

# CITY of LANCASTER

Pennsylvania

## Adopted 2016 Budget



General Fund  
Lancaster Office of Promotion Fund  
Stormwater Management Fund  
Sewer Fund  
Water Fund  
Solid Waste & Recycling Fund

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J. Richard Gray  
Mayor

Adopted December 15, 2015

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**2016 BUDGET MESSAGE**  
**J. Richard Gray, Mayor – City of Lancaster**  
**November 24, 2015**

Thank you for this opportunity to present our proposed 2016 Annual Budget for the City of Lancaster. As a candidate for Mayor a decade ago, I promised that we would improve and stabilize City finances by replacing year-to-year budget gimmicks with multi-year budgeting and strategic financial planning. Our 2016 Budget continues our commitment to these principles. Because of careful planning, good timing, and a willingness to seize opportunities, we will hold the line on spending next year to an increase of only one-third of one percent in the General Fund. Thus, our budget for 2016 proposes no tax increase and maintains the high level of services our residents have come to expect from our excellent staff. We can do this because of actions taken over the past decade to stabilize City finances at the same time we found ways to improve the quality of services City government provides.

Our decision to become self-insured is paying off. The City, in effect, became the insurance company for employees in 2012, and established an Internal Service Fund to finance employee medical expenses. Each year since 2012, approximately \$11 million has been deposited into this Internal Service Fund.

Because of prudent management, greater employee participation in wellness initiatives, and some good fortune, we are able to project a reserve of about \$2.6 million in this Internal Service Fund by the end of 2015. This reserve serves as the financial safety net needed for the inevitable time when we are faced with very high medical claims. Building this reserve up over the last 4 years has allowed us to reduce General Fund medical expenses in the 2016 Budget by about \$400,000 compared to the 2015 Budget.

Though increases in pension obligations have slowed, by 2017 pension costs will have grown by 240 percent since 2006 to a projected \$6.6 million. Police and Fire pensions account for 91 percent of these costs, with non-uniformed employee pensions accounting for only 9 percent of our pension obligation. The decision to refinance the 2006 Pension Obligation Bonds will bring some temporary relief. This year's refinancing of the police and fire pension debt produced a net savings of 830 thousand dollars, with 600 thousand dollars of that savings coming in 2016. This good news comes with a note of caution: this is a one-time savings. Our pension costs will increase by this amount in the 2017 budget and our mandated contributions to the Police and Fire pension funds will also increase by about half-a-million dollars from 2016 to 2017. Thus, we expect that in 2017, our police and fire pension costs will increase by roughly \$1 million over the 2016 amount.

A number of things that will occur in 2016 makes holding the line on General Fund spending no easy task.

For instance, the City is being proactive in battling the invasive Emerald Ash Borer that threatens to decimate Ash trees across the country. Our proposed budget includes two separate appropriations, in the General Fund and in the Stormwater Management Fund, totaling \$120,000 to remove threatened Ash trees in City parks and on City streets.

The 2016 Budget also includes an additional \$250,000 for police and fire personnel. This is necessary for hiring that will be needed in anticipation of a large number of retirements. This additional funding will allow for hiring to occur in advance of retirements, in order to allow time for new personnel to be trained and on the job when retirements occur. This will help to ensure that force levels can be maintained at 145 for police and 74 for fire.

Over the next five years, 25 percent of our Police Officers and more than 40 percent of our Firefighters will have served the City for 25 or more years and be eligible for full retirement. This presents both an opportunity and a challenge. As more experienced officers and firefighters retire, they will be replaced with new employees starting at entry level salaries. In addition, because new labor contracts call for a somewhat lower pension benefit for new hires, our long-term pension costs will also decrease.

The challenges are obvious. With this large number of retirements, the City will lose decades of valuable experience, and knowledge of the City and its residents. Replacing these years of experience is impossible. That said, recruiting, hiring, and training police and fire personnel is a long-term process. We will continue to plan ahead to make sure that we have the funding in place to hire qualified applicants and maintain adequate staffing levels in police and fire.

We are operating with a water and sewer system that continues to suffer the effects of decades of deferred maintenance and lack of investment. Over recent years, the growing number of water main breaks and sinkholes signal a need for more substantial investment in our water and sewer infrastructure. In addition, compliance with Federal and State mandates for drinking water, wastewater treatment, and stormwater management will require continued and on-going infrastructure investment.

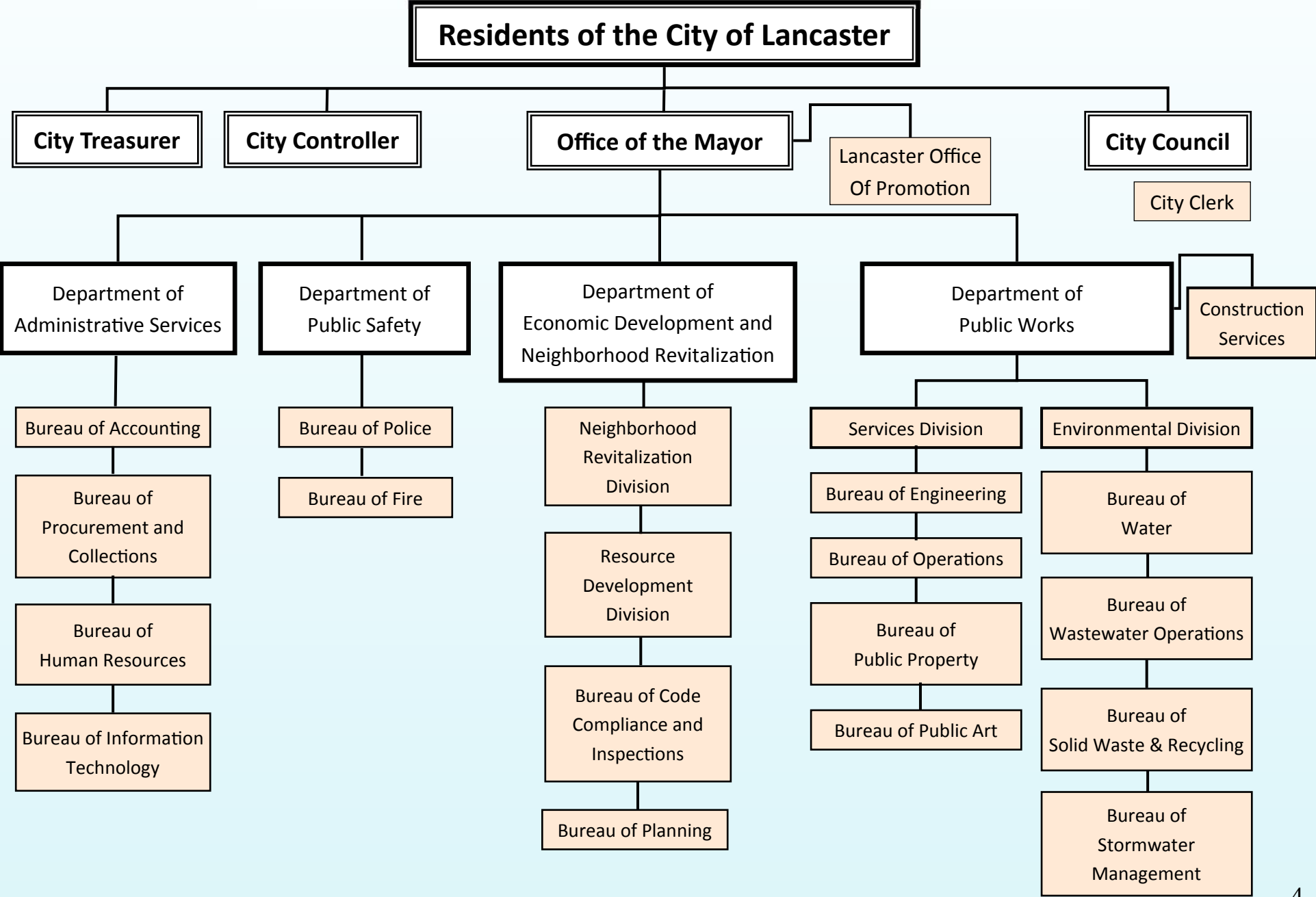
In light of on-going challenges related to our aging water and sewer system, we are proposing an increase for City water and sewer rates for inside City customers beginning in January that will cost the average residential customer an estimated \$11.00 per quarter in their combined water & sewer bill. Even with this increase, water rates for City customers will be lower than for customers living outside of the City, and the lowest among other Third Class cities with both publicly and privately owned systems.

Finally, we are beginning to see some forward movement, and certainly more attention in Harrisburg is being given to property tax reform and pension reform. At the same time, partisanship, parochialism, and special interests continue to undermine progress and thwart meaningful change. Third Class cities in Pennsylvania are long overdue for meaningful reform at the state level.

Indeed the Pennsylvania General Assembly has the power to act in the best the interest of the vast majority of Pennsylvanians who reside in urban areas. We can only hope that they put partisanship aside long enough to exercise that power wisely and equitably to serve the greatest good.

###

# City of Lancaster Organizational Chart



## **EXECUTIVE DEPARTMENT**

### **OFFICE OF THE MAYOR**

The Mayor is responsible for assuring the implementation of all City Council policy decisions, efficiently directing the city's operations, and creating an organizational culture that results in the delivery of excellent municipal services to residents of the City of Lancaster.

The Office of the Mayor is the primary source of direction and coordination for all City operations and services. Department Directors including Economic Development & Neighborhood Revitalization, Administrative Services, and Public Works report directly to the Mayor. In addition, as Director of Public Safety, the Mayor serves as the top elected official presiding over the Bureaus of Police and Fire.

Two employees staff the Office of the Mayor: the Executive Secretary provides direct administrative support to the Mayor; and the Chief of Staff advances the Mayor's policy agenda and directives.



## **CITY OF LANCASTER OFFICE OF PROMOTION (LOOP)**

The City of Lancaster Office of Promotion continues the commitment to enhance the quality of life, build community pride, and increase civic participation in the City of Lancaster through the development and promotion of cultural celebrations, special events, and the arts. In addition, this office oversees the management of the City's social media initiatives including development and management of the City's web site, Facebook and Twitter social media channels.

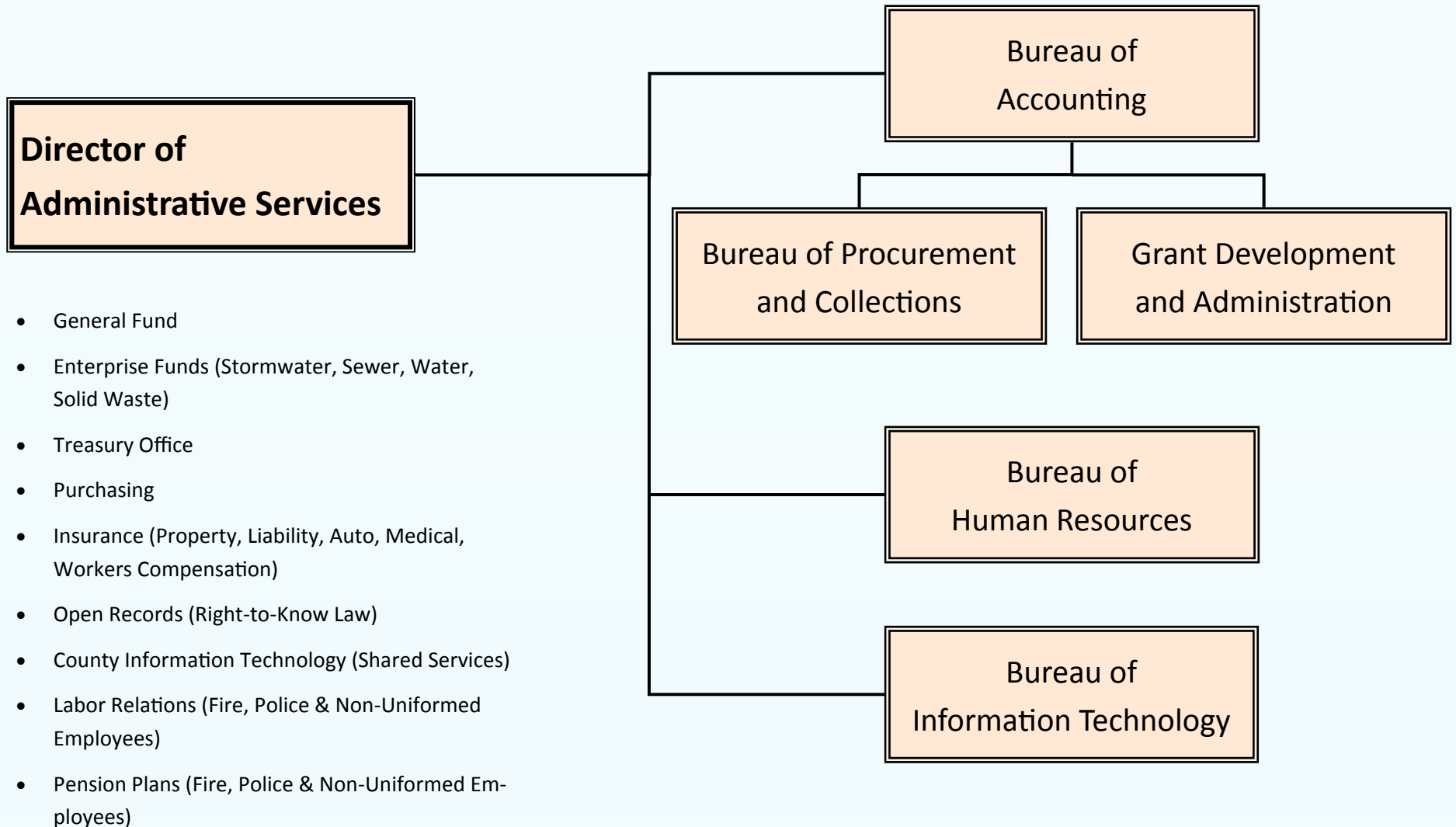
In 2014, the role of LOOP further expanded to include promotion of the arts and culture that is alive and well in the City. The City of Lancaster Office of Promotion exists to be the voice of the City and provide superior services to the residents, businesses, and visitors of Lancaster City. This new role was further enhanced in mid-2015 with the opening of the City of Lancaster Visitors Center in the Old City Hall building on Penn Square.

LOOP also produces and supports events that enhance the quality of life and image of the City of Lancaster. Through the development and promotion of a variety of special events, LOOP fosters public participation in the arts and advances tourism for the City of Lancaster.

The City of Lancaster Office of Promotion is incorporated as a 501(c)(3) organization. As such, LOOP is authorized to secure charitable contributions through a sponsorship program that helps finance staffing and the functions of the office including: production and promotion of City-sponsored special events; permitting of community organization or neighborhood-sponsored events; marketing and promotion of arts, culture and tourism initiatives for the City of Lancaster through social media and other traditional media outlets.

###

# Department of Administrative Services



## **DEPARTMENT OF ADMINISTRATIVE SERVICES**

The Department of Administrative Services provides fiscal management and operational support for all City departments. In addition, the Department of Administrative Services is responsible for managing the City's Community Involvement, Insurance, Fringe Benefits and Debt Service budgets. The Department of Administrative Services includes the Bureau of Accounting, the Bureau of Procurement and Collection, the Bureau of Human Resources, and Information Services.

### **BUREAU OF ACCOUNTING**

The Accounting Bureau uses a voucher system to review and authorize the processing and track the disbursement of more than 9,000 checks each year. The Bureau of Accounting processes payments for all of the City's fund types and account groups. In addition, the Bureau prepares payroll for nearly 600 employees, and processes benefit payments to more than 200 uniformed retirees.

The Bureau maintains accounting records for the City's General Fund, 3 Enterprise Funds (Sewer, Water, and Solid Waste and Recycling) and nearly 40 Capital Project, Special Revenue, and Trust and Agency funds. The Accounting Bureau prepares billings and adjustments of about 1,000 annual invoices, including those for various Police services, bulk sewage and industrial waste surcharge.

The Accounting Bureau prepares the City's monthly financial statements, posts monthly journal entries, and reconciles bank statements and general ledger accounts on a monthly basis. This Bureau also provides work papers to the independent auditors.

### **BUREAU OF PROCUREMENT AND COLLECTIONS**

The Bureau of Procurement and Collections manages approximately 350,000 utility and tax accounts for city property taxes, Water & Sewer usage, and Solid Waste & Recycling services. Account management responsibilities include data entry, billing, collection and documentation of payments, and pursuing collection of delinquent accounts.

Each year, Bureau personnel respond to more than 70,000 telephone inquiries and process some 100,000 payment transactions made via mail delivery, through online credit/debit card payments or by walk-in customers. The Bureau of Procurement and Collections is responsible for securing payments for an estimated 60,000 parking tickets each year. The Bureau also operates the mailroom, processes all incoming mail and nearly 6,000 pieces of outgoing mail each week.

Finally, the Bureau coordinates purchasing for all City Bureaus and administers the formal City contracts program. Large and major purchases are presented to this Bureau for input regarding vendor sourcing, competitive bidding and compliance with the Third Class City Code.

### **BUREAU OF HUMAN RESOURCES**

The Bureau of Human Resources provides administrative support and management of benefits and issues that relate to City personnel. In addition to maintaining individual personnel records, the Bureau is responsible for administering all employee wage and benefit programs including pension benefits, life and medical insurance benefits, worker's compensation, and deferred compensation.

The Bureau of Human Resources recruits new employees, and processes newly employed or retired personnel. Finally, the Bureau manages all labor relations including contract negotiations with two uniformed unions and one non-uniformed union. The Bureau ensures adherence to labor contract provisions and utilizes a grievance procedure to resolve disputes.

#### **INFORMATION TECHNOLOGY SERVICES**

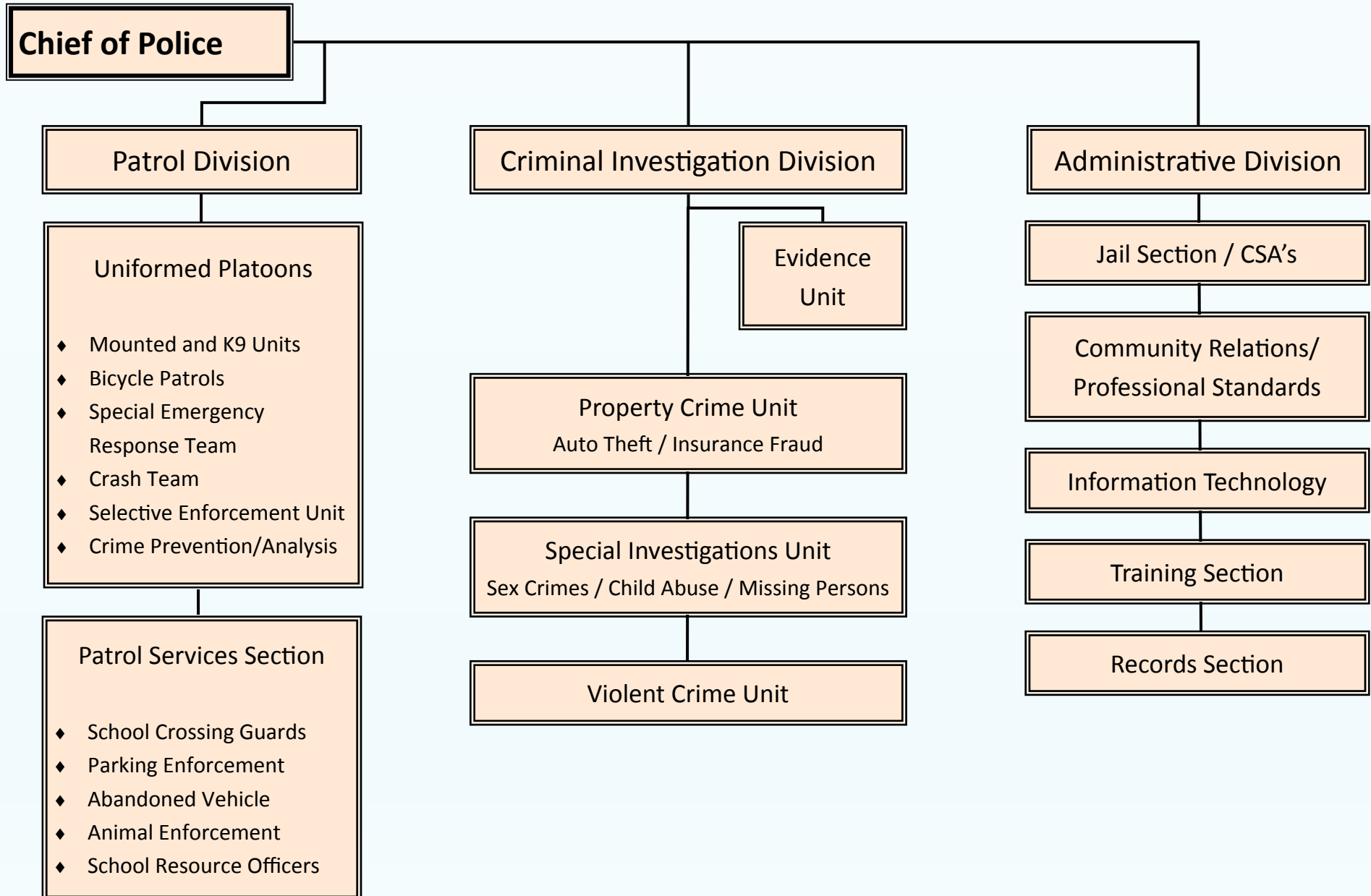
Information Technology Services provides technology support to all City operations; develops and maintains custom software programs; and supports and administers New World Systems Municipal software. In late 2009, Bureau of Information Technology staff began working in partnership with Lancaster County Information Technology staff to implement the sharing of IT services and resources through the Shared Services Agreement signed by Mayor Gray and the County Commissioners in October 2009. This agreement has improved technology services provided to City Departments and employees at an overall reduced cost to City taxpayers.

Information Technology staff also generate reports, payments, billings, and mailings that require use of the City's databases. Information Technology Services works with Lancaster County to update the City's real estate tax database, and with the Pennsylvania Department of Transportation to generate warning notices for delinquent traffic violations.

###

# Department of Public Safety

## Bureau of Police



## **BUREAU OF POLICE**

The Lancaster Bureau of Police is a full service police agency supplying police service to The City of Lancaster. The Police Bureau is responsible for a jurisdiction covering 7.3 square miles containing the population of 59,322 (2010 US Census). The Police Bureau is divided into three Divisions: the Patrol Division, the Criminal Investigation Division and the Administrative Services Division. Each Division is further divided into Sections and Units.

### **PATROL DIVISION**

#### **Uniformed Platoons:**

The Patrol Division is responsible for the delivery of uniformed police services, principally through the Division's four uniformed platoons. At the present time, platoon personnel work a fixed twelve-hour shift. Officers work 2 to 3 twelve-hour days and then have two to three days off. In addition to the uniformed platoons, the Patrol Division includes the Mounted and K9 Units and encompasses the community oriented policing effort through community engagement including but not limited to; developing community contacts, attending neighborhood organization meetings, speaking engagements and volunteering their time with different charitable events such as Shop with a Cop, St. Baldrick's, and Toys for Tots.

#### **Community Service Aides:**

Community Service Aides are civilians employed to perform tasks once performed by police officers. CSA's are assigned to communications and jail functions where they attend to in-house dispatching duties and prisoner processing. When possible, Community Service Aides also answer non-priority calls for police service and take reports on minor crimes and problems both in the field and by telephone. This has helped the Bureau of Police improve its overall response times.

**Special Emergency Response Team (SERT)** is available to respond to high-risk situations including dignitary protection, high risk warrant service, civil unrest, and hostage/barricade situations. SERT team is composed of specially trained officers assigned to each of the platoons and various other sections of the Police Bureau. The team's primary duty is to contain and defuse dangerous situations. In 2002, the Lancaster City SERT team became the Lancaster County SERT team, adding members from various municipalities and completing joint training and exercises.

The **Selective Enforcement Unit** addresses quality of life violations such as drug dealing, prostitution, noise complaints, littering, speed enforcement and disorderly persons. The unit varies its hours and tactics, tackling tough problems in neighborhoods when disorder becomes prevalent.

**Motor Carrier Enforcement** (commercial vehicle regulation) has been incorporated into Patrol Division. There is currently 1 officer with PENNDOT certifications to enforce commercial vehicle regulations. This activity is designed to remove unsafe drivers and commercial vehicles that endanger the public and damage our streets.

**The Crime Prevention Section** provides liaison with Neighborhood Crime Watch groups and Crime Stoppers and works to develop and provide crime prevention education for the community while using the Crime Prevention Through Environmental Design (CPTED) philosophy. The Crime Prevention Section works closely with the local media to develop public service advertisements and programming relating to crime prevention issues and the role the public can play in the fight against crime. The Sergeant assigned to this position also supervises the T.E.A.M. Officer, P.A.L. Officer, and the School Resource Officers.

**The Patrol Services Section** coordinates the maintenance of the Police Bureau's vehicle fleet, and Mounted Patrol Units and K-9 Patrol Units. The Patrol Services Section includes the **School Crossing Guard Unit, Parking Enforcement, Abandoned Vehicle Enforcement, and Animal Enforcement.** The Patrol Services Section manages the City of Lancaster's planning for special events; arranges for street closings and the posting of sworn officers and support staff at intersections and event locations to help insure the safety and security of various parades, festivals, shows and other events. This unit manages in excess of twenty-five events every year.

**TEAM:** The Teaching Education, And Mentoring (**T.E.A.M.**) program is a school-based "law related" education program taught by specially trained law enforcement officers. T.E.A.M. is a proactive effort to make schools and communities safer, promote responsible citizenship, and encourage positive character traits. The T.E.A.M. goal is to unite educators, students, and law enforcement to play an integral part in preventing crime.

**SCHOOL RESOURCE OFFICERS (SRO's)** are permanently assigned to the middle schools and high school in an effort to reduce and prevent school-related violence and crimes committed by juveniles and young adults. By doing this, they create and maintain a safe, secure and orderly learning environment for students, teachers and staff. The SRO's establish a trusting channel of communication with students, parents and teachers and serve as a positive role model in order to instill good moral standards, judgment and discretion, respect for other students, and a sincere concern for the school community. Additionally, the program serves to develop and enhance a rapport between youth, police officers, parents and school administrators.

**POLICE ATHLETIC LEAGUE (P.A.L.)** has been incorporated into the Crime Prevention Section. One (1) officer is currently assigned to The Mix at Arbor Place as the P.A.L. Officer and works with children that attend the after school programs offered at the Mix. This is a joint venture between The Mix and the Lancaster Bureau of Police. The P.A.L. officer is involved in community engagement projects with the children through different activities that include but are not limited to sports programs, fitness, and hunting. The officer also develops contacts with stakeholders within the community to help fund the various programs facilitated through P.A.L.

### **CRIMINAL INVESTIGATION DIVISION**

The Criminal Investigation Division is responsible for the follow-up investigation of crimes committed in Lancaster City. The Criminal Investigative Division has also undertaken proactive, investigative efforts to aggressively pursue and remove serial and habitual offenders from our streets. The division is divided into three sections to ensure that all types of crime are addressed. The division also has three trained Polygraph Examiners which support all three Criminal Investigative Divisions as well as background screening for the entire Bureau.

**The Property Crimes Unit** investigates crimes concerning the theft or destruction of property including burglary, auto theft, fraud, and other property crimes. The Property Crimes Unit has three members trained and certified in finger print analysis, which allows these investigators to enter unidentified fingerprints into the Bureau's AFIS terminal to obtain an identification of a suspect. A grant from the Pennsylvania Auto Theft Prevention Authority provides funds for two investigators who specialize in automobile theft. In addition to solving these crimes, they engage in prevention and community awareness activities.

**The Special Investigations Unit** investigates sex crimes, crimes against children, missing persons and some crimes committed by persons who are seventeen years of age and younger. This section works closely with all units of the department, and Lancaster County Children and Youth Agency, as well as the Lancaster County Children's Alliance. Additionally, this unit is tasked with administering and conducting investigations related to the Pennsylvania Megan's Law, an initiative to track sexual offenders and ensure that those living in close proximity to such an offender are aware of their presence in the community. This unit also is responsible for investigating Elder Abuse and Neglect of Dependent Care Investigations.

**The Violent Crime Unit** major responsibility is to investigate crimes such as homicide, aggravated assault and robbery, including gang related crimes and other violent crimes committed by serial offenders. This Unit also reviews and analyzes crime data to identify patterns of criminal activity, potential suspects, and strategies to apprehend serial offenders and other perpetrators of violent crime. This Unit works closely with the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), as well as the United States Attorney Office, the United States Marshalls Service, and the Federal



Bureau of Investigations (FBI) and other federal agencies that can assist the Unit target all violent offenders. When these Criminals are prosecuted at the federal level they typically receive longer sentences. However, this does impact the Bureau financially with added costs for travel and court appearances in Federal Court in Philadelphia, as well as **overtime** involved in conducting these complex investigations.

**The Evidence Unit** is responsible for collecting, receiving, processing, and storing all evidence for the Bureau of Police. This includes processing scenes for all major crimes to include Homicides, Shootings, Robberies, and Sexual Assaults. In addition, this unit is responsible for transporting evidence to various labs for further testing, and for obtaining evidence needed for court proceedings and long term storage of evidence for the Bureau of Police.

### **ADMINISTRATIVE SERVICES DIVISION**

The Administrative Services Division is comprised of those units that support the ongoing mission of the Bureau through business and administrative functions.

**The Records Section** maintains the largest repository of Criminal History Information in Lancaster County. In addition to maintaining criminal history information, the Records Section records and maintains “CODY” Records Management System, which includes offense and accident reports, traffic citations, parking tickets and compiles the statistical information reported under the Uniform Crime Report. Records Personnel also maintain two operator’s positions (day and evening shifts) within the lobby of the Bureau.

**The Community Relations/ Professional Standards Section** is comprised of a Sergeant and a Lieutenant who both serve as the Police Bureau's formal liaison with the community. The Community Relations Sergeant and Lieutenant are responsible for the investigation of civilian complaints of police misconduct in accordance with a court mandated complaint procedure. The Community Relations Supervisors will also coordinate the Police Bureau’s volunteer, intern, and chaplaincy programs. In addition, the section maintains and coordinates all civil actions involving the Bureau and its employees. While directly reporting to the Administrative Services Captain, the Community Relations Section personnel also have direct access to the Chief of Police.

**Police Cadet Program** is as a law enforcement apprenticeship type program designed to provide persons resident’s age 18-21 years who are City of Lancaster residents, who are currently enrolled in and obtaining a two year Criminal Justice Degree at Harrisburg Area Community College. Cadets will have a chance to experience the challenges and rewards of a police career. Cadets are paid to work part-time (15 to 19 Hours per week) mostly evenings and weekends year round. The Cadet program is designed to assist cadets in transitioning into a position of a full time officer at age 21 within the Lancaster City Bureau of Police, after passing the Civil Service testing and including extensive background investigation and oral interview.

**Inventory Specialist** is a civilian Quartermaster position basic responsibility is to support the infrastructure of the police department's day to day operations related to supplies and equipment procurement and dissemination, inventory, equipment maintenance. The general oversight of the police department's equipment (inventory) and supply functions (purchasing), to include issuing equipment and other supplies to department personnel, assisting to make or making equipment and supply purchases, and maintaining inventory records. The police quartermaster will also give support to Patrol Services Lieutenant, Training Sergeant, Administrative Lieutenant and Administrative Captain in matters of purchasing, inventory records and maintenance of equipment (repairs) and assist in budget preparation

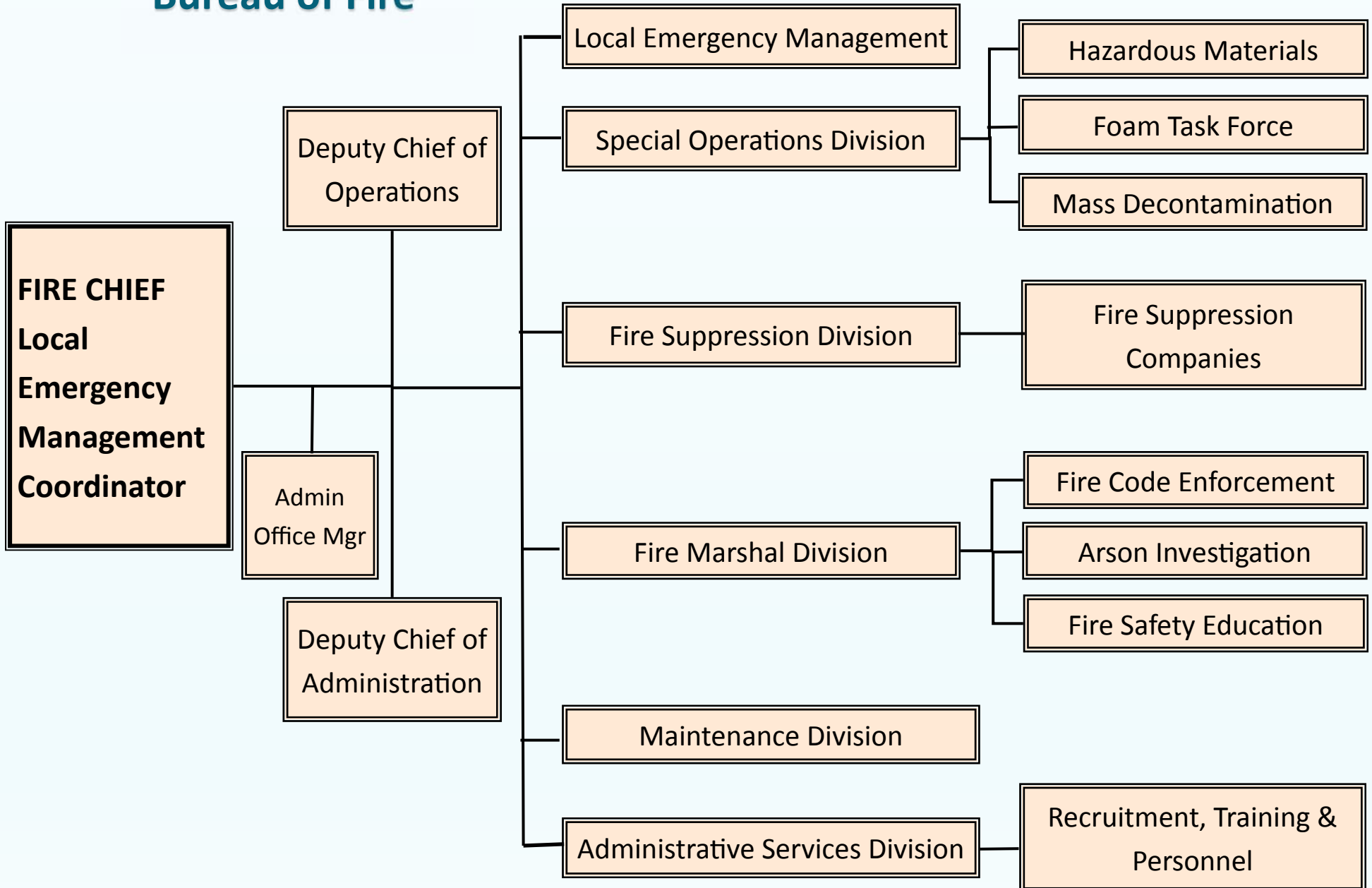
**The Training Section** is comprised of a Sergeant who coordinates all Bureau training. In addition to developing ongoing in-service training curriculums, the Training Section ensures that officers attend mandated state in-service training necessary to maintain police officer certification. The Training Section seeks out specialized training for personnel, provides all firearms training and maintenance, all police range maintenance and qualifies officers to use the various weapons maintained by the Police Bureau. The Training Section helps coordinate regular training for the employees assigned to the Lancaster County SERT Team and also conducts recruitment, testing, and screening of police officer candidates. The training Sergeant assists with coordinating the promotional testing for Sergeants and Lieutenants within the Bureau of Police, under the direction of the Civil Service Board. In 2010, the State stopped funding mandated annual police training. As a result, the financial cost of training is placed on the City of Lancaster.

**The Information Technology Section** is comprised of two non-sworn positions who administer the Police Bureau's Local Area Network (LAN) and the Bureau's connection with Lancaster County's Wide Area Network (WAN) and the Bureau's connection to the internet. The Police Bureau's LAN is currently composed of ten servers and over 140 computers of various types as well as an assortment of specialized law enforcement technology applications. The IT section also assist in criminal investigations with collection/preservation of evidence.

**The Crime Analyst** is a non-sworn support position whose purpose is to provide timely and pertinent information relative to crime patterns and trends to assist operational and administrative personnel in planning the deployment of resources for the prevention and suppression of criminal activities, aiding the investigative process and providing timely information, which increases the apprehension of offenders and the clearance of cases. The Crime Analyst provides information to all of the divisions of the Bureau of Police.

# Department of Public Safety

## Bureau of Fire



## BUREAU OF FIRE

The Fire Bureau includes the Office of Emergency Management. This Office is responsible for developing comprehensive emergency plans, coordinating emergency response efforts and acting as liaison with the county Emergency Management Coordinator.

### FIRE SUPPRESSION DIVISION

In addition to structure fires, the Fire Suppression Division responds to a wide variety of emergency calls including: vehicle accidents, industrial and residential rescue, automatic external defibrillator calls, storm related emergencies, natural gas leaks, police incidents, and automatic fire alarms.

- **Fire Suppression Companies** conduct pre-incident survey visits to target hazardous properties in the city. The information gathered during these surveys is downloaded onto laptop computers that are carried on all front line apparatus to provide necessary information at an emergency incident.
- **In-Service Companies** conduct fire drills at every city school each year and provide fire prevention education programs in school district classrooms and with neighborhood-based groups and organizations. The Bureau's smoke detector program secures grant funds to purchase smoke detectors for installation at no cost to the resident and firefighters visit residences and provide voluntary home inspections when requested.

### FIRE MARSHAL DIVISION

The Fire Marshal Division is responsible for fire code enforcement, building plan review, arson investigations, and public fire education. The Fire Marshal Division responds to complaints of Fire Code violations. Each complaint requires an initial inspection and a follow-up inspection to ensure code compliance. This Division also performs joint inspections with housing and building inspectors to deal with problem properties in the City.

The Fire Marshal Division is responsible for collecting, maintaining, and analyzing data for the Bureau of Fire. In order to maintain eligibility for Federal grant funds, all fire reports must be checked for quality control and reported to the county. Data is also used at the local level to identify problems and to formulate strategies for fire safety, prevention, education, and response. Fire Marshals are responsible for determining the cause and origin for all fires in the city.

When a fire results in a fatality or in extensive property damage, or if an incendiary device is employed in the fire, state police fire marshals are requested for the criminal investigation. A city police officer has also been trained in arson investigation.

### SPECIAL OPERATIONS DIVISION

- **Emergency Medical Services** – In 2009 the fire bureau expanded the partnership with LEMSA (Lancaster Emergency Medical Services Assoc.). The nearest fire apparatus is dispatched to trauma calls to initiate emergency medical care in support of LEMSA paramedics. This expanded emergency response enhances public safety and, at the same time, increases productivity and better utilizes trained staff with the technical skills needed to respond. The City and Fire Bureau also benefit by receiving free training and supplies from LEMSA.

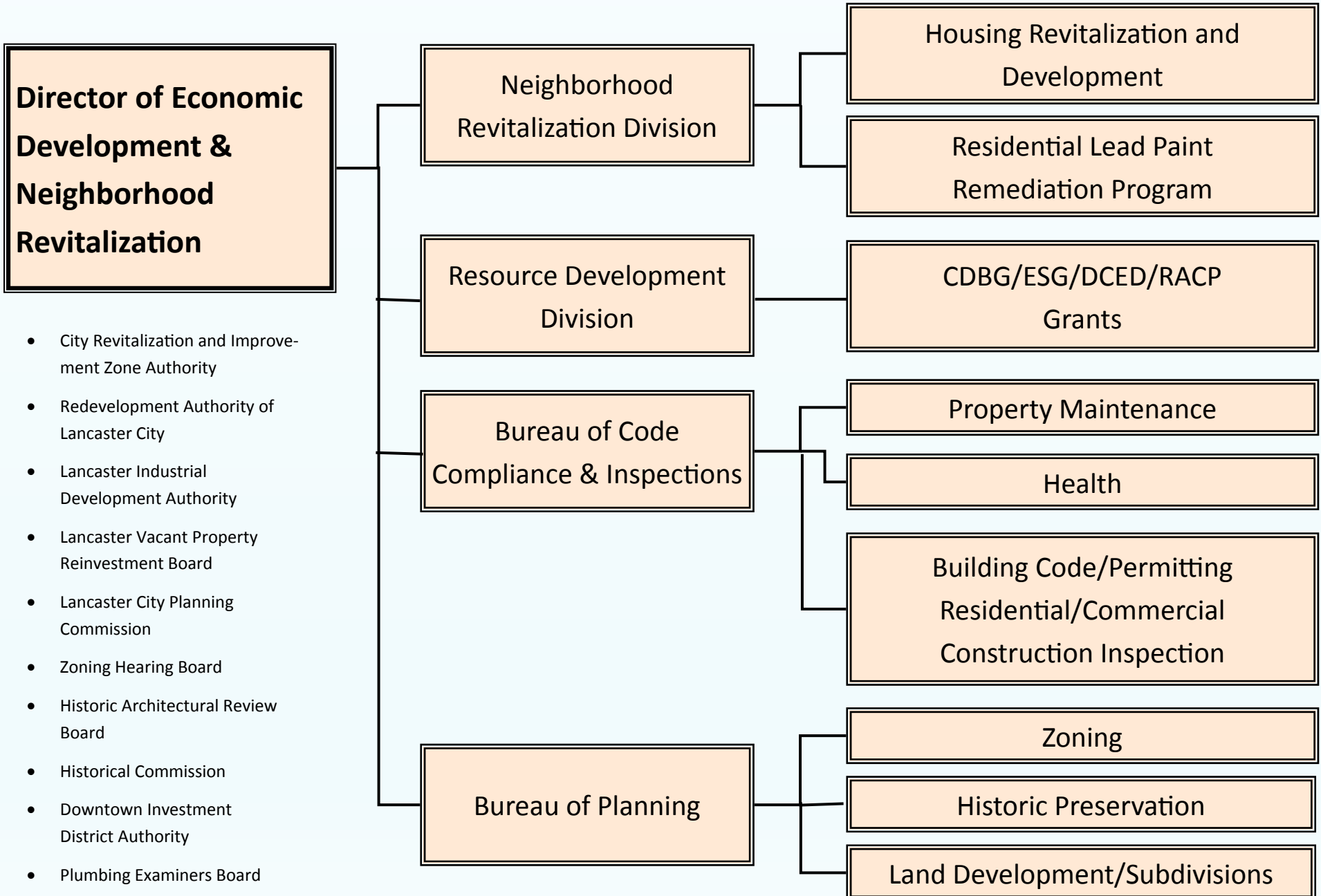
- **Hazardous Materials** – The Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency. The entire bureau is certified at the Haz-Mat operations level enabling them to assist at the emergency scene.
- **Terrorism Task Force** - The Lancaster Bureau of Fire is a member of the Central Pennsylvania Terrorism Task Force. The focus of this organization is to prepare the region for the possibility of terror attacks. Specialties that have emerged from this effort are the Foam Task Force, the Mass Decontamination Task Force, the Incident Management Team, and the Urban Search and Rescue Team.
- **Foam Task Force** – Members of Engine #2, housed on Fremont Street, have received specialized training and equipment that will enable them to use firefighting foam to mitigate flammable liquid emergencies.

### **MAINTENANCE DIVISION**

All Fire Bureau fleet and equipment are serviced and maintained by the Maintenance Officer. Vendors do major repairs requiring specialized equipment. The Maintenance Officer also responds to fire calls.

###

# Department of Economic Development & Neighborhood Revitalization



## **DEPARTMENT OF ECONOMIC DEVELOPMENT and NEIGHBORHOOD REVITALIZATION**

The Department of Economic Development and Neighborhood Revitalization is charged with implementing an **economic development strategy** that:

- promotes the establishment, stabilization, and expansion of small businesses and micro-enterprises in the City;
- increases access to capital and credit financing for development activities, job creation and retention efforts;
- promotes minority and women-owned business development and participation;
- expands employment opportunities for City residents; and
- develops vacant and under-utilized residential, commercial, industrial and manufacturing sites to attract new investment in the City.
- assists developers through the City's zoning, land development, subdivision, historical, construction and other City approval processes.

The Department Director provides management support for development of the City Revitalization and Improvement Zone and the City's Keystone Opportunity Zone, Enterprise Zone, and Lancaster Redevelopment Area Plan. The Director also staffs the City Revitalization and Improvement Authority, the Redevelopment Authority of the City of Lancaster and the Lancaster Industrial Development Authority. The Director serves on the Board of the Downtown Investment District Authority and the Lancaster City Alliance.

The Department's **neighborhood revitalization strategy** focuses on enhancing the quality of life in our neighborhoods with:

- improved City parks and recreational facilities;
- pro-active property code enforcement to confront nuisance crimes and other neighborhood disruptions;
- maintenance of the city's housing stock and to ensure the availability of housing opportunities for all income levels;
- restoration and preservation of properties including those with historic or architectural significance;
- housing rehabilitation and maintenance, and promotion of homeownership; and
- facilitating the active participation of neighborhood residents in the improvement of their neighborhoods.

The Department also provides staff support for the Lancaster Property Reinvestment Board and the Redevelopment Authority of the City of Lancaster's Vacant and Blighted Property Disposition Program. Through the auspices of these two Boards, the City is able to acquire, rehabilitate, and resell properties that have been condemned for more than sixty days and blighted residential properties that have been vacant for more than three months.

