	1.00	1.00
Family	1.00	1.00
Retirements:		
Number of Employees		1.00
Cost of Payouts (Include Vacation and PEHP)		33,450.00

LANCASTER COUNTY
REQUEST FOR CAPITAL OUTLAY
2018-19 BUDGET

BUSINESS UNIT #: 6110

BUSINESS UNIT NAME Budget & Fiscal

OBJECT	ITEM DESCRIPTION	# REQUESTED	NEW = N REP = R	UNIT COST	TOTAL COST	AMOUNT REQUESTED	JUSTIFICATION
67465	Furniture & Fixtures	1				600	Chair for new Accountant
TOTAL CAPITAL OUTLAY						600	

From: [Dennis M. Meyer](#)
To: [PCRequest](#)
Subject: FY18-19 cost estimate
Date: Wednesday, March 28, 2018 10:08:20 AM

I need a cost estimate for a HP Elitebook 360.

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

Microcomputer Estimate

03/28/2018

County Budget and Fiscal	
Control #	169821

Funding Source	
Acronym:	CCN
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
HP Elitebook x360 1030 G2 i5-7200U 128GB SSD, 8GB RAM, W10P, 13.3" 1920x1080, 1/1/0	1BS95UT#ABA	1,175.00	1	\$2.00	\$1,177.00
HP Elitebook x360 1030 G2 i5-7300U 256GB SSD, 8GB RAM, W10P, 13.3" 1920x1080, 3/3/0	1BS97UT#ABA	1,345.00	1	\$2.00	\$1,347.00
HP Elitebook x360 1030 G2 i7-7600U 512GB SSD, 8GB RAM, W10P, 13.3" 1920x1080, 3/3/0	1BS99UT#ABA	1,560.00	1	\$2.00	\$1,562.00
HP Elitebook x360 1030 G2 i7-7600U 512GB SSD, 16GB RAM, W10P, 13.3" 1920x1080, 3/3/0	1BT00UT#ABA	1,695.00	1	\$2.00	\$1,697.00
HP Pick up and Return w/ Accidental Damage Protection 3 Yr Warranty for G2 Notebooks	U4400E	150.00	1		\$150.00
HP Elitebook x360 1030 G2 i5-7200U 256GB SSD, 8GB RAM, W10P, 13.3" 1920x1080, 1/1/0 w/ 4G/LTE	2HH33UT#ABA	1,403.00	1	\$2.00	\$1,405.00
HP Elitebook x360 1030 G2 i7-7600U 512GB SSD, 16GB RAM, W10P, 13.3" 1920x1080, 3/3/0 w/ 4G/LTE	2HT66UT#ABA	1,686.00	1	\$2.00	\$1,688.00
HP Pick up and Return w/ Accidental Damage Protection 3 Yr Warranty for G2 Notebooks	UD008E	150.00	1		\$150.00
Samsung USB 2.0/3.0 Slimline External DVDRW Drive	SE-218GN/RSBD	24.95	1		\$24.95
HP Essential Messenger case (Fits up to 17.3")	H1D25AA	20.00	1		\$20.00
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$9,208.95			\$9,220.95

