



CITY OF
LANCASTER

Adopted 2020 Budget

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

Danene Sorace
Mayor

Good Evening, Members of City Council and the Public. Tonight, I present for your review and consideration the proposed budget for 2020.

I'm pleased to report that due to overall efficiencies and solid management along with consistent engagement and support among our three bargaining units, we have been able to keep the increase in the General Fund budget below the historic average of 3% at 2.89%. And because the general fund reserves are ending in a strong place this year, there will be no property tax increases for 2020.

This is good news.

And it is temporary. It buys us 12 more months to work at addressing Lancaster's structural deficit — again through a combination of reducing expenses and increasing revenues. This structural deficit has led to raising property taxes 8 out of the last 14 years, but not this year!

We are taking another look under the hood — so to speak — at our expenses with the help of PFM, a financial and management advisory consulting firm. The cost of their work is being split between the City and DCED. This year's budget reflects a one-time cost of \$62,000. We are eager for their analysis and for continued ways we can work more efficiently and effectively.

We are also seeking changes to how the city generates revenue. The only significant revenue source that pays for police, fire, streets, parks, and more are property taxes, which are annually set by City Council. The other three revenue sources are controlled by the State. So, I've been going to Harrisburg to advocate for common sense reform that would provide cities like Lancaster with the tools we need to provide critical core most especially public safety.

In the meantime, we'll continue to advance our Strategic Priorities: Strong Neighborhoods, Safe Streets, Secure Incomes and Sound Government. These priorities are key to building a stronger and more equitable Lancaster, block by block.

In the 2020 general fund budget, you'll see a lot of the same, with a few additions that align with our strategic priorities including:

1. The first ever dedicated funding to support language access to improve service delivery for our residents who do not speak English. We are the most diverse community in Lancaster County — perhaps in the region — with some 50 languages spoken in our School District alone.
2. Continued investments in public safety training — both our police and fire departments consistently exceed the minimum requirements for training and 2020 will be no different. We will also be rolling out the first City-wide staff orientation program to ensure that every new employee knows and understands our core values, to both continue to build an internal culture of teamwork, quality, integrity and respect — and convey the same to residents.

3. A Utility Assistance Program, in partnership with the Community Action Partnership, that aims to reduce the number of water shut offs and the subsequent condemnations and displacement of residents in our neighborhoods.
4. A reorganization of the Department of Community Planning & Economic Development that will reorient our Housing, Lead Elimination and Health Efforts under a new Bureau of Health and Property Maintenance.
5. Data! We've rolled out Open Data in the past year and will expand on our use of data and technology in 2020 with a 311 system to more effectively and efficiently manage and track resident concerns AND provide valuable data to the city about how to most effectively allocate staff and financial resources. You'll hear much more about data in the year ahead.
6. The first of a five-year investment to replace our failing police radios – which are the only means our officers have to communicate with dispatch.
7. The first year of debt service payments that will support Culliton Park renovations, handicap accessible ramps, completion of Christian Street bike boulevard, street paving – to name but a few – in 2020.

Turning to our enterprise funds:

Even with the rigorous work necessary to comply with the EPA Consent Decree by our Stormwater Team, we will see no Stormwater Fund rate increase.

However, in the Sewer Fund, that same mandated EPA compliance and planning will lead to a rate increase of \$28.50 per quarter for the average city residential customer. This increase keeps the City in the bottom half of Lancaster County Sewer rates while providing critical revenue to manage our sewer system. After filing with the Public Utility Commission for an *outside* City rate increase in July 2019, we are close to finalizing a rate increase that would take effect during the first quarter of 2020.

As well, the average water customer in the City will see a rate increase of \$17.70 per quarter, the first increase in four years. This rate also keeps the city in the bottom half of Lancaster County water rates while supporting the ongoing capital investments in our water system like the Large Diameter Redundant Main – ensuring public water quality and reliability. We will also be pursuing a rate increase for *outside* City customers with the Public Utility Commission during the coming year.

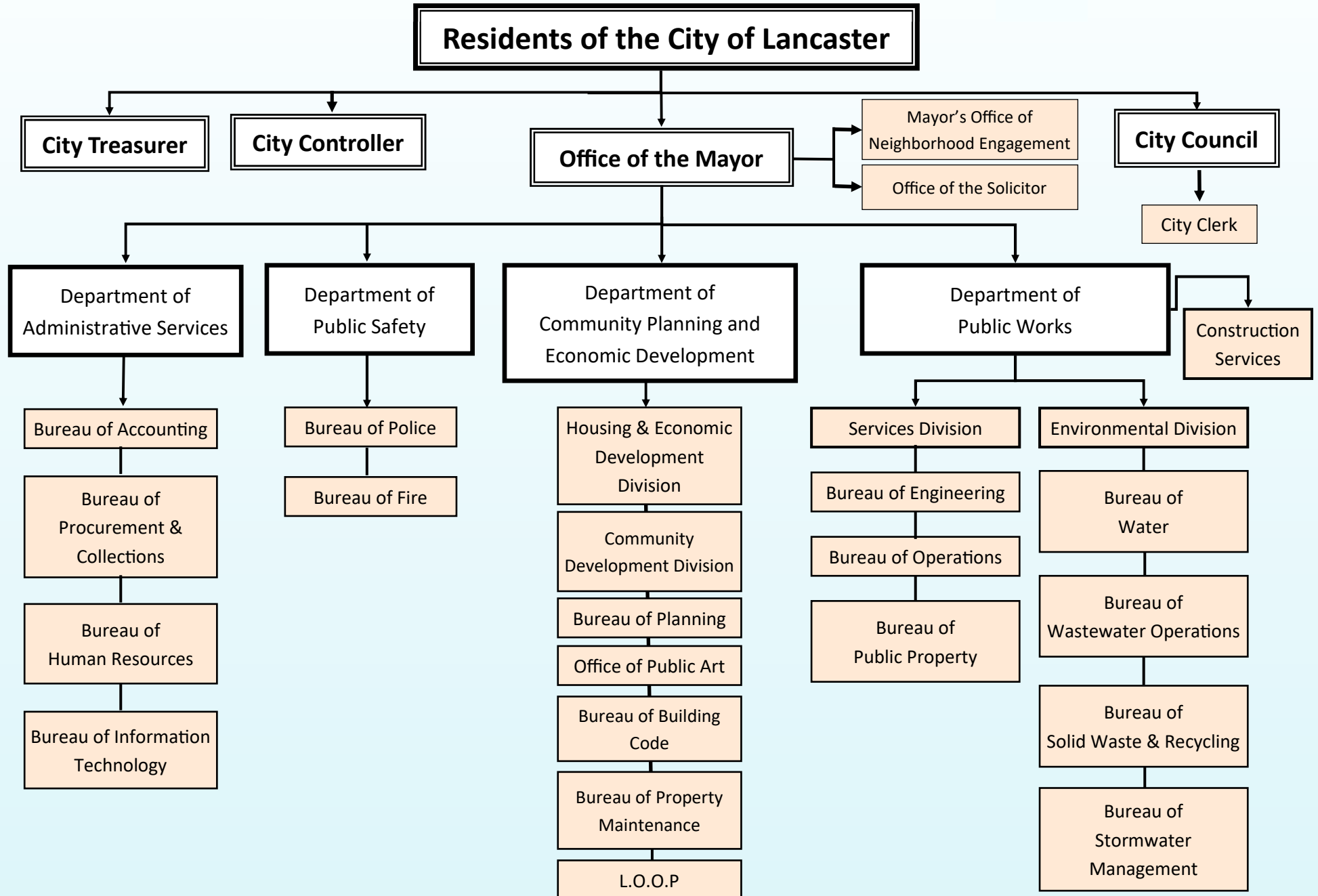
AND within these rate increases, there is also an opportunity for cost savings for City residents. The average residential customer uses 12,000 gallons per quarter. Residents can save water by fixing leaks – the average leak is more than 10 gallons a day. Or save 15 gallons per day with a low-flow shower head. Those two fixes alone could save the average customer more than 2,000 gallons of water each quarter and cut the impact of these increases by 60%.

Lastly, the Solid Waste and Recycling Fund will see a rate increase of \$5 per quarter for all customers. This is directly tied to the continued volatility of the global recycling market and the resulting increase in the amount of waste sent to the Lancaster County Waste to Energy Facility. This rate increase is only the third since the City's single hauler system was created nearly 14 years ago in 2006 and the City's rate remains one of the lowest in the region.

This is my sixth budget — four on Council, two as Mayor. They don't get easier. While we have seen over \$500 million in private investment in the city since 2015, it is not translating into increased revenues. There are lots of reasons for this – declining state and federal aid, rising pension costs, more non-taxable properties per square mile than anywhere else in the County, and an obsolete system of financing local, essential, mandated services. Basically, the City of Lancaster retains but a fraction of the economic output that we produce. While our neighbors in Lancaster County have been able to hold the line on property taxes through development and little to no expense relative to public safety, this is not our reality. For my administration, this budget is a call to action to operate as efficiently as possible AND work tirelessly to fix our broken tax structure. We look forward to working with members of the City Council, elected officials in Harrisburg, and the public in the year ahead.

Thank you.

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 upholds the core values of respect, integrity, quality, and teamwork.

The Office of the Mayor directs and coordinates all City operations and services. Department Directors including Community Planning and Economic Development, Neighborhood Engagement, 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.

