

# CITY of LANCASTER

Pennsylvania

## Adopted 2018 Budget



the city of **Lancaster**  
*a city authentic*

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

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J. Richard Gray  
Mayor

**2018 BUDGET MESSAGE**  
**J. Richard Gray, Mayor**  
**City of Lancaster**

Tonight, I present for your review and consideration, the adopted budget for 2018.

For the past twelve years, restoring the City's fiscal stability and establishing credible financial management has been my top priority. In 2007, a State-funded financial analysis and operations audit conducted by consultants from Management Partners warned that, unless immediate reforms were implemented, all our savings would be depleted by 2009, and the City would have accumulated a \$69 million deficit by 2012.

Over the past decade, our Administration has implemented all or part of the 182 recommendations contained in that Management Partners report. At the same time, we have made substantial changes in how resources are allocated, how departments are managed, and in how City government responds to the public service needs of our residents and businesses. Today, our workforce is more efficient; our culture is driven by collaboration and customer service; and our governing model is focused, deliberate and forward-thinking.

The result has been stable City financial management with growth in spending limited to an average of only 2.6 percent each year since 2007; steadily increasing Earned Income Tax revenues; and Real Estate Transfer Tax revenues that have nearly doubled over the past five years due to a very strong city real estate market.

The budgeting path we've followed over the past decade has taken us from uncertainty to stability. With the state's failure to deliver comprehensive local tax reform, we have taken responsibility for our own destiny and have been able to restore General Fund reserves to nearly \$13 million; we've avoided property tax increases in five of the last eight budgets since the end of the Great Recession in 2011; and our A1 bond rating from Moody's adds credibility to the City's financial management strategy.

Our adopted General Fund Budget for 2018 reflects the impact of the County's Property Value Reassessment. Property owners should be encouraged that the total assessed value of City properties increased by 36 percent since the last assessment was conducted in 2005. Because property values saw a healthy increase, the City property tax rate will not increase. Instead, the City's tax millage rate will be adjusted down from 14.44 mills to 10.70 mills to keep total property tax revenues level for 2018. Depending on the new assessed value of their property, some taxpayers will see an increase, some will see a decrease and others will pay roughly the same as they did in 2017.

Although we've been able to hold the line on property taxes, rate increases are needed for Stormwater Management and Sewer fees. A Stormwater Management Fee was established in 2014 to finance the cost of infrastructure that reduces water pollution. The burden of meeting

EPA mandates continues to drive Stormwater Management costs. The vast majority of property owners, nearly 80%, will see their Stormwater Management fee increase up to an additional \$7.89 per quarter in 2018. Customers inside the City will also see an increase in Sewer rates of \$8.72 per quarter for the average residential customer. This increase is needed to continue investing in long-term improvements to the City's aging sewer system.

Next year marks the 12<sup>th</sup> year of the City's single-hauler trash and recycling program. No rate increase is needed or adopted for 2018. This program is among my administration's most successful new efforts, resulting in reduced waste going to the landfill or incinerator, increased recycling and a cleaner city overall. And all of this has been done with only one \$10 rate increase, in 2010, since its inception in 2006. The rate for our senior citizens has ~~never~~ increased in the twelve-year history of the program.

Looking ahead, implementation of a new management software system city-wide is nearing completion. When fully implemented, management of financial information and program data will be more efficient and effective. The next Administration will be tasked with evaluating technology that will enable residents to more easily communicate with City departments, file permit applications electronically, and participate more fully in City government deliberations.

The next administration will also be tasked with proposing a Capital Improvement Plan and budget. Next year will see the start of construction on a long-awaited and much-needed Public Works Operations Center, and a comprehensive review of options for bringing Fire Bureau facilities into the 21<sup>st</sup> century.

At the same time, the next administration will benefit from the impact that new development will have on improving certain revenue streams. Several projects, such as the Fulton Bank and Marriott expansions, the relocation of Cargas Systems downtown and the buildout of the entire 101 North Queen development are projected to bring hundreds of new, good paying jobs to the city. This will further generate new revenue to the City treasury and increased commercial activity throughout the city. The continued creation of new owner-occupied and rental housing in the city will bring new housing opportunities for current and future city residents, not to mention the new tax revenues those residents produce to support City-provided services.

We are moving in the right direction and Lancaster is a very different City today than it was just a short decade ago. Looking ahead, we must continue to invest in adequate public safety, neighborhood improvement and economic development. To do so, we must be willing to develop new and innovative ways to attract private investment and the economic activity that results. We must continue to rely on and build partnerships with the business and non-profit community. Partnerships such as those established with the Lancaster City Alliance, the Lancaster Housing Opportunity Partnership, and Lancaster General Health provide program and staffing support that would otherwise cost City taxpayers millions of dollars. And we must further develop and utilize the CRIZ and the Land Bank. These innovative tools, created over

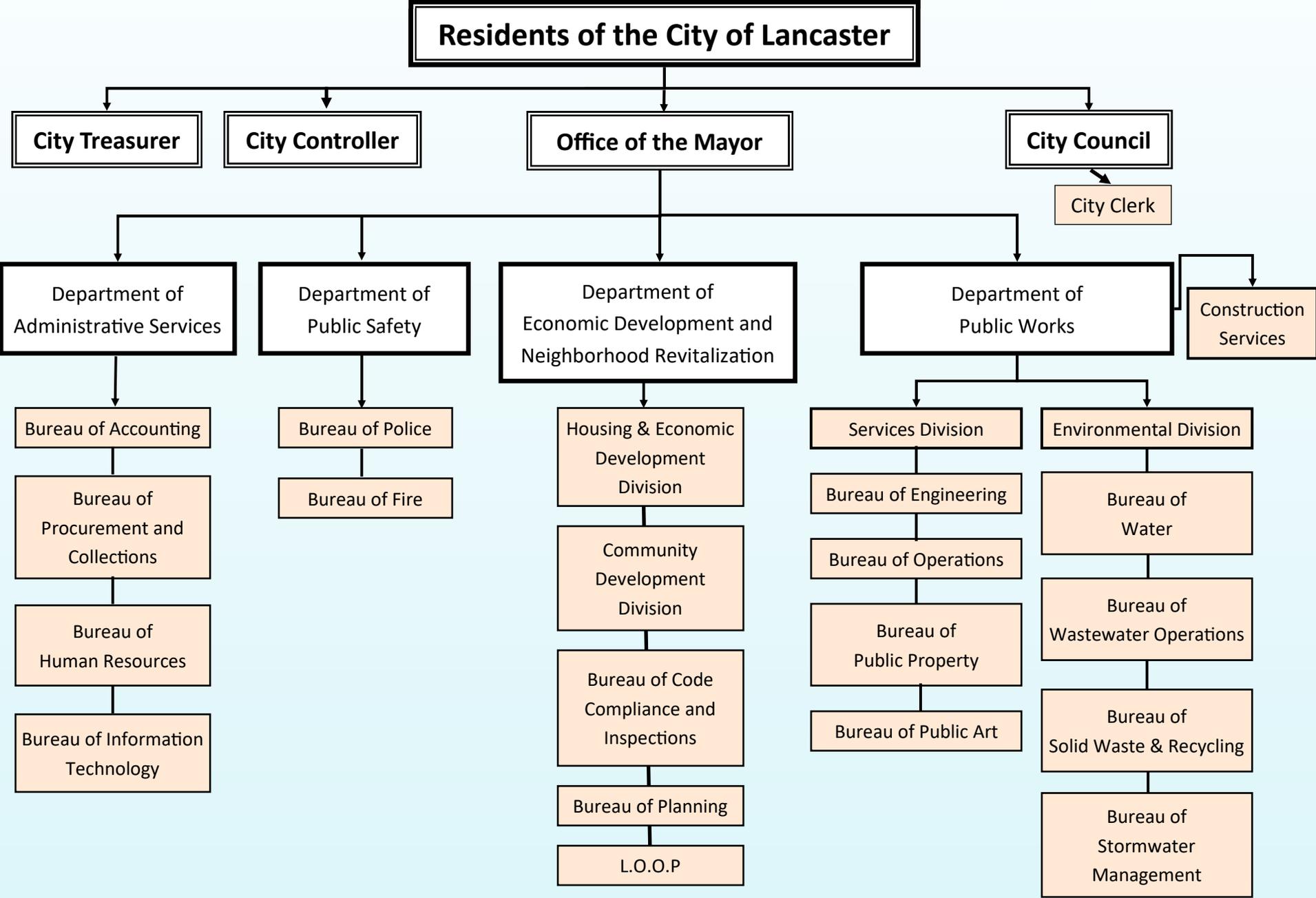
the past few years, promise to bring economic opportunity and neighborhood revitalization successes throughout the City.

In closing, I want to thank the Senior Staff, the Leadership Team, and the entire City workforce for their unwavering pursuit of our common goals. It does not go unnoticed or under-appreciated.

Finally, to the residents, business community, non-profit leaders, and educational institutions – thank you for your support, your encouragement, and your participation over the past twelve years. Together, we have created a community united and optimistic about the ideal urban experience we call home.

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# City of Lancaster Organizational Chart



## **EXECUTIVE DEPARTMENT**

### **OFFICE OF THE MAYOR**

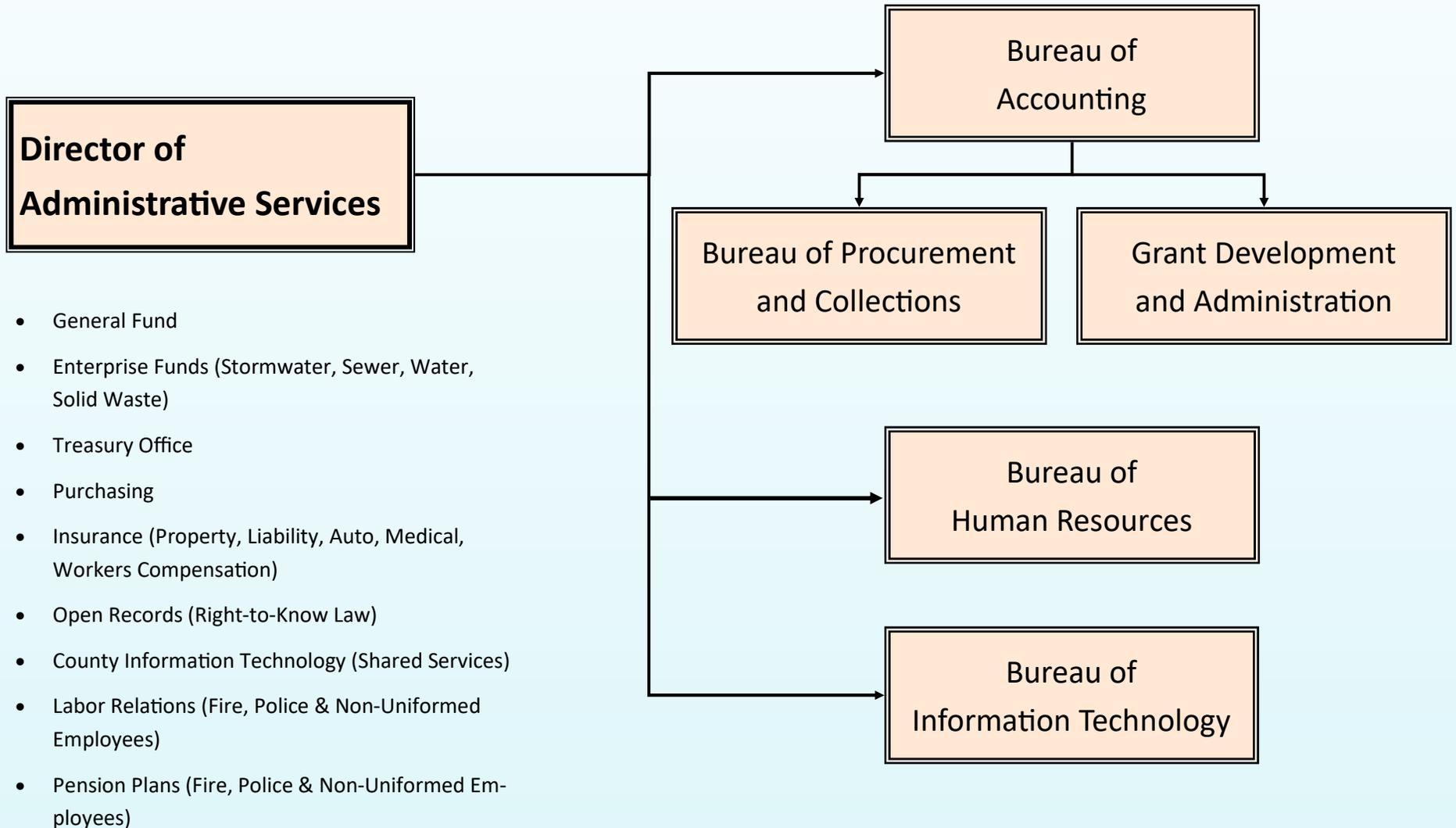
The Mayor is responsible for assuring the implementation of all City Council policy decisions, efficiently directing the city's operations, and creating an organizational culture that results in the delivery of excellent municipal services to residents of the City of Lancaster.

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.

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 – both active employees and retirees. 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.

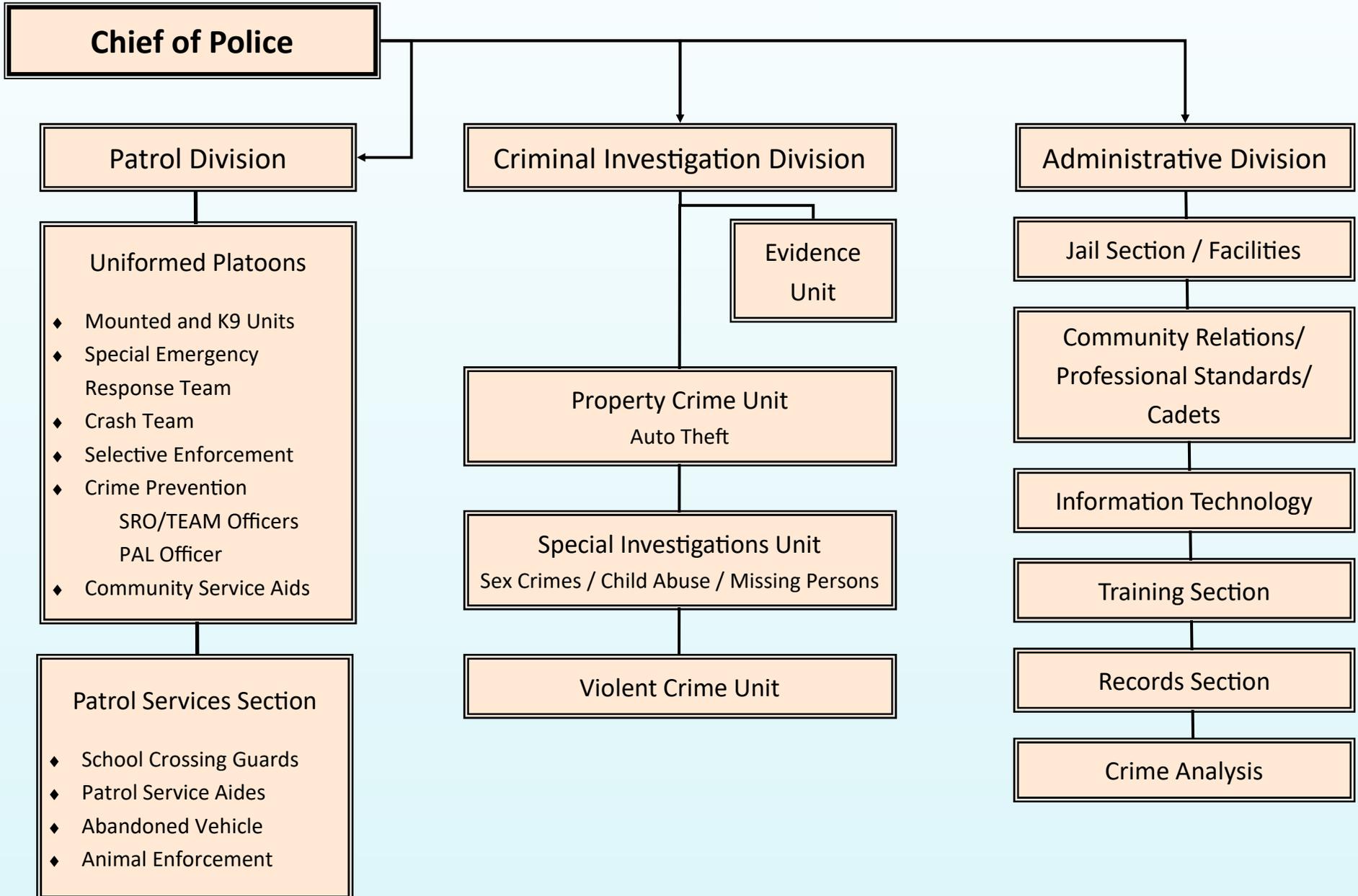
#### **INFORMATION TECHNOLOGY SERVICES**

Information Technology Services provides technology support to all City operations; develops and maintains custom software programs; and supports and administers the City's Munis ERP software. Bureau of Information Technology staff work 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.

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# 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.

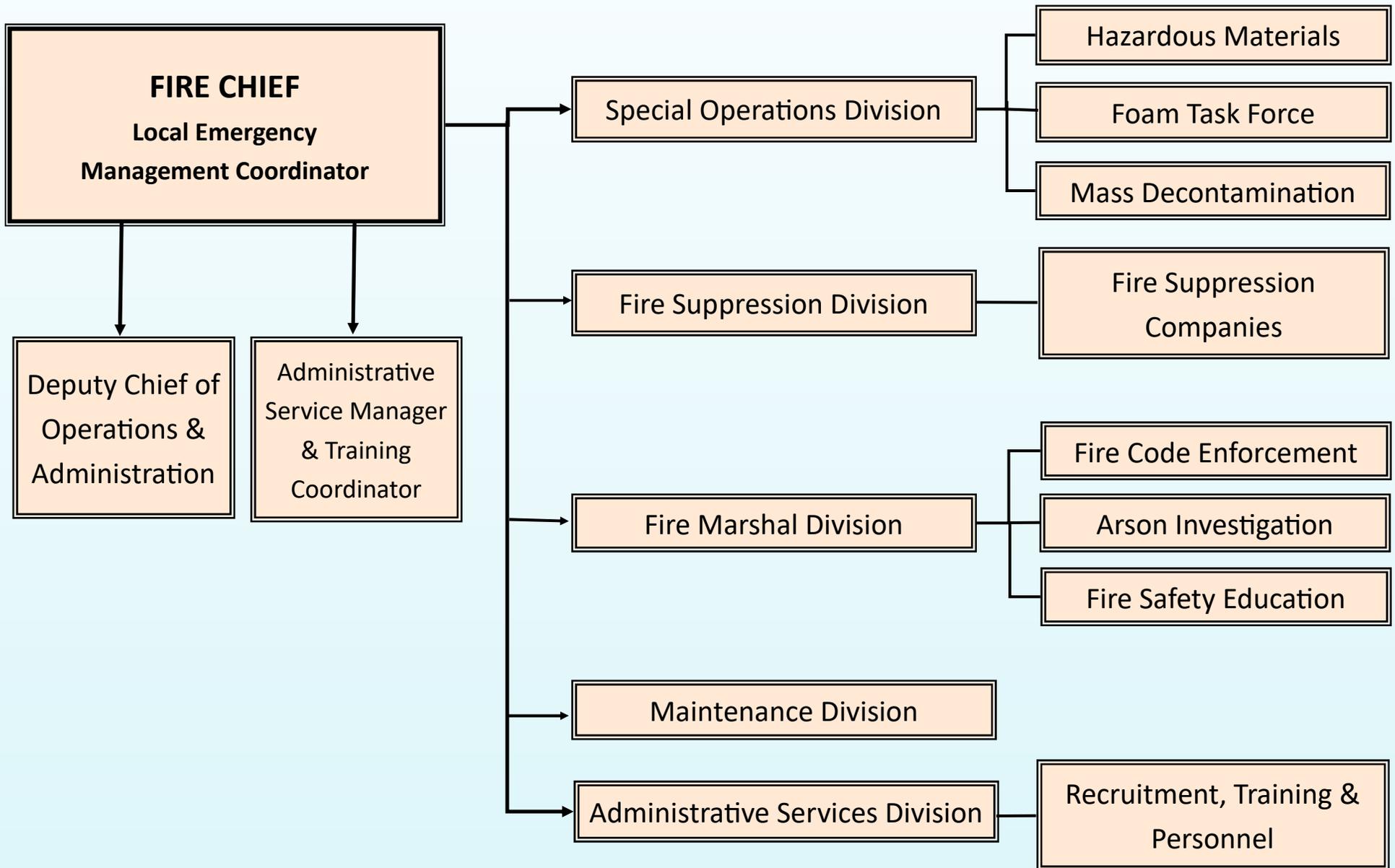
**The Information Technology Section** is comprised of two non-sworn positions who administer the Police Bureau's Local Area Network (LAN) and the Bureau's connection with Lancaster County's Wide Area Network (WAN) and the Bureau's connection to the internet. The Police Bureau's LAN is currently composed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

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# 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.

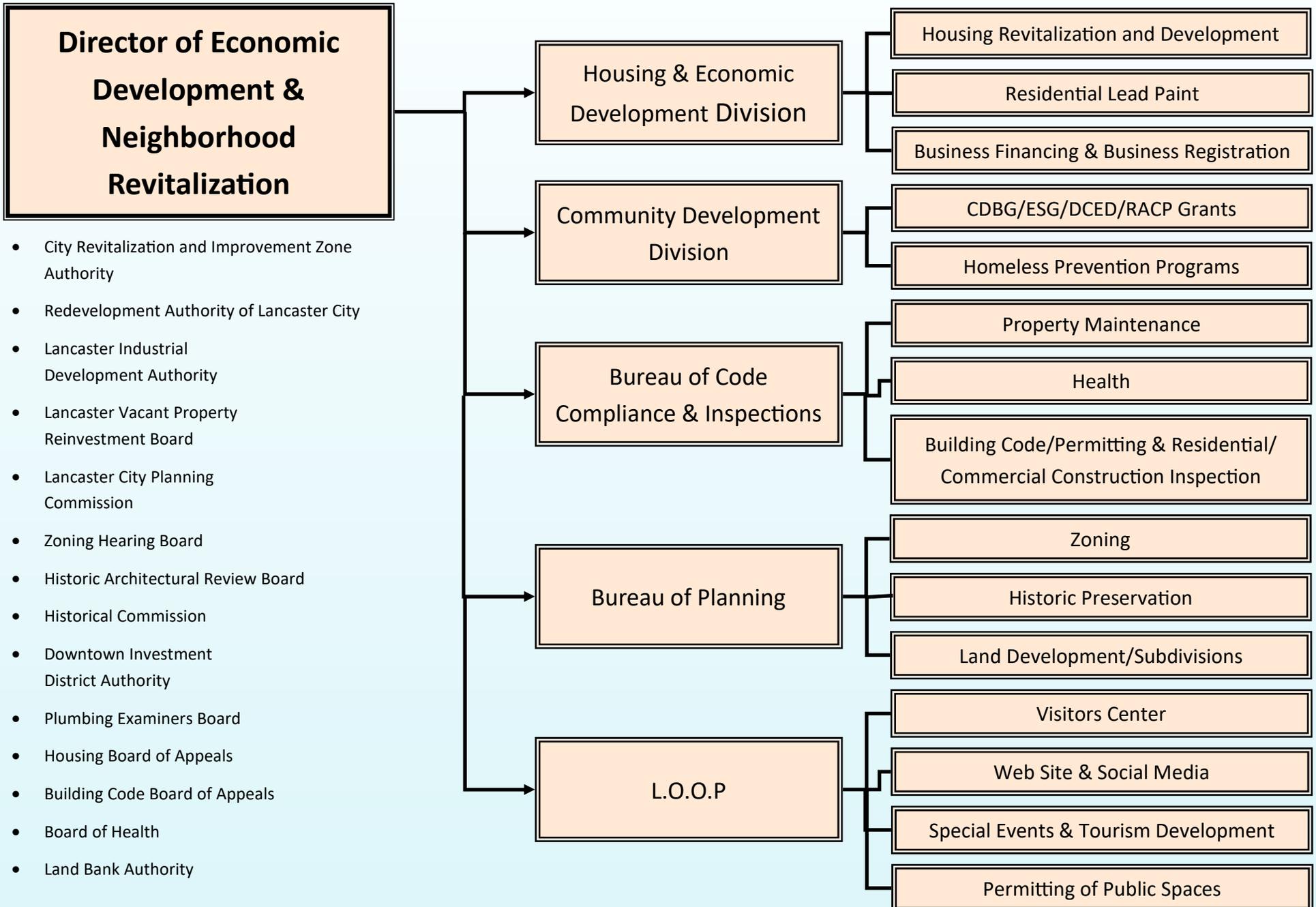
- **Hazardous Materials** – The Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency. The entire bureau is certified at the Haz-Mat operations level enabling them to assist at the emergency scene.
- **Terrorism Task Force** - The Lancaster 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.

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# 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. This

unit will also be the principal unit responsible for enforcement of the City's Lead Paint Poisoning and Lead Hazard Reduction Ordinance.

- 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.

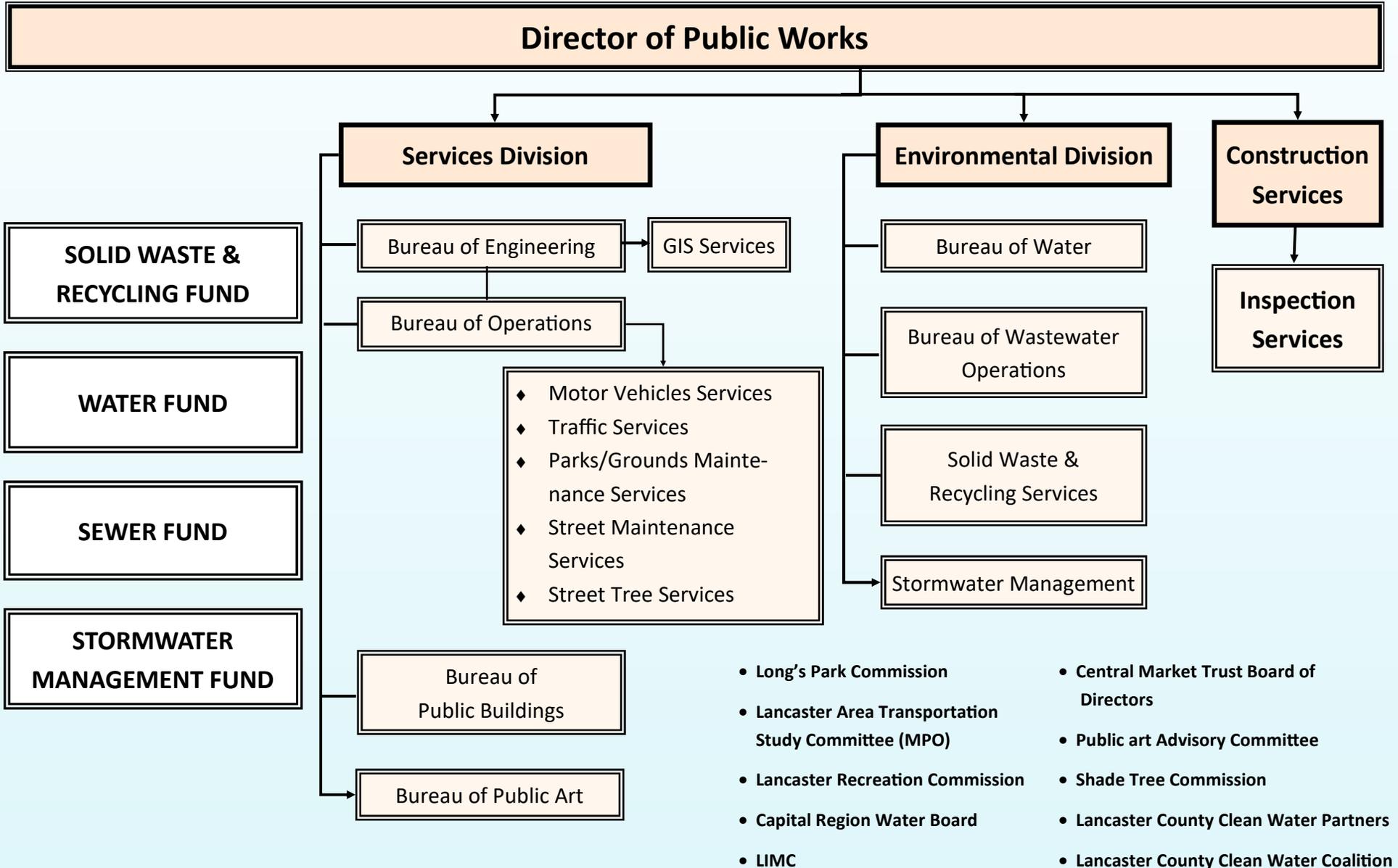
In 2014, the role of LOOP further expanded to include promotion of the arts and culture that is alive and well in the City. The City of Lancaster Office of Promotion exists to be the voice of the City and provide superior services to the residents, businesses, and visitors of Lancaster City. This new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



## 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 Partners
- Lancaster County Clean Water Consortium
- The Green Infrastructure Advisory Committee

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 Buildings
- 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.

A new Public Art Master Plan has outlined the next ten-year plan to engage residents and neighborhood groups to grow the art program into our neighborhoods through active community engagement.

## **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.

# # #

CITY OF LANCASTER

# GENERAL FUND



2018 BUDGET

**CITY OF LANCASTER**  
**GENERAL FUND REVENUE SUMMARY**  
**2017 BUDGET vs. 2018 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2017 BUDGET</u></b> (as amended)	<b><u>2018 BUDGET</u></b> (adopted)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b>	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b>
Tax Revenues	\$38,133,000	\$38,912,000	\$779,000	2%
Regulatory Revenues	\$645,000	\$683,000	\$38,000	6%
EDNR Revenues	\$1,208,000	\$1,230,000	\$22,000	2%
Public Safety Revenues	\$2,640,000	\$2,947,000	\$307,000	12%
Public Works Revenues	\$5,183,000	\$5,993,877	\$810,877	16%
Other Income	\$4,502,275	\$4,740,134	\$237,859	5%
Use of Fund Balance Reserves	\$1,996,143	\$2,979,690	\$983,547	49%

<b>TOTAL GENERAL FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$54,307,418</b>	<b>\$57,485,701</b>	<b>\$3,178,283</b>	<b>6%</b>
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**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
<b>EXECUTIVE</b>	<b>\$605,609</b>	<b>\$617,030</b>	<b>\$11,421</b>	<b>2%</b>
Office of the Mayor	\$231,884	\$242,030	\$10,146	4%
City Solicitor	\$373,725	\$375,000	\$1,275	0%
<b>LEGISLATIVE</b>	<b>\$150,497</b>	<b>\$151,682</b>	<b>\$1,185</b>	<b>1%</b>
City Council	\$69,300	\$69,700	\$400	1%
City Clerk	\$81,197	\$81,982	\$785	1%
<b>CITY CONTROLLER/ CITY TREASURER</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$0</b>	<b>0%</b>
<b>ADMIN. SERVICES</b>	<b>\$9,071,123</b>	<b>\$10,366,752</b>	<b>\$1,295,629</b>	<b>14%</b>
Director	\$285,167	\$380,006	\$94,839	33%
Accounting	\$501,227	\$510,711	\$9,484	2%
Procurement & Collections	\$87,366	\$91,174	\$3,808	4%
Human Resources	\$327,435	\$322,185	(\$5,250)	-2%
Information Technology	\$669,537	\$758,547	\$89,010	13%
Community Involvement	\$681,656	\$685,656	\$4,000	1%
Insurance	\$632,500	\$648,000	\$15,500	2%
Fringe Benefits	\$3,103,205	\$2,591,687	(\$511,518)	-16%
Debt Service	\$2,783,030	\$4,378,786	\$1,595,756	57%
<b>PUBLIC SAFETY</b>	<b>\$35,237,710</b>	<b>\$36,373,609</b>	<b>\$1,135,899</b>	<b>3%</b>
Police	\$23,785,769	\$24,475,666	\$689,897	3%
Fire	\$11,451,941	\$11,897,943	\$446,002	4%

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
<b>ECONOMIC DEVELOPMENT &amp; NEIGHBRHOOD REVITALIZATION</b>	<b>\$3,229,241</b>	<b>\$3,575,003</b>	<b>\$345,762</b>	<b>11%</b>
Director	\$1,441,066	\$1,710,751	\$269,685	19%
Planning	\$279,468	\$275,129	(\$4,339)	-2%
Building Code Administration	\$1,156,450	\$474,513	(\$681,937)	-59%
Property Maintenance Code Comp		\$780,442	\$780,442	
Lancaster Office of Promotion	\$352,257	\$334,168	(\$18,089)	-5%
<b>PUBLIC WORKS</b>	<b>\$5,996,238</b>	<b>\$6,384,625</b>	<b>\$388,387</b>	<b>6%</b>
Director	\$1,043,334	\$1,293,771	\$250,437	24%
Engineering	\$482,653	\$578,448	\$95,795	20%
Streets	\$931,799	\$965,436	\$33,637	4%
Traffic Section	\$1,034,252	\$978,415	(\$55,837)	-5%
Motor Vehicles Section	\$254,823	\$263,187	\$8,364	3%
Parks & Public Property	\$2,249,377	\$2,305,368	\$55,991	2%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$54,307,418</b>	<b>\$57,485,701</b>	<b>\$3,178,283</b>	<b>6%</b>

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

Fund Balance 12/31/2016		\$ 12,593,957
Projected Revenues: 2017	53,726,340	
Projected Expenditures: 2017	<u>(53,533,687)</u>	
Projected Current Operating Surplus/(Deficit) 2017 (Addition to Fund Balance)		<u>192,653</u>
Projected Fund Balance 12/31/2017		12,786,610
Adopted Revenues: 2018	54,506,011	
Adopted Expenditures: 2018	<u>(57,485,701)</u>	
Adopted Current Operating Surplus/(Deficit) 2018 (Reduction to Fund Balance)		<u>(2,979,690)</u>
Use of Fund Balance Reserves		<u>2,979,690</u>
Adopted Fund Balance 12/31/2018		<u>\$ 9,806,920</u>

**CITY OF LANCASTER  
2018 GENERAL FUND BUDGET  
FILLED POSITIONS**

<u>Department</u> <u>Bureau</u>	<u>Full-Time</u> <u>Employees</u>	<u>Part-Time</u> <u>Employees</u>
<b>Executive</b>	<b>3</b>	<b>0</b>
Mayor's Office	3	
<b>Legislative</b>	<b>1</b>	<b>7</b>
City Council		7
City Clerk	1	
<b>Administrative Services</b>	<b>16</b>	<b>0</b>
Director	3	
Accounting	7	
Procurement & Collection	1	
Information Services	1	
Human Resources	4	
<b>Controller/Treasurer</b>		<b>2</b>
<b>Public Safety</b>	<b>273</b>	<b>36</b>
Police	197	36
Fire	76	
<b>Econ Dev &amp; Neigh Revit</b>	<b>38</b>	<b>4</b>
Director	10	
Planning	4	
Building Code Administration	6	
Property Maintenance Code Comp	15	
Lancaster Office of Promotions	3	4
<b>Public Works</b>	<b>52</b>	<b>1</b>
Director	3	
Engineering	5	
Streets	12	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	24	1
<b>Total General Fund Employees</b>	<b>383</b>	<b>50</b>

# General Fund - Revenues

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Tax Revenues</b>						
<b>1000001 400000 City Real Estate Taxes</b>	26,003,297	26,780,000	26,780,000	25,767,392	26,800,000	26,800,000
Revenue is derived from the annual real estate tax collections of the City of Lancaster.						
<b>1000001 400200 Real Estate Transfer</b>	989,415	750,000	750,000	968,758	1,070,000	1,000,000
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.						
<b>1000001 400300 Earned Income Tax</b>	5,799,890	5,840,000	5,840,000	3,392,347	6,150,000	6,270,000
Revenue is derived from the Earned Income Tax of 1.1% paid by City residents and collected by the Lancaster County Tax Collection Bureau (LCTCB). The revenue is allocated on a .6%/.5% basis with the School District of Lancaster. The revenue in this account represents the City's share of total collections, net of costs deducted by LCTCB.						
<b>1000001 400400 Local Services Tax</b>	1,708,185	1,675,000	1,675,000	879,122	1,675,000	1,700,000
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).						
<b>1000001 400500 Penalty Current Tax</b>	92,338	95,000	95,000	89,269	105,000	105,000
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.						
<b>1000001 400900 Lien Interest &amp; Costs</b>	3,761	5,000	5,000	2,504	4,000	5,000
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.						
<b>1000001 401000 Payment in Lieu of Taxes</b>	1,857,509	2,000,000	2,000,000	1,581,664	2,000,000	2,175,000
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. This line item also includes the payments associated with the Marriott and UPMC-Pinnacle PILOT agreements.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1000001 401100</b>	<b>Utility Tax Refund</b>	38,013	38,000	38,000	35,533	35,550	37,000
	Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).						
<b>1000001 401200</b>	<b>Real Estate Tax Lien Proceeds</b>	945,632	950,000	950,000	800,078	800,078	820,000
	Revenue is derived from the sale of prior year real estate tax claims to a third party.						
<b>TOTAL</b>	<b>Tax Revenues</b>	<b>37,438,040</b>	<b>38,133,000</b>	<b>38,133,000</b>	<b>33,516,668</b>	<b>38,639,628</b>	<b>38,912,000</b>

