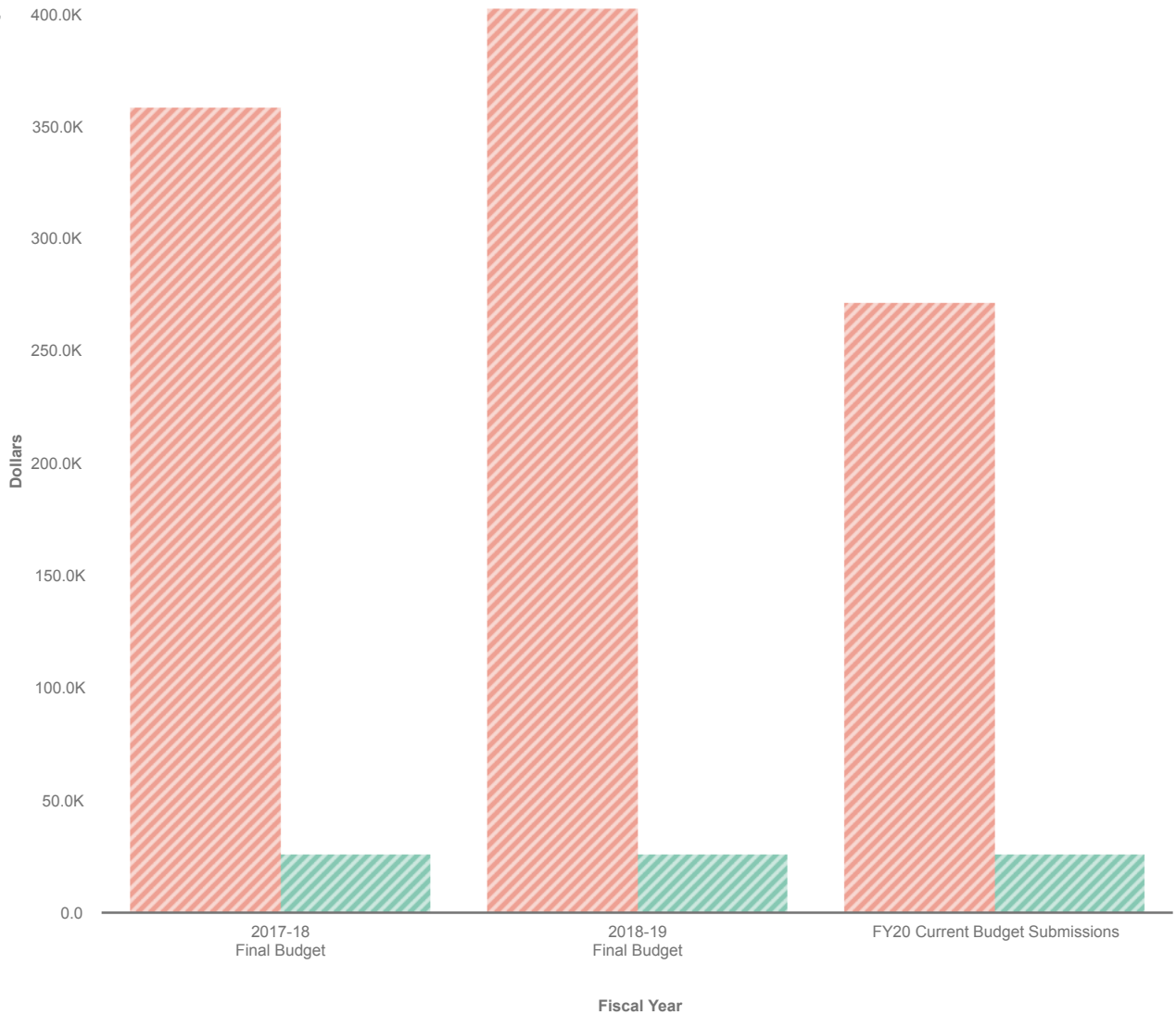


Budget and Fiscal Department

Updated On 23 Apr, 2019



Collapse All	2017-18 Final Budget	2018-19 Final Budget	FY20 Current Budget Submissions
▼ REVENUES	\$ 26,245	\$ 26,245	\$ 26,245
▼ CHARGES FOR SERVICES & FEES	26,245	26,245	26,245
▼ FEES	26,245	26,245	26,245
(55495) Other Miscellaneous Fees	26,245	26,245	26,245
▼ EXPENSES	358,715	402,309	271,646
▼ PERSONAL SERVICES	348,368	391,601	262,466
▼ SALARIES & WAGES	257,168	269,460	199,439
(61210) Regular Salary	150,005	157,689	72,793
(61110) Official's Salary	107,163	107,879	111,646
(61250) Temporary Salary	0	3,892	15,000
▼ EMPLOYEE BENEFITS	91,200	122,141	63,027
(61530) Group Health Insurance	46,576	45,197	30,153
(61510) FICA Contributions	19,829	20,614	15,257
(61520) Retirement Contributions	20,208	18,542	14,532
(61660) Post-Employment Health Program	1,950	35,249	1,250
(61540) Group Dental Insurance	1,828	1,778	1,245

