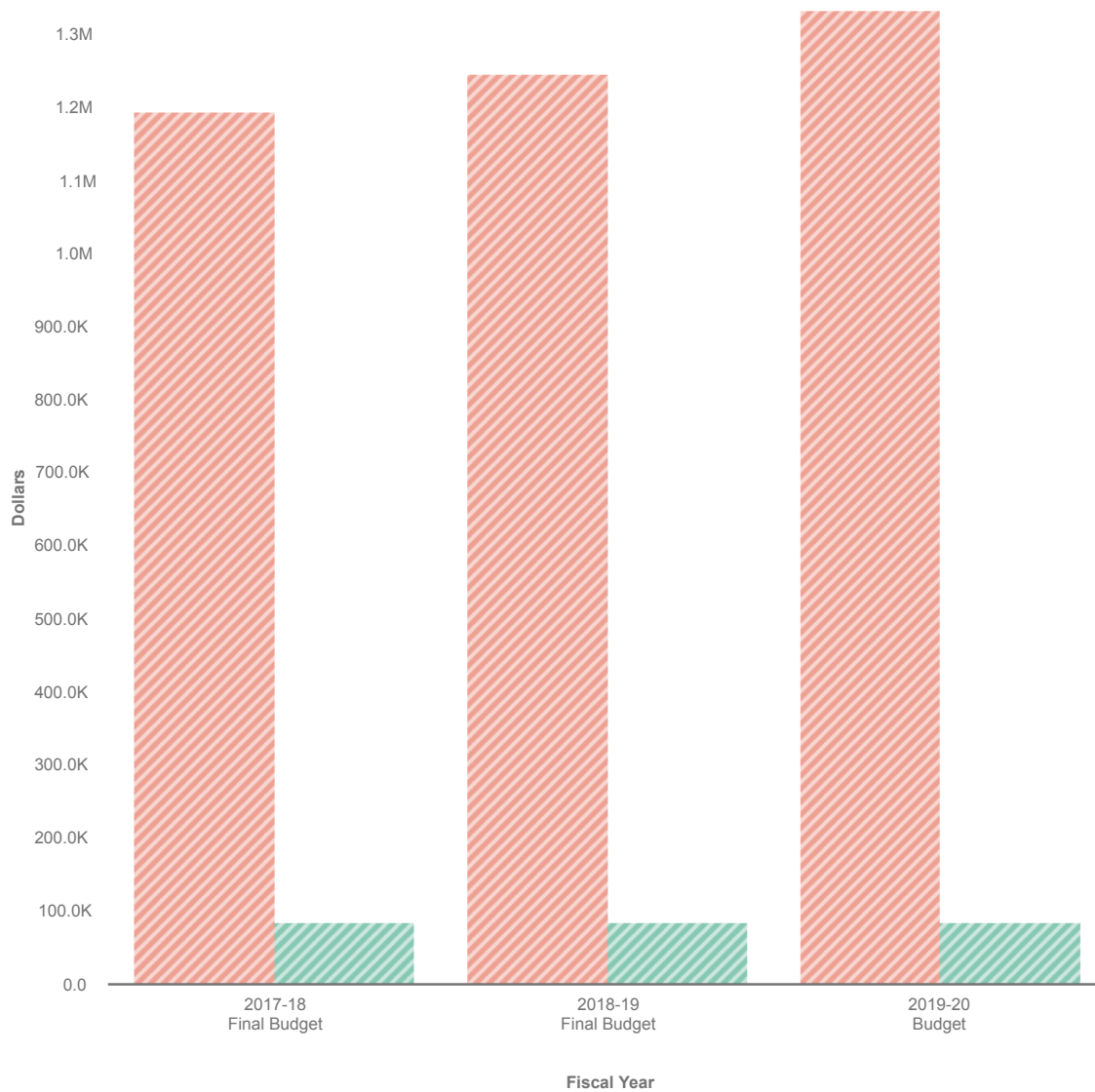


602 - County Clerk



Sort **Large to Sm**
● EXPENSE
● REVENUE



Collapse All	2017-18 Final Budget	2018-19 Final Budget	2019-20 Budget
EXPENSES	\$ 1,193,965	\$ 1,245,470	\$ 1,331,679
PERSONAL SERVICES	895,092	919,634	976,799
SALARIES & WAGES	657,127	670,151	699,859
(61210) Regular Salary	465,081	474,473	499,753
(61110) Official's Salary	93,100	94,962	97,233
(61150) Deputy's Salary	88,446	90,216	92,373
(61250) Temporary Salary	10,000	10,000	10,000
(61310) Overtime	500	500	500
EMPLOYEE BENEFITS	237,965	249,483	276,940
(61530) Group Health Insurance	104,186	112,328	115,832
(61510) FICA Contributions	48,933	50,462	52,736
(61520) Retirement Contributions	48,513	48,475	49,251
(61660) Post-Employment Health Program	29,212	31,394	52,642
(61540) Group Dental Insurance	5,074	4,735	4,273
(61650) Long-Term Disability	2,047	2,089	2,206

