

CITY of LANCASTER

Pennsylvania

Adopted 2019 Budget



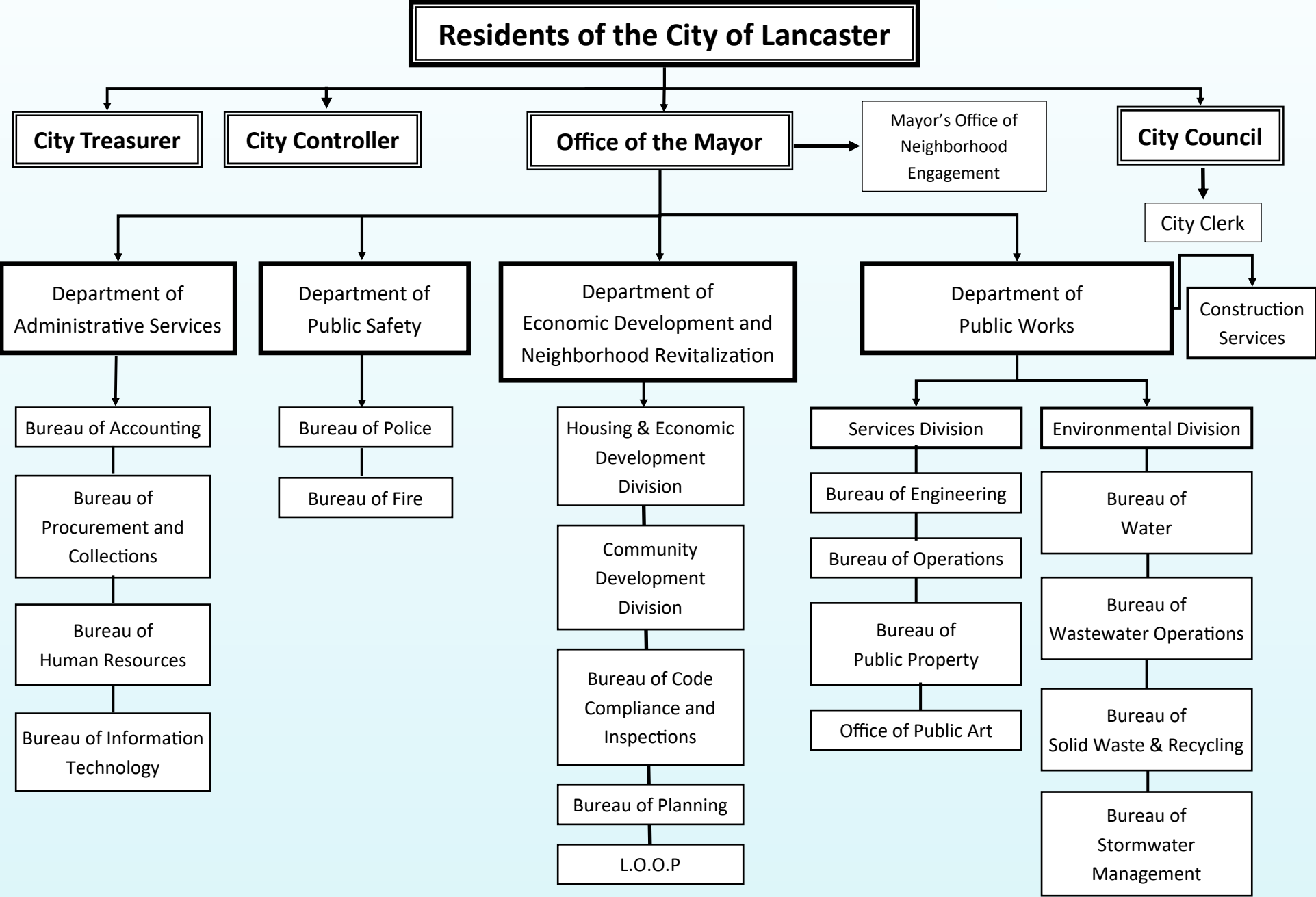
CITY OF
LANCASTER

A City Authentic

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

Danene Sorace
Mayor

City of Lancaster Organizational Chart



EXECUTIVE DEPARTMENT

OFFICE OF THE MAYOR

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

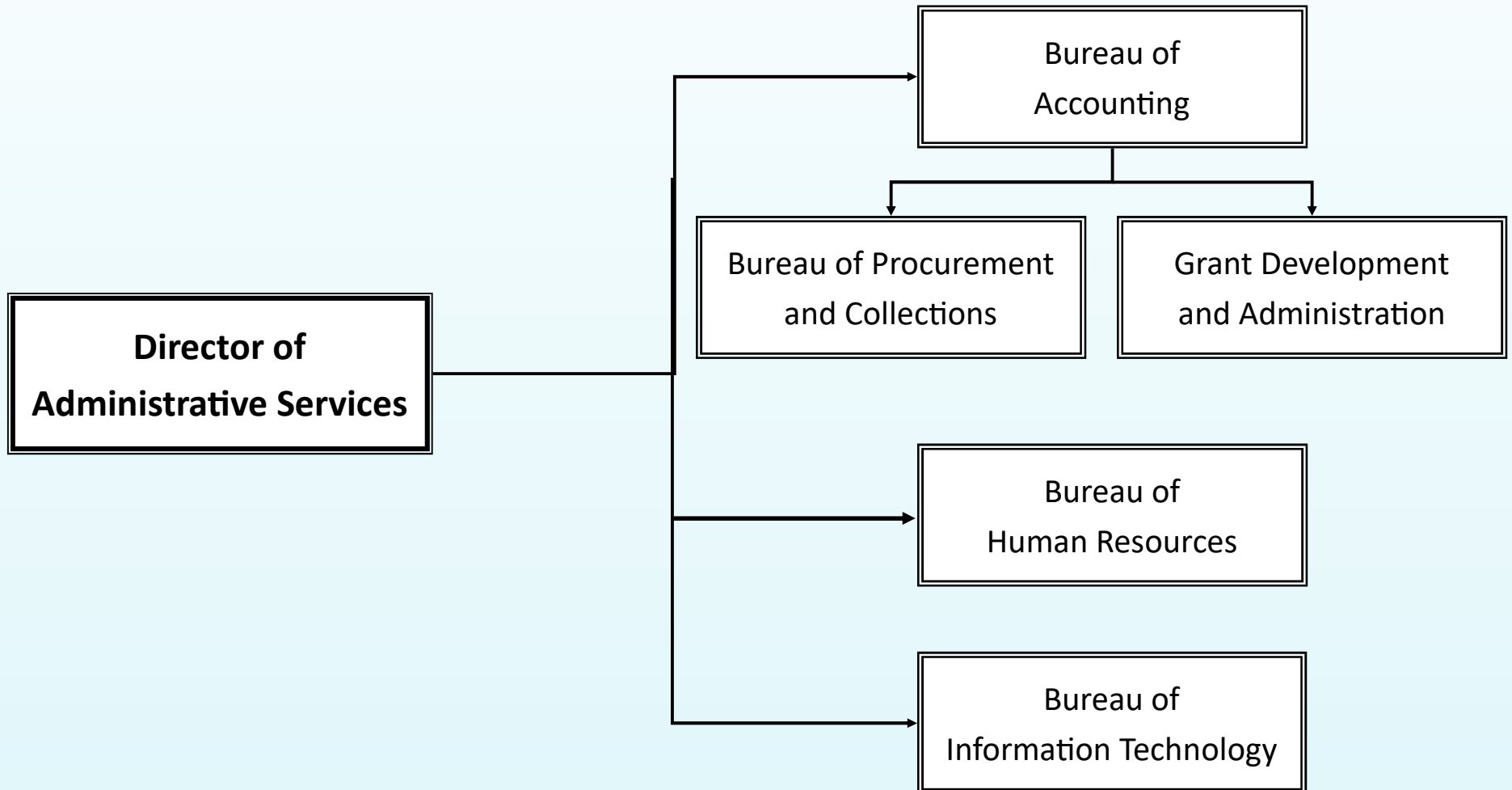
The Office of the Mayor is the primary source of direction and coordination for all City operations and services. Department Directors including Economic Development & Neighborhood Revitalization, Administrative Services, and Public Works report directly to the Mayor. In addition, as Director of Public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

Three employees staff the Office of the Mayor: The Senior Staff Assistant provides direct administrative support to the Mayor; the Communications Specialist manages the City website and social media channels; and the Chief of Staff advances the Mayor's policy agenda and directives and oversees the City's communications efforts.

Beginning in 2019, the Executive Department also includes the Mayor's Office of Neighborhood Engagement. This office is headed by the Director of Neighborhood Engagement and has one administrative assistant position. The Mayor's Office of Neighborhood Engagement was established to actively engage City residents in the work of improving their neighborhoods, provide overall coordination of the City's neighborhood improvement efforts and to coordinate with social service and other organizations to best serve City residents.

###

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 approximately 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.

In 2019, the Bureau of Human Resources plans add a Wellness Coordinator position to its staff to better manage the City's Health and Wellness programs with the goal of assisting employees in improving their health and reducing the City's overall medical insurance expenses.

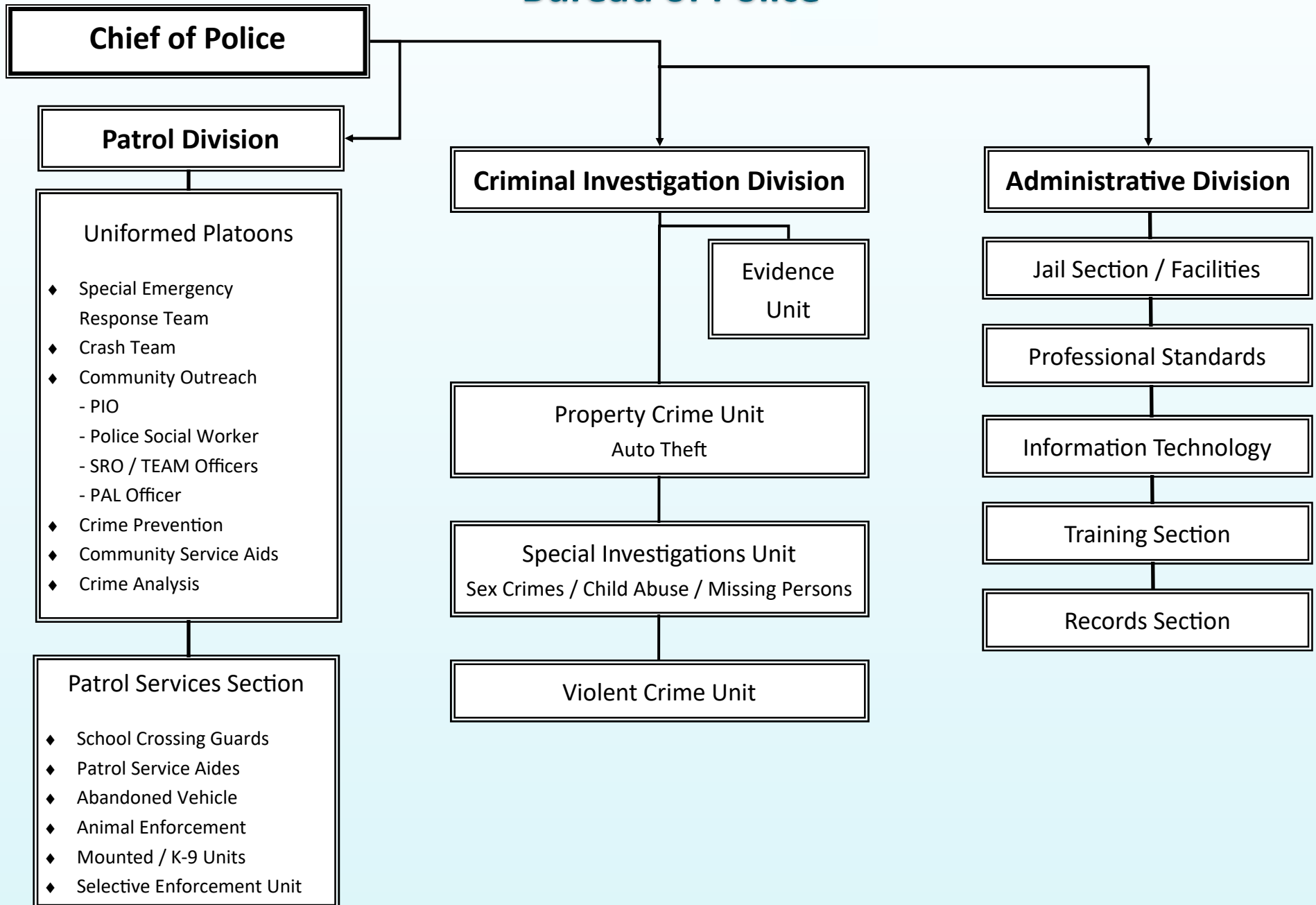
INFORMATION TECHNOLOGY SERVICES

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.

###

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. The bureau does no longer has officers 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 works with neighboring agencies, specifically the PA State Police and E. Hempfield Twp. Police to assist with this enforcement.

The Crime Prevention Section is being changed to the Community Outreach Section to better reflect the duties they perform. This section includes the bureau Press Information Officer (P.I.O.), a Lieutenant who works closely with the local media to develop public service announcements, publish press releases and post bureau information to our social media platforms. The P.I.O. is the 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 Lieutenant directly supervises the two sergeant positions in the unit.

This section will include a new sergeant position (**Community Outreach Sergeant**) that will be a direct liaison to the city's Director of Neighborhood Engagement and neighborhood stakeholders throughout the city while working to re-establish the police chaplaincy program, and Volunteers In Policing (V.I.P.) program. This section will also include a newly created **Police Social Worker** position. This position will be responsible for connecting people and families to available services in Lancaster County. The Police Social Worker will be working closely with the Patrol Division to continue the stabilization element of Crisis Intervention by focusing on prevention by assessing needs, providing services and making referrals for services to deal with issues that precipitated the call for service. The other Sergeant assigned to this section supervises the T.E.A.M. Officer, P.A.L. Officer, and the School Resource Officers. This section is responsible for managing community engagement efforts; Coffee with a Cop, Paint with the Police, Shop with a Cop, Toys for Tots toy collection and distribution, neighborhood meetings, etc. This section will also be responsible for supervising the Police Cadet Program.

The Patrol Services Section coordinates the maintenance of the Police Bureau's vehicle fleet, supervises the 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 police protection and traffic control for 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 Community Outreach Section. One officer is currently assigned as the P.A.L. Officer and works with SDoL 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.

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.

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 and 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.

Federal Bureau of Investigations Task Force Officers (TFO's) The Criminal Investigation Division has three detectives assigned to FBI task forces. These task forces are a collaborative law enforcement effort among the FBI and other South Central PA law enforcement agencies to combat violent crime and crimes against children that crosses jurisdictional boundaries and may meet criteria for Federal prosecution. All three detectives continue to work from the police station and carry a city case load while assisting with task force investigations or leading task force investigations that originated from the city.

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 maintains the body camera/in-car camera video, the "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 being changed to the **Professional Standards Section** and 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. This section will also be available as background investigators for new police employees. The section maintains and coordinates all civil actions involving the Bureau and its employees. While directly reporting to the Administrative Services Captain, the Professional Standards Section personnel also have direct access to the Chief of Police.

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

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

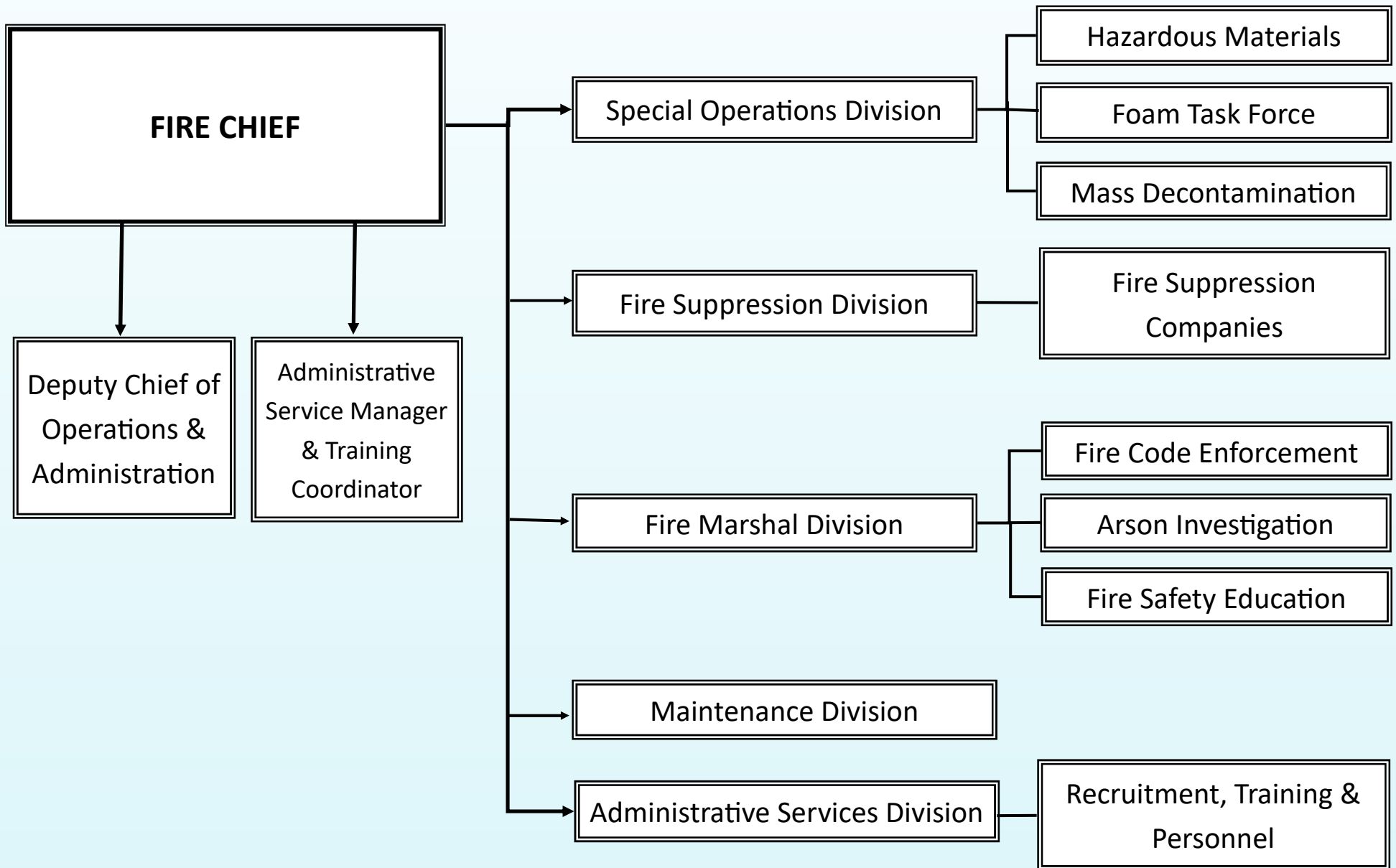
The Information Technology Section is comprised of two non-sworn positions who administer the Police Bureau's Local Area Network (LAN) and the Bureau's connection with Lancaster County's Wide Area Network (WAN) and the Bureau's connection to the internet. The Police Bureau's LAN is currently composed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

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

###

Department of Public Safety

Bureau of Fire



BUREAU OF FIRE

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

FIRE SUPPRESSION DIVISION

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

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

FIRE MARSHAL DIVISION

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

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

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

SPECIAL OPERATIONS DIVISION

- **Emergency Medical Services** – The fire bureau continues to expand their partnership with LEMSAs (Lancaster Emergency Medical Services Assoc.). The nearest fire apparatus is dispatched to trauma calls to initiate emergency medical care in support of LEMSAs 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.

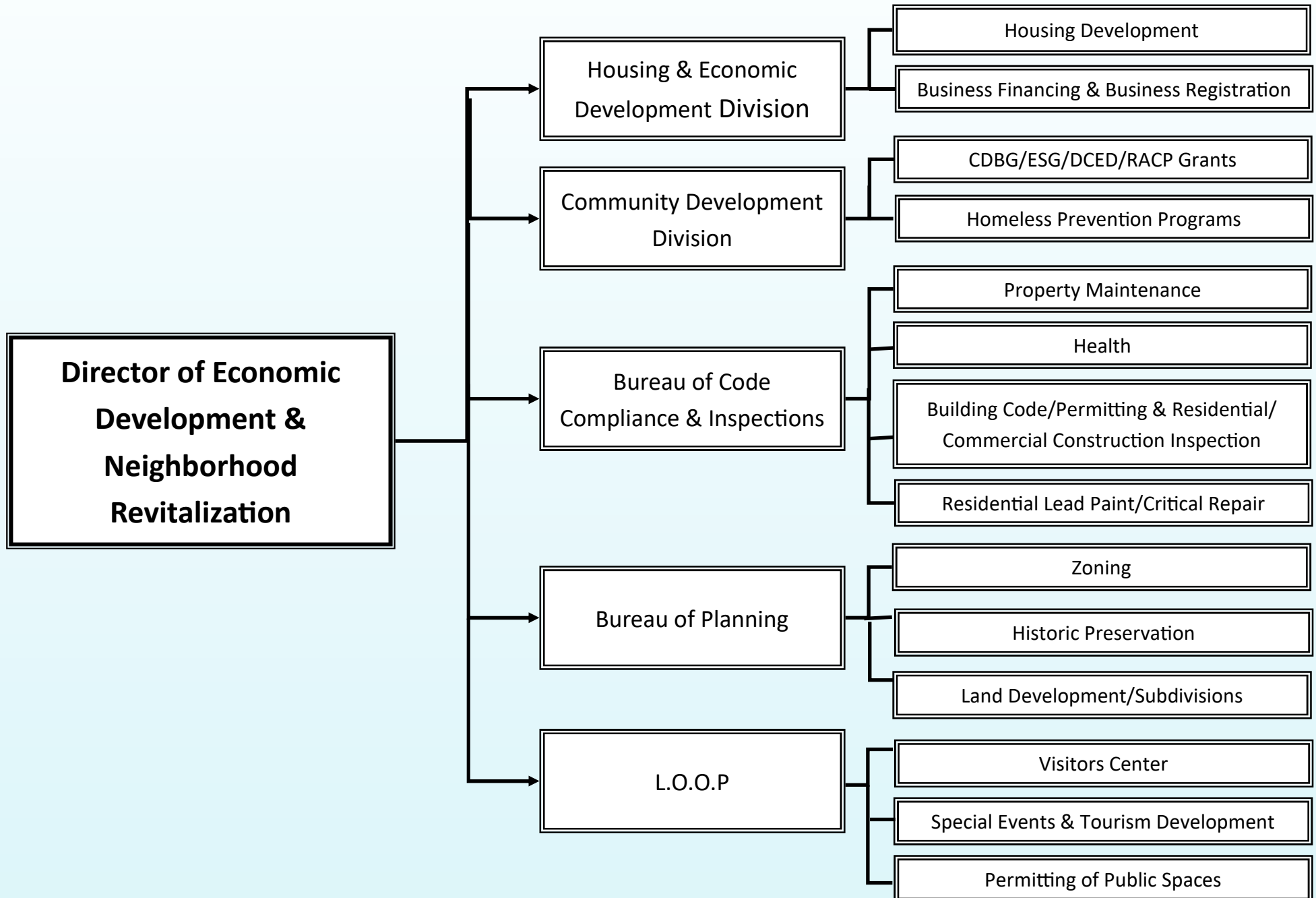
- **Hazardous Materials** – The Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency. The entire bureau is certified at the Haz-Mat operations level enabling them to assist at the emergency scene.
- **Terrorism Task Force** - The Lancaster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

###

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, Lancaster Equity, ASSETS, the Community Action Partnership and the City's neighborhood organizations, such as SoWe, SEES, South Ann Concerned Neighborhoods, Churchtowne, Lancaster Jewels and Northeast Neighbors United.

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

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

- improved City parks and recreational facilities and community facilities serving neighborhoods;
- 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
- addressing lead hazards in residential properties and home-based day care centers.

The Department 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 neighborhoods 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 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, the Lancaster City Alliance 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 County 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 is also the principal unit responsible for enforcement of the City's Lead Paint Poisoning and Lead Hazard Reduction Ordinance and management of the Lead Program Grants received through HUD.

- 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 unit is also responsible for coordinating pest control programs for the City.
- 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, the Pennsylvania Department of Labor and Industry, the Pennsylvania Department of Agriculture 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. LOOP is also responsible for managing the City Visitor Center of Penn Square.

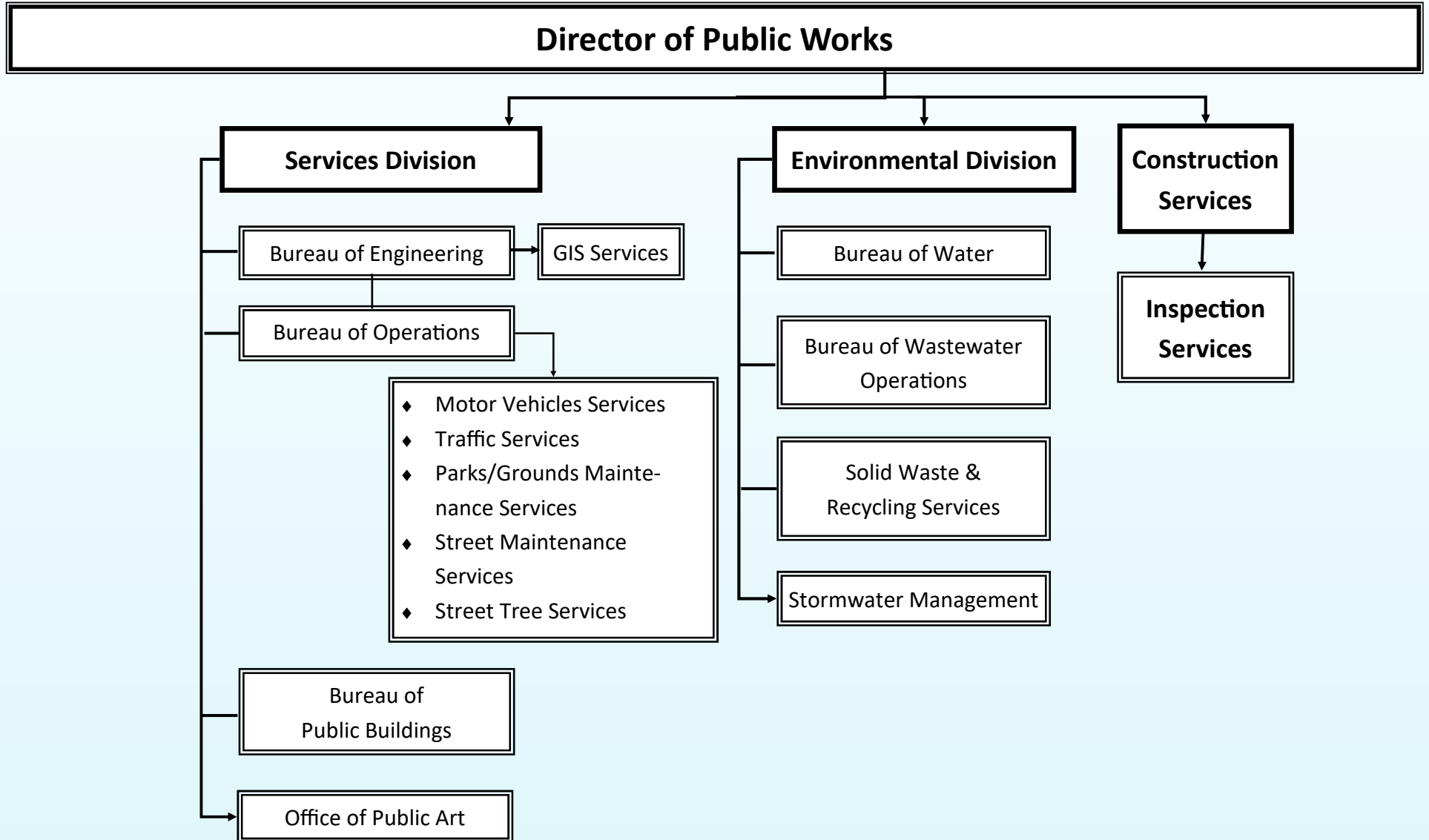
LOOP also works to promote the arts and culture that is alive and well in the City. The City of Lancaster Office of Promotion exists to be the voice of the City and provide superior services to the residents, businesses, and visitors of Lancaster City.

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.

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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 Consortium
- The Green Infrastructure Advisory Committee
- EDC Finance Board

The Department of Public Works is comprised of six operating bureaus under the direction of seven managers and two Deputy Directors:

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

BUREAU OF OPERATIONS

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

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

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

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

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

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

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

BUREAU OF ENGINEERING

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

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

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

BUREAU OF PUBLIC PROPERTY

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

BUREAU OF WATER

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

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

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

BUREAU OF WASTEWATER OPERATIONS

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

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

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

BUREAU OF SOLID WASTE AND RECYCLING

The Solid Waste and Recycling Bureau manages the City's Single Hauler Solid Waste and Recycling Services. The Bureau is responsible for ensuring solid waste and recycling collections for more than 18 thousand residential units throughout the City. The Bureau is also responsible for providing public education and outreach to private citizens and organizations, public schools, and neighborhood associations. In addition, the Program partners with other bureaus within Public Works to secure recycling grant monies from the Commonwealth of PA that allow the City to expand its recycling efforts and to provide additional innovative recycling services.