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Revenues</b>							
<b>Regulatory Revenues</b>							
1000002 401400	Franchise Fee	616,703	610,000	610,000	481,600	650,000	650,000
Revenue is derived from the Comcast cable television franchise fee.							
1000002 401500	Beverage License	12,730	35,000	35,000	32,650	32,650	33,000
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.							
<b>TOTAL</b>	<b>Regulatory Revenues</b>	<b>629,433</b>	<b>645,000</b>	<b>645,000</b>	<b>514,250</b>	<b>682,650</b>	<b>683,000</b>

# General Fund - Revenues

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>EDNR Revenues</b>							
<b>1601001 401700</b>	<b>Building Permits</b>	<b>393,939</b>	<b>380,000</b>	<b>380,000</b>	<b>467,403</b>	<b>480,000</b>	<b>395,000</b>
Revenue is derived from building permit fees based on the cost of each building project within the City boundaries. This account also reflects fees collected for plumbing permits, fixtures and piping fees, and fees collected for electrical permits.							
<b>1601001 401900</b>	<b>Plumbing Licenses</b>	<b>53,293</b>	<b>40,000</b>	<b>40,000</b>	<b>15,240</b>	<b>40,000</b>	<b>40,000</b>
Revenue is derived from the fees collected for plumbing licenses.							
<b>1601001 402200</b>	<b>Housing Licenses</b>	<b>688,425</b>	<b>675,000</b>	<b>675,000</b>	<b>597,325</b>	<b>680,000</b>	<b>680,000</b>
Revenue is derived from fees collected by the City for all rental housing licenses.							
<b>1601001 402400</b>	<b>Zoning Permits</b>	<b>23,890</b>	<b>23,000</b>	<b>23,000</b>	<b>27,510</b>	<b>29,000</b>	<b>25,000</b>
Revenue is derived from the fee collected for zoning permits.							
<b>1601001 402500</b>	<b>Health Licenses &amp; Permits</b>	<b>129,610</b>	<b>90,000</b>	<b>90,000</b>	<b>61,964</b>	<b>90,000</b>	<b>90,000</b>
Revenue is derived from the license fee for food inspection.							
<b>TOTAL</b>	<b>EDNR Revenues</b>	<b>1,289,157</b>	<b>1,208,000</b>	<b>1,208,000</b>	<b>1,169,442</b>	<b>1,319,000</b>	<b>1,230,000</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Revenues</b>						
<b>Public Safety Revenues</b>						
<b>1501000 402600 District Judge Fines</b>	<b>711,064</b>	<b>400,000</b>	<b>400,000</b>	<b>637,062</b>	<b>750,000</b>	<b>650,000</b>
Revenue is derived from fines and restitution collected by the Magisterial District Judge offices, the Commonwealth and Lancaster County and remitted to the City. Beginning in 2017, parking enforcement related fine revenues are transferred from the MDJ Offices to the Lancaster Parking Authority. These funds are then paid to the City as part of the City-LPA Parking Enforcement Agreement.						
<b>1501000 402700 Parking Violation Revenues</b>	<b>1,390,333</b>	<b>1,080,000</b>	<b>1,080,000</b>	<b>979,070</b>	<b>1,350,000</b>	<b>1,200,000</b>
Revenue is derived from fees for parking violations issued by the Police Bureau. Beginning in 2017, revenues are from payments from the Lancaster Parking Authority to the City in accordance with the City-LPA Parking Enforcement Agreement.						
<b>1501000 402800 Reproducing Police Reports</b>	<b>32,412</b>	<b>30,000</b>	<b>30,000</b>	<b>26,783</b>	<b>30,000</b>	<b>30,000</b>
Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.						
<b>1501000 402900 Burglar Alarm Service Fees</b>	<b>22,870</b>	<b>25,000</b>	<b>25,000</b>	<b>17,085</b>	<b>20,000</b>	<b>20,000</b>
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.						
<b>1501000 403100 Police - School District</b>	<b>123,121</b>	<b>123,000</b>	<b>123,000</b>	<b>124,307</b>	<b>125,000</b>	<b>125,000</b>
Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for school crossing guards and uniformed police officers at various locations before and after school.						
<b>1501000 403300 Drug Task Force Reimbursement</b>	<b>178,353</b>	<b>90,000</b>	<b>90,000</b>	<b>41,607</b>	<b>90,000</b>	<b>90,000</b>
Revenue is derived from the reimbursement of salaries from the District Attorney's office for three officers assigned to the Drug Task Force.						
<b>1501000 403400 Drug Task Force - O/T</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>	<b>2,571</b>	<b>3,000</b>	<b>3,000</b>
Revenue is derived from the reimbursement for overtime from the District Attorney's office for police officers assigned to the Drug Task Force.						
<b>1501000 403500 PA Reimb Police Recruits</b>	<b>74,630</b>	<b>50,000</b>	<b>50,000</b>	<b>33,319</b>	<b>33,320</b>	<b>35,000</b>
State reimbursement of Police Academy expenses for newly hired officers.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1501000 403800</b>	<b>Warrant Squad Services</b>	6,257	9,000	9,000	3,319	4,000	4,000
	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.						
<b>1501000 404100</b>	<b>Police-Special Events OT</b>	79,983	70,000	70,000	73,397	74,000	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.						
<b>1501000 416700</b>	<b>Police - SDL - School Resource Officers</b>	555,408	570,000	570,000	424,008	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.						
<b>1502000 404200</b>	<b>Fire Inspection Fees</b>	189,189	190,000	190,000	144,218	148,000	150,000
	Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.						
<b>TOTAL</b>	<b>Public Safety Revenues</b>	<b>3,363,620</b>	<b>2,640,000</b>	<b>2,640,000</b>	<b>2,506,745</b>	<b>3,192,320</b>	<b>2,947,000</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Revenues</b>						
<b>Public Works Revenues</b>						
<b>1810001 404300 Transfer From Utility Fund</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,500,000</b>	<b>3,208,333</b>	<b>3,500,000</b>	<b>4,000,000</b>
Revenue is derived from interfund transfers to the General Fund from the Water Fund.						
<b>1810001 404400 Rent of City Property</b>	<b>285,889</b>	<b>200,000</b>	<b>200,000</b>	<b>185,535</b>	<b>225,000</b>	<b>215,000</b>
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.						
<b>1810001 404500 SF - Admin Indirect Costs</b>	<b>414,544</b>	<b>415,000</b>	<b>415,000</b>	<b>401,555</b>	<b>438,060</b>	<b>468,328</b>
Revenue is derived from indirect costs applicable to the Sewer Fund, as per the full cost allocation plan for 2016, which is applicable to fiscal year 2018.						
<b>1810001 404600 WF - Admin Indirect Costs</b>	<b>617,938</b>	<b>618,000</b>	<b>618,000</b>	<b>651,627</b>	<b>710,866</b>	<b>719,916</b>
Revenue is derived from indirect costs applicable to the Water Fund, as per the full cost allocation plan for 2016, which is applicable to fiscal year 2018.						
<b>1810001 404800 Right of Way Permit Fees</b>	<b>235,964</b>	<b>250,000</b>	<b>250,000</b>	<b>198,153</b>	<b>225,000</b>	<b>250,000</b>
Revenue is derived from the fees collected for street opening and other associated permit fees charged to various utilities. The budget does not include additional revenues anticipated from a proposed change to the Right of Way Permit fees due to ongoing litigation.						
<b>1810001 405000 Sewer Vehicle Maintenance</b>	<b>12,335</b>	<b>10,000</b>	<b>10,000</b>	<b>12,090</b>	<b>12,000</b>	<b>10,000</b>
Revenue is derived from the reimbursement from the Sewer Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Sewer Fund vehicles.						
<b>1810001 405100 Water Vehicle Maintenance</b>	<b>21,131</b>	<b>17,000</b>	<b>17,000</b>	<b>16,979</b>	<b>17,000</b>	<b>17,000</b>
Revenue is derived from the reimbursement by the Water Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Water Fund vehicles.						
<b>1810001 412700 Degradation Fees</b>	<b>8,571</b>	<b>45,000</b>	<b>45,000</b>	<b>6,004</b>	<b>8,000</b>	<b>8,000</b>
Revenue is derived from fees paid by utility companies needing to open a street for utility repairs on recently paved streets.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1810001 417900</b>	<b>TF - Admin Indirect Costs</b>	<b>108,190</b>	<b>108,000</b>	<b>108,000</b>	<b>112,677</b>	<b>122,920</b>	<b>127,841</b>
	Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund, as per the full cost allocation plan for 2016, which is applicable to fiscal year 2018.						
<b>1810001 420000</b>	<b>Sewer Direct Costs</b>	<b>25,694</b>	<b>20,000</b>	<b>20,000</b>	<b>0</b>	<b>20,000</b>	<b>20,000</b>
	Revenues in this account include directly billed Salary, Fringe Benefits, and Operating Supplies and Equipment expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).						
<b>1810001 420200</b>	<b>SWMF - Admin Indirect Costs</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>157,792</b>
	Revenue is derived from indirect costs applicable to the Stormwater Management Fund, as per the full cost allocation plan for 2016, which is applicable to fiscal year 2018. For 2018, the revenues reflect 50% of the total cost allocation attributable to the Stormwater Management Fund.						
<b>TOTAL</b>	<b>Public Works Revenues</b>	<b>5,230,255</b>	<b>5,183,000</b>	<b>5,183,000</b>	<b>4,792,953</b>	<b>5,278,846</b>	<b>5,993,877</b>

# General Fund - Revenues

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Other Revenues</b>						
<b>1000004 405300 Executive Sundry</b>	<b>500</b>	<b>750</b>	<b>750</b>	<b>50</b>	<b>50</b>	<b>100</b>
Revenue is derived from miscellaneous items in the Mayor's and City Clerk's office, e.g. notary services.						
<b>1000004 405500 Administrative Sundry</b>	<b>4,327</b>	<b>3,000</b>	<b>3,000</b>	<b>6,924</b>	<b>7,200</b>	<b>4,500</b>
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.						
<b>1000004 405700 Sale of City Property/Svc</b>	<b>573,912</b>	<b>25,000</b>	<b>25,000</b>	<b>46,865</b>	<b>50,000</b>	<b>25,000</b>
Revenue is derived from the sale of miscellaneous items and services.						
<b>1000004 405800 Police Sundry</b>	<b>128,226</b>	<b>160,000</b>	<b>160,000</b>	<b>75,015</b>	<b>100,000</b>	<b>100,000</b>
Revenue is derived from the reimbursement for miscellaneous police receipts, such as booking fees paid from County, towing license fees, etc.						
<b>1000004 405900 Fire Sundry</b>	<b>230</b>	<b>200</b>	<b>200</b>	<b>1,100</b>	<b>1,100</b>	<b>500</b>
Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books.						
<b>1000004 406000 EDNR Sundry</b>	<b>97,090</b>	<b>65,000</b>	<b>65,000</b>	<b>100,808</b>	<b>102,000</b>	<b>100,000</b>
Revenue is derived from City code letters, the sale of City code books, land development ordinances, filing fees for land development and subdivision plans, and vacant property registration fees.						
<b>1000004 406001 EDNR Admin Tickets</b>	<b>45,672</b>	<b>45,000</b>	<b>45,000</b>	<b>5,475</b>	<b>5,500</b>	<b>25,000</b>
Revenue is derived from fines paid by residents and property owners for violations of the City's property maintenance code.						
<b>1000004 406100 Public Works Sundry</b>	<b>9,222</b>	<b>15,000</b>	<b>15,000</b>	<b>24,259</b>	<b>25,000</b>	<b>20,000</b>
Revenue is derived from the reimbursement of labor costs for accident repairs, public space event fees collected by LOOP, clean-up and other miscellaneous fees. This line also reflects minor rebates from the Lancaster County Solid Waste Management Authority.						
<b>1000004 406300 Interest on Investment</b>	<b>333</b>	<b>325</b>	<b>325</b>	<b>191</b>	<b>300</b>	<b>300</b>
Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1000004 406600 Federal Reimb-Salaries</b>	420,357	350,000	350,000	332,973	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.						
<b>1000004 406700 Federal Reimb-Fringes</b>	209,335	190,000	190,000	146,051	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.						
<b>1000004 406900 Federal Reimb-Indirect Costs</b>	45,832	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 2016, which is applicable to fiscal year 2018.						
<b>1000004 407100 Pension State Aid</b>	2,695,950	2,625,000	2,625,000	2,810,616	2,810,616	2,950,001
Revenue is derived from the Commonwealth of Pennsylvania, under Act 205, to offset the City's contributions to the Police, Fire and Non-uniform pension plans on an annual basis.						
<b>1000004 407400 Harb Grant</b>	11,767	15,000	15,000	11,294	15,000	7,500
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. This grant program has been changed by the Commonwealth and the City will no longer receive the funds after 6/30/18.						
<b>1000004 407500 Liquid Fuels Reimbursement</b>	545,052	525,000	525,000	425,145	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.						
<b>1000004 415100 Anti-Auto Theft Grant</b>	252,490	330,000	330,000	224,635	274,422	296,233
The Pennsylvania Auto Theft Prevention Authority has continued a grant to assist Lancaster's Auto Theft Unit. The grant funds two investigators, training and related equipment.						
<b>1000004 415500 Misc Grants &amp; Gifts</b>	248,227	10,000	10,000	15,508	15,508	10,000
For 2016 only, revenue was derived from FEMA reimbursement for extraordinary snow removal expenses from the February 2016 snow storm. Other revenues are derived from unanticipated grants and gifts during the year.						
<b>1000004 418100 Tax Certification Fees</b>	74,764	65,000	65,000	76,095	80,000	75,000
Revenue is derived from a \$20 fee charged for tax certifications provided to settlement companies for real estate sale closings.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1000004 419600 Marketing</b>	<b>0</b>	<b>32,000</b>	<b>32,000</b>	<b>15,154</b>	<b>16,000</b>	<b>15,000</b>
Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP). This was a new General Fund revenue line item in 2017 due to the move of LOOP from its own fund (249) to the General Fund.						
<b>1000004 419900 Merchandise Sales</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>6,073</b>	<b>6,200</b>	<b>6,000</b>
Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP). This was a new General Fund revenue line item in 2017 due to the move of LOOP from its own fund (249) to the General Fund.						
<b>1000004 499000 Fund Balance Reserve</b>	<b>0</b>	<b>1,996,143</b>	<b>1,996,143</b>	<b>0</b>	<b>0</b>	<b>2,979,690</b>
The City is required by law to adopt a balanced budget (revenue = expenditure). When excess fund balance is available, it may be used as a source of "revenue" to balance the budget.						
<b>TOTAL Other Revenues</b>	<b>5,363,285</b>	<b>6,498,418</b>	<b>6,498,418</b>	<b>4,324,230</b>	<b>4,613,896</b>	<b>7,719,824</b>
<b>TOTAL General Fund - Revenues</b>	<b>53,313,790</b>	<b>54,307,418</b>	<b>54,307,418</b>	<b>46,824,289</b>	<b>53,726,340</b>	<b>57,485,701</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Mayor's Office Exp</b>						
<b>1101000 610500 Elected Official</b>	77,932	77,932	77,932	68,940	77,932	85,000
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).						
<b>1101000 611500 Salaried Personnel</b>	142,794	145,777	145,777	123,486	145,756	149,630
The salary of the Chief of Staff and Mayor's secretary.						
<b>1101000 732000 Dues &amp; Subscriptions</b>	310	300	300	167	300	300
Subscriptions to professional publications and dues to professional organizations.						
<b>1101000 734000 Postage</b>	504	700	700	449	600	700
Postage costs incurred in routine office mailings.						
<b>1101000 735000 Printing</b>	313	300	300	195	250	300
Photocopying costs of the Mayor's Office.						
<b>1101000 736000 Telephone</b>	1,950	1,900	1,900	1,782	2,100	2,400
Line and call charges for phone and fax lines, and the Mayor's cellular phone.						
<b>1101000 737000 Travel</b>	208	1,500	2,900	2,797	2,800	1,500
Travel expenses relating to the Mayor's attendance at various meetings and conferences.						
<b>1101000 744500 Training &amp; School</b>	1,056	600	475	0	0	600
Expenses for registrations and trainings.						
<b>1101000 760300 Office Supplies</b>	1,246	1,600	1,600	627	800	1,600
Cost of general office supplies for the Mayor's Office.						
<b>TOTAL Mayor's Office Exp</b>	<b>226,314</b>	<b>230,609</b>	<b>231,884</b>	<b>198,443</b>	<b>230,538</b>	<b>242,030</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

1101000	610500	F	M	1.0000	Mayor	85,000
<b>TOTAL 610500 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 85,000</b>
1101000	611500	F	M	1.0000	Secretary to the Mayor	52,051
1101000	611500	F	M	1.0000	Chief of Staff	96,538
					Available for Merit	1,041
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 149,630</b>
<b>TOTAL EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 234,630</b>

# General Fund - Expenses

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Office of City Solicitor</b>							
1102000 741000	Professional Services	361,011	375,000	373,725	220,250	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>							
<b>TOTAL</b>	<b>Office of City Solicitor</b>	<b>361,011</b>	<b>375,000</b>	<b>373,725</b>	<b>220,250</b>	<b>375,000</b>	<b>375,000</b>

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Expenses</b>							
<b>City Council Exp</b>							
<b>1201000 610500</b>	<b>Elected Official</b>	<b>56,500</b>	<b>56,500</b>	<b>56,500</b>	<b>50,190</b>	<b>56,500</b>	<b>56,500</b>
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).							
<b>1201000 737000</b>	<b>Travel</b>	<b>4,423</b>	<b>5,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
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.							
<b>1201000 738000</b>	<b>Miscellaneous Expenses</b>	<b>1,308</b>	<b>5,000</b>	<b>5,000</b>	<b>4,467</b>	<b>4,800</b>	<b>5,000</b>
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.							
<b>1201000 744500</b>	<b>Training</b>	<b>1,840</b>	<b>3,200</b>	<b>1,800</b>	<b>0</b>	<b>0</b>	<b>3,200</b>
This account provides funding for Council members to attend training at Pennsylvania Municipal League and National League of Cities conferences and other training opportunities.							
<b>1201000 820000</b>	<b>Minor Equip</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>5,080</b>	<b>5,100</b>	<b>0</b>
Minor equipment expenses related to purchases for members of City Council.							
<b>TOTAL</b>	<b>City Council Exp</b>	<b>64,070</b>	<b>69,700</b>	<b>69,300</b>	<b>59,737</b>	<b>66,400</b>	<b>69,700</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

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

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>City Clerk Exp</b>						
<b>1202000 611500 Salaried Personnel</b>	<b>53,075</b>	<b>53,237</b>	<b>53,237</b>	<b>45,985</b>	<b>54,017</b>	<b>54,302</b>
Salary of the City Clerk.						
<b>1202000 612000 Salary Temporary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100</b>
Salary for temporary help for the City Clerk.						
<b>1202000 731000 Advertising</b>	<b>4,555</b>	<b>4,500</b>	<b>4,500</b>	<b>4,336</b>	<b>4,500</b>	<b>4,500</b>
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.						
<b>1202000 734000 Postage</b>	<b>35</b>	<b>60</b>	<b>110</b>	<b>72</b>	<b>75</b>	<b>80</b>
Postage costs for general office mailings.						
<b>1202000 735000 Printing</b>	<b>502</b>	<b>400</b>	<b>400</b>	<b>237</b>	<b>375</b>	<b>400</b>
Photocopying for the City Clerk, and the binding of the annual year book.						
<b>1202000 736000 Telephone</b>	<b>552</b>	<b>600</b>	<b>600</b>	<b>493</b>	<b>600</b>	<b>600</b>
Line and call charges for phone lines of the City Clerk and City Controller.						
<b>1202000 737000 Travel</b>	<b>91</b>	<b>600</b>	<b>850</b>	<b>825</b>	<b>850</b>	<b>600</b>
Travel expenses incurred for attendance at Pennsylvania Municipal League meetings or other training.						
<b>1202000 738000 Miscellaneous Expenses</b>	<b>181</b>	<b>400</b>	<b>400</b>	<b>125</b>	<b>125</b>	<b>400</b>
Includes the City Clerk's membership in the International Institute of Municipal Clerks and miscellaneous expenses incurred by the Clerk's Office.						
<b>1202000 742500 Ordinance Codification</b>	<b>6,268</b>	<b>20,000</b>	<b>20,000</b>	<b>10,823</b>	<b>15,000</b>	<b>20,000</b>
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.						
<b>1202000 744500 Training/Education</b>	<b>0</b>	<b>500</b>	<b>600</b>	<b>300</b>	<b>300</b>	<b>500</b>
City Clerk professional training.						

		<b>2016 ACTUAL</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 AMENDED BUDGET</b>	<b>EXPENDED YTD 11/20/2017</b>	<b>2017 PROJECTED</b>	<b>2018 ADOPTED</b>
<b>1202000 760300</b>	<b>Office Supplies</b>	26	200	200	46	50	200
	General office supplies for the City Clerk.						
<b>1202000 820000</b>	<b>Minor Equipment</b>	0	300	300	0	0	300
	Minor equipment for City Clerk's Office						
<b>TOTAL</b>	<b>City Clerk Exp</b>	65,285	80,797	81,197	63,243	75,892	81,982

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	53,237 1,065
<b>TOTAL 611500 EMPLOYEES</b>				<b>1.0000</b>	<b>\$</b>	<b>54,302</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Director Admin Services Exp</b>						
<b>1400000 610900 Salary - Director</b>	<b>119,816</b>	<b>118,296</b>	<b>118,296</b>	<b>100,288</b>	<b>118,295</b>	<b>126,994</b>
Salary of the Business Administrator.						
<b>1400000 611500 Salaried Personnel</b>	<b>80,883</b>	<b>96,125</b>	<b>83,391</b>	<b>76,167</b>	<b>88,365</b>	<b>105,082</b>
Salaries of the City Hall Receptionist and the Administrative Assistant to the Business Administrator.						
<b>1400000 612000 Salary Temporary</b>	<b>32,347</b>	<b>0</b>	<b>1,078</b>	<b>1,078</b>	<b>1,100</b>	<b>1,500</b>
Costs of temporary personnel to fill in during extended absence of City Hall Receptionist or other Director's Office personnel.						
<b>1400000 618500 Overtime</b>	<b>597</b>	<b>0</b>	<b>0</b>	<b>33</b>	<b>33</b>	<b>0</b>
Overtime required to be paid in accordance with the Fair Labor Standards Act.						
<b>1400000 714100 PC Lease</b>	<b>30,096</b>	<b>33,200</b>	<b>32,900</b>	<b>31,745</b>	<b>31,745</b>	<b>34,000</b>
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for Administrative Services staff.						
<b>1400000 732000 Dues &amp; Subscriptions</b>	<b>6,972</b>	<b>7,200</b>	<b>7,200</b>	<b>6,798</b>	<b>7,200</b>	<b>7,200</b>
Dues for the US Conference of Mayors, PML PELRAS, Lancaster County Boroughs Association, Government Finance Officers Association and subscription to professional journals and publications.						
<b>1400000 734000 Postage</b>	<b>22</b>	<b>30</b>	<b>30</b>	<b>24</b>	<b>30</b>	<b>30</b>
Postage and express mail sent by the Director's Office.						
<b>1400000 735000 Printing</b>	<b>731</b>	<b>700</b>	<b>1,000</b>	<b>755</b>	<b>900</b>	<b>800</b>
Photocopying expenses of the Director's Office.						
<b>1400000 736000 Telephone</b>	<b>637</b>	<b>600</b>	<b>600</b>	<b>569</b>	<b>650</b>	<b>650</b>
Line and call charges for the Director's Office phones.						
<b>1400000 737000 Travel</b>	<b>477</b>	<b>750</b>	<b>750</b>	<b>384</b>	<b>400</b>	<b>750</b>
Costs associated with travel to various PML conferences.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1400000 741000 Professional Services</b>	<b>85,977</b>	<b>85,000</b>	<b>36,922</b>	<b>34,434</b>	<b>35,000</b>	<b>100,000</b>
Professional services to include consultant fees related to implementation of Information Technology software changes as well as various legal services relating to labor relations.						
<b>1400000 744500 Training &amp; School</b>	<b>245</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
Costs of various PML conferences.						
<b>1400000 760300 Office Supplies</b>	<b>1,549</b>	<b>2,000</b>	<b>1,750</b>	<b>653</b>	<b>1,500</b>	<b>2,000</b>
Office supplies for the Office of the Director.						
<b>1400000 820000 Minor Equipment</b>	<b>0</b>	<b>500</b>	<b>750</b>	<b>726</b>	<b>730</b>	<b>500</b>
Purchase of office and/or computer equipment.						
<b>TOTAL Director Admin Services Exp</b>	<b>360,347</b>	<b>344,901</b>	<b>285,167</b>	<b>254,153</b>	<b>286,448</b>	<b>380,006</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY		
<b><u>DIRECTOR OF ADMINISTRATIVE SERVICES</u></b>						
1400000	61090	F	M	1.0000	Director-Administrative Services	126,994
<b>TOTAL 61090 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 126,994</b>
1400000	611500	F	M	1.0000	Senior Staff Assistant Admin Sves	51,077
1400000	611500	F	M	1.0000	City Hall Receptionist	37,944
					Available for Merit - Nonbargaining	15,513
					Available for Merit - AFSCME	549
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 105,082</b>
<b>TOTAL EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 232,076</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Accounting Exp</b>						
<b>1401000 611000 Salary - Bureau Chief</b>	<b>86,452</b>	<b>83,359</b>	<b>85,559</b>	<b>72,734</b>	<b>85,559</b>	<b>85,026</b>
Salary of the Chief Accountant.						
<b>1401000 611500 Salaried Personnel</b>	<b>231,778</b>	<b>312,468</b>	<b>311,968</b>	<b>224,236</b>	<b>289,707</b>	<b>333,150</b>
Salaries of the staff of the Bureau of Accounting.						
<b>1401000 618500 Overtime</b>	<b>8,281</b>	<b>2,500</b>	<b>1,500</b>	<b>10</b>	<b>10</b>	<b>25</b>
Overtime for staff in the Bureau of Accounting.						
<b>1401000 731000 Advertising</b>	<b>5,064</b>	<b>5,200</b>	<b>10,200</b>	<b>7,116</b>	<b>8,500</b>	<b>5,500</b>
Funds are required in order to publish the results of the annual City audit in the Lancaster City newspaper and advertise open positions.						
<b>1401000 732000 Dues &amp; Subscriptions</b>	<b>348</b>	<b>750</b>	<b>750</b>	<b>696</b>	<b>1,000</b>	<b>1,700</b>
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.						
<b>1401000 734000 Postage</b>	<b>3,914</b>	<b>5,000</b>	<b>5,000</b>	<b>3,414</b>	<b>4,550</b>	<b>5,000</b>
This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operation mailings.						
<b>1401000 735000 Printing</b>	<b>1,553</b>	<b>3,200</b>	<b>3,200</b>	<b>1,148</b>	<b>1,500</b>	<b>1,600</b>
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.						
<b>1401000 736000 Telephone</b>	<b>1,023</b>	<b>1,500</b>	<b>1,500</b>	<b>915</b>	<b>1,098</b>	<b>1,250</b>
Line and call charge for the Accounting Office.						
<b>1401000 737000 Travel</b>	<b>560</b>	<b>250</b>	<b>1,250</b>	<b>60</b>	<b>200</b>	<b>250</b>
Travel and/or mileage reimbursement expenses for staff in the Bureau of Accounting.						
<b>1401000 741100 Audit Expense</b>	<b>58,546</b>	<b>50,000</b>	<b>50,000</b>	<b>41,621</b>	<b>52,000</b>	<b>52,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1401000 743000 Bank Service Charges</b>	14,773	15,000	15,000	12,722	14,975	15,010
This code is used to record the General Fund's share of bank service charges for the City's central depository account.						
<b>1401000 743100 Credit Card Fees</b>	4,179	6,000	6,000	478	1,000	4,500
This account reflects the General Fund's share of credit card company fees.						
<b>1401000 744500 Training &amp; School</b>	816	2,000	2,000	708	800	1,000
This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.						
<b>1401000 760300 Office Supplies</b>	3,446	6,000	6,000	3,319	3,800	4,500
General office supplies for the Accounting Office.						
<b>1401000 820000 Minor Equipment</b>	1,164	1,300	1,300	57	200	200
Minor equipment expenses for the Bureau of Accounting.						
<b>TOTAL Accounting Exp</b>	<b>421,897</b>	<b>494,527</b>	<b>501,227</b>	<b>369,233</b>	<b>464,899</b>	<b>510,711</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

1401000	611000	F	M	1.0000	Chief Accountant	85,026
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 85,026</b>
1401000	611500	F	M	1.0000	General Accountant II	61,200
1401000	611500	F	M	1.0000	General Accounting Manager	56,100
1401000	611500	F	M	1.0000	Development Administrator	57,630
1401000	611500	F	M	1.0000	Accounting Manager	61,200
1401000	611500	F	M	1.0000	Accounting Assistant	45,000
1401000	611500	F	M	1.0000	Payroll Specialist	52,020
<b>TOTAL 611500 EMPLOYEES</b>				<b>6.0000</b>		<b>\$ 333,150</b>
<b>TOTAL EMPLOYEES</b>				<b>7.0000</b>		<b>\$ 418,176</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Procurement &amp; Collection Exp</b>						
<b>1402000 611000 Salary - Bureau Chief</b>	11,515	6,315	5,951	4,104	6,047	6,033
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.						
<b>1402000 611500 Salaried Personnel</b>	82,538	52,318	48,611	42,000	50,967	54,857
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.						
<b>1402000 612000 Salary Temporary</b>	1,178	0	3,655	2,953	3,145	2,000
Expenses for temporary employees in the Treasury Office.						
<b>1402000 618500 Overtime</b>	106	0	0	69	70	100
Overtime expenses for Procurement and Collections staff.						
<b>1402000 718000 Rental of Uniforms</b>	12	26	26	0	26	26
Uniform rental expenses for Mail Clerk.						
<b>1402000 723000 Maint. - Equipment</b>	3,812	3,097	3,097	2,601	3,097	2,799
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.						
<b>1402000 729000 Maint. - Vehicles</b>	0	129	129	0	129	129
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.						
<b>1402000 732000 Dues &amp; Subscriptions</b>	533	710	710	335	710	710
This line covers the cost of dues to various professional organizations.						
<b>1402000 734000 Postage</b>	8,969	13,946	13,946	10,590	13,946	14,033
Postage and permits required to mail tax billings, etc., and for chages to be made by the Postal Service for undeliverable, returned mail.						
<b>1402000 735000 Printing</b>	3,162	4,527	4,527	1,730	3,666	2,904
Mailing and return envelopes and forms used in various billings and copy machine use.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1402000 736000</b>	<b>Telephone</b>	<b>489</b>	<b>439</b>	<b>439</b>	<b>394</b>	<b>439</b>	<b>522</b>
	Line and call charges for phone, fax, cellular, and internet lines.						
<b>1402000 737000</b>	<b>Travel</b>	<b>0</b>	<b>250</b>	<b>10</b>	<b>0</b>	<b>250</b>	<b>250</b>
	Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.						
<b>1402000 738000</b>	<b>Miscellaneous Expenses</b>	<b>420</b>	<b>250</b>	<b>490</b>	<b>374</b>	<b>400</b>	<b>250</b>
	Petty cash items used for miscellaneous office operations.						
<b>1402000 744500</b>	<b>Training &amp; School</b>	<b>81</b>	<b>151</b>	<b>851</b>	<b>700</b>	<b>700</b>	<b>1,400</b>
	Schools and seminars for Bureau employees.						
<b>1402000 760300</b>	<b>Office Supplies</b>	<b>1,514</b>	<b>1,076</b>	<b>1,076</b>	<b>787</b>	<b>1,076</b>	<b>1,292</b>
	Paper tapes used by the cash registers, calculators, remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.						
<b>1402000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	<b>98</b>	<b>86</b>	<b>86</b>	<b>82</b>	<b>86</b>	<b>86</b>
	Cost of fuel for the Mail Clerk's vehicle.						
<b>1402000 820000</b>	<b>Minor Equipment</b>	<b>4,608</b>	<b>3,762</b>	<b>3,762</b>	<b>3,309</b>	<b>5,570</b>	<b>3,783</b>
	This line reflects the continued costs for lease-purchase costs for the remittance processor used to process customer payments on utility and tax accounts; a mail folder/insert machine to process city billings; cost for a mandatory shaped-based mail/digital postage meter; the annual cost for an automatic call distribution module for the customer service/cashier group; and an add-on mail stream enhancement module.						
<b>TOTAL</b>	<b>Procurement &amp; Collection Exp</b>	<b>119,034</b>	<b>87,082</b>	<b>87,366</b>	<b>70,029</b>	<b>90,324</b>	<b>91,174</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	6,033
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.0862</b>		<b>\$ 6,033</b>
1402000	611500	F	A	0.0862	Billing Coordinator 1	4,134
1402000	611500	F	A	0.0862	Billing Coordinator 2	3,688
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,508
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,508
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,198
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,376
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,210
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,808
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,688
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,688
1402000	611500	F	M	0.0862	Customer Service Supervisor	4,668
1402000	611500	F	A	0.0862	Mail & Print Operator	3,122
1402000	611500	F	A	0.0862	Purchasing Coordinator	3,688
1402000	611500	F	A	0.0862	Revenue Clerk	3,731
Subtotal Full-Time				1.2065		
1402000	611500	P	A	0.0862	Data Entry	1,844
Subtotal Part-Time				0.0862		
<b>TOTAL 611500 EMPLOYEES</b>				<b>1.2927</b>		<b>\$ 54,857</b>
<b>TOTAL EMPLOYEES</b>				<b>1.3789</b>		<b>\$ 60,890</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Information Services Exp</b>						
<b>1404000 611500 Salaried Personnel</b>	<b>39,021</b>	<b>37,987</b>	<b>39,037</b>	<b>33,193</b>	<b>39,037</b>	<b>38,747</b>
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.						
<b>1404000 722000 Maint. - Communications</b>	<b>10,011</b>	<b>12,000</b>	<b>12,000</b>	<b>8,582</b>	<b>11,000</b>	<b>2,000</b>
Prior to 2018, this line item reflected the costs of the Windstream internet connection for County/Internet connectivity and the DNS costs. City internet and County IT connectivity is now provided by MAW fiber services as part of the Municipal Carrier Agreement, eliminating an annual \$10,000 expense for internet services.						
<b>1404000 723000 Maint. - Equipment</b>	<b>59,786</b>	<b>80,000</b>	<b>42,000</b>	<b>36,725</b>	<b>50,000</b>	<b>50,000</b>
This line covers the service contracts on various high-speed printers, ISeries and peripherals. Also covered are service contracts on the CISCO switches. Software support contracts from various IT vendors, and SSL certificates.						
<b>1404000 734000 Postage</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>50</b>	<b>250</b>
General mailings and shipping costs for returning equipment for repair.						
<b>1404000 735000 Printing</b>	<b>8</b>	<b>50</b>	<b>50</b>	<b>4</b>	<b>10</b>	<b>50</b>
Photocopying and any special printing needs.						
<b>1404000 736000 Telephone</b>	<b>1,500</b>	<b>1,500</b>	<b>1,500</b>	<b>1,167</b>	<b>1,450</b>	<b>1,500</b>
Line and call charges for Information Technology office phones and cell phones.						
<b>1404000 737000 Travel</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>0</b>	<b>500</b>
Covers transportation to and from job-related projects and schools.						
<b>1404000 741000 Professional Services</b>	<b>115,628</b>	<b>130,000</b>	<b>194,000</b>	<b>191,546</b>	<b>194,000</b>	<b>260,000</b>
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 report writing services.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1404000 744000 Contract Services</b>	<b>190,199</b>	<b>290,000</b>	<b>306,000</b>	<b>280,696</b>	<b>290,000</b>	<b>320,000</b>
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.						
<b>1404000 744500 Training &amp; School</b>	<b>0</b>	<b>5,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>5,000</b>
Training seminars for Information Technology personnel who are required to stay abreast of ever-changing technology. Funding is also provided to purchase training materials for new software, which this Bureau uses to train all City employees.						
<b>1404000 760300 Office Supplies</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>12</b>	<b>100</b>	<b>500</b>
General office supplies needed for Information Technology.						
<b>1404000 760600 Operating Supplies</b>	<b>14,786</b>	<b>25,000</b>	<b>3,000</b>	<b>582</b>	<b>15,000</b>	<b>25,000</b>
Purchasing of all forms, paper, and printing supplies. Also covers media used for backup purposes of the ISeries and Servers.						
<b>1404000 820000 Minor Equipment</b>	<b>18,935</b>	<b>5,000</b>	<b>4,725</b>	<b>4,049</b>	<b>5,000</b>	<b>5,000</b>
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.						
<b>1404000 820500 IT Projects</b>	<b>106,932</b>	<b>45,000</b>	<b>65,275</b>	<b>58,150</b>	<b>65,000</b>	<b>50,000</b>
Replacement or new applications software and hardware upgrades. Also covers consulting fees for new projects led by Information Technology.						
<b>TOTAL Information Services Exp</b>	<b>556,806</b>	<b>632,487</b>	<b>669,537</b>	<b>614,706</b>	<b>670,647</b>	<b>758,547</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	38,747
<b>TOTAL 611500 EMPLOYEES</b>					<b>0.5000</b>	<b>\$ 38,747</b>
<b>TOTAL EMPLOYEES</b>					<b>0.5000</b>	<b>\$ 38,747</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Human Resources Exp</b>						
<b>1405000 611000 Salary - Bureau Chief</b>	<b>83,875</b>	<b>77,018</b>	<b>79,018</b>	<b>67,439</b>	<b>79,198</b>	<b>78,559</b>
Salary of the Bureau Chief of Human Resources.						
<b>1405000 611500 Salaried Personnel</b>	<b>135,691</b>	<b>136,352</b>	<b>127,652</b>	<b>107,542</b>	<b>130,858</b>	<b>140,971</b>
Salary of the Human Resources Office staff, consisting of three HR Staff: Assistant Bureau Chief and two HR Generalists.						
<b>1405000 612000 Salary Temporary</b>	<b>20,854</b>	<b>5,000</b>	<b>16,400</b>	<b>16,314</b>	<b>16,500</b>	<b>5,000</b>
Pay to an employment agency for temporary services required by the Bureau of Human Resources.						
<b>1405000 618500 Overtime</b>	<b>8</b>	<b>200</b>	<b>200</b>	<b>0</b>	<b>200</b>	<b>200</b>
Overtime pay to staff members of the bureau.						
<b>1405000 622000 Employee Recognition</b>	<b>7,550</b>	<b>7,550</b>	<b>7,550</b>	<b>3,524</b>	<b>5,558</b>	<b>7,550</b>
Expenses for annual employee picnic, annual December holiday party, and annual employee recognition event.						
<b>1405000 723000 Maint. - Equipment</b>	<b>0</b>	<b>50</b>	<b>50</b>	<b>0</b>	<b>50</b>	<b>50</b>
Maintenance of office equipment in the Bureau of Human Resources.						
<b>1405000 731000 Advertising</b>	<b>551</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>0</b>	<b>700</b>
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.						
<b>1405000 732000 Dues &amp; Subscriptions</b>	<b>2,214</b>	<b>3,810</b>	<b>3,810</b>	<b>2,321</b>	<b>2,500</b>	<b>3,010</b>
Professional association dues for HR staff and additional reference materials.						
<b>1405000 734000 Postage</b>	<b>2,783</b>	<b>4,500</b>	<b>4,500</b>	<b>2,944</b>	<b>3,300</b>	<b>4,500</b>
Mailing from the Bureau of Human Resources.						
<b>1405000 735000 Printing</b>	<b>2,794</b>	<b>3,200</b>	<b>3,200</b>	<b>2,614</b>	<b>2,800</b>	<b>3,200</b>
Photocopy charges for the bureau.						
<b>1405000 736000 Telephone</b>	<b>956</b>	<b>1,100</b>	<b>1,100</b>	<b>854</b>	<b>1,100</b>	<b>1,100</b>
Line and call charges.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1405000 737000</b>	<b>Travel</b>	<b>4,850</b>	<b>1,550</b>	<b>1,550</b>	<b>1,017</b>	<b>1,200</b>	<b>6,500</b>
	Travel expenses for seminar, training, and meetings.						
<b>1405000 741000</b>	<b>Professional Services</b>	<b>48,683</b>	<b>69,265</b>	<b>68,465</b>	<b>29,836</b>	<b>40,000</b>	<b>54,580</b>
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses.						
<b>1405000 743500</b>	<b>Labor Relations Expense</b>	<b>260</b>	<b>600</b>	<b>600</b>	<b>88</b>	<b>500</b>	<b>1,200</b>
	Expenses for labor relations with the non-uniformed bargaining unit (AFSCME), PELRAS dues, arbitrators fees and printing of collective bargaining agreements.						
<b>1405000 744500</b>	<b>Training &amp; School</b>	<b>1,733</b>	<b>4,140</b>	<b>4,140</b>	<b>1,568</b>	<b>2,000</b>	<b>6,065</b>
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
<b>1405000 760300</b>	<b>Office Supplies</b>	<b>3,840</b>	<b>3,700</b>	<b>4,500</b>	<b>2,272</b>	<b>3,068</b>	<b>3,700</b>
	Office supplies for the Bureau of Human Resources.						
<b>1405000 760600</b>	<b>Operating Supplies</b>	<b>498</b>	<b>1,000</b>	<b>1,000</b>	<b>50</b>	<b>300</b>	<b>800</b>
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
<b>1405000 820000</b>	<b>Minor Equipment</b>	<b>152</b>	<b>3,000</b>	<b>3,000</b>	<b>502</b>	<b>2,000</b>	<b>4,500</b>
	Purchase of office and/or computer equipment.						
<b>TOTAL</b>	<b>Human Resources Exp</b>	<b>317,292</b>	<b>322,735</b>	<b>327,435</b>	<b>238,885</b>	<b>291,132</b>	<b>322,185</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