The Department of Economic Development and Neighborhood Revitalization includes the Neighborhood Revitalization Division, the Resource Development Division, the Bureau of Code Compliance and Inspections and the Bureau of Planning.

## **NEIGHBORHOOD REVITALIZATION DIVISION**

This Division works closely with non-profit organizations, neighborhood-based community development entities, individual block associations, businesses, churches and civic groups to develop and implement a neighborhood planning and assessment process that will identify strategies to enhance the quality of life in every neighborhood.

The Neighborhood Revitalization Division works with the **RESOURCE DEVELOPMENT DIVISION** to identify public and private sector funds to support neighborhood revitalization efforts, and to ensure the efficient and equitable allocation of these resources. The division serves as a liaison to maintain positive relationships and on-going communication between residents, neighborhood groups, community organizations, and government.

The Division partners with agencies, community leaders and residents to promote home improvement and rehabilitation, healthy homes, community gardening, eliminate blight, and increase home ownership. This Division promotes neighborhood revitalization and ensures the availability of safe and affordable housing through the Homeowner Rehabilitation Assistance Program, the Critical Repair Program, the ACCESS grant program, and the Lead Poison Prevention Program. The Division also manages the City's Small Business Loan Fund and works closely with other economic development organizations such as the Community First Fund, the Economic Development Finance Company, ASSETS and SCORE to assist small neighborhood businesses to obtain financing for new projects or expansion.

## **RESOURCE DEVELOPMENT DIVISION**

The Resource Development Division administers the City's Community Development Block Grant Program, the Emergency Shelter Grant Program and State grants provided through DCED and the Commonwealth's Redevelopment Assistance Capital Program. The Division is also responsible for researching and applying for other grant opportunities to assist the Department finance programs and projects focused on community, economic and housing development. The Division assists city non-profit organizations in applying for and administering State grants where the City must act as a pass through for the grant to the non-profit.

## **BUREAU OF CODE COMPLIANCE AND INSPECTIONS**

The Bureau of Code Compliance and Inspections provides for the safety, health and welfare of the general public who live, work and seek recreation in the City of Lancaster. The Bureau conducts inspections to assure compliance with applicable codes and ordinances adopted by the City of Lancaster and the Commonwealth of Pennsylvania through three operating units: Property Maintenance, Health and Building Code.

- The **PROPERTY MAINTENANCE UNIT** performs inspections to ensure that the City's housing stock is suitable for habitation.
- The **HEALTH UNIT** inspects eateries, tattoo businesses and other public facilities to ensure compliance with State health and food safety standards.



- The **BUILDING CODE UNIT** reviews construction plans and conducts inspections to ensure compliance with the State Uniform Construction Code and applicable local ordinances. The Bureau reviews and evaluates structural, electrical, plumbing and mechanical plans for new construction as well as for renovation or remodeling of existing buildings. The Bureau issues all building permits in the City and manages the use of third-party plan review and inspection firms in the City.

These units work with other City Departments and Bureaus including the Bureau of Planning, Bureau of Fire, Bureau of Police, Department of Public Works and the Pennsylvania Department of Labor and Industry, as well as the City's Building Codes Board of Appeals, Housing Appeals Boards, Plumbing Board of Examiners, Historical Architectural Review Board (HARB), Historical Commission, and Property Reinvestment Board. This interaction serves to protect the health, safety and welfare of the community.

## **BUREAU OF PLANNING**

The Bureau of Planning is charged with implementing the City's Comprehensive Plan through zoning, land development planning and development of new ordinances or programs governing land development and subdivision practices guiding the growth and development of the City.

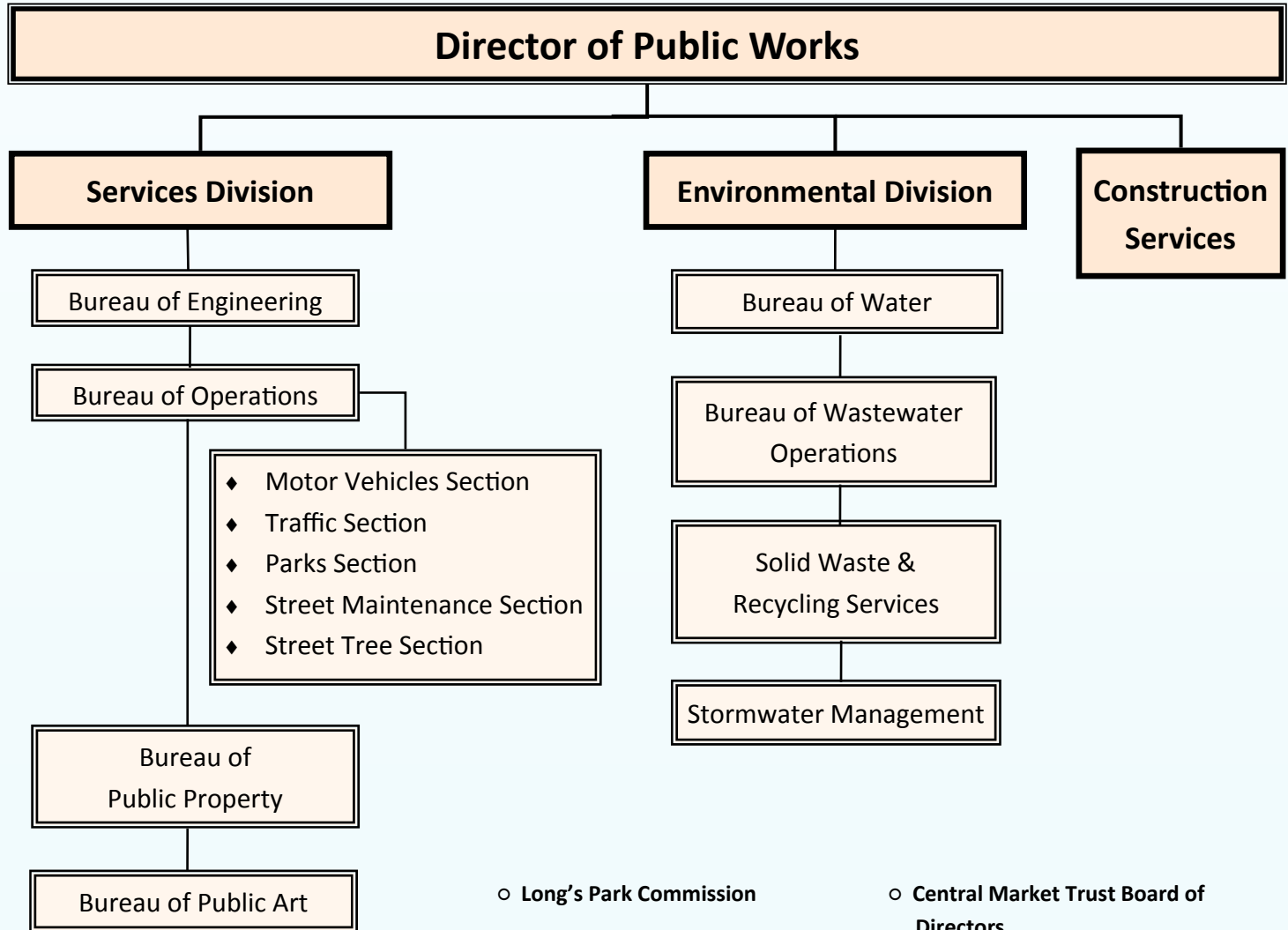
The Bureau of Planning also administers Lancaster's City's Certified Local Government Program -- the Federal grant program that provides financial and technical assistance to implement Lancaster's Historic District and Heritage Conservation District Ordinances. This grant program also supports the work of the Historic Preservation Specialist who provides technical assistance to contractors and property owners who are rehabilitating older properties.

The Bureau provides technical assistance to property owners, contractors and developers regarding zoning, land development, use of buildings, property site improvements, rehabilitation of historic structures, and the requirements of City land use, development and subdivision regulations.

Finally, the Bureau of Planning coordinates interdepartmental reviews of applications for major housing, commercial, and neighborhood development projects; provides technical staff support to the City Planning Commission; ensures the City's compliance with the Pennsylvania Municipalities Planning Code on matters related to the City's Official Plan and land use/development ordinances; provides mapping services and technical assistance to other City departments and bureaus; and participates in transportation and traffic control planning with the County of Lancaster and Lancaster City Traffic Commission.

###

# Department of Public Works



- Long’s Park Commission
- Lancaster Area Transportation Study Committee
- Lancaster Recreation Commission
- Capital Region Water Board
- Central Market Trust Board of Directors
- Public art Advisory Committee
- EDC Finance Board

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with maintaining the City infrastructure including water and wastewater facilities for the City and ten municipalities; providing safe and clean streets; maintaining and improving public buildings and other public facilities; enhancing recreational opportunities in the City's parks and open spaces for residents and for use by the Lancaster Recreation Commission; managing and coordinating the single hauler trash and recycling program; and a vibrant public art program. These services combine to ensure public health and safety and enhance the quality of life in the City. The Director of Public Works relies on roughly 200 full-time employees to fulfill the Department's mission.

The Director of Public Works administers the City's Capital Improvement Plan projects and serves as the chief technical advisor and liaison with the community on behalf of the Mayor and Council. The Director represents the City on several Boards and Commissions including:

- Long's Park Commission
- Lancaster Area Transportation Study Committee (County MPO)
- Lancaster Recreation Commission
- American Public Works Association
- Water Utility Council (American Water Works Assoc. – Pennsylvania seat)
- Central Market Trust Board of Directors
- Public Arts Advisory Committee
- Lancaster County Clean Water Consortium
- The Green Infrastructure Advisory Committee
- EDC Finance Board

The Department of Public Works is comprised of six operating bureaus under the direction of six managers and a Deputy Director:

- Bureau of Operations (Street Maintenance, Motor Vehicles, Traffic, Parks)
- Bureau of Engineering (including Capital Programs)
- Bureau of Public Property
- Bureau of Water
- Bureau of Wastewater Operations
- Solid Waste and Recycling Program
- Public Art Program
- Bureau of Stormwater Management

### BUREAU OF OPERATIONS

The Operations Bureau is responsible for maintaining approximately 100 miles of city streets and 13 miles of public alleys. These responsibilities include reconstruction, resurfacing, maintenance, and snow and ice control. The Bureau is also responsible for snow and ice control for an additional 20 miles of state roads within the City limits.

The Bureau cleans 250 lane miles of streets, plus public alleys and City-owned parking lots twice a month with Central Business District streets cleaning on a weekly basis. Each year, the **Streets Section** responds to an average of 300 police calls, 50 calls to remove dead animals in the street, 200 calls for debris in the street, 250 street-condition calls and approximately 2,000 calls from the general public.

The Streets Section also repairs an average of 150 water trenches, 30 sewer trenches, 30 sinkholes and approximately 3,000 potholes per year.

The Bureau's **Motor Vehicles Section** performs Pennsylvania State Inspections, State-mandated emissions testing, tune-up services, vehicle repairs and maintenance for the City's Vehicle Fleet. This includes more than 115 over-the-road vehicles, 15 off-the-road units, 4 street sweepers, and 50 miscellaneous pieces of equipment such as lawn mowers, generators, snow blowers, leaf pickers and trailers.

The Bureau's **Traffic Section** is responsible for the maintenance of over 17,000 traffic signs; traffic signals at 123 intersections; flashers for 15 school safety zones; pavement markings; new sign manufacturing; and maintenance of decorative street lights. Traffic Section personnel evaluate loading zone, handicap space and other parking restriction requests, and advise the Traffic Commission accordingly. Traffic Section staff collect field data, such as traffic counts and measurements, required for traffic signal and stop sign warrant evaluation. The Traffic Section implements rulings of the City Traffic Commission in coordination with the Bureau of Police.

The Bureau's **Parks Section** is responsible for the maintenance of 22 City parks and playgrounds including the 70-acre Long's Park, Petting Zoo and rental facilities; City Water and Wastewater Department grounds; public rest rooms; and 6 City swimming or wading pools.

The Bureau's **Tree Crew** also administers the City's Shade Tree Ordinance and street tree planting program; trash removal for City-owned properties and the Downtown Investment District; graffiti removal; custodial services and supplies; snow removal for City buildings and parking lots; seasonal decorations and downtown banners; and staffing for City-sponsored special events and activities.

## **BUREAU OF ENGINEERING**

The Bureau of Engineering performs several mandated functions including maintenance of the Official City Plan, assignment of street addresses, and preparation of construction plans and specifications for various Public Works projects, and review of subdivisions and land development plans as required by the Municipalities Planning Code (MPC), Inspection services covering these projects are also provided, along with the maintenance of Public Works project drawings.

Engineering staff administers PA One-Call utility location requests and data by collecting the requests and distributing them to the proper response Bureau. Engineering staff also review and analyze subdivision and land development plans and, if necessary, the City Engineer coordinates the activities of design and construction consultants when plans are implemented.

The Bureau of Engineering issues permits and collects applicable fees for curb and sidewalk work, street excavations, driveway installations, utilization of public right-of-ways and water service connections (for West Lampeter Township residents). The Bureau provides operational assistance and record drawings in association with the Bureau of Water and Bureau of Wastewater.

## **BUREAU OF PUBLIC PROPERTY**

The Bureau of Public Property is responsible for the maintenance and improvement of 16 City-owned buildings including City Hall, the Police Administration Building, Southern Market Center, Fire Stations and Central Market. This Bureau is also responsible for operating and maintaining the City's wading pools and Conestoga Pines Pool.

## **BUREAU OF WATER**

The mission of the Bureau of Water is to efficiently provide the highest quality products and services to our water customers through team effort while protecting public health and the environment. The Water Bureau staff of about 84 people keeps the City's water system working 24 hours per day, seven days per week. The Bureau of Water continues to meet the ever-changing requirements established by current, proposed, and future governmental regulations and industry standards.

The Bureau of Water operates and maintains a water system that serves approximately 44,750 metered connections in the City of Lancaster and ten neighboring municipalities. The system includes over 800 miles of major pipeline, four booster pumping stations, six storage tanks, Oyster Point Reservoir and two filtration plants (one on the Susquehanna River and one on the Conestoga River). Water production averages approximately 21 million gallons per day, and all water meets or exceeds Federal and State standards. Approximately 33,000 water quality tests are performed annually to ensure water quality.

The Bureau also evaluates water capacity requests and reviews proposed water system extension plans for compliance with specifications and regulations. To assure field compliance, construction inspection services and proper documentation are provided. The coordination of field activities among the various water sub-bureaus is important as a matter of public health and safety. The Water Bureau also coordinates with the Fire Bureau concerning flow tests and fire suppression system installations.

## **BUREAU OF WASTEWATER OPERATIONS**

The City of Lancaster operates an Advanced Secondary Wastewater Treatment Facility with a design flow capacity of 30 million gallons per day. (Current flow rates average 20 MGD.) The facility is authorized to discharge to the Conestoga River under Federal EPA Permit Requirements.

The City Wastewater Treatment Facility utilizes 48 employees to maintain the collection system, pumping stations and treatment facilities. The Bureau's staff also manages the Federal Industrial Waste Discharge requirements and works closely with approximately 51 industrial customers to promote growth within the service area while maintaining discharge requirements in a fair and efficient manner.

The Bureau also provides contract services to the Suburban Lancaster Sewer Authority for maintenance of their collection system and pumping stations. Also, through Inter-municipal agreements, the facility provides treatment services for the Lancaster Area Sewer Authority, Manor Township, East Lampeter Township, Suburban Lancaster Sewer Authority, Lancaster Township, the Borough of Strasburg, and the Leola Sewer Authority.

## **BUREAU OF SOLID WASTE AND RECYCLING**

The Solid Waste and Recycling Bureau manages the City's Single Hauler Solid Waste and Recycling Services. The Bureau is responsible for ensuring solid waste and recycling collections for more than 17 thousand residential units throughout the City. The Bureau is also responsible for providing public education and outreach to private citizens and organizations, public schools, and neighborhood associations. In addition, the Program partners with other bureaus within Public Works to secure recycling grant monies from the Commonwealth of PA that allow the City to expand its recycling efforts and to provide additional innovative recycling services.

## **BUREAU OF PUBLIC ART**

The City's Public Art Program was pilot-funded through a three-year grant from the Lancaster County Community Foundation which ended in 2012. The Public Art Program works to develop sound public art policies and infrastructure that can become a model for similar communities across the country. The goals of the public art program are to:

- create a centralized resource for public art in Lancaster;
- develop opportunities for a variety of public art projects;
- identify public art funding sources;
- implement national public art best practices that will work locally;
- create a greater appreciation of the value of public art; and
- build capacity of local and regional artists who work in the field of public art.

## **BUREAU OF STORMWATER MANAGEMENT**

# In 2014, the City's Stormwater Management Services comes in response to USEPA Federal regulations for the City's combined storm sewer system (CSS) together with stricter regulations on municipal separate storm sewer systems (MS4) that will meet the Chesapeake Bay clean up requirements. Pending City Council approval, a new impervious-area based fee or Stormwater Management Fee (SWMF) effect in the first quarter of 2014.

The Bureau of Stormwater Management works to develop the Nationally-recognized green infrastructure (GI) program through both public projects and private retrofit projects through grants and PENNVEST funding through the Pennsylvania State Revolving Loan Fund. The Green Infrastructure Plan of 2011 set forth the following goals:

- strengthen the City's economy and improve the health and quality of life for its residents by linking clean water solutions to community improvements (e.g. green streets);
- create green infrastructure programs that respond comprehensively to the multiple water quality drivers (e.g. TMDL, CSO and stormwater regulations) to maximize the value of City investments;
- use GI to reduce pollution and erosive flows from urban stormwater and combined sewer overflows to support the attainment of the Watershed Implementation Plan for the Chesapeake Bay and to improve water quality in the Conestoga River;
- achieve lower cost and higher benefit from the City's infrastructure investments; and

- establish Lancaster City as a national and statewide model in green infrastructure implementation.

Based on the five goals, a series of policy objectives were developed emphasizing a results-oriented, inclusionary process that involved partnerships of government, residents and businesses in effectively planning and implementing GI strategies and demonstration projects. Additional policies addressed the need to further reduce nutrient and sediment loads that ultimately flow into the Chesapeake Bay, and incorporate GI as a component of the City's Long Term CSO control plan and SWM programs.

###

CITY OF LANCASTER  
**GENERAL FUND**



2016 BUDGET



**CITY OF LANCASTER**  
**GENERAL FUND REVENUE SUMMARY**  
**2015 BUDGET vs. 2016 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2015 BUDGET</u></b> (as amended)	<b><u>2016 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b>	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b>
Tax Revenues	\$35,942,938	\$36,436,100	\$493,162	1%
Regulatory Revenues	\$593,000	\$620,000	\$27,000	5%
EDNR Revenues	\$1,217,000	\$1,245,000	\$28,000	2%
Public Safety Revenues	\$3,528,500	\$3,321,500	(\$207,000)	-6%
Public Works Revenues	\$5,258,910	\$5,305,672	\$46,762	1%
Federal & State Reimbursements	\$3,776,180	\$3,744,104	(\$32,076)	-1%
Grant Revenues	\$484,619	\$355,250	(\$129,369)	-27%
Other Income	\$1,383,768	\$392,350	(\$991,418)	-72%
Use of Fund Balance Reserves	\$1,541,912	\$1,242,544	(\$299,368)	-19%

<b>TOTAL GENERAL FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$53,726,827</b>	<b>\$52,662,520</b>	<b>(\$1,064,307)</b>	<b>-2%</b>
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**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2015 BUDGET VS. 2016 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2015 BUDGET</u> (as amended)	<u>2016 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
<b>EXECUTIVE</b>	<b>\$590,232</b>	<b>\$601,859</b>	<b>\$11,627</b>	<b>2%</b>
Office of the Mayor	\$215,232	\$226,859	\$11,627	5%
City Solicitor	\$375,000	\$375,000	\$0	0%
<b>LEGISLATIVE</b>	<b>\$131,178</b>	<b>\$131,618</b>	<b>\$440</b>	<b>0%</b>
City Council	\$62,000	\$59,500	(\$2,500)	-4%
City Clerk	\$69,178	\$72,118	\$2,940	4%
<b>CITY CONTROLLER/ CITY TREASURER</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$0</b>	<b>0%</b>
<b>ADMIN. SERVICES</b>	<b>\$10,757,747</b>	<b>\$9,464,807</b>	<b>(\$1,292,940)</b>	<b>-12%</b>
Director	\$1,327,836	\$345,472	(\$982,364)	-74%
Accounting	\$416,270	\$434,686	\$18,416	4%
Procurement & Collections	\$130,606	\$138,902	\$8,296	6%
Human Resources	\$618,746	\$617,242	(\$1,504)	0%
Information Technology	\$333,700	\$349,043	\$15,343	5%
Community Involvement	\$554,729	\$581,656	\$26,927	5%
Insurance	\$786,500	\$618,500	(\$168,000)	-21%
Fringe Benefits	\$2,930,159	\$2,797,777	(\$132,382)	-5%
Debt Service	\$3,659,201	\$3,581,529	(\$77,672)	-2%
<b>PUBLIC SAFETY</b>	<b>\$34,076,868</b>	<b>\$34,012,788</b>	<b>(\$64,080)</b>	<b>0%</b>
Police	\$22,705,305	\$22,852,407	\$147,102	1%
Fire	\$11,371,563	\$11,160,381	(\$211,182)	-2%

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2015 BUDGET VS. 2016 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2015 BUDGET</u> (as amended)	<u>2016 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
<b>ECONOMIC DEVELOPMENT &amp; NEIGHBRHOOD REVITALIZATION</b>	<b>\$2,733,566</b>	<b>\$2,773,737</b>	<b>\$40,171</b>	<b>1%</b>
Director	\$1,306,883	\$1,437,173	\$130,290	10%
Planning	\$265,377	\$269,203	\$3,826	1%
Code Compliance & Inspections	\$1,036,932	\$1,067,361	\$30,429	3%
Neighborhood Revitalization	\$124,374	\$0	(\$124,374)	-100%
 <b>PUBLIC WORKS</b>	 <b>\$5,420,236</b>	 <b>\$5,660,711</b>	 <b>\$240,475</b>	 <b>4%</b>
Director	\$1,045,594	\$1,057,167	\$11,573	1%
Engineering	\$422,909	\$424,843	\$1,934	0%
Streets	\$659,545	\$743,489	\$83,944	13%
Traffic Section	\$972,909	\$1,054,637	\$81,728	8%
Motor Vehicles Section	\$213,311	\$221,538	\$8,227	4%
Parks & Public Property	\$2,105,968	\$2,159,037	\$53,069	3%
 <b>TOTAL GENERAL FUND EXPENDITURES</b>	 <b>\$53,726,827</b>	 <b>\$52,662,520</b>	 <b>(\$1,064,307)</b>	 <b>-2%</b>

**CITY OF LANCASTER**  
**FUND BALANCE PROJECTION**  
**GENERAL FUND**

Fund Balance 12/31/2014		\$ 10,401,503
Projected Revenues: 2015	52,082,448	
Projected Expenditures: 2015	<u>(52,381,832)</u>	
Projected Current Operating Surplus/(Deficit) 2015 (Reduction to Fund Balance)		<u>(299,384)</u>
Projected Fund Balance 12/31/2015		10,102,119
Proposed Revenues: 2016	51,419,976	
Proposed Expenditures: 2016	<u>(52,844,112)</u>	
Proposed Current Operating Surplus/(Deficit) 2016 (Reduction to Fund Balance)		<u>(1,242,544)</u>
Use of Fund Balance Reserves		<u>1,242,544</u>
Projected Fund Balance 12/31/2016		<u>\$ 8,859,575</u>

**CITY OF LANCASTER  
2016 GENERAL FUND BUDGET  
FILLED POSITIONS**

<u>Department</u> <u>Bureau</u>	<u>Full-Time</u> <u>Employees</u>	<u>Part-Time</u> <u>Employees</u>
<b>Executive</b>	<b>3</b>	<b>0</b>
Mayor's Office	3	
<b>Legislative</b>	<b>1</b>	<b>7</b>
City Council		7
City Clerk	1	
<b>Administrative Services</b>	<b>16</b>	<b>0</b>
Director	3	
Accounting	6	
Procurement & Collection	2	
Information Services	1	
Human Resources	4	
<b>Controller/Treasurer</b>		<b>2</b>
<b>Public Safety</b>	<b>271</b>	<b>36</b>
Police	195	36
Fire	76	
<b>Econ Dev &amp; Neigh Revit</b>	<b>32</b>	
Director	8	
Planning	4	
Code Compliance & Inspections	20	
<b>Public Works</b>	<b>49</b>	<b>1</b>
Director	3	
Engineering	4	
Streets	13	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	21	1
<b>Total General Fund Employees</b>	<b>372</b>	<b>46</b>

CITY OF LANCASTER  
**GENERAL FUND**  
REVENUES



2016 BUDGET

# General Fund - Revenues

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Tax Revenues</b>								
<b>1000001</b>	<b>400000</b>	<b>Real Estate Taxes</b>	<b>24,044,105</b>	<b>25,720,000</b>	<b>25,720,000</b>	<b>25,565,412</b>	<b>26,000,000</b>	<b>26,000,000</b>
Revenue is derived from the annual real estate tax collections of the City of Lancaster.								
<b>1000001</b>	<b>400100</b>	<b>Per Capita Tax</b>	<b>15</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
The Per Capita Tax was estimated in 2008. Previously, revenue was derived from the annual \$10 per capita tax. Approximately 26,000 residents received these tax bill each year. All uncollected billings were referred for collection and current revenues are derived from delinquent collections.								
<b>1000001</b>	<b>400200</b>	<b>Real Estate Transfer</b>	<b>539,545</b>	<b>510,000</b>	<b>510,000</b>	<b>572,122</b>	<b>670,000</b>	<b>630,000</b>
Revenue is derived from the 1% tax on real estate transfers collected by the County of Lancaster for property sold within the City. The tax is allocated on a 50/50 basis with the School District. The revenue in this account represents the City's share of total collections, net of fees deducted by the County.								
<b>1000001</b>	<b>400300</b>	<b>Earned Income Tax</b>	<b>5,192,274</b>	<b>5,250,000</b>	<b>5,250,000</b>	<b>3,048,999</b>	<b>5,260,000</b>	<b>5,325,000</b>
Revenue is derived from the Earned Income Tax of 1.1% collected by the Lancaster County Tax Collection Bureau (LCTCB). The revenue is allocated on a .6%/.5% basis with the School District of Lancaster. The revenue in this account represents the City's share of total collections, net of costs deducted by LCTCB.								
<b>1000001</b>	<b>400400</b>	<b>Local Services Tax</b>	<b>1,700,385</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>900,285</b>	<b>1,628,000</b>	<b>1,650,000</b>
The Local Services Tax is a \$52 tax collected from each individual employed within the City, less a collection fee retained by the Lancaster County Tax Collection Bureau. \$5 of each \$52 account collected is allocated to the appropriate school district (SDoL, CV or LS).								
<b>1000001</b>	<b>400500</b>	<b>Penalty Current Tax</b>	<b>95,647</b>	<b>90,000</b>	<b>90,000</b>	<b>77,652</b>	<b>95,000</b>	<b>95,000</b>
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.								
<b>1000001</b>	<b>400800</b>	<b>Discounts Earned</b>	<b>1,136</b>	<b>1,500</b>	<b>1,500</b>	<b>499</b>	<b>1,100</b>	<b>1,100</b>
Revenue (savings) is earned by early payment of invoices to City vendors.								
<b>1000001</b>	<b>400900</b>	<b>Lien Interest &amp; Costs</b>	<b>3,545</b>	<b>7,000</b>	<b>7,000</b>	<b>8,402</b>	<b>9,000</b>	<b>8,000</b>
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.								
<b>1000001</b>	<b>401000</b>	<b>Payment in Lieu of Taxes</b>	<b>1,741,542</b>	<b>1,740,000</b>	<b>1,800,000</b>	<b>1,442,702</b>	<b>1,800,000</b>	<b>1,860,000</b>
Revenue is derived from contributions received from tax-exempt organizations that own property in the City. Major contributors include Lancaster General Hospital, Franklin and Marshall College and the Lancaster City Housing Authority.								

<b>1000001 401100</b>	<b>Utility Tax Refund</b>	<b>39,438</b>	<b>39,438</b>	<b>39,438</b>	<b>36,626</b>	<b>36,626</b>	<b>37,000</b>
Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).							
<b>1000001 401200</b>	<b>Real Estate Tax Lien Proc</b>	<b>806,907</b>	<b>825,000</b>	<b>825,000</b>	<b>806,059</b>	<b>806,059</b>	<b>830,000</b>
Revenue is derived from the sale of prior year real estate tax claims to a third party.							
<b>TOTAL</b>	<b>Tax Revenues</b>	<b>34,164,539</b>	<b>35,882,938</b>	<b>35,942,938</b>	<b>32,458,759</b>	<b>36,305,785</b>	<b>36,436,100</b>



**Regulatory Revenues**

<b>1000002 401400</b>	<b>Mercantile Licenses</b>	<b>557,481</b>	<b>560,000</b>	<b>560,000</b>	<b>439,952</b>	<b>580,000</b>	<b>585,000</b>
Revenue is derived from the Comcast cable television franchise fee.							
<b>1000002 401500</b>	<b>Beverage Licenses</b>	<b>30,300</b>	<b>33,000</b>	<b>33,000</b>	<b>36,250</b>	<b>36,250</b>	<b>35,000</b>
Revenue is derived from liquor licenses issued within the City. The fees are collected by the Commonwealth, and the number of licenses is controlled by the Pennsylvania Liquor Control Board.							
<b>TOTAL Regulatory Revenues</b>		<b>587,781</b>	<b>593,000</b>	<b>593,000</b>	<b>476,202</b>	<b>616,250</b>	<b>620,000</b>

**EDNR Revenues**

<b>1601001 401700</b>	<b>Building Permits</b>	<b>249,332</b>	<b>375,000</b>	<b>375,000</b>	<b>340,273</b>	<b>350,000</b>	<b>400,000</b>
Revenue is derived from building permit fees based on the cost of each building project within the City boundaries. This account also reflects fees collected for plumbing permits, fixtures and piping fees, and fees collected for electrical permits.							
<b>1601001 401900</b>	<b>Plumbing Licenses</b>	<b>44,398</b>	<b>30,000</b>	<b>30,000</b>	<b>15,721</b>	<b>30,000</b>	<b>30,000</b>
Revenue is derived from the fees collected for plumbing licenses.							
<b>1601001 402200</b>	<b>Housing Licenses</b>	<b>698,493</b>	<b>690,000</b>	<b>690,000</b>	<b>655,130</b>	<b>690,000</b>	<b>690,000</b>
Revenue is derived from license fees collected by the City for all registered residential housing units.							
<b>1601001 402400</b>	<b>Zoning Permits</b>	<b>30,455</b>	<b>27,000</b>	<b>27,000</b>	<b>26,104</b>	<b>30,000</b>	<b>30,000</b>
Revenue is derived from the fee collected for zoning permits.							
<b>1601001 402500</b>	<b>Health Licenses &amp; Permits</b>	<b>99,303</b>	<b>95,000</b>	<b>95,000</b>	<b>51,671</b>	<b>95,000</b>	<b>95,000</b>
Revenue is derived from the license fee for food inspection.							
<b>TOTAL</b>	<b>EDNR Revenues</b>	<b>1,121,980</b>	<b>1,217,000</b>	<b>1,217,000</b>	<b>1,088,899</b>	<b>1,195,000</b>	<b>1,245,000</b>

**Public Safety Revenues**

<b>1501000 402600</b>	<b>District Judge Fines</b>	<b>757,825</b>	<b>950,000</b>	<b>950,000</b>	<b>601,541</b>	<b>850,000</b>	<b>850,000</b>
Revenue is derived from fines and restitution collected by the Magisterial District Judge offices, the Commonwealth and Lancaster County and remitted to the City.							
<b>1501000 402700</b>	<b>Parking Violations</b>	<b>1,310,143</b>	<b>1,425,000</b>	<b>1,425,000</b>	<b>1,217,216</b>	<b>1,325,000</b>	<b>1,325,000</b>
Revenue is derived from fees for parking violations issued by the Police Bureau.							
<b>1501000 402800</b>	<b>Reproducing Police Report</b>	<b>33,222</b>	<b>32,000</b>	<b>32,000</b>	<b>30,336</b>	<b>32,000</b>	<b>32,000</b>
Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.							
<b>1501000 402900</b>	<b>Burglar Alarm Service Fee</b>	<b>19,370</b>	<b>50,000</b>	<b>50,000</b>	<b>20,140</b>	<b>25,000</b>	<b>25,000</b>
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.							
<b>1501000 403100</b>	<b>Police - School District</b>	<b>117,503</b>	<b>112,000</b>	<b>112,000</b>	<b>115,453</b>	<b>118,000</b>	<b>115,000</b>
Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for school crossing guards and uniformed police officers at various locations before and after school.							
<b>1501000 403300</b>	<b>Drug Task Force Reimb.</b>	<b>82,810</b>	<b>90,000</b>	<b>90,000</b>	<b>74,539</b>	<b>90,000</b>	<b>90,000</b>
Revenue is derived from the reimbursement of salaries from the District Attorney's office for three officers assigned to the Drug Task Force (DTF).							
<b>1501000 403400</b>	<b>Drug Task Force - O/T</b>	<b>4,005</b>	<b>4,500</b>	<b>4,500</b>	<b>3,371</b>	<b>4,500</b>	<b>4,500</b>
Revenue is derived from the reimbursement for overtime from the District Attorney's office for three police officers assigned to the Drug Task Force.							
<b>1501000 403500</b>	<b>Pa Reimb Police Recruits</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>41,722</b>	<b>41,722</b>	<b>30,000</b>
State reimbursement of Police Academy expenses for newly hired officers.							
<b>1501000 403800</b>	<b>Warrant Squad Services</b>	<b>8,474</b>	<b>15,000</b>	<b>15,000</b>	<b>8,270</b>	<b>15,000</b>	<b>15,000</b>
Revenue is derived from the Warrant Squad service fee received from the Magisterial District Judges for the serving of warrants by the Bureau of Police.							
<b>1501000 404100</b>	<b>Police-Special Events OT</b>	<b>49,117</b>	<b>60,000</b>	<b>60,000</b>	<b>73,680</b>	<b>75,000</b>	<b>60,000</b>
Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.							
<b>1501000 416700</b>	<b>Police - SDL - SRO</b>	<b>538,510</b>	<b>560,000</b>	<b>560,000</b>	<b>419,280</b>	<b>560,000</b>	<b>565,000</b>
Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for School Resource Officers assigned to School District of Lancaster Middle and High Schools located in the City of Lancaster.							
<b>1502000 404200</b>	<b>Fire Inspection</b>	<b>201,949</b>	<b>230,000</b>	<b>230,000</b>	<b>188,767</b>	<b>200,000</b>	<b>210,000</b>
Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.							
<b>TOTAL</b>	<b>Public Safety Revenues</b>	<b>3,122,927</b>	<b>3,528,500</b>	<b>3,528,500</b>	<b>2,794,315</b>	<b>3,336,222</b>	<b>3,321,500</b>

**Public Works Revenues**

<b>1810001 404300</b>	<b>Tsfr'd From Utility Funds</b>	<b>2,750,000</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,208,333</b>	<b>3,500,000</b>	<b>3,500,000</b>
Revenue is derived from interfund transfers to the General Fund from the Sewer Fund and Water Fund. For 2016, the interfund transfer is only from the Water Fund.							
<b>1810001 404400</b>	<b>Rent of City Property</b>	<b>288,544</b>	<b>225,000</b>	<b>225,000</b>	<b>181,270</b>	<b>225,000</b>	<b>225,000</b>
Revenue is derived from the reimbursement for use of space by Community Development Block Grant Fund at City Hall and Southern Market, the rental of other Southern Market space, and polling place rental. This line also reflects rental income from Lancaster County Detectives for rental space in the police station.							
<b>1810001 404500</b>	<b>SF - Admin Indirect Costs</b>	<b>424,224</b>	<b>424,224</b>	<b>424,224</b>	<b>419,677</b>	<b>424,224</b>	<b>414,544</b>
Revenue is derived from indirect costs applicable to the Sewer Fund, as per the full cost allocation plan for 2014, which is applicable to fiscal year 2016.							
<b>1810001 404600</b>	<b>WF - Admin Indirect Costs</b>	<b>632,431</b>	<b>632,431</b>	<b>632,431</b>	<b>585,496</b>	<b>632,431</b>	<b>617,938</b>
Revenue is derived from indirect costs applicable to the Water Fund, as per the full cost allocation plan for 2014, which is applicable to fiscal year 2016.							
<b>1810001 404800</b>	<b>Right of Way Permit Fees</b>	<b>281,069</b>	<b>310,000</b>	<b>310,000</b>	<b>338,146</b>	<b>340,000</b>	<b>330,000</b>
Revenue is derived from the fees collected for street opening and other associated permit fees charged to various utilities. The budget does not include additional revenues anticipated from a proposed change to the Right of Way Permit fees due to ongoing litigation.							
<b>1810001 405000</b>	<b>Sewer Vehicle Maintenance</b>	<b>12,113</b>	<b>10,000</b>	<b>10,000</b>	<b>9,078</b>	<b>10,000</b>	<b>10,000</b>
Revenue is derived from the reimbursement from the Sewer Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Sewer Fund vehicles.							
<b>1810001 405100</b>	<b>Water Vehicle Maintenance</b>	<b>19,579</b>	<b>17,000</b>	<b>17,000</b>	<b>15,364</b>	<b>17,000</b>	<b>17,000</b>
Revenue is derived from the reimbursement by the Water Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Water Fund vehicles.							
<b>1810001 412700</b>	<b>Degradation Fees</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,626</b>	<b>40,000</b>	<b>45,000</b>
Revenue is derived from fees charged to utilities that perform work on their underground assets on recently paved streets. This revenue must be used for street improvements.							
<b>1810001 417900</b>	<b>TF - Admin Indirect Costs</b>	<b>110,255</b>	<b>110,255</b>	<b>110,255</b>	<b>108,130</b>	<b>110,255</b>	<b>108,190</b>
Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund, as per the full cost allocation plan for 2014, which is applicable to fiscal year 2016.							
<b>1810001 420000</b>	<b>Sewer Direct Costs</b>	<b>21,020</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	<b>38,000</b>	<b>38,000</b>
Revenues in this account include directly billed Salary, Fringe Benefits, and Operating Supplies and Equipment expenses related to Grounds Maintenance at Wastewater facilities (plant pump stations, etc.).							
<b>TOTAL</b>	<b>Public Works Revenues</b>	<b>4,539,234</b>	<b>5,258,910</b>	<b>5,258,910</b>	<b>4,901,119</b>	<b>5,336,910</b>	<b>5,305,672</b>

**Federal and State Reimbursements**

<b>1000004 406600</b>	<b>Federal Reimb-Salaries</b>	<b>401,665</b>	<b>350,000</b>	<b>350,000</b>	<b>330,957</b>	<b>350,000</b>	<b>350,000</b>
Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.							
<b>1000004 406700</b>	<b>Federal Reimb-Fringes</b>	<b>221,098</b>	<b>190,000</b>	<b>190,000</b>	<b>185,219</b>	<b>190,000</b>	<b>190,000</b>
This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by Federal program funds.							
<b>1000004 406900</b>	<b>Fed.Reimb-Indirect Costs</b>	<b>26,094</b>	<b>40,000</b>	<b>40,000</b>	<b>-</b>	<b>40,000</b>	<b>40,000</b>
Revenue is derived from indirect costs applicable to the CDBG program, which is applicable to fiscal year 2015.							
<b>1000004 407100</b>	<b>Pension State Fund</b>	<b>2,420,483</b>	<b>2,671,180</b>	<b>2,671,180</b>	<b>2,336,130</b>	<b>2,336,130</b>	<b>2,639,104</b>
Revenue is derived from the Commonwealth of Pennsylvania, under Act 205, to offset the City's contributions to the Police, Fire and Non-uniform pension plans on an annual basis.							
<b>1000004 407500</b>	<b>Liquid Fuels Reimbursement</b>	<b>642,341</b>	<b>525,000</b>	<b>525,000</b>	<b>407,934</b>	<b>525,000</b>	<b>525,000</b>
Revenue is derived from the reimbursements by the Liquid Fuels Fund for General Fund expenditures for patching, snow removal, tool repair, street reconstruction and street lighting.							
<b>TOTAL</b>	<b>Federal and State Reimbursements</b>	<b>3,711,682</b>	<b>3,776,180</b>	<b>3,776,180</b>	<b>3,260,240</b>	<b>3,441,130</b>	<b>3,744,104</b>

**Grant Revenues**

<b>1000004 407400</b>	<b>Harb Grant</b>	<b>14,821</b>	<b>15,000</b>	<b>15,000</b>	<b>3,539</b>	<b>15,000</b>	<b>15,000</b>
Revenue is derived from a grant from the Commonwealth of Pennsylvania. The purpose of this grant is to provide technical assistance to the Historical Architecture Review Board and other measures to preserve the historical integrity of the City.							
<b>1000004 415100</b>	<b>Anti-Auto Theft Grant</b>	<b>210,534</b>	<b>295,250</b>	<b>295,250</b>	<b>171,931</b>	<b>295,250</b>	<b>295,250</b>
The Pennsylvania Auto Theft Prevention Authority has continued a grant to assist Lancaster's Auto Theft Unit. The grant funds 2 investigators, training and related equipment.							
<b>1000004 415500</b>	<b>Misc Grants &amp; Gifts</b>	<b>43,937</b>	<b>75,000</b>	<b>75,000</b>	<b>31,388</b>	<b>45,000</b>	<b>45,000</b>
This account reflects revenue from a Federal COPS (expired) and Federal AFG grant (expired) as well as payments from The Mix at Arbor Place for the Police Athletic/Activities League.							
<b>1000004 419300</b>	<b>Fire Safer Grant</b>	<b>382,786</b>	<b>99,369</b>	<b>99,369</b>	<b>84,401</b>	<b>84,401</b>	<b>-</b>
Federal Department of Homeland Security grant for the retention of 5 firefighter positions. The grant period is August 2012 to April 2015.							
<b>TOTAL</b>	<b>Grant Revenues</b>	<b>652,078</b>	<b>484,619</b>	<b>484,619</b>	<b>291,259</b>	<b>439,651</b>	<b>355,250</b>

**Other Income**

<b>1000004 405300</b>	<b>Executive Sundry</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>	<b>750</b>
Revenue is derived from miscellaneous items in the Mayor's and City Clerk's office, e.g. notary services.							
<b>1000004 405500</b>	<b>Administrative Sundry</b>	<b>2,108</b>	<b>3,500</b>	<b>3,500</b>	<b>8,067</b>	<b>8,100</b>	<b>6,000</b>
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.							
<b>1000004 405700</b>	<b>Sale of City Property/Svc</b>	<b>217,356</b>	<b>25,000</b>	<b>1,023,768</b>	<b>1,028,105</b>	<b>1,030,000</b>	<b>25,000</b>
Revenue is derived from the sale of miscellaneous items and services.							
<b>1000004 405800</b>	<b>Police Sundry</b>	<b>151,424</b>	<b>160,000</b>	<b>160,000</b>	<b>94,402</b>	<b>160,000</b>	<b>160,000</b>
Revenue is derived from the reimbursement for miscellaneous police receipts, such as witness fees.							
<b>1000004 405900</b>	<b>Fire Sundry</b>	<b>525</b>	<b>400</b>	<b>400</b>	<b>170</b>	<b>300</b>	<b>300</b>
Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books.							
<b>1000004 405901</b>	<b>Fire Admin Tickets</b>	<b>35</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Revenue is derived from fines paid by residents and property owners for violations of the City's Fire Code.							
<b>1000004 406000</b>	<b>EDNR Sundry</b>	<b>76,923</b>	<b>50,000</b>	<b>50,000</b>	<b>56,341</b>	<b>58,000</b>	<b>50,000</b>
Revenue is derived from City code letters, the sale of City code books, land development ordinances and filing fees for land development and subdivision plans.							
<b>1000004 406001</b>	<b>EDNR Admin Tickets</b>	<b>44,981</b>	<b>40,000</b>	<b>40,000</b>	<b>57,955</b>	<b>59,000</b>	<b>55,000</b>
Revenue is derived from fines paid by residents and property owners for violations of the City's property maintenance code.							
<b>1000004 406100</b>	<b>Public Works Sundry</b>	<b>33,132</b>	<b>40,000</b>	<b>40,000</b>	<b>27,934</b>	<b>30,000</b>	<b>30,000</b>
Revenue is derived from the reimbursement of labor costs for accident repairs, clean-up and other miscellaneous fees. This line also reflects minor rebates from the Lancaster County Solid Waste Management Authority.							
<b>1000004 406300</b>	<b>Interest on Investment</b>	<b>9</b>	<b>350</b>	<b>350</b>	<b>324</b>	<b>350</b>	<b>300</b>
Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year.							
<b>1000004 418100</b>	<b>Tax Certification Fees</b>	<b>59,728</b>	<b>65,000</b>	<b>65,000</b>	<b>58,584</b>	<b>65,000</b>	<b>65,000</b>
Revenue is derived from a \$20 fee charged for tax certifications provided to settlement companies for real estate sale closings.							
<b>1000004 499000</b>	<b>Fund Balance Reserve</b>	<b>-</b>	<b>1,541,912</b>	<b>1,541,912</b>	<b>-</b>	<b>-</b>	<b>1,242,544</b>
The City is required by law to adopt a balanced (revenue = expenditure) budget. When excess fund balance is available, it may be used as a source of "revenue" to balance the budget.							
<b>TOTAL Other Income</b>		<b>586,972</b>	<b>1,926,912</b>	<b>2,925,680</b>	<b>1,332,633</b>	<b>1,411,500</b>	<b>1,634,894</b>
<b>TOTAL General Fund</b>		<b>48,487,193</b>	<b>52,668,059</b>	<b>53,726,827</b>	<b>46,603,426</b>	<b>52,082,448</b>	<b>52,662,520</b>