BUREAU OF PUBLIC ART

The Public Art Program works to develop sound public art policies and infrastructure that can become a model for similar communities across the country. The goals of the public art program are to:

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

BUREAU OF STORMWATER MANAGEMENT

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

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

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

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CITY OF LANCASTER

GENERAL FUND



CITY OF
LANCASTER
A City Authentic

2019 BUDGET

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2018 BUDGET vs. 2019 BUDGET

<u>DESCRIPTION</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u>	<u>% INCREASE</u> <u>(DECREASE)</u>
Tax Revenues	\$38,912,000	\$41,560,300	\$2,648,300	7%
Regulatory Revenues	\$683,000	\$635,000	(\$48,000)	-7%
EDNR Revenues	\$1,230,000	\$1,395,000	\$165,000	13%
Public Safety Revenues	\$2,947,000	\$2,935,500	(\$11,500)	0%
Public Works Revenues	\$5,993,877	\$6,421,472	\$427,595	7%
Other Income	\$4,740,134	\$4,949,192	\$209,058	4%
Use of Fund Balance Reserves	\$3,054,690	\$2,449,616	(\$605,074)	-20%

TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$57,560,701	\$60,346,080	\$2,785,379	5%
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**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
EXECUTIVE	\$742,030	\$874,525	\$132,495	18%
Office of the Mayor	\$291,365	\$255,439	(\$35,926)	-12%
Office of Neighborhood Engagem	\$0	\$219,086	\$219,086	0%
City Solicitor	\$450,665	\$400,000	(\$50,665)	-11%
LEGISLATIVE	\$151,682	\$152,618	\$936	1%
City Council	\$69,700	\$69,700	\$0	0%
City Clerk	\$81,982	\$82,918	\$936	1%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$0	0%
ADMIN. SERVICES	\$10,381,497	\$11,079,775	\$698,278	7%
Director	\$336,803	\$349,827	\$13,024	4%
Accounting	\$514,911	\$474,190	(\$40,721)	-8%
Procurement & Collections	\$98,777	\$93,033	(\$5,744)	-6%
Human Resources	\$327,885	\$403,488	\$75,603	23%
Information Technology	\$727,247	\$721,322	(\$5,925)	-1%
Community Involvement	\$792,656	\$680,656	(\$112,000)	-14%
Insurance	\$648,000	\$643,000	(\$5,000)	-1%
Fringe Benefits	\$2,556,432	\$2,748,546	\$192,114	8%
Debt Service	\$4,378,786	\$4,965,713	\$586,927	13%
PUBLIC SAFETY	\$36,308,864	\$37,589,553	\$1,280,689	4%
Police	\$24,454,469	\$25,871,755	\$1,417,286	6%
Fire	\$11,854,395	\$11,717,798	(\$136,597)	-1%

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
ECONOMIC DEVELOPMENT & NEIGHBRHOOD REVITALIZATION	\$3,575,003	\$3,971,329	\$396,326	11%
Director	\$1,690,055	\$1,690,886	\$831	0%
Planning	\$279,579	\$287,540	\$7,961	3%
Building Code Administration	\$481,772	\$504,222	\$22,450	5%
Property Maintenance Code Comp	\$785,804	\$1,098,357	\$312,553	
Lancaster Office of Promotion	\$337,793	\$390,324	\$52,531	16%
PUBLIC WORKS	\$6,384,625	\$6,661,280	\$276,655	4%
Director	\$1,278,612	\$1,307,358	\$28,746	2%
Public Art		\$88,030	\$88,030	0%
Engineering	\$589,839	\$582,651	(\$7,188)	-1%
Streets	\$983,123	\$922,598	(\$60,525)	-6%
Traffic Section	\$955,275	\$1,102,320	\$147,045	15%
Motor Vehicles Section	\$264,890	\$287,749	\$22,859	9%
Parks & Public Property	\$2,312,886	\$2,370,574	\$57,688	2%
TOTAL GENERAL FUND EXPENDITURES	\$57,560,701	\$60,346,080	\$2,785,379	5%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

Fund Balance 12/31/2017		\$ 13,291,117
Projected Revenues: 2018	55,041,557	
Projected Expenditures: 2018	<u>(56,665,754)</u>	
Projected Current Operating Surplus/(Deficit) 2018 (Reduction to Fund Balance)		<u>(1,624,197)</u>
Projected Fund Balance 12/31/2018		11,666,920
Proposed Revenues: 2019	57,896,464	
Proposed Expenditures: 2019	<u>(60,346,080)</u>	
Proposed Current Operating Surplus/(Deficit) 2019 (Reduction to Fund Balance)		<u>(2,449,616)</u>
Use of Fund Balance Reserves		<u>2,979,690</u>
Projected Fund Balance 12/31/2019		<u>\$ 9,217,304</u>

**CITY OF LANCASTER
2019 GENERAL FUND BUDGET
FILLED POSITIONS**

<u>Department</u> <u>Bureau</u>	<u>Full-Time</u> <u>Employees</u>	<u>Part-Time</u> <u>Employees</u>
Executive	6	0
Mayor's Office	4	
Neighborhood Engagement	2	
Legislative	1	7
City Council		7
City Clerk	1	
Administrative Services	16	0
Director	3	
Accounting	6	
Procurement & Collection	1	
Information Services	1	
Human Resources	5	
Controller/Treasurer		2
Public Safety	273	33
Police	197	33
Fire	76	
Econ Dev & Neigh Revit	39	4
Director	5	
Planning	4	
Building Code Administration	6	
Property Maintenance Code Comp	21	
Lancaster Office of Promotions	3	4
Public Works	52	1
Director	2	
Public Art	1	
Engineering	5	
Streets	12	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	24	1
Total General Fund Employees	387	47

General Fund - Revenues

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Tax Revenues						
1000001 400000 City Real Estate Taxes	26,596,260	26,800,000	26,800,000	26,070,124	26,720,000	29,305,800
Revenue is derived from the annual real estate tax collections of the City of Lancaster.						
1000001 400200 Real Estate Transfer	1,197,274	1,000,000	1,000,000	873,019	1,030,000	1,050,000
Revenue is derived from the 1% tax on real estate transfers collected by the County of Lancaster for property sold within the City. The tax is allocated on a 50/50 basis with the School District. The revenue in this account represents the City's share of total collections, net of fees deducted by the County.						
1000001 400300 Earned Income Tax	6,080,711	6,270,000	6,270,000	3,505,077	6,400,000	6,375,000
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.						
1000001 400400 Local Services Tax	1,664,127	1,700,000	1,700,000	903,555	1,685,000	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).						
1000001 400500 Penalty Current Tax	112,348	105,000	105,000	67,110	75,000	80,000
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.						
1000001 400900 Lien Interest & Costs	2,709	5,000	5,000	872	2,500	2,500
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.						
1000001 401000 Payment in Lieu of Taxes	2,076,156	2,175,000	2,175,000	1,727,723	2,175,000	2,160,000
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.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1000001 401100	Utility Tax Refund	35,533	37,000	37,000	36,331	36,331	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).						
1000001 401200	Real Estate Tax Lien Proc	800,078	820,000	820,000	876,367	876,367	850,000
	Revenue is derived from the sale of prior year real estate tax claims to a third party.						
TOTAL	Tax Revenues	38,565,196	38,912,000	38,912,000	34,060,176	39,000,198	41,560,300

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Revenues							
Regulatory Revenues							
1000002 401400	Franchise Fee	636,343	650,000	650,000	444,399	600,000	600,000
Revenue is derived from the Comcast cable television franchise fee.							
1000002 401500	Beverage License	32,650	33,000	33,000	36,050	36,050	35,000
Revenue is derived from liquor licenses issued within the City. The fees are collected by the Commonwealth, and the number of licenses is controlled by the Pennsylvania Liquor Control Board.							
TOTAL	Regulatory Revenues	668,993	683,000	683,000	480,449	636,050	635,000

General Fund - Revenues

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
EDNR Revenues						
1601001 401700 Building Permits	507,487	395,000	395,000	518,196	525,000	525,000
Revenue is derived from building permit fees based on the cost of each building project within the City boundaries. This account also reflects fees collected for plumbing permits, fixtures and piping fees, and fees collected for electrical permits.						
1601001 401900 Plumbing Licenses	43,150	40,000	40,000	16,640	40,000	40,000
Revenue is derived from the fees collected for plumbing licenses.						
1601001 402200 Housing Licenses	653,435	680,000	680,000	708,944	715,000	715,000
Revenue is derived from fees collected by the City for all rental housing licenses.						
1601001 402400 Zoning Permits	30,320	25,000	25,000	22,485	22,000	25,000
Revenue is derived from the fee collected for zoning permits.						
1601001 402500 Health Licenses & Permits	75,663	90,000	90,000	88,691	90,000	90,000
Revenue is derived from the license fee for food inspection.						
TOTAL EDNR Revenues	1,310,055	1,230,000	1,230,000	1,354,955	1,392,000	1,395,000

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Revenues						
Public Safety Revenues						
1501000 402600 District Judge Fines	608,747	650,000	650,000	412,056	500,000	500,000
Revenue is derived from fines and restitution collected by the Magisterial District Judge offices, the Commonwealth and Lancaster County and remitted to the City. Beginning in 2017, parking enforcement related fine revenues 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.						
1501000 402700 Parking Violations	1,516,973	1,200,000	1,200,000	1,230,672	1,630,000	1,300,000
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.						
1501000 402800 Reproducing Police Report	29,848	30,000	30,000	28,973	30,000	30,000
Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.						
1501000 402900 Burglar Alarm Service Fees	17,235	20,000	20,000	14,370	17,000	17,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.						
1501000 403100 Police - School District	127,080	125,000	125,000	127,814	128,000	129,500
Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for school crossing guards and uniformed police officers at various locations before and after school.						
1501000 403300 Drug Task Force Reimb.	93,317	90,000	90,000	47,922	90,000	90,000
Revenue is derived from the reimbursement of salaries from the District Attorney's office for three officers assigned to the Drug Task Force.						
1501000 403400 Drug Task Force - O/T	2,571	3,000	3,000	0	2,000	2,000
Revenue is derived from the reimbursement for overtime from the District Attorney's office for police officers assigned to the Drug Task Force.						
1501000 403500 PA Reimb Police Recruits	33,319	35,000	35,000	0	20,000	20,000
State reimbursement of Police Academy expenses for newly hired officers.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1501000 403800	Warrant Squad Services	3,477	4,000	4,000	1,742	2,000	2,000
	Revenue is derived from the Warrant Squad service fee received from the Magisterial District Judges for the serving of warrants by the Bureau of Police.						
1501000 404100	Police-Special Events OT	75,086	70,000	70,000	84,131	85,000	85,000
	Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.						
1501000 416700	Police - SDL - SRO	565,344	570,000	570,000	430,890	570,000	585,000
	Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for School Resource Officers assigned to School District of Lancaster Middle and High Schools located in the City of Lancaster.						
1502000 404200	Fire Inspection Fees	150,778	150,000	150,000	171,020	175,000	175,000
	Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.						
TOTAL	Public Safety Revenues	3,223,776	2,947,000	2,947,000	2,549,590	3,249,000	2,935,500

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Revenues						
Public Works Revenues						
1810001 404300 Transfer From Utility Fund	3,500,000	4,000,000	4,000,000	3,666,667	4,000,000	4,000,000
Revenue is derived from interfund transfers to the General Fund from the Water Fund.						
1810001 404400 Rent of City Property	211,633	215,000	215,000	199,022	215,000	215,000
Revenue is derived from the reimbursement for use of space by Community Development Block Grant Fund at City Hall and polling place rental. This line also reflects rental income from Lancaster County Detectives for rental space in the police station and lease of tower space to cell phone companies.						
1810001 404500 SF - Admin Indirect Costs	438,060	468,328	468,328	429,301	468,328	557,812
Revenue is derived from indirect costs applicable to the Sewer Fund, as per the full cost allocation plan for 2017, which is applicable to fiscal year 2019.						
1810001 404600 WF - Admin Indirect Costs	710,866	719,916	719,916	659,923	719,916	820,314
Revenue is derived from indirect costs applicable to the Water Fund, as per the full cost allocation plan for 2017, which is applicable to fiscal year 2019.						
1810001 404800 Right of Way Permit Fees	222,249	250,000	250,000	355,379	355,000	360,000
Revenue is derived from the fees collected for street opening and other associated permit fees charged to various utilities. The budget does not include additional revenues anticipated from a proposed change to the Right of Way Permit fees due to ongoing litigation.						
1810001 405000 Sewer Vehicle Maintenance	14,266	10,000	10,000	11,199	14,000	14,500
Revenue is derived from the reimbursement from the Sewer Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Sewer Fund vehicles.						
1810001 405100 Water Vehicle Maintenance	19,209	17,000	17,000	16,231	18,500	19,000
Revenue is derived from the reimbursement by the Water Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Water Fund vehicles.						
1810001 412700 Degradation Fees	6,004	8,000	8,000	0	1,000	5,000
Revenue is derived from fees paid by utility companies needing to open a street for utility repairs on recently paved streets.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1810001 417900 Solid Waste & Recycling - Admin Indirect Costs	122,920	127,841	127,841	117,188	127,841	143,145
Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund, as per the full cost allocation plan for 2017, which is applicable to fiscal year 2019.						
1810001 420000 Sewer Direct Costs	15,871	20,000	20,000	0	20,000	20,000
Revenues in this account include directly billed Salary, Fringe Benefits, and Operating Supplies and Equipment expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).						
1810001 420200 SWMF - Admin Indirect Costs	0	157,792	157,792	144,643	157,792	266,701
Revenue is derived from indirect costs applicable to the Stormwater Management Fund, as per the full cost allocation plan for 2017, which is applicable to fiscal year 2019. For 2018, the revenues reflected 50% of the total cost allocation attributable to the Stormwater Management Fund. For 2019, this line item reflects 100% of the cost allocation attributable to the Stormwater Management Fund.						
TOTAL Public Works Revenues	5,261,077	5,993,877	5,993,877	5,599,552	6,097,377	6,421,472

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Revenues						
Other Revenues						
1000004 405300 Executive Sundry	50	100	100	0	0	0
Revenue is derived from miscellaneous items in the Mayor's and City Clerk's office, e.g. notary services.						
1000004 405500 Administrative Sundry	7,124	4,500	4,500	1,188	2,000	2,000
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.						
1000004 405700 Sale of City Property & Services	41,364	25,000	25,000	40,823	45,000	345,000
Revenue is derived from the sale of miscellaneous items and services. For 2019, this line item includes anticipated revenue of \$300,000 from the sale of the Southern Market property.						
1000004 405800 Police Sundry	96,591	100,000	100,000	45,710	50,000	50,000
Revenue is derived from the reimbursement for miscellaneous police receipts, such as booking fees paid from County, towing license fees, etc.						
1000004 405900 Fire Sundry	1,120	500	500	257	500	500
Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books.						
1000004 406000 EDNR Sundry	127,616	100,000	100,000	51,128	60,000	60,000
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.						
1000004 406001 EDNR Admin Tickets	5,475	25,000	25,000	0	0	35,000
Revenue is derived from fines paid by residents and property owners for violations of the City's property maintenance code.						
1000004 406100 Public Works Sundry	29,054	20,000	20,000	18,209	20,000	20,000
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.						
1000004 406300 Interest on Investment	196	300	300	2,198	2,300	2,500
Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1000004 406600 Federal Reimb-Salaries	394,033	350,000	350,000	370,175	415,000	400,000
Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.						
1000004 406700 Federal Reimb-Fringes	172,196	190,000	190,000	164,964	190,000	190,000
This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by Federal program funds.						
1000004 406900 Fed.Reimb-Indirect Costs	10,383	40,000	40,000	50,057	52,000	30,000
Revenue is derived from indirect costs applicable to the CDBG program, as per the cost allocation plan for 2017, which is applicable to fiscal year 2019.						
1000004 407100 Pension State Aid	2,810,616	2,950,001	2,950,001	2,868,632	2,868,632	2,903,331
Revenue is derived from the Commonwealth of Pennsylvania, under Act 205, to offset the City's contributions to the Police, Fire and Non-uniform pension plans on an annual basis.						
1000004 407400 HARB Grant	18,816	7,500	7,500	5,677	7,500	0
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.						
1000004 407500 Liquid Fuels Reimb.	498,308	525,000	525,000	459,608	525,000	525,000
Revenue is derived from the reimbursements by the Liquid Fuels Fund for General Fund expenditures for patching, snow removal, tool repair, street reconstruction and street lighting.						
1000004 415100 Anti-Auto Theft grant	277,576	296,233	296,233	244,461	296,000	199,861
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.						
1000004 415500 Misc Grants & Gifts	16,800	10,000	10,000	2,829	5,000	5,000
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.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1000004 415600 Neighborhood Engagement Fundraising	0	0	0	0	0	55,000
Beginning in 2019, the Director of Neighborhood Engagement will solicit funds to support events and forums managed by the Mayor's Office of Neighborhood Engagement. Funds raised to support these events will be accounted for in this line item.						
1000004 418100 Tax Certification Fees	83,939	75,000	75,000	72,760	80,000	80,000
Revenue is derived from a \$20 fee charged for tax certifications provided to settlement companies for real estate sale closings.						
1000004 419600 Marketing	15,822	15,000	15,000	31,695	32,000	30,000
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.						
1000004 419900 Merchandise Sales	13,290	6,000	6,000	14,878	16,000	16,000
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.						
1000004 499000 Fund Balance Reserve	0	2,979,690	3,054,690	0	0	2,449,616
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.						
TOTAL Other Revenues	4,620,370	7,719,824	7,794,824	4,445,251	4,666,932	7,398,808
TOTAL General Fund - Revenues	53,649,467	57,485,701	57,560,701	48,489,974	55,041,557	60,346,080

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses						
Mayor's Office Exp						
1101000 610500 Elected Official	77,932	85,000	85,000	77,882	85,000	86,275
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).						
1101000 611500 Salaried Personnel	146,757	149,630	189,630	155,856	185,293	156,664
The salary of the Chief of Staff, Mayor's Senior Staff Assistant and an allocated portion (54%) of the Communications Specialist. For 2018, this line item also included the Director of Neighborhood Engagement. This position is moved to the Mayor's Office of Neighborhood Engagement section of the budget for 2019.						
1101000 732000 Dues & Subscriptions	167	300	425	421	425	300
Subscriptions to professional publications and dues to professional organizations.						
1101000 734000 Postage	475	700	700	530	700	700
Postage costs incurred in routine office mailings.						
1101000 735000 Printing	228	300	800	630	700	500
Photocopying costs of the Mayor's Office.						
1101000 736000 Telephone	1,978	2,400	3,910	3,542	3,900	3,700
Line and call charges for phone and fax lines, and the Mayor's cellular phone.						
1101000 737000 Travel	3,438	1,500	1,950	1,936	2,000	2,500
Travel expenses relating to the Mayor's attendance at various meetings and conferences.						
1101000 744500 Training & School	0	600	5,850	5,372	5,500	3,000
Expenses for registrations and trainings.						
1101000 760300 Office Supplies	999	1,600	3,100	2,557	3,000	1,800
Cost of general office supplies for the Mayor's Office.						
TOTAL Mayor's Office Expenses	231,973	242,030	291,365	248,726	286,518	255,439

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

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

1101000	610500	F	M	1.0000	Mayor	86,275
TOTAL 610500 EMPLOYEES				1.0000		\$ 86,275
1101000	611500	F	M	1.0000	Secretary to the Mayor	53,092
1101000	611500	F	M	1.0000	Chief of Staff	77,044
1101000	611500	F	M	0.5400	Communications Specialist Available for Merit - Nonbargaining	23,755 2,774
TOTAL 611500 EMPLOYEES				2.5400		\$ 156,664
TOTAL EMPLOYEES				3.5400		\$ 242,939

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Mayor's Office of Neighborhood Engagement						
1103000 611500 Salary - Personnel	0	0	0	0	0	106,836
Salary of the Director of Neighborhood Engagement and Administrative Assistant in the Mayor's Office of Neighborhood Engagement.						
1103000 612000 Salary Temporary	0	0	0	0	0	1,500
Salary for temporary help (if needed) in the Mayor's Office of Neighborhood Engagement.						
1103000 731000 Advertising	0	0	0	0	0	11,400
Expenses for advertising of services, events, forums, etc. provided by or sponsored by the Mayor's Office of Neighborhood Engagement.						
1103000 732000 Dues & Subscriptions	0	0	0	0	0	1,500
Dues and subscriptions expenses of the Mayor's Office of Neighborhood Engagement.						
1103000 734000 Postage	0	0	0	0	0	1,500
Postage expenses for the Mayor's Office of Neighborhood Engagement.						
1103000 735000 Printing	0	0	0	0	0	12,250
Printing expenses including brochures, posters, and other printed materials to promote Mayor's Office of Neighborhood Engagement services and events.						
1103000 736000 Telephone	0	0	0	0	0	1,000
Telephone and cell phone expenses for the staff of the Mayor's Office of Neighborhood Engagement.						
1103000 737000 Travel	0	0	0	0	0	14,100
Travel and related expenses for Director of Neighborhood Engagement and staff to attend conferences, training seminars, etc. This line item also accounts for the cost of food provided at Neighborhood Engagement sponsored events.						
1103000 741000 Professional Services	0	0	0	0	0	15,500
Expenses for design of printed materials, translation services and other professional services related to services and events of the Mayor's Office of Neighborhood Engagement.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1103000 744000 Contract Services	0	0	0	0	0	14,100
Expenses for contracted services for the Mayor's Office of Neighborhood Engagement, including equipment rental for events.						
1103000 744500 Training/Education	0	0	0	0	0	5,000
Training and education expenses for the Mayor's Office of Neighborhood Engagement staff to attend conferences, training classes to support improvement of neighborhood engagement efforts.						
1103000 760300 Office Supplies	0	0	0	0	0	3,500
Office supply expenses of the Mayor's Office of Neighborhood Engagement.						
1103000 820000 Minor Equipment	0	0	0	0	0	2,500
Expenses for minor equipment to be purchased in Mayor's Office of Neighborhood Engagement.						
1103000 853800 Marketing	0	0	0	0	0	28,400
Marketing expenses to make City residents, neighborhood groups and others aware of Mayor's Office of Neighborhood Engagement activities, events and services.						
TOTAL Mayor's Office of Neighborhood Engagement Expenses	0	0	0	0	0	219,086

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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OFFICE OF NEIGHBORHOOD ENGAGEMENT

1103000	611500	F	M	1.0000	Directof of Neighborhood Engagement	61,836
1103000	611500	F	A	1.0000	Administrative Assistant	45,000
TOTAL 611500 EMPLOYEES				2.0000		\$ 106,836

General Fund - Expenses

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Office of City Solicitor							
1102000	741000 Professional Services	303,775	375,000	450,665	334,469	450,000	400,000
<p>The cost of legal services provided to the City by the City Solicitor, Assistant City Solicitor, and various other law firms. The City Solicitor handles all general legal matters of the City including reviews of proposed ordinances, defense of the City against lawsuits and maintenance of the City's lien docket. Various other law firms provide services to the City for specific issues, or where a conflict of interest exists with the City Solicitor.</p>							
TOTAL	Office of City Solicitor Expenses	303,775	375,000	450,665	334,469	450,000	400,000

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
City Council Expenses						
1201000 610500 Elected Official	57,140	56,500	56,500	51,263	56,500	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).						
1201000 737000 Travel	0	5,000	5,000	221	1,100	5,000
This account provides funding for Council member travel expenses for Pennsylvania Municipal League and National League of Cities meetings, trainings and other meetings approved by the Council President.						
1201000 738000 Miscellaneous Expenses	4,987	5,000	5,000	4,535	4,750	5,000
This line item contains the City's annual membership dues in the National League of Cities. Costs of plaques for retiring members of City Council as well as awards to various organizations and individuals honored by City Council are also charged to this line.						
1201000 744500 Training	0	3,200	3,200	995	995	3,200
This account provides funding for Council members to attend training at Pennsylvania Municipal League and National League of Cities conferences and other training opportunities.						
1201000 820000 Minor Equipment	5,520	0	0	0	0	0
Minor equipment expenses related to purchases for members of City Council.						
TOTAL City Council Expenses	67,647	69,700	69,700	57,014	63,345	69,700

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

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

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

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
City Clerk Expenses						
1202000 611500 Salaried Personnel	54,197	54,302	54,302	46,720	55,209	55,388
Salary of the City Clerk.						
1202000 612000 Salary Temporary	0	100	100	0	0	100
Salary for temporary help for the City Clerk.						
1202000 731000 Advertising	6,370	4,500	4,500	3,223	3,750	4,500
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.						
1202000 734000 Postage	80	80	80	70	75	80
Postage costs for general office mailings.						
1202000 735000 Printing	334	400	400	333	375	400
Photocopying for the City Clerk, and the binding of the annual year book.						
1202000 736000 Telephone	538	600	600	469	515	600
Line and call charges for phone lines of the City Clerk and City Controller.						
1202000 737000 Travel	825	600	920	944	944	650
Travel expenses incurred for attendance at Pennsylvania Municipal League meetings or other training.						
1202000 738000 Miscellaneous Expenses	125	400	400	386	400	400
Includes the City Clerk's membership in the International Institute of Municipal Clerks and miscellaneous expenses incurred by the Clerk's Office.						
1202000 742500 Ordinance Codification	10,823	20,000	19,680	10,743	12,000	20,000
Each year, the City Clerk has the City's Codified Ordinances updated to reflect legislation enacted. This line reflects the cost to update both printed and online versions, during the year, of the City's Codified Ordinances.						
1202000 744500 Training/Education	300	500	500	500	500	600
City Clerk professional training.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1202000 760300 Office Supplies	117	200	200	182	182	200
General office supplies for the City Clerk.						
1202000 820000 Minor Equipment	0	300	300	0	0	0
Minor equipment for City Clerk's Office						
TOTAL City Clerk Expenses	73,710	81,982	81,982	63,570	73,950	82,918

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	54,302 1,086
TOTAL 611500 EMPLOYEES				1.0000	\$	55,388

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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General Fund - Expenses

Director Administrative Services Expenses

1400000 610900 Salary - Director	123,999	126,994	126,994	107,456	127,482	130,169
Salary of the Business Administrator.						
1400000 611500 Salaried Personnel	89,594	105,082	90,379	77,225	91,263	107,433
Salaries of the City Hall Receptionist and the Administrative Assistant to the Business Administrator.						
1400000 612000 Salary Temporary	1,078	1,500	1,500	930	950	1,500
Costs of temporary personnel to fill in during extended absence of City Hall Receptionist or other Director's Office personnel.						
1400000 618500 Overtime	33	0	0	0	0	0
Overtime required to be paid in accordance with the Fair Labor Standards Act.						
1400000 714100 PC Lease	31,745	34,000	35,500	35,493	35,493	39,225
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for Administrative Services staff.						
1400000 732000 Dues & Subscriptions	6,798	7,200	6,825	6,798	7,200	7,200
Dues for the US Conference of Mayors, PML PELRAS, Lancaster County Boroughs Association, Government Finance Officers Association and subscription to professional journals and publications.						
1400000 734000 Postage	24	30	180	29	30	50
Postage and express mail sent by the Director's Office.						
1400000 735000 Printing	1,001	800	800	594	750	800
Photocopying expenses of the Director's Office.						
1400000 736000 Telephone	620	650	650	541	650	650
Line and call charges for the Director's Office phones.						
1400000 737000 Travel	384	750	800	772	775	800
Costs associated with travel to various PML conferences.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1400000 741000	Professional Services	36,571	100,000	70,000	59,097	65,000	60,000
	Professional services to include consultant fees related to implementation of Information Technology software changes as well as various legal services relating to labor relations.						
1400000 744500	Training & School	500	500	500	440	450	500
	Costs of various PML conferences.						
1400000 760300	Office Supplies	714	2,000	1,800	873	1,000	1,000
	Office supplies for the Office of the Director.						
1400000 820000	Minor Equipment	726	500	875	856	856	500
	Purchase of office and/or computer equipment.						
TOTAL	Director Administrative Services Expenses	293,785	380,006	336,803	291,106	331,899	349,827

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
<u>DIRECTOR OF ADMINISTRATIVE SERVICES</u>						
1400000	61090	F	M	1.0000	Director-Administrative Services	130,169
TOTAL 610900 EMPLOYEES				1.0000		\$ 130,169
1400000	611500	F	M	1.0000	Senior Staff Assistant Admin Svcs	52,098
1400000	611500	F	M	1.0000	City Hall Receptionist	38,703
					Available for Merit - Nonbargaining	16,417
					Available for Merit - AFSCME	515
TOTAL 611500 EMPLOYEES				2.0000		\$ 107,733
TOTAL EMPLOYEES				3.0000		\$ 237,902

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Accounting Expenses						
1401000 611000 Salary - Bureau Chief	88,865	85,026	87,026	73,945	87,353	86,726
Salary of the Chief Accountant.						
1401000 611500 Salaried Personnel	273,930	333,150	340,350	251,856	311,308	295,239
Salaries of the staff of the Bureau of Accounting.						
1401000 618500 Overtime	10	25	25	0	0	0
Overtime for staff in the Bureau of Accounting.						
1401000 731000 Advertising	7,116	5,500	6,000	2,033	6,500	6,000
Funds are required in order to publish the results of the annual City audit in the Lancaster City newspaper and advertise open positions.						
1401000 732000 Dues & Subscriptions	696	1,700	1,700	546	1,000	1,500
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.						
1401000 734000 Postage	3,981	5,000	5,000	4,338	5,210	5,100
This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operation mailings.						
1401000 735000 Printing	1,557	1,600	1,600	1,275	1,538	1,625
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.						
1401000 736000 Telephone	997	1,250	1,250	869	949	1,100
Line and call charge for the Accounting Office.						
1401000 737000 Travel	60	250	250	0	100	200
Travel and/or mileage reimbursement expenses for staff in the Bureau of Accounting.						
1401000 741100 Audit Expense	57,871	52,000	47,000	23,615	47,500	52,000
This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits. This line item also includes the cost of the annual cost allocation study.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1401000 743000	Bank Service Charges	15,060	15,010	15,010	12,805	14,260	15,000
	This code is used to record the General Fund's share of bank service charges for the City's central depository account.						
1401000 743100	Credit Card Fees	531	4,500	4,000	355	1,050	3,000
	This account reflects the General Fund's share of credit card company fees.						
1401000 744500	Training & School	708	1,000	1,000	743	1,000	2,000
	This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.						
1401000 760300	Office Supplies	3,968	4,500	4,500	3,321	4,223	4,500
	General office supplies for the Accounting Office.						
1401000 820000	Minor Equipment	399	200	200	0	200	200
	Minor equipment expenses for the Bureau of Accounting.						
TOTAL	Accounting Expenses	455,748	510,711	514,911	375,701	482,191	474,190

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF ACCOUNTING

1401000	611000	F	M	1.0000	Chief Accountant	86,726
TOTAL 611000 EMPLOYEES				1.0000		\$ 86,726
1401000	611500	F	M	1.0000	General Accountant 2	62,424
1401000	611500	F	M	1.0000	General Accountant 1	57,222
1401000	611500	F	M	1.0000	Development Administrator	61,333
1401000	611500	F	M	1.0000	Payroll/Accounting Manager	61,200
1401000	611500	F	M	1.0000	Payroll Specialist	53,060
TOTAL 611500 EMPLOYEES				5.0000		\$ 295,239
TOTAL EMPLOYEES				6.0000		\$ 381,965

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Procurement & Collection Expenses						
1402000 611000 Salary - Bureau Chief	4,535	6,033	6,033	4,712	5,641	6,065
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.						
1402000 611500 Salaried Personnel	48,488	54,857	54,460	45,287	53,346	56,225
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.						
1402000 612000 Salary Temporary	3,465	2,000	2,000	1,565	1,565	800
Expenses for temporary employees in the Treasury Office.						
1402000 618500 Overtime	69	100	100	0	0	100
Overtime expenses for Procurement and Collections staff.						
1402000 718000 Rental of Uniforms	0	26	26	0	0	26
Uniform rental expenses for Mail Clerk.						
1402000 723000 Maint. - Equipment	2,703	2,799	3,799	3,634	3,799	2,881
Annual amount for maintenance contracts on the following: telephone system, remittance processor, copiers, check endorser, time clock, calculators, folder/insert mail machine, and the drive-in window mechanism.						
1402000 729000 Maint. - Vehicles	0	129	129	0	0	129
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.						
1402000 732000 Dues & Subscriptions	585	710	710	488	710	700
This line covers the cost of dues to various professional organizations.						
1402000 734000 Postage	11,152	14,033	14,033	8,409	14,033	14,258
Postage and permits required to mail tax billings, etc., and for chages to be made by the Postal Service for undeliverable, returned mail.						
1402000 735000 Printing	1,816	2,904	2,904	2,141	2,904	3,494
Mailing and return envelopes and forms used in various billings and copy machine use.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1402000 736000	Telephone	429	522	522	362	522	522
	Line and call charges for phone, fax, cellular, and internet lines.						
1402000 737000	Travel	0	250	250	198	250	250
	Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.						
1402000 738000	Miscellaneous Expenses	374	250	250	0	250	250
	Petty cash items used for miscellaneous office operations.						
1402000 744500	Training & School	800	1,400	2,400	2,100	2,400	2,172
	Schools and seminars for Bureau employees.						
1402000 760300	Office Supplies	907	1,292	1,292	574	1,292	1,292
	Paper tapes used by the cash registers, calculators, remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.						
1402000 765400	Gas Oil & Diesel	96	86	86	83	86	86
	Cost of fuel for the Mail Clerk's vehicle.						
1402000 820000	Minor Equipment	5,441	3,783	9,783	8,929	9,783	3,783
	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.						
TOTAL	Procurement & Collection Expenses	80,861	91,174	98,777	78,482	96,581	93,033