Collapse All	2017-18 Final Budget	2018-19 Final Budget	FY20 Current Budget Submissions
(61650) Long-Term Disability	809	761	590
▼ OTHER CHARGES & SERVICES	10,347	10,108	8,580
▼ RENTALS	8,196	8,358	6,750
(66520) Building Rent	8,196	8,358	6,750
▼ PRINTING & ADVERTISING	1,150	750	700
(64915) Photocopying	1,000	600	400
(64910) Printing	150	150	300
▼ OTHER CONTRACTED SERVICES	601	600	600
(64286) VOIP Information Services	601	600	600
▼ MISC FEES & SERVICES	300	300	500
(65665) Books & Subscriptions	300	300	500
▼ POSTAGE, COURIER & FREIGHT	100	100	30
(64855) Postage	100	100	30
▼ CAPITAL OUTLAY	0	600	600
▼ EQUIPMENT	0	600	600
(67465) Furniture & Fixtures	0	600	600
Revenues Less Expenses	\$ -332,470	\$ -376,064	\$ -245,401

Data filtered by Types, Budget & Fiscal Division and exported on April 24, 2019. Created with OpenGov

**LANCASTER COUNTY
PERSONNEL SUMMARY FORM
2019-20 BUDGET**

BUSINESS UNIT #: 6110

BUSINESS UNIT NAME Budget & Fiscal

CLASS	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY18-19 BUDGETED	FY19-20 REQUESTED		FY18-19 BUDGET	FY19-20 REQUEST
7197	Budget & Fiscal Officer	1	1	MSS	107,879	111,646
2845	Accountant (C21)	1	1	\$67,481 - \$86,441	91,853	72,793
360	Grant Coordinator (C14)	1		\$52,682 - \$67,481	65,836	
	On Call Accountant	0.05	0.17		3,892	15,000
TOTALS		3.05	2.17		269,460	199,439

**Lancaster County
Employee Information
2019-20 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.	FY18-19 Budget	FY19-20 Request
Number of Full Time Equivalents (FTE's)	3.05	2.17
Breakdown of FTE's:		
Full Time	3.00	2.00
Part Time		
Temporary		
On Call	0.05	0.17
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)	3.00	2.00
Health Insurance Breakdown by Number of Employees:		
Single	1.00	1.00
2/4 Party	1.00	
Family	1.00	1.00
Retirements:		
Number of Employees		
Cost of Payouts (Include Vacation and PEHP)		

**LANCASTER COUNTY
FUTURE PROJECTS AND UPGRADES
FISCAL YEAR 2019-20**

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: none;"> <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									
FY20-21	110,000	<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: none;"> <tr> <td style="width: 80%;">Year 3</td> <td style="text-align: right;">110,000</td> </tr> <tr> <td>Year 4</td> <td style="text-align: right;">110,000</td> </tr> <tr> <td>Year 5</td> <td style="text-align: right;">110,000</td> </tr> </table>	Year 3	110,000	Year 4	110,000	Year 5	110,000		
Year 3	110,000									
Year 4	110,000									
Year 5	110,000									
TOTAL TO CONSIDER	410,000									

From: [Dennis M. Meyer](#)
To: [PCRequest](#)
Subject: Cost Estimate
Date: Wednesday, April 3, 2019 9:55:49 AM

I need a cost estimate for budget purposes for a computer – the last one purchased for the Budget & Fiscal office was a 600G3 Mini i5-6500T 2.5G 16G. Let me know if you have questions. Thanks.

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

04/03/2019

County Budget and Fiscal	
Control #	180746

Funding Source	
Acronym:	CCD
Special Funding Source:	County Technology Fund

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
* HP ProDesk 600 G4 Desktop Mini, i5-8500T 2.1GHz, 8 GB, 256GB SSD, W10P64, Wirless Kyb/Mouse STD Stock	4FZ41UT#ABA	\$795.00	1	\$2.00	\$797.00
* HP 8GB DDR4-2666/PC4-21300 260Pin SoDIMM Included in price shipped Seperately	3TK88AA	0.00	1		\$0.00
* USB External DVDRW Drive	GP65NB60	24.99	1		\$24.99
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$819.99			\$821.99

Software	PART #	Purchase Cost	Qty	Total
* Microsoft Windows Server 2019 User License CAL - Select Level D	R18-05796	\$27.12	1	\$27.12
Shipping and Handling	S&H	\$0.00	1	\$0.00
Total Software Cost:		\$27.12		\$27.12

Total Hardware/Software Cost	\$849.11
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Estimated Installation Costs:	\$0.00
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Total System Cost:	\$849.11
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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
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 the Budget & Fiscal Officer (55%) and the Accountant (15%). Lancaster County's budget accounts for more than \$192 million in expenditures.	\$100,283	\$98,078	\$2,115		\$90			\$100,283			
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 On call Accountant (80%).	\$75,583	\$71,531	\$3,872		\$180			\$75,583			
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%) and On call Accountant (2%) 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.	\$24,582	\$23,858	\$622		\$102			\$24,582			
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%) and On call Accountant (8%) 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.	\$14,105	\$13,608	\$467		\$30			\$14,105			
Budget & Fiscal			Prepare Reports for the Public Building Commission (PBC)	Monitor and review financial activity of the PBC. Duties for the Accountant (20%) and On call Accountant (10%) 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.	\$21,211	\$20,313	\$778		\$120			\$21,211	\$16,577		
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.	\$9,668	\$9,349	\$259		\$60			\$9,668	\$9,668		
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.	\$15,542	\$15,283	\$259					\$15,542			
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%).	\$7,771	\$7,641	\$130					\$7,771			

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%).	\$2,901	\$2,805	\$78		\$18			\$2,901			
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TOTALS BY DEPARTMENT					\$271,646	\$262,466	\$8,580	\$0	\$600	\$0	\$0	\$271,646	\$26,245
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