CITY OF LANCASTER  
**GENERAL FUND**  
EXPENSES



2016 BUDGET



# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Mayor's Office</b>								
<b>1101000 610500</b>	<b>Elected Official</b>		<b>77,932</b>	<b>77,932</b>	<b>77,932</b>	<b>68,940</b>	<b>77,932</b>	<b>77,932</b>
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).								
<b>1101000 611500</b>	<b>Salaried Personnel</b>		<b>121,479</b>	<b>130,250</b>	<b>130,250</b>	<b>117,904</b>	<b>138,248</b>	<b>142,027</b>
The salary of the Chief of Staff and Mayor's secretary.								
<b>1101000 618500</b>	<b>Overtime</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>18</b>	<b>18</b>	<b>-</b>
Overtime expenses for eligible Mayor's Office staff.								
<b>1101000 732000</b>	<b>Dues &amp; Subscriptions</b>		<b>279</b>	<b>300</b>	<b>300</b>	<b>218</b>	<b>300</b>	<b>300</b>
Subscriptions to professional publications and dues to professional								
<b>1101000 734000</b>	<b>Postage</b>		<b>551</b>	<b>700</b>	<b>700</b>	<b>555</b>	<b>700</b>	<b>700</b>
Postage costs incurred in routine office mailings.								
<b>1101000 735000</b>	<b>Printing</b>		<b>193</b>	<b>250</b>	<b>325</b>	<b>293</b>	<b>300</b>	<b>300</b>
Photocopying costs of the Mayor's Office.								
<b>1101000 736000</b>	<b>Telephone</b>		<b>1,866</b>	<b>3,300</b>	<b>2,775</b>	<b>1,478</b>	<b>1,900</b>	<b>1,900</b>
Line and call charges for phone and fax lines, and the Mayor's cellular phone.								
<b>1101000 737000</b>	<b>Travel</b>		<b>1,336</b>	<b>951</b>	<b>951</b>	<b>758</b>	<b>975</b>	<b>1,500</b>
Travel expenses relating to the Mayor's attendance at various meetings and conferences.								
<b>1101000 744500</b>	<b>Training &amp; School</b>		<b>1,217</b>	<b>349</b>	<b>799</b>	<b>614</b>	<b>625</b>	<b>600</b>
Expenses for registrations and trainings.								
<b>1101000 760300</b>	<b>Office Supplies</b>		<b>1,586</b>	<b>1,200</b>	<b>1,200</b>	<b>1,185</b>	<b>1,400</b>	<b>1,600</b>
Cost of general office supplies for the Mayor's Office.								
<b>TOTAL</b>	<b>Mayor's Office</b>		<b>206,438</b>	<b>215,232</b>	<b>215,232</b>	<b>191,961</b>	<b>222,398</b>	<b>226,859</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**OFFICE OF THE MAYOR**

1101000	610500	F	M	1.0000	Mayor	77,932
<b>TOTAL 610500 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 77,932</b>
1101000	611500	F	M	1.0000	Secretary to the Mayor	50,030
1101000	611500	F	M	1.0000	Chief of Staff	90,996
					Available for Merit	1,001
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 142,027</b>
<b>TOTAL EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 219,959</b>

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>Office of City Solicitor</b>							
<b>1102000 741000</b>	<b>Professional Services</b>	<b>276,833</b>	<b>375,000</b>	<b>375,000</b>	<b>234,087</b>	<b>330,000</b>	<b>375,000</b>
<p>The cost of legal services provided to the City by the City Solicitor, Assistant City Solicitor, and various other law firms. The City Solicitor handles all general legal matters of the City including reviews of proposed ordinances, defense of the City against lawsuits and maintenance of the City's lien docket. Various other law firms provide services to the City for specific issues, or where a conflict of interest exists with the City Solicitor.</p>							
<b>TOTAL</b>	<b>Office of City Solicitor</b>	<b>276,833</b>	<b>375,000</b>	<b>375,000</b>	<b>234,087</b>	<b>330,000</b>	<b>375,000</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>City Council</b>								
<b>1201000 610500</b>	<b>Elected Official</b>		<b>57,115</b>	<b>56,500</b>	<b>56,500</b>	<b>49,979</b>	<b>56,500</b>	<b>56,500</b>
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).								
<b>1201000 737000</b>	<b>Travel</b>		<b>-</b>	<b>1,000</b>	<b>1,000</b>	<b>-</b>	<b>-</b>	<b>1,000</b>
This account provides funding for Council member travel expenses for PML meetings, trainings and other meetings approved by the Council President.								
<b>1201000 738000</b>	<b>Miscellaneous Expenses</b>		<b>1,415</b>	<b>500</b>	<b>500</b>	<b>130</b>	<b>200</b>	<b>1,500</b>
Costs of plaques for retiring members of City Council as well as awards to various organizations and individuals honored by City Council are charged to this line. Funds are also used for attendance at PA League of Cities functions.								
<b>1201000 744500</b>	<b>Training</b>		<b>-</b>	<b>500</b>	<b>450</b>	<b>81</b>	<b>100</b>	<b>500</b>
This account provides funding for PLM and other training opportunities for Council members.								
<b>1201000 820000</b>	<b>Minor Equip</b>		<b>-</b>	<b>3,500</b>	<b>3,550</b>	<b>3,045</b>	<b>3,045</b>	<b>-</b>
Minor equipment purchases for City Council members.								
<b>TOTAL</b>	<b>City Council</b>		<b>58,530</b>	<b>62,000</b>	<b>62,000</b>	<b>53,235</b>	<b>59,845</b>	<b>59,500</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**OFFICE OF CITY COUNCIL**

1201000	610500	P	E	1.0000	Council President	8,500
1201000	610500	P	E	1.0000	Councilperson	8,000
1201000	610500	P	E	1.0000	Councilperson	8,000
1201000	610500	P	E	1.0000	Councilperson	8,000
1201000	610500	P	E	1.0000	Councilperson	8,000
1201000	610500	P	E	1.0000	Councilperson	8,000
1201000	610500	P	E	1.0000	Councilperson	8,000
<b>TOTAL 610500 EMPLOYEES</b>				<b>7.0000</b>		<b>\$ 56,500</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>City Clerk</b>								
1202000	611500	<b>Salaried Personnel</b>	53,121	48,603	48,603	41,740	49,133	52,193
Salary of the City Clerk.								
1202000	612000	<b>Salary Temporary</b>	28	-	200	100	100	200
Salary for temporary help for the City Clerk.								
1202000	731000	<b>Advertising</b>	7,083	4,500	4,500	2,536	3,200	4,500
Newspaper advertising for all public meetings of City Council, and City Council committee meetings.								
1202000	734000	<b>Postage</b>	347	400	400	61	75	100
Postage costs for general office mailings.								
1202000	735000	<b>Printing</b>	373	700	700	467	500	225
Photocopying for the City Clerk, and the binding of minute books.								
1202000	736000	<b>Telephone</b>	649	1,425	1,425	1,035	1,250	1,400
Line and call charges for phone lines fo the City Clerk and City Controller.								
1202000	737000	<b>Travel</b>	-	500	500	147	250	500
Travel expenses incurred for attendance at PA Municipal League meetings or training.								
1202000	738000	<b>Miscellaneous Expenses</b>	4,578	250	250	161	200	250
Miscellaneous expenses incurred by the City Clerk.								
1202000	742500	<b>Ordinance Codification</b>	13,601	12,000	8,000	7,467	7,500	12,000
Each year, the City Clerk has the City's Codified Ordinances updated to reflect legislation enacted. This line reflects the cost to update both hardcopy and computerized versions, during the year, of the City's Codified Ordinances.								
1202000	744500	<b>Training/Education</b>	-	250	250	225	250	250
Training for new City Clerk.								
1202000	760300	<b>Office Supplies</b>	431	550	350	30	100	200
General office supplies for the City Clerk.								
1202000	820000	<b>Minor Equipment</b>	-	-	4,000	2,464	2,500	300
Minor equipment purchases for the City Clerk's Office.								
<b>TOTAL</b>	<b>City Clerk</b>		<b>80,212</b>	<b>69,178</b>	<b>69,178</b>	<b>56,432</b>	<b>65,058</b>	<b>72,118</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**OFFICE OF THE CITY CLERK**

1202000	611500	F	M	1.0000	City Clerk Available for Merit	51,170 1,023
<b>TOTAL 611500 EMPLOYEES</b>				<b>1.0000</b>	<b>\$</b>	<b>52,193</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Administrative Services</b>								
<b>Director Administrative Services</b>								
1400000	610900	<b>Salary - Director</b>	99,757	98,579	98,579	84,149	98,784	101,536
Salary of the Business Administrator.								
1400000	611500	<b>Salaried Personnel</b>	95,847	114,109	109,109	80,840	100,586	117,456
Salaries of the City Hall Receptionist and Administrative Assistant to the Business Administrator as well as the General Fund portion of the Communications Specialist in LOOP.								
1400000	612000	<b>Salary Temporary</b>	6,556	5,000	10,000	6,534	9,000	5,000
Costs of temporary personnel to fill in during extended absence of City Hall Receptionist or other Director's Office personnel.								
1400000	618500	<b>Overtime</b>	16,555	-	-	111	150	-
Overtime required to be paid in accordance with the Fair Labor Standards Act.								
1400000	714100	<b>PC Lease</b>	26,408	24,300	24,300	21,735	24,280	24,600
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for Administrative Services staff.								
1400000	732000	<b>Dues &amp; Subscriptions</b>	6,707	7,000	7,000	6,972	6,975	7,000
Dues for the US Conference of Mayors, PML PELRAS, Lancaster County Boroughs Associations, Government Finance Officers Association and subscription to professional journals and publications.								
1400000	734000	<b>Postage</b>	-	30	30	-	-	30
Postage and express mail sent by the Director's Office.								
1400000	735000	<b>Printing</b>	502	500	500	461	500	500
Photocopying expenses of the Director's Office.								
1400000	736000	<b>Telephone</b>	669	950	950	577	600	600
Line and call charges for the Director's Office phones.								
1400000	737000	<b>Travel</b>	636	650	650	425	500	750
Costs associated with travel to various PML conferences.								
1400000	741000	<b>Professional Services</b>	98,729	75,000	75,000	62,340	65,000	85,000
Professional services to include consultant fees related to implementation of Information Technology software changes as well as various legal services relating to labor relations.								
1400000	744500	<b>Training &amp; School</b>	435	450	450	320	450	500
Costs of various PML conferences.								



# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1400000 760300</b>	<b>Office Supplies</b>	<b>1,706</b>	<b>2,000</b>	<b>2,000</b>	<b>1,684</b>	<b>2,000</b>	<b>2,000</b>
Office supplies for the Office of the Director.							
<b>1400000 820000</b>	<b>Minor Equipment</b>	<b>1,220</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>500</b>
Purchase of office and/or computer equipment.							
<b>1400000 929000</b>	<b>Transfers to Other Funds</b>	<b>-</b>	<b>-</b>	<b>998,768</b>	<b>998,768</b>	<b>998,768</b>	<b>-</b>
In 2015, this account was used to transfer \$998,768 in proceeds from the sale of the Armory property on Chesapeake Street to the Thaddeus Stevens College of Technology. The sale proceeds were transferred to the 2014 Capital Improvement Program Fund.							
<b>TOTAL</b>	<b>Director Administrative Services</b>	<b>355,726</b>	<b>329,068</b>	<b>1,327,836</b>	<b>1,264,917</b>	<b>1,307,593</b>	<b>345,472</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
<b><u>DIRECTOR OF ADMINISTRATIVE SERVICES</u></b>						
1400000	61090	F	M	1.0000	Director-Administrative Services	101,536
<b>TOTAL 61090 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 101,536</b>
1400000	611500	F	M	1.0000	Administrative Assistant	49,093
1400000	611500	F	M	0.5400	Communications Specialist	19,797
1400000	611500	F	M	1.0000	Clerk Receptionist Available for Merit	33,476 15,073
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.5400</b>		<b>\$ 117,439</b>
<b>TOTAL EMPLOYEES</b>				<b>3.5400</b>		<b>\$ 218,975</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Accounting</b>								
1401000	611000	Salary - Bureau Chief	80,154	79,537	79,537	69,392	81,200	81,724
Salary of the Chief Accountant.								
1401000	611500	Salaried Personnel	245,070	252,573	248,573	216,369	262,430	259,862
Salaries of the staff of the Bureau of Accounting.								
1401000	731000	Advertising	4,959	3,500	9,000	4,331	9,000	5,000
Funds are required in order to publish the results of the annual City audit in the Lancaster City newspaper and advertise open positions.								
1401000	732000	Dues & Subscriptions	1,441	1,500	1,400	498	1,500	1,700
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers								
1401000	734000	Postage	4,310	5,000	5,000	3,528	5,000	5,000
mailings, miscellaneous invoice mailing and other financial operation mailings.								
1401000	735000	Printing	2,064	1,900	2,600	2,010	2,600	3,000
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.								
1401000	736000	Telephone	1,075	1,310	1,310	928	1,400	1,500
Line and call charge for the Accounting Office.								
1401000	737000	Travel	1,501	-	-	-	-	-
Travel expenses related to training programs attended by Accounting Office								
1401000	741100	Audit Expense	43,348	44,000	40,800	33,181	40,800	48,000
This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits. This line item also includes the cost of the annual cost allocation study.								
1401000	743000	Bank Service Charges	11,268	12,250	12,250	11,589	12,250	12,500
This code is used to record the General Fund's share of bank service charges for the City's central depository account.								
1401000	743100	Credit Card Fees	4,377	6,000	6,000	3,270	6,000	6,200
This account reflects the General Fund's share of credit card company fees.								
1401000	744500	Training & School	1,191	2,500	250	228	228	3,000
This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1401000 760300</b>	<b>Office Supplies</b>	<b>5,493</b>	<b>5,000</b>	<b>9,500</b>	<b>6,422</b>	<b>7,000</b>	<b>6,000</b>
General office supplies for the Accounting Office.							
<b>1401000 820000</b>	<b>Minor Equipment</b>	<b>1,147</b>	<b>1,200</b>	<b>50</b>	<b>-</b>	<b>700</b>	<b>1,200</b>
This line is used to record the purchase of miscellaneous small equipment and furnishing for the Accounting Office.							
<b>TOTAL</b>	<b>Accounting</b>	<b>407,399</b>	<b>416,270</b>	<b>416,270</b>	<b>351,744</b>	<b>430,108</b>	<b>434,686</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF ACCOUNTING**

1401000	611000	F	M	1.0000	Chief Accountant	81,724
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 81,724</b>
1401000	611500	F	M	1.0000	Assistant Bureau Chief	63,000
1401000	611500	F	M	1.0000	Accountant I	48,468
1401000	611500	F	M	1.0000	Development Administrator	53,430
1401000	611500	F	M	1.0000	General Accountant	50,348
1401000	611500	F	M	1.0000	Payroll Specialist	44,616
<b>TOTAL 611500 EMPLOYEES</b>				<b>5.0000</b>		<b>\$ 259,862</b>
<b>TOTAL EMPLOYEES</b>				<b>6.0000</b>		<b>\$ 341,586</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Procurement &amp; Collections</b>								
1402000	611000	Salary - Bureau Chief	12,323	10,991	10,991	9,629	11,260	11,294
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.								
1402000	611500	Salaried Personnel	91,772	84,390	80,372	68,284	80,018	91,224
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.								
1402000	612000	Salary Temporary	-	-	3,136	1,892	2,250	2,500
Expenses for temporary employees in the Treasury Office.								
1402000	618500	Overtime	58	-	-	-	-	2,500
Overtime required to be paid in accordance with the Fair Labor Standards Act.								
1402000	718000	Rental of Uniforms	32	47	47	-	47	47
Uniform rental expense for mail clerk.								
1402000	723000	Maint. - Equipment	4,537	4,417	4,417	4,271	4,410	4,418
Annual amount for maintenance contracts on the following: telephone system, remittance processor, copiers, check endorser, time clock, calculators, folder/insert mail machine, and the drive-in window mechanism.								
1402000	729000	Maint. - Vehicles	-	236	236	-	-	236
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.								
1402000	732000	Dues & Subscriptions	560	657	657	528	657	657
This line covers the cost of dues to various professional organizations.								
1402000	734000	Postage	9,829	14,061	14,061	7,799	12,000	14,060
Postage and permits required to mail tax and other billings, and the cost of returned mail.								
1402000	735000	Printing	2,265	2,817	2,817	2,814	3,000	2,817
Mailing and return envelopes and forms used in various billings and copy machine use.								
1402000	736000	Telephone	517	840	840	620	883	839
Line and call charges for phone, fax, cellular and internet lines.								
1402000	737000	Travel	-	250	250	-	-	250
Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.								
1402000	738000	Miscellaneous Expenses	97	250	250	16	20	250
Petty cash items used for miscellaneous office operations.								
1402000	744500	Training & School	-	275	275	-	-	275
Schools and seminars for Bureau employees.								

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1402000 760300</b>	<b>Office Supplies</b>	<b>1,372</b>	<b>1,572</b>	<b>1,572</b>	<b>898</b>	<b>1,500</b>	<b>1,572</b>
	Paper tapes used by the cash registers, calculators, remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.						
<b>1402000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>143</b>	<b>157</b>	<b>157</b>	<b>90</b>	<b>150</b>	<b>157</b>
	Cost of fuel for the Mail Clerk's vehicle.						
<b>1402000 820000</b>	<b>Minor Equipment</b>	<b>11,686</b>	<b>9,646</b>	<b>10,528</b>	<b>7,770</b>	<b>9,000</b>	<b>5,806</b>
	This line reflects the purchase of printers and other small equipment. In 2016 this line reflects the continued costs for lease-purchase costs for the remittance processor, which is used to process customer payments on utility and tax accounts; a mail folder/insert machine to process city billings; cost for a mandatory shaped-based mail/digital postage meter; the annual cost for an automatic call distribution module for the customer service/cashier group; and an add-on mail stream enhancement module.						
<b>TOTAL</b>	<b>Procurement &amp; Collections</b>	<b>135,192</b>	<b>130,606</b>	<b>130,606</b>	<b>104,610</b>	<b>125,195</b>	<b>138,902</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PROCUREMENT AND COLLECTION**

1402000	611000	F	M	0.1572	Bureau Chief	11,294
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.1572</b>		<b>\$ 11,294</b>
1402000	611500	F	M	0.1572	Customer Service Supervisor	7,797
1402000	611500	F	A	0.1572	Purchasing Coordinator	6,371
1402000	611500	F	A	0.1572	Admin Support Clerk	5,525
1402000	611500	F	A	0.1572	Property Maintenance Coordinator	7,398
1402000	611500	F	A	0.1572	Billing Coordinator	6,941
1402000	611500	F	A	0.1572	Customer Care Coordinator	6,949
1402000	611500	F	A	0.1572	Customer Care Coordinator	7,132
1402000	611500	F	A	0.1572	Customer Care Coordinator	6,371
1402000	611500	F	A	0.1572	Customer Care Coordinator	6,371
1402000	611500	F	A	0.1572	Cashier/Service Clerk	5,525
1402000	611500	F	A	0.1572	Cashier/Service Clerk	5,525
1402000	611500	F	A	0.1572	Cashier/Service Clerk	5,705
1402000	611500	F	A	0.1572	Revenue Clerk	6,185
1402000	611500	F	A	0.1572	Mail & Print Operator	5,266
Subtotal Full-Time				2.2008		
1402000	611500	P	A	0.1572	Data Entry	2,161
Subtotal Part-Time				0.1572		
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.3580</b>		<b>\$ 91,224</b>
<b>TOTAL EMPLOYEES</b>				<b>2.5152</b>		<b>\$ 102,517</b>



# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Information Technology</b>								
<b>1404000 611500</b>	<b>Salaried Personnel</b>		<b>35,800</b>	<b>36,246</b>	<b>36,246</b>	<b>35,286</b>	<b>36,835</b>	<b>37,242</b>
This line is a prorated share of the employees in Information Techonology. The Solid Waste, Water and Watewater Fund Budgets also cover proportional shares of these salaries.								
<b>1404000 722000</b>	<b>Maint. - Communications</b>		<b>7,506</b>	<b>12,000</b>	<b>12,000</b>	<b>8,555</b>	<b>9,000</b>	<b>12,000</b>
Covers the cost of the Metro-Ethernet connection for County/Internet connectivity and the DNS cost for ci.lancaster.pa.us which is used for the Housing, Billing, Email, Intranet sites and 5250 emulation.								
<b>1404000 723000</b>	<b>Maint. - Equipment</b>		<b>64,806</b>	<b>115,000</b>	<b>115,000</b>	<b>42,095</b>	<b>70,000</b>	<b>115,000</b>
This line covers the lease of service contracts on the IBM AS/400 ISeries and peripherals as well as the New World Systems support contract. Also covered are service contracts on the CISCO switches. Software support contracts from vendors on the Iseries, the SSL certificates and VISA compliance scan are also funded by this line item.								
<b>1404000 734000</b>	<b>Postage</b>		<b>18</b>	<b>250</b>	<b>250</b>	<b>-</b>	<b>50</b>	<b>250</b>
General mailings and shipping costs for returning equipment for repair.								
<b>1404000 735000</b>	<b>Printing</b>		<b>1</b>	<b>50</b>	<b>50</b>	<b>2</b>	<b>5</b>	<b>50</b>
Photocopying and any special printing needs.								
<b>1404000 736000</b>	<b>Telephone</b>		<b>1,338</b>	<b>2,500</b>	<b>2,500</b>	<b>1,082</b>	<b>1,300</b>	<b>2,000</b>
Line and call charges for Information Technology office phones and cell phones. The lines connecting the AS/400 to IBM and New World Systems to dial into the AS/400 System for maintenance.								
<b>1404000 737000</b>	<b>Travel</b>		<b>-</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>200</b>
Covers transportation to and from job-related projects and schools.								
<b>1404000 741000</b>	<b>Professional Services</b>		<b>65,528</b>	<b>100,000</b>	<b>97,000</b>	<b>49,997</b>	<b>100,000</b>	<b>125,000</b>
Expenses for specialty technology vendors as well as outside services that are not covered under warranty or contracts on computer equipment. Also the IBM AS/400 ISeries contracted programmers.								
<b>1404000 744000</b>	<b>Contract Services</b>		<b>85,659</b>	<b>90,000</b>	<b>221,000</b>	<b>218,294</b>	<b>219,000</b>	<b>245,000</b>
Covers shared services agreement charges from Lancaster County for Information Technology services. Beginning in 2015, this line item also includes annaul maintenance fees due for the Tyler Munis ERP System.								
<b>1404000 744500</b>	<b>Training &amp; School</b>		<b>3,119</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	<b>-</b>	<b>5,000</b>
Training seminars for Information Technology personnel who are required to stay abreast of ever-changing technology. Funding is also provided to purchase training materials for new software, which this Bureau uses to train all City employees.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD 11/19/15	PROJECTED	PROPOSED
<b>1404000 760300</b>	<b>Office Supplies</b>	62	500	500	257	300	500
General office supplies needed for Information Technology.							
<b>1404000 760600</b>	<b>Operating Supplies</b>	13,743	25,000	25,000	20,764	22,000	25,000
Purchasing of all forms, paper, and printing supplies. Also covers media used for backup purposes of the ISeries and Servers.							
<b>1404000 820000</b>	<b>Minor Equipment</b>	2,582	6,000	56,000	53,565	54,000	5,000
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.							
<b>1404000 820500</b>	<b>MIS Projects</b>	28,783	45,000	48,000	45,623	46,000	45,000
Replacement or new applications software and hardware upgrades. Also covers consulting fees for new projects led by Information Technology.							
<b>TOTAL</b>	<b>Information Technology</b>	<b>308,945</b>	<b>437,746</b>	<b>618,746</b>	<b>475,521</b>	<b>558,490</b>	<b>617,242</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF INFORMATION TECHNOLOGY**

1404000	611500	F	M	0.5000	Information Services Manager	37,242
<b>TOTAL 611500 EMPLOYEES</b>				<b>0.5000</b>		<b>\$ 37,242</b>
<b>TOTAL EMPLOYEES</b>				<b>0.5000</b>		<b>\$ 37,242</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Human Resources</b>								
<b>1405000 611000</b>	<b>Salary - Bureau Chief</b>		<b>79,593</b>	<b>81,185</b>	<b>81,185</b>	<b>76,518</b>	<b>82,525</b>	<b>83,418</b>
Salary of the Bureau Chief of Human Resources.								
<b>1405000 611500</b>	<b>Salaried Personnel</b>		<b>135,393</b>	<b>157,349</b>	<b>157,349</b>	<b>122,841</b>	<b>151,967</b>	<b>163,555</b>
Salary of the Human Resources Office staff, consisting of three HR Staff: Assistant Bureau Chief and two HR Generalists.								
<b>1405000 612000</b>	<b>Salary Temporary</b>		<b>19,418</b>	<b>13,000</b>	<b>13,000</b>	<b>9,219</b>	<b>9,219</b>	<b>5,000</b>
Pay to an employment agency for temporary services required by the Bureau of Human Resources.								
<b>1405000 618500</b>	<b>Overtime</b>		<b>-</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>-</b>	<b>200</b>
Overtime pay to staff members of the bureau.								
<b>1405000 622000</b>	<b>Employee Recognition</b>		<b>7,550</b>	<b>7,550</b>	<b>7,550</b>	<b>5,168</b>	<b>7,050</b>	<b>7,550</b>
Expenses for annual employee picnic, annual December holiday party, and annual employee recognition event.								
<b>1405000 723000</b>	<b>Maint. - Equipment</b>		<b>-</b>	<b>50</b>	<b>50</b>	<b>-</b>	<b>50</b>	<b>50</b>
Maintenance of office equipment in the Bureau of Human Resources.								
<b>1405000 731000</b>	<b>Advertising</b>		<b>567</b>	<b>500</b>	<b>300</b>	<b>-</b>	<b>500</b>	<b>700</b>
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.								
<b>1405000 732000</b>	<b>Dues &amp; Subscriptions</b>		<b>1,138</b>	<b>2,000</b>	<b>2,000</b>	<b>1,763</b>	<b>2,000</b>	<b>2,120</b>
Professional association dues for HR staff and additional reference materials.								
<b>1405000 734000</b>	<b>Postage</b>		<b>2,673</b>	<b>2,252</b>	<b>3,862</b>	<b>2,853</b>	<b>4,500</b>	<b>4,500</b>
Mailing from the Bureau of Human Resources.								
<b>1405000 735000</b>	<b>Printing</b>		<b>1,466</b>	<b>2,000</b>	<b>2,000</b>	<b>2,023</b>	<b>2,200</b>	<b>3,200</b>
Photocopy charges for the bureau.								
<b>1405000 736000</b>	<b>Telephone</b>		<b>1,005</b>	<b>2,000</b>	<b>2,000</b>	<b>867</b>	<b>2,000</b>	<b>2,000</b>
Line and call charges.								
<b>1405000 737000</b>	<b>Travel</b>		<b>1,321</b>	<b>2,014</b>	<b>2,214</b>	<b>2,125</b>	<b>2,300</b>	<b>4,850</b>
Travel expenses for seminar, training, and meetings.								
<b>1405000 741000</b>	<b>Professional Services</b>		<b>19,599</b>	<b>51,000</b>	<b>49,930</b>	<b>43,768</b>	<b>50,950</b>	<b>60,000</b>
Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services and Flexible Spending Account.								
<b>1405000 743500</b>	<b>Labor Relations Expense</b>		<b>8,233</b>	<b>5,000</b>	<b>5,000</b>	<b>4,155</b>	<b>4,975</b>	<b>600</b>
Expenses for labor relations with the non-uniformed bargaining unit (AFSCME), PELRAS dues, arbitrators fees and printing of collective bargaining agreements.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD 11/19/15	PROJECTED	PROPOSED
<b>1405000 744500</b>	<b>Training &amp; School</b>	1,253	2,000	2,000	2,000	2,000	3,800
Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.							
<b>1405000 760300</b>	<b>Office Supplies</b>	3,306	2,700	2,700	2,597	2,700	2,700
Office supplies for the Bureau of Human Resources.							
<b>1405000 760600</b>	<b>Operating Supplies</b>	963	1,200	1,200	1,195	1,200	1,200
Expenses associated with training, meetings and office expenses not covered by office supplies.							
<b>1405000 820000</b>	<b>Minor Equipment</b>	472	1,700	1,160	564	1,650	3,600
Purchase of office and/or computer equipment.							
<b>TOTAL</b>	<b>Human Resources</b>	<b>283,950</b>	<b>333,700</b>	<b>333,700</b>	<b>277,655</b>	<b>327,786</b>	<b>349,043</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF HUMAN RESOURCES**

1405000	611000	F	M	1.0000	Chief-Human Resources	83,418
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 83,418</b>
1405000	611500	F	M	1.0000	Human Resource Generalist	57,630
1405000	611500	F	M	1.0000	Human Resource Tech/Rep	40,549
1405000	611500	F	M	1.0000	Assistant Bureau Chief	65,376
<b>TOTAL 611500 EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 163,555</b>
<b>TOTAL EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 246,973</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Community Involvement</b>								
1406000	812000	LEMSA	25,000	30,000	30,000	30,000	30,000	60,000
Operating support contribution to the Lancaster Emergency Medical Services Associations (LEMSA) for the life-saving services LEMSA provides in the City of Lancaster.								
1406000	812500	Intermunicipal Committee	11,972	11,000	11,000	1,119	1,650	3,000
Dues for the Lancaster Intermunicipal Committee.								
1406000	813500	PA League of Cities	23,254	24,000	24,000	22,679	22,679	24,000
City's membership in the Pennsylvania Municipal League. The PML aids the City through educations programs and lobbying at the state government level on behalf of cities. PML also provides educational meetings and training seminars for City employees and elected officials.								
1406000	814000	Public Library	60,000	65,000	65,000	48,750	65,000	70,000
Operating support contribution to the Lancaster County Public Library.								
1406000	814300	Community Communications	14,919	10,000	16,573	13,750	16,500	16,500
Costs to design, print and mail newsletters, as well as web design and hosting fees.								
1406000	814500	Recreation Commission	305,656	305,656	305,656	305,656	305,656	305,656
City's share of the annual funding for the Lancaster Recreation Commission.								
1406000	817500	Human Relation Commission	1,476	2,500	2,500	2,028	2,500	2,500
Costs incurred by the City's Human Relations Commission including contract								
1406000	851300	LOOP Special Events	75,000	50,000	50,000	-	50,000	50,000
Funds appropriated to support City special events sponsored by the Lancaster Office of Promotion (LOOP). \$25,000 of this line item is from the Lancaster General Hospital in-lieu-of-taxes contribution.								
1406000	851301	LOOP Operating	-	50,000	50,000	-	50,000	50,000
Funds appropriated to support the LOOP Operating Budget.								
<b>TOTAL</b>	<b>Community Involvement</b>		<b>517,276</b>	<b>548,156</b>	<b>554,729</b>	<b>423,983</b>	<b>543,985</b>	<b>581,656</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Insurance Package</b>								
1407000	772000	<b>Insurance Package</b>	751,911	783,000	783,000	742,961	783,000	615,000
General Fund expenditures for various insurance policies (auto, liability, property, etc.) held by the City of Lancaster.								
1407000	774000	<b>Public Officials Bond</b>	2,992	3,500	3,500	2,467	3,500	3,500
Bonds required under the Third Class City Code for the Treasurer, Controller, Health Officer, Engineer and Mayor.								
<b>TOTAL</b>	<b>Insurance Package</b>		<b>754,903</b>	<b>786,500</b>	<b>786,500</b>	<b>745,428</b>	<b>786,500</b>	<b>618,500</b>



# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Fringe Benefits</b>								
<b>1408000 620200</b>	<b>Medical Insurance</b>		<b>691,716</b>	<b>780,000</b>	<b>773,427</b>	<b>687,145</b>	<b>709,742</b>	<b>735,000</b>
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.								
<b>1408000 620300</b>	<b>Dental/Vision</b>		<b>12,537</b>	<b>12,000</b>	<b>13,300</b>	<b>12,056</b>	<b>13,208</b>	<b>12,600</b>
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.								
<b>1408000 620800</b>	<b>Social Security</b>		<b>736,059</b>	<b>844,281</b>	<b>834,781</b>	<b>703,601</b>	<b>805,520</b>	<b>870,227</b>
The General Fund share of FICA and Medicare taxes for all employees.								
<b>1408000 620900</b>	<b>Life Insurance</b>		<b>66,277</b>	<b>68,050</b>	<b>68,050</b>	<b>60,835</b>	<b>75,902</b>	<b>79,697</b>
Expense of life insurance coverage for General Fund employees.								
<b>1408000 623000</b>	<b>Pension Contribution</b>		<b>430,794</b>	<b>526,126</b>	<b>526,126</b>	<b>513,356</b>	<b>526,126</b>	<b>541,253</b>
This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans.								
<b>1408000 624000</b>	<b>Unemployment Compensation</b>		<b>31,250</b>	<b>25,000</b>	<b>30,000</b>	<b>25,803</b>	<b>28,654</b>	<b>25,000</b>
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.								
<b>1408000 625000</b>	<b>Workers Compensation</b>		<b>601,903</b>	<b>500,000</b>	<b>649,275</b>	<b>910,101</b>	<b>774,773</b>	<b>500,000</b>
This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job. This line also reflects various assessments paid to the Commonwealth under this program, and premiums for the excess claims policy.								
<b>1408000 716000</b>	<b>Rental of Parking Lot</b>		<b>30,737</b>	<b>32,000</b>	<b>35,200</b>	<b>32,710</b>	<b>34,000</b>	<b>34,000</b>
Expenses for parking or bus passes for General Fund employees.								
<b>TOTAL</b>	<b>Fringe Benefits</b>		<b>2,601,273</b>	<b>2,787,457</b>	<b>2,930,159</b>	<b>2,945,605</b>	<b>2,967,925</b>	<b>2,797,777</b>

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>Debt Service</b>							
1409000 923000	Paying Agent Fees	1,821	2,500	2,500	447	2,500	2,500
This accounts represents payments to banks for maintenance of bond							
1409000 924000	Debt Service - Interest	1,577,273	1,816,702	1,816,702	1,774,597	1,816,702	1,699,230
This account represents interest payments to be made on all general obligation							
1409000 926000	Debt Service - Principal	1,665,400	1,889,999	1,839,999	1,522,000	1,889,999	1,879,799
This account represents principal redemption on all general obligation debt of							
<b>TOTAL</b>	<b>Debt Service</b>	<b>3,244,494</b>	<b>3,709,201</b>	<b>3,659,201</b>	<b>3,297,044</b>	<b>3,709,201</b>	<b>3,581,529</b>
<b>TOTAL</b>	<b>Administrative Services</b>	<b>8,609,159</b>	<b>9,478,704</b>	<b>10,757,747</b>	<b>9,886,508</b>	<b>10,756,783</b>	<b>9,464,807</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Controller/Treasurer</b>								
<b>1403000</b>	<b>610500</b>	<b>Elected Official</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>15,038</b>	<b>17,000</b>	<b>17,000</b>
Salaries of the City Controller and City Treasurer. These salaries are set by the Third Class City Code.								
<b>TOTAL</b>	<b>Controller/Treasurer</b>		<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>15,038</b>	<b>17,000</b>	<b>17,000</b>
<b>TOTAL</b>	<b>Executive and Legislative</b>		<b>639,013</b>	<b>738,410</b>	<b>738,410</b>	<b>550,753</b>	<b>694,301</b>	<b>750,477</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**CITY TREASURER/CONTROLLER**

1403000	610500	P	E	1.0000	Treasurer	8,500
1403000	610500	P	E	1.0000	Controller	8,500
<b>TOTAL 610500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 17,000</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Public Safety</b>								
<b>Police Bureau</b>								
1501001	611000	Salary - Bureau Chief	117,613	119,759	119,759	101,335	119,114	123,352
Salary of the Chief of Police.								
1501001	611500	Salaried Personnel	954,649	1,080,198	1,080,198	821,905	927,498	1,115,376
Salaries of civilian personnel which include Administrative Assistants, Clerk/Typists, Records Supervisor, Dog Law Enforcement Officer, Computer System Administrators, Crime Analyst, Hazardous and Abandoned Vehicle Officer, Evidence Specialist, and Receptionists.								
1501001	613100	Police Captains	337,266	334,177	334,177	285,748	335,474	343,367
Salaries of the three Division Captains.								
1501001	613200	Police Lieutenants	853,300	965,937	948,301	822,836	966,313	992,128
Salaries of lieutenants.								
1501001	613300	Police Sergeants	3,424,165	3,474,524	3,454,716	2,934,737	3,424,414	3,872,160
Salaries of Sergeants and Detectives.								
1501001	614000	Patrolmen	5,673,843	5,980,532	5,935,637	4,928,370	5,784,085	5,790,408
Salaries of Patrol Officers.								
1501001	615000	School Crossing Guards	408,439	539,627	534,454	402,509	461,395	556,251
Salaries of the School Crossing Guards and the Parking Enforcement Aides. The School District of Lancaster reimburses a portion of the salaries of the School Crossing Guards to the City.								
1501001	615200	Community Service Aides	535,959	623,020	623,020	516,799	592,814	646,960
Salaries of Community Service Aides.								
1501001	618000	Police Acting Officers	21,878	25,000	25,000	16,857	22,000	25,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.								
1501001	618500	Police Overtime	453,347	460,000	460,000	429,142	460,000	460,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.								
1501001	618800	Police Cadet Training Program	-	30,000	26,000	-	10,000	60,000
Covers salaries of Cadets.								
1501001	619000	Police Sick Bonus	23,850	23,950	23,950	25,000	25,000	22,200
Covers payments for the sick leave incentive bonus program.								
1501001	620100	Educational Incentive	48,744	48,500	48,500	39,752	48,000	48,000
Covers payments for college educational incentive program.								
1501001	620200	Medical Insurance	2,850,054	2,365,000	2,365,000	2,170,451	2,171,000	2,195,000
Costs for health insurance for all Police Bureau employees.								
1501001	620201	Medical Ins - Retirees	1,245,124	1,520,000	1,520,000	1,393,333	1,393,333	1,360,000
Covers the cost for health insurance for all Police Officer retirees.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1501001 620300</b>	<b>Dental/Vision</b>	<b>164,885</b>	<b>163,000</b>	<b>163,000</b>	<b>153,265</b>	<b>165,303</b>	<b>173,250</b>
Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.							
<b>1501001 621000</b>	<b>Uniform Maintenance Allowance</b>	<b>78,488</b>	<b>78,875</b>	<b>78,875</b>	<b>80,587</b>	<b>80,587</b>	<b>82,250</b>
This line covers the cost of uniform maintenance allowance for uniformed officers, shoe allowances for all personnel, and clothing allowance for non-uniformed officers as provided for by collective bargaining agreements.							
<b>1501001 623000</b>	<b>Pension Contribution</b>	<b>2,439,350</b>	<b>2,748,596</b>	<b>2,748,596</b>	<b>1,044,189</b>	<b>2,748,596</b>	<b>2,690,141</b>
This item represents the Minimum Municipal Obligation, which the City is required to make to the Police Pension Fund. The Minimum Municipal Obligation is the amount required annually such that sufficient assets are available to pay all active officers' pension benefits upon retirement and adjusted annually to reflect actual payroll.							
<b>1501001 714100</b>	<b>PC Lease</b>	<b>75,914</b>	<b>75,300</b>	<b>74,183</b>	<b>74,183</b>	<b>75,300</b>	<b>85,300</b>
Annual contract lease costs for 107 PC's and laptop computers for Police Department staff and 16 PC's for the city computer training room. Annual license fees of Microsoft 365 for Police Bureau email.							
<b>1501001 716000</b>	<b>Rental of Parking Lot</b>	<b>90,991</b>	<b>100,000</b>	<b>100,000</b>	<b>90,364</b>	<b>95,000</b>	<b>100,000</b>
Rental of parking spaces in the Water Street Garage.							
<b>1501001 722000</b>	<b>Maint. - Communications</b>	<b>13,119</b>	<b>30,000</b>	<b>25,122</b>	<b>18,303</b>	<b>23,000</b>	<b>25,500</b>
Costs associated with maintaining all radio communication equipment, police vehicle emergency lighting/sirens, and in-car computers (MDT's) utilized by the Police Bureau.							
<b>1501001 723000</b>	<b>Maint. - Equipment</b>	<b>85,802</b>	<b>103,000</b>	<b>100,000</b>	<b>73,529</b>	<b>103,000</b>	<b>103,000</b>
Costs associated with maintaining all other non-communications related equipment including computers, fax machines, audio/video recording and logging equipment, speed enforcement certification and maintenance, polygraph, breath testing devices, automated fingerprint device and other equipment requiring state mandated maintenance contract (i.e. Live Scan/CPIN and AFIS terminal). Includes (6) copiers and (2) fax leases with toner and ink and (1) fax maintenance. Also includes lead abatement and maintenance for the indoor police firearms range.							
<b>1501001 729000</b>	<b>Maint. - Vehicles</b>	<b>120,200</b>	<b>110,000</b>	<b>110,000</b>	<b>95,368</b>	<b>110,000</b>	<b>110,000</b>
Costs associated with maintaining all vehicles utilized by the Police Bureau including inspection, general maintenance, repairs, and bodywork. Also covers the cost of towing police vehicles and those needed for police investigations.							
<b>1501001 729500</b>	<b>Maint. - Bicycles</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>850</b>
Maintaining bicycles and related equipment.							

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1501001 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>5,477</b>	<b>4,700</b>	<b>4,785</b>	<b>4,784</b>	<b>4,800</b>	<b>4,700</b>
	Cost of dues for various professional organizations IPMBA, IACP, PA Chiefs of Police and subscriptions to various professional publications IACP NET as well as the cost of yearly updates to the Pennsylvania Crimes Code and Vehicle Code.						
<b>1501001 734000</b>	<b>Postage</b>	<b>19,712</b>	<b>24,300</b>	<b>24,300</b>	<b>15,707</b>	<b>23,000</b>	<b>24,300</b>
	Covers all postage costs incurred by the Police Bureau including but not limited to crime prevention, block watch, neighborhood surveys and warrant service mailings. Includes UPS and Fed Ex costs. Also additional expenditures vouchered by the Bureau of Procurement for postage needs.						
<b>1501001 735000</b>	<b>Printing</b>	<b>17,188</b>	<b>25,000</b>	<b>23,000</b>	<b>13,529</b>	<b>21,000</b>	<b>25,000</b>
	In-house and commercial printing which includes parking tickets, handheld computer paper, citations, evidence cards, warning notices, accident exchanges forms, brochures, pamphlets and surveys.						
<b>1501001 736000</b>	<b>Telephone</b>	<b>79,418</b>	<b>95,000</b>	<b>95,000</b>	<b>72,520</b>	<b>90,000</b>	<b>95,000</b>
	Local and long distance calling, cellular fees, C.L.E.A.N. computer terminal and Lancaster County Data Processing, high-speed internet line costs. Phone switch maintenance fees, MDT cellular air card fees, video conferencing fees and internet fees.						
<b>1501001 737000</b>	<b>Travel</b>	<b>7,343</b>	<b>14,850</b>	<b>14,850</b>	<b>13,543</b>	<b>14,850</b>	<b>14,850</b>
	Travel related expenses incurred by recruit officers during training, investigations and seminars. Also fuel costs for the police chaplin.						
<b>1501001 738000</b>	<b>Miscellaneous Expenses</b>	<b>1,520</b>	<b>5,000</b>	<b>6,975</b>	<b>6,810</b>	<b>6,850</b>	<b>5,000</b>
	Awards and trophies for the annual "Crime Stoppers" luncheon, advertising for contracts and hiring, ordinances and hazardous vehicles, Crime Prevention programs, petty cash and prisoner meal costs.						
<b>1501001 741000</b>	<b>Professional Services</b>	<b>13,269</b>	<b>18,000</b>	<b>16,940</b>	<b>9,758</b>	<b>15,000</b>	<b>16,000</b>
	Legal and other costs associated with the Civil Service Board for the recruitment and promotion processes (credit reports, medical and psychological evaluation), LMA fees, court approved interpretation services for deaf and non-English speaking, victims, suspects, witnesses, and employee counseling.						
<b>1501001 743500</b>	<b>Labor Relations Expense</b>	<b>17,668</b>	<b>15,000</b>	<b>15,000</b>	<b>9,002</b>	<b>11,000</b>	<b>40,000</b>
	Contract negotiations and grievance arbitration.						
<b>1501001 743700</b>	<b>Laboratory Tests</b>	<b>4,742</b>	<b>7,500</b>	<b>11,500</b>	<b>8,362</b>	<b>11,000</b>	<b>9,000</b>
	Costs incurred in the testing of blood by an independent medical laboratory for drug related D.U.I. investigations						

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1501001 744000</b>	<b>Contract Services</b>	<b>8,898</b>	<b>8,899</b>	<b>8,899</b>	<b>8,898</b>	<b>8,899</b>	<b>9,344</b>
This line covers the subscription fee, maintenance fee and communications line charges for the Lancaster County computer system. This is a per capita based fee charged by Lancaster County.							
<b>1501001 744500</b>	<b>Training &amp; School</b>	<b>41,471</b>	<b>46,200</b>	<b>52,200</b>	<b>51,817</b>	<b>52,000</b>	<b>58,350</b>
All training attended by Police Bureau personnel including yearly state mandated in-service training and specialized training for the canine							
<b>1501001 747200</b>	<b>K-9 Patrol</b>	<b>4,836</b>	<b>5,000</b>	<b>5,000</b>	<b>4,440</b>	<b>5,000</b>	<b>10,000</b>
This line covers costs associated with the care and feeding of the Police Bureau's canines, and other expenses associated with the Canine Program.							
<b>1501001 760300</b>	<b>Office Supplies</b>	<b>8,440</b>	<b>12,000</b>	<b>12,000</b>	<b>9,776</b>	<b>12,000</b>	<b>12,000</b>
General office and paper supplies.							
<b>1501001 760600</b>	<b>Operating Supplies</b>	<b>16,517</b>	<b>18,000</b>	<b>18,000</b>	<b>14,255</b>	<b>18,000</b>	<b>18,000</b>
General operating supplies							
<b>1501001 761200</b>	<b>Uniforms</b>	<b>80,296</b>	<b>85,000</b>	<b>76,100</b>	<b>25,598</b>	<b>80,000</b>	<b>75,000</b>
Cost of all uniforms, badges, and duty accessories used by all Police Bureau							
<b>1501001 762400</b>	<b>Photography</b>	<b>784</b>	<b>1,000</b>	<b>1,000</b>	<b>998</b>	<b>1,000</b>	<b>1,000</b>
Ink cartridges and other items used in production or reproduction of photographs, including digital cameras for patrol division.							
<b>1501001 762700</b>	<b>Evidence Supplies</b>	<b>8,449</b>	<b>6,000</b>	<b>6,000</b>	<b>3,301</b>	<b>6,000</b>	<b>9,000</b>
Specialty films, crime scene processing supplies and chemicals, and "BEAST" evidence software and maintenance fees, filters for processing tanks and drying cabinets.							
<b>1501001 763000</b>	<b>Ammunition</b>	<b>20,431</b>	<b>30,000</b>	<b>29,639</b>	<b>29,639</b>	<b>30,000</b>	<b>30,000</b>
Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.							
<b>1501001 763300</b>	<b>Less Lethal Equip</b>	<b>2,801</b>	<b>3,000</b>	<b>3,000</b>	<b>1,177</b>	<b>3,000</b>	<b>3,000</b>
Supplies for less lethal weapons include Taser cartridges and batteries							
<b>1501001 763400</b>	<b>Weapons</b>	<b>7,652</b>	<b>8,000</b>	<b>8,000</b>	<b>5,307</b>	<b>8,000</b>	<b>8,000</b>
Periodic replacement of obsolete or damaged weapons							
<b>1501001 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>168,576</b>	<b>185,000</b>	<b>185,000</b>	<b>98,890</b>	<b>130,000</b>	<b>145,000</b>
Gasoline and oil and natural gas needed to operate the Police Bureau vehicles.							
<b>1501001 772000</b>	<b>Law Enforcement Liability</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>300,000</b>
The cost of the annual Law Enforcement Liability insurance policy premium and associated deductible payments are charged to this line item which was previously included in the Administrative Service Insurance Package Plan account. This expense has been moved to the Police Bureau because the liability policy and related expenses are a direct cost of providing police services.							



# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1501001 815000</b>	<b>Shelter Expense</b>	<b>166,889</b>	<b>50,000</b>	<b>50,000</b>	<b>20,720</b>	<b>50,000</b>	<b>50,000</b>
Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.							
<b>1501001 816000</b>	<b>Drug Task Force Assmnt</b>	<b>59,322</b>	<b>59,322</b>	<b>59,322</b>	<b>59,322</b>	<b>59,322</b>	<b>59,322</b>
Per capita contribution toward the operation of the Lancaster County Task							
<b>1501001 816100</b>	<b>Community Safety Coalition</b>	<b>100,000</b>	<b>100,000</b>	<b>160,000</b>	<b>160,000</b>	<b>160,000</b>	<b>200,000</b>
The City's contribution to the Lancaster Community Safety Coalition (LCSC) in recognition of the services provided by the LCSC to the Lancaster Bureau of Police. Additional contributions to the LCSC are anticipated from the Lancaster County District Attorney's Office and private contributors.							
<b>1501001 820000</b>	<b>Minor Equipment</b>	<b>260,793</b>	<b>105,222</b>	<b>113,600</b>	<b>113,600</b>	<b>113,600</b>	<b>105,222</b>
Cost of minor equipment used by the Police Bureau including radio equipment, flares and other equipment. The yearly maintenance fees for CODY Records Management System, I-2 Crime Analyst Notebook, and CODY Software Lease 2012-2016.							
<b>1501001 820100</b>	<b>Bicycles &amp; Accessories</b>	<b>1,009</b>	<b>1,000</b>	<b>1,000</b>	<b>203</b>	<b>1,000</b>	<b>1,000</b>
Purchasing and replacing bicycles and related equipment.							
<b>1501001 827000</b>	<b>Vehicles</b>	<b>253,204</b>	<b>272,093</b>	<b>282,144</b>	<b>238,541</b>	<b>282,144</b>	<b>290,500</b>
Replacing vehicles and accessories installed in marked vehicles such as security screens, and computer mounts.							
<b>1501001 924000</b>	<b>Debt Service - Interest</b>	<b>370,942</b>	<b>359,450</b>	<b>359,450</b>	<b>359,450</b>	<b>359,450</b>	<b>250,445</b>
Interest payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.							
<b>1501001 926000</b>	<b>Debt Service - Principal</b>	<b>227,560</b>	<b>239,082</b>	<b>163,613</b>	<b>152,667</b>	<b>239,082</b>	<b>2,881</b>
Principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.							
<b>TOTAL</b>	<b>Police Bureau</b>	<b>21,992,683</b>	<b>22,803,113</b>	<b>22,705,305</b>	<b>18,031,675</b>	<b>21,957,723</b>	<b>22,852,407</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF POLICE**

1501001	611000	F	P	1.0000	Chief Of Police	123,352
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 123,352</b>
1501001	611500	F	M	1.0000	Sr. Staff Assistant - Police	48,638
1501001	611500	F	M	1.0000	Records Supervisor	51,247
1501001	611500	F	M	1.0000	Crime Analyst	54,645
1501001	611500	F	A	1.0000	Administrative Assistant - Patrol Division	46,712
1501001	611500	F	A	1.0000	Administrative Assistant	45,366
1501001	611500	F	A	1.0000	Evidence Specialist	49,803
1501001	611500	F	A	1.0000	Evidence Specialist	48,618
1501001	611500	F	A	1.0000	Network IT System Adm.	52,614
1501001	611500	F	A	1.0000	Network IT System Adm.	48,618
1501001	611500	F	A	1.0000	Animal Enforcement Officer	39,296
1501001	611500	F	A	1.0000	Hazardous/Abandoned Vehicles	42,990
1501001	611500	F	A	1.0000	Administrative Assistant	41,847
1501001	611500	F	A	1.0000	Records Processor Specialist	41,617
1501001	611500	F	A	1.0000	Records Processor	39,343
1501001	611500	F	A	1.0000	Records Processor	38,197
1501001	611500	F	A	1.0000	Records Processor	38,197
1501001	611500	F	A	1.0000	Records Processor	38,197
1501001	611500	F	A	1.0000	Records Processor	38,197
1501001	611500	F	A	1.0000	Records Processor	38,197
1501001	611500	F	A	1.0000	Records Processor	38,197
1501001	611500	F	A	1.0000	Records Processor	38,197

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	611500	F	A	1.0000	Records Processor	35,149
1501001	611500	F	A	1.0000	Civilian Quartermaster	38,296
1501001	611500	F	A	1.0000	Mail Clerk	35,349
1501001	611500	F	A	1.0000	Police Bureau Receptionist	37,310
1501001	611500	F	A	1.0000	Police Bureau Receptionist Available for Merit	35,317 3,091
Subtotal Full-Time				26.0000		
1501001	611500	P	A	1.0000	Police Patrol Clerk	12,131
Subtotal Part-Time				1.0000		
<b>TOTAL 611500 EMPLOYEES</b>				<b>27.0000</b>		<b>\$ 1,115,376</b>
1501001	613100	F	P	1.0000	Police Captain	115,411
1501001	613100	F	P	1.0000	Police Captain	115,411
1501001	613100	F	P	1.0000	Police Captain	112,545
<b>TOTAL 613100 EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 343,367</b>
1501001	613200	F	P	1.0000	Police Lieutenant	100,584
1501001	613200	F	P	1.0000	Police Lieutenant	98,771
1501001	613200	F	P	1.0000	Police Lieutenant	98,771
1501001	613200	F	P	1.0000	Police Lieutenant	98,545
1501001	613200	F	P	1.0000	Police Lieutenant	98,318
1501001	613200	F	P	1.0000	Police Lieutenant	98,318
1501001	613200	F	P	1.0000	Police Lieutenant	97,865
1501001	613200	F	P	1.0000	Police Lieutenant	96,279

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613200	F	P	1.0000	Police Lieutenant	97,865
1501001	613200	F	P	1.0000	Police Lieutenant	96,279
1501001	613200	F	P	1.0000	Police Lieutenant	96,053
1501001	613200	F	P	1.0000	Police Lieutenant	95,147
1501001	613200				Shift Differential	13,477
<b>TOTAL 613200 EMPLOYEES</b>				<b>10.0000</b>		<b>\$ 992,128</b>
1501001	613300	F	P	1.0000	Detective	80,286
1501001	613300	F	P	1.0000	Detective	80,286
1501001	613300	F	P	1.0000	Detective	80,101
1501001	613300	F	P	1.0000	Detective	78,628
1501001	613300	F	P	1.0000	Detective	78,444
1501001	613300	F	P	1.0000	Detective	78,076
1501001	613300	F	P	1.0000	Detective	78,076
1501001	613300	F	P	1.0000	Detective	78,076
1501001	613300	F	P	1.0000	Detective	78,076
1501001	613300	F	P	1.0000	Detective	77,339
1501001	613300	F	P	1.0000	Detective	77,339
1501001	613300	F	P	1.0000	Detective	77,339
1501001	613300	F	P	1.0000	Detective	77,155
1501001	613300	F	P	1.0000	Detective	77,155
1501001	613300	F	P	1.0000	Detective	76,971
1501001	613300	F	P	1.0000	Detective	76,971
1501001	613300	F	P	1.0000	Detective	76,787
1501001	613300	F	P	1.0000	Detective	76,603

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Detective	75,866
1501001	613300	F	P	1.0000	Detective	75,682
1501001	613300	F	P	1.0000	Detective	74,108
1501001	613300	F	P	1.0000	Detective	73,219
1501001	613300	F	P	1.0000	Police Sergeant	98,318
1501001	613300	F	P	1.0000	Police Sergeant	87,270
1501001	613300	F	P	1.0000	Police Sergeant	86,876
1501001	613300	F	P	1.0000	Police Sergeant	85,891
1501001	613300	F	P	1.0000	Police Sergeant	85,891
1501001	613300	F	P	1.0000	Police Sergeant	85,891
1501001	613300	F	P	1.0000	Police Sergeant	85,694
1501001	613300	F	P	1.0000	Police Sergeant	85,694
1501001	613300	F	P	1.0000	Police Sergeant	85,497
1501001	613300	F	P	1.0000	Police Sergeant	85,300
1501001	613300	F	P	1.0000	Police Sergeant	85,103
1501001	613300	F	P	1.0000	Police Sergeant	85,103
1501001	613300	F	P	1.0000	Police Sergeant	84,315
1501001	613300	F	P	1.0000	Police Sergeant	84,118
1501001	613300	F	P	1.0000	Police Sergeant	83,921
1501001	613300	F	P	1.0000	Police Sergeant	83,724
1501001	613300	F	P	1.0000	Police Sergeant	83,527
1501001	613300	F	P	1.0000	Police Sergeant	83,527
1501001	613300	F	P	1.0000	Police Sergeant	83,527
1501001	613300	F	P	1.0000	Police Sergeant	83,527
1501001	613300	F	P	1.0000	Police Sergeant	82,739
1501001	613300	F	P	1.0000	Police Sergeant	82,739

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Police Sergeant	82,739
1501001	613300	F	P	1.0000	Police Sergeant	82,148
1501001	613300	F	P	1.0000	Police Sergeant	82,150
1501001	613300				Shift Differential	44,348
<b>TOTAL 613300 EMPLOYEES</b>				<b>47.0000</b>		<b>\$ 3,872,160</b>
1501001	614000	F	P	1.0000	Police Officer IV	74,682
1501001	614000	F	P	1.0000	Police Officer IV	74,682
1501001	614000	F	P	1.0000	Police Officer IV	74,682
1501001	614000	F	P	1.0000	Police Officer IV	74,682
1501001	614000	F	P	1.0000	Police Officer IV	74,511
1501001	614000	F	P	1.0000	Police Officer IV	74,339
1501001	614000	F	P	1.0000	Police Officer IV	74,339
1501001	614000	F	P	1.0000	Police Officer IV	74,168
1501001	614000	F	P	1.0000	Police Officer IV	73,997
1501001	614000	F	P	1.0000	Police Officer IV	73,997
1501001	614000	F	P	1.0000	Police Officer IV	72,798
1501001	614000	F	P	1.0000	Police Officer IV	72,798
1501001	614000	F	P	1.0000	Police Officer IV	72,798
1501001	614000	F	P	1.0000	Police Officer IV	72,798
1501001	614000	F	P	1.0000	Police Officer IV	72,627
1501001	614000	F	P	1.0000	Police Officer IV	72,627
1501001	614000	F	P	1.0000	Police Officer IV	72,627
1501001	614000	F	P	1.0000	Police Officer IV	72,627
1501001	614000	F	P	1.0000	Police Officer IV	72,627
1501001	614000	F	P	1.0000	Police Officer IV	72,627

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer IV	72,627
1501001	614000	F	P	1.0000	Police Officer IV	72,627
1501001	614000	F	P	1.0000	Police Officer IV	71,941
1501001	614000	F	P	1.0000	Police Officer IV	71,770
1501001	614000	F	P	1.0000	Police Officer IV	71,770
1501001	614000	F	P	1.0000	Police Officer IV	71,770
1501001	614000	F	P	1.0000	Police Officer IV	71,770
1501001	614000	F	P	1.0000	Police Officer IV	71,599
1501001	614000	F	P	1.0000	Police Officer IV	71,599
1501001	614000	F	P	1.0000	Police Officer IV	71,599
1501001	614000	F	P	1.0000	Police Officer IV	71,599
1501001	614000	F	P	1.0000	Police Officer IV	71,599
1501001	614000	F	P	1.0000	Police Officer IV	71,599
1501001	614000	F	P	1.0000	Police Officer IV	71,599
1501001	614000	F	P	1.0000	Police Officer IV	71,428
1501001	614000	F	P	1.0000	Police Officer IV	71,428
1501001	614000	F	P	1.0000	Police Officer IV	71,428
1501001	614000	F	P	1.0000	Police Officer IV	71,428
1501001	614000	F	P	1.0000	Police Officer IV	71,256
1501001	614000	F	P	1.0000	Police Officer IV	71,256
1501001	614000	F	P	1.0000	Police Officer IV	71,256
1501001	614000	F	P	1.0000	Police Officer IV	71,256
1501001	614000	F	P	1.0000	Police Officer IV	71,256
1501001	614000	F	P	1.0000	Police Officer IV	70,571
1501001	614000	F	P	1.0000	Police Officer IV	70,571
1501001	614000	F	P	1.0000	Police Officer IV	70,400

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer IV	70,400
1501001	614000	F	P	1.0000	Police Officer IV	70,400
1501001	614000	F	P	1.0000	Police Officer IV	70,400
1501001	614000	F	P	1.0000	Police Officer IV	70,400
1501001	614000	F	P	1.0000	Police Officer IV	70,400
1501001	614000	F	P	1.0000	Police Officer IV	70,229
1501001	614000	F	P	1.0000	Police Officer IV	70,229
1501001	614000	F	P	1.0000	Police Officer IV	70,229
1501001	614000	F	P	1.0000	Police Officer IV	70,229
1501001	614000	F	P	1.0000	Police Officer IV	70,057
1501001	614000	F	P	1.0000	Police Officer IV	70,057
1501001	614000	F	P	1.0000	Police Officer IV	70,057
1501001	614000	F	P	1.0000	Police Officer IV	69,886
1501001	614000	F	P	1.0000	Police Officer IV	69,886
1501001	614000	F	P	1.0000	Police Officer IV	68,516
1501001	614000	F	P	1.0000	Police Officer IV	68,516
1501001	614000	F	P	1.0000	Police Officer IV	54,812
1501001	614000	F	P	1.0000	Police Officer IV	54,812
1501001	614000	F	P	1.0000	Police Officer IV	54,812
1501001	614000	F	P	1.0000	Police Officer III	53,117
1501001	614000	F	P	1.0000	Police Officer III	51,943
1501001	614000	F	P	1.0000	Police Officer II	51,155
1501001	614000	F	P	1.0000	Police Officer II	50,556
1501001	614000	F	P	1.0000	Police Officer II	50,556
1501001	614000	F	P	1.0000	Police Officer II	50,556
1501001	614000	F	P	1.0000	Police Officer II	50,556



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer II	50,556
1501001	614000	F	P	1.0000	Police Officer II	50,556
1501001	614000	F	P	1.0000	Police Officer I	49,625
1501001	614000	F	P	1.0000	Police Officer I	49,159
1501001	614000	F	P	1.0000	Police Officer I	48,826
1501001	614000	F	P	1.0000	Police Officer I	48,826
1501001	614000	F	P	1.0000	Police Officer I	48,826
1501001	614000	F	P	1.0000	Police Officer I	48,826
1501001	614000	F	P	1.0000	Police Officer I	48,826
1501001	614000	F	P	1.0000	Police Officer I	47,961
1501001	614000	F	P	1.0000	Police Officer I	47,961
1501001	614000	F	P	1.0000	Police Officer I	47,961
1501001	614000				Additional Funds for New Hires	100,000
1501001	614000				Shift Differential	129,698
<b>TOTAL 614000 EMPLOYEES</b>				<b>84.0000</b>		<b>\$ 5,790,408</b>
1501001	615000	F	A	1.0000	Parking Enforcement Aide	41,721
1501001	615000	F	A	1.0000	Parking Enforcement Aide	40,505
1501001	615000	F	A	1.0000	Parking Enforcement Aide	40,505
1501001	615000	F	A	1.0000	Parking Enforcement Aide	40,505
1501001	615000	F	A	1.0000	Parking Enforcement Aide	37,936
1501001	615000	F	A	1.0000	Sweeper Escort	39,343
1501001	615000	F	A	1.0000	Sweeper Escort	36,451
1501001	615000	F	A	1.0000	Sweeper Escort	36,292
		Subtotal Full-Time		8.0000		

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	15,063
1501001	615000	P	A	1.0000	School Crossing Guard	15,063
1501001	615000	P	A	1.0000	School Crossing Guard	9,076
1501001	615000	P	A	1.0000	School Crossing Guard	8,622
1501001	615000	P	A	1.0000	School Crossing Guard	8,622
1501001	615000	P	A	1.0000	School Crossing Guard	8,622
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
1501001	615000	P	A	1.0000	School Crossing Guard	7,117
				Subtotal Part-Time	31.0000	
<b>TOTAL 615000 EMPLOYEES</b>				<b>39.0000</b>		<b>\$ 556,251</b>
1501001	615200	F	A	1.0000	Community Service Aide - Cert	44,151
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,865
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,761
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,617
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,617
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,617
1501001	615200	F	A	1.0000	Community Service Aide - Cert	40,578
1501001	615200	F	A	1.0000	Community Service Aide - Cert	40,406
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,541
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,541
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,541
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,541
1501001	615200	F	A	1.0000	Community Service Aide - Cert	38,296
1501001	615200	F	A	1.0000	Community Service Aide - Cert	38,296
1501001	615200	F	A	1.0000	Community Service Aide - Cert	38,296
1501001	615200	F	A	1.0000	Community Service Aide - Cert	38,296

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
<b>TOTAL 615200 EMPLOYEES</b>			<b>16.0000</b>	<b>\$ 646,960</b>
1501001	618800	P	1.0000 Cadet	15,000
1501001	618800	P	1.0000 Cadet	15,000
1501001	618800	P	1.0000 Cadet	15,000
1501001	618800	P	1.0000 Cadet	15,000
Subtotal Part-Time			4.0000	
<b>TOTAL 618800 EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 60,000</b>
Total Full -Time			195.00	
Total Part-Time			36.00	
<b>TOTAL EMPLOYEES</b>			<b>231.0000</b>	<b>\$ 13,500,002</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Fire Bureau</b>								
1502001	611000	Salary - Bureau Chief	110,723	109,809	109,809	93,683	109,986	113,104
Salary of the Fire Chief.								
1502001	611500	Salaried Personnel	115,633	89,849	89,849	94,736	106,792	93,906
Salaries of the 2 non-uniformed personnel assigned to the Bureau of Fire.								
1502001	612000	Salary Temporary	-	-	-	-	2,500	3,000
Cost of staffing for temporary vacancies.								
1502001	613000	Fire Deputy Chiefs	227,418	190,362	190,362	162,323	190,585	196,072
Salaries of Deputy Chiefs.								
1502001	613100	Fire Captains	355,624	476,775	476,775	329,848	398,326	483,818
Salaries of Fire Marshal Captain and Captains in the suppression division.								
1502001	613200	Fire Lieutenants	1,352,997	1,369,766	1,367,669	1,191,948	1,376,327	1,395,445
Salaries of Assistant Fire Marshals, Maintenance Officer and Lieutenants.								
1502001	614100	Firefighters	3,019,090	3,197,708	3,140,781	2,787,374	3,328,336	3,613,450
Salaries of Firefighters I, II and III.								
1502001	618000	Fire Acting Officers	31,508	34,500	44,500	67,463	44,500	-
Personnel serving out of rank when required to assume additional, substantially different duties and responsibilities than required by their normal rank. This incremental pay is required by the contract with IAFF Local 319.								
1502001	618500	Fire Overtime	282,575	650,000	644,989	60,801	125,000	150,000
Costs to provide a reasonable level of personnel for operations in fire suppression, rescue, and other emergencies that occur regularly in the City, and special operations such as SERT, Foam Task Force and Haz Mat. Additionally, funds are used to pay for personnel working fireworks detail, recall of off-duty personnel for major incidents, and holiday pay for the several holidays that firefighters work per the contract.								
1502001	619000	Fire Sick Bonus	6,200	7,700	7,700	8,100	8,100	8,000
Payment of incentive bonuses to personnel who have used less than three days sick leave the prior calendar year.								
1502001	620100	Educational Incentive	23,700	24,750	24,750	22,606	22,606	24,750
Cost of contractual incentive pay to Fire personnel who have achieved one or more of the following certifications: Emergency Medical Technician (EMT), HazMat technician, first aid instructor, certificate of completion in fire science, associate degree in fire science, or bachelor degree in fire science.								
1502001	620200	Medical Insurance	1,308,431	1,150,000	1,150,000	1,054,684	1,150,000	1,075,000
Costs for health care for all Fire Bureau employees and uniformed retirees.								
1502001	620201	Medical Ins - Retirees	1,063,549	1,040,000	1,040,000	953,333	1,040,000	1,120,000
Covers the cost for health insurance for all Fire retirees.								

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1502001 620300</b>	<b>Dental/Vision</b>	<b>142,684</b>	<b>143,000</b>	<b>143,000</b>	<b>130,907</b>	<b>142,513</b>	<b>150,639</b>
	Cost of dental and vision coverage for Fire Bureau personnel. The coverage is mandated by contract between the City of Lancaster and the Lancaster Uniformed Firefighters Association Local 319.						
<b>1502001 621000</b>	<b>Uniform Maintenance Allow</b>	<b>30,000</b>	<b>30,000</b>	<b>30,000</b>	<b>29,600</b>	<b>29,600</b>	<b>30,000</b>
	Payment of the \$300 clothing and \$100 shoe allowance per year, per firefighter under the provisions of the collective bargaining agreement.						
<b>1502001 623000</b>	<b>Pension Contribution</b>	<b>1,623,658</b>	<b>2,059,043</b>	<b>2,059,043</b>	<b>768,325</b>	<b>2,059,043</b>	<b>2,000,497</b>
	This line represents the Minimum Municipal Obligation which the City must pay to the Fire Pension Fund. The Minimum Municipal Obligation is the amount which must be deposited into the Fund by the City and adjusted annually for pay increases for all firefighters, to ensure sufficient assets in the Fund to pay benefits upon an employee's retirement. The amount is calculated by an actuary.						
<b>1502001 714100</b>	<b>PC Lease</b>	<b>20,667</b>	<b>19,100</b>	<b>19,100</b>	<b>17,010</b>	<b>19,100</b>	<b>19,100</b>
	Annual state contract lease costs for PC's and laptop computers, and the annual software license fee for Office 365 for Fire Bureau staff.						
<b>1502001 716000</b>	<b>Rental of Parking Lot</b>	<b>2,101</b>	<b>2,650</b>	<b>4,200</b>	<b>4,070</b>	<b>4,200</b>	<b>4,300</b>
	Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.						
<b>1502001 722000</b>	<b>Maint. - Communications</b>	<b>2,491</b>	<b>12,000</b>	<b>9,700</b>	<b>8,538</b>	<b>9,500</b>	<b>9,000</b>
	Cost to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.						
<b>1502001 723000</b>	<b>Maint. - Equipment</b>	<b>5,770</b>	<b>7,500</b>	<b>7,500</b>	<b>7,329</b>	<b>7,500</b>	<b>7,000</b>
	Cost of maintenance of fire station technology and software such as Fire House.						
<b>1502001 729000</b>	<b>Maint. - Vehicles</b>	<b>34,315</b>	<b>35,000</b>	<b>28,500</b>	<b>16,023</b>	<b>32,000</b>	<b>35,000</b>
	Cost of services provided by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish. Also, maintenance of Self Contained Breathing Apparatus equipment, air cylinders, etc. is taken from this line.						
<b>1502001 734000</b>	<b>Postage</b>	<b>2,826</b>	<b>3,800</b>	<b>3,800</b>	<b>2,680</b>	<b>2,800</b>	<b>3,000</b>
	Postage costs for Fire Bureau.						
<b>1502001 735000</b>	<b>Printing</b>	<b>228</b>	<b>200</b>	<b>1,300</b>	<b>562</b>	<b>800</b>	<b>1,000</b>
	In house cost of printing and copying of material used by both the suppression and fire marshal division.						
<b>1502001 736000</b>		<b>14,201</b>	<b>14,000</b>	<b>14,000</b>	<b>10,848</b>	<b>14,000</b>	<b>14,000</b>
	Telephone systems of the Fire Bureau and its three station facilities (line costs and phone service, cell phones and service and apparatus equipped with laptops requiring air cards, jet packs, etc.).						

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1502001 737000</b>	<b>Travel</b>	<b>1,070</b>	<b>1,300</b>	<b>5,300</b>	<b>3,326</b>	<b>5,300</b>	<b>8,500</b>
	Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences and meetings.						
<b>1502001 738000</b>	<b>Miscellaneous Expenses</b>	<b>3,515</b>	<b>3,500</b>	<b>3,500</b>	<b>2,514</b>	<b>2,600</b>	<b>3,500</b>
	Cost of membership dues to organizations, trade magazines and journals, hot and cold drinks for major incidents, petty cash, and to cover cost of personal effects stolen or damaged during the performance of duties for all Fire Bureau personnel as per contract.						
<b>1502001 741000</b>	<b>Professional Services</b>	<b>2,689</b>	<b>10,500</b>	<b>15,500</b>	<b>11,009</b>	<b>15,500</b>	<b>27,000</b>
	Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.						
<b>1502001 743500</b>	<b>Labor Relations Expense</b>	<b>69,800</b>	<b>10,000</b>	<b>15,000</b>	<b>13,999</b>	<b>15,000</b>	<b>10,000</b>
	Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.						
<b>1502001 744500</b>	<b>Training &amp; School</b>	<b>25,772</b>	<b>30,000</b>	<b>22,000</b>	<b>19,562</b>	<b>25,000</b>	<b>62,000</b>
	Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.						
<b>1502001 749000</b>	<b>Civil Service Board</b>	<b>2,639</b>	<b>8,000</b>	<b>13,011</b>	<b>10,464</b>	<b>13,000</b>	<b>8,000</b>
	Cost of Civil Service entrance and promotional exams, advertising, etc.						
<b>1502001 760300</b>	<b>Office Supplies</b>	<b>4,281</b>	<b>5,500</b>	<b>4,400</b>	<b>2,590</b>	<b>2,900</b>	<b>4,500</b>
	Cost of office supplies.						
<b>1502001 760600</b>	<b>Operating Supplies</b>	<b>7,544</b>	<b>6,000</b>	<b>6,000</b>	<b>5,574</b>	<b>6,000</b>	<b>6,000</b>
	Cost of operating supplies for three fire stations.						
<b>1502001 761200</b>	<b>Uniforms</b>	<b>20,205</b>	<b>28,000</b>	<b>29,778</b>	<b>29,710</b>	<b>29,778</b>	<b>28,000</b>
	Cost of uniforms issued by the Fire Bureau, including dress and work uniforms for the Chief Officers, Fire Suppression, Recruits, Fire Marshals and the Administrative Division. This also includes badges, name plates, shoulder patches, etc.						
<b>1502001 764200</b>	<b>Fire Prevention Supplies</b>	<b>2,860</b>	<b>3,000</b>	<b>3,000</b>	<b>2,991</b>	<b>3,000</b>	<b>3,000</b>
	Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
<b>1502001 764500</b>	<b>Protective Clothing</b>	<b>63,408</b>	<b>75,000</b>	<b>49,750</b>	<b>28,378</b>	<b>40,000</b>	<b>75,000</b>
	Purchase of required protective clothing for firefighters which is replaced every five years.						
<b>1502001 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>37,911</b>	<b>40,000</b>	<b>40,000</b>	<b>18,670</b>	<b>25,000</b>	<b>31,000</b>
	Cost of gasoline for vehicles and portable equipment (saws rescue equipment, generators, etc.), vehicle oil, and diesel fuel.						

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1502001 767200</b>	<b>Misc. Vehicle Parts</b>	<b>24,451</b>	<b>26,000</b>	<b>32,500</b>	<b>31,047</b>	<b>32,000</b>	<b>26,000</b>
Cost of the maintenance and repair of apparatus and vehicles (preventive maintenance, tires, batteries, brakes, and specialized parts).							
<b>1502001 820000</b>	<b>Minor Equipment</b>	<b>117,048</b>	<b>87,000</b>	<b>87,000</b>	<b>19,436</b>	<b>83,000</b>	<b>87,000</b>
Cost of breathing apparatus, hardware and hose necessary to keep the apparatus fully equipped and compatible with the accessories, specialized extinguishing agents, fixtures and other equipment needed to combat fires and handle a variety of emergencies specific to the fire service.							
<b>1502001 820200</b>	<b>Safety Equipment</b>	<b>4,788</b>	<b>3,000</b>	<b>3,000</b>	<b>1,534</b>	<b>2,000</b>	<b>3,000</b>
Cost of AED equipment, first aid and safety supplies, etc.							
<b>1502001 822000</b>	<b>Communication Equipment</b>	<b>8,670</b>	<b>11,000</b>	<b>13,300</b>	<b>13,010</b>	<b>13,500</b>	<b>11,000</b>
Cost of minitor pagers, modems, internet connections, communication equipment batteries, and other communication based items used by the Bureau of Fire in its daily 24-hour operation.							
<b>1502001 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>38,074</b>	<b>30,400</b>	<b>36,322</b>	<b>26,318</b>	<b>36,322</b>	<b>30,400</b>
Cost to lease vehicles.							
<b>1502001 924000</b>	<b>Debt Service - Interest</b>	<b>272,942</b>	<b>264,487</b>	<b>264,487</b>	<b>264,487</b>	<b>264,487</b>	<b>184,280</b>
The 2016 interest payment for the 2006 Pension Bonds issued to cover the							
<b>1502001 926000</b>	<b>Debt Service - Principal</b>	<b>167,441</b>	<b>175,919</b>	<b>120,388</b>	<b>112,334</b>	<b>175,919</b>	<b>2,120</b>
The 2016 principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.							
<b>1502001 940000</b>	<b>Grants Match</b>	<b>10,800</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
federal grants that the Fire Bureau has applied or anticipates applying for in 2016.							
<b>TOTAL</b>	<b>Fire Bureau Exp</b>	<b>10,662,298</b>	<b>11,486,118</b>	<b>11,371,563</b>	<b>8,439,743</b>	<b>11,014,420</b>	<b>11,160,381</b>
<b>TOTAL</b>	<b>Public Safety</b>	<b>32,654,981</b>	<b>34,289,231</b>	<b>34,076,869</b>	<b>26,471,418</b>	<b>32,972,142</b>	<b>34,012,788</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<b><u>BUREAU OF FIRE</u></b>						
1502001	611000	F	F	1.0000	Fire Chief	113,104
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 113,104</b>
1502001	611500	F	A	1.0000	File Clerk III	42,990
1502001	611500	F	M	1.0000	Sr. Staff Assistant - Fire Available for Merit	46,073 4,843
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 93,906</b>
1502001	613000	F	F	0.0000	Fire Deputy Chief	98,036
1502001	613000	F	F	1.0000	Fire Deputy Chief	98,036
<b>TOTAL 613000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 196,072</b>
1502001	613100	F	F	1.0000	Battalion Chief	91,034
1502001	613100	F	F	1.0000	Fire Captain	85,696
1502001	613100	F	F	1.0000	Fire Captain	85,696
1502001	613100	F	F	1.0000	Fire Captain	85,696
1502001	613100	F	F	1.0000	Fire Marshall	85,696
<b>TOTAL 613100 EMPLOYEES</b>				<b>5.0000</b>	Additional Funds for Extra Hours Pay	<b>\$ 483,818</b> 50,000
1502001	613200	F	F	1.0000	Fire Lieutenant	78,555
1502001	613200	F	F	1.0000	Fire Lieutenant	78,555

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	613200	F	F	1.0000	Fire Lieutenant	77,305
1502001	613200	F	F	1.0000	Fire Lieutenant	77,305
1502001	613200	F	F	1.0000	Fire Lieutenant	77,305
1502001	613200	F	F	1.0000	Fire Lieutenant	76,948
1502001	613200	F	F	1.0000	Fire Lieutenant	76,948
1502001	613200	F	F	1.0000	Fire Lieutenant	75,341
1502001	613200	F	F	1.0000	Fire Lieutenant	75,162
1502001	613200	F	F	1.0000	Fire Lieutenant	73,377
1502001	613200	F	F	1.0000	Fire Lieutenant	73,199
1502001	613200	F	F	1.0000	Fire Lieutenant	73,020
1502001	613200	F	F	1.0000	Fire Lieutenant	73,020
1502001	613200	F	F	1.0000	Assistant Fire Marshal	80,769
1502001	613200	F	F	1.0000	Assistant Fire Marshal	80,769
1502001	613200	F	F	1.0000	Assistant Fire Marshal	77,098
1502001	613200	F	F	1.0000	Maintenance Officer	80,769
					Additional Funds for Extra Hours Pay	90,000
<b>TOTAL 613200 EMPLOYEES</b>				<b>17.0000</b>		<b>\$ 1,395,445</b>
1502001	614100	F	F	1.0000	Driver Operator	73,199
1502001	614100	F	F	1.0000	Driver Operator	73,199
1502001	614100	F	F	1.0000	Driver Operator	73,199
1502001	614100	F	F	1.0000	Driver Operator	73,199
1502001	614100	F	F	1.0000	Driver Operator	73,199
1502001	614100	F	F	1.0000	Driver Operator	73,199
1502001	614100	F	F	1.0000	Driver Operator	73,199
1502001	614100	F	F	1.0000	Driver Operator	73,199

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Driver Operator	72,034
1502001	614100	F	F	1.0000	Driver Operator	71,702
1502001	614100	F	F	1.0000	Driver Operator	71,702
1502001	614100	F	F	1.0000	Driver Operator	71,702
1502001	614100	F	F	1.0000	Driver Operator	71,535
1502001	614100	F	F	1.0000	Driver Operator	71,535
1502001	614100	F	F	1.0000	Driver Operator	70,038
1502001	614100	F	F	1.0000	Driver Operator	68,208
1502001	614100	F	F	1.0000	Firefighter III	69,953
1502001	614100	F	F	1.0000	Firefighter III	68,654
1502001	614100	F	F	1.0000	Firefighter III	68,492
1502001	614100	F	F	1.0000	Firefighter III	68,492
1502001	614100	F	F	1.0000	Firefighter III	68,492
1502001	614100	F	F	1.0000	Firefighter III	68,330
1502001	614100	F	F	1.0000	Firefighter III	66,707
1502001	614100	F	F	1.0000	Firefighter III	66,707
1502001	614100	F	F	1.0000	Firefighter III	66,707
1502001	614100	F	F	1.0000	Firefighter III	66,707
1502001	614100	F	F	1.0000	Firefighter III	66,544
1502001	614100	F	F	1.0000	Firefighter III	66,544
1502001	614100	F	F	1.0000	Firefighter III	66,544
1502001	614100	F	F	1.0000	Firefighter III	66,544
1502001	614100	F	F	1.0000	Firefighter III	66,544
1502001	614100	F	F	1.0000	Firefighter III	66,544
1502001	614100	F	F	1.0000	Firefighter III	66,382
1502001	614100	F	F	1.0000	Firefighter III	66,382
1502001	614100	F	F	1.0000	Firefighter III	66,382

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Firefighter III	66,382
1502001	614100	F	F	1.0000	Firefighter III	66,382
1502001	614100	F	F	1.0000	Firefighter II	64,921
1502001	614100	F	F	1.0000	Firefighter II	64,921
1502001	614100	F	F	1.0000	Firefighter II	64,921
1502001	614100	F	F	1.0000	Firefighter II	64,921
1502001	614100	F	F	1.0000	Firefighter II	54,101
1502001	614100	F	F	1.0000	Firefighter I	51,937
1502001	614100	F	F	1.0000	Firefighter I	51,937
1502001	614100	F	F	1.0000	Firefighter I	51,937
1502001	614100	F	F	1.0000	Firefighter I	51,937
1502001	614100	F	F	1.0000	Firefighter I	51,937
1502001	614100	F	F	1.0000	Firefighter Recruit	48,691
1502001	614100	F	F	1.0000	Firefighter Recruit	48,691
1502001	614100	F	F	1.0000	Firefighter Recruit	47,475
1502001	614100	F	F	1.0000	Firefighter Recruit	47,204
					Additional Funds for Extra Hours Pay	200,000
					Additional Funds for New Hires	150,000
<b>TOTAL 614100 EMPLOYEES</b>				<b>50.0000</b>		<b>\$ 3,613,450</b>
<b>TOTAL EMPLOYEES</b>				<b>76.0000</b>		<b>\$ 5,895,795</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Economic Development &amp; Neighborhood Revitalization</b>								
<b>EDNR Director</b>								
<b>1601000</b>	<b>610900</b>	<b>Salary - Director</b>	<b>123,516</b>	<b>127,815</b>	<b>127,815</b>	<b>109,106</b>	<b>128,081</b>	<b>131,649</b>
Salary of the Director of the Department of Economic Development and Neighborhood Revitalization (EDNR).								
<b>1601000</b>	<b>611000</b>	<b>Salary - Bureau Chief</b>	<b>66,551</b>	<b>68,202</b>	<b>68,202</b>	<b>59,786</b>	<b>69,912</b>	<b>70,078</b>
Salary of the Duputy Director of Economic Development and Neighborhood Revitalization.								
<b>1601000</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>145,914</b>	<b>161,966</b>	<b>161,966</b>	<b>128,296</b>	<b>149,211</b>	<b>295,596</b>
Salaries of the Housing and Economic Development Administrator, Senior Grants Administrator and Secretarial positions in the Office of the Director. For 2016, this line item also includes the salaries of the Neighborhood Revitalization Unit.								
<b>1601000</b>	<b>612000</b>	<b>Salary Temporary</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>968</b>	<b>968</b>	<b>600</b>
Covers cost associated with the hiring of interns from local colleges and universities.								
<b>1601000</b>	<b>618500</b>	<b>Overtime</b>	<b>566</b>	<b>500</b>	<b>500</b>	<b>695</b>	<b>800</b>	<b>750</b>
Overtime pay for the salary of the secretarial position in the Office of the Director, primarily for RACL and LIDA Board duties.								
<b>1601000</b>	<b>620200</b>	<b>Medical Insurance</b>	<b>434,511</b>	<b>640,000</b>	<b>640,000</b>	<b>586,854</b>	<b>640,000</b>	<b>625,000</b>
Costs for health care for all Economic Development and Neighborhood Revitalization employees.								
<b>1601000</b>	<b>620300</b>	<b>Dental/Vision</b>	<b>17,705</b>	<b>21,000</b>	<b>21,000</b>	<b>16,127</b>	<b>19,377</b>	<b>22,000</b>
Costs for dental/vision care for all Economic Development and Neighborhood Revitalization employees.								
<b>1601000</b>	<b>714100</b>	<b>PC Lease</b>	<b>26,408</b>	<b>24,300</b>	<b>24,300</b>	<b>21,735</b>	<b>24,300</b>	<b>24,300</b>
Annual state contract leases for PC's and laptop computers and annual software license fee for Office 365 for Economic Development and Neighborhood Revitalization staff.								
<b>1601000</b>	<b>723000</b>	<b>Maint. - Equipment</b>	<b>-</b>	<b>250</b>	<b>250</b>	<b>36</b>	<b>50</b>	<b>250</b>
Typewriter, fax, computer, printer and Department vehicle repairs.								
<b>1601000</b>	<b>731000</b>	<b>Advertising</b>	<b>762</b>	<b>500</b>	<b>500</b>	<b>-</b>	<b>-</b>	<b>500</b>
Legal notices for appeals, employment ads and public notices including grant pulic hearings and notifications of Requests for Proposals that the City of Lancaster may issue for projects.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1601000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>1,385</b>	<b>1,500</b>	<b>1,500</b>	<b>1,265</b>	<b>1,500</b>	<b>1,500</b>
Annual dues for professional organizations including the International Economic Development Council, Pennsylvania Economic Development Association, the Council of Development Finance Agencies, the Lancaster Chamber of Commerce and subscriptions to economic development periodicals, newsletters, and technical publications to remain current on practices in the field of community and economic development.							
<b>1601000 734000</b>	<b>Postage</b>	<b>1,113</b>	<b>1,000</b>	<b>3,250</b>	<b>2,053</b>	<b>4,000</b>	<b>3,500</b>
Mailing costs, express mail charges and Federal Express/UPS charges.							
<b>1601000 735000</b>	<b>Printing</b>	<b>905</b>	<b>1,000</b>	<b>2,450</b>	<b>2,076</b>	<b>2,500</b>	<b>2,500</b>
Cost of printing economic development marketing items for the City of Lancaster, highlighting the benefits and incentive programs that accrue to business or industrial expansion within the City, including the Keystone Opportunity Zone. Also, costs associated with printing of newsletters, report printing and photocopying.							
<b>1601000 736000</b>	<b>Telephone</b>	<b>2,933</b>	<b>3,000</b>	<b>3,000</b>	<b>2,314</b>	<b>2,800</b>	<b>2,800</b>
Share of phone and voice mail systems, mobile phone expenses for Department staff. costs associated with printing of newsletters							
<b>1601000 737000</b>	<b>Travel</b>	<b>999</b>	<b>1,000</b>	<b>1,000</b>	<b>15</b>	<b>150</b>	<b>2,000</b>
Travel costs necessary for staff attendance at conferences and training seminars, local travel for official duties as well as in-State travel.							
<b>1601000 741000</b>	<b>Professional Services</b>	<b>38,007</b>	<b>150,000</b>	<b>150,000</b>	<b>134,675</b>	<b>150,000</b>	<b>150,000</b>
Professional services associated with the implementation of the CRIZ, the redevelopment of land and buildings, including appraisal and environmental assessment costs, subdivision and land development expenses, and the operation of the established economic development programs.							
<b>1601000 744500</b>	<b>Training &amp; School</b>	<b>1,882</b>	<b>2,000</b>	<b>1,500</b>	<b>200</b>	<b>750</b>	<b>2,000</b>
Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops, conferences and webcasts which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.							
<b>1601000 760300</b>	<b>Office Supplies</b>	<b>812</b>	<b>1,200</b>	<b>1,200</b>	<b>426</b>	<b>700</b>	<b>1,000</b>
Routine office materials such as report covers, files, paper, pens, etc.							
<b>1601000 760600</b>	<b>Operating Supplies</b>	<b>-</b>	<b>500</b>	<b>500</b>	<b>32</b>	<b>150</b>	<b>500</b>
Various operating supplies and expenses of the department including printer cartridges.							
<b>1601000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>-</b>	<b>150</b>	<b>150</b>	<b>-</b>	<b>-</b>	<b>150</b>
Fuel costs for shared Department vehicle.							