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	6,065
TOTAL 611000 EMPLOYEES				0.0862		\$ 6,065
1402000	611500	F	A	0.0862	Billing Coordinator 1	4,238
1402000	611500	F	A	0.0862	Billing Coordinator 2	3,780
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,596
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,596
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,278
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,485
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,312
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,903
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,780
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,780
1402000	611500	F	M	0.0862	Customer Service Supervisor	4,762
1402000	611500	F	A	0.0862	Mail & Print Operator	3,099
1402000	611500	F	A	0.0862	Purchasing Coordinator	3,780
1402000	611500	F	A	0.0862	Revenue Clerk	3,890
			Subtotal Full-Time	1.2065		
1402000	611500	P	A	0.0862	Data Entry	1,947
			Subtotal Part-Time	0.0862		
TOTAL 611500 EMPLOYEES				1.2927		\$ 56,225
TOTAL EMPLOYEES				1.3789		\$ 62,290

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Information Services Expenses						
1404000 611500 Salaried Personnel	39,037	38,747	39,447	33,486	39,596	39,522
This line is a prorated share of the employee in Information Technology. The Solid Waste, Water and Wastewater Fund Budgets also cover proportional shares of these salaries.						
1404000 722000 Maint. - Communications	8,587	2,000	2,000	684	1,000	4,000
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.						
1404000 723000 Maint. - Equipment	36,725	50,000	50,000	21,997	35,000	50,000
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.						
1404000 734000 Postage	0	250	250	0	200	250
General mailings and shipping costs for returning equipment for repair.						
1404000 735000 Printing	4	50	50	0	50	50
Photocopying and any special printing needs.						
1404000 736000 Telephone	1,330	1,500	1,500	1,139	1,400	1,500
Line and call charges for Information Technology office phones and cell phones.						
1404000 737000 Travel	0	500	500	0	0	500
Covers transportation to and from job-related projects and schools.						
1404000 741000 Professional Services	288,825	260,000	228,000	168,503	175,000	160,000
Expenses for specialty technology vendors as well as outside services that are not covered under warranty or contracts on computer equipment. Also covers contracted programmers for Munis report writing services.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1404000 744000 Contract Services	326,295	320,000	320,000	312,162	350,000	400,000
Covers shared services agreement charges from Lancaster County for Information Technology services. This line item also includes annual maintenance fees due for the Tyler Munis ERP System.						
1404000 744500 Training & School	0	5,000	5,000	0	0	5,000
Training seminars for Information Technology personnel who are required to stay abreast of ever-changing technology. Funding is also provided to purchase training materials for new software, which this Bureau uses to train all City employees.						
1404000 760300 Office Supplies	12	500	500	0	300	500
General office supplies needed for Information Technology.						
1404000 760600 Operating Supplies	582	25,000	25,000	2,156	5,000	5,000
Purchasing of all forms, paper, and printing supplies. Also covers media used for backup purposes of the ISeries and Servers.						
1404000 820000 Minor Equipment	8,270	5,000	5,000	2,054	4,500	5,000
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.						
1404000 820500 IT Projects	58,150	50,000	50,000	2,688	50,000	50,000
Replacement or new applications software and hardware upgrades. Also covers consulting fees for new projects led by Information Technology.						
TOTAL Information Services Expenses	767,815	758,547	727,247	544,869	662,046	721,322

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	39,522
TOTAL 611500 EMPLOYEES				0.5000		\$ 39,522
TOTAL EMPLOYEES				0.5000		\$ 39,522

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses						
Human Resources Expenses						
1405000 611000 Salary - Bureau Chief	79,829	78,559	80,559	68,713	86,344	80,130
Salary of the Bureau Chief of Human Resources.						
1405000 611500 Salaried Personnel	129,173	140,971	143,171	127,616	152,036	217,603
Salary of the Human Resources Office staff, consisting of three HR Staff: Assistant Bureau Chief and two HR Generalists.						
1405000 612000 Salary Temporary	16,314	5,000	5,000	0	0	5,000
Pay to an employment agency for temporary services required by the Bureau of Human Resources.						
1405000 618500 Overtime	0	200	200	0	0	200
Overtime pay to staff members of the bureau.						
1405000 622000 Employee Recognition	7,550	7,550	7,550	3,690	7,550	7,550
Expenses for annual employee picnic, annual December holiday party, and annual employee recognition event.						
1405000 723000 Maint. - Equipment	0	50	50	0	50	50
Maintenance of office equipment in the Bureau of Human Resources.						
1405000 731000 Advertising	0	700	700	123	700	1,500
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.						
1405000 732000 Dues & Subscriptions	2,371	3,010	2,999	2,237	2,999	3,010
Professional association dues for HR staff and additional reference materials.						
1405000 734000 Postage	3,372	4,500	4,500	2,344	4,500	4,500
Mailing from the Bureau of Human Resources.						
1405000 735000 Printing	5,023	3,200	3,211	1,571	3,000	4,800
Photocopy charges for the bureau.						
1405000 736000 Telephone	931	1,100	1,100	812	1,100	1,100
Line and call charges.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1405000 737000	Travel	1,017	6,500	6,500	2,975	6,500	5,900
	Travel expenses for seminar, training, and meetings.						
1405000 741000	Professional Services	34,131	54,580	54,580	30,411	54,580	58,060
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses.						
1405000 743500	Labor Relations Expense	88	1,200	2,700	2,129	2,700	1,200
	Expenses for labor relations with the non-uniformed bargaining unit (AFSCME), PELRAS dues, arbitrators fees and printing of collective bargaining agreements.						
1405000 744500	Training & School	1,568	6,065	6,065	3,201	6,065	5,385
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
1405000 760300	Office Supplies	2,709	3,700	3,700	2,796	3,700	3,700
	Office supplies for the Bureau of Human Resources.						
1405000 760600	Operating Supplies	50	800	800	154	800	800
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
1405000 820000	Minor Equipment	502	4,500	4,500	489	3,000	3,000
	Purchase of office and/or computer equipment.						
TOTAL	Human Resources Expenses	284,627	322,185	327,885	249,257	335,624	403,488

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	80,130
TOTAL 611000 EMPLOYEES				1.0000		\$ 80,130
1405000	611500	F	M	1.0000	Assistant HR Bureau Chief	66,050
1405000	611500	F	M	1.0000	Human Resource Generalist	48,783
1405000	611500	F	M	1.0000	Human Resource Technician	42,770
1405000	611500	F	M	1.0000	Wellness Coordinator	60,000
TOTAL 611500 EMPLOYEES				4.0000		\$ 217,603
TOTAL EMPLOYEES				5.0000		\$ 297,733

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses						
Community Involvement Expenses						
1406000 812000 Contributions	150,000	150,000	150,000	150,000	150,000	150,000
Operating support contribution to the Lancaster Emergency Medical Services Associations (LEMSA) for the life-saving services LEMSA provides in the City of Lancaster.						
1406000 812500 Intermunicipal Committee	2,140	3,000	3,000	1,610	3,000	3,000
Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.						
1406000 813500 PA League of Cities	22,679	24,000	24,000	22,679	24,000	19,000
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.						
1406000 814000 Public Library	80,000	100,000	100,000	100,000	100,000	100,000
Operating support contribution to the Lancaster County Public Library.						
1406000 814200 Non-Profit Organization Contribution	0	0	75,000	75,000	75,000	0
This was a one-time contribution to the Boys and Girls Club in 2018.						
1406000 814300 Community Communications	65,923	50,000	82,000	62,215	82,000	50,000
Costs for website maintenance and hosting, and expenses for periodic informational materials mailed to City residents.						
1406000 814500 Recreation Commission	305,656	305,656	305,656	305,656	305,656	305,656
City's share of the annual funding for the Lancaster Recreation Commission. The balance is funded by the School District of Lancaster and Lancaster Township by written agreement.						
1406000 817500 Human Relation Commission	2,825	3,000	3,000	2,935	3,000	3,000
Costs incurred by the City's Human Relations Commission including contract labor charges.						
1406000 851300 LOOP - Special Events	24,015	50,000	50,000	0	50,000	50,000
Funds appropriated to support City special events sponsored by the Lancaster Office of Promotion (LOOP). \$25,000 of this line item is from the Lancaster General Hospital in-lieu-of-taxes contribution.						
TOTAL Community Involvement Expenses	653,237	685,656	792,656	720,095	792,656	680,656

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Insurance Package Expenses						
1407000 772000 Insurance Package	573,364	645,000	645,000	551,559	628,564	640,000
General Fund expenditures for various insurance policies (auto, liability, property, etc.) held by the City of Lancaster. This account also covers deductible expenses for these policies.						
1407000 774000 Public Officials Bond	2,794	3,000	3,000	2,821	3,000	3,000
Bonds required under the Third Class City Code for the Treasurer, Controller, Health Officer, Engineer and Mayor.						
TOTAL Insurance Package Expenses	576,158	648,000	648,000	554,380	631,564	643,000

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Fringe Benefits Expenses						
1408000 620200 Medical Insurance	800,000	350,000	350,000	321,420	350,000	370,000
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.						
1408000 620300 Dental/Vision	13,644	14,256	14,256	9,767	13,048	14,000
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.						
1408000 620800 Social Security	857,355	958,051	958,051	761,998	925,656	1,005,944
The General Fund share of FICA and Medicare taxes for all employees.						
1408000 620900 Life Insurance	71,730	85,920	85,920	60,359	83,157	85,900
Expense of life insurance coverage for General Fund employees.						
1408000 623000 Pension Contribution	582,897	615,210	615,210	606,731	615,210	702,702
This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans.						
1408000 624000 Unemployment Compensation	14,624	30,000	30,000	10,632	20,000	30,000
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.						
1408000 625000 Workers Compensation	614,809	500,000	464,745	265,326	350,000	500,000
This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job. This line also reflects various assessments paid to the Commonwealth under this program, and premiums for the excess claims policy.						
1408000 716000 Rental of Parking Lot	36,793	38,250	38,250	38,041	41,497	40,000
Expenses for parking or bus passes for General Fund employees.						
TOTAL Fringe Benefits Expenses	2,991,853	2,591,687	2,556,432	2,074,274	2,398,568	2,748,546

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses							
Debt Service Expenses							
1409000 923000	Paying Agent Fees	1,132	1,575	1,575	496	1,000	1,500
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
1409000 924000	Debt Service - Interest	1,577,430	1,924,811	1,924,811	1,924,387	1,924,811	2,422,613
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), 2016A, and 2018 General Obligation Bonds.							
1409000 926000	Debt Service - Principal	1,203,600	2,452,400	2,452,400	2,452,400	2,452,400	2,541,600
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), 2016A, and 2018 General Obligation Bonds.							
TOTAL	Debt Service Expenses	2,782,162	4,378,786	4,378,786	4,377,282	4,378,211	4,965,713
TOTAL	Administrative Services Expenses	8,886,247	10,366,752	10,381,497	9,265,446	10,109,341	11,079,775

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Controller/Treasurer Expenses						
1403000 610500 Elected Official	17,000	17,000	17,000	15,038	17,000	17,000
Salaries of the City Controller and City Treasurer. These salaries are set by the Third Class City Code.						
TOTAL Controller/Treasurer Expenses	17,000	17,000	17,000	15,038	17,000	17,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

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

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

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Police Bureau Expenses						
1501001 611000 Salary - Bureau Chief	158,938	132,556	132,556	112,487	133,390	137,115
Salary of the Chief of Police.						
1501001 611500 Salaried Personnel	1,094,779	1,336,671	1,327,228	1,092,107	1,294,305	1,413,278
Salaries of civilian personnel which include Administrative Assistants, Clerk/Typists, Records Supervisor, Dog Law Enforcement Officer, Computer System Administrators, Crime Analyst, Hazardous and Abandoned Vehicle Officer, Evidence Specialist, and Receptionists.						
1501001 613100 Police Captains	372,130	363,449	363,449	308,608	365,822	376,117
Salaries of the three Division Captains.						
1501001 613200 Police Lieutenants	1,136,588	1,156,058	1,156,058	950,905	1,160,975	1,195,426
Salaries of lieutenants.						
1501001 613300 Police Sergeants	3,743,172	4,036,686	4,036,686	3,095,175	3,707,856	4,171,455
Salaries of sergeants and detectives.						
1501001 614000 Patrolmen	5,645,493	6,028,251	6,007,054	4,835,795	5,785,053	6,106,019
Salaries of patrol officers.						
1501001 615000 School Crossing Guards	411,906	500,000	504,169	348,154	463,406	548,114
Salaries of the School Crossing Guards and the Patrol Service Aides. The School District of Lancaster reimburses a portion of the salaries of the School Crossing Guards to the City.						
1501001 615200 Community Service Aides	651,494	689,750	695,025	554,786	669,683	700,765
Salaries of Community Service Aides.						
1501001 618000 Police Acting Officers	25,125	25,000	25,000	22,392	25,000	25,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.						
1501001 618500 Police Overtime	617,397	460,000	460,000	586,153	615,000	600,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1501001 618800 Police Cadet Training Program	17,694	60,000	26,200	3,761	6,000	60,000
Covers salaries of Cadets.						
1501001 619000 Police Sick Bonus	24,450	25,000	25,000	25,550	25,550	26,000
Covers payments for the sick leave incentive bonus program.						
1501001 620100 Educational Incentive	53,643	55,500	55,500	47,683	60,000	60,000
Covers payments for college educational incentive program.						
1501001 620200 Medical Insurance	2,240,000	2,150,000	2,150,000	1,970,833	2,150,000	2,440,000
Costs for health insurance for all active Police Bureau employees.						
1501001 620201 Medical Ins - Retirees	1,360,000	1,300,000	1,300,000	1,192,121	1,300,000	1,400,000
Covers the cost for health insurance for all retired Police Bureau employees.						
1501001 620300 Dental/Vision	190,334	194,972	194,972	138,298	168,829	177,270
Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.						
1501001 621000 Uniform Maintenance Allow	78,375	100,000	100,000	68,299	75,000	85,375
This line covers the cost of uniform maintenance allowance for uniformed officers, shoe allowances for all personnel, and clothing allowance for non-uniformed officers as provided for by collective bargaining agreements.						
1501001 623000 Pension Contribution	2,996,610	3,104,156	3,104,156	1,321,750	3,104,156	3,674,585
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.						
1501001 714100 PC Lease	51,885	25,000	25,000	24,396	24,396	8,000
Expenses related to the lease of PCs and laptops used throughout the Police Bureau. 2019 - lease costs for city PCs in training room. LCPD currently has no outstanding leases.						
1501001 716000 Rental of Parking Lot	97,500	100,000	100,000	89,710	100,292	100,500
Rental of parking spaces in the Water Street Garage.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1501001 722000 Maint. - Communications	15,926	25,500	25,500	2,897	20,000	25,500
Costs associated with maintaining all radio communication equipment, police vehicle emergency lighting/sirens, in-car computers (MDT's) and WatchGuard in car-camera system utilized by the Police Bureau.						
1501001 723000 Maint. - Equipment	105,092	105,000	105,000	78,746	100,000	66,000
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.						
1501001 729000 Maint. - Vehicles	97,028	110,000	110,000	87,587	95,000	110,000
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.						
1501001 729500 Maint. - Bicycles	670	2,000	2,000	418	1,000	0
Used for maintaining bicycles and related equipment. These costs will be included in 820100 "Bicycles & Accessories" for 2019 budget.						
1501001 732000 Dues & Subscriptions	5,208	6,200	6,200	4,995	5,200	125,000
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. In 2019, all annual subscription fees for software, web services were moved from 7230 (Equipment Maint.) to this line item. Added MobileCop annual fees, as County IT will no longer provide this service in 2019.						
1501001 734000 Postage	6,270	8,000	7,985	5,278	6,500	7,500
Covers all postage costs incurred by the Police Bureau including but not limited to crime prevention, community meeting, block watch, neighborhood surveys and warrant service mailings. Includes UPS and Fed Ex costs for shipping of evidence and purchases.						
1501001 735000 Printing	13,900	15,000	15,000	12,974	14,000	15,000
In-house and commercial printing which includes parking ticket books, evidence envelopes, booking invoices, citations, e-citation thermal paper, evidence cards, warning notices, accident exchanges forms, brochures, pamphlets and surveys, business card for Police Staff Chief and Captains.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1501001 736000 Telephone	86,760	95,000	95,000	75,788	90,000	118,500
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, internet fees, email fees.						
1501001 737000 Travel	12,779	18,350	18,350	13,440	15,000	18,000
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.						
1501001 738000 Miscellaneous Expenses	5,242	5,000	3,154	3,003	4,500	5,000
Awards and trophies for the spring and fall "Crime Stoppers" Commendation Awards, advertising for contracts and hiring, ordinances and hazardous vehicles, "Crime Prevention" programs, petty cash and prisoner meal costs.						
1501001 741000 Professional Services	21,610	20,000	24,366	24,200	24,081	40,000
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.						
1501001 743500 Labor Relations Expense	51,856	30,000	30,015	29,858	37,000	40,000
Contract negotiations and grievance arbitration.						
1501001 743700 Laboratory Tests	8,220	11,000	11,000	7,872	10,000	28,000
Costs incurred in the testing of blood by an independent medical laboratory for drug related D.U.I. investigations, DNA testing, random employee testing and reasonable suspicion testing.						
1501001 744000 Contract Services	9,343	10,381	10,381	10,381	10,381	0
Subscription fee, maintenance fee and communications line charges for the Lancaster County computer system. This is a per capita based fee.						
1501001 744500 Training & School	67,472	89,900	89,900	58,876	70,000	89,900
All training attended by Police Bureau personnel including yearly state mandated in-service training and specialized training for the canine, mounted and SERT officers. Police Academy for new recruit officers.						
1501001 747200 K-9 Patrol	9,757	10,000	10,000	6,637	8,000	8,000
Costs associated with the training, certifications of the (4) Police Bureau's canines and other expenses of the Canine Program, not covered by the Lancaster City Police Foundation.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1501001 760300 Office Supplies	11,267	12,000	12,000	5,098	11,000	12,000
General office and paper supplies.						
1501001 760600 Operating Supplies	15,190	19,000	19,000	17,537	19,000	19,000
All general operating supplies, automatic defibrillator unit batteries and all rental vehicles used by the Police Bureau for undercover operations conducted by the (Selective Enforcement Unit).						
1501001 761200 Uniforms	88,734	90,000	90,000	62,099	90,000	100,000
Cost of all uniforms, clothing, ballistic armor, badges, and duty accessories used by all Police Bureau personnel, Officers, Civillian Service Aides, Service Aides, Cadets.						
1501001 762400 Photography	943	1,000	1,000	294	800	1,000
Ink cartridges and other items used in production or reproduction of photographs, digital and video, including digital cameras for patrol division.						
1501001 762700 Evidence Supplies	6,296	10,000	10,000	7,982	9,000	7,000
Specialty films, digital cameras used by investigators for photographing crime scenes, latent and inked fingerprint processing supplies, crime scene processing supplies and chemicals, and "BEAST" evidence software and maintenance fees, filters for processing tanks and drying cabinets.						
1501001 763000 Ammunition	24,420	30,000	30,000	21,499	27,000	30,000
Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.						
1501001 763300 Less Lethal Equip	10,700	61,300	61,300	44,172	61,300	59,000
Supplies for less lethal weapons include Taser cartridges and batteries, oleoresin capscicum and less lethal shotgun ammunition.						
1501001 763400 Weapons	6,916	10,000	10,000	3,737	9,000	10,000
Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.						
1501001 765400 Gas Oil & Diesel	112,949	110,000	134,000	112,122	140,000	0
Gasoline and oil and natural gas needed to operate the Police Bureau vehicles.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1501001 772000 Insurance Package	271,997	260,000	260,000	232,977	264,100	275,000
The cost of the annual Law Enforcement Liability insurance policy premium and associated deductible payments are charged to this line item which was previously included in the Administrative Service Insurance Package Plan account. This expense has been moved to the Police Bureau because the liability policy and related expenses are a direct cost of providing police services.						
1501001 815000 Shelter Expense	52,289	50,000	47,580	16,796	25,000	50,000
Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.						
1501001 816000 Drug Task Force Assessment	59,322	59,322	59,322	59,322	59,322	59,322
Per capita contribution toward the operation of the Lancaster County Task Force.						
1501001 816100 Community Safety Coalition Contribution	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.						
1501001 820000 Minor Equipment	72,411	256,350	256,350	127,857	255,000	150,000
Cost of minor equipment used by the Police Bureau including radio equipment, weapon cases, firing range hearing and eye protection, flares and other equipment. NOTE - in 2019 the yearly maintenance fees for CODY Records Management System, E-citation, Cody map / crime analyst, Leads Online, Power DMS, etc. have been transferred to 7320, Dues & Subscriptions. Purchase of Mobile Cop (\$33,080) due to County IT no longer providing.						
1501001 820100 Bicycles & Accessories	797	2,000	2,000	336	1,000	3,000
Purchasing and repairs of bicycles and related equipment / accessories.						
1501001 827000 Vehicles	319,761	252,933	262,633	252,315	252,316	241,500
Replacing vehicles and accessories installed in unmarked and marked vehicles such as security screens, emergency lighting and sirens, push bars, exterior markings and Mobile Data Terminals (Computers and tablets and their mounts).						
1501001 827100 Vehicle-Lease Purchase	0	51,173	51,173	50,642	50,700	56,500
Lease payments on vehicles.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1501001 924000 Debt Service - Interest	242,995	239,026	239,026	239,025	239,026	228,310
Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1501001 926000 Debt Service - Principal	305,333	357,182	357,182	357,182	357,182	368,704
Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
TOTAL Police Bureau Expenses	23,286,963	24,475,666	24,454,469	19,022,908	23,816,121	25,871,755

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF POLICE

1501001	611000	F	P	1.0000	Chief Of Police	137,115
TOTAL 611000 EMPLOYEES				1.0000		\$ 137,115
1501001	611500	F	M	1.0000	Sr. Staff Assistant - Police	50,603
1501001	611500	F	M	1.0000	Records Supervisor	54,383
1501001	611500	F	M	1.0000	Crime Analyst	52,020
1501001	611500	F	M	1.0000	Civilian Policy Manager	58,140
1501001	611500	F	M	1.0000	Police Social Worker	55,000
1501001	611500	F	A	1.0000	Administrative Assistant - Patrol Division	53,071
1501001	611500	F	A	1.0000	Administrative Assistant CID	51,542
1501001	611500	F	A	1.0000	Evidence Specialist	52,612
1501001	611500	F	A	1.0000	Evidence Specialist	52,612
1501001	611500	F	A	1.0000	Network IT System Adm.	63,450
1501001	611500	F	A	1.0000	Network IT System Adm.	59,717
1501001	611500	F	A	1.0000	Animal Enforcement Officer	43,118
1501001	611500	F	A	1.0000	Hazardous/Abandoned Vehicles	47,881
1501001	611500	F	A	1.0000	Administrative Assistant Patrol Services	48,115
1501001	611500	F	A	1.0000	Administrative Assistant CID	48,115
1501001	611500	F	A	1.0000	IT Assistant - Body Cameras	35,000
1501001	611500	F	A	1.0000	Records Processor Specialist	45,463
1501001	611500	F	A	1.0000	Records Processor	45,133
1501001	611500	F	A	1.0000	Records Processor	41,728
1501001	611500	F	A	1.0000	Records Processor	41,728
1501001	611500	F	A	1.0000	Records Processor	41,728

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	611500	F	A	1.0000	Records Processor	41,728
1501001	611500	F	A	1.0000	Records Processor	41,728
1501001	611500	F	A	1.0000	Records Processor	41,728
1501001	611500	F	A	1.0000	Records Processor	38,037
1501001	611500	F	A	1.0000	Records Processor	38,037
1501001	611500	F	A	1.0000	Inventory Specialist	47,282
1501001	611500	F	A	1.0000	Police Bureau Receptionist	42,232
1501001	611500	F	A	1.0000	Police Bureau Receptionist	40,607
					Available for Merit - NonBargaining	4,303
					Available for Merit - AFSCME	23,641
			Subtotal Full-Time	29.0000		
1501001	611500	P	A	1.0000	Police Patrol Clerk	12,807
			Subtotal Part-Time	1.0000		
TOTAL 611500 EMPLOYEES				30.0000		\$ 1,413,289
1501001	613100	F	P	1.0000	Police Captain	126,133
1501001	613100	F	P	1.0000	Police Captain	126,419
1501001	613100	F	P	1.0000	Police Captain	123,565
TOTAL 613100 EMPLOYEES				3.0000		\$ 376,117
1501001	613200	F	P	1.0000	Police Lieutenant	109,681
1501001	613200	F	P	1.0000	Police Lieutenant	109,433
1501001	613200	F	P	1.0000	Police Lieutenant	109,185
1501001	613200	F	P	1.0000	Police Lieutenant	109,185

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613200	F	P	1.0000	Police Lieutenant	107,200
1501001	613200	F	P	1.0000	Police Lieutenant	107,200
1501001	613200	F	P	1.0000	Police Lieutenant	107,200
1501001	613200	F	P	1.0000	Police Lieutenant	106,207
1501001	613200	F	P	1.0000	Police Lieutenant	106,207
1501001	613200	F	P	1.0000	Police Lieutenant	105,214
1501001	613200	F	P	1.0000	Police Lieutenant	105,214
1501001	613200				Shift Differential	13,500
TOTAL 613200 EMPLOYEES				11.0000		\$ 1,195,426
1501001	613300	F	P	1.0000	Detective	87,540
1501001	613300	F	P	1.0000	Detective	87,136
1501001	613300	F	P	1.0000	Detective	87,136
1501001	613300	F	P	1.0000	Detective	87,136
1501001	613300	F	P	1.0000	Detective	86,330
1501001	613300	F	P	1.0000	Detective	86,330
1501001	613300	F	P	1.0000	Detective	86,128
1501001	613300	F	P	1.0000	Detective	86,128
1501001	613300	F	P	1.0000	Detective	85,725
1501001	613300	F	P	1.0000	Detective	85,725
1501001	613300	F	P	1.0000	Detective	85,725
1501001	613300	F	P	1.0000	Detective	85,523
1501001	613300	F	P	1.0000	Detective	84,716
1501001	613300	F	P	1.0000	Detective	84,716
1501001	613300	F	P	1.0000	Detective	84,313

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Detective	84,313
1501001	613300	F	P	1.0000	Detective	84,313
1501001	613300	F	P	1.0000	Detective	84,313
1501001	613300	F	P	1.0000	Detective	84,313
1501001	613300	F	P	1.0000	Detective	84,313
1501001	613300	F	P	1.0000	Police Sergeant	95,809
1501001	613300	F	P	1.0000	Police Sergeant	95,809
1501001	613300	F	P	1.0000	Police Sergeant	95,809
1501001	613300	F	P	1.0000	Police Sergeant	94,946
1501001	613300	F	P	1.0000	Police Sergeant	94,083
1501001	613300	F	P	1.0000	Police Sergeant	93,867
1501001	613300	F	P	1.0000	Police Sergeant	93,867
1501001	613300	F	P	1.0000	Police Sergeant	93,651
1501001	613300	F	P	1.0000	Police Sergeant	93,436
1501001	613300	F	P	1.0000	Police Sergeant	93,436
1501001	613300	F	P	1.0000	Police Sergeant	93,436
1501001	613300	F	P	1.0000	Police Sergeant	93,220
1501001	613300	F	P	1.0000	Police Sergeant	93,220
1501001	613300	F	P	1.0000	Police Sergeant	93,220
1501001	613300	F	P	1.0000	Police Sergeant	93,220
1501001	613300	F	P	1.0000	Police Sergeant	92,357
1501001	613300	F	P	1.0000	Police Sergeant	92,357
1501001	613300	F	P	1.0000	Police Sergeant	91,925
1501001	613300	F	P	1.0000	Police Sergeant	91,709
1501001	613300	F	P	1.0000	Police Sergeant	91,709
1501001	613300	F	P	1.0000	Police Sergeant	91,709

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Police Sergeant	91,709
1501001	613300	F	P	1.0000	Police Sergeant	91,493
1501001	613300	F	P	1.0000	Police Sergeant	90,415
1501001	613300	F	P	1.0000	Police Sergeant	89,983
1501001	613300	F	P	1.0000	Police Sergeant	88,688
1501001	613300				Shift Differential	44,500
TOTAL 613300 EMPLOYEES				46.0000		\$ 4,171,455
1501001	614000	F	P	1.0000	Police Officer	82,556
1501001	614000	F	P	1.0000	Police Officer	82,556
1501001	614000	F	P	1.0000	Police Officer	81,242
1501001	614000	F	P	1.0000	Police Officer	81,242
1501001	614000	F	P	1.0000	Police Officer	81,055
1501001	614000	F	P	1.0000	Police Officer	81,055
1501001	614000	F	P	1.0000	Police Officer	81,055
1501001	614000	F	P	1.0000	Police Officer	81,055
1501001	614000	F	P	1.0000	Police Officer	81,055
1501001	614000	F	P	1.0000	Police Officer	80,304
1501001	614000	F	P	1.0000	Police Officer	80,117
1501001	614000	F	P	1.0000	Police Officer	80,117
1501001	614000	F	P	1.0000	Police Officer	80,117
1501001	614000	F	P	1.0000	Police Officer	80,117
1501001	614000	F	P	1.0000	Police Officer	79,929
1501001	614000	F	P	1.0000	Police Officer	79,741
1501001	614000	F	P	1.0000	Police Officer	79,741
1501001	614000	F	P	1.0000	Police Officer	79,741

