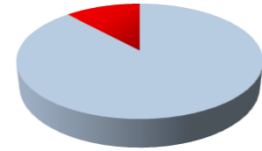


LANCASTER COUNTY
EXPENDITURES BY BUSINESS UNIT WITH ENCUMBRANCES

FY19 Request



FUND	General Fund	00011
BU	Administrative Services	6130
UPDATED	5/31/2018	

Budget Summary	Current Year Budget FY18	FY19 Budget Request	% Change in Budget FY18 to FY19	Amount Over/(Under) FY18
Salaries & benefits	\$362,042	\$362,056	0.0%	
Operating & capital outlay - base	\$46,906	\$48,996	4.5%	\$2,090
Total Budget	\$408,948	\$411,052	0.5%	

Object #	Object Description	Prior Year FY17 Actuals	Prior Year FY17 Encumbrance Carryover	FY18 Current Year Budget	FY18 Current Year To-Date Actuals	FY18 Outstanding Encumbrances	FY19 Next Year Budget Request	% Change in Budget FY18 to FY19
61110	Official's Salary	145,275	0	146,415	132,760	0	150,076	2.5%
61150	Deputy's Salary	28,572	0	75,000	67,623	0	78,416	4.6%
61210	Regular Salary	53,857	0	53,822	49,768	0	55,168	2.5%
61510	FICA Contributions	15,752	0	19,865	17,811	0	20,042	0.9%
61520	Retirement Contributions	17,274	0	21,469	18,633	0	21,106	-1.7%
61530	Group Health Insurance	27,630	0	41,150	30,160	0	32,902	-20.0%
61540	Group Dental Insurance	1,077	0	1,490	1,224	0	1,488	-0.1%
61650	Long-Term Disability	648	0	881	736	0	908	3.1%
61660	Post-Employment Health Program	42,497	0	1,950	1,540	0	1,950	0.0%
63110	Office Supplies	1,681	0	2,350	895	0	2,850	21.3%
63965	Miscellaneous Beverages	377	0	0	11	0	0	n/a
64286	VOIP Information Services	2,632	0	2,800	2,389	0	2,600	-7.1%
64710	Meals	80	0	0	6	0	100	n/a
64715	Lodging	2,537	0	1,200	550	0	1,700	41.7%
64720	Fares	491	0	0	313	0	0	n/a
64725	Mileage	761	0	2,090	139	0	900	-56.9%
64730	Parking & Tolls	80	0	0	0	0	0	n/a
64815	Telephone - Long Distance	428	0	400	499	0	0	-100.0%
64855	Postage	132	0	150	83	0	150	0.0%
64915	Photocopying	1,389	0	1,500	967	0	1,300	-13.3%
65665	Books & Subscriptions	607	0	600	495	0	450	-25.0%
65670	Enrollment Fees & Tuition	1,615	0	1,375	1,826	0	3,000	118.2%
65950	Officials' Bonds	70	0	0	0	0	150	n/a
66520	Building Rent	34,440	0	34,441	31,570	0	35,196	2.2%
67465	Furniture & Fixtures	0	664	0	0	0	600	n/a
Individual ledger		\$379,903	\$664	\$408,948	\$359,998	\$0	\$411,052	0.5%
Total Actuals plus Encumbrances			\$380,567			\$359,998		

LANCASTER COUNTY
PERSONNEL SUMMARY FORM
2018-19 BUDGET

BUSINESS UNIT #: 6130

BUSINESS UNIT NAME Administrative Services

CLASS	CLASS TITLE	NUMBER OF POSITIONS		PAY RANGE	SALARY AMOUNTS	
		FY17-18 BUDGETED	FY18-19 REQUESTED		FY17-18 BUDGET	FY18-19 REQUEST
330	Admin sec to County Board	1	1	43,066 to 55,168	53,822	55,168
MSS	Chief Administrative Officer	1	1	MSS	146,415	150,076
MSS	Deputy Chief Admin Officer	1	1	MSS	75,000	78,416
TOTALS		3	3		275,237	283,660

**Lancaster County
Employee Information
2018-19 Budget**

Department Name Administrative Services

Identify the number of employees as of the beginning of the fiscal year and use what was used for budget purposes.	FY17-18 Budget	FY18-19 Request
Number of Full Time Equivalents (FTE's)	3.00	3.00
Breakdown of FTE's:		
Full Time	3.00	3.00
Part Time		
Temporary		
On Call		
Positions not filled		
Breakdown of Employees:		
Number within pay steps of pay plan (merit plus COLA)		
Number at final step or no pay plan (COLA only)	3.00	3.00
Health Insurance Breakdown by Number of Employees:		
Single	2.00	2.00
2/4 Party	1.00	1.00
Family		
Retirements:		
Number of Employees		
Cost of Payouts		
(Include Vacation and PEHP)		

LANCASTER COUNTY
REQUEST FOR MEMBERSHIPS, SUBSCRIPTIONS, SCHOOLS, CONFERENCES
TRAVEL AND SUBSISTENCE
2018-19 BUDGET

BUSINESS UNIT #: 6130

BUSINESS UNIT NAME Administrative Services

NAME AND POSITION	EXPLANATION AND JUSTIFICATION	BUDGET AMOUNT		
		OBJECT CODE		AMOUNT
		DESCRIPTION	#	
Board of Commissioners	SE District NACO (2 meetings)	Mileage	64725	32
		Registration	65670	250
	NACO Annual Meeting in Kearney	Mileage	64725	285
		Registration	65670	750
		Lodging	64715	800
	NACO County Board Workshop in Kearney	Mileage	64725	400
		Registration	65670	645
		Lodging	64715	840
	Staff	Tri-County Staff Meeting	Mileage	64725
Subscriptions (Journal, Hickman Voice, Denton Town Talk, Waverly News)		Subscriptions	65665	401
NACO Legislative Conference York		Mileage	64725	150
	Registration	65670	150	
TOTAL				4,736