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1601000 811000</b>	<b>Contributions to Econ Dev</b>	<b>19,999</b>	<b>100,000</b>	<b>97,300</b>	<b>49,631</b>	<b>50,000</b>	<b>100,000</b>
<p>This accounts reflects costs in support of several aspects related to encouraging economic development and investment in the City including: marketing the City to businesses; retail recruitment and retention; developing a tourism development and marketing program for the City as a tourism destination; costs associated with redevelopment of specific properties within the City including clean-up costs, maintenance costs and holding costs associated with properties acquired by the City for future redevelopment by private developers. Membership fees and contributions to organizations assisting the City in its economic development efforts including the Lancaster City Alliance, the Lancaster Economic Development Company, the Pennsylvania Dutch Convention and Visitors Bureau, LOOP and regional economic development initiatives (including those providing access to federal Economic Development Administration funding) are included.</p>							
<b>1601000 820000</b>	<b>Minor Equipment</b>	<b>317</b>	<b>1,000</b>	<b>500</b>	<b>-</b>	<b>100</b>	<b>500</b>
Purchase of small office equipment and furniture as needed by the Department.							
<b>TOTAL</b>	<b>EDNR Director</b>	<b>884,284</b>	<b>1,306,883</b>	<b>1,306,883</b>	<b>1,116,292</b>	<b>1,245,349</b>	<b>1,437,173</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Neighborhood Revitalization</b>								
<b>1605000</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>121,435</b>	<b>124,374</b>	<b>124,374</b>	<b>108,657</b>	<b>124,639</b>	<b>-</b>
Salary of the Neighborhood Revitalization staff including Housing Rehab/Lead Paint Specialist, HNURU Assistant and Clerk Typist. For 2016, the salaries of the NRU staff were moved to the EDNR Director - Salaried Personnel line item.								
<b>TOTAL</b>	<b>Neighborhood Revitalization</b>		<b>121,435</b>	<b>124,374</b>	<b>124,374</b>	<b>108,657</b>	<b>124,639</b>	<b>-</b>
<b>TOTAL</b>	<b>Economic Development &amp; Neighborhood Revitalization</b>		<b>2,186,162</b>	<b>2,733,566</b>	<b>2,733,566</b>	<b>2,320,903</b>	<b>2,668,693</b>	<b>2,773,737</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**DIRECTOR OF ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION**

1601000	61090	F	M	1.0000	Dir. Economic Dev. & Neigh. Revitalization	131,649
<b>TOTAL 610900 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 131,649</b>
1601000	611000	F	M	1.0000	Deputy Director, EDNR	70,078
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 70,078</b>
1601000	611500	F	M	1.0000	Senior Grants Administrator	50,134
1601000	611500	F	M	1.0000	Housing & Economic Development Administ	57,669
1601000	611500	F	A	1.0000	Secretary I	42,990
1601000	611500	F	A	1.00	Rehab / Lead Specialist III	54,543
1601000	611500	F	A	1.00	HNRU Assistant	43,312
1601000	611500	F	A	1.00	Clerk Typist I	31,405
					Available for Merit	15,543
<b>TOTAL 611500 EMPLOYEES</b>				<b>7.0000</b>		<b>\$ 295,596</b>
<b>TOTAL EMPLOYEES</b>				<b>8.0000</b>		<b>\$ 497,323</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Planning</b>								
<b>1602000 611000</b>	<b>Salary - Bureau Chief</b>		<b>73,705</b>	<b>75,240</b>	<b>75,240</b>	<b>65,400</b>	<b>76,570</b>	<b>77,309</b>
Salary of the Bureau Chief of Planning.								
<b>1602000 611500</b>	<b>Salaried Personnel</b>		<b>158,237</b>	<b>160,262</b>	<b>160,262</b>	<b>139,283</b>	<b>163,076</b>	<b>164,669</b>
Salary of the Planning Bureau staff, including Senior Planner, Zoning Officer and Historic Preservation Specialist.								
<b>1602000 618500</b>	<b>Overtime</b>		<b>145</b>	<b>175</b>	<b>175</b>	<b>17</b>	<b>175</b>	<b>175</b>
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.								
<b>1602000 723000</b>	<b>Maint. - Equipment</b>		<b>317</b>	<b>400</b>	<b>1,900</b>	<b>1,678</b>	<b>2,000</b>	<b>2,000</b>
Repair and service costs for office equipment and use of a City vehicle for Bureau business. Includes \$100 per month shared lease cost for HP Designjet T2500 printer.								
<b>1602000 731000</b>	<b>Advertising</b>		<b>4,364</b>	<b>12,000</b>	<b>12,000</b>	<b>8,345</b>	<b>11,000</b>	<b>11,000</b>
Legal notices for regular and special meetings of the Planning Commission, Zoning Hearing Board, HARB and Historical Commission, required legal notices for amendments of the Zoning Ordinance, Subdivision and Land Development Ordinance, Official Map and other notices as required by law.								
<b>1602000 732000</b>	<b>Dues &amp; Subscriptions</b>		<b>548</b>	<b>600</b>	<b>600</b>	<b>190</b>	<b>600</b>	<b>600</b>
Subscriptions to professional planning publications and document purchases. Dues to professional planning and zoning organizations.								
<b>1602000 733000</b>	<b>Map Reproduction</b>		<b>162</b>	<b>400</b>	<b>400</b>	<b>-</b>	<b>400</b>	<b>400</b>
Costs of computerized mapping, including printing costs for printer-plotter, purchase of cartridges for color printer, and other map reproduction costs. Printing of zoning maps for sale to public.								
<b>1602000 734000</b>	<b>Postage</b>		<b>1,595</b>	<b>2,500</b>	<b>2,500</b>	<b>1,439</b>	<b>1,900</b>	<b>1,900</b>
Mailing costs for Planning Commission, HARB, Zoning, and Historical Commission agendas and minutes to Commission and Board members, documents requested by developers and property owners, information								
<b>1602000 735000</b>	<b>Printing</b>		<b>1,322</b>	<b>2,000</b>	<b>2,000</b>	<b>1,458</b>	<b>2,000</b>	<b>2,000</b>
In-house costs of using copiers, printing of agendas, minutes, letter and other materials. Outside printing of ordinances or other documents when necessary.								
<b>1602000 736000</b>	<b>Telephone</b>		<b>897</b>	<b>1,100</b>	<b>1,100</b>	<b>714</b>	<b>1,000</b>	<b>1,000</b>
Telephone use and voice mail.								
<b>1602000 737000</b>	<b>Travel</b>		<b>115</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>300</b>
Traveling for attendance at planning-related meetings, conferences and other training opportunities.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD 11/19/15	PROJECTED	PROPOSED
<b>1602000 741000</b>	<b>Professional Services</b>	<b>3,845</b>	<b>4,000</b>	<b>4,000</b>	<b>2,464</b>	<b>3,000</b>	<b>3,000</b>
Commission meetings, as required by State law. Costs of professional consulting fees required for development of ordinances and review of plans submitted by developers and property owners.							
<b>1602000 744500</b>	<b>Training &amp; School</b>	<b>250</b>	<b>500</b>	<b>500</b>	<b>173</b>	<b>500</b>	<b>500</b>
Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.							
<b>1602000 749500</b>	<b>Zoning Board</b>	<b>131</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>200</b>	<b>200</b>
Cost of light meals for members of Zoning Hearing Board when necessary for agendas, which begin at 4:00 p.m. and include a 7:00 p.m. session.							
<b>1602000 760300</b>	<b>Office Supplies</b>	<b>862</b>	<b>1,200</b>	<b>1,200</b>	<b>738</b>	<b>1,200</b>	<b>1,200</b>
Cost of paper, envelopes, tablets, file folders, pens and other office supplies.							
<b>1602000 760600</b>	<b>Operating Supplies</b>	<b>83</b>	<b>650</b>	<b>650</b>	<b>350</b>	<b>650</b>	<b>650</b>
Graphic materials, computer-related components, ink cartridges and other operating components and materials.							
<b>1602000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>860</b>	<b>850</b>	<b>850</b>	<b>560</b>	<b>800</b>	<b>800</b>
Fuel costs for Bureau vehicles.							
<b>1602000 820000</b>	<b>Minor Equipment</b>	<b>74</b>	<b>3,000</b>	<b>1,500</b>	<b>828</b>	<b>1,500</b>	<b>1,500</b>
Purchase of upgrade components and software to improve computer operations and maintenance of computer mapping and graphics program. Purchase of small office equipment and furniture as needed.							
<b>TOTAL</b>	<b>Planning</b>	<b>247,511</b>	<b>265,377</b>	<b>265,377</b>	<b>223,637</b>	<b>266,871</b>	<b>269,203</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PLANNING**

1602000	611000	F	M	1.0000	Ch Bureau Of Planning	77,309
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 77,309</b>
1602000	611500	F	M	1.0000	Senior Planner	56,281
1602000	611500	F	M	1.0000	Zoning Officer II	60,828
1602000	611500	F	M	1.0000	Historic Preservation Specialist	47,560
<b>TOTAL 611500 EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 164,669</b>
<b>TOTAL EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 241,978</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Code Compliance &amp; Inspections</b>								
<b>1603000</b>	<b>611000</b>	<b>Salary - Bureau Chief</b>	<b>73,617</b>	<b>75,142</b>	<b>75,142</b>	<b>65,550</b>	<b>76,706</b>	<b>77,209</b>
Salary of the Chief of the Bureau of Code Compliance & Inspections.								
<b>1603000</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>782,301</b>	<b>862,340</b>	<b>862,340</b>	<b>743,194</b>	<b>861,542</b>	<b>887,252</b>
Salaries of the Code Compliance & Inspections staff, including Building Inspectors, Housing Inspectors, Health Officers and administrative support staff.								
<b>1603000</b>	<b>618500</b>	<b>Overtime</b>	<b>36</b>	<b>-</b>	<b>-</b>	<b>36</b>	<b>36</b>	<b>-</b>
Overtime for bureau staff for responding to calls for assistance outside of normal business hours.								
<b>1603000</b>	<b>620100</b>	<b>Educational Incentive</b>	<b>3,163</b>	<b>5,250</b>	<b>5,250</b>	<b>1,743</b>	<b>5,250</b>	<b>6,000</b>
Bargaining Unit Building and Housing Inspectors receive a \$750.00 incentive payment per year to obtain and retain their International Code Council required certifications.								
<b>1603000</b>	<b>723000</b>	<b>Maint. - Equipment</b>	<b>5,405</b>	<b>3,000</b>	<b>3,500</b>	<b>3,440</b>	<b>4,000</b>	<b>5,000</b>
Repair and service costs for office equipment including shared copiers at City Hall offices and the Bureau. Annual maintenance costs for handheld or tablet units used by housing inspectors for code enforcement. Costs associated with maintenance of Bureau vehicles.								
<b>1603000</b>	<b>731000</b>	<b>Advertising</b>	<b>346</b>	<b>1,500</b>	<b>960</b>	<b>-</b>	<b>1,500</b>	<b>1,000</b>
Cost of advertising public notices and legal ads for property maintenance code and building code appeals. Housing Appeals Board meetings, Plumbing Board meetings and employee positions advertised to the public.								
<b>1603000</b>	<b>732000</b>	<b>Dues &amp; Subscriptions</b>	<b>608</b>	<b>1,000</b>	<b>1,000</b>	<b>850</b>	<b>1,000</b>	<b>1,500</b>
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications. Additional certification for Code Officials (Tom Paul) and recertification for housing inspection staff.								
<b>1603000</b>	<b>734000</b>	<b>Postage</b>	<b>4,048</b>	<b>6,700</b>	<b>6,700</b>	<b>3,464</b>	<b>6,000</b>	<b>8,000</b>
Mailing of licenses								
<b>1603000</b>	<b>735000</b>	<b>Printing</b>	<b>3,224</b>	<b>3,000</b>	<b>4,540</b>	<b>4,270</b>	<b>5,000</b>	<b>5,500</b>
Printing of licenses, placards, inspection reports, posters and business cards.								
<b>1603000</b>	<b>736000</b>	<b>Telephone</b>	<b>8,455</b>	<b>10,500</b>	<b>10,500</b>	<b>6,882</b>	<b>9,500</b>	<b>9,500</b>
Bureau share of phone lines and mobile phone and air card charges.								
<b>1603000</b>	<b>737000</b>	<b>Travel</b>	<b>609</b>	<b>3,000</b>	<b>3,000</b>	<b>1,762</b>	<b>3,000</b>	<b>3,000</b>
Costs for employees to attend code training seminars (statewide building code mandates certification of building inspectors). Travel for Building Inspector and Housing Inspector testing and training.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1603000 740500</b>	<b>Abatement of Nuisances</b>	<b>31,203</b>	<b>40,000</b>	<b>40,000</b>	<b>26,172</b>	<b>35,000</b>	<b>40,000</b>
Costs for the hazard abatement, clean-up, mowing and/or boarding-up of properties.							
<b>1603000 741000</b>	<b>Professional Services</b>	<b>634</b>	<b>2,500</b>	<b>2,500</b>	<b>891</b>	<b>2,500</b>	<b>2,500</b>
Cost for attorney and stenographer attendance at Housing Appeals Board and Building Code Appeals Board hearings, when required. Costs to cover expenses associated with using a Third Party Code Official to cover inspections for city staff when necessary. Costs associated with pre-employment testing and background checks.							
<b>1603000 744000</b>	<b>Contract Services</b>	<b>869</b>	<b>1,100</b>	<b>1,100</b>	<b>100</b>	<b>900</b>	<b>1,000</b>
Costs associated with copier and printer contracts.							
<b>1603000 744500</b>	<b>Training &amp; School</b>	<b>3,424</b>	<b>4,000</b>	<b>4,000</b>	<b>2,741</b>	<b>3,500</b>	<b>4,000</b>
Registration costs for employees to attend training events, seminars and testing as mandated by the statewide building code to maintain State certifications. Training for Housing Inspectors to attain certification for implementing the International Property Maintenance Code.							
<b>1603000 748500</b>	<b>Plumbing Board</b>	<b>-</b>	<b>200</b>	<b>200</b>	<b>-</b>	<b>200</b>	<b>200</b>
Costs associated with the Plumbing Board and Building Code Board of Appeals, including providing current code information to Board members.							
<b>1603000 760300</b>	<b>Office Supplies</b>	<b>6,311</b>	<b>3,200</b>	<b>3,200</b>	<b>2,137</b>	<b>3,200</b>	<b>3,200</b>
Routine office supply costs such as report covers, files, paper, pens, etc.							
<b>1603000 760600</b>	<b>Operating Supplies</b>	<b>2,070</b>	<b>4,000</b>	<b>3,000</b>	<b>2,979</b>	<b>3,000</b>	<b>3,500</b>
Purchase office forms, supplies for digital camera operation, and supplies for printers for support staff. Purchase and maintenance of protective gear for inspectors.							
<b>1603000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>5,816</b>	<b>7,000</b>	<b>7,000</b>	<b>3,892</b>	<b>7,000</b>	<b>6,000</b>
Fuel costs for health officers, housing/property maintenance inspectors and building inspector vehicles.							
<b>1603000 820000</b>	<b>Minor Equipment</b>	<b>795</b>	<b>3,500</b>	<b>3,000</b>	<b>2,215</b>	<b>3,000</b>	<b>3,000</b>
Purchase of equipment required by inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as need by the							
<b>TOTAL</b>	<b>Code Compliance &amp; Inspections</b>	<b>932,931</b>	<b>1,036,932</b>	<b>1,036,932</b>	<b>872,318</b>	<b>1,031,834</b>	<b>1,067,361</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<b><u>BUREAU OF CODE COMPLIANCE &amp; INSPECTIONS</u></b>						
1603000	611000	F	M	1.0000	Bureau Chief CC&I	77,209
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 77,209</b>
1603000	611500	F	M	1.0000	Chief Building Code Official	56,500
1603000	611500	F	M	1.0000	Senior Health Officer	56,426
1603000	611500	F	M	1.0000	Health Inspector	46,790
1603000	611500	F	M	1.0000	Housing Inspector II	50,106
1603000	611500	F	M	1.0000	Commercial Code Inspector	70,260
1603000	611500	F	A	1.0000	Housing Inspector I	47,997
1603000	611500	F	A	1.0000	Housing Inspector I	46,599
1603000	611500	F	A	1.0000	Housing Inspector I	45,751
1603000	611500	F	A	1.0000	Housing Inspector I	45,242
1603000	611500	F	A	1.0000	Housing Inspector I	44,490
1603000	611500	F	A	1.0000	Housing Inspector I	41,632
1603000	611500	F	A	1.0000	Housing Inspector I	41,632
1603000	611500	F	A	1.0000	Housing/Building Inspector	51,226
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk IV	46,500
1603000	611500	F	A	1.0000	Technology Coordinator	42,951
1603000	611500	F	A	1.0000	Permit Clerk III	40,522
1603000	611500	F	A	1.0000	Clerk Typist II	38,286
1603000	611500	F	A	1.0000	Clerk Typist II	37,171
1603000	611500	F	A	1.0000	Clerk Typist II	37,171
<b>TOTAL 611500 EMPLOYEES</b>				<b>19.0000</b>		<b>\$ 887,252</b>
<b>TOTAL EMPLOYEES</b>				<b>20.0000</b>		<b>\$ 964,461</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Director Public Works</b>								
<b>1810000 610900</b>	<b>Salary - Director</b>		<b>124,581</b>	<b>127,837</b>	<b>127,837</b>	<b>109,124</b>	<b>128,103</b>	<b>131,672</b>
Salary of the Director of Public Works.								
<b>1810000 611500</b>	<b>Salaried Personnel</b>		<b>93,239</b>	<b>104,557</b>	<b>104,557</b>	<b>82,681</b>	<b>94,329</b>	<b>107,395</b>
Salary of the Department Director's secretary and the public art manager.								
<b>1810000 620200</b>	<b>Medical Insurance</b>		<b>675,953</b>	<b>760,000</b>	<b>760,000</b>	<b>697,874</b>	<b>760,000</b>	<b>760,000</b>
Costs for health care for all General Fund Public Works employees.								
<b>1810000 620300</b>	<b>Dental/Vision</b>		<b>27,147</b>	<b>29,100</b>	<b>29,100</b>	<b>24,161</b>	<b>28,161</b>	<b>30,100</b>
Costs for dental/vision care for all General Fund Public Works employees.								
<b>1810000 714100</b>	<b>PC Lease</b>		<b>13,778</b>	<b>12,700</b>	<b>12,700</b>	<b>11,340</b>	<b>12,700</b>	<b>12,700</b>
Annual state contract lease costs for PC's and laptop computers and annual software license fee for Office 365 for all General Fund Public Works staff.								
<b>1810000 723000</b>	<b>Maint. - Equipment</b>		<b>-</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>100</b>	<b>100</b>
Maintenance on one electronic typewriter and fax machine (shared by other departments).								
<b>1810000 731000</b>	<b>Advertising</b>		<b>2,901</b>	<b>2,000</b>	<b>2,000</b>	<b>1,474</b>	<b>1,900</b>	<b>2,000</b>
Costs for advertising for vacant positions within supervisory and rank and file staffing.								
<b>1810000 732000</b>	<b>Dues &amp; Subscriptions</b>		<b>452</b>	<b>600</b>	<b>600</b>	<b>597</b>	<b>597</b>	<b>600</b>
Subscription for City members in the American Public Works Association. The membership fee entitles the Department to 10 memberships. This item also covers the cost of miscellaneous Public Works subscriptions, membership and professional fees.								
<b>1810000 734000</b>	<b>Postage</b>		<b>303</b>	<b>600</b>	<b>600</b>	<b>133</b>	<b>400</b>	<b>1,000</b>
Postage and express mail sent by the Director's Office. Mailing of postcards to promote Extraordinary Give for the Public Art program is planned.								
<b>1810000 735000</b>	<b>Printing</b>		<b>322</b>	<b>500</b>	<b>500</b>	<b>289</b>	<b>500</b>	<b>5,000</b>
Daily printing expenses, including distribution copies to the Department's five Bureaus. Public Art brochures are planned to be printed by the public art program.								
<b>1810000 736000</b>	<b>Telephone</b>		<b>999</b>	<b>2,000</b>	<b>2,000</b>	<b>872</b>	<b>1,200</b>	<b>1,500</b>
Telephone costs for the Director's Office. This line item also includes two cell phones previously budgeted under the administration services budget.								



# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1810000 737000</b>	<b>Travel</b>	<b>1,843</b>	<b>4,500</b>	<b>4,500</b>	<b>3,442</b>	<b>3,800</b>	<b>4,000</b>
<p>The Director is a member in the American Public Works Association (APWA). The Director or assistant director will attend the 2016 APWA International Congress. This national conference covers new concepts in various public works fields through educational sessions, new types of equipment and materials on the market, and provides opportunity to exchange ideas with other Public Works officials. This item also covers any additional travel costs incurred for meetings with State and Federal Agencies and industry conferences to implement developing regulations. The Public Art Manager will also attend the Public Art Network pre-conference at the Americans for the Art Annual Convention. This conference provides networking opportunities that are critical to build relationships with funders that will help with future grant applications.</p>							
<b>1810000 744500</b>	<b>Training &amp; School</b>	<b>239</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<p>Costs associated with training and seminars for Public Works Director.</p>							
<b>1810000 760300</b>	<b>Office Supplies</b>	<b>1,427</b>	<b>1,100</b>	<b>1,100</b>	<b>788</b>	<b>1,000</b>	<b>1,100</b>
<p>Office supplies for the office of the Director and the Public Art program.</p>							
<b>TOTAL</b>	<b>Director Public Works</b>	<b>943,185</b>	<b>1,045,594</b>	<b>1,045,594</b>	<b>932,776</b>	<b>1,032,790</b>	<b>1,057,167</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**DIRECTOR OF PUBLIC WORKS**

1810000	610900	F	M	1.0000	Director Of Public Works	131,672
<b>TOTAL 610900 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 131,672</b>
1810000	611500	F	M	1.0000	Secretary II	42,648
1810000	611500	F	M	1.0000	Public Arts Manager	52,074
					Available for Merit	12,673
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 107,395</b>
<b>TOTAL EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 239,067</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Engineering</b>								
1820000	611000	<b>Salary - Bureau Chief</b>	60,367	54,779	54,779	55,687	65,175	65,667
Salary of the City Engineer.								
1820000	611500	<b>Salaried Personnel</b>	142,956	191,413	191,413	150,554	175,619	175,156
Salaries of the Engineering Bureau staff.								
1820000	612000	<b>Salary Temporary</b>	2,326	6,240	6,240	-	-	8,000
Salaries of the Engineering Bureau temporary staff intern.								
1820000	718000	<b>Rental of Uniforms</b>	376	420	420	311	420	420
Uniform rental costs for two Bureau employees								
1820000	723000	<b>Maint. - Equipment</b>	952	1,800	600	36	1,200	1,600
Annual maintenance of engineering plan print machine, computer printers, computer equipment and fax machine. Cleaning and calibration of survey instruments.								
1820000	729000	<b>Maint. - Vehicles</b>	1,148	1,900	1,900	1,656	1,900	1,900
Routine maintenance and repairs to vehicles #701, #720, #722, including any emissions monitoring/control requirements.								
1820000	732000	<b>Dues &amp; Subscriptions</b>	-	200	200	172	200	200
Dues for professional organizations, manuals, publications, licensing fees, etc.								
1820000	734000	<b>Postage</b>	1,178	1,200	1,200	910	1,000	1,000
Mailing costs for general correspondence and various notices including curb and sidewalk notices and certified mail.								
1820000	735000	<b>Printing</b>	148	500	2,150	1,715	2,150	2,200
Printing of forms, scanning of plans, specifications, permits, notices and other correspondence during the course of the year. Includes operating costs of copier machine and publications of revised Engineering Specification along with adopted Streetscape Guidelines.								
1820000	736000	<b>Telephone</b>	3,514	3,500	3,500	2,857	3,500	3,500
Includes monthly desk and cell telephone charges.								
1820000	737000	<b>Travel</b>	511	1,500	1,500	1,488	1,500	1,500
Travel expenses for attendance by staff at workshops, seminars, conferences relative to storm water management, engineering computer use, highway maintenance, public works issues sponsored by American Society of Civil Engineers, APWA and LTAP by the Deputy Director of Public Works.								

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1820000 741000</b>	<b>Professional Services</b>	<b>155,885</b>	<b>150,000</b>	<b>150,000</b>	<b>115,512</b>	<b>150,000</b>	<b>150,000</b>
	Outside consultant and surveying services required to augment City engineering staff when required. Traffic studies and reviews associated with Traffic Commission actions and land development are included in this item and implementation of CMMS program. Includes Professional services for the Holly Pointe Park Pennsylvania Municipal League Community Building Design match to the DCNR grant.						
<b>1820000 744500</b>	<b>Training &amp; School</b>	<b>2,672</b>	<b>3,000</b>	<b>2,150</b>	<b>826</b>	<b>1,200</b>	<b>3,000</b>
	This item covers course work for employees to become proficient as inspectors and engineers. Supplemental computer training may be required.						
<b>1820000 760300</b>	<b>Office Supplies</b>	<b>1,017</b>	<b>1,800</b>	<b>1,600</b>	<b>1,541</b>	<b>1,800</b>	<b>1,800</b>
	Office supplies for the engineering office, including printer cartridges.						
<b>1820000 760600</b>	<b>Operating Supplies</b>	<b>1,159</b>	<b>1,300</b>	<b>1,900</b>	<b>996</b>	<b>1,600</b>	<b>1,800</b>
	Print machine toner cartridges, paper, fax machine supplies, drafting materials, tools, survey supplies, ADA Tactile Domes, markout paint and petty cash. Software support is included.						
<b>1820000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>2,381</b>	<b>2,957</b>	<b>2,957</b>	<b>1,815</b>	<b>2,957</b>	<b>3,000</b>
	Fuel for (3) Engineering Vehicles including Curb/Sidewalk Inspector, Street Opening Inspector, and Engineering Technical Specialist.						
<b>1820000 820000</b>	<b>Minor Equipment</b>	<b>-</b>	<b>100</b>	<b>100</b>	<b>-</b>	<b>-</b>	<b>100</b>
	Replacement of printers and other small equipment and purchase of cell phone equipment.						
<b>1820000 820200</b>	<b>Safety Equipment</b>	<b>260</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>400</b>	<b>400</b>
	Includes the purchase of safety shoes for 4 employees, traffic cones, safety vests, hard hats and other items associated with safety.						
<b>1820000 827000</b>	<b>Vehicles</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>3,600</b>
	40% Vehicle Lease for Right of Way Inspector for a Ford Escape.						
<b>TOTAL</b>	<b>Engineering</b>	<b>376,849</b>	<b>422,909</b>	<b>422,909</b>	<b>336,077</b>	<b>410,621</b>	<b>424,843</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF ENGINEERING**

1820000	611000	F	M	0.7000	Deputy Director/City Engineer	65,667
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.7000</b>		<b>\$ 65,667</b>
1820000	611500	F	M	1.0000	PW Construction Inspector	54,458
1820000	611500	F	A	1.0000	Engineering Aide III/Draftsman	52,604
1820000	611500	F	A	1.0000	Engineering Aide II/Draftsman	46,599
1820000	611500	F	A	0.5000	Secretary I	21,495
<b>TOTAL 611500 EMPLOYEES</b>				<b>3.5000</b>		<b>\$ 175,156</b>
<b>TOTAL EMPLOYEES</b>				<b>4.2000</b>		<b>\$ 240,823</b>

# General Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Streets Administration</b>								
<b>1841000 611500</b>	<b>Salaried Personnel</b>		<b>65,053</b>	<b>66,857</b>	<b>66,857</b>	<b>58,664</b>	<b>68,589</b>	<b>68,696</b>
Salary for the operations manager.								
<b>1841000 620100</b>	<b>Educational Incentive</b>		<b>686</b>	<b>750</b>	<b>2,250</b>	<b>1,125</b>	<b>2,250</b>	<b>2,250</b>
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.								
<b>1841000 718000</b>	<b>Rental of Uniforms</b>		<b>3,807</b>	<b>3,000</b>	<b>3,000</b>	<b>2,187</b>	<b>2,750</b>	<b>3,000</b>
City uniforms in the Streets and Motor Vehicles Bureau.								
<b>1841000 723000</b>	<b>Maint. - Equipment</b>		<b>-</b>	<b>300</b>	<b>300</b>	<b>-</b>	<b>300</b>	<b>300</b>
Maintenance contract for typewriter, calculator, time clock and copy machine.								
<b>1841000 729000</b>	<b>Maint. - Vehicles</b>		<b>87,442</b>	<b>50,000</b>	<b>50,000</b>	<b>44,108</b>	<b>50,000</b>	<b>50,000</b>
Vehicle maintenance and repairs.								
<b>1841000 735000</b>	<b>Printing</b>		<b>114</b>	<b>200</b>	<b>200</b>	<b>69</b>	<b>200</b>	<b>200</b>
Printing expenses for items such as logs and various reports.								
<b>1841000 736000</b>	<b>Telephone</b>		<b>3,670</b>	<b>5,500</b>	<b>5,500</b>	<b>3,746</b>	<b>5,000</b>	<b>5,000</b>
Telephone, internet and cell phone expenses for the Bureau.								
<b>1841000 737000</b>	<b>Travel</b>		<b>1,082</b>	<b>1,200</b>	<b>1,200</b>	<b>1,075</b>	<b>1,200</b>	<b>1,200</b>
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.								
<b>1841000 744000</b>	<b>Contract Services</b>		<b>849</b>	<b>850</b>	<b>850</b>	<b>724</b>	<b>850</b>	<b>850</b>
Drug testing under the mandatory CDL rules and regulations through NoveCare.								
<b>1841000 744500</b>	<b>Training &amp; School</b>		<b>485</b>	<b>500</b>	<b>500</b>	<b>442</b>	<b>500</b>	<b>500</b>
Reimburse department personnel for upgrading their Pennsylvania drivers license under the Commercial Drivers License Act and training incidental to same. Employee Assistance Program and staff meeting expenses are also covered by this code.								
<b>1841000 760300</b>	<b>Office Supplies</b>		<b>530</b>	<b>600</b>	<b>600</b>	<b>598</b>	<b>600</b>	<b>600</b>
General office supplies needed by the Bureau.								
<b>1841000 760600</b>	<b>Operating Supplies</b>		<b>3,397</b>	<b>4,500</b>	<b>3,750</b>	<b>1,866</b>	<b>4,500</b>	<b>4,500</b>
First aid supplies, out-of-pocket expenses and copy machine material.								
<b>1841000 765400</b>	<b>Gas Oil &amp; Diesel</b>		<b>85,623</b>	<b>50,000</b>	<b>50,000</b>	<b>25,651</b>	<b>50,000</b>	<b>50,000</b>
Gasoline, diesel and oil for the Bureau vehicles.								
<b>1841000 820000</b>	<b>Minor Equipment</b>		<b>1,640</b>	<b>3,000</b>	<b>3,000</b>	<b>864</b>	<b>3,000</b>	<b>3,000</b>
Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.								
<b>1841000 820200</b>	<b>Safety Equipment</b>		<b>2,833</b>	<b>3,200</b>	<b>3,200</b>	<b>2,320</b>	<b>3,200</b>	<b>3,200</b>

# General Fund - Expenses

	2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
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Purchase of miscellaneous safety equipment for the Bureau. Safety shoe purchases for Streets, Motor Vehicles, and Traffic Bureau employees (32 employees @ \$100.00 each)

<b>TOTAL</b>	<b>Streets Administration</b>	<b>257,212</b>	<b>190,457</b>	<b>191,207</b>	<b>143,438</b>	<b>192,939</b>	<b>193,296</b>
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**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS: ADMINISTRATION**

1841000	611500	F	M	1.0000	Operations Manager	68,696
<b>TOTAL 611500 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 68,696</b>
<b>TOTAL EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 68,696</b>



# General Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Street Maintenance</b>								
<b>1843000 611500</b>	<b>Salaried Personnel</b>		246,862	435,703	428,203	293,287	396,642	483,804
Salaries for the street maintenance personnel.								
<b>1843000 618500</b>	<b>Overtime</b>		21,707	17,500	17,500	12,697	17,500	17,500
Street maintenance personnel overtime expenses generated by snow and ice storm emergencies and the replacement of the night employee for vacation and sick leave.								
<b>1843000 760600</b>	<b>Operating Supplies</b>		3,500	3,500	7,400	7,048	7,400	5,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.								
<b>1843000 768400</b>	<b>Road Paving Materials</b>		4,822	1,500	1,500	169	1,500	1,500
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.								
<b>1843000 769000</b>	<b>Construction Material</b>		-	2,100	1,873	1,712	2,100	2,100
Purchase of traffic signs, sand, cement, pipe, cones and barricades.								
<b>1843000 827000</b>	<b>Vehicles</b>		10,833	15,535	11,635	11,605	15,535	-
Expenditures made for new and replacement equipment.								
<b>1843000 827100</b>	<b>Vehicle-Lease Purchase</b>		6,130	-	228	228	228	40,289
3rd payment for #100: (Ford Explorer) lease payment \$6,129.79 (2 remaining payments - 2017, 2018)								
2nd payment for #115 (bi-fuel) lease payment \$9,851.00 (3 remaining payments - 2017, 2018, 2019)								
1st payment for #137 JCB 4CX 11,000 Loader \$24,307.69								
<b>TOTAL</b>	<b>Street Maintenance</b>		<b>293,854</b>	<b>475,838</b>	<b>468,338</b>	<b>326,746</b>	<b>440,905</b>	<b>550,193</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS: MAINTENANCE**

1843000	611500	F	M	1.0000	Labor Supervisor II	52,168
1843000	611500	F	A	1.0000	Equipment Operator II	40,959
1843000	611500	F	A	1.0000	Equipment Operator II	40,959
1843000	611500	F	A	1.0000	Equipment Operator II	39,863
1843000	611500	F	A	1.0000	Equipment Operator I	37,618
1843000	611500	F	A	1.0000	Equipment Operator I	40,682
1843000	611500	F	A	1.0000	Equipment Operator I	41,903
1843000	611500	F	A	1.0000	Equipment Operator I	41,903
1843000	611500	F	A	1.0000	Equipment Operator I	41,903
1843000	611500	F	A	1.0000	Maintenance Worker	37,436
1843000	611500	F	A	1.0000	Laborer	34,205
1843000	611500	F	A	1.0000	Laborer	34,205
<b>TOTAL 611500 EMPLOYEES</b>				<b>12.0000</b>		<b>\$ 483,804</b>

# General Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Streets</b>								
<b>Traffic</b>								
<b>1830000 611500</b>	<b>Salaried Personnel</b>		<b>177,590</b>	<b>181,006</b>	<b>181,006</b>	<b>159,188</b>	<b>183,553</b>	<b>185,984</b>
Salaries of the employees of the Traffic Section.								
<b>1830000 618500</b>	<b>Overtime</b>		<b>1,662</b>	<b>2,000</b>	<b>3,500</b>	<b>3,236</b>	<b>3,500</b>	<b>2,500</b>
Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special activites, concerts, parades, etc., require posting and removal of detour and other signs by the sign crew. Line painting assistance on weekends is also required and manual traffic counts during rush hours. Also for Traffic Signal Technician to answer after hours calls in West Lampeter Township due to current Inter-Municipal Contract.								
<b>1830000 718000</b>	<b>Rental of Uniforms</b>		<b>749</b>	<b>850</b>	<b>850</b>	<b>583</b>	<b>650</b>	<b>850</b>
Uniforms for four Traffic Section personnel under this program.								
<b>1830000 723000</b>	<b>Maint. - Equipment</b>		<b>19</b>	<b>1,000</b>	<b>550</b>	<b>537</b>	<b>1,000</b>	<b>1,000</b>
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.								
<b>1830000 729000</b>	<b>Maint. - Vehicles</b>		<b>3,438</b>	<b>3,200</b>	<b>3,150</b>	<b>468</b>	<b>3,200</b>	<b>3,200</b>
Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.								
<b>1830000 736000</b>	<b>Telephone</b>		<b>1,575</b>	<b>2,800</b>	<b>2,800</b>	<b>2,255</b>	<b>2,800</b>	<b>2,800</b>
Covers long distance, cell phone service and land based calls needed for daily operations, including phone service drops to traffic signal controllers. Cell phone purchases and accessories.								
<b>1830000 737000</b>	<b>Travel</b>		<b>460</b>	<b>850</b>	<b>494</b>	<b>494</b>	<b>500</b>	<b>850</b>
Registration fees, milage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.								
<b>1830000 741000</b>			<b>10,389</b>	<b>8,000</b>	<b>7,500</b>	<b>7,473</b>	<b>7,500</b>	<b>20,000</b>
Professional services to supplement in-house capability and to accommodate increased number of requests for traffic studies by the City Traffic Commission. Implementation of Walkability Study.								

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1830000 744000</b>	<b>Contract Services</b>	<b>16,514</b>	<b>20,000</b>	<b>16,500</b>	<b>14,560</b>	<b>20,000</b>	<b>50,000</b>
	Emergency repairs, parts and maintenance of all City traffic signals and decorative street lights in the downtown area. This line item also includes centerline paint striping by a contractor, chemical disposal costs, contractor application of thermal plastic pavement markings and tree trimming services. Also pays monthly contractor bills for Signal repairs due to knock downs and pole repairs from vehicular accidents. Implementation of the Walkability Study.						
<b>1830000 744500</b>	<b>Training &amp; School</b>	<b>572</b>	<b>800</b>	<b>85</b>	<b>85</b>	<b>715</b>	<b>800</b>
	Professional development in traffic-related areas, and computer training for new software use.						
<b>1830000 754000</b>	<b>Street Lighting</b>	<b>708,656</b>	<b>685,000</b>	<b>685,000</b>	<b>605,341</b>	<b>700,000</b>	<b>700,000</b>
	Electrical power for street lights.						
<b>1830000 754500</b>	<b>Traffic Signals</b>	<b>590</b>	<b>600</b>	<b>600</b>	<b>478</b>	<b>550</b>	<b>600</b>
	Electrical power for school flashers and warning devices.						
<b>1830000 760300</b>	<b>Office Supplies</b>	<b>264</b>	<b>525</b>	<b>525</b>	<b>243</b>	<b>525</b>	<b>525</b>
	Office supplies for the traffic section.						
<b>1830000 760600</b>	<b>Operating Supplies</b>	<b>3,519</b>	<b>2,500</b>	<b>2,500</b>	<b>2,337</b>	<b>2,500</b>	<b>2,500</b>
	Purchase of tools, spray paint, crayons, sakrete (cement), rope, temporary signs, road tubes for traffic counters, photographic supplies, and other supplies needed for daily operations, janitorial supplies for sign shop and petty cash.						
<b>1830000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>9,500</b>	<b>10,000</b>	<b>6,750</b>	<b>4,651</b>	<b>8,000</b>	<b>10,000</b>
	Gasoline, diesel, lubricants and motor oil.						
<b>1830000 767800</b>	<b>Sign Materials</b>	<b>14,594</b>	<b>18,000</b>	<b>17,500</b>	<b>13,910</b>	<b>18,000</b>	<b>18,000</b>
	Sign blanks, reflective sheeting, ink, letters, silk screening supplies, the refurbishing of old sign blanks and channel posts. * Continuing update of street cleaning signs to reflect bi-monthly cleaning schedule. * Installation of tow-away/fine plaques for reserved handicap parking * To replace worn or damaged signs (estimated 7% of City's 17,000 signs). * To upgrade regulatory signs to meet federal and state standards and to comply with the PA Vehicle Code and PennDOT Publication 203 and adopted, modified MUTCD.						

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>1830000 768100</b>	<b>Marking Materials</b>	<b>16,519</b>	<b>14,000</b>	<b>17,000</b>	<b>15,800</b>	<b>17,000</b>	<b>25,000</b>
<p>All marking supplies need to be replaced yearly due to the limited shelf life.            * Crosswalk striping - it is anticipated that 600 gallons of white paint will be required.            * Purchase plastic material for pavement marking applications such as arrows, crosswalks and stop bars. Monies also budgeted for Phase IV of Five phases of the New Crosswalk Project which will be using plastic application instead of paint. Installation of parking stalls and piano style crosswalks per the Walkability Study.</p>							
<b>1830000 768700</b>	<b>Traffic Signal Parts</b>	<b>11,762</b>	<b>11,000</b>	<b>14,000</b>	<b>10,640</b>	<b>11,000</b>	<b>11,000</b>
<p>Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.</p>							
<b>1830000 820000</b>	<b>Minor Equipment</b>	<b>4,423</b>	<b>2,500</b>	<b>3,571</b>	<b>3,359</b>	<b>3,500</b>	<b>10,000</b>
<p>Minor equipment such as loop detectors, cabinet filters, modems, etc.            Purchase of a new line remover machine.</p>							
<b>1830000 824500</b>	<b>Street Light Standards</b>	<b>25,852</b>	<b>2,000</b>	<b>2,000</b>	<b>168</b>	<b>2,000</b>	<b>2,000</b>
<p>Spare street light standards with fixtures for Old Towne and North Market Street.</p>							
<b>1830000 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>7,027</b>	<b>7,028</b>	<b>7,028</b>	<b>7,027</b>	<b>7,027</b>	<b>7,028</b>
<p>3rd payment of 5 payments for a F-250 Utility truck used for Sign Installer and Pavement Marking Employees - Payment \$7027.23 (2017, 2018)</p>							
<b>TOTAL</b>	<b>Traffic</b>	<b>1,015,674</b>	<b>973,659</b>	<b>972,909</b>	<b>852,833</b>	<b>993,520</b>	<b>1,054,637</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS**

**Traffic Section**

1830000	611500	F	M	1.0000	Super. Of Traf Signs & Markings	53,320
1830000	611500	F	A	1.0000	Alarm & Signal Technician II	52,833
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	40,505
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	39,326
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 185,984</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Motor Vehicles</b>								
1850000	611500	Salaried Personnel	169,160	173,536	173,536	151,589	174,136	180,463
Salaries for the motor vehicle personnel.								
1850000	618500	Overtime	4,279	4,000	4,000	3,997	4,500	4,500
Overtime expenses anticipated for snow and ice emergency operations.								
1850000	620100	Educational Incentive	3,300	3,300	3,300	1,650	3,300	3,300
Expenses for Certification Incentive Program for three mechanics.								
1850000	722000	Maint. - Communications	-	100	100	-	100	100
Radio maintenance for the Motor Vehicles Section.								
1850000	723000	Maint. - Equipment	-	150	150	-	150	150
Expenses to maintain a typewriter, calculator and adding machine.								
1850000	729000	Maint. - Vehicles	2,505	4,000	4,000	3,191	4,000	4,000
Repairs for Motor Vehicles and Administrative fleet.								
1850000	735000	Printing	500	500	500	500	500	500
Contracted printing required by the Motor Vehicles Section. (Work orders - Police, Public Works & outside Municipalities)								
1850000	736000	Telephone	504	1,000	1,000	435	1,000	1,000
Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.								
1850000	744500	Training & School	294	500	500	445	500	500
Training seminars and to upgrade employees' Commercial Drivers License, State Inspection License and Emissions Certifications.								
1850000	760300	Office Supplies	525	525	525	523	525	525
Expenses for miscellaneous office and copier supplies.								
1850000	760600	Operating Supplies	2,500	2,500	2,500	2,495	2,500	2,500
Chemicals, soaps, hardware, etc., which are considered shop expenses.								
1850000	765400	Gas Oil & Diesel	8,893	10,000	10,000	5,596	7,500	10,000
Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.								
1850000	766300	Tires & Batteries	528	1,300	1,300	584	1,300	1,300
Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.								
1850000	767200	Misc. Vehicle Parts	2,689	2,700	2,700	2,670	2,700	2,700
Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.								
1850000	767400	Transmission/Hydraulic	-	9,200	-	-	-	-

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
1850000	820000						
	<b>Minor Equipment</b>	9,007	-	9,200	8,085	9,200	10,000
Annual fee for the All Data Computer System,Emissions Machine and Diagnostic updates. Monies will also be used to purchase items needed for new facility.							
<b>TOTAL</b>	<b>Motor Vehicles</b>	<b>204,684</b>	<b>213,311</b>	<b>213,311</b>	<b>181,759</b>	<b>211,911</b>	<b>221,538</b>
<b>TOTAL</b>	<b>Streets</b>	<b>1,771,423</b>	<b>1,853,265</b>	<b>1,845,765</b>	<b>1,504,776</b>	<b>1,839,275</b>	<b>2,019,664</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS  
Motor Vehicles Section**

1850000	611500	F	A	1.0000	Automotive Mechanic III	49,584
1850000	611500	F	A	1.0000	Automotive Mechanic II	45,242
1850000	611500	F	A	1.0000	Automotive Mechanic II	42,647
1850000	611500	F	A	1.0000	Secretary I	42,990
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 180,463</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Parks</b>								
<b>Parks Administration</b>								
1860000	611500	<b>Salaried Personnel</b>	40,868	41,840	35,840	20,035	22,734	21,495
Salary of the Parks department secretary.								
1860000	620100	<b>Educational Incentive</b>	2,372	2,250	2,250	1,500	2,250	2,250
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.								
1860000	718000	<b>Rental of Uniforms</b>	4,040	5,000	5,000	3,179	4,000	5,000
Uniform rental expense for 24 employees.								
1860000	729000	<b>Maint. - Vehicles</b>	26,131	20,000	38,765	38,269	38,765	25,000
Maintenance and repair expense of the Parks Bureau vehicles, including body repairs and painting.								
1860000	731000	<b>Advertising</b>	70	400	400	-	400	400
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.								
1860000	734000	<b>Postage</b>	387	360	360	171	360	360
All Bureau mailings, including street tree notices and pavilion rental permits.								
1860000	736000	<b>Telephone</b>	1,522	9,800	8,035	5,703	7,500	8,000
Telephone and cell phone expenses, email service connections and internet service for the Bureau.								
1860000	737000	<b>Travel</b>	394	700	700	408	700	700
Travel expenses for the bureau professional staff.								
1860000	744000	<b>Contract Services</b>	30,213	35,000	35,000	34,965	35,000	35,000
Monthly line charges for DSL service to the Park's garage to provide network connectivity to the City computer system. Concrete planters installed as part of the streetscape are contracted to a local landscaper to plant seasonal plantings to coordinate with the Convention Center container plantings.								
1860000	745000	<b>Solid Waste Disposal</b>	15,921	15,000	18,000	17,012	18,000	18,000
Tipping fees at the Lancaster Transfer Station.								
1860000	760300	<b>Office Supplies</b>	1,399	1,400	1,400	865	1,400	1,400
Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.								
1860000	765400	<b>Gas Oil &amp; Diesel</b>	51,410	45,000	40,000	31,996	45,000	45,000
Vehicle and equipment fuel for the Bureau.								
1860000	820000	<b>Minor Equipment</b>	497	1,100	100	100	1,100	1,100
The annual copier payment and any upgrade of office equipment.								
<b>TOTAL</b>	<b>Parks Administration</b>		<b>175,224</b>	<b>177,850</b>	<b>185,850</b>	<b>154,202</b>	<b>177,209</b>	<b>163,705</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: ADMINISTRATION**

1860000	611500	F	A	0.5000	Secretary I	21,495
<b>TOTAL 611500 EMPLOYEES</b>				<b>0.5000</b>		<b>\$ 21,495</b>
<b>TOTAL EMPLOYEES</b>				<b>0.5000</b>		<b>\$ 21,495</b>

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>Parks - Buildings</b>							
<b>1861000 611000</b>	<b>Salary - Bureau Chief</b>	<b>48,386</b>	<b>48,711</b>	<b>48,711</b>	<b>42,417</b>	<b>49,649</b>	<b>50,051</b>
This line item accounts for sixty percent (60%) of the Facility Manager salary							
<b>1861000 611500</b>	<b>Salaried Personnel</b>	<b>294,974</b>	<b>334,098</b>	<b>326,186</b>	<b>253,920</b>	<b>295,973</b>	<b>339,923</b>
Salaries of the park's buildings employees.							
<b>1861000 618500</b>	<b>Overtime</b>	<b>8,118</b>	<b>8,000</b>	<b>8,000</b>	<b>6,297</b>	<b>8,400</b>	<b>8,500</b>
Overtime expense due to maintenance performed after regular business hours							
<b>1861000 721000</b>	<b>Maint. - Buildings</b>	<b>38,767</b>	<b>43,000</b>	<b>40,000</b>	<b>31,550</b>	<b>42,000</b>	<b>42,000</b>
Contracted maintenance of City-owned building:							
Central Garage and Warehouse							
Conestoga Pines Barn							
Firestations #1, #3, #5 and #6							
Lancaster Recreation Center							
City Hall							
Parks Garage							
Police Station							
Traffic and Sign Shop							
Most buidings at City owned parks.							
<b>1861000 723000</b>	<b>Maint. - Equipment</b>	<b>39,981</b>	<b>41,300</b>	<b>32,780</b>	<b>24,897</b>	<b>29,000</b>	<b>35,000</b>
Contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.							
<b>1861000 736000</b>	<b>Telephone</b>	<b>10,110</b>	<b>13,500</b>	<b>13,500</b>	<b>6,727</b>	<b>9,000</b>	<b>13,500</b>
Telephone maintenance and service.							
<b>1861000 744000</b>	<b>Contract Services</b>	<b>55,798</b>	<b>64,000</b>	<b>76,000</b>	<b>74,150</b>	<b>90,000</b>	<b>70,000</b>
Building maintenance contracts:							
Temperature Control System in City Hall							
Carpet cleaning at City Hall and throw rugs at all buildings							
Water pumps and emergency generator at Police Station							
Window cleaning at City Hall, Treasury Building, Police Station, Lancaster Recreation Center and Rodney Park							
Elevators at Police Station and Lancaster Recreation Center							
Traffic Sign Shop, Rodney Park Community Center and Lancaster Recreation Center							
Pest control contract for all buidings							
Security Alarms							
<b>1861000 744500</b>	<b>Training &amp; School</b>	<b>159</b>	<b>500</b>	<b>20</b>	<b>20</b>	<b>500</b>	<b>500</b>
Training and continuing education for building maintenance personnel.							