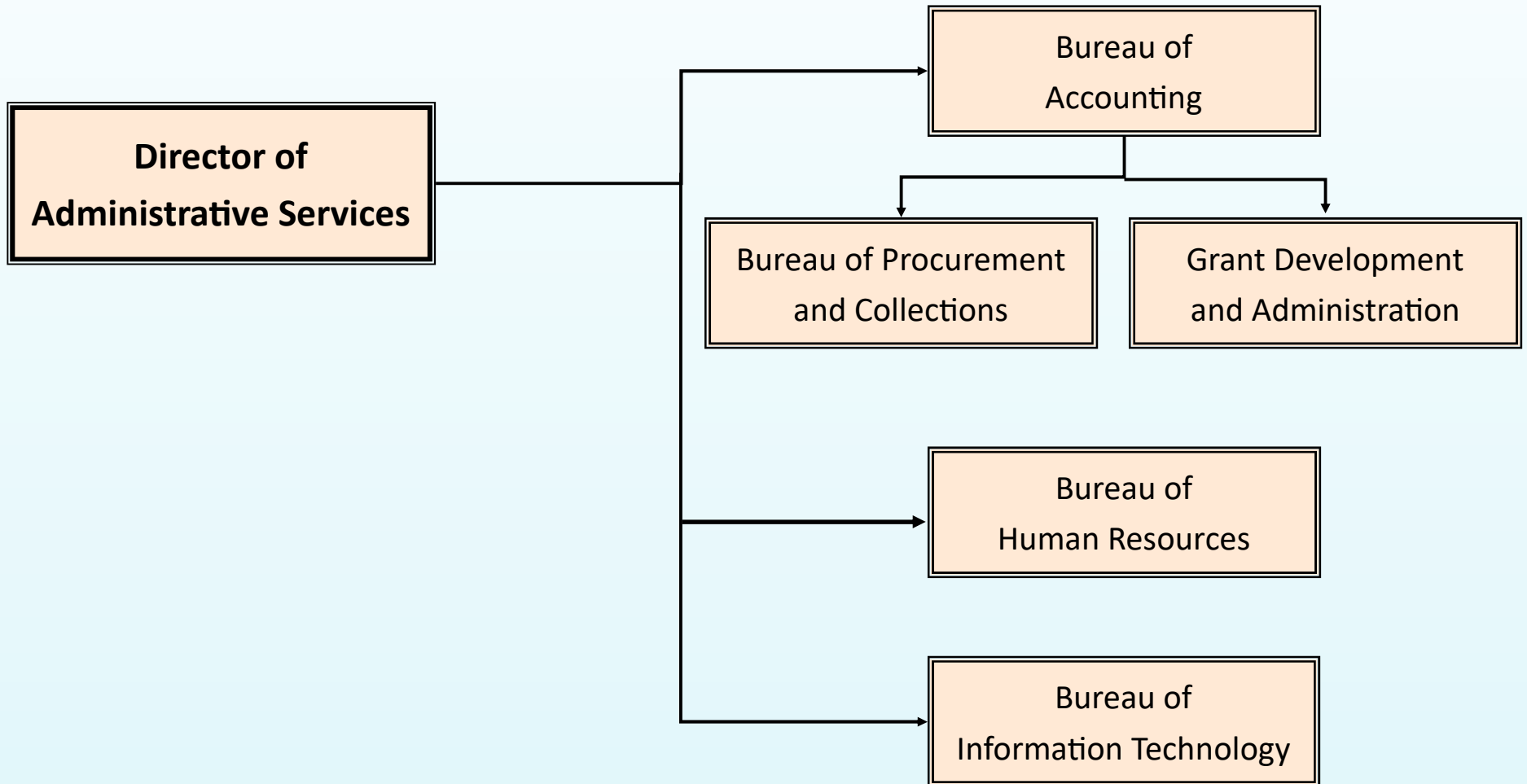
Three employees staff the Office of the Mayor: The Executive Secretary provides direct administrative support to the Mayor; the Communications Specialist manages the City website and social media channels; and the Chief of Staff advances the Mayor's policy agenda and directives and oversees the City's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

The Executive Department also includes the Mayor's Office of Neighborhood Engagement. Created in 2019, 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.

In 2020, the Office of Solicitor will now be staffed by a full-time, in-house attorney. Previously, the City Solicitor was an outside law firm appointed by the Mayor and approved by City Council. As the City's services have expanded and the demands for legal services have increased, an in-house Solicitor will allow for better coordination of legal issues related to City policies, contracting, and labor law, among others. There is also a cost savings with this move to an in-house Solicitor, with the 2020 budget for the Office of Solicitor reflecting a nearly 30% reduction compared to 2019.

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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 for performance of the City's annual audit and creation of the Comprehensive Annual Financial Report (CAFR).

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, 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, workers' 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.

The Bureau of Human Resources plans added a Wellness Coordinator position to its staff in 2019 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.

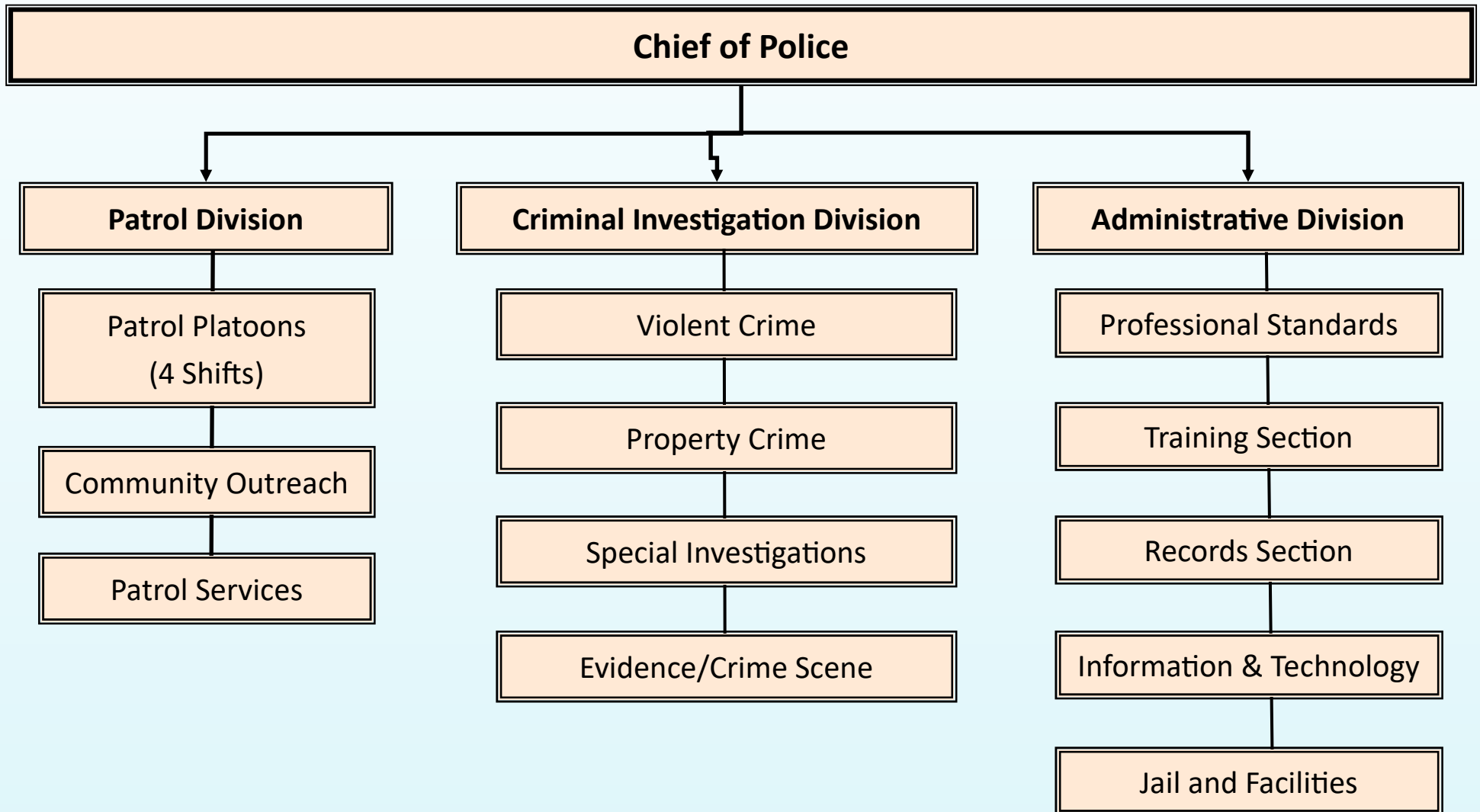
INFORMATION TECHNOLOGY SERVICES

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.

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Department of Public Safety

Bureau of Police



BUREAU OF POLICE

The Lancaster Bureau of Police is a full-service police agency supplying police service to the City of Lancaster. The Police Bureau is responsible for a jurisdiction covering 7.3 square miles containing the population of approximately 60,000 residents and 30,000 commuters. The Police Bureau is divided into three divisions: Patrol Division, 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. Platoon personnel work a fixed twelve-hour shift. Officers work 2 to 3 twelve-hour days and then have two to three days off. Patrol encompasses the community oriented policing effort through community engagement including but not limited to; developing community contacts, attending neighborhood organization meetings, the Police Athletic League, 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.

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.

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 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 became the Lancaster County SERT, adding members from various municipalities and completing joint training and exercises.

The Community Outreach Section - 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. This position is also responsible for coordinating the Bureau awards ceremonies and the Citizen's Police Academy. The Lieutenant directly supervises the two sergeant positions in the unit. This section's focus is managing community engagement including recruitment efforts for the Bureau.

The Community Outreach Sergeant is a direct liaison to the city's Director of Neighborhood Engagement and neighborhood stakeholders throughout the city. The sergeant has been to re-establish the police chaplaincy program, police cadet program and Volunteers in Policing (V.I.P.) program. This position is responsible for managing community engagement efforts such as; Coffee with a Cop, Paint with the Police, Story Time at the Lancaster County Public Library, Shop with a Cop, Toys for Tots toy collection and distribution, neighborhood meetings, etc.

Police Social Worker position was filled in September 2019. This position is responsible for connecting people and families to available services or resources in Lancaster County. The Police Social Worker is currently 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.

SRO Sergeant has the primary responsibility of being the direct safety and security liaison between the School District of Lancaster and the Bureau. This position directly supervises the officers assigned as School Resource Officers, T.E.A.M. Officer and the Police Athletic League. The position also works closely with the Community Outreach Sergeant and assists with community engagement and recruitment efforts.

