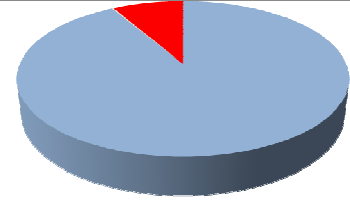


LANCASTER COUNTY

EXPENDITURES BY BUSINESS UNIT WITH PRIOR YEAR ENCUMBRANCE CARRYOVERS

FY18 Request

- Salary&benefit - 91.6%
- Capital outlay - 0.2%
- Operating - 8.2%



FUND	General Fund	00011
BU	Assessor	6050
UPDATED	5/1/2017	

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	\$3,803,731		\$3,902,396	2.6%	
Operating & capital outlay - base	\$374,745	\$363,503	\$357,735	-4.5%	(\$5,768)
Total Budget	\$4,178,476		\$4,260,131	2.0%	

Object #	Object Description	Prior Year FY16 Actuals	Prior Year FY16 Encumbrance Carryover	FY17 Current Year Budget	FY17 Current Year To-Date Actuals	FY18 Next Year Budget Request	% Change in Budget FY17 to FY18
61110	Official's Salary	121,697	0	121,899	95,968	123,678	1.5%
61150	Deputy's Salary	223,924	0	224,295	176,583	227,568	1.5%
61210	Regular Salary	2,269,897	0	2,376,775	1,771,906	2,435,702	2.5%
61310	Overtime	21,515	0	20,000	112,880	20,000	0.0%
61510	FICA Contributions	193,100	0	209,626	157,308	214,732	2.4%
61520	Retirement Contributions	205,605	0	211,682	168,272	216,118	2.1%
61530	Group Health Insurance	529,856	0	539,724	441,107	591,431	9.6%
61540	Group Dental Insurance	19,806	0	20,640	16,383	21,194	2.7%
61650	Long-Term Disability	8,675	0	8,640	6,667	8,873	2.7%
61660	Post-Employment Health Program	23,386	0	70,450	44,427	43,100	-38.8%
63110	Office Supplies	5,063	0	8,000	4,574	8,000	0.0%
63345	Other Operating Supplies	0	0	1,000	0	1,000	0.0%
63510	Motor Fuels	6,647	0	12,000	4,607	12,000	0.0%
64175	Comput Softwr Maint/License	47,497	0	36,000	30,183	38,000	5.6%
64285	City Information Services	57,915	0	38,672	34,190	41,000	6.0%
64286	VOIP Information Services	11,437	0	11,962	10,151	11,797	-1.4%
64288	GIS Information Services	39,991	0	44,062	34,892	46,150	4.7%
64295	Other Misc Contracted Svs	0	0	0	4,444	0	
64710	Meals	1,260	0	1,500	260	0	-100.0%
64715	Lodging	5,088	0	8,000	1,217	0	-100.0%
64720	Fares	278	0	1,500	0	0	-100.0%
64725	Mileage	69	0	500	203	0	-100.0%
64730	Parking & Tolls	148	0	500	8	0	-100.0%
64735	Vehicle Rental	0	0	0	123	0	
64810	Telephone - Local	144	0	0	120	0	
64825	Cellular Phone Service	7,430	0	7,500	5,721	6,000	-20.0%
64855	Postage	11,443	0	14,000	9,044	14,000	0.0%
64910	Printing	5,146	0	5,000	1,321	5,000	0.0%
64915	Photocopying	839	0	1,500	1,065	1,500	0.0%
64925	Advertising	8	0	300	0	300	0.0%
65660	Memberships & Dues	1,430	0	2,000	1,315	2,000	0.0%
65665	Books & Subscriptions	438	0	1,500	470	1,500	0.0%
65670	Enrollment Fees & Tuition	1,150	0	13,000	7,472	13,000	0.0%
65675	Licensing	1,710	0	1,000	0	1,000	0.0%
65920	Vehicle Insurance	7,014	0	7,715	7,575	7,954	3.1%
66210	Motor Vehicle R&M	3,844	1,000	5,000	1,621	5,000	0.0%
66220	Office Equipment R&M	0	0	1,000	0	1,000	0.0%
66260	Microfilm Equipment R&M	0	0	500	0	500	0.0%
66275	Computer Equipment R&M	320	0	0	0	0	
66520	Building Rent	128,822	0	133,534	111,279	133,534	0.0%
67415	Office Equipment	2,035	396	1,500	1,947	1,500	0.0%
67465	Furniture & Fixtures	0	0	1,000	0	1,000	0.0%
67475	Computer Equipment	33,691	0	15,000	14,132	5,000	-66.7%
Individual ledger		\$3,998,316	\$1,396	\$4,178,476	\$3,279,434	\$4,260,131	2.0%
Total Actuals plus Encumbrances			\$3,999,712				

