

CITY of LANCASTER

Pennsylvania

Adopted 2017 Budget

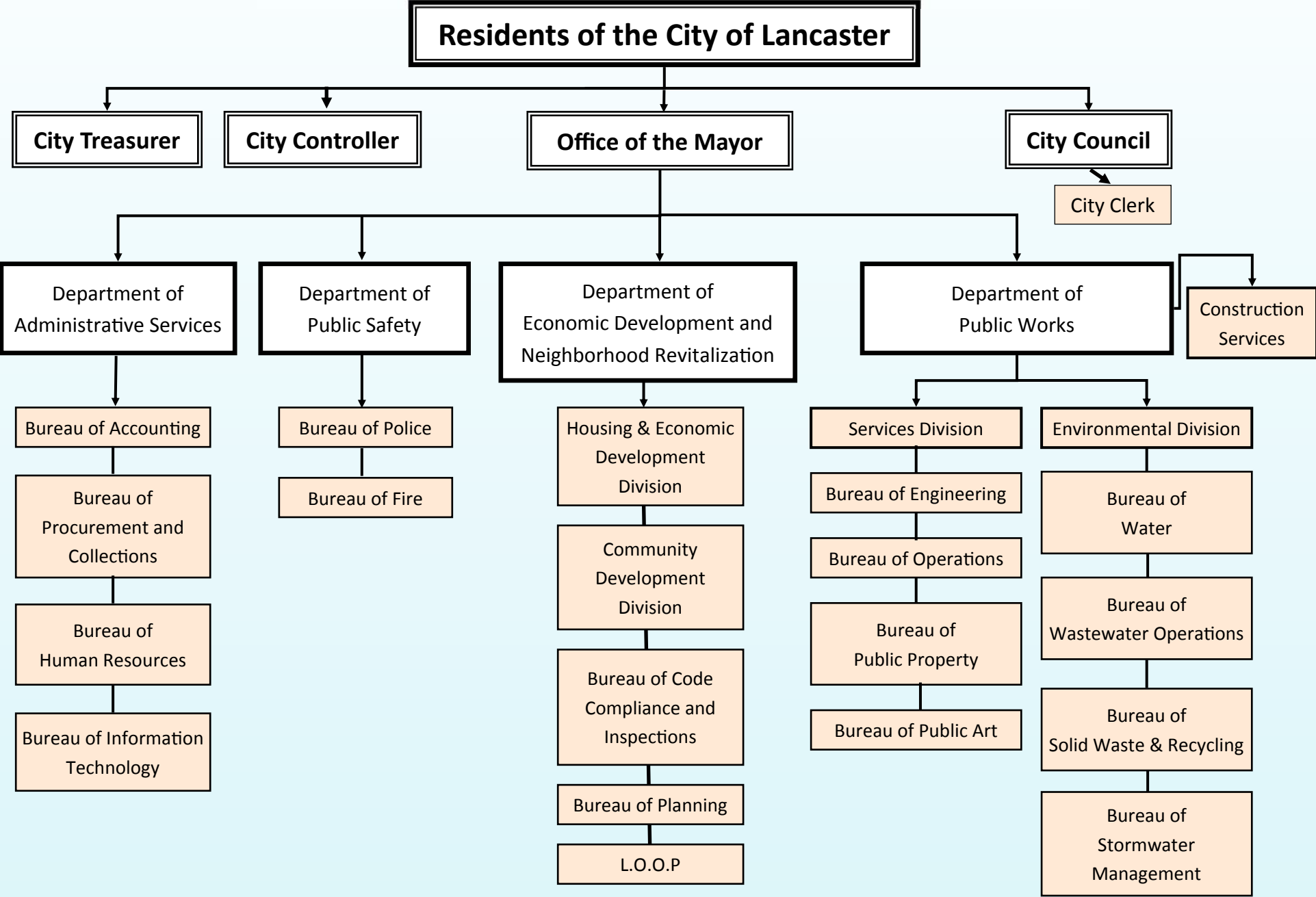


the city of **Lancaster**
a city authentic

General Fund
Stormwater Management Fund
Sewer Fund
Water Fund
Solid Waste & Recycling Fund

J. Richard Gray
Mayor

City of Lancaster Organizational Chart



EXECUTIVE DEPARTMENT

OFFICE OF THE MAYOR

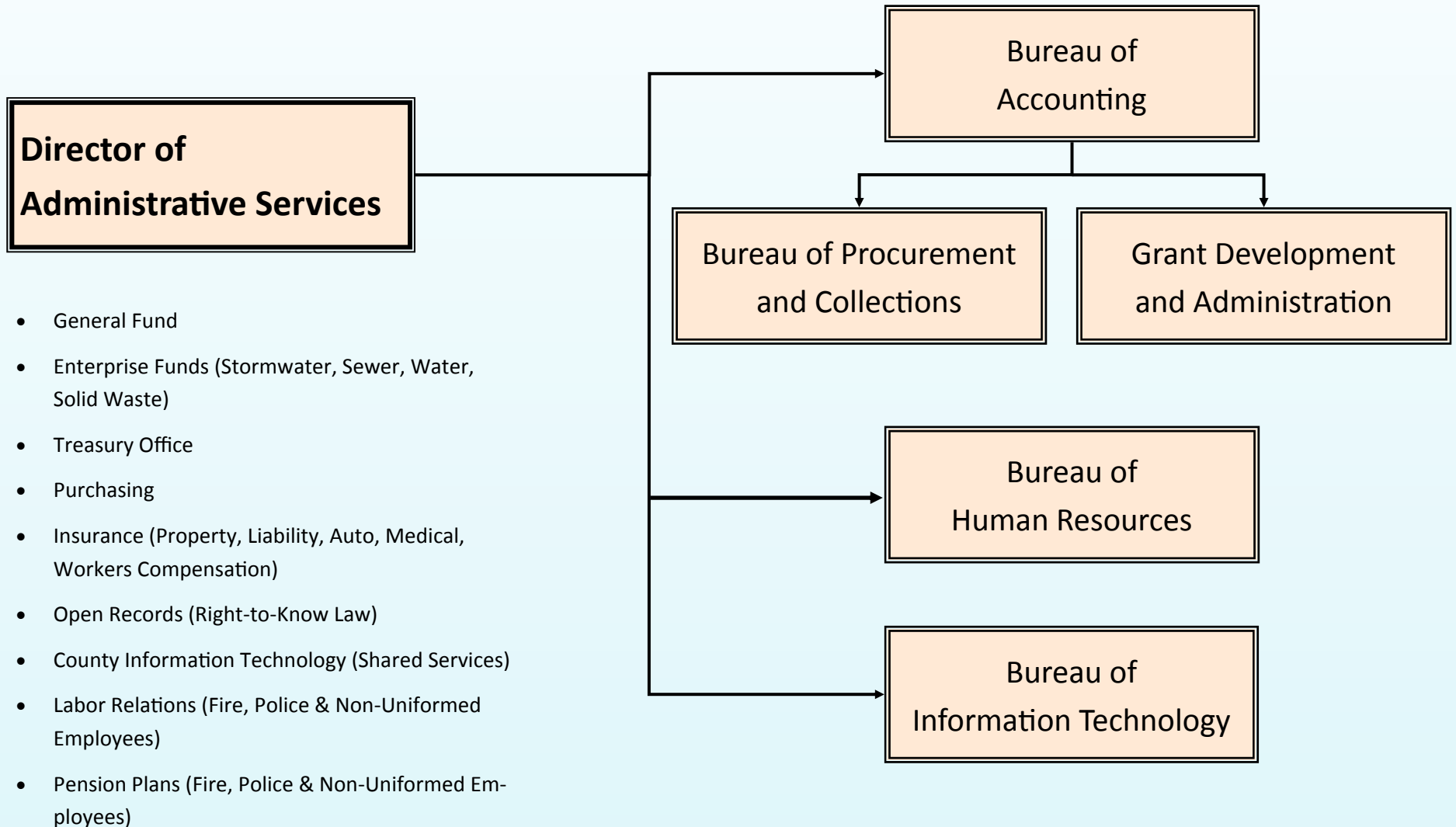
The Mayor is responsible for assuring the implementation of all City Council policy decisions, efficiently directing the city's operations, and creating an organizational culture that results in the delivery of excellent municipal services to residents of the City of Lancaster.

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.

###

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, four Enterprise Funds (Stormwater Management, Sewer, Water, and Solid Waste & 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, Stormwater Management, Water and 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 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

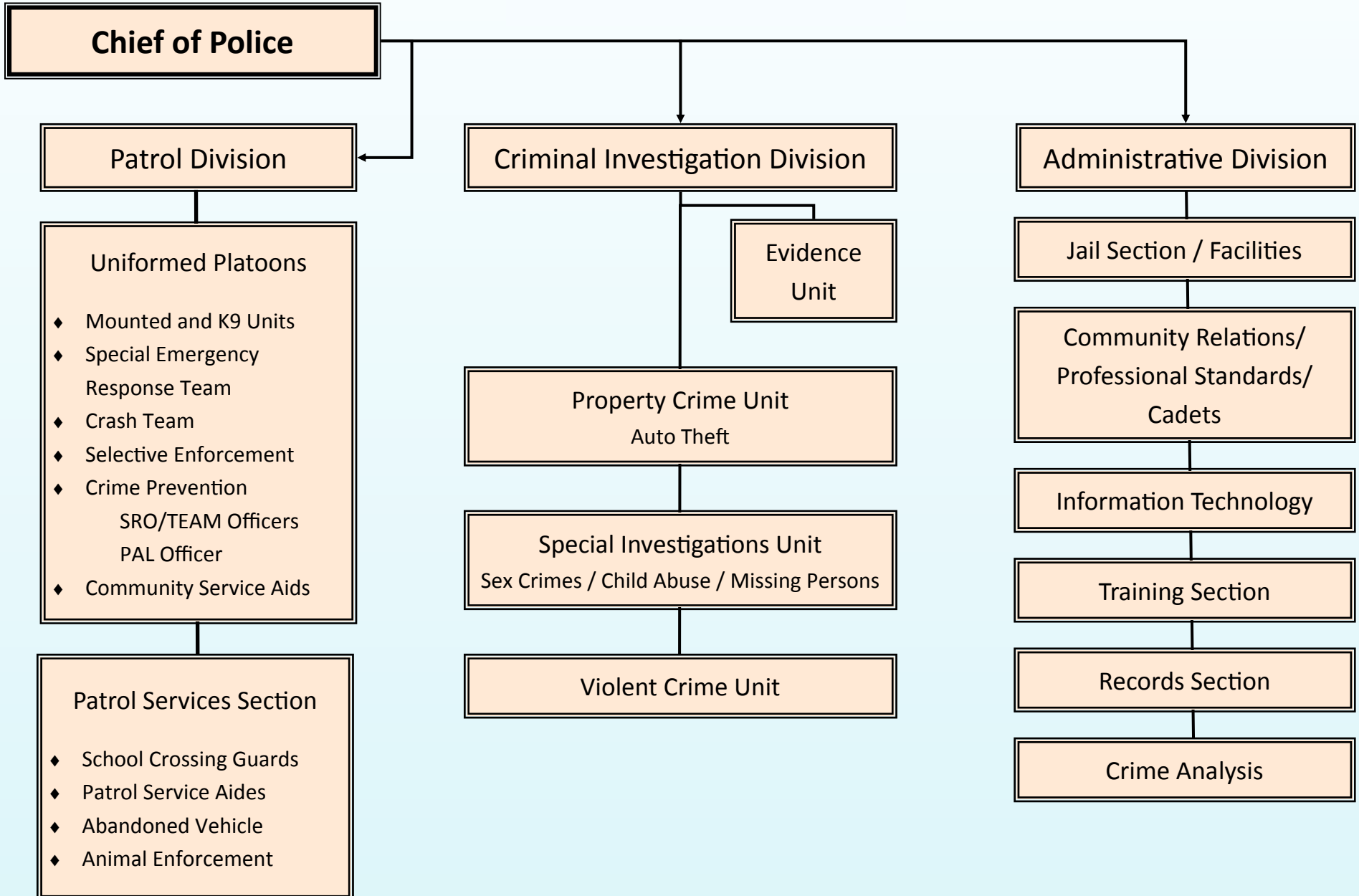
Information Technology Services provides technology support to all City operations; develops and maintains custom software programs; and supports and administers Munis ERP software. In late 2009, Bureau of Information Technology staff began working in partnership with Lancaster County Information Technology 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, Special Olympics, school based community events 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 0 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 Bureau no longer has anyone trained in this due to retirements)

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, Patrol Service Aides, 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) Currently there are six 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 officer is currently assigned as the P.A.L. Officer and works with children. 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 and fishing. The officer also develops contacts with stakeholders within the community to help fund the various programs facilitated through P.A.L. through donations and available grants.

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 city resident's age 18-21 years, 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.

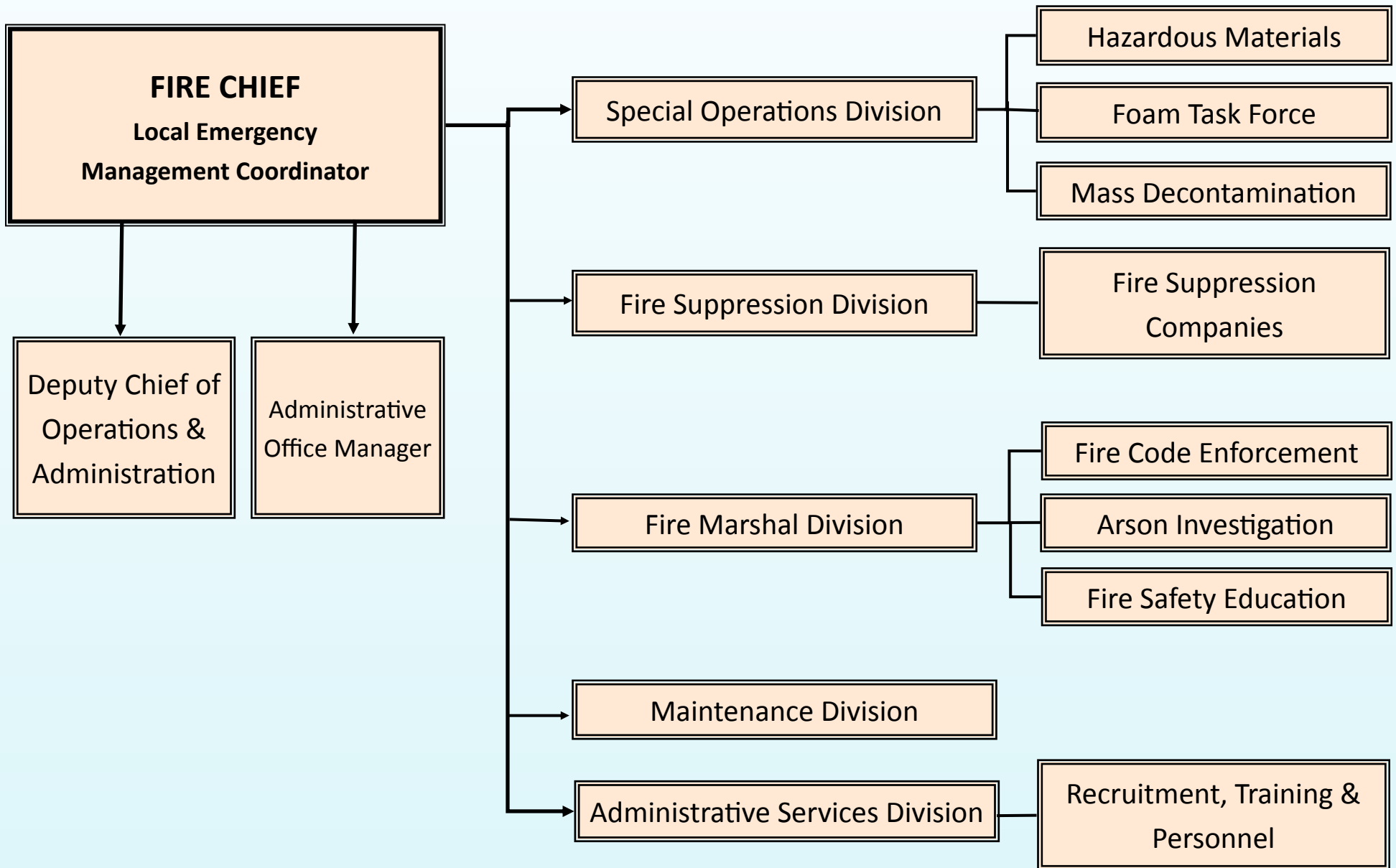
The Information Technology Section is comprised of two non-sworn positions who administer the Police Bureau's Local Area Network (LAN) and the Bureau's connection with Lancaster County's Wide Area Network (WAN) and the Bureau's connection to the internet. The Police Bureau's LAN is currently composed 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.

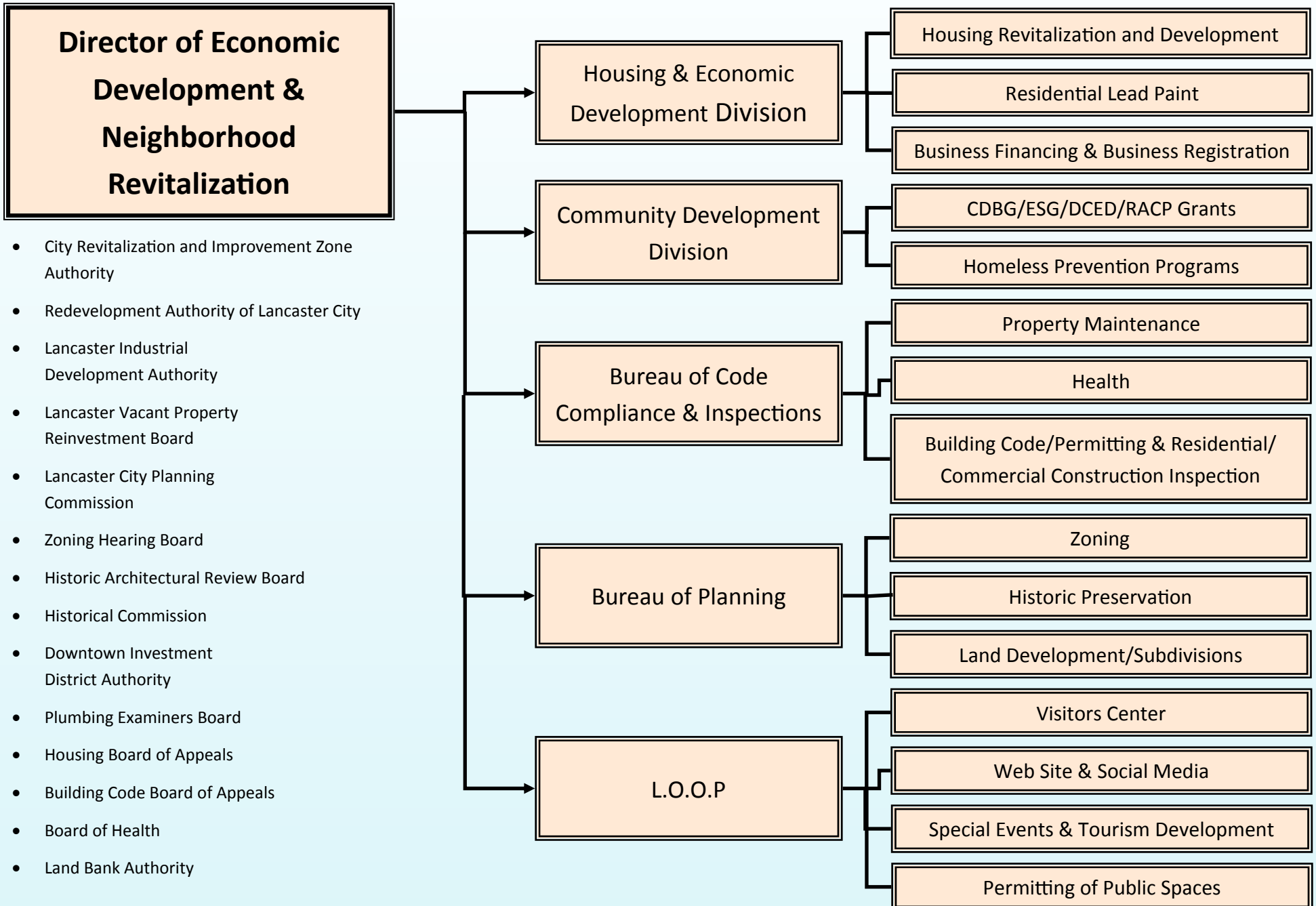
- **Hazardous Materials** – The Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency. The entire bureau is certified at the Haz-Mat operations level enabling them to assist at the emergency scene.
- **Terrorism Task Force** - The Lancaster 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 works closely with the Lancaster City Alliance to implement the Building on Strength Economic Development Plan adopted in 2015 and with other organizations promoting the economic revitalization of the City, including SACA and SACA Development Company, the Lancaster Housing Opportunity Partnership, Churchtowne, Neighbors United, and South Ann Concerned Neighbors.

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, 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 Deputy Director staffs the Lancaster Property Reinvestment Board, the Redevelopment Authority of the City of Lancaster's Vacant and Blighted Property Disposition Program and the newly established Land Bank Authority. Through the auspices of the first 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 Land Bank Authority is another tool that enables the City to acquire properties at Tax Claim and Judicial Sales for future redevelopment, as well as make strategic acquisitions to further economic development goals of the City.

The Department of Economic Development and Neighborhood Revitalization includes the Housing and Economic Development Division, the Community Development Division, the Bureau of Code Compliance and Inspections, the Bureau of Planning and the Lancaster Office of Promotions.

HOUSING AND ECONOMIC DEVELOPMENT 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 housing development and rehabilitation programs that seek to enhance the quality of life in every neighborhood of the City.

The division works to identify public and private sector funds to support housing development and 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, 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, and the Lead Hazard Prevention and Remediation Program.

The Division also manages the City's Business Registration Program and 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 neighborhood businesses to obtain financing for new projects or expansion.

COMMUNITY DEVELOPMENT DIVISION

The Community 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, housing and neighborhood 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.

The Community Development Division also serves as the city's principal representative to the Lancaster Coalition to End Homelessness.

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 and assist in enforcing the city ordinances designed to address trash, junk, grass and weeds and other nuisances that impact the quality of life in the City.

- The **HEALTH UNIT** inspects eateries, mobile food trucks, tattoo businesses and other public facilities to ensure compliance with State health and food safety standards. They also work with other organizations such as Lancaster General Health on initiatives designed to improve the overall health of our city. Efforts include community gardens and healthy food initiatives.
 - 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; and participates in transportation and traffic control planning with the County of Lancaster and Lancaster City Traffic Commission.

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.

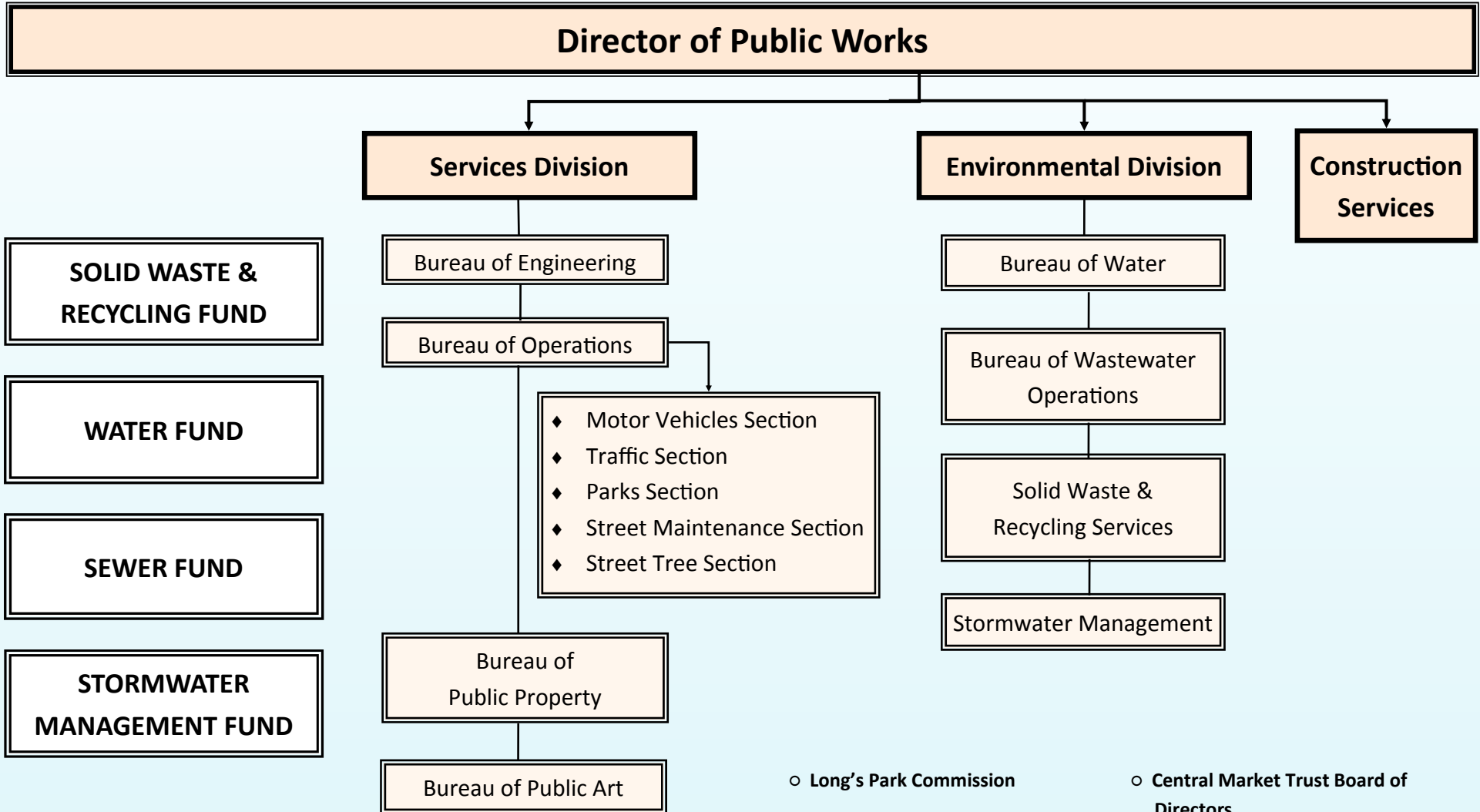
In 2014, the role of LOOP further expanded to include promotion of the arts and culture that is alive and well in the City. The City of Lancaster Office of Promotion exists to be the voice of the City and provide superior services to the residents, businesses, and visitors of Lancaster City. This new 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.

LOOP, on behalf of the City, 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 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; managing a Nationally-recognized stormwater program; 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 210 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 seven managers and two Deputy Directors:

- Bureau of Operations (Street Maintenance, Motor Vehicles, Traffic, Parks)
- Bureau of Engineering and Construction Services
- 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 18 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 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

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.

