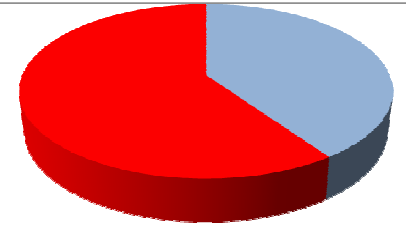


LANCASTER COUNTY
EXPENDITURES BY FUND

FY18 Request



FUND	County Property Management	00066
BU	Fund-level report	
UPDATED	5/26/2017	

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	\$449,434		\$321,208	-28.5%	
Operating & capital outlay - base	\$957,606	\$928,878	\$473,686	-50.5%	(\$455,192)
Total Budget	\$1,407,040		\$794,894	-43.5%	

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
61210	Regular Salary	362,894	313,249	271,974	217,309	-30.6%
61310	Overtime	41,280	16,000	41,292	6,500	-59.4%
61510	FICA Contributions	29,817	23,198	22,804	16,623	-28.3%
61520	Retirement Contributions	31,421	23,651	23,830	16,950	-28.3%
61530	Group Health Insurance	89,530	63,813	73,263	57,257	-10.3%
61540	Group Dental Insurance	3,956	2,433	3,122	2,065	-15.1%
61650	Long-Term Disability	690	346	452	240	-30.6%
61660	Post-Employment Health Program	134	0	29,197	0	
61750	Workers' Comp Insurance	7,233	6,744	0	4,264	-36.8%
63225	Janitorial Supplies	19,790	15,050	12,023	3,550	-76.4%
63230	Chemical Supplies	0	4,350	0	350	-92.0%
63240	Shop Supplies & Tools	654	1,925	893	775	-59.7%
63320	Keys & Lock Supplies	1,629	1,525	681	1,625	6.6%
63335	Minor Equipment	980	0	0	0	
63340	Pest Control Supplies	21	50	51	50	0.0%
63465	Safety & Security Supplies	0	500	0	300	-40.0%
63510	Motor Fuels	3,543	4,070	2,309	3,100	-23.8%
63520	Lubricants	145	40	0	40	0.0%
63530	Heating Fuels	333	1,000	340	200	-80.0%
63710	Traffic Signs	10,349	300	788	267	-11.0%
63725	Flares, Flags, & Barricades	0	200	0	100	-50.0%
63810	Building Materials	325	300	158	100	-66.7%
63815	Motor Veh Parts, Supp, Assessr	0	0	15	0	
63820	Grounds Maintenance Supplies	1,566	3,325	1,010	3,025	-9.0%
63830	Painting Supplies	239	1,450	178	450	-69.0%
63835	Plumbing Supplies	4,732	3,050	663	1,050	-65.6%
63840	Electrical Supplies	7,174	7,468	7,921	4,950	-33.7%
63845	A/C Supplies	0	525	0	375	-28.6%
63850	Boiler Supplies	7,460	3,150	6,781	2,000	-36.5%
63865	HVAC Supplies	2,436	3,200	2,494	2,500	-21.9%
63895	Other Repair & Maint Supplies	3,632	18,650	8,174	2,650	-85.8%
64115	Architects & Engineer	0	0	1,179	0	
64155	Snow Removal/Grounds Maint	21,440	16,500	3,905	13,500	-18.2%
64170	Equip Maintenance Agreements	0	1,450	0	1,250	-13.8%
64176	Bldg Maint Payroll Reimburse	122,963	96,800	123,308	66,805	-31.0%
64195	Janitorial Services	119,018	100,000	83,430	27,000	-73.0%
64210	Oxygen Refill Service	418	30	384	30	0.0%
64230	Pest Control Services	3,583	3,545	2,409	2,560	-27.8%
64285	City Information Services	2,067	2,500	2,284	1,500	-40.0%
64295	Other Misc Contracted Svs	10,511	38,050	20,983	23,050	-39.4%

64301	Environmental Testing Services	243	0	0	0	
64335	Fire alarm monitoring service	2,218	0	305	0	
64430	Personnel	2,962	0	2,490	0	
64445	Sanitary Landfill	120	0	72	0	
64710	Meals	20	0	20	0	
64715	Lodging	216	0	217	0	
64725	Mileage	150	0	171	0	
64810	Telephone - Local	2,346	100	5,989	0	-100.0%
64815	Telephone - Long Distance	0	0	0	0	
64825	Cellular Phone Service	2,930	2,760	2,227	1,760	-36.2%
64855	Postage	0	54	0	57	5.6%
64860	Freight & Express Charges	0	27	0	30	11.1%
64910	Printing	6	225	102	225	0.0%
64915	Photocopying	0	75	0	75	0.0%
65110	Medical Services	266	324	178	300	-7.4%
65660	Memberships & Dues	0	0	150	0	
65665	Books & Subscriptions	0	50	0	50	0.0%
65670	Enrollment Fees & Tuition	550	335	0	325	-3.0%
65675	Licensing	200	400	400	0	-100.0%
65685	Refunds & Repayments	25	0	0	0	
65845	Other Misc Fees & Services	250	230	150	230	0.0%
65910	Property Insurance	82,119	51,700	27,998	20,998	-59.4%
65915	Liability Insurance	822	6,100	0	6,600	8.2%
65920	Vehicle Insurance	2,508	6,000	596	5,300	-11.7%
66110	Electricity	234,983	223,800	191,576	141,800	-36.6%
66115	Natural Gas	74,779	70,944	70,610	40,500	-42.9%
66120	Water & Sewer	34,571	111,400	94,291	29,050	-73.9%
66125	Refuse Disposal	7,470	11,725	7,793	2,775	-76.3%
66210	Motor Vehicle R&M	5,573	2,450	3,191	2,050	-16.3%
66225	Building R&M	0	1,125	0	625	-44.4%
66228	Parking Equipment R&M	0	500	125	200	-60.0%
66230	Grounds Equipment R&M	330	587	235	587	0.0%
66235	A/C Equipment R&M	538	650	165	150	-76.9%
66240	Boiler Equipment R&M	757	750	11,503	10,375	1283.3%
66245	Elevator/Escalator R&M	5,303	1,500	3,033	0	-100.0%
66248	Fire Systems R&M	3,018	1,000	2,862	1,000	0.0%
66290	HVAC R&M	41,217	26,200	30,633	39,472	50.7%
66295	Plumbing R&M	7,103	614	3,812	1,100	79.2%
66410	Other Equipment R&M	2,978	1,768	1,135	2,200	24.4%
66515	Machiner & Equipment Rentals	7,290	1,195	1,468	1,200	0.4%
66545	Other Rentals	2,167	1,500	1,585	1,500	0.0%
67215	Repair/Impr to Buildings	19,534	102,480	1,349	0	-100.0%
67350	Other Improvements	8,598	0	4,140	0	
67445	Communication Equipment	0	35	37	0	-100.0%
67465	Furniture & Fixtures	0	0	205	0	
67550	Engineers & Architects	11,239	0	7,021	0	
		\$1,477,361	\$1,407,040	\$1,226,131	\$794,894	-43.5%

