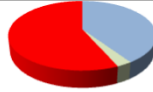


LANCASTER COUNTY  
EXPENDITURES BY FUND WITH ENCUMBRANCES

FY19 Request

Salary&benefit - 41%  
Capital outlay - 3%  
Operating - 57%



FUND	County Property Management	00066
BU	Fund-level report	
UPDATED	5/29/2018	

Budget Summary	Current Year Budget FY18	FY19 Budget Request	% Change in Budget FY18 to FY19	Amount Over/(Under) FY18
Salaries & benefits	\$321,208	\$338,129	5.3%	
Operating & capital outlay - base	\$541,644	\$496,240	-8.4%	(\$45,404)
<b>Total Budget</b>	<b>\$862,852</b>	<b>\$834,369</b>	<b>-3.3%</b>	

Object #	Object Description	Prior Year FY17 Actuals	Prior Year FY17 Encumbrance Carryover	FY18 Current Year Budget	FY18 Current Year To-Date Actuals	FY18 Outstanding Encumbrances	FY19 Next Year Budget Request	% Change in Budget FY18 to FY19
61210	Regular Salary	301,805	0	217,309	189,906	0	222,994	2.6%
61310	Overtime	45,932	0	6,500	24,956	0	11,000	69.2%
61510	FICA Contributions	25,327	0	16,623	15,691	0	17,059	2.6%
61520	Retirement Contributions	26,362	0	16,950	15,828	0	17,392	2.6%
61530	Group Health Insurance	78,076	0	57,257	56,455	0	62,720	9.5%
61540	Group Dental Insurance	3,307	0	2,065	2,174	0	2,406	16.5%
61650	Long-Term Disability	516	0	240	274	0	231	-3.8%
61660	Post-Employment Health Program	29,199	0	0	34	0	0	n/a
61750	Workers' Comp Insurance	0	0	4,264	332	0	4,327	1.5%
63225	Janitorial Supplies	12,163	0	3,550	4,289	0	4,150	16.9%
63230	Chemical Supplies	0	0	350	527	0	350	0.0%
63240	Shop Supplies & Tools	1,009	0	775	289	0	800	3.2%
63320	Keys & Lock Supplies	1,015	0	1,625	1,496	0	1,700	4.6%
63335	Minor Equipment	0	0	0	107	0	0	n/a
63340	Pest Control Supplies	51	0	50	52	0	50	0.0%
63465	Safety & Security Supplies	0	0	300	0	0	300	0.0%
63510	Motor Fuels	2,833	0	3,100	2,960	0	3,125	0.8%
63520	Lubricants	0	0	40	16	0	0	-100.0%
63530	Heating Fuels	340	0	200	0	0	200	0.0%
63710	Traffic Signs	788	0	267	188	0	400	49.8%
63725	Flares, Flags, & Barricades	0	0	100	0	0	100	0.0%
63810	Building Materials	158	0	100	237	0	350	250.0%
63815	Motor Veh Parts, Supp, Assessr	15	0	0	0	0	0	n/a
63820	Grounds Maintenance Supplies	1,029	0	3,025	787	0	2,750	-9.1%
63830	Painting Supplies	178	0	450	183	0	450	0.0%
63835	Plumbing Supplies	663	0	1,050	440	0	1,050	0.0%
63840	Electrical Supplies	7,921	0	4,950	5,416	0	5,850	18.2%
63845	A/C Supplies	0	0	375	0	0	250	-33.3%
63850	Boiler Supplies	8,816	0	2,000	5,610	0	2,200	10.0%
63865	HVAC Supplies	2,600	0	2,500	444	0	2,850	14.0%
63895	Other Repair & Maint Supplies	8,338	0	2,650	2,548	0	2,650	0.0%
64115	Architects & Engineer	1,179	0	0	0	0	0	n/a
64155	Snow Removal/Grounds Maint	4,253	0	13,500	11,142	0	13,700	1.5%
64170	Equip Maintenance Agreements	0	0	1,250	804	0	2,400	92.0%
64176	Bldg Maint Payroll Reimburse	133,924	0	66,805	38,162	0	57,147	-14.5%
64195	Janitorial Services	85,523	0	27,000	21,255	0	29,192	8.1%