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 officers permanently assigned to the middle schools and high schools 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 trust and create a channel of communication with students, parents and teachers. They 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 degree that would benefit the Bureau and the cadet in pursuing a career as a police officer. The cadet may be a student in a two year or four year degree program of an established and accredited college or university with a concentration in Criminal Justice, Sociology, Psychology or other related field. 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.

The Patrol Services Section coordinates the maintenance of the Police Bureau's vehicle fleet, supervises the Mounted Patrol Unit, K-9 Teams, and the Selective Enforcement Unit. 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 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. This unit is comprised of a lieutenant, two sergeants, a patrol officer, six patrol service aides, an Abandoned Vehicle Enforcement position and the Animal Enforcement Officer.

Selective Enforcement Unit addresses quality of life issues and crimes such as street level drug investigations, prostitution, ongoing noise complaints, traffic enforcement and nuisance or quality of life investigations. The unit varies its hours and tactics to address the complexity of the crime or issue.

Motor Carrier Enforcement (commercial vehicle regulation) has been incorporated into the Patrol Division. The bureau 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.

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division is responsible for the follow-up investigation of crimes committed in Lancaster City. The Criminal Investigative Division (CID) 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 units 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 fingerprint 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) and U.S. Marshals Fugitive Task Force The Criminal Investigation Division has four detectives assigned to four different Federal Task Forces that include the Capital City Child Exploitation and Human Trafficking Task Force, the Capital City Violent Crimes Task Force, the Capital City Safe Streets Task Force, and one detective assigned to the U.S. Marshals Fugitive Task Force. These task forces are a collaborative law enforcement effort among the FBI, the U.S. Marshals 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 five 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 reports, accident reports, traffic citations, parking tickets and compiles the statistical information reported under the Uniform Crime Report. Records Personnel also maintain two operator positions (day and evening shifts) within the lobby of the Bureau.

The Professional Standards Section is comprised of a Sergeant and a Lieutenant who both serve as the Police Bureau's formal liaison with the community related to complaints against Bureau employees. The Sergeant and Lieutenant are responsible for the investigation of civilian complaints of police misconduct in accordance with a court mandated complaint procedure. 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 with the responsibility to support the infrastructure of the police department's day to day operations related to supplies, equipment procurement, 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.

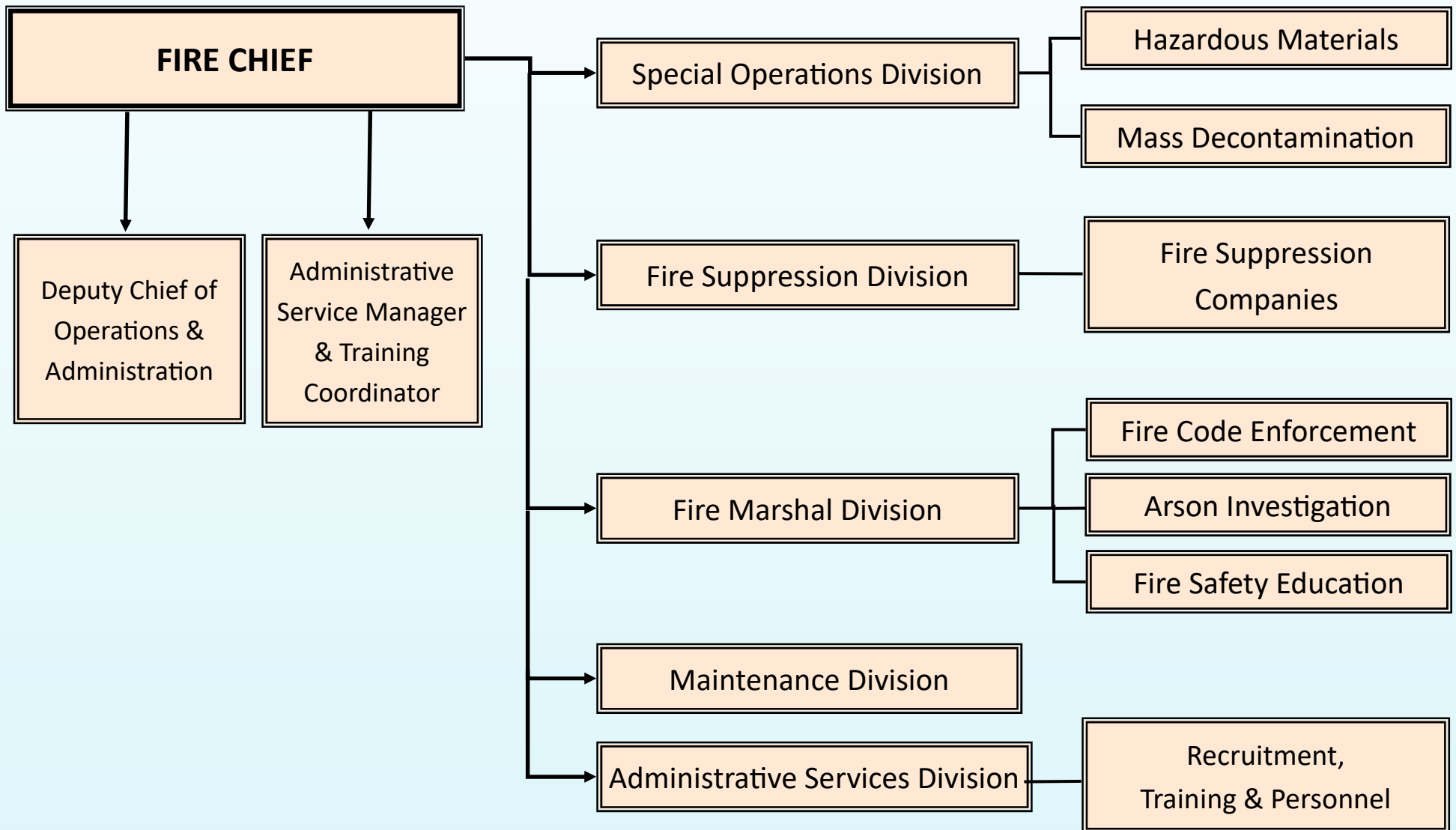
The Training Section is comprised of a Sergeant who coordinates all Bureau training. In addition to developing ongoing in-service training curriculums, the Training Section ensures that officers attend mandated state in-service training necessary to maintain police officer certification. The Training 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 Lancaster County SERT and also manages the hiring process 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.

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.

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Department of Public Safety

Bureau of Fire



BUREAU OF FIRE

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

FIRE SUPPRESSION DIVISION

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

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

FIRE MARSHAL DIVISION

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

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

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

SPECIAL OPERATIONS DIVISION

Emergency Medical Services – The fire bureau continues to expand their partnership with LEMSA (Lancaster Emergency Medical Services Assoc.). The nearest fire apparatus is dispatched to trauma calls to initiate emergency medical care in support of LEMSA paramedics. This expanded emergency response enhances public safety and, at the same time, increases productivity and better utilizes trained staff with the technical skills needed to respond.

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

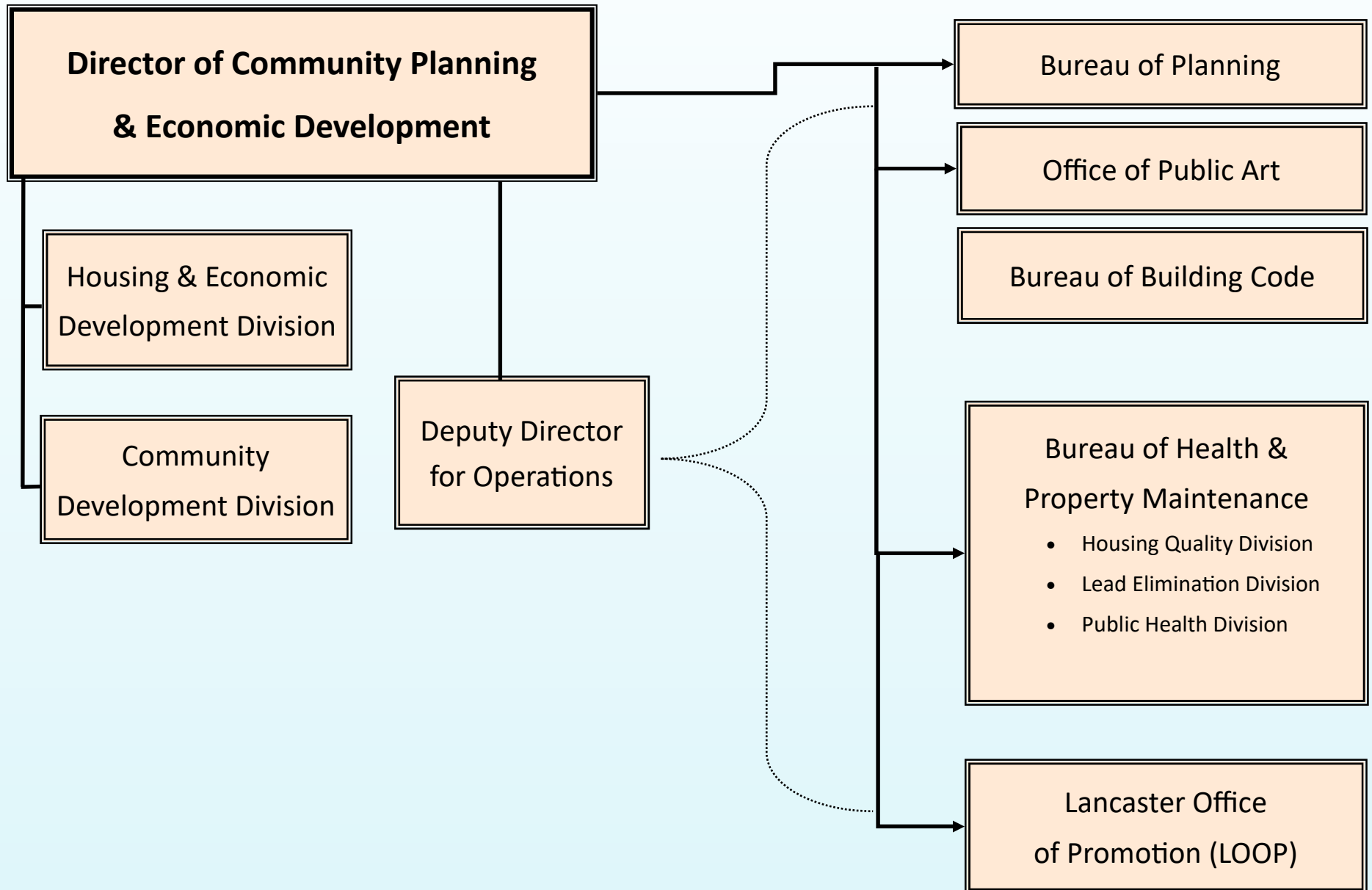
Terrorism Task Force - The Lancaster Bureau of Fire is a member of the Central Pennsylvania Terrorism Task Force. The focus of this organization is to prepare the region for the possibility of terror attacks. Specialties that have emerged from this effort are the Mass Decontamination Task Force, the Incident Management Team, and the Urban Search and Rescue Team.