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	79,741
1501001	614000	F	P	1.0000	Police Officer	79,741
1501001	614000	F	P	1.0000	Police Officer	79,741
1501001	614000	F	P	1.0000	Police Officer	79,741
1501001	614000	F	P	1.0000	Police Officer	79,554
1501001	614000	F	P	1.0000	Police Officer	79,554
1501001	614000	F	P	1.0000	Police Officer	79,554
1501001	614000	F	P	1.0000	Police Officer	78,803
1501001	614000	F	P	1.0000	Police Officer	78,803
1501001	614000	F	P	1.0000	Police Officer	78,616
1501001	614000	F	P	1.0000	Police Officer	78,616
1501001	614000	F	P	1.0000	Police Officer	78,616
1501001	614000	F	P	1.0000	Police Officer	78,616
1501001	614000	F	P	1.0000	Police Officer	78,616
1501001	614000	F	P	1.0000	Police Officer	78,428
1501001	614000	F	P	1.0000	Police Officer	78,428
1501001	614000	F	P	1.0000	Police Officer	78,428
1501001	614000	F	P	1.0000	Police Officer	78,428
1501001	614000	F	P	1.0000	Police Officer	78,240
1501001	614000	F	P	1.0000	Police Officer	78,240
1501001	614000	F	P	1.0000	Police Officer	78,053
1501001	614000	F	P	1.0000	Police Officer	78,053
1501001	614000	F	P	1.0000	Police Officer	77,115
1501001	614000	F	P	1.0000	Police Officer	76,927
1501001	614000	F	P	1.0000	Police Officer	76,927
1501001	614000	F	P	1.0000	Police Officer	76,927

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	76,739
1501001	614000	F	P	1.0000	Police Officer	75,374
1501001	614000	F	P	1.0000	Police Officer	73,739
1501001	614000	F	P	1.0000	Police Officer	72,724
1501001	614000	F	P	1.0000	Police Officer	72,724
1501001	614000	F	P	1.0000	Police Officer	72,724
1501001	614000	F	P	1.0000	Police Officer	72,724
1501001	614000	F	P	1.0000	Police Officer	72,724
1501001	614000	F	P	1.0000	Police Officer	72,724
1501001	614000	F	P	1.0000	Police Officer	72,724
1501001	614000	F	P	1.0000	Police Officer	67,257
1501001	614000	F	P	1.0000	Police Officer	65,237
1501001	614000	F	P	1.0000	Police Officer	64,040
1501001	614000	F	P	1.0000	Police Officer	63,793
1501001	614000	F	P	1.0000	Police Officer	63,793
1501001	614000	F	P	1.0000	Police Officer	63,793
1501001	614000	F	P	1.0000	Police Officer	63,793
1501001	614000	F	P	1.0000	Police Officer	60,040
1501001	614000	F	P	1.0000	Police Officer	60,040
1501001	614000	F	P	1.0000	Police Officer	60,040
1501001	614000	F	P	1.0000	Police Officer	58,755
1501001	614000	F	P	1.0000	Police Officer	58,183
1501001	614000	F	P	1.0000	Police Officer	58,183
1501001	614000	F	P	1.0000	Police Officer	58,183
1501001	614000	F	P	1.0000	Police Officer	58,183
1501001	614000	F	P	1.0000	Police Officer	57,754

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	56,754
1501001	614000	F	P	1.0000	Police Officer	56,754
1501001	614000	F	P	1.0000	Police Officer	56,754
1501001	614000	F	P	1.0000	Police Officer	55,961
1501001	614000	F	P	1.0000	Police Officer	55,961
1501001	614000	F	P	1.0000	Police Officer	55,961
1501001	614000	F	P	1.0000	Police Officer	55,305
1501001	614000	F	P	1.0000	Police Officer	55,305
1501001	614000	F	P	1.0000	Police Officer	55,305
1501001	614000	F	P	1.0000	Police Officer	55,305
1501001	614000	F	P	1.0000	Police Officer	53,848
1501001	614000	F	P	1.0000	Police Officer	53,483
1501001	614000	F	P	1.0000	Police Officer	53,483
1501001	614000	F	P	1.0000	Police Officer	53,483
1501001	614000				Shift Differential	130,000
TOTAL 614000 EMPLOYEES				84.0000		\$ 6,106,019
1501001	615000	F	A	1.0000	Patrol Service Aide	46,466
1501001	615000	F	A	1.0000	Patrol Service Aide	46,466
1501001	615000	F	A	1.0000	Patrol Service Aide	44,679
1501001	615000	F	A	1.0000	Patrol Service Aide	45,275
1501001	615000	F	A	1.0000	Patrol Service Aide	42,961
1501001	615000	F	A	1.0000	Patrol Service Aide	42,961
1501001	615000	F	A	1.0000	Patrol Service Aide	42,961
Subtotal Full-Time				7.0000		

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	7,589
1501001	615000	P	A	1.0000	School Crossing Guard	7,589
1501001	615000	P	A	1.0000	School Crossing Guard	7,589
Subtotal Part-Time				28.0000		
TOTAL 615000 EMPLOYEES				35.0000		\$ 548,114
1501001	615200	F	A	1.0000	Community Service Aide - Cert	49,173
1501001	615200	F	A	1.0000	Community Service Aide - Cert	47,755
1501001	615200	F	A	1.0000	Community Service Aide - Cert	47,282
1501001	615200	F	A	1.0000	Community Service Aide - Cert	45,463
1501001	615200	F	A	1.0000	Community Service Aide - Cert	45,463
1501001	615200	F	A	1.0000	Community Service Aide - Cert	45,463
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	42,453
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,442
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,442
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,442
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,442
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,442
1501001	615200	F	A	1.0000	Community Service Aide	41,442
1501001	615200	F	A	1.0000	Community Service Aide	40,353
TOTAL 615200 EMPLOYEES				16.0000		\$ 700,765

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
				Subtotal Part-Time		4.0000
TOTAL 618800 EMPLOYEES				4.0000		\$ 60,000
Total Full -Time			197.00			
Total Part-Time			33.00			
TOTAL EMPLOYEES				230.0000		\$ 14,708,300

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Fire Bureau Expenses						
1502001 611000 Salary - Bureau Chief	122,477	119,992	119,992	88,325	109,003	108,554
Salary of the Fire Chief.						
1502001 611500 Salaried Personnel	123,913	104,622	102,808	120,363	137,099	107,842
Salaries of the 2 non-uniformed personnel assigned to the Bureau of Fire.						
1502001 612000 Salary Temporary	3,751	0	0	0	0	0
This code is used to record wages paid to temporary fire administrative staff.						
1502001 613000 Fire Deputy Chiefs	110,488	203,500	155,314	59,992	208,586	34,417
Salaries of two Deputy Chiefs.						
1502001 613100 Fire Captains	591,824	576,440	576,440	525,512	594,435	505,503
Salaries of Battalion Chiefs and Captains in the suppression division, and the Fire Marshal Captain.						
1502001 613200 Fire Lieutenants	1,447,843	1,359,792	1,359,792	1,174,529	1,394,124	1,409,421
Salaries of Assistant Fire Marshals, Maintenance Officer and Lieutenants.						
1502001 614100 Firefighters	3,319,973	3,497,700	3,454,152	2,879,393	3,479,789	3,700,947
Salaries of Firefighters I, II and III.						
1502001 618500 Fire Overtime	101,943	150,000	150,000	82,278	175,000	175,000
Costs to provide a reasonable level of personnel for operations in fire suppression, rescue, and other emergencies that occur regularly in the City, and special operations such as SERT, Foam Task Force and Haz Mat. Additionally, funds are used to pay for personnel working fireworks detail, recall of off-duty personnel for major incidents, and holiday pay for the several holidays that firefighters work per the contract.						
1502001 619000 Fire Sick Bonus	6,550	7,000	7,000	7,300	7,300	10,000

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
<p>CBA Article 21 Sick Leave Section 4: Any Firefighter who accrues the maximum number of days who does not use any sick leave or uses only limited sick leave will be paid a bonus.</p> <p>Perfect Attendance: \$350.00 1 day sick leave: \$250.00 2 days sick leave: \$150.00 3 days sick leave: \$100.00</p> <p>Section 5: Any Firefighter who has not accrued the maximum number of days will receive a bonus based on the following.</p> <p>Perfect Attendance: \$200.00 1 day sick leave: \$100.00 2 days sick leave: \$50.00</p>						
1502001 620100 Educational Incentive	22,802	24,000	24,000	24,231	30,000	30,000
<p>Article 26 Education and Certification Bonus:</p> <p>Certificate in Fire Science: \$500.00 Associate Degree: \$750.00 Bachelor or Masters Degree: \$1,000.00</p> <p>Current EMT: \$350.00 Haz-Mat Tech: \$150.00 First Aid Instructor: \$350.00</p>						
1502001 620200 Medical Insurance	1,065,000	1,080,000	1,080,000	990,000	1,080,000	1,125,000
<p>Costs for health care for all active Fire Bureau employees, including administrative staff.</p>						
1502001 620201 Medical Ins - Retirees	1,120,000	1,150,000	1,150,000	1,053,939	1,150,000	1,200,000
<p>Costs for health care for retired Firefighters.</p>						
1502001 620300 Dental/Vision	145,247	159,294	159,294	91,845	127,302	133,667
<p>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.</p>						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1502001 621000 Uniform Maintenance Allow	28,800	30,000	30,000	28,400	30,000	30,000
CBA Article 36 Accessory Uniform Allowance						
\$100.00 annual shoe allowance.						
\$300.00 annual clothing allowance.						
1502001 623000 Pension Contribution	2,257,853	2,315,107	2,315,107	972,556	2,315,107	1,983,633
This line represents the Minimum Municipal Obligation which the City must pay to the Fire Pension Fund. The Minimum Municipal Obligation is the amount which must be deposited into the Fund by the City and adjusted annually for pay increases for all firefighters, to ensure sufficient assets in the Fund to pay benefits upon an employee's retirement. The amount is calculated by an actuary.						
1502001 714100 PC Lease	27,110	31,000	31,025	31,021	31,022	31,025
Annual state contract lease costs for PCs and laptop computers, and the annual software license fee for Office 365 for Fire Bureau staff.						
1502001 716000 Rental of Parking Lot	4,872	5,000	5,000	4,510	4,950	5,000
Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.						
1502001 722000 Maint. - Communications	2,967	5,000	5,000	4,448	5,000	5,000
Cost to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.						
1502001 723000 Maint. - Equipment	4,850	12,000	15,684	15,684	15,684	10,000
Cost of maintenance of fire station technology and software such as Emergency Reporting and Active 911.						
1502001 729000 Maint. - Vehicles	47,003	40,000	36,880	32,560	35,000	25,000
Cost of services provided by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish.						
1502001 734000 Postage	1,464	2,000	2,000	1,282	2,000	2,000
Postage costs for Fire Bureau.						
1502001 735000 Printing	883	1,000	1,000	682	1,000	1,000
In house cost of printing and copying of material used by both the suppression and fire marshal division.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1502001 736000 Telephone	14,381	16,000	16,000	12,166	20,000	20,000
Telephone systems of the Fire Bureau and its three station facilities (line costs and phone service, cell phones and service and apparatus equipped with tablets, etc.).						
1502001 737000 Travel	6,816	8,000	8,000	5,543	25,000	25,000
Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.						
1502001 738000 Miscellaneous Expenses	2,735	3,500	3,453	2,178	10,000	10,000
Cost of membership dues to organizations, trade magazines and journals, hot and cold drinks for major incidents, petty cash, and to cover cost of personal effects stolen or damaged during the performance of duties for all Fire Bureau personnel, as per contract.						
1502001 741000 Professional Services	13,248	12,000	8,500	1,822	8,500	8,500
Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.						
1502001 743500 Labor Relations Expense	13,339	125,000	25,000	20,457	20,457	20,000
Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.						
1502001 744500 Training & School	31,742	38,000	48,236	41,967	100,000	100,000
Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.						
1502001 749000 Civil Service Board	4,642	8,000	4,200	3,997	12,000	12,000
Cost of Civil Service entrance and promotional exams, advertising, etc.						
1502001 760300 Office Supplies	2,852	3,000	3,000	2,006	5,000	5,000
Cost of office supplies.						
1502001 760600 Operating Supplies	7,700	7,000	7,000	6,958	7,000	7,000
Cost of operating supplies for three fire stations.						
1502001 761200 Uniforms	16,337	38,000	34,547	33,326	34,000	25,000
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.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1502001 764200 Fire Prevention Supplies	1,135	5,000	5,500	5,500	10,000	10,000
Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
1502001 764500 Protective Clothing	44,359	64,000	64,000	21,329	50,000	40,000
Purchase of required protective clothing for firefighters which is replaced every five years.						
1502001 765400 Gas Oil & Diesel	24,583	25,800	25,800	25,655	25,800	25,000
Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.						
1502001 767200 Misc. Vehicle Parts	19,285	24,000	24,000	13,727	24,000	24,000
Cost of the maintenance and repair of apparatus and vehicles (preventive maintenance, tires, batteries, brakes, and specialized parts).						
1502001 820000 Minor Equipment	42,921	87,000	87,000	24,088	90,000	90,000
Cost of breathing apparatus, hardware and hose necessary to keep the apparatus fully equipped and compatible with the accessories, specialized extinguishing agents, fixtures and other equipment needed to combat fires and handle a variety of emergencies specific to the fire service.						
1502001 820200 Safety Equipment	4,241	3,500	3,500	3,431	5,000	5,000
Cost of AED equipment, first aid and safety supplies, etc.						
1502001 822000 Communication Equipment	6,581	8,000	7,475	5,504	10,000	10,000
Cost of minitor pagers, modems, internet connections, communication equipment batteries, and other communication based items used by the Bureau of Fire in its daily 24-hour operation.						
1502001 823000 Furniture & Equipment	5,440	0	0	0	1,000	1,000
Office equipment and furniture.						
1502001 827000 Vehicles	0	0	50,000	50,000	50,000	0
Purchase of used fire apparatus.						
1502001 827100 Vehicle-Lease Purchase	109,731	110,000	210,000	108,626	210,000	200,000
Cost to lease fire apparatus and vehicles.						
1502001 924000 Debt Service - Interest	178,798	175,878	175,878	175,877	175,878	167,993
Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1502001 926000 Debt Service - Principal	224,667	262,818	262,818	262,818	262,818	271,296
Principal payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 940000 Grants Match	0	0	0	0	0	8,000
This line reflects potential City match requirements for various state and federal grants that the Fire Bureau has applied or anticipates applying for in 2019.						
TOTAL Fire Bureau Expenses	11,333,148	11,897,943	11,854,395	9,015,825	12,088,854	11,717,798
TOTAL Public Safety Expenses	34,620,111	36,373,609	36,308,864	28,038,734	35,904,975	37,589,553

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF FIRE</u>						
1502001	611000	F	F	1.0000	Fire Chief	108,554
TOTAL 611000 EMPLOYEES				1.0000		\$ 108,554
1502001	611500	F	A	1.0000	File Clerk III	47,881
1502001	611500	F	M	1.0000	Fire Admin Services Manager	57,641
					Available for Merit - NonBargaining	1,841
					Available for Merit - AFSCME	479
TOTAL 611500 EMPLOYEES				2.0000		\$ 107,842
1502001	613000	F	F	1.0000	Fire Deputy Chief	34,417
1502001	613000	F	F	0.0000	Fire Deputy Chief	0
TOTAL 613000 EMPLOYEES				1.0000		\$ 34,417
1502001	613100	F	F	1.0000	Battallion Chief	95,650
1502001	613100	F	F	1.0000	Battallion Chief	95,650
1502001	613100	F	F	1.0000	Fire Captain	86,398
1502001	613100	F	F	1.0000	Fire Captain	85,981
1502001	613100	F	F	1.0000	Fire Marshall	91,824
					Additional Funds for Extra Hours Pay	50,000
TOTAL 613100 EMPLOYEES				5.0000		\$ 505,503
1502001	613200	F	F	1.0000	Fire Lieutenant	84,172

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	613200	F	F	1.0000	Fire Lieutenant	84,172
1502001	613200	F	F	1.0000	Fire Lieutenant	84,172
1502001	613200	F	F	1.0000	Fire Lieutenant	83,024
1502001	613200	F	F	1.0000	Fire Lieutenant	83,024
1502001	613200	F	F	1.0000	Fire Lieutenant	82,259
1502001	613200	F	F	1.0000	Fire Lieutenant	81,111
1502001	613200	F	F	1.0000	Fire Lieutenant	79,007
1502001	613200	F	F	1.0000	Fire Lieutenant	79,007
1502001	613200	F	F	1.0000	Fire Lieutenant	79,007
1502001	613200	F	F	1.0000	Fire Lieutenant	78,815
1502001	613200	F	F	1.0000	Fire Lieutenant	78,815
1502001	613200	F	F	1.0000	Assistant Fire Marshal	86,545
1502001	613200	F	F	1.0000	Assistant Fire Marshal	86,545
1502001	613200	F	F	1.0000	Assistant Fire Marshal	83,201
1502001	613200	F	F	1.0000	Maintenance Officer	86,545
					Additional Funds for Extra Hours Pay	90,000
TOTAL 613200 EMPLOYEES				16.0000		\$ 1,409,421
1502001	614100	F	F	1.0000	Driver Operator	78,433
1502001	614100	F	F	1.0000	Driver Operator	78,433
1502001	614100	F	F	1.0000	Driver Operator	78,433
1502001	614100	F	F	1.0000	Driver Operator	77,364
1502001	614100	F	F	1.0000	Driver Operator	77,364
1502001	614100	F	F	1.0000	Driver Operator	77,364
1502001	614100	F	F	1.0000	Driver Operator	77,186
1502001	614100	F	F	1.0000	Driver Operator	77,186

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Driver Operator	76,651
1502001	614100	F	F	1.0000	Driver Operator	75,581
1502001	614100	F	F	1.0000	Driver Operator	73,620
1502001	614100	F	F	1.0000	Driver Operator	73,620
1502001	614100	F	F	1.0000	Driver Operator	73,620
1502001	614100	F	F	1.0000	Driver Operator	73,442
1502001	614100	F	F	1.0000	Driver Operator	72,551
1502001	614100	F	F	1.0000	Driver Operator	72,373
1502001	614100	F	F	1.0000	Firefighter	75,477
1502001	614100	F	F	1.0000	Firefighter	74,955
1502001	614100	F	F	1.0000	Firefighter	74,781
1502001	614100	F	F	1.0000	Firefighter	74,781
1502001	614100	F	F	1.0000	Firefighter	73,738
1502001	614100	F	F	1.0000	Firefighter	71,999
1502001	614100	F	F	1.0000	Firefighter	71,999
1502001	614100	F	F	1.0000	Firefighter	71,999
1502001	614100	F	F	1.0000	Firefighter	71,999
1502001	614100	F	F	1.0000	Firefighter	71,825
1502001	614100	F	F	1.0000	Firefighter	71,651
1502001	614100	F	F	1.0000	Firefighter	71,651
1502001	614100	F	F	1.0000	Firefighter	70,781
1502001	614100	F	F	1.0000	Firefighter	70,781
1502001	614100	F	F	1.0000	Firefighter	70,781
1502001	614100	F	F	1.0000	Firefighter	54,492
1502001	614100	F	F	1.0000	Firefighter	54,492
1502001	614100	F	F	1.0000	Firefighter	70,607

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Firefighter	70,607
1502001	614100	F	F	1.0000	Firefighter	70,607
1502001	614100	F	F	1.0000	Firefighter	70,607
1502001	614100	F	F	1.0000	Firefighter	70,607
1502001	614100	F	F	1.0000	Firefighter	59,854
1502001	614100	F	F	1.0000	Firefighter	62,608
1502001	614100	F	F	1.0000	Firefighter	61,303
1502001	614100	F	F	1.0000	Firefighter	61,013
1502001	614100	F	F	1.0000	Firefighter	57,535
1502001	614100	F	F	1.0000	Firefighter	57,535
1502001	614100	F	F	1.0000	Firefighter	57,535
1502001	614100	F	F	1.0000	Firefighter	57,535
1502001	614100	F	F	1.0000	Firefighter	57,535
1502001	614100	F	F	1.0000	Firefighter	51,014
1502001	614100	F	F	1.0000	Firefighter	51,014
1502001	614100	F	F	1.0000	Firefighter	51,014
1502001	614100	F	F	1.0000	Firefighter	51,014
					Additional Funds for Extra Hours Pay	200,000
TOTAL 614100 EMPLOYEES				51.0000		\$ 3,700,947
TOTAL EMPLOYEES				76.0000		\$ 5,866,684

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Director - EDNR Expenses						
1601000 610900 Salary - Director	135,599	139,667	139,667	118,180	140,204	143,158
Salary of the Director of the Department of Economic Development and Neighborhood Revitalization (DEDNR).						
1601000 611000 Salary - Bureau Chief	73,916	72,909	75,109	63,892	75,611	74,367
Salary of the Deputy Director of Economic Development and Neighborhood Revitalization.						
1601000 611500 Salaried Personnel	303,151	421,011	398,115	267,111	317,615	196,134
Salaries of the Housing and Economic Development Administrator, Community Development Administrator, Secretarial positions in the Office of the Director.						
1601000 612000 Salary Temporary	0	500	500	0	0	500
Covers cost associated with the hiring of interns from local colleges and universities as well as need for temp employees during extended absence of key personnel.						
1601000 618500 Overtime	1,772	1,500	1,500	237	600	1,000
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.						
1601000 620200 Medical Insurance	695,000	850,000	850,000	779,167	850,000	1,050,000
Costs for health care for all Economic Development and Neighborhood Revitalization employees.						
1601000 620300 Dental/Vision	20,487	23,464	23,464	19,306	20,788	22,827
Costs for dental/vision care for all Economic Development and Neighborhood Revitalization employees.						
1601000 714100 PC Lease	25,850	32,000	32,000	31,485	31,485	32,000
Annual state contract leases for PCs and laptop computers and annual software license fee for Office 365 for Economic Development and Neighborhood Revitalization staff.						
1601000 723000 Maint. - Equipment	0	250	250	0	250	250
Typewriter, fax, computer, printer and Department vehicle repairs.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1601000 731000 Advertising	765	500	500	0	0	500
Legal notices for appeals, employment ads and public notices including grant public hearings and notifications of Requests for Proposals that the City of Lancaster may issue for projects.						
1601000 732000 Dues & Subscriptions	1,325	1,800	1,800	1,458	1,800	2,000
Annual dues for professional organizations including the International Economic Development Council, Pennsylvania Economic Development Association, the Council of Development Finance Agencies, the Lancaster Chamber of Commerce and subscriptions to economic development periodicals, newsletters, and technical publications to remain current on practices in the field of community and economic development.						
1601000 734000 Postage	595	1,000	1,000	272	500	1,000
Mailing costs, express mail charges and Federal Express/UPS charges.						
1601000 735000 Printing	1,231	2,500	2,500	1,856	2,000	2,500
Cost of printing economic development marketing items for the City of Lancaster, highlighting the benefits and incentive programs that accrue to business or industrial expansion within the City. Also, costs associated with printing of letterhead, envelopes, newsletters, report printing, and photocopying.						
1601000 736000 Telephone	4,012	5,000	5,000	3,195	4,000	6,500
Share of phone and voice mail systems, mobile phone expenses, laptop Wi-Fi connections for Department staff.						
1601000 737000 Travel	1,237	2,000	2,000	1,820	2,000	2,500
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.						
1601000 741000 Professional Services	3,998	75,000	75,000	25,650	75,000	75,000
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.						
1601000 744500 Training & School	2,831	4,000	4,000	2,501	3,500	4,000
Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops, conferences and webcasts, which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1601000 760300	Office Supplies	556	1,000	1,000	843	822	1,000
	Routine office materials such as report covers, files, paper, pens, etc.						
1601000 760600	Operating Supplies	123	500	500	56	250	500
	Various operating supplies and expenses of the department including printer cartridges.						
1601000 765400	Gas Oil & Diesel	0	150	150	0	150	150
	Fuel costs for shared Department vehicle.						
1601000 811000	Contributions to Econ Dev	35,766	75,000	75,000	33,495	40,000	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; commercial, office and retail recruitment and retention; tourism development and marketing opportunities 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 local organizations partnering with the City in its economic development efforts including the Lancaster City Alliance, the Lancaster Economic Development Company, Discover Lancaster and regional economic development initiatives (including those providing access to federal Economic Development Administration funding) are included.						
1601000 820000	Minor Equipment	0	1,000	1,000	941	1,000	0
	Purchase of office equipment and furniture as needed by the Department.						
TOTAL	Director - EDNR Expenses	1,308,214	1,710,751	1,690,055	1,351,463	1,567,575	1,690,886

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>DIRECTOR OF ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION</u>						
1601000	61090	F	M	1.0000	Dir. Economic Dev. & Neigh. Revitalization	143,158
TOTAL 610900 EMPLOYEES				1.0000		\$ 143,158
1601000	611000	F	M	1.0000	Deputy Director, EDNR	74,367
TOTAL 611000 EMPLOYEES				1.0000		\$ 74,367
1601000	611500	F	M	1.0000	Community Development Administrator	54,060
1601000	611500	F	M	1.0000	Housing & Economic Development Administ	62,294
1601000	611500	F	A	1.0000	Secretary I	47,881
					Available for Merit - Nonbargaining	22,819
					Available for Merit - AFSCME	9,080
TOTAL 611500 EMPLOYEES				4.0000		\$ 196,134
TOTAL EMPLOYEES				5.0000		\$ 413,659

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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General Fund - Expenses

Planning Expenses

1602000 611000	Salary - Bureau Chief	80,555	80,432	82,032	69,658	82,342	82,041
	Salary of the Bureau Chief of Planning.						
1602000 611500	Salaried Personnel	160,349	159,547	162,397	134,295	159,781	164,849
	Salary of the Planning Bureau staff, including Senior Planner, Zoning Officer and Historic Preservation Specialist.						
1602000 618500	Overtime	0	150	150	0	150	150
	Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.						
1602000 723000	Maint. - Equipment	1,504	2,000	2,000	1,320	2,000	2,000
	Repair and service costs for office equipment and City vehicles assigned to Bureau. Includes monthly shared lease cost for HP Designjet T2500 printer.						
1602000 731000	Advertising	10,171	12,000	11,650	5,552	8,000	12,000
	Legal notices for regular and special meetings of the Planning Commission, Zoning Hearing Board, HARB and Historical Commission, required legal notices for amendments of the Zoning Ordinance, Subdivision and Land Development Ordinance, Official Map, and other notices as required by law.						
1602000 732000	Dues & Subscriptions	566	600	600	283	600	2,200
	Subscriptions to professional planning publications and document purchases. Dues to professional planning, historic preservation, and zoning organizations.						
1602000 733000	Map Reproduction	0	200	200	0	200	200
	Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.						
1602000 734000	Postage	1,813	1,900	1,900	1,211	1,700	1,800
	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.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1602000 735000	Printing	2,138	2,500	2,500	2,245	2,500	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.						
1602000 736000	Telephone	1,095	1,200	1,550	1,415	1,650	2,500
	Bureau's shared expenses related to telephone and voice mail. Includes monthly billing for cellular phones assigned to Bureau staff.						
1602000 737000	Travel	0	300	300	0	300	2,000
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.						
1602000 741000	Professional Services	8,663	10,500	10,500	5,673	8,000	10,000
	Fees for court stenographer attending Zoning Hearing Board and Planning Commission meetings, as required by State law. Professional consulting fees for comprehensive and strategic planning and miscellaneous consultation and design fees related to the functions of the Bureau of Planning.						
1602000 744500	Training & School	175	400	500	383	400	2,000
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.						
1602000 749500	Zoning Board	0	100	100	0	0	0
1602000 760300	Office Supplies	486	1,000	1,000	128	600	900
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.						
1602000 760600	Operating Supplies	392	700	700	0	500	600
	Graphic materials, computer-related components, ink cartridges, and other operating materials and supplies other than office supplies.						
1602000 765400	Gas Oil & Diesel	481	600	800	660	800	800
	Fuel and oil replacement costs for two vehicles assigned to the Bureau of Planning.						
1602000 820000	Minor Equipment	480	1,000	700	234	600	1,000
	Purchase of small office equipment and furniture as needed.						
TOTAL	Planning Expenses	268,869	275,129	279,579	223,057	270,123	287,540

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	82,041
TOTAL 611000 EMPLOYEES				1.0000		\$ 82,041
1602000	611500	F	M	1.0000	Senior Planner	61,837
1602000	611500	F	M	1.0000	Zoning Officer	52,540
1602000	611500	F	M	1.0000	Historic Preservation Specialist	50,472
TOTAL 611500 EMPLOYEES				3.0000		\$ 164,849
TOTAL EMPLOYEES				4.0000		\$ 246,890

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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General Fund - Expenses

Building Code Administration Expenses

1603000 611000 Salary - Bureau Chief	80,903	80,328	82,728	70,370	85,156	85,156
Salary of the Chief of the Bureau of Code Compliance & Inspections.						
1603000 611500 Salaried Personnel	919,089	331,485	335,144	285,767	335,750	338,766
Salaries of Building Inspectors and administrative support staff.						
1603000 612000 Salary Temporary	11,727	1,500	0	0	1,500	1,500
Building Code will require temporary services during possible extended absences of administrative staff.						
1603000 618500 Overtime	0	500	0	0	500	500
Overtime for bureau staff for responding to calls for assistance outside of normal business hours, including attendance at building code appeals board meetings.						
1603000 620100 Educational Incentive	4,500	5,000	5,000	4,000	4,000	5,000
Annual incentive payments paid to Inspectors to obtain and retain International Code Council and/or state L&I certifications.						
1603000 723000 Maint. - Equipment	3,795	3,500	2,750	1,585	2,800	3,500
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.						
1603000 731000 Advertising	473	1,000	1,000	0	250	1,000
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.						
1603000 732000 Dues & Subscriptions	1,220	1,500	1,500	540	960	1,500
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.						
1603000 734000 Postage	3,057	5,000	5,000	940	1,148	5,000
Mailing of permits, notices and enforcement orders.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1603000 735000 Printing	6,008	3,000	5,250	4,793	5,000	5,000
Printing of applications, certificates, placards, inspection reports, posters, letterhead and business cards.						
1603000 736000 Telephone	13,193	5,000	8,800	7,746	8,800	9,600
Bureau share of phone, mobile phone and air card charges.						
1603000 737000 Travel	995	2,000	1,500	344	756	4,000
Costs for employees to attend code training seminars (statewide building code mandates certification of building inspectors). Travel for Building Inspector testing and training.						
1603000 740500 Abatement of Nuisances	15,540	10,000	10,000	0	0	10,000
Costs for hazard abatement, common sewer issues, and/or boarding-up of properties.						
1603000 741000 Professional Services	3,374	3,000	3,000	1,810	2,500	4,000
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.						
1603000 744000 Contract Services	0	500	500	0	500	500
Costs associated with copier and printer contracts.						
1603000 744500 Training & School	7,437	5,000	5,000	4,139	5,000	6,000
Registration costs for employees to attend training events, seminars and testing as mandated by the statewide building code to maintain State certifications.						
1603000 748500 Plumbing Board	0	200	200	155	200	400
Costs associated with the Plumbing Board and Building Code Board of Appeals, including providing current code information to Board members.						
1603000 760300 Office Supplies	2,833	1,500	1,500	1,295	1,400	1,800
Routine office supply costs such as report covers, files, paper, pens, etc.						
1603000 760600 Operating Supplies	3,357	1,500	1,000	938	1,400	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.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1603000 765400	Gas Oil & Diesel	5,384	2,500	3,300	2,626	3,000	3,000
	Fuel costs for inspectors and building inspector vehicles.						
1603000 820000	Minor Equipment	7,941	3,000	1,100	460	500	1,500
	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.						
1603000 827100	Vehicle Lease Purchase	0	7,500	7,500	6,330	7,500	15,000
	Cost of lease-purchase of a vehicle for a Code Inspectors.						
TOTAL	Building Code Administration Expenses	1,090,824	474,513	481,772	393,838	468,620	504,222