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CITY OF LANCASTER
GENERAL FUND



2017 BUDGET

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2016 BUDGET vs. 2017 BUDGET

<u>DESCRIPTION</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u>	<u>% INCREASE</u> <u>(DECREASE)</u>
Tax Revenues	\$36,436,100	\$38,133,000	\$1,696,900	5%
Regulatory Revenues	\$620,000	\$645,000	\$25,000	4%
EDNR Revenues	\$1,245,000	\$1,208,000	(\$37,000)	-3%
Public Safety Revenues	\$3,321,500	\$2,640,000	(\$681,500)	-21%
Public Works Revenues	\$5,305,672	\$5,183,000	(\$122,672)	-2%
Other Income	\$4,739,204	\$4,502,275	(\$236,929)	-5%
Use of Fund Balance Reserves	\$1,992,544	\$1,996,143	\$3,599	0%

TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$53,660,020	\$54,307,418	\$647,398	1%
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**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
EXECUTIVE	\$601,859	\$605,609	\$3,750	1%
Office of the Mayor	\$226,859	\$230,609	\$3,750	2%
City Solicitor	\$375,000	\$375,000	\$0	0%
LEGISLATIVE	\$136,118	\$150,497	\$14,379	11%
City Council	\$64,000	\$69,700	\$5,700	9%
City Clerk	\$72,118	\$80,797	\$8,679	12%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$0	0%
ADMIN. SERVICES	\$9,483,340	\$8,935,576	(\$547,764)	-6%
Director	\$352,498	\$344,901	(\$7,597)	-2%
Accounting	\$442,286	\$494,527	\$52,241	12%
Procurement & Collections	\$139,326	\$87,082	(\$52,244)	-37%
Human Resources	\$353,193	\$322,735	(\$30,458)	-9%
Information Technology	\$646,542	\$632,487	(\$14,055)	-2%
Community Involvement	\$582,156	\$631,656	\$49,500	9%
Insurance	\$618,500	\$653,500	\$35,000	6%
Fringe Benefits	\$2,844,310	\$2,985,658	\$141,348	5%
Debt Service	\$3,504,529	\$2,783,030	(\$721,499)	-21%
PUBLIC SAFETY	\$33,966,255	\$35,373,257	\$1,407,002	4%
Police	\$22,836,760	\$23,845,350	\$1,008,590	4%
Fire	\$11,129,495	\$11,527,907	\$398,412	4%

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION	\$2,773,737	\$3,229,241	\$455,504	16%
Director	\$1,427,618	\$1,457,306	\$29,688	2%
Planning	\$272,928	\$275,918	\$2,990	1%
Code Compliance & Inspections	\$1,073,191	\$1,148,140	\$74,949	7%
Lancaster Office of Promotion		\$347,877	\$347,877	
PUBLIC WORKS	\$6,681,711	\$5,996,238	(\$685,473)	-10%
Director	\$1,007,423	\$1,076,964	\$69,541	7%
Engineering	\$422,893	\$480,563	\$57,670	14%
Streets	\$1,730,989	\$929,499	(\$801,490)	-46%
Traffic Section	\$1,059,210	\$1,033,152	(\$26,058)	-2%
Motor Vehicles Section	\$229,538	\$254,823	\$25,285	11%
Parks & Public Property	\$2,231,658	\$2,221,237	(\$10,421)	0%
TOTAL GENERAL FUND EXPENDITURES	\$53,660,020	\$54,307,418	\$647,398	1%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

Fund Balance 12/31/2015		\$ 11,291,682
Projected Revenues: 2016	52,934,837	
Projected Expenditures: 2016	<u>(52,200,403)</u>	
Projected Current Operating Surplus/(Deficit) 2016 (Addition to Fund Balance)		<u>734,434</u>
Projected Fund Balance 12/31/2016		12,026,116
Proposed Revenues: 2017	52,311,275	
Proposed Expenditures: 2017	<u>(54,307,418)</u>	
Proposed Current Operating Surplus/(Deficit) 2017 (Reduction to Fund Balance)		<u>(1,996,143)</u>
Use of Fund Balance Reserves		<u>1,996,143</u>
Projected Fund Balance 12/31/2017		<u>\$ 10,029,973</u>

**CITY OF LANCASTER
2017 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>
Executive	3	0
Mayor's Office	3	
Legislative	1	7
City Council		7
City Clerk	1	
Administrative Services	16	0
Director	3	
Accounting	7	
Procurement & Collection	1	
Information Services	1	
Human Resources	4	
Controller/Treasurer		2
Public Safety	273	36
Police	195	36
Fire	78	
Econ Dev & Neigh Revit	36	4
Director	9	
Planning	4	
Code Compliance & Inspections	20	
Lancaster Office of Promotions	3	4
Public Works	52	1
Director	3	
Engineering	5	
Streets	13	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	23	1
Total General Fund Employees	381	50

General Fund - Revenues

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	TOTAL YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
Tax Revenue						
1000001 400000 City Real Estate Taxes	25,912,186	26,000,000	26,000,000	25,857,240	25,950,000	26,780,000
Revenue is derived from the annual real estate tax collections of the City of Lancaster.						
1000001 400200 Real Estate Transfer	726,696	630,000	630,000	925,253	950,000	750,000
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.						
1000001 400300 Earned Income Tax	5,523,750	5,325,000	5,325,000	4,509,318	5,700,000	5,840,000
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.						
1000001 400400 Local Services Tax	1,684,523	1,650,000	1,650,000	1,290,432	1,650,000	1,675,000
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).						
1000001 400500 Penalty Current Tax	115,163	95,000	95,000	80,455	95,000	95,000
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.						
1000001 400800 Discounts Earned	527	1,100	1,100	0	0	0
Revenue (savings) is earned by early payment of invoices to City vendors. With the change to Munis software in 2015 discounts are no longer recognized as a revenue, but as a reduction to the invoice amount being paid.						
1000001 400900 Lien Interest & Costs	8,410	8,000	8,000	7,034	5,000	5,000
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	TGEGKED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
1000001 401000	Payment in Lieu of Taxes	1,794,444	1,860,000	1,860,000	1,520,028	1,850,000	2,000,000
	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. For 2017, this line item also includes \$150,000 from the PSP PILOT payment for the new Marriott Tower.						
1000001 401100	Utility Tax Refund	36,626	37,000	37,000	38,013	38,013	38,000
	Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).						
1000001 401200	Real Estate Tax Lien Proc	806,059	830,000	830,000	945,632	945,632	950,000
	Revenue is derived from the sale of prior year real estate tax claims to a third party.						
TOTAL	Tax Revenue	36,608,384	36,436,100	36,436,100	35,173,406	37,183,645	38,133,000

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Revenues							
Regulatory Revenues							
1000002 401400	Cable Franchise Fee	580,993	585,000	585,000	458,848	605,000	610,000
Revenue is derived from the 5% Comcast cable television franchise fee.							
1000002 401500	Beverage License	55,800	35,000	35,000	12,730	35,000	35,000
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.							
TOTAL	Regulatory Revenues	636,793	620,000	620,000	471,578	640,000	645,000

General Fund - Revenues

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
EDNR Revenues						
1601001 401700 Building Permits	362,980	400,000	400,000	368,969	385,000	380,000
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.						
1601001 401900 Plumbing Licenses	42,955	30,000	30,000	22,343	40,000	40,000
Revenue is derived from the fees collected for plumbing licenses.						
1601001 402200 Housing Licenses	713,660	690,000	690,000	620,855	675,000	675,000
Revenue is derived from fees collected by the City for rental housing licenses for multi-unit, and 1 and 2 unit dwellings.						
1601001 402400 Zoning Permits	28,589	30,000	30,000	20,180	22,000	23,000
Revenue is derived from the fee collected for zoning permits.						
1601001 402500 Health Licenses & Permits	90,034	95,000	95,000	81,861	90,000	90,000
Revenue is derived from the license fee for food inspection.						
TOTAL EDNR Revenues	1,238,218	1,245,000	1,245,000	1,114,208	1,212,000	1,208,000

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Revenues						
Public Safety Revenues						
1501000 402600 District Judge Fines	770,498	850,000	850,000	557,211	710,000	400,000
Revenue is derived from fines and restitution collected by the Magisterial District Judge offices, the Commonwealth and Lancaster County and remitted to the City. Beginning in 2017, parking enforcement related fine revenues will be paid from the MDJ Office to the Lancaster Parking Authority instead of the City.						
1501000 402700 Parking Violations	1,369,951	1,325,000	1,325,000	1,228,173	1,355,000	1,080,000
Revenue is derived from fees for parking violations issued by the Police Bureau. Beginning in 2017, revenues will be from payments from the Lancaster Parking Authority to the City in accordance with the parking enforcement agreement.						
1501000 402800 Reproducing Police Report	34,551	32,000	32,000	28,767	30,000	30,000
Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.						
1501000 402900 Burglar Alarm Service Fees	20,580	25,000	25,000	22,490	25,000	25,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.						
1501000 403100 Police - School District	119,942	115,000	115,000	120,430	120,430	123,000
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.						
1501000 403300 Drug Task Force Reimb.	158,759	90,000	90,000	82,084	90,000	90,000
Revenue is derived from the reimbursement of salaries from the District Attorney's office for three officers assigned to the Drug Task Force.						
1501000 403400 Drug Task Force - O/T	3,578	4,500	4,500	0	2,000	3,000
Revenue is derived from the reimbursement for overtime from the District Attorney's office for three police officers assigned to the Drug Task Force.						
1501000 403500 Pa Reimb Police Recruits	41,722	30,000	30,000	74,630	74,630	50,000
State reimbursement of Police Academy expenses for newly hired officers.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1501000 403800	Warrant Squad Services	9,101	15,000	15,000	5,511	6,000	9,000
	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.						
1501000 404100	Police-Special Events OT	76,339	60,000	60,000	73,092	75,000	70,000
	Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.						
1501000 416700	Police - SDL - SRO	555,333	565,000	565,000	417,088	565,000	570,000
	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.						
1502000 404200	Fire Inspection	212,649	210,000	210,000	171,729	185,000	190,000
	Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.						
TOTAL	Public Safety Revenues	3,373,002	3,321,500	3,321,500	2,781,206	3,238,060	2,640,000

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Revenues						
Public Works Revenues						
1810001 404300 Transfer from Utility Funds	3,500,000	3,500,000	3,500,000	3,208,333	3,500,000	3,500,000
Revenue is derived from interfund transfers to the General Fund from the Sewer Fund and Water Fund. For 2017, the interfund transfer is only from the Water Fund.						
1810001 404400 Rent of City Property	215,004	225,000	225,000	249,902	260,000	200,000
Revenue is derived from the reimbursement for use of space by Community Development Block Grant Fund at City Hall and polling place rental. This line also reflects rental income from Lancaster County Detectives for rental space in the police station and lease of tower space to cell phone companies.						
1810001 404500 SF - Admin Indirect Costs	457,829	414,544	414,544	379,999	414,544	415,000
Revenue is derived from indirect costs applicable to the Sewer Fund, as per the full cost allocation plan for 2015, which is applicable to fiscal year 2017.						
1810001 404600 WF - Admin Indirect Costs	638,723	617,938	617,938	566,443	617,938	618,000
Revenue is derived from indirect costs applicable to the Water Fund, as per the full cost allocation plan for 2015, which is applicable to fiscal year 2017.						
1810001 404800 Right of Way Permit Fees	356,756	330,000	330,000	223,730	231,000	250,000
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.						
1810001 405000 Sewer Vehicle Maintenance	10,810	10,000	10,000	9,725	10,000	10,000
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.						
1810001 405100 Water Vehicle Maintenance	19,709	17,000	17,000	16,844	17,000	17,000
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.						
1810001 412700 Degradation Fees	30,320	45,000	45,000	8,505	45,000	45,000
Revenue is derived from fees paid by utility companies needing to open a street for utility repairs on recently paved streets.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1810001 417900	TF - Admin Indirect Costs	117,960	108,190	108,190	99,174	108,190	108,000
	Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund, as per the full cost allocation plan for 2015, which is applicable to fiscal year 2017.						
1810001 420000	Sewer Direct Costs	20,044	38,000	38,000	0	20,000	20,000
	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.).						
TOTAL	Public Works Revenues	5,367,156	5,305,672	5,305,672	4,762,656	5,223,672	5,183,000

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Revenues						
Other Income						
1000004 405300 Executive Sundry	750	750	750	500	750	750
Revenue is derived from miscellaneous items in the Mayor's and City Clerk's office, e.g. notary services.						
1000004 405500 Administrative Sundry	6,814	6,000	6,000	3,787	3,000	3,000
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.						
1000004 405700 Sale of City Property/Svc	1,032,987	25,000	25,000	112,729	570,000	25,000
Revenue is derived from the sale of miscellaneous items and services.						
1000004 405800 Police Sundry	172,257	160,000	160,000	102,506	160,000	160,000
Revenue is derived from the reimbursement for miscellaneous police receipts, such as witness fees.						
1000004 405900 Fire Sundry	170	300	300	190	200	200
Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books.						
1000004 406000 EDNR Sundry	77,141	50,000	50,000	69,351	218,000	65,000
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.						
1000004 406001 EDNR Admin Tickets	61,050	55,000	55,000	42,836	45,000	45,000
Revenue is derived from fines paid by residents and property owners for violations of the City's property maintenance code.						
1000004 406100 Public Works Sundry	24,418	30,000	30,000	6,237	9,000	15,000
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, and access parking at Central Market.						
1000004 406300 Interest on Investment	227	300	300	299	310	325
Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1000004 406600 Federal Reimb-Salaries	400,752	350,000	350,000	352,849	350,000	350,000
Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.						
1000004 406700 Federal Reimb-Fringes	224,192	190,000	190,000	179,088	190,000	190,000
This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by Federal program funds.						
1000004 406900 Fed.Reimb-Indirect Costs	0	40,000	40,000	0	40,000	40,000
Revenue is derived from indirect costs applicable to the CDBG program, as per the cost allocation plan for 2015, which is applicable to fiscal year 2017.						
1000004 407100 Pension State Fund	2,336,130	2,639,104	2,639,104	2,695,950	2,695,950	2,625,000
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.						
1000004 407400 HARB Grant	13,478	15,000	15,000	5,061	15,000	15,000
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.						
1000004 407500 Liquid Fuels Reimb.	509,419	525,000	525,000	435,119	525,000	525,000
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.						
1000004 415100 Anti-Auto Theft grant	210,667	295,250	295,250	200,137	295,250	330,000
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.						
1000004 415500 Misc Grants & Gifts	41,388	45,000	292,500	727	250,000	10,000
For 2016 only, revenue is derived from anticipated reimbursement from FEMA for extraordinary snow removal expenses from the February snow storm. Other revenues are derived from unanticipated grants and gifts during the year.						
1000004 418100 Tax Certification Fees	64,705	65,000	65,000	65,936	70,000	65,000
Revenue is derived from a \$20 fee charged for tax certifications provided to settlement companies for real estate sale closings.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	TGE G&GD YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
1000004 419300 Fire Safer Grant	84,401	0	0	0	0	0
Federal Department of Homeland Security grant for the retention of 5 firefighter positions. The grant period is August 2012 to April 2015.						
1000004 419600 Marketing	0	0	0	0	0	32,000
Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP). This is a new General Fund revenue line item in 2017 due to the move of LOOP from its own fund (249) to the General Fund.						
1000004 419900 Merchandise Sales	0	0	0	0	0	6,000
Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP). This is a new General Fund revenue line item in 2017 due to the move of LOOP from its own fund (249) to the General Fund.						
1000004 499000 Fund Balance Reserve	0	1,242,544	1,992,544	0	0	1,996,143
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.						
TOTAL Other Income	5,260,946	5,734,248	6,731,748	4,903,783	5,437,460	6,498,418
TOTAL General Fund - Revenues	52,484,498	52,662,520	53,660,020	49,957,147	52,934,837	54,307,418

CITY OF LANCASTER
GENERAL FUND
EXPENSES



2017 BUDGET

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Mayor's Office Expenses						
1101000 610500 Elected Official	77,932	77,932	77,932	68,940	77,932	77,932
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).						
1101000 611500 Salaried Personnel	141,631	142,027	142,027	121,098	142,740	145,777
The salary of the Chief of Staff and Mayor's secretary.						
1101000 618500 Overtime	18	0	0	0	0	0
Overtime expenses for eligible staff in the Mayor's Office.						
1101000 732000 Dues & Subscriptions	268	300	300	152	160	300
Subscriptions to professional publications and dues to professional organizations.						
1101000 734000 Postage	601	700	700	473	600	700
Postage costs incurred in routine office mailings.						
1101000 735000 Printing	333	300	300	279	300	300
Photocopying costs of the Mayor's Office.						
1101000 736000 Telephone	1,731	1,900	1,900	1,751	1,900	1,900
Line and call charges for phone and fax lines, and the Mayor's cellular phone.						
1101000 737000 Travel	799	1,500	1,500	208	1,000	1,500
Travel expenses relating to the Mayor's attendance at various meetings and conferences.						
1101000 744500 Training & School	668	600	600	373	600	600
Expenses for registrations and trainings.						
1101000 760300 Office Supplies	1,200	1,600	1,600	875	1,200	1,600
Cost of general office supplies for the Mayor's Office.						
TOTAL Mayor's Office Expenses	225,181	226,859	226,859	194,148	226,432	230,609

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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
TOTAL 610500 EMPLOYEES				1.0000		\$ 77,932
1101000	611500	F	M	1.0000	Secretary to the Mayor	51,030
1101000	611500	F	M	1.0000	Chief of Staff	93,726
					Available for Merit	1,021
TOTAL 611500 EMPLOYEES				2.0000		\$ 145,777
TOTAL EMPLOYEES				3.0000		\$ 223,709

General Fund - Expenses

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Office of City Solicitor							
1102000 741000	Professional Services	302,990	375,000	375,000	314,045	375,000	375,000
<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>							
TOTAL	Office of City Solicitor	302,990	375,000	375,000	314,045	375,000	375,000

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
City Council Exp						
1201000 610500 Elected Official	56,500	56,500	56,500	49,980	56,500	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).						
1201000 737000 Travel	0	1,000	3,660	0	3,660	5,000
This account provides funding for Council member travel expenses for Pennsylvania Municipal League and National League of Cities meetings, trainings and other meetings approved by the Council President.						
1201000 738000 Miscellaneous Expenses	276	1,500	1,500	1,308	1,500	5,000
This line item contains the City's annual membership dues in the National League of Cities. Costs of plaques for retiring members of City Council as well as awards to various organizations and individuals honored by City Council are also charged to this line.						
1201000 744500 Training	81	500	2,340	1,840	2,340	3,200
This account provides funding for Council members to attend training at Pennsylvania Municipal League and National League of Cities conferences and other training opportunities.						
1201000 820000 Minor Equip	3,045	0	0	0	0	0
Minor equipment expenses related to purchases for members of City Council.						
TOTAL City Council Exp	59,901	59,500	64,000	53,128	64,000	69,700

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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
TOTAL 610500 EMPLOYEES				7.0000		\$ 56,500

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
City Clerk Exp						
1202000 611500 Salaried Personnel	49,148	52,193	52,193	51,084	53,075	53,237
Salary of the City Clerk.						
1202000 612000 Salary Temporary	100	200	200	0	0	0
Salary for temporary help for the City Clerk.						
1202000 731000 Advertising	4,337	4,500	4,500	4,009	3,200	4,500
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.						
1202000 734000 Postage	383	100	100	33	35	60
Postage costs for general office mailings.						
1202000 735000 Printing	498	225	525	473	525	400
Photocopying for the City Clerk, and the binding of the annual year book.						
1202000 736000 Telephone	1,150	1,400	1,400	552	650	600
Line and call charges for phone lines fo the City Clerk and City Controller.						
1202000 737000 Travel	147	500	500	91	50	600
Travel expenses incurred for attendance at Pennsylvania Municipal League meetings or other training.						
1202000 738000 Miscellaneous Expenses	161	250	250	33	50	400
Includes the City Clerk's membership in the International Institute of Municipal Clerks and miscellaneous expenses incurred by the Clerk's Office.						
1202000 742500 Ordinance Codification	7,467	12,000	12,000	6,268	9,000	20,000
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 Training/Education	225	250	250	0	0	500
City Clerk professional training.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
1202000 760300	Office Supplies	30	200	200	26	50	200
	General office supplies for the City Clerk.						
1202000 820000	Minor Equipment	2,464	300	0	0	0	300
	Minor equipment for City Clerk's Office						
TOTAL	City Clerk Exp	66,109	72,118	72,118	62,569	66,635	80,797

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	52,193 1,044
TOTAL 611500 EMPLOYEES				1.0000	\$	53,237

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Director Admin Services Exp						
1400000 610900 Salary - Director	102,565	101,536	116,536	97,729	115,398	118,296
Salary of the Business Administrator.						
1400000 611500 Salaried Personnel	91,330	117,456	84,882	65,450	80,093	96,125
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 Salary Temporary	11,411	5,000	32,600	32,347	32,396	0
Costs of temporary personnel to fill in during extended absence of City Hall Receptionist or other Director's Office personnel.						
1400000 618500 Overtime	250	0	0	512	600	0
Overtime required to be paid in accordance with the Fair Labor Standards Act.						
1400000 714100 PC Lease	21,735	24,600	30,100	30,096	30,100	33,200
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for Administrative Services staff.						
1400000 732000 Dues & Subscriptions	6,972	7,000	7,000	6,972	7,000	7,200
Dues for the US Conference of Mayors, PML PELRAS, Lancaster County Boroughs Association, Government Finance Officers Association and subscription to professional journals and publications.						
1400000 734000 Postage	20	30	30	22	30	30
Postage and express mail sent by the Director's Office.						
1400000 735000 Printing	778	500	800	536	700	700
Photocopying expenses of the Director's Office.						
1400000 736000 Telephone	630	600	600	583	600	600
Line and call charges for the Director's Office phones.						
1400000 737000 Travel	425	750	505	387	400	750
Costs associated with travel to various PML conferences.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1400000 741000 Professional Services	71,225	85,000	76,700	58,542	75,000	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 Training & School	395	500	245	245	250	500
Costs of various PML conferences.						
1400000 760300 Office Supplies	1,868	2,000	2,000	1,549	1,700	2,000
Office supplies for the Office of the Director.						
1400000 820000 Minor Equipment	0	500	500	0	500	500
Purchase of office and/or computer equipment.						
1400000 929000 Transfers to Other Funds	1,590,148	0	0	0	0	0
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 by Supplemental Appropriation approved by City Council.						
TOTAL Director Admin Services Exp	1,899,752	345,472	352,498	294,970	344,767	344,901

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>DIRECTOR OF ADMINISTRATIVE SERVICES</u>						
1400000	61090	F	M	1.0000	Director-Administrative Services	118,296
TOTAL 61090 EMPLOYEES				1.0000		\$ 118,296
1400000	611500	F	M	1.0000	Administrative Assistant	50,075
1400000	611500	F	M	1.0000	Clerk Receptionist	31,439
					Available for Merit	14,792
TOTAL 611500 EMPLOYEES				2.0000		\$ 96,306
TOTAL EMPLOYEES				3.0000		\$ 214,602

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Accounting Exp						
1401000 611000 Salary - Bureau Chief	84,251	81,724	83,924	71,797	84,370	83,359
Salary of the Chief Accountant.						
1401000 611500 Salaried Personnel	244,817	259,862	257,012	192,202	233,611	312,468
Salaries of the staff of the Bureau of Accounting.						
1401000 618500 Overtime	0	0	8,000	7,578	8,000	2,500
Overtime expenses for eligible staff in the Bureau of Accounting.						
1401000 731000 Advertising	4,331	5,000	5,065	5,064	5,000	5,200
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	498	1,700	1,635	348	500	750
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.						
1401000 734000 Postage	4,116	5,000	5,000	3,325	4,700	5,000
This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operation mailings.						
1401000 735000 Printing	2,600	3,000	3,000	1,119	2,500	3,200
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.						
1401000 736000 Telephone	1,012	1,500	1,500	937	1,200	1,500
Line and call charge for the Accounting Office.						
1401000 737000 Travel	0	0	250	89	250	250
Travel and/or mileage reimbursement expenses for staff in the Bureau of Accounting.						
1401000 741100 Audit Expense	33,181	48,000	48,000	31,809	48,000	50,000
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.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1401000 743000	Bank Service Charges	13,607	12,500	12,500	11,482	14,625	15,000
	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	4,497	6,200	6,200	3,561	5,000	6,000
	This account reflects the General Fund's share of credit card company fees.						
1401000 744500	Training & School	228	3,000	3,000	816	1,000	2,000
	This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.						
1401000 760300	Office Supplies	7,695	6,000	6,000	3,446	5,000	6,000
	General office supplies for the Accounting Office.						
1401000 820000	Minor Equipment	0	1,200	1,200	1,164	1,164	1,300
	Minor equipment expenses for the Bureau of Accounting.						
TOTAL	Accounting Exp	400,834	434,686	442,286	334,736	414,920	494,527

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF ACCOUNTING

1401000	611000	F	M	1.0000	Chief Accountant	83,359
TOTAL 611000 EMPLOYEES				1.0000		\$ 83,359
1401000	611500	F	M	1.0000	General Accountant II	56,100
1401000	611500	F	M	1.0000	Accountant I	49,438
1401000	611500	F	M	1.0000	Development Administrator	53,430
1401000	611500	F	M	1.0000	Accounting Manager	57,500
1401000	611500	F	M	1.0000	Accounting Assistant	45,000
1401000	611500	F	M	1.0000	Payroll Specialist	51,000
TOTAL 611500 EMPLOYEES				6.0000		\$ 312,468
TOTAL EMPLOYEES				7.0000		\$ 395,827

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses						
Procurement & Collection Exp						
1402000 611000 Salary - Bureau Chief	13,202	11,294	11,530	9,780	11,515	6,315
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.						
1402000 611500 Salaried Personnel	79,548	91,224	91,412	72,204	88,934	52,318
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.						
1402000 612000 Salary Temporary	2,897	2,500	2,500	347	0	0
Expenses for temporary employees in the Treasury Office.						
1402000 618500 Overtime	0	2,500	2,500	58	0	0
Overtime expenses for Procurement and Collections staff.						
1402000 718000 Rental of Uniforms	0	47	47	12	47	26
Uniform rental expenses for Mail Clerk.						
1402000 723000 Maint. - Equipment	4,394	4,418	4,418	3,607	4,622	3,097
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	0	236	236	0	533	129
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.						
1402000 732000 Dues & Subscriptions	528	657	657	533	500	710
This line covers the cost of dues to various professional organizations.						
1402000 734000 Postage	8,453	14,060	14,060	8,276	9,170	13,946
Postage and permits required to mail tax billings, etc., and for chages to be made by the Postal Service for undeliverable, returned mail.						
1402000 735000 Printing	3,029	2,817	2,617	2,221	4,252	4,527
Mailing and return envelopes and forms used in various billings and copy machine use.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1402000 736000	Telephone	655	839	839	450	552	439
	Line and call charges for phone, fax, cellular, and internet lines.						
1402000 737000	Travel	0	250	250	0	0	250
	Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.						
1402000 738000	Miscellaneous Expenses	16	250	450	388	300	250
	Petty cash items used for miscellaneous office operations.						
1402000 744500	Training & School	0	275	275	81	26	151
	Schools and seminars for Bureau employees.						
1402000 760300	Office Supplies	982	1,572	1,572	1,393	1,500	1,076
	Paper tapes used by the cash registers, calculators, remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.						
1402000 765400	Gas Oil & Diesel	104	157	157	80	100	86
	Cost of fuel for the Mail Clerk's vehicle.						
1402000 820000	Minor Equipment	8,876	5,806	5,806	3,805	5,200	3,762
	This line reflects the purchase of printers and other small equipment. In 2017 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.						
TOTAL	Procurement & Collection Exp	122,685	138,902	139,326	103,235	127,251	87,082

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

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

1402000	611000	F	M	0.0862	Bureau Chief	6,315
TOTAL 611000 EMPLOYEES				0.0862		\$ 6,315
1402000	611500	F	M	0.0862	Customer Service Supervisor	4,577
1402000	611500	F	A	0.0862	Purchasing Coordinator	3,563
1402000	611500	F	A	0.0862	Property Maintenance Coordinator	3,779
1402000	611500	F	A	0.0862	Billing Coordinator	3,881
1402000	611500	F	A	0.0862	Billing Coordinator	3,366
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,915
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,093
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,635
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,563
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,090
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,358
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,190
1402000	611500	F	A	0.0862	Revenue Clerk	3,458
1402000	611500	F	A	0.0862	Mail & Print Operator	3,016
			Subtotal Full-Time	1.2065		
1402000	611500	P	A	0.0862	Data Entry	1,835
			Subtotal Part-Time	0.0862		
TOTAL 611500 EMPLOYEES				1.2927		\$ 52,318
TOTAL EMPLOYEES				1.3789		\$ 58,633