1405000	611000	F	M	1.0000	Bureau Chief-Human Resources	78,559
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 78,559</b>
1405000	611500	F	M	1.0000	Human Resource Generalist	59,958
1405000	611500	F	M	1.0000	Human Resource Technician	42,188
1405000	611500	F	M	1.0000	HR Assistant	38,825
<b>TOTAL 611500 EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 140,971</b>
<b>TOTAL EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 219,530</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Community Involvement Exp</b>						
<b>1406000 812000 LEMSA Contribution</b>	<b>60,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
Operating support contribution to the Lancaster Emergency Medical Services Associations (LEMSA) for the life-saving services LEMSA provides in the City of Lancaster.						
<b>1406000 812500 Intermunicipal Committee</b>	<b>2,390</b>	<b>3,000</b>	<b>3,000</b>	<b>2,140</b>	<b>3,000</b>	<b>3,000</b>
Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.						
<b>1406000 813500 PA League of Cities</b>	<b>22,679</b>	<b>24,000</b>	<b>24,000</b>	<b>22,679</b>	<b>23,000</b>	<b>24,000</b>
City's membership in the Pennsylvania Municipal League. The PML aids the City through education 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.						
<b>1406000 814000 Public Library</b>	<b>70,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>80,000</b>	<b>100,000</b>
Operating support contribution to the Lancaster County Public Library.						
<b>1406000 814300 Community Communications</b>	<b>8,206</b>	<b>16,000</b>	<b>66,000</b>	<b>65,923</b>	<b>66,000</b>	<b>50,000</b>
Costs for website maintenance and hosting, and expenses for periodic informational materials mailed to City residents.						
<b>1406000 814500 Recreation Commission</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>
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.						
<b>1406000 817500 Human Relations Commission</b>	<b>3,849</b>	<b>3,000</b>	<b>3,000</b>	<b>2,344</b>	<b>3,000</b>	<b>3,000</b>
Costs incurred by the City's Human Relations Commission including contract labor charges.						
<b>1406000 851300 LOOP</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1406000 851301 LOOP Operating</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<p>Funds appropriated to support the LOOP Operating Budget. Beginning in 2017, LOOP operating budget (personnel, fringe benefits, office expenses, etc.) was 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>						
<b>TOTAL Community Involvement Exp</b>	<b>572,779</b>	<b>631,656</b>	<b>681,656</b>	<b>628,741</b>	<b>680,656</b>	<b>685,656</b>

# General Fund - Expenses

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Insurance Package Exp</b>							
1407000 772000	<b>Insurance Package</b>	531,546	650,000	629,000	534,193	608,048	645,000
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	<b>Public Officials Bond</b>	2,794	3,500	3,500	2,794	3,000	3,000
Bonds required under the Third Class City Code for the Treasurer, Controller, Health Officer, Engineer and Mayor.							
<b>TOTAL</b>	<b>Insurance Package Exp</b>	<b>534,340</b>	<b>653,500</b>	<b>632,500</b>	<b>536,987</b>	<b>611,048</b>	<b>648,000</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Expenses</b>						
<b>Fringe Benefits Exp</b>						
<b>1408000 620200 Medical Insurance</b>	<b>735,000</b>	<b>800,000</b>	<b>800,000</b>	<b>733,529</b>	<b>800,000</b>	<b>350,000</b>
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.						
<b>1408000 620300 Dental/Vision Insurance</b>	<b>11,681</b>	<b>13,230</b>	<b>13,230</b>	<b>12,455</b>	<b>13,482</b>	<b>14,256</b>
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.						
<b>1408000 620800 Social Security</b>	<b>812,377</b>	<b>925,997</b>	<b>925,997</b>	<b>729,897</b>	<b>873,468</b>	<b>958,051</b>
The General Fund share of FICA and Medicare taxes for all employees.						
<b>1408000 620900 Life Insurance</b>	<b>73,872</b>	<b>83,685</b>	<b>83,685</b>	<b>65,185</b>	<b>81,350</b>	<b>85,920</b>
Expense of life insurance coverage for General Fund employees.						
<b>1408000 623000 Pension Contribution</b>	<b>539,882</b>	<b>594,746</b>	<b>594,746</b>	<b>578,759</b>	<b>594,746</b>	<b>615,210</b>
This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans.						
<b>1408000 624000 Unemployment Compensation</b>	<b>41,990</b>	<b>30,000</b>	<b>30,000</b>	<b>14,624</b>	<b>30,000</b>	<b>30,000</b>
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.						
<b>1408000 625000 Workers Compensation</b>	<b>409,572</b>	<b>500,000</b>	<b>617,547</b>	<b>468,582</b>	<b>500,000</b>	<b>500,000</b>
This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job. This line also reflects various assessments paid to the Commonwealth under this program, and premiums for the excess claims policy.						
<b>1408000 716000 Rental of Parking Lot</b>	<b>36,950</b>	<b>38,000</b>	<b>38,000</b>	<b>36,743</b>	<b>37,497</b>	<b>38,250</b>
Expenses for parking or bus passes for General Fund employees.						
<b>TOTAL Fringe Benefits Exp</b>	<b>2,661,323</b>	<b>2,985,658</b>	<b>3,103,205</b>	<b>2,639,774</b>	<b>2,930,543</b>	<b>2,591,687</b>

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Expenses</b>							
<b>Debt Service Exp</b>							
<b>1409000 923000</b>	<b>Paying Agent Fees</b>	<b>381</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>1,500</b>	<b>1,575</b>
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
<b>1409000 924000</b>	<b>Debt Service - Interest</b>	<b>1,466,044</b>	<b>1,577,430</b>	<b>1,577,430</b>	<b>1,576,301</b>	<b>1,577,430</b>	<b>1,924,811</b>
This account represents interest payments to be made on all general obligation debt of the City: the General Fund portion of the 2009, 2011, 2014, 2015, 2016 (2007 refinancing) and 2016A General Obligation Bonds.							
<b>1409000 926000</b>	<b>Debt Service - Principal</b>	<b>1,879,800</b>	<b>1,203,600</b>	<b>1,203,600</b>	<b>1,203,600</b>	<b>1,203,600</b>	<b>2,452,400</b>
This account represents principal redemption on all general obligation debt of the City. This includes the General Fund portion of the 2009, 2011, 2014, 2015, 2016 (2007 refinancing) and 2016A General Obligation Bonds.							
<b>TOTAL</b>	<b>Debt Service Exp</b>	<b>3,346,225</b>	<b>2,783,030</b>	<b>2,783,030</b>	<b>2,779,901</b>	<b>2,782,530</b>	<b>4,378,786</b>
<b>TOTAL</b>	<b>Administrative Services Exp</b>	<b>8,890,044</b>	<b>8,935,576</b>	<b>9,071,123</b>	<b>8,132,409</b>	<b>8,808,227</b>	<b>10,366,752</b>

# General Fund - Expenses

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Controller/Treasurer Exp</b>							
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.							
<b>TOTAL</b>	<b>Controller/Treasurer Exp</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>15,038</b>	<b>17,000</b>	<b>17,000</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

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

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Police Bureau Exp</b>						
<b>1501001 611000 Salary - Bureau Chief</b>	<b>131,372</b>	<b>127,052</b>	<b>127,052</b>	<b>105,851</b>	<b>126,063</b>	<b>132,556</b>
Salary of the Chief of Police.						
<b>1501001 611500 Salaried Personnel</b>	<b>1,036,246</b>	<b>1,180,313</b>	<b>1,180,313</b>	<b>940,229</b>	<b>1,115,114</b>	<b>1,336,671</b>
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.						
<b>1501001 613100 Police Captains</b>	<b>366,046</b>	<b>350,179</b>	<b>350,179</b>	<b>314,588</b>	<b>368,279</b>	<b>363,449</b>
Salaries of the three Division Captains.						
<b>1501001 613200 Police Lieutenants</b>	<b>1,024,540</b>	<b>1,117,533</b>	<b>1,117,533</b>	<b>962,153</b>	<b>1,133,173</b>	<b>1,156,058</b>
Salaries of Lieutenants.						
<b>1501001 613300 Police Sergeants</b>	<b>3,636,720</b>	<b>3,948,551</b>	<b>3,934,910</b>	<b>3,152,187</b>	<b>3,804,507</b>	<b>4,036,686</b>
Salaries of Sergeants and Detectives.						
<b>1501001 614000 Patrolmen</b>	<b>5,703,479</b>	<b>5,826,973</b>	<b>5,781,034</b>	<b>4,791,877</b>	<b>5,736,398</b>	<b>6,028,251</b>
Salaries of Patrol Officers.						
<b>1501001 615000 School Crossing Guards</b>	<b>468,651</b>	<b>531,005</b>	<b>531,005</b>	<b>359,703</b>	<b>473,271</b>	<b>500,000</b>
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.						
<b>1501001 615200 Community Service Aides</b>	<b>588,082</b>	<b>660,675</b>	<b>660,675</b>	<b>562,931</b>	<b>664,558</b>	<b>689,750</b>
Salaries of Community Service Aides.						
<b>1501001 618000 Police Acting Officers</b>	<b>26,374</b>	<b>25,000</b>	<b>25,000</b>	<b>21,604</b>	<b>25,000</b>	<b>25,000</b>
This line covers payments for officers who serve in the acting supervisory or staff capacity.						
<b>1501001 618500 Police Overtime</b>	<b>534,031</b>	<b>460,000</b>	<b>460,000</b>	<b>532,469</b>	<b>565,000</b>	<b>460,000</b>
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1501001 618800</b>	<b>Police Cadet Training Program</b>	<b>10,010</b>	<b>60,000</b>	<b>49,790</b>	<b>1,526</b>	<b>1,526</b>	<b>60,000</b>
	Covers salaries of Police Cadets.						
<b>1501001 619000</b>	<b>Police Sick Leave Bonus</b>	<b>21,150</b>	<b>22,200</b>	<b>22,200</b>	<b>24,450</b>	<b>24,450</b>	<b>25,000</b>
	Covers payments for the sick leave incentive bonus program.						
<b>1501001 620100</b>	<b>Educational Incentive</b>	<b>43,375</b>	<b>65,000</b>	<b>65,000</b>	<b>47,499</b>	<b>48,000</b>	<b>55,500</b>
	Covers payments for college educational incentive program.						
<b>1501001 620200</b>	<b>Medical Insurance - Active</b>	<b>2,012,083</b>	<b>2,240,000</b>	<b>2,240,000</b>	<b>2,053,222</b>	<b>2,240,000</b>	<b>2,150,000</b>
	Costs for health insurance for all active Police Bureau employees.						
<b>1501001 620201</b>	<b>Medical Insurance - Retirees</b>	<b>1,246,667</b>	<b>1,360,000</b>	<b>1,360,000</b>	<b>1,246,667</b>	<b>1,360,000</b>	<b>1,300,000</b>
	Covers the cost for health insurance for all Police Bureau retirees.						
<b>1501001 620300</b>	<b>Dental/Vision Insurance</b>	<b>173,571</b>	<b>181,915</b>	<b>181,915</b>	<b>174,584</b>	<b>185,211</b>	<b>194,972</b>
	Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.						
<b>1501001 621000</b>	<b>Uniform Maintenance Allowance</b>	<b>79,667</b>	<b>90,250</b>	<b>90,250</b>	<b>78,375</b>	<b>100,250</b>	<b>100,000</b>
	This line covers the cost of uniform maintenance allowance for uniformed officers, shoe allowances for all personnel, and clothing allowance for non-uniformed officers as provided for by collective bargaining agreements.						
<b>1501001 623000</b>	<b>Pension Contribution</b>	<b>2,814,350</b>	<b>2,996,610</b>	<b>2,996,610</b>	<b>2,996,610</b>	<b>2,996,610</b>	<b>3,104,156</b>
	This item represents the Minimum Municipal Obligation, which the City is required to make to the Police Pension Fund. The Minimum Municipal Obligation is the amount required annually such that sufficient assets are available to pay all active officers' pension benefits upon retirement. The cost is determined by an actuary, and adjusted annually to reflect actual payroll.						
<b>1501001 714100</b>	<b>PC Lease</b>	<b>92,380</b>	<b>53,500</b>	<b>53,500</b>	<b>42,394</b>	<b>42,500</b>	<b>25,000</b>
	Expenses related to the lease of PCs and laptops used throughout the Police Bureau.						
<b>1501001 716000</b>	<b>Rental of Parking Lot</b>	<b>96,561</b>	<b>100,000</b>	<b>100,000</b>	<b>97,500</b>	<b>98,720</b>	<b>100,000</b>
	Rental of parking spaces in the Water Street Garage.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1501001 722000 Maint. - Communications</b>	<b>22,068</b>	<b>25,500</b>	<b>25,500</b>	<b>1,790</b>	<b>22,000</b>	<b>25,500</b>
Costs associated with maintaining all radio communication equipment, police vehicle emergency lighting/sirens, and in-car computers (MDT's) and WatchGuard in car-camera system utilized by the Police Bureau.						
<b>1501001 723000 Maint. - Equipment</b>	<b>98,926</b>	<b>103,000</b>	<b>103,000</b>	<b>79,254</b>	<b>103,000</b>	<b>105,000</b>
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.						
<b>1501001 729000 Maint. - Vehicles</b>	<b>104,166</b>	<b>110,000</b>	<b>110,000</b>	<b>87,144</b>	<b>110,000</b>	<b>110,000</b>
Costs associated with maintaining all vehicles utilized by the Police Bureau including inspection, general maintenance, repairs, and bodywork. Also covers the cost of towing police vehicles and those needed for police investigations.						
<b>1501001 729500 Maint. - Bicycles</b>	<b>404</b>	<b>850</b>	<b>850</b>	<b>292</b>	<b>500</b>	<b>2,000</b>
Maintaining bicycles and related equipment.						
<b>1501001 732000 Dues &amp; Subscriptions</b>	<b>5,959</b>	<b>6,200</b>	<b>6,200</b>	<b>4,365</b>	<b>4,500</b>	<b>6,200</b>
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.						
<b>1501001 734000 Postage</b>	<b>19,950</b>	<b>21,300</b>	<b>21,300</b>	<b>5,165</b>	<b>8,000</b>	<b>8,000</b>
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.						
<b>1501001 735000 Printing</b>	<b>16,818</b>	<b>25,000</b>	<b>25,000</b>	<b>9,925</b>	<b>15,000</b>	<b>15,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1501001 736000 Telephone</b>	<b>88,006</b>	<b>95,000</b>	<b>95,000</b>	<b>74,989</b>	<b>90,000</b>	<b>95,000</b>
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.						
<b>1501001 737000 Travel</b>	<b>17,742</b>	<b>17,350</b>	<b>17,350</b>	<b>10,757</b>	<b>15,000</b>	<b>18,350</b>
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 chaplin.						
<b>1501001 738000 Miscellaneous Expenses</b>	<b>5,052</b>	<b>5,000</b>	<b>5,242</b>	<b>5,242</b>	<b>5,400</b>	<b>5,000</b>
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.						
<b>1501001 741000 Professional Services</b>	<b>38,500</b>	<b>38,500</b>	<b>38,468</b>	<b>11,247</b>	<b>15,000</b>	<b>20,000</b>
Legal and other costs associated with the Civil Service Board for the recruitment and promotion processes (credit reports, medical and psychological evaluation), LMA fees, court approved interpretation services for deaf and non-English speaking suspects, victims, witnesses, and EAP mandated employee counseling and fit for duty evaluations.						
<b>1501001 743500 Labor Relations Expense</b>	<b>101,490</b>	<b>40,000</b>	<b>40,000</b>	<b>33,093</b>	<b>37,000</b>	<b>30,000</b>
Contract negotiations and grievance arbitration.						
<b>1501001 743700 Laboratory Tests</b>	<b>9,157</b>	<b>11,000</b>	<b>11,000</b>	<b>7,689</b>	<b>8,500</b>	<b>11,000</b>
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.						
<b>1501001 744000 Contract Services</b>	<b>0</b>	<b>9,344</b>	<b>9,344</b>	<b>9,343</b>	<b>9,350</b>	<b>10,381</b>
Subscription fee, maintenance fee and communications line charges for the Lancaster County computer system. This is a per capita based fee.						
<b>1501001 744500 Training &amp; School</b>	<b>51,271</b>	<b>89,900</b>	<b>89,900</b>	<b>47,070</b>	<b>89,900</b>	<b>89,900</b>
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.						
<b>1501001 747200 K-9 Patrol</b>	<b>8,273</b>	<b>10,000</b>	<b>10,000</b>	<b>9,757</b>	<b>10,000</b>	<b>10,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1501001 760300 Office Supplies</b>	<b>10,080</b>	<b>12,000</b>	<b>12,000</b>	<b>8,760</b>	<b>10,000</b>	<b>12,000</b>
General office and paper supplies.						
<b>1501001 760600 Operating Supplies</b>	<b>19,293</b>	<b>18,000</b>	<b>18,000</b>	<b>12,501</b>	<b>16,000</b>	<b>19,000</b>
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).						
<b>1501001 761200 Uniforms</b>	<b>81,497</b>	<b>75,000</b>	<b>85,000</b>	<b>80,715</b>	<b>85,000</b>	<b>90,000</b>
Cost of all uniforms, clothing, ballistic armor, badges, and duty accessories used by all Police Bureau personnel, Officers, Civillian Service Aides, Service Aides, Cadets.						
<b>1501001 762400 Photography</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>719</b>	<b>1,000</b>	<b>1,000</b>
Ink cartridges and other items used in production or reproduction of photographs, 35mm, digital and video, including digital cameras for patrol division.						
<b>1501001 762700 Evidence Supplies</b>	<b>8,360</b>	<b>6,000</b>	<b>6,000</b>	<b>5,350</b>	<b>6,000</b>	<b>10,000</b>
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.						
<b>1501001 763000 Ammunition</b>	<b>21,624</b>	<b>30,000</b>	<b>30,000</b>	<b>15,388</b>	<b>20,000</b>	<b>30,000</b>
Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.						
<b>1501001 763300 Less Lethal Equip</b>	<b>7,843</b>	<b>11,000</b>	<b>11,000</b>	<b>10,700</b>	<b>11,000</b>	<b>61,300</b>
Supplies for less lethal weapons include Taser cartridges and batteries, oleoresin capscicum and less lethal shotgun ammunition.						
<b>1501001 763400 Weapons</b>	<b>5,557</b>	<b>8,000</b>	<b>8,000</b>	<b>6,396</b>	<b>6,500</b>	<b>10,000</b>
Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.						
<b>1501001 765400 Gas, Oil &amp; Diesel</b>	<b>95,168</b>	<b>120,000</b>	<b>120,000</b>	<b>92,718</b>	<b>105,000</b>	<b>110,000</b>
Gasoline and oil and natural gas needed to operate the Police Bureau vehicles.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1501001 772000 Insurance Package</b>	217,144	275,000	275,000	247,702	250,000	260,000
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 has been moved to the Police Bureau because the liability policy and related expenses are a direct cost of providing police services.						
<b>1501001 815000 Shelter Expense</b>	22,785	50,000	50,000	46,608	50,000	50,000
Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.						
<b>1501001 816000 Drug Task Force Assessment</b>	59,322	59,322	59,322	59,322	59,322	59,322
Per capita contribution toward the operation of the Lancaster County Task Force.						
<b>1501001 816100 Community Safety Coalition</b>	200,000	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.						
<b>1501001 820000 Minor Equipment</b>	87,170	104,000	104,000	63,243	104,000	256,350
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.						
<b>1501001 820100 Bicycles &amp; Accessories</b>	1,000	1,000	1,000	392	600	2,000
Purchasing and replacing bicycles and related equipment.						
<b>1501001 827000 Vehicles</b>	296,072	322,000	322,000	319,761	322,000	252,933
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).						
<b>1501001 827100 Vehicle-Lease Purchase</b>	0	0	0	0	0	51,173
Lease payments on vehicles.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1501001 924000</b>	<b>Debt Service - Interest</b>	237,010	242,995	242,995	242,995	242,995	239,026
	Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
<b>1501001 926000</b>	<b>Debt Service - Principal</b>	2,881	305,333	305,333	305,333	305,333	357,182
	Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
<b>TOTAL</b>	<b>Police Bureau Exp</b>	<b>22,066,942</b>	<b>23,845,350</b>	<b>23,785,769</b>	<b>20,622,141</b>	<b>23,446,530</b>	<b>24,475,666</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

1501001	611000	F	P	1.0000	Chief Of Police	132,556
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 132,556</b>
1501001	611500	F	M	1.0000	Sr. Staff Assistant - Police	50,603
1501001	611500	F	M	1.0000	Records Supervisor	53,317
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	50,905
1501001	611500	F	A	1.0000	Administrative Assistant	48,820
1501001	611500	F	A	1.0000	Evidence Specialist	51,328
1501001	611500	F	A	1.0000	Evidence Specialist	51,328
1501001	611500	F	A	1.0000	Network IT System Adm.	56,309
1501001	611500	F	A	1.0000	Network IT System Adm.	52,267
1501001	611500	F	A	1.0000	Animal Enforcement Officer	41,727
1501001	611500	F	A	1.0000	Hazardous/Abandoned Vehicles	46,713
1501001	611500	F	A	1.0000	Administrative Assistant	46,597
1501001	611500	F	A	1.0000	Administrative Assistant	46,942
1501001	611500	F	A	1.0000	IT Assistant - Body Camera Pilot	35,000
1501001	611500	F	A	1.0000	Records Processor Specialist	44,354
1501001	611500	F	A	1.0000	Records Processor	44,773
1501001	611500	F	A	1.0000	Records Processor	40,710
1501001	611500	F	A	1.0000	Records Processor	40,710
1501001	611500	F	A	1.0000	Records Processor	40,710
1501001	611500	F	A	1.0000	Records Processor	40,710

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STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	611500	F	A	1.0000	Records Processor	40,710
1501001	611500	F	A	1.0000	Records Processor	40,710
1501001	611500	F	A	1.0000	Records Processor	37,109
1501001	611500	F	A	1.0000	Records Processor	37,109
1501001	611500	F	A	1.0000	Inventory Specialist	46,129
1501001	611500	F	A	1.0000	Mail Courier	34,153
1501001	611500	F	A	1.0000	Police Bureau Receptionist	41,202
1501001	611500	F	A	1.0000	Police Bureau Receptionist	39,617
					Available for Merit - NonBargaining	3,013
					Available for Merit - AFSCME	23,568
			Subtotal Full-Time	29.0000		
1501001	611500	P	A	1.0000	Police Patrol Clerk	12,807
			Subtotal Part-Time	1.0000		
<b>TOTAL 611500 EMPLOYEES</b>				<b>30.0000</b>		<b>\$ 1,336,671</b>
1501001	613100	F	P	1.0000	Police Captain	121,887
1501001	613100	F	P	1.0000	Police Captain	122,163
1501001	613100	F	P	1.0000	Police Captain	119,399
<b>TOTAL 613100 EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 363,449</b>
1501001	613200	F	P	1.0000	Police Lieutenant	106,469
1501001	613200	F	P	1.0000	Police Lieutenant	105,988
1501001	613200	F	P	1.0000	Police Lieutenant	105,748
1501001	613200	F	P	1.0000	Police Lieutenant	104,787

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STAFFING SCHEDULE  
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APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613200	F	P	1.0000	Police Lieutenant	104,787
1501001	613200	F	P	1.0000	Police Lieutenant	102,864
1501001	613200	F	P	1.0000	Police Lieutenant	102,864
1501001	613200	F	P	1.0000	Police Lieutenant	102,864
1501001	613200	F	P	1.0000	Police Lieutenant	102,623
1501001	613200	F	P	1.0000	Police Lieutenant	102,623
1501001	613200	F	P	1.0000	Police Lieutenant	100,941
1501001	613200				Shift Differential	13,500
<b>TOTAL 613200 EMPLOYEES</b>				<b>11.0000</b>		<b>\$ 1,156,058</b>
1501001	613300	F	P	1.0000	Detective	86,543
1501001	613300	F	P	1.0000	Detective	86,543
1501001	613300	F	P	1.0000	Detective	84,589
1501001	613300	F	P	1.0000	Detective	83,612
1501001	613300	F	P	1.0000	Detective	83,612
1501001	613300	F	P	1.0000	Detective	83,612
1501001	613300	F	P	1.0000	Detective	83,417
1501001	613300	F	P	1.0000	Detective	83,417
1501001	613300	F	P	1.0000	Detective	83,222
1501001	613300	F	P	1.0000	Detective	83,222
1501001	613300	F	P	1.0000	Detective	82,831
1501001	613300	F	P	1.0000	Detective	82,831
1501001	613300	F	P	1.0000	Detective	82,831
1501001	613300	F	P	1.0000	Detective	82,049
1501001	613300	F	P	1.0000	Detective	81,854

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Detective	81,854
1501001	613300	F	P	1.0000	Detective	81,463
1501001	613300	F	P	1.0000	Detective	81,463
1501001	613300	F	P	1.0000	Detective	81,463
1501001	613300	F	P	1.0000	Detective	81,463
1501001	613300	F	P	1.0000	Police Sergeant	92,793
1501001	613300	F	P	1.0000	Police Sergeant	92,793
1501001	613300	F	P	1.0000	Police Sergeant	92,584
1501001	613300	F	P	1.0000	Police Sergeant	91,122
1501001	613300	F	P	1.0000	Police Sergeant	90,913
1501001	613300	F	P	1.0000	Police Sergeant	90,704
1501001	613300	F	P	1.0000	Police Sergeant	90,704
1501001	613300	F	P	1.0000	Police Sergeant	90,495
1501001	613300	F	P	1.0000	Police Sergeant	90,286
1501001	613300	F	P	1.0000	Police Sergeant	90,286
1501001	613300	F	P	1.0000	Police Sergeant	90,286
1501001	613300	F	P	1.0000	Police Sergeant	89,450
1501001	613300	F	P	1.0000	Police Sergeant	89,450
1501001	613300	F	P	1.0000	Police Sergeant	89,450
1501001	613300	F	P	1.0000	Police Sergeant	89,450
1501001	613300	F	P	1.0000	Police Sergeant	89,241
1501001	613300	F	P	1.0000	Police Sergeant	89,241
1501001	613300	F	P	1.0000	Police Sergeant	88,823
1501001	613300	F	P	1.0000	Police Sergeant	88,614
1501001	613300	F	P	1.0000	Police Sergeant	88,614
1501001	613300	F	P	1.0000	Police Sergeant	88,614

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Police Sergeant	88,614
1501001	613300	F	P	1.0000	Police Sergeant	87,778
1501001	613300	F	P	1.0000	Police Sergeant	87,360
1501001	613300	F	P	1.0000	Police Sergeant	86,942
1501001	613300	F	P	0.0000	Police Sergeant	85,688
1501001	613300				Shift Differential	44,500
<b>TOTAL 613300 EMPLOYEES</b>				<b>45.0000</b>		<b>\$ 4,036,686</b>
1501001	614000	F	P	1.0000	Police Officer	80,502
1501001	614000	F	P	1.0000	Police Officer	79,230
1501001	614000	F	P	1.0000	Police Officer	79,230
1501001	614000	F	P	1.0000	Police Officer	78,503
1501001	614000	F	P	1.0000	Police Officer	78,503
1501001	614000	F	P	1.0000	Police Officer	77,776
1501001	614000	F	P	1.0000	Police Officer	77,776
1501001	614000	F	P	1.0000	Police Officer	77,776
1501001	614000	F	P	1.0000	Police Officer	77,776
1501001	614000	F	P	1.0000	Police Officer	77,776
1501001	614000	F	P	1.0000	Police Officer	77,776
1501001	614000	F	P	1.0000	Police Officer	77,595
1501001	614000	F	P	1.0000	Police Officer	77,413
1501001	614000	F	P	1.0000	Police Officer	77,413
1501001	614000	F	P	1.0000	Police Officer	77,413
1501001	614000	F	P	1.0000	Police Officer	77,413
1501001	614000	F	P	1.0000	Police Officer	77,231
1501001	614000	F	P	1.0000	Police Officer	77,049

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STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
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	77,049
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	77,049
1501001	614000	F	P	1.0000	Police Officer	76,323
1501001	614000	F	P	1.0000	Police Officer	76,323
1501001	614000	F	P	1.0000	Police Officer	76,323
1501001	614000	F	P	1.0000	Police Officer	76,323
1501001	614000	F	P	1.0000	Police Officer	76,141
1501001	614000	F	P	1.0000	Police Officer	76,141
1501001	614000	F	P	1.0000	Police Officer	75,959
1501001	614000	F	P	1.0000	Police Officer	75,959
1501001	614000	F	P	1.0000	Police Officer	75,959
1501001	614000	F	P	1.0000	Police Officer	75,959
1501001	614000	F	P	1.0000	Police Officer	75,777
1501001	614000	F	P	1.0000	Police Officer	75,777
1501001	614000	F	P	1.0000	Police Officer	75,777
1501001	614000	F	P	1.0000	Police Officer	75,777
1501001	614000	F	P	1.0000	Police Officer	75,596
1501001	614000	F	P	1.0000	Police Officer	75,596
1501001	614000	F	P	1.0000	Police Officer	74,869
1501001	614000	F	P	1.0000	Police Officer	74,869
1501001	614000	F	P	1.0000	Police Officer	74,505



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	53,635
1501001	614000	F	P	1.0000	Police Officer	56,365
1501001	614000	F	P	1.0000	Police Officer	53,423
1501001	614000	F	P	1.0000	Police Officer	52,929
1501001	614000	F	P	1.0000	Police Officer	52,929
1501001	614000	F	P	1.0000	Police Officer	52,929
1501001	614000	F	P	1.0000	Police Officer	52,929
1501001	614000	F	P	1.0000	Police Officer	52,364
1501001	614000	F	P	1.0000	Police Officer	52,364
1501001	614000	F	P	1.0000	Police Officer	52,364
1501001	614000	F	P	1.0000	Police Officer	51,729
1501001	614000	F	P	1.0000	Police Officer	51,729
1501001	614000	F	P	1.0000	Police Officer	51,729
1501001	614000	F	P	1.0000	Police Officer	51,729
1501001	614000	F	P	1.0000	Police Officer	51,729
1501001	614000				Additional Funds for New Hires	150,000
1501001	614000				Shift Differential	130,000
<b>TOTAL 614000 EMPLOYEES</b>				<b>85.0000</b>		<b>\$ 6,028,251</b>
1501001	615000	F	A	1.0000	Patrol Service Aide	45,333
1501001	615000	F	A	1.0000	Patrol Service Aide	45,333
1501001	615000	F	A	1.0000	Patrol Service Aide	43,589
1501001	615000	F	A	1.0000	Patrol Service Aide	43,589
1501001	615000	F	A	1.0000	Patrol Service Aide	41,913
1501001	615000	F	A	1.0000	Patrol Service Aide	41,913