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF BUILDING CODE ADMINISTRATION</u>						
1603000	611000	F	M	1.0000	Bureau Chief Bldg Code Admin	85,156
TOTAL 611000 EMPLOYEES				1.0000		\$ 85,156
1603000	611500	F	M	1.0000	Commercial Code Inspector	74,075
1603000	611500	F	M	1.0000	Commercial Code Inspector	61,823
1603000	611500	F	M	1.0000	Commercial Code Official	57,941
1603000	611500	F	M	1.0000	Residential Code Official	51,221
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk IV	52,042
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk III	41,664
TOTAL 611500 EMPLOYEES				6.0000		\$ 338,766
TOTAL EMPLOYEES				7.0000		\$ 423,922

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses						
Health & Property Maintenance Code Enforcement Expenses						
1604000 611500 Salary - Personnel	0	692,192	695,954	587,454	677,938	986,357
Salaries of Housing Inspectors, Health Officers and administrative support staff.						
1604000 612000 Salary Temporary	0	1,500	1,500	0	500	0
Property Maintenance and Health Code occasionally requires temporary staffing during extended absences.						
1604000 618500 Overtime	0	1,500	1,500	0	500	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.						
1604000 620100 Educational Incentive	0	5,250	5,250	3,000	5,250	7,500
Bargaining Unit Housing Inspectors receive a \$750.00 incentive payment to obtain and retain their International Property Maintenance Code certification. Similar certification payments are made to those holding certifications required to serve as Lead Inspectors.						
1604000 723000 Maint. - Equipment	0	3,500	3,500	1,785	2,500	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.						
1604000 731000 Advertising	0	1,000	1,000	883	1,000	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.						
1604000 732000 Dues & Subscriptions	0	500	500	85	200	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.						
1604000 734000 Postage	0	9,000	9,000	8,103	9,000	11,000
Mailing of rental housing licenses, billings associated with rental housing licensing, health permits, notices of violation, PVNs, enforcement orders, correspondence, etc.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1604000 735000 Printing	0	4,000	4,000	3,611	4,000	5,000
Printing of licenses, applications, certificates, placards, and inspection forms and citation forms.						
1604000 736000 Telephone	0	5,000	6,600	4,912	6,000	6,000
Shared costs associated with office phones, mobile phones for inspectors and administrative staff and ipad data charges for housing inspectors when in the field.						
1604000 737000 Travel	0	1,000	1,000	15	1,000	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.						
1604000 740500 Abatement of Nuisances	0	30,000	30,000	12,993	15,000	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.						
1604000 741000 Professional Services	0	2,000	2,000	108	500	2,000
Costs for attorneys and stenographers at Housing Board of Appeal hearings and Board of Health license revocation hearings when required.						
1604000 744000 Contract Services	0	500	500	0	500	500
Costs associated with the use of outside code enforcement professionals for third-party verifications.						
1604000 744500 Training/Education	0	4,000	4,000	2,124	4,000	5,000
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.						
1604000 760300 Office Supplies	0	2,000	2,000	469	2,000	3,000
Routine office supply costs including letterhead, envelopes, files, paper, pens, etc.						
1604000 760600 Operating Supplies	0	2,000	2,000	1,884	2,000	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.						
1604000 765400 Gas Oil & Diesel	0	3,000	4,000	4,000	4,000	5,000
Fuel costs for health officer's and housing inspector's vehicles for field work and other work associated travel.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1604000 820000	Minor Equipment	0	5,000	4,000	275	2,000	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.						
1604000 827100	Vehicle Lease Purchase	0	7,500	7,500	6,330	7,500	22,500
	Cost of 3-year lease-purchase of a vehicle for Housing/Health Inspectors.						
TOTAL	Health & Property Maintenance Code Enforcement Expenses	0	780,442	785,804	638,033	745,388	1,098,357

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF PROPERTY MAINTENANCE CODE COMPLIANCE</u>						
1604000	611500	F	M	1.0000	Senior Health Officer	59,880
1604000	611500	F	M	1.0000	Health Officer	49,654
1601000	611500	F	M	1.0000	Housing Rehab Lead Specialist	61,665
1601000	611500	F	A	1.0000	HNRU Assistant	48,115
1601000	611500	F	A	1.0000	Clerk Typist I	38,617
1604000	611500	F	M	1.0000	Housing Inspector II	53,173
1604000	611500	F	A	1.0000	Housing Inspector I	53,457
1604000	611500	F	A	1.0000	Housing Inspector I	51,401
1604000	611500	F	A	1.0000	Housing Inspector I	49,424
1604000	611500	F	A	1.0000	Housing Inspector I	49,424
1604000	611500	F	A	1.0000	Housing Inspector I	49,424
1604000	611500	F	A	1.0000	Housing Inspector I	46,517
1604000	611500	F	A	1.0000	Housing Inspector I	45,052
1604000	611500	F	A	1.0000	Lead Inspector	46,516
1604000	611500	F	A	1.0000	Billing Clerk	38,037
1604000	611500	F	A	1.0000	Admin Asst Housing	45,463
1604000	611500	F	A	1.0000	Clerk III	40,353
1604000	611500	F	A	1.0000	Clerk Typist II	43,921
1604000	611500	F	A	1.0000	Clerk Typist II	42,232
1604000	611500	F	A	1.0000	Clerk Typist II	37,016
1604000	611500	F	A	1.0000	Clerk Typist II	37,016
TOTAL 611500 EMPLOYEES				21.0000		\$ 986,357

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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General Fund - Expenses

Lancaster Office of Promotion (LOOP) Expenses

1609000 611000 Salary - Bureau Chief	59,630	60,624	62,024	52,786	62,244	61,823
Salary of the Director of the Lancaster Office of Promotion.						
1609000 611500 Salary - Personnel	75,775	165,744	155,969	96,183	123,448	189,551
Salaries of the LOOP Staff including Special Events Manager, Marketing and Communications Manager and Administrative Assistant and Lancaster City Visitor Center staff.						
1609000 618500 Overtime	1,076	500	500	592	600	750
Required in the event staff choose Overtime pay as opposed to compensatory time.						
1609000 716000 Rental of Parking Lot	6,314	6,600	6,600	3,213	6,500	5,500
Rental of parking spaces for employees housed at the Visitors Center.						
1609000 722000 Maint. - Communications	2,897	4,700	4,300	1,587	4,000	4,000
Costs associated with Internet Service to the Visitors Center, UGI monthly bills, web site hosting fee and maintenance costs for the Visitors Center kiosk, the living gallery and video equipment.						
1609000 732000 Dues & Subscriptions	1,355	1,600	1,600	666	1,500	1,500
Payment of miscellaneous PLCB special event permits, subscription to Central Pennsylvania Business Journal, ASCAP Music License fee, dues to Pennsylvania Restaurant and Lodging Association. Subscriptions to local publications and LNP online for Visitor Center.						
1609000 734000 Postage	481	400	800	537	800	700
Postage costs associated with general operations, including Federal Express/UPS charges. Costs associated with specific special events are charged to the event.						
1609000 735000 Printing	696	750	750	674	1,000	1,000
Costs associated with printing of letterhead, envelopes, LOOP postcards, and report printing.						
1609000 736000 Telephone	1,448	1,750	1,750	1,111	1,500	1,500
Cost of telephone services to Visitors Center.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1609000 741000	Professional Services	3,666	7,500	8,800	8,322	8,500	8,500
	IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
1609000 744500	Training/Education	95	1,500	200	161	1,500	1,500
	Continued education and staff training related to social media outreach, marketing, tourism and events.						
1609000 760300	Office Supplies	1,633	1,500	2,000	1,978	2,500	2,500
	Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
1609000 820000	Minor Equipment	396	1,000	1,000	616	10,000	10,000
	Purchase of office furniture and equipment needed for the Visitors Center and LOOP offices, including minor computer equipment. Also includes funds to purchase equipment to support community events.						
1609000 853800	Marketing	71,828	70,000	70,000	68,386	80,000	80,000
	Costs associated with general marketing of the City of Lancaster as a tourism destination, a place to do business and a place to live. Specific costs include a monthly marketing retainer to Infantree, costs associated with production and publication of the City's E-zine, and brochure production and distribution. Also includes expected cost sharing with Discover Lancaster and Lancaster City Alliance for branding and tourism marketing in 2018.						
1609000 854000	Merchandise Purchases	17,742	10,000	21,500	21,163	25,000	21,500
	Purchase of City merchandise for retail sale at the Visitors Center and the purchase of Downtown Dollars.						
TOTAL	Lancaster Office of Promotion Expenses	245,032	334,168	337,793	257,975	329,092	390,324
TOTAL	EDNR Expenses	2,912,939	3,575,003	3,575,003	2,864,367	3,380,798	3,971,329

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>LANCASTER OFFICE OF PROMOTIONS</u>						
1609000	611000	F	M	1.0000	LOOP Director	61,823
TOTAL 611000 EMPLOYEES				1.0000		\$ 61,823
1609000	611500	F	M	1.0000	Mktg & Communications Manager	43,990
1609000	611500	F	A	1.0000	Administrative Assistant	41,442
1609000	611500	F	M	1.0000	Special Events Manager	42,937
Subtotal Full-Time				3.0000		
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	15,300
1609000	611500	P	M	1.0000	Travel Consultant	15,294
Subtotal Part-Time				4.0000		
TOTAL 611500 EMPLOYEES				7.0000		\$ 189,551
TOTAL EMPLOYEES				8.0000		\$ 251,374

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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General Fund - Expenses

Director of Public Works Expenses

1810000 610900	Salary - Director	140,198	145,343	145,343	121,354	146,713	148,980
Salary of the Director of Public Works.							
1810000 611500	Salaried Personnel	99,461	134,768	109,040	92,894	108,557	80,481
Salary of the Department Director's assistant and the General Fund portion of Public Works merit payment funds. For 2017 and 2018, this line item also included the salary of the Public Art Manager. This position has been moved to the Office of Public Art budget section for 2019.							
1810000 620200	Medical Insurance	737,420	950,000	950,000	870,833	950,000	1,000,000
Costs for health care for all General Fund Public Works employees.							
1810000 620300	Dental/Vision	29,188	31,210	31,210	29,835	33,979	35,678
Costs for dental/vision care for all General Fund Public Works employees.							
1810000 714100	PC Lease	16,832	21,000	21,000	20,502	20,502	21,000
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.							
1810000 723000	Maint. - Equipment	0	100	50	0	0	100
Maintenance on one electronic typewriter and fax machine (shared by other departments).							
1810000 731000	Advertising	2,095	2,500	5,973	5,944	6,400	4,000
Costs for advertising for vacant positions within supervisory and rank and file staffing. With retirements, this line item is expected to increase in 2018.							
1810000 732000	Dues & Subscriptions	782	850	855	851	850	850
Subscription for City members in the Amercian Public Works Association. The membership fee entitles the Department to 10 memberships. This item also covers the cost of miscellaneous Public Works subscriptions, membership and professional fees.							
1810000 734000	Postage	433	750	750	625	650	750
Postage and express mail sent by the Director's Office. Mailing of postcards to promote Extraordinary Give for the Public Art program is planned.							

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1810000 735000 Printing	2,888	2,500	2,500	2,409	2,800	3,000
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.						
1810000 736000 Telephone	647	750	745	564	650	750
Telephone costs for the Director's Office. This line item also includes two cell phones previously budgeted under the administration services budget.						
1810000 737000 Travel	733	3,000	2,177	1,634	2,100	3,000
Travel and related expenses for the Director of Public Works.						
1810000 760300 Office Supplies	899	1,000	1,400	1,411	1,400	1,200
Office supplies for the office of the Director and the Public Art program.						
1810000 827100 Vehicle Lease Purchase	0	0	7,569	0	7,569	7,569
Lease-purchase expenses for a vehicle used by the Director of Public Works.						
TOTAL Director of Public Works Expenses	1,031,576	1,293,771	1,278,612	1,148,855	1,282,170	1,307,358

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	148,980
TOTAL 610900 EMPLOYEES				1.0000		\$ 148,980
1810000	611500	F	M	1.0000	Secretary II	46,128
					Available for Merit - Nonbargaining	18,069
					Available for Merit - AFSCME	16,272
TOTAL 611500 EMPLOYEES				1.0000		\$ 80,469
TOTAL EMPLOYEES				2.0000		\$ 229,449

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Office of Public Art Expenses						
1815000 611500 Salary - Personnel	0	0	0	0	0	55,183
Salary of the Public Art Manager.						
1815000 731000 Advertising	0	0	0	0	0	2,518
Advertising expenses for Public Art programs, services and events.						
1815000 732000 Dues & Subscriptions	0	0	0	0	0	1,932
Dues and subscriptions for the Office of Public Art and staff.						
1815000 734000 Postage	0	0	0	0	0	280
Postage expenses for the Office of Public Art.						
1815000 735000 Printing	0	0	0	0	0	2,359
Printing and photocopying expenses for the Office of Public Art.						
1815000 736000 Telephone	0	0	0	0	0	655
Telephone and cell phone expenses for the Public Art Manager.						
1815000 737000 Travel	0	0	0	0	0	4,500
Travel and related expenses for the Office of Public Art.						
1815000 741000 Professional Services	0	0	0	0	0	18,231
Professional services expenses including design of Public Art promotional materials.						
1815000 744500 Training/Education	0	0	0	0	0	685
Training and education related expenses for the Public Art Manager which includes conference registration fees.						
1815000 760300 Office Supplies	0	0	0	0	0	1,407
Office supplies for the Office of Public Art.						
1815000 820000 Minor Equipment	0	0	0	0	0	280
Minor equipment expenses for the Office of Public Art.						
TOTAL Office of Public Art Expenses	0	0	0	0	0	88,030

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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OFFICE OF PUBLIC ART

1815000	611500	F	M	1.0000	Public Arts Manager	55,183
TOTAL 611500 EMPLOYEES				1.0000		\$ 55,183
TOTAL EMPLOYEES				1.0000		\$ 55,183

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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General Fund - Expenses

Engineering Expenses

1820000 611000 Salary - Bureau Chief	76,260	76,469	77,729	66,034	78,093	77,999
Salary of the City Engineer, allocated 70% to the General Fund and 30% to the Water Fund.						
1820000 611500 Salaried Personnel	194,377	241,477	198,677	165,494	181,477	238,440
Salaries of the Engineering Bureau staff.						
1820000 612000 Salary Temporary	7,950	20,000	20,000	4,894	5,000	20,000
Salaries of the Engineering Bureau temporary staff interns (2).						
1820000 618500 Overtime	92	0	0	0	0	0
Overtime expenses for eligible Engineering staff.						
1820000 718000 Rental of Uniforms	227	300	300	103	103	0
1820000 723000 Maint. - Equipment	68	1,600	1,100	43	500	1,600
Annual maintenance of engineering plan print machine, computer printers, computer equipment and fax machine. Cleaning and calibration of survey instruments.						
1820000 729000 Maint. - Vehicles	815	1,900	1,900	1,613	1,900	2,000
Routine maintenance and repairs to vehicles #701, #720, #722, + one anticipated new vehicle, including any emissions monitoring/control requirements.						
1820000 732000 Dues & Subscriptions	435	690	2,590	2,170	2,170	2,400
Dues for professional organizations, manuals, publications, licensing fees, etc. Subscriptions services for software, AutoCAD						
1820000 734000 Postage	1,731	3,000	3,000	1,740	2,000	4,000
Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1820000 735000 Printing	2,354	2,000	3,100	2,916	3,100	3,000
Printing of forms, scanning and printing of plans, specifications, permits, notices and other correspondence during the course of the year. Includes operating costs of copier machines and publications of revised Engineering Specification along with adopted Streetscape Guidelines.						
1820000 736000 Telephone	4,997	5,500	5,500	4,319	4,500	6,000
Includes monthly desk and cell telephone charges, including field tablets.						
1820000 737000 Travel	290	1,500	400	55	1,000	1,500
Travel expenses for attendance by staff at workshops, seminars, conferences relative to transportation and traffic signals, engineering computer use, asset management, highway maintenance, public works issues sponsored by Institute of Transportation Engineers, American Society of Civil Engineers, APWA and LTAP by the Deputy Director of Public Works.						
1820000 741000 Professional Services	153,635	200,000	252,931	219,378	230,000	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, bicycle facilities, roadway, and trail design. Also ROW litigation fee.						
1820000 744000 Contract Services	18,000	0	0	0	0	0
1820000 744500 Training & School	1,652	3,000	3,000	193	2,500	3,000
This item covers course work for employees to become proficient as inspectors and engineers. Supplemental computer training may be required.						
1820000 760300 Office Supplies	1,630	1,800	1,800	534	1,000	1,800
Office supplies for the engineering office, including printer cartridges.						
1820000 760600 Operating Supplies	1,151	2,800	1,400	0	0	0
Operating supplies for the engineering office.						
1820000 765400 Gas Oil & Diesel	2,260	2,500	3,500	2,789	3,500	3,500
Fuel for (3) Engineering Inspector Vehicles						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1820000 820000	Minor Equipment	828	3,000	2,000	950	1,000	3,400
	Replacement of printers and other small equipment, purchase of cell phone equipment and tablets for field work.						
1820000 820200	Safety Equipment	280	700	700	492	600	1,200
	Includes the purchase of safety shoes for 4 employees, traffic cones, safety vests, shirts, hard hats and other items associated with safety.						
1820000 827000	Vehicles	15,446	10,212	10,212	10,212	10,212	12,812
	100% Vehicle Lease for Inspector for 2017 Ford Explorer (Year 3 of 5 year payments) and 2019 Ford Escape (Year 1 of 5 year payments)						
TOTAL	Engineering Expenses	484,479	578,448	589,839	483,929	528,655	582,651

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	77,999
TOTAL 611000 EMPLOYEES				0.7000		\$ 77,999
1820000	611500	F	M	1.0000	PW Construction Inspector	64,734
1820000	611500	F	M	1.0000	PW Construction Inspector	67,626
1820000	611500	F	M	1.0000	PW Construction Inspector	62,220
1820000	611500	F	A	1.0000	Engineering Cust Svce Coordinator	43,860
TOTAL 611500 EMPLOYEES				4.0000		\$ 238,440
TOTAL EMPLOYEES				4.7000		\$ 316,439

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Streets Administration Expenses						
1841000 611500 Salaried Personnel	81,369	81,670	83,270	70,806	83,685	83,304
Salary for the operations manager.						
1841000 620100 Educational Incentive	3,073	3,150	3,636	2,060	3,150	3,150
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture and the IMSA certification for Donna Jessup and Dustin Hart.						
1841000 712500 Space Rental	154,400	195,000	194,970	169,014	182,168	115,000
Monthly fee for the rental of Farmer Supply building at \$13,793.78. Lease will expire in August of 2019. \$13,793.78 x 8 months = \$110,350.24 plus taxes = \$115,000.00						
1841000 718000 Rental of Uniforms	3,672	3,000	4,062	3,407	4,000	3,500
City uniforms in the Streets and Motor Vehicles Bureau.						
1841000 723000 Maint. - Equipment	188	300	167	167	300	300
Maintenance contract for typewriter, calculator, time clock and copy machine.						
1841000 729000 Maint. - Vehicles	60,414	60,000	73,901	58,312	60,000	60,000
Vehicle maintenance and repairs.						
1841000 735000 Printing	130	200	200	75	200	200
Printing expenses for items such as logs, various reports and no parking signs.						
1841000 736000 Telephone	7,683	8,000	8,000	6,336	7,500	8,500
Telephone, internet and cell phone expenses for the Bureau. Additional expenses for service fees for 2 tablets used for Lucy CMMS.						
1841000 737000 Travel	1,781	1,200	1,148	1,148	1,200	1,200
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.						
1841000 744000 Contract Services	595	850	804	804	850	850
Drug testing under the mandatory CDL rules and regulations through NoveCare.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1841000 744500	Training & School	104	500	549	548	525	525
	Reimburse department personnel for upgrading their Pennsylvania drivers license under the Commercial Drivers License Act and training incidental to same. Employee Assistance Program and staff meeting expenses are also covered by this code.						
1841000 760300	Office Supplies	512	600	600	571	600	600
	General office supplies needed by the Bureau.						
1841000 760600	Operating Supplies	4,613	4,500	4,231	4,093	4,500	4,500
	First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.						
1841000 765400	Gas Oil & Diesel	29,810	40,000	35,814	28,932	40,000	40,000
	Gasonline, diesel and oil for the Bureau vehicles.						
1841000 820000	Minor Equipment	2,020	3,000	3,475	3,397	3,397	3,000
	Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.						
1841000 820200	Safety Equipment	2,906	3,200	3,176	2,828	3,200	3,200
	Purchase of miscellaneous safety equipment for the Bureau. Safety shoe purchases for Streets, Motor Vehicles, and Traffic Bureau employees (32 employees @ \$100.00 each)						
TOTAL	Streets Administration Expenses	353,267	405,170	418,003	352,496	395,275	327,829

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

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

1841000	611500	F	M	1.0000	Operations Manager	83,304
TOTAL 611500 EMPLOYEES				1.0000		\$ 83,304
TOTAL EMPLOYEES				1.0000		\$ 83,304

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses							
Street Maintenance Expenses							
1843000 611500	Salaried Personnel	378,542	480,961	485,049	408,371	473,944	492,752
Salaries for the street maintenance personnel.							
1843000 618500	Overtime	22,341	17,500	20,500	15,908	20,500	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	4,992	5,000	5,000	4,505	5,000	5,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.							
1843000 768400	Road Paving Materials	1,036	1,500	1,500	1,206	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	2,100	2,100	1,768	1,768	2,100	2,100
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
1843000 820000	Minor Equipment	0	0	0	0	0	16,615
Purchase of a new 30" concrete saw used for larger paving and repairs for the Comprehensive Street Program.							
1843000 826000	Construction/Resurfacing	35,000	0	0	0	0	0
1843000 827100	Vehicle-Lease Purchase	104,029	53,205	51,304	51,304	53,205	59,302
5th payment of 5 - #115 crew cab- \$ 9,852.12 4th payment of 5 - #137 JCB Backhoe - \$23,684.26 3rd payment of 10 - #122 Paver - \$10,000.00 2nd payment of 5 - #131 Roller - \$9,764.91							
TOTAL	Street Maintenance Expenses	548,041	560,266	565,121	483,062	556,249	594,769

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	55,361
1843000	611500	F	A	1.0000	Equipment Operator II	47,095
1843000	611500	F	A	1.0000	Equipment Operator II	42,929
1843000	611500	F	A	1.0000	Equipment Operator II	42,929
1843000	611500	F	A	1.0000	Equipment Operator I	48,069
1843000	611500	F	A	1.0000	Equipment Operator I	48,069
1843000	611500	F	A	1.0000	Equipment Operator I	46,220
1843000	611500	F	A	1.0000	Equipment Operator I	46,220
1843000	611500	F	A	1.0000	Equipment Operator I	41,828
1843000	611500	F	A	1.0000	Laborer	37,016
1843000	611500	F	A	1.0000	Laborer	37,016
TOTAL 611500 EMPLOYEES				11.0000		\$ 492,752

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Traffic Expenses						
1830000 611500 Salaried Personnel	193,741	195,609	197,969	170,787	198,561	200,222
Salaries of the employees of the Traffic Section.						
1830000 618500 Overtime	1,271	2,500	2,000	1,366	2,000	2,500
Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special activities, concerts, parades, etc., require posting and removal of detour and other signs by the sign crew. Line painting assistance on weekends is also required and manual traffic counts during rush hours. Also for Traffic Signal Technician to answer after hours calls in West Lampeter Township due to current Inter-Municipal Contract.						
1830000 718000 Rental of Uniforms	1,088	850	1,350	678	850	850
Uniforms for four Traffic Section personnel under this program.						
1830000 723000 Maint. - Equipment	685	1,000	1,000	143	500	1,000
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.						
1830000 729000 Maint. - Vehicles	1,787	3,000	2,715	2,267	3,000	3,000
Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.						
1830000 736000 Telephone	2,217	2,500	2,500	1,653	2,000	3,500
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 as well as the service fees for two additional tablets used for Lucy						
1830000 737000 Travel	545	850	500	436	850	850
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.						
1830000 741000 Professional Services	28,288	20,000	0	0	3,500	18,500
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.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1830000 744000 Contract Services	20,492	30,000	25,000	13,268	20,000	30,000
Emergency repair, parts and maintenance of all City traffic signals and decorative street lights in the downtown area. This line item also includes centerline paint striping by a contractor, chemical disposal costs, contractor application of thermal plastic pavement markings and tree trimming services. Also pays monthly contractor bills for Signal repairs due to knock downs and pole repairs from vehicular accidents. Implementation of the Walkability Study.						
1830000 744500 Training & School	725	800	800	781	800	800
Professional development in traffic-related areas, and computer training for new software use.						
1830000 754000 Street Lighting	719,372	610,000	610,000	609,133	720,000	720,000
Electrical power for street lights.						
1830000 754500 Traffic Signals	864	875	875	787	850	850
Electrical power for school flashers and warning devices.						
1830000 760300 Office Supplies	284	500	500	447	447	400
Office supplies for the traffic section.						
1830000 760600 Operating Supplies	3,246	2,500	4,000	3,966	4,000	2,500
Purchase of tools, spray paint, crayons, sakrete (cement), rope, temporary signs, road tubes for traffic counters, photographic supplies, and other supplies needed for daily operations, janitorial supplies for sign shop and petty cash.						
1830000 765400 Gas Oil & Diesel	6,288	8,000	7,135	6,538	8,000	8,000
Gasoline, diesel, lubricants and motor oil.						
1830000 767800 Sign Materials	16,447	18,000	26,000	24,970	25,000	25,000
Sign blanks, reflective sheeting, ink, letters, silk screening supplies, the refurbishing of old sign blanks, and channel posts. * Continuing update of street cleaning signs to reflect bi-monthly cleaning schedule. * Installation of tow-away/fine plaques for reserved handicap parking spaces. * To replace worn or damaged signs (estimated 7% of City's 17,000 signs). * To upgrade regulatory signs to meet federal and state standards and to comply with the PA Vehicle Code and PennDOT Publication 203 and adopted, modified MUTCD.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1830000 768100 Marking Materials	23,302	25,000	16,000	6,877	25,000	25,000
<p>All marking supplies need to be replaced yearly due to the limited shelf life. * Crosswalk striping - it is anticipated that 600 gallons of white paint will be required. * Purchase plastic material for pavement marking applications such as arrows, crosswalks, and stop bars. Project which will be using plastic application instead of paint. Installation of parking stalls and piano style crosswalks per the Walkability Study.</p>						
1830000 768700 Traffic Signal Parts	16,335	11,000	11,500	8,621	11,000	11,000
<p>Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.</p>						
1830000 820000 Minor Equipment	9,925	19,000	19,000	10,788	19,000	19,000
<p>Minor equipment such as loop detectors, cabinet filters, modems. Money to be used for the second phase of the replacement of School Flashers and 2 new tablets to be used for the CMMS. Money to be used to purchase extra Pedestrian Crossing signs at the cost of \$350.00 each. With the 6 intersections we currently go through 24-30 per year.</p>						
1830000 824500 Street Light Standards	1,525	2,000	2,000	818	818	2,000
<p>Spare street light standards with fixtures for Old Towne and North Market Street.</p>						
1830000 827100 Vehicle-Lease Purchase	15,373	24,431	24,431	24,427	24,431	27,348
<p>3rd. payment of 5 - #505- F250 Pick-up for line lazar machine - \$8,348.25 1st. payment of 5 - #501 - E350 Bucket Van for Traffic Signal Tech. - \$19,000.00</p>						
TOTAL Traffic Expenses	1,063,800	978,415	955,275	888,753	1,070,607	1,102,320

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	56,583
1830000	611500	F	A	1.0000	Alarm & Signal Technician II	57,717
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	42,961
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	42,961
TOTAL 611500 EMPLOYEES				4.0000		\$ 200,222

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Motor Vehicles Expenses						
1850000 611500 Salaried Personnel	187,628	195,273	196,976	170,769	197,409	202,337
Salaries for the motor vehicle personnel.						
1850000 618500 Overtime	2,802	4,500	4,500	1,576	3,500	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	55	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	3,514	4,000	4,000	3,405	4,000	4,000
Repairs for Motor Vehicles and Administrative fleet.						
1850000 735000 Printing	451	500	500	19	500	500
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)						
1850000 736000 Telephone	467	1,000	1,000	407	850	1,000
Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.						
1850000 744500 Training & School	398	500	700	657	657	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	514	525	525	508	525	525
Expenses for miscellaneous office and copier supplies.						
1850000 760600 Operating Supplies	2,482	2,500	3,002	2,642	3,000	2,500
Chemicals, soaps, hardware, etc., which are considered shop expenses.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1850000 765400	Gas Oil & Diesel	5,354	7,000	7,000	5,285	7,000	7,000
	Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.						
1850000 766300	Tires & Batteries	373	1,300	1,300	1,002	1,300	1,300
	Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.						
1850000 767200	Misc. Vehicle Parts	2,663	2,700	2,700	2,571	2,700	2,700
	Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.						
1850000 820000	Minor Equipment	47,127	30,000	29,800	29,145	30,000	48,000
	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. Purchase of a new Diesel Exhaust Fluid dispenser for the new Operations Center.						
1850000 827000	Vehicles	9,811	9,839	9,337	9,337	9,337	9,337
	3rd. payment of 5 - #600 - \$9,336.97						
TOTAL	Motor Vehicles Expenses	266,884	263,187	264,890	229,027	264,328	287,749

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	56,334
1850000	611500	F	A	1.0000	Automotive Mechanic II	49,424
1850000	611500	F	A	1.0000	Automotive Mechanic II	48,698
1850000	611500	F	A	1.0000	Secretary I	47,881
TOTAL 611500 EMPLOYEES				4.0000		\$ 202,337

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Parks Administration Expenses						
1860000 611500 Salaried Personnel	22,055	0	0	2,814	2,814	0
Salary of the Parks Bureau secretary, which was previously allocated 50% to Engineering and 50% to Parks - Administration. Beginning in 2018, 100% of this salary is charged to the Engineering Bureau.						
1860000 620100 Educational Incentive	3,000	2,250	3,750	1,500	3,000	3,750
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.						
1860000 718000 Rental of Uniforms	4,403	5,000	5,000	4,276	5,000	5,000
Uniform rental expense for 24 employees.						
1860000 729000 Maint. - Vehicles	22,760	27,000	27,000	23,267	27,000	27,000
Maintenance and repair expense of the Parks Bureau vehicles, including body repairs and painting.						
1860000 731000 Advertising	190	400	595	499	595	400
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.						
1860000 734000 Postage	135	250	155	140	250	250
All Bureau mailings, including street tree notices and pavilion rental permits.						
1860000 736000 Telephone	5,896	6,500	6,475	4,404	6,500	8,000
Telephone and cell phone expenses, email service connections and internet service for the Bureau. As well as \$480 per year x 5 for service fees for tablets used for Lucy (CMMS)						
1860000 737000 Travel	350	700	600	201	700	700
Travel expenses for the bureau professional staff.						
1860000 744000 Contract Services	40,099	40,000	40,000	39,897	40,000	40,000
Monthly line charges for internet service to the Park's garage to provide network connectivity to the City computer system. Concrete planters installed as part of the streetscape are contracted to a local landscaper to plant seasonal plantings to coordinate with the Convention Center container plantings.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1860000 744500	Training & School	0	0	25	24	25	0
1860000 745000	Solid Waste Disposal	21,000	23,000	23,000	19,575	23,000	23,000
	Tipping fees at the Lancaster Transfer Station.						
1860000 760300	Office Supplies	738	1,000	1,000	940	1,000	1,000
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.						
1860000 765400	Gas Oil & Diesel	37,875	33,000	47,500	41,811	49,000	40,000
	Vehicle and equipment fuel for the Bureau.						
1860000 820000	Minor Equipment	230	1,000	1,000	192	1,000	1,000
	The annual copier payment and any upgrade of office equipment.						
TOTAL	Parks Administration Expenses	158,731	140,100	156,100	139,542	159,884	150,100