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

Total Hardware/Software Cost **\$9,245.95**

Estimated Installation Costs: **\$0.00**

Total System Cost: **\$9,245.95**

Department	Division	Mandated by ...	Service	Basis of Estimate	Total Estimated Costs	Salaries & Benefits	Operating Costs	Contracted Services	Capital Outlay	Additional Staffing	Unresolved Issues	Total w/ Additional Staffing and Unresolveds Issues	Total Estimated Revenue	Non-Mandated	Unfunded Mandates
			Service - A series of Activities that provide direct benefit to, or interaction with the citizens, or inner workings of the county government.	Basis of Estimate - A description explaining the rationale for the skills, experience and number of staff as well as other resources needed to perform the stated Service.		Salaries & Benefits - Total amount needed to perform Service	Operating Costs - Total amount needed to perform Service	Contracted Services - Total amount needed to perform Service	Capital Outlay - Total amount needed to perform Service	Amount needed for additional staffing requested.	Amount needed for enhancements to funding for Services or Functions.		Amount expected to receive by Service	Identify services that are not mandated (N)	Identify unfunded mandates (U), services provided to/for the State that are not adequately funded (AF), and fees that can't be increased to cover costs due to statutory limits (S)
Budget & Fiscal		Nebraska Budget Act, County Budget Act	Prepare, Monitor and Communicate County Budget	Prepare and distribute instructions and information to departments; File proposed county budget with County Clerk by August 1; Facilitate a meeting with the Budget Monitoring Committee; Prepare information for budget hearing and resolutions for the adoption of the budget; File adopted budget with State Auditor's office by September 20; Monitor budget activity throughout the year through reports to the County Board; Facilitate Mid Year Budget Review with County Board. The budget process requires involvement of Budget & Fiscal Officer (55%), Accountant (15%) and Grant Coordinator (5%). Lancaster County's budget accounts for more than \$185 million in expenditures.	\$112,234	\$109,579	\$2,565		\$90			\$112,234			
Budget & Fiscal		23-1608, Uniform Grant Guidance (2 CFR 200), Auditor of Public Accounts Title 41	Prepare County Financial Reports	Prepare all adjusting year end journal entries along with the financial statements and footnotes for the County and Crisis Center audits; Prepare the Schedule of Expenditures of Federal Awards for the annual Single audit; Monitor and reconcile fixed asset information; File semi-annual reports with the Nebraska Department of Economic Development for the Revolving Loan Program; Prepare legislative fiscal notes when needed. The financial reports process requires involvement of Budget & Fiscal Officer (20%), Accountant (30%) and Grant Coordinator (15%).	\$92,410	\$89,837	\$2,393		\$180			\$92,410			
Budget & Fiscal			County Financial System	Lancaster County utilizes JD Edwards (JDE) as the software product for the county financial system. Duties of the Budget & Fiscal Officer (5%) include: act as liaison between the County Board and Information Services concerning the financial system. Duties of the Accountant (17%) include: act as liaison with the vendor; provide training and templates to users to enhance agency access to financial information; make recommendations to users on expanded use and availability of data. The Budget & Fiscal office utilizes Global software and has pushed it out to other departments that are excel users and provide training and support for users.	\$35,225	\$34,254	\$869		\$102			\$35,225			
Budget & Fiscal		R-08-0075 (Creation of JPA), Nebraska Budget Act, 84-304.01, Auditor of Public Accounts Title 41	Prepare Reports for the Correctional Facility Joint Public Agency (JPA)	Responsible for all financial activity of the JPA. Duties for the Budget & Fiscal Officer (5%) include: prepare and file a budget with the State Auditor's office by September 20; coordinate and prepare information for quarterly board meetings; prepare all payment vouchers; prepare and file continuing disclosure documents for the outstanding debt. Duties for the Accountant (5%) include: prepare adjusting year end journal entries along with the financial statements, footnotes and MD&A so annual audit can be filed with State Auditor's office by December 31.	\$15,665	\$15,313	\$322		\$30			\$15,665			
Budget & Fiscal			Prepare Reports for the Public Building Commission (PBC)	Monitor and review financial activity of the PBC. Duties for the Accountant (20%) include: Prepare adjusting year end journal entries along with the financial statements, footnotes and MD&A so annual audit can be filed with State Auditor's office by December 31; provide assistance in budget preparation and monitor budget activity throughout the year; make all bond payments to ensure activity is correctly recorded; provide assistance in accounting matters. PBC reimburses the County Budget & Fiscal office for the Accountant's time.	\$32,203	\$31,568	\$515		\$120			\$32,203	\$17,498		
Budget & Fiscal			Prepare Reports for the Railroad Transportation Safety District (RTSD)	Monitor and review financial activity of the RTSD. Duties for the Accountant (10%) include: Develop financial reports and present at quarterly meetings; develop budget information, 12 year cash flows and formulate CIP's for use by Executive Director; recommend investment cash levels; liaison with external auditor for preparation of financial statements and annual audit; develop and maintain historical financial spreadsheets for website publication; and provide accounting support and recommendations as requested from Executive Director. RTSD reimburses the County Budget & Fiscal office for the Accountant's time.	\$16,069	\$15,784	\$225		\$60			\$16,069	\$8,747		
Budget & Fiscal		Uniform Grant Guidance (2 CFR 200)	Coordinate Financial Activity for Grants	Monitor and review financial activity of the federal and state grants. Duties for the Grant Coordinator (80%) include: work with all Human Services grants and other grants on an as needed basis; prepare financial quarterly reports and maintain records of matching funds; prepare annual reports; work with the contract process, create the contracts and ensure payments are allowable per grant and/or contract; monitor subgrantees.	\$70,842	\$68,266	\$2,576					\$70,842			