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
1501001	615000	P	A	1.0000	School Crossing Guard	7,440
Subtotal Part-Time				31.0000		
<b>TOTAL 615000 EMPLOYEES</b>				<b>38.0000</b>		<b>\$ 557,610</b>
1501001	615200	F	A	1.0000	Community Service Aide - Cert	47,974
1501001	615200	F	A	1.0000	Community Service Aide - Cert	46,129
1501001	615200	F	A	1.0000	Community Service Aide - Cert	46,129
1501001	615200	F	A	1.0000	Community Service Aide - Cert	44,354
1501001	615200	F	A	1.0000	Community Service Aide - Cert	44,354
1501001	615200	F	A	1.0000	Community Service Aide - Cert	46,126
1501001	615200	F	A	1.0000	Community Service Aide - Cert	44,354
1501001	615200	F	A	1.0000	Community Service Aide - Cert	44,354
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,273
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,180
1501001	615200	F	A	1.0000	Community Service Aide - Cert	40,431
1501001	615200	F	A	1.0000	Community Service Aide - Cert	40,431
1501001	615200	F	A	1.0000	Community Service Aide - Cert	40,431
1501001	615200	F	A	1.0000	Community Service Aide - Cert	40,431

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
1501001	615200	F	A	1.0000	Community Service Aide	40,431
1501001	615200	F	A	1.0000	Community Service Aide	39,368
<b>TOTAL 615200 EMPLOYEES</b>				<b>16.0000</b>		<b>\$ 689,750</b>
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
Subtotal Part-Time				4.0000		
<b>TOTAL 618800 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 60,000</b>
Total Full -Time				197.00		
Total Part-Time				36.00		
<b>TOTAL EMPLOYEES</b>				<b>233.0000</b>		<b>\$ 14,361,031</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Fire Bureau Exp</b>						
<b>1502001 611000 Salary - Bureau Chief</b>	124,347	116,497	116,497	104,555	122,029	119,992
Salary of the Fire Chief.						
<b>1502001 611500 Salaried Personnel</b>	146,953	93,804	121,827	110,298	123,981	104,622
Salaries of the 2 non-uniformed personnel assigned to the Bureau of Fire and the wages paid to Firefighter Candidates while they are attending the HACC Fire Academy.						
<b>1502001 612000 Salary Temporary</b>	0	0	3,800	3,751	3,751	0
This code is used to record wages paid to temporary fire administrative staff.						
<b>1502001 613000 Fire Deputy Chiefs</b>	181,996	100,732	102,209	91,654	107,000	203,500
Salaries of two Deputy Chiefs.						
<b>1502001 613100 Fire Battalion Chiefs &amp; Captains</b>	545,969	565,121	565,121	495,946	582,463	576,440
Salaries of Battalion Chiefs and Captains in the suppression division, and the Fire Marshal Captain.						
<b>1502001 613200 Fire Lieutenants</b>	1,435,434	1,335,517	1,330,325	1,225,265	1,447,775	1,359,792
Salaries of Assistant Fire Marshals, Maintenance Officer and Lieutenants.						
<b>1502001 614100 Firefighters</b>	3,488,931	3,528,479	3,428,204	2,811,119	3,481,974	3,497,700
Salaries of Firefighters.						
<b>1502001 618500 Fire Overtime</b>	159,506	150,000	150,000	90,729	144,292	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.						
<b>1502001 619000 Fire Sick Leave Bonus</b>	7,600	8,000	8,000	6,550	6,550	7,000
Payment of incentive bonuses to personnel who have used less than three days sick leave the prior calendar year.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1502001 620100 Educational Incentive</b>	<b>22,519</b>	<b>25,075</b>	<b>25,075</b>	<b>22,802</b>	<b>22,802</b>	<b>24,000</b>
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.						
<b>1502001 620200 Medical Insurance - Active</b>	<b>1,024,000</b>	<b>1,065,000</b>	<b>1,065,000</b>	<b>976,250</b>	<b>1,065,000</b>	<b>1,080,000</b>
Costs for health care for all active Fire Bureau employees, including administrative staff.						
<b>1502001 620201 Medical Insurance - Retirees</b>	<b>1,120,000</b>	<b>1,120,000</b>	<b>1,120,000</b>	<b>1,026,667</b>	<b>1,120,000</b>	<b>1,150,000</b>
Costs for health care for retired Firefighters.						
<b>1502001 620300 Dental/Vision Insurance</b>	<b>145,116</b>	<b>158,175</b>	<b>158,175</b>	<b>133,196</b>	<b>150,756</b>	<b>159,294</b>
Cost of dental and vision coverage for Fire Bureau personnel. The coverage is mandated by contract between the City of Lancaster and the Lancaster Uniformed Firefighters Association Local 319.						
<b>1502001 621000 Uniform Maintenance Allow</b>	<b>29,908</b>	<b>30,000</b>	<b>30,000</b>	<b>28,800</b>	<b>28,800</b>	<b>30,000</b>
Payment of the \$300 clothing and \$100 shoe allowance per year, per firefighter, under the provisions of the collective bargaining agreement.						
<b>1502001 623000 Pension Contribution</b>	<b>2,153,346</b>	<b>2,257,853</b>	<b>2,257,853</b>	<b>955,208</b>	<b>2,257,853</b>	<b>2,315,107</b>
This line represents the Minimum Municipal Obligation which the City must pay to the Fire Pension Fund. The Minimum Municipal Obligation is the amount which must be deposited into the Fund by the City and adjusted annually for pay increases for all firefighters, to ensure sufficient assets in the Fund to pay benefits upon an employee's retirement. The amount is calculated by an actuary.						
<b>1502001 714100 PC Lease</b>	<b>29,762</b>	<b>27,750</b>	<b>27,750</b>	<b>27,110</b>	<b>27,110</b>	<b>31,000</b>
Annual state contract lease costs for PCs and laptop computers, and the annual software license fee for Office 365 for Fire Bureau staff.						
<b>1502001 716000 Rental of Parking Lot</b>	<b>4,770</b>	<b>4,400</b>	<b>4,872</b>	<b>4,872</b>	<b>4,896</b>	<b>5,000</b>
Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.						
<b>1502001 722000 Maint. - Communications</b>	<b>1,801</b>	<b>6,000</b>	<b>5,600</b>	<b>2,954</b>	<b>3,000</b>	<b>5,000</b>
Cost to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1502001 723000 Maint. - Equipment</b>	<b>6,023</b>	<b>6,000</b>	<b>6,000</b>	<b>4,850</b>	<b>6,000</b>	<b>12,000</b>
Cost of maintenance of fire station technology and software such as Fire House and Active 911.						
<b>1502001 729000 Maint. - Vehicles</b>	<b>20,347</b>	<b>35,000</b>	<b>47,061</b>	<b>44,321</b>	<b>45,305</b>	<b>40,000</b>
Cost of services provided by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish.						
<b>1502001 734000 Postage</b>	<b>1,890</b>	<b>3,000</b>	<b>3,000</b>	<b>1,283</b>	<b>1,500</b>	<b>2,000</b>
Postage costs for Fire Bureau.						
<b>1502001 735000 Printing</b>	<b>389</b>	<b>1,000</b>	<b>1,000</b>	<b>815</b>	<b>1,000</b>	<b>1,000</b>
In house cost of printing and copying of material used by both the suppression and fire marshal division.						
<b>1502001 736000 Telephone</b>	<b>18,207</b>	<b>19,000</b>	<b>19,000</b>	<b>12,298</b>	<b>13,600</b>	<b>16,000</b>
Telephone systems of the Fire Bureau and its three station facilities (line costs and phone service, cell phones and service and apparatus equipped with tablets, etc.).						
<b>1502001 737000 Travel</b>	<b>6,602</b>	<b>6,000</b>	<b>8,000</b>	<b>6,816</b>	<b>8,000</b>	<b>8,000</b>
Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.						
<b>1502001 738000 Miscellaneous Expenses</b>	<b>3,594</b>	<b>3,500</b>	<b>3,500</b>	<b>2,465</b>	<b>2,800</b>	<b>3,500</b>
Cost of membership dues to organizations, trade magazines and journals, hot and cold drinks for major incidents, petty cash, and to cover cost of personal effects stolen or damaged during the performance of duties for all Fire Bureau personnel, as per contract.						
<b>1502001 741000 Professional Services</b>	<b>17,294</b>	<b>12,000</b>	<b>12,000</b>	<b>8,099</b>	<b>10,500</b>	<b>12,000</b>
Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.						
<b>1502001 743500 Labor Relations Expense</b>	<b>21,361</b>	<b>25,000</b>	<b>25,000</b>	<b>11,158</b>	<b>25,000</b>	<b>125,000</b>
Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.						
<b>1502001 744500 Training &amp; School</b>	<b>52,008</b>	<b>40,000</b>	<b>37,150</b>	<b>29,934</b>	<b>32,000</b>	<b>38,000</b>
Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1502001 749000</b>	<b>Civil Service Board</b>	4,917	8,000	8,000	4,614	8,000	8,000
	Cost of Civil Service entrance and promotional exams, advertising, etc.						
<b>1502001 760300</b>	<b>Office Supplies</b>	3,129	3,500	3,500	2,801	3,000	3,000
	Cost of office supplies.						
<b>1502001 760600</b>	<b>Operating Supplies</b>	6,628	6,000	7,328	7,190	7,200	7,000
	Cost of operating supplies for three fire stations.						
<b>1502001 761200</b>	<b>Uniforms</b>	29,378	28,000	16,428	16,337	21,233	38,000
	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.						
<b>1502001 764200</b>	<b>Fire Prevention Supplies</b>	3,330	5,000	1,200	1,135	1,135	5,000
	Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
<b>1502001 764500</b>	<b>Protective Clothing</b>	66,292	70,000	63,928	43,876	45,000	64,000
	Purchase of required protective clothing for firefighters which is replaced every five years.						
<b>1502001 765400</b>	<b>Gas, Oil &amp; Diesel</b>	21,258	25,800	25,800	21,663	25,800	25,800
	Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.						
<b>1502001 767200</b>	<b>Misc. Vehicle Parts</b>	22,991	26,000	24,244	16,485	22,900	24,000
	Cost of the maintenance and repair of apparatus and vehicles (preventive maintenance, tires, batteries, brakes, and specialized parts).						
<b>1502001 820000</b>	<b>Minor Equipment</b>	86,752	87,000	87,000	36,898	52,000	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.						
<b>1502001 820200</b>	<b>Safety Equipment</b>	2,585	3,000	4,350	4,085	4,350	3,500
	Cost of AED equipment, first aid and safety supplies, etc.						
<b>1502001 822000</b>	<b>Communication Equipment</b>	11,131	10,000	10,000	5,985	7,500	8,000
	Cost of minor pagers, modems, internet connections, communication equipment batteries, and other communication based items used by the Bureau of Fire in its daily 24-hour operation.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1502001 823000</b>	<b>Furniture &amp; Equipment</b>	0	0	5,440	5,440	5,440	0
	Office equipment and furniture.						
<b>1502001 827100</b>	<b>Vehicle-Lease Purchase</b>	81,094	109,239	109,239	16,643	109,731	110,000
	Cost to lease fire apparatus and vehicles.						
<b>1502001 924000</b>	<b>Debt Service - Interest</b>	174,394	178,798	178,798	178,798	178,798	175,878
	Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
<b>1502001 926000</b>	<b>Debt Service - Principal</b>	2,120	224,667	224,667	224,667	224,667	262,818
	Principal payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
<b>1502001 940000</b>	<b>Grants Match</b>	0	0	0	0	8,900	0
	This line reflects potential City match requirements for various state and federal grants that the Fire Bureau has applied or anticipates applying for in 2016.						
<b>TOTAL</b>	<b>Fire Bureau Exp</b>	11,285,670	11,527,907	11,451,940	8,826,381	11,571,391	11,897,943
<b>TOTAL</b>	<b>Public Safety Exp</b>	33,352,612	35,373,257	35,237,710	29,448,523	35,017,921	36,373,609

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

1502001	611000	F	F	1.0000	Fire Chief	119,992
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 119,992</b>
1502001	611500	F	A	1.0000	File Clerk III	46,713
1502001	611500	F	M	1.0000	Fire Admin Services Manager	52,325
					Available for Merit - NonBargaining	5,117
					Available for Merit - AFSCME	467
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 104,622</b>
1502001	613000	F	F	1.0000	Fire Deputy Chief	101,750
1502001	613000	F	F	1.0000	Fire Deputy Chief	101,750
<b>TOTAL 613000 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 203,500</b>
1502001	613100	F	F	1.0000	Battallion Chief	91,963
1502001	613100	F	F	1.0000	Battallion Chief	91,963
1502001	613100	F	F	1.0000	Fire Captain	88,897
1502001	613100	F	F	1.0000	Fire Captain	82,867
1502001	613100	F	F	1.0000	Fire Captain	82,466
1502001	613100	F	F	1.0000	Fire Marshall	88,284
					Additional Funds for Extra Hours Pay	50,000
<b>TOTAL 613100 EMPLOYEES</b>				<b>6.0000</b>		<b>\$ 576,440</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	613200	F	F	1.0000	Fire Lieutenant	80,927
1502001	613200	F	F	1.0000	Fire Lieutenant	80,927
1502001	613200	F	F	1.0000	Fire Lieutenant	80,927
1502001	613200	F	F	1.0000	Fire Lieutenant	79,639
1502001	613200	F	F	1.0000	Fire Lieutenant	79,639
1502001	613200	F	F	1.0000	Fire Lieutenant	77,984
1502001	613200	F	F	1.0000	Fire Lieutenant	77,800
1502001	613200	F	F	1.0000	Fire Lieutenant	75,777
1502001	613200	F	F	1.0000	Fire Lieutenant	75,777
1502001	613200	F	F	1.0000	Fire Lieutenant	75,777
1502001	613200	F	F	1.0000	Fire Lieutenant	75,593
1502001	613200	F	F	1.0000	Fire Lieutenant	75,593
1502001	613200	F	F	1.0000	Assistant Fire Marshal	83,209
1502001	613200	F	F	1.0000	Assistant Fire Marshal	83,209
1502001	613200	F	F	1.0000	Assistant Fire Marshal	79,805
1502001	613200	F	F	1.0000	Maintenance Officer	87,209
					Additional Funds for Extra Hours Pay	90,000
<b>TOTAL 613200 EMPLOYEES</b>				<b>16.0000</b>		<b>\$ 1,359,792</b>
1502001	614100	F	F	1.0000	Driver Operator	75,410
1502001	614100	F	F	1.0000	Driver Operator	75,410
1502001	614100	F	F	1.0000	Driver Operator	75,410
1502001	614100	F	F	1.0000	Driver Operator	74,210
1502001	614100	F	F	1.0000	Driver Operator	74,210
1502001	614100	F	F	1.0000	Driver Operator	74,210
1502001	614100	F	F	1.0000	Driver Operator	74,039

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Driver Operator	74,039
1502001	614100	F	F	1.0000	Driver Operator	72,667
1502001	614100	F	F	1.0000	Driver Operator	72,496
1502001	614100	F	F	1.0000	Driver Operator	70,611
1502001	614100	F	F	1.0000	Driver Operator	70,611
1502001	614100	F	F	1.0000	Driver Operator	70,611
1502001	614100	F	F	1.0000	Driver Operator	70,439
1502001	614100	F	F	1.0000	Driver Operator	69,582
1502001	614100	F	F	1.0000	Driver Operator	69,411
1502001	614100	F	F	1.0000	Firefighter	72,400
1502001	614100	F	F	1.0000	Firefighter	71,898
1502001	614100	F	F	1.0000	Firefighter	70,895
1502001	614100	F	F	1.0000	Firefighter	70,895
1502001	614100	F	F	1.0000	Firefighter	70,728
1502001	614100	F	F	1.0000	Firefighter	69,056
1502001	614100	F	F	1.0000	Firefighter	69,056
1502001	614100	F	F	1.0000	Firefighter	69,056
1502001	614100	F	F	1.0000	Firefighter	68,889
1502001	614100	F	F	1.0000	Firefighter	68,721
1502001	614100	F	F	1.0000	Firefighter	68,721
1502001	614100	F	F	1.0000	Firefighter	67,885
1502001	614100	F	F	1.0000	Firefighter	67,885
1502001	614100	F	F	1.0000	Firefighter	67,885
1502001	614100	F	F	1.0000	Firefighter	49,048
1502001	614100	F	F	1.0000	Firefighter	49,048

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Firefighter	65,461
1502001	614100	F	F	1.0000	Firefighter	60,946
1502001	614100	F	F	1.0000	Firefighter	60,946
1502001	614100	F	F	1.0000	Firefighter	60,946
1502001	614100	F	F	1.0000	Firefighter	60,946
1502001	614100	F	F	1.0000	Firefighter	57,546
1502001	614100	F	F	1.0000	Firefighter	56,850
1502001	614100	F	F	1.0000	Firefighter	55,596
1502001	614100	F	F	1.0000	Firefighter	55,317
1502001	614100	F	F	1.0000	Firefighter	51,973
1502001	614100	F	F	1.0000	Firefighter	51,973
1502001	614100	F	F	1.0000	Firefighter	51,973
1502001	614100	F	F	1.0000	Firefighter	51,973
1502001	614100	F	F	1.0000	Firefighter	51,973
1502001	614100	F	F	1.0000	Firefighter	51,973
1502001	614100	F	F	1.0000	Firefighter	46,820
					Additional Funds for Extra Hours Pay	200,000
					Additional Funds for New Hires	100,000
<b>TOTAL 614100 EMPLOYEES</b>				<b>49.0000</b>		<b>\$ 3,497,700</b>
<b>TOTAL EMPLOYEES</b>				<b>76.0000</b>		<b>\$ 5,862,046</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Director - EDNR Exp</b>						
<b>1601000 610900 Salary - Director</b>	<b>132,368</b>	<b>135,599</b>	<b>135,599</b>	<b>114,737</b>	<b>135,599</b>	<b>139,667</b>
Salary of the Director of the Department of Economic Development and Neighborhood Revitalization (DEDNR).						
<b>1601000 611000 Salary - Bureau Chief</b>	<b>73,974</b>	<b>71,479</b>	<b>73,929</b>	<b>62,933</b>	<b>74,144</b>	<b>72,909</b>
Salary of the Deputy Director of Economic Development and Neighborhood Revitalization.						
<b>1601000 611500 Salaried Personnel</b>	<b>285,928</b>	<b>332,468</b>	<b>315,278</b>	<b>265,671</b>	<b>318,449</b>	<b>421,011</b>
Salaries of the Housing and Economic Development Administrator, Senior Grants Administrator, Secretarial positions in the Office of the Director, and the General Fund portion (54%) of the City's Communications Specialist.						
<b>1601000 612000 Salary Temporary</b>	<b>740</b>	<b>750</b>	<b>750</b>	<b>0</b>	<b>0</b>	<b>500</b>
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.						
<b>1601000 618500 Overtime</b>	<b>1,028</b>	<b>1,000</b>	<b>1,000</b>	<b>1,683</b>	<b>1,800</b>	<b>1,500</b>
Overtime pay for the salary of the secretarial position in the Office of the Director, primarily for RACL and LIDA Board duties; staff to attend the property Reinvestment Board and/or RACL Authority Board when necessary.						
<b>1601000 620200 Medical Insurance</b>	<b>625,000</b>	<b>695,000</b>	<b>695,000</b>	<b>637,018</b>	<b>695,000</b>	<b>850,000</b>
Costs for health care for all Economic Development and Neighborhood Revitalization employees.						
<b>1601000 620300 Dental/Vision Insurance</b>	<b>16,880</b>	<b>24,460</b>	<b>24,460</b>	<b>18,856</b>	<b>22,156</b>	<b>23,464</b>
Costs for dental/vision care for all Economic Development and Neighborhood Revitalization employees.						
<b>1601000 714100 PC Lease</b>	<b>26,392</b>	<b>26,950</b>	<b>26,950</b>	<b>25,850</b>	<b>25,850</b>	<b>32,000</b>
Annual state contract leases for PCs and laptop computers and annual software license fee for Office 365 for Economic Development and Neighborhood Revitalization staff.						
<b>1601000 723000 Maint. - Equipment</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>250</b>
Typewriter, fax, computer, printer and Department vehicle repairs.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1601000 731000 Advertising</b>	<b>186</b>	<b>500</b>	<b>500</b>	<b>387</b>	<b>500</b>	<b>500</b>
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.						
<b>1601000 732000 Dues &amp; Subscriptions</b>	<b>1,285</b>	<b>1,800</b>	<b>1,800</b>	<b>1,235</b>	<b>1,800</b>	<b>1,800</b>
Annual dues for professional organizations including the International Economic Development Council, Pennsylvania Economic Development Association, the Council of Development Finance Agencies, the Lancaster Chamber of Commerce and subscriptions to economic development periodicals, newsletters, and technical publications to remain current on practices in the field of community and economic development.						
<b>1601000 734000 Postage</b>	<b>723</b>	<b>1,500</b>	<b>1,500</b>	<b>482</b>	<b>600</b>	<b>1,000</b>
Mailing costs, express mail charges and Federal Express/UPS charges.						
<b>1601000 735000 Printing</b>	<b>1,482</b>	<b>2,500</b>	<b>2,494</b>	<b>1,012</b>	<b>1,200</b>	<b>2,500</b>
Cost of printing economic development marketing items for the City of Lancaster, highlighting the benefits and incentive programs that accrue to business or industrial expansion within the City. Also, costs associated with printing of letterhead, envelopes, newsletters, report printing, and photocopying.						
<b>1601000 736000 Telephone</b>	<b>4,160</b>	<b>4,900</b>	<b>4,906</b>	<b>3,447</b>	<b>3,800</b>	<b>5,000</b>
Share of phone and voice mail systems, mobile phone expenses, laptop Wi-Fi connections for Department staff.						
<b>1601000 737000 Travel</b>	<b>1,176</b>	<b>2,000</b>	<b>2,000</b>	<b>1,237</b>	<b>1,300</b>	<b>2,000</b>
Travel costs necessary for staff attendance at conferences and training seminars, local travel for official duties, as well as in-State travel, not covered by Federal grants.						
<b>1601000 741000 Professional Services</b>	<b>25,755</b>	<b>75,000</b>	<b>75,000</b>	<b>3,948</b>	<b>10,000</b>	<b>75,000</b>
Professional services associated with the implementation of the CRIZ, implementation of Building on Strength, 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.						
<b>1601000 744500 Training &amp; School</b>	<b>1,654</b>	<b>3,000</b>	<b>3,000</b>	<b>2,771</b>	<b>3,000</b>	<b>4,000</b>
Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops, conferences and webcasts, which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1601000 760300</b>	<b>Office Supplies</b>	289	1,000	1,000	462	500	1,000
	Routine office materials such as report covers, files, paper, pens, etc.						
<b>1601000 760600</b>	<b>Operating Supplies</b>	0	500	500	123	150	500
	Various operating supplies and expenses of the department including printer cartridges.						
<b>1601000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	0	150	150	0	50	150
	Fuel costs for shared Department vehicle.						
<b>1601000 811000</b>	<b>Contributions to Economic Development</b>	68,991	75,000	73,500	15,614	25,000	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.						
<b>1601000 820000</b>	<b>Minor Equipment</b>	50	1,500	1,500	0	0	1,000
	Purchase of office equipment and furniture as needed by the Department.						
<b>TOTAL</b>	<b>Director - EDNR Exp</b>	<b>1,268,061</b>	<b>1,457,306</b>	<b>1,441,066</b>	<b>1,157,466</b>	<b>1,320,898</b>	<b>1,710,751</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<b><u>DIRECTOR OF ECONOMIC DEVELOPMENT &amp; NEIGHBORHOOD REVITALIZATION</u></b>						
1601000	61090	F	M	1.0000	Dir. Economic Dev. & Neigh. Revitalization	139,667
<b>TOTAL 610900 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 139,667</b>
1601000	611000	F	M	1.0000	Deputy Director, EDNR	72,909
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 72,909</b>
1601000	611500	F	M	1.0000	Community Development Administrator	53,000
1601000	611500	F	M	1.0000	Housing & Economic Development Administ	66,502
1601000	611500	F	A	1.0000	Secretary I	46,713
1601000	611500	F	A	1.0000	Rehab / Lead Specialist III	60,456
1601000	611500	F	A	1.0000	HNRU Assistant	46,942
1601000	611500	F	A	1.0000	Clerk Typist I	37,286
1601000	611500	F	A	1.0000	Neighborhood Development Coordinator	40,000
1601000	611500	F	A	1.0000	Lead Inspector	40,000
					Available for Merit - Nonbargaining	20,755
					Available for Merit - AFSCME	9,356
<b>TOTAL 611500 EMPLOYEES</b>				<b>9.0000</b>		<b>\$ 421,011</b>
<b>TOTAL EMPLOYEES</b>				<b>10.0000</b>		<b>\$ 633,587</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Planning Exp</b>						
<b>1602000 611000 Salary - Bureau Chief</b>	<b>79,086</b>	<b>78,855</b>	<b>80,455</b>	<b>68,424</b>	<b>80,556</b>	<b>80,432</b>
Salary of the Bureau Chief of Planning.						
<b>1602000 611500 Salaried Personnel</b>	<b>165,598</b>	<b>167,963</b>	<b>163,913</b>	<b>136,285</b>	<b>159,278</b>	<b>159,547</b>
Salary of the Planning Bureau staff, including Senior Planner, Zoning Officer and Historic Preservation Specialist.						
<b>1602000 618500 Overtime</b>	<b>200</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>150</b>	<b>150</b>
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.						
<b>1602000 723000 Maint. - Equipment</b>	<b>1,677</b>	<b>2,000</b>	<b>2,000</b>	<b>1,344</b>	<b>2,000</b>	<b>2,000</b>
Repair and service costs for office equipment and use of a City vehicle for Bureau business. Includes \$120 per month shared lease cost for HP Designjet T2500 printer.						
<b>1602000 731000 Advertising</b>	<b>11,314</b>	<b>12,000</b>	<b>12,000</b>	<b>9,034</b>	<b>12,000</b>	<b>12,000</b>
Legal notices for regular and special meetings of the Planning Commission, Zoning Hearing Board, HARB and Historical Commission, required legal notices for amendments of the Zoning Ordinance, Subdivision and Land Development Ordinance, Official Map, and other notices as required by law.						
<b>1602000 732000 Dues &amp; Subscriptions</b>	<b>190</b>	<b>600</b>	<b>600</b>	<b>566</b>	<b>600</b>	<b>600</b>
Subscriptions to professional planning publications and document purchases. Dues to professional planning and zoning organizations.						
<b>1602000 733000 Map Reproduction</b>	<b>0</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>200</b>	<b>200</b>
Costs of computerized mapping, including printing costs for printer-plotter, purchase of cartridges for color printer, and other map reproduction and printing costs.						
<b>1602000 734000 Postage</b>	<b>1,367</b>	<b>1,900</b>	<b>1,900</b>	<b>1,516</b>	<b>1,900</b>	<b>1,900</b>
Mailing costs for Planning Commission, HARB, Zoning, and Historical Commission agendas and minutes to Commission and Board members, documents requested by developers and property owners, information requested by citizens, and notices required by law.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1602000 735000</b>	<b>Printing</b>	1,624	2,000	2,000	1,910	2,000	2,500
	In-house costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.						
<b>1602000 736000</b>	<b>Telephone</b>	846	1,000	1,000	996	1,000	1,200
	Bureau's shared expenses related to telephone and voice mail.						
<b>1602000 737000</b>	<b>Travel</b>	110	300	300	0	300	300
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.						
<b>1602000 741000</b>	<b>Professional Services</b>	2,855	4,000	10,000	8,348	10,000	10,500
	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.						
<b>1602000 744500</b>	<b>Training &amp; School</b>	125	400	400	175	400	400
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.						
<b>1602000 749500</b>	<b>Zoning Board</b>	0	150	150	0	100	100
	Cost of light meals for members of Zoning Hearing Board when necessary for agendas, which begin at 4:00 p.m. and include a 7:00 p.m. session.						
<b>1602000 760300</b>	<b>Office Supplies</b>	1,198	1,400	1,400	392	1,000	1,000
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.						
<b>1602000 760600</b>	<b>Operating Supplies</b>	566	700	700	392	700	700
	Graphic materials, computer-related components, ink cartridges, and other operating components and materials.						
<b>1602000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	387	600	600	368	600	600
	Fuel costs for shared Department vehicle.						
<b>1602000 820000</b>	<b>Minor Equipment</b>	1,053	1,500	1,500	400	1,000	1,000
	Purchase of small office equipment and furniture as needed.						
<b>TOTAL</b>	<b>Planning Exp</b>	<b>268,196</b>	<b>275,918</b>	<b>279,468</b>	<b>230,148</b>	<b>273,784</b>	<b>275,129</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	80,432
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 80,432</b>
1602000	611500	F	M	1.0000	Senior Planner	58,555
1602000	611500	F	M	1.0000	Zoning Officer	51,510
1602000	611500	F	M	1.0000	Historic Preservation Specialist	49,482
<b>TOTAL 611500 EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 159,547</b>
<b>TOTAL EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 239,979</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Building Code Administration</b>						
<b>1603000 611000 Salary - Bureau Chief</b>	<b>77,671</b>	<b>78,753</b>	<b>80,903</b>	<b>68,787</b>	<b>80,903</b>	<b>80,328</b>
Salary of the Chief of the Bureau of Code Compliance & Inspections.						
<b>1603000 611500 Salaried Personnel</b>	<b>832,577</b>	<b>946,437</b>	<b>943,486</b>	<b>781,772</b>	<b>922,405</b>	<b>331,485</b>
Salaries of Building Inspectors and administrative support staff.						
<b>1603000 612000 Salary Temporary</b>	<b>20,571</b>	<b>3,000</b>	<b>12,111</b>	<b>11,727</b>	<b>12,000</b>	<b>1,500</b>
Building Code will require temporary services during possible extended absences of administrative staff.						
<b>1603000 618500 Overtime</b>	<b>40</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>100</b>	<b>500</b>
Overtime for bureau staff for responding to calls for assistance outside of normal business hours, including attendance at building code appeals board meetings.						
<b>1603000 620100 Educational Incentive</b>	<b>5,361</b>	<b>6,000</b>	<b>6,000</b>	<b>2,250</b>	<b>5,500</b>	<b>5,000</b>
Annual incentive payments paid to Inspectors to obtain and retain International Code Council certifications required by the State.						
<b>1603000 723000 Maint. - Equipment</b>	<b>3,614</b>	<b>5,500</b>	<b>5,500</b>	<b>4,433</b>	<b>4,700</b>	<b>3,500</b>
Repair and service costs for office equipment including shared copiers at City Hall offices. Annual maintenance costs for tablet units used by building inspectors. Costs associated with maintenance of Bureau vehicles.						
<b>1603000 731000 Advertising</b>	<b>1,029</b>	<b>2,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
Cost of advertising public notices and legal ads for building code appeals, Housing Appeals Board meetings, Plumbing Board meetings and employee positions advertised to the public.						
<b>1603000 732000 Dues &amp; Subscriptions</b>	<b>730</b>	<b>1,500</b>	<b>1,500</b>	<b>1,220</b>	<b>1,500</b>	<b>1,500</b>
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.						
<b>1603000 734000 Postage</b>	<b>3,059</b>	<b>8,000</b>	<b>7,300</b>	<b>2,392</b>	<b>9,000</b>	<b>5,000</b>
Mailing of permits, notices and enforcement orders.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1603000 735000 Printing</b>	3,361	5,500	5,500	5,056	5,250	3,000
Printing of applications, certificates, placards, inspection reports, posters, letterhead and business cards.						
<b>1603000 736000 Telephone</b>	8,727	10,000	12,700	11,105	12,800	5,000
Bureau share of phone, mobile phone and air card charges.						
<b>1603000 737000 Travel</b>	923	3,000	2,000	954	1,600	2,000
Costs for employees to attend code training seminars (statewide building code mandates certification of building inspectors). Travel for Building Inspector testing and training.						
<b>1603000 740500 Abatement of Nuisances</b>	35,164	40,000	40,000	15,027	40,000	10,000
Costs for hazard abatement, common sewer issues, and/or boarding-up of properties.						
<b>1603000 741000 Professional Services</b>	4,269	5,000	3,500	2,928	3,500	3,000
Cost for attorney and stenographer attendance at Building Code Appeals Board hearings, when required. Costs to cover expenses associated with using a Third Party Code Official to cover inspections for city staff when necessary. Costs associated with pre-employment testing and background checks.						
<b>1603000 744000 Contract Services</b>	0	1,000	1,000	0	500	500
Costs associated with copier and printer contracts.						
<b>1603000 744500 Training &amp; School</b>	3,044	4,000	7,500	7,237	7,500	5,000
Registration costs for employees to attend training events, seminars and testing as mandated by the statewide building code to maintain State certifications.						
<b>1603000 748500 Plumbing Board</b>	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.						
<b>1603000 760300 Office Supplies</b>	2,280	3,500	3,500	2,607	3,000	1,500
Routine office supply costs such as report covers, files, paper, pens, etc.						
<b>1603000 760600 Operating Supplies</b>	2,046	3,500	3,500	2,805	3,500	1,500
Purchase office forms, supplies for digital camera operation, and supplies for printers for support staff. Purchase and maintenance of protective gear for inspectors.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1603000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	4,178	5,000	5,000	4,615	5,000	2,500
	Fuel costs for inspectors and building inspector vehicles.						
<b>1603000 820000</b>	<b>Minor Equipment</b>	999	16,000	14,000	7,578	10,000	3,000
	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.						
<b>1603000 827100</b>	<b>Vehicle Lease Purchase</b>	0	0	0	0	0	7,500
	Cost of a new 3-year lease-purchase of a vehicle for a Code Inspector.						
<b>TOTAL</b>	<b>Building Code Administration</b>	<b>1,009,644</b>	<b>1,148,140</b>	<b>1,156,450</b>	<b>932,493</b>	<b>1,129,758</b>	<b>474,513</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