64210	Oxygen Refill Service	423	0	30	221	0	0	-100.0%
64230	Pest Control Services	2,539	0	2,560	2,230	0	2,600	1.6%
64260	Environmental Waste	0	0	0	1,076	0	0	n/a
64285	City Information Services	2,769	0	1,500	1,441	0	1,875	25.0%
64295	Other Misc Contracted Svcs	21,616	0	31,008	16,363	0	21,850	-29.5%
64301	Environmental Testing Services	0	0	0	7	0	0	n/a
64335	Fire alarm monitoring service	305	0	0	0	0	0	n/a
64430	Personnel	2,490	0	0	2,458	0	0	n/a
64445	Sanitary Landfill	72	0	0	33	0	0	n/a
64710	Meals	20	0	0	0	0	0	n/a
64715	Lodging	217	0	0	0	0	0	n/a
64725	Mileage	171	0	0	8	0	0	n/a
64810	Telephone - Local	6,053	0	0	103	0	0	n/a
64825	Cellular Phone Service	2,558	0	1,760	1,785	0	2,105	19.6%
64855	Postage	0	0	57	0	0	40	-29.8%
64860	Freight & Express Charges	0	0	30	0	0	40	33.3%
64910	Printing	102	0	225	0	0	150	-33.3%
64915	Photocopying	0	0	75	0	0	75	0.0%
65110	Medical Services	178	0	300	566	0	600	100.0%
65660	Memberships & Dues	150	0	0	0	0	0	n/a
65665	Books & Subscriptions	0	0	50	0	0	50	0.0%
65670	Enrollment Fees & Tuition	0	0	325	290	0	500	53.8%
65675	Licensing	400	0	0	200	0	0	n/a
65725	Taxes	118	0	0	0	0	0	n/a
65845	Other Misc Fees & Services	150	0	230	150	0	200	-13.0%
65910	Property Insurance	27,998	0	20,998	5,348	0	20,998	0.0%
65915	Liability Insurance	0	0	6,600	47	0	6,600	0.0%
65920	Vehicle Insurance	596	0	5,300	545	0	5,300	0.0%
66110	Electricity	205,388	0	166,800	124,199	0	135,400	-18.8%
66115	Natural Gas	80,753	0	75,500	78,104	0	43,800	-42.0%
66120	Water & Sewer	94,397	0	29,050	17,690	0	28,400	-2.2%
66125	Refuse Disposal	8,226	0	2,775	3,650	0	3,508	26.4%
66210	Motor Vehicle R&M	3,191	0	2,050	631	0	2,050	0.0%
66225	Building R&M	0	0	625	0	0	625	0.0%
66228	Parking Equipment R&M	125	0	200	0	0	200	0.0%
66230	Grounds Equipment R&M	235	12,420	587	0	0	1,085	84.8%
66235	A/C Equipment R&M	165	0	150	0	0	200	33.3%
66240	Boiler Equipment R&M	11,996	0	10,375	28,652	0	15,000	44.6%
66245	Elevator/Escalator R&M	3,225	0	0	1,275	0	0	n/a
66248	Fire Systems R&M	2,862	0	1,000	1,173	0	1,100	10.0%
66290	HVAC R&M	42,773	0	39,472	33,753	0	39,000	-1.2%
66295	Plumbing R&M	4,136	0	1,100	1,921	0	2,100	90.9%
66410	Other Equipment R&M	1,135	0	2,200	5,303	0	2,200	0.0%
66515	Machiner & Equipment Rentals	1,468	0	1,200	0	0	1,200	0.0%
66545	Other Rentals	1,729	0	1,500	1,686	0	1,750	16.7%
67215	Repair/impr to Buildings	1,875	0	0	1,776	0	4,000	n/a
67350	Other Improvements	4,140	0	0	2,533	0	1,000	n/a
67445	Communication Equipment	37	0	0	0	0	0	n/a
67465	Furniture & Fixtures	170	0	0	0	0	0	n/a
67480	Grounds Equipment	0	0	0	2,550	0	1,500	n/a
67550	Engineers & Architects	9,997	0	0	4,830	0	17,125	n/a
<b>Individual ledger</b>		<b>\$1,330,267</b>	<b>\$12,420</b>	<b>\$862,852</b>	<b>\$745,196</b>	<b>\$0</b>	<b>\$834,369</b>	<b>-3.3%</b>
<b>Total Actuals plus Encumbrances</b>			<b>\$1,342,687</b>			<b>\$745,196</b>		