MAINTENANCE DIVISION

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

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Department of Community Planning & Economic Development



DEPARTMENT OF COMMUNITY PLANNING and ECONOMIC DEVELOPMENT

The Department of Community Planning and Economic Development (CPED) is comprised of several Bureaus, Offices, and Divisions that work together to build strong neighborhoods and elevate quality of life for all people who live, work, and play in the City of Lancaster. The Department manages a range of programs that aim to support business and job creation, facilitate safe and affordable housing options, improve the quality of our built and natural environments, champion the design of our civic spaces and facilities, and ultimately protect and enhance the health and wellness of our community members.

The Department engages with stakeholders across its programs to glean meaningful input in the execution of its mission. 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, SCORE, Community First Fund, and the Lancaster Economic Development Company; as well as the City's neighborhood organizations, such as SoWe, SEES, South Ann Concerned Neighborhoods, Churchtowne, Lancaster Jewels and Northeast Neighbors United.

The Department staffs the Lancaster Property Reinvestment Board, the Redevelopment Authority of the City of Lancaster and the Lancaster City Land Bank Authority. Through the auspices of the first two Boards, the City can 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 allows the City to make strategic acquisitions of properties at Tax Claim and Judicial Sales to reserve and/or assemble land for future redevelopment.

- The **Housing and Economic Development Division** is located within the CPED Office of the Director and focuses on affordable housing production and preservation, local business development and assistance, and real estate transactions in furtherance of neighborhood revitalization and other policy priorities for the City. Main responsibilities include:
 - Identification of private and public sector funds to support housing development efforts for homeowners and renters at all income levels, and the efficient and equitable allocation of these resources.
 - Establishment, stabilization, and expansion of businesses and micro-enterprises in the City, including the promotion of minority and women-owned businesses, through the City's Business Registration Program and Small Business Revolving Loan Fund;
 - Increasing access to capital and financing for development activities, job creation and retention efforts; and
 - Technical assistance for select Boards and Authorities, including the City Revitalization and Improvement Zone (CRIZ), the Redevelopment Authority of the City of Lancaster (RACL), and Lancaster City Land Bank Authority (LCLBA).

- The **Community Development Division** is located within the CPED Office of the Director and focuses on supporting the implementation of a range of community development objectives, including improved City parks and recreation facilities, pro-active property code enforcement to address neighborhood nuisance and health issues; maintenance and rehabilitation of the city's housing stock, restoration and preservation of properties including those with historic or architectural significance; and the remediation of lead hazards in residential properties. Main responsibilities include:
 - Administration of federal funds and requirements for the City's Community Development Block Grant Program, the Emergency Solutions Grant Program and State grants provided through DCED and the Commonwealth's Redevelopment Assistance Capital Program;
 - Leading efforts to advance the City's use of data and analysis, including creation of the [Building Blocks](#) online platform and application of this technology to inform decision making and improve community development outcomes;
 - Engaging with and supporting neighborhood groups and leaders in seeking grant opportunities and furthering key organizational priorities that align with City goals; and
 - Serving as the city's principal representative to the Lancaster County Coalition to End Homelessness.

BUREAU OF PLANNING

The Bureau of Planning is charged with implementing the City's Comprehensive Plan through zoning, neighborhood and corridor planning, site planning and design and the development of new ordinances and programs governing land development and subdivision practices, which guide the physical growth and development of the City and foster healthy, successful communities.

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 direction and technical assistance to property owners, architects, general 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. One primary purpose of this technical assistance is to help develop vacant, blighted, and under-utilized sites in a manner that maximizes the quality of land uses and urban design of new projects and knits together the fabric of our City blocks and streets to create a walkable and livable environment.

Finally, the Bureau of Planning coordinates interdepartmental reviews of applications for major housing, commercial, and mixed use 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 planning with the County of Lancaster and Lancaster City Traffic Commission.

OFFICE OF PUBLIC ART

Branded “Lancaster Public Art,” this Office cultivates public art projects in locations throughout the City, which create pathways for meaningful conversation, evoke emotions, tell the story of our culture and our identities, create a sense of belonging, and attract interest and enhance pride in the City of Lancaster. Through an array of projects and initiatives, Lancaster Public Art emphasizes equity, livability, and design excellence as a means to encourage meaningful collaborations amongst people, promote neighborhood strength, and magnify Lancaster’s distinct sense of place.

Lancaster Public Art seeks to incorporate public art into City infrastructure and public works, civic spaces, and other land development projects early in the design process to multiply opportunities to enrich and beautify our City, while also saving on the costs of art installation and maintenance. Lancaster Public Art also utilizes the talents of artists to stimulate civic engagement in various community planning and development activities, so the City may garner a broad, diverse pool of participants and robust input.

Finally, Lancaster Public Art builds community capacity for arts and culture activities through outreach and education efforts, by organizing business and cultural opportunities for local artists; and by bringing together arts and culture stakeholders – creators, consumers, and facilitators – to converse, innovate, and implement public art.

Lancaster Public Art, on behalf of the City, is authorized to secure charitable contributions that help to finance public art projects and assist with programming and operations.

BUREAU OF BUILDING CODE ADMINISTRATION

The Bureau of Building Code Administration 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.

The Bureau of Building Code Administration endeavors to provide efficient, consistent customer service to property owners, architects, and construction professionals, and helps to realize the thought and care invested in the planning and design stages of land development projects. Through sound guidance and oversight, the Bureau implements modern construction standards and ensures the safety, quality, architectural character, and environmental performance of our City’s public and private buildings.

BUREAU OF HEALTH AND PROPERTY MAINTENANCE

The Bureau of Health and Property Maintenance provides for the safety, health and welfare of the general public in the City and contributes to strong neighborhoods by protecting the basic needs of residents – including good homes, food, and environments. The Bureau conducts inspections to assure compliance with applicable codes and ordinances adopted by the City of Lancaster and the Commonwealth of Pennsylvania and takes action to address risks and threats that affect the wellness of our communities. The Bureau is organized into three Divisions: Housing Quality Division, Lead Elimination Division, and Public Health Division:

- The **Housing Quality Division** performs inspections to ensure that the City’s housing stock is suitable for habitation and assists in enforcing the city ordinances designed to address trash, junk, grass and weeds, building conditions, and other issues that impact health and quality of life in the City.
- The **Lead Elimination Division** is responsible for enforcement of the City’s Lead Paint Poisoning and Lead Hazard Reduction Ordinance and the management of the Lead Program grants received by the City. With the award of a five-year, \$9.7 million grant from the U.S. Department of Housing and Urban Development in late 2019, the Division will expand its personnel and operations to eliminate lead in 710 low- and moderate-income homes. This Division also manages the Critical Repair Program and often pairs lead remediation projects with critical repairs such as roofs, furnaces, and sewer lines.
- The **Public Health Division** inspects eateries, mobile food trucks, tattoo businesses and other public facilities to ensure compliance with State health and food safety standards. The Division also works with other organizations such as Lancaster General Health on initiatives designed to improve the overall health of our city. Efforts include community gardens and access to healthy food projects. The Division is also responsible for coordinating pest control programs for the City.

These Divisions 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.

LANCASTER OFFICE OF PROMOTION (LOOP)

The City of Lancaster Office of Promotion is committed to enhancing the quality of life, building community pride, and increasing civic participation in the City of Lancaster through the development and promotion of cultural celebrations, special events, local business, and the arts. LOOP helps to lead the City’s social media initiatives, including development and management of the City’s website, Facebook, and Twitter social media channels. LOOP is also responsible for managing the City Visitor Center at Penn Square.