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses						
Information Services Exp						
1404000 611500 Salaried Personnel	41,857	37,242	38,042	32,718	38,448	37,987
This line is a prorated share of the employee in Information Technology. The Solid Waste, Water and Wastewater Fund Budgets also cover proportional shares of these salaries.						
1404000 722000 Maint. - Communications	9,373	12,000	12,000	9,189	10,000	12,000
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.						
1404000 723000 Maint. - Equipment	43,122	115,000	109,500	51,123	60,000	80,000
This line covers the lease of service contracts on the IBM AS/400 ISeries and peripherals. 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.						
1404000 734000 Postage	0	250	250	0	100	250
General mailings and shipping costs for returning equipment for repair.						
1404000 735000 Printing	2	50	50	6	15	50
Photocopying and any special printing needs.						
1404000 736000 Telephone	1,301	2,000	2,000	1,335	1,500	1,500
Line and call charges for Information Technology office phones and cell phones. The lines connecting the AS/400 to IBM.						
1404000 737000 Travel	0	200	200	0	0	200
Covers transportation to and from job-related projects and schools.						
1404000 741000 Professional Services	60,988	125,000	110,000	85,382	95,000	130,000
Expenses for specialty technology vendors as well as outside services that are not covered under warranty or contracts on computer equipment. Also covers contracted programmers for Munis conversion and Munis report writing services.						
1404000 744000 Contract Services	218,294	245,000	279,000	190,199	279,000	290,000
Covers shared services agreement charges from Lancaster County for Information Technology services. This line item also includes annual maintenance fees due for the Tyler Munis ERP System.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1404000 744500	Training & School	0	5,000	5,000	0	0	5,000
	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.						
1404000 760300	Office Supplies	257	500	500	0	250	500
	General office supplies needed for Information Technology.						
1404000 760600	Operating Supplies	17,888	25,000	25,000	10,532	20,000	25,000
	Purchasing of all forms, paper, and printing supplies. Also covers media used for backup purposes of the ISeries and Servers.						
1404000 820000	Minor Equipment	53,657	5,000	20,000	1,224	17,000	5,000
	Upgrades to hardware and software required because of failure or new version releases used by Information Technology.						
1404000 820500	Information Services Projects	41,353	45,000	45,000	44,087	45,000	45,000
	Replacement or new applications software and hardware upgrades. Also covers consulting fees for new projects led by Information Services.						
TOTAL	Information Services Exp	488,093	617,242	646,542	425,795	566,313	632,487

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	37,987
TOTAL 611500 EMPLOYEES				0.5000		\$ 37,987
TOTAL EMPLOYEES				0.5000		\$ 37,987

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Human Resources Exp						
1405000 611000 Salary - Bureau Chief	88,564	83,418	85,118	72,258	83,322	77,018
Salary of the Bureau Chief of Human Resources.						
1405000 611500 Salaried Personnel	146,456	163,555	147,791	115,261	129,683	136,352
Salary of the Human Resources Office staff, consisting of three HR Staff: Assistant Bureau Chief and two HR Generalists.						
1405000 612000 Salary Temporary	9,219	5,000	23,214	20,854	22,000	5,000
Pay to an employment agency for temporary services required by the Bureau of Human Resources.						
1405000 618500 Overtime	3	200	200	8	200	200
Overtime pay to staff members of the bureau.						
1405000 622000 Employee Recognition	7,550	7,550	7,550	4,472	7,550	7,550
Expenses for annual employee picnic, annual December holiday party, and annual employee recognition event.						
1405000 723000 Maint. - Equipment	159	50	50	0	50	50
Maintenance of office equipment in the Bureau of Human Resources.						
1405000 731000 Advertising	0	700	700	551	600	700
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.						
1405000 732000 Dues & Subscriptions	1,953	2,120	2,120	2,214	2,214	3,810
Professional association dues for HR staff and additional reference materials.						
1405000 734000 Postage	3,083	4,500	4,500	2,376	3,000	4,500
Mailing from the Bureau of Human Resources.						
1405000 735000 Printing	2,286	3,200	3,200	2,665	3,000	3,200
Photocopy charges for the bureau.						
1405000 736000 Telephone	946	2,000	2,000	876	1,000	1,100
Line and call charges.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1405000 737000	Travel	2,271	4,850	4,850	4,850	4,850	1,550
	Travel expenses for seminar, training, and meetings.						
1405000 741000	Professional Services	49,133	60,000	60,000	42,998	55,000	69,265
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses.						
1405000 743500	Labor Relations Expense	5,988	600	600	260	500	600
	Expenses for labor relations with the non-uniformed bargaining unit (AFSCME), PELRAS dues, arbitrators fees and printing of collective bargaining agreements.						
1405000 744500	Training & School	2,000	3,800	3,800	1,733	2,500	4,140
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
1405000 760300	Office Supplies	2,700	2,700	3,700	3,319	3,300	3,700
	Office supplies for the Bureau of Human Resources.						
1405000 760600	Operating Supplies	1,195	1,200	1,200	498	700	1,000
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
1405000 820000	Minor Equipment	1,223	3,600	2,600	102	200	3,000
	Purchase of office and/or computer equipment.						
TOTAL	Human Resources Exp	324,729	349,043	353,193	275,297	319,669	322,735

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	77,018
TOTAL 611000 EMPLOYEES				1.0000		\$ 77,018
1405000	611500	F	M	1.0000	Human Resource Generalist	58,782
1405000	611500	F	M	1.0000	Human Resource Tech/Rep	41,360
1405000	611500	F	M	1.0000	HR Assistant	36,210
TOTAL 611500 EMPLOYEES				3.0000		\$ 136,352
TOTAL EMPLOYEES				4.0000		\$ 213,370

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
Community Involvement Exp						
1406000 812000 Contributions	30,000	60,000	60,000	60,000	60,000	150,000
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	1,119	3,000	3,000	2,390	2,900	3,000
Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.						
1406000 813500 PA League of Cities	22,679	24,000	23,600	22,679	23,000	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	65,000	70,000	70,000	70,000	70,000	80,000
Operating support contribution to the Lancaster County Public Library.						
1406000 814300 Community Communications	13,750	16,500	16,500	7,666	14,000	16,000
Costs to design, print and mail newsletters and other informational materials to City residents, including hosting fees for the City website.						
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. The balance is funded by the School District of Lancaster and Lancaster Township by written agreement.						
1406000 817500 Human Relation Commission	2,072	2,500	3,400	3,359	3,400	3,000
Costs incurred by the City's Human Relations Commission including contract labor charges.						
1406000 851300 LOOP	50,000	50,000	50,000	0	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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
1406000 851301 LOOP Operating	50,000	50,000	50,000	0	50,000	0
<p>Funds appropriated to support the LOOP Operating Budget. Beginning in 2017, LOOP operating budget (personnel, fringe benefits, office expenses, etc.) have been moved to the General Fund in the Department of Economic Development and Community Revitalization. Because of this move to the General Fund, this line item expense is no longer needed.</p>						
TOTAL Community Involvement Exp	540,277	581,656	582,156	471,749	578,956	631,656

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Insurance Package Exp						
1407000 772000 Insurance Package	747,139	615,000	615,000	531,046	615,000	650,000
General Fund expenditures for various insurance policies (auto, liability, property, etc.) held by the City of Lancaster. This account also covers deductible expenses for these policies.						
1407000 774000 Public Officials Bond	2,467	3,500	3,500	2,794	3,000	3,500
Bonds required under the Third Class City Code for the Treasurer, Controller, Health Officer, Engineer and Mayor.						
TOTAL Insurance Package Exp	749,606	618,500	618,500	533,840	618,000	653,500

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses							
Fringe Benefits Exp							
1408000 620200	Medical Insurance	710,194	735,000	735,000	674,337	735,000	800,000
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.							
1408000 620300	Dental/Vision	12,755	12,600	12,600	10,711	12,000	13,230
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.							
1408000 620800	Social Security	777,249	870,227	870,227	694,724	826,185	925,997
The General Fund share of FICA and Medicare taxes for all employees.							
1408000 620900	Life Insurance	67,399	79,697	79,697	64,438	77,996	83,685
Expense of life insurance coverage for General Fund employees.							
1408000 623000	Pension Contribution	517,743	541,253	541,253	534,540	541,253	594,746
This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans.							
1408000 624000	Unemployment Compensation	36,222	25,000	31,720	31,715	31,000	30,000
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.							
1408000 625000	Workers Compensation	561,281	500,000	539,813	436,299	450,000	500,000
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.							
1408000 716000	Rental of Parking Lot	35,168	34,000	34,000	33,789	40,767	38,000
Expenses for parking or bus passes for General Fund employees.							
TOTAL	Fringe Benefits Exp	2,718,011	2,797,777	2,844,310	2,480,553	2,714,201	2,985,658

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses							
Debt Service Exp							
1409000 923000	Paying Agent Fees	1,447	2,500	2,500	381	2,000	2,000
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
1409000 924000	Debt Service - Interest	1,772,315	1,699,230	1,780,230	1,778,844	1,637,230	1,577,430
This account represents interest payments to be made on all general obligation debt of the City: the General Fund portion of the 2007, 2009, 2011 and 2014 General Obligation Bonds.							
1409000 926000	Debt Service - Principal	1,522,000	1,879,799	1,705,799	1,567,000	1,567,000	1,203,600
This account represents principal redemption on all general obligation debt of the City: The General Fund portion of 2007 (refinanced in 2016), 2009, 2011 and 2014 General Obligation Bonds.							
TOTAL	Debt Service Exp	3,295,762	3,581,529	3,488,529	3,346,225	3,206,230	2,783,030
TOTAL	Administrative Services	10,539,749	9,464,807	9,483,340	8,536,328	8,890,307	8,935,576

General Fund - Expenses

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Controller/Treasurer Exp							
1403000	610500 Elected Official	17,000	17,000	17,000	15,038	17,000	17,000
Salaries of the City Controller and City Treasurer. These salaries are set by the Third Class City Code.							
TOTAL	Controller/Treasurer Exp	17,000	17,000	17,000	15,038	17,000	17,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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
TOTAL 610500 EMPLOYEES				2.0000		\$ 17,000

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
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General Fund - Expenses

Police Bureau Exp

1501001 611000 Salary - Bureau Chief	115,153	123,352	123,352	112,377	128,096	127,052
Salary of the Chief of Police.						
1501001 611500 Salaried Personnel	958,888	1,115,376	1,110,376	899,306	980,685	1,180,313
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	335,556	343,367	343,367	313,742	366,687	350,179
Salaries of the three Division Captains.						
1501001 613200 Police Lieutenants	964,855	992,128	992,128	856,472	985,220	1,117,533
Salaries of lieutenants.						
1501001 613300 Police Sergeants	3,444,849	3,872,160	3,858,995	3,089,926	4,069,813	3,948,551
Salaries of sergeants and detectives.						
1501001 614000 Patrolmen	5,761,665	5,790,408	5,789,767	4,834,479	5,644,012	5,826,973
Salaries of patrol officers.						
1501001 615000 School Crossing Guards	459,147	556,251	554,410	409,967	504,680	531,005
Salaries of the School Crossing Guards and the Patrol Service 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	583,629	646,960	646,960	508,508	576,474	660,675
Salaries of Community Service Aides.						
1501001 618000 Police Acting Officers	20,087	25,000	25,000	19,126	23,000	25,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.						
1501001 618500 Police Overtime	500,620	460,000	460,000	451,277	460,000	460,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1501001 618800	Police Cadet Training Program	0	60,000	37,500	8,064	12,000	60,000
	Covers salaries of Cadets.						
1501001 619000	Police Sick Bonus	25,000	22,200	21,200	21,150	21,150	22,200
	Covers payments for the sick leave incentive bonus program.						
1501001 620100	Educational Incentive	46,874	48,000	48,000	36,289	43,000	65,000
	Covers payments for college educational incentive program.						
1501001 620200	Medical Insurance	2,167,902	2,195,000	2,195,000	2,012,083	2,012,083	2,240,000
	Costs for health insurance for all Police Bureau employees and uniformed police retirees.						
1501001 620201	Medical Ins - Retirees	1,393,333	1,360,000	1,360,000	1,246,667	1,246,667	1,360,000
	Covers the cost for health insurance for all Police Bureau employees and uniformed police retirees.						
1501001 620300	Dental/Vision	167,193	173,250	173,250	159,168	177,054	181,915
	Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.						
1501001 621000	Uniform Maintenance Allow	80,587	82,250	82,250	79,667	79,667	90,250
	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.						
1501001 623000	Pension Contribution	2,748,596	2,690,141	2,690,141	2,814,350	2,814,350	2,996,610
	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. The cost is determined by an actuary, and adjusted annually to reflect actual payroll.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1501001 714100 PC Lease	74,183	85,300	92,380	92,380	92,380	53,500
<p>HP Computer lease of 107 PC for the Police Bureau was started 4-30-14 for 48 Months, ending 4-30-18 lease to own with payments of \$26,618 per year, with the end lease purchase for \$1.00 on 4-30-18. 4-17-17 Police Bureau Training Room Dell Computers lease purchase will be ending, requiring Police Bureau to buy out the leased computers or purchase new computers (16) PC (located third floor of the Police Station) cost \$600-\$625 per computer for total \$10,000. In 2016 the Lancaster Bureau of Police established its own email system, cost for 2017 for approx. 200 users \$16,404 in 2017.</p>						
1501001 716000 Rental of Parking Lot	93,059	100,000	100,000	88,386	94,000	100,000
<p>Rental of parking spaces in the Water Street Garage.</p>						
1501001 722000 Maint. - Communications	22,077	25,500	37,500	20,642	24,000	25,500
<p>Costs associated with maintaining all radio communication equipment, police vehicle emergency lighting/sirens, and in-car computers (MDT's) and WatchGuard in car-camera system utilized by the Police Bureau.</p>						
1501001 723000 Maint. - Equipment	80,788	103,000	103,000	89,243	103,000	103,000
<p>Costs associated with maintaining all other non-communications related equipment including computers, tablets (Mobile Data Terminals) audio/video recording suspect interviews, and logging equipment, speed enforcement certifications and maintenance, polygraph maintenance, 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 with fax machines and includes lead abatement and maintenance for the indoor police firearms range.</p>						
1501001 729000 Maint. - Vehicles	104,639	110,000	110,000	75,081	110,000	110,000
<p>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.</p>						
1501001 729500 Maint. - Bicycles	500	850	850	234	616	850
<p>Maintaining bicycles and related equipment.</p>						
1501001 732000 Dues & Subscriptions	3,559	4,700	6,200	5,879	6,200	6,200
<p>Cost of dues for various professional organizations IPMBA, IACP, PA Chiefs of Police and subscriptions to various professional publications IACP NET and membership to professional organizations for purposes of certifications.</p>						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1501001 734000 Postage	19,787	24,300	24,300	15,947	20,000	21,300
Covers all postage costs incurred by the Police Bureau including but not limited to crime prevention, community meeting, block watch, neighborhood surveys and warrant service mailings. Includes UPS and Fed Ex costs for shipping of evidence and purchases.						
1501001 735000 Printing	13,645	25,000	23,500	10,180	18,000	25,000
In-house and commercial printing which includes parking ticket books, evidence envelopes, booking invoices, citations, e-citation thermal paper, evidence cards, warning notices, accident exchanges forms, brochures, pamphlets and surveys, business card for Police Staff Chief and Captains.						
1501001 736000 Telephone	86,773	95,000	95,000	76,863	85,000	95,000
Local and long distance calling, cellular phones, cellular fees, C.L.E.A.N. computer terminal and Lancaster County Data Processing T-1 communications line costs. Phone switch maintenance fees, MDT cellular air card fees, video conferencing fees and internet fees.						
1501001 737000 Travel	14,899	14,850	17,350	16,406	17,350	17,350
Travel related expenses incurred by recruit officers during training, investigations and training seminars, travel costs of witnesses for court hearings prior to trial, fuel costs for the police chaplain.						
1501001 738000 Miscellaneous Expenses	6,935	5,000	5,000	1,587	5,000	5,000
Awards and trophies for the spring and fall "Crime Stoppers" Commendation Awards, advertising for contracts and hiring, ordinances and hazardous vehicles, "Crime Prevention" programs, petty cash and prisoner meal costs.						
1501001 741000 Professional Services	8,627	16,000	38,500	35,938	34,548	38,500
Legal and other costs associated with the Civil Service Board for the recruitment and promotion processes (credit reports, medical and psychological evaluation), grant writing fees, LMA fees, court approved interpretation services for deaf and non-English speaking suspects, victims, witnesses, and EAP mandated employee counseling and fit for duty evaluations.						
1501001 743500 Labor Relations Expense	16,649	40,000	40,000	14,789	20,000	40,000
Contract negotiations and grievance arbitration.						
1501001 743700 Laboratory Tests	8,391	9,000	9,000	7,878	9,000	11,000
Costs incurred in the testing of blood by an independent medical laboratory for drug related D.U.I. investigations, DNA testing, random employee testing and reasonable suspicion testing.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1501001 744000 Contract Services	8,898	9,344	9,344	0	9,344	9,344
Subscription fee, maintenance fee and communications line charges for the Lancaster County computer system. This is a per capita based fee.						
1501001 744500 Training & School	51,499	58,350	58,350	50,191	58,350	89,900
All training attended by Police Bureau personnel including yearly state mandated in-service training and specialized training for the canine, mounted and SERT officers. Police Academy for new recruit officers.						
1501001 747200 K-9 Patrol	4,458	10,000	10,000	7,535	10,000	10,000
Costs associated with the training, certifications of the (4) Police Bureau's canines and other expenses of the Canine Program, not covered by the Lancaster City Police Foundation.						
1501001 760300 Office Supplies	10,330	12,000	12,000	7,393	12,000	12,000
General office and paper supplies.						
1501001 760600 Operating Supplies	15,781	18,000	18,000	17,831	18,000	18,000
All general operating supplies, automatic defibrillator unit batteries and all rental vehicles used by the Police Bureau for undercover operations conducted by the (Selective Enforcement Unit).						
1501001 761200 Uniforms	63,885	75,000	75,000	69,545	81,992	75,000
Cost of all uniforms, clothing, ballistic armor, badges, and duty accessories used by all Police Bureau personnel, Officers, Civillian Service Aides, Service Aides, Cadets.						
1501001 762400 Photography	998	1,000	1,000	0	1,000	1,000
Ink cartridges and other items used in production or reproduction of photographs, 35mm, digital and video, including digital cameras for patrol division.						
1501001 762700 Evidence Supplies	5,664	9,000	9,000	6,317	9,000	6,000
Specialty films, digital cameras used by investigators for photographing crime scenes, latent and inked fingerprint processing supplies, crime scene processing supplies and chemicals, and "BEAST" evidence software and maintenance fees, filters for processing tanks and drying cabinets.						
1501001 763000 Ammunition	25,761	30,000	25,500	21,624	25,500	30,000
Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.						
1501001 763300 Less Lethal Equipment	1,177	3,000	6,918	7,843	7,963	11,000
Supplies for less lethal weapons include Taser cartridges and batteries, oleoresin capscicum and less lethal shotgun ammunition.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1501001 763400 Weapons	4,667	8,000	6,082	5,191	6,082	8,000
Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.						
1501001 765400 Gas Oil & Diesel	113,388	145,000	145,000	79,199	118,000	120,000
Gasoline and oil and natural gas needed to operate the Police Bureau vehicles.						
1501001 772000 Insurance Package	0	300,000	268,200	216,379	225,000	275,000
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 was moved to the Police Bureau in 2016 because the liability policy and related expenses are a direct cost of providing police services.						
1501001 815000 Shelter Expense	24,208	50,000	50,000	18,696	25,000	50,000
Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.						
1501001 816000 Drug Task Force Assmnt	59,322	59,322	59,322	59,322	59,322	59,322
Per capita contribution toward the operation of the Lancaster County Task Force.						
1501001 816100 Community Safety Coalition	160,000	200,000	200,000	200,000	200,000	200,000
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.						
1501001 820000 Minor Equipment	113,514	105,222	129,942	27,309	105,222	104,000
Cost of minor equipment used by the Police Bureau including radio equipment, weapon cases, firing range hearing and eye protection, flares and other equipment. The yearly maintenance fees for CODY Records Management System, including E-citation, I-2 Crime Analyst Notebook maintenance, Crime Watch software maintenance, IA-Pro Software purchase.						
1501001 820100 Bicycles & Accessories	203	1,000	1,000	0	1,000	1,000
Purchasing and replacing bicycles and related equipment.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1501001 827000 Vehicles	282,143	290,500	296,500	295,432	296,500	322,000
Replacing vehicles and accessories installed in unmarked and marked vehicles such as security screens, emergency lighting and sirens, push bars, exterior markings and Mobile Data Terminals (Computers and tablets and their mounts).						
1501001 924000 Debt Service - Interest	359,450	250,445	238,445	237,010	237,011	242,995
Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1501001 926000 Debt Service - Principal	152,667	2,881	2,881	2,881	2,881	305,333
Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
TOTAL Police Bureau Exp	21,786,457	22,852,407	22,836,761	19,753,743	22,292,899	23,845,350

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF POLICE

1501001	611000	F	P	1.0000	Chief Of Police	127,052
TOTAL 611000 EMPLOYEES				1.0000		\$ 127,052
1501001	611500	F	M	1.0000	Sr. Staff Assistant - Police	49,610
1501001	611500	F	M	1.0000	Records Supervisor	52,271
1501001	611500	F	M	1.0000	Crime Analyst	46,721
1501001	611500	F	M	1.0000	Civilian Policy Manager	50,000
1501001	611500	F	A	1.0000	Administrative Assistant - Patrol Division	47,646
1501001	611500	F	A	1.0000	Administrative Assistant	46,273
1501001	611500	F	A	1.0000	Evidence Specialist	49,590
1501001	611500	F	A	1.0000	Evidence Specialist	49,590
1501001	611500	F	A	1.0000	Network IT System Adm.	53,890
1501001	611500	F	A	1.0000	Network IT System Adm.	49,590
1501001	611500	F	A	1.0000	Animal Enforcement Officer	40,314
1501001	611500	F	A	1.0000	Hazardous/Abandoned Vehicles	43,850
1501001	611500	F	A	1.0000	Administrative Assistant	42,684
1501001	611500	F	A	1.0000	Records Processor Specialist	42,449
1501001	611500	F	A	1.0000	Records Processor	40,130
1501001	611500	F	A	1.0000	Records Processor	38,961
1501001	611500	F	A	1.0000	Records Processor	38,961
1501001	611500	F	A	1.0000	Records Processor	38,961
1501001	611500	F	A	1.0000	Records Processor	38,961
1501001	611500	F	A	1.0000	Records Processor	38,961
1501001	611500	F	A	1.0000	Records Processor	38,961

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	611500	F	A	1.0000	Records Processor	38,961
1501001	611500	F	A	1.0000	Records Processor	35,852
1501001	611500	F	A	1.0000	Inventory Specialist	42,449
1501001	611500	F	A	1.0000	Mail Clerk	32,996
1501001	611500	F	A	1.0000	Police Bureau Receptionist	39,052
1501001	611500	F	A	1.0000	Police Bureau Receptionist	37,284
					Available for Merit	2,972
				Subtotal Full-Time	27.0000	
1501001	611500	P	A	1.0000	Police Patrol Clerk	12,373
				Subtotal Part-Time	1.0000	
TOTAL 611500 EMPLOYEES				28.0000		\$ 1,180,313
1501001	613100	F	P	1.0000	Police Captain	119,141
1501001	613100	F	P	1.0000	Police Captain	116,458
1501001	613100	F	P	1.0000	Police Captain	114,580
TOTAL 613100 EMPLOYEES				3.0000		\$ 350,179
1501001	613200	F	P	0.0000	Police Lieutenant	102,595
1501001	613200	F	P	1.0000	Police Lieutenant	101,902
1501001	613200	F	P	1.0000	Police Lieutenant	101,671
1501001	613200	F	P	1.0000	Police Lieutenant	100,747
1501001	613200	F	P	1.0000	Police Lieutenant	100,747
1501001	613200	F	P	1.0000	Police Lieutenant	100,747
1501001	613200	F	P	1.0000	Police Lieutenant	100,285

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613200	F	P	1.0000	Police Lieutenant	100,285
1501001	613200	F	P	1.0000	Police Lieutenant	98,436
1501001	613200	F	P	1.0000	Police Lieutenant	98,436
1501001	613200	F	P	1.0000	Police Lieutenant	98,205
1501001	613200				Shift Differential	13,477
TOTAL 613200 EMPLOYEES				10.0000		\$ 1,117,533
1501001	613300	F	P	1.0000	Detective	87,609
1501001	613300	F	P	1.0000	Detective	82,830
1501001	613300	F	P	1.0000	Detective	82,830
1501001	613300	F	P	1.0000	Detective	80,389
1501001	613300	F	P	1.0000	Detective	80,013
1501001	613300	F	P	1.0000	Detective	80,013
1501001	613300	F	P	1.0000	Detective	80,013
1501001	613300	F	P	1.0000	Detective	80,013
1501001	613300	F	P	1.0000	Detective	79,825
1501001	613300	F	P	1.0000	Detective	79,825
1501001	613300	F	P	1.0000	Detective	79,637
1501001	613300	F	P	1.0000	Detective	79,637
1501001	613300	F	P	1.0000	Detective	78,698
1501001	613300	F	P	1.0000	Detective	78,698
1501001	613300	F	P	1.0000	Detective	78,698
1501001	613300	F	P	1.0000	Detective	78,698
1501001	613300	F	P	1.0000	Detective	78,511
1501001	613300	F	P	1.0000	Detective	78,323

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Detective	78,323
1501001	613300	F	P	1.0000	Detective	78,135
1501001	613300	F	P	1.0000	Detective	78,135
1501001	613300	F	P	1.0000	Detective	78,135
1501001	613300	F	P	1.0000	Police Sergeant	89,216
1501001	613300	F	P	1.0000	Police Sergeant	89,015
1501001	613300	F	P	1.0000	Police Sergeant	88,613
1501001	613300	F	P	1.0000	Police Sergeant	87,609
1501001	613300	F	P	1.0000	Police Sergeant	87,408
1501001	613300	F	P	1.0000	Police Sergeant	87,207
1501001	613300	F	P	1.0000	Police Sergeant	87,006
1501001	613300	F	P	1.0000	Police Sergeant	86,805
1501001	613300	F	P	1.0000	Police Sergeant	86,001
1501001	613300	F	P	1.0000	Police Sergeant	85,800
1501001	613300	F	P	1.0000	Police Sergeant	85,599
1501001	613300	F	P	1.0000	Police Sergeant	85,599
1501001	613300	F	P	1.0000	Police Sergeant	85,599
1501001	613300	F	P	1.0000	Police Sergeant	85,599
1501001	613300	F	P	1.0000	Police Sergeant	85,398
1501001	613300	F	P	1.0000	Police Sergeant	85,398
1501001	613300	F	P	1.0000	Police Sergeant	85,398
1501001	613300	F	P	1.0000	Police Sergeant	85,398
1501001	613300	F	P	1.0000	Police Sergeant	84,193
1501001	613300	F	P	1.0000	Police Sergeant	84,193
1501001	613300	F	P	1.0000	Police Sergeant	84,193
1501001	613300	F	P	1.0000	Police Sergeant	83,992

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Police Sergeant	83,992
1501001	613300	F	P	1.0000	Police Sergeant	83,992
1501001	613300	F	P	1.0000	Police Sergeant	83,992
1501001	613300				Shift Differential	44,348
TOTAL 613300 EMPLOYEES				47.0000		\$ 3,948,551
1501001	614000	F	P	1.0000	Police Officer	77,049
1501001	614000	F	P	1.0000	Police Officer	77,049
1501001	614000	F	P	1.0000	Police Officer	76,176
1501001	614000	F	P	1.0000	Police Officer	76,176
1501001	614000	F	P	1.0000	Police Officer	75,826
1501001	614000	F	P	1.0000	Police Officer	75,826
1501001	614000	F	P	1.0000	Police Officer	74,603
1501001	614000	F	P	1.0000	Police Officer	74,603
1501001	614000	F	P	1.0000	Police Officer	74,603
1501001	614000	F	P	1.0000	Police Officer	74,603
1501001	614000	F	P	1.0000	Police Officer	74,429
1501001	614000	F	P	1.0000	Police Officer	74,429
1501001	614000	F	P	1.0000	Police Officer	74,429
1501001	614000	F	P	1.0000	Police Officer	74,429
1501001	614000	F	P	1.0000	Police Officer	74,429
1501001	614000	F	P	1.0000	Police Officer	74,429
1501001	614000	F	P	1.0000	Police Officer	74,254
1501001	614000	F	P	1.0000	Police Officer	74,079
1501001	614000	F	P	1.0000	Police Officer	74,079