Collapse All	2017-18 Final Budget	2018-19 Final Budget	2019-20 Budget
▼ OTHER CHARGES & SERVICES	295,873	322,836	347,680
▼ OTHER CONTRACTED SERVICES	225,290	248,984	273,468
(64285) City Information Services	161,364	114,303	115,903
(64175) Comput Softwr Maint/License	55,726	126,481	149,365
(64150) Consulting Services	6,000	6,000	6,000
(64286) VOIP Information Services	2,200	2,200	2,200
▼ RENTALS	48,283	49,352	49,712
(66520) Building Rent	48,283	49,352	49,712
▼ PRINTING & ADVERTISING	10,000	10,000	10,000
(64925) Advertising	5,000	5,000	5,000
(64915) Photocopying	2,500	2,500	2,500
(64910) Printing	2,500	2,500	2,500
▼ POSTAGE, COURIER & FREIGHT	8,500	8,500	8,500
(64855) Postage	8,500	8,500	8,500
▼ MISC FEES & SERVICES	3,000	3,500	3,500
(65665) Books & Subscriptions	2,300	2,300	2,300
(65670) Enrollment Fees & Tuition	400	900	900
(65660) Memberships & Dues	300	300	300
▼ TRANS, TRAVEL & SUBSISTANCE	150	1,850	1,850
(64715) Lodging	0	1,000	1,000
(64720) Fares	0	400	400
(64725) Mileage	150	150	150
(64710) Meals	0	200	200
(64730) Parking & Tolls	0	100	100
▼ COMMUNICATIONS	350	350	350
(64810) Telephone - Local	350	350	350
▼ REPAIR & MAINTENANCE COSTS	300	300	300
(66260) Microfilm Equipment R&M	300	300	300
▼ SUPPLIES	3,000	3,000	3,000
▼ OFFICE SUPPLIES	3,000	3,000	3,000
(63110) Office Supplies	3,000	3,000	3,000
▼ CAPITAL OUTLAY	0	0	4,200
▼ EQUIPMENT	0	0	4,200
(67465) Furniture & Fixtures	0	0	4,200
▼ REVENUES	84,900	84,900	84,900
▼ LICENSES & PERMITS	47,500	47,500	47,500
▼ NON-BUSINESS LICENSE & PERM	47,500	47,500	47,500
(53510) Marriage Licenses	47,500	47,500	47,500
▼ CHARGES FOR SERVICES & FEES	22,400	22,400	22,400
▼ FEES	22,400	22,400	22,400
(55200) Fees	22,400	22,400	22,400
▼ TAXES	15,000	15,000	15,000
▼ OTHER TAXES	15,000	15,000	15,000
(51930) Occupation Tax	15,000	15,000	15,000
Revenues Less Expenses	\$ -1,109,065	\$ -1,160,570	\$ -1,246,779

Data filtered by Types, County Clerk and exported on June 10, 2019. Created with OpenGov

LANCASTER COUNTY

PERSONNEL SUMMARY FORM

2020 BUDGET

AGENCY: COUNTY CLERK

FUND:

011

BU:

6020

ORG:

CLASS CODE	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY19 REQUESTED	FY20 REQUESTED		FY 19 REQUEST	FY 20 REQUEST
2802	RECORDS SPECIALIST II	1.00	1.00	42504 - 54441	53167	54651
2803	RECORDS SPECIALIST III	2.00	2.00	49085 - 62872	109227	115655
2804	RECORDS ADMINISTRATOR	1.00	1.00	54579 - 69910	61339	67200
2837	PAYROLL SPECIALIST	1.00	1.00	47382 - 60686	65979	56764
2840	ACCOUNTING SPECIALIST	2.00	2.00	39700 - 50851	97500	102094
2850	ACCOUNTING OPERATIONS MANAGER	1.00	1.00	67481 - 86440	84332	102303
7181	DEPUTY COUNTY CLERK	1.00	1.00	92373	90216	92373
8956	COUNTY CLERK	1.00	1.00	97233	94962	97233
	EXTENDED SERVICE PAY				2929	1086
TOTALS		10.00	10.00		659,651	689,359

BUD1

LANCASTER COUNTY
REQUEST FOR CONTRACTUAL SERVICES & LEASES
2020 BUDGET
AGENCY: COUNTY CLERK

FUND: 011
BU: 6020
ORG:

DESCRIPTION	FUTURE IMPACT	COST	
		OBJECT	AMOUNT
1. Software maintenance for Payroll system.	Provides tax updates and improvements and support for payroll system.	64175	\$33,500
2. Consulting services for HPRM records management system.		64150	\$6,000
3. License fee for HPRM records management system.		64175	\$15,000
4. Agenda Mgmt system		64175	\$6,240
5. New payroll system		64175	\$72,725
6. Upgrade HPRM records management system.		64175	\$21,900
			155,365.00

LANCASTER COUNTY
REQUEST FOR MEMBERSHIPS, SUBSCRIPTIONS, SCHOOLS, CONFERENCES
2020 BUDGET

FUND: 011
BU: 6020
ORG:

AGENCY: COUNTY CLERK

NAME AND POSITION	EXPLANATION AND JUSTIFICATION	BUDGET AMOUNT		
		DESCRIPTION	OBJECT CODE #	AMOUNT
Dan Nolte, County Clerk Cori Beattie, Deputy County Clerk	NACO conferences. Clerk workshop June 2020 and County Officials meetings, Dec.2019	Mileage	64725	150
		Enrollment	65670	400
Tim Genuchi, Accounting Ops Mgr	RIA Payroll Guide	Subscription	65665	1380
Dan Nolte, County Clerk	NACO County Clerk's	Dues	65660	75
Tim Genuchi, Accting Ops Mgr	1099 Tax Reporting software	Subscriptions	65665	920
Kelly Lundgren, Records Administrator	ARMA membership	Dues	65660	225
Records Specialist	TRIM conference	Meals	64710	200
		Lodging	64715	1000
		Fares	64720	400
		Parking & Tolls	64730	100
Staff	Microsoft Training	Enrollment	65670	500

BUD5

LANCASTER COUNTY
REQUEST FOR CAPITAL OUTLAY
2019-20 BUDGET

BUSINESS UNIT #: 6020

BUSINESS UNIT NAME County Clerk

OBJECT	ITEM DESCRIPTION	# REQUESTED	NEW = N REP = R	UNIT COST	TOTAL COST	AMOUNT REQUESTED	JUSTIFICATION
67465	Chair	1	R	700	700	700	Chair worn out
67465	Storage cabinets	3	R	3500	3500	3500	Secure cabinets
TOTAL CAPITAL OUTLAY						4,200	

03/20/2019

Microcomputer Estimate

County Clerk	
Control #	180220

Funding Source	
Acronym:	CCC
Special Funding Source:	

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
* HP ProDesk 600 G4 Tower Desktop i5-8500 3.0GHZ, 16Gb, 256GB SSD, DVD+/-RW, Win10P, Wireless Kyb/Mouse	2VE73AV	\$770.50	2	\$10.00	\$1,561.00
OR					
* HP ProDesk 600 G4 Desktop Mini, i5-8500T 2.1GHz, 8 GB, 256GB SSD, W10P64, Wireless Kyb/Mouse STD Stock	4FZ41UT#ABA	\$795.00	2	\$2.00	\$1,594.00
* HP 8GB DDR4-2666/PC4-21300 260Pin SoDIMM	3TK88AA	0.00	2		\$0.00
Included in price shipped Separately					
* USB External DVDRW Drive - External drive for Mini	GP65NB60	24.99	1		\$24.99
HP Elitebook x360 1030 G3 i5-8350U, 8GB, 256GB SSD, W10P, 13.3" 1920x1080, 1 year	4SU74UT#ABA	1,363.00	1	\$2.00	\$1,365.00
HP 9x5 NBD on-site 3 Yr Warranty for x360 - We recommend at least this warranty or the ADP warranty below.	UB0E0E	99.00	1		\$99.00
HP 9x5 NBD on-site 3 Yr Accidental Protection Warranty for x360	UB0E4E	209.00	1		\$209.00
HP LJ Pro M402n 40PPM Network, 80000 ppmmonth duty cycle	C5F93A#BGJ	\$185.00	1	\$3.30	\$188.30
HP PurchasEdge program Discount	discount	-\$25.00	3		-\$75.00
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$3,421.49			\$4,966.29

Software	PART #	Purchase Cost	Qty	Total
* Microsoft Windows Server 2019 User License CAL - Select Level D	R18-05796	\$27.12	2	\$54.24
Shipping and Handling	S&H	\$0.00	1	\$0.00
Total Software Cost:		\$27.12		\$54.24