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Parks - Buildings Expenses						
1861000 611000 Salary - Bureau Chief	64,002	62,610	63,360	53,728	63,601	63,867
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	402,226	452,121	436,203	360,160	432,590	453,722
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	166	5,000	3,000	370	5,000	5,000
Overtime expense due to maintenance performed after regular business hours and emergencies.						
1861000 721000 Maint. - Buildings	17,603	35,000	97,300	48,740	63,164	63,164
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 Most buildings at City owned parks.						
1861000 723000 Maint. - Equipment	15,257	30,000	45,000	29,969	40,797	40,797
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	8,278	13,000	13,000	6,987	14,365	14,365
Telephone maintenance and service.						
1861000 740400 Hazardous Waste Removal	0	0	0	0	0	10,000
Needed to remove hazardous waste products stored in Parks and Farmer's Supply Building, so these materials are transferred to new OPS Building						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1861000 744000 Contract Services	86,325	85,000	84,000	80,748	105,000	104,700
Building maintenance contracts: Temperature Control System in City Hall Carpet cleaning at City Hall and throw rugs at all buildings Water pumps and emergency generator at Police Station Window cleaning at City Hall, Treasury Building, Police Station, Lancaster Recreation Center, and Rodney Park Elevators at Police Station and Lancaster Recreation Center Fire alarms, extinguishers and sprinkler systems at City Hall, Police Station, Traffic Sign Shop, Rodney Park Community Center and Lancaster Recreation Center Pest control contract for all buidings Security Alarms						
1861000 744500 Training & School	300	500	500	20	500	500
Training and continuing education for building maintenance personnel.						
1861000 752000 Power Electric	53,518	260,000	213,000	189,214	213,000	213,000
Electric expenses for all City-owned buildings.						
1861000 760600 Operating Supplies	61,233	65,000	76,000	74,506	80,000	80,000
All supplies used by City Staff to maintain and/or repair properties. It includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.						
1861000 760700 Custodial Supplies	27,268	28,000	28,000	20,738	23,000	25,000
Supplies used by City staff for the custodial maintenance of City buildings.						
1861000 766000 Heating Oil	48,145	121,000	95,700	68,995	95,000	95,000
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 Southern Market Natural Gas						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1861000 820000	Minor Equipment	3,654	4,500	4,500	593	593	500
	Purchase and replacement of minor equipment used for buidling maintenance.						
1861000 825500	Machinery & Equipment	0	500	500	174	174	0
1861000 827000	Vehicles	18,374	20,000	20,000	18,374	20,000	23,620
	Lease purchase and replacement of vehicles used for Public Building Maintenance.						
1861000 829000	Capital Outlay	56,143	59,500	59,500	37,822	37,822	72,500
	Capital expenses for needed improvements/repairs at all City Properties during 2019.						
TOTAL	Parks - Buildings Expenses	862,491	1,241,731	1,239,563	1,044,596	1,194,606	1,265,735

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	63,867
TOTAL 611000 EMPLOYEES				0.7500		\$ 63,867
1861000	611500	F	M	0.6000	Building Maintenance Supervisor	31,634
1861000	611500	F	A	0.8000	Maintenance Technician-Electrician	39,501
1861000	611500	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	54,167
1861000	611500	F	A	1.0000	Maintenance Carpenter	53,071
1861000	611500	F	A	1.0000	Senior Custodian	47,881
1861000	611500	F	A	1.0000	Parks Maintenance Worker	44,679
1861000	611500	F	A	1.0000	Building Maintenance Mechanic	46,151
1861000	611500	F	A	1.0000	Custodian II	37,016
1861000	611500	F	A	1.0000	Custodian II	38,219
1861000	611500	F	A	1.0000	Custodian I	38,403
			Subtotal Full-Time	9.4000		
1861000	611500	P	M	1.0000	Building Maint. Mechanic (Police)	23,000
			Subtotal Part-Time	1.0000		
TOTAL 611500 EMPLOYEES				10.4000		\$ 453,722
TOTAL EMPLOYEES				11.1500		\$ 517,589

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses						
Parks - Parks Expenses						
1862000 611500 Salaried Personnel	256,884	364,133	368,772	316,416	369,054	373,377
Salaries of the parks maintenance employees.						
1862000 618500 Overtime	5,919	9,000	13,000	8,780	10,000	9,000
Overtime to perform services after regular hours for seasonal cleanup; spring mowing, tree planting; storm damage and snow removal; time-definite project completion; and all City special events and activities.						
1862000 723000 Maint-Equipment	13,425	12,000	12,000	11,937	12,000	12,000
Supplies and parts to maintain and repair small equipment, i.e. tractors and mowers, weed wackers, blowers, chainsaws and graffiti machine.						
1862000 727000 Maint-Parks	101,431	100,000	80,000	65,103	100,000	125,000
Maintenance, repair, improvement and replacement of tables, benches, water fountains, play surfaces, playground equipment and fences, litter receptacles and park buildings.						
1862000 727500 Maint-Pools	6,591	10,000	10,000	8,737	10,000	10,000
Chemicals, filters, paint, and other supplies/materials and contracted services required for the operation and maintenance of the City's six wading pools.						
1862000 744500 Training & School	35	1,400	400	323	1,400	1,400
Training and continuing education for parks maintenance personnel and contracted interpretive services.						
1862000 752000 Power Electric	21,078	28,000	26,000	24,634	28,000	28,000
Electric service to City-park facilities at: Brandon Park, Buchanan Park, Conestoga Pines, Conlin Field, Crystal Park, Farnum Park, Harrisburg Pike Mini Park, Lancaster Square, Reservoir Park, Rodney Park, Sixth Ward Park, Binn's Park, South Duke Street Mall Park and South End Park.						
1862000 760600 Operating Supplies	18,907	25,000	20,000	12,884	25,000	25,000
Expenses to purchase fertilizer, mulch, landscape supplies, hand tools, ice melt, ball field lights, basketball and tennis nets, trash receptables and liners and miscellaneous supplies for all City parks, including City-sponsored activities and volunteer service days.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
1862000 760700	Custodial Supplies	7,032	6,000	6,000	197	2,000	5,000
	Supplies required for the custodial maintenance of Parks facilities including public restrooms.						
1862000 820000	Minor Equipment	12,929	8,000	20,000	19,274	20,000	8,000
	Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.						
1862000 827100	Vehicle-Lease Purchase	8,936	8,936	8,936	8,936	8,936	8,937
	5th payment of 5 for #402 for \$8,937						
1862000 829000	Capital Outlay	32,597	17,000	15,000	7,359	15,000	17,000
	Money used for spring and fall plantings and new landscape designs.						
TOTAL	Parks - Parks Expenses	485,764	589,469	580,108	484,580	601,390	622,714

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	35,192
1862000	611500	F	M	1.0000	Longs Park Maintenance Supv.	52,928
1862000	611500	F	M	1.0000	Parks Landscape Supervisor I	47,290
1862000	611500	F	A	0.5000	Utility Operator	22,134
1862000	611500	F	A	1.0000	Utility Operator	47,881
1862000	611500	F	A	1.0000	Utility Operator	47,881
1862000	611500	F	A	1.0000	Utility Operator	46,039
1862000	611500	F	A	1.0000	Laborer	37,016
1862000	611500	F	A	1.0000	Laborer	37,016
TOTAL 611500 EMPLOYEES				8.1000		\$ 373,377

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
General Fund - Expenses							
Parks Trees Expenses							
1863000 611500	Salaried Personnel	185,462	189,588	191,841	164,378	192,531	194,048
Salaries for the Parks-Trees employees.							
1863000 618500	Overtime	589	2,000	2,000	259	1,000	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	705	2,000	2,000	1,638	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	30	100	100	30	30	100
City Arborist membership in professional organizations.							
1863000 744000	Contract Services	0	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	200	200	200	170	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	6,788	9,000	9,000	5,777	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	0	200	200	0	0	200
Annual Arbor Day celebration and Shade Tree Commission award.							
1863000 820000	Minor Equipment	1,823	3,200	3,200	2,926	3,200	3,200
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							
TOTAL	Parks Trees Expenses	195,597	207,288	209,541	175,178	208,961	211,748

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	57,103
1863000	611500	F	A	1.0000	Tree Trimmer	50,040
1863000	611500	F	A	1.0000	Tree Climber	45,463
1863000	611500	F	A	1.0000	Tree Climber	41,442
TOTAL 611500 EMPLOYEES						
TOTAL 6115 EMPLOYEES				4.0000		\$ 194,048

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED	
General Fund - Expenses								
Parks - Central Market & Visitor Center Expenses								
1864000	611000	Salary - Bureau Chief	12,800	12,522	12,672	10,746	12,720	12,773
Accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the General Fund and Water Fund.								
1864000	611500	Salaried Personnel	49,698	57,258	57,902	49,968	58,005	58,639
Build Maint Super, Maint Tech and Laborer								
1864000	618500	Overtime	643	0	0	177	177	0
Overtime pay as needed for any additional coverage of the maintenance workers.								
1864000	721000	Maint-Buildings	0	3,000	3,000	1,910	2,800	2,865
Plumbing, heating, electrical, roof, window, door, painting, fire and security alarm system repair, and maintenance as required under the terms of the management agreement with Central Market Trust.								
1864000	723000	Maint. - Equipment	0	3,000	3,000	521	3,000	3,000
Expenses for contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.								
1864000	744000	Contract Services	2,937	5,000	5,000	2,822	4,000	4,300
Building maintenance contract needed at Central Market and City Visitor Center.								
1864000	752000	Power Electric	898	5,000	5,000	4,669	5,000	5,300
Electric expenses at the City Visitor Center.								
1864000	760600	Operating Supplies	32	6,000	6,000	4,437	6,000	6,500
All supplies used by City staff to maintain and/or repair Central Market and/or City Visitor Center properties. Includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.								
1864000	766000	Heating Oil	151	4,000	4,000	1,437	4,000	4,000
Purchase of contracted fuel (gas and oil) for the City Visitor Center and/or Central Market.								
TOTAL	Parks - Central Market & Visitor Center Expenses		67,161	95,780	96,574	76,687	95,702	97,377

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	12,773
TOTAL 611000 EMPLOYEES					0.1500	\$ 12,773
1864000	611500	F	M	0.2000	Building Maintenance Supervisor	10,545
1864000	611500	F	A	1.0000	Custodian II	38,219
1864000	611500	F	A	0.2000	Maintenance Technician	9,875
TOTAL 611500 EMPLOYEES					1.4000	\$ 58,639
TOTAL EMPLOYEES					1.5500	\$ 71,412

General Fund - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Parks - Southern Market Expenses						
1866000 721000 Maint. - Buildings	249	2,000	2,000	86	2,000	2,200
Maintenance and minor building repairs.						
1866000 723000 Maint. - Equipment	2,653	3,000	3,000	1,410	2,000	2,000
Contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.						
1866000 738300 Real Estate Taxes	26,238	0	0	0	0	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.						
1866000 744000 Contract Services	7,858	10,000	9,000	6,642	9,000	9,000
Building maintenance contracts for carpet cleaning/mats, window cleaning, elevator maintenance and inspection, plant maintenance, pest control and fire alarm system.						
1866000 752000 Power Electric	7,260	8,000	7,000	2,195	3,000	3,000
Electrical services for the building at Meter #1 (basement); Meter #2 (boiler room and first floor); and Meter #3 (tenant space).						
1866000 760600 Operating Supplies	679	5,000	5,000	735	1,000	1,200
Expense of custodial supplies, floor care chemicals, trash receptacles, light bulbs and miscellaneous supplies.						
1866000 766000 Heating Oil	3,059	3,000	5,000	3,512	5,000	5,500
Contracted heating fuel.						
TOTAL Parks - Southern Market Expenses	47,996	31,000	31,000	14,580	22,000	22,900
TOTAL Public Works Expenses	5,565,787	6,384,625	6,384,625	5,521,285	6,379,827	6,661,280
TOTAL General Fund Expenses	52,679,189	57,485,701	57,560,701	46,408,650	56,665,754	60,346,080

CITY OF LANCASTER

STORMWATER MANAGEMENT FUND



CITY OF
LANCASTER

A City Authentic

2019 BUDGET

**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND REVENUE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>DESCRIPTION</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$3,518,421	\$4,047,852	\$529,431	15.0%
Miscellaneous Revenue	\$2,500	\$5,000	\$2,500	100.0%
Other Income	\$60,420	\$66,808	\$6,388	10.6%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL SWM FUND REVENUES & SOURCES OF FUNDS	\$3,581,341	\$4,119,660	\$538,319	15.0%
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**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>BUREAU</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$2,529,552	\$3,036,332	\$506,780	20.0%
Street Cleaning	\$760,527	\$780,426	\$19,899	2.6%
Grounds Maintenance	\$291,262	\$302,902	\$11,640	4.0%
TOTAL STORMWATER MANAGEMENT FUND EXPENSES	\$3,581,341	\$4,119,660	\$538,319	15.0%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
STORMWATER MANAGEMENT FUND

Retained Earnings 12/31/2017		\$ (408,668)
Projected Revenues: 2018	3,605,420	
Projected Expenditures: 2018	<u>(2,915,525)</u>	
8Projected Current Operating Surplus/(Deficit) 2017 (Addition to Retained Earnings)		<u>689,895</u>
Projected Retained Earnings 12/31/2018		281,227
Proposed Revenues: 2019	4,119,660	
Proposed Expenditures: 2019	<u>(4,119,660)</u>	
Proposed Current Operating Surplus/(Deficit) 2019		<u>-</u>
Projected Retained Earnings 12/31/2019		<u>\$ 281,227</u>

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Stormwater Management - Revenues						
Stormwater Management Revenues						
56000000 407100 Pension State Fund	60,433	60,420	60,420	60,420	60,420	66,808
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Stormwater Management Fund employees.						
56000000 408000 Miscellaneous Revenue	15,523	2,500	2,500	4,530	5,000	5,000
Revenue is derived from income received from miscellaneous items.						
56000000 408101 Stormwater Management Fees	2,178,650	3,518,421	3,518,421	3,125,312	3,540,000	4,047,852
Revenue is derived from stormwater management fees charged to property owners in the City.						
56000000 420000 Sewer Grounds Expense Reimbursement	1,599	0	0	0	0	0
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.)						
TOTAL Stormwater Management Revenues	2,256,205	3,581,341	3,581,341	3,190,262	3,605,420	4,119,660
TOTAL Stormwater Management - Revenues	2,256,205	3,581,341	3,581,341	3,190,262	3,605,420	4,119,660

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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Stormwater Management - Expenses

Stormwater Management Administration Expenses

56088600 611000 Salary - Bureau Chief	86,119	101,294	93,389	74,488	93,406	103,279
Salary expenses for the stormwater program manager.						
56088600 611500 Salaried Personnel	329,015	395,844	379,721	277,788	318,188	409,181
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	13,072	26,000	26,000	8,442	26,000	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	477	5,000	5,000	76	2,000	7,500
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.						
56088600 620200 Medical Insurance	150,000	200,000	200,000	183,333	200,000	300,000
Account covers health benefits of employees in this fund.						
56088600 620300 Dental/Vision	13,863	14,865	14,865	9,730	14,118	14,825
Account covers dental and vision insurance costs for all employees in this fund.						
56088600 620800 Social Security	78,722	92,737	92,737	69,264	90,314	96,970
Account covers social security for Bureau employees.						
56088600 620900 Life Insurance	3,111	3,566	3,566	2,661	3,385	3,554
Account covers Bureau employees' life insurance.						
56088600 623000 Pension Contribution	64,620	64,152	64,152	64,889	64,889	71,460
Account covers the City pension plan costs for Bureau employees.						
56088600 625000 Workers Compensation	17,594	20,000	20,000	11,022	20,000	20,000
Account covers all Bureau employees for on the job injury claims.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56088600 714100 PC Lease	3,607	4,500	4,500	4,393	4,394	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.						
56088600 716000 Rental of Parking Lot	5,143	5,500	6,500	5,857	5,997	7,500
Account pays the Bureau cost of rental space for employees.						
56088600 718000 Rental of Uniforms	0	500	500	0	450	480
Account pays for rental of uniforms for employees.						
56088600 723000 Maint. - Equipment	3,966	7,500	7,500	6,038	8,500	9,250
Maintenance for miscellaneous office equipment.						
56088600 731000 Advertising	2,069	2,500	2,500	2,287	3,200	10,000
Account pays for newspaper advertising of contracts, bids, and job vacancies.						
56088600 734000 Postage	22,133	28,000	28,000	17,371	28,000	30,000
Account covers all of the postage for billing and miscellaneous office mailings.						
56088600 735000 Printing	5,167	15,000	15,000	7,142	8,200	12,000
Account covers printing costs for the City's print shop and office photocopying.						
56088600 736000 Telephone	2,660	5,000	6,000	5,095	6,000	10,000
Account covers telephone service in the Bureau.						
56088600 737000 Travel	8,780	7,500	7,500	5,225	7,500	10,000
Account pays for travel expense of personnel attending meetings relative to management, operations and maintenance on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.						
56088600 741000 Professional Services	155,724	750,000	750,000	79,491	150,000	150,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.						
56088600 741003 Prof. Services-Consent Decree	0	0	0	0	0	240,000
Professional Services related to compliance with Consent Decree						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56088600 743100 Credit Card Fees	805	1,400	1,400	830	1,400	1,400
Bureau's portion of credit card company fees.						
56088600 744000 Contract Services	26,426	75,000	75,000	16,406	75,000	100,000
Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the stormwater management program. Costs associated for IT contract service is also charged to this account. Started in 2011 and continuing in 2016 is the software support contract for the CMMS/Asset Management software for the stormwater management program.						
56088600 744500 Training & School	5,883	7,500	8,500	7,629	8,000	12,000
Account covers courses for operating license, state correspondence courses, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops.						
56088600 746300 Collection System Expense	2,450	25,000	22,000	11,480	25,000	25,000
The Stormwater Management Fund will reimburse the Sewer Fund for labor and equipment charges related to maintenance on stormwater portions of the combined sewer system such as stormwater inlets.						
56088600 760300 Office Supplies	2,328	3,200	3,200	2,107	3,200	6,000
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.						
56088600 772000 Insurance Package	10,226	11,075	11,075	12,538	13,000	12,347
Property and liability coverage for all Bureau facilities and vehicles.						
56088600 820000 Minor Equipment	6,290	15,000	15,000	2,979	15,000	25,000
Account reflects the cost of miscellaneous office equipment.						
56088600 820200 Safety Equipment	0	1,500	1,500	0	1,500	5,000
Account pays the cost of minor safety equipment for the bureau.						
56088600 825000 Computer Equip/Software	7,997	11,000	11,000	9,004	13,500	15,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56088600 827100 Vehicle Lease Purchase	0	12,000	12,000	8,137	12,000	11,000
Initial lease purchase payment for the purchase of a new Ford Escape for use in stormwater management inspection.						
56088600 911000 Indirect Costs	0	157,792	157,792	144,643	157,792	266,701

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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. For 2019, 100% of the cost allocation is included in this line item.						
56088600 923000 Paying Agent Fees	0	10	10	11	11	15
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.						
56088600 924000 Debt Service - Interest	38,246	29,872	49,872	53,662	57,572	534,106
This line reflects interest payments on the 2014 General Obligation bonds and the Pennvest Green Infrastructure loan.						
56088600 926000 Debt Service - Principal	0	433,773	433,773	372,797	433,773	403,290
This line reflects principal redemption on the 2014 General Obligation bonds and Pennvest Green Infrastructure loan.						
56088600 940100 Private Property Grant	0	0	0	0	0	82,974
After Pennvest funding is exhausted, this line item will cover grants for private property owners for green infrastructure retrofits on their properties.						
TOTAL Stormwater Management Administration Expenses	1,066,491	2,533,580	2,529,551	1,476,816	1,871,289	3,036,332

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	87,864
					Available for Merit - NonBargaining	8,417
					Available for Merit - AFSCME	6,998
TOTAL 611000 EMPLOYEES				1.0000		\$ 103,279
56088600	611500	F	M	1.0000	Environmental Planner	63,958
56088600	611500	F	M	1.0000	GIC Coordinator	63,840
56088600	611500	F	M	0.2000	GIS Analyst	10,141
56088600	611500	F	M	1.0000	Water Resource Eng 1	56,100
56088600	611500	F	M	0.1608	Bureau Chief Proc. & Collections	11,316
56088600	611500	F	M	0.1608	Customer Service Supervisor	8,884
56088600	611500	F	M	1.0000	GI Asset Coordinator	53,550
56088600	611500	F	A	1.0000	GI Asset Technician	45,382
56088600	611500	F	A	0.1608	Purchasing Coordinator	7,052
56088600	611500	F	A	0.1608	Revenue Clerk	7,256
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,052
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,367
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,045
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,281
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,052
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,709
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,116
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,709
56088600	611500	F	A	0.1608	Billing Coordinator 2	7,052
56088600	611500	F	A	0.1608	Billing Coordinator 1	7,906

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56088600	611500	F	A	0.1608	Mail & Print Operator	5,782
				Subtotal Full-Time	7.6117	
56088600	611500	P	A	0.1608	Data Entry Operator I	3,632
				Subtotal Part-Time	0.1608	
TOTAL 6115 EMPLOYEES				7.7725		\$ 409,181
TOTAL EMPLOYEES				8.7725		\$ 512,461

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Stormwater Management - Expenses						
Stormwater Management Street Cleaning Expenses						
56084200 611500 Salaried Personnel	426,312	478,456	478,160	409,497	467,153	493,600
Salaries for the street cleaning personnel.						
56084200 618500 Overtime	17,230	15,000	12,200	9,599	13,200	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	1,452	2,000	2,000	1,390	2,000	2,000
Uniforms for Bureau employees.						
56084200 729000 Maint. - Vehicles	53,055	50,000	53,161	47,096	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	48,334	60,000	56,400	47,141	59,400	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	9,756	2,000	2,000	1,923	2,000	2,000
Purchase of Bureau operating supplies, i.e. rakes, brooms, scrapers, shovels, gloves, water coolers, rain gear, locks and keys.						
56084200 765400 Gas Oil & Diesel	24,088	25,000	25,000	22,707	27,000	25,000
Gasoline, Diesel and oil for Stormwater Management vehicles.						
56084200 825600 Mach/Equip Lease Purch	6,118	125,166	131,606	131,601	131,601	132,826
#103 4th payment of 5 - \$28,021 #111 2nd payment of 5 - \$21,256 #106 4th payment of 5 - \$28,021 #117 3rd payment of 5 - \$8,903 #133 4th payment of 5 - \$19,589 #113 3rd payment of 5 - \$11,174 #108 3rd payment of 5 - \$15,862						
TOTAL Stormwater Management Street Cleaning Expenses	586,346	757,622	760,527	670,954	752,354	780,426

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING</u>						
56084200	611500	F	M	1.0000	Labor Supervisor	53,485
56084200	611500	F	A	1.0000	Equipment Operator II	50,938
56084200	611500	F	A	1.0000	Equipment Operator II	50,938
56084200	611500	F	A	1.0000	Sweeper Operator II	48,978
56084200	611500	F	A	1.0000	Sweeper Operator II	42,929
56084200	611500	F	A	1.0000	Maintenance Worker	46,466
56084200	611500	F	A	1.0000	Maintenance Worker	39,161
56084200	611500	F	A	1.0000	Maintenance Worker	39,161
56084200	611500	F	A	1.0000	Laborer	43,921
56084200	611500	F	A	1.0000	Laborer	40,607
56084200	611500	F	A	1.0000	Laborer	37,016
TOTAL 611500 EMPLOYEES				11.0000		\$ 493,600

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Stormwater Management - Expenses						
Stormwater Management Grounds Maintenance Expenses						
56088700 611500 Salaried Personnel	161,413	148,509	149,633	122,409	149,540	130,031
Salaries of the Stormwater - Grounds Maintenance employees.						
56088700 612000 Salary Temporary	10,262	11,000	12,635	12,635	12,635	12,635
Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.						
56088700 618500 Overtime	2,310	5,000	3,360	984	3,000	5,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.						
56088700 718000 Rental of Uniforms	549	1,000	1,000	607	1,000	1,000
Uniforms for Bureau employees.						
56088700 723000 Maint. - Equipment	843	3,200	9,545	6,673	6,673	3,200
This code is for repair and maintenance of equipment.						
56088700 729000 Maint. - Vehicles	0	0	0	0	0	9,000
Maintenance of Vehicles under Stormwater Management.						
56088700 744000 Contract Services	0	30,000	30,000	16,018	30,000	30,000
This code is used for contracting raingarden professionals for planting and consulting.						
56088700 760600 Operating Supplies	30,731	40,000	40,000	38,991	40,000	50,000
This code is the expense for general supplies such as hand tools, water quality/storm inlet filter socks, and other items needed for the maintenance of various rain gardens and porous pavement projects.						
56088700 820000 Minor Equipment	4,179	3,000	3,000	1,476	2,000	3,000
This code is to purchase minor equipment for stormwater maintenance. This code will also be used to update existing radio communications.						
56088700 822500 Landscaping Trees etc	25,000	25,000	15,055	4,536	20,000	35,000
This code is the expense to purchase landscape plants for the maintenance of rain gardens throughout the City. Additional funds to be used for contracted treatment for Emerald Ash Borer in Long's Park.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56088700 827100 Vehicle-Lease Purchase	0	23,429	27,034	27,034	27,034	24,036
1st payment of 5 for #410 - Utility dump truck - \$12,637.00 4th payment of 5 for #466 - Skid Loader - \$11,399.00						
TOTAL Stormwater Management Grounds Maintenance Expenses	235,288	290,138	291,262	231,364	291,882	302,902
TOTAL Stormwater Management - Expenses	1,888,125	3,581,341	3,581,341	2,379,134	2,915,525	4,119,660

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

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

56088700	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,731
56088700	611500	F	A	1.0000	Utility Operator	44,268
56088700	611500	F	A	1.0000	Laborer	37,016
56088700	611500	F	A	1.0000	Laborer	37,016
TOTAL 611500 EMPLOYEES				3.2000		\$ 130,031

CITY OF LANCASTER

SEWER FUND



CITY OF
LANCASTER
A City Authentic

2019 BUDGET

**CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>DESCRIPTION</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$16,688,820	\$17,271,175	\$582,355	3.5%
Miscellaneous Revenue	\$78,320	\$79,141	\$821	1.0%
Other Income	\$178,411	\$195,153	\$16,742	9.4%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$16,945,551	\$17,545,469	\$599,918	3.5%
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**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>BUREAU</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$8,265,493	\$8,400,102	\$134,609	1.6%
Collections	\$1,850,523	\$2,177,377	\$326,854	17.7%
Pumping Stations	\$1,390,602	\$1,422,305	\$31,703	2.3%
Treatment	\$5,396,733	\$5,505,485	\$108,752	2.0%
Grounds Maintenance	\$42,200	\$40,200	(\$2,000)	-4.7%
TOTAL SEWER FUND EXPENSES	\$16,945,551	\$17,545,469	\$599,918	3.5%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SEWER FUND

Retained Earnings 12/31/2017		\$ 24,650,365
Projected Revenues: 2018	19,846,631	
Projected Expenditures: 2018	<u>(16,271,792)</u>	
Projected Current Operating Surplus/(Deficit) 2018 (Addition to Retained Earnings)		<u>3,574,839</u>
Projected Retained Earnings 12/31/2018		28,225,204
Proposed Revenues: 2019	17,545,469	
Proposed Expenditures: 2019	<u>(17,545,469)</u>	
Proposed Current Operating Surplus/(Deficit) 2019		<u>-</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2019		<u>\$ 28,225,204</u>

Wastewater - Revenues

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Wastewater Revenues						
56100000 400900 Lien Interest & Costs	3,347	1,500	1,500	1,025	1,100	1,000
Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.						
56100000 404400 Rent of City Property	32,641	33,620	33,620	29,673	33,620	32,641
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.						
56100000 406300 Interest on Investment	771	700	700	444	500	500
Revenue is derived from the interest earned on idle funds.						
56100000 407100 Pension State Fund	168,742	178,411	178,411	178,411	178,411	195,153
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniform employee Pension Plan. The amount in this line item is the share attributed to Sewer Fund employees.						
56100000 408000 Miscellaneous Revenue	36,015	30,000	30,000	56,929	58,000	35,000
Revenue is derived from income received from miscellaneous items.						
56100000 408100 Sewage Treatment	9,532,305	10,303,820	10,303,820	9,123,522	10,050,000	10,081,175
Revenue is derived from sewer fees charged to retail customers.						
56100000 408200 Industrial Waste Surchg	481,834	450,000	450,000	447,995	460,000	460,000
Revenue is derived from surcharges to businesses that discharge high amounts of contaminants into the sewer system. This line item also accounts for revenue derived from the Water Bureau for the treatment of sludge created by Water Bureau operations.						
56100000 408300 Bulk Sewage Treatment	4,212,605	5,750,000	5,750,000	7,434,959	8,900,000	6,560,000
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.						
56100000 408400 SLSA Operating Charges	176,851	185,000	185,000	114,969	155,000	170,000
Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56100000 408600 Industrial Waste Permits	20,000	12,500	12,500	10,000	10,000	10,000
Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.						
TOTAL Wastewater Revenues	14,665,110	16,945,551	16,945,551	17,397,927	19,846,631	17,545,469
TOTAL Wastewater - Revenues	14,665,110	16,945,551	16,945,551	17,397,927	19,846,631	17,545,469