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	74,079
1501001	614000	F	P	1.0000	Police Officer	73,380
1501001	614000	F	P	1.0000	Police Officer	73,380
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,206
1501001	614000	F	P	1.0000	Police Officer	73,031
1501001	614000	F	P	1.0000	Police Officer	73,031
1501001	614000	F	P	1.0000	Police Officer	73,031
1501001	614000	F	P	1.0000	Police Officer	73,031
1501001	614000	F	P	1.0000	Police Officer	72,856
1501001	614000	F	P	1.0000	Police Officer	72,856
1501001	614000	F	P	1.0000	Police Officer	72,681
1501001	614000	F	P	1.0000	Police Officer	72,681
1501001	614000	F	P	1.0000	Police Officer	72,681
1501001	614000	F	P	1.0000	Police Officer	72,681
1501001	614000	F	P	1.0000	Police Officer	72,681
1501001	614000	F	P	1.0000	Police Officer	72,681
1501001	614000	F	P	1.0000	Police Officer	71,983
1501001	614000	F	P	1.0000	Police Officer	71,983
1501001	614000	F	P	1.0000	Police Officer	71,983

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	71,983
1501001	614000	F	P	1.0000	Police Officer	71,983
1501001	614000	F	P	1.0000	Police Officer	71,812
1501001	614000	F	P	1.0000	Police Officer	71,808
1501001	614000	F	P	1.0000	Police Officer	71,808
1501001	614000	F	P	1.0000	Police Officer	71,633
1501001	614000	F	P	1.0000	Police Officer	71,633
1501001	614000	F	P	1.0000	Police Officer	71,284
1501001	614000	F	P	1.0000	Police Officer	71,284
1501001	614000	F	P	1.0000	Police Officer	66,392
1501001	614000	F	P	1.0000	Police Officer	66,392
1501001	614000	F	P	1.0000	Police Officer	66,392
1501001	614000	F	P	1.0000	Police Officer	59,403
1501001	614000	F	P	1.0000	Police Officer	52,982
1501001	614000	F	P	1.0000	Police Officer	55,376
1501001	614000	F	P	1.0000	Police Officer	54,179
1501001	614000	F	P	1.0000	Police Officer	54,179
1501001	614000	F	P	1.0000	Police Officer	54,179
1501001	614000	F	P	1.0000	Police Officer	54,179
1501001	614000	F	P	1.0000	Police Officer	54,179
1501001	614000	F	P	1.0000	Police Officer	54,179
1501001	614000	F	P	1.0000	Police Officer	52,382
1501001	614000	F	P	1.0000	Police Officer	51,907
1501001	614000	F	P	1.0000	Police Officer	51,567
1501001	614000	F	P	1.0000	Police Officer	51,567
1501001	614000	F	P	1.0000	Police Officer	51,567

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	51,567
1501001	614000	F	P	1.0000	Police Officer	51,567
1501001	614000	F	P	1.0000	Police Officer	50,685
1501001	614000	F	P	1.0000	Police Officer	50,685
1501001	614000	F	P	1.0000	Police Officer	50,685
1501001	614000	F	P	1.0000	Police Officer	50,685
1501001	614000	F	P	1.0000	Police Officer	50,685
1501001	614000	F	P	1.0000	Police Officer	50,074
1501001	614000	F	P	1.0000	Police Officer	49,803
1501001	614000	F	P	1.0000	Police Officer	49,803
1501001	614000	F	P	1.0000	Police Officer	49,803
1501001	614000	F	P	1.0000	Police Officer	49,803
1501001	614000	F	P	1.0000	Police Officer	49,599
					Additional Funds for New Hires	100,000
1501001	614000				Shift Differential	129,698
TOTAL 614000 EMPLOYEES				84.0000		\$ 5,826,973
1501001	615000	F	A	1.0000	Parking Enforcement Aide	42,555
1501001	615000	F	A	1.0000	Parking Enforcement Aide	42,504
1501001	615000	F	A	1.0000	Parking Enforcement Aide	41,316
1501001	615000	F	A	1.0000	Parking Enforcement Aide	40,112
1501001	615000	F	A	1.0000	Sweeper Escort	40,130
1501001	615000	F	A	1.0000	Sweeper Escort	38,961
1501001	615000	F	A	1.0000	Sweeper Escort	37,584
				Subtotal Full-Time	7.0000	

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	15,364
1501001	615000	P	A	1.0000	School Crossing Guard	15,364
1501001	615000	P	A	1.0000	School Crossing Guard	9,258
1501001	615000	P	A	1.0000	School Crossing Guard	8,794
1501001	615000	P	A	1.0000	School Crossing Guard	8,794
1501001	615000	P	A	1.0000	School Crossing Guard	8,794
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
1501001	615000	P	A	1.0000	School Crossing Guard	7,259
				Subtotal Part-Time		
				31.0000		
TOTAL 615000 EMPLOYEES				38.0000		\$ 531,005
1501001	615200	F	A	1.0000	Community Service Aide - Cert	45,034
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,723
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,723
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,449
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,449
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,449
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,449
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,449
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,273
1501001	615200	F	A	1.0000	Community Service Aide - Cert	40,332
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,062
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,062
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,062
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,062
1501001	615200	F	A	1.0000	Community Service Aide - Cert	39,062
1501001	615200	F	A	1.0000	Community Service Aide	38,035

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
TOTAL 615200 EMPLOYEES			16.0000	\$ 660,675
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	
TOTAL 618800 EMPLOYEES			4.0000	\$ 60,000
Total Full -Time			195.00	
Total Part-Time			36.00	
TOTAL EMPLOYEES			231.0000	\$ 13,802,281

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Fire Bureau Exp						
1502001 611000 Salary - Bureau Chief	113,813	113,104	113,104	96,318	113,719	116,497
Salary of the Fire Chief.						
1502001 611500 Salaried Personnel	106,746	93,906	165,806	134,000	71,893	93,804
Salaries of the 2 non-uniformed personnel assigned to the Bureau of Fire.						
1502001 612000 Salary Temporary	0	3,000	3,000	0	0	0
1502001 613000 Fire Deputy Chiefs	197,246	196,072	199,172	166,950	186,529	100,732
Salaries of Deputy Chiefs.						
1502001 613100 Fire Captains	393,654	483,818	483,818	453,088	509,424	565,121
Salaries of Fire Marshal Captain and Captains in the suppression division.						
1502001 613200 Fire Lieutenants	1,383,343	1,395,445	1,393,522	1,211,696	1,376,179	1,335,517
Salaries of Assistant Fire Marshals, Maintenance Officer and Lieutenants.						
1502001 614100 Firefighters	3,309,215	3,613,450	3,509,487	2,923,212	3,284,870	3,528,479
Salaries of Firefighters I, II and III.						
1502001 618000 Fire Acting Officers	40,375	0	0	0	0	0
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 the uniformed firefighter's union. This line item eliminated in 2016 due to payroll changes with Munis implementation.						
1502001 618500 Fire Overtime	102,846	150,000	150,000	135,263	150,000	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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1502001 619000 Fire Sick Bonus	8,100	8,000	8,000	7,600	7,600	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	22,606	24,750	24,750	22,615	21,400	25,075
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	1,150,000	1,075,000	1,075,000	985,417	1,075,000	1,065,000
Costs for health care for all Fire Bureau employees and uniformed retirees.						
1502001 620201 Medical Ins - Retirees	1,040,000	1,120,000	1,120,000	1,026,667	1,120,000	1,120,000
Costs for health care for Fire Bureau retirees.						
1502001 620300 Dental/Vision	142,453	150,639	150,639	132,912	157,284	158,175
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.						
1502001 621000 Uniform Maintenance Allow	29,600	30,000	30,000	29,908	29,908	30,000
Payment of the \$300 clothing and \$100 shoe allowance per year, per firefighter, under the provisions of the collective bargaining agreement.						
1502001 623000 Pension Contribution	2,059,043	2,000,497	2,000,497	2,153,346	2,153,346	2,257,853
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.						
1502001 714100 PC Lease	17,010	19,100	29,800	29,762	29,800	27,750
Annual state contract lease costs for PC's and laptop computers, and the annual software license fee for Office 365 for Fire Bureau staff.						
1502001 716000 Rental of Parking Lot	4,180	4,300	4,770	4,370	4,770	4,400
Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.						
1502001 722000 Maint. - Communications	9,059	9,000	2,788	1,208	1,500	6,000
Cost to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1502001 723000 Maint. - Equipment	7,329	7,000	7,000	3,740	4,400	6,000
Cost of maintenance of fire station technology and software such as Fire House and Active 911.						
1502001 729000 Maint. - Vehicles	20,626	35,000	33,530	17,830	21,000	35,000
Cost of services provided by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish.						
1502001 734000 Postage	3,051	3,000	3,000	1,681	2,300	3,000
Postage costs for Fire Bureau.						
1502001 735000 Printing	720	1,000	1,000	343	50,000	1,000
In house cost of printing and copying of material used by both the suppression and fire marshal division.						
1502001 736000 Telephone	15,468	14,000	19,000	15,908	19,000	19,000
Telephone systems of the Fire Bureau and its three station facilities (line costs and phone service, cell phones and service and apparatus equipped with tablets, etc.).						
1502001 737000 Travel	5,053	8,500	8,500	6,881	6,900	6,000
Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.						
1502001 738000 Miscellaneous Expenses	2,921	3,500	3,682	3,582	3,682	3,500
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.						
1502001 741000 Professional Services	11,009	27,000	21,150	14,755	16,000	12,000
Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.						
1502001 743500 Labor Relations Expense	18,444	10,000	20,700	19,623	25,000	25,000
Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.						
1502001 744500 Training & School	22,942	62,000	55,200	51,350	53,500	40,000
Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1502001 749000	Civil Service Board	10,702	8,000	8,000	4,917	5,000	8,000
	Cost of Civil Service entrance and promotional exams, advertising, etc.						
1502001 760300	Office Supplies	3,416	4,500	4,500	2,474	2,500	3,500
	Cost of office supplies.						
1502001 760600	Operating Supplies	14,569	6,000	6,700	6,628	6,700	6,000
	Cost of operating supplies for three fire stations.						
1502001 761200	Uniforms	29,166	28,000	28,500	27,573	28,000	28,000
	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.						
1502001 764200	Fire Prevention Supplies	2,991	3,000	3,330	3,330	3,330	5,000
	Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
1502001 764500	Protective Clothing	30,008	75,000	71,630	33,795	70,000	70,000
	Purchase of required protective clothing for firefighters which is replaced every five years.						
1502001 765400	Gas Oil & Diesel	21,905	31,000	20,300	17,504	20,300	25,800
	Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.						
1502001 767200	Misc. Vehicle Parts	34,326	26,000	26,000	22,042	26,000	26,000
	Cost of the maintenance and repair of apparatus and vehicles (preventive maintenance, tires, batteries, brakes, and specialized parts).						
1502001 820000	Minor Equipment	86,915	87,000	36,020	21,806	89,000	87,000
	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.						
1502001 820200	Safety Equipment	2,896	3,000	3,000	2,581	3,000	3,000
	Cost of AED equipment, first aid and safety supplies, etc.						
1502001 822000	Communication Equipment	13,402	11,000	11,000	6,598	11,150	10,000
	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.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1502001 827100	Vehicle-Lease Purchase	36,322	30,400	87,200	14,289	71,089	109,239
	Cost to lease vehicles.						
1502001 924000	Debt Service - Interest	264,487	184,280	184,280	174,394	174,394	178,798
	The 2017 interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 926000	Debt Service - Principal	112,334	2,120	2,120	2,120	2,120	224,667
	The 2017 principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
TOTAL	Fire Bureau Exp	10,900,288	11,160,381	11,129,495	9,990,074	11,007,587	11,527,907
TOTAL	Public Safety	32,686,745	34,012,788	33,966,255	29,743,817	33,300,486	35,373,257

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF FIRE</u>						
1502001	611000	F	F	1.0000	Fire Chief	116,497
TOTAL 611000 EMPLOYEES				1.0000		\$ 116,497
1502001	611500	F	A	1.0000	File Clerk III	43,850
1502001	611500	F	M	1.0000	Sr. Staff Assistant - Fire Available for Merit	46,995 2,955
TOTAL 611500 EMPLOYEES				2.0000		\$ 93,800
1502001	613000	F	F	1.0000	Fire Deputy Chief	100,732
1502001	613000	F	F	1.0000	Fire Deputy Chief	
TOTAL 613000 EMPLOYEES				2.0000		\$ 100,732
1502001	613100	F	F	1.0000	Battallion Chief	90,159
1502001	613100	F	F	1.0000	Battallion Chief	90,159
1502001	613100	F	F	1.0000	Fire Captain	86,553
1502001	613100	F	F	1.0000	Fire Captain	81,045
1502001	613100	F	F	1.0000	Fire Captain	80,652
1502001	613100	F	F	1.0000	Fire Marshall	86,553
TOTAL 613100 EMPLOYEES				6.0000	Additional Funds for Extra Hours Pay	50,000
1502001	613200	F	F	1.0000	Fire Lieutenant	79,340

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	613200	F	F	1.0000	Fire Lieutenant	79,340
1502001	613200	F	F	1.0000	Fire Lieutenant	78,258
1502001	613200	F	F	1.0000	Fire Lieutenant	78,258
1502001	613200	F	F	1.0000	Fire Lieutenant	77,897
1502001	613200	F	F	1.0000	Fire Lieutenant	77,897
1502001	613200	F	F	1.0000	Fire Lieutenant	76,275
1502001	613200	F	F	1.0000	Fire Lieutenant	76,094
1502001	613200	F	F	1.0000	Fire Lieutenant	74,111
1502001	613200	F	F	1.0000	Fire Lieutenant	74,111
1502001	613200	F	F	1.0000	Fire Lieutenant	74,111
1502001	613200	F	F	1.0000	Fire Lieutenant	73,930
1502001	613200	F	F	1.0000	Assistant Fire Marshal	80,765
1502001	613200	F	F	1.0000	Assistant Fire Marshal	81,577
1502001	613200	F	F	1.0000	Assistant Fire Marshal	78,054
1502001	613200	F	F	1.0000	Maintenance Officer	85,499
					Additional Funds for Extra Hours Pay	90,000
TOTAL 613200 EMPLOYEES				16.0000		\$ 1,335,517
1502001	614100	F	F	1.0000	Driver Operator	73,931
1502001	614100	F	F	1.0000	Driver Operator	73,931
1502001	614100	F	F	1.0000	Driver Operator	73,931
1502001	614100	F	F	1.0000	Driver Operator	73,931
1502001	614100	F	F	1.0000	Driver Operator	73,931
1502001	614100	F	F	1.0000	Driver Operator	73,931
1502001	614100	F	F	1.0000	Driver Operator	72,923
1502001	614100	F	F	1.0000	Driver Operator	72,587

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Driver Operator	72,587
1502001	614100	F	F	1.0000	Driver Operator	72,587
1502001	614100	F	F	1.0000	Driver Operator	72,419
1502001	614100	F	F	1.0000	Driver Operator	72,419
1502001	614100	F	F	1.0000	Driver Operator	71,075
1502001	614100	F	F	1.0000	Driver Operator	70,907
1502001	614100	F	F	1.0000	Driver Operator	69,058
1502001	614100	F	F	1.0000	Driver Operator	69,058
1502001	614100	F	F	1.0000	Firefighter	70,816
1502001	614100	F	F	1.0000	Firefighter	69,505
1502001	614100	F	F	1.0000	Firefighter	69,341
1502001	614100	F	F	1.0000	Firefighter	69,341
1502001	614100	F	F	1.0000	Firefighter	69,177
1502001	614100	F	F	1.0000	Firefighter	67,538
1502001	614100	F	F	1.0000	Firefighter	67,538
1502001	614100	F	F	1.0000	Firefighter	67,538
1502001	614100	F	F	1.0000	Firefighter	67,538
1502001	614100	F	F	1.0000	Firefighter	67,374
1502001	614100	F	F	1.0000	Firefighter	67,374
1502001	614100	F	F	1.0000	Firefighter	67,210
1502001	614100	F	F	1.0000	Firefighter	67,210
1502001	614100	F	F	1.0000	Firefighter	67,210
1502001	614100	F	F	1.0000	Firefighter	66,390
1502001	614100	F	F	1.0000	Firefighter	66,390
1502001	614100	F	F	1.0000	Firefighter	66,390

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Firefighter	66,390
1502001	614100	F	F	1.0000	Firefighter	55,735
1502001	614100	F	F	1.0000	Firefighter	55,735
1502001	614100	F	F	1.0000	Firefighter	55,735
1502001	614100	F	F	1.0000	Firefighter	55,735
1502001	614100	F	F	1.0000	Firefighter	55,735
1502001	614100	F	F	1.0000	Firefighter	55,735
1502001	614100	F	F	1.0000	Firefighter	52,457
1502001	614100	F	F	1.0000	Firefighter	52,457
1502001	614100	F	F	1.0000	Firefighter	51,227
1502001	614100	F	F	1.0000	Firefighter	50,954
1502001	614100	F	F	1.0000	Firefighter	48,495
1502001	614100	F	F	1.0000	Firefighter	48,495
1502001	614100	F	F	1.0000	Firefighter	48,495
1502001	614100	F	F	1.0000	Firefighter	48,495
1502001	614100	F	F	1.0000	Firefighter	48,495
1502001	614100	F	F	1.0000	Firefighter	47,813
					Additional Funds for Extra Hours Pay	200,000
					Additional Funds for New Hires	50,000
TOTAL 614100 EMPLOYEES				51.0000		\$ 3,528,479
TOTAL EMPLOYEES				78.0000		\$ 5,740,146

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Director - EDNR Exp						
1601000 610900 Salary - Director	128,077	131,649	131,649	112,114	129,812	135,599
Salary of the Director of the Department of Economic Development and Neighborhood Revitalization (DEDNR).						
1601000 611000 Salary - Bureau Chief	69,904	70,078	71,828	61,640	74,451	71,479
Salary of the Deputy Director of Economic Development and Neighborhood Revitalization.						
1601000 611500 Salaried Personnel	149,336	295,596	284,291	246,041	284,336	332,468
Salaries of the Housing and Economic Development Administrator, Senior Grants Administrator, Secretarial positions in the Office of the Director. New in 2017 is the General Fund portion (54%) of the City's Communications Specialist, moved from the Admin Services budget.						
1601000 612000 Salary Temporary	1,436	600	600	740	750	750
Covers cost associated with the hiring of interns from local colleges and universities as well as need for temp employees during extended absence of key personnel.						
1601000 618500 Overtime	793	750	750	682	750	1,000
Overtime pay for the salary of the secretarial position in the Office of the Director, primarily for RACL and LIDA Board duties.						
1601000 620200 Medical Insurance	640,000	625,000	625,000	572,917	625,000	695,000
Costs for health care for all Economic Development and Neighborhood Revitalization employees.						
1601000 620300 Dental/Vision	17,411	22,000	22,000	15,610	21,180	24,460
Costs for dental/vision care for all Economic Development and Neighborhood Revitalization employees.						
1601000 714100 PC Lease	21,735	24,300	26,400	26,392	26,400	26,950
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.						
1601000 723000 Maint. - Equipment	36	250	250	0	0	250
Typewriter, fax, computer, printer and Department vehicle repairs.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1601000 731000 Advertising	603	500	1,000	0	500	500
Legal notices for appeals, employment ads and public notices including grant public hearings and notifications of Requests for Proposals that the City of Lancaster may issue for projects.						
1601000 732000 Dues & Subscriptions	1,330	1,500	1,500	1,220	1,600	1,800
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.						
1601000 734000 Postage	2,867	3,500	1,400	642	1,000	1,500
Mailing costs, express mail charges and Federal Express/UPS charges.						
1601000 735000 Printing	2,450	2,500	2,500	1,141	1,750	2,500
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. Also, costs associated with printing of letterhead, envelopes, newsletters, report printing, and photocopying.						
1601000 736000 Telephone	2,886	2,800	4,300	3,644	4,800	4,900
Share of phone and voice mail systems, mobile phone expenses for Department staff.						
1601000 737000 Travel	21	2,000	2,000	1,176	2,000	2,000
Travel costs necessary for staff attendance at conferences and training seminars, local travel for official duties, as well as in-State travel.						
1601000 741000 Professional Services	2,353	150,000	150,000	149,740	185,000	75,000
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 established economic development programs.						
1601000 744500 Training & School	200	2,000	2,000	1,654	2,100	3,000
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.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1601000 760300	Office Supplies	461	1,000	1,000	267	350	1,000
	Routine office materials such as report covers, files, paper, pens, etc.						
1601000 760600	Operating Supplies	32	500	500	0	0	500
	Various operating supplies and expenses of the department including printer cartridges.						
1601000 765400	Gas Oil & Diesel	0	150	150	0	0	150
	Fuel costs for shared Department vehicle.						
1601000 811000	Contributions to Econ Dev	49,690	100,000	98,000	35,795	75,000	75,000
	This account 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 Discover Lancaster, LOOP and regional economic development initiatives (including those providing access to federal Economic Development Administration funding) are included.						
1601000 820000	Minor Equipment	86	500	500	50	100	1,500
	Purchase of office equipment and furniture as needed by the Department.						
TOTAL	Director - EDNR Exp	1,091,706	1,437,173	1,427,618	1,231,463	1,436,879	1,457,306

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>DIRECTOR OF ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION</u>						
1601000	61090	F	M	1.0000	Dir. Economic Dev. & Neigh. Revitalization	135,599
TOTAL 610900 EMPLOYEES				1.0000		\$ 135,599
1601000	611000	F	M	1.0000	Deputy Director, EDNR	71,479
TOTAL 611000 EMPLOYEES				1.0000		\$ 71,479
1601000	611500	F	M	1.0000	Senior Grants Administrator	51,137
1601000	611500	F	M	1.0000	Housing & Economic Development Administ	59,584
1601000	611500	F	M	0.5400	Communications Specialist	22,252
1601000	611500	F	A	1.0000	Secretary I	43,850
1601000	611500	F	A	1.0000	Rehab / Lead Specialist III	56,747
1601000	611500	F	A	1.0000	HNRU Assistant	44,925
1601000	611500	F	A	1.0000	Clerk Typist I	33,074
					Available for Merit	20,899
TOTAL 611500 EMPLOYEES				7.5400		\$ 332,468
TOTAL EMPLOYEES				8.5400		\$ 539,546

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Planning Exp						
1602000 611000 Salary - Bureau Chief	76,565	77,309	78,664	67,192	78,382	78,855
Salary of the Bureau Chief of Planning.						
1602000 611500 Salaried Personnel	163,060	164,669	167,039	140,264	163,162	167,963
Salary of the Planning Bureau staff, including Senior Planner, Zoning Officer and Historic Preservation Specialist.						
1602000 618500 Overtime	63	175	175	200	250	250
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.						
1602000 723000 Maint. - Equipment	1,783	2,000	2,000	1,453	2,000	2,000
Repair and service costs for office equipment and use of a City vehicle for Bureau business. Includes \$120 per month shared lease cost for HP Designjet T2500 printer.						
1602000 731000 Advertising	9,437	11,000	11,000	9,564	12,000	12,000
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.						
1602000 732000 Dues & Subscriptions	538	600	600	190	600	600
Subscriptions to professional planning publications and document purchases. Dues to professional planning and zoning organizations.						
1602000 733000 Map Reproduction	0	400	400	0	150	300
Costs of computerized mapping, including printing costs for printer-plotter, purchase of cartridges for color printer, and other map reproduction costs.						
1602000 734000 Postage	1,641	1,900	1,900	1,199	1,600	1,900
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 requested by citizens, and notices required by law.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1602000 735000	Printing	1,644	2,000	2,000	1,492	1,750	2,000
	In-house costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.						
1602000 736000	Telephone	808	1,000	1,000	757	900	1,000
	Bureau's shared expenses related to telephone and voice mail.						
1602000 737000	Travel	0	300	300	110	100	300
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.						
1602000 741000	Professional Services	2,959	3,000	3,000	2,734	3,500	4,000
	Fees for court stenographer attending Zoning Hearing Board and Planning Commission meetings, as required by State law. Costs of professional consulting fees required for development of ordinances, review of plans submitted by developers and property owners, and undertaking grant activities.						
1602000 744500	Training & School	173	500	500	125	250	400
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.						
1602000 749500	Zoning Board	0	200	200	0	0	150
	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.						
1602000 760300	Office Supplies	880	1,200	1,200	1,162	1,500	1,400
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.						
1602000 760600	Operating Supplies	350	650	650	491	600	700
	Graphic materials, computer-related components, ink cartridges, and other operating components and materials.						
1602000 765400	Gas Oil & Diesel	592	800	800	290	400	600
	Fuel costs for shared Department vehicle.						
1602000 820000	Minor Equipment	828	1,500	1,500	153	1,000	1,500
	Purchase of small office equipment and furniture as needed.						
TOTAL	Planning Exp	261,320	269,203	272,928	227,375	268,144	275,918

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	78,855
TOTAL 611000 EMPLOYEES				1.0000		\$ 78,855
1602000	611500	F	M	1.0000	Senior Planner	57,407
1602000	611500	F	M	1.0000	Zoning Officer II	62,044
1602000	611500	F	M	1.0000	Historic Preservation Specialist	48,512
TOTAL 611500 EMPLOYEES				3.0000		\$ 167,963
TOTAL EMPLOYEES				4.0000		\$ 246,818

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Code Compliance & Inspection Exp						
1603000 611000 Salary - Bureau Chief	78,201	77,209	79,224	65,793	77,671	78,753
Salary of the Chief of the Bureau of Code Compliance & Inspections.						
1603000 611500 Salaried Personnel	848,147	887,252	873,667	712,312	843,414	946,437
Salaries of the Code Compliance & Inspections staff, including Building Inspectors, Housing Inspectors, Health Officers and administrative support staff.						
1603000 612000 Salary Temporary	0	0	17,400	17,104	17,104	3,000
Property Maintenance Code will require temporary services during possible extended absences of housing clerks.						
1603000 618500 Overtime	115	0	0	40	100	250
Overtime for bureau staff for responding to calls for assistance outside of normal business hours, including attendance at housing an building code appeals board meetings.						
1603000 620100 Educational Incentive	4,676	6,000	6,000	2,736	6,000	6,000
Bargaining Unit Building and Housing Inspectors receive a \$750.00 incentive payment per year to obtain and retain their International Code Council required certifications.						
1603000 723000 Maint. - Equipment	3,473	5,000	5,000	3,250	4,700	5,500
Repair and service costs for office equipment including shared copiers at City Hall offices. Annual maintenance costs for handheld or tablet units used by housing inspectors for code enforcement. Costs associated with maintenance of Bureau vehicles.						
1603000 731000 Advertising	268	1,000	1,000	471	750	2,000
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.						
1603000 732000 Dues & Subscriptions	850	1,500	1,500	730	1,000	1,500
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications. Additional certification for Code Officials and recertification for housing inspection staff.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1603000 734000 Postage	5,438	8,000	7,000	2,102	8,000	8,000
Mailing of licenses, permits, notices and enforcement orders.						
1603000 735000 Printing	4,476	5,500	5,500	3,167	5,000	5,500
Printing of licenses, applications, certificates, placards, inspection reports, posters, letterhead and business cards.						
1603000 736000 Telephone	8,412	9,500	9,500	7,623	9,900	10,000
Bureau share of phone, mobile phone and air card charges.						
1603000 737000 Travel	1,796	3,000	3,000	923	1,600	3,000
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.						
1603000 740500 Abatement of Nuisances	28,522	40,000	40,000	21,197	30,000	40,000
Costs for the hazard abatement, clean-up, mowing, and/or boarding-up of properties.						
1603000 741000 Professional Services	1,102	2,500	5,000	3,570	4,900	5,000
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.						
1603000 744000 Contract Services	100	1,000	1,000	0	0	1,000
Costs associated with copier and printer contracts.						
1603000 744500 Training & School	3,063	4,000	4,000	2,646	2,800	4,000
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.						
1603000 748500 Plumbing Board	0	200	200	0	0	200
Costs associated with the Plumbing Board and Building Code Board of Appeals, including providing current code information to Board members.						
1603000 760300 Office Supplies	3,012	3,200	3,200	1,750	3,200	3,500
Routine office supply costs such as report covers, files, paper, pens, etc.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1603000 760600	Operating Supplies	3,146	3,500	3,500	1,851	2,400	3,500
	Purchase office forms, supplies for digital camera operation, and supplies for printers for support staff. Purchase and maintenance of protective gear for inspectors.						
1603000 765400	Gas Oil & Diesel	4,425	6,000	4,500	3,437	4,200	5,000
	Fuel costs for health officers, housing/property maintenance inspectors and building inspector vehicles.						
1603000 820000	Minor Equipment	3,004	3,000	3,000	702	1,100	16,000
	Purchase of equipment required by inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as need by the Bureau. For 2017, this account includes funding for tablet computers for use of Munis Inspector app for all inspectors.						
TOTAL	Code Compliance & Inspection Exp	1,002,225	1,067,361	1,073,191	851,403	1,023,839	1,148,140