1603000	611000	F	M	1.0000	Bureau Chief Bldg Code Admin	80,328
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 80,328</b>
1603000	611500	F	M	1.0000	Commercial Code Inspector	73,100
1603000	611500	F	M	1.0000	Commercial Code Inspector	60,623
1603000	611500	F	M	1.0000	Commercial Code Official	56,818
1603000	611500	F	M	1.0000	Residential Code Official	49,524
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk IV	50,772
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk III	40,648
<b>TOTAL 611500 EMPLOYEES</b>				<b>6.0000</b>		<b>\$ 331,485</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Health &amp; Property Maintenance Code Enforcement</b>						
<b>1604000 611500 Salary - Personnel</b>	0	0	0	0	0	692,192
Salaries of Housing Inspectors, Health Officers and administrative support staff.						
<b>1604000 612000 Salary Temporary</b>	0	0	0	0	0	1,500
Property Maintenance and Health Code occasionally requires temporary staffing during extended absences.						
<b>1604000 618500 Overtime</b>	0	0	0	0	0	1,500
Overtime for administrative staff to attend evening meetings outside of normal business hours such as the Property Reinvestment Board, Redevelopment Authority, Land Bank Authority, Housing Board Code of Appeals and call-ins for after hours housing inspections.						
<b>1604000 620100 Educational Incentive</b>	0	0	0	0	0	5,250
Bargaining Unit Housing Inspectors receive a \$750.00 incentive payment to obtain and retain their International Property maintenance Code certification.						
<b>1604000 723000 Maint. - Equipment</b>	0	0	0	0	0	3,500
Repair and service costs for office equipment, including shared equipment; maintenance costs associated with tablets and other equipment used by the housing inspectors and health officers when in the field; and, maintenance cost of city vehicles assigned to inspectors.						
<b>1604000 731000 Advertising</b>	0	0	0	0	0	1,000
Cost of advertising public notices and legal ads for property maintenance code and appeals, Housing Board of Appeals special meetings and employee positions offered to the public after internal postings.						
<b>1604000 732000 Dues &amp; Subscriptions</b>	0	0	0	0	0	500
Membership fees for professional code enforcement organizations, costs associated with renewing code certifications for housing inspectors and health officers. Periodical subscriptions to keep up to date on code enforcement topics.						
<b>1604000 734000 Postage</b>	0	0	0	0	0	9,000
Mailing of rental housing licenses, billings associated with rental housing licensing, health permits, notices of violation, enforcement orders, correspondence, etc.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1604000 735000 Printing</b>	0	0	0	0	0	4,000
Printing of licenses, applications, certificates, placards, and inspection reports.						
<b>1604000 736000 Telephone</b>	0	0	0	0	0	5,000
Shared costs associated with office phones, mobile phones for inspectors and administrative staff and air card charges for housing inspectors when in the field.						
<b>1604000 737000 Travel</b>	0	0	0	0	0	1,000
Costs for administrative staff, housing inspectors and health officers to attend code training seminars and for travel to testing and training required to maintain certifications.						
<b>1604000 740500 Abatement of Nuisances</b>	0	0	0	0	0	30,000
Costs for the abatement of health hazards including exterminations, clean-up of trash and debris, mowing and/or boarding up of condemned properties.						
<b>1604000 741000 Professional Services</b>	0	0	0	0	0	2,000
Costs for attorneys and stenographers at Housing Board of Appeal hearings and Board of Health license revocation hearings when required.						
<b>1604000 744000 Contract Services</b>	0	0	0	0	0	500
Costs associated with the use of outside code enforcement professionals for third-party verifications.						
<b>1604000 744500 Training &amp; Education</b>	0	0	0	0	0	4,000
Registration costs for employees to participate in webinars, attend training seminars, and conferences to expand their understanding and expertise and to stay abreast of best practices in the industry.						
<b>1604000 760300 Office Supplies</b>	0	0	0	0	0	2,000
Routine office supply costs including letterhead, envelopes, files, paper, pens, etc.						
<b>1604000 760600 Operating Supplies</b>	0	0	0	0	0	2,000
Costs associated with office supply forms, supplies for digital equipment, printer supplies and purchase of protective gear and products for inspectors when in the field.						
<b>1604000 765400 Gas, Oil &amp; Diesel</b>	0	0	0	0	0	3,000
Fuel costs for health officer's and housing inspector's vehicles for field work and other work associated travel.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1604000 820000</b>	<b>Minor Equipment</b>	0	0	0	0	0	5,000
	Purchase and/or replacement of equipment required by health and housing inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as needed.						
<b>1604000 827100</b>	<b>Vehicle Lease Purchase</b>	0	0	0	0	0	7,500
	Cost of a new 3-year lease-purchase of a vehicle for a Code Inspector.						
<b>TOTAL</b>	<b>Health &amp; Property Maintenance Code Enforcement</b>	0	0	0	0	0	780,442

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY		
<b><u>BUREAU OF PROPERTY MAINTENANCE CODE COMPLIANCE</u></b>						
1603000	611500	F	M	1.0000	Health Officer	48,681
1603000	611500	F	M	1.0000	Housing Inspector II	52,130
1603000	611500	F	M	1.0000	Senior Health Officer	58,706
1603000	611500	F	A	1.0000	Housing Inspector I	52,153
1603000	611500	F	A	1.0000	Housing Inspector I	50,147
1603000	611500	F	A	1.0000	Housing Inspector I	48,218
1603000	611500	F	A	1.0000	Housing Inspector I	48,218
1603000	611500	F	A	1.0000	Housing Inspector I	48,218
1603000	611500	F	A	1.0000	Housing Inspector I	48,218
1603000	611500	F	A	1.0000	Housing Inspector I	43,953
1603000	611500	F	A	1.0000	Billing Clerk	37,109
1603000	611500	F	A	1.0000	Clerk III	39,368
1603000	611500	F	A	1.0000	Clerk Typist II	41,717
1603000	611500	F	A	1.0000	Clerk Typist II	39,244
1603000	611500	F	A	1.0000	Clerk Typist II	36,112
<b>TOTAL 611500 EMPLOYEES</b>				<b>15.0000</b>		<b>\$ 692,192</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Lancaster Office of Promotion</b>						
<b>1609000 611000 Salary - Bureau Chief</b>	0	58,460	59,630	50,636	59,630	60,624
Salary of the Director of Lancaster Office of Promotion (LOOP).						
<b>1609000 611500 Salary - Personnel</b>	0	183,467	182,377	63,380	77,481	165,744
Salaries of the LOOP, Lancaster City Visitor Center staff, and the General Fund portion of the staff position that manages the City's social media communications.						
<b>1609000 618500 Overtime</b>	0	500	500	184	200	500
Required in the event staff choose Overtime pay as opposed to compensatory time.						
<b>1609000 716000 Rental of Parking Lot</b>	0	5,000	7,800	6,314	7,800	6,600
Rental of parking spaces for employees housed at the Visitors Center.						
<b>1609000 722000 Maint. - Communications</b>	0	4,700	4,700	2,368	4,000	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.						
<b>1609000 732000 Dues &amp; Subscriptions</b>	0	1,450	1,450	1,322	1,550	1,600
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.						
<b>1609000 734000 Postage</b>	0	400	400	331	400	400
Postage costs associated with general operations, including Federal Express/UPS charges. Costs associated with specific special events are charged to the event.						
<b>1609000 735000 Printing</b>	0	750	750	696	1,700	750
Costs associated with printing of letterhead, envelopes, LOOP postcards, and report printing.						
<b>1609000 736000 Telephone</b>	0	400	1,900	1,212	1,350	1,750
Cost of telephone services to Visitors Center.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1609000 741000 Professional Services</b>	<b>0</b>	<b>7,500</b>	<b>7,500</b>	<b>3,666</b>	<b>5,000</b>	<b>7,500</b>
IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
<b>1609000 744500 Training &amp; Education</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>95</b>	<b>850</b>	<b>1,500</b>
Registration costs for professional training sponsored by organizations engaged in tourism development, Visitor Center management and professional and management skill training for staff.						
<b>1609000 760300 Office Supplies</b>	<b>0</b>	<b>2,750</b>	<b>2,750</b>	<b>1,187</b>	<b>1,500</b>	<b>1,500</b>
Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
<b>1609000 820000 Minor Equipment</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>396</b>	<b>500</b>	<b>1,000</b>
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.						
<b>1609000 853800 Marketing</b>	<b>0</b>	<b>70,000</b>	<b>70,000</b>	<b>69,010</b>	<b>75,000</b>	<b>70,000</b>
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.						
<b>1609000 854000 Merchandise Purchases</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>	<b>7,978</b>	<b>10,000</b>	<b>10,000</b>
Purchase of City merchandise for retail sale at the Visitors Center and the purchase of Downtown Dollars.						
<b>TOTAL Lancaster Office of Promotion Exp</b>	<b>0</b>	<b>347,877</b>	<b>352,257</b>	<b>208,776</b>	<b>246,961</b>	<b>334,168</b>
<b>TOTAL EDNR Exp</b>	<b>2,545,900</b>	<b>3,229,241</b>	<b>3,229,241</b>	<b>2,528,883</b>	<b>2,971,401</b>	<b>3,575,003</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
<b><u>LANCASTER OFFICE OF PROMOTIONS</u></b>						
1609000	611000	F	M	1.0000	LOOP Director	60,624
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 60,624</b>
1609000	611500	F	M	0.5400	Mktg & Inform Manager	22,751
1609000	611500	F	A	1.0000	Administrative Assistant	40,125
1609000	611500	F	M	1.0000	Special Events Manager	42,095
Subtotal Full-Time				2.5400		
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	15,300
1609000	611500	P	M	1.0000	Travel Consultant	14,885
Subtotal Part-Time				4.0000		
<b>TOTAL 611500 EMPLOYEES</b>				<b>6.5400</b>		<b>\$ 165,744</b>
<b>TOTAL EMPLOYEES</b>				<b>7.5400</b>		<b>\$ 226,368</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Director Public Works Exp</b>						
<b>1810000 610900 Salary - Director</b>	<b>141,134</b>	<b>141,110</b>	<b>141,110</b>	<b>118,543</b>	<b>141,042</b>	<b>145,343</b>
Salary of the Director of Public Works.						
<b>1810000 611500 Salaried Personnel</b>	<b>96,575</b>	<b>115,799</b>	<b>104,749</b>	<b>84,203</b>	<b>96,973</b>	<b>134,768</b>
Salary of the Department Director's secretary and the public art manager.						
<b>1810000 620200 Medical Insurance</b>	<b>718,046</b>	<b>760,000</b>	<b>737,420</b>	<b>677,312</b>	<b>760,000</b>	<b>950,000</b>
Costs for health care for all General Fund Public Works employees.						
<b>1810000 620300 Dental/Vision Insurance</b>	<b>25,514</b>	<b>30,705</b>	<b>30,705</b>	<b>26,846</b>	<b>29,533</b>	<b>31,210</b>
Costs for dental/vision care for all General Fund Public Works employees.						
<b>1810000 714100 PC Lease</b>	<b>15,831</b>	<b>17,550</b>	<b>17,550</b>	<b>16,832</b>	<b>16,850</b>	<b>21,000</b>
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for all General Fund Public Works staff.						
<b>1810000 723000 Maint. - Equipment</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>100</b>	<b>100</b>
Maintenance on one electronic typewriter and fax machine (shared by other departments).						
<b>1810000 731000 Advertising</b>	<b>1,900</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>2,500</b>
Costs for advertising for vacant positions within supervisory and rank and file staffing. With retirements, this line item is expected to increase in 2018.						
<b>1810000 732000 Dues &amp; Subscriptions</b>	<b>481</b>	<b>600</b>	<b>702</b>	<b>701</b>	<b>750</b>	<b>850</b>
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. An additional fee for public art association membership is anticipated in 2018.						
<b>1810000 734000 Postage</b>	<b>299</b>	<b>1,000</b>	<b>1,000</b>	<b>407</b>	<b>750</b>	<b>750</b>
Postage and express mail sent by the Director's Office. Mailing of postcards to promote Extraordinary Give for the Public Art program is planned.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1810000 735000</b>	<b>Printing</b>	<b>1,944</b>	<b>2,500</b>	<b>2,508</b>	<b>2,402</b>	<b>2,500</b>	<b>2,500</b>
	Daily printing expenses, including distribution copies to the Department's five Bureaus. Public Art and bike share brochures are planned to be printed by the public art program.						
<b>1810000 736000</b>	<b>Telephone</b>	<b>742</b>	<b>1,500</b>	<b>1,390</b>	<b>593</b>	<b>1,000</b>	<b>750</b>
	Telephone costs for the Director's Office. This line item also includes two cell phones previously budgeted under the administration services budget.						
<b>1810000 737000</b>	<b>Travel</b>	<b>215</b>	<b>3,000</b>	<b>3,000</b>	<b>630</b>	<b>750</b>	<b>3,000</b>
	The Director is a member in the American Public Works Association (APWA). The Director or assistant director will attend the 2018 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.						
<b>1810000 760300</b>	<b>Office Supplies</b>	<b>1,234</b>	<b>1,100</b>	<b>1,100</b>	<b>686</b>	<b>1,100</b>	<b>1,000</b>
	Office supplies for the office of the Director and the Public Art program.						
<b>TOTAL</b>	<b>Director Public Works Exp</b>	<b>1,003,914</b>	<b>1,076,964</b>	<b>1,043,334</b>	<b>931,156</b>	<b>1,053,348</b>	<b>1,293,771</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	145,343
<b>TOTAL 610900 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 145,343</b>
1810000	611500	F	M	1.0000	Secretary II	47,066
1810000	611500	F	M	1.0000	Public Arts Manager	54,101
					Available for Merit - Nonbargaining	17,381
					Available for Merit - AFSCME	15,890
<b>TOTAL 611500 EMPLOYEES</b>				<b>2.0000</b>		<b>\$ 134,438</b>
<b>TOTAL EMPLOYEES</b>				<b>3.0000</b>		<b>\$ 279,781</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Engineering Exp</b>						
<b>1820000 611000 Salary - Bureau Chief</b>	<b>59,365</b>	<b>74,970</b>	<b>76,160</b>	<b>64,726</b>	<b>76,260</b>	<b>76,469</b>
Salary of the City Engineer, allocated 70% to the General Fund and 30% to the Water Fund.						
<b>1820000 611500 Salaried Personnel</b>	<b>166,117</b>	<b>206,510</b>	<b>194,410</b>	<b>163,430</b>	<b>193,277</b>	<b>241,477</b>
Salaries of the Engineering Bureau staff.						
<b>1820000 612000 Salary Temporary</b>	<b>4,500</b>	<b>12,000</b>	<b>12,000</b>	<b>7,651</b>	<b>9,000</b>	<b>20,000</b>
Salaries of the Engineering Bureau temporary staff interns (2).						
<b>1820000 618500 Overtime</b>	<b>281</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Overtime expenses for eligible Engineering staff.						
<b>1820000 718000 Rental of Uniforms</b>	<b>326</b>	<b>350</b>	<b>350</b>	<b>161</b>	<b>250</b>	<b>300</b>
Uniform rental costs for 3 Bureau employees						
<b>1820000 723000 Maint. - Equipment</b>	<b>0</b>	<b>1,600</b>	<b>1,600</b>	<b>68</b>	<b>500</b>	<b>1,600</b>
Annual maintenance of engineering plan print machine, computer printers, computer equipment and fax machine. Cleaning and calibration of survey instruments.						
<b>1820000 729000 Maint. - Vehicles</b>	<b>884</b>	<b>1,900</b>	<b>1,880</b>	<b>659</b>	<b>700</b>	<b>1,900</b>
Routine maintenance and repairs to vehicles #701, #720, #722, including any emissions monitoring/control requirements.						
<b>1820000 732000 Dues &amp; Subscriptions</b>	<b>757</b>	<b>740</b>	<b>740</b>	<b>435</b>	<b>500</b>	<b>690</b>
Dues for professional organizations, manuals, publications, licensing fees, etc.						
<b>1820000 734000 Postage</b>	<b>735</b>	<b>1,000</b>	<b>2,000</b>	<b>1,654</b>	<b>2,000</b>	<b>3,000</b>
Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.						
<b>1820000 735000 Printing</b>	<b>1,766</b>	<b>2,200</b>	<b>2,200</b>	<b>2,007</b>	<b>2,200</b>	<b>2,000</b>
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.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1820000 736000</b>	<b>Telephone</b>	4,483	5,000	5,000	4,266	5,000	5,500
	Includes monthly desk and cell telephone charges, including field tablets.						
<b>1820000 737000</b>	<b>Travel</b>	869	1,500	1,500	290	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.						
<b>1820000 741000</b>	<b>Professional Services</b>	151,827	150,000	150,000	149,980	150,000	200,000
	Outside consultant and surveying services required to augment City engineering staff when required. Services associated with implementation of CMMS program. Includes Professional services for traffic signal upgrades, as well as roadway and trail design.						
<b>1820000 744000</b>	<b>Contract Services</b>	0	0	12,000	0	0	0
<b>1820000 744500</b>	<b>Training &amp; School</b>	2,348	3,000	3,000	1,542	2,500	3,000
	This item covers course work for employees to become proficient as inspectors and engineers. Supplemental computer training may be required.						
<b>1820000 760300</b>	<b>Office Supplies</b>	1,357	1,800	1,800	1,519	1,800	1,800
	Office supplies for the engineering office, including printer cartridges.						
<b>1820000 760600</b>	<b>Operating Supplies</b>	1,992	1,800	1,800	1,117	1,800	2,800
	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.						
<b>1820000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	1,935	2,500	2,500	1,896	2,500	2,500
	Fuel for (3) Engineering Vehicles including Curb/Sidewalk Inspector, Street Opening Inspector, and Engineering Technical Specialist.						
<b>1820000 820000</b>	<b>Minor Equipment</b>	0	2,400	2,400	828	1,000	3,000
	Replacement of printers and other small equipment, purchase of cell phone equipment and tablets for field work.						
<b>1820000 820200</b>	<b>Safety Equipment</b>	162	400	400	180	400	700
	Includes the purchase of safety shoes for 4 employees, traffic cones, safety vests, hard hats and other items associated with safety.						

		<b>2016 ACTUAL</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 AMENDED BUDGET</b>	<b>EXPENDED YTD 11/20/2017</b>	<b>2017 PROJECTED</b>	<b>2018 ADOPTED</b>
<b>1820000 827000</b>	<b>Vehicles</b>	<b>8,635</b>	<b>10,893</b>	<b>10,913</b>	<b>10,911</b>	<b>10,911</b>	<b>10,212</b>
	40% Vehicle Lease for Right of Way Inspector for a Ford Escape 100% Vehicle Lease for Inspector for Ford Explorer						
<b>TOTAL</b>	<b>Engineering Exp</b>	<b>408,340</b>	<b>480,563</b>	<b>482,653</b>	<b>413,319</b>	<b>461,598</b>	<b>578,448</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	76,469
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.7000</b>		<b>\$ 76,469</b>
1820000	611500	F	M	1.0000	PW Construction Inspector	63,464
1820000	611500	F	M	1.0000	PW Construction Inspector	66,300
1820000	611500	F	M	1.0000	PW Construction Inspector	65,000
1820000	611500	F	A	1.0000	Secretary I	46,713
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 241,477</b>
<b>TOTAL EMPLOYEES</b>				<b>4.7000</b>		<b>\$ 317,946</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Streets Administration Exp</b>						
<b>1841000 611500 Salaried Personnel</b>	<b>71,088</b>	<b>80,069</b>	<b>81,369</b>	<b>69,051</b>	<b>81,369</b>	<b>81,670</b>
Salary for the operations manager.						
<b>1841000 620100 Educational Incentive</b>	<b>2,250</b>	<b>2,250</b>	<b>3,075</b>	<b>1,498</b>	<b>3,150</b>	<b>3,150</b>
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits along with the IMSA certification.						
<b>1841000 712500 Space Rental</b>	<b>68,308</b>	<b>158,938</b>	<b>193,938</b>	<b>193,838</b>	<b>193,938</b>	<b>195,000</b>
Monthly fee for the rental of Farmer Supply building.						
<b>1841000 718000 Rental of Uniforms</b>	<b>3,200</b>	<b>3,000</b>	<b>3,000</b>	<b>2,840</b>	<b>3,000</b>	<b>3,000</b>
City uniforms in the Streets and Motor Vehicles Bureau.						
<b>1841000 723000 Maint. - Equipment</b>	<b>139</b>	<b>300</b>	<b>300</b>	<b>188</b>	<b>300</b>	<b>300</b>
Maintenance contract for typewriter, calculator, time clock and copy machine.						
<b>1841000 729000 Maint. - Vehicles</b>	<b>64,900</b>	<b>60,000</b>	<b>60,000</b>	<b>40,515</b>	<b>60,000</b>	<b>60,000</b>
Vehicle maintenance and repairs.						
<b>1841000 735000 Printing</b>	<b>0</b>	<b>200</b>	<b>200</b>	<b>130</b>	<b>200</b>	<b>200</b>
Printing expenses for items such as logs, various reports and no parking signs.						
<b>1841000 736000 Telephone</b>	<b>4,817</b>	<b>5,000</b>	<b>9,250</b>	<b>6,527</b>	<b>9,250</b>	<b>8,000</b>
Telephone, internet and cell phone expenses for the Bureau.						
<b>1841000 737000 Travel</b>	<b>1,119</b>	<b>1,200</b>	<b>1,823</b>	<b>1,781</b>	<b>1,800</b>	<b>1,200</b>
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.						
<b>1841000 744000 Contract Services</b>	<b>268</b>	<b>850</b>	<b>850</b>	<b>595</b>	<b>850</b>	<b>850</b>
Drug testing under the mandatory CDL rules and regulations through NoveCare.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1841000 744500</b>	<b>Training &amp; School</b>	435	500	500	123	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.						
<b>1841000 760300</b>	<b>Office Supplies</b>	571	600	600	501	600	600
	General office supplies needed by the Bureau.						
<b>1841000 760600</b>	<b>Operating Supplies</b>	4,468	4,500	4,500	4,423	4,500	4,500
	First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.						
<b>1841000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	27,486	45,000	39,925	20,793	40,000	40,000
	Gasonline, diesel and oil for the Bureau vehicles.						
<b>1841000 820000</b>	<b>Minor Equipment</b>	9,174	3,000	3,000	1,957	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.						
<b>1841000 820200</b>	<b>Safety Equipment</b>	2,932	3,200	3,200	2,704	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)						
<b>TOTAL</b>	<b>Streets Administration Exp</b>	<b>261,155</b>	<b>368,607</b>	<b>405,530</b>	<b>347,463</b>	<b>405,657</b>	<b>405,170</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

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

1841000	611500	F	M	1.0000	Operations Manager	81,670
<b>TOTAL 611500 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 81,670</b>
<b>TOTAL EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 81,670</b>

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Expenses</b>							
<b>Street Maintenance Exp</b>							
1843000 611500	Salaried Personnel	350,603	494,503	415,503	329,664	440,123	480,961
Salaries for the street maintenance personnel.							
1843000 618500	Overtime	18,643	17,500	17,500	16,091	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	4,812	5,000	5,000	4,982	5,000	5,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.							
1843000 768400	Road Paving Materials	614	1,500	1,500	1,023	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	1,687	2,100	2,100	1,899	2,100	2,100
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
1843000 826000	Construction/Resurfacing	997,500	0	35,000	29,201	32,000	0
1843000 827100	Vehicle-Lease Purchase	46,778	40,289	49,666	49,666	49,666	53,205
4th payment of 5 - #115 crew cab- \$ 9,852 3rd payment of 5 - #137 JCB Backhoe - \$23,684 2nd payment of 10 - #122 Paver - \$10,000							
<b>TOTAL</b>	<b>Street Maintenance Exp</b>	<b>1,420,638</b>	<b>560,892</b>	<b>526,269</b>	<b>432,527</b>	<b>547,889</b>	<b>560,266</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	54,276
1843000	611500	F	A	1.0000	Equipment Operator II	45,946
1843000	611500	F	A	1.0000	Equipment Operator II	45,946
1843000	611500	F	A	1.0000	Equipment Operator II	41,882
1843000	611500	F	A	1.0000	Equipment Operator I	44,189
1843000	611500	F	A	1.0000	Equipment Operator I	45,093
1843000	611500	F	A	1.0000	Equipment Operator I	45,093
1843000	611500	F	A	1.0000	Equipment Operator I	46,521
1843000	611500	F	A	1.0000	Equipment Operator I	39,791
1843000	611500	F	A	1.0000	Laborer	36,112
1843000	611500	F	A	1.0000	Laborer	36,112
<b>TOTAL 611500 EMPLOYEES</b>				<b>11.0000</b>		<b>\$ 480,961</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
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## General Fund - Expenses

### Traffic Exp

<b>1830000 611500 Salaried Personnel</b>	<b>182,988</b>	<b>186,499</b>	<b>187,599</b>	<b>166,619</b>	<b>192,369</b>	<b>195,609</b>
Salaries of the employees of the Traffic Section.						
<b>1830000 618500 Overtime</b>	<b>2,715</b>	<b>2,500</b>	<b>2,500</b>	<b>918</b>	<b>2,500</b>	<b>2,500</b>
Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special 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.						
<b>1830000 718000 Rental of Uniforms</b>	<b>729</b>	<b>850</b>	<b>1,250</b>	<b>904</b>	<b>1,000</b>	<b>850</b>
Uniforms for four Traffic Section personnel under this program.						
<b>1830000 723000 Maint. - Equipment</b>	<b>1,832</b>	<b>1,000</b>	<b>725</b>	<b>685</b>	<b>1,000</b>	<b>1,000</b>
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.						
<b>1830000 729000 Maint. - Vehicles</b>	<b>11,775</b>	<b>3,200</b>	<b>3,200</b>	<b>1,747</b>	<b>2,000</b>	<b>3,000</b>
Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.						
<b>1830000 736000 Telephone</b>	<b>2,397</b>	<b>2,800</b>	<b>2,454</b>	<b>1,891</b>	<b>2,500</b>	<b>2,500</b>
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.						
<b>1830000 737000 Travel</b>	<b>850</b>	<b>850</b>	<b>850</b>	<b>545</b>	<b>850</b>	<b>850</b>
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.						
<b>1830000 741000 Professional Services</b>	<b>6,718</b>	<b>20,000</b>	<b>20,000</b>	<b>19,952</b>	<b>20,000</b>	<b>20,000</b>
Professional services to supplement in-house capability, and to accommodate increased number of requests for traffic studies by the City Traffic Commission. Implementation of Walkability Study to update traffic signal permits through PennDOT.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1830000 744000 Contract Services</b>	<b>18,494</b>	<b>30,000</b>	<b>19,225</b>	<b>19,220</b>	<b>25,000</b>	<b>30,000</b>
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.						
<b>1830000 744500 Training &amp; School</b>	<b>144</b>	<b>800</b>	<b>800</b>	<b>645</b>	<b>800</b>	<b>800</b>
Professional development in traffic-related areas, and computer training for new software use.						
<b>1830000 754000 Street Lighting</b>	<b>725,037</b>	<b>700,000</b>	<b>700,000</b>	<b>606,321</b>	<b>725,000</b>	<b>610,000</b>
Electrical power for street lights.						
<b>1830000 754500 Traffic Signals</b>	<b>658</b>	<b>600</b>	<b>875</b>	<b>702</b>	<b>875</b>	<b>875</b>
Electrical power for school flashers and warning devices.						
<b>1830000 760300 Office Supplies</b>	<b>442</b>	<b>525</b>	<b>525</b>	<b>284</b>	<b>500</b>	<b>500</b>
Office supplies for the traffic section.						
<b>1830000 760600 Operating Supplies</b>	<b>2,482</b>	<b>2,500</b>	<b>2,775</b>	<b>2,715</b>	<b>2,775</b>	<b>2,500</b>
Purchase of tools, spray paint, crayons, sakrete (cement), rope, temporary signs, road tubes for traffic counters, photographic supplies, and other supplies needed for daily operations, janitorial supplies for sign shop and petty cash.						
<b>1830000 765400 Gas, Oil &amp; Diesel</b>	<b>4,483</b>	<b>8,000</b>	<b>7,600</b>	<b>5,530</b>	<b>8,000</b>	<b>8,000</b>
Gasoline, diesel, lubricants and motor oil.						
<b>1830000 767800 Sign Materials</b>	<b>17,698</b>	<b>18,000</b>	<b>18,000</b>	<b>16,447</b>	<b>18,000</b>	<b>18,000</b>
Sign blanks, reflective sheeting, ink, letters, silk screening supplies, the refurbishing of old sign blanks, and channel posts. * Continuing update of street cleaning signs to reflect bi-monthly cleaning schedule. * Installation of tow-away/fine plaques for reserved handicap parking 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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1830000 768100 Marking Materials</b>	<b>19,544</b>	<b>25,000</b>	<b>25,000</b>	<b>22,896</b>	<b>25,000</b>	<b>25,000</b>
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.						
<b>1830000 768700 Traffic Signal Parts</b>	<b>9,848</b>	<b>11,000</b>	<b>13,500</b>	<b>4,890</b>	<b>11,000</b>	<b>11,000</b>
Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.						
<b>1830000 820000 Minor Equipment</b>	<b>8,372</b>	<b>10,000</b>	<b>10,000</b>	<b>9,903</b>	<b>10,000</b>	<b>19,000</b>
Minor equipment such as loop detectors, cabinet filters, modems, etc.						
<b>1830000 824500 Street Light Standards</b>	<b>3,112</b>	<b>2,000</b>	<b>2,000</b>	<b>1,115</b>	<b>2,000</b>	<b>2,000</b>
Spare street light standards with fixtures for Old Towne and North Market Street.						
<b>1830000 827100 Vehicle-Lease Purchase</b>	<b>25,498</b>	<b>7,028</b>	<b>15,374</b>	<b>15,373</b>	<b>24,431</b>	<b>24,431</b>
5th payment of 5 - #510 F250 Pick-up - \$7,027 2nd payment of 5 - #506 - Line lazar machine - \$9056 2nd payment of 5 - #505- F250 Pick-up for line lazar machine - \$8,348						
<b>TOTAL Traffic Exp</b>	<b>1,045,815</b>	<b>1,033,152</b>	<b>1,034,252</b>	<b>899,303</b>	<b>1,075,600</b>	<b>978,415</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	55,474
1830000	611500	F	A	1.0000	Alarm & Signal Technician II	56,309
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	41,913
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	41,913
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 195,609</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Motor Vehicles Exp</b>						
1850000 611500 Salaried Personnel	184,767	185,935	185,935	162,353	187,621	195,273
Salaries for the motor vehicle personnel.						
1850000 618500 Overtime	3,668	4,500	4,500	2,107	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 Motor 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	6,334	4,000	4,000	2,739	4,000	4,000
Repairs for Motor Vehicles and Administrative fleet.						
1850000 735000 Printing	453	500	500	451	500	500
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)						
1850000 736000 Telephone	479	1,000	1,000	429	1,000	1,000
Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.						
1850000 744500 Training & School	193	500	500	398	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	525	525	525	501	525	525
Expenses for miscellaneous office and copier supplies.						
1850000 760600 Operating Supplies	2,489	2,500	2,500	2,442	2,500	2,500
Chemicals, soaps, hardware, etc., which are considered shop expenses.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1850000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	5,456	8,000	8,000	4,714	7,000	7,000
	Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.						
<b>1850000 766300</b>	<b>Tires &amp; Batteries</b>	1,279	1,300	1,300	86	1,300	1,300
	Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.						
<b>1850000 767200</b>	<b>Misc. Vehicle Parts</b>	2,697	2,700	2,700	2,656	2,700	2,700
	Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.						
<b>1850000 820000</b>	<b>Minor Equipment</b>	11,845	30,000	30,000	29,249	30,000	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.						
<b>1850000 827000</b>	<b>Vehicles</b>	0	9,813	9,813	9,811	9,813	9,839
	2nd payment of 5 - #600 - \$9,839						
<b>TOTAL</b>	<b>Motor Vehicles Exp</b>	223,487	254,823	254,823	219,584	255,509	263,187

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	54,960
1850000	611500	F	A	1.0000	Automotive Mechanic II	48,218
1850000	611500	F	A	1.0000	Automotive Mechanic II	45,382
1850000	611500	F	A	1.0000	Secretary I	46,713
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 195,273</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Parks Administration Exp</b>						
<b>1860000 611500 Salaried Personnel</b>	<b>21,578</b>	<b>21,925</b>	<b>21,925</b>	<b>19,075</b>	<b>22,055</b>	<b>0</b>
Salary of the Parks Bureau secretary, which was previously allocated 50% to Engineering and 50% to Parks - Administration. For 2018, 100% of this salary is charged to the Engineering Bureau.						
<b>1860000 620100 Educational Incentive</b>	<b>3,000</b>	<b>2,250</b>	<b>2,250</b>	<b>1,500</b>	<b>2,250</b>	<b>2,250</b>
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.						
<b>1860000 718000 Rental of Uniforms</b>	<b>4,226</b>	<b>5,000</b>	<b>5,000</b>	<b>3,175</b>	<b>5,000</b>	<b>5,000</b>
Uniform rental expense for 24 employees.						
<b>1860000 729000 Maint. - Vehicles</b>	<b>32,505</b>	<b>30,000</b>	<b>26,000</b>	<b>20,884</b>	<b>27,000</b>	<b>27,000</b>
Maintenance and repair expense of the Parks Bureau vehicles, including body repairs and painting.						
<b>1860000 731000 Advertising</b>	<b>93</b>	<b>400</b>	<b>400</b>	<b>0</b>	<b>400</b>	<b>400</b>
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.						
<b>1860000 734000 Postage</b>	<b>298</b>	<b>360</b>	<b>360</b>	<b>126</b>	<b>250</b>	<b>250</b>
All Bureau mailings, including street tree notices and pavilion rental permits.						
<b>1860000 736000 Telephone</b>	<b>5,653</b>	<b>6,000</b>	<b>6,000</b>	<b>5,124</b>	<b>6,500</b>	<b>6,500</b>
Telephone and cell phone expenses, email service connections and internet service for the Bureau						
<b>1860000 737000 Travel</b>	<b>0</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>700</b>
Travel expenses for the bureau professional staff.						
<b>1860000 744000 Contract Services</b>	<b>34,727</b>	<b>40,000</b>	<b>40,000</b>	<b>34,460</b>	<b>40,000</b>	<b>40,000</b>
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.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1860000 745000</b>	<b>Solid Waste Disposal</b>	<b>26,100</b>	<b>20,000</b>	<b>20,000</b>	<b>19,310</b>	<b>23,000</b>	<b>23,000</b>
	Tipping fees at the Lancaster Transfer Station.						
<b>1860000 760300</b>	<b>Office Supplies</b>	<b>1,312</b>	<b>1,400</b>	<b>1,400</b>	<b>431</b>	<b>1,000</b>	<b>1,000</b>
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.						
<b>1860000 765400</b>	<b>Gas, Oil &amp; Diesel</b>	<b>30,733</b>	<b>35,000</b>	<b>35,000</b>	<b>31,367</b>	<b>33,000</b>	<b>33,000</b>
	Vehicle and equipment fuel for the Bureau.						
<b>1860000 820000</b>	<b>Minor Equipment</b>	<b>508</b>	<b>1,100</b>	<b>1,100</b>	<b>230</b>	<b>1,000</b>	<b>1,000</b>
	The annual copier payment and any upgrade of office equipment.						
<b>TOTAL</b>	<b>Parks Administration Exp</b>	<b>160,734</b>	<b>164,135</b>	<b>160,135</b>	<b>135,682</b>	<b>162,155</b>	<b>140,100</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Expenses</b>						
<b>Parks - Buildings Exp</b>						
1861000 611000 Salary - Bureau Chief	50,275	62,610	63,360	54,370	63,927	62,610
This line item accounts for sixty percent (75%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.						
1861000 611500 Salaried Personnel	338,692	466,623	467,223	349,745	428,788	452,121
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	1,915	5,000	5,000	166	5,000	5,000
Overtime expense due to maintenance performed after regular business hours and emergencies.						
1861000 721000 Maint. - Buildings	55,165	42,000	41,000	12,034	43,043	35,000
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	30,597	33,330	39,330	32,952	49,068	30,000
Contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.						
1861000 736000 Telephone	9,530	13,635	13,635	7,445	9,633	13,000
Telephone maintenance and service.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1861000 744000 Contract Services</b>	<b>83,863</b>	<b>84,840</b>	<b>99,840</b>	<b>74,287</b>	<b>83,187</b>	<b>85,000</b>
Building maintenance contracts: Temperature Control System in City Hall Carpet cleaning at City Hall and throw rugs at all buildings Water pumps and emergency generator at Police Station Window cleaning at City Hall, Treasury Building, Police Station, Lancaster Recreation Center, and Rodney Park Elevators at Police Station and Lancaster Recreation Center 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						
<b>1861000 744500 Training &amp; School</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>300</b>	<b>462</b>	<b>500</b>
Training and continuing education for building maintenance personnel.						
<b>1861000 752000 Power Electric</b>	<b>50,652</b>	<b>260,000</b>	<b>252,500</b>	<b>193,749</b>	<b>227,225</b>	<b>260,000</b>
Electric expenses for all City-owned buildings.						
<b>1861000 760600 Operating Supplies</b>	<b>71,626</b>	<b>80,598</b>	<b>75,598</b>	<b>69,324</b>	<b>81,422</b>	<b>65,000</b>
All supplies used by City Staff to maintain and/or repair properties. It includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.						
<b>1861000 760700 Custodial Supplies</b>	<b>26,670</b>	<b>27,270</b>	<b>27,270</b>	<b>27,268</b>	<b>38,510</b>	<b>28,000</b>
Supplies used by City staff for the custodial maintenance of City buildings.						
<b>1861000 766000 Heating Oil</b>	<b>39,039</b>	<b>121,200</b>	<b>113,700</b>	<b>70,491</b>	<b>101,890</b>	<b>121,000</b>
Purchasing of contracted fuel (gas and oil) for all City-owned buildings: Central Garage & Warehouse      Natural Gas Firestation #1                      Fuel Oil/Natural Gas Firestation #3                      Fuel Oil/Natural Gas SW&R Center                        Natural Gas Firestation #6                        Natural Gas City Hall                              Natural Gas Parks Garage                        Natural Gas Police Station                        Fuel Oil/Natural Gas Traffic & Sign Shop                Natural Gas Southern Market                    Natural Gas						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1861000 820000</b>	<b>Minor Equipment</b>	3,248	4,040	4,040	2,989	3,810	4,500
	Purchase and replacement of minor equipment used for building maintenance.						
<b>1861000 825500</b>	<b>Machinery &amp; Equipment</b>	0	0	0	0	0	500
<b>1861000 827000</b>	<b>Vehicles</b>	18,874	20,000	20,000	18,374	20,000	20,000
	Lease purchase and replacement of vehicles used for Public Building Maintenance.						
<b>1861000 829000</b>	<b>Capital Outlay</b>	11,000	46,500	46,500	31,039	40,000	59,500
	Capital expenses for needed improvements/repairs at Binns Park, Musser Park, Police Station and City Visitors Center in 2018.						
<b>TOTAL</b>	<b>Parks - Buildings Exp</b>	<b>791,145</b>	<b>1,268,146</b>	<b>1,269,496</b>	<b>944,532</b>	<b>1,195,965</b>	<b>1,241,731</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.7500</b>		<b>\$ 62,610</b>
1861000	611500	F	M	0.6000	Building Maintenance Supervisor	31,013
1861000	611500	F	A	0.8000	Maintenance Technician-Electrician	38,537
1861000	611500	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	52,846
1861000	611500	F	A	1.0000	Maintenance Carpenter	51,777
1861000	611500	F	A	1.0000	Senior Custodian	46,713
1861000	611500	F	A	1.0000	Parks Maintenance Worker	42,542
1861000	611500	F	A	1.0000	Building Maintenance Mechanic	43,953
1861000	611500	F	A	1.0000	Custodian II	39,617
1861000	611500	F	A	1.0000	Custodian II	36,406
1861000	611500	F	A	1.0000	Custodian I	37,467
			Subtotal Full-Time	9.4000		
1861000	611500	P	M	1.0000	Facilities Project Manager	31,250
			Subtotal Part-Time	1.0000		
<b>TOTAL 611500 EMPLOYEES</b>				<b>10.4000</b>		<b>\$ 452,121</b>
<b>TOTAL EMPLOYEES</b>				<b>11.1500</b>		<b>\$ 514,731</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Parks - Parks Exp</b>						
<b>1862000 611500 Salaried Personnel</b>	<b>245,743</b>	<b>251,085</b>	<b>253,845</b>	<b>219,808</b>	<b>256,401</b>	<b>364,133</b>
Salaries of the parks maintenance employees.						
<b>1862000 618500 Overtime</b>	<b>5,248</b>	<b>9,000</b>	<b>8,000</b>	<b>4,396</b>	<b>9,000</b>	<b>9,000</b>
Overtime to perform services after regular hours for seasonal cleanup; spring mowing, tree planting; storm damage and snow removal; time-definite project completion; and all City special events and activities.						
<b>1862000 723000 Maint-Equipment</b>	<b>11,986</b>	<b>12,000</b>	<b>16,000</b>	<b>12,840</b>	<b>13,500</b>	<b>12,000</b>
Supplies and parts to maintain and repair small equipment, i.e. tractors and mowers, weed wackers, blowers, chainsaws and graffiti machine.						
<b>1862000 727000 Maint-Parks</b>	<b>77,502</b>	<b>60,000</b>	<b>69,409</b>	<b>68,250</b>	<b>69,400</b>	<b>100,000</b>
Maintenance, repair, improvement and replacement of tables, benches, water fountains, play surfaces, playground equipment and fences, litter receptacles and park buildings.						
<b>1862000 727500 Maint-Pools</b>	<b>9,633</b>	<b>10,000</b>	<b>6,591</b>	<b>6,591</b>	<b>10,000</b>	<b>10,000</b>
Chemicals, filters, paint, and other supplies/materials and contracted services required for the operation and maintenance of the City's six wading pools.						
<b>1862000 744500 Training &amp; School</b>	<b>0</b>	<b>1,400</b>	<b>1,400</b>	<b>35</b>	<b>1,400</b>	<b>1,400</b>
Training and continuing education for parks maintenance personnel and contracted interpretive services.						
<b>1862000 752000 Power Electric</b>	<b>21,718</b>	<b>28,000</b>	<b>25,000</b>	<b>24,890</b>	<b>28,000</b>	<b>28,000</b>
Electric service to City-park facilities at: Brandon Park, Buchanan Park, Conestoga Pines, Conlin Field, Crystal Park, Farnum Park, Harrisburg Pike Mini Park, Lancaster Square, Reservoir Park, Rodney Park, Sixth Ward Park, Binn's Park, South Duke Street Mall Park and South End Park.						
<b>1862000 760600 Operating Supplies</b>	<b>22,754</b>	<b>25,000</b>	<b>22,500</b>	<b>16,897</b>	<b>25,000</b>	<b>25,000</b>
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.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1862000 760700</b>	<b>Custodial Supplies</b>	5,947	6,000	6,000	3,612	6,000	6,000
	Supplies required for the custodial maintenance of Parks facilities including public restrooms.						
<b>1862000 820000</b>	<b>Minor Equipment</b>	3,027	8,000	9,500	8,927	9,200	8,000
	Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.						
<b>1862000 827100</b>	<b>Vehicle-Lease Purchase</b>	8,936	8,936	8,936	8,936	8,936	8,936
	4th payment of 5 for #402 for \$8,936						
<b>1862000 829000</b>	<b>Capital Outlay</b>	110,531	10,000	32,580	31,556	32,580	17,000
	Cost of All-terrain Ridge Runner Rotary mower for bank areas of parks and water/sewer facilities that are unsafe to mow with standard equipment. This expense will be split with Water-Grounds Maintenance Capital Outlay.						
<b>TOTAL</b>	<b>Parks - Parks Exp</b>	523,023	429,421	459,761	406,827	469,417	589,469