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
<b>1861000 752000</b>	<b>Power Electric</b>	<b>228,220</b>	<b>230,000</b>	<b>220,000</b>	<b>122,118</b>	<b>160,000</b>	<b>206,500</b>
Electric expenses for all City-owned buildings.							
<b>1861000 760600</b>	<b>Operating Supplies</b>	<b>69,359</b>	<b>80,000</b>	<b>79,000</b>	<b>64,001</b>	<b>81,000</b>	<b>80,000</b>
All supplies used by City Staff to maintain and/or repair properties. It includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes and plumbing fixtures.							
<b>1861000 760700</b>	<b>Custodial Supplies</b>	<b>25,211</b>	<b>25,995</b>	<b>27,995</b>	<b>24,806</b>	<b>32,000</b>	<b>27,000</b>
Supplies used by City staff for the custodial maintenance of City buildings.							
<b>1861000 766000</b>	<b>Heating Oil</b>	<b>119,876</b>	<b>120,000</b>	<b>120,000</b>	<b>85,504</b>	<b>120,000</b>	<b>120,000</b>
Purchasing of contracted fuel (gas and oil) for all City-owned buildings:							
Central Garage & Warehouse	Natural Gas						
Firestation #1	Fuel Oil/Natural Gas						
Firestation #3	Fuel Oil/Natural Gas						
SW&R Center	Natural Gas						
Firestation #6	Natural Gas						
City Hall	Natural Gas						
Parks Garage	Natural Gas						
Police Station	Fuel Oil/Natural Gas						
Traffic & Sign Shop	Natural Gas						
Southern Market	Natural Gas						
<b>1861000 820000</b>	<b>Minor Equipment</b>	<b>4,000</b>	<b>4,028</b>	<b>4,028</b>	<b>3,724</b>	<b>4,000</b>	<b>4,000</b>
Purchase and replacement of minor equipment used for building maintenance.							
<b>1861000 827000</b>	<b>Vehicles</b>	<b>11,856</b>	<b>15,172</b>	<b>15,172</b>	<b>14,676</b>	<b>15,000</b>	<b>29,800</b>
Lease purchase and replacement of vehicles used for Public Building Maintenance.							
<b>1861000 829000</b>	<b>Capital Outlay</b>	<b>18,212</b>	<b>28,500</b>	<b>28,500</b>	<b>12,947</b>	<b>28,000</b>	<b>30,000</b>
Capital Outlay							
<b>TOTAL</b>	<b>Parks - Buildings</b>	<b>973,028</b>	<b>1,056,804</b>	<b>1,039,892</b>	<b>767,754</b>	<b>964,522</b>	<b>1,056,774</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: BUILDINGS**

1861000	611000	F	M	0.6000	Facilities Manager	50,051
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.6000</b>		<b>\$ 50,051</b>
1861000	611500	F	M	0.5000	Building Maintenance Supervisor	24,841
1861000	611500	F	A	0.5000	Maintenance Technician	24,792
1861000	611500	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	47,626
1861000	611500	F	A	1.0000	Maintenance Carpenter	48,113
1861000	611500	F	A	1.0000	Senior Custodian	42,990
1861000	611500	F	A	1.0000	Parks Maintenance Worker	39,326
1861000	611500	F	A	1.0000	Parks Maintenance Worker	36,188
1861000	611500	F	A	1.0000	Custodian II	35,317
1861000	611500	F	A	1.0000	Custodian I	35,154
1861000	611500	F	A	0.1500	Laborer	5,576
			Subtotal Full-Time	8.1500		
<b>TOTAL 611500 EMPLOYEES</b>				<b>8.1500</b>		<b>\$ 339,923</b>
<b>TOTAL EMPLOYEES</b>				<b>8.7500</b>		<b>\$ 389,973</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Parks - Parks</b>								
<b>1862000</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>173,993</b>	<b>250,096</b>	<b>250,096</b>	<b>205,356</b>	<b>245,607</b>	<b>247,416</b>
Salaries of the parks maintenance employees.								
<b>1862000</b>	<b>618500</b>	<b>Overtime</b>	<b>8,071</b>	<b>5,000</b>	<b>9,000</b>	<b>6,874</b>	<b>9,000</b>	<b>9,000</b>
Overtime to perform services after regular hours for seasonal cleanup; spring mowing, tree planting; storm damage and snow removal; time-definite project completion; and all City special events and activities.								
<b>1862000</b>	<b>723000</b>	<b>Maint-Equipment</b>	<b>9,612</b>	<b>12,000</b>	<b>12,000</b>	<b>10,191</b>	<b>12,000</b>	<b>12,000</b>
Supplies and parts to maintain and repair small equipment, i.e. tractors and mowers, weed wackers, blowers, chainsaw and graffiti machine.								
<b>1862000</b>	<b>727000</b>	<b>Maint-Parks</b>	<b>50,797</b>	<b>40,000</b>	<b>47,500</b>	<b>40,974</b>	<b>40,000</b>	<b>40,000</b>
Maintenance, repair, improvement and replacement of tables, benches, water fountains, play surfaces, playground equipment and fences, rubbish containers and park buildings.								
<b>1862000</b>	<b>727500</b>	<b>Maint-Pools</b>	<b>8,092</b>	<b>10,000</b>	<b>10,000</b>	<b>9,916</b>	<b>10,000</b>	<b>10,000</b>
Chemicals, filters, paint and other supplies/materials and contracted services required for the operation and maintenance of the City's six wading pools.								
<b>1862000</b>	<b>744500</b>	<b>Training &amp; School</b>	<b>1,331</b>	<b>1,400</b>	<b>1,400</b>	<b>1,315</b>	<b>1,000</b>	<b>1,400</b>
Training and continuing education for parks maintenance personnel and contracted interpretive services.								
<b>1862000</b>	<b>752000</b>	<b>Power Electric</b>	<b>31,936</b>	<b>35,200</b>	<b>32,200</b>	<b>19,720</b>	<b>31,000</b>	<b>32,000</b>
Electric service to City-park facilities at: Brandon Park, Buchanan Park, Conestoga Pines, Conlin Field, Crystal Park, Farnum Park, Harrisburg Pike Mini Park, Lancaster Square, Reservoir Park, Rodney Park, Sixth Ward Park, Lancaster Square Binn's Park, S. Duke Street Mall Park and South End Park								
<b>1862000</b>	<b>760600</b>	<b>Operating Supplies</b>	<b>21,147</b>	<b>20,000</b>	<b>20,000</b>	<b>19,136</b>	<b>20,000</b>	<b>25,000</b>
Expenses to purchase fertilizer, mulch, landscape supplies, hand tools, ice melt, ball field lights, basket ball and tennis nets, trash receptacles and liners and miscellaneous supplies for all City parks, including City-sponsored activities and volunteer service days.								
<b>1862000</b>	<b>760700</b>	<b>Custodial Supplies</b>	<b>5,970</b>	<b>6,000</b>	<b>6,000</b>	<b>5,961</b>	<b>6,000</b>	<b>6,000</b>
Supplies required for the custodial maintenance of Parks facilities including public restrooms.								
<b>1862000</b>	<b>820000</b>	<b>Minor Equipment</b>	<b>5,304</b>	<b>8,000</b>	<b>6,250</b>	<b>917</b>	<b>8,000</b>	<b>8,000</b>
Purchase minor equipment such as hand mowers, weed whackers, blowers, etc. for Parks maintenance.								
<b>1862000</b>	<b>827100</b>	<b>Vehicle-Lease Purchase</b>	<b>-</b>	<b>9,405</b>	<b>5,405</b>	<b>4,950</b>	<b>8,936</b>	<b>8,936</b>
5 year lease purchase of a new bi-fuel (gas/CNG) crew cab #402.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
1862000	829000						
	<b>Capital Outlay</b>	7,880	8,000	9,750	9,748	8,000	10,000
Landscape design work and irrigation systems installed at the entrances to City owned parks and gateways e.g. Musser Park, Linear Park Buchanan Park and the Dog Park.							
<b>TOTAL</b>	<b>Parks - Parks</b>	<b>324,133</b>	<b>405,101</b>	<b>409,601</b>	<b>335,059</b>	<b>399,543</b>	<b>409,752</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: PARKS**

1862000	611500	F	M	0.6000	GI & Parks Maintenance Supervisor	33,664
1862000	611500	F	M	1.0000	Longs Park Maintenance Supv.	47,290
1862000	611500	F	M	1.0000	Labor Supervisor	44,563
1862000	611500	F	A	1.0000	Utility Operator	42,990
1862000	611500	F	A	1.0000	Utility Operator	41,738
1862000	611500	F	A	1.0000	Laborer	37,171
<b>TOTAL 611500 EMPLOYEES</b>				<b>5.6000</b>		<b>\$ 247,416</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD 11/19/15	PROJECTED	PROPOSED
<b>Parks Trees</b>								
<b>1863000</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>166,239</b>	<b>172,334</b>	<b>172,334</b>	<b>150,552</b>	<b>174,048</b>	<b>178,757</b>
Salaries for the Parks-Trees employees.								
<b>1863000</b>	<b>618500</b>	<b>Overtime</b>	<b>2,106</b>	<b>2,500</b>	<b>2,500</b>	<b>1,410</b>	<b>2,500</b>	<b>2,500</b>
Expenses for overtime to respond to emergency call-ins for fallen trees from storms, high winds, or vehicle accidents.								
<b>1863000</b>	<b>723000</b>	<b>Maint. - Equipment</b>	<b>1,770</b>	<b>2,000</b>	<b>7,100</b>	<b>7,011</b>	<b>7,100</b>	<b>2,000</b>
Repair and maintenance of all tree equipment: stump grinder, chipper, chipper blades, chain saws, cement saw and for aerial bucket truck certifications.								
<b>1863000</b>	<b>732000</b>	<b>Dues &amp; Subscriptions</b>	<b>90</b>	<b>100</b>	<b>100</b>	<b>65</b>	<b>100</b>	<b>100</b>
City Arborist membership in professional organizations.								
<b>1863000</b>	<b>744000</b>	<b>Contract Services</b>	<b>250</b>	<b>700</b>	<b>-</b>	<b>-</b>	<b>700</b>	<b>95,000</b>
Contracting with a commercial tub grinder operator to dispose of accumulated tree waste twice a year (eliminates solid waste disposal expense). For 2016, funds added to this line item for the removal of Ash Trees throughout City Parks by a contractor due to the Emerald Ash Borer.								
<b>1863000</b>	<b>744500</b>	<b>Training &amp; School</b>	<b>152</b>	<b>200</b>	<b>200</b>	<b>97</b>	<b>200</b>	<b>200</b>
Expenses for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures.								
<b>1863000</b>	<b>760600</b>	<b>Operating Supplies</b>	<b>7,499</b>	<b>9,000</b>	<b>6,500</b>	<b>4,733</b>	<b>9,000</b>	<b>9,000</b>
Supplies and materials to maintain City trees, shrubbery and flowers, including pesticides, fertilizers, mulch, peat moss, topsoil, tree wrap, tree stakes, small hand equipment and miscellaneous supplies. Also planting and maintaining of the new streetscape flower containers.								
<b>1863000</b>	<b>810000</b>	<b>Special Events</b>	<b>198</b>	<b>200</b>	<b>200</b>	<b>196</b>	<b>200</b>	<b>200</b>
Annual Arbor Day celebration and Shade Tree Commission award.								
<b>1863000</b>	<b>820000</b>	<b>Minor Equipment</b>	<b>802</b>	<b>3,200</b>	<b>1,300</b>	<b>274</b>	<b>3,200</b>	<b>3,200</b>
Purchase of minor equipment for the tree crew such as chain saws.								
<b>1863000</b>	<b>827100</b>	<b>Vehicle-Lease Purchase</b>	<b>10,742</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Fourth year lease purchase payment of a new smaller stump grinder needed in the 22 City owned parks.								
<b>TOTAL</b>	<b>Parks Trees</b>		<b>189,849</b>	<b>190,234</b>	<b>190,234</b>	<b>164,339</b>	<b>197,048</b>	<b>290,957</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: TREES**

1863000	611500	F	M	1.0000	City Arborist	53,809
1863000	611500	F	A	1.0000	Tree Trimmer	45,035
1863000	611500	F	A	1.0000	Tree Climber	41,617
1863000	611500	F	A	1.0000	Laborer	38,296
<b>TOTAL 611500 EMPLOYEES</b>						
<b>TOTAL 6115 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 178,757</b>

# General Fund - Expenses

			2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
			ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
						11/19/15		
<b>Parks - Central Market/Visitors Center</b>								
<b>1864000</b>	<b>611000</b>	<b>Salary - Bureau Chief</b>	<b>12,097</b>	<b>12,178</b>	<b>12,178</b>	<b>10,604</b>	<b>12,412</b>	<b>12,513</b>
Accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the Water, Sewer and General Funds.								
<b>1864000</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>42,893</b>	<b>60,122</b>	<b>60,122</b>	<b>52,076</b>	<b>60,570</b>	<b>22,936</b>
Central Market Trust (CMT) will assume maintenance expense at the market after January 1, 2016. Maintenance worker expense from 2015 has been removed.								
<b>1864000</b>	<b>618500</b>	<b>Overtime</b>	<b>2,061</b>	<b>2,500</b>	<b>2,500</b>	<b>1,875</b>	<b>2,000</b>	<b>-</b>
Overtime pay as needed for any additional coverage of the maintenance workers.								
<b>1864000</b>	<b>721000</b>	<b>Maint-Buildings</b>	<b>314</b>	<b>11,000</b>	<b>9,000</b>	<b>3,558</b>	<b>5,000</b>	<b>8,500</b>
Plumbing, heating, electrical, roof, window, door, painting, fire and security alarm system repair, and maintenance as required under the terms of the management agreement with Central Market Trust.								
<b>1864000</b>	<b>723000</b>	<b>Maint. - Equipment</b>	<b>5,228</b>	<b>11,000</b>	<b>9,900</b>	<b>3,993</b>	<b>6,000</b>	<b>8,000</b>
Expenses for contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.								
<b>1864000</b>	<b>738300</b>	<b>Real Estate Taxes</b>	<b>1,809</b>	<b>2,500</b>	<b>2,720</b>	<b>2,695</b>	<b>2,695</b>	<b>2,650</b>
Payment of real estate taxes to Lancaster County and the School District for the taxable retail portions of the Heritage Center property.								
<b>1864000</b>	<b>744000</b>	<b>Contract Services</b>	<b>3,197</b>	<b>5,200</b>	<b>7,080</b>	<b>4,488</b>	<b>5,900</b>	<b>6,000</b>
Building maintenance contract needed at Central Market and Heritage Center.								
<b>1864000</b>	<b>752000</b>	<b>Power Electric</b>	<b>3,722</b>	<b>8,000</b>	<b>8,000</b>	<b>3,318</b>	<b>5,000</b>	<b>8,000</b>
Electric expenses at the Heritage Center.								
<b>1864000</b>	<b>760600</b>	<b>Operating Supplies</b>	<b>5,554</b>	<b>5,000</b>	<b>6,000</b>	<b>4,433</b>	<b>5,900</b>	<b>6,000</b>
All supplies used by City staff to maintain and/or repair Central Market and/or Heritage Center properties. Includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes and plumbing fixtures.								
<b>1864000</b>	<b>760700</b>	<b>Custodial Supplies</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,000</b>	<b>1,000</b>
Supplies for custodial maintenance of City buildings.								
<b>1864000</b>	<b>766000</b>	<b>Heating Oil</b>	<b>7,954</b>	<b>12,000</b>	<b>12,000</b>	<b>7,140</b>	<b>10,000</b>	<b>12,000</b>
Purchase of contracted fuel (gas and oil) for the Heritage Center and/or Central Market.								

# General Fund - Expenses

		2014	2015 ORIGINAL	2015 AMENDED	EXPENDED	2015	2016
		ACTUAL	BUDGET	BUDGET	YTD	PROJECTED	PROPOSED
					11/19/15		
1864000 823000	Furniture & Equipment	21,356	-	-	-	-	-
1864000 829000	Capital Outlay	13,154	-	-	-	-	-
<b>TOTAL</b>	<b>Parks - Central Market/Visitors Center</b>	<b>119,339</b>	<b>129,500</b>	<b>129,500</b>	<b>94,180</b>	<b>116,477</b>	<b>87,599</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: CENTRAL MARKET/HERITAGE CENTER**

1864000	611000	F	M	0.1500	Facilities Manager	12,513
<b>TOTAL 611000 EMPLOYEES</b>					<b>0.1500</b>	<b>\$ 12,513</b>
1864000	611500	F	M	0.1000	Building Maintenance Supervisor	4,968
1864000	611500	F	A	0.1000	Maintenance Technician	4,958
1864000	611500	F	A	0.3500	Laborer	13,010
<b>TOTAL 611500 EMPLOYEES</b>					<b>0.5500</b>	<b>\$ 22,936</b>
<b>TOTAL EMPLOYEES</b>					<b>0.7000</b>	<b>\$ 35,449</b>

# General Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED	
<b>Parks - Southern Market</b>								
1866000	611000	Salary - Bureau Chief	12,097	12,178	12,178	10,604	12,412	12,513
This line item accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the Water, Sewer and General Funds.								
1866000	611500	Salaried Personnel	57,854	61,044	61,044	53,195	61,784	62,717
Salaries of the parks - southern market employees.								
1866000	618500	Overtime	1,756	1,000	1,000	1,515	1,600	-
Emergency call-in and weekend maintenance projects.								
1866000	721000	Maint. - Buildings	75	3,133	4,633	3,128	3,500	3,000
Maintenance and minor building repairs.								
1866000	723000	Maint. - Equipment	2,617	3,000	1,500	-	3,750	3,000
Contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.								
1866000	738300	Real Estate Taxes	24,945	25,000	25,400	25,382	25,382	27,920
Payment of real estate taxes to Lancaster County and the School District.								
1866000	744000	Contract Services	7,199	6,000	5,600	5,080	6,000	5,600
Building maintenance contracts for carpet cleaning/mats, window cleaning, elevator maintenance and inspection, plant maintenance, pest control and fire alarm system.								
1866000	752000	Power Electric	32,503	25,000	29,000	24,905	28,000	25,000
Electrical services for the building at Meter #1 (basement); Meter #2 (boiler room and first floor); and Meter #3 (tenant space).								
1866000	760600	Operating Supplies	5,538	5,536	5,536	3,608	5,000	5,500
Expense of custodial supplies, floor care chemicals, trash receptacles, light bulbs and miscellaneous supplies.								
1866000	766000	Heating Oil	4,454	5,000	5,000	3,562	5,000	5,000
Contracted heating fuel.								
<b>TOTAL</b>	<b>Parks - Southern Market</b>		<b>149,037</b>	<b>146,891</b>	<b>150,891</b>	<b>130,979</b>	<b>152,428</b>	<b>150,250</b>
<b>TOTAL</b>	<b>Parks</b>		<b>1,930,609</b>	<b>2,106,380</b>	<b>2,105,968</b>	<b>1,646,513</b>	<b>2,007,227</b>	<b>2,159,037</b>
<b>TOTAL</b>	<b>General Fund</b>		<b>49,111,382</b>	<b>52,668,059</b>	<b>53,726,827</b>	<b>43,649,724</b>	<b>52,381,832</b>	<b>52,662,520</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<b><u>BUREAU OF PARKS &amp; PUBLIC PROPERTY: SOUTHERN MARKET CENTER</u></b>						
1866000	611000	F	M	0.1500	Facilities Manager	12,513
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.1500</b>		<b>\$ 12,513</b>
1866000	611500	F	M	0.1000	Building Maintenance Supervisor	4,968
1866000	611500	F	A	0.1000	Maintenance Technician	4,958
1866000	611500	F	A	1.0000	Custodian II	34,205
1866000	611500	F	A	0.5000	Laborer	18,586
<b>TOTAL 611500 EMPLOYEES</b>				<b>1.7000</b>		<b>\$ 62,717</b>
<b>TOTAL EMPLOYEES</b>				<b>1.8500</b>		<b>\$ 75,230</b>



# LOOP Operating - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED	
<b>LOOP - Operating</b>								
24910100	611000	Salary Director	-	70,031	70,031	60,257	70,654	71,957
Salary of the Director of the City of Lancaster Office of Promotion.								
24910100	611500	Salaried Personnel	110,738	112,770	112,770	80,507	105,772	133,507
Salary of the Manager of Visitor Experiences, Special Events Manager and four part-time staff at the Visitor Center.								
24910100	618500	Overtime	-	-	-	1,176	1,176	-
Overtime for LOOP staff.								
24910100	620200	Medical Insurance	30,486	30,000	30,000	27,500	30,000	26,543
Costs for health care for all City of Lancaster Office of Promotion employees.								
24910100	620300	Dental/Vision	696	2,170	2,170	1,035	1,780	1,980
Costs for dental/vision care for all City of Lancaster Office of Promotion employees.								
24910100	620800	Social Security	8,472	14,000	14,000	10,276	13,511	16,910
The share of FICA and Medicare taxes for LOOP employees.								
24910100	620900	Life Insurance	97	245	245	142	210	250
Expense of life insurance coverage for LOOP employees.								
24910100	623000	Pension Contribution	5,152	7,626	7,626	7,657	7,657	9,711
This code is used to record the pension costs for LOOP employees, for both the Cash Balance and Supplemental Plans.								
24910100	716000	Rental of Parking Lot	898	5,500	5,500	2,220	2,400	2,500
Rental of parking spaces in the Central Parking Garage for all LOOP staff.								
24910100	722000	Maint. - Communications	-	1,800	1,800	1,189	1,400	4,560
Charges for Comcast internet service to LOOP offices and for maintenance plan for digital kiosk and Living Gallery for Visitor Center.								
24910100	732000	Dues & Subscriptions	3,680	355	1,115	893	893	1,415
Festival and Events Association, Pennsylvania Association of Travel and Tourism, Rotary Club of Lancaster and the Public Relations Society of America.								
24910100	734000	Postage	78	600	600	337	400	400
Postage for invitations, sponsor correspondence, activity permit applications.								
24910100	735000	Printing	446	1,500	1,500	805	900	400
Costs associated with miscellaneous printing and photocopying.								
24910100	736000	Telephone	218	700	700	188	200	225
Costs for telephone and cell phone service for LOOP staff.								

## LOOP Operating - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>24910100 741000</b>	<b>Professional Services</b>	<b>10,336</b>	<b>11,500</b>	<b>11,500</b>	<b>10,603</b>	<b>10,603</b>	<b>7,650</b>
	Professional services associated with the LOOP audit, fees to the Commonwealth of Pennsylvania's Bureau of Charitable Organizations and web site hosting.						
<b>24910100 744500</b>	<b>Training</b>	<b>-</b>	<b>2,300</b>	<b>1,540</b>	<b>1,391</b>	<b>1,391</b>	<b>1,345</b>
	Registration costs for professional training sponsored by organizations engaged in special events, public relations, marketing, social media tourism and travel. Costs of workshops, conference and web casts, which enable the staff to remain abreast of current marketing, tourism and social media practices.						
<b>24910100 760300</b>	<b>Office Supplies</b>	<b>1,698</b>	<b>2,000</b>	<b>2,000</b>	<b>1,621</b>	<b>1,700</b>	<b>2,000</b>
	Routine office materials such as report covers, files, paper, pens, etc.						
<b>24910100 820000</b>	<b>Minor Equipment</b>	<b>-</b>	<b>600</b>	<b>600</b>	<b>480</b>	<b>480</b>	<b>400</b>
	Funds required to purchase small office equipment as needed.						
<b>24910100 853800</b>	<b>Marketing</b>	<b>67,703</b>	<b>100,320</b>	<b>100,320</b>	<b>73,268</b>	<b>74,700</b>	<b>71,635</b>
	Costs associated with creative services for marketing pieces, distribution of the In The LOOP e-newsletter, media buys and the City Visitor Guide.						
<b>TOTAL LOOP Operating</b>		<b>240,698</b>	<b>364,017</b>	<b>364,017</b>	<b>281,545</b>	<b>325,827</b>	<b>353,388</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**LANCASTER OFFICE OF PROMOTION**

24910100	611000	F	M	1.00	LOOP Director	71,957
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 71,957</b>
24910100	611500	F	M	1.00	Manager of Visitor Experiences	47,064
24910100	611500	F	M	1.00	Special Events Manager	40,461
					Available for Merit	3,190
			Subtotal Full-Time	2.0000		
24910100	611500	P	M	1.00	Visitor Center Staffperson	10,698
24910100	611500	P	M	1.00	Visitor Center Staffperson	10,698
24910100	611500	P	M	1.00	Visitor Center Staffperson	10,698
24910100	611500	P	M	1.00	Visitor Center Staffperson	10,698
			Subtotal Part-Time	4.0000		
<b>TOTAL 61150 EMPLOYEES</b>				<b>6.0000</b>		<b>\$ 133,507</b>
<b>TOTAL EMPLOYEES</b>				<b>7.0000</b>		<b>\$ 205,464</b>

CITY OF LANCASTER

# STORMWATER MANAGEMENT FUND



2016 BUDGET

**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**STORMWATER MANAGEMENT FUND**

Retained Earnings 12/31/2014		\$ (975,813)
Projected Revenues: 2015	2,125,975	
Projected Expenditures: 2015	<u>(2,059,210)</u>	
Projected Current Operating Surplus/(Deficit) 2015 (Addition to Retained Earnings)		<u>66,765</u>
Projected Retained Earnings 12/31/2015		(909,048)
Proposed Revenues: 2016	2,208,186	
Proposed Expenditures: 2016	<u>(2,754,160)</u>	
Proposed Current Operating Surplus/(Deficit) 2016		<u>(545,974)</u>
Projected Retained Earnings 12/31/2016		<u>\$ (1,455,022)</u>

## Stormwater Management Fund - Revenues

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56000000 407100</b>	<b>Pension State Fund</b>	-	28,975	28,975	28,975	28,975	46,686
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Stormwater Management Fund employees.							
<b>56000000 408000</b>	<b>Miscellaneous Revenue</b>	1,155	500	500	3,496	9,500	4,000
Revenue is derived from income received from miscellaneous items.							
<b>56000000 408101</b>	<b>Stormwater Mgmt Fee</b>	1,474,499	2,181,420	2,181,420	1,793,595	2,080,000	2,150,000
Revenue is derived from stormwater management fees charged to property owners in the City.							
<b>56000000 420000</b>	<b>Swr Grnds Exp Reimb</b>	1,312	7,500	7,500	-	7,500	7,500
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, etc.)							
<b>TOTAL Stormwater Management Fund</b>		<b>1,476,966</b>	<b>2,218,395</b>	<b>2,218,395</b>	<b>1,826,066</b>	<b>2,125,975</b>	<b>2,208,186</b>

## Stormwater Management Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED	
<b>Administration</b>								
56088600	611000	Salary - Bureau Chief	32,815	86,365	86,365	69,691	84,468	89,843
		Salary expenses for the Stormwater program manager.						
56088600	611500	Salaried Personnel	91,218	221,508	213,701	200,988	226,645	287,236
		This line item accounts for the salaries for the Environmental Planner, GIS technician and 20% of the GIS Analyst. This line also includes the allocated salary expenses for the City's Bureau of Procurement and Collections staff who prepare stormwater invoices and collect stormwater revenues.						
56088600	612000	Salary Temporary	14,601	20,800	27,731	29,371	33,000	35,000
		Expenses for temporary employees to perform clean-up and maintenance of green infrastructure projects. Also includes expenses for paid interns.						
56088600	618500	Overtime	-	-	-	598	700	1,000
		Overtime expenses for eligible staff.						
56088600	620200	Medical Insurance	215,000	125,000	125,000	115,859	125,000	125,000
		Account covers health benefits of employees in this fund.						
56088600	620300	Dental/Vision	5,849	7,100	10,700	9,662	10,275	10,800
		Account covers dental and vision insurance costs for all employees in this						
56088600	620800	Social Security	41,837	76,181	76,181	58,095	71,013	84,880
		Account covers social security for Bureau employees.						
56088600	620900	Life Insurance	1,040	1,072	1,862	1,713	2,023	2,125
		Account covers Bureau employees' life insurance.						
56088600	623000	Pension Contribution	2,043	31,458	32,558	32,060	32,060	50,556
		Account covers the City pension plan costs for Bureau employees.						
56088600	625000	Workers Compensation	38,506	30,000	29,300	9,566	29,300	30,000
		Account covers all Bureau employees for on the job injury claims.						
56088600	714100	PC Lease	-	2,000	2,000	-	-	4,000
		Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Stormwater Management Staff.						
56088600	716000	Rental of Parking Lot	695	2,100	2,950	2,741	2,745	3,000
		Account pays the Bureau cost of rental space for employees.						
56088600	718000	Rental of Uniforms	706	3,000	3,000	58	70	1,000
		Account pays for rental of uniforms for employees.						
56088600	723000	Maint. - Equipment	-	4,100	4,600	4,457	4,600	10,000
		Maintenance for miscellaneous office equipment.						
56088600	731000	Advertising	709	1,000	1,000	308	400	1,500
		Account pays for newspaper advertising of contracts.						
56088600	734000	Postage	18,380	25,500	25,495	18,758	20,000	28,000
		Account covers all of the postage for billing and miscellaneous office mailings.						

## Stormwater Management Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56088600 735000</b>	<b>Printing</b>	194	4,600	10,980	8,589	9,000	20,000
	Account covers printing costs for the City's print shop and office						
<b>56088600 736000</b>	<b>Telephone</b>	620	4,000	4,000	2,834	3,200	5,000
	Account covers telephone service in the Bureau.						
<b>56088600 737000</b>	<b>Travel</b>	4,958	4,000	7,095	4,447	5,000	7,500
	Account pays for travel expense of personnel attending meetings relative to management, regional, and federal level; participation in state and federal regulatory information conferences and training.						
<b>56088600 741000</b>	<b>Professional Services</b>	118,443	100,000	202,687	201,058	280,000	200,000
	Account covers outside professional consultants, auditors and engineering consultants.						
<b>56088600 743100</b>	<b>Credit Card Fees</b>	500	1,500	1,500	888	1,238	1,350
	Bureau's portion of credit card company fees.						
<b>56088600 744000</b>	<b>Contract Services</b>	8,360	2,000	52,783	49,695	52,000	90,000
	Account pays for the PA One Call System.						
<b>56088600 744500</b>	<b>Training &amp; School</b>	806	1,500	4,600	2,389	2,400	7,500
	Account covers courses for operating license, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops.						
<b>56088600 746300</b>	<b>Collection System Expense</b>	8,782	150,000	10,280	-	-	50,000
	The Stormwater Management Fund will reimburse the Sewer Fund for labor and equipment charges related to maintenance on stormwater portions of the combined sewer system such as stormwater inlets.						
<b>56088600 760300</b>	<b>Office Supplies</b>	404	2,000	2,205	2,132	2,200	1,600
	Account pays for all supplies necessary for daily office operations and a portion of billing office operations.						
<b>56088600 772000</b>	<b>Insurance Package</b>	7,611	8,200	11,500	11,262	11,500	17,000
	Property and liability coverage for all Bureau facilities and vehicles.						
<b>56088600 820000</b>	<b>Minor Equipment</b>	2,762	5,800	6,676	5,354	5,500	2,500
	Account reflects the cost of miscellaneous office equipment.						
<b>56088600 820200</b>	<b>Safety Equipment</b>	-	2,500	1,710	-	-	2,500
	Account pays the cost of minor safety equipment for the bureau.						
<b>56088600 825000</b>	<b>Computer Equip/Software</b>	8,394	1,000	5,820	5,820	6,500	8,000
	Account pays for purchase of GIS equipment, Public Works CMMS software, etc.						
<b>56088600 827100</b>	<b>Vehicle Lease Purchase</b>	-	-	-	-	-	8,750
	First of a 3 year lease purchase payment for the purchase of a new Ford Escape for use in stormwater management inspection.						



## Stormwater Management Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56088600 924000</b>	<b>Debt Service - Interest</b>	21,347	122,550	122,550	33,288	35,000	33,956
	This line reflects interest payments on the 2014 General Obligation bonds and the Pennvest Green Infrastructure loan.						
<b>56088600 926000</b>	<b>Debt Service - Principal</b>	-	40,000	40,000	40,000	40,000	395,749
	This line reflects principal redemption on the 2014 General Obligation bonds and Pennvest Green Infrastructure loan.						
<b>TOTAL</b>	<b>Administration</b>	<b>646,579</b>	<b>1,086,834</b>	<b>1,126,834</b>	<b>921,686</b>	<b>1,095,843</b>	<b>1,615,355</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STORMWATER MANAGEMENT: ADMINISTRATION**

56088600	611000	F	M	1.0000	Stormwater Program Manager Available for Merit	82,796 7,031
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 89,827</b>
56088600	611500	F	M	1.0000	Environmental Planner	60,269
56088600	611500	F	M	1.0000	GIC Coordinator	60,158
56088600	611500	F	M	0.2000	GIS Analyst	9,556
56088600	611500	F	M	1.0000	PW Sustainability Planner I	54,988
56088600	611500	F	M	0.1560	Bureau Chief Proc. & Collections	11,207
56088600	611500	F	M	0.1560	Customer Service Supervisor	7,737
56088600	611500	F	A	0.1560	Purchasing Coordinator	6,323
56088600	611500	F	A	0.1560	Admin Support Clerk	5,483
56088600	611500	F	A	0.1560	Cashier/Service Clerk	5,662
56088600	611500	F	A	0.1560	Customer Care Coordinator	7,077
56088600	611500	F	A	0.1560	Property Maintenance Coordinator	7,342
56088600	611500	F	A	0.1560	Customer Care Coordinator	6,323
56088600	611500	F	A	0.1560	Customer Care Coordinator	6,323
56088600	611500	F	A	0.1560	Revenue Clerk	6,138
56088600	611500	F	A	0.1560	Customer Care Coordinator	6,871
56088600	611500	F	A	0.1560	Cashier/Service Clerk	5,483
56088600	611500	F	A	0.1560	Cashier/Service Clerk	5,483
56088600	611500	F	A	0.1560	Billing Coordinator	6,888
56088600	611500	F	A	0.1560	Mail & Print Operator	5,226
Subtotal Full-Time				5.5400		

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY		
56088600	611500	P	A	0.1965	Data Entry Operator I	2,701
			Subtotal Part-Time	0.1965		
<b>TOTAL 6115 EMPLOYEES</b>				<b>5.7365</b>		<b>\$ 287,236</b>
<b>TOTAL EMPLOYEES</b>				<b>6.7365</b>		<b>\$ 377,063</b>

## Stormwater Management Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>Street Cleaning</b>							
56084200	611500 Salaried Personnel	330,287	430,538	430,538	354,159	415,307	483,438
	Salaries for the street cleaning personnel.						
56084200	618500 Overtime	12,703	13,000	16,500	14,290	15,000	15,000
	Street cleaning personnel overtime expenses generated by snow and ice emergencies. Also for the coverage of the nightman for vacation and sick hours.						
56084200	718000 Rental of Uniforms	-	2,000	2,000	1,283	2,000	2,000
	Uniforms for Bureau employees.						
56084200	729000 Maint. - Vehicles	-	30,000	59,000	47,386	59,000	50,000
	Maintenance and upkeep of four street sweepers and 2 pick up trucks used for all three shifts.						
56084200	745000 Solid Waste Disposal	73,221	60,000	60,000	53,755	60,000	60,000
	Disposal of street sweepings, and the disposal of other materials picked up from the city streets, i.e. refrigerators, automobile tires and mattresses.						
56084200	760600 Operating Supplies	1,989	2,000	2,000	1,081	2,000	2,000
	Purchase of Bureau operating supplies, brooms, scrapers, shovels, gloves, water coolers, rain gear, locks and keys.						
56084200	765400 Gas Oil & Diesel	-	30,000	31,000	26,185	35,000	35,000
	Gasoline expenses for Stormwater Management vehicles.						
56084200	825600 Mach/Equip Lease Purch	-	88,389	88,389	88,388	88,389	153,880
	Sweeper #129: Last payment - 48,276.79 Sweeper #118: 4th payments (2016, 2017) - 17, 401.05 Truck #116: 4th payments (2016, 2017) - 8, 750.65 New (CNG)Peterbilt Dump Trucks #103 & #106 - first payment of 5-year lease - \$29,725.50 each = \$59,451 New Elgin Sweeper #133: first payment of 5 year lease - \$20,000						
<b>TOTAL</b>	<b>Street Cleaning</b>	<b>418,200</b>	<b>655,927</b>	<b>689,427</b>	<b>586,529</b>	<b>676,696</b>	<b>801,318</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING**

56084200	611500	F	M	1.0000	Labor Supervisor	47,290
56084200	611500	F	A	1.0000	Equipment Operator II	45,735
56084200	611500	F	A	1.0000	Equipment Operator II	45,735
56084200	611500	F	A	1.0000	Sweeper Operator II	43,110
56084200	611500	F	A	1.0000	Sweeper Operator II	42,086
56084200	611500	F	A	1.0000	Maintenance Worker	39,326
56084200	611500	F	A	1.0000	Maintenance Worker	41,721
56084200	611500	F	A	1.0000	Maintenance Worker	36,188
56084200	611500	F	A	1.0000	Laborer	39,435
56084200	611500	F	A	1.0000	Laborer	35,317
56084200	611500	F	A	1.0000	Laborer	34,205
56084200	611500	F	A	1.0000	Laborer	33,290
<b>TOTAL 611500 EMPLOYEES</b>				<b>12.0000</b>		<b>\$ 483,438</b>

## Stormwater Management Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED	
<b>Grounds Maintenance</b>								
56088700	611500	Salaried Personnel	61,520	148,879	148,879	126,266	146,141	156,802
		Salaries of the Stormwater - Grounds Maintenance employees.						
56088700	612000	Salary Temporary	-	5,800	7,276	6,599	6,599	6,600
		Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.						
56088700	618500	Overtime	1,371	5,000	7,500	4,833	6,500	6,500
		Overtime generated by emergencies such as snow & ice and other weather related emergencies.						
56088700	718000	Rental of Uniforms	217	1,000	1,000	474	1,000	1,000
		Uniforms for Bureau employees.						
56088700	723000	Maint. - Equipment	5,885	3,200	19,078	16,579	16,600	3,200
		This code is for repair and maintenance of equipment.						
56088700	744000	Contract Services	13,816	30,000	26,146	-	-	30,000
		This code is used for contracting raingarden professionals for planting and consulting.						
56088700	760600	Operating Supplies	48,449	56,300	25,405	13,454	56,300	56,300
		This code is the expense for general supplies such as hand tools, and other items needed for the maintenance of various rain gardens and porous pavement projects.						
56088700	820000	Minor Equipment	6,994	3,000	6,772	6,234	6,500	3,000
		This code is to purchase minor equipment for stormwater maintenance. This code will also be used to update existing radio communications.						
56088700	822500	Landscaping Trees etc	51,734	75,000	63,228	20,160	35,000	50,000
		This code is the expense to purchase landscape plants for the maintenance of rain gardens throughout the City.						
56088700	826200	Contracted Projects	8,777	135,454	81,454	-	-	-
		This code is the expense to complete smaller projects and materials for inhouse projects that are not expensed through PENNVEST funding.						
56088700	827100	Vehicle-Lease Purchase	500	12,001	15,396	12,030	12,031	24,085
		Third of a 5 year lease purchase payment for the purchase of a new John Deere 1445 Series II Commercial Front Mower #456 - \$3,425.97 and the purchase of a new skid loader - 5 year lease payment of \$12,052.22						
<b>TOTAL</b>	<b>Grounds Maintenance</b>	<b>199,262</b>	<b>475,634</b>	<b>402,134</b>	<b>206,629</b>	<b>286,671</b>	<b>337,487</b>	
<b>TOTAL</b>	<b>Stormwater Management</b>	<b>1,264,041</b>	<b>2,218,395</b>	<b>2,218,395</b>	<b>1,714,844</b>	<b>2,059,210</b>	<b>2,754,160</b>	

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY		
<b><u>BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE</u></b>						
56088700	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,221
56088700	611500	F	A	1.0000	Utility Operator	38,670
56088700	611500	F	A	1.0000	Utility Operator	38,501
56088700	611500	F	A	1.0000	Laborer	34,205
56088700	611500	F	A	1.0000	Laborer	34,205
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.2000</b>		<b>\$ 156,802</b>

CITY OF LANCASTER  
**SEWER FUND**



2018 BUDGET



**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**SEWER FUND**

Retained Earnings 12/31/2014		\$ 24,281,222
Projected Revenues: 2015	12,545,395	
Projected Expenditures: 2015	<u>(13,920,202)</u>	
Projected Current Operating Surplus/(Deficit) 2015 (Reduction to Retained Earnings)		<u>(1,374,807)</u>
Projected Retained Earnings 12/31/2015		22,906,415
Proposed Revenues: 2016	15,673,938	
Proposed Expenditures: 2016	<u>(15,673,938)</u>	
Proposed Current Operating Surplus/(Deficit) 2016		<u>-</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2016		<u>\$ 22,906,415</u>

# Sewer Fund - Revenues

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56100000 400900</b>	<b>Lien Interest &amp; Costs</b>	3,297	3,500	3,500	1,793	1,800	2,500
	Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.						
<b>56100000 404400</b>	<b>Rent of City Property</b>	34,442	35,933	35,933	32,641	35,700	35,700
	Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.						
<b>56100000 405600</b>	<b>Auction Income</b>	1,995	-	-	-	-	-
	Revenue is derived from the sale of excess equipment through auction(s).						
<b>56100000 406300</b>	<b>Interest on Investment</b>	481	500	500	308	325	300
	Revenue is derived from the interest earned on idle funds.						
<b>56100000 407100</b>	<b>Pension State Fund</b>	113,371	141,570	141,570	141,570	141,570	137,844
	Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniform employee Pension Plan. The amount in this line item is the share attributed to Sewer Fund employees.						
<b>56100000 408000</b>	<b>Miscellaneous Revenue</b>	21,105	35,000	35,000	11,946	18,500	18,500
	Revenue is derived from income received from miscellaneous items.						
<b>56100000 408100</b>	<b>Sewage Treatment</b>	8,273,698	8,361,035	8,361,035	7,157,508	8,180,000	8,773,094
	Revenue is derived from sewer fees charged to retail customers.						
<b>56100000 408200</b>	<b>Industrial Waste Surchg</b>	418,519	500,000	500,000	341,496	460,000	475,000
	Revenue is derived from surcharges to businesses that discharge high amounts of contaminants into the sewer system. This line item also accounts for revenue derived from the Water Bureau for the treatment of sludge created by Water Bureau operations.						
<b>56100000 408300</b>	<b>Bulk Sewage Treatment</b>	6,440,102	5,750,000	5,750,000	2,535,920	3,500,000	5,975,000
	Revenue is derived from bulk rates charged to suburban sewer authorities.						
<b>56100000 408400</b>	<b>SLSA Operating Charges</b>	178,940	190,000	190,000	127,201	175,000	180,000
	Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.						
<b>56100000 408500</b>	<b>Sewer Entrance</b>	-	1,000	1,000	-	-	1,000
	Revenue is derived from fees charged to connect to the sanitary sewer system. These are allowed on a 50/50 basis with the General Fund.						