**5/29/2018**  
**REVENUES BY AGENCY**

<b>FUND</b>	County Property Management	00066
<b>AGENCY</b>	Revenues-Fund level County Prop Mgmt	
<b>LAST UPDATED</b>	5/29/2018	

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
55854	City Building Reimbursement	(1,512)	0	0	0	n/a
55896	Other Reimb & Refunds	0	0	(96)	0	n/a
55935	Other Maintenance Cost Reimb	(287)	0	0	0	n/a
58115	Rental Income-Buildings	(1,024,584)	(790,494)	(717,152)	(800,958)	1.3%
58120	State Building Reimbursement	(50,491)	0	0	0	n/a
58520	Surplus Sales	(40)	0	(1,120)	0	n/a
59110	General Fund Transfers	(100,000)	0	(60,000)	0	n/a
		<b>(\$1,176,914)</b>	<b>(\$790,494)</b>	<b>(\$778,368)</b>	<b>(\$800,958)</b>	<b>1.3%</b>

**LANCASTER COUNTY**  
**PERSONNEL SUMMARY FORM**  
**2018-19 BUDGET**

**BUSINESS UNIT #:** 649

**BUSINESS UNIT NAME** \_\_\_\_\_

CLASS	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY17-18 BUDGETED	FY18-19 REQUESTED		FY17-18 BUDGET	FY18-19 REQUEST
4826	Maintenance Repair Worker II	3	3		160,509	164,118
4707	Building Cleaner	1.5	1.5		57,607	58,874
<b>TOTALS</b>		4.5	4.5		218,116	222,992

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

**Department Name**    County City Property Management

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
<b>Number of Full Time Equivalents (FTE's)</b>	4.50	4.50
<b>Breakdown of FTE's:</b>		
<b>Full Time</b>	4.00	4.00
<b>Part Time</b>	0.50	0.50
<b>Temporary</b>	2.00	2.00
<b>On Call</b>		
<b>Positions not filled</b>		
<b>Breakdown of Employees:</b>		
<b>Number within pay steps of pay plan (merit plus COLA)</b>	0.00	1.00
<b>Number at final step or no pay plan (COLA only)</b>	4.00	3.00
<b>Health Insurance Breakdown by Number of Employees:</b>		
<b>Single</b>	2.00	2.00
<b>2/4 Party</b>	2.00	2.00
<b>Family</b>	0.00	0.00
<b>Retirements:</b>		
<b>Number of Employees</b>	unknown	unknown
<b>Cost of Payouts</b> <b>(Include Vacation and PEHP)</b>		

**LANCASTER COUNTY**  
**REQUEST FOR CONTRACTUAL SERVICES & LEASES**  
**2018-19 BUDGET**

**BUSINESS UNIT #:** 649

**BUSINESS UNIT NAME:** County City Property Management

DESCRIPTION	FUTURE IMPACT	BUDGET AMOUNT		
		OBJECT CODE		AMOUNT
		DESCRIPTION	#	
This relates to the Administrative Cost associated with the management of the County Properties	The management of these properties is allocated as a percentage of time of the following employees: Kerin Peterson 6.3% Dee Adams 6.3% Margaret Bohy 6.3% Cindy Dittmer 6.3%	Payroll Reimbursement	6476	22,215
		Payroll Reimbursement	6476	4,011
This related to additional time allocation of other personnel of Property Management filling in at the various County facilities during vacation/sick leave as well as other required tasks i.e. environmental	Neal Krizek 5.6% Kurtis Renner 19% Tony Brock 19%			30,579
<b>TOTAL</b>				<b>56,804</b>

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
County Property Management	Drivers Testing Station				\$141,832	\$30,988	\$54,275	\$14,769	\$38,000			\$141,832	\$103,832	\$103,832	
	46th & R Motor Vehicles				\$267,857	\$30,488	\$76,550	\$14,769	\$142,350			\$267,857	\$125,507	\$125,507	
	Election Commission	Lancaster County Budget Policy			\$116,925	\$62,137	\$22,063	\$9,657	\$21,500			\$116,925	\$95,425	\$95,425	
	Youth Assessment Center				\$544,105	\$214,516	\$258,480	\$17,609	\$46,900			\$544,105	\$497,205	\$497,205	
	Shop/Unallocated				\$4,800							\$4,800	\$4,800	\$4,800	

TOTALS BY DEPARTMENT					\$1,075,519	\$338,129	\$411,368	\$56,804	\$248,750	\$0	\$0	\$1,075,519	\$826,769		
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