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	34,505
1862000	611500	F	M	1.0000	Longs Park Maintenance Supv.	51,890
1862000	611500	F	M	1.0000	Parks Landscape Supervisor I	46,363
1862000	611500	F	A	0.5000	Utility Operator	21,595
1862000	611500	F	A	1.0000	Utility Operator	46,713
1862000	611500	F	A	1.0000	Utility Operator	45,927
1862000	611500	F	A	1.0000	Utility Operator	44,916
1862000	611500	F	A	1.0000	Laborer	36,112
1862000	611500	F	A	1.0000	Laborer	36,112
<b>TOTAL 611500 EMPLOYEES</b>				<b>8.1000</b>		<b>\$ 364,133</b>

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Expenses</b>							
<b>Parks Trees</b>							
1863000 611500	Salaried Personnel	169,391	182,718	183,818	159,738	185,572	189,588
Salaries for the Parks-Trees employees.							
1863000 618500	Overtime	1,529	2,500	1,500	561	2,000	2,000
Expenses for overtime to respond to emergency call-ins for fallen trees from storms, high winds, or vehicle accidents.							
1863000 723000	Maint. - Equipment	1,827	2,000	2,000	705	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	92	100	100	30	50	100
City Arborist membership in professional organizations.							
1863000 744000	Contract Services	52,197	1,000	1,000	0	1,000	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	0	200	200	200	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	6,679	9,000	9,000	6,213	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	198	200	200	0	200	200
Annual Arbor Day celebration and Shade Tree Commission award.							
1863000 820000	Minor Equipment	1,956	3,200	3,200	629	3,200	3,200
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							
<b>TOTAL</b>	<b>Parks Trees Exp</b>	<b>233,870</b>	<b>200,918</b>	<b>201,018</b>	<b>168,076</b>	<b>203,222</b>	<b>207,288</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	55,983
1863000	611500	F	A	1.0000	Tree Trimmer	48,820
1863000	611500	F	A	1.0000	Tree Climber	44,354
1863000	611500	F	A	1.0000	Tree Climber	40,431
<b>TOTAL 611500 EMPLOYEES</b>						
<b>TOTAL 6115 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 189,588</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>General Fund - Expenses</b>						
<b>Parks - Central Market &amp; Visitor Center Exp</b>						
<b>1864000 611000 Salary - Bureau Chief</b>	<b>12,457</b>	<b>12,522</b>	<b>12,672</b>	<b>10,874</b>	<b>12,785</b>	<b>12,522</b>
Accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the General Fund and Water Fund.						
<b>1864000 611500 Salaried Personnel</b>	<b>26,806</b>	<b>14,376</b>	<b>14,576</b>	<b>41,957</b>	<b>49,374</b>	<b>57,258</b>
Build Maint Super, Maint Tech and Laborer						
<b>1864000 618500 Overtime</b>	<b>505</b>	<b>0</b>	<b>0</b>	<b>473</b>	<b>500</b>	<b>0</b>
Overtime pay as needed for any additional coverage of the maintenance workers.						
<b>1864000 721000 Maint-Buildings</b>	<b>6,987</b>	<b>7,600</b>	<b>7,600</b>	<b>3,404</b>	<b>3,313</b>	<b>3,000</b>
Plumbing, heating, electrical, roof, window, door, painting, fire and security alarm system repair, and maintenance as required under the terms of the management agreement with Central Market Trust.						
<b>1864000 723000 Maint. - Equipment</b>	<b>7,349</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>2,000</b>	<b>3,000</b>
Expenses for contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.						
<b>1864000 738300 Real Estate Taxes</b>	<b>2,645</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Payment of real estate taxes to Lancaster County and the School District for the taxable retail portions of the former Heritage Center property. This line item was eliminated for 2017 due to the sale of these properties (not including City Visitor Center) in late 2016.						
<b>1864000 744000 Contract Services</b>	<b>10,984</b>	<b>10,900</b>	<b>10,900</b>	<b>2,668</b>	<b>3,933</b>	<b>5,000</b>
Building maintenance contract needed at Central Market and City Visitor Center.						
<b>1864000 752000 Power Electric</b>	<b>246</b>	<b>8,000</b>	<b>8,000</b>	<b>4,468</b>	<b>5,447</b>	<b>5,000</b>
Electric expenses at the City Visitor Center.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1864000 760600</b>	<b>Operating Supplies</b>	6,113	6,000	6,000	5,0650	6,871	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.						
<b>1864000 760700</b>	<b>Custodial Supplies</b>	0	1,000	1,000	0	0	0
	Supplies for custodial maintenance of City buildings.						
<b>1864000 766000</b>	<b>Heating Oil</b>	748	12,000	12,000	2,9120	4,423	4,000
	Purchase of contracted fuel (gas and oil) for the City Visitor Center and/or Central Market.						
<b>TOTAL</b>	<b>Parks - Central Market &amp; Visitor Center Exp</b>	<b>74,347</b>	<b>78,398</b>	<b>78,748</b>	<b>71,822</b>	<b>88,646</b>	<b>95,780</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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
<b>TOTAL 611000 EMPLOYEES</b>					<b>0.1500</b>	<b>\$ 12,522</b>
1864000	611500	F	M	0.2000	Building Maintenance Supervisor	10,338
1864000	611500	F	A	1.0000	Custodian II	37,286
1864000	611500	F	A	0.2000	Maintenance Technician	9,634
<b>TOTAL 611500 EMPLOYEES</b>					<b>1.4000</b>	<b>\$ 57,258</b>
<b>TOTAL EMPLOYEES</b>					<b>1.5500</b>	<b>\$ 69,780</b>

# General Fund - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Parks - Southern Market Exp</b>						
<b>1866000 611000 Salary - Bureau Chief</b>	12,457	0	0	0	0	0
Prior to the move of all City staff from Southern Market, this line item accounted for fifteen percent (15%) of the Facility Manager salary.						
<b>1866000 611500 Salaried Personnel</b>	65,838	0	0	0	0	0
Prior to the move of all City staff from Southern Market, this line item accounted for the salaries of the Parks - Southern Market maintenance & custodial employees.						
<b>1866000 618500 Overtime</b>	902	1,000	1,000	0	0	0
Emergency call-in and weekend maintenance projects.						
<b>1866000 721000 Maint. - Buildings</b>	63	2,970	2,970	249	1,500	2,000
Maintenance and minor building repairs.						
<b>1866000 723000 Maint. - Equipment</b>	881	2,970	2,970	2,446	2,500	3,000
Contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.						
<b>1866000 738300 Real Estate Taxes</b>	25,829	27,640	27,640	26,238	28,000	0
Payment of real estate taxes to Lancaster County and the School District of Lancaster for the taxable (Chamber) portion of the property. With the move of the Lancaster Chamber out of the building in 2017, the entire property has been reclassified as tax-exempt.						
<b>1866000 744000 Contract Services</b>	8,694	10,494	10,494	7,194	8,000	10,000
Building maintenance contracts for carpet cleaning/mats, window cleaning, elevator maintenance and inspection, plant maintenance, pest control and fire alarm system.						
<b>1866000 752000 Power Electric</b>	23,839	24,750	24,750	6,646	8,000	8,000
Electrical services for the building at Meter #1 (basement); Meter #2 (boiler room and first floor); and Meter #3 (tenant space).						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>1866000 760600</b>	<b>Operating Supplies</b>	1,426	5,445	5,445	679	1,500	5,000
	Expense of custodial supplies, floor care chemicals, trash receptacles, light bulbs and miscellaneous supplies.						
<b>1866000 766000</b>	<b>Heating Oil</b>	2,943	4,950	4,950	2,318	2,800	3,000
	Contracted heating fuel.						
<b>TOTAL</b>	<b>Parks - Southern Market Exp</b>	142,870	80,219	80,219	45,771	52,300	31,000
<b>TOTAL</b>	<b>Public Works Exp</b>	6,289,337	5,996,238	5,996,238	5,016,061	5,971,307	6,384,625
<b>TOTAL</b>	<b>General Fund - Expenses</b>	51,811,574	54,307,418	54,307,418	45,682,588	53,533,687	57,485,701

CITY OF LANCASTER

# STORMWATER MANAGEMENT FUND



2018 BUDGET

**CITY OF LANCASTER  
STORMWATER MANAGEMENT FUND REVENUE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>DESCRIPTION</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (cf qr vgf)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$2,100,000	\$3,518,421	\$1,418,421	67.5%
Miscellaneous Revenue	\$2,000	\$2,500	\$500	25.0%
Other Income	\$62,933	\$60,420	(\$2,513)	-4.0%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

<b>TOTAL SWM FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$2,164,933</b>	<b>\$3,581,341</b>	<b>\$1,416,408</b>	<b>65.4%</b>
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**CITY OF LANCASTER  
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>BUREAU</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (cf q r ved)	<u>\$ INCREASE/</u> <u>(DECREASE)</u>	<u>% INCREASE/</u> <u>(DECREASE)</u>
Administration	\$1,561,184	\$2,533,580	\$972,396	62.3%
Street Cleaning	\$751,430	\$757,622	\$6,192	0.8%
Grounds Maintenance	\$307,122	\$290,139	(\$16,983)	-5.5%
<b>TOTAL STORMWATER MANAGEMENT FUND EXPENSES</b>	<b>\$2,619,736</b>	<b>\$3,581,341</b>	<b>\$961,605</b>	<b>36.7%</b>

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

Retained Earnings 12/31/2016		\$ (230,468)
Projected Revenues: 2017	2,222,933	
Projected Expenditures: 2017	<u>(2,547,699)</u>	
Projected Current Operating Surplus/(Deficit) 2017 (Reduction to Retained Earnings)		<u>(324,766)</u>
Projected Retained Earnings 12/31/2017		(555,234)
Adopted Revenues: 2018	3,581,341	
Adopted Expenditures: 2018	<u>(3,581,341)</u>	
Adopted Current Operating Surplus/(Deficit) 2018		<u>-</u>
Projected Retained Earnings 12/31/2018		<u>\$ (555,234)</u>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Stormwater Management - Revenues</b>						
<b>Stormwater Management Revenues</b>						
<b>56000000 407100 Pension State Aid</b>	<b>46,686</b>	<b>60,433</b>	<b>60,433</b>	<b>60,433</b>	<b>60,433</b>	<b>60,420</b>
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Stormwater Management Fund employees.						
<b>56000000 408000 Miscellaneous Revenue</b>	<b>1,765</b>	<b>2,000</b>	<b>2,000</b>	<b>14,788</b>	<b>2,500</b>	<b>2,500</b>
Revenue is derived from income received from miscellaneous items.						
<b>56000000 408101 Stormwater Management Fees</b>	<b>2,059,802</b>	<b>2,100,000</b>	<b>2,100,000</b>	<b>1,899,191</b>	<b>2,160,000</b>	<b>3,518,421</b>
Revenue is derived from stormwater management fees charged to property owners in the City.						
<b>56000000 420000 Sewer Grounds Exp Reimbursements</b>	<b>2,297</b>	<b>2,500</b>	<b>2,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.)						
<b>TOTAL Stormwater Management Revenues</b>	<b>2,110,550</b>	<b>2,164,933</b>	<b>2,164,933</b>	<b>1,974,411</b>	<b>2,222,933</b>	<b>3,581,341</b>
<b>TOTAL Stormwater Management - Revenues</b>	<b>2,110,550</b>	<b>2,164,933</b>	<b>2,164,933</b>	<b>1,974,411</b>	<b>2,222,933</b>	<b>3,581,341</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Stormwater Management - Expenses</b>						
<b>Stormwater Management Administrative Exp</b>						
56088600 611000 Salary - Bureau Chief	85,560	91,433	86,982	73,159	86,665	101,294
Salary expenses for the stormwater program manager.						
56088600 611500 Salaried Personnel	316,259	294,100	295,981	281,960	333,285	395,844
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	7,402	26,000	28,350	12,115	13,000	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	448	2,000	2,000	439	13,400	5,000
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.						
56088600 620200 Medical Insurance	122,000	150,000	150,000	137,500	150,000	200,000
Account covers health benefits of employees in this fund.						
56088600 620300 Dental/Vision Insurance	12,207	12,340	13,850	12,755	13,967	14,865
Account covers dental and vision insurance costs for all employees in this fund.						
56088600 620800 Social Security	79,502	87,023	87,023	68,043	80,351	92,737
Account covers social security for Bureau employees.						
56088600 620900 Life Insurance	3,041	2,950	2,950	2,770	3,110	3,566
Account covers Bureau employees' life insurance.						
56088600 623000 Pension Contribution	50,661	64,546	64,546	64,125	64,546	64,152
Account covers the City pension plan costs for Bureau employees.						
56088600 625000 Workers Compensation	7,152	30,000	30,000	15,491	30,000	20,000
Account covers all Bureau employees for on the job injury claims.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56088600 714100 PC Lease</b>	2,222	3,800	3,800	3,607	3,607	4,500
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Stormwater Management Staff.						
<b>56088600 716000 Rental of Parking Lot</b>	3,469	4,000	5,175	5,134	5,175	5,500
Account pays the Bureau cost of rental space for employees.						
<b>56088600 718000 Rental of Uniforms</b>	12	500	500	0	0	500
Account pays for rental of uniforms for employees.						
<b>56088600 723000 Maint. - Equipment</b>	3,797	7,500	7,500	3,775	4,500	7,500
Maintenance for miscellaneous office equipment.						
<b>56088600 731000 Advertising</b>	1,708	2,500	2,500	2,069	2,500	2,500
Account pays for newspaper advertising of contracts, bids, and job vacancies.						
<b>56088600 734000 Postage</b>	23,032	28,000	27,025	17,837	23,000	28,000
Account covers all of the postage for billing and miscellaneous office mailings.						
<b>56088600 735000 Printing</b>	5,484	15,168	14,193	4,781	6,700	15,000
Account covers printing costs for the City's print shop and office photocopying.						
<b>56088600 736000 Telephone</b>	2,921	5,000	5,000	2,308	3,000	5,000
Account covers telephone service in the Bureau.						
<b>56088600 737000 Travel</b>	5,292	7,500	9,590	8,365	9,000	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.						
<b>56088600 741000 Professional Services</b>	201,677	125,000	142,330	139,228	153,000	750,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.						
<b>56088600 743100 Credit Card Fees</b>	1,125	1,400	1,400	672	1,225	1,400
Bureau's portion of credit card company fees.						
<b>56088600 744000 Contract Services</b>	173,468	50,000	58,500	58,426	58,426	75,000

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
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.						
<b>56088600 744500 Training &amp; School</b>	<b>3,530</b>	<b>7,500</b>	<b>6,400</b>	<b>5,623</b>	<b>5,900</b>	<b>7,500</b>
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.						
<b>56088600 746300 Collection System Expense</b>	<b>5,458</b>	<b>25,000</b>	<b>2,450</b>	<b>2,450</b>	<b>10,000</b>	<b>25,000</b>
The Stormwater Management Fund will reimburse the Sewer Fund for labor and equipment charges related to maintenance on stormwater portions of the combined sewer system such as stormwater inlets.						
<b>56088600 760300 Office Supplies</b>	<b>2,834</b>	<b>3,200</b>	<b>3,200</b>	<b>1,954</b>	<b>2,200</b>	<b>3,200</b>
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.						
<b>56088600 772000 Insurance Package</b>	<b>9,864</b>	<b>18,190</b>	<b>18,190</b>	<b>9,670</b>	<b>10,166</b>	<b>11,075</b>
Property and liability coverage for all Bureau facilities and vehicles.						
<b>56088600 820000 Minor Equipment</b>	<b>4,862</b>	<b>15,000</b>	<b>11,495</b>	<b>5,379</b>	<b>7,300</b>	<b>15,000</b>
Account reflects the cost of miscellaneous office equipment.						
<b>56088600 820200 Safety Equipment</b>	<b>358</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>1,500</b>
Account pays the cost of minor safety equipment for the bureau.						
<b>56088600 825000 Computer Equipment &amp; Software</b>	<b>7,673</b>	<b>8,000</b>	<b>8,000</b>	<b>7,997</b>	<b>8,000</b>	<b>11,000</b>
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
<b>56088600 827100 Vehicle Lease Purchase</b>	<b>0</b>	<b>12,000</b>	<b>12,000</b>	<b>8,137</b>	<b>9,000</b>	<b>12,000</b>
Final lease purchase payment for the purchase of a new Ford Escape for use in stormwater management inspection.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56088600 911000 Indirect Costs</b>	0	0	0	0	0	157,792
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. For 2018, this line represents 50% of the total cost allocation of \$315,584 identified in the annual cost allocation study issued in 2017.						
<b>56088600 923000 Paying Agent Fees</b>	6	10	10	0	10	10
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.						
<b>56088600 924000 Debt Service - Interest</b>	40,912	34,890	34,890	33,892	34,890	29,872
This line reflects interest payments on the 2014 General Obligation bonds and the Pennvest Green Infrastructure loan.						
<b>56088600 926000 Debt Service - Principal</b>	0	425,354	425,354	390,528	425,354	433,773
This line reflects principal redemption on the 2014 General Obligation bonds and Pennvest Green Infrastructure loan.						
<b>TOTAL Stormwater Management Administrative Exp</b>	<b>1,183,933</b>	<b>1,561,404</b>	<b>1,561,184</b>	<b>1,380,190</b>	<b>1,571,777</b>	<b>2,533,580</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	86,141
					Available for Merit - NonBargaining	8,127
					Available for Merit - AFSCME	7,026
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 101,294</b>
56088600	611500	F	M	1.0000	Environmental Planner	62,703
56088600	611500	F	M	1.0000	GIC Coordinator	62,588
56088600	611500	F	M	0.2000	GIS Analyst	9,942
56088600	611500	F	M	1.0000	PW Sustainability Planner I	53,060
56088600	611500	F	M	0.1608	Bureau Chief Proc. & Collections	11,255
56088600	611500	F	M	0.1608	Customer Service Supervisor	8,709
56088600	611500	F	M	1.0000	GI Asset Coordinator	50,000
56088600	611500	F	A	1.0000	GI Asset Technician	43,953
56088600	611500	F	A	0.1608	Purchasing Coordinator	6,880
56088600	611500	F	A	0.1608	Revenue Clerk	6,960
56088600	611500	F	A	0.1608	Customer Care Coordinator	6,880
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,163
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,854
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,103
56088600	611500	F	A	0.1608	Customer Care Coordinator	6,880
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,545
56088600	611500	F	A	0.1608	Cashier/Service Clerk	5,966
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,545
56088600	611500	F	A	0.1608	Billing Coordinator 2	6,880
56088600	611500	F	A	0.1608	Billing Coordinator 1	7,713

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56088600	611500	F	A	0.1608	Mail & Print Operator	5,824
				Subtotal Full-Time	7.6117	
56088600	611500	P	A	0.1608	Data Entry Operator I	3,440
				Subtotal Part-Time	0.1608	
<b>TOTAL 6115 EMPLOYEES</b>				<b>7.7725</b>		<b>\$ 395,844</b>
<b>TOTAL EMPLOYEES</b>				<b>8.7725</b>		<b>\$ 497,138</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Stormwater Management - Expenses</b>						
<b>Stormwater Management Street Cleaning Exp</b>						
56084200 611500 Salaried Personnel	455,052	454,801	454,801	362,941	420,997	478,456
Salaries for the street cleaning personnel.						
56084200 618500 Overtime	19,314	15,000	20,000	14,789	15,000	15,000
Street cleaning personnel overtime expenses generated by snow and ice emergencies. Also for the coverage of the nightman for vacation and sick hours.						
56084200 718000 Rental of Uniforms	1,771	2,000	2,000	1,136	2,000	2,000
Uniforms for Bureau employees.						
56084200 729000 Maint. - Vehicles	47,030	50,000	50,000	46,719	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	58,504	60,000	60,000	35,686	55,000	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	1,794	2,000	12,000	3,837	9,000	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	23,424	25,000	25,000	19,711	25,000	25,000
Gasoline, Diesel and oil for Stormwater Management vehicles.						
56084200 825600 Machinery & Equipment Lease-Purchase	0	142,629	127,629	117,201	121,000	125,166
#103 3rd payment of 5 - \$28,021 #106 3rd payment of 5 - \$28,021 #133 3rd payment of 5 - \$19,589 #113 2nd payment of 5 - \$11,174 #108 2nd payment of 5 - \$16,362						
<b>TOTAL Stormwater Management Street Cleaning Exp</b>	<b>606,888</b>	<b>751,430</b>	<b>751,430</b>	<b>602,020</b>	<b>697,997</b>	<b>757,622</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
<b><u>BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING</u></b>				
56084200	611500	F	M	1.0000 Labor Supervisor 50,452
56084200	611500	F	A	1.0000 Equipment Operator II 49,695
56084200	611500	F	A	1.0000 Equipment Operator II 49,695
56084200	611500	F	A	1.0000 Sweeper Operator II 46,903
56084200	611500	F	A	1.0000 Sweeper Operator II 41,882
56084200	611500	F	A	1.0000 Maintenance Worker 38,205
56084200	611500	F	A	1.0000 Maintenance Worker 45,333
56084200	611500	F	A	1.0000 Maintenance Worker 38,205
56084200	611500	F	A	1.0000 Laborer 42,850
56084200	611500	F	A	1.0000 Laborer 39,124
56084200	611500	F	A	1.0000 Laborer 36,112
<b>TOTAL 611500 EMPLOYEES</b>			<b>11.0000</b>	<b>\$ 478,456</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Stormwater Management - Expenses</b>						
<b>Stormwater Management Grounds Maintenance Exp</b>						
<b>56088700 611500 Salaried Personnel</b>	<b>151,716</b>	<b>163,117</b>	<b>163,337</b>	<b>142,247</b>	<b>164,996</b>	<b>148,509</b>
Salaries of the Stormwater - Grounds Maintenance employees.						
<b>56088700 612000 Salary Temporary</b>	<b>10,133</b>	<b>11,000</b>	<b>10,262</b>	<b>10,262</b>	<b>11,000</b>	<b>11,000</b>
Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.						
<b>56088700 618500 Overtime</b>	<b>2,996</b>	<b>6,500</b>	<b>6,500</b>	<b>1,149</b>	<b>5,000</b>	<b>5,000</b>
Overtime generated by emergencies such as snow & ice and other weather related emergencies.						
<b>56088700 718000 Rental of Uniforms</b>	<b>820</b>	<b>1,000</b>	<b>1,000</b>	<b>437</b>	<b>1,000</b>	<b>1,000</b>
Uniforms for Bureau employees.						
<b>56088700 723000 Maint. - Equipment</b>	<b>1,371</b>	<b>3,200</b>	<b>2,200</b>	<b>843</b>	<b>1,500</b>	<b>3,200</b>
This code is for repair and maintenance of equipment.						
<b>56088700 744000 Contract Services</b>	<b>0</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>3,000</b>	<b>30,000</b>
This code is used for contracting raingarden professionals for planting and consulting.						
<b>56088700 760600 Operating Supplies</b>	<b>19,858</b>	<b>40,000</b>	<b>40,000</b>	<b>12,999</b>	<b>40,000</b>	<b>40,000</b>
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.						
<b>56088700 820000 Minor Equipment</b>	<b>2,656</b>	<b>3,000</b>	<b>5,394</b>	<b>1,754</b>	<b>3,000</b>	<b>3,000</b>
This code is to purchase minor equipment for stormwater maintenance. This code will also be used to update existing radio communications.						
<b>56088700 822500 Landscaping Trees</b>	<b>16,286</b>	<b>25,000</b>	<b>25,000</b>	<b>22,500</b>	<b>25,000</b>	<b>25,000</b>
This code is the expense to purchase landscape plants for the maintenance of rain gardens throughout the City.						
<b>56088700 827100 Vehicle-Lease Purchase</b>	<b>0</b>	<b>24,085</b>	<b>23,429</b>	<b>23,429</b>	<b>23,429</b>	<b>23,429</b>
5th payment of 5 for #456 - John Deer Mower - \$3,604.26 5th payment of 5 for #432 - F250 truck - \$8,425.97 3rd payment of 5 for #466 - Skid Loader - \$11,398.96						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>TOTAL</b> Stormwater Management Grounds Maintenance Exp	205,834	306,902	307,122	215,620	277,925	290,138
<b>TOTAL</b> Stormwater Management - Expenses	1,996,656	2,619,736	2,619,736	2,197,830	2,547,699	3,581,341

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY		
<b><u>BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE</u></b>						
56088700	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,502
56088700	611500	F	A	0.5000	Utility Operator	21,595
56088700	611500	F	A	1.0000	Utility Operator	43,189
56088700	611500	F	A	1.0000	Laborer	36,112
56088700	611500	F	A	1.0000	Laborer	36,112
<b>TOTAL 611500 EMPLOYEES</b>				<b>3.7000</b>		<b>\$ 148,509</b>

CITY OF LANCASTER

# SEWER FUND



2018 BUDGET

**CITY OF LANCASTER  
SEWER FUND REVENUE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>DESCRIPTION</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (confirmed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$15,775,683	\$16,688,820	\$913,137	5.8%
Miscellaneous Revenue	\$73,975	\$78,320	\$4,345	5.9%
Other Income	\$168,742	\$178,411	\$9,669	5.7%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

<b>TOTAL SEWER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$16,018,400</b>	<b>\$16,945,551</b>	<b>\$927,151</b>	<b>5.8%</b>
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**CITY OF LANCASTER  
SEWER FUND EXPENSE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>BUREAU</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (cf qr vgf)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$7,755,229	\$8,466,463	\$711,234	9.2%
Collections	\$1,884,590	\$1,841,943	(\$42,647)	-2.3%
Pumping Stations	\$1,306,586	\$1,371,764	\$65,178	5.0%
Treatment	\$5,032,995	\$5,223,181	\$190,186	3.8%
Grounds Maintenance	\$39,000	\$42,200	\$3,200	8.2%
<b>TOTAL SEWER FUND EXPENSES</b>	<b>\$16,018,400</b>	<b>\$16,945,551</b>	<b>\$927,151</b>	<b>5.8%</b>

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

Retained Earnings 12/31/2016		\$ 25,185,793
Projected Revenues: 2017	14,431,382	
Projected Expenditures: 2017	<u>(15,251,000)</u>	
Projected Current Operating Surplus/(Deficit) 2017 (Reduction to Retained Earnings)		<u>(819,618)</u>
Projected Retained Earnings 12/31/2017		24,366,175
Adopted Revenues: 2018	16,945,551	
Adopted Expenditures: 2018	<u>(16,945,551)</u>	
Adopted Current Operating Surplus/(Deficit) 2018		<u>-</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2018		<u>\$ 24,366,175</u>

# Wastewater - Revenues

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Wastewater Revenue</b>						
<b>56100000 400900 Lien Interest &amp; Costs</b>	<b>1,194</b>	<b>2,000</b>	<b>2,000</b>	<b>1,430</b>	<b>1,800</b>	<b>1,500</b>
Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.						
<b>56100000 404400 Rent of City Property</b>	<b>34,804</b>	<b>36,675</b>	<b>36,675</b>	<b>29,673</b>	<b>32,640</b>	<b>33,620</b>
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.						
<b>56100000 406300 Interest on Investment</b>	<b>512</b>	<b>300</b>	<b>300</b>	<b>595</b>	<b>700</b>	<b>700</b>
Revenue is derived from the interest earned on idle funds.						
<b>56100000 407100 Pension State Aid</b>	<b>137,844</b>	<b>168,742</b>	<b>168,742</b>	<b>168,742</b>	<b>168,742</b>	<b>178,411</b>
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniform employee Pension Plan. The amount in this line item is the share attributed to Sewer Fund employees.						
<b>56100000 408000 Miscellaneous Revenue</b>	<b>24,739</b>	<b>25,000</b>	<b>25,000</b>	<b>30,414</b>	<b>30,000</b>	<b>30,000</b>
Revenue is derived from income received from miscellaneous items.						
<b>56100000 408100 Sewage Treatment</b>	<b>8,822,431</b>	<b>9,195,683</b>	<b>9,195,683</b>	<b>8,296,975</b>	<b>9,300,000</b>	<b>10,303,820</b>
Revenue is derived from sewer fees charged to retail customers.						
<b>56100000 408200 Industrial Waste Surcharges</b>	<b>372,230</b>	<b>400,000</b>	<b>400,000</b>	<b>405,915</b>	<b>450,000</b>	<b>450,000</b>
Revenue is derived from surcharges to businesses that discharge high amounts of contaminants into the sewer system. This line item also accounts for revenue derived from the Water Bureau for the treatment of sludge created by Water Bureau operations.						
<b>56100000 408300 Bulk Sewage Treatment</b>	<b>4,348,057</b>	<b>6,000,000</b>	<b>6,000,000</b>	<b>2,655,269</b>	<b>4,250,000</b>	<b>5,750,000</b>
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.						
<b>56100000 408400 SLSA Operating Charges</b>	<b>177,290</b>	<b>180,000</b>	<b>180,000</b>	<b>96,221</b>	<b>185,000</b>	<b>185,000</b>
Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56100000 408600 Industrial Waste Permits</b>	12,750	10,000	10,000	12,500	12,500	12,500
Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.						
<b>TOTAL Wastewater Revenues</b>	13,931,851	16,018,400	16,018,400	11,697,735	14,431,382	16,945,551
<b>TOTAL Wastewater - Revenues</b>	13,931,851	16,018,400	16,018,400	11,697,735	14,431,382	16,945,551