Budget & Fiscal		SEC Rule 15c2-12	Bond Issuances and Continuing Disclosure Requirements	Lancaster County has no debt but is involved when other political subdivisions issue debt. Duties for the Budget & Fiscal Officer (10%) include: Discuss budget information, audit information and overall economic conditions in regard to Lancaster County with bond rating agencies; prepare and file all required continuing disclosure reports for the County, Correctional Facility JPA and Fairgrounds JPA; prepare information and forward to the City of Lincoln for the PBC filing requirement.	\$15,165	\$14,843	\$322				\$15,165			
Budget & Fiscal		Uniform Grant Guidance (2 CFR 200)	Coordinate the Preparation of the Cost Allocation Plan	Coordinate the preparation of the cost allocation plan which also includes the calculation of indirect cost rates. This process requires involvement of the Budget & Fiscal Officer (5%).	\$7,583	\$7,422	\$161				\$7,583			
Budget & Fiscal		C-11-0184	Prepare Financial Statement for Abbott Motocross	Prepare a Statement of Revenues and Expenditures for the Abbott Motocross at the end of each calendar year. The report must be filed with the Lower Platte South NRD, Abbott Motocross and the Lancaster County Board of Commissioners on or before April 30 as per the cooperative agreement. This process requires involvement of the Accountant (3%).	\$4,913	\$4,735	\$160		\$18		\$4,913			
TOTALS BY DEPARTMENT					\$402,309	\$391,601	\$10,108	\$0	\$600	\$0	\$402,309	\$26,245		

**LANCASTER COUNTY
FUTURE PROJECTS AND UPGRADES
FISCAL YEAR 2018-19**

DEPARTMENT: Budget & Fiscal

ESTIMATED FISCAL YEAR	ESTIMATED AMOUNT	DESCRIPTION OF PROJECT OR UPGRADE										
FY20-21	300,000	<p>Upgrade of JDE E1 (Financial System) Premier Support for the Oracle software runs 5 years from the general availability date. General availability date for JDE E1 9.2 was October 2015. County went live in May, 2016.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Prior Upgrade - Consultant (Denovo)</td> <td style="text-align: right;">185,884</td> </tr> <tr> <td>Information Services - 800 hours @ \$95.50 per hour (15-16)</td> <td style="text-align: right;">76,400</td> </tr> <tr> <td>Server and Software</td> <td style="text-align: right;"><u>10,310</u></td> </tr> <tr> <td></td> <td style="text-align: right;">272,594</td> </tr> </table>	Prior Upgrade - Consultant (Denovo)	185,884	Information Services - 800 hours @ \$95.50 per hour (15-16)	76,400	Server and Software	<u>10,310</u>		272,594		
Prior Upgrade - Consultant (Denovo)	185,884											
Information Services - 800 hours @ \$95.50 per hour (15-16)	76,400											
Server and Software	<u>10,310</u>											
	272,594											
FY19-20	97,405	<p>OpenGov - cloud-based software built exclusively for governmental budgeting, operational performance, and citizen engagement.</p> <p>Products include - Budgeting & Planning, Operational Performance, Citizen Engagement and Open Data</p> <p>OpenGov Cloud Product - Budgeting & Planning, Operational Performance, Financial Transparency and JD Edwards Integration (5 year estimate):</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Year 1 Product plus Deployment</td> <td style="text-align: right;">97,405</td> </tr> <tr> <td>Year 2</td> <td style="text-align: right;">74,505</td> </tr> <tr> <td>Year 3</td> <td style="text-align: right;">74,505</td> </tr> <tr> <td>Year 4</td> <td style="text-align: right;">74,505</td> </tr> <tr> <td>Year 5</td> <td style="text-align: right;">74,505</td> </tr> </table>	Year 1 Product plus Deployment	97,405	Year 2	74,505	Year 3	74,505	Year 4	74,505	Year 5	74,505
Year 1 Product plus Deployment	97,405											
Year 2	74,505											
Year 3	74,505											
Year 4	74,505											
Year 5	74,505											
TOTAL TO CONSIDER	397,405											