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF CODE COMPLIANCE & INSPECTIONS</u>						
1603000	611000	F	M	1.0000	Bureau Chief CC&I	78,753
TOTAL 611000 EMPLOYEES				1.0000		\$ 78,753
1603000	611500	F	M	1.0000	Commercial Code Inspector	71,666
1603000	611500	F	M	1.0000	Commercial Code Inspector	57,630
1603000	611500	F	M	1.0000	Health Officer	47,726
1603000	611500	F	M	1.0000	Housing Inspector II	51,108
1603000	611500	F	M	1.0000	Senior Health Officer	57,555
1603000	611500	F	M	1.0000	Housing/Building Inspector	48,082
1603000	611500	F	A	1.0000	Housing Inspector I	48,957
1603000	611500	F	A	1.0000	Housing Inspector I	47,531
1603000	611500	F	A	1.0000	Housing Inspector I	46,147
1603000	611500	F	A	1.0000	Housing Inspector I	46,147
1603000	611500	F	A	1.0000	Housing Inspector I	46,147
1603000	611500	F	A	1.0000	Housing Inspector I	42,465
1603000	611500	F	A	1.0000	Housing Inspector I	46,147
1603000	611500	F	A	1.0000	Housing/Building Inspector	52,511
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk IV	47,661
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk III	39,065
1603000	611500	F	A	1.0000	Clerk III	38,035
1603000	611500	F	A	1.0000	Clerk Typist II	39,052
1603000	611500	F	A	1.0000	Clerk Typist II	37,915
1603000	611500	F	A	1.0000	Clerk Typist II	34,890
TOTAL 611500 EMPLOYEES				20.0000		\$ 946,437

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Lancaster Office of Promotion (LOOP) Exp						
1609000 611000 Salary - Bureau Chief	0	0	0	0	0	58,460
Salary of the Director of Lancaster Office of Promotion (LOOP).						
1609000 611500 Salary - Personnel	0	0	0	0	0	183,467
Salaries of the LOOP and Lancaster City Visitor Center staff.						
1609000 618500 Overtime	0	0	0	0	0	500
Required in the event staff choose Overtime pay as opposed to compensatory time.						
1609000 716000 Rental of Parking Lot	0	0	0	0	0	5,000
Rental of parking spaces for employees housed at the Visitors Center.						
1609000 722000 Maint. - Communications	0	0	0	0	0	4,700
Costs associated with Internet Service to the Visitors Center, UGI monthly bills, web site hosting fee and maintenance costs for the Visitors Center kiosk, the living gallery and video equipment.						
1609000 732000 Dues & Subscriptions	0	0	0	0	0	1,450
Payment of miscellaneous PLCB special event permits (in and out), subscription to Central Pennsylvania Business Journal, ASCAP Music License fee, dues to Pennsylvania Restaurant and Lodging Association.						
1609000 734000 Postage	0	0	0	0	0	400
Postage costs associated with general operations, including Federal Express/UPS charges. Costs associated with specific special events are charged to the event.						
1609000 735000 Printing	0	0	0	0	0	750
Costs associated with printing of letterhead, envelopes, LOOP postcards, and report printing.						
1609000 736000 Telephone	0	0	0	0	0	400
Cost of telephone services to Visitors Center.						
1609000 741000 Professional Services	0	0	0	0	0	7,500
IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1609000 744500	Training/Education	0	0	0	0	0	1,500
	Registration costs for professional training sponsored by organizations engaged in tourism development, Visitor Center management and professional and management skill training for staff.						
1609000 760300	Office Supplies	0	0	0	0	0	2,750
	Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
1609000 820000	Minor Equipment	0	0	0	0	0	1,000
	Purchase of office furniture and equipment needed for the Visitors Center and LOOP offices, including minor computer equipment. Also includes funds to purchase exhibition equipment for the 2nd floor of the Visitor's Center.						
1609000 853800	Marketing	0	0	0	0	0	70,000
	Costs associated with general marketing of the City of Lancaster as a tourism destination, a place to do business and a place to live. Specific costs include a monthly marketing retainer to Infantree, costs associated with production and publication of the City's E-zine, and brochure production and distribution. Also includes expected cost sharing with Discover Lancaster and Lancaster City Alliance for branding and tourism marketing in 2017.						
1609000 854000	Merchandise Purchases	0	0	0	0	0	10,000
	Purchase of City merchandise for retail sale at the Visitors Center and the purchase of Downtown Dollars.						
TOTAL	Lancaster Office of Promotion Exp	0	0	0	0	0	347,877
TOTAL	EDNR	2,480,173	2,773,737	2,773,737	2,310,241	2,728,862	3,229,241

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION		SALARY	
<u>LANCASTER OFFICE OF PROMOTIONS</u>						
1609000	611000	F	M	1.0000	LOOP Director	58,460
TOTAL 611000 EMPLOYEES				1.0000		\$ 58,460
1609000	611500	F	M	1.0000	Mktg & Inform Manager	41,305
1609000	611500	F	M	1.0000	Administrative Assistant	40,125
1609000	611500	F	M	1.0000	Special Events Manager	41,270
Subtotal Full-Time				3.0000		
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	14,885
Subtotal Part-Time				4.0000		
TOTAL 611500 EMPLOYEES				7.0000		\$ 183,467
TOTAL EMPLOYEES				8.0000		\$ 241,927

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Director Public Works Exp						
1810000 610900 Salary - Director	129,933	131,672	131,672	114,768	136,615	141,110
Salary of the Director of Public Works.						
1810000 611500 Salaried Personnel	93,322	107,395	96,455	81,615	93,985	115,799
Salary of the Department Director's secretary and the public art manager.						
1810000 620200 Medical Insurance	760,000	760,000	718,046	668,697	718,046	760,000
Costs for health care for all General Fund Public Works employees.						
1810000 620300 Dental/Vision	26,166	30,100	30,100	23,580	29,572	30,705
Costs for dental/vision care for all General Fund Public Works employees.						
1810000 714100 PC Lease	11,340	12,700	15,850	15,831	15,850	17,550
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.						
1810000 723000 Maint. - Equipment	0	100	100	0	0	100
Maintenance on one electronic typewriter and fax machine (shared by other departments).						
1810000 731000 Advertising	2,231	2,000	2,000	1,807	2,000	2,000
Costs for advertising for vacant positions within supervisory and rank and file staffing.						
1810000 732000 Dues & Subscriptions	597	600	600	461	500	600
Subscription for City members in the Amercian 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.						
1810000 734000 Postage	154	1,000	1,000	211	500	1,000
Postage and express mail sent by the Director's Office. Mailing of postcards to promote Extraordinary Give for the Public Art program is planned.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1810000 735000	Printing	409	5,000	5,000	701	1,500	2,500
	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.						
1810000 736000	Telephone	927	1,500	1,500	686	800	1,500
	Telephone costs for the Director's Office. This line item also includes two cell phones previously budgeted under the administration services budget.						
1810000 737000	Travel	3,442	4,000	4,000	129	1,000	3,000
	The Director is a member in the American Public Works Association (APWA). The Director or assistant director will attend the 2017 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.						
1810000 760300	Office Supplies	1,079	1,100	1,100	937	1,100	1,100
	Office supplies for the office of the Director and the Public Art program.						
TOTAL	Director Public Works Exp	1,029,600	1,057,167	1,007,423	909,424	1,001,468	1,076,964

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	141,110
TOTAL 610900 EMPLOYEES				1.0000		\$ 141,110
1810000	611500	F	M	1.0000	Secretary II	46,143
1810000	611500	F	M	1.0000	Public Arts Manager	53,040
					Available for Merit	16,476
TOTAL 611500 EMPLOYEES				2.0000		\$ 115,659
TOTAL EMPLOYEES				3.0000		\$ 256,769

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
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General Fund - Expenses

Engineering Exp

1820000 611000 Salary - Bureau Chief	60,664	65,667	65,667	48,058	59,366	74,970
Salary of the City Engineer, allocated 70% to the General Fund and 30% to the Water Fund.						
1820000 611500 Salaried Personnel	173,768	175,156	173,206	147,764	166,116	206,510
Salaries of the Engineering Bureau staff.						
1820000 612000 Salary Temporary	0	8,000	8,000	4,500	5,500	12,000
Salaries of the Engineering Bureau temporary staff interns (1.5).						
1820000 618500 Overtime	0	0	0	281	281	0
Overtime expenses for eligible Engineering staff.						
1820000 718000 Rental of Uniforms	376	420	420	280	350	350
Uniform rental costs for one Bureau employee						
1820000 723000 Maint. - Equipment	36	1,600	400	0	500	1,600
Annual maintenance of engineering plan print machine, computer printers, computer equipment and fax machine. Cleaning and calibration of survey instruments.						
1820000 729000 Maint. - Vehicles	1,900	1,900	1,900	884	1,500	1,900
Routine maintenance and repairs to vehicles #701, #720, #722, including any emissions monitoring/control requirements.						
1820000 732000 Dues & Subscriptions	172	200	200	199	200	740
Dues for professional organizations, manuals, publications, licensing fees, etc.						
1820000 734000 Postage	1,027	1,000	1,000	599	700	1,000
Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.						
1820000 735000 Printing	1,935	2,200	2,200	1,426	2,000	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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1820000 736000 Telephone	3,527	3,500	4,700	3,906	4,158	5,000
Includes monthly desk and cell telephone charges, including field tablets.						
1820000 737000 Travel	1,488	1,500	940	536	1,000	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.						
1820000 741000 Professional Services	130,588	150,000	150,000	126,630	165,000	150,000
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 traffic signal upgrades and pavement management system. ROW Fee litigation will continue for another 18 months per the solicitor.						
1820000 744500 Training & School	1,176	3,000	3,000	2,083	2,500	3,000
This item covers course work for employees to become proficient as inspectors and engineers. Supplemental computer training may be required.						
1820000 760300 Office Supplies	1,541	1,800	1,800	1,357	1,800	1,800
Office supplies for the engineering office, including printer cartridges.						
1820000 760600 Operating Supplies	1,054	1,800	2,360	1,432	1,800	1,800
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.						
1820000 765400 Gas Oil & Diesel	2,041	3,000	3,000	1,716	2,000	2,500
Fuel for (3) Engineering Vehicles including Curb/Sidewalk Inspector, Street Opening Inspector, and Engineering Technical Specialist. This will be changed in 2017 with an additional vehicle (most likely from the PEA fleet) for the new Right of Way Inspector. So we will keep this at \$3,000 even though other fuel budgets are being lowered.						
1820000 820000 Minor Equipment	0	100	100	0	100	2,400
Replacement of printers and other small equipment, purchase of cell phone equipment and tablets for field work.						
1820000 820200 Safety Equipment	62	400	400	162	400	400
Includes the purchase of safety shoes for 4 employees, traffic cones, safety vests, hard hats and other items associated with safety.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1820000 827000	Vehicles	0	3,600	3,600	3,600	3,600	10,893
40% Vehicle Lease for Right of Way Inspector for a Ford Escape 100% Vehicle Lease for Inspector for Ford Explorer, Replace 1997 Chevy Blazer							
TOTAL	Engineering Exp	381,356	424,843	422,893	345,413	418,871	480,563

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	74,970
TOTAL 611000 EMPLOYEES				0.7000		\$ 74,970
1820000	611500	F	M	1.0000	PW Construction Inspector	65,000
1820000	611500	F	M	1.0000	PW Construction Inspector	61,000
1820000	611500	F	M	1.0000	PW Construction Inspector	40,700
1820000	611500	F	A	1.0000	Engineering Aide III/Draftsman	17,885
1820000	611500	F	A	0.5000	Secretary I	21,925
TOTAL 611500 EMPLOYEES				4.5000		\$ 206,510
TOTAL EMPLOYEES				5.2000		\$ 281,480

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
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General Fund - Expenses

Streets Administration Exp

1841000 611500 Salaried Personnel	68,582	68,696	70,396	60,520	71,088	80,069
Salary for the operations manager.						
1841000 620100 Educational Incentive	2,250	2,250	2,250	1,125	2,250	2,250
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits along with the IMSA certification.						
1841000 712500 Space Rental	0	0	52,979	52,979	52,979	158,938
Monthly rental fee of 13,244.85 for the rental of Farmer Supply building.						
1841000 718000 Rental of Uniforms	3,149	3,000	3,000	2,622	3,000	3,000
City uniforms in the Streets and Motor Vehicles Bureau.						
1841000 723000 Maint. - Equipment	0	300	300	139	300	300
Maintenance contract for typewriter, calculator, time clock and copy machine.						
1841000 729000 Maint. - Vehicles	53,633	50,000	64,000	58,271	60,000	60,000
Vehicle maintenance and repairs.						
1841000 735000 Printing	69	200	200	0	200	200
Printing expenses for items such as logs, various reports and no parking signs.						
1841000 736000 Telephone	4,838	5,000	5,000	4,003	5,000	5,000
Telephone, internet and cell phone expenses for the Bureau.						
1841000 737000 Travel	598	1,200	1,200	1,119	1,200	1,200
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.						
1841000 744000 Contract Services	833	850	850	144	850	850
Drug testing under the mandatory CDL rules and regulations through NoveCare.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1841000 744500	Training & School	484	500	500	435	500	500
	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.						
1841000 760300	Office Supplies	598	600	600	541	600	600
	General office supplies needed by the Bureau.						
1841000 760600	Operating Supplies	2,483	4,500	4,500	4,368	4,500	4,500
	First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.						
1841000 765400	Gas Oil & Diesel	31,631	50,000	31,300	20,475	50,000	45,000
	Gasonline, diesel and oil for the Bureau vehicles.						
1841000 820000	Minor Equipment	1,009	3,000	9,300	6,046	3,000	3,000
	Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.						
1841000 820200	Safety Equipment	2,711	3,200	3,200	1,995	3,200	3,200
	Purchase of miscellaneous safety equipment for the Bureau. Safety shoe purchases for Streets, Motor Vehicles, and Traffic Bureau employees (32 employees @ \$100.00 each)						
TOTAL	Streets Administration Exp	172,867	193,296	249,575	214,783	258,667	368,607

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

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

1841000	611500	F	M	1.0000	Operations Manager	80,069
TOTAL 611500 EMPLOYEES				1.0000		\$ 80,069
TOTAL EMPLOYEES				1.0000		\$ 80,069

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses						
Street Maintenance Exp						
1843000 611500 Salaried Personnel	344,238	483,804	391,592	291,988	385,798	494,503
Salaries for the street maintenance personnel.						
1843000 618500 Overtime	14,270	17,500	17,500	14,022	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.						
1843000 760600 Operating Supplies	7,395	5,000	5,000	4,232	5,000	5,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.						
1843000 768400 Road Paving Materials	169	1,500	1,500	614	1,500	1,500
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.						
1843000 769000 Construction Material	1,712	2,100	2,100	1,695	2,100	2,100
Purchase of traffic signs, sand, cement, pipe, cones and barricades.						
1843000 826000 Construction/Resurfacing	0	0	997,500	997,500	997,500	0
In 2016, this line item accounted for two Supplemental Appropriation expenses: \$750,000 for street paving & \$247,500 to reimburse LFF for 2016 storm expenses.						
1843000 827000 Vehicles	11,605	0	0	0	0	0
1843000 827100 Vehicle-Lease Purchase	228	40,289	66,222	66,126	66,126	40,289
4th payment for #100: (Ford Explorer) lease payment \$6,129.79 (2 remaining payments - 2017, 2018) 3rd payment for #115 (bi-fuel) lease payment \$9,851.00 (3 remaining payments - 2017, 2018, 2019) 2nd payment for #137 JCB 4CX 11,000 Loader \$24,307.69 (4 remaining payments - 2017, 2018, 2019 & 2020)						
TOTAL Street Maintenance Exp	379,617	550,193	1,481,414	1,376,176	1,475,524	560,892

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	53,212
1843000	611500	F	A	1.0000	Equipment Operator II	43,972
1843000	611500	F	A	1.0000	Equipment Operator II	43,150
1843000	611500	F	A	1.0000	Equipment Operator II	40,463
1843000	611500	F	A	1.0000	Equipment Operator I	41,496
1843000	611500	F	A	1.0000	Equipment Operator I	42,741
1843000	611500	F	A	1.0000	Equipment Operator I	42,741
1843000	611500	F	A	1.0000	Equipment Operator I	42,741
1843000	611500	F	A	1.0000	Equipment Operator I	38,185
1843000	611500	F	A	1.0000	Laborer	34,889
1843000	611500	F	A	1.0000	Laborer	36,024
1843000	611500	F	A	1.0000	Laborer	34,889
TOTAL 611500 EMPLOYEES				12.0000		\$ 494,503

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
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General Fund - Expenses

Traffic Exp

1830000 611500 Salaried Personnel	183,771	185,984	187,084	160,491	188,630	186,499
Salaries of the employees of the Traffic Section.						
1830000 618500 Overtime	3,248	2,500	3,500	2,715	3,000	2,500
Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special activities, 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.						
1830000 718000 Rental of Uniforms	821	850	850	607	750	850
Uniforms for four Traffic Section personnel under this program.						
1830000 723000 Maint. - Equipment	537	1,000	2,000	1,832	1,000	1,000
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.						
1830000 729000 Maint. - Vehicles	512	3,200	9,850	8,856	3,200	3,200
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.						
1830000 736000 Telephone	2,732	2,800	2,800	2,042	2,800	2,800
Covers cell phone service and land based calls needed for daily operations, including phone service drops to traffic signal controllers. Cell phone purchases and accessories are also covered by this line item.						
1830000 737000 Travel	494	850	850	850	850	850
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.						
1830000 741000 Professional Services	7,473	20,000	17,000	6,718	15,000	20,000
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 to update traffic signal permits through PennDOT.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1830000 744000 Contract Services	14,560	50,000	32,000	18,494	30,000	30,000
Emergency repair, 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.						
1830000 744500 Training & School	85	800	800	44	500	800
Professional development in traffic-related areas, and computer training for new software use.						
1830000 754000 Street Lighting	727,878	700,000	700,000	602,359	650,000	700,000
Electrical power for street lights.						
1830000 754500 Traffic Signals	584	600	600	589	600	600
Electrical power for school flashers and warning devices.						
1830000 760300 Office Supplies	277	525	525	153	525	525
Office supplies for the traffic section.						
1830000 760600 Operating Supplies	2,560	2,500	2,500	2,259	2,500	2,500
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.						
1830000 765400 Gas Oil & Diesel	5,422	10,000	5,500	3,740	10,000	8,000
Gasoline, diesel, lubricants and motor oil.						
1830000 767800 Sign Materials	17,821	18,000	20,350	14,392	18,000	18,000
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 spaces. * 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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1830000 768100 Marking Materials	15,800	25,000	23,000	19,294	25,000	25,000
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.						
1830000 768700 Traffic Signal Parts	11,574	11,000	11,000	6,482	11,000	11,000
Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.						
1830000 820000 Minor Equipment	3,462	10,000	10,000	7,751	10,000	10,000
Minor equipment such as loop detectors, cabinet filters, modems, etc. Purchase of a new line remover machine.						
1830000 824500 Street Light Standards	978	2,000	3,500	0	2,000	2,000
Spare street light standards with fixtures for Old Towne and North Market Street.						
1830000 827100 Vehicle-Lease Purchase	7,027	7,028	25,501	25,498	7,028	7,028
4th payment of 5 payments for a F-250 Utility truck used for Sign Installer and Pavement Marking Employees - Payment \$7027.23 (2017, 2018)						
TOTAL Traffic Exp	1,007,615	1,054,637	1,059,210	885,166	982,383	1,033,152

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	54,386
1830000	611500	F	A	1.0000	Alarm & Signal Technician II	53,890
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	38,111
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	40,112
TOTAL 611500 EMPLOYEES				4.0000		\$ 186,499

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Motor Vehicles Exp						
1850000 611500 Salaried Personnel	174,371	180,463	180,463	160,229	184,668	185,935
Salaries for the motor vehicle personnel.						
1850000 618500 Overtime	3,997	4,500	4,500	3,464	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	0	100	100	0	100	100
Radio maintenance for the Mother Vehicles Section.						
1850000 723000 Maint. - Equipment	0	150	150	0	150	150
Expenses to maintain a typewriter, calculator and adding machine.						
1850000 729000 Maint. - Vehicles	3,941	4,000	6,100	5,791	7,000	4,000
Repairs for Motor Vehicles and Administrative fleet.						
1850000 735000 Printing	500	500	500	453	500	500
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)						
1850000 736000 Telephone	474	1,000	1,000	439	750	1,000
Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.						
1850000 744500 Training & School	445	500	500	193	500	500
Training seminars and to upgrade employees' Commercial Drivers License, State Inspection License and Emissions Certifications. New law requires recertification testing for State Inspection license. (\$100.00)						
1850000 760300 Office Supplies	523	525	525	505	525	525
Expenses for miscellaneous office and copier supplies.						
1850000 760600 Operating Supplies	2,491	2,500	2,500	2,300	2,500	2,500
Chemicals, soaps, hardware, etc., which are considered shop expenses.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1850000 765400	Gas Oil & Diesel	6,208	10,000	7,900	4,721	10,000	8,000
	Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.						
1850000 766300	Tires & Batteries	925	1,300	1,300	1,279	1,300	1,300
	Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.						
1850000 767200	Misc. Vehicle Parts	2,690	2,700	2,700	2,700	2,700	2,700
	Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.						
1850000 820000	Minor Equipment	8,815	10,000	18,000	8,708	10,000	30,000
	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. Requesting the purchase a heavy duty lift for new facility.						
1850000 827000	Vehicles	0	0	0	0	0	9,813
	Replacement of #600 (2000 Service truck) 5 year annual lease payments.						
TOTAL	Motor Vehicles Exp	208,680	221,538	229,538	192,431	228,493	254,823

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	52,093
1850000	611500	F	A	1.0000	Automotive Mechanic II	46,147
1850000	611500	F	A	1.0000	Automotive Mechanic II	43,845
1850000	611500	F	A	1.0000	Secretary I	43,850
TOTAL 611500 EMPLOYEES				4.0000		\$ 185,935

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
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General Fund - Expenses

Parks Administration Exp

1860000 611500 Salaried Personnel	22,760	21,495	21,495	18,685	21,578	21,925
Salary of the Parks department secretary, which is allocated 50% to Engineering and 50% to Parks - Administration.						
1860000 620100 Educational Incentive	3,000	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 Rental of Uniforms	4,175	5,000	5,200	3,485	4,000	5,000
Uniform rental expense for 24 employees.						
1860000 729000 Maint. - Vehicles	39,617	25,000	27,500	27,125	30,000	30,000
Maintenance and repair expense of the Parks Bureau vehicles, including body repairs and painting.						
1860000 731000 Advertising	67	400	400	0	100	400
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.						
1860000 734000 Postage	176	360	360	288	360	360
All Bureau mailings, including street tree notices and pavilion rental permits.						
1860000 736000 Telephone	6,804	8,000	8,000	4,873	6,000	6,000
Telephone and cell phone expenses, email service connections and internet service for the Bureau						
1860000 737000 Travel	614	700	0	0	300	700
Travel expenses for the bureau professional staff.						
1860000 744000 Contract Services	34,999	35,000	35,000	34,587	40,000	40,000
Monthly line charges for internet 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.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1860000 745000	Solid Waste Disposal	18,000	18,000	26,100	23,058	20,000	20,000
	Tipping fees at the Lancaster Transfer Station.						
1860000 760300	Office Supplies	1,010	1,400	1,400	944	1,400	1,400
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.						
1860000 765400	Gas Oil & Diesel	35,710	45,000	34,900	25,387	40,000	35,000
	Vehicle and equipment fuel for the Bureau.						
1860000 820000	Minor Equipment	100	1,100	1,100	508	1,100	1,100
	The annual copier payment and any upgrade of office equipment.						
TOTAL	Parks Administration Exp	167,033	163,705	163,705	140,441	167,088	164,135

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	21,925
TOTAL 611500 EMPLOYEES				0.5000		\$ 21,925
TOTAL EMPLOYEES				0.5000		\$ 21,925

General Fund - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Parks - Buildings Exp						
1861000 611000 Salary - Bureau Chief	50,714	50,051	50,771	42,720	50,275	62,610
This line item accounts for sixty percent (60%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.						
1861000 611500 Salaried Personnel	291,000	339,923	340,823	313,350	346,363	466,623
Salaries of the park's buildings employees. A partial year salary has been added for a deputy facility manager salary for succession planning in anticipation of manager's retirement.						
1861000 618500 Overtime	8,059	8,500	8,500	2,396	3,200	5,000
Overtime expense due to maintenance performed after regular business hours and emergencies.						
1861000 721000 Maint. - Buildings	42,170	42,000	37,000	25,051	31,751	42,000
Contracted maintenance of City-owned building: Central Garage and Warehouse Conestoga Pines Barn Firestations #1, #3, #4 and #6 Lancaster Recreation Center City Hall Parks Garage Police Station Traffic and Sign Shop Most buildings at City owned parks.						
1861000 723000 Maint. - Equipment	31,026	35,000	33,000	25,887	33,000	33,330
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.						
1861000 736000 Telephone	7,845	13,500	13,500	8,487	10,200	13,635
Telephone maintenance and service.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1861000 744000 Contract Services	78,456	70,000	84,000	76,391	93,800	84,840
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 Fire alarms, extinguishers and sprinkler systems at City Hall, Police Station, Traffic Sign Shop, Rodney Park Community Center and Lancaster Recreation Center Pest control contract for all buidings Security Alarms						
1861000 744500 Training & School	20	500	500	0	500	500
Training and continuing education for building maintenance personnel.						
1861000 752000 Power Electric	147,076	206,500	217,500	42,831	227,000	260,000
Electric expenses for all City-owned buildings.						
1861000 760600 Operating Supplies	69,325	80,000	77,300	60,822	64,543	80,598
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.						
1861000 760700 Custodial Supplies	27,346	27,000	27,000	23,446	26,000	27,270
Supplies used by City staff for the custodial maintenance of City buildings.						
1861000 766000 Heating Oil	95,476	120,000	105,000	25,661	83,000	121,200
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						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1861000 820000	Minor Equipment	3,724	4,000	4,000	3,120	4,243	4,040
	Purchase and replacement of minor equipment used for buidling maintenance.						
1861000 827000	Vehicles	14,676	29,800	29,800	18,874	25,670	20,000
	Lease purchase and replacement of vehicles used for Public Building Maintenance.						
1861000 829000	Capital Outlay	12,947	30,000	25,000	11,000	30,000	46,500
	Capital Outlay						
TOTAL	Parks - Buildings Exp	879,859	1,056,774	1,053,694	680,036	1,029,545	1,268,146

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

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

1861000	611000	F	M	0.7500	Facilities Manager	62,610
TOTAL 611000 EMPLOYEES				0.7500		\$ 62,610
1861000	611500	F	M	0.6000	Building Maintenance Supervisor	30,405
1861000	611500	F	A	0.8000	Maintenance Technician-Electrician	37,232
1861000	611500	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	50,576
1861000	611500	F	A	1.0000	Maintenance Carpenter	49,076
1861000	611500	F	A	1.0000	Senior Custodian	43,850
1861000	611500	F	A	1.0000	Parks Maintenance Worker	40,112
1861000	611500	F	A	1.0000	Building Maintenance Mechanic	42,465
1861000	611500	F	A	1.0000	Custodian II	37,915
1861000	611500	F	A	1.0000	Custodian II	34,889
1861000	611500	F	A	1.0000	Custodian I	35,857
1861000	611500	F	A	1.0000	Custodian I	32,996
			Subtotal Full-Time	10.4000		
1861000	611500	P	M	1.0000	Facilities Project Manager	31,250
			Subtotal Part-Time	1.0000		
TOTAL 611500 EMPLOYEES				11.4000		\$ 466,623
TOTAL EMPLOYEES				12.1500		\$ 529,233

