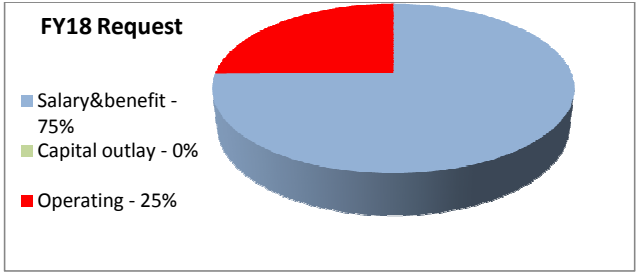


**LANCASTER COUNTY
EXPENDITURES BY BUSINESS UNIT**



FUND	General Fund	00011
BU	Cty Clerk	6020
UPDATED	5/3/2017	

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	\$827,982		\$888,127	7.3%	
Operating & capital outlay - base	\$280,893	\$272,466	\$298,873	6.4%	\$26,407
Total Budget	\$1,108,875		\$1,187,000	7.0%	

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
61110	Official's Salary	86,806	86,950	69,956	93,100	7.1%
61150	Deputy's Salary	82,466	82,603	66,459	88,446	7.1%
61210	Regular Salary	401,463	435,758	338,431	458,116	5.1%
61250	Temporary Salary	14,497	10,000	6,143	10,000	0.0%
61310	Overtime	2,090	500	833	500	0.0%
61510	FICA Contributions	42,948	46,305	34,968	48,933	5.7%
61520	Retirement Contributions	42,314	45,362	34,466	48,513	6.9%
61530	Group Health Insurance	102,905	108,028	85,148	104,186	-3.6%
61540	Group Dental Insurance	4,761	5,414	4,180	5,074	-6.3%
61650	Long-Term Disability	1,846	1,937	1,532	2,047	5.7%
61660	Post-Employment Health Program	4,595	5,125	3,920	29,212	470.0%
63110	Office Supplies	2,923	3,000	3,042	3,000	0.0%
64150	Consulting Services	0	6,000	0	6,000	0.0%
64175	Comput Softwr Maint/License	33,468	42,728	55,695	55,726	30.4%
64285	City Information Services	88,069	152,617	117,057	161,364	5.7%
64286	VOIP Information Services	3,030	2,230	2,067	2,200	-1.3%
64710	Meals	0	200	0	0	-100.0%
64715	Lodging	0	1,000	0	0	-100.0%
64720	Fares	0	500	0	0	-100.0%
64725	Mileage	79	150	158	150	0.0%
64810	Telephone - Local	288	350	240	350	0.0%
64855	Postage	8,758	8,500	7,112	8,500	0.0%
64910	Printing	2,723	2,500	1,528	2,500	0.0%
64915	Photocopying	1,593	2,500	1,538	2,500	0.0%
64925	Advertising	3,850	5,000	3,087	5,000	0.0%
65660	Memberships & Dues	269	75	79	300	300.0%
65665	Books & Subscriptions	3,095	2,110	1,380	2,300	9.0%
65670	Enrollment Fees & Tuition	195	1,900	334	400	-78.9%
65845	Other Misc Fees & Services	80	0	90	0	
65950	Officials' Bonds	95	0	0	0	
65955	Employees' Bonds	120	50	170	0	-100.0%
66215	Furniture & Fixture R&M	2,334	200	0	0	-100.0%
66220	Office Equipment R&M	0	600	0	0	-100.0%
66260	Microfilm Equipment R&M	0	200	193	300	50.0%
66520	Building Rent	46,502	48,283	40,236	48,283	0.0%
67415	Office Equipment	0	200	0	0	-100.0%
67465	Furniture & Fixtures	1,263	0	333	0	
67475	Computer Equipment	1,477	0	0	0	
		\$986,901	\$1,108,875	\$880,372	\$1,187,000	7.0%

**LANCASTER COUNTY
REVENUES BY BUSINESS UNIT**

FUND	General Fund	00011
BU	Co Clerk revenue	6020
UPDATED	5/3/2017	

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
51930	Occupation Tax	(12,100)	(15,000)	(12,500)	(15,000)	0.0%
53140	Locksmith Licenses	(35)	0	(55)	0	
53510	Marriage Licenses	(48,935)	(47,500)	(40,475)	(47,500)	0.0%
55200	FEES	0	(22,400)	0	(22,400)	0.0%
55335	Publication Fee	(448)	0	(436)	0	
55495	Other Miscellaneous Fees	(23,981)	0	(19,945)	0	
55846	Copy Machine	(162)	0	(164)	0	
55896	Other Reimb & Refunds	(90)	0	0	0	
57195	Other Interest Income	(21)	0	0	0	
58595	Other Miscellaneous Revenues	(169)	0	(207)	0	
		(85,940)	(84,900)	(73,783)	(84,900)	0.0%

**LANCASTER COUNTY
PERSONNEL SUMMARY FORM**

2018 BUDGET

AGENCY: COUNTY CLERK

FUND: **011**

BU: **6020**

ORG:

CLASS CODE	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY17 REQUESTED	FY18 REQUESTED		FY 17 REQUEST	FY 18 REQUEST
2802	RECORDS SPECIALIST II	1.00	1.00	40595 - 51997	51050	51998
2803	RECORDS SPECIALIST III	2.00	2.00	46718 - 59843	103990	109999
2804	RECORDS ADMINISTRATOR	1.00	1.00	51950 - 66541	50878	55236
2832	ACCOUNT CLERK II	1.00	1.00	35239 - 45142	44318	45142
2837	BUDGET & FISCAL ASSISTANT	1.00	1.00	43528 - 55756	54605	62136
2840	ACCOUNTING SPECIALIST	1.00	1.00	37787 - 48401	47402	48402
2850	ACCOUNTING OPERATIONS MANAGER	1.00	1.00	64230 - 82274	80576	82274
7181	DEPUTY COUNTY CLERK	1.00	1.00	88446	82603	88446
8956	COUNTY CLERK	1.00	1.00	93100	86950	93100
	EXTENDED SERVICE PAY				2939	2929
TOTALS		10.00	10.00		605,311	639,662

BUD1

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

Department Name County Clerk

Identify the number of employees as of the beginning of the fiscal year and use what was used for budget purposes.	FY15-16 Budget	FY16-17 Request	FY17-18 Request
Number of Full Time Equivalents (FTE's)	10.00	10.00	10.00
Breakdown of FTE's:			
Full Time	10.00	10.00	10.00
Part Time			
Temporary	4.00	4.00	4.00
On Call			
Positions not filled			
Breakdown of Employees:			
Number within pay steps of pay plan (merit plus COLA)	2.00	3.00	3.00
Number at final step or no pay plan (COLA only)	8.00	7.00	7.00
Health Insurance Breakdown by Number of Employees:			
Single	3.00	5.00	4.00
2/4 Party	4.00	3.00	3.00
Family	2.00	1.00	1.00
Retirements:			
Number of Employees			
Cost of Payouts (Include Vacation and PEHP)			
Cost of Temporary Employees	10,000.00	10,000.00	10,000.00
Overtime Costs	500.00	500.00	500.00

LANCASTER COUNTY
REQUEST FOR CONTRACTUAL SERVICES & LEASES
2018 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	\$22,226

BUD3

LANCASTER COUNTY

REQUEST FOR MEMBERSHIPS, SUBSCRIPTIONS, SCHOOLS, CONFERENCES

2018 BUDGET

AGENCY: COUNTY CLERK

FUND: 011

BU: 6020

ORG:

NAME AND POSITION	EXPLANATION AND JUSTIFICATION	BUDGET AMOUNT		
		OBJECT CODE		AMOUNT
		DESCRIPTION	#	
Dan Nolte, County Clerk Cori Beattie, Deputy County Clerk	NACO conferences. Clerk workshop June 2017 and County Officials meetings, Dec.2017	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	Convey 1099 Tax Reporting software	Subscriptions	65665	920
Alisson Lotto, Records Coordinator	ARMA membership	Dues	65660	225

BUD5

Microcomputer Estimate

County Clerk	
Control #	158254

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

Hardware	PART #	Purchase Price	Qty	Disposal Fee	Total
HP Elite x2 1012 G1 M5-6Y54 256GB M2 SSD, 8GB RAM, W10P64, 12" 1920x1080, 3/3/0 With WIGI	W0S21UT#ABA	1,170.00	1	\$2.00	\$1,172.00
* Hub, Vantec 3 port USB 3.0 with Gigabit Ethernet Port	UGT-MH330GNA	\$44.35	1		\$44.35
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Hardware Cost		\$1,214.35			\$1,216.35

Software	PART #	Purchase Cost	Qty		
Office 365 E3 Government Cloud (O365 G3) per user annual charge January 1	AAA-10842	\$128.64	1		\$128.64
* Microsoft Windows Server 2012 User License CAL - Select Level D	R18-04302	\$25.00	1		\$25.00
Shipping and Handling	S&H	\$0.00	1		\$0.00
Total Software Cost:		\$153.64			\$153.64

Total Hardware/Software Cost	\$1,369.99
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Estimated Installation Costs:	\$0.00
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Total System Cost:	\$1,369.99
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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	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%	\$100,605	\$88,685	\$11,920					\$100,605	\$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%	\$164,551	\$144,260	\$20,291	\$0				\$164,551			
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%	\$166,801	\$131,678	\$6,171	\$28,952				\$166,801			

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	\$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%	\$61,539	\$48,144		\$13,395		\$10,500		\$72,039			
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%	\$49,798	\$36,832	\$1,875	\$11,091				\$49,798	\$37,400		
				Total for Division	\$543,293	\$449,599	\$40,256	\$53,438	\$0	\$10,500	\$0	\$553,793	\$84,900		
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%	\$227,727	\$208,451	\$19,276					\$227,727			
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%	\$377,839	\$193,041	\$9,951	\$174,847				\$377,839			

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	Calculate Tax Rates	Calculate Tax Rates for all taxing entities in Lancaster County. Accting Ops Mgr 5%, County Clerk 1%	\$6,440	\$6,440						\$6,440			
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%	\$14,294	\$13,189	\$1,105					\$14,294			
602	Accounting	State statute, County Board	Budget Prep	Prepare Budget for County Clerk's office. Accting Ops Mgr 5%, Clerk 1%	\$6,907	\$6,907						\$6,907			
				Total for Division	\$633,207	\$428,028	\$30,332	\$174,847	\$0	\$0	\$0	\$633,207			
				Total for Agency	\$ 1,176,500	\$ 877,627	\$ 70,588	\$ 228,285	\$ -	\$ 10,500	\$ -	\$ 1,187,000	\$ 84,900		