# Wastewater - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Sewer Administration Exp</b>						
56188000 611000 Salary - Bureau Chief	95,887	104,928	106,928	89,210	105,580	105,128
Salary expenses for the wastewater operations/utility manager.						
56188000 611500 Salaried Personnel	233,189	276,110	258,815	212,387	255,253	304,614
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	3,567	5,760	12,535	10,194	11,500	12,000
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.						
56188000 618500 Overtime	268	0	0	233	300	50
Overtime expenses paid to administrative staff in the Sewer Fund.						
56188000 619200 OPEB ARC Expense	449,496	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	15,151	15,000	15,000	7,226	14,600	18,000
This account covers certification bonus pay for the PADEP Wastewater License certification for union bargaining unit and management employees with an "A" and "E" license in the Wastewater Bureau.						
56188000 620200 Medical Insurance	666,667	800,000	800,000	733,333	800,000	850,000
Account covers health benefits of Bureau employees.						
56188000 620300 Dental/Vision Insurance	28,541	30,800	30,800	30,620	32,959	34,807
Account covers dental and vision insurance costs for all employees of this fund.						
56188000 620800 Social Security	195,363	224,703	219,703	180,314	212,862	230,389
Account covers social security for Bureau employees.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56188000 620900 Life Insurance</b>	6,674	7,000	7,000	5,960	6,942	7,589
Account covers Bureau employees' life insurance.						
<b>56188000 623000 Pension Contribution</b>	153,003	185,236	185,236	183,598	185,236	194,575
Account covers the City pension costs for Bureau employees.						
<b>56188000 624000 Unemployment Compensation</b>	12,298	5,000	5,000	0	5,000	10,000
Account covers state unemployment for Bureau employees.						
<b>56188000 625000 Workers Compensation</b>	38,415	60,000	60,000	25,858	60,000	60,000
Account covers all Bureau employees for on the job injury claims.						
<b>56188000 714100 PC Lease</b>	6,466	9,400	9,400	9,017	9,050	11,000
This account provides for the annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Sewer Department staff.						
<b>56188000 716000 Rental of Parking Lot</b>	4,017	4,300	4,300	3,921	4,200	4,400
This account pays the Bureau cost of rental space for customer service employees. Increase needed for added rental costs.						
<b>56188000 718000 Rental of Uniforms</b>	8,565	8,500	10,000	7,310	9,800	9,800
This account pays for rental of uniforms for employees.						
<b>56188000 723000 Maint. - Equipment</b>	4,087	6,300	6,300	5,793	6,300	6,300
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.						
<b>56188000 731000 Advertising</b>	0	5,000	5,000	1,428	2,000	3,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.						
<b>56188000 734000 Postage</b>	26,517	30,000	30,000	20,087	29,400	30,000
This account covers all of the postage for bills, and miscellaneous office mailings.						
<b>56188000 735000 Printing</b>	5,563	10,401	10,401	3,286	4,900	6,500
This account covers printing costs for the City's print shop and office photocopying.						
<b>56188000 736000 Telephone</b>	27,973	30,000	32,500	27,060	32,500	33,000
This account covers telephone service in the Bureau, including service lines for computer modems for Wastewater Operations.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56188000 737000 Travel</b>	1,973	4,000	7,000	5,257	7,000	7,000
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.						
<b>56188000 741000 Professional Services</b>	954,916	600,000	1,050,000	886,024	1,233,000	1,200,000
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.						
<b>56188000 743000 Bank Service Charges</b>	8,494	9,000	9,000	7,564	8,975	9,300
This line item is for the Bureau's portion of banks service charges.						
<b>56188000 743100 Credit Card Fees</b>	9,442	10,250	10,250	5,963	9,450	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.						
<b>56188000 744000 Contract Services</b>	67,611	86,000	61,000	43,472	60,000	85,000
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.						
<b>56188000 744500 Training &amp; School</b>	16,196	21,500	21,500	17,431	21,500	21,500
Account covers courses for operating license, state correspondence courses, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops. Training is required by the PADEP Operator certification regulations governing continuing education requirements.						
<b>56188000 760300 Office Supplies</b>	1,946	2,100	2,550	1,872	2,500	2,900
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.						
<b>56188000 772000 Insurance Package</b>	163,854	250,000	210,000	163,117	174,171	225,000
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.						
<b>56188000 820000 Minor Equipment</b>	5,042	15,000	14,000	6,299	8,800	8,500
Account reflects the Sewer Fund's share of a remittance processor and mail folder/insert machine to process billings.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56188000 820200 Safety Equipment</b>	15,855	10,000	16,000	12,666	16,000	16,000
Account pays the cost of minor safety equipment for the Bureau.						
<b>56188000 825000 Computer Equip/Software</b>	10,671	20,000	12,000	6,846	10,000	20,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
<b>56188000 911000 Indirect Costs</b>	414,544	414,544	414,544	401,555	438,060	468,328
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.						
<b>56188000 923000 Paying Agent Fees</b>	344	750	750	0	525	700
Account pays agent fees on the Series 2007, 2009, 2011 and 2014 bonds, and escrow fees on various refunded issues of the Lancaster Municipal Authority.						
<b>56188000 924000 Debt Service - Interest</b>	1,715,615	1,979,018	1,979,018	1,981,827	1,981,827	1,902,808
Account pays interest payments on the Series 2007, 2009, 2011 and 2014 bonds.						
<b>56188000 926000 Debt Service - Principal</b>	0	2,038,288	2,038,288	2,015,249	2,038,288	2,457,614
Account pays principal redemption on the Series 2007, 2009, 2011 and 2014 bonds.						
<b>TOTAL Sewer Administration Exp</b>	<b>5,368,211</b>	<b>7,379,299</b>	<b>7,755,229</b>	<b>7,111,978</b>	<b>7,898,889</b>	<b>8,466,463</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	105,128
<b>TOTAL 61100 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 105,128</b>
56188000	611500	F	M	1.0000	Senior Project Manager - Utilities	77,515
56188000	611500	F	M	0.1901	Bureau Chief Proc. & Collections	13,304
56188000	611500	F	M	0.1901	Customer Service Supervisor	10,295
56188000	611500	F	M	0.2500	Information Services Manager	19,373
56188000	611500	F	M	0.1400	Mktg & Inform Manager	5,898
56188000	611500	F	A	0.1901	Purchasing Coordinator	8,133
56188000	611500	F	A	0.1901	Billing Coordinator 1	9,118
56188000	611500	F	A	0.1901	Billing Coordinator 2	8,133
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,737
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,053
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,737
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,650
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,279
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,397
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,133
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,133
56188000	611500	F	A	0.1901	Revenue Clerk	8,228
56188000	611500	F	A	0.5000	Secretary I	21,595
56188000	611500	F	A	0.3027	Utility Service Coordinator	12,238
56188000	611500	F	A	0.1901	Mail & Print Operator	6,885

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
					Available for Merit - NonBargaining	12,407
					Available for Merit - AFSCME	21,308
				Subtotal Full-Time	5.0436	
56188000	611500	P	A	0.1901	Data Entry Operator I	4,067
				Subtotal Part-Time	0.1901	
<b>TOTAL 611500 EMPLOYEES</b>				<b>5.2337</b>		<b>\$ 304,614</b>
<b>TOTAL EMPLOYEES</b>				<b>6.2337</b>		<b>\$ 409,742</b>

# Wastewater - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Sewer Collections Exp</b>						
<b>56188100 611500 Salaried Personnel</b>	<b>647,171</b>	<b>853,870</b>	<b>840,890</b>	<b>678,032</b>	<b>793,624</b>	<b>796,943</b>
Account covers salaries of employees who perform repairs and replacement of sewer lines for the City. The crew also provides preventative maintenance and cleans clogged sewer lines when necessary.						
<b>56188100 618500 Overtime</b>	<b>28,909</b>	<b>50,000</b>	<b>50,000</b>	<b>22,054</b>	<b>24,200</b>	<b>60,000</b>
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.						
<b>56188100 729000 Maint. - Vehicles</b>	<b>105,355</b>	<b>100,000</b>	<b>123,000</b>	<b>120,733</b>	<b>120,000</b>	<b>150,000</b>
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.						
<b>56188100 744000 Contract Services</b>	<b>58,166</b>	<b>120,000</b>	<b>100,000</b>	<b>43,843</b>	<b>45,000</b>	<b>120,000</b>
Account provides for outside services beyond the scope of work of the Collections Crew. This fund includes items such as the cost of manhole rehabilitation services needed for some of the older manholes in the sewer system.						
<b>56188100 747000 Trench Paving</b>	<b>150,502</b>	<b>200,000</b>	<b>197,000</b>	<b>121,159</b>	<b>130,000</b>	<b>210,000</b>
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes.						
<b>56188100 760300 Office Supplies</b>	<b>0</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Cost of miscellaneous office supplies for Sewer Collections.						
<b>56188100 760600 Operating Supplies</b>	<b>323,167</b>	<b>300,000</b>	<b>298,700</b>	<b>192,388</b>	<b>300,000</b>	<b>350,000</b>
Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames, 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.						
<b>56188100 765400 Gas, Oil &amp; Diesel</b>	<b>33,100</b>	<b>40,000</b>	<b>40,000</b>	<b>36,237</b>	<b>40,000</b>	<b>75,000</b>
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56188100 820000 Minor Equipment</b>	69	0	0	0	0	5,000
This line includes the purchase of minor equipment required to perform collection system repair and maintenance.						
<b>56188100 827000 Vehicles</b>	0	25,000	25,000	6,930	6,930	0
For 2017, this line item reflects lease-purchase expenses for two new vehicles (Cargo Van and F350). These lease payments will be charged to the Vehicle Lease-Purchase line item for 2018.						
<b>56188100 827100 Vehicle-Lease Purchase</b>	0	210,000	210,000	39,587	47,724	75,000
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.						
<b>TOTAL Sewer Collections Exp</b>	<b>1,346,439</b>	<b>1,899,320</b>	<b>1,884,590</b>	<b>1,260,961</b>	<b>1,507,478</b>	<b>1,841,943</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	65,409
56188100	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,502
56188100	611500	F	M	1.0000	Labor Supervisor I	5,581
56188100	611500	F	A	1.0000	Equipment Operator I	40,326
56188100	611500	F	A	1.0000	Equipment Operator I	40,005
56188100	611500	F	A	1.0000	Equipment Operator I	39,523
56188100	611500	F	A	1.0000	Equipment Operator I	39,523
56188100	611500	F	A	1.0000	Equipment Operator I	39,523
56188100	611500	F	A	1.0000	Equipment Operator I	39,523
56188100	611500	F	A	1.0000	Equipment Operator II	46,879
56188100	611500	F	A	1.0000	Equipment Operator II	45,946
56188100	611500	F	A	1.0000	GI Asset Technician	42,465
56188100	611500	F	A	1.0000	Laborer	36,112
56188100	611500	F	A	1.0000	Mark-Out Serviceperson I	52,153
56188100	611500	F	A	1.0000	Sewer Technician	52,337
56188100	611500	F	A	1.0000	Sewer Technician	52,337
56188100	611500	F	A	1.0000	Sewer Technician	50,324
56188100	611500	F	A	1.0000	Sewer Technician	44,108
56188100	611500	F	A	1.0000	TV Technician	53,367
<b>TOTAL 611500 EMPLOYEES</b>				<b>18.2000</b>		<b>\$ 796,943</b>

# Wastewater - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Sewer Pumping Stations Exp</b>						
<b>56188200 611500 Salaried Personnel</b>	<b>678,644</b>	<b>714,886</b>	<b>717,186</b>	<b>623,345</b>	<b>719,048</b>	<b>748,664</b>
This account pays for the salaries of the employees who are responsible for maintaining the Bureau's pump stations and the Advanced Wastewater Treatment Plant's (AWWTP) equipment in a safe and operable condition.						
<b>56188200 618500 Overtime</b>	<b>20,496</b>	<b>26,500</b>	<b>26,500</b>	<b>21,619</b>	<b>23,000</b>	<b>26,500</b>
This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.						
<b>56188200 721000 Maint. - Buildings</b>	<b>1,296</b>	<b>1,500</b>	<b>2,500</b>	<b>1,436</b>	<b>1,500</b>	<b>1,500</b>
This account provides for the up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.						
<b>56188200 723000 Maint. - Equipment</b>	<b>60,927</b>	<b>85,000</b>	<b>125,000</b>	<b>100,026</b>	<b>115,000</b>	<b>85,000</b>
This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, 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.						
<b>56188200 752000 Power Electric-Main Pump Station</b>	<b>426,487</b>	<b>450,000</b>	<b>375,000</b>	<b>274,550</b>	<b>400,000</b>	<b>450,000</b>
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.						
<b>56188200 760600 Operating Supplies</b>	<b>1,395</b>	<b>1,900</b>	<b>1,900</b>	<b>712</b>	<b>1,900</b>	<b>1,900</b>
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.						
<b>56188200 766000 Heating Oil</b>	<b>8,360</b>	<b>12,000</b>	<b>17,000</b>	<b>11,737</b>	<b>17,000</b>	<b>17,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56188200 820000 Minor Equipment</b>	<b>11,088</b>	<b>15,000</b>	<b>17,000</b>	<b>15,937</b>	<b>17,000</b>	<b>7,500</b>
Tools and minor equipment						
<b>56188200 827100 Vehicle-Lease Purchase</b>	<b>0</b>	<b>33,500</b>	<b>34,500</b>	<b>33,648</b>	<b>33,700</b>	<b>33,700</b>
This account covers the current annual payments required under a lease purchase agreement, as indicated, for the following vehicles: #301 Instrumentation Van, through 2019 #314 Truck with utility body, through 2019 #333 Utility truck, through 2018.						
<b>TOTAL Sewer Pumping Stations Exp</b>	<b>1,208,693</b>	<b>1,340,286</b>	<b>1,316,586</b>	<b>1,083,009</b>	<b>1,328,148</b>	<b>1,371,764</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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.	65,104
56188200	611500	F	M	1.0000	Electrical/Mechanical Supervisor	62,004
56188200	611500	F	A	1.0000	Instrument Technician	59,051
56188200	611500	F	A	1.0000	Instrument Technician	54,596
56188200	611500	F	A	1.0000	Plant Maint Mechanic	43,953
56188200	611500	F	A	1.0000	Plant Maint Mechanic	48,218
56188200	611500	F	A	1.0000	Plant Maint Mechanic	48,218
56188200	611500	F	A	1.0000	Plant Maint Mechanic	48,218
56188200	611500	F	A	1.0000	Plant Maint Mechanic	45,382
56188200	611500	F	A	1.0000	Plant Maint Mechanic	41,727
56188200	611500	F	A	1.0000	Plant Maint Mechanic	43,953
56188200	611500	F	A	1.0000	Plant Maint Mechanic	48,100
56188200	611500	F	A	1.0000	Maintenance Worker	41,913
56188200	611500	F	A	1.0000	Maintenance Electrician II	45,381
56188200	611500	F	A	1.0000	Maintenance Electrician II	52,846
<b>TOTAL 61150 EMPLOYEES</b>				<b>15.0000</b>		<b>\$ 748,664</b>

# Wastewater - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Sewer Treatment Exp</b>						
<b>56188300 611500 Salaried Personnel</b>	<b>766,525</b>	<b>794,745</b>	<b>797,945</b>	<b>693,349</b>	<b>799,285</b>	<b>829,481</b>
This account pays for the salaries of the employees who provide services for the continuous and efficient operation of an advanced wastewater treatment facility, including monitoring and analyzing the wastewater before discharge to the Conestoga River, and the biosolids dewatering and stabilization operations. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the PA Department of Environmental Protection (PADEP) and U.S. Environmental Protection Agency (EPA) regulations.						
<b>56188300 618500 Overtime</b>	<b>48,355</b>	<b>40,000</b>	<b>40,000</b>	<b>23,352</b>	<b>35,000</b>	<b>41,200</b>
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.						
<b>56188300 721000 Maint. - Buildings</b>	<b>31,580</b>	<b>30,000</b>	<b>30,000</b>	<b>14,369</b>	<b>20,000</b>	<b>30,000</b>
This account provides for up-keep and repair of buildings located in the wastewater treatment plant. This line item has been increased to address increased maintenance, including interior maintenance and painting, as the plant buildings are from 1932, 1972, and 1984.						
<b>56188300 723000 Maint. - Equipment</b>	<b>318,843</b>	<b>433,500</b>	<b>419,900</b>	<b>234,527</b>	<b>307,000</b>	<b>433,500</b>
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.						
<b>56188300 729000 Maint. - Vehicles</b>	<b>17,810</b>	<b>18,000</b>	<b>18,000</b>	<b>9,590</b>	<b>15,000</b>	<b>18,000</b>
This account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspections, tires, outside services, major engine and drive train repairs, etc.						
<b>56188300 746000 Meter Expense</b>	<b>220,850</b>	<b>278,250</b>	<b>209,550</b>	<b>186,742</b>	<b>209,200</b>	<b>286,600</b>
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.						
<b>56188300 746500 Water Utility Expense</b>	<b>79,738</b>	<b>75,000</b>	<b>95,000</b>	<b>61,172</b>	<b>90,000</b>	<b>90,000</b>
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations.						
<b>56188300 748000 Sludge Disposal</b>	<b>1,286,112</b>	<b>1,520,000</b>	<b>1,469,000</b>	<b>1,190,449</b>	<b>1,263,000</b>	<b>1,500,000</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
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 2018 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 screenings generated from preliminary treatment and the Engleside diversion chamber, as well as debris disposal from sewer cleaning operations from Vector operations and sewer excavations. This line item has been increased because sludge disposal rates are anticipated to increase.						
<b>56188300 752000 Power Electric</b>	<b>1,004,164</b>	<b>1,200,000</b>	<b>1,000,000</b>	<b>810,517</b>	<b>1,010,000</b>	<b>1,100,000</b>
This account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions and plant loadings. Combined sewers transport sanitary waste and storm water to the treatment plant. As rainfall increases, power costs increase.						
<b>56188300 760600 Operating Supplies</b>	<b>29,586</b>	<b>29,000</b>	<b>29,000</b>	<b>20,295</b>	<b>28,000</b>	<b>29,000</b>
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. The annual PADEP permit fee is also paid for from this account.						
<b>56188300 761500 Laboratory Supplies</b>	<b>63,373</b>	<b>75,000</b>	<b>70,000</b>	<b>42,607</b>	<b>62,400</b>	<b>75,000</b>
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.						
<b>56188300 761800 Chemicals</b>	<b>446,681</b>	<b>520,000</b>	<b>550,000</b>	<b>385,116</b>	<b>412,500</b>	<b>550,000</b>
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.						
<b>56188300 765400 Gas, Oil &amp; Diesel</b>	<b>13,274</b>	<b>15,000</b>	<b>15,000</b>	<b>11,286</b>	<b>13,700</b>	<b>15,000</b>
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56188300 766000 Heating Oil</b>	<b>53,568</b>	<b>70,000</b>	<b>60,000</b>	<b>45,786</b>	<b>54,000</b>	<b>70,000</b>
This account pays for natural gas for heating of the control building, maintenance buildings and the Lime Stabilization process, and for fuel oil for the emergency generator at Main Pump Station..						
<b>56188300 820000 Minor Equipment</b>	<b>3,970</b>	<b>13,000</b>	<b>13,000</b>	<b>6,332</b>	<b>8,500</b>	<b>6,500</b>
For 2018: Refrigerated Sampler and pH meter						
<b>56188300 827100 Vehicle-Lease Purchase</b>	<b>0</b>	<b>29,000</b>	<b>29,600</b>	<b>28,416</b>	<b>28,900</b>	<b>28,900</b>
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) #312 - van through 2019 (3 year lease) #331 - truck through 2018 (3 year lease) This line item 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.						
<b>56188300 829000 Capital Outlay</b>	<b>18,512</b>	<b>220,000</b>	<b>177,000</b>	<b>61,981</b>	<b>120,000</b>	<b>120,000</b>
For 2018, the following projects are cf q r ved: SCADA Programming for process control and pretreatment  Floor Coating in Control Building Residual Chlorine Metering System Control Room Bathroom Upgrade Masonry/Concrete Crack Repair						
<b>TOTAL Sewer Treatment Exp</b>	<b>4,402,940</b>	<b>5,360,495</b>	<b>5,022,995</b>	<b>3,825,886</b>	<b>4,476,485</b>	<b>5,223,181</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	63,073
56188300	611500	F	M	1.0000	Wastewater Operations Supervisor	63,875
56188300	611500	F	M	1.0000	Wastewater Analyst	52,280
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II-C	57,158
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	46,776
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	46,776
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	49,542
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	48,171
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	46,776
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	49,737
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	53,848
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	48,820
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	53,848
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	53,848
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	44,181
56188300	611500	F	A	1.0000	Laboratory Technician I	50,772
<b>TOTAL 611500 EMPLOYEES</b>				<b>16.0000</b>		<b>\$ 829,481</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Wastewater - Expenses</b>						
<b>Sewer Grounds Maintenance Exp</b>						
56188400 611501 Salary - Direct Invoice	12,934	12,000	12,000	0	12,000	13,000
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	6,413	6,000	6,000	0	6,000	6,200
Fringe expenses for Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Fringe expenses charged to this account are based on time sheets completed for each ground maintenance project.						
56188400 760601 Equip/Op Supplies Direct Invoi	25,694	21,000	21,000	0	22,000	23,000
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.						
<b>TOTAL Sewer Grounds Maintenance Exp</b>	<b>45,041</b>	<b>39,000</b>	<b>39,000</b>	<b>0</b>	<b>40,000</b>	<b>42,200</b>
<b>TOTAL Wastewater - Expenses</b>	<b>12,371,323</b>	<b>16,018,400</b>	<b>16,018,400</b>	<b>13,281,834</b>	<b>15,251,000</b>	<b>16,945,551</b>

CITY OF LANCASTER

# WATER FUND



2018 BUDGET

**CITY OF LANCASTER  
WATER FUND REVENUE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>DESCRIPTION</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (cf q r ved)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$26,500,000	\$26,723,460	\$223,460	0.8%
Miscellaneous Revenue	\$667,500	\$490,100	(\$177,400)	-26.6%
Other Income	\$264,296	\$278,876	\$14,580	5.5%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

<b>TOTAL WATER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$27,431,796</b>	<b>\$27,492,436</b>	<b>\$60,640</b>	<b>0.2%</b>
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**CITY OF LANCASTER  
WATER FUND EXPENSE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>BUREAU</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (cf qr ved)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$13,507,467	\$14,098,082	\$590,615	4.4%
Transfer to General Fund	\$3,500,000	\$4,000,000	\$500,000	14.3%
Susquehanna Treatment Plant	\$2,986,433	\$3,108,060	\$121,627	4.1%
Conestoga Treatment Plant	\$2,805,762	\$2,804,409	(\$1,353)	0.0%
Transmission & Distribution	\$2,086,367	\$1,970,209	(\$116,158)	-5.6%
Meter Shop	\$716,804	\$729,162	\$12,358	1.7%
Grounds Maintenance	\$469,357	\$459,637	(\$9,720)	-2.1%
Laboratory	\$315,015	\$322,877	\$7,862	2.5%
<b>TOTAL WATER FUND EXPENSES</b>	<b>\$26,387,205</b>	<b>\$27,492,436</b>	<b>\$1,105,231</b>	<b>4.2%</b>

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

Retained Earnings 12/31/2016		\$ 12,924,361
Projected Revenues: 2017	27,649,396	
Projected Expenditures: 2017	<u>(25,993,295)</u>	
Projected Current Operating Surplus/(Deficit) 2017 (Addition to Retained Earnings)		<u>1,656,101</u>
Projected Retained Earnings 12/31/2017		14,580,462
Adopted Revenues: 2018	27,492,436	
Adopted Expenditures: 2018	<u>(27,492,436)</u>	
Adopted Current Operating Surplus/(Deficit) 2018		<u>-</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2018		<u>\$ 14,580,462</u>

# Water - Revenues

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Water Revenues</b>						
<b>56200000 400900 Lien Interest &amp; Costs</b>	<b>1</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>100</b>	<b>100</b>
Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.						
<b>56200000 404400 Rent of City Property</b>	<b>308,644</b>	<b>386,250</b>	<b>386,250</b>	<b>302,677</b>	<b>335,000</b>	<b>240,000</b>
Revenue is derived from rental of space to cellular service providers for antennas.						
<b>56200000 406300 Interest on Investment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>
Revenue is derived from the interest earned on idle funds.						
<b>56200000 407100 Pension State Aid</b>	<b>229,619</b>	<b>264,296</b>	<b>264,296</b>	<b>264,296</b>	<b>264,296</b>	<b>278,876</b>
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Water Fund employees.						
<b>56200000 407700 Water Rents</b>	<b>26,247,323</b>	<b>26,500,000</b>	<b>26,500,000</b>	<b>23,583,695</b>	<b>26,800,000</b>	<b>26,723,460</b>
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.						
<b>56200000 407800 Meter Repairs</b>	<b>2,939</b>	<b>6,000</b>	<b>6,000</b>	<b>2,228</b>	<b>0</b>	<b>0</b>
Revenue is derived from the reimbursement of meter repair costs by customers.						
<b>56200000 407900 Reimb. - Meter Labor</b>	<b>220,850</b>	<b>200,000</b>	<b>200,000</b>	<b>186,742</b>	<b>190,000</b>	<b>175,000</b>
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.						
<b>56200000 408000 Miscellaneous Revenue</b>	<b>98,858</b>	<b>75,000</b>	<b>75,000</b>	<b>41,610</b>	<b>60,000</b>	<b>75,000</b>
Revenues of the water system not otherwise credited.						
<b>56200000 420000 Sewer Grounds Exp Reimbursement</b>	<b>4,115</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).						
<b>TOTAL Water Revenues</b>	<b>27,112,349</b>	<b>27,431,796</b>	<b>27,431,796</b>	<b>24,381,250</b>	<b>27,649,396</b>	<b>27,492,436</b>
<b>TOTAL Water - Revenues</b>	<b>27,112,349</b>	<b>27,431,796</b>	<b>27,431,796</b>	<b>24,381,250</b>	<b>27,649,396</b>	<b>27,492,436</b>

# Water - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Water Administration Exp</b>						
<b>56289000 611000 Salary - Bureau Chief</b>	<b>25,442</b>	<b>32,130</b>	<b>32,640</b>	<b>27,697</b>	<b>32,640</b>	<b>32,773</b>
This line item accounts for forty percent (40%) of the Public Works Deputy Director/City Engineer salary that are shared by the Water Fund and Sewer Fund and a Utility Engineer Manager.						
<b>56289000 611500 Salaried Personnel</b>	<b>502,125</b>	<b>698,275</b>	<b>665,583</b>	<b>503,478</b>	<b>597,385</b>	<b>810,652</b>
This line item accounts for the salaries of the Administration Section of the Bureau of Water.						
<b>56289000 612000 Salary Temporary</b>	<b>3,890</b>	<b>0</b>	<b>18,082</b>	<b>14,644</b>	<b>15,000</b>	<b>0</b>
Salary expenses for temporary employees hired mostly in summer months.						
<b>56289000 618500 Overtime</b>	<b>562</b>	<b>0</b>	<b>0</b>	<b>475</b>	<b>500</b>	<b>300</b>
Overtime expenses paid to administrative staff in the Water Bureau.						
<b>56289000 619200 OPEB ARC Expense</b>	<b>812,202</b>	<b>875,724</b>	<b>875,724</b>	<b>0</b>	<b>875,724</b>	<b>875,724</b>
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
<b>56289000 620100 Educational Incentive</b>	<b>20,182</b>	<b>20,000</b>	<b>20,000</b>	<b>10,829</b>	<b>21,500</b>	<b>22,000</b>
This account provides for bonuses per collective bargaining agreement with AFSCME for operators with State Certification by examination. There are currently fourteen employees with "A" certifications. This line item also provides a bonus for each employee that obtains a PaDEP transmission and distribution license ("E" certifications).						
<b>56289000 620200 Medical Insurance</b>	<b>2,089,000</b>	<b>2,300,000</b>	<b>2,300,000</b>	<b>2,108,333</b>	<b>2,300,000</b>	<b>2,400,000</b>
This line item accounts for medical insurance for employees in the Bureau of Water.						
<b>56289000 620300 Dental/Vision Insurance</b>	<b>49,194</b>	<b>55,195</b>	<b>55,195</b>	<b>49,180</b>	<b>53,509</b>	<b>56,684</b>
This line item accounts for employee dental and eye insurance premiums.						
<b>56289000 620800 Social Security</b>	<b>320,189</b>	<b>362,133</b>	<b>362,133</b>	<b>289,994</b>	<b>358,181</b>	<b>366,703</b>
This line item accounts for Social Security payments made for Bureau of Water employees.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289000 620900 Life Insurance</b>	<b>10,835</b>	<b>12,311</b>	<b>12,311</b>	<b>9,238</b>	<b>11,379</b>	<b>12,448</b>
This line item accounts for life insurance expenses for Bureau of Water employees.						
<b>56289000 623000 Pension Contribution</b>	<b>258,952</b>	<b>296,057</b>	<b>296,057</b>	<b>292,040</b>	<b>296,057</b>	<b>308,690</b>
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.						
<b>56289000 624000 Unemployment Compensation</b>	<b>8,372</b>	<b>5,000</b>	<b>5,000</b>	<b>587</b>	<b>5,000</b>	<b>10,000</b>
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						
<b>56289000 625000 Workers Compensation</b>	<b>62,941</b>	<b>100,000</b>	<b>107,002</b>	<b>61,182</b>	<b>100,000</b>	<b>100,000</b>
This line item accounts for workers compensation claims for Bureau of Water employees.						
<b>56289000 714100 PC Lease</b>	<b>16,424</b>	<b>13,200</b>	<b>13,200</b>	<b>12,624</b>	<b>12,650</b>	<b>16,000</b>
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Water Department staff.						
<b>56289000 716000 Rental of Parking Lot</b>	<b>6,062</b>	<b>7,300</b>	<b>7,300</b>	<b>6,131</b>	<b>6,350</b>	<b>6,800</b>
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.						
<b>56289000 718000 Rental of Uniforms</b>	<b>12,795</b>	<b>13,000</b>	<b>13,000</b>	<b>10,527</b>	<b>14,300</b>	<b>14,300</b>
Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
<b>56289000 723000 Maint. - Equipment</b>	<b>11,127</b>	<b>12,000</b>	<b>12,000</b>	<b>11,242</b>	<b>12,000</b>	<b>12,800</b>
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
<b>56289000 731000 Advertising</b>	<b>2,551</b>	<b>2,000</b>	<b>4,695</b>	<b>3,471</b>	<b>3,700</b>	<b>3,500</b>
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
<b>56289000 734000 Postage</b>	<b>61,043</b>	<b>70,000</b>	<b>86,000</b>	<b>71,793</b>	<b>75,000</b>	<b>80,000</b>
This account covers the postage for Water bills, the Safe Drinking Water Act requirement to annually distribute a Consumer Confidence Report, and the distribution of other public awareness information.						
<b>56289000 735000 Printing</b>	<b>17,119</b>	<b>22,270</b>	<b>19,770</b>	<b>11,043</b>	<b>20,000</b>	<b>20,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289000 736000 Telephone</b>	<b>38,709</b>	<b>40,000</b>	<b>46,000</b>	<b>39,362</b>	<b>43,000</b>	<b>45,000</b>
This account covers telephone services, including cellular phones.						
<b>56289000 737000 Travel</b>	<b>3,118</b>	<b>4,000</b>	<b>4,000</b>	<b>2,690</b>	<b>3,000</b>	<b>4,000</b>
This account pays for all travel expenses incurred by personnel attending AWWA conferences on regional, state and national levels. This account also includes travel for the Director to attend AWWA and other water related conferences. Also pays for water bureau staff to travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.						
<b>56289000 738000 Miscellaneous Expenses</b>	<b>921</b>	<b>950</b>	<b>950</b>	<b>203</b>	<b>500</b>	<b>500</b>
This account covers items not specifically budgeted elsewhere, including customer relations and license fees.						
<b>56289000 741000 Professional Services</b>	<b>353,087</b>	<b>500,000</b>	<b>321,805</b>	<b>307,537</b>	<b>325,000</b>	<b>600,000</b>
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. In 2018, we expect to file for a DSIC with the PUC.						
<b>56289000 743000 Bank Service Charges</b>	<b>15,830</b>	<b>16,750</b>	<b>16,750</b>	<b>14,097</b>	<b>16,729</b>	<b>16,950</b>
This line item accounts for the Water Fund's share of bank service charges.						
<b>56289000 743100 Credit Card Fees</b>	<b>13,164</b>	<b>13,500</b>	<b>13,500</b>	<b>7,791</b>	<b>10,000</b>	<b>12,250</b>
This line item accounts for the Water Fund's share of credit card company fees.						
<b>56289000 744000 Contract Services</b>	<b>14,561</b>	<b>15,000</b>	<b>15,000</b>	<b>11,992</b>	<b>18,000</b>	<b>20,000</b>
Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the water operations. Also includes IT technical staff and water contractors' fees. Started in 2011 and continuing annually 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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289000 744500 Training &amp; School</b>	7,625	8,000	8,000	7,564	8,000	8,000
This account covers courses for operating licenses, state correspondence courses, training material, books, magazines, and related training expenses for Bureau of Water personnel. This line also covers employee tuition reimbursement and membership in the American Water Works Association. Also included is training needed by operators for compliance with the EPA's Safe Drinking Water Act (SDWA). This line item also covers manager attendance at the AWWA annual conference.						
<b>56289000 760300 Office Supplies</b>	3,993	5,000	5,000	4,599	6,000	7,000
Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.						
<b>56289000 772000 Insurance Package</b>	174,630	260,000	260,000	188,840	194,665	220,000
This line item accounts for the insurance package for the Bureau of Water.						
<b>56289000 820000 Minor Equipment</b>	11,697	13,000	13,000	11,712	15,000	20,000
This line item accounts for the purchase of minor equipment and copier rental charges.						
<b>56289000 820200 Safety Equipment</b>	13,513	25,000	25,000	16,082	20,000	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.						
<b>56289000 825000 Computer Equip/Software</b>	12,669	20,000	20,000	8,866	15,000	20,000
This line item accounts for purchase of GIS equipment, public works CMMS software and water model program update.						
<b>56289000 911000 Indirect Costs</b>	617,938	617,938	617,938	651,627	710,866	719,916
This account pays for City support services, such as administrative services, legal services, fringe benefits and insurance. The amount charged to this line item is based upon calculations performed annually during an independent cost allocation plan.						
<b>56289000 914000 Revenue Transferred to City General Fund</b>	3,500,000	3,500,000	3,500,000	3,208,333	3,500,000	4,000,000
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.						
<b>56289000 923000 Paying Agent Fees</b>	1,270	2,000	2,000	0	1,500	1,700
This line reflects paying agent fees on the 2007, 2009, 2011 and 2014 General Obligation bonds.						