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 Unresolved Issues	Total Estimated Revenue	Non-Mandated	Unfunded Mandates
Administrative Services			Staff Meeting	CAO (23%) administers agenda. Deputy CAO (5%) will assist with staff meeting when necessary.	\$54,543	\$48,621	\$5,921					\$54,543			
			Legislative Services	CAO (15%) manages County's legislative program.	\$31,941	\$28,473	\$3,468					\$31,941			
			General Assistance	Duties for the CAO (10%) include: a. GA Review Committee; b. Hearing officer	\$21,294	\$18,982	\$2,312					\$21,294			
			Visitors Promotion Committee	Duties for the CAO (10%) include: a. Liaison; b. Administrative support; c. Administer Improvement Fund grants	\$21,294	\$18,982	\$2,312					\$21,294			
			Retirement Program	Duties for the CA (15%) include: a. Pension Review Committee; b. investment policy; c. administer contracts with Prudential and Segal Rogerscasey	\$31,941	\$28,473	\$3,468					\$31,941			
			Administrative Services Department Head	CAO (12%) manages office. Deputy CAO (3%) will manage office when necessary or in absence of CAO.	\$28,893	\$25,756	\$3,137					\$28,893			
			Administer County Board Policies	Duties for the CAO (10%) include: a. Legal opinions; b. Microcomputer policy; c. claims for review; etc. Deputy CAO (10%) will address policy issues related to records retention, electronic devices, all media.	\$32,428	\$28,907	\$3,521					\$32,428			
			Emergency Management Liaison	CAO (5%) acts as needed.	\$10,647	\$9,491	\$1,156					\$10,647			
			County Board Conferences	NACO meetings include: SE District meetings, Annual meeting in Kearney and Workshop in Kearney.	\$4,302		\$4,302					\$4,302			
			County Communications	Duties for the Deputy CAO (35%) include: creation of overall communication plan, creation of policies which support plan (social media policy update, branding guidelines, etc.) Create written reports, communication pieces. Address constituent issues as they arise. Manage media inquiries and media polices.	\$38,969	\$34,738	\$4,231					\$38,969			
			Website & Social Media	Duties for the Deputy CAO (25%) include: Work with departments and outside consultants in the re-development of all county websites. Update, create or monitor all county social media pages to ensure appropriate and timely content.	\$27,835	\$24,813	\$3,022					\$27,835			
			Strategic Planning & Board Development	Work with County Board to facilitate the strategic plan which focuses on the mission of the county. This process will require involvement of the Deputy CAO (10%).	\$11,134	\$9,925	\$1,209					\$11,134			
			HIPAA Compliance	Duties of the Deputy CAO (8%) include: act as county compliance officer, handle issues should they arise, ensure electronic and paper management of medical files is compliant, mandatory reporting.	\$8,907	\$7,940	\$967					\$8,907			
			Title VI Compliance	Duties for the Deputy CAO (4%) include: act as county compliance officer, handle EOC issues, mandatory reporting.	\$4,454	\$3,970	\$484					\$4,454			

			Oversee and administer clerical function support for County Board members, the Administrative Services Department and the Budget & Fiscal Department	Duties for the Administrative Aide (50%) include: prepare correspondence, reports and other documents; maintain calendars for the County Board; order office and copier supplies; oversee the maintenance of office equipment; maintain the County Board web pages; answer phone calls; sort and distribute mail; manage Commish email; prepare new hire paperwork and personnel action forms.	\$41,236	\$36,492	\$4,444		\$300			\$41,236			
			Develop and maintain the County Board filing system in order to assure efficient storage and retrieval of information	Duties for the Administrative Aide (15%) include: enter all documents into the county's records management system; maintain all documents and records including deletion of documents when retention period is met; make suggestions for improvements in retention schedules and other filing schemes; work in cooperation with the County Records and Information Manager to maintain proper storage and retention practices for paper records stored at the Record Center.	\$12,371	\$10,947	\$1,333		\$90			\$12,371			
			Perform accounting functions for the County Board and Administrative Services Department	Duties for the Administrative Aide (10%) include: assist in the development of the Administrative Services budget; gather and prepare payroll information on a bi-weekly basis; review vendor claims to determine validity, accuracy and compliance with purchasing policies and statutes; prepare payment vouchers, purchase orders and deposits as needed.	\$8,247	\$7,298	\$889		\$60			\$8,247			
			Perform administrative work and projects as assigned by the County Board, Administrative Services Department and Budget & Fiscal Department	Duties for the Administrative Aide (25%) include: setup and tear down for staff and department meetings; work on the following annual projects: Employee Recognition Breakfast, Food Bank Drive, Combined Campaign, County Government Day, Legislative Retreat, Legislative Breakfast, Mid-Year Budget, and Girls State.	\$20,618	\$18,246	\$2,222		\$150			\$20,618			
TOTALS BY DEPARTMENT					\$411,052	\$362,056	\$48,396	\$0	\$600	\$0	\$0	\$411,052	\$0		