**LANCASTER COUNTY
REVENUES BY BUSINESS UNIT**

FUND	General Fund	00011
BU	Assessor	6050
UPDATED	5/1/2017	

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
55200	FEEES	0	(2,100,000)	0	(2,200,000)	4.8%
55310	Document Stamp-County	(787,866)	0	(618,396)	0	
55315	Filing & Recording Fee	(1,269,491)	0	(1,027,360)	0	
55316	Non-Filing Fees	(19,007)	0	16,665	0	
		(\$2,076,364)	(\$2,100,000)	(\$1,629,091)	(\$2,200,000)	4.8%

LANCASTER COUNTY
PERSONNEL SUMMARY FORM
2017-18 BUDGET

BUSINESS UNIT # 6050

BUSINESS UNIT NAME: Assessor/Register of Deeds

Code	Class Title	Number of Positions		Pay Range	Salary Amounts		Longevity Pay
		2016-2017	2017-2018		2016-2017	2017-2018	
8953	Assessor	1	1		121,899	123,678	0
7211	Chief Field Deputy	1	1		118,243	119,968	0
7221	Chief Administrative Deputy	1	1		106,052	107,600	0
9610	Statistical/Modeling Analyst	1	1		86,479	88,300	901
7530	GIS Manager	1	1		92,818	94,773	0
2335	Administrative Services Officer	1	1		64,349	66,541	387
2602	Land Records Technician II	3	3	51,950 to 52,331	154,288	156,231	1,415
2332	Administrative Aide II	1	1		56,570	57,762	901
9545	Comp/GIS Rec Asst II	2	2	67,237 77,978	137,280	145,215	0
9540	Property Appraisal Technician	1	1		45,584	48,095	0
9618	Sr Commercial Property Appraiser	4	4	71,417 to 71,417	279,776	285,668	3,189
9614	Sr. Residential Property Appraiser	9	11	59,325 to 71,417	619,835	741,659	3,948
9608	Appraiser Apprentice	8	7	44,399 to 55,756	399,770	350,584	2,028
2601	Land Records Technician I	9	8	46,763 to 46,763	403,573	374,104	0
Totals		43	43		2,686,515	2,760,179	12,769

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

Department Name Assessor/ROD

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)	43	43
Breakdown of FTE's:		
Full Time	41	40
Part Time		
Temporary		
On Call		
Positions not filled	2	3
Breakdown of Employees:		
Number within pay steps of pay plan (merit plus COLA)	12	11
Number at final step or no pay plan (COLA only)	31	32
Health Insurance Breakdown by Number of Employees:		
Single	21	18
2/4 Party	7	11
Family	11	12
Retirements:		
Number of Employees	3	2
Cost of Payouts (Include Vacation and PEHP)	73,760	36,071
	0	
Overtime Costs	20,000	20,000