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses						
Parks - Parks Exp						
1862000 611500 Salaried Personnel	234,838	247,416	250,376	209,528	244,283	251,085
Salaries of the parks maintenance employees.						
1862000 618500 Overtime	7,549	9,000	9,000	4,562	9,000	9,000
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.						
1862000 723000 Maint-Equipment	10,457	12,000	12,000	11,986	12,000	12,000
Supplies and parts to maintain and repair small equipment, i.e. tractors and mowers, weed wackers, blowers, chainsaws and graffiti machine.						
1862000 727000 Maint-Parks	72,633	40,000	50,000	44,743	60,000	60,000
Maintenance, repair, improvement and replacement of tables, benches, water fountains, play surfaces, playground equipment and fences, rubbish containers and park buildings. Additional \$10,000.00 required for the installation of fencing around bleachers at Colin Field.						
1862000 727500 Maint-Pools	9,914	10,000	10,000	9,633	10,000	10,000
Chemicals, filters, paint, and other supplies/materials and contracted services required for the operation and maintenance of the City's six wading pools.						
1862000 744500 Training & School	1,315	1,400	0	0	1,400	1,400
Training and continuing education for parks maintenance personnel and contracted interpretive services.						
1862000 752000 Power Electric	22,711	32,000	29,000	18,715	28,000	28,000
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, Binn's Park, South Duke Street Mall Park and South End Park.						
1862000 760600 Operating Supplies	19,461	25,000	25,000	20,665	25,000	25,000
Expenses to purchase fertilizer, mulch, landscape supplies, hand tools, ice melt, ball field lights, basketball and tennis nets, trash receptacles and liners and miscellaneous supplies for all City parks, including City-sponsored activities and volunteer service days.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1862000 760700	Custodial Supplies	5,961	6,000	6,000	5,947	6,000	6,000
	Supplies required for the custodial maintenance of Parks facilities including public restrooms.						
1862000 820000	Minor Equipment	3,661	8,000	8,000	3,029	8,000	8,000
	Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.						
1862000 827100	Vehicle-Lease Purchase	4,950	8,936	8,936	8,936	8,936	8,936
	5 year lease purchase of a new bi-fuel (gas/CNG) crew cab #402. (2017, 2018 & 2019)						
1862000 829000	Capital Outlay	9,748	10,000	109,654	82,599	89,654	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. In 2016, a budget amendment added funds to this line to cover the pool construction overage for Reservoir Park.						
TOTAL	Parks - Parks Exp	403,199	409,752	517,966	420,343	502,273	429,421

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	34,337
1862000	611500	F	M	1.0000	Longs Park Maintenance Supv.	50,873
1862000	611500	F	M	1.0000	Labor Supervisor	44,563
1862000	611500	F	A	1.0000	Utility Operator	43,850
1862000	611500	F	A	1.0000	Utility Operator	42,573
1862000	611500	F	A	1.0000	Laborer	34,889
TOTAL 611500 EMPLOYEES				5.6000		\$ 251,085

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses							
Parks Trees Exp							
1863000 611500	Salaried Personnel	173,247	178,757	179,857	143,873	152,165	182,718
Salaries for the Parks-Trees employees.							
1863000 618500	Overtime	1,439	2,500	2,500	1,284	2,500	2,500
Expenses for overtime to respond to emergency call-ins for fallen trees from storms, high winds, or vehicle accidents.							
1863000 723000	Maint. - Equipment	7,011	2,000	2,000	1,827	2,000	2,000
Repair and maintenance of all tree equipment: stump grinder, chipper, chipper blades, chain saws, cement saw and for aerial bucket truck certifications.							
1863000 732000	Dues & Subscriptions	65	100	100	60	40	100
City Arborist membership in professional organizations.							
1863000 744000	Contract Services	0	95,000	53,527	46,613	76,527	1,000
Contracting with a commercial tub grinder operator to dispose of accumulated tree waste twice a year (eliminates solid waste disposal expense).							
1863000 744500	Training & School	192	200	200	0	200	200
Expenses for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures.							
1863000 760600	Operating Supplies	5,096	9,000	7,000	5,679	9,000	9,000
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.							
1863000 810000	Special Events	196	200	200	10	0	200
Annual Arbor Day celebration and Shade Tree Commission award.							
1863000 820000	Minor Equipment	1,134	3,200	3,200	1,956	3,200	3,200
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							
TOTAL	Parks Trees Exp	188,380	290,957	248,584	201,302	245,632	200,918

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	54,885
1863000	611500	F	A	1.0000	Tree Trimmer	46,273
1863000	611500	F	A	1.0000	Tree Climber	42,434
1863000	611500	F	A	1.0000	Tree Climber	39,126
TOTAL 611500 EMPLOYEES						
TOTAL 6115 EMPLOYEES				4.0000		\$ 182,718

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses						
Parks - Central Market/Visitor Center Exp						
1864000 611000 Salary - Bureau Chief	12,009	12,513	12,693	10,568	12,457	12,522
Accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.						
1864000 611500 Salaried Personnel	58,946	22,936	22,936	18,479	21,201	14,376
Build Maint Super, Maint Tech and Laborer						
1864000 618500 Overtime	2,277	0	0	505	0	0
Overtime pay as needed for any additional coverage of the maintenance workers.						
1864000 721000 Maint-Buildings	3,558	8,500	10,100	6,987	10,253	7,600
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.						
1864000 723000 Maint. - Equipment	7,414	8,000	7,500	5,952	7,200	6,000
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.						
1864000 738300 Real Estate Taxes	2,695	2,650	2,650	2,645	2,645	0
Payment of real estate taxes to Lancaster County and the School District for the taxable retail portions of the Heritage Center property. This line item is eliminated for 2017 due to the impending sale of the Heritage Center properties (not including City Visitor Center) in late 2016.						
1864000 744000 Contract Services	4,204	6,000	12,400	10,412	11,000	10,900
Building maintenance contract needed at Central Market and City Visitor Center.						
1864000 752000 Power Electric	3,733	8,000	8,000	1,037	5,000	8,000
Electric expenses at the City Visitor Center.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
1864000 760600	Operating Supplies	4,509	6,000	6,000	3,872	2,500	6,000
	All supplies used by City staff to maintain and/or repair Central Market and/or City Visitor Center properties. Includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.						
1864000 760700	Custodial Supplies	0	1,000	1,000	0	1,000	1,000
	Supplies for custodial maintenance of City buildings.						
1864000 766000	Heating Oil	7,378	12,000	12,000	176	7,000	12,000
	Purchase of contracted fuel (gas and oil) for the City Visitor Center and/or Central Market.						
TOTAL	Parks - Central Market/Visitor Center Exp	106,724	87,599	95,279	58,557	80,256	78,398

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	12,522
TOTAL 611000 EMPLOYEES					0.1500	\$ 12,522
1864000	611500	F	M	0.1000	Building Maintenance Supervisor	5,068
1864000	611500	F	A	0.2000	Maintenance Technician	9,308
TOTAL 611500 EMPLOYEES					0.3000	\$ 14,376
TOTAL EMPLOYEES					0.4500	\$ 26,898

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
General Fund - Expenses						
Parks - Southern Market Exp						
1866000 611000 Salary - Bureau Chief	12,009	12,513	12,693	10,568	12,457	0
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	60,876	62,717	62,717	49,605	56,403	0
Salaries of the parks - southern market employees.						
1866000 618500 Overtime	1,674	0	0	420	420	1,000
Emergency call-in and weekend maintenance projects.						
1866000 721000 Maint. - Buildings	4,180	3,000	2,000	0	3,100	2,970
Maintenance and minor building repairs.						
1866000 723000 Maint. - Equipment	518	3,000	2,500	881	2,500	2,970
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	25,382	27,920	27,920	25,829	26,500	27,640
Payment of real estate taxes to Lancaster County and the School District on the taxable (Chamber) portion of the property.						
1866000 744000 Contract Services	5,369	5,600	10,600	8,487	9,700	10,494
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	26,729	25,000	25,000	19,971	23,600	24,750
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	3,776	5,500	4,000	1,062	2,000	5,445
Expense of custodial supplies, floor care chemicals, trash receptacles, light bulbs and miscellaneous supplies.						
1866000 766000 Heating Oil	3,969	5,000	5,000	2,509	4,800	4,950

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
Contracted heating fuel.							
TOTAL	Parks - Southern Market Exp	144,483	150,250	148,930	129,624	141,480	80,219
TOTAL	Public Works	5,069,413	5,660,711	6,681,711	6,002,137	6,531,681	5,996,238
TOTAL	General Fund - Expenses	51,447,261	52,662,520	53,668,177	50,202,230	52,150,903	54,307,418

CITY OF LANCASTER

STORMWATER MANAGEMENT FUND



2017 BUDGET

**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND REVENUE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>DESCRIPTION</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$2,150,000	\$2,100,000	(\$50,000)	-2.3%
Miscellaneous Revenue	\$4,000	\$2,000	(\$2,000)	-50.0%
Other Income	\$54,186	\$62,933	\$8,747	16.1%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL SWM FUND REVENUES & SOURCES OF FUNDS	\$2,208,186	\$2,164,933	(\$43,253)	-2.0%
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**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>BUREAU</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$1,614,635.00	\$1,561,404.00	(\$53,231)	-3.3%
Street Cleaning	\$801,818	\$751,430	(\$50,388)	-6.3%
Grounds Maintenance	\$337,707	\$306,902	(\$30,805)	-9.1%
TOTAL STORMWATER MANAGEMENT FUND EXPENSES	\$2,754,160	\$2,619,736	(\$134,424)	-4.9%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
STORMWATER MANAGEMENT FUND

Retained Earnings 12/31/2015		\$ (1,377,803)
Projected Revenues: 2016	2,200,986	
Projected Expenditures: 2016	<u>(2,580,243)</u>	
Projected Current Operating Surplus/(Deficit) 2016 (Reduction to Retained Earnings)		<u>(379,257)</u>
Projected Retained Earnings 12/31/2016		(1,757,060)
Proposed Revenues: 2017	2,164,933	
Proposed Expenditures: 2017	<u>(2,619,736)</u>	
Proposed Current Operating Surplus/(Deficit) 2017		<u>(454,803)</u>
Projected Retained Earnings 12/31/2017		<u>\$ (2,211,863)</u>

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Stormwater Management - Revenues						
Stormwater Management Revenues						
56000000 407100 Pension State Fund	28,975	46,686	46,686	46,686	46,686	60,433
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.						
56000000 408000 Miscellaneous Revenue	3,586	4,000	4,000	1,530	1,800	2,000
Revenue is derived from income received from miscellaneous items.						
56000000 408101 Stormwater Mgmt Fee	2,120,340	2,150,000	2,150,000	1,831,414	2,150,000	2,100,000
Revenue is derived from stormwater management fees charged to property owners in the City.						
56000000 420000 Sewer Grounds Exp Reimb	649	7,500	7,500	0	2,500	2,500
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.)						
TOTAL SWM Revenue	2,153,551	2,208,186	2,208,186	1,879,630	2,200,986	2,164,933
TOTAL Stormwater Management - Revenues	2,153,551	2,208,186	2,208,186	1,879,630	2,200,986	2,164,933

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Stormwater Management - Expenses						
SWM Admin Exp						
56088600 611000 Salary - Bureau Chief	81,645	89,843	85,352	72,814	86,055	91,433
Salary expenses for the stormwater program manager.						
56088600 611500 Salaried Personnel	231,843	287,236	291,007	233,043	273,412	294,100
The salaries for the Environmental Planner, GIS technician and 20% of the GIS Analyst are charged to the Bureau. The Bureau also utilizes the City's Bureau of Procurement and Collections to prepare stormwater invoices.						
56088600 612000 Salary Temporary	34,656	35,000	35,000	6,577	6,600	26,000
Expenses for temporary employees to perform clean-up and maintenance of green infrastructure projects. Also includes expenses for paid interns.						
56088600 618500 Overtime	733	1,000	1,000	401	100	2,000
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.						
56088600 620200 Medical Insurance	125,000	125,000	122,000	111,833	122,000	150,000
Account covers health benefits of employees in this fund.						
56088600 620300 Dental/Vision	10,557	10,800	12,715	11,274	10,734	12,340
Account covers dental and vision insurance costs for all employees in this fund.						
56088600 620800 Social Security	70,898	84,880	84,880	69,149	78,383	87,023
Account covers social security for Bureau employees.						
56088600 620900 Life Insurance	1,908	2,125	3,045	2,722	2,939	2,950
Account covers Bureau employees' life insurance.						
56088600 623000 Pension Contribution	32,751	50,556	50,556	50,236	50,556	64,546
Account covers the City pension plan costs for Bureau employees.						
56088600 625000 Workers Compensation	10,957	30,000	30,000	12,095	11,664	30,000
Account covers all Bureau employees for on the job injury claims.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56088600 714100 PC Lease	0	4,000	4,000	2,222	2,250	3,800
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	2,976	3,000	3,350	3,068	3,127	4,000
Account pays the Bureau cost of rental space for employees.						
56088600 718000 Rental of Uniforms	58	1,000	1,000	12	500	500
Account pays for rental of uniforms for employees.						
56088600 723000 Maint. - Equipment	4,580	10,000	10,000	3,593	6,000	7,500
Maintenance for miscellaneous office equipment.						
56088600 731000 Advertising	1,327	1,500	1,750	1,708	1,750	2,500
Account pays for newspaper advertising of contracts, bids, and job vacancies.						
56088600 734000 Postage	22,866	28,000	28,000	19,229	24,000	28,000
Account covers all of the postage for billing and miscellaneous office mailings.						
56088600 735000 Printing	8,964	20,000	20,000	3,486	3,500	15,168
Account covers printing costs for the City's print shop and office photocopying.						
56088600 736000 Telephone	3,337	5,000	5,000	2,520	3,800	5,000
Account covers telephone service in the Bureau.						
56088600 737000 Travel	5,294	7,500	7,200	4,594	4,900	7,500
Account pays for travel expense 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.						
56088600 741000 Professional Services	202,037	200,000	148,000	107,251	185,000	125,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.						
56088600 743100 Credit Card Fees	1,592	1,350	1,350	936	1,221	1,400
Bureau's portion of credit card company fees.						
56088600 744000 Contract Services	50,181	90,000	142,000	140,659	142,000	50,000

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the stormwater management program. Costs associated for IT contract service is 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 stormwater management program.						
56088600 744500 Training & School	2,734	7,500	7,500	3,037	3,000	7,500
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.						
56088600 746300 Collection System Expense	566	50,000	46,815	1,648	20,000	25,000
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.						
56088600 760300 Office Supplies	2,405	1,600	2,400	2,352	3,100	3,200
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.						
56088600 772000 Insurance Package	11,262	17,000	17,000	9,864	10,955	18,190
Property and liability coverage for all Bureau facilities and vehicles.						
56088600 820000 Minor Equipment	6,357	2,500	5,500	4,062	5,000	15,000
Account reflects the cost of miscellaneous office equipment.						
56088600 820200 Safety Equipment	199	2,500	1,750	358	750	1,500
Account pays the cost of minor safety equipment for the bureau.						
56088600 825000 Computer Equip/Software	5,885	8,000	8,000	7,673	8,200	8,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56088600 827100 Vehicle Lease Purchase	0	8,750	8,750	8,625	8,625	12,000
Second of a 3 year lease purchase payment for the purchase of a new Ford Escape for use in stormwater management inspection.						
56088600 923000 Paying Agent Fees	6	10	10	6	10	10
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.						

		2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56088600 924000	Debt Service - Interest	37,644	33,956	33,956	38,136	40,101	34,890
This line reflects interest payments on the 2014 General Obligation bonds and the Pennvest Green Infrastructure loan.							
56088600 926000	Debt Service - Principal	0	395,749	395,749	356,185	395,749	425,354
This line reflects principal redemption on the 2014 General Obligation bonds and Pennvest Green Infrastructure loan.							
TOTAL	SWM Admin Exp	971,215	1,615,355	1,614,635	1,291,368	1,515,981	1,561,404

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	84,452 6,981
TOTAL 611000 EMPLOYEES				1.0000		\$ 91,433
56088600	611500	F	M	1.0000	Environmental Planner	61,474
56088600	611500	F	M	1.0000	GIC Coordinator	61,361
56088600	611500	F	M	0.2000	GIS Analyst	9,747
56088600	611500	F	M	1.0000	PW Sustainability Planner I	52,020
56088600	611500	F	M	0.1608	Bureau Chief Proc. & Collections	11,782
56088600	611500	F	M	0.1608	Customer Service Supervisor	8,538
56088600	611500	F	A	0.1608	Purchasing Coordinator	6,647
56088600	611500	F	A	0.1608	Revenue Clerk	6,452
56088600	611500	F	A	0.1608	Property Maintenance Coordinator	7,049
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,635
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,304
56088600	611500	F	A	0.1608	Customer Care Coordinator	6,782
56088600	611500	F	A	0.1608	Customer Care Coordinator	6,647
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,062
56088600	611500	F	A	0.1608	Cashier/Service Clerk	5,764
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,264
56088600	611500	F	A	0.1608	Billing Coordinator	6,280
56088600	611500	F	A	0.1608	Billing Coordinator	7,241
56088600	611500	F	A	0.1608	Mail & Print Operator	5,627
Subtotal Full-Time				5.6117		

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY		
56088600	611500	P	A	0.1608	Data Entry Operator I	3,423
			Subtotal Part-Time	0.1608		
TOTAL 6115 EMPLOYEES				5.7725		\$ 294,100
TOTAL EMPLOYEES				6.7725		\$ 385,533

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Stormwater Management - Expenses						
SWM Street Cleaning Exp						
56084200 611500 Salaried Personnel	407,857	483,438	483,938	401,681	465,281	454,801
Salaries for the street cleaning personnel.						
56084200 618500 Overtime	15,225	15,000	20,000	17,753	17,000	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	1,856	2,000	2,000	1,495	2,000	2,000
Uniforms for Bureau employees.						
56084200 729000 Maint. - Vehicles	57,401	50,000	50,000	40,578	50,000	50,000
money used for the maintenance and upkeep of four street sweepers and 2 pick up trucks used for all three shifts.						
56084200 745000 Solid Waste Disposal	69,389	60,000	60,000	43,399	60,000	60,000
Disposal of street sweepings, leaves, and the disposal of other materials picked up from the city streets, i.e. refrigerators, automobile tires and mattresses.						
56084200 760600 Operating Supplies	1,117	2,000	2,000	1,304	2,000	2,000
Purchase of Bureau operating supplies, i.e. rakes, brooms, scrapers, shovels, gloves, water coolers, rain gear, locks and keys.						
56084200 765400 Gas Oil & Diesel	29,585	35,000	30,000	18,946	30,000	25,000
Gasoline, Diesel and oil for Stormwater Management vehicles.						
56084200 825600 Mach/Equip Lease Purch	0	153,880	153,880	94,440	153,880	142,629
Sweeper #118: 5th payments (2017) - 17,401.05 Truck #116: 5th payments (2017) - 8,750.65 (CNG)Peterbilt Dump Trucks #103 & #106: 2nd payments \$29,725.50 each = \$59,451.00 (2017,2018,2019&2020) Elgin Sweeper #133: 2nd payment - \$20,000.00 (2017,2018,2019&2020) New #117: Crew cab 5 year lease payment - \$9,238.10 New #113: Clean up truck with plow 5 year lease payment - \$11,471.33 New #108: Small dump truck with plow and salter 5 year lease payment - \$16,316.39						
TOTAL SWM Street Cleaning Exp	582,429	801,318	801,818	619,596	780,161	751,430

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING</u>				
56084200	611500	F	M	1.0000 Labor Supervisor 48,235
56084200	611500	F	A	1.0000 Equipment Operator II 46,650
56084200	611500	F	A	1.0000 Equipment Operator II 46,650
56084200	611500	F	A	1.0000 Sweeper Operator II 43,972
56084200	611500	F	A	1.0000 Sweeper Operator II 41,779
56084200	611500	F	A	1.0000 Maintenance Worker 36,912
56084200	611500	F	A	1.0000 Maintenance Worker 42,555
56084200	611500	F	A	1.0000 Maintenance Worker 36,912
56084200	611500	F	A	1.0000 Laborer 40,224
56084200	611500	F	A	1.0000 Laborer 36,023
56084200	611500	F	A	1.0000 Laborer 34,889
TOTAL 611500 EMPLOYEES			11.0000	\$ 454,801

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
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Stormwater Management - Expenses

SWM Grounds Maint Exp

56088700 611500 Salaried Personnel	144,731	156,802	157,022	134,832	156,133	163,117
Salaries of the Stormwater - Grounds Maintenance employees.						
56088700 612000 Salary Temporary	6,599	6,600	10,133	10,133	10,133	11,000
Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.						
56088700 618500 Overtime	4,977	6,500	6,500	2,996	6,500	6,500
Overtime generated by emergencies such as snow & ice and other weather related emergencies.						
56088700 718000 Rental of Uniforms	732	1,000	1,000	707	750	1,000
Uniforms for Bureau employees.						
56088700 723000 Maint. - Equipment	19,173	3,200	3,200	1,371	3,200	3,200
This code is for repair and maintenance of equipment.						
56088700 744000 Contract Services	0	30,000	30,000	0	20,000	30,000
This code is used for contracting raingarden professionals for planting and consulting.						
56088700 760600 Operating Supplies	36,159	56,300	52,767	18,602	56,300	40,000
This code is the expense for general supplies such as hand tools, water quality/storm inlet filter socks, and other items needed for the maintenance of various rain gardens and porous pavement projects.						
56088700 820000 Minor Equipment	6,234	3,000	3,000	1,651	3,000	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	5,384	50,000	50,000	13,833	4,000	25,000
This code is the expense to purchase landscape plants for the maintenance of rain gardens throughout the City.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56088700 827100 Vehicle-Lease Purchase	0	24,085	24,085	24,023	24,085	24,085
<p>Fourth of a 5 year lease purchase payment for the purchase of a new John Deere 1445 Series II Commercial Front Mower #456 - \$3,604.26 and for the fourth payment of a 5 year lease purchase for Truck #432 used in stormwater management - \$8,425.97 and the second payment of a new skid loader - 5 year lease payment of \$12,052.22</p>						
TOTAL SWM Grounds Maint Exp	223,988	337,487	337,707	208,147	284,101	306,902
TOTAL Stormwater Management - Expenses	1,777,632	2,754,160	2,754,160	2,119,111	2,580,243	2,619,736

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY		
<u>BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE</u>						
56088700	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,446
56088700	611500	F	A	1.0000	Utility Operator	41,333
56088700	611500	F	A	1.0000	Utility Operator	40,560
56088700	611500	F	A	1.0000	Laborer	34,889
56088700	611500	F	A	1.0000	Laborer	34,889
TOTAL 611500 EMPLOYEES				4.2000		\$ 163,117

CITY OF LANCASTER
SEWER FUND



2017 BUDGET

**CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>DESCRIPTION</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$15,404,094	\$15,775,683	\$371,589	2.4%
Miscellaneous Revenue	\$132,000	\$73,975	(\$58,025)	-44.0%
Other Income	\$137,844	\$168,742	\$30,898	22.4%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$15,673,938	\$16,018,400	\$344,462	2.2%
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**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>BUREAU</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$7,401,827	\$7,379,299	(\$22,528)	-0.3%
Collections	\$1,850,004	\$1,899,320	\$49,316	2.7%
Pumping Stations	\$1,321,517	\$1,340,286	\$18,769	1.4%
Treatment	\$5,062,590	\$5,360,495	\$297,905	5.9%
Grounds Maintenance	\$38,000	\$39,000	\$1,000	2.6%
TOTAL SEWER FUND EXPENSES	\$15,673,938	\$16,018,400	\$344,462	2.2%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SEWER FUND

Retained Earnings 12/31/2015		\$ 24,022,469
Projected Revenues: 2016	13,412,444	
Projected Expenditures: 2016	<u>(14,979,677)</u>	
Projected Current Operating Surplus/(Deficit) 2016 (Reduction to Retained Earnings)		<u>(1,567,233)</u>
Projected Retained Earnings 12/31/2016		22,455,236
Proposed Revenues: 2017	16,018,400	
Proposed Expenditures: 2017	<u>(16,018,400)</u>	
Proposed Current Operating Surplus/(Deficit) 2017		<u>-</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2017		<u>\$ 22,455,236</u>

Wastewater - Revenues

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Wastewater Revenues						
56100000 400900 Lien Interest & Costs	1,907	2,500	2,500	1,194	2,000	2,000
Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.						
56100000 404400 Rent of City Property	35,608	35,700	35,700	32,083	35,700	36,675
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.						
56100000 405600 Auction Income	5,936	0	0	0	0	0
Revenues are derived from the auction of unneeded equipment.						
56100000 406300 Interest on Investment	392	300	300	272	300	300
Revenue is derived from the interest earned on idle funds.						
56100000 407100 Pension State Fund	141,570	137,844	137,844	137,844	137,844	168,742
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.						
56100000 408000 Miscellaneous Revenue	35,864	18,500	18,500	24,814	23,000	25,000
Revenue is derived from income received from miscellaneous items.						
56100000 408100 Sewage Treatment	8,187,832	8,773,094	8,773,094	7,580,751	8,695,000	9,195,683
Revenue is derived from sewer fees charged to retail customers.						
56100000 408200 Industrial Waste Surchg	452,828	475,000	475,000	293,769	400,000	400,000
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.						
56100000 408300 Bulk Sewage Treatment	3,898,553	5,975,000	5,975,000	3,679,687	4,000,000	6,000,000
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56100000 408400 SLSA Operating Charges	169,443	180,000	180,000	135,255	180,000	180,000
Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.						
56100000 408500 Sewer Entrance	0	1,000	1,000	0	0	0
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.						
56100000 408600 Industrial Waste Permits	15,000	25,000	25,000	7,750	10,000	10,000
Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.						
56100000 419500 Collection System Reimb	0	50,000	50,000	0	0	0
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.						
TOTAL Wastewater Revenue	12,944,933	15,673,938	15,673,938	11,893,419	13,412,444	16,018,400
TOTAL Wastewater - Revenues	12,944,933	15,673,938	15,673,938	11,893,419	13,412,444	16,018,400

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Wastewater - Expenses						
Sewer Administration Exp						
56188000 611000 Salary - Bureau Chief	92,755	93,067	94,867	81,560	96,382	104,928
Salary expenses for the wastewater operations/utility manager.						
56188000 611500 Salaried Personnel	227,408	266,781	254,811	198,536	237,052	276,110
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, Custom 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	4,395	5,760	2,760	2,676	2,700	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	972	0	0	195	200	0
Overtime expenses paid to administrative staff in the Sewer Fund.						
56188000 619200 OPEB ARC Expense	566,053	100,411	100,411	0	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	16,830	18,900	18,900	7,214	14,500	15,000
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	900,000	800,000	666,667	666,667	800,000	800,000
Account covers health benefits of Bureau employees.						
56188000 620300 Dental/Vision	26,210	29,325	29,325	26,636	31,339	30,800
Account covers dental and vision insurance costs for all employees of this fund.						
56188000 620800 Social Security	175,812	213,880	209,420	166,206	199,218	224,703
Account covers social security for Bureau employees.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56188000 620900 Life Insurance	5,803	6,825	6,825	5,991	6,995	7,000
Account covers Bureau employees' life insurance.						
56188000 623000 Pension Contribution	156,229	153,231	153,231	151,161	153,231	185,236
Account covers the City pension costs for Bureau employees.						
56188000 624000 Unemployment Compensation	0	5,000	9,460	9,460	2,500	5,000
Account covers state unemployment for Bureau employees.						
56188000 625000 Workers Compensation	32,894	60,000	60,000	46,018	50,921	60,000
Account covers all Bureau employees for on the job injury claims.						
56188000 714100 PC Lease	1,890	2,296	6,546	6,466	6,500	9,400
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.						
56188000 716000 Rental of Parking Lot	1,949	2,700	4,200	3,661	3,990	4,300
This account pays the Bureau cost of rental space for customer service employees. Increase needed for added rental costs.						
56188000 718000 Rental of Uniforms	8,355	8,000	8,000	7,068	8,000	8,500
This account pays for rental of uniforms for employees.						
56188000 723000 Maint. - Equipment	4,945	5,000	5,000	3,867	5,000	6,300
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.						
56188000 731000 Advertising	2,005	5,000	5,000	0	5,000	5,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.						
56188000 734000 Postage	27,989	35,000	35,000	21,539	30,000	30,000
This account covers all of the postage for bills, and miscellaneous office mailings.						
56188000 735000 Printing	4,798	6,000	6,000	3,087	6,000	10,401
This account covers printing costs for the City's print shop and office photocopying.						
56188000 736000 Telephone	27,929	28,000	28,000	24,794	28,000	30,000
This account covers telephone service in the Bureau, including service lines for computer modems for Wastewater Operations.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56188000 737000 Travel	1,354	4,000	4,000	1,826	3,500	4,000
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.						
56188000 741000 Professional Services	719,811	600,000	858,969	728,277	1,025,000	600,000
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.						
56188000 743000 Bank Service Charges	7,942	9,000	9,000	6,537	8,706	9,000
This line item is for the Bureau's portion of banks service charges.						
56188000 743100 Credit Card Fees	10,036	10,225	10,225	7,749	9,086	10,250
This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Sewer bill in the Treasury Office.						
56188000 744000 Contract Services	59,735	65,000	68,000	59,591	70,000	86,000
Account pays for the PA One Call System, and 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. 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.						
56188000 744500 Training & School	19,623	21,500	21,500	14,258	16,000	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.						
56188000 760300 Office Supplies	1,187	2,000	2,000	1,817	2,000	2,100
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.						
56188000 772000 Insurance Package	218,106	252,395	252,395	158,682	225,181	250,000
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.						
56188000 820000 Minor Equipment	6,925	6,652	6,652	4,178	6,652	15,000
Account reflects the Sewer Fund's share of a remittance processor and mail folder/insert machine to process billings.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56188000 820200 Safety Equipment	8,990	9,000	15,066	7,029	11,700	10,000
Account pays the cost of minor safety equipment for the Bureau.						
56188000 825000 Computer Equip/Software	6,117	20,000	20,099	9,796	15,000	20,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56188000 911000 Indirect Costs	457,829	414,544	414,544	379,999	414,544	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.						
56188000 923000 Paying Agent Fees	633	750	750	344	650	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.						
56188000 924000 Debt Service - Interest	1,954,918	2,069,166	2,009,205	1,987,054	1,995,853	1,979,018
Account pays interest payments on the Series 2007, 2009, 2011 and 2014 bonds.						
56188000 926000 Debt Service - Principal	0	2,005,000	2,005,000	2,005,000	2,005,000	2,038,288
Account pays principal redemption on the Series 2007, 2009, 2011 and 2014 bonds.						
TOTAL Sewer Administration Exp	5,758,429	7,334,408	7,401,828	6,804,936	7,596,811	7,379,299