<b>5610000 408600</b>	<b>Industrial Waste Permits</b>	<b>43,500</b>	<b>35,000</b>	<b>35,000</b>	<b>15,000</b>	<b>20,000</b>	<b>25,000</b>
Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.							
<b>5610000 419500</b>	<b>Collection System Reimb.</b>	<b>-</b>	<b>150,000</b>	<b>150,000</b>	<b>-</b>	<b>12,500</b>	<b>50,000</b>
Reimbursement from the Stormwater Management Fund for labor and equipment charges related to maintenance on stormwater portions of the combined sewer system such as stormwater inlets.							
<b>TOTAL Sewer Fund</b>		<b>15,529,450</b>	<b>15,203,538</b>	<b>15,203,538</b>	<b>10,365,383</b>	<b>12,545,395</b>	<b>15,673,938</b>

# Sewer Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED	
<b>Administration</b>								
56188000	611000	Salary - Bureau Chief	91,030	90,576	90,576	79,318	93,218	93,067
Salary expenses for the wastewater operations/utility manager.								
56188000	611500	Salaried Personnel	236,532	260,315	256,008	198,326	230,148	266,781
The Bureau utilizes the City's Bureau of Procurement and Collection to prepare sewer service invoices for the Bureau's customers. The partial salaries for the Utility Supervisor, Customer Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. Salaries for the Project Engineer and the Bureau's Secretary are included in this line item.								
56188000	612000	Salary Temporary	4,966	5,000	8,361	3,318	4,000	5,760
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.								
56188000	618500	Overtime	168	-	-	81	100	-
Overtime expenses paid to administrative staff in the Sewer Fund.								
56188000	619200	OPEB ARC Expense	593,639	100,000	100,000	-	100,411	100,411
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).								
56188000	620100	Educational Incentive	14,769	15,000	18,000	9,562	18,200	18,900
This account covers certification bonus pay for the PADEP Wastewater License certification for union bargaining unit and management employees with an "A" and "E" certificate in the Wastewater Bureau.								
56188000	620200	Medical Insurance	856,675	900,000	900,000	825,000	900,000	800,000
Account covers health benefits of Bureau employees.								
56188000	620300	Dental/Vision	28,927	31,200	31,200	24,175	26,500	29,325
Account covers dental and vision insurance costs for all employees of this fund.								
56188000	620800	Social Security	179,694	201,220	201,220	141,372	175,883	213,880
Account covers social security for Bureau employees.								
56188000	620900	Life Insurance	5,867	6,361	6,361	5,318	6,495	6,825
Account covers Bureau employees' life insurance.								
56188000	623000	Pension Contribution	128,310	159,231	159,231	153,655	159,231	153,231
Account covers the City pension costs for Bureau employees.								
56188000	624000	Unemployment Compensation	4,818	5,000	5,000	-	2,500	5,000
Account covers state unemployment for Bureau employees.								
56188000	625000	Workers Compensation	26,728	60,000	60,000	23,608	50,000	60,000
Account covers all Bureau employees for on the job injury claims.								

# Sewer Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56188000 714100</b>	<b>PC Lease</b>	<b>2,296</b>	<b>2,296</b>	<b>2,296</b>	<b>1,890</b>	<b>2,296</b>	<b>2,296</b>
	This account provides for the annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Sewer Department staff.						
<b>56188000 716000</b>	<b>Rental of Parking Lot</b>	<b>2,072</b>	<b>2,495</b>	<b>2,495</b>	<b>1,655</b>	<b>2,327</b>	<b>2,700</b>
	This account pays the Bureau cost of rental space for customer service employees. Increase needed for added rental costs.						
<b>56188000 718000</b>	<b>Rental of Uniforms</b>	<b>7,228</b>	<b>8,000</b>	<b>8,000</b>	<b>6,867</b>	<b>7,500</b>	<b>8,000</b>
	This account pays for rental of uniforms for employees.						
<b>56188000 723000</b>	<b>Maint. - Equipment</b>	<b>4,911</b>	<b>5,000</b>	<b>5,000</b>	<b>4,812</b>	<b>5,000</b>	<b>5,000</b>
	Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.						
<b>56188000 731000</b>	<b>Advertising</b>	<b>2,684</b>	<b>5,000</b>	<b>5,000</b>	<b>1,175</b>	<b>3,000</b>	<b>5,000</b>
	This account pays for newspaper advertising of contracts, bids, and job vacancies.						
<b>56188000 734000</b>	<b>Postage</b>	<b>33,539</b>	<b>35,000</b>	<b>35,000</b>	<b>24,540</b>	<b>30,200</b>	<b>35,000</b>
	This account covers all of the postage for bills, and miscellaneous office mailings.						
<b>56188000 735000</b>	<b>Printing</b>	<b>4,444</b>	<b>6,000</b>	<b>6,000</b>	<b>4,502</b>	<b>5,700</b>	<b>6,000</b>
	This account covers printing costs for the City's print shop and office photocopying.						
<b>56188000 736000</b>	<b>Telephone</b>	<b>26,579</b>	<b>26,000</b>	<b>26,000</b>	<b>23,736</b>	<b>27,000</b>	<b>28,000</b>
	This account covers telephone service in the Bureau, including service lines for computer modems for Wastewater Operations.						
<b>56188000 737000</b>	<b>Travel</b>	<b>3,937</b>	<b>4,000</b>	<b>4,000</b>	<b>1,037</b>	<b>4,000</b>	<b>4,000</b>
	This account pays for travel expenses of personnel attending meetings relative to management, operations and maintenance on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.						
<b>56188000 741000</b>	<b>Professional Services</b>	<b>794,310</b>	<b>600,000</b>	<b>600,000</b>	<b>534,967</b>	<b>600,000</b>	<b>600,000</b>
	This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.						
<b>56188000 743000</b>	<b>Bank Service Charges</b>	<b>6,772</b>	<b>7,510</b>	<b>7,510</b>	<b>6,742</b>	<b>8,140</b>	<b>9,000</b>
	This line item is for the Bureau's portion of banks service charges.						

# Sewer Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56188000 743100</b>	<b>Credit Card Fees</b>	9,425	11,248	11,248	7,361	10,000	10,225
	This line item is for the Bureau's portion of credit card company fees.						
<b>56188000 744000</b>	<b>Contract Services</b>	52,797	55,000	55,000	51,845	60,500	65,000
	Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for sewer operations. Costs associated for IT contract service and copier rental are also charged to this account. Started in 2011 and continuing in 2016 is the software support contract for the CMMS/Asset Management software for the sewer operations. Also included are the costs for the Civil 3D license for the engineering staff to design sewer line replacements in house to save on consultant services.						
<b>56188000 744500</b>	<b>Training &amp; School</b>	17,747	12,000	22,000	17,733	18,000	21,500
	Account covers courses for operating license, state correspondence courses, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops. Training is required by the PADEP Operator certification regulations governing continuing education requirements.						
<b>56188000 760300</b>	<b>Office Supplies</b>	1,958	2,000	2,000	1,151	1,600	2,000
	Account pays for all supplies necessary for sewer billing, including paper and						
<b>56188000 772000</b>	<b>Insurance Package</b>	208,159	229,450	229,450	218,106	229,450	252,395
	Property and liability coverage for all Bureau facilities and vehicles.						
<b>56188000 820000</b>	<b>Minor Equipment</b>	12,137	15,000	15,946	8,542	11,000	6,652
	Account reflects the Sewer Fund's share of a remittance processor and mail folder/insertor machine to process billings.						
<b>56188000 820200</b>	<b>Safety Equipment</b>	4,812	6,000	9,000	6,640	7,000	9,000
	Account pays the cost of minor safety equipment for the Bureau.						
<b>56188000 825000</b>	<b>Computer Equip/Software</b>	17,364	20,000	20,000	6,117	12,000	20,000
	Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
<b>56188000 911000</b>	<b>Indirect Costs</b>	424,224	457,829	457,829	419,677	457,829	414,544
	Account pays for City support services, such as administrative services, legal services, personnel services, and executive services. The account also includes fringe benefits. This amount is determined annually by the cost allocation plan.						

# Sewer Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56188000 923000</b>	<b>Paying Agent Fees</b>	545	750	750	633	750	750
	Account pays agent fees on the Series 2007,2009, 2011 and 2014 bonds, and escrow fees on various refunded issues of the Lancaster Municipal Authority.						
<b>56188000 924000</b>	<b>Debt Service - Interest</b>	1,860,900	2,117,295	2,117,295	2,102,197	2,117,295	2,069,166
	Account pays interest payments on the Series 2007, 2009, 2011 and 2014 bonds.						
<b>56188000 926000</b>	<b>Debt Service - Principal</b>	-	1,765,000	1,765,000	1,765,000	1,765,000	2,005,000
	Account pays principal redemption on the Series 2007, 2009, 2011 and 2014 bonds.						
<b>TOTAL</b>	<b>Administration</b>	<b>5,670,962</b>	<b>7,226,776</b>	<b>7,242,776</b>	<b>6,680,657</b>	<b>7,152,273</b>	<b>7,334,408</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: ADMINISTRATION**

56188000	611000	F	M	1.0000	Wastewater Utility Manager	93,067
<b>TOTAL 61100 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 93,067</b>
56188000	611500	F	M	1.0000	Project Engineer	74,505
56188000	611500	F	M	0.3641	Rate Analyst	21,846
56188000	611500	F	M	0.1685	Bureau Chief Proc. & Collections	12,105
56188000	611500	F	M	0.1685	Customer Service Supervisor	8,357
56188000	611500	F	M	0.2500	Information Services Manager	18,621
56188000	611500	F	M	0.1400	Communications Specialist	5,133
56188000	611500	F	A	0.1685	Purchasing Coordinator	6,829
56188000	611500	F	A	0.1685	Admin Support Clerk	5,923
56188000	611500	F	A	0.3027	Utility Service Coordinator	11,592
56188000	611500	F	A	0.5000	Secretary I	19,251
56188000	611500	F	A	0.1685	Cashier/Service Clerk	6,115
56188000	611500	F	A	0.1685	Customer Care Coordinator	7,644
56188000	611500	F	A	0.1685	Property Maintenance Coordinator	7,930
56188000	611500	F	A	0.1685	Customer Care Coordinator	6,829
56188000	611500	F	A	0.1685	Customer Care Coordinator	6,829
56188000	611500	F	A	0.1685	Revenue Clerk	6,629
56188000	611500	F	A	0.1685	Customer Care Coordinator	7,421
56188000	611500	F	A	0.1685	Cashier/Service Clerk	5,923
56188000	611500	F	A	0.1685	Billing Coordinator	7,439
56188000	611500	F	A	0.1685	Mail & Print Operator	5,645



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
			Available for Merit	11,897
			Subtotal Full-Time	4.9158
56188000	611500	P A	Data Entry Operator I	2,317
			Subtotal Part-Time	0.1685
<b>TOTAL 611500 EMPLOYEES</b>			<b>5.0843</b>	<b>\$ 266,781</b>
<b>TOTAL EMPLOYEES</b>			<b>6.0843</b>	<b>\$ 359,848</b>

# Sewer Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Collections</b>								
<b>56188100 611500</b>	<b>Salaried Personnel</b>		<b>480,982</b>	<b>716,777</b>	<b>696,777</b>	<b>415,018</b>	<b>498,823</b>	<b>786,984</b>
Account covers salaries of employees who perform repairs and replacement of sewer lines for the City. The crew also provides preventative maintenance and cleans clogged sewer lines when necessary.								
<b>56188100 618500</b>	<b>Overtime</b>		<b>30,017</b>	<b>32,000</b>	<b>52,000</b>	<b>43,929</b>	<b>45,000</b>	<b>50,000</b>
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.								
<b>56188100 729000</b>	<b>Maint. - Vehicles</b>		<b>61,485</b>	<b>48,000</b>	<b>48,000</b>	<b>39,667</b>	<b>45,000</b>	<b>60,000</b>
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.								
<b>56188100 744000</b>	<b>Contract Services</b>		<b>68,760</b>	<b>50,000</b>	<b>65,500</b>	<b>62,323</b>	<b>65,000</b>	<b>100,000</b>
Account provides for outside services beyond the scope of work of the Collections Crew. This fund includes items such as the cost of manhole rehabilitation services needed for some of the older manholes in the sewer system.								
<b>56188100 747000</b>	<b>Trench Paving</b>		<b>42,276</b>	<b>70,000</b>	<b>85,000</b>	<b>82,358</b>	<b>85,000</b>	<b>140,000</b>
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes.								
<b>56188100 760600</b>	<b>Operating Supplies</b>		<b>131,597</b>	<b>200,000</b>	<b>211,500</b>	<b>205,715</b>	<b>211,000</b>	<b>375,000</b>
Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames and tools.								
<b>56188100 765400</b>	<b>Gas Oil &amp; Diesel</b>		<b>49,319</b>	<b>55,000</b>	<b>40,000</b>	<b>30,893</b>	<b>32,000</b>	<b>77,000</b>
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.								
<b>56188100 820000</b>	<b>Minor Equipment</b>		<b>-</b>	<b>30,000</b>	<b>3,000</b>	<b>414</b>	<b>500</b>	<b>50,000</b>
This line includes the purchase of a trench box shoring system and mini-track hoe.								
<b>56188100 827100</b>	<b>Vehicle-Lease Purchase</b>		<b>500</b>	<b>258,447</b>	<b>258,447</b>	<b>91,590</b>	<b>92,000</b>	<b>210,000</b>
This line covers the annual payments required under a five-year lease purchase agreement for the following vehicles: Vactor truck; CCTV van and camera; John Deere 410J backhoe and hoe-ram. Also includes first of a five-year lease purchase of a bi-fuel Ford F-350 utility truck.								
<b>TOTAL</b>	<b>Collections</b>		<b>864,937</b>	<b>1,460,224</b>	<b>1,460,224</b>	<b>971,907</b>	<b>1,074,323</b>	<b>1,848,984</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: COLLECTIONS**

56188100	611500	F	M	1.0000	Collections System Supervisor	63,906
56188100	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,221
56188100	611500	F	M	1.0000	Labor Supervisor I	45,126
56188100	611500	F	A	1.0000	Equipment Operator II	43,110
56188100	611500	F	A	1.0000	Equipment Operator II	40,959
56188100	611500	F	A	1.0000	Equipment Operator I	37,436
56188100	611500	F	A	1.0000	Equipment Operator I	37,436
56188100	611500	F	A	1.0000	Equipment Operator I	37,436
56188100	611500	F	A	1.0000	Equipment Operator I	37,436
56188100	611500	F	A	1.0000	Equipment Operator I	37,436
56188100	611500	F	A	1.0000	Equipment Operator I	37,436
56188100	611500	F	A	1.0000	GI Asset Technician	41,632
56188100	611500	F	A	1.0000	Sewer Technician	48,166
56188100	611500	F	A	1.0000	Mark-Out Serviceperson I	41,779
56188100	611500	F	A	1.0000	WW Collection System Technician	47,997
56188100	611500	F	A	1.0000	Sewer Technician	46,763
56188100	611500	F	A	1.0000	Sewer Technician	46,423
56188100	611500	F	A	1.0000	Laborer	34,206
56188100	611500	F	A	1.0000	TV Technician	51,080
<b>TOTAL 611500 EMPLOYEES</b>				<b>18.2000</b>		<b>\$ 786,984</b>

# Sewer Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Pumping Stations</b>								
<b>56188200</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>592,747</b>	<b>638,393</b>	<b>638,393</b>	<b>546,237</b>	<b>635,388</b>	<b>706,538</b>
This account pays for the salaries of the employees who are responsible for maintaining the Bureau's pump stations and the Advanced Wastewater Treatment Plant's (AWWTP) equipment in a safe and operable condition.								
<b>56188200</b>	<b>618500</b>	<b>Overtime</b>	<b>21,361</b>	<b>20,000</b>	<b>20,000</b>	<b>17,970</b>	<b>23,500</b>	<b>25,000</b>
This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.								
<b>56188200</b>	<b>721000</b>	<b>Maint. - Buildings</b>	<b>1,258</b>	<b>1,500</b>	<b>6,500</b>	<b>745</b>	<b>1,400</b>	<b>1,500</b>
This account provides for up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.								
<b>56188200</b>	<b>723000</b>	<b>Maint. - Equipment</b>	<b>49,281</b>	<b>85,000</b>	<b>85,000</b>	<b>41,792</b>	<b>70,000</b>	<b>85,000</b>
This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, Stevens Avenues Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station, Grofftown Pump Station and the Sunnyside Pump Station, as well as the Engleside Diversion Chamber, three air relief pits, and the Sunnyside Grinder Pumps. This Includes:								
1) Oil and grease for pump station equipment including motors, pumps, gear drives, compressors, etc.								
2) Packing for all pump stations' pumps.								
3) Maintenance and spare parts for sewage pumps, grinder pumps, bar screens, grit collectors, compressors, emergency generators and compressors.								
4) Maintenance, repairs and spare parts for flow-matcher controls, motor brushers, and electrical components.								
5) Calibration and repair of station flow meters.								
6) Computers, servers, and maintenance of SCADA controls between pump stations and the AWWTP.								
<b>56188200</b>	<b>752000</b>	<b>Power Electric-Main PS</b>	<b>430,808</b>	<b>450,000</b>	<b>450,000</b>	<b>181,273</b>	<b>350,000</b>	<b>450,000</b>
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.								
<b>56188200</b>	<b>760600</b>	<b>Operating Supplies</b>	<b>592</b>	<b>1,500</b>	<b>1,500</b>	<b>1,318</b>	<b>1,500</b>	<b>1,500</b>
This account provides for supplies required to operate pumping stations including tools, cleaners and paper supplies.								

# Sewer Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56188200 766000</b>	<b>Heating Oil</b>	14,324	12,000	12,000	3,849	12,000	12,000
This account provides for diesel fuel, gasoline, propane, and natural gas and for fuel to test and operate standby emergency engines for emergency power at the major pump stations.							
<b>56188200 820000</b>	<b>Minor Equipment</b>	-	3,000	3,000	-	300	3,500
For 2016 - Purchae of a hydraulic crimping tool for electrical work is requested.							
<b>56188200 827100</b>	<b>Vehicle-Lease Purchase</b>	-	25,530	25,530	12,085	25,530	25,530
This account covers the annual payments required under a five-year lease purchase agreement, as indicated, for the following vehicles: #310 Truck with utility body, through 2016 #314 Truck with utility body, through 2019							
<b>TOTAL</b>	<b>Pumping Stations</b>	<b>1,110,370</b>	<b>1,236,923</b>	<b>1,241,923</b>	<b>805,269</b>	<b>1,119,618</b>	<b>1,310,568</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: PUMPING STATIONS**

56188200	611500	F	M	1.0000	Waste Wtr Plant Maint Supv.	59,372
56188200	611500	F	M	1.0000	Electrical/Mechanical Supervisor	56,646
56188200	611500	F	A	1.0000	Instrument Technician	54,346
56188200	611500	F	A	1.0000	Instrument Technician	49,416
56188200	611500	F	A	1.0000	Plant Maint Mechanic	45,977
56188200	611500	F	A	1.0000	Plant Maint Mechanic	45,242
56188200	611500	F	A	1.0000	Plant Maint Mechanic	45,242
56188200	611500	F	A	1.0000	Plant Maint Mechanic	45,054
56188200	611500	F	A	1.0000	Plant Maint Mechanic	42,985
56188200	611500	F	A	1.0000	Plant Maint Mechanic	42,985
56188200	611500	F	A	1.0000	Plant Maint Mechanic	41,632
56188200	611500	F	A	1.0000	Plant Maint Mechanic	42,985
56188200	611500	F	A	1.0000	Maintenance Worker	39,326
56188200	611500	F	A	1.0000	Maintenance Electrician II	45,746
56188200	611500	F	A	1.0000	Maintenance Electrician II	49,584
<b>TOTAL 61150 EMPLOYEES</b>				<b>15.0000</b>		<b>\$ 706,538</b>

# Sewer Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Treatment</b>								
<b>56188300 611500</b>	<b>Salaried Personnel</b>		<b>733,768</b>	<b>762,657</b>	<b>762,657</b>	<b>648,100</b>	<b>750,518</b>	<b>786,628</b>
This account pays for the salaries of the employees who provide services for the continuous and efficient operation of an advanced wastewater treatment facility, including monitoring and analyzing the wastewater before discharge to the Conestoga River, and the biosolids dewatering and stabilization operations. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the PA Department of Environmental Protection (PADEP) and U.S. Environmental Protection Agency (EPA) regulations.								
<b>56188300 618500</b>	<b>Overtime</b>		<b>26,178</b>	<b>25,000</b>	<b>25,000</b>	<b>21,406</b>	<b>27,500</b>	<b>30,000</b>
This account provides for coverage of wastewater operations, laboratory, and biosolids handling personnel, on sick leave, vacations, holidays, worker's compensation, and open shifts. This also covers emergency labor and overtime caused by vacant positions.								
<b>56188300 721000</b>	<b>Maint. - Buildings</b>		<b>24,847</b>	<b>30,000</b>	<b>31,600</b>	<b>26,470</b>	<b>30,000</b>	<b>30,000</b>
This account provides for up-keep and repair of buildings located in the wastewater treatment plant. This line item has been increased to address increased maintenance, including interior maintenance and painting, as the plant buildings are from 1932, 1972, and 1984.								
<b>56188300 723000</b>	<b>Maint. - Equipment</b>		<b>320,977</b>	<b>425,000</b>	<b>414,200</b>	<b>323,310</b>	<b>400,000</b>	<b>425,000</b>
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.								
<b>56188300 729000</b>	<b>Maint. - Vehicles</b>		<b>16,867</b>	<b>18,000</b>	<b>18,000</b>	<b>12,925</b>	<b>14,000</b>	<b>13,000</b>
This account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspections, tires, outside services, major engine and drive train repairs, etc.								
<b>56188300 746000</b>	<b>Meter Expense</b>		<b>216,065</b>	<b>336,115</b>	<b>269,115</b>	<b>166,227</b>	<b>200,000</b>	<b>278,250</b>
This account pays the Water Fund the Bureau of Sewer's ' 35% share of Water Meter Shop expenses.								
<b>56188300 746500</b>	<b>Water Utility Expense</b>		<b>59,997</b>	<b>65,000</b>	<b>80,000</b>	<b>59,789</b>	<b>69,000</b>	<b>70,000</b>
This account is for the water bill for the plant. This is the cost of water used in wastewater treatment operations. This account is increased to pay for water rate increases.								

# Sewer Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56188300 748000</b>	<b>Sludge</b>	<b>1,039,862</b>	<b>1,360,000</b>	<b>1,360,000</b>	<b>1,254,524</b>	<b>1,250,000</b>	<b>1,420,400</b>
<p>This account provides for biosolids removal from the treatment plant. The wastewater treatment operation generates biosolids (sludge) as well as grit and screenings that must be disposed of in accordance with state and federal regulations. The 2016, contract for biosolids removal allows for the land application, landfill, and incineration of the biosolids. The biosolids removal contract was bid in 2014 and annual excactions are part of the contract. This account also provides for the landfill disposal of grit and screening generated from preliminary treatment and the Engleside diversion chamber, as well as debris disposal from sewer cleaning operations from Vactor operations and sewer excavations. This request increased because the amount of biosolids has increased and the disposal rates increased. The 2015 budget was based on 1700 tons processed per month. The 2016 budget is based on 1800 tons of biosolids processed per month.</p>							
<b>56188300 752000</b>	<b>Power Electric</b>	<b>1,165,819</b>	<b>1,200,000</b>	<b>1,200,000</b>	<b>832,851</b>	<b>1,064,715</b>	<b>1,200,000</b>
<p>This account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions. Combined sewers transport sanitary waste and storm water to the treatment plant. As rainfall increases, power costs increase. For 2016, this line item is budgeted for a "wet" year. 2015 costs to date have been less than average due to dry conditions in the summer of 2015.</p>							
<b>56188300 760600</b>	<b>Operating Supplies</b>	<b>22,775</b>	<b>17,000</b>	<b>44,000</b>	<b>35,421</b>	<b>36,000</b>	<b>24,000</b>
<p>This account provides for incidentals: charts, paint brushes, lights, tools, gloves, cleaning supplies, batteries, paper products, etc.</p>							
<b>56188300 761500</b>	<b>Laboratory Supplies</b>	<b>55,391</b>	<b>55,000</b>	<b>65,000</b>	<b>50,282</b>	<b>65,000</b>	<b>75,000</b>
<p>This account provides for laboratory services to support facility operations and the EPA manadated Industrial Pretreatment Program. Federal and state regulations require wastewater and solid waste analysis to maintain water quality and solids suitable for EPA Class A and B biosolids classifications, respectively. Chemicals, equipment and supplies for in-house testing and costs incurred from outside laboratory services are covered by this account. Land Application monitoring for Biosolids is also included.</p>							
<b>56188300 761800</b>	<b>Chemicals</b>	<b>398,624</b>	<b>420,000</b>	<b>420,000</b>	<b>358,703</b>	<b>400,000</b>	<b>420,000</b>
<p>This account covers chemicals required to operate the Wastewater Treatment Plant to meet the NPDES Permit limits and for odor control. The chemical budget is variable based on the needs of the plant.</p>							
<b>56188300 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>23,890</b>	<b>30,000</b>	<b>30,000</b>	<b>12,067</b>	<b>15,000</b>	<b>20,000</b>
<p>This account pays for gasoline and oil for vehicles used in wastewater treatment operations.</p>							



# Sewer Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56188300 766000</b>	<b>Heating Oil</b>	57,078	65,000	65,000	45,511	50,000	70,000
	This account pays for natural gas and fuel oil for heating of the control building, maintenance buildings and the Lime Stabilization process, and for fuel oil for the emergency generator at Main Pump Station.						
<b>56188300 820000</b>	<b>Minor Equipment</b>	-	24,000	27,200	27,113	27,113	21,700
	For 2016: YSI Dissolved Oxygen meter and probe - \$2,400, BOD Incubator - \$3,300, Scissor Lift - \$16,000						
<b>56188300 827100</b>	<b>Vehicle-Lease Purchase</b>	-	29,143	29,143	29,142	29,142	18,000
	This account covers the annual payments required under a lease purchase agreement for the following vehicles: #306 - 2001 Ford Taurus Passenger car - to be replaced with a service utility vehicle through 2018 (3 year lease) #331 - New truck for plant maintenance through 2018 (3 year lease)						
<b>56188300 829000</b>	<b>Capital Outlay</b>	37,492	357,700	357,700	112,423	108,000	240,000
	For 2016, the following projects are proposed: (2) SCADA computers and monitors for the Operators' work station and SCADA Programming (2) pumps to remove sludge from the chlorine tanks Energy efficient windows in the control building South Screen Building roof and coping replacement						
<b>TOTAL</b>	<b>Treatment</b>	<b>4,199,631</b>	<b>5,219,615</b>	<b>5,198,615</b>	<b>4,016,263</b>	<b>4,535,988</b>	<b>5,141,978</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: TREATMENT**

56188300	611500	F	M	1.0000	Wastewater Qual Supervisor	56,710
56188300	611500	F	M	1.0000	Wastewater Operations Supervisor	61,395
56188300	611500	F	M	1.0000	Wastewater Analyst	49,063
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II-C	52,604
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	48,594
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II/ TR	46,712
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	45,628
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	47,111
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician-C	45,628
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician-C	45,628
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	49,557
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	49,557
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	49,557
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	48,113
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	44,044
56188300	611500	F	A	1.0000	Laboratory Technician I	46,727
<b>TOTAL 611500 EMPLOYEES</b>				<b>16.0000</b>		<b>\$ 786,628</b>

# Sewer Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Grounds Maintenance</b>								
<b>56188400</b>	<b>611000</b>	<b>Salary - Bureau Chief</b>	<b>4,032</b>	-	-	-	-	-
This line item accounts for five percent (5%) of the Facility Manager salary that is shared by the Water, Sewer and General Funds								
<b>56188400</b>	<b>611500</b>	<b>Salaried Personnel</b>	<b>111,492</b>	-	-	-	-	-
Salaries of the Wastewater - Grounds Maintenance employees.								
<b>56188400</b>	<b>611501</b>	<b>Salary - Direct Invoice</b>	<b>11,587</b>	<b>20,000</b>	<b>20,000</b>	-	<b>12,000</b>	<b>12,000</b>
Salaries of Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Salary expenses charges to this account are based on time sheets completed for each ground maintenance project.								
<b>56188400</b>	<b>612000</b>	<b>Salary Temporary</b>	<b>4,816</b>	-	-	-	-	-
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).								
<b>56188400</b>	<b>618500</b>	<b>Overtime</b>	<b>4,069</b>	-	-	-	-	-
This code is for overtime expense relating to snow removal and sewer grounds maintenance emergencies.								
<b>56188400</b>	<b>629901</b>	<b>Fringe - Direct Invoice</b>	<b>6,402</b>	<b>10,000</b>	<b>10,000</b>	-	<b>6,000</b>	<b>6,000</b>
Fringe expenses for Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastwater facilities (plant, pump stations, etc.) Fringe expenses charged to this account are based on time sheets completed for each ground maintenance project.								
<b>56188400</b>	<b>718000</b>	<b>Rental of Uniforms</b>	<b>201</b>	-	-	-	-	-
Uniforms for four employees.								
<b>56188400</b>	<b>760601</b>	<b>Equip/Op Supplies Direct Invoi</b>	<b>21,020</b>	<b>30,000</b>	<b>30,000</b>	-	<b>20,000</b>	<b>20,000</b>
Operating supplies and expenses that are directly billed to the Wastewater Fund for work preformed at Wastewater facilities (plant, pump stations, etc.) Expenses charged to this account are based on time sheets completed for each ground maintenance project.								
<b>TOTAL</b>	<b>Grounds Maintenance</b>		<b>163,621</b>	<b>60,000</b>	<b>60,000</b>	-	<b>38,000</b>	<b>38,000</b>
<b>TOTAL</b>	<b>Sewer</b>		<b>12,009,520</b>	<b>15,203,538</b>	<b>15,203,538</b>	<b>12,474,096</b>	<b>13,920,202</b>	<b>15,673,938</b>

CITY OF LANCASTER  
**WATER FUND**



2018 BUDGET

**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**WATER FUND**

Retained Earnings 12/31/2014		\$ 14,105,185
Projected Revenues: 2015	25,056,129	
Projected Expenditures: 2015	<u>(25,735,937)</u>	
Projected Current Operating Surplus/(Deficit) 2015 (Reduction to Retained Earnings)		<u>(679,808)</u>
Projected Retained Earnings 12/31/2015		13,425,377
Proposed Revenues: 2016	28,029,226	
Proposed Expenditures: 2016	<u>(28,029,226)</u>	
Proposed Current Operating Surplus/(Deficit) 2016		<u>-</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2016		<u>\$ 13,425,377</u>

**CITY OF LANCASTER  
WATER FUND EXPENSE SUMMARY  
2015 BUDGET VS. 2016 BUDGET**

<u>BUREAU</u>	<u>2015 BUDGET</u> (as amended)	<u>2016 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$13,777,888	\$14,867,030	\$1,089,142	7.9%
Transfer to General Fund	\$3,500,000	\$3,500,000	\$0	0.0%
Susquehanna Treatment Plant	\$2,796,997	\$3,029,181	\$232,184	8.3%
Conestoga Treatment Plant	\$2,490,000	\$2,652,142	\$162,142	6.5%
Transmission & Distribution	\$2,224,953	\$2,468,564	\$243,611	10.9%
Meter Shop	\$960,328	\$794,924	(\$165,404)	-17.2%
Grounds Maintenance	\$453,464	\$434,645	(\$18,819)	-4.2%
Laboratory	\$270,342	\$282,740	\$12,398	4.6%
<b>TOTAL WATER FUND EXPENSES</b>	<b>\$26,473,972</b>	<b>\$28,029,226</b>	<b>\$1,555,254</b>	<b>5.9%</b>

# Water Fund - Revenues

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56200000 400900</b>	<b>Lien Interest &amp; Costs</b>	1,287	3,500	3,500	190	300	1,000
	Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.						
<b>56200000 404400</b>	<b>Rent of City Property</b>	352,332	362,708	362,708	341,882	375,000	375,000
	Revenue is derived from rental of space to cellular service providers for antennas.						
<b>56200000 406300</b>	<b>Interest on Investment</b>	-	350	350	-	-	-
	Revenue is derived from the interest earned on idle funds.						
<b>56200000 407100</b>	<b>Pension State Fund</b>	182,707	231,929	231,929	231,929	231,929	229,619
	Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Water Fund employees.						
<b>56200000 407700</b>	<b>Water Rents</b>	20,052,600	25,401,870	25,401,870	21,009,360	24,150,000	27,100,607
	Revenue is derived from the billings for metered water usage for approximately 45,500 customers in Lancaster City and surrounding suburban townships.						
<b>56200000 407800</b>	<b>Meter Repairs</b>	6,284	7,500	7,500	8,759	8,900	8,000
	Revenue is derived from the reimbursement of meter repair costs by customers.						
<b>56200000 407900</b>	<b>Reimb. - Meter Labor</b>	216,065	336,115	336,115	166,227	200,000	200,000
	Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.						
<b>56200000 408000</b>	<b>Miscellaneous Revenue</b>	99,080	110,000	110,000	54,393	75,000	100,000
	Revenues of the water system not otherwise credited.						
<b>56200000 420000</b>	<b>Swr Grnds Exp Reimb</b>	4,380	20,000	20,000	-	15,000	15,000
	Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant						
<b>TOTAL Water Fund</b>		<b>20,914,734</b>	<b>26,473,972</b>	<b>26,473,972</b>	<b>21,812,739</b>	<b>25,056,129</b>	<b>28,029,226</b>

# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>Administration</b>							
<b>56289000 611000</b>	<b>Salary - Bureau Chief</b>	<b>81,853</b>	<b>92,595</b>	<b>92,595</b>	<b>72,593</b>	<b>86,035</b>	<b>85,760</b>
	This line item accounts for forty percent (40%) of the Public Works Deputy Director/City Engineer salary that are shared by the Water Fund and Sewer Fund and a Utility Engineer Manager.						
<b>56289000 611500</b>	<b>Salaried Personnel</b>	<b>448,239</b>	<b>540,507</b>	<b>524,515</b>	<b>337,064</b>	<b>392,193</b>	<b>564,389</b>
	This line item accounts for the salaries of the Administration Section of the Bureau of Water.						
<b>56289000 612000</b>	<b>Salary Temporary</b>	<b>-</b>	<b>-</b>	<b>7,798</b>	<b>4,704</b>	<b>6,000</b>	<b>-</b>
	This line item accounts for expenses for staffing to fill temporary vacancies.						
<b>56289000 618500</b>	<b>Overtime</b>	<b>319</b>	<b>-</b>	<b>-</b>	<b>108</b>	<b>125</b>	<b>-</b>
	Overtime expenses paid to administrative staff in the Water Bureau.						
<b>56289000 619200</b>	<b>OPEB ARC Expense</b>	<b>831,798</b>	<b>726,204</b>	<b>726,204</b>	<b>-</b>	<b>726,204</b>	<b>875,724</b>
	This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
<b>56289000 620100</b>	<b>Educational Incentive</b>	<b>11,310</b>	<b>13,000</b>	<b>13,000</b>	<b>5,821</b>	<b>7,000</b>	<b>-</b>
	This account provides for bonuses per collective bargaining agreement with AFSCME for operators with State Certification by examination. There are currently fourteen employees with "A" certifications. This line item also provides a bonus for each employee that obtains a PaDEP transmission and distribution license ("E" certifications).						
<b>56289000 620200</b>	<b>Medical Insurance</b>	<b>1,653,283</b>	<b>1,820,000</b>	<b>1,820,000</b>	<b>1,669,890</b>	<b>1,820,000</b>	<b>2,100,000</b>
	This line item accounts for medical insurance for employees in the Bureau of Water.						
<b>56289000 620300</b>	<b>Dental/Vision</b>	<b>49,407</b>	<b>51,000</b>	<b>51,000</b>	<b>44,486</b>	<b>49,558</b>	<b>52,565</b>
	This line item accounts for employee dental and eye insurance premiums.						
<b>56289000 620800</b>	<b>Social Security</b>	<b>310,692</b>	<b>337,630</b>	<b>337,630</b>	<b>255,972</b>	<b>326,233</b>	<b>345,470</b>
	This line item accounts for Social Security payments made for Bureau of Water employees.						
<b>56289000 620900</b>	<b>Life Insurance</b>	<b>9,800</b>	<b>10,150</b>	<b>10,150</b>	<b>9,084</b>	<b>11,155</b>	<b>11,725</b>
	This line item accounts for life insurance expenses for Bureau of Water employees.						
<b>56289000 623000</b>	<b>Pension Contribution</b>	<b>212,011</b>	<b>266,415</b>	<b>266,415</b>	<b>256,502</b>	<b>266,415</b>	<b>261,235</b>
	This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.						
<b>56289000 624000</b>	<b>Unemployment Compensation</b>	<b>9,244</b>	<b>5,000</b>	<b>11,000</b>	<b>6,196</b>	<b>7,000</b>	<b>5,000</b>
	Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						



# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56289000 625000</b>	<b>Workers Compensation</b>	(176,048)	100,000	78,052	51,921	75,000	100,000
	This line item accounts for workers' compensation claims for Bureau of Water employees.						
<b>56289000 714100</b>	<b>PC Lease</b>	21,815	21,815	21,815	17,955	21,815	21,815
	Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Water Department staff.						
<b>56289000 716000</b>	<b>Rental of Parking Lot</b>	6,684	7,500	7,500	5,037	6,500	7,200
	This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.						
<b>56289000 718000</b>	<b>Rental of Uniforms</b>	12,050	12,000	12,000	10,468	12,500	12,500
	Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
<b>56289000 723000</b>	<b>Maint. - Equipment</b>	11,721	13,000	13,000	12,199	13,000	-
	Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
<b>56289000 731000</b>	<b>Advertising</b>	4,149	2,000	3,000	2,207	2,250	2,000
	This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
<b>56289000 734000</b>	<b>Postage</b>	67,398	78,000	83,000	49,212	70,000	70,000
	This account covers the postage for Water bills, the Safe Drinking Water Act requirement to annually distribute a Consumer Confidence Report, and the distribution of other public awareness information.						
<b>56289000 735000</b>	<b>Printing</b>	20,509	13,000	18,000	16,023	18,000	18,000
	This account covers expenses for in-house and contracted printing, and the cost to print the Consumer Confidence Report (CCR) as required under the Safe Drinking Water Act (SDWA), and other public awareness information.						
<b>56289000 736000</b>	<b>Telephone</b>	32,460	33,000	33,000	31,085	36,000	35,000
	This account covers telephone services, including cellular phones.						
<b>56289000 737000</b>	<b>Travel</b>	1,983	4,000	4,000	646	2,000	4,000
	This account pays for all travel expenses incurred by personnel attending AWWA conferences on regional, state and national levels. This account also includes travel for the Director to attend AWWA and other water related conferences. Also pays for water bureau staff to travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.						
<b>56289000 738000</b>	<b>Miscellaneous Expenses</b>	1,203	1,200	1,700	1,348	1,400	1,200
	This account covers items not specifically budgeted elsewhere, including customer relations and license fees.						

# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56289000 741000</b>	<b>Professional Services</b>	<b>672,559</b>	<b>500,000</b>	<b>316,000</b>	<b>312,460</b>	<b>345,000</b>	<b>500,000</b>
	This account pays for outside services including legal counsel, auditing, engineering consultation, and PUC rate cases. Also included are consulting services that address EPA requirements to perform additional studies and other projects related to the reauthorization of the Safe Drinking Water Act.						
<b>56289000 743000</b>	<b>Bank Service Charges</b>	<b>12,621</b>	<b>14,000</b>	<b>14,000</b>	<b>12,565</b>	<b>15,175</b>	<b>16,000</b>
	This line item accounts for the Water Fund's share of bank service charges.						
<b>56289000 743100</b>	<b>Credit Card Fees</b>	<b>10,779</b>	<b>13,000</b>	<b>13,000</b>	<b>9,605</b>	<b>11,885</b>	<b>12,000</b>
	This line item accounts for the Water Fund's share of credit card company						
<b>56289000 744000</b>	<b>Contract Services</b>	<b>14,417</b>	<b>15,000</b>	<b>15,000</b>	<b>14,095</b>	<b>16,000</b>	<b>15,000</b>
	Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the water operations. Also includes IT technical staff and water contractors' fees. Started in 2011 and continuing in 2016 is the software support contract for the CMMS/Asset Management software for the sewer operations. Also, the Civil 3D license for the engineering staff to design water line replacements in house to save on consultant services.						
<b>56289000 744500</b>	<b>Training &amp; School</b>	<b>14,936</b>	<b>15,000</b>	<b>14,500</b>	<b>7,561</b>	<b>15,000</b>	<b>15,000</b>
	This account covers courses for operating licenses, state correspondence courses, training material, books, magazines, and related training expenses for Bureau of Water personnel. This line also covers employee tuition reimbursement and membership in the American Water Works Association. Also included is training needed by operators, for compliance with the EPA's Safe Drinking Water Act (SDWA). This line item also covers manager attendance at the AWWA annual conference.						
<b>56289000 760300</b>	<b>Office Supplies</b>	<b>4,650</b>	<b>5,000</b>	<b>5,000</b>	<b>2,981</b>	<b>4,500</b>	<b>5,000</b>
	Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.						
<b>56289000 772000</b>	<b>Insurance Package</b>	<b>212,147</b>	<b>220,900</b>	<b>220,900</b>	<b>206,967</b>	<b>220,900</b>	<b>242,990</b>
	This line item accounts for the insurance package for the Bureau of Water.						
<b>56289000 820000</b>	<b>Minor Equipment</b>	<b>25,208</b>	<b>30,000</b>	<b>32,194</b>	<b>19,617</b>	<b>27,000</b>	<b>20,022</b>
	This line item accounts for the purchase of minor equipment and copier rental charges.						
<b>56289000 820200</b>	<b>Safety Equipment</b>	<b>24,825</b>	<b>25,000</b>	<b>25,000</b>	<b>18,422</b>	<b>25,000</b>	<b>25,000</b>
	This line accounts for safety equipment, tools, and supplies for all sections within the Water Bureau. Additional signage and personnel protective gear and trench safety shoring are needed to comply with PennDot regulations and industry standard trenching practices, respectively.						
<b>56289000 825000</b>	<b>Computer Equip/Software</b>	<b>18,547</b>	<b>30,000</b>	<b>15,000</b>	<b>10,218</b>	<b>15,000</b>	<b>20,000</b>
	This line item accounts for purchase of GIS equipment, public works CMMS software and water model program update.						

# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56289000 911000</b>	<b>Indirect Costs</b>	<b>632,431</b>	<b>638,723</b>	<b>638,723</b>	<b>585,496</b>	<b>638,723</b>	<b>617,938</b>
	This account pays for City support services, such as administrative services, legal services, fringe benefits and insurance. The amount charged to this line item is based upon calculations performed annually during an independent cost allocation plan.						
<b>56289000 914000</b>	<b>Revenue Tsfr'd to City</b>	<b>2,750,000</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,208,333</b>	<b>3,500,000</b>	<b>3,500,000</b>
	This line reflects that portion of the "profits" of the water system which are paid to the City's General Fund as a return on investment.						
<b>56289000 923000</b>	<b>Paying Agent Fees</b>	<b>1,134</b>	<b>2,500</b>	<b>2,500</b>	<b>1,415</b>	<b>2,000</b>	<b>2,000</b>
	This line reflects paying agent fees on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
<b>56289000 924000</b>	<b>Debt Service - Interest</b>	<b>5,281,563</b>	<b>6,301,670</b>	<b>6,301,670</b>	<b>6,282,146</b>	<b>6,301,670</b>	<b>6,215,297</b>
	This line reflects interest payments on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
<b>56289000 926000</b>	<b>Debt Service - Principal</b>	<b>-</b>	<b>2,029,027</b>	<b>2,029,027</b>	<b>1,975,272</b>	<b>2,029,027</b>	<b>2,587,200</b>
	This line reflects principal redemption on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
<b>TOTAL</b>	<b>Administration</b>	<b>13,297,698</b>	<b>17,487,836</b>	<b>17,277,888</b>	<b>15,527,674</b>	<b>17,123,263</b>	<b>18,367,030</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: ADMINISTRATION**

56289000	611000	F	M	0.3000	Deputy Director/City Engineer	28,143
56289000	611000	F	M	1.0000	Utility Engineer	57,617
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.3000</b>		<b>\$ 85,760</b>
56289000	611500	F	M	1.0000	Project Manager - Utilities	59,765
56289000	611500	F	M	1.0000	Capital Improvements Manager	103,339
56289000	611500	F	M	0.8000	GIS Analyst	38,222
56289000	611500	F	M	0.6359	Rate Analyst	38,154
56289000	611500	F	M	0.3910	Bureau Chief Proc. & Collections	28,090
56289000	611500	F	M	0.2500	Information Services Manager	18,621
56289000	611500	F	M	0.2700	Communications Specialist	9,899
56289000	611500	F	M	0.3910	Customer Service Supervisor	19,392
56289000	611500	F	A	0.3910	Purchasing Coordinator	15,847
56289000	611500	F	A	0.3910	Secretary I	15,054
56289000	611500	F	A	0.3910	Billing Clerk	17,221
56289000	611500	F	A	0.3910	Billing Coordinator	17,263
56289000	611500	F	A	0.3910	Cashier/Service Clerk	14,190
56289000	611500	F	A	0.3910	Cashier/Service Clerk	13,743
56289000	611500	F	A	0.3910	Cashier/Service Clerk	13,743
56289000	611500	F	A	0.3910	Admin Support Clerk	13,743
56289000	611500	F	A	0.3910	Property Maintenance Coordinator	18,401
56289000	611500	F	A	0.3910	Customer Care Coordinator	17,738
56289000	611500	F	A	0.3910	Customer Care Coordinator	15,847

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56289000	611500	F	A	0.3910	Customer Care Coordinator	15,847
56289000	611500	F	A	0.3910	Mail & Print Operator	13,099
56289000	611500	F	A	0.3910	Revenue Clerk	15,383
					Available for Merit	26,410
				Subtotal Full-Time	10.2119	
56289000	611500	P	A	0.3910	Data Entry Operator I	5,375
				Subtotal Part-Time	0.3910	
<b>TOTAL 611500 EMPLOYEES</b>				<b>10.6029</b>		<b>\$ 564,389</b>
<b>TOTAL EMPLOYEES</b>				<b>11.9029</b>		<b>\$ 650,149</b>

# Water Fund - Expenses

		2014	2015	2015	EXPENDED	2015	2016
		ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
			BUDGET	BUDGET	11/19/15		
<b>Susquehanna Treatment Plant</b>							
56289100	611500	<b>Salaried Personnel</b>	781,398	798,303	798,303	706,287	825,014
This line item accounts for salaries at the SWTP.							
56289100	612000	<b>Salary Temporary</b>	-	-	-	-	5,760
Expense for interns from Thadeus Stephens Water/Wastewater program.							
56289100	618500	<b>Overtime</b>	79,602	65,000	95,000	87,320	70,000
This account provides for substitutes for sick leave, vacations, holidays, extra shifts, emergency maintenance, repairs and operator shortages.							
56289100	721000	<b>Maint. - Buildings</b>	34,969	35,000	25,480	9,991	38,500
This account provides for the general upkeep of all buildings at Susquehanna Water Treatment Plant including low and high service pumping stations, centrifuge building, filter building, membrane building, the Oyster Point Reservoir, and all roads on these properties.							
56289100	722000	<b>Maint. - Communications</b>	1,000	1,500	1,500	-	1,500
This account provides for repairs on the SCADA System at the SWTP.							
56289100	723000	<b>Maint. - Equipment</b>	159,160	215,000	245,000	207,563	260,000
This line item provides for the maintenance of equipment used in the purification of water at the SWTP. Items included are instruments, clarifiers, centrifuges, chemical feeders, filters, chemical feed valves, valve motor and mixer expenses. The overhaul maintenance program for all pumps and continued repairs on the grit machines are necessary due to foreign objects being periodically drawn in from the river.							
56289100	729000	<b>Maint. - Vehicles</b>	19,626	17,500	12,495	7,607	7,500
This line provides for repair and maintenance of all vehicles used by the SWTP for the maintenance and operation of equipment, and that is shared with other sub-bureaus.							
56289100	746500	<b>Water Utility Expense</b>	12,046	8,000	12,000	11,156	15,000
Account provides for water taken from Lake Clarke in the Susquehanna River for treatment. Payments are made to Safe Harbor on the basis of millions of gallons pumped per month. And provides for Columbia Borough water used							
56289100	748000	<b>Sludge</b>	76,695	75,000	75,000	75,000	80,000
This is the cost to haul and properly dispose of the sludge byproduct. This account also includes sewage disposal to LASA for the membrane plant.							
56289100	752000	<b>Power Electric</b>	905,018	900,000	865,000	419,124	950,000
Account provides for electricity to operate all pumping stations, filter plant and auxiliary equipment associated with the SWTP.							
56289100	760600	<b>Operating Supplies</b>	5,307	5,500	5,500	3,758	5,000
This line item accounts for items required to maintain buildings and all pump							

# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56289100 761800</b>	<b>Chemicals</b>	<b>505,258</b>	<b>625,000</b>	<b>554,950</b>	<b>542,984</b>	<b>590,000</b>	<b>650,000</b>
	This account provides for all chemicals employed in the purification of drinking water at the Susquehanna Filter Plant.						
<b>56289100 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>15,152</b>	<b>20,000</b>	<b>20,000</b>	<b>8,693</b>	<b>11,000</b>	<b>13,000</b>
	Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - SWTP. Recommendation is based on past usage.						
<b>56289100 766000</b>	<b>Heating Oil</b>	<b>41,079</b>	<b>50,000</b>	<b>50,000</b>	<b>27,695</b>	<b>50,000</b>	<b>50,000</b>
	This account provides for fuel for heating the SWTP filter Building at a minimum, High and Low Service Buildings, and the Membrane Building.						
<b>56289100 820000</b>	<b>Minor Equipment</b>	<b>5,416</b>	<b>6,000</b>	<b>6,000</b>	<b>1,778</b>	<b>6,000</b>	<b>6,000</b>
	This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.						
<b>56289100 827000</b>	<b>Vehicles</b>	<b>-</b>	<b>9,230</b>	<b>30,769</b>	<b>42,793</b>	<b>42,804</b>	<b>51,907</b>
	This line accounts for expenditures made for new and replacement						
<b>TOTAL</b>	<b>Susquehanna Treatment Plant</b>	<b>2,641,727</b>	<b>2,831,033</b>	<b>2,796,997</b>	<b>2,151,747</b>	<b>2,891,096</b>	<b>3,029,181</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: SUSQUEHANNA TREATMENT PLANT**

56289100	611500	F	M	1.0000	Water Plant Supervisor	58,114
56289100	611500	F	M	1.0000	Plant Maintenance Supervisor	54,919
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	52,604
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	49,584
56289100	611500	F	A	1.0000	Instrument Technician	51,216
56289100	611500	F	A	1.0000	Plant Maint Mechanic	46,599
56289100	611500	F	A	1.0000	Plant Maint Mechanic	42,951
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	50,948
56289100	611500	F	A	1.0000	Water Plant Operator II - TR	42,985
56289100	611500	F	A	1.0000	Water Plant Operator II - TR	48,147
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	50,080
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	49,584
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	45,628
56289100	611500	F	A	1.0000	Water Plant Operator II-GF	42,985
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	46,740
56289100	611500	F	A	1.0000	Water Plant Operator II - TR	45,746
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	46,184

**TOTAL 611500 EMPLOYEES**

**17.0000**

**\$**

**825,014**



# Water Fund - Expenses

		2014	2015	2015	EXPENDED	2015	2016	
		ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED	
			BUDGET	BUDGET	11/19/15			
<b>Conestoga Treatment Plant</b>								
56289200	611500	<b>Salaried Personnel</b>	780,275	816,738	816,738	659,033	767,178	841,202
This line item accounts for the salaries of personnel at the CWTP.								
56289200	612000	<b>Salary Temporary</b>	-	-	3,378	3,378	3,378	5,760
Thaddeus Stephens has a Water/Wastewater program. This account pays for 12 weeks of summer interns.								
56289200	618500	<b>Overtime</b>	52,306	65,000	79,622	64,887	70,000	65,000
This account provides for substitutes for sick leave, vacations, holidays, extra shifts, emergency maintenance repairs, and operator shortages. The treatment plant operates 24 hours per day, seven days a week and must be staffed at those times.								
56289200	721000	<b>Maint. - Buildings</b>	65,191	50,000	60,000	44,312	50,000	100,000
Account provides for the general upkeep of roofs, boiler, painting, HVAC units of all buildings, dam, meter shop, and the filter building.								
56289200	722000	<b>Maint. - Communications</b>	500	500	500	-	500	500
This account provides for repairs on all 2-way radios and communication equipment at the CWTP.								
56289200	723000	<b>Maint. - Equipment</b>	170,012	210,000	210,000	192,719	210,000	210,000
This line item accounts for maintenance of equipment used at CWTP and pump stations.								
56289200	729000	<b>Maint. - Vehicles</b>	27,835	25,000	37,500	33,084	35,000	25,000
Line item provides for general maintenance, repairs, inspections, etc. of all vehicles used by the CWTP.								
56289200	748000	<b>Sludge</b>	93,836	150,000	102,500	80,009	150,000	200,000
Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Wasterwater Fund for excess suspended solids, which are pumped daily to the Wastewater system from the equalization tank at the CWTP. We take a representative sample of our total suspended solids (TSS) weekly.								
56289200	752000	<b>Power Electric</b>	487,568	575,000	565,000	211,679	525,000	525,000
Account provides for electricity to operate all pumping stations and Conestoga Filter Plant. The City of Lancaster locked in an energy price of \$0.071001/kWh. For 2016, CWTP based its electric cost on an average of the past twelve months operating the new plant.								
56289200	760600	<b>Operating Supplies</b>	10,735	3,000	5,000	3,602	5,000	5,000
Account provides for items required for maintaining the buildings and pump stations. This includes paper tissue, cleaners, tools, gloves, brooms, soap and other items used for maintenance of all buildings.								
56289200	761800	<b>Chemicals</b>	333,876	400,000	373,000	355,785	410,000	420,000
This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.								

# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56289200 765400</b>	<b>Gas Oil &amp; Diesel</b>	24,037	20,000	20,000	13,261	16,500	16,500
	Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - CWTP. Requested budget is based upon past usage.						
<b>56289200 766000</b>	<b>Heating Oil</b>	61,201	50,000	50,000	28,507	50,000	50,000
	This account provides for fuel for heating at the Conestoga Filter Plant, Membrane Filter Plant, Strainer/Carbon Feed Building, Administration Building and Beaver Street Garage. The Filter Plants and Strainer/Carbon feed buildings use natural gas while the Beaver Street and the Admin Building heat with oil.						
<b>56289200 827000</b>	<b>Vehicles</b>	-	34,726	46,762	24,112	46,762	38,180
	Cost of replacement vehicles at the CWTP. CWTP provides for payment two of 2, 5-year lease purchase agreements.						
<b>56289200 829000</b>	<b>Capital Outlay</b>	-	100,000	120,000	112,710	120,000	150,000
	This line accounts for expenditures made for new and replacement						
<b>TOTAL</b>	<b>Conestoga Treatment Plant</b>	<b>2,107,372</b>	<b>2,499,964</b>	<b>2,490,000</b>	<b>1,827,080</b>	<b>2,459,318</b>	<b>2,652,142</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: CONESTOGA TREATMENT PLANT**

56289200	611500	F	M	1.0000	Plant Maint Supervisor	57,385
56289200	611500	F	M	1.0000	Water Production Supervisor	78,592
56289200	611500	F	M	1.0000	Chief Water Plant Operator	55,878
56289200	611500	F	A	1.0000	Instrument Technician	47,139
56289200	611500	F	A	1.0000	Plant Maint Mechanic III	52,604
56289200	611500	F	A	1.0000	Water Plant Operator II-C	51,196
56289200	611500	F	A	1.0000	Water Plant Operator II-C	45,628
56289200	611500	F	A	1.0000	Water Plant Operator II-C	49,557
56289200	611500	F	A	1.0000	Plant Maint Mechanic	41,433
56289200	611500	F	A	1.0000	Plant Maint Mechanic	47,997
56289200	611500	F	A	1.0000	Plant Maint Mechanic	46,599
56289200	611500	F	A	1.0000	Custodian I	36,208
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	45,746
56289200	611500	F	A	1.0000	Water Plant Operator II/C	47,111
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	44,306
56289200	611500	F	A	1.0000	Water Plant Operator II-C	47,111
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	46,712

**TOTAL 611500 EMPLOYEES**

**17.0000**

**\$**

**841,202**

# Water Fund - Expenses

		2014	2015	2015	EXPENDED	2015	2016
		ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
			BUDGET	BUDGET	11/19/15		
<b>Transmission &amp; Distribution</b>							
<b>56289400 611500</b>	<b>Salaried Personnel</b>	<b>807,299</b>	<b>757,237</b>	<b>754,185</b>	<b>673,277</b>	<b>788,630</b>	<b>778,796</b>
Covers salaries of the Bureau of Water - T & D employees.							
<b>56289400 612000</b>	<b>Salary Temporary</b>	<b>10,354</b>	<b>24,000</b>	<b>11,444</b>	<b>11,444</b>	<b>11,444</b>	<b>18,000</b>
Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program.							
<b>56289400 618500</b>	<b>Overtime</b>	<b>50,001</b>	<b>35,000</b>	<b>65,000</b>	<b>56,740</b>	<b>60,000</b>	<b>60,000</b>
The weather, the age of the system, along with special assignments and assisting with City snow plowing.							
<b>56289400 723000</b>	<b>Maint. - Equipment</b>	<b>4,189</b>	<b>5,000</b>	<b>7,000</b>	<b>5,901</b>	<b>7,000</b>	<b>7,000</b>
This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, tampers, pumps, paving saw and pipe saws.							
<b>56289400 725000</b>	<b>Maint. - Mains</b>	<b>131,169</b>	<b>130,000</b>	<b>124,000</b>	<b>111,151</b>	<b>126,000</b>	<b>100,000</b>
This line item covers the purchase of water pipe, valves, roadway valve boxes, repairs clamps, and valve box raisers for paving projects, automatic flushing devices, installation of PRVs, valves, roadway value boxes, repair clamps, and other water line appurtenances/services.							
<b>56289400 728000</b>	<b>Maint. - Service Lines</b>	<b>36,251</b>	<b>45,000</b>	<b>45,000</b>	<b>43,938</b>	<b>45,000</b>	<b>50,000</b>
Cost of materials for the installation of new service lines and the replacement of old broken service lines.							
<b>56289400 729000</b>	<b>Maint. - Vehicles</b>	<b>40,099</b>	<b>40,000</b>	<b>92,000</b>	<b>88,775</b>	<b>92,000</b>	<b>50,000</b>
The Motor Vehicle Section maintains construction equipment and vehicles such as backhoes, loaders, compressor trucks, dump trucks and pick-up trucks. This item covers the cost of maintaining these vehicles at outside repair facilities and the City's Central Garage, including any emissions monitoring/control requirements. Also the payment of GPS tracking on several vehicles used for winter road maintenance.							
<b>56289400 741000</b>	<b>Professional Services</b>	<b>3,738</b>	<b>4,000</b>	<b>4,000</b>	<b>1,425</b>	<b>4,000</b>	<b>4,000</b>
This line item covers surveying, design, computer services, support, plan reviews and computer modeling.							
<b>56289400 744000</b>	<b>Contract Services</b>	<b>15,367</b>	<b>15,000</b>	<b>19,450</b>	<b>18,240</b>	<b>19,000</b>	<b>20,000</b>
<ol style="list-style-type: none"> <li>1. PA One Call System for utility locations.</li> <li>2. Plumbing contractor assistance contract.</li> <li>3. Heavy construction equipment and trackhoe services.</li> <li>4. Photocopier and computer maintenance services.</li> <li>5. Leak detection, geological scans &amp; cathodic protection services.</li> </ol>							
<b>56289400 747000</b>	<b>Trench Paving</b>	<b>127,556</b>	<b>200,000</b>	<b>600,000</b>	<b>355,968</b>	<b>400,000</b>	<b>500,000</b>
This line item covers the cost of restoring street surfaces at water treach excavations. Excavations are located throughout the water system. This treach restoration work is performed by outside contract.							

# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
56289400 747500	<b>Curb &amp; Sidewalk</b>	48,888	30,000	95,000	9,765	95,000	100,000
	This line item covers the cost of replacing sidewalks removed during the installation of water service lines, maintenance operations and fire hydrants. Work to be done by outside contract and City forces.						
56289400 748200	<b>Stone</b>	-	-	-	-	-	55,000
	Purchase of stone for trench repairs.						
56289400 748400	<b>Spoil Removal</b>	-	-	-	-	-	53,000
	Costs of removal of debris, etc. from trench digging and repair.						
56289400 760600	<b>Operating Supplies</b>	13,456	13,000	15,556	15,069	15,556	15,000
	The purchase of items such as grease, lubricants, motor oil, gasket materials, drafting supplies, rental of acetylene/oxygen tanks, print paper, meal tickets, hand tools, fax and copier and computer supplies.						
56289400 765400	<b>Gas Oil &amp; Diesel</b>	57,671	55,000	45,000	33,618	37,161	40,000
	Gasoline, diesel and CNG fuels are included in this line item.						
56289400 820000	<b>Minor Equipment</b>	15,490	16,000	6,000	3,144	6,000	16,000
	This item covers the purchase of minor equipment.						
56289400 824000	<b>Hydrants</b>	30,773	40,000	29,000	28,768	29,000	40,000
	This line item covers the repair, replacement and purchase of new fire hydrants, and the purchase of fire hydrant security devices. These devices are approved by the City Fire Department and recommended to prevent terrorism, vandalism and unauthorized flushing. This line item also covers the cost of painting materials for summer hydrant painting reinstated in 2006.						
56289400 827100	<b>Vehicle-Lease Purchase</b>	-	61,768	61,768	50,212	61,768	61,768
	This line item establishes the annual lease payment for Vehicle #221, lease complete in 2016. Vehicle #202, lease complete in 2016. Vehicle #209, lease complete in 2018. Vehicle #210, lease complete in 2019.						
56289400 829000	<b>Capital Outlay</b>	22,232	500,000	250,550	94,476	144,000	500,000
	This line item covers the relining and/or replacement of distribution mains due to age and deterioration that result in broken mains and brown water complaints.						
<b>TOTAL</b>	<b>Transmission &amp; Distribution</b>	<b>1,414,534</b>	<b>1,971,005</b>	<b>2,224,953</b>	<b>1,601,909</b>	<b>1,941,559</b>	<b>2,468,564</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: TRANSMISSION & DISTRIBUTION**

56289400	611500	F	M	1.0000	Water Distribution Supervisor	62,293
56289400	611500	F	M	1.0000	Labor Supervisor II	58,992
56289400	611500	F	M	1.0000	Labor Supervisor I	49,026
56289400	611500	F	M	1.0000	Labor Supervisor I	48,565
56289400	611500	F	M	1.0000	Engineering Tech Specialist	60,898
56289400	611500	F	A	1.0000	Mark-Out Serviceperson II	47,997
56289400	611500	F	A	1.0000	Equipment Operator II	45,735
56289400	611500	F	A	1.0000	Equipment Operator II	44,403
56289400	611500	F	A	1.0000	Equipment Operator I	43,160
56289400	611500	F	A	1.0000	Equipment Operator I	42,636
56289400	611500	F	A	1.0000	Equipment Operator I	40,682
56289400	611500	F	A	1.0000	Maintenance Worker	41,721
56289400	611500	F	A	1.0000	Maintenance Worker	39,326
56289400	611500	F	A	1.0000	Maintenance Worker	40,505
56289400	611500	F	A	1.0000	Maintenance Worker	39,326
56289400	611500	F	A	1.0000	Maintenance Worker	39,326
56289400	611500	F	A	1.0000	Laborer	34,205

**TOTAL 611500 EMPLOYEES**

**17.0000**

**\$ 778,796**

# Water Fund - Expenses

		2014	2015	2015	EXPENDED	2015	2016	
		ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED	
			BUDGET	BUDGET	11/19/15			
<b>Water Meter Shop</b>								
56289500	611500	Salaried Personnel	446,321	520,121	520,121	363,608	419,120	568,782
This account provides for the salaries of the Meter Shop.								
56289500	612000	Salary Temporary	2,969	9,500	3,500	2,775	3,000	9,500
This account provides for temporary help in the Meter Shop. (Summer employees to assist with reading)								
56289500	618500	Overtime	791	1,000	12,000	1,246	1,500	1,500
This account provides for emergency meter repairs, leak repairs, temporary services and other associated problems. Cost is based on past trends.								
56289500	726000	Maint. - Meters	22,690	39,690	31,690	16,262	25,700	39,690
This account covers water meter repairs, updating and replacing broken register heads, outside reading devices (pads), degreaser, and paint and repairs to reading equipment.								
56289500	729000	Maint. - Vehicles	12,306	10,000	13,000	11,351	12,000	10,000
This account provides for maintenance parts and repair of vehicles used by Water Meter personnel and Customer Service. Budget is based on past vehicle reliability and maintenance history.								
56289500	765400	Gas Oil & Diesel	18,558	25,000	25,000	10,370	16,672	25,000
This account provides for gas and oil for vehicles utilized in the Meter Shop operations, and vehicle 723 assigned to Customer Service Turn off/on Technician.								
56289500	823500	Meters	113,692	349,552	349,552	349,552	135,000	135,000
This account covers new meters installed in the system as well as replacements of all meters for PUC regulated 20 years and older which include straight read and remote. It also includes frozen, damaged and 1993 dash problem meters.								
56289500	827100	Vehicle-Lease Purchase	-	5,465	5,465	5,451	5,500	5,452
This code is for the lease purchase and replacement of vehicles used for the Meter Shop.								
<b>TOTAL</b>	<b>Water Meter Shop</b>		<b>617,328</b>	<b>960,328</b>	<b>960,328</b>	<b>760,614</b>	<b>618,492</b>	<b>794,924</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: METER SHOP**

56289500	611500	F	M	1.0000	Water Meter Supervisor	50,686
56289500	611500	F	M	1.0000	Assistant Meter Supervisor	46,862
56289500	611500	F	A	1.0000	Backflow/Cross Connection	40,321
56289500	611500	F	A	0.6973	Utility Service Coordinator	26,704
56289500	611500	F	A	1.0000	Water Service Clerk	44,151
56289500	611500	F	A	1.0000	Wtr Meter Technician	42,990
56289500	611500	F	A	1.0000	Wtr Meter Technician	42,990
56289500	611500	F	A	1.0000	Wtr Meter Technician	42,990
56289500	611500	F	A	1.0000	Wtr Meter Technician	37,289
56289500	611500	F	A	1.0000	Wtr Meter Technician	37,289
56289500	611500	F	A	1.0000	Wtr Meter Technician	40,522
56289500	611500	F	A	1.0000	Wtr Meter Technician	40,522
56289500	611500	F	A	1.0000	Wtr Meter Technician	39,175
56289500	611500	F	A	1.0000	Wtr Meter Technician	36,291
<b>TOTAL 611500 EMPLOYEES</b>				<b>13.6973</b>		<b>\$ 568,782</b>



# Water Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED	
<b>Grounds Maintenance</b>								
56289600	611000	Salary - Bureau Chief	4,032	8,119	8,119	7,069	8,275	8,342
This line item accounts for Ten percent (10%) of the Facility Manager salary that is shared by the Water and General Funds.								
56289600	611500	Salaried Personnel	332,220	385,801	385,801	311,110	364,847	365,982
Salaries of the Water - Grounds Maintenance personnel.								
56289600	612000	Salary Temporary	4,765	4,240	4,764	4,764	4,764	4,800
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).								
56289600	618500	Overtime	9,669	12,000	13,100	11,275	12,000	12,000
This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.								
56289600	718000	Rental of Uniforms	1,232	2,000	2,000	1,136	2,000	2,000
This code is the expense of uniform rental of nine employees.								
56289600	721000	Maint. - Buildings	-	1,100	-	-	1,100	1,100
This code is the expense for grounds maintenance repairs around all water buildings and for the recycling program.								
56289600	723000	Maint. - Equipment	1,128	1,850	1,850	1,755	1,850	1,850
This code is for the repair and maintenance of all grounds maintenance equipment.								
56289600	729000	Maint. - Vehicles	1,326	4,500	4,500	3,455	4,500	4,500
This code is for vehicle repair and maintenance of motor vehicles.								
56289600	760600	Operating Supplies	128	1,530	1,530	689	1,530	1,530
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.								
56289600	765400	Gas Oil & Diesel	7,025	4,000	4,000	3,369	4,000	4,000
This code is the gasoline expenses for equipment and vehicles.								
56289600	820000	Minor Equipment	3,517	7,500	6,976	2,572	7,500	7,500
This code is to purchase minor equipment for water grounds maintenance. This code will also be used to update existing radio communications.								
56289600	827100	Vehicle-Lease Purchase	-	20,824	20,824	13,494	20,842	21,041
This code is for the last of a five year lease purchase agreement on a 2012, 3500 Series Dump truck #430 needed for hauling mulch, dirt, trees, etc. Also the third of a 5 year lease for a John Deere Commercial Front Mower used for snow & ice control and mowing season.								
<b>TOTAL</b>	<b>Grounds Maintenance</b>	<b>365,043</b>	<b>453,464</b>	<b>453,464</b>	<b>360,688</b>	<b>433,208</b>	<b>434,645</b>	

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION			SALARY
<b><u>BUREAU OF WATER: GROUNDS MAINTENANCE</u></b>							
56289600	611000	F	M	0.1000	Facilities Manager		8,342
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.1000</b>		<b>\$</b>	<b>8,342</b>
56289600	611500	F	M	1.0000	Labor Supervisor I		45,458
56289600	611500	F	M	0.2000	Building Maintenance Supervisor		9,936
56289600	611500	F	A	1.0000	Laborer		3,425
56289600	611500	F	A	1.0000	Laborer		34,205
56289600	611500	F	A	1.0000	Laborer		34,205
56289600	611500	F	A	1.0000	Laborer		34,205
56289600	611500	F	A	1.0000	Laborer		34,205
56289600	611500	F	A	0.2000	Maintenance Technician		9,917
56289600	611500	F	A	1.0000	Utility Operator		41,738
56289600	611500	F	A	1.0000	Utility Operator		40,522
56289600	611500	F	A	1.0000	Utility Operator		40,877
56289600	611500	F	A	1.0000	Utility Operator		37,289
<b>TOTAL 611500 EMPLOYEES</b>				<b>10.4000</b>		<b>\$</b>	<b>365,982</b>
<b>TOTAL EMPLOYEES</b>				<b>10.5000</b>		<b>\$</b>	<b>374,324</b>

# Water Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Water Laboratory</b>								
56289800	611500	<b>Salaried Personnel</b>	149,686	199,942	199,942	169,875	198,651	205,440
This line item accounts for the salaries of the Water Quality Laboratory Department.								
56289800	618500	<b>Overtime</b>	-	-	-	48	50	-
This account covers any testing that may be required in the time of emergency or to fill in for long-term illness.								
56289800	723000	<b>Maint. - Equipment</b>	176	400	400	149	300	800
This budget covers repairs, as required, of instruments used in the lab.								
56289800	744000	<b>Contract Services</b>	20,200	25,000	25,000	20,120	25,000	31,000
This account provides for tests required by PA DEP/EPA regulations to be analyzed by outside contract laboratory services. Lead and copper testing will be performed. Other tests include nitrates, synthetic/volatile organic chemicals, distilled water suitability and testing to determine the presence of Marcellus Shale wastewater in the Susquehanna River. The provisions of the Safe Drinking Water Act relative to the Disinfection By-Product Stage 1 & 2 Rules and LT2 Enhanced Surface Water Treatment Rule regulations require analysis for haloacetic acids, trihalomethanes, total/dissolved organic carbon, UV-254 and alkalinity. EPA regulations require testing contaminants listed under the Unregulated Contaminant Monitoring Rule 3. This line item also covers disposal of old, unusable chemicals and emergency response supplies.								
56289800	761500	<b>Laboratory Supplies</b>	35,108	45,000	45,000	42,256	45,000	45,500
This account provides for all chemicals, equipment, repairs and materials necessary to operate the Chemistry and Microbiology Laboratories. Includes Chemistry and Microbiology Lab DEP certification fees. Also addresses reagents required by plant operators to run hourly tests and chemicals for automatic chlorine analyzers at water plants and the reservoir. Includes replacement supplies to make high purity water for the Water Quality Laboratory and the two water treatment plants.								
<b>TOTAL</b>	<b>Water Laboratory</b>		<b>205,170</b>	<b>270,342</b>	<b>270,342</b>	<b>232,448</b>	<b>269,001</b>	<b>282,740</b>
<b>TOTAL</b>	<b>Water</b>		<b>20,648,873</b>	<b>26,473,972</b>	<b>26,473,972</b>	<b>22,462,160</b>	<b>25,735,937</b>	<b>28,029,226</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: LABORATORY**

56289800	611500	F	M	1.0000	Water Quality Supervisor	56,513
56289800	611500	F	M	1.0000	Water Quality Analyst	51,662
56289800	611500	F	M	1.0000	Laboratory Technician II	49,268
56289800	611500	F	A	1.0000	Laboratory Technician I	47,997
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 205,440</b>

CITY OF LANCASTER

# SOLID WASTE & RECYCLING FUND



2018 BUDGET

**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**SOLID WASTE & RECYCLING FUND**

Retained Earnings 12/31/2014		\$ 826,152
Projected Revenues: 2015	4,005,660	
Projected Expenditures: 2015	<u>(3,935,020)</u>	
Projected Current Operating Surplus/(Deficit) 2015 (Addition to Retained Earnings)		<u>70,640</u>
Projected Retained Earnings 12/31/2015		896,792
Proposed Revenues: 2016	4,096,602	
Proposed Expenditures: 2016	<u>(4,096,602)</u>	
Proposed Current Operating Surplus/(Deficit) 2016		<u>-</u>
Projected Retained Earnings 12/31/2016		<u><u>\$ 896,792</u></u>

## Solid Waste & Recycling Fund - Revenues

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56300000 400500</b>	<b>Penalty Current Fees</b>	76,842	60,000	60,000	53,623	65,000	65,000
	Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.						
<b>56300000 402600</b>	<b>District Judge Fines</b>	16,590	15,000	15,000	12,051	15,000	15,000
	Revenue is derived from fines paid by residents and property owners for violations of the City's solid waste and recycling ordinance.						
<b>56300000 406300</b>	<b>Interest on Investment</b>	32	50	50	27	30	25
	Revenue is derived from the interest earned on idle funds.						
<b>56300000 407100</b>	<b>Pension State Fund</b>	9,198	15,630	15,630	15,630	15,630	15,439
	This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of employees in the Solid Waste and Recycling Fund.						
<b>56300000 407300</b>	<b>Act 101 Recycling</b>	81,916	90,000	90,000	-	90,000	90,000
	DEP Section 904 Performance Grant based on documented tons of recycled materials.						
<b>56300000 408000</b>	<b>Miscellaneous Revenue</b>	10,848	15,081	15,081	9,319	10,000	14,000
	Revenue is derived from the sale of miscellaneous recyclable materials.						
<b>56300000 417200</b>	<b>Trash Fees</b>	3,614,879	3,681,129	3,681,129	3,730,967	3,670,000	3,727,138
	Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.						
<b>56300000 417300</b>	<b>LCSWMA Rebate</b>	174,012	175,000	175,000	82,964	140,000	170,000
	Revenue is derived from a rebate based on the total tons of waste disposed of at the Lancaster County Solid Waste Management Authority.						
<b>TOTAL Solid Waste &amp; Recycling Fund</b>		<b>3,984,317</b>	<b>4,051,890</b>	<b>4,051,890</b>	<b>3,904,582</b>	<b>4,005,660</b>	<b>4,096,602</b>

## Solid Waste & Recycling Fund - Expenses

			2014	2015	2015	EXPENDED	2015	2016
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/19/15		
<b>Solid Waste &amp; Recycling</b>								
<b>56387000 611000</b>	<b>Salary - Bureau Chief</b>		<b>73,175</b>	<b>73,831</b>	<b>73,831</b>	<b>64,816</b>	<b>75,777</b>	<b>75,861</b>
Salary of the Manager of Solid Waste and Recycling.								
<b>56387000 611500</b>	<b>Salaried Personnel</b>		<b>273,807</b>	<b>356,640</b>	<b>318,084</b>	<b>243,562</b>	<b>277,300</b>	<b>414,440</b>
The Bureau utilizes the City's Bureau of Procurement and Collection (PAC) to prepare solid waste collection service invoices for the Bureau's customers. The allocated salaries for the Customer Service Coordinators, Credit and Collection personnel. Information Services, and other staff support positions are charged to the Bureau. The full salaries for the Bureau Chief, Supervisor, Customer Service Coordinator, Solid Waste Education and Enforcement Program (SWEEP) Officers (two), Recyclable Materials Coordinator, part-time Recycling Program Aides (three), and a Laborer that collects trash in city parks at sidewalk litter containers are included in this line item. These are all referred to as Program Staff.								
<b>56387000 612000</b>	<b>Salary Temporary</b>		<b>-</b>	<b>-</b>	<b>2,540</b>	<b>1,532</b>	<b>1,532</b>	<b>7,500</b>
Expenses paid to an employment agency or contractors for temporary services required by Program Staff at PAC, the Recycling Center or other program initiatives, including internships.								
<b>56387000 618500</b>	<b>Overtime</b>		<b>1,265</b>	<b>5,000</b>	<b>5,000</b>	<b>3,012</b>	<b>4,000</b>	<b>5,000</b>
Overtime paid to staff for Saturday, extra hours and holiday hours worked at the Recycling Center, collecting Yard Waste/Recyclable Materials, or performing other program duties.								
<b>56387000 620200</b>	<b>Medical Insurance</b>		<b>91,387</b>	<b>90,000</b>	<b>87,500</b>	<b>81,250</b>	<b>90,000</b>	<b>90,000</b>
Medical insurance for Program Staff.								
<b>56387000 620300</b>	<b>Dental/Vision</b>		<b>3,840</b>	<b>4,288</b>	<b>4,288</b>	<b>3,591</b>	<b>4,191</b>	<b>4,390</b>
Dental and eye insurance premiums for Program Staff.								
<b>56387000 620800</b>	<b>Social Security</b>		<b>26,641</b>	<b>36,309</b>	<b>36,309</b>	<b>22,367</b>	<b>30,050</b>	<b>40,080</b>
Social security payments for Program Staff.								
<b>56387000 620900</b>	<b>Life Insurance</b>		<b>614</b>	<b>640</b>	<b>640</b>	<b>578</b>	<b>715</b>	<b>755</b>
Life insurance expenses for Program Staff.								
<b>56387000 623000</b>	<b>Pension Contribution</b>		<b>12,162</b>	<b>19,022</b>	<b>19,022</b>	<b>18,104</b>	<b>19,022</b>	<b>18,654</b>
City pension plan costs for Program Staff.								
<b>56387000 625000</b>	<b>Workers Compensation</b>		<b>2,555</b>	<b>5,000</b>	<b>5,301</b>	<b>4,904</b>	<b>5,000</b>	<b>5,000</b>
Workers' compensation claims for Program Staff.								
<b>56387000 714100</b>	<b>PC Lease</b>		<b>3,445</b>	<b>3,445</b>	<b>3,445</b>	<b>2,835</b>	<b>3,445</b>	<b>3,445</b>
Annual state contract lease costs for PCs and laptop computers and annual license fee for Office 365 for Program Staff.								
<b>56387000 716000</b>	<b>Rental of Parking Lot</b>		<b>3,565</b>	<b>3,750</b>	<b>3,750</b>	<b>2,842</b>	<b>3,255</b>	<b>3,500</b>
Parking space rental for Program Staff.								
<b>56387000 718000</b>	<b>Rental of Uniforms</b>		<b>204</b>	<b>400</b>	<b>400</b>	<b>113</b>	<b>300</b>	<b>400</b>
Weekly rental costs of uniforms for Program Staff.								



## Solid Waste & Recycling Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56387000 723000</b>	<b>Maint. - Equipment</b>	<b>6,069</b>	<b>20,000</b>	<b>20,000</b>	<b>4,070</b>	<b>7,000</b>	<b>20,000</b>
	PAC's portion of the costs for the maintenance contract for mail insertion machine, which processes solid waste bills; the mail extractor machine used in processing remittances; and other office equipment. Also includes: maintenance of CN3 handheld ticketing devices used by SWEEP officers; maintenance of equipment used at the Recycling Center.						
<b>56387000 729000</b>	<b>Maint. - Vehicles</b>	<b>2,979</b>	<b>4,000</b>	<b>4,000</b>	<b>3,889</b>	<b>4,000</b>	<b>4,000</b>
	Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff, which include: two automobiles, a pickup truck, two rear load compactor trucks and a forklift.						
<b>56387000 731000</b>	<b>Advertising</b>	<b>6,651</b>	<b>13,000</b>	<b>13,000</b>	<b>619</b>	<b>13,000</b>	<b>17,000</b>
	Advertising and promotion expense for newsletters, meetings and publicity materials paid for current and new recycling program initiatives, including special collections for White Goods, Yard Waste, Leaves and Christmas Trees.						
<b>56387000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>1,308</b>	<b>1,700</b>	<b>1,700</b>	<b>1,475</b>	<b>1,700</b>	<b>1,800</b>
	Membership dues for professional organizations and subscriptions to trade journals.						
<b>56387000 734000</b>	<b>Postage</b>	<b>31,019</b>	<b>34,000</b>	<b>34,000</b>	<b>16,102</b>	<b>34,000</b>	<b>34,000</b>
	Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail and new customer startup packets.						
<b>56387000 735000</b>	<b>Printing</b>	<b>3,643</b>	<b>7,000</b>	<b>7,000</b>	<b>3,129</b>	<b>7,000</b>	<b>7,000</b>
	Paper for printing of forms, bills, notices, general correspondence, newsletters and other materials for the education and outreach conducted by the Bureau. Also includes shared costs for paper and operation of copier machines.						
<b>56387000 736000</b>	<b>Telephone</b>	<b>5,057</b>	<b>6,000</b>	<b>7,055</b>	<b>6,170</b>	<b>8,000</b>	<b>8,000</b>
	Monthly desk and cellular telephone charges for Program Staff, internet and security service at Recycling Center for Program Staff and internet service for the CN3 handheld machines.						
<b>56387000 737000</b>	<b>Travel</b>	<b>1,687</b>	<b>7,000</b>	<b>4,845</b>	<b>1,759</b>	<b>3,000</b>	<b>6,000</b>
	Costs for Program Staff to attend workshops, seminars, classes and conferences at regional, state and national forums in the solid waste and recycling industry.						
<b>56387000 741000</b>	<b>Professional Services</b>	<b>12,753</b>	<b>10,000</b>	<b>13,600</b>	<b>11,581</b>	<b>12,500</b>	<b>10,000</b>
	External services including legal counsel and auditing.						
<b>56387000 743100</b>	<b>Credit Card Fees</b>	<b>4,896</b>	<b>7,200</b>	<b>7,200</b>	<b>4,423</b>	<b>7,200</b>	<b>7,200</b>
	Bureau's portion of credit card fees charged based on revenue collected.						
<b>56387000 744500</b>	<b>Training &amp; School</b>	<b>2,235</b>	<b>4,500</b>	<b>4,500</b>	<b>3,863</b>	<b>3,900</b>	<b>4,500</b>
	Costs for PROP classes, state and national conferences and other course work and seminars for Program Staff to stay current with their area of expertise.						

## Solid Waste & Recycling Fund - Expenses

		2014 ACTUAL	2015 ORIGINAL BUDGET	2015 AMENDED BUDGET	EXPENDED YTD 11/19/15	2015 PROJECTED	2016 PROPOSED
<b>56387000 745100</b>	<b>Hauling Fees</b>	1,660,714	1,715,000	1,715,000	1,714,500	1,694,500	1,730,000
	Service fees specified in the Solid Waste Collection Contract with Penn Waste, Inc. for Collection of Refuse and Recyclable Materials from Residential Units, Eligible Commercial Establishments and Municipal Facilities.						
<b>56387000 745200</b>	<b>Tipping Fees</b>	1,301,020	1,370,000	1,370,000	1,363,048	1,300,000	1,325,000
	Tipping fees charged to dispose of the Contract Waste collected by Penn Waste, Inc. at LCSWMA Facilities; for Recyclable Materials collected and delivered to LCSWMA or other Recycling Facilities; and for contract services for White Goods collection.						
<b>56387000 752000</b>	<b>Power Electric</b>	1,136	1,800	1,800	1,061	1,600	1,800
	Electricity to operate the Recycling Center.						
<b>56387000 760300</b>	<b>Office Supplies</b>	2,808	3,600	3,600	2,147	3,000	3,600
	Forms, cards, office supplies, etc. that is required in billing, and operating the offices supporting Program Staff.						
<b>56387000 760600</b>	<b>Operating Supplies</b>	18,880	55,000	55,000	44,314	65,000	65,000
	Supplies needed in the field to perform essential functions to enforce the solid waste ordinance. operate the Recycling Center and fund petty cash expenditures. Includes costs to purchase recycling containers and yard waste bags.						
<b>56387000 765400</b>	<b>Gas Oil &amp; Diesel</b>	12,336	14,000	14,000	8,361	14,000	14,000
	Fuel and oil needed to operate collection vehicles used by Program Staff to conduct field inspections, collect trash and recyclable materials and operate the Recycling Center.						
<b>56387000 766000</b>	<b>Heating Oil</b>	4,228	6,000	6,000	3,285	6,000	6,000
	Natural Gas to heat the Recycling Center.						
<b>56387000 772000</b>	<b>Insurance Package</b>	5,993	6,805	6,805	6,292	6,805	7,485
	Property and liability coverage for all Bureau facilities and vehicles.						
<b>56387000 820000</b>	<b>Minor Equipment</b>	6,893	18,000	53,715	48,301	82,000	16,802
	Incidental equipment needed for Program Staff.						
<b>56387000 827000</b>	<b>Vehicles</b>	295	31,000	31,000	30,176	30,200	30,200
	Vehicle lease payments for: a) the rear load compactor truck (#807) purchased in 2012 used to collect litter and trash by the Bureau of Streets and b) pickup truck (#812) used for Recycling Center operations.						
<b>56387000 911000</b>	<b>Indirect Costs</b>	110,255	117,960	117,960	108,130	117,960	108,190
	Account pays for City support services and fringe benefits for administrative, legal, personnel, and executive departments. This amount is determined annually by the cost allocation plan.						
<b>56387000 924000</b>	<b>Debt Service - Interest</b>	2,743	-	-	-	-	-
<b>TOTAL Solid Waste &amp; Recycling</b>		<b>3,698,256</b>	<b>4,051,890</b>	<b>4,051,890</b>	<b>3,836,200</b>	<b>3,935,020</b>	<b>4,096,602</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WASTE AND RECYCLING: ADMINISTRATION**

56387000	611000	F	M	1.0000	Solid Waste & Recycling Manager	75,861
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 75,861</b>
56387000	611500	F	M	1.0000	Supervisor	48,000
56387000	611500	F	M	0.1273	Bureau Chief Proc. & Collections	9,145
56387000	611500	F	M	0.1273	Customer Service Supervisor	6,314
56387000	611500	F	M	0.0500	Communications Specialist	1,833
56387000	611500	F	A	0.1273	Purchasing Coordinator	5,159
56387000	611500	F	A	0.1273	Admin Support Clerk	4,474
56387000	611500	F	A	1.0000	Customer Service Coordinator	46,727
56387000	611500	F	A	1.0000	Recyclable Materials Coordinator	46,480
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	46,599
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	41,632
56387000	611500	F	A	1.0000	Operator I	38,379
56387000	611500	F	A	1.0000	Laborer	34,205
56387000	611500	F	A	0.1273	Property Maintenance Coordinator	5,991
56387000	611500	F	A	0.1273	Cashier/Service Clerk	4,620
56387000	611500	F	A	0.1273	Customer Care Coordinator	5,775
56387000	611500	F	A	0.1273	Customer Care Coordinator	5,159
56387000	611500	F	A	0.1273	Customer Care Coordinator	5,159
56387000	611500	F	A	0.1273	Cashier/Service Clerk	4,474
56387000	611500	F	A	0.1273	Cashier/Service Clerk	4,474
56387000	611500	F	A	0.1273	Billing Coordinator	5,620

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2016 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56387000	611500	F	A	0.1273	Revenue Clerk	5,008
56387000	611500	F	A	0.1273	Customer Care Coordinator	5,607
56387000	611500	F	A	0.1273	Mail & Print Operator	4,265
					Available for Merit	2,707
				Subtotal Full-Time	8.9595	
56387000	611500	P	A	0.1273	Data Entry Operator I	1,750
56387000	611500	P	A	1.0000	Recycling Program Aide	5,655
56387000	611500	P	A	1.0000	Recycling Program Aide	10,744
56387000	611500	P	A	1.0000	Recycling Program Aide	8,482
				Subtotal Part-Time	3.1273	
<b>TOTAL 6115 EMPLOYEES</b>				<b>12.0868</b>		<b>\$ 414,440</b>
<b>TOTAL EMPLOYEES</b>				<b>13.0868</b>		<b>\$ 490,301</b>