Total Hardware/Software Cost	\$5,020.53
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Estimated Installation Costs:	\$0.00
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Total System Cost:	\$5,020.53
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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
602			Service - A series of Activities that provide direct benefit to, or interaction with the citizens, or inner workings of the county	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
602	Records	§42-104 §33-110 (certs)	Issue/Process Marriage Licenses	Enter applicant information into State database; print documents; notarize signatures; review/complete filings upon return; follow-up with couples, officiants and/or State regarding corrections; file originals with State; issue certified copies Records Specialist II 70% Records Specialist III 10% Records Specialist III 5% Records Administrator 3% Chief Deputy 10% County Clerk 10%	\$106,956	\$94,556	\$11,156	\$1,244				\$106,956	\$47,500		
602	Records	§23-1302 BOC/Staff §77-1501 BOE	Attend County Board, BOE, Common and other meetings, as required	Prepare meeting agendas, minutes and related correspondence and reports; observe statutory public notices, filing and deadline requirements related to official county business; coordinate public hearings; verify accuracy and completion of official documents (signatures, dates, seals, notaries) Records Specialist II 1% Records Specialist III 60% Records Specialist III 70% Records Administrator 2% Chief Deputy 30% County Clerk 16%	\$187,424	\$165,975	\$18,262	\$2,487	\$700	\$0		\$187,424			

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
602	Records	§23-1301 (BOC) §33-110 (MLs) §23-1309 (DD214s)	Records Management	Maintain paper (and/or electronic) records of all County Board proceedings and related documents, property valuation protests, marriage licenses, veteran discharge records (DD214s) and other miscellaneous filings; provide ERM consultation, training and troubleshooting to departments; assist in developing County RM policies and procedures; perform records research; fulfill public records requests Records Specialist II 15% Records Specialist III 10% Records Specialist III 5% Records Administrator 92% Chief Deputy 30% County Clerk 15%	\$214,755	\$156,790	\$7,581	\$50,384				\$214,755			
602	Records	§77-1502	Coordinate Property Valuation Protest Process	Process/enter protest documents in database; print data/comp sheets, letters, labels and reports; create protest packets; schedule referee hearings; staff registration table; scan documents; track TERC appeals Records Specialist III 10% Records Specialist III 10% Chief Deputy 25% County Clerk 6%	\$81,592	\$62,652	\$0	\$18,940		\$0		\$81,592			
602	Records	§23-1301-§23-1313 §28-1401 (locksmith) §28-1421 (tobacco) §23-814 (AL)	General Duties	Assist customers; answer phones; open/route mail; monitor COCLERK email account; update web pages; process daily receipts; process/issue amusement, tobacco and liquor licenses, special event permits and locksmith certificates; monitor legislative issues Records Specialist II 14% Records Specialist III 10% Records Specialist III 10% Records Administrator 3% Chief Deputy 5% County Clerk 4%	\$54,888	\$41,214	\$11,187	\$2,487				\$54,888	\$37,400		
				Total for Division	\$645,615	\$521,187	\$48,186	\$75,542	\$700	\$0	\$0	\$645,615	\$84,900		

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
602	Accounting	State Statute and IRS regulations	Process Accounts Payable	Process Accounts Payable: Process vouchers and produce payments for Jury Duty; Election Workers; Polling Place; General Assistance; Attorney fees; Employee Reimbursements; Suppliers; and Contractors. Process an average of 38800 payment vouchers per year. Resulting in an average 19700 payments per year. Gather information for and file 1099 forms to IRS. Provide information to Auditors for financial report. Accounting Specialist 100%, Account Clerk II 100%, Accting Ops Mgr 35%, County Clerk 24%	\$268,655	\$245,305	\$16,741	\$3,109	\$3,500			\$268,655			
602	Accounting	Federal Government, IRS and State Government Regulations	Process Lancaster County Payroll	Process Payroll: Process Personnel Action forms for all County Employees, entering changes into Payroll system. Process deductions for Taxes, Insurance, Credit Union, Child support, Garnishments, etc. Complete and file all employment tax forms including W-2s. Balance Payroll biweekly. Process and pay approximately 935 employees every two weeks. Budget & Fiscal Asst 90%, Accting Ops Mgr 55%, County Clerk 23%	\$388,052	\$182,179	\$11,056	\$194,817				\$388,052			
602	Accounting	State Statute	Calculate Tax Rates	Calculate Tax Rates for all taxing entities in Lancaster County. Accting Ops Mgr 5%, County Clerk 1%	\$10,034	\$10,034						\$10,034			
602	Accounting	Federal Employment Regulations, County Personnel Rules	Process County Clerk's Payroll.	Enter Personnel Actions forms for County Clerk's office. Process new hire paper work for County Clerk employees. Time entry for County Clerk's office. Budget & Fiscal Asst 10%, County Clerk 1%	\$8,801	\$7,573	\$1,228					\$8,801			
602	Accounting	State statute, County Board	Budget Prep	Prepare Budget for County Clerk's office. Accting Ops Mgr 5%, County Clerk 1%	\$10,522	\$10,522						\$10,522			
				Total for Division	\$686,064	\$455,613	\$29,025	\$197,926	\$3,500	\$0	\$0	\$686,064			
				Total for Agency	\$ 1,331,679	\$ 976,800	\$ 77,211	\$ 273,468	\$ 4,200	\$ -	\$ -	\$ 1,331,679	\$ 84,900		