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	104,928
TOTAL 61100 EMPLOYEES				1.0000		\$ 104,928
56188000	611500	F	M	1.0000	Project Engineer	75,995
56188000	611500	F	M	0.1901	Bureau Chief Proc. & Collections	13,927
56188000	611500	F	M	0.1901	Customer Service Supervisor	10,093
56188000	611500	F	M	0.2500	Information Services Manager	18,994
56188000	611500	F	M	0.1400	Communications Specialist	5,769
56188000	611500	F	A	0.1901	Purchasing Coordinator	8,427
56188000	611500	F	A	0.1901	Billing Coordinator	8,559
56188000	611500	F	A	0.1901	Billing Coordinator	7,424
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,166
56188000	611500	F	A	0.1901	Cashier/Service Clerk	6,814
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,405
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,026
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,635
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,017
56188000	611500	F	A	0.1901	Customer Care Coordinator	7,857
56188000	611500	F	A	0.1901	Property Maintenance Coordinator	8,333
56188000	611500	F	A	0.1901	Revenue Clerk	7,627
56188000	611500	F	A	0.5000	Secretary I	20,409
56188000	611500	F	A	0.3027	Utility Service Coordinator	11,824
56188000	611500	F	A	0.1901	Mail & Print Operator	6,651

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
			Available for Merit	13,111
			Subtotal Full-Time	5.0436
56188000	611500	P A	0.1901 Data Entry Operator I	4,047
			Subtotal Part-Time	0.1901
TOTAL 611500 EMPLOYEES			5.2337	\$ 276,110
TOTAL EMPLOYEES			6.2337	\$ 381,038

Wastewater - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Sewer Collections Exp						
56188100 611500 Salaried Personnel	488,195	786,984	788,504	584,512	691,737	853,870
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.						
56188100 618500 Overtime	49,993	50,000	50,000	26,842	34,225	50,000
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.						
56188100 729000 Maint. - Vehicles	53,050	60,000	120,000	75,121	90,800	100,000
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.						
56188100 744000 Contract Services	56,902	100,000	70,000	50,133	58,000	120,000
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.						
56188100 747000 Trench Paving	87,171	140,000	145,100	145,096	170,000	200,000
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes.						
56188100 760300 Office Supplies	0	0	350	323	450	450
56188100 760600 Operating Supplies	226,217	375,000	345,000	196,090	225,000	300,000
Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames, tools, and safety warning devices. This line reflects the cost of safety supplies for work crews, and additional preventative maintenance measures. Also, the collection crew is converting the old brick sewer inlets to concrete where it is appropriate.						
56188100 765400 Gas Oil & Diesel	35,594	77,000	72,050	27,903	30,000	40,000
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56188100 820000 Minor Equipment	414	50,000	49,000	69	0	0
This line includes the purchase of a trench box shoring system and mini-track hoe.						
56188100 827000 Vehicles	0	0	0	0	0	25,000
First of 5-year lease payments for two new vehicles: (1) 2017 Cargo Van and (1) F350 Super Duty						
56188100 827100 Vehicle-Lease Purchase	0	210,000	210,000	33,962	210,000	210,000
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.						
TOTAL Sewer Collections Exp	997,538	1,848,984	1,850,004	1,140,049	1,510,212	1,899,320

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	65,184
56188100	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,446
56188100	611500	F	M	1.0000	Labor Supervisor I	54,716
56188100	611500	F	A	1.0000	Equipment Operator I	38,185
56188100	611500	F	A	1.0000	Equipment Operator I	38,185
56188100	611500	F	A	1.0000	Equipment Operator I	38,185
56188100	611500	F	A	1.0000	Equipment Operator I	38,185
56188100	611500	F	A	1.0000	Equipment Operator I	38,185
56188100	611500	F	A	1.0000	Equipment Operator I	38,185
56188100	611500	F	A	1.0000	Equipment Operator I	38,185
56188100	611500	F	A	1.0000	Equipment Operator II	44,467
56188100	611500	F	A	1.0000	Equipment Operator II	43,789
56188100	611500	F	A	1.0000	Equipment Operator II	39,863
56188100	611500	F	A	1.0000	GI Asset Technician	42,465
56188100	611500	F	A	1.0000	Sewer Technician	49,130
56188100	611500	F	A	1.0000	Mark-Out Serviceperson I	48,957
56188100	611500	F	A	1.0000	WW Collection System Technician	48,957
56188100	611500	F	A	1.0000	Sewer Technician	42,614
56188100	611500	F	A	1.0000	Sewer Technician	47,699
56188100	611500	F	A	1.0000	Laborer	34,889
56188100	611500	F	A	1.0000	TV Technician	50,584
TOTAL 611500 EMPLOYEES				19.2000		\$ 853,870

Wastewater - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Sewer Pumping Stations Exp						
56188200 611500 Salaried Personnel	630,956	706,538	708,838	582,237	673,982	714,886
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.						
56188200 618500 Overtime	21,868	25,000	25,000	14,130	16,000	26,500
This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.						
56188200 721000 Maint. - Buildings	769	1,500	1,500	811	1,300	1,500
This account provides for up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.						
56188200 723000 Maint. - Equipment	32,280	85,000	85,000	57,075	60,000	85,000
This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, Steven's Avenue 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.						
56188200 752000 Power Electric-Main PS	181,273	450,000	450,000	335,258	432,000	450,000
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.						
56188200 760600 Operating Supplies	1,318	1,500	1,500	1,395	1,900	1,900
This account provides for supplies required to operate pumping stations including tools, cleaners, and paper supplies.						
56188200 766000 Heating Oil	3,849	12,000	12,000	5,349	7,000	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.						
56188200 820000 Minor Equipment	0	3,500	12,149	10,176	9,400	15,000
For replacement of hoist (\$12,500) and tools (\$2,500).						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56188200 827100 Vehicle-Lease Purchase	0	25,530	25,530	25,136	25,136	33,500
<p>This account covers the current annual payments (\$22,775) required under a lease purchase agreement, as indicated, for the following vehicles: #314 Truck with utility body, through 2019 #333, Utility truck, through 2018. It also includes the replacement of the year 2000 instrumentation van #301 under a three year lease period for two utility vans (approximately \$10,500 annually for 2017 through 2019).</p>						
TOTAL Sewer Pumping Stations Exp	872,313	1,310,568	1,321,517	1,031,567	1,226,718	1,340,286

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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.	60,560
56188200	611500	F	M	1.0000	Electrical/Mechanical Supervisor	58,204
56188200	611500	F	A	1.0000	Instrument Technician	55,433
56188200	611500	F	A	1.0000	Instrument Technician	52,250
56188200	611500	F	A	1.0000	Plant Maint Mechanic	40,314
56188200	611500	F	A	1.0000	Plant Maint Mechanic	46,147
56188200	611500	F	A	1.0000	Plant Maint Mechanic	46,147
56188200	611500	F	A	1.0000	Plant Maint Mechanic	46,147
56188200	611500	F	A	1.0000	Plant Maint Mechanic	43,845
56188200	611500	F	A	1.0000	Plant Maint Mechanic	44,996
56188200	611500	F	A	1.0000	Plant Maint Mechanic	42,465
56188200	611500	F	A	1.0000	Plant Maint Mechanic	43,845
56188200	611500	F	A	1.0000	Maintenance Worker	40,112
56188200	611500	F	A	1.0000	Maintenance Electrician II	43,845
56188200	611500	F	A	1.0000	Maintenance Electrician II	50,576
TOTAL 61150 EMPLOYEES				15.0000		\$ 714,886

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Wastewater - Expenses						
Sewer Treatment Exp						
56188300 611500 Salaried Personnel	741,284	786,628	788,728	663,421	793,130	794,745
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.						
56188300 618500 Overtime	27,861	30,000	40,000	34,065	33,000	40,000
This account provides for coverage of wastewater operations, laboratory, and biosolids handling personnel, on sick leave, vacations, holidays, worker's compensations, and open shifts. This also covers emergency labor and overtime caused by vacant positions. Increase in 2017 for expected additional sludge processing.						
56188300 620100 Educational Incentive	0	0	0	600	0	0
Cost of educational incentive payments for eligible staff.						
56188300 721000 Maint. - Buildings	28,180	30,000	31,630	14,285	25,000	30,000
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.						
56188300 723000 Maint. - Equipment	281,635	425,000	469,474	294,165	375,000	433,500
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.						
56188300 729000 Maint. - Vehicles	14,533	13,000	28,000	17,352	16,500	18,000
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.						
56188300 746000 Meter Expense	211,765	278,250	210,250	184,329	202,000	278,250
This account pays the Water Fund the Bureau of Sewer's ' 35% share of Water Meter Shop expenses.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56188300 746500 Water Utility Expense	76,117	70,000	76,000	56,206	75,000	75,000
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations. This account is increased to pay for water rate increases and current usage.						
56188300 748000 Sludge	1,259,374	1,420,400	1,375,400	1,077,575	1,320,000	1,520,000
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 2017 contract for biosolids removal allows for the land application, landfill, and incineration of the biosolids. 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 disposal rates increased. The 2017 budget is based on 1800 tons of biosolids processed per month.						
56188300 752000 Power Electric	1,021,422	1,200,000	1,200,000	831,944	1,000,000	1,200,000
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 2017, this line item is budgeted for a "wet" year. 2016 costs to date have been less than average due to dry conditions in the summer of 2016.						
56188300 760600 Operating Supplies	42,831	24,000	30,408	23,499	27,000	29,000
This account provides for incidentals: charts, paint brushes, lights, tools, gloves, cleaning supplies and equipment, batteries, soaps, paper products, copier paper, etc., required to maintain plant operations.						
56188300 761500 Laboratory Supplies	68,515	75,000	75,000	52,951	59,000	75,000
This account provides for laboratory services to support facility operations and the EPA mandated 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.						
56188300 761800 Chemicals	434,099	420,000	540,000	332,611	500,000	520,000
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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56188300 765400 Gas Oil & Diesel	13,872	20,000	19,000	11,282	14,000	15,000
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.						
56188300 766000 Heating Oil	52,091	70,000	59,000	36,734	60,000	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..						
56188300 820000 Minor Equipment	27,113	21,700	21,700	19,492	19,492	13,000
For 2017: Moisture meter for sludge dewatering process control & Refrigerated Samplers						
56188300 827100 Vehicle-Lease Purchase	0	18,000	18,000	17,814	17,814	29,000
This account covers the annual payments required under a lease purchase agreement for the following vehicles: #306 - service utility vehicle through 2018 (3 year lease) #331 - truck through 2018 (3 year lease) It also includes a new three year lease payment for the replacement of the 2002 van used for the pre-treatment/laboratory program at an estimated lease payment of \$10,500.						
56188300 829000 Capital Outlay	60,768	240,000	80,000	28,302	70,000	220,000
For 2017, the following projects are proposed: SCADA Programming for process control Utility Water Pumps Energy efficient windows in the control building Floor Replacement Residual Chlorine Metering System Bathroom/Locker Room Upgrade Masonry Crack Repair on Plant Buildings						
TOTAL Sewer Treatment Exp	4,361,460	5,141,978	5,062,590	3,696,626	4,606,935	5,360,495

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	61,836
56188300	611500	F	M	1.0000	Wastewater Operations Supervisor	62,623
56188300	611500	F	M	1.0000	Wastewater Analyst	51,255
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II-C	53,656
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	45,192
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II/ TR	45,192
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	46,540
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	46,540
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	45,192
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	47,296
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	50,548
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	46,273
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	50,548
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	50,548
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	43,845
56188300	611500	F	A	1.0000	Laboratory Technician I	47,661
TOTAL 611500 EMPLOYEES				16.0000		\$ 794,745

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Wastewater - Expenses						
Sewer Grounds Maintenance Exp						
56188400 611501 Salary - Direct Invoice	10,568	12,000	12,000	0	12,000	12,000
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.						
56188400 629901 Fringe - Direct Invoice	5,273	6,000	6,000	0	6,000	6,000
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 maintenace project.						
56188400 760601 Equip/Op Supplies Direct Invoices	20,044	20,000	20,000	0	21,000	21,000
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.						
TOTAL Sewer Grounds Maintenance Exp	35,886	38,000	38,000	0	39,000	39,000
TOTAL Wastewater - Expenses	12,025,625	15,673,938	15,673,938	12,673,179	14,979,677	16,018,400

CITY OF LANCASTER
WATER FUND



2017 BUDGET

**CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>DESCRIPTION</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$27,100,607	\$26,500,000	(\$600,607)	-2.2%
Miscellaneous Revenue	\$699,000	\$667,500	(\$31,500)	-4.5%
Other Income	\$229,619	\$264,296	\$34,677	15.1%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$28,029,226	\$27,431,796	(\$597,430)	-2.1%
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**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>BUREAU</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (proposed)	<u>\$ INCREASE/</u> <u>(DECREASE)</u>	<u>% INCREASE/</u> <u>(DECREASE)</u>
Administration	\$14,849,728	\$13,670,565	(\$1,179,163)	-7.9%
Transfer to General Fund	\$3,500,000	\$3,500,000	\$0	0.0%
Susquehanna Treatment Plant	\$3,031,481	\$3,013,633	(\$17,848)	-0.6%
Conestoga Treatment Plant	\$2,655,842	\$2,640,723	(\$15,119)	-0.6%
Transmission & Distribution	\$2,474,964	\$2,085,567	(\$389,397)	-15.7%
Meter Shop	\$794,919	\$718,624	(\$76,295)	-9.6%
Grounds Maintenance	\$436,352	\$471,098	\$34,746	8.0%
Laboratory	\$285,940	\$286,995	\$1,055	0.4%
TOTAL WATER FUND EXPENSES	\$28,029,226	\$26,387,205	(\$1,642,021)	-5.9%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
WATER FUND

Retained Earnings 12/31/2015		\$ 12,513,076
Projected Revenues: 2016	27,085,869	
Projected Expenditures: 2016	<u>(24,774,402)</u>	
Projected Current Operating Surplus/(Deficit) 2016 (Addition to Retained Earnings)		<u>2,311,467</u>
Projected Retained Earnings 12/31/2016		14,824,543
Proposed Revenues: 2017	27,431,796	
Proposed Expenditures: 2017	<u>(26,387,205)</u>	
Proposed Current Operating Surplus/(Deficit) 2017		<u>1,044,591</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2017		<u>\$ 15,869,134</u>

Water - Revenues

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Water Revenues						
56200000 400900 Lien Interest & Costs	387	1,000	1,000	1	250	250
Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.						
56200000 404400 Rent of City Property	371,963	375,000	375,000	280,408	375,000	386,250
Revenue is derived from rental of space to cellular service providers for antennas.						
56200000 407100 Pension State Fund	231,929	229,619	229,619	229,619	229,619	264,296
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.						
56200000 407700 Water Rents	24,776,350	27,100,607	27,100,607	22,584,949	26,200,000	26,500,000
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.						
56200000 407800 Meter Repairs	9,265	8,000	8,000	2,681	6,000	6,000
Revenue is derived from the reimbursement of meter repair costs by customers.						
56200000 407900 Reimb. - Meter Labor	211,765	200,000	200,000	184,329	200,000	200,000
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.						
56200000 408000 Miscellaneous Revenues	83,857	100,000	100,000	61,998	75,000	75,000
Revenues of the water system not otherwise credited.						
56200000 420000 Sewer Grounds Exp Reimb	4,624	15,000	15,000	0	0	0
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).						
TOTAL Water Revenues	25,690,140	28,029,226	28,029,226	23,343,985	27,085,869	27,431,796
TOTAL Water - Revenues	25,690,140	28,029,226	28,029,226	23,343,985	27,085,869	27,431,796

Water - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Water Administration Exp						
56289000 611000 Salary - Bureau Chief	81,196	85,760	85,760	20,596	25,442	32,130
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.						
56289000 611500 Salaried Personnel	390,995	564,389	546,083	399,304	437,510	698,275
This line item accounts for the salaries of the Administration Section of the Bureau of Water.						
56289000 612000 Salary Temporary	7,204	0	1,000	1,823	1,823	0
56289000 618500 Overtime	178	0	0	401	355	0
Overtime expenses paid to administrative staff in the Water Bureau.						
56289000 619200 OPEB ARC Expense	956,232	875,724	875,724	0	875,724	875,724
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
56289000 620100 Educational Incentive	13,428	0	0	9,188	18,375	20,000
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).						
56289000 620200 Medical Insurance	1,820,000	2,100,000	2,089,000	1,914,917	2,089,000	2,300,000
This line item accounts for medical insurance for employees in the Bureau of Water.						
56289000 620300 Dental/Vision	48,053	52,565	52,565	45,501	47,364	55,195
This line item accounts for employee dental and eye insurance premiums.						
56289000 620800 Social Security	312,998	345,470	345,470	273,397	329,004	362,133
This line item accounts for Social Security payments made for Bureau of Water employees.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289000 620900 Life Insurance	9,923	11,725	11,725	9,733	11,650	12,311
This line item accounts for life insurance expenses for Bureau of Water employees.						
56289000 623000 Pension Contribution	261,158	261,235	261,235	255,497	261,235	296,057
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.						
56289000 624000 Unemployment Compensation	6,196	5,000	5,000	3,864	2,500	5,000
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						
56289000 625000 Workers Compensation	73,993	100,000	101,005	79,720	80,538	100,000
This line item accounts for workers' compensation claims for Bureau of Water employees.						
56289000 714100 PC Lease	17,955	21,815	21,815	16,424	16,450	13,200
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Water Department staff.						
56289000 716000 Rental of Parking Lot	5,470	7,200	7,200	5,510	6,105	7,300
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.						
56289000 718000 Rental of Uniforms	12,668	12,500	12,500	10,394	12,500	13,000
Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
56289000 723000 Maint. - Equipment	12,726	0	12,000	10,266	12,000	12,000
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
56289000 731000 Advertising	2,207	2,000	3,000	1,778	2,000	2,000
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
56289000 734000 Postage	58,764	70,000	70,000	50,540	60,000	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.						
56289000 735000 Printing	17,327	18,000	18,000	10,990	14,000	22,270
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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289000 736000 Telephone	37,727	35,000	35,000	33,107	40,000	40,000
This account covers telephone services, including cellular phones.						
56289000 737000 Travel	681	4,000	4,000	3,118	1,000	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.						
56289000 738000 Miscellaneous Expenses	1,458	1,200	1,200	1,031	1,000	950
This account covers items not specifically budgeted elsewhere, including customer relations and license fees.						
56289000 741000 Professional Services	430,131	500,000	500,000	204,920	205,000	500,000
This account pays for outside services including legal counsel, auditing, engineering consultation, and PUC rate case preparations. 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.						
56289000 743000 Bank Service Charges	14,802	16,000	16,000	12,183	16,226	16,750
This line item accounts for the Water Fund's share of bank service charges.						
56289000 743100 Credit Card Fees	13,098	12,000	12,000	10,844	12,709	13,500
This line item accounts for the Water Fund's share of credit card company fees.						
56289000 744000 Contract Services	15,008	15,000	15,000	13,662	14,000	15,000
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.						
56289000 744500 Training & School	8,283	15,000	12,000	7,377	7,500	8,000

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
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). It is necessary to emphasize newly hired employees and current employees needing training to improve their qualifications to operate the aging facilities to meet the new regulations. The operators certification act now require more certified operators, including all who make process changes at the water treatment plants, and it requires continuing education for all certified operators. This continues to increase our training requirements. This line item also covers manager attendance at the AWWA annual conference.						
56289000 760300 Office Supplies	3,174	5,000	5,000	3,608	5,000	5,000
Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.						
56289000 772000 Insurance Package	215,994	242,990	242,990	160,389	217,032	260,000
This line item accounts for the insurance package for the Bureau of Water.						
56289000 820000 Minor Equipment	15,849	20,022	20,022	9,693	15,000	13,000
This line item accounts for the purchase of minor equipment and copier rental charges.						
56289000 820200 Safety Equipment	18,537	25,000	25,000	12,562	25,000	25,000
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.						
56289000 825000 Computer Equip/Software	10,218	20,000	20,000	11,794	15,000	20,000
This line item accounts for purchase of GIS equipment, public works CMMS software and water model program update.						
56289000 911000 Indirect Costs	638,723	617,938	617,938	566,443	617,938	617,938
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.						
56289000 914000 Revenue Tsfr'd to City	3,500,000	3,500,000	3,500,000	3,208,333	3,500,000	3,500,000
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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289000 923000 Paying Agent Fees	1,415	2,000	2,000	1,270	1,750	2,000
This line reflects paying agent fees on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
56289000 924000 Debt Service - Interest	6,158,071	6,215,297	6,215,297	4,080,738	4,307,516	5,589,432
This line reflects interest payments on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
56289000 926000 Debt Service - Principal	0	2,587,200	2,587,200	1,562,200	2,587,200	1,643,400
This line reflects principal redemption on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
TOTAL Water Administration Exp	15,191,840	18,367,030	18,349,728	13,023,114	15,892,446	17,170,565

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	32,130
TOTAL 611000 EMPLOYEES				0.3000		\$ 32,130
56289000	611500	F	M	1.0000	Project Manager - Utilities	59,765
56289000	611500	F	M	1.0000	Capital Improvements Manager	105,405
56289000	611500	F	M	1.0000	Utility Engineer	58,770
56289000	611500	F	M	0.8000	GIS Analyst	38,988
56289000	611500	F	M	1.0000	Water Treatment Engineer	69,360
56289000	611500	F	M	0.4270	Bureau Chief Proc. & Collections	31,291
56289000	611500	F	M	0.2500	Information Services Manager	18,994
56289000	611500	F	M	0.2700	Communications Specialist	11,126
56289000	611500	F	M	0.4270	Customer Service Supervisor	22,676
56289000	611500	F	A	0.4270	Purchasing Coordinator	17,653
56289000	611500	F	A	0.4270	Secretary I	17,430
56289000	611500	F	A	0.4270	Billing Clerk	19,399
56289000	611500	F	A	0.4270	Cashier/Service Clerk	16,100
56289000	611500	F	A	0.4270	Cashier/Service Clerk	16,637
56289000	611500	F	A	0.4270	Cashier/Service Clerk	15,309
56289000	611500	F	A	0.4270	Billing Coordinator	16,680
56289000	611500	F	A	0.4270	Billing Coordinator	19,230
56289000	611500	F	A	0.4270	Property Maintenance Coordinator	18,722
56289000	611500	F	A	0.4270	Customer Care Coordinator	20,278
56289000	611500	F	A	0.4270	Customer Care Coordinator	17,653

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56289000	611500	F	A	0.4270	Customer Care Coordinator	18,012
56289000	611500	F	A	0.4270	Mail & Print Operator	14,944
56289000	611500	F	A	0.4270	Revenue Clerk	17,136
					Available for Merit	27,667
				Subtotal Full-Time	12.1522	
56289000	611500	P	A	0.4270	Data Entry Operator I	9,092
				Subtotal Part-Time	0.4270	
TOTAL 611500 EMPLOYEES				12.5792		\$ 698,317
TOTAL EMPLOYEES				12.8792		\$ 730,447

Water - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Susquehanna Treatment Plant Exp						
56289100 611500 Salaried Personnel	810,907	825,014	827,314	690,446	801,499	844,333
This line item accounts for salaries at the SWTP.						
56289100 612000 Salary Temporary	0	5,760	5,760	0	0	6,000
Expense for interns from Thadeus Stephens Water/Wastewater program.						
56289100 618500 Overtime	102,906	70,000	70,000	64,633	75,000	75,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.						
56289100 620100 Educational Incentive	0	0	0	900	0	0
56289100 721000 Maint. - Buildings	13,679	38,500	38,500	22,229	38,000	50,000
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 Maint. - Communications	1,500	1,500	1,500	0	1,500	1,500
This account provides for repairs on the SCADA System at the SWTP.						
56289100 723000 Maint. - Equipment	217,121	260,000	240,000	144,023	240,000	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 Maint. - Vehicles	8,790	7,500	37,500	31,514	37,500	13,000
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. Vehicles covered include one 7-ton dump truck (261), one 1/2-ton pickup (203), one 1/2-ton van (213), two 3/4-ton utility trucks (253 & 260), one 1-ton pickup (225), one loader (224), an Engineer's vehicle (721) and a Supervisor's vehicle (229).						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
56289100 746500 Water Utility Expense	13,224	15,000	15,000	12,361	12,000	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 for lube water at the low service pumping station.						
56289100 748000 Sludge	70,993	80,000	92,000	90,583	92,000	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 Power Electric	421,134	950,000	950,000	73,161	950,000	950,000
Account provides for electricity to operate all pumping stations and Susquehanna Filter Plant. The City of Lancaster locked in an energy price of \$0.071001/kWh. For 2017, SWTP based its electric cost on an average of the past twelve months operating the new plant.						
56289100 760600 Operating Supplies	5,455	5,000	5,000	4,902	5,000	5,000
This line item accounts for items required to maintain buildings and all pump stations. This would include paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.						
56289100 761800 Chemicals	501,298	650,000	622,000	475,723	600,000	600,000
This account provides for all chemicals employed in the purification of drinking water at the Susquehanna Filter Plant. The optimum daily production capacity at the SWTP is 15___ million gallons per day.						
56289100 765400 Gas Oil & Diesel	9,947	13,000	13,000	9,351	10,000	10,000
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - SWTP. Recommendation is based on past usage.						
56289100 766000 Heating Oil	33,898	50,000	35,000	20,623	40,000	45,000
This account provides for fuel for heating the SWTP filter Building at a minimum, High and Low Service Buildings, and the Membrane Building.						
56289100 820000 Minor Equipment	6,245	6,000	6,000	3,629	6,000	6,000
This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.						
56289100 827000 Vehicles	0	51,907	57,907	52,595	14,108	52,800
This line accounts for expenditures made for new and replacement equipment.						
TOTAL Susquehanna Trgcvmgpt Plant Ezz	2,217,097	3,029,181	3,031,481	1,881,282	2,922,607	3,013,633