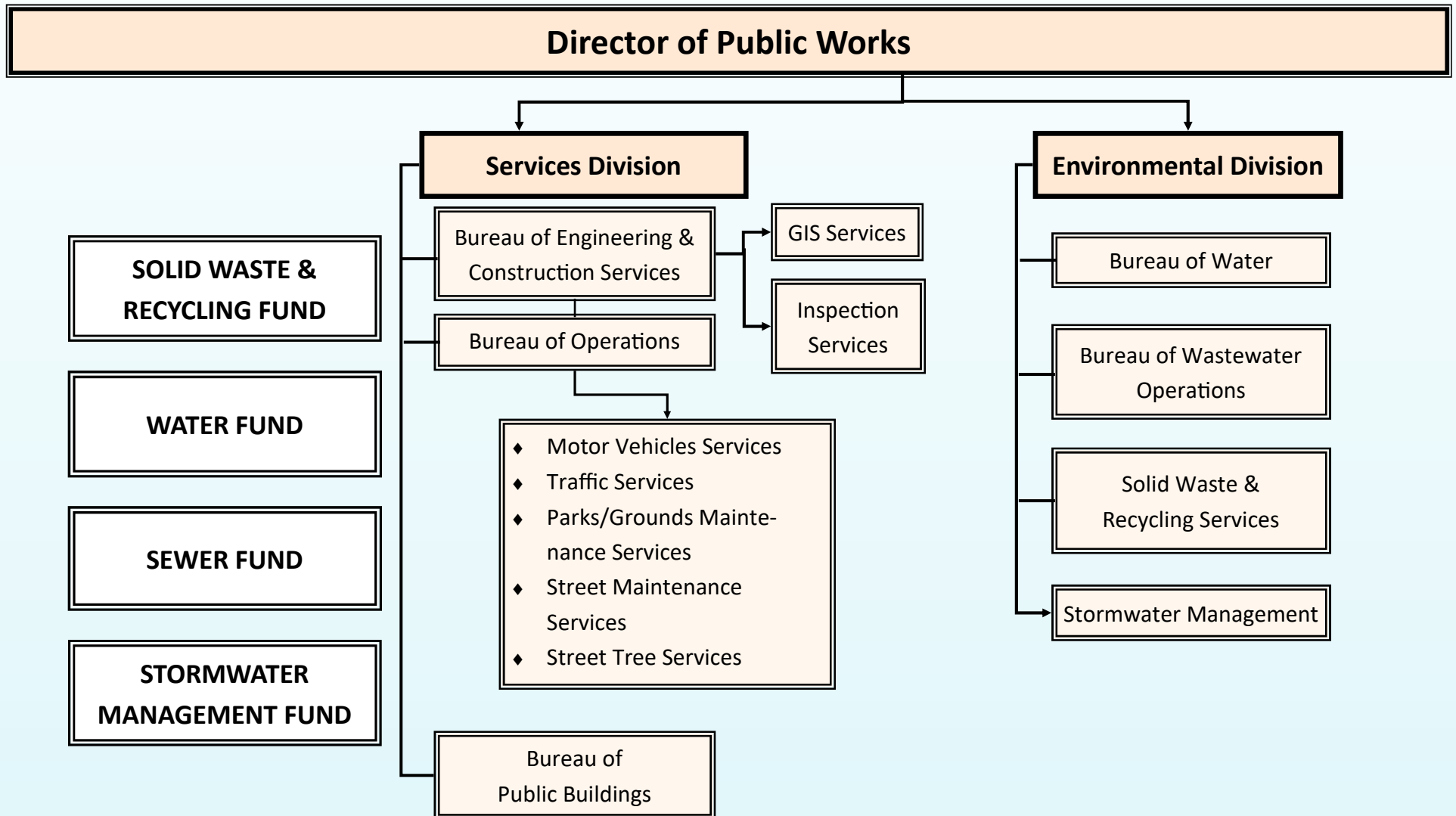
LOOP serves as the voice of the City and both represents and promotes the assets that make Lancaster an interesting and special place, including the unique arts and culture features of the City. LOOP strives to provide superior services to residents, merchants, and visitors to improve the experience of Lancaster as a home and a destination.

LOOP produces and supports events that enhance the enjoyment, understanding, and image of the City of Lancaster. Through the development of a variety of special events and curation of information at the Visitor Center, LOOP fosters engagement with the arts, celebrates the City's history and diversity, and advances Lancaster tourism.

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; and the marketing 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 streetlights. 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 rights-of-way 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 strives to provide an exceptional work and public environment which is functional, clean, accessible, and sustainable via facilities and maintenance services that are fully aligned with the City's strategic and financial objectives. This Bureau is responsible for the maintenance, custodial care and improvement of 14 City-owned buildings including City Hall, the Police Administration Building, Operations Center, Fire Stations and Central Market as well as 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 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



2020 BUDGET

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2019 BUDGET vs. 2020 BUDGET

<u>DESCRIPTION</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u>	<u>% INCREASE</u> <u>(DECREASE)</u>
Tax Revenues	\$41,560,300	\$42,335,500	\$775,200	1.87%
Regulatory Revenues	\$635,000	\$610,000	(\$25,000)	-3.94%
CPED Revenues	\$1,395,000	\$1,475,000	\$80,000	5.73%
Public Safety Revenues	\$2,935,500	\$3,309,000	\$373,500	12.72%
Public Works Revenues	\$6,421,472	\$6,154,243	(\$267,229)	-4.16%
Other Income	\$5,549,192	\$5,830,783	\$281,591	5.07%
Use of Fund Balance Reserves	\$2,449,616	\$2,991,221	\$541,605	22.11%
TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$60,946,080	\$62,705,747	\$1,759,667	2.89%

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
EXECUTIVE	\$874,525	\$787,484	(\$87,041)	-9.95%
Office of the Mayor	\$253,079	\$287,652	\$34,573	13.66%
Office of Neighborhood Engagem	\$221,446	\$215,832	(\$5,614)	0.00%
City Solicitor	\$400,000	\$284,000	(\$116,000)	-29.00%
LEGISLATIVE	\$152,618	\$150,626	(\$1,992)	-1.31%
City Council	\$69,700	\$69,700	\$0	0.00%
City Clerk	\$82,918	\$80,926	(\$1,992)	-2.40%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$0	0.00%
ADMIN. SERVICES	\$11,603,418	\$11,151,362	(\$452,056)	-3.90%
Director	\$961,292	\$432,764	(\$528,528)	-54.98%
Accounting	\$487,895	\$487,352	(\$543)	-0.11%
Procurement & Collections	\$100,073	\$105,983	\$5,910	5.91%
Human Resources	\$409,188	\$452,591	\$43,403	10.61%
Information Technology	\$722,172	\$726,512	\$4,340	0.60%
Community Involvement	\$680,656	\$690,656	\$10,000	1.47%
Insurance	\$643,000	\$663,000	\$20,000	3.11%
Fringe Benefits	\$2,823,429	\$2,776,980	(\$46,449)	-1.65%
Debt Service	\$4,775,713	\$4,815,524	\$39,811	0.83%
PUBLIC SAFETY	\$37,490,910	\$38,840,008	\$1,349,098	3.60%
Police	\$25,775,360	\$26,846,397	\$1,071,037	4.16%
Fire	\$11,715,550	\$11,993,611	\$278,061	2.37%

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	\$3,971,329	\$4,790,984	\$819,655	20.64%
Director	\$1,652,639	\$1,822,982	\$170,343	10.31%
Planning	\$298,290	\$500,144	\$201,854	67.67%
Building Code Administration	\$509,117	\$505,685	(\$3,432)	-0.67%
Property Maintenance Code Comp	\$1,113,259	\$1,401,730	\$288,471	25.91%
Public Art	\$0	\$131,557	\$131,557	0.00%
Lancaster Office of Promotion	\$398,024	\$428,886	\$30,862	7.75%
PUBLIC WORKS	\$6,836,280	\$6,968,283	\$132,003	1.93%
Director	\$1,190,166	\$1,417,174	\$227,008	19.07%
Public Art	\$95,030	\$0	(\$95,030)	0.00%
Engineering	\$756,643	\$749,532	(\$7,111)	-0.94%
Streets	\$1,011,570	\$859,642	(\$151,928)	-15.02%
Traffic Section	\$1,108,130	\$1,134,411	\$26,281	2.37%
Motor Vehicles Section	\$290,116	\$306,308	\$16,192	5.58%
Parks & Public Property	\$2,384,625	\$2,501,216	\$116,591	4.89%
TOTAL GENERAL FUND EXPENDITURES	\$60,946,080	\$62,705,747	\$1,759,667	2.89%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

Fund Balance 12/31/2018		\$ 13,887,731
Projected Revenues: 2019	60,005,878	
Projected Expenditures: 2019	<u>(59,550,301)</u>	
Projected Current Operating Surplus/(Deficit) 2019 (Addition to Fund Balance)		<u>455,577</u>
Projected Fund Balance 12/31/2019		14,343,308
Proposed Revenues: 2020	59,714,526	
Proposed Expenditures: 2020	<u>(62,705,747)</u>	
Proposed Current Operating Surplus/(Deficit) 2020 (Reduction to Fund Balance)		<u>(2,991,221)</u>
Use of Fund Balance Reserves		<u>2,991,221</u>
Projected Fund Balance 12/31/2020		<u>\$ 11,352,087</u>

**CITY OF LANCASTER
2020 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	1	
Solicitor	1	
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	271	33
Police	195	33
Fire	76	
Comm Plan & Econ Devel	49	5
Director	6	
Planning	4	
Building Code Administration	7	
Property Maintenance Code Comp	26	
Public Art	2	
Lancaster Office of Promotions	4	5
Public Works	51	1
Director	2	
Engineering	5	
Streets	12	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	24	1
Total General Fund Employees	394	48

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Revenues						
Tax Revenues						
1000001 400000 City Real Estate Taxes	26,980,219	29,305,800	29,305,800	28,168,767	29,230,000	29,500,000
Revenue is derived from the annual real estate tax collections of the City of Lancaster.						
1000001 400200 Real Estate Transfer	1,988,642	1,050,000	1,050,000	1,096,339	1,230,000	1,200,000
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	6,354,555	6,375,000	6,375,000	3,670,095	6,450,000	6,700,000
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	1,688,981	1,700,000	1,700,000	862,215	1,660,000	1,670,000
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	111,889	80,000	80,000	94,053	120,000	100,000
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.						
1000001 400900 Lien Interest & Costs	927	2,500	2,500	3,276	3,500	3,500
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	1,935,468	2,160,000	2,160,000	1,990,536	2,175,000	2,175,000
Revenue is derived from contributions received from tax-exempt organizations that own property in the City. Major contributors include Lancaster General Hospital, Franklin and Marshall College, Marriott and the Lancaster City Housing Authority. For 2020, this line item does not include the UPMC PILOT which ended in 2019.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1000001 401100	Utility Tax Refund	36,331	37,000	37,000	34,045	37,000	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 Proceeds	876,367	850,000	850,000	958,459	958,459	950,000
	Revenue is derived from the sale of prior year real estate tax claims to a third party.						
TOTAL	Tax Revenues	39,973,378	41,560,300	41,560,300	36,877,784	41,863,959	42,335,500