**LANCASTER COUNTY
REVENUES BY AGENCY/FUND**

FUND	County Property Management	
AGENCY	Revenues-Fund County Property Mgmt	
LAST UPDATED	5/26/2017	

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
55854	City Building Reimbursement	(4,828)	(2,016)	(1,512)	0	-100.0%
55896	Other Reimb & Refunds	(2,284)	0	0	0	
55935	Other Maintenance Cost Reimb	(102,774)	0	(287)	0	
58115	Rental Income-Buildings	(1,376,979)	(1,021,824)	(960,380)	(790,494)	-22.6%
58120	State Building Reimbursement	(55,081)	(55,069)	(45,901)	0	-100.0%
58520	Surplus Sales	0	0	(40)	0	
58595	Other Miscellaneous Revenues	0	(200,000)	0	0	-100.0%
		(\$1,541,945)	(\$1,278,909)	(\$1,008,120)	(\$790,494)	-38.2%

County Property Management (Fund 66) FY17-18 Budget Request

Business		FY17-18 Revenue	FY17-18 Expenditure		Capital Outlay
<u>Unit</u>		<u>Request</u>	<u>Request</u>	<u>variance</u>	<u>Bldg Fund</u>
6491	Youth Services Center	477,900	477,900	-	48,800
6494	Shop	-	4,400	(4,400)	
6495	Trabert Hall (No budget request)				
6497	Motor Vehicles 46th & R	121,306	121,306	-	187,000
6499	Drivers Testing Station West O	97,588	97,588	-	34,000
6500	Election Bldg 601 N. 46th	93,700	93,700	-	-
		<u>790,494</u>	<u>794,894</u>	<u>(4,400)</u>	<u>269,800</u>

LANCASTER COUNTY
PERSONNEL SUMMARY FORM
2017-18 BUDGET

BUSINESS UNIT #: 649

BUSINESS UNIT NAME _____

CLASS	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY16-17 BUDGETED	FY17-18 REQUESTED		FY16-17 BUDGET	FY17-18 REQUEST
4826	Maintenance Repair Worker II	4	3		204,462	160,509
4707	Building Cleaner	2.5	1.5		91,703	57,607
TOTALS		6.5	4.5		296,165	218,116

**Lancaster County
Employee Information
2017-18 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.	FY16-17 Budget	FY17-18 Request
Number of Full Time Equivalents (FTE's)	6.50	4.50
Breakdown of FTE's:		
Full Time	6.00	4.00
Part Time	0.50	0.50
Temporary	1.00	2.00
On Call		
Positions not filled		
Breakdown of Employees:		
Number within pay steps of pay plan (merit plus COLA)	0.00	0.00
Number at final step or no pay plan (COLA only)	6.00	4.00
Health Insurance Breakdown by Number of Employees:		
Single	3.00	2.00
2/4 Party	2.00	2.00
Family	1.00	
Retirements:		
Number of Employees	unknown	unknown
Cost of Payouts (Include Vacation and PEHP)		

LANCASTER COUNTY
REQUEST FOR CONTRACTUAL SERVICES & LEASES
2017-18 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: Don Killeen 6.3% Fred Little 6.3% Margaret Bohy 6.3% Cindy Dittmer 6.3%	Payroll Reimbursement	6476	27,718
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% Dave Drevo 38%	Payroll Reimbursement	6476	3,933 35,154
TOTAL				66,805

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				\$97,588	\$24,727	\$55,247	\$17,614				\$97,588	\$97,588		
	46th & R Motor Vehicles				\$121,306	\$24,727	\$78,888	\$17,691				\$121,306	\$121,306		
	Election Commission	Lancaster County Budget Policy			\$93,500	\$55,467	\$26,733	\$11,300				\$93,500	\$93,700		
	Youth Assessment Center				\$477,900	\$216,287	\$241,613	\$20,000				\$477,900	\$477,900		
	Shop/Unallocated				\$4,400		\$4,400					\$4,400	\$0		
TOTALS BY DEPARTMENT					\$794,694	\$321,208	\$406,881	\$66,605	\$0	\$0	\$0	\$794,694	\$790,494		