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	61,836
56289100	611500	F	M	1.0000	Plant Maintenance Supervisor	56,017
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	53,656
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	50,576
56289100	611500	F	A	1.0000	Instrument Technician	52,250
56289100	611500	F	A	1.0000	Plant Maint Mechanic	46,147
56289100	611500	F	A	1.0000	Plant Maint Mechanic	43,810
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	52,093
56289100	611500	F	A	1.0000	Water Plant Operator II - TR	45,192
56289100	611500	F	A	1.0000	Water Plant Operator II - TR	45,192
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	52,093
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	50,576
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	46,891
56289100	611500	F	A	1.0000	Water Plant Operator II-GF	43,845
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	48,053
56289100	611500	F	A	1.0000	Water Plant Operator II - TR	48,053
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	48,053

TOTAL 611500 EMPLOYEES

17.0000

\$

844,333

Water - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Conestoga Treatment Plant Exp						
56289200 611500 Salaried Personnel	758,649	841,202	844,902	723,750	839,508	858,998
This line item accounts for the salaries of personnel at the CWTP.						
56289200 612000 Salary Temporary	3,378	5,760	5,760	859	4,901	5,760
Thaddeus Stephens has a Water/Wastewater program. This account pays for 12 weeks of summer interns.						
56289200 618500 Overtime	73,553	65,000	80,000	81,736	80,000	80,000
This account provides for substitutes for sick leave, vacations, funerals, 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 620100 Educational Incentive	0	0	0	300	0	0
56289200 721000 Maint. - Buildings	51,595	100,000	100,000	50,308	100,000	100,000
Account provides for the general upkeep of roofs, boilers, painting, HVAC units of all buildings at CWTP and T&D Beaver Street. This includes pumping stations, sludge building, dam, meter shop, and the filter building. Also included are the water tanks at Blossom Hill, Neffsville, Lampeter, Willow Street, and Reservoir Park; the pumping stations called Hess Boulevard, Lampeter, Willow Street, Northwest, East and all roads on these properties.						
56289200 722000 Maint. - Communications	225	500	500	0	500	500
This account provides for repairs on all 2-way radios and communication equipment at the CWTP.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289200 723000 Maint. - Equipment	182,084	210,000	240,000	199,521	240,000	215,000
<p>This line item accounts for maintenance of equipment used at CWTP and pump stations. Items included are instruments, strainers, chemical feeders, membranes, chemical feed valves, valve motors and mixers, raw water stations, and pump stations. Minor repairs include charts, recorders, etc. Major expenses include repairing, rebuilding and/or replacing pumps and motors, air release valves, electrical systems, blowers, air compressors, valves, chemical pumps and SCADA systems. There are 186 Bray valves alone. The valve consists of a valve, an operator, an indicator, a positioner, a solenoid and control parts. These valves operate continuously with some opening and closing every twenty seconds. While not all these valves are critical, many are. Without them we cannot operate the plant. We must have either spare valves, spare components or rebuild kits.</p>						
56289200 729000 Maint. - Vehicles	36,717	25,000	25,000	24,800	30,000	25,000
<p>Line item provides for general maintenance, repairs, inspections, etc., of all vehicles used by the CWTP. Vehicles covered include a 5-ton dump truck w/pLOW (261), a dump truck w/pLOW (200), two 1-ton pickups w/pLOWS (229, 246), a 1-ton van (212), a 3/4-ton pickup (252), a 3/4-ton pickup w/pLOW (232), front end loader (235), a 1/4-ton pickup (237) and one car (258). This account also provides for emission testing.</p>						
56289200 748000 Sludge	99,513	200,000	155,000	74,271	150,000	175,000
<p>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.</p>						
56289200 752000 Power Electric	212,664	525,000	525,000	1,153	540,000	540,000
<p>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 2017, CWTP based its electric cost on an average of the past twelve months operating the new plant.</p>						
56289200 760600 Operating Supplies	4,352	5,000	5,000	3,977	5,000	5,000
<p>Account provides for items required for maintaining the buildings and pump stations. This includes paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.</p>						
56289200 761800 Chemicals	377,159	420,000	420,000	332,089	450,000	442,285
<p>This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.</p>						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289200 765400 Gas Oil & Diesel	15,366	16,500	16,500	10,991	15,000	10,000
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.						
56289200 766000 Heating Oil	33,665	50,000	50,000	21,373	40,000	45,000
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.						
56289200 827000 Vehicles	0	38,180	38,180	35,576	38,180	38,180
Cost of replacement vehicles at the CWTP. CWTP provides for payment to two 5 year lease purchase agreements and 60% of one 3 year lease.						
56289200 829000 Capital Outlay	9,484	150,000	150,000	0	100,000	100,000
This line accounts for expenditures made for new and replacement equipment.						
TOTAL Conestoga Treatment Plant Exp	1,858,405	2,652,142	2,655,842	1,560,704	2,633,089	2,640,723

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	58,533
56289200	611500	F	M	1.0000	Water Production Supervisor	80,164
56289200	611500	F	M	1.0000	Chief Water Plant Operator	56,996
56289200	611500	F	A	1.0000	Instrument Technician	48,081
56289200	611500	F	A	1.0000	Laborer	37,915
56289200	611500	F	A	1.0000	Plant Maint Mechanic	48,957
56289200	611500	F	A	1.0000	Plant Maint Mechanic	47,531
56289200	611500	F	A	1.0000	Plant Maint Mechanic	43,810
56289200	611500	F	A	1.0000	Plant Maint Mechanic III	53,656
56289200	611500	F	A	1.0000	Water Plant Operator II/C	50,576
56289200	611500	F	A	1.0000	Water Plant Operator II-C	50,576
56289200	611500	F	A	1.0000	Water Plant Operator II-C	50,548
56289200	611500	F	A	1.0000	Water Plant Operator II-C	46,540
56289200	611500	F	A	1.0000	Water Plant Operator II-C	46,540
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	49,110
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	45,620
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	43,845

TOTAL 611500 EMPLOYEES

17.0000

\$

858,998

Water - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Water Transmission & Distribution Exp						
56289400 611500 Salaried Personnel	775,528	778,796	785,196	681,169	798,728	804,567
Covers salaries of the Bureau of Water - T & D employees.						
56289400 612000 Salary Temporary	11,444	18,000	15,297	15,297	18,000	18,000
Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program.						
56289400 618500 Overtime	61,013	60,000	60,000	20,370	60,000	60,000
The weather, the age of the system, and the increased size of the system were considered in estimating the overtime budget. This line also covers crews performing special flushing and maintenance duties, along with special assignments and assisting with City snow plowing.						
56289400 723000 Maint. - Equipment	6,828	7,000	7,000	3,175	6,900	7,000
This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, pumps, paving saw, and pipe saws.						
56289400 725000 Maint. - Mains	116,025	100,000	100,000	64,353	100,000	100,000
This line item covers the purchase of water pipe, valves, roadway valve boxes, repair clamps, and valve box raisers for paving projects, automatic flushing devices, installation of PRVs, and other water line appurtenances/services.						
56289400 728000 Maint. - Service Lines	43,455	50,000	50,000	30,033	50,000	50,000
Cost of materials for the installation of new service lines and the replacement of old broken service lines.						
56289400 729000 Maint. - Vehicles	67,279	50,000	60,703	54,950	60,000	70,000
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.						
56289400 741000 Professional Services	3,390	4,000	8,000	6,955	8,000	8,000
This line item covers surveying, design, computer services, support, plan reviews and computer modeling.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289400 744000 Contract Services	20,161	20,000	20,000	16,794	20,000	20,000
1. One Call System for utility locates. 2. Plumbing contractor assistance contract. 3. Heavy construction equipment and trackhoe services. 4. Photocopier and computer maintenance services. 5. Leak detection, geological scans & cathodic protection services.						
56289400 747000 Trench Paving	38,198	500,000	492,000	205,990	300,000	300,000
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.						
56289400 747500 Curb & Sidewalk	88,160	100,000	100,000	44,415	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 Stone	0	55,000	55,000	41,764	60,000	65,000
Purchase of stone for trench repairs.						
56289400 748400 Spoil Removal	0	53,000	53,000	1,660	6,000	25,000
Costs of removal of debris, etc. from trench digging and repair.						
56289400 760600 Operating Supplies	16,050	15,000	15,000	13,110	15,000	16,000
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, janitorial supplies, CDL reimbursement, and saw blades.						
56289400 765400 Gas Oil & Diesel	38,366	40,000	40,000	27,302	31,801	33,000
Gasoline, diesel and cng fuels are included in this line item.						
56289400 820000 Minor Equipment	3,787	16,000	16,000	7,366	10,000	16,000
This item covers the purchase of minor equipment.						
56289400 824000 Hydrants	28,768	40,000	40,000	36,596	40,000	45,000
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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289400 827100 Vehicle-Lease Purchase	0	61,768	61,768	49,712	49,712	48,000
This line item establishes the annual lease payment for Vehicle #209, lease complete in 2018. Vehicle #210, lease complete in 2019. Vehicle # 254 lease complete in 2021, Vehicle # 259, lease complete in 2021.						
56289400 829000 Capital Outlay	40,405	500,000	496,000	287,958	200,000	300,000
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.						
TOTAL Water Transmission & Distribution Exp	1,358,856	2,468,564	2,474,964	1,608,968	1,929,141	2,085,567

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	67,648
56289400	611500	F	M	1.0000	Labor Supervisor II	60,172
56289400	611500	F	M	1.0000	Labor Supervisor I	50,873
56289400	611500	F	M	1.0000	Labor Supervisor I	50,873
56289400	611500	F	M	1.0000	Engineering Tech Specialist	64,200
56289400	611500	F	A	1.0000	Mark-Out Serviceperson II	48,957
56289400	611500	F	A	1.0000	Equipment Operator II	46,650
56289400	611500	F	A	1.0000	Equipment Operator II	45,291
56289400	611500	F	A	1.0000	Equipment Operator I	44,023
56289400	611500	F	A	1.0000	Equipment Operator I	44,023
56289400	611500	F	A	1.0000	Equipment Operator I	42,760
56289400	611500	F	A	1.0000	Maintenance Worker	42,555
56289400	611500	F	A	1.0000	Maintenance Worker	41,316
56289400	611500	F	A	1.0000	Maintenance Worker	40,112
56289400	611500	F	A	1.0000	Maintenance Worker	40,112
56289400	611500	F	A	1.0000	Maintenance Worker	40,112
56289400	611500	F	A	1.0000	Laborer	34,890

TOTAL 611500 EMPLOYEES

17.0000

\$

804,567

Water - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Water Meter Shop Exp						
56289500 611500 Salaried Personnel	420,680	568,782	568,777	416,699	492,765	548,831
This account provides for the salaries of the Meter Shop.						
56289500 612000 Salary Temporary	2,775	9,500	9,500	4,048	4,048	9,500
This account provides for temporary help in the Meter Shop. (Summer employees to assist with reading)						
56289500 618500 Overtime	1,246	1,500	1,500	1,136	1,500	3,000
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	19,966	39,690	35,690	22,949	24,885	25,000
This account covers water meter repairs, updating and replacing broken register heads, outside reading devices (pads), degreaser, and paint and repairs to reading equipment. Items used for meter installation include wire fasteners, drill bits, tools, electrical tape, nuts and bolts, gaskets, meters' couplings and flange kits. This account also includes items for computer programming, software support for the reading equipment, calibrating the gas and oxygen sensor and backflow tester, vehicle radio maintenance, meter bench testing and calibrating. It also includes office supplies, meter replacement cards, new account cards and card stock etc. and damage to piping during meter installation.						
56289500 729000 Maint. - Vehicles	12,625	10,000	14,000	9,524	10,000	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. Vehicles include 1-ton van (255), 1- Geo Metro (247), 1- Ford Focus (238), 1- Ford Taurus (723), 6-Dodge Grand Caravans (218, 239, 243, 249, 256 and 257).						
56289500 765400 Gas Oil & Diesel	11,983	25,000	25,000	8,932	10,500	15,000
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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289500 823500 Meters	135,769	135,000	135,000	96,682	90,000	100,000
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	0	5,452	5,452	5,451	5,451	7,293
This code is for the lease purchase and replacement of vehicles used for the Meter Shop.						
TOTAL Water Meter Shop Exp	605,043	794,924	794,919	565,421	639,150	718,624

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	53,040
56289500	611500	F	M	1.0000	Assistant Meter Supervisor	48,450
56289500	611500	F	A	1.0000	Backflow/Cross Connection	41,127
56289500	611500	F	A	0.6973	Utility Service Coordinator	27,238
56289500	611500	F	A	1.0000	Water Service Clerk	45,034
56289500	611500	F	A	1.0000	Wtr Meter Technician	43,850
56289500	611500	F	A	1.0000	Wtr Meter Technician	43,850
56289500	611500	F	A	1.0000	Wtr Meter Technician	43,850
56289500	611500	F	A	1.0000	Wtr Meter Technician	42,573
56289500	611500	F	A	1.0000	Wtr Meter Technician	41,333
56289500	611500	F	A	1.0000	Wtr Meter Technician	41,333
56289500	611500	F	A	1.0000	Wtr Meter Technician	39,117
56289500	611500	F	A	1.0000	Wtr Meter Technician	38,036

TOTAL 611500 EMPLOYEES

12.6973

\$

548,831

Water - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Water Grounds Maintenance Exp						
56289600 611000 Salary - Bureau Chief	8,006	8,342	8,462	7,045	8,304	8,348
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	351,314	365,982	367,569	348,677	402,318	395,770
Salaries of the Water - Grounds Maintenance personnel.						
56289600 612000 Salary Temporary	5,031	4,800	7,491	7,491	7,491	7,500
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).						
56289600 618500 Overtime	11,916	12,000	10,655	7,090	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	1,592	2,000	2,000	1,123	2,000	2,000
This code is the expense of uniform rental of nine employees.						
56289600 721000 Maint. - Buildings	0	1,100	1,100	468	250	1,100
This code is the expense for grounds maintenance repairs around all water buildings and for the recycling program.						
56289600 723000 Maint. - Equipment	1,843	1,850	1,850	1,003	1,850	1,850
This code is for the repair and maintenance of all grounds maintenance equipment.						
56289600 729000 Maint. - Vehicles	4,111	4,500	4,500	2,062	4,500	4,500
This code is for vehicle repair and maintenance of motor vehicles.						
56289600 760600 Operating Supplies	1,109	1,530	1,530	1,225	1,530	1,530
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.						
56289600 765400 Gas Oil & Diesel	4,000	4,000	5,000	4,881	6,000	6,000
This code is the gasoline expenses for equipment and vehicles.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56289600 820000 Minor Equipment	4,516	7,500	5,154	2,465	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	2,231	21,041	21,041	21,041	21,041	23,000
Fourth of a 5 year lease for a John Deere Commercial Front Mower used for snow & ice control and mowing season. #456 - 4th payment of \$3,604.26 #458 - 2nd payment of \$7,546.00 Purchase of a new #438 Utility dump truck 5 year lease payment unknown at this time.						
TOTAL Water Grounds Maintenance Exp	395,669	434,645	436,352	404,570	474,784	471,098

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF WATER: GROUNDS MAINTENANCE

56289600	611000	F	M	0.1000	Facilities Manager	8,348
TOTAL 611000 EMPLOYEES				0.1000		\$ 8,348
56289600	611500	F	M	1.0000	Labor Supervisor I	46,367
56289600	611500	F	M	0.2000	Building Maintenance Supervisor	10,135
56289600	611500	F	A	1.0000	Laborer	34,889
56289600	611500	F	A	1.0000	Laborer	34,889
56289600	611500	F	A	1.0000	Laborer	34,889
56289600	611500	F	A	1.0000	Laborer	34,889
56289600	611500	F	A	1.0000	Laborer	34,889
56289600	611500	F	A	1.0000	Utility Operator	42,573
56289600	611500	F	A	1.0000	Utility Operator	41,333
56289600	611500	F	A	1.0000	Utility Operator	42,573
56289600	611500	F	A	1.0000	Utility Operator	38,344
TOTAL 611500 EMPLOYEES				10.2000		\$ 395,770
TOTAL EMPLOYEES				10.3000		\$ 404,118

Water - Expenses

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 12/22/2016	2016 PROJECTED	2017 PROPOSED
Water Laboratory Exp						
56289800 611500 Salaried Personnel	198,571	205,440	208,640	203,409	211,286	210,168
This line item accounts for the salaries of the Water Quality Laboratory Department.						
56289800 618500 Overtime	94	0	0	0	0	0
This account covers any testing that may be required in the time of emergency or to fill in for long-term illness.						
56289800 723000 Maint. - Equipment	149	800	800	163	400	800
This budget covers repairs and calibration of instruments used in the lab.						
56289800 744000 Contract Services	23,480	31,000	31,000	22,782	26,000	25,000
This account provides for tests required by PA DEP/EPA regulations, to be analyzed by a certified laboratory. Triennial SOCs on the Entry Points will be performed in 2017. 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 HAAs, TTHMs, TOC, UV-254 and alkalinity. This line item also covers disposal of old, unusable chemicals and emergency response supplies.						
56289800 761500 Laboratory Supplies	40,209	45,500	45,500	43,020	45,500	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.						
56289800 827000 Vehicles	0	0	0	0	0	5,527
This account is for the lease/purchase of a new vehicle for the water laboratory. This vehicle #258, is used to collect samples from throughout the distribution system, SWTP, and Oyster Point, on a daily basis. This vehicle will be a 2017 Ford Escape, year 1 of 3 year lease @ \$5527.17.						
TOTAL Water Laboratory Exp	262,503	282,740	285,940	269,374	283,186	286,995
TOTAL Water - Expenses	21,889,413	28,029,226	28,029,226	20,450,825	24,774,402	26,387,205

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	57,643
56289800	611500	F	M	1.0000	Water Quality Analyst	52,695
56289800	611500	F	M	1.0000	Laboratory Technician II	50,873
56289800	611500	F	A	1.0000	Laboratory Technician I	48,957
TOTAL 611500 EMPLOYEES				4.0000		\$ 210,168

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



2017 BUDGET

**CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY
2016 BUDGET VS. 2017 BUDGET**

<u>DESCRIPTION</u>	<u>2016 BUDGET</u> (as amended)	<u>2017 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$3,727,138	\$3,775,540	\$48,402	1.3%
Miscellaneous Revenue	\$354,025	\$364,425	\$10,400	2.9%
Other Income	\$15,439	\$20,097	\$4,658	30.2%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$4,096,602	\$4,160,062	\$63,460	1.5%
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CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SOLID WASTE & RECYCLING FUND

Retained Earnings 12/31/2015		\$ 939,902
Projected Revenues: 2016	4,199,624	
Projected Expenditures: 2016	<u>(4,007,399)</u>	
Projected Current Operating Surplus/(Deficit) 2016 (Addition to Retained Earnings)		<u>192,225</u>
Projected Retained Earnings 12/31/2016		1,132,127
Proposed Revenues: 2017	4,160,062	
Proposed Expenditures: 2017	<u>(4,160,062)</u>	
Proposed Current Operating Surplus/(Deficit) 2017		<u>-</u>
Projected Retained Earnings 12/31/2017		<u>\$ 1,132,127</u>

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	RECEIVED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Solid Waste & Recycling - Revenues						
Solid Waste & Recycling Revenues						
56300000 400500 Penalty Current Tax	60,719	65,000	65,000	50,188	65,000	65,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.						
56300000 402600 District Judge Fines	13,406	15,000	15,000	9,640	11,000	15,000
Revenue is derived from fines paid by residents and property owners for violations of the City's solid waste and recycling ordinance.						
56300000 406300 Interest on Investment	28	25	25	16	18	25
Revenue is derived from the interest earned on idle funds.						
56300000 407100 Pension State Fund	15,630	15,439	15,439	15,439	15,439	20,097
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.						
56300000 407300 Act 101 Recycling	0	90,000	90,000	204,167	204,167	100,000
DEP Section 904 Performance Grant based on documented tons of recycled materials.						
56300000 408000 Miscellaneous Revenue	17,834	14,000	14,000	14,036	14,000	14,400
Revenue is derived from the sale of miscellaneous recyclable materials.						
56300000 417200 Trash Fees	3,648,428	3,727,138	3,727,138	3,734,755	3,720,000	3,775,540
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.						
56300000 417300 LCSWMA Rebate	173,264	170,000	170,000	132,723	170,000	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.						
TOTAL SWR Revenues	3,929,309	4,096,602	4,096,602	4,160,964	4,199,624	4,160,062
TOTAL Solid Waste & Recycling - Revenues	3,929,309	4,096,602	4,096,602	4,160,964	4,199,624	4,160,062

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
Solid Waste & Recycling - Expenses						
Solid Waste & Recycling Expenses						
56387000 611000 Salary - Bureau Chief	75,771	75,861	77,561	66,304	77,975	77,379
Salary of the Manager of Solid Waste and Recycling.						
56387000 611500 Salaried Personnel	293,163	414,440	406,540	275,937	319,347	364,921
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 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 and sidewalk litter containers are included in this line item. These are all referred to as Program Staff.						
56387000 612000 Salary Temporary	2,347	7,500	7,500	2,476	3,000	3,000
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.						
56387000 618500 Overtime	3,025	5,000	3,700	792	1,300	3,000
Overtime paid to staff for Saturday, extra hours and holiday hours working at the Recycling Center, collecting Yard Waste/Recyclable Materials, or performing other program duties.						
56387000 620200 Medical Insurance	87,500	90,000	90,000	82,500	90,000	100,000
Medical insurance for Program Staff.						
56387000 620300 Dental/Vision	3,899	4,390	4,390	3,644	3,721	4,400
Dental and eye insurance premiums for Program Staff.						
56387000 620800 Social Security	27,663	40,080	40,080	25,520	32,724	38,924
Social security payments for Program Staff.						
56387000 620900 Life Insurance	628	755	755	611	663	795
Life insurance expenses for Program Staff.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56387000 623000 Pension Contribution	18,553	18,654	18,654	17,852	18,654	22,828
City pension plan costs for Program Staff.						
56387000 625000 Workers Compensation	6,173	5,000	6,300	6,292	5,000	5,000
Workers' compensation claims for Program Staff.						
56387000 714100 PC Lease	2,835	3,445	3,645	3,587	3,600	3,800
Annual state contract lease costs for PCs and laptop computers and annual license fee for Office 365 for Program Staff.						
56387000 716000 Rental of Parking Lot	3,100	3,500	3,500	3,159	3,443	3,600
Parking space rental for Program Staff.						
56387000 718000 Rental of Uniforms	197	400	400	212	400	400
Weekly rental costs of uniforms for Program Staff.						
56387000 723000 Maint. - Equipment	4,171	20,000	20,000	10,501	18,000	20,000
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 and maintenance of equipment used at the Recycling Center.						
56387000 729000 Maint. - Vehicles	4,028	4,000	4,000	2,562	4,000	4,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff, which include: PAC vehicle, two automobiles, one pickup truck, two rear load compactor trucks, and one forklift.						
56387000 731000 Advertising	1,309	17,000	15,610	877	15,000	18,000
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.						
56387000 732000 Dues & Subscriptions	1,475	1,800	1,800	1,389	1,800	1,800
Membership dues for professional organizations and subscriptions to trade journals.						
56387000 734000 Postage	27,143	34,000	34,000	13,311	34,000	34,000
Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail and new customer startup packets.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56387000 735000 Printing	3,377	7,000	7,000	2,509	6,000	8,360
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.						
56387000 736000 Telephone	7,735	8,000	8,000	4,958	8,000	8,500
Monthly desk and cellular telephone charges for Program Staff, internet and security service at Recycling Center, and internet service for the CN3 handheld machines.						
56387000 737000 Travel	1,870	6,000	3,000	1,642	3,000	6,000
Costs for Program Staff to attend workshops, seminars, classes and conferences at regional, state and national forums in the solid waste and recycling industry.						
56387000 741000 Professional Services	19,123	10,000	14,090	12,327	10,000	10,000
External services including legal counsel and auditing.						
56387000 743100 Credit Card Fees	5,268	7,200	7,200	4,805	6,985	7,200
Bureau's portion of credit card fees charged based on revenue collected.						
56387000 744500 Training & School	3,863	4,500	4,970	4,968	4,500	5,000
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.						
56387000 745100 Hauling Fees	1,692,532	1,730,000	1,730,000	1,441,346	1,734,150	1,780,000
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.						
56387000 745200 Tipping Fees	1,303,050	1,325,000	1,325,000	1,104,277	1,349,000	1,390,000
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.						
56387000 752000 Power Electric	1,505	1,800	1,800	1,649	2,200	2,700
Electricity to operate the Recycling Center.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56387000 760300 Office Supplies	2,921	3,600	3,130	1,941	3,000	3,600
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.						
56387000 760600 Operating Supplies	54,785	65,000	71,300	71,025	70,000	80,000
Supplies needed to perform essential functions to enforce the solid waste ordinance, operate the Recycling Center, purchase recycling containers and yard waste bags, purchase staff shirts and shoes, and fund petty cash expenditures.						
56387000 765400 Gas Oil & Diesel	9,673	14,000	14,000	7,591	12,000	10,000
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.						
56387000 766000 Heating Oil	4,104	6,000	6,000	2,598	4,000	4,800
Natural Gas to heat the Recycling Center.						
56387000 772000 Insurance Package	6,292	7,485	7,485	5,720	6,745	8,010
Property and liability coverage for all Bureau facilities and vehicles.						
56387000 820000 Minor Equipment	10,228	16,802	16,802	7,845	16,802	16,000
Incidental equipment needed for Program Staff.						
56387000 827000 Vehicles	0	30,200	30,200	30,176	30,200	0
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. The 5-year lease for the rear load compactor truck is paid off effective Dec 2016						
56387000 827100 Vehicle-Lease Purchase	0	0	0	0	0	5,855
Lease purchase of a 2014 Ford F-150 pickup truck used by program staff for transporting recyclables, delivering yard waste bags and recycling containers, and performing other program functions.						
56387000 911000 Indirect Costs	117,960	108,190	108,190	99,174	108,190	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.						

	2015 ACTUAL	2016 ORIGINAL BUDGET	2016 AMENDED BUDGET	EXPENDED YTD 11/17/2016	2016 PROJECTED	2017 PROPOSED
56387000 924000 Debt Service - Interest	2,844	0	0	0	0	0
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.						
TOTAL SWR Expenses	3,810,107	4,096,602	4,096,602	3,322,078	4,007,399	4,160,062
TOTAL Solid Waste & Recycling - Expenses	3,810,107	4,096,602	4,096,602	3,322,078	4,007,399	4,160,062

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 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	77,379
TOTAL 611000 EMPLOYEES				1.0000		\$ 77,379
56387000	611500	F	M	0.1360	Bureau Chief Proc. & Collections	9,964
56387000	611500	F	M	0.1360	Customer Service Supervisor	7,221
56387000	611500	F	M	0.0500	Communications Specialist	2,060
56387000	611500	F	M	1.0000	Labor Supervisor I	50,000
56387000	611500	F	A	0.1360	Purchasing Coordinator	5,621
56387000	611500	F	A	0.1360	Billing Coordinator	5,311
56387000	611500	F	A	1.0000	Customer Service Coordinator	47,661
56387000	611500	F	A	1.0000	Recyclable Materials Coordinator	47,699
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	47,531
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	42,465
56387000	611500	F	A	0.1360	Property Maintenance Coordinator	5,962
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,127
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,457
56387000	611500	F	A	0.1360	Customer Care Coordinator	5,621
56387000	611500	F	A	0.1360	Customer Care Coordinator	5,735
56387000	611500	F	A	0.1360	Cashier/Service Clerk	4,875
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,298
56387000	611500	F	A	0.1360	Billing Coordinator	6,123
56387000	611500	F	A	0.1360	Revenue Clerk	5,456
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,177

**CITY OF LANCASTER
STAFFING SCHEDULE
2017 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56387000	611500	F	A	0.1360	Mail & Print Operator	4,758
					Available for Merit	1,932
			Subtotal Full-Time	7.0896		
56387000	611500	P	A	0.1360	Data Entry Operator I	2,989
56387000	611500	P	A	1.0000	Recycling Program Aide	10,959
56387000	611500	P	A	1.0000	Recycling Program Aide	10,959
56387000	611500	P	A	1.0000	Recycling Program Aide	10,959
			Subtotal Part-Time	3.1360		
TOTAL 6115 EMPLOYEES				10.2255		\$ 364,921
TOTAL EMPLOYEES				11.2255		\$ 442,300