Wastewater - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Sewer Administration Expenses						
56188000 611000 Salary - Bureau Chief	105,035	105,128	107,128	90,955	108,061	107,231
Salary expenses for the wastewater operations/utility manager.						
56188000 611500 Salaried Personnel	247,537	304,614	278,379	228,130	269,321	312,129
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	11,326	12,000	12,000	7,363	11,100	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	249	50	50	134	130	0
Overtime expenses paid to administrative staff in the Sewer Fund.						
56188000 619200 OPEB ARC Expense	426,782	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	14,875	18,000	18,000	7,077	16,000	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	800,000	850,000	850,000	779,167	850,000	850,000
Account covers health benefits of Bureau employees.						
56188000 620300 Dental/Vision	33,228	34,807	34,807	27,994	30,508	34,033
Account covers dental and vision insurance costs for all employees of this fund.						
56188000 620800 Social Security	211,322	230,389	230,389	190,503	229,574	239,207
Account covers social security for Bureau employees.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56188000 620900 Life Insurance	6,656	7,589	7,589	6,225	7,215	7,576
Account covers Bureau employees' life insurance.						
56188000 623000 Pension Contribution	185,794	194,575	194,575	195,664	195,664	214,058
Account covers the City pension costs for Bureau employees.						
56188000 624000 Unemployment Compensation	0	10,000	10,000	0	10,000	10,000
Account covers state unemployment for Bureau employees.						
56188000 625000 Workers Compensation	26,267	60,000	61,265	21,369	61,265	60,000
Account covers all Bureau employees for on the job injury claims.						
56188000 714100 PC Lease	9,017	11,000	11,000	10,983	10,984	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.						
56188000 716000 Rental of Parking Lot	3,932	4,400	4,400	3,201	3,830	4,000
This account pays the Bureau cost of rental space for customer service employees. Increase needed for added rental costs.						
56188000 718000 Rental of Uniforms	9,759	9,800	9,800	8,993	9,000	10,000
This account pays for rental of uniforms for employees.						
56188000 723000 Maint. - Equipment	6,018	6,300	7,800	7,050	7,800	7,800
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.						
56188000 731000 Advertising	1,428	3,000	3,000	624	1,200	3,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.						
56188000 734000 Postage	25,086	30,000	30,000	19,538	26,500	30,000
This account covers all of the postage for bills, and miscellaneous office mailings.						
56188000 735000 Printing	3,393	6,500	6,500	4,153	4,500	7,500
This account covers printing costs for the City's print shop and office photocopying.						
56188000 736000 Telephone	30,341	33,000	38,000	30,986	36,000	50,000
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56188000 737000 Travel	5,257	7,000	8,000	6,603	6,800	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.						
56188000 741000 Professional Services	1,145,913	1,200,000	1,019,500	390,507	700,000	1,000,000
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.						
56188000 741001 Professional Services-Partners	1,367,812	0	0	0	0	0
56188000 743000 Bank Service Charges	8,764	9,300	9,300	7,614	9,296	9,400
This line item is for the Bureau's portion of banks service charges.						
56188000 743100 Credit Card Fees	6,989	10,250	10,250	5,159	7,083	10,000
This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Sewer bill in the Treasury Office.						
56188000 744000 Contract Services	48,172	85,000	85,000	36,642	58,500	75,000
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, and pretreatment tracking software. Costs associated for IT contract service and copier rental are also charged to this account. Also included are the costs for the Civil 3D license for the engineering staff to design sewer line replacements in house to save on consultant services.						
56188000 744500 Training & School	18,360	21,500	21,500	13,658	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.						
56188000 760300 Office Supplies	2,043	2,900	2,900	923	2,900	2,900
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.						
56188000 772000 Insurance Package	178,378	225,000	225,000	166,511	205,828	220,000
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56188000 820000 Minor Equipment	7,316	8,500	6,859	3,342	7,500	8,500
Account reflects the Sewer Fund's share of a remittance processor and mail folder/insert machine to process billings.						
56188000 820200 Safety Equipment	13,274	16,000	16,000	4,559	15,000	16,000
Account pays the cost of minor safety equipment for the Bureau.						
56188000 825000 Computer Equip/Software	7,221	20,000	15,000	6,060	7,600	20,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56188000 827100 Vehicle Lease Purchase	0	0	1,641	1,641	1,641	1,641
Portion of Vehicle #723 for Procurement and Collections						
56188000 911000 Indirect Costs	438,060	468,328	468,328	429,301	468,328	557,812
Account pays for City support services, such as administrative services, legal services, personnel services, and executive services. The account also includes fringe benefits. This amount is determined annually by the cost allocation plan.						
56188000 923000 Paying Agent Fees	578	700	700	493	600	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.						
56188000 924000 Debt Service - Interest	1,611,467	1,902,808	1,902,808	1,901,145	1,902,808	1,803,008
Account pays interest payments on the Series 2009, 2011, 2014 and 2016 (2007 refinancing) General Obligation bonds and the Pennvest loan.						
56188000 926000 Debt Service - Principal	0	2,457,614	2,457,614	2,435,050	2,457,614	2,558,696
Account pays principal redemption on the Series 2009, 2011, 2014 and 2016 (2007 refinancing) General Obligation bonds and the Pennvest loan.						
TOTAL Sewer Administration Expenses	7,017,651	8,466,463	8,265,492	7,049,315	7,862,061	8,400,102

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	107,231
TOTAL 61100 EMPLOYEES				1.0000		\$ 107,231
56188000	611500	F	M	1.0000	Senior Project Manager - Utilities	79,065
56188000	611500	F	M	0.1901	Bureau Chief Proc. & Collections	13,376
56188000	611500	F	M	0.1901	Customer Service Supervisor	10,502
56188000	611500	F	M	0.2500	Information Services Manager	19,373
56188000	611500	F	M	0.1400	Communications Specialist	6,159
56188000	611500	F	A	0.1901	Purchasing Coordinator	8,336
56188000	611500	F	A	0.1901	Billing Coordinator 1	9,346
56188000	611500	F	A	0.1901	Billing Coordinator 2	8,336
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,931
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,229
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,931
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,891
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,511
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,607
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,336
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,336
56188000	611500	F	A	0.1901	Revenue Clerk	8,578
56188000	611500	F	A	0.5000	Secretary I	22,134
56188000	611500	F	A	0.3027	Utility Service Coordinator	12,544
56188000	611500	F	A	0.1901	Mail & Print Operator	6,835

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
					Available for Merit - NonBargaining	13,683
					Available for Merit - AFSCME	21,796
				Subtotal Full-Time	5.0436	
56188000	611500	P	A	0.1901	Data Entry Operator I	4,293
				Subtotal Part-Time	0.1901	
TOTAL 611500 EMPLOYEES				5.2337		\$ 312,129
TOTAL EMPLOYEES				6.2337		\$ 419,360

Wastewater - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Sewer Collections Expenses						
56188100 611500 Salaried Personnel	791,981	796,943	805,523	724,104	834,055	870,377
Account covers salaries of employees who perform repairs and replacement of sewer lines for the City. The crew also provides preventative maintenance and cleans clogged sewer lines when necessary.						
56188100 618500 Overtime	25,305	60,000	60,000	25,452	55,000	60,000
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.						
56188100 729000 Maint. - Vehicles	159,950	150,000	150,000	88,506	105,500	100,000
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.						
56188100 744000 Contract Services	62,472	120,000	120,000	58,401	120,000	120,000
Account provides for outside services beyond the scope of work of the Collections Crew. This fund includes items such as the cost of manhole rehabilitation services needed for some of the older manholes in the sewer system.						
56188100 747000 Trench Paving	123,408	210,000	210,000	77,606	210,000	350,000
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes.						
56188100 760600 Operating Supplies	272,323	350,000	350,000	238,641	350,000	350,000
Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames, tools, and safety warning devices. This line reflects the cost of safety supplies for work crews, and additional preventative maintenance measures. Also, the collection crew is converting the old brick sewer inlets to concrete where it is appropriate.						
56188100 765400 Gas Oil & Diesel	44,955	75,000	75,000	48,303	75,000	75,000
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.						
56188100 820000 Minor Equipment	0	5,000	5,000	0	5,000	5,000
This line includes the purchase of minor equipment required to perform collection system repair and maintenance.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56188100 827100 Vehicle-Lease Purchase	0	75,000	75,000	21,748	75,000	247,000
<p>This line covers the annual payments required under a five-year lease purchase agreement for the following vehicles: crew van, utility truck, and F350. Also includes first of a five-year lease purchase of a Hydroexcavator/Vactor, 1-ton Dump Truck and CCTV Truck.</p>						
TOTAL Sewer Collections Expenses	1,480,394	1,841,943	1,850,523	1,282,762	1,829,555	2,177,377

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	66,767
56188100	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,731
56188100	611500	F	M	1.0000	Labor Supervisor I	56,927
56188100	611500	F	A	1.0000	Equipment Operator I	41,828
56188100	611500	F	A	1.0000	Equipment Operator I	41,828
56188100	611500	F	A	1.0000	Equipment Operator I	41,335
56188100	611500	F	A	1.0000	Equipment Operator I	40,512
56188100	611500	F	A	1.0000	Equipment Operator I	40,512
56188100	611500	F	A	1.0000	Equipment Operator I	40,512
56188100	611500	F	A	1.0000	Equipment Operator II	48,978
56188100	611500	F	A	1.0000	Equipment Operator II	47,095
56188100	611500	F	A	1.0000	Equipment Operator II	42,465
56188100	611500	F	A	1.0000	Laborer	37,016
56188100	611500	F	A	1.0000	Utility Locator	53,457
56188100	611500	F	A	1.0000	Sewer Technician	53,645
56188100	611500	F	A	1.0000	Sewer Technician	53,457
56188100	611500	F	A	1.0000	Sewer Technician	51,582
56188100	611500	F	A	1.0000	Sewer Technician	46,028
56188100	611500	F	A	1.0000	TV Technician	54,702
TOTAL 611500 EMPLOYEES				18.2000		\$ 870,377

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Wastewater - Expenses						
Sewer Pumping Stations Expenses						
56188200 611500 Salaried Personnel	726,786	748,664	756,502	664,073	763,613	773,005
This account pays for the salaries of the employees who are responsible for maintaining the Bureau's pump stations and the Advanced Wastewater Treatment Plant's (AWWTP) equipment in a safe and operable condition.						
56188200 618500 Overtime	25,114	26,500	26,500	25,986	28,000	29,000
This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.						
56188200 721000 Maint. - Buildings	1,580	1,500	2,000	1,665	2,000	2,500
This account provides for the up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.						
56188200 723000 Maint. - Equipment	61,778	85,000	85,000	65,843	70,000	85,000
This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, Steven's Avenue Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station, Grofftown Pump Station and the Sunnyside Pump Station, as well as the Engleside Diversion Chamber, three air relief pits, and the Sunnyside Grinder Pumps.						
56188200 752000 Power Electric-Main PS	341,310	450,000	450,000	322,102	425,000	450,000
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.						
56188200 760600 Operating Supplies	712	1,900	2,400	2,159	2,400	2,400
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.						
56188200 766000 Heating Oil	16,313	17,000	27,000	17,737	27,000	27,000
This account provides for diesel fuel, gasoline, propane, and natural gas and for fuel to test and operate standby emergency engines for emergency power at the major pump stations.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56188200 820000 Minor Equipment	1,997	7,500	7,500	306	5,000	5,000
Tools and minor equipment						
56188200 827100 Vehicle-Lease Purchase	0	33,700	33,700	33,148	33,700	48,400
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 #302 Truck with utility body), through 2023 (proposed 5 year lease) #303 Pick-up Truck, through 2021 (Proposed 3 year lease)						
TOTAL Sewer Pumping Stations Expenses	1,175,591	1,371,764	1,390,602	1,133,019	1,356,713	1,422,305

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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.	68,043
56188200	611500	F	M	1.0000	Electrical/Mechanical Supervisor	63,553
56188200	611500	F	A	1.0000	Instrument Technician	60,527
56188200	611500	F	A	1.0000	Instrument Technician	55,961
56188200	611500	F	A	1.0000	Plant Maint Mechanic	49,424
56188200	611500	F	A	1.0000	Plant Maint Mechanic	49,424
56188200	611500	F	A	1.0000	Plant Maint Mechanic	49,424
56188200	611500	F	A	1.0000	Plant Maint Mechanic	49,424
56188200	611500	F	A	1.0000	Plant Maint Mechanic	49,303
56188200	611500	F	A	1.0000	Plant Maint Mechanic	46,456
56188200	611500	F	A	1.0000	Plant Maint Mechanic	45,052
56188200	611500	F	A	1.0000	Plant Maint Mechanic	42,770
56188200	611500	F	A	1.0000	Maintenance Worker	42,961
56188200	611500	F	A	1.0000	Maintenance Electrician II	54,167
56188200	611500	F	A	1.0000	Maintenance Electrician II	46,516
TOTAL 61150 EMPLOYEES				15.0000		\$ 773,005

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Wastewater - Expenses						
Sewer Treatment Expenses						
56188300 611500 Salaried Personnel	808,587	829,481	836,033	681,144	805,807	836,485
This account pays for the salaries of the employees who provide services for the continuous and efficient operation of an advanced wastewater treatment facility, including monitoring and analyzing the wastewater before discharge to the Conestoga River, and the biosolids dewatering and stabilization operations. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the PA Department of Environmental Protection (PADEP) and U.S. Environmental Protection Agency (EPA) regulations.						
56188300 618500 Overtime	29,922	41,200	56,200	43,944	55,000	43,300
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.						
56188300 721000 Maint. - Buildings	21,236	30,000	45,000	36,639	50,000	45,000
This account provides for up-keep and repair of buildings located in the wastewater treatment plant. This line item has been increased to address increased maintenance, including interior maintenance and painting, as the plant buildings are from 1932, 1972, and 1984.						
56188300 723000 Maint. - Equipment	354,202	433,500	518,100	358,942	518,500	500,000
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.						
56188300 729000 Maint. - Vehicles	9,595	18,000	18,000	9,901	11,000	12,000
This account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspections, tires, outside services, major engine and drive train repairs, etc.						
56188300 746000 Meter Expense	227,980	286,600	306,600	263,636	306,600	300,000
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.						
56188300 746500 Water Utility Expense	108,277	90,000	122,000	93,045	112,000	115,000
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations.						
56188300 748000 Sludge	1,390,944	1,500,000	1,500,000	1,276,626	1,550,000	1,614,000

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
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 allowed 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.						
56188300 752000 Power Electric	975,040	1,100,000	1,100,000	827,922	998,500	1,100,000
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.						
56188300 760600 Operating Supplies	24,170	29,000	29,000	27,956	29,000	30,000
This account provides for incidentals: charts, paint brushes, lights, tools, gloves, cleaning supplies and equipment, batteries, soaps, paper products, copier paper, etc., required to maintain plant operations. The annual PADEP permit fee is also paid for from this account.						
56188300 761500 Laboratory Supplies	52,164	75,000	75,000	48,388	61,400	75,000
This account provides for laboratory services to support facility operations and the EPA mandated Industrial Pretreatment Program. Federal and state regulations require wastewater and solid waste analysis to maintain water quality and solids suitable for EPA Class A and B biosolids classifications, respectively. Chemicals, equipment and supplies for in-house testing and costs incurred from outside laboratory services are covered by this account. Land Application monitoring for Biosolids is also included.						
56188300 761800 Chemicals	473,769	550,000	550,000	410,144	500,000	600,000
This account covers chemicals required to operate the Wastewater Treatment Plant to meet the NPDES Permit limits and for odor control. The chemical budget is variable based on the needs of the plant.						
56188300 765400 Gas Oil & Diesel	13,508	15,000	15,000	14,171	15,000	15,000
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56188300 766000 Heating Oil	62,621	70,000	70,000	54,874	64,000	70,000
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.						
56188300 820000 Minor Equipment	10,860	6,500	6,900	5,371	6,500	6,500
Minor equipment purchases including tolls, wastewater samplers, and laboratory equipment.						
56188300 827100 Vehicle-Lease Purchase	0	28,900	28,900	27,916	27,916	23,200
This account covers the annual payments required under a lease purchase agreement for the following vehicles: #312 - van through 2019 (3 year lease) #327 - truck through 2021 (3 year lease) This line item also includes a new three year lease payment for the replacement of the .						
56188300 829000 Capital Outlay	39,750	120,000	120,000	24,619	75,000	120,000
For 2019, the following projects are proposed: SCADA Programming for process control and pretreatment Floor Coating in Control Building (lab and hallways) Residual Chlorine Metering System (pending NPDES permit reissuance) Control Room Bathroom Upgrade (floors) On-Line COD meter Masonry/Concrete Crack Repair						
TOTAL Sewer Treatment Expenses	4,602,625	5,223,181	5,396,733	4,205,238	5,186,223	5,505,485

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	64,260
56188300	611500	F	M	1.0000	Wastewater Operations Supervisor	65,153
56188300	611500	F	M	1.0000	Wastewater Analyst	52,020
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator II-C	58,587
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	50,981
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	49,376
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	47,945
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	47,945
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	47,945
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	47,945
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	55,194
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	55,194
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	50,040
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	47,998
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	43,860
56188300	611500	F	A	1.0000	Laboratory Technician I	52,042
TOTAL 611500 EMPLOYEES				16.0000		\$ 836,485

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Wastewater - Expenses						
Sewer Grounds Maintenance Expenses						
56188400 611501 Salary - Direct Invoice	8,169	13,000	13,000	0	10,169	12,000
Salaries of Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Salary expenses charges to this account are based on time sheets completed for each ground maintenance project.						
56188400 629901 Fringe - Direct Invoice	3,925	6,200	6,200	0	6,200	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	15,871	23,000	23,000	0	20,871	22,000
Operating supplies and expenses that are directly billed to the Wastewater Fund for work preformed at Wastewater facilities (plant, pump stations, etc.) Expenses charged to this account are based on time sheets completed for each ground maintenance project.						
TOTAL Sewer Grounds Maintenance Expenses	27,966	42,200	42,200	0	37,240	40,200
TOTAL Wastewater - Expenses	14,304,226	16,945,551	16,945,551	13,670,334	16,271,792	17,545,469

CITY OF LANCASTER

WATER FUND



2019 BUDGET

**CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>DESCRIPTION</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$26,723,460	\$26,908,043	\$184,583	0.7%
Miscellaneous Revenue	\$490,100	\$611,871	\$121,771	24.8%
Other Income	\$278,876	\$287,272	\$8,396	3.0%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$27,492,436	\$27,807,186	\$314,750	1.1%
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**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>BUREAU</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$14,062,512	\$14,189,358	\$126,846	0.9%
Transfer to General Fund	\$4,000,000	\$4,000,000	\$0	0.0%
Susquehanna Treatment Plant	\$3,116,379	\$3,167,086	\$50,707	1.6%
Conestoga Treatment Plant	\$2,811,470	\$2,842,224	\$30,754	1.1%
Transmission & Distribution	\$1,709,522	\$2,106,752	\$397,230	23.2%
Meter Shop	\$1,002,908	\$708,916	(\$293,992)	-29.3%
Grounds Maintenance	\$463,201	\$465,379	\$2,178	0.5%
Laboratory	\$326,444	\$327,471	\$1,027	0.3%
TOTAL WATER FUND EXPENSES	\$27,492,436	\$27,807,186	\$314,750	1.1%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
WATER FUND

Retained Earnings 12/31/2017		\$ 14,462,523
Projected Revenues: 2018	26,369,881	
Projected Expenditures: 2018	<u>(26,971,168)</u>	
Projected Current Operating Surplus/(Deficit) 2018 (Reduction to Retained Earnings)		<u>(601,287)</u>
Projected Retained Earnings 12/31/2018		13,861,236
Proposed Revenues: 2019	27,807,186	
Proposed Expenditures: 2019	<u>(27,807,186)</u>	
Proposed Current Operating Surplus/(Deficit) 2019		<u>-</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2019		<u>\$ 13,861,236</u>

Water - Revenues

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Water Revenues						
56200000 400900 Lien Interest & Costs	1	100	100	1,001	1,005	0
Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.						
56200000 404400 Rent of City Property	326,094	240,000	240,000	285,202	315,000	311,871
Revenue is derived from rental of space to cellular service providers for antennas.						
56200000 406300 Interest on Investment	1	0	0	6	0	0
Revenue is derived from the interest earned on idle funds.						
56200000 407100 Pension State Fund	264,296	278,876	278,876	278,876	278,876	287,272
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Water Fund employees.						
56200000 407700 Water Rents	26,302,964	26,723,460	26,723,460	23,357,348	25,450,000	26,908,043
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.						
56200000 407800 Meter Repairs	2,228	0	0	0	0	0
Revenue is derived from the reimbursement of meter repair costs by customers.						
56200000 407900 Reimb. - Meter Labor	227,980	175,000	175,000	263,636	275,000	250,000
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.						
56200000 408000 Miscellaneous Revenue	83,210	75,000	75,000	32,263	50,000	50,000
Revenues of the water system not otherwise credited.						
56200000 420000 Swr Grnds Exp Reimb	2,326	0	0	0	0	0
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).						
TOTAL Water Revenues	27,209,100	27,492,436	27,492,436	24,218,331	26,369,881	27,807,186
TOTAL Water - Revenues	27,209,100	27,492,436	27,492,436	24,218,331	26,369,881	27,807,186

Water - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Water Administration Expenses						
56289000 611000 Salary - Bureau Chief	32,640	32,773	33,313	28,300	33,469	33,428
This line item accounts for forty percent (40%) of the Public Works Deputy Director/City Engineer salary that are shared by the Water Fund and Sewer Fund and a Utility Engineer Manager.						
56289000 611500 Salaried Personnel	590,242	810,652	774,541	586,380	701,997	869,066
This line item accounts for the salaries of the Administration Section of the Bureau of Water.						
56289000 612000 Salary Temporary	17,248	0	8,000	7,764	8,000	0
56289000 618500 Overtime	642	300	300	488	500	0
Overtime expenses paid to administrative staff in the Water Bureau.						
56289000 619200 OPEB ARC Expense	859,054	875,724	875,724	0	875,724	875,724
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
56289000 620100 Educational Incentive	21,805	22,000	22,000	11,790	24,000	24,000
This account provides for bonuses per collective bargaining agreement with AFSCME for operators with State Certification by examination. There are currently fourteen employees with "A" certifications. This line item also provides a bonus for each employee that obtains a PaDEP transmission and distribution license ("E" certifications).						
56289000 620200 Medical Insurance	2,300,000	2,400,000	2,400,000	2,200,000	2,400,000	2,400,000
This line item accounts for medical insurance for employees in the Bureau of Water.						
56289000 620300 Dental/Vision	53,162	56,684	56,684	44,797	49,366	52,834
This line item accounts for employee dental and eye insurance premiums.						
56289000 620800 Social Security	338,295	366,703	366,703	293,903	354,355	350,561
This line item accounts for Social Security payments made for Bureau of Water employees.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289000 620900 Life Insurance	10,287	12,448	12,448	9,720	11,685	12,270
This line item accounts for life insurance expenses for Bureau of Water employees.						
56289000 623000 Pension Contribution	295,527	308,690	308,690	309,307	309,307	318,278
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.						
56289000 624000 Unemployment Compensation	587	10,000	10,000	6,902	10,000	10,000
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						
56289000 625000 Workers Compensation	125,664	100,000	100,000	47,364	100,000	100,000
This line item accounts for workers' compensation claims for Bureau of Water employees.						
56289000 714100 PC Lease	12,624	16,000	16,000	15,286	15,287	16,000
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Water Department staff.						
56289000 716000 Rental of Parking Lot	6,156	6,800	6,800	6,455	7,000	7,100
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.						
56289000 718000 Rental of Uniforms	14,075	14,300	14,300	11,943	14,300	14,300
Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
56289000 723000 Maint. - Equipment	11,891	12,800	20,300	17,083	18,000	18,000
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
56289000 731000 Advertising	3,471	3,500	3,500	3,028	3,050	3,000
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
56289000 734000 Postage	83,060	80,000	80,000	45,645	65,000	70,000
This account covers the postage for Water bills, the Safe Drinking Water Act requirement to annually distribute a Consumer Confidence Report, and the distribution of other public awareness information.						
56289000 735000 Printing	11,873	20,000	16,500	14,784	17,000	17,000
This account covers expenses for in-house and contracted printing, and the cost to print the Consumer Confidence Report (CCR) as required under the Safe Drinking Water Act (SDWA), and other public awareness information.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289000 736000 Telephone	44,745	45,000	45,000	43,026	56,000	60,000
This account covers telephone services, including cellular phones.						
56289000 737000 Travel	2,778	4,000	4,000	2,215	4,500	4,000
This account pays for all travel expenses incurred by personnel attending AWWA conferences on regional, state and national levels. This account also includes travel for the Director to attend AWWA and other water related conferences. Also pays for water bureau staff to travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.						
56289000 738000 Miscellaneous Expenses	374	500	500	33	300	500
This account covers items not specifically budgeted elsewhere, including customer relations and license fees.						
56289000 741000 Professional Services	411,233	600,000	588,500	245,094	300,000	400,000
This account pays for outside services including legal counsel, auditing, engineering consultation, and PUC rate case preparations. Also included are consulting services that address EPA requirements to perform additional studies and other projects related to the reauthorization of the Safe Drinking Water Act. In 2019, the City plans to file for a Distribution System Improvement Charge (DSIC) with the PUC.						
56289000 743000 Bank Service Charges	16,333	16,950	16,950	14,189	17,638	18,000
This line item accounts for the Water Fund's share of bank service charges.						
56289000 743100 Credit Card Fees	8,986	12,250	12,250	5,883	7,952	10,000
This line item accounts for the Water Fund's share of credit card company fees.						
56289000 744000 Contract Services	12,711	20,000	20,000	19,726	20,000	20,000
Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the water operations. Also includes IT technical staff and water contractors' fees. Started in 2011 and continuing 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.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289000 744500 Training & School	7,934	8,000	11,500	10,781	11,500	11,500
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.						
56289000 760300 Office Supplies	4,922	7,000	7,000	3,986	7,000	7,000
Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.						
56289000 772000 Insurance Package	207,162	220,000	220,000	189,814	215,457	226,230
This line item accounts for the insurance package for the Bureau of Water.						
56289000 820000 Minor Equipment	14,043	20,000	20,000	7,647	20,000	20,000
This line item accounts for the purchase of minor equipment and copier rental charges.						
56289000 820200 Safety Equipment	20,365	25,000	21,000	16,231	23,000	25,000
This line accounts for safety equipment, tools, and supplies for all sections within the Water Bureau. Additional signage and personnel protective gear and trench safety shoring are needed to comply with PennDot regulations and industry standard trenching practices, respectively.						
56289000 825000 Computer Equip/Software	9,241	20,000	20,000	8,080	8,100	10,000
This line item accounts for purchase of GIS equipment, public works CMMS software and water model program update.						
56289000 911000 Indirect Costs	710,866	719,916	719,916	659,923	719,916	820,314
This account pays for City support services, such as administrative services, legal services, fringe benefits and insurance. The amount charged to this line item is based upon calculations performed annually during an independent cost allocation plan.						
56289000 914000 Revenue Tsfr'd to City	3,500,000	4,000,000	4,000,000	3,666,667	4,000,000	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.						
56289000 923000 Paying Agent Fees	290	1,700	1,700	1,000	1,300	1,700
This line reflects paying agent fees on the 2009, 2011, 2014 and 2016 General Obligation bonds.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289000 924000 Debt Service - Interest	4,929,690	5,528,792	5,528,792	5,526,109	5,528,792	5,453,153
This line reflects interest payments on the 2009, 2011, 2014 and 2016 (2007 refinancing) General Obligation bonds and the 2015 Note (2010 refinancing).						
56289000 926000 Debt Service - Principal	0	1,699,600	1,699,600	1,699,600	1,699,600	1,910,400
This line reflects principal redemption on the 2009, 2011, 2014 and 2016 (2007 refinancing) General Obligation bonds and the 2015 Note (2010 refinancing).						
TOTAL Water Administration Expenses	14,689,976	18,098,082	18,062,511	15,780,943	17,659,095	18,189,358

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	33,428
TOTAL 611000 EMPLOYEES				0.3000		\$ 33,428
56289000	611500	F	M	1.0000	Water Utility Manager	100,000
56289000	611500	F	M	1.0000	Deputy Director PW Construction	109,664
56289000	611500	F	M	1.0000	Utility Engineer	61,144
56289000	611500	F	M	1.0000	Engineering Tech Specialist	64,626
56289000	611500	F	M	0.8000	GIS Analyst	40,562
56289000	611500	F	M	1.0000	Water Treatment Engineer	77,494
56289000	611500	F	M	0.4270	Bureau Chief Proc. & Collections	30,053
56289000	611500	F	M	0.2500	Information Services Manager	19,761
56289000	611500	F	M	0.2700	Communications Specialist	11,877
56289000	611500	F	M	0.4270	Customer Service Supervisor	23,596
56289000	611500	F	A	0.4270	Billing Clerk	21,368
56289000	611500	F	A	0.4270	Billing Coordinator 1	20,997
56289000	611500	F	A	0.4270	Billing Coordinator 2	18,729
56289000	611500	F	A	0.4270	Cashier/Service Clerk	17,818
56289000	611500	F	A	0.4270	Cashier/Service Clerk	17,818
56289000	611500	F	A	0.4270	Cashier/Service Clerk	16,242
56289000	611500	F	A	0.4270	Customer Care Coordinator	22,222
56289000	611500	F	A	0.4270	Customer Care Coordinator	19,337
56289000	611500	F	A	0.4270	Customer Care Coordinator	18,729
56289000	611500	F	A	0.4270	Customer Care Coordinator	18,729

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56289000	611500	F	A	0.4270	Mail & Print Operator	15,355
56289000	611500	F	A	0.4270	Purchasing Coordinator	18,729
56289000	611500	F	A	0.4270	Revenue Clerk	19,272
56289000	611500	F	A	0.4270	Secretary I	18,903
					Available for Merit - NonBargaining	27,744
					Available for Merit - AFSCME	30,428
				Subtotal Full-Time		
				13.1522		
56289000	611500	P	A	0.4270	Data Entry Operator I	9,137
				Subtotal Part-Time		
				0.4270		
TOTAL 611500 EMPLOYEES				13.5792		\$ 870,333
TOTAL EMPLOYEES				13.8792		\$ 903,762

Water - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Susquehanna Treatment Plant Expenses						
56289100 611500 Salaried Personnel	871,949	887,060	895,379	770,648	901,308	918,826
This line item accounts for salaries at the SWTP.						
56289100 612000 Salary Temporary	3,675	0	0	3,906	3,906	5,760
Expense for interns from Thadeus Stephens Water/Wastewater program.						
56289100 618500 Overtime	103,317	90,000	140,000	113,673	140,000	105,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.						
56289100 721000 Maint. - Buildings	30,825	75,000	75,000	12,641	64,500	65,000
This account provides for the general upkeep of all buildings at Susquehanna Water Treatment Plant including low and high service pumping stations, centrifuge building, filter building, membrane building, the Oyster Point Reservoir, and all roads on these properties.						
56289100 722000 Maint. - Communications	640	1,500	1,500	395	1,500	1,500
This account provides for repairs on the SCADA System at the SWTP.						
56289100 723000 Maint. - Equipment	194,325	260,000	260,000	230,849	260,000	260,000
This line item provides for the maintenance of equipment used in the purification of water at the SWTP. Items included are instruments, clarifiers, centrifuges, chemical feeders, filters, chemical feed valves, valve motor and mixer expenses. The overhaul maintenance program for all pumps and continued repairs on the grit machines are necessary due to foreign objects being periodically drawn in from the river.						
56289100 729000 Maint. - Vehicles	14,007	17,000	17,000	9,145	12,000	17,000
This line provides for repair and maintenance of all vehicles used by the SWTP for the maintenance and operation of equipment, and that is shared with other sub-bureaus. Vehicles covered include one large dump truck (201), one 3/4-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), and a Supervisor's vehicle (229).						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289100 746500 Water Utility Expense	13,458	15,000	15,000	12,372	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.						
56289100 748000 Sludge	102,887	90,000	140,000	113,185	140,000	100,000
This is the cost to haul and properly dispose of the sludge byproduct. This account also includes sewage disposal to LASA for the membrane plant.						
56289100 752000 Power Electric	7,656	950,000	850,000	593,690	850,000	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.						
56289100 760600 Operating Supplies	4,196	5,000	5,000	4,315	5,000	5,000
This line item accounts for items required to maintain buildings and all pump stations. This would include paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.						
56289100 761800 Chemicals	577,164	600,000	600,000	462,603	600,000	600,000
This account provides for all chemicals employed in the purification of drinking water at the Susquehanna Filter Plant. The optimum daily production capacity at the SWTP is 15 million gallons per day.						
56289100 765400 Gas Oil & Diesel	14,579	15,000	15,000	10,634	15,000	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.						
56289100 766000 Heating Oil	39,960	45,000	45,000	35,257	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.						
56289100 820000 Minor Equipment	5,874	7,500	7,500	6,743	7,500	7,500
This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.						
56289100 827000 Vehicles	0	50,000	50,000	25,104	28,484	56,500
This line accounts for expenditures made for new and replacement equipment.						
TOTAL Susquehanna Treatment Plant Expenses	1,984,512	3,108,060	3,116,379	2,405,160	3,089,198	3,167,086