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Revenues							
Regulatory Revenues							
1000002 401400	Franchise Fee	594,482	600,000	600,000	435,236	580,000	575,000
Revenue is derived from the Comcast cable television franchise fee.							
1000002 401500	Beverage License	36,050	35,000	35,000	33,050	33,050	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	630,532	635,000	635,000	468,286	613,050	610,000

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Revenues						
Public Safety Revenues						
1501000 402600 District Judge Fines	503,479	500,000	500,000	331,277	450,000	450,000
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	1,760,617	1,300,000	1,300,000	1,253,548	1,750,000	1,700,000
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	32,813	30,000	30,000	28,844	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 Svc Fee	14,470	17,000	17,000	13,755	17,000	17,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.						
1501000 403100 Police - School District	130,560	129,500	129,500	129,157	129,500	130,000
Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for school crossing guards and uniformed police officers at various locations before and after school.						
1501000 403300 Drug Task Force Reimb.	101,270	90,000	90,000	46,195	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	0	2,000	2,000	0	0	0
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	0	20,000	20,000	75,096	75,100	50,000
State reimbursement of Police Academy expenses for newly hired officers.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1501000 403800	Warrant Squad Services	1,852	2,000	2,000	1,527	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	87,117	85,000	85,000	48,668	75,000	70,000
	Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.						
1501000 416700	Police - SDL - SRO	575,372	585,000	585,000	453,960	585,000	590,000
	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	191,200	175,000	175,000	177,338	180,000	180,000
	Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.						
TOTAL	Public Safety Revenues	3,398,750	2,935,500	2,935,500	2,559,364	3,383,600	3,309,000

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Revenues							
CPED Revenues							
1601001 401700	Building Permits	566,927	525,000	525,000	586,556	600,000	550,000
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	43,290	40,000	40,000	19,078	40,000	40,000
Revenue is derived from the fees collected for plumbing licenses.							
1601001 402200	Housing Licenses	753,118	715,000	715,000	710,275	760,000	760,000
Revenue is derived from fees collected by the City for all rental housing licenses.							
1601001 402400	Zoning Permits	27,520	25,000	25,000	31,730	31,000	30,000
Revenue is derived from the fee collected for zoning permits.							
1601001 402500	Health Licenses & Permits	114,179	90,000	90,000	79,002	95,000	95,000
Revenue is derived from the license fee for food inspection.							
TOTAL	CPED Revenues	1,505,034	1,395,000	1,395,000	1,426,641	1,526,000	1,475,000

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Revenues						
Public Works Revenues						
1810001 404300 Transfer From Utility Funds	4,000,000	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	216,775	215,000	215,000	178,958	202,491	213,792
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	468,328	557,812	557,812	511,328	557,812	441,609
Revenue is derived from indirect costs applicable to the Sewer Fund, as per the full cost allocation plan for 2018, which is applicable to fiscal year 2020.						
1810001 404600 WF - Admin Indirect Costs	719,916	820,314	820,314	751,955	820,314	814,355
Revenue is derived from indirect costs applicable to the Water Fund, as per the full cost allocation plan for 2018, which is applicable to fiscal year 2020.						
1810001 404800 Right of Way Permit Fees	366,388	360,000	360,000	163,528	160,000	150,000
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	14,557	14,500	14,500	11,733	14,500	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	19,998	19,000	19,000	18,392	19,000	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	0	5,000	5,000	0	0	0
Revenue is derived from fees paid by utility companies needing to open a street for utility repairs on recently paved streets.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1810001 417900	TF - Admin Indirect Costs	127,841	143,145	143,145	131,216	143,145	149,633
	Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund, as per the full cost allocation plan for 2018, which is applicable to fiscal year 2020.						
1810001 420000	Sewer Direct Costs	12,225	20,000	20,000	0	14,000	15,000
	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	157,792	266,701	266,701	244,476	266,701	336,354
	Revenue is derived from indirect costs applicable to the Stormwater Management Fund, as per the full cost allocation plan for 2018, which is applicable to fiscal year 2020.						
TOTAL	Public Works Revenues	6,103,819	6,421,472	6,421,472	5,678,253	6,197,963	6,154,243

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Revenues						
Other Revenues						
1000004 405500 Administrative Sundry	2,787	2,000	2,000	28,681	29,000	3,000
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.						
1000004 405700 Sale of City Property/Svc	43,349	345,000	945,000	1,377,787	1,360,000	300,000
Revenue is derived from the sale of miscellaneous items and services. For 2019, this line item included revenue of \$300,000 from the sale of the Southern Market property. An additional \$200,000 will be paid in 2020 for Southern Market with the final payment of \$300,000 in 2021.						
1000004 405800 Police Sundry	66,804	50,000	50,000	45,162	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	3,707	500	500	7,772	10,000	10,000
Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books and revenues from insurance reimbursement via Fire Recovery Services agreement.						
1000004 406000 EDNR Sundry	71,897	60,000	60,000	58,735	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	0	35,000	35,000	0	0	0
Revenue is derived from fines paid by residents and property owners for violations of the City's property maintenance code.						
1000004 406100 Public Works Sundry	24,591	20,000	20,000	23,130	22,500	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	3,566	2,500	2,500	48,053	50,000	50,000
Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1000004 406600	Federal Reimb-Salaries	431,982	400,000	400,000	382,508	400,000	470,000
	Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.						
1000004 406601	Lead Reimb - Salaries	0	0	0	0	0	190,000
	Revenue is derived from the reimbursement of Federal funds to the General Fund for the HUD Lead Grant for activities performed by General Fund employees funded by this grant beginning in 2020.						
1000004 406700	Federal Reimb-Fringes	196,019	190,000	190,000	192,965	190,000	220,000
	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	50,057	30,000	30,000	48,408	48,500	40,000
	Revenue is derived from indirect costs applicable to the CDBG program, as per the cost allocation plan for 2018, which is applicable to fiscal year 2020.						
1000004 406701	Lead Reimb - Fringes	0	0	0	0	0	90,000
	This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by the HUD Lead Grant that begins in 2020.						
1000004 407100	Pension State Fund	2,918,254	2,903,331	2,903,331	3,190,372	3,190,372	3,320,000
	Revenue is derived from the Commonwealth of Pennsylvania, under Act 205, to offset the City's contributions to the Police, Fire and Non-uniform pension plans on an annual basis.						
1000004 407400	Harb Grant	12,908	0	0	6,170	6,170	6,000
	Revenue is derived from a grant from the Commonwealth of Pennsylvania. The purpose of this grant is to provide technical assistance to the Historical Architecture Review Board and other measures to preserve the historical integrity of the City.						
1000004 407500	Liquid Fuels Reimb.	519,487	525,000	525,000	417,553	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	302,264	199,861	199,861	253,844	317,264	320,783
	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.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1000004 415500	Misc Grants & Gifts	2,634	5,000	5,000	19,429	19,500	5,000
	Revenues are derived from unanticipated grants and gifts during the year.						
1000004 415600	Neighborhood Engagement Fundraising	0	55,000	55,000	11,000	15,000	25,000
	Beginning in 2019, the Director of Neighborhood Engagement solicits 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. Additional funds raised for specific Neighborhood Engagement activities are handled as grant revenues and are not reflected in this line item.						
1000004 418100	Tax Certification Fees	80,391	80,000	80,000	72,306	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	31,695	30,000	30,000	23,272	30,000	30,000
	Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP).						
1000004 419900	Merchandise Sales	25,379	16,000	16,000	17,198	18,000	16,000
	Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP).						
1000004 499000	Fund Balance Reserve	0	2,449,616	2,449,616	0	0	2,991,221
	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	4,787,770	7,398,808	7,998,808	6,224,346	6,421,306	8,822,004
TOTAL	General Fund - Revenues	56,399,282	60,346,080	60,946,080	53,234,673	60,005,878	62,705,747

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Mayor's Office Expenses						
1101000 610500 Elected Official	87,690	86,275	86,275	79,638	86,275	87,569
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).						
1101000 611500 Salaried Personnel	185,118	156,664	147,554	140,851	162,627	184,383
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 was moved to the Mayor's Office of Neighborhood Engagement in 2019.						
1101000 732000 Dues & Subscriptions	457	300	300	220	300	300
Subscriptions to professional publications and dues to professional organizations.						
1101000 734000 Postage	548	700	600	511	600	700
Postage costs incurred in routine office mailings.						
1101000 735000 Printing	769	500	800	660	700	600
Photocopying costs of the Mayor's Office.						
1101000 736000 Telephone	4,112	3,700	3,400	2,750	3,400	3,900
Line and call charges for phone and fax lines, and the Mayor's cellular phone.						
1101000 737000 Travel	2,838	2,500	2,500	2,560	2,500	2,500
Travel expenses relating to the Mayor's attendance at various meetings and conferences.						
1101000 741000 Professional Services	375	0	6,750	6,750	6,750	2,500
Professional Services expenses for the Mayor's Office.						
1101000 744500 Training & School	5,625	3,000	2,650	2,385	3,000	3,000
Expenses for registrations and trainings.						
1101000 760300 Office Supplies	2,663	1,800	2,250	2,156	2,100	2,200
Cost of general office supplies for the Mayor's Office.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1101000 820000	Minor Equipment	2,125	0	0	0	0	0
This line is used to purchase furnishings and computer equipment.							
TOTAL	Mayor's Office Expenses	292,319	255,439	253,079	238,482	268,252	287,652

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

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

1101000	610500	F	M	1.0000	Mayor	87,569
TOTAL 610500 EMPLOYEES				1.0000		\$ 87,569
1101000	611500	F	M	1.0000	Secretary to the Mayor	54,154
1101000	611500	F	M	1.0000	Chief of Staff	97,613
1101000	611500	F	M	0.5400	Communications Specialist	29,075
					Available for Merit - Nonbargaining	3,077
					Available for Merit - AFSCME	463
TOTAL 611500 EMPLOYEES				2.5400		\$ 184,383
TOTAL EMPLOYEES				3.5400		\$ 271,952