		2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289000 924000</b>	<b>Debt Service - Interest</b>	3,640,442	5,589,432	5,589,432	5,595,496	5,595,496	5,528,792
	This line reflects interest payments on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
<b>56289000 926000</b>	<b>Debt Service - Principal</b>	0	1,643,400	1,643,400	1,638,400	1,643,400	1,699,600
	This line reflects principal redemption on the 2007, 2009, 2011 and 2014 General Obligation bonds.						
<b>TOTAL</b>	<b>Water Administration Exp</b>	12,714,173	17,170,565	17,007,467	15,209,701	16,937,031	18,098,082

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	32,773
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.3000</b>		<b>\$ 32,773</b>
56289000	611500	F	M	1.0000	Project Manager - Utilities	59,765
56289000	611500	F	M	1.0000	Deputy Director PW Construction	107,513
56289000	611500	F	M	1.0000	Utility Engineer	59,945
56289000	611500	F	M	1.0000	Engineering Tech Specialist	63,359
56289000	611500	F	M	0.8000	GIS Analyst	39,767
56289000	611500	F	M	1.0000	Water Treatment Engineer	70,747
56289000	611500	F	M	0.4270	Bureau Chief Proc. & Collections	29,891
56289000	611500	F	M	0.2500	Information Services Manager	19,373
56289000	611500	F	M	0.2700	Mktg & Inform Manager	11,375
56289000	611500	F	M	0.4270	Customer Service Supervisor	23,129
56289000	611500	F	A	0.4270	Billing Clerk	20,847
56289000	611500	F	A	0.4270	Billing Coordinator 1	20,485
56289000	611500	F	A	0.4270	Billing Coordinator 2	18,272
56289000	611500	F	A	0.4270	Cashier/Service Clerk	17,384
56289000	611500	F	A	0.4270	Cashier/Service Clerk	17,384
56289000	611500	F	A	0.4270	Cashier/Service Clerk	15,846
56289000	611500	F	A	0.4270	Customer Care Coordinator	21,680
56289000	611500	F	A	0.4270	Customer Care Coordinator	18,866
56289000	611500	F	A	0.4270	Customer Care Coordinator	18,272
56289000	611500	F	A	0.4270	Customer Care Coordinator	18,272

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56289000	611500	F	A	0.4270	Mail & Print Operator	15,468
56289000	611500	F	A	0.4270	Purchasing Coordinator	18,272
56289000	611500	F	A	0.4270	Revenue Clerk	18,486
56289000	611500	F	A	0.4270	Secretary I	18,442
					Available for Merit - NonBargaining	28,175
					Available for Merit - AFSCME	30,502
				Subtotal Full-Time		
				13.1522		
56289000	611500	P	A	0.4270	Data Entry Operator I	9,137
				Subtotal Part-Time		
				0.4270		
<b>TOTAL 611500 EMPLOYEES</b>				<b>13.5792</b>		<b>\$ 810,652</b>
<b>TOTAL EMPLOYEES</b>				<b>13.8792</b>		<b>\$ 843,424</b>

# Water - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Susquehanna Treatment Plant Exp</b>						
<b>56289100 611500 Salaried Personnel</b>	<b>799,632</b>	<b>844,333</b>	<b>846,633</b>	<b>757,855</b>	<b>871,117</b>	<b>887,060</b>
This line item accounts for salaries at the SWTP.						
<b>56289100 612000 Salary Temporary</b>	<b>0</b>	<b>6,000</b>	<b>6,000</b>	<b>3,675</b>	<b>3,675</b>	<b>0</b>
Expense for interns from Thadeus Stephens Water/Wastewater program.						
<b>56289100 618500 Overtime</b>	<b>84,242</b>	<b>75,000</b>	<b>75,000</b>	<b>79,724</b>	<b>90,000</b>	<b>90,000</b>
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.						
<b>56289100 721000 Maint. - Buildings</b>	<b>31,633</b>	<b>50,000</b>	<b>39,000</b>	<b>25,130</b>	<b>50,000</b>	<b>75,000</b>
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.						
<b>56289100 722000 Maint. - Communications</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>640</b>	<b>1,500</b>	<b>1,500</b>
This account provides for repairs on the SCADA System at the SWTP.						
<b>56289100 723000 Maint. - Equipment</b>	<b>176,649</b>	<b>260,000</b>	<b>270,000</b>	<b>241,196</b>	<b>260,000</b>	<b>260,000</b>
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.						
<b>56289100 729000 Maint. - Vehicles</b>	<b>18,435</b>	<b>13,000</b>	<b>17,000</b>	<b>14,336</b>	<b>17,000</b>	<b>17,000</b>
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).						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289100 746500 Water Utility Expense</b>	13,226	15,000	15,000	10,809	15,000	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.						
<b>56289100 748000 Sludge</b>	95,735	80,000	125,000	76,935	100,000	90,000
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.						
<b>56289100 752000 Power Electric</b>	116,970	950,000	873,907	584,288	760,000	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 2018, SWTP based its electric cost on an average of the past twelve months operating the Susquehanna plant.						
<b>56289100 760600 Operating Supplies</b>	4,844	5,000	5,000	3,758	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.						
<b>56289100 761800 Chemicals</b>	505,562	600,000	593,000	480,024	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.						
<b>56289100 765400 Gas, Oil &amp; Diesel</b>	10,400	10,000	13,000	11,373	13,500	15,000
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - SWTP. Recommendation is based on past usage.						
<b>56289100 766000 Heating Oil</b>	31,346	45,000	45,000	24,534	45,000	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.						
<b>56289100 820000 Minor Equipment</b>	5,876	6,000	6,000	5,874	7,500	7,500
This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.						
<b>56289100 827000 Vehicles</b>	9	52,800	55,393	55,393	55,500	50,000
This line accounts for expenditures made for new and replacement equipment.						
<b>TOTAL Susquehanna Treatment Plant Exp</b>	<b>1,894,558</b>	<b>3,013,633</b>	<b>2,986,433</b>	<b>2,375,544</b>	<b>2,894,792</b>	<b>3,108,060</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	63,073
56289100	611500	F	M	1.0000	Plant Maintenance Supervisor	60,016
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	57,158
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	52,846
56289100	611500	F	A	1.0000	Instrument Technician	56,689
56289100	611500	F	A	1.0000	Plant Maint Mechanic	48,218
56289100	611500	F	A	1.0000	Plant Maint Mechanic	48,218
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	54,960
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	54,960
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	52,846
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	49,737
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	49,737
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	49,932
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	49,737
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	46,776
56289100	611500	F	A	1.0000	Water Plant Operator II - TR	45,381
56289100	611500	F	A	1.0000	Water Plant Operator II - Cert	46,776

**TOTAL 611500 EMPLOYEES**

**17.0000**

**\$ 887,060**

# Water - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Conestoga Treatment Plant Exp</b>						
<b>56289200 611500 Salaried Personnel</b>	<b>840,515</b>	<b>858,998</b>	<b>858,037</b>	<b>692,010</b>	<b>896,291</b>	<b>888,084</b>
This line item accounts for the salaries of personnel at the CWTP.						
<b>56289200 612000 Salary Temporary</b>	<b>859</b>	<b>5,760</b>	<b>5,760</b>	<b>3,786</b>	<b>3,786</b>	<b>5,760</b>
Thaddeus Stephens has a Water/Wastewater program. This account pays for 12 weeks of summer interns.						
<b>56289200 618500 Overtime</b>	<b>96,962</b>	<b>80,000</b>	<b>80,000</b>	<b>50,577</b>	<b>65,000</b>	<b>65,000</b>
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.						
<b>56289200 721000 Maint. - Buildings</b>	<b>61,082</b>	<b>100,000</b>	<b>64,000</b>	<b>56,665</b>	<b>64,000</b>	<b>100,000</b>
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.						
<b>56289200 722000 Maint. - Communications</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>500</b>
This account provides for repairs on all 2-way radios and communication equipment at the CWTP.						
<b>56289200 723000 Maint. - Equipment</b>	<b>250,484</b>	<b>215,000</b>	<b>473,000</b>	<b>454,938</b>	<b>473,000</b>	<b>250,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289200 729000 Maint. - Vehicles</b>	<b>40,195</b>	<b>25,000</b>	<b>25,000</b>	<b>22,127</b>	<b>25,000</b>	<b>25,000</b>
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.						
<b>56289200 748000 Sludge Disposal</b>	<b>88,456</b>	<b>175,000</b>	<b>125,000</b>	<b>110,580</b>	<b>125,000</b>	<b>150,000</b>
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. A representative sample of total suspended solids (TSS) is taken weekly.						
<b>56289200 752000 Power Electric</b>	<b>1,675</b>	<b>540,000</b>	<b>538,500</b>	<b>412,924</b>	<b>540,000</b>	<b>575,000</b>
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 2018, CWTP based its electric cost on an average of the past twelve months operating the new plant.						
<b>56289200 760600 Operating Supplies</b>	<b>4,907</b>	<b>5,000</b>	<b>6,500</b>	<b>6,243</b>	<b>7,500</b>	<b>7,500</b>
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.						
<b>56289200 761800 Chemicals</b>	<b>385,844</b>	<b>442,285</b>	<b>442,285</b>	<b>322,922</b>	<b>442,285</b>	<b>442,285</b>
This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.						
<b>56289200 765400 Gas, Oil &amp; Diesel</b>	<b>12,916</b>	<b>10,000</b>	<b>12,000</b>	<b>10,170</b>	<b>12,500</b>	<b>12,500</b>
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - CWTP. Requested budget is based upon past usage.						
<b>56289200 766000 Heating Oil</b>	<b>35,597</b>	<b>45,000</b>	<b>43,000</b>	<b>27,176</b>	<b>41,000</b>	<b>50,000</b>
This account provides for fuel for heating at the Conestoga Filter Plant, Membrane Filter Plant, Strainer/Carbon Feed Building, Administration Building and Beaver Street Garage. The Filter Plants and Strainer/Carbon feed buildings use natural gas while the Beaver Street and the Admin Building heat with oil.						
<b>56289200 827000 Vehicles</b>	<b>2,841</b>	<b>38,180</b>	<b>38,180</b>	<b>32,735</b>	<b>32,780</b>	<b>32,780</b>
Cost of replacement vehicles at the CWTP. CWTP provides for payment to two 5 year lease purchase						

		<b>2016 ACTUAL</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 AMENDED BUDGET</b>	<b>EXPENDED YTD 11/20/2017</b>	<b>2017 PROJECTED</b>	<b>2018 ADOPTED</b>
<b>56289200 829000</b>	<b>Capital Outlay</b>	<b>0</b>	<b>100,000</b>	<b>94,000</b>	<b>0</b>	<b>85,000</b>	<b>200,000</b>
This line accounts for expenditures made for new and replacement equipment.							
<b>TOTAL</b>	<b>Conestoga Treatment Plant Exp</b>	<b>1,822,333</b>	<b>2,640,723</b>	<b>2,805,762</b>	<b>2,202,854</b>	<b>2,813,642</b>	<b>2,804,409</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	60,016
56289200	611500	F	M	1.0000	Water Production Supervisor	81,767
56289200	611500	F	M	1.0000	Chief Water Plant Operator	58,136
56289200	611500	F	A	1.0000	Instrument Technician	49,767
56289200	611500	F	A	1.0000	Laborer	39,617
56289200	611500	F	A	1.0000	Plant Maint Mechanic	52,153
56289200	611500	F	A	1.0000	Plant Maint Mechanic	48,218
56289200	611500	F	A	1.0000	Plant Maint Mechanic	41,727
56289200	611500	F	A	1.0000	Plant Maint Mechanic III	57,158
56289200	611500	F	A	1.0000	Water Plant Operator II-Cert	49,737
56289200	611500	F	A	1.0000	Water Plant Operator II-Cert	48,171
56289200	611500	F	A	1.0000	Water Plant Operator II-GF/TR	53,848
56289200	611500	F	A	1.0000	Water Plant Operator II-Cert	51,315
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	45,381
56289200	611500	F	A	1.0000	Water Plant Operator II-TR	45,381
56289200	611500	F	A	1.0000	Water Plant Operator II-Cert	52,846
56289200	611500	F	A	1.0000	Water Plant Operator II-Cert	52,846
<b>TOTAL 611500 EMPLOYEES</b>				<b>17.0000</b>		<b>\$ 888,084</b>

# Water - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Water Transmission &amp; Distribution Exp</b>						
<b>56289400 611500 Salaried Personnel</b>	<b>798,659</b>	<b>804,567</b>	<b>810,367</b>	<b>722,539</b>	<b>842,501</b>	<b>733,209</b>
Covers salaries of the Bureau of Water - T & D employees.						
<b>56289400 612000 Salary Temporary</b>	<b>15,297</b>	<b>18,000</b>	<b>12,000</b>	<b>11,971</b>	<b>11,971</b>	<b>18,000</b>
Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program also the yellow painting of curbs in front of fire hydrants.						
<b>56289400 618500 Overtime</b>	<b>23,895</b>	<b>60,000</b>	<b>60,000</b>	<b>31,204</b>	<b>32,000</b>	<b>40,000</b>
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.						
<b>56289400 723000 Maint. - Equipment</b>	<b>4,439</b>	<b>7,000</b>	<b>7,000</b>	<b>3,209</b>	<b>6,500</b>	<b>7,000</b>
This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, pumps, paving saw, and pipe saws.						
<b>56289400 725000 Maint. - Mains</b>	<b>77,537</b>	<b>100,000</b>	<b>100,000</b>	<b>87,595</b>	<b>118,000</b>	<b>100,000</b>
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.						
<b>56289400 728000 Maint. - Service Lines</b>	<b>34,870</b>	<b>50,000</b>	<b>50,000</b>	<b>20,752</b>	<b>49,500</b>	<b>50,000</b>
Cost of materials for the installation of new service lines and the replacement of old broken service lines.						
<b>56289400 729000 Maint. - Vehicles</b>	<b>65,963</b>	<b>70,000</b>	<b>70,000</b>	<b>64,403</b>	<b>74,000</b>	<b>66,000</b>
The Motor Vehicle Section maintains construction equipment and vehicles such as backhoes, loaders, compressor trucks, dump trucks and pick-up trucks. This item covers the cost of maintaining these vehicles at outside repair facilities and the City's Central Garage, including any emissions monitoring/control requirements. Also the payment of GPS tracking on several vehicles used for winter road maintenance.						
<b>56289400 741000 Professional Services</b>	<b>6,955</b>	<b>8,000</b>	<b>8,000</b>	<b>620</b>	<b>3,000</b>	<b>8,000</b>
This line item covers surveying, design, computer services, support, plan reviews and computer modeling.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289400 744000 Contract Services</b>	<b>19,785</b>	<b>20,000</b>	<b>20,000</b>	<b>11,943</b>	<b>14,000</b>	<b>20,000</b>
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.						
<b>56289400 747000 Trench Paving</b>	<b>22,858</b>	<b>300,000</b>	<b>300,000</b>	<b>127,132</b>	<b>300,000</b>	<b>300,000</b>
This line item covers the cost of restoring street surfaces at water treach excavations. Excavations are located throughout the water system. This treach restoration work is performed by outside contract.						
<b>56289400 747500 Curb &amp; Sidewalk</b>	<b>101,456</b>	<b>100,000</b>	<b>100,000</b>	<b>575</b>	<b>32,000</b>	<b>100,000</b>
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.						
<b>56289400 748200 Stone</b>	<b>41,764</b>	<b>65,000</b>	<b>65,000</b>	<b>41,106</b>	<b>53,000</b>	<b>55,000</b>
Purchase of stone for trench repairs.						
<b>56289400 748400 Spoil Removal</b>	<b>2,610</b>	<b>25,000</b>	<b>25,000</b>	<b>4,575</b>	<b>8,000</b>	<b>15,000</b>
Costs of removal of debris, etc. from trench digging and repair.						
<b>56289400 760600 Operating Supplies</b>	<b>14,543</b>	<b>16,000</b>	<b>16,000</b>	<b>11,141</b>	<b>15,000</b>	<b>16,000</b>
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.						
<b>56289400 765400 Gas, Oil &amp; Diesel</b>	<b>32,857</b>	<b>33,000</b>	<b>33,000</b>	<b>28,826</b>	<b>31,000</b>	<b>33,000</b>
Gasoline, diesel and cng fuels are included in this line item.						
<b>56289400 820000 Minor Equipment</b>	<b>12,810</b>	<b>16,000</b>	<b>16,000</b>	<b>12,934</b>	<b>13,000</b>	<b>16,000</b>
This item covers the purchase of minor equipment.						
<b>56289400 824000 Hydrants</b>	<b>38,097</b>	<b>45,000</b>	<b>51,000</b>	<b>42,199</b>	<b>45,000</b>	<b>45,000</b>
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.						

	<b>2016 ACTUAL</b>	<b>2017 ORIGINAL BUDGET</b>	<b>2017 AMENDED BUDGET</b>	<b>EXPENDED YTD 11/20/2017</b>	<b>2017 PROJECTED</b>	<b>2018 ADOPTED</b>
<b>56289400 827100 Vehicle-Lease Purchase</b>	<b>0</b>	<b>48,000</b>	<b>48,000</b>	<b>36,017</b>	<b>45,000</b>	<b>48,000</b>
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.						
<b>56289400 829000 Capital Outlay</b>	<b>23,290</b>	<b>300,000</b>	<b>295,000</b>	<b>28,894</b>	<b>210,000</b>	<b>300,000</b>
This line item covers the relining and/or replacement of distribution mains due to age and deterioration that result in broken mains and brown water complaints.						
<b>TOTAL Water Transmission &amp; Distribution Exp</b>	<b>1,337,682</b>	<b>2,085,567</b>	<b>2,086,367</b>	<b>1,287,635</b>	<b>1,903,472</b>	<b>1,970,209</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	69,001
56289400	611500	F	M	1.0000	Labor Supervisor II	61,375
56289400	611500	F	M	1.0000	Labor Supervisor I	51,890
56289400	611500	F	M	1.0000	Labor Supervisor I	51,890
56289400	611500	F	A	1.0000	Mark-Out Serviceperson II	52,153
56289400	611500	F	A	1.0000	Equipment Operator II	49,695
56289400	611500	F	A	1.0000	Equipment Operator II	47,784
56289400	611500	F	A	1.0000	Equipment Operator I	46,896
56289400	611500	F	A	1.0000	Equipment Operator I	46,896
56289400	611500	F	A	1.0000	Equipment Operator I	45,093
56289400	611500	F	A	1.0000	Maintenance Worker	45,333
56289400	611500	F	A	1.0000	Maintenance Worker	41,913
56289400	611500	F	A	1.0000	Maintenance Worker	43,589
56289400	611500	F	A	1.0000	Maintenance Worker	43,589
56289400	611500	F	A	1.0000	Laborer	36,112
<b>TOTAL 611500 EMPLOYEES</b>				<b>15.0000</b>		<b>\$ 733,209</b>

# Water - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Water Meter Shop Exp</b>						
<b>56289500 611500 Salaried Personnel</b>	<b>480,149</b>	<b>548,831</b>	<b>551,031</b>	<b>422,147</b>	<b>491,065</b>	<b>573,362</b>
This account provides for the salaries of the Meter Shop.						
<b>56289500 612000 Salary Temporary</b>	<b>4,048</b>	<b>9,500</b>	<b>5,500</b>	<b>6,068</b>	<b>6,200</b>	<b>5,500</b>
This account provides for temporary help in the Meter Shop. (Summer employees to assist with reading)						
<b>56289500 618500 Overtime</b>	<b>1,183</b>	<b>3,000</b>	<b>3,000</b>	<b>3,027</b>	<b>3,300</b>	<b>5,000</b>
This account provides for emergency meter repairs, leak repairs, temporary services and other associated problems. Cost is based on past trends.						
<b>56289500 726000 Maint. - Meters</b>	<b>23,408</b>	<b>25,000</b>	<b>20,000</b>	<b>16,107</b>	<b>25,000</b>	<b>25,000</b>
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.						
<b>56289500 729000 Maint. - Vehicles</b>	<b>14,897</b>	<b>10,000</b>	<b>15,000</b>	<b>13,505</b>	<b>14,000</b>	<b>17,500</b>
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- Ford Focus (238), 1- Ford Taurus (723), 7- Dodge Grand Caravans (218, 239, 243, 247, 249, 256 and 257).						
<b>56289500 765400 Gas, Oil &amp; Diesel</b>	<b>10,632</b>	<b>15,000</b>	<b>15,000</b>	<b>9,350</b>	<b>12,500</b>	<b>15,000</b>
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.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289500 823500 Meters</b>	<b>96,682</b>	<b>100,000</b>	<b>100,000</b>	<b>88,193</b>	<b>100,000</b>	<b>75,000</b>
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.						
<b>56289500 827100 Vehicle-Lease Purchase</b>	<b>0</b>	<b>7,293</b>	<b>7,273</b>	<b>5,348</b>	<b>7,273</b>	<b>12,800</b>
This code is for the lease purchase and replacement of vehicles used for the Meter Shop.						
<b>TOTAL Water Meter Shop Exp</b>	<b>630,999</b>	<b>718,624</b>	<b>716,804</b>	<b>563,745</b>	<b>659,338</b>	<b>729,162</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	54,101
56289500	611500	F	M	1.0000	Assistant Meter Supervisor	49,419
56289500	611500	F	A	1.0000	Backflow/Cross Connection	43,953
56289500	611500	F	A	0.6973	Utility Service Coordinator	28,193
56289500	611500	F	A	1.0000	Water Service Clerk	47,974
56289500	611500	F	A	1.0000	Wtr Meter Technician	46,713
56289500	611500	F	A	1.0000	Wtr Meter Technician	46,713
56289500	611500	F	A	1.0000	Wtr Meter Technician	43,189
56289500	611500	F	A	1.0000	Wtr Meter Technician	43,189
56289500	611500	F	A	1.0000	Wtr Meter Technician	43,189
56289500	611500	F	A	1.0000	Wtr Meter Technician	40,648
56289500	611500	F	A	1.0000	Wtr Meter Technician	39,368

**TOTAL 611500 EMPLOYEES**

**12.6973**

**\$ 573,362**

# Water - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Water Grounds Maintenance Exp</b>						
56289600 611000 Salary - Bureau Chief	8,304	8,348	8,448	7,249	8,514	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	376,271	395,770	393,929	340,154	394,672	367,522
Salaries of the Water - Grounds Maintenance personnel.						
56289600 612000 Salary Temporary	7,491	7,500	7,500	6,970	6,970	7,500
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).						
56289600 618500 Overtime	7,679	12,000	12,000	5,530	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	1,347	2,000	2,000	1,277	2,000	2,000
This code is the expense of uniform rental of nine employees.						
56289600 721000 Maint. - Buildings	468	1,100	1,100	0	600	600
This code is the expense for grounds maintenance repairs around all water buildings and for the recycling program.						
56289600 723000 Maint. - Equipment	1,003	1,850	1,850	947	1,850	1,850
This code is for the repair and maintenance of all grounds maintenance equipment.						
56289600 729000 Maint. - Vehicles	2,257	4,500	4,500	3,671	4,500	4,500
This code is for vehicle repair and maintenance of motor vehicles.						
56289600 760600 Operating Supplies	1,215	1,530	1,530	92	1,530	1,530
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.						
56289600 765400 Gas, Oil & Diesel	5,550	6,000	6,000	5,642	7,000	7,000
This code is the gasoline expenses for equipment and vehicles.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56289600 820000 Minor Equipment</b>	2,465	7,500	7,500	7,190	7,500	25,000
This code is to purchase minor equipment for water grounds maintenance. This code will also be used to update existing radio communications. New all-terrain ridge runner rotary mower split with parks-parks maintenance to mow banks that are unsafe to mow with standard equipment.						
<b>56289600 827100 Vehicle-Lease Purchase</b>	0	23,000	23,000	21,785	21,787	21,787
3rd payment of 5 for #458 - John Deer Mower - \$7,009.05 2nd payment of 5 for #438 - Crew Cab - \$11,174.02 5th payment of 5 for #456 - John Deer Mower - \$3,604.26						
<b>TOTAL Water Grounds Maintenance Exp</b>	<b>414,050</b>	<b>471,098</b>	<b>469,357</b>	<b>400,507</b>	<b>468,923</b>	<b>459,637</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION			SALARY
<b><u>BUREAU OF WATER: GROUNDS MAINTENANCE</u></b>							
56289600	611000	F	M	0.1000	Facilities Manager		8,348
<b>TOTAL 611000 EMPLOYEES</b>				<b>0.1000</b>		<b>\$</b>	<b>8,348</b>
56289600	611500	F	M	1.0000	Labor Supervisor I		47,295
56289600	611500	F	M	0.2000	Building Maintenance Supervisor		10,338
56289600	611500	F	A	1.0000	Laborer		36,112
56289600	611500	F	A	1.0000	Laborer		36,112
56289600	611500	F	A	1.0000	Laborer		36,112
56289600	611500	F	A	1.0000	Laborer		36,112
56289600	611500	F	A	1.0000	Laborer		36,112
56289600	611500	F	A	1.0000	Utility Operator		44,916
56289600	611500	F	A	1.0000	Utility Operator		43,765
56289600	611500	F	A	1.0000	Utility Operator		40,648
<b>TOTAL 611500 EMPLOYEES</b>				<b>9.2000</b>		<b>\$</b>	<b>367,522</b>
<b>TOTAL EMPLOYEES</b>				<b>9.3000</b>		<b>\$</b>	<b>375,870</b>

# Water - Expenses

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Water Laboratory Exp</b>						
<b>56289800 611500 Salaried Personnel</b>	<b>210,582</b>	<b>210,168</b>	<b>212,168</b>	<b>172,822</b>	<b>212,704</b>	<b>216,588</b>
This line item accounts for the salaries of the Water Quality Laboratory Department.						
<b>56289800 618500 Overtime</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>344</b>	<b>500</b>	<b>500</b>
This account covers any testing that may be required in the time of emergency or to fill in for long-term illness.						
<b>56289800 723000 Maint. - Equipment</b>	<b>163</b>	<b>800</b>	<b>800</b>	<b>150</b>	<b>850</b>	<b>850</b>
This budget covers repairs and calibration of instruments used in the lab.						
<b>56289800 744000 Contract Services</b>	<b>26,549</b>	<b>25,000</b>	<b>38,000</b>	<b>23,977</b>	<b>38,000</b>	<b>39,140</b>
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.						
<b>56289800 761500 Laboratory Supplies</b>	<b>43,020</b>	<b>45,500</b>	<b>58,500</b>	<b>41,760</b>	<b>58,500</b>	<b>60,255</b>
This account provides for all chemicals, equipment, repairs and materials necessary to operate the Chemistry and Microbiology Laboratories. Includes Chemistry and Microbiology Lab DEP certification fees. Also addresses reagents required by plant operators to run hourly tests and chemicals for automatic chlorine analyzers at water plants and the reservoir. Includes replacement supplies to make high purity water for the Water Quality Laboratory and the two water treatment plants.						
<b>56289800 827000 Vehicles</b>	<b>0</b>	<b>5,527</b>	<b>5,547</b>	<b>5,526</b>	<b>5,544</b>	<b>5,544</b>
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 @ \$5,543.54.						
<b>TOTAL Water Laboratory Exp</b>	<b>280,314</b>	<b>286,995</b>	<b>315,015</b>	<b>244,579</b>	<b>316,098</b>	<b>322,877</b>
<b>TOTAL Water - Expenses</b>	<b>19,094,108</b>	<b>26,387,205</b>	<b>26,387,205</b>	<b>22,284,566</b>	<b>25,993,295</b>	<b>27,492,436</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	58,796
56289800	611500	F	M	1.0000	Water Quality Analyst	53,749
56289800	611500	F	M	1.0000	Laboratory Technician II	51,890
56289800	611500	F	A	1.0000	Laboratory Technician I	52,153
<b>TOTAL 611500 EMPLOYEES</b>				<b>4.0000</b>		<b>\$ 216,588</b>

CITY OF LANCASTER

# **SOLID WASTE & RECYCLING FUND**



the city of **Lancaster**  
*a city authentic*

2018 BUDGET

**CITY OF LANCASTER  
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY  
2017 BUDGET VS. 2018 BUDGET**

<u>DESCRIPTION</u>	<u>2017 BUDGET</u> (as amended)	<u>2018 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$3,775,540	\$3,775,000	(\$540)	0.0%
Miscellaneous Revenue	\$364,425	\$318,000	(\$46,425)	-12.7%
Other Income	\$20,097	\$17,908	(\$2,189)	-10.9%
Use of Retained Earnings	\$0	\$175,332	\$175,332	0.0%

<b>TOTAL WATER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$4,160,062</b>	<b>\$4,286,240</b>	<b>\$126,178</b>	<b>3.0%</b>
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**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**SOLID WASTE & RECYCLING FUND**

Retained Earnings 12/31/2016		\$ 1,227,134
Projected Revenues: 2017	4,139,150	
Projected Expenditures: 2017	<u>(4,036,038)</u>	
Projected Current Operating Surplus/(Deficit) 2017 (Addition to Retained Earnings)		<u>103,112</u>
Projected Retained Earnings 12/31/2017		1,330,246
Adopted Revenues: 2018	4,110,908	
Adopted Expenditures: 2018	<u>(4,286,240)</u>	
Adopted Current Operating Surplus/(Deficit) 2018 (Use of Retained Earnings)		<u>(175,332)</u>
Projected Retained Earnings 12/31/2018		<u><u>\$ 1,154,914</u></u>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Solid Waste &amp; Recycling - Revenues</b>						
<b>Solid Waste &amp; Recycling Revenues</b>						
56300000 400500 Penalty Current Fees	57,917	65,000	65,000	12,920	25,000	25,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.						
56300000 402600 District Judge Fines	10,565	15,000	15,000	2,555	3,000	5,000
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	18	25	25	11	15	0
Revenue is derived from the interest earned on idle funds.						
56300000 407100 Pension State Aid	15,439	20,097	20,097	20,097	20,097	17,908
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	204,167	100,000	100,000	116,998	116,998	100,000
DEP Section 904 Performance Grant based on documented tons of recycled materials.						
56300000 408000 Miscellaneous Revenue	18,594	14,400	14,400	28,460	28,500	18,000
Revenue is derived from the sale of miscellaneous recyclable materials.						
56300000 413600 Discounts Taken (contra)	0	0	0	16,811	0	0
56300000 417200 Trash Fees	3,675,844	3,775,540	3,775,540	3,725,349	3,775,540	3,775,000
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.						
56300000 417300 LCSWMA Rebate	175,788	170,000	170,000	88,153	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.						
56300000 499000 Fund Balance Reserve	0	0	0	0	0	175,332
The Fund Balance exists due to prior year's operating surpluses.						
<b>TOTAL Solid Waste &amp; Recycling Revenues</b>	<b>4,158,333</b>	<b>4,160,062</b>	<b>4,160,062</b>	<b>3,977,732</b>	<b>4,139,150</b>	<b>4,286,240</b>

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	RECEIVED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>TOTAL Solid Waste &amp; Recycling - Revenues</b>	4,158,333	4,160,062	4,160,062	3,977,732	4,139,150	4,286,240

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>Solid Waste &amp; Recycling - Expenses</b>						
<b>Solid Waste &amp; Recycling Exp</b>						
<b>56387000 611000 Salary - Bureau Chief</b>	77,975	77,379	79,079	67,174	79,079	78,926
Salary of the Manager of Solid Waste and Recycling.						
<b>56387000 611500 Salaried Personnel</b>	318,428	364,921	361,236	266,655	316,649	460,222
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), are included in this line item. These are all referred to as Program Staff.						
<b>56387000 612000 Salary Temporary</b>	3,149	3,000	4,985	4,664	5,000	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.						
<b>56387000 618500 Overtime</b>	855	3,000	3,000	3,933	4,500	4,000
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.						
<b>56387000 620200 Medical Insurance</b>	90,000	100,000	100,000	91,667	100,000	100,000
Medical insurance for Program Staff.						
<b>56387000 620300 Dental/Vision Insurance</b>	3,914	4,400	4,400	3,298	3,800	4,070
Dental and eye insurance premiums for Program Staff.						
<b>56387000 620800 Social Security</b>	29,548	38,924	38,924	25,087	31,809	43,468
Social security payments for Program Staff.						
<b>56387000 620900 Life Insurance</b>	714	795	795	571	723	779
Life insurance expenses for Program Staff.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56387000 623000 Pension Contribution</b>	18,165	22,828	22,828	22,675	22,828	20,400
City pension plan costs for Program Staff.						
<b>56387000 625000 Workers Compensation</b>	3,315	5,000	5,000	3,426	5,000	5,000
Workers' compensation claims for Program Staff.						
<b>56387000 714100 PC Lease</b>	3,587	3,800	3,800	3,607	3,607	4,500
Annual state contract lease costs for PCs and laptop computers and annual license fee for Office 365 for Program Staff.						
<b>56387000 716000 Rental of Parking Lot</b>	3,464	3,600	3,600	3,574	3,610	3,700
Parking space rental for Program Staff.						
<b>56387000 718000 Rental of Uniforms</b>	234	400	400	152	400	400
Weekly rental costs of uniforms for Program Staff.						
<b>56387000 723000 Maint. - Equipment</b>	12,710	20,000	20,000	9,575	15,000	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 computer tablets used for PVN ticketing by SWEEP officers and maintenance of equipment used at the Recycling Center, maintenance of balers and forklift at the Recycling Center, and fuel for the forklift..						
<b>56387000 729000 Maint. - Vehicles</b>	5,479	4,000	4,000	3,145	4,000	4,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff						
<b>56387000 731000 Advertising</b>	12,108	18,000	18,000	1,172	13,000	17,000
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.						
<b>56387000 732000 Dues &amp; Subscriptions</b>	1,389	1,800	1,800	1,796	1,800	1,800
Membership dues for professional organizations and subscriptions to trade journals.						
<b>56387000 734000 Postage</b>	23,941	34,000	34,000	11,494	34,000	40,000
Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail, new customer startup packets and the annual newsletter.						

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
<b>56387000 735000 Printing</b>	4,689	8,360	8,360	3,221	8,360	7,000
Paper for printing of forms, bills, notices, general correspondence, newsletters and other materials for the education and outreach and shared costs for operation of copier machines.						
<b>56387000 736000 Telephone</b>	6,255	8,500	8,500	5,069	8,500	8,000
Desk and cellular telephone charges for Program Staff and internet/security service at Recycling Center.						
<b>56387000 737000 Travel</b>	1,692	6,000	6,000	879	2,000	3,000
Costs for Program Staff to attend workshops, seminars, classes and conferences at regional, state and national forums in the solid waste and recycling industry.						
<b>56387000 741000 Professional Services</b>	14,027	10,000	10,000	9,585	10,000	10,000
External services including legal counsel and auditing.						
<b>56387000 743100 Credit Card Fees</b>	5,072	7,200	7,200	3,944	6,050	7,200
Bureau's portion of credit card fees charged based on revenue collected.						
<b>56387000 744500 Training &amp; School</b>	4,968	5,000	5,000	2,949	4,000	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.						
<b>56387000 745100 Hauling Fees</b>	1,734,149	1,780,000	1,780,000	1,466,307	1,762,000	1,790,000
Service fees specified in the Solid Waste Collection Contract with Penn Waste, Inc. for Collection of Refuse and Recyclable Materials from Residential Units, Eligible Commercial Establishments and Municipal Facilities.						
<b>56387000 745200 Tipping Fees</b>	1,326,558	1,390,000	1,390,000	1,116,847	1,365,000	1,395,000
Tipping fees charged to dispose of the Contract Waste collected by Penn Waste, Inc. at LCSWMA Facilities; for Recyclable Materials collected and delivered to LCSWMA or other Recycling Facilities; and for contract services for White Goods collection.						
<b>56387000 752000 Power Electric</b>	1,992	2,700	2,700	2,061	2,700	2,700
Electricity to operate the Recycling Center.						
<b>56387000 760300 Office Supplies</b>	2,039	3,600	3,600	3,453	3,600	4,000
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.						
<b>56387000 760600 Operating Supplies</b>	72,381	80,000	80,000	46,168	60,000	70,000

	2016 ACTUAL	2017 ORIGINAL BUDGET	2017 AMENDED BUDGET	EXPENDED YTD 11/20/2017	2017 PROJECTED	2018 ADOPTED
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.						
<b>56387000 765400 Gas, Oil &amp; Diesel</b>	<b>8,523</b>	<b>10,000</b>	<b>10,000</b>	<b>6,837</b>	<b>9,000</b>	<b>9,000</b>
Fuel and oil needed to operate collection vehicles used by Program Staff to conduct field inspections, collect trash and recyclable materials, and operate the Recycling Center.						
<b>56387000 766000 Heating Oil</b>	<b>3,133</b>	<b>4,800</b>	<b>4,800</b>	<b>1,978</b>	<b>3,900</b>	<b>3,900</b>
Natural Gas to heat the Recycling Center.						
<b>56387000 772000 Insurance Package</b>	<b>5,720</b>	<b>8,010</b>	<b>8,010</b>	<b>5,543</b>	<b>6,348</b>	<b>6,965</b>
Property and liability coverage for all Bureau facilities and vehicles.						
<b>56387000 820000 Minor Equipment</b>	<b>8,497</b>	<b>16,000</b>	<b>16,000</b>	<b>4,503</b>	<b>11,000</b>	<b>13,000</b>
Incidental equipment needed for Program Staff.						
<b>56387000 827100 Vehicle-Lease Purchase</b>	<b>0</b>	<b>5,855</b>	<b>5,855</b>	<b>5,855</b>	<b>5,855</b>	<b>12,369</b>
Lease purchase for vehicles used by program staff for collecting/transporting recyclables, delivering yard waste bags/recycling containers, and performing other program functions.						
<b>56387000 911000 Indirect Costs</b>	<b>108,190</b>	<b>108,190</b>	<b>108,190</b>	<b>112,677</b>	<b>122,920</b>	<b>127,841</b>
Account pays for City support services and fringe benefits for administrative, legal, personnel, and executive departments. This amount is determined annually by the cost allocation plan.						
<b>56387000 924000 Debt Service - Interest</b>	<b>1,696</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.						
<b>TOTAL Solid Waste &amp; Recycling Exp</b>	<b>3,918,557</b>	<b>4,160,062</b>	<b>4,160,062</b>	<b>3,321,542</b>	<b>4,036,038</b>	<b>4,286,240</b>
<b>TOTAL Solid Waste &amp; Recycling - Expenses</b>	<b>3,918,557</b>	<b>4,160,062</b>	<b>4,160,062</b>	<b>3,321,542</b>	<b>4,036,038</b>	<b>4,286,240</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 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	78,926
<b>TOTAL 611000 EMPLOYEES</b>				<b>1.0000</b>		<b>\$ 78,926</b>
56387000	611500	F	M	0.1360	Bureau Chief Proc. & Collections	9,518
56387000	611500	F	M	0.1360	Customer Service Supervisor	7,365
56387000	611500	F	M	0.0500	Mktg & Inform Manager	2,107
56387000	611500	F	M	1.0000	Labor Supervisor I	54,060
56387000	611500	F	A	0.1360	Purchasing Coordinator	5,818
56387000	611500	F	A	0.1360	Billing Coordinator 2	5,818
56387000	611500	F	A	1.0000	Customer Service Coordinator	50,772
56387000	611500	F	A	1.0000	Recyclable Materials Coordinator	50,324
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	50,147
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	44,132
56387000	611500	F	A	0.1360	Customer Care Coordinator	5,818
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,535
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,903
56387000	611500	F	A	0.1360	Customer Care Coordinator	5,818
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,007
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,046
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,535
56387000	611500	F	A	0.1360	Billing Coordinator	6,523
56387000	611500	F	A	0.1360	Revenue Clerk	5,886
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,638

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2018 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56387000	611500	F	A	0.1360	Mail & Print Operator	4,925
56387000	611500	F	A	1.0000	Maintenance Worker	45,333
56387000	611500	F	A	1.0000	Recycling Program Aide 2	33,280
					Available for Merit - NonBargaining	3,040
					Available for Merit - AFSCME	3,803
				Subtotal Full-Time		
				7.0896		
56387000	611500	P	A	0.1360	Data Entry Operator I	2,909
56387000	611500	P	A	1.0000	Recycling Program Aide 2	15,817
56387000	611500	P	A	1.0000	Recycling Program Aide 1	11,343
				Subtotal Part-Time		
				2.1360		
<b>TOTAL 6115 EMPLOYEES</b>				<b>11.2255</b>		<b>\$ 460,222</b>
<b>TOTAL EMPLOYEES</b>				<b>12.2255</b>		<b>\$ 539,148</b>