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

BUS UNIT#: 6050

BUSINESS UNIT: Assessor/Register of Deeds

NAME AND POSITION	EXPLANATION AND JUSTIFICATION	BUDGET AMOUNT		
		OBJECT CODE		
		DESCRIPTION	#	AMOUNT
	Enrollment fees--for staff appraisers' continuing education to maintain their professional status (required in job description).	Memberships/Dues	65660	2,000
		Books/Subscriptions	65665	1,500
	Enrollment Fees	65670	13,000	
	Memberships/Dues/Subscriptions-- Assessor and Deputy required memberships in IAAO, LRA, State Appraiser Board, and miscellaneous technical sub.			16,500

BA5

BUSINESS UNIT # 6050

LANCASTER COUNTY
Request for Increase in Personnel or Services
FISCAL YEAR 2017-18

BUSINESS UNIT NAME: Assessor/ROD

OBJECT CODE	OBJECT DESCRIPTION	AMOUNT	JUSTIFICATION OF NEED TO INCREASE PERSONNEL OR PROVIDE ADDITIONAL SERVICES
61210	Salary	44,399	We are requesting the addition of one Appraiser Apprentice position Basis for Additional Appraiser Apprentice: <ul style="list-style-type: none"> • At current staffing levels, we are unable to meet the state statutory requirement of Real Property inspections every six years. • We have taken on an additional work load due to increase in Taxable Real Property parcels from 93,500 in 2006 to 102,500 in 2017. This is an increase of 9,000 parcels, or 9.6%. • We have reduced our FTE's from 47 to 43 over that time period by implementing time saving procedures. <ul style="list-style-type: none"> ○ Tablet field devices to list parcels in the field along with 90% reduction of paper usage and corresponding reduction of data entry staffing needs. ○ Enhanced CAMA software. ○ ROD electronic filings. ○ GIS/ROD electronic mapping and work flow to increase efficiency and eliminate redundant data entry.
61510	FICA	3,396	
61520	Pension	2,886	
61530	Medical Insurance	16,442	
61540	Dental Insurance	609	
61650	Disability Insurance	142	
61660	PEHP	650	
TOTAL TO CONSIDER		68,524	
Do Not Include Increase in F.T.E.'S or Requests for Expansion of Services in Your Requested Budget or Supporting Schedules - These will be Considered Separately.			

Department	Division	Mandated	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
Assessor/ROD	Appraisal/Administration of Real Estate for taxation purposes	Statute	All aspects of the appraisal process and the administrative duties including the maintenance of tax districts, certification of taxable valuations to the taxing entities and all state reporting requirements. Most information made available via website.	34.25 FTE, plus allocated portion of operating costs, software contracts, and capital outlay.	\$3,587,766	\$3,216,997	\$256,014	\$110,880	\$3,875	\$68,524		\$3,656,290			
Assessor/ROD	Administration of the Register of Deeds Office	Statute	All aspects of receiving, recording, and returning documents filed in the Register of Deeds Office. This includes making all filings available to the public via website.	4.55 FTE, plus allocated portion of operating costs, software contracts, and capital outlay.	\$474,675	\$347,495	\$63,405	\$52,400	\$11,375			\$474,675	\$2,420,000		
Assessor/ROD	Administration of the Personal Property Tax	Statute	Receiving, reviewing, and capturing information related to personal property taxation. This includes many contacts with businesses that have questions regarding filing requirement and procedures.	2.10 FTE, plus allocated portion of operating costs, software contracts, and capital outlay.	\$215,775	\$168,952	\$24,908	\$20,790	\$1,125			\$215,775			
Assessor/ROD	Administration of the Homestead Exemption program	Statute	Receiving and reviewing homestead exemption applications to verify that all legal requirements have been met. Forwarding all qualifying applications to the Department of Revenue for income verification and certification of level of benefits. This includes extensive contact with applicants regarding qualification standards, filing procedures, and explanation of level of benefits.	2.10 FTE, plus allocated portion of operating costs, software contracts, and capital outlay.	\$201,915	\$168,952	\$24,908	\$6,930	\$1,125			\$201,915			
TOTALS BY DEPARTMENT					\$4,480,131	\$3,902,396	\$369,235	\$191,000	\$17,500	\$68,524	\$0	\$4,548,655	\$2,420,000		