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Mayor's Office of Neighborhood Engagement							
1103000 611000	Salary - Bureau Chief	0	0	0	0	0	70,641
Salary of the Director of the Mayor's Office of Neighborhood Engagement.							
1103000 611500	Salary - Personnel	0	106,836	109,196	80,772	100,586	46,291
Salary of the Administrative Assistant in the Mayor's Office of Neighborhood Engagement.							
1103000 612000	Salary Temporary	0	1,500	6,500	4,732	6,500	16,000
Salary for temporary help (if needed) in the Mayor's Office of Neighborhood Engagement. This line item also includes funding for the part-time Housing Social Worker filled through a partnership with Millersville University.							
1103000 618500	Overtime	0	0	0	2,031	2,500	5,000
Overtime expenses for Mayor's Office of Neighborhood Engagement staff.							
1103000 731000	Advertising	0	11,400	11,400	6,631	11,400	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	1,500	1,500	662	1,500	3,000
Dues and subscriptions expenses of the Mayor's Office of Neighborhood Engagement.							
1103000 734000	Postage	0	1,500	1,500	440	600	1,500
Postage expenses for the Mayor's Office of Neighborhood Engagement.							
1103000 735000	Printing	0	12,250	12,250	228	230	3,000
Printing expenses including brochures, posters, and other printed materials to promote Mayor's Office of Neighborhood Engagement services and events.							
1103000 736000	Telephone	0	1,000	2,200	1,951	2,200	3,000
Telephone and cell phone expenses for the staff of the Mayor's Office of Neighborhood Engagement.							

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1103000 737000	Travel	0	14,100	14,100	3,228	6,100	3,500
	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	15,500	15,500	5,995	15,500	22,000
	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.						
1103000 744000	Contract Services	0	14,100	12,900	1,385	7,400	6,500
	Expenses for contracted services for the Mayor's Office of Neighborhood Engagement, including equipment rental for events.						
1103000 744500	Training/Education	0	5,000	5,000	145	145	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	3,500	3,500	2,015	2,500	2,500
	Office supply expenses of the Mayor's Office of Neighborhood Engagement.						
1103000 820000	Minor Equipment	0	2,500	2,500	1,397	2,400	1,500
	Expenses for minor equipment to be purchased in Mayor's Office of Neighborhood Engagement.						
1103000 853800	Marketing	0	28,400	23,400	16,353	15,000	15,000
	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	0	219,086	221,446	127,963	174,561	215,832

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

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

1103000	611000	F	M	1.0000	Director of Neighborhood Engagement	70,641
TOTAL 611000 EMPLOYEES					1.0000	\$ 70,641
1103000	611500	F	A	1.0000	Administrative Assistant NE	46,291
TOTAL 611500 EMPLOYEES					1.0000	\$ 46,291
TOTAL EMPLOYEES					2.0000	\$ 116,932

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Office of City Solicitor Expenses							
1102000 610900	Salary - Director	0	0	0	0	0	125,000
Salary of the City Solicitor. Beginning in 2020, the City Solicitor is a full-time City employee serving as In-house Counsel.							
1102000 732000	Dues & Subscriptions	0	0	0	0	0	1,000
Dues and subscription expenses for the City Solicitor and staff of the Solicitor's Office.							
1102000 734000	Postage	0	0	0	0	0	250
Postage expenses of the City Solicitor's Office.							
1102000 735000	Printing	0	0	0	0	0	250
Printing and photocopying expenses of the City Solicitor's Office.							
1102000 736000	Telephone	0	0	0	0	0	1,000
Telephone (office and cell phone) expenses of the City Solicitor's Office.							
1102000 737000	Travel	0	0	0	0	0	1,000
Travel expenses of the City Solicitor's Office for attendance and various conferences and seminars throughout the year.							
1102000 741000	Professional Services	401,577	400,000	400,000	256,495	375,000	150,000
The cost of legal services provided to the City by the Assistant City Solicitor, and various other law firms that provide services to the City for specific issues, litigation, or where a conflict of interest exists with the City Solicitor.							
1102000 744500	Training/Education	0	0	0	0	0	3,000
Training expenses of the City Solicitor's Office including required Continuing Legal Education, Bar Association, etc.							
1102000 760300	Office Supplies	0	0	0	0	0	1,000
Office supplies for the City Solicitor's Office.							
1102000 820000	Minor Equipment	0	0	0	0	0	1,500
Minor equipment expenses of the City Solicitor's Office.							
TOTAL	Office of City Solicitor Expenses	401,577	400,000	400,000	256,495	375,000	284,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

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

1102000	610900	F	M	1.0000	City Solicitor	125,000
TOTAL 610900 EMPLOYEES				1.0000		\$ 125,000

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
City Council Expenses							
1201000 610500	Elected Official	57,783	56,500	56,500	52,513	56,500	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).							
1201000 737000	Travel	221	5,000	5,000	1,646	2,000	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	4,535	5,000	5,000	4,601	5,000	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	995	3,200	3,200	1,248	1,250	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.							
TOTAL	City Council Expenses	63,534	69,700	69,700	60,008	64,750	69,700

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
City Clerk Expenses						
1202000 611500 Salaried Personnel	55,303	55,388	55,388	49,618	56,216	56,496
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	4,575	4,500	4,500	2,898	3,300	4,500
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.						
1202000 734000 Postage	76	80	80	52	65	80
Postage costs for general office mailings.						
1202000 735000 Printing	394	400	400	363	400	400
Photocopying for the City Clerk, and the binding of the annual year book.						
1202000 736000 Telephone	512	600	600	469	520	600
Line and call charges for phone lines of the City Clerk and City Controller.						
1202000 737000 Travel	944	650	650	710	860	2,000
Travel expenses incurred for attendance at Pennsylvania Municipal League meetings or other training.						
1202000 738000 Miscellaneous Expenses	570	400	400	210	370	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	10,743	20,000	20,000	4,859	7,000	15,000
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	500	600	650	628	728	1,150
City Clerk professional training.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1202000 760300	Office Supplies	182	200	150	21	150	200
	General office supplies for the City Clerk.						
TOTAL	City Clerk Expenses	73,800	82,918	82,918	59,827	69,609	80,926

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	55,388
						Available for Merit	1,108
TOTAL 611500 EMPLOYEES					1.0000		\$ 56,496

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Director Administrative Services Expenses						
1400000 610900 Salary - Director	132,591	130,169	130,169	114,424	130,495	133,748
Salary of the Business Administrator.						
1400000 611500 Salaried Personnel	91,419	107,433	92,648	81,120	92,330	109,826
Salaries of the City Hall Receptionist and the Administrative Assistant to the Business Administrator.						
1400000 612000 Salary Temporary	930	1,500	4,550	4,328	4,550	2,500
Costs of temporary personnel to fill in during extended absence of City Hall Receptionist or other Director's Office personnel.						
1400000 714100 PC Lease	35,493	39,225	50,475	50,425	50,425	50,430
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	6,965	7,200	5,800	5,792	5,800	6,000
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	29	50	50	48	50	60
Postage and express mail sent by the Director's Office.						
1400000 735000 Printing	811	800	800	791	800	800
Photocopying expenses of the Director's Office.						
1400000 736000 Telephone	590	650	650	540	650	650
Line and call charges for the Director's Office phones.						
1400000 737000 Travel	772	800	450	407	500	750
Costs associated with travel to various PML conferences.						
1400000 741000 Professional Services	77,163	60,000	72,200	62,926	56,725	125,000
Professional services to include consultant fees related to the Strategic Management Planning Program project as well as various other professional services engagements related to the Administrative Services Department.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1400000 744500	Training & School	467	500	500	446	402	500
	Costs of various PML conferences.						
1400000 760300	Office Supplies	1,084	1,000	1,900	1,736	1,900	2,000
	Office supplies for the Office of the Director.						
1400000 820000	Minor Equipment	856	500	1,100	1,068	1,068	500
	Purchase of office and/or computer equipment.						
1400000 929000	Transfers to Other Funds	0	0	600,000	0	600,000	0
	In 2019, this account was used to transfer \$600,000 in proceeds from the sale of the Armory property on Chesapeake Street to the Thaddeus Stevens College of Technology. The sale proceeds were transferred to the 2018 Capital Improvement Program Fund by Supplemental Appropriation approved by City Council.						
TOTAL	Director Administrative Services Expenses	349,171	349,827	961,292	324,052	945,695	432,764

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
<u>DIRECTOR OF ADMINISTRATIVE SERVICES</u>						
1400000	61090	F	M	1.0000	Director-Administrative Services	133,748
TOTAL 610900 EMPLOYEES				1.0000		\$ 133,748
1400000	611500	F	M	1.0000	Senior Staff Assistant Admin Svcs	53,140
1400000	611500	F	M	1.0000	City Hall Receptionist	39,477
					Available for Merit - Nonbargaining	16,681
					Available for Merit - AFSCME	528
TOTAL 611500 EMPLOYEES				2.0000		\$ 109,826
TOTAL EMPLOYEES				3.0000		\$ 243,574

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Accounting Expenses						
1401000 611000 Salary - Bureau Chief	89,136	86,726	88,826	78,338	89,045	88,461
Salary of the Chief Accountant.						
1401000 611500 Salaried Personnel	297,747	295,239	300,639	264,418	300,850	300,991
Salaries of the staff of the Bureau of Accounting.						
1401000 731000 Advertising	5,955	6,000	4,445	3,922	5,000	5,500
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	546	1,500	1,400	648	850	1,200
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.						
1401000 734000 Postage	5,084	5,100	5,100	3,893	4,790	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	1,708	1,625	1,625	870	1,488	1,600
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.						
1401000 736000 Telephone	948	1,100	1,100	868	940	1,050
Line and call charge for the Accounting Office.						
1401000 737000 Travel	0	200	200	164	200	200
Travel and/or mileage reimbursement expenses for staff in the Bureau of Accounting.						
1401000 741100 Audit Expense	35,430	52,000	53,075	53,074	53,100	50,000
This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits. This line item also includes the cost of the annual cost allocation study.						
1401000 743000 Bank Service Charges	15,401	15,000	22,510	18,968	22,500	24,000
This code is used to record the General Fund's share of bank service charges for the City's central depository account.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1401000 743100	Credit Card Fees	459	3,000	1,925	373	1,200	1,750
	This account reflects the General Fund's share of credit card company fees.						
1401000 744500	Training & School	743	2,000	2,350	2,011	2,100	2,300
	This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.						
1401000 760300	Office Supplies	3,521	4,500	4,500	3,952	4,500	5,000
	General office supplies for the Accounting Office.						
1401000 820000	Minor Equipment	0	200	200	0	100	200
	Minor equipment expenses for the Bureau of Accounting.						
TOTAL	Accounting Expenses	456,679	474,190	487,895	431,498	486,663	487,352