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	65,528
56289100	611500	F	M	1.0000	Plant Maintenance Supervisor	61,208
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	58,587
56289100	611500	F	A	1.0000	Plant Maint Mechanic III	54,167
56289100	611500	F	A	1.0000	Instrument Technician	58,199
56289100	611500	F	A	1.0000	Plant Maint Mechanic	49,424
56289100	611500	F	A	1.0000	Plant Maint Mechanic	49,424
56289100	611500	F	A	1.0000	Water Plant Operator 2	56,334
56289100	611500	F	A	1.0000	Water Plant Operator 2	56,334
56289100	611500	F	A	1.0000	Water Plant Operator 2	54,167
56289100	611500	F	A	1.0000	Water Plant Operator 2	54,167
56289100	611500	F	A	1.0000	Water Plant Operator 2	54,167
56289100	611500	F	A	1.0000	Water Plant Operator 2	52,176
56289100	611500	F	A	1.0000	Water Plant Operator 2	50,981
56289100	611500	F	A	1.0000	Water Plant Operator 2	49,376
56289100	611500	F	A	1.0000	Water Plant Operator 2	47,945
56289100	611500	F	A	1.0000	Water Plant Operator 2	46,642

TOTAL 611500 EMPLOYEES

17.0000

\$ 918,826

Water - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Conestoga Treatment Plant Expenses						
56289200 611500 Salaried Personnel	806,437	888,084	895,345	738,027	879,946	910,464
This line item accounts for the salaries of personnel at the CWTP.						
56289200 612000 Salary Temporary	3,786	5,760	5,560	4,025	4,025	5,760
Thaddeus Stephens has a Water/Wastewater program. This account pays for 12 weeks of summer interns.						
56289200 618500 Overtime	59,385	65,000	65,000	54,484	65,000	65,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance repairs, and operator shortages. The treatment plant operates 24 hours per day, seven days a week and must be staffed at those times.						
56289200 721000 Maint. - Buildings	68,060	100,000	93,000	73,540	85,000	100,000
Account provides for the general upkeep of roofs, boilers, painting, HVAC units of all buildings at CWTP and T&D Beaver Street. This includes pumping stations, sludge building, dam, meter shop, membrane building and the old filter plant. Also included are the water tanks at Blossom Hill, Neffsville, Lampeter, Willow Street, and Reservoir Park; the pumping stations are Hess Boulevard, Lampeter, Willow Street, Northwest, East and all roads on these properties.						
56289200 722000 Maint. - Communications	220	500	500	180	500	500
This account provides for repairs on all 2-way radios and communication equipment at the CWTP.						
56289200 723000 Maint. - Equipment	251,987	250,000	290,000	244,168	300,000	250,000
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.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289200 729000 Maint. - Vehicles	24,051	25,000	25,000	24,283	30,000	25,000
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.						
56289200 748000 Sludge	124,631	150,000	150,000	148,859	200,000	175,000
Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Wasterwater Fund for excess suspended solids, which are pumped daily to the Wastewater system from the equalization tank at the CWTP. We take a representative sample of our total suspended solids (TSS) weekly.						
56289200 752000 Power Electric	5,701	575,000	565,000	441,555	560,000	575,000
Account provides for electricity to operate all pumping stations and Conestoga Filter Plant. The City of Lancaster locked in an energy price of \$0.071001/kWh. For 2019, CWTP based its electric cost on an average of the past twelve months operating the new plant.						
56289200 760600 Operating Supplies	6,470	7,500	7,500	4,551	7,000	7,500
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.						
56289200 761800 Chemicals	389,531	442,285	437,285	329,934	437,285	450,000
This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.						
56289200 765400 Gas Oil & Diesel	12,704	12,500	19,500	14,773	20,000	20,000
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - CWTP. Requested budget is based upon past usage.						
56289200 766000 Heating Oil	44,869	50,000	50,000	35,682	55,000	50,000
This account provides for fuel for heating at the Conestoga Filter Plant, Membrane Filter Plant, Strainer/Carbon Feed Building, Administration Building and Beaver Street Garage. The Filter Plants and Strainer/Carbon feed buildings use natural gas while the Beaver Street and the Admin Building heat with oil.						
56289200 827000 Vehicles	0	32,780	32,780	32,735	32,735	33,000
Cost of replacement vehicles at the CWTP. CWTP provides for payment to two 5 year lease purchase						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289200 829000	Capital Outlay	0	200,000	175,000	38,602	125,000	175,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Conestoga Treatment Plant Expenses	1,797,832	2,804,409	2,811,470	2,185,398	2,801,491	2,842,224

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	61,208
56289200	611500	F	M	1.0000	Water Production Supervisor	83,402
56289200	611500	F	M	1.0000	Chief Water Plant Operator	59,299
56289200	611500	F	A	1.0000	Instrument Technician	52,255
56289200	611500	F	A	1.0000	Laborer	38,219
56289200	611500	F	A	1.0000	Plant Maint Mechanic	53,457
56289200	611500	F	A	1.0000	Plant Maint Mechanic	49,424
56289200	611500	F	A	1.0000	Plant Maint Mechanic	42,770
56289200	611500	F	A	1.0000	Plant Maint Mechanic 3	58,587
56289200	611500	F	A	1.0000	Water Plant Operator 1	53,848
56289200	611500	F	A	1.0000	Water Plant Operator 2	54,167
56289200	611500	F	A	1.0000	Water Plant Operator 2	54,167
56289200	611500	F	A	1.0000	Water Plant Operator 2	53,371
56289200	611500	F	A	1.0000	Water Plant Operator 2	49,376
56289200	611500	F	A	1.0000	Water Plant Operator 2	51,024
56289200	611500	F	A	1.0000	Water Plant Operator 2	47,945
56289200	611500	F	A	1.0000	Water Plant Operator 2	47,945

TOTAL 611500 EMPLOYEES

17.0000

\$

910,464

Water - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Water Transmission & Distribution Expenses						
56289400 611500 Salaried Personnel	842,253	733,209	742,322	661,707	766,903	754,752
Covers salaries of the Bureau of Water - T & D employees.						
56289400 612000 Salary Temporary	11,971	18,000	18,200	17,825	17,825	19,000
Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program also the yellow painting of curbs in front of fire hydrants.						
56289400 618500 Overtime	36,025	40,000	44,000	38,019	40,000	40,000
The weather, the age of the system, and the increased size of the system were considered in estimating the overtime budget. This line also covers crews performing special flushing and maintenance duties, along with special assignments and assisting with City snow plowing.						
56289400 723000 Maint. - Equipment	6,160	7,000	7,000	6,445	7,000	8,000
This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, pumps, paving saw, and pipe saws.						
56289400 725000 Maint. - Mains	94,970	100,000	106,000	102,268	105,000	110,000
This line item covers the purchase of water pipe, valves, roadway valve boxes, repair clamps, and valve box raisers for paving projects, automatic flushing devices, installation of PRVs, and other water line appurtenances/services.						
56289400 728000 Maint. - Service Lines	33,652	50,000	44,000	32,334	50,000	50,000
Cost of materials for the installation of new service lines and the replacement of old broken service lines.						
56289400 729000 Maint. - Vehicles	45,290	66,000	80,000	62,091	76,000	76,000
The Motor Vehicle Section maintains construction equipment and vehicles such as backhoes, loaders, compressor trucks, dump trucks and pick-up trucks. This item covers the cost of maintaining these vehicles at outside repair facilities and the City's Central Garage, including any emissions monitoring/control requirements. Also the payment of GPS tracking on several vehicles used for winter road maintenance.						
56289400 741000 Professional Services	620	8,000	0	0	8,000	8,000
This line item covers surveying, design, computer services, support, plan reviews and computer modeling.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289400 744000 Contract Services	17,106	20,000	40,000	38,232	40,000	40,000
1. One Call System for utility locates. 2. Plumbing contractor assistance contract. 3. Heavy construction equipment and trackhoe services. 4. Photocopier and computer maintenance services. 5. Leak detection, geological scans & cathodic protection services.						
56289400 747000 Trench Paving	36,481	300,000	300,000	84,345	300,000	300,000
This line item covers the cost of restoring street surfaces at water treach excavations. Excavations are located throughout the water system. This treach restoration work is performed by outside contract.						
56289400 747500 Curb & Sidewalk	12,401	100,000	64,000	714	100,000	100,000
This line item covers the cost of replacing sidewalks removed during the installation of water service lines, maintenance operations and fire hydrants. Work to be done by outside contract and City forces.						
56289400 748200 Stone	49,375	55,000	55,000	54,997	55,000	55,000
Purchase of stone for trench repairs.						
56289400 748400 Spoil Removal	6,715	15,000	15,000	4,080	15,000	20,000
Costs of removal of debris, etc. from trench digging and repair.						
56289400 760600 Operating Supplies	12,323	16,000	16,000	11,935	16,000	17,000
The purchase of items such as grease, lubricants, motor oil, gasket materials, drafting supplies, rental of acetylene/oxygen tanks, print paper, meal tickets, hand tools, fax and copier and computer supplies, janitorial supplies, CDL reimbursement, and saw blades.						
56289400 765400 Gas Oil & Diesel	35,972	33,000	47,000	39,596	47,000	43,000
Gasoline, diesel and cng fuels are included in this line item.						
56289400 820000 Minor Equipment	14,609	16,000	6,000	2,634	16,000	16,000
This item covers the purchase of minor equipment.						
56289400 824000 Hydrants	44,014	45,000	57,000	54,910	57,000	55,000
This line item covers the repair, replacement and purchase of new fire hydrants, and the purchase of fire hydrant security devices. These devices are approved by the City Fire Department and recommended to prevent terrorism, vandalism and unauthorized flushing. This line item also covers the cost of painting materials for summer hydrant painting reinstated in 2006.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289400 827100 Vehicle-Lease Purchase	0	48,000	48,000	35,017	48,000	45,000
This line item establishes the annual lease payment for Vehicle #210, lease complete in 2019. Vehicle # 254 lease complete in 2021, Vehicle # 259, lease complete in 2021. vehicle # 211 lease complete in 2023.						
56289400 829000 Capital Outlay	48,848	300,000	20,000	19,876	20,000	350,000
This line item covers the relining and/or replacement of distribution mains due to age and deterioration that result in broken mains and brown water complaints.						
TOTAL Water Transmission & Distribution Expenses	1,348,784	1,970,209	1,709,522	1,267,024	1,784,728	2,106,752

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	70,381
56289400	611500	F	M	1.0000	Labor Supervisor II	62,603
56289400	611500	F	M	1.0000	Labor Supervisor I	52,928
56289400	611500	F	M	1.0000	Labor Supervisor I	52,928
56289400	611500	F	A	1.0000	Utility Locator	53,457
56289400	611500	F	A	1.0000	Equipment Operator 2	50,938
56289400	611500	F	A	1.0000	Equipment Operator 2	50,938
56289400	611500	F	A	1.0000	Equipment Operator 1	48,069
56289400	611500	F	A	1.0000	Equipment Operator 1	48,069
56289400	611500	F	A	1.0000	Equipment Operator 1	46,220
56289400	611500	F	A	1.0000	Maintenance Worker	46,466
56289400	611500	F	A	1.0000	Maintenance Worker	44,679
56289400	611500	F	A	1.0000	Maintenance Worker	44,679
56289400	611500	F	A	1.0000	Maintenance Worker	44,679
56289400	611500	F	A	1.0000	Laborer	37,718
TOTAL 611500 EMPLOYEES				15.0000		\$ 754,752

Water - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Water Meter Shop Expenses						
56289500 611500 Salaried Personnel	493,513	573,362	527,108	364,922	421,673	491,416
This account provides for the salaries of the Meter Shop.						
56289500 612000 Salary Temporary	6,068	5,500	5,500	6,051	6,100	5,000
This account provides for temporary help in the Meter Shop. (Summer employees to assist with reading)						
56289500 618500 Overtime	3,137	5,000	5,000	3,469	5,000	5,000
This account provides for emergency meter repairs, leak repairs, temporary services and other associated problems. Cost is based on past trends.						
56289500 726000 Maint. - Meters	12,911	25,000	70,500	30,175	50,000	75,000
This account covers water meter repairs, 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 Itron project supplies. Item examples listed above. Also covers any office supplies						
56289500 729000 Maint. - Vehicles	15,845	17,500	17,500	8,921	12,000	17,500
This account provides for maintenance parts and repair of vehicles used by Water Meter personnel and Customer Service. Budget is based on past vehicle reliability and maintenance history.						
56289500 765400 Gas Oil & Diesel	11,126	15,000	15,000	8,421	10,000	15,000
This account provides for gas and oil for vehicles utilized in the Meter Shop operations, and vehicle 723 assigned to Customer Service Turn off/on Technician.						
56289500 823500 Meters	108,771	75,000	345,000	343,996	343,996	75,000
This account covers new meters installed in the system as well as replacements of all meters for PUC regulated 20 years and older which include straight read and remote. It also includes frozen, damaged and 1993 dash problem meters.						
56289500 827100 Vehicle-Lease Purchase	0	12,800	17,300	17,077	25,000	25,000
This code is for the lease purchase and replacement of vehicles used for the Meter Shop and part of Treasury vehicle.						

		2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
TOTAL	Water Meter Shop Expenses	651,372	729,162	1,002,907	783,032	873,769	708,916

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	55,183
56289500	611500	F	M	1.0000	Assistant Meter Supervisor	50,408
56289500	611500	F	A	1.0000	Backflow/Cross Connection	45,052
56289500	611500	F	A	0.6973	Utility Service Coordinator	28,898
56289500	611500	F	A	1.0000	Water Service Clerk	49,173
56289500	611500	F	A	1.0000	Wtr Meter Technician	47,881
56289500	611500	F	A	1.0000	Wtr Meter Technician	44,268
56289500	611500	F	A	1.0000	Wtr Meter Technician	44,268
56289500	611500	F	A	1.0000	Wtr Meter Technician	44,268
56289500	611500	F	A	1.0000	Wtr Meter Technician	41,664
56289500	611500	F	A	1.0000	Wtr Meter Technician	40,353
TOTAL 611500 EMPLOYEES				10.6973		\$ 491,416

Water - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Water Grounds Maintenance Expenses						
56289600 611000 Salary - Bureau Chief	8,534	8,348	8,448	7,164	8,481	8,516
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	390,406	367,522	370,986	304,243	355,256	379,199
Salaries of the Water - Grounds Maintenance personnel.						
56289600 612000 Salary Temporary	6,970	7,500	3,151	3,151	7,500	7,500
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).						
56289600 618500 Overtime	7,158	12,000	12,000	5,108	10,000	12,000
This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.						
56289600 718000 Rental of Uniforms	1,502	2,000	2,000	1,281	2,000	2,000
This code is the expense of uniform rental of nine employees.						
56289600 721000 Maint. - Buildings	0	600	600	0	0	600
This code is the expense for grounds maintenance repairs around all water buildings and for the recycling program.						
56289600 723000 Maint. - Equipment	1,399	1,850	1,850	1,850	1,850	1,850
This code is for the repair and maintenance of all grounds maintenance equipment.						
56289600 729000 Maint. - Vehicles	4,431	4,500	4,500	4,395	6,000	4,500
This code is for vehicle repair and maintenance of motor vehicles.						
56289600 760600 Operating Supplies	1,313	1,530	1,530	965	1,530	1,530
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.						
56289600 765400 Gas Oil & Diesel	6,751	7,000	11,349	7,507	11,000	10,000
This code is the gasoline expenses for equipment and vehicles.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56289600 820000 Minor Equipment	3,690	25,000	25,000	20,157	20,500	19,500
This code is to purchase minor equipment for water grounds maintenance. This code will also be used to update existing radio communications. 2nd payment of 5 for Ridge Runner mower #465 - \$10,199.00						
56289600 827100 Vehicle-Lease Purchase	0	21,787	21,787	21,787	21,787	18,184
4th payment of 5 for #458 - John Deer Mower - \$7,009.05 3rd payment of 5 for #438 - Crew Cab - \$11,174.02						
TOTAL Water Grounds Maintenance Expenses	432,153	459,637	463,201	377,608	445,904	465,379

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

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

56289600	611000	F	M	0.1000	Facilities Manager	8,516
TOTAL 611000 EMPLOYEES				0.1000		\$ 8,516
56289600	611500	F	M	1.0000	Labor Supervisor I	53,117
56289600	611500	F	M	0.2000	Building Maintenance Supervisor	10,545
56289600	611500	F	A	1.0000	Laborer	37,016
56289600	611500	F	A	1.0000	Laborer	37,016
56289600	611500	F	A	1.0000	Laborer	37,016
56289600	611500	F	A	1.0000	Laborer	37,016
56289600	611500	F	A	1.0000	Laborer	37,918
56289600	611500	F	A	1.0000	Utility Operator	46,500
56289600	611500	F	A	1.0000	Utility Operator	41,664
56289600	611500	F	A	1.0000	Utility Operator	41,391
TOTAL 611500 EMPLOYEES				9.2000		\$ 379,199
TOTAL EMPLOYEES				9.3000		\$ 387,714

Water - Expenses

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Water Laboratory Expenses						
56289800 611500 Salaried Personnel	195,120	216,588	220,155	181,498	218,239	221,181
This line item accounts for the salaries of the Water Quality Laboratory Department.						
56289800 618500 Overtime	344	500	500	0	500	500
This account covers any testing that may be required in the time of emergency or to fill in for long-term illness.						
56289800 723000 Maint. - Equipment	150	850	850	0	200	1,350
This budget covers repairs and calibration of instruments used in the lab.						
56289800 744000 Contract Services	31,576	39,140	39,140	25,350	35,000	39,140
This account provides for tests required by PA DEP/EPA regulations, to be analyzed by a certified laboratory. 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.						
56289800 761500 Laboratory Supplies	53,590	60,255	60,255	50,240	58,000	60,255
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.						
56289800 827000 Vehicles	0	5,544	5,544	5,043	5,044	5,045
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.						
TOTAL Water Laboratory Expenses	280,780	322,877	326,444	262,132	316,983	327,471
TOTAL Water - Expenses	21,185,410	27,492,436	27,492,436	23,061,297	26,971,168	27,807,186

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	59,972
56289800	611500	F	M	1.0000	Water Quality Analyst	54,824
56289800	611500	F	M	1.0000	Laboratory Technician II	52,928
56289800	611500	F	A	1.0000	Laboratory Technician I	53,457
TOTAL 611500 EMPLOYEES				4.0000		\$ 221,181

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



**CITY OF
LANCASTER**

A City Authentic

2019 BUDGET

**CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY
2018 BUDGET VS. 2019 BUDGET**

<u>DESCRIPTION</u>	<u>2018 BUDGET</u> (as amended)	<u>2019 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$3,775,000	\$3,910,000	\$135,000	3.6%
Miscellaneous Revenue	\$318,000	\$333,000	\$15,000	4.7%
Other Income	\$17,908	\$26,096	\$8,188	45.7%
Use of Retained Earnings	\$175,332	\$266,090	\$90,758	0.0%
TOTAL SOLID WASTE FUND REVENUES & SOURCES OF FUNDS	\$4,286,240	\$4,535,186	\$248,946	5.8%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SOLID WASTE & RECYCLING FUND

Retained Earnings 12/31/2017		\$ 1,350,986
Projected Revenues: 2018	4,160,781	
Projected Expenditures: 2018	<u>(4,252,294)</u>	
Projected Current Operating Surplus/(Deficit) 2018 (Reduction to Retained Earnings)		<u>(91,513)</u>
8Projected Retained Earnings 12/31/2018		1,259,473
Proposed Revenues: 2019	4,269,096	
Proposed Expenditures: 2019	<u>(4,535,186)</u>	
Proposed Current Operating Surplus/(Deficit) 2019 (Use of Retained Earnings)		<u>(266,090)</u>
Projected Retained Earnings 12/31/2019		<u><u>\$ 993,383</u></u>

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Solid Waste & Recycling - Revenues						
Solid Waste and Recycling Revenues						
56300000 400500 Penalty Current Tax	12,837	25,000	25,000	51,104	52,000	38,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.						
56300000 402600 District Judge Fines	2,555	5,000	5,000	0	0	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	11	0	0	27	10	0
Revenue is derived from the interest earned on idle funds.						
56300000 407100 Pension State Fund	20,097	17,908	17,908	17,908	17,908	26,096
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	116,998	100,000	100,000	100,863	100,863	75,000
DEP Section 904 Performance Grant based on documented tons of recycled materials.						
56300000 408000 Miscellaneous Revenue	33,293	18,000	18,000	15,029	16,000	15,000
Revenue is derived from the sale of miscellaneous recyclable materials.						
56300000 413600 Discounts Taken	16,893	0	0	28,574	29,000	0
Discounts earned for early payment are recognized as revenues in Munis.						
56300000 417200 Trash Fees	3,755,846	3,775,000	3,775,000	3,730,623	3,775,000	3,910,000
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.						
56300000 417300 LCSWMA Rebate	176,086	170,000	170,000	86,014	170,000	200,000
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	175,332	175,332	0	0	266,090
The Fund Balance exists due to prior year's operating surpluses.						
TOTAL Solid Waste and Recycling Revenues	4,100,830	4,286,240	4,286,240	3,972,994	4,160,781	4,535,186

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	RECEIVED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
TOTAL Solid Waste & Recycling - Revenues	4,100,830	4,286,240	4,286,240	3,972,994	4,160,781	4,535,186

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
Solid Waste & Recycling - Expenses						
Solid Waste and Recycling Expenses						
56387000 611000 Salary - Bureau Chief	79,476	78,926	80,626	68,484	80,930	87,000
Salary of the Manager of Solid Waste and Recycling.						
56387000 611500 Salaried Personnel	309,143	460,222	411,176	339,683	405,061	474,027
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, and full-time and part-time Recycling Program Aides (three), are included in this line item. These are all referred to as Program Staff.						
56387000 612000 Salary Temporary	5,411	3,000	3,000	2,473	3,000	3,000
Expenses paid to an employment agency or contractors for temporary services required by Program Staff at PAC, the Recycling Center or other program initiatives, including internships.						
56387000 618500 Overtime	4,286	4,000	4,000	3,739	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.						
56387000 620200 Medical Insurance	100,000	100,000	100,000	91,667	100,000	115,000
Medical insurance for Program Staff.						
56387000 620300 Dental/Vision	3,584	4,070	4,070	3,772	4,000	4,000
Dental and eye insurance premiums for Program Staff.						
56387000 620800 Social Security	29,187	43,468	43,468	30,654	40,714	46,533
Social security payments for Program Staff.						
56387000 620900 Life Insurance	646	779	779	687	710	750
Life insurance expenses for Program Staff.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56387000 623000 Pension Contribution	23,005	20,400	20,400	21,116	21,117	29,198
City pension plan costs for Program Staff.						
56387000 625000 Workers Compensation	3,522	5,000	67,346	65,438	77,346	10,000
Workers' compensation claims for Program Staff.						
56387000 712500 Space Rental	0	0	0	0	0	12,000
Annual cost to lease space at Burle Business Park LP for storage of Recycling Center commodities, as well as inventoried recycling curb carts, containers and yard waste bags.						
56387000 714100 PC Lease	3,607	4,500	4,500	4,393	4,393	4,500
Annual state contract lease costs for PCs and laptop computers and annual license fee for Office 365 for Program Staff.						
56387000 716000 Rental of Parking Lot	3,582	3,700	3,700	3,319	3,700	2,500
Parking space rental for Program Staff.						
56387000 718000 Rental of Uniforms	182	400	400	191	300	600
Weekly rental costs of uniforms for Program Staff.						
56387000 723000 Maint. - Equipment	16,424	20,000	20,000	17,443	28,500	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, maintenance of balers, forklift and other equipment used at the Recycling Center, and fuel for the forklift.						
56387000 729000 Maint. - Vehicles	4,839	4,000	5,000	4,048	4,048	4,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff						
56387000 731000 Advertising	11,507	17,000	17,000	931	12,000	13,000
Advertising and promotion expense for newsletters, meetings and publicity materials paid for current and new recycling program initiatives, including special collections for White Goods, Yard Waste, Leaves and Christmas Trees.						
56387000 732000 Dues & Subscriptions	1,796	1,800	1,800	1,737	1,800	1,900
Membership dues for professional organizations and subscriptions to trade journals.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56387000 734000 Postage	20,645	40,000	39,000	18,108	36,000	35,000
Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail, new customer startup packets and the annual newsletter.						
56387000 735000 Printing	3,987	7,000	7,000	3,939	7,000	7,500
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.						
56387000 736000 Telephone	6,266	8,000	8,000	4,872	8,000	8,000
Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.						
56387000 737000 Travel	1,159	3,000	1,500	976	1,500	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.						
56387000 741000 Professional Services	10,000	10,000	10,000	2,307	10,000	10,000
External services including legal counsel and auditing.						
56387000 743100 Credit Card Fees	4,117	7,200	7,200	2,290	4,001	5,000
Bureau's portion of credit card fees charged based on revenue collected.						
56387000 744500 Training & School	3,434	5,000	5,000	4,546	5,000	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.						
56387000 745100 Hauling Fees	1,761,414	1,790,000	1,790,000	1,479,993	1,778,000	1,805,000
Service fees specified in the Solid Waste Collection Contract with Penn Waste, Inc. for Collection of Refuse and Recyclable Materials from Residential Units, Eligible Commercial Establishments and Municipal Facilities.						
56387000 745200 Tipping Fees	1,327,442	1,395,000	1,395,000	1,112,919	1,395,000	1,540,000
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 and other Recycling Facilities; and for contract services for White Goods collection.						
56387000 752000 Power Electric	2,456	2,700	2,700	2,258	3,000	3,000
Electricity to operate the Recycling Center.						

	2017 ACTUAL	2018 ORIGINAL BUDGET	2018 AMENDED BUDGET	EXPENDED YTD 11/19/2018	2018 PROJECTED	2019 PROPOSED
56387000 760300 Office Supplies	3,697	4,000	5,500	4,281	5,500	5,000
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.						
56387000 760600 Operating Supplies	53,766	70,000	55,000	30,599	40,000	90,000
Supplies needed to perform essential functions to enforce the solid waste ordinance, operate the Recycling Center, purchase recycling containers and yard waste bags, purchase staff shirts and shoes, and fund petty cash expenditures.						
56387000 765400 Gas Oil & Diesel	8,081	9,000	9,000	7,043	9,000	9,000
Fuel and oil needed to operate vehicles used by Program Staff to conduct field inspections, collect trash and recyclable materials, and operate the Recycling Center.						
56387000 766000 Heating Oil	3,583	3,900	3,900	1,963	3,900	3,900
Natural Gas to heat the Recycling Center.						
56387000 772000 Insurance Package	5,917	6,965	6,965	6,880	7,000	7,350
Property and liability coverage for all Bureau facilities and vehicles.						
56387000 820000 Minor Equipment	5,256	13,000	13,000	2,823	7,000	7,000
Incidental equipment needed for Program Staff.						
56387000 827100 Vehicle-Lease Purchase	0	12,369	12,369	12,433	12,433	16,283
Lease purchase for vehicles used by program staff for collecting/transporting recyclables, delivering yard waste bags/recycling containers, and performing other program functions.						
56387000 911000 Indirect Costs	122,920	127,841	127,841	117,188	127,841	143,145
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.						
56387000 924000 Debt Service - Interest	606	0	0	0	0	0
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.						
TOTAL Solid Waste and Recycling Expenses	3,944,944	4,286,240	4,286,240	3,475,193	4,252,294	4,535,186
TOTAL Solid Waste and Recycling - Expenses	3,944,944	4,286,240	4,286,240	3,475,193	4,252,294	4,535,186

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 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	80,505
TOTAL 611000 EMPLOYEES				1.0000		\$ 80,505
56387000	611500	F	M	0.1360	Bureau Chief Proc. & Collections	9,570
56387000	611500	F	M	0.1360	Customer Service Supervisor	7,513
56387000	611500	F	M	0.0500	Communications Specialist	2,200
56387000	611500	F	M	1.0000	Labor Supervisor I	54,060
56387000	611500	F	A	0.1360	Purchasing Coordinator	5,964
56387000	611500	F	A	0.1360	Billing Coordinator 2	5,964
56387000	611500	F	A	1.0000	Customer Service Coordinator	52,042
56387000	611500	F	A	1.0000	Recyclable Materials Coordinator	50,324
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	53,457
56387000	611500	F	A	1.0000	Program Officer, SW Edu & Enf	46,517
56387000	611500	F	A	0.1360	Customer Care Coordinator	5,964
56387000	611500	F	A	0.1360	Cashier/Service Clerk	6,082
56387000	611500	F	A	0.1360	Customer Care Coordinator	7,076
56387000	611500	F	A	0.1360	Customer Care Coordinator	5,964
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,157
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,172
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,674
56387000	611500	F	A	0.1360	Billing Coordinator	6,686
56387000	611500	F	A	0.1360	Revenue Clerk	6,137
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,804

**CITY OF LANCASTER
STAFFING SCHEDULE
2019 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56387000	611500	F	A	0.1360	Mail & Print Operator	4,889
56387000	611500	F	A	1.0000	Maintenance Worker	46,466
56387000	611500	F	A	1.0000	Recycling Program Aide 2	35,007
					Available for Merit - NonBargaining	3,077
					Available for Merit - AFSCME	3,937
				Subtotal Full-Time		
				7.0896		
56387000	611500	P	A	0.1360	Data Entry Operator I	3,072
56387000	611500	P	A	1.0000	Recycling Program Aide 2	16,628
56387000	611500	P	A	1.0000	Recycling Program Aide 1	11,627
				Subtotal Part-Time		
				2.1360		
TOTAL 6115 EMPLOYEES				11.2255		\$ 474,027
TOTAL EMPLOYEES				12.2255		\$ 554,532