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF ACCOUNTING

1401000	611000	F	M	1.0000	Chief Accountant	88,461
TOTAL 611000 EMPLOYEES				1.0000		\$ 88,461
1401000	611500	F	M	1.0000	General Accountant 2	63,673
1401000	611500	F	M	1.0000	General Accountant 1	58,366
1401000	611500	F	M	1.0000	Development Administrator	62,957
1401000	611500	F	M	1.0000	Payroll/Accounting Manager	61,873
1401000	611500	F	M	1.0000	Payroll Specialist	54,122
TOTAL 611500 EMPLOYEES				5.0000		\$ 300,991
TOTAL EMPLOYEES				6.0000		\$ 389,452

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Procurement & Collection Expenses						
1402000 611000 Salary - Bureau Chief	5,660	6,065	6,212	5,478	6,227	6,187
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.						
1402000 611500 Salaried Personnel	52,446	56,225	56,814	48,235	54,890	57,690
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.						
1402000 612000 Salary Temporary	1,565	800	0	0	0	800
Expenses for temporary employees in the Treasury Office.						
1402000 618500 Overtime	1	100	100	53	100	100
Overtime expenses for Procurement and Collections staff.						
1402000 718000 Rental of Uniforms	0	26	26	0	26	26
Uniform rental expenses for Mail Clerk.						
1402000 723000 Maint. - Equipment	3,736	2,881	3,681	3,210	3,681	3,800
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	129	129
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.						
1402000 731000 Advertising	0	0	0	0	0	1,000
1402000 732000 Dues & Subscriptions	488	700	700	536	700	1,150
This line covers the cost of dues to various professional organizations.						
1402000 734000 Postage	8,522	14,258	14,258	7,553	14,258	14,952
Postage and permits required to mail tax billings, etc., and for chages to be made by the Postal Service for undeliverable, returned mail.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1402000 735000	Printing	2,190	3,494	3,494	1,919	3,494	3,600
	Mailing and return envelopes and forms used in various billings and copy machine use.						
1402000 736000	Telephone	395	522	522	392	522	522
	Line and call charges for phone, fax, cellular, and internet lines.						
1402000 737000	Travel	198	250	250	0	250	1,750
	Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.						
1402000 738000	Miscellaneous Expenses	0	250	250	0	250	500
	Petty cash items used for miscellaneous office operations.						
1402000 744500	Training & School	2,499	2,172	2,172	1,389	2,172	2,500
	Schools and seminars for Bureau employees.						
1402000 760300	Office Supplies	879	1,292	1,292	659	1,292	1,335
	Paper tapes used by the cash registers, calculators, remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.						
1402000 765400	Gas Oil & Diesel	86	86	86	73	86	86
	Cost of fuel for the Mail Clerk's vehicle.						
1402000 820000	Minor Equipment	9,705	3,783	10,088	2,419	9,000	9,856
	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	88,370	93,033	100,073	71,916	97,077	105,983

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
<u>BUREAU OF PROCUREMENT AND COLLECTION</u>						
1402000	611000	F	M	0.0862	Bureau Chief	6,187
TOTAL 611000 EMPLOYEES				0.0862		\$ 6,187
1402000	611500	F	A	0.0862	Billing Coordinator 1	4,354
1402000	611500	F	A	0.0862	Billing Coordinator 2	3,884
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,695
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,368
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,368
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,608
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,431
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,167
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,884
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,884
1402000	611500	F	M	0.0862	Customer Service Supervisor	4,857
1402000	611500	F	A	0.0862	Mail & Print Operator	3,184
1402000	611500	F	A	0.0862	Purchasing Coordinator	3,884
1402000	611500	F	A	0.0862	Revenue Clerk	3,997
Subtotal Full-Time				1.2065		
1402000	611500	P	A	0.0862	Data Entry	2,125
Subtotal Part-Time				0.0862		
TOTAL 611500 EMPLOYEES				1.2927		\$ 57,690

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
TOTAL EMPLOYEES			1.3789	\$ 63,877

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Information Services Expenses						
1404000 611500 Salaried Personnel	40,408	39,522	40,372	35,592	40,472	40,312
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	689	4,000	4,000	172	2,000	4,000
For 2020, this line item includes costs related to a failover system in the event the City's main internet and network system (via fiber) is disabled for any reason.						
1404000 723000 Maint. - Equipment	21,997	50,000	28,000	25,972	30,000	40,000
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	195	50	150
General mailings and shipping costs for returning equipment for repair.						
1404000 735000 Printing	0	50	50	0	10	50
Photocopying and any special printing needs.						
1404000 736000 Telephone	1,279	1,500	1,500	1,015	1,100	1,500
Line and call charges for Information Technology office phones and cell phones.						
1404000 737000 Travel	0	500	1,786	1,743	1,900	2,000
Covers transportation to and from job-related projects and schools.						
1404000 741000 Professional Services	171,197	160,000	33,000	16,637	33,000	100,000
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.						
1404000 744000 Contract Services	361,347	400,000	529,000	426,846	495,000	475,000
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.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1404000 744500	Training & School	0	5,000	3,714	3,714	4,000	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	0	500	500	3	100	500
	General office supplies needed for Information Technology.						
1404000 760600	Operating Supplies	2,807	5,000	5,000	1,618	2,000	3,000
	Purchasing of all forms, paper, and printing supplies. Also covers media used for server backup purposes.						
1404000 820000	Minor Equipment	2,181	5,000	5,000	4,513	4,600	5,000
	Upgrades to hardware and software required because of failure or new version releases used by Information Technology.						
1404000 820500	IT Projects	3,188	50,000	70,000	50,331	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	605,095	721,322	722,172	568,350	664,232	726,512

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	40,312
TOTAL 611500 EMPLOYEES						\$ 40,312
TOTAL EMPLOYEES						\$ 40,312

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Human Resources Expenses						
1405000 611000 Salary - Bureau Chief	81,353	80,130	82,130	74,288	84,110	81,733
Salary of the Bureau Chief of Human Resources.						
1405000 611500 Salaried Personnel	152,056	217,603	221,303	176,748	203,005	218,893
Salary of the Human Resources Office staff, consisting of three HR Staff: Assistant Bureau Chief and two HR Generalists.						
1405000 612000 Salary Temporary	0	5,000	0	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	4,816	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	660	1,500	1,500	438	438	700
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.						
1405000 732000 Dues & Subscriptions	2,651	3,010	4,010	2,863	3,010	3,100
Professional association dues for HR staff and additional reference materials.						
1405000 734000 Postage	2,729	4,500	4,500	1,677	4,500	4,500
Mailing from the Bureau of Human Resources.						
1405000 735000 Printing	1,658	4,800	4,800	2,584	3,800	4,800
Photocopy charges for the bureau.						
1405000 736000 Telephone	886	1,100	1,100	811	1,100	1,100
Line and call charges.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1405000 737000	Travel	4,035	5,900	5,900	5,752	5,900	7,400
	Travel expenses for seminar, training, and meetings.						
1405000 741000	Professional Services	36,447	58,060	65,483	38,764	37,000	65,000
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses.						
1405000 743500	Labor Relations Expense	2,129	1,200	1,200	114	200	1,200
	Expenses for labor relations with the non-uniformed bargaining unit (AFSCME), PELRAS dues, arbitrators fees and printing of collective bargaining agreements.						
1405000 744000	Contract Services	0	0	0	0	0	31,000
	Expenses related to new Applicant Tracking System software and employee onboarding and training that will be implemented by City Human Resources in 2020.						
1405000 744500	Training & School	3,891	5,385	4,385	2,968	3,100	7,665
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
1405000 760300	Office Supplies	3,197	3,700	3,700	2,325	3,700	3,700
	Office supplies for the Bureau of Human Resources.						
1405000 760600	Operating Supplies	154	800	800	56	800	6,000
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
1405000 820000	Minor Equipment	489	3,000	577	44	1,000	3,000
	Purchase of office and/or computer equipment.						
TOTAL	Human Resources Expenses	299,882	403,488	409,188	314,247	359,263	452,591

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	81,733
TOTAL 611000 EMPLOYEES				1.0000		\$ 81,733
1405000	611500	F	M	1.0000	Assistant HR Bureau Chief	67,371
1405000	611500	F	M	1.0000	Human Resource Generalist	52,817
1405000	611500	F	M	1.0000	Human Resource Technician	43,625
1405000	611500	F	M	1.0000	Wellness Coordinator	55,080
TOTAL 611500 EMPLOYEES				4.0000		\$ 218,893
TOTAL EMPLOYEES				5.0000		\$ 300,626

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Community Involvement Expenses						
1406000 812000 LEMSA Contribution	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	1,610	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	19,000	19,000	18,983	19,000	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	100,000	100,000	100,000	100,000	100,000	100,000
Operating support contribution to the Lancaster County Public Library.						
1406000 814200 Non-Profit Org Contribution	75,000	0	0	0	0	0
This was a one-time contribution to the Boys and Girls Club in 2018.						
1406000 814300 Community Communications	83,943	50,000	50,000	31,448	35,000	60,000
Costs for website maintenance and hosting, and expenses for periodic informational materials (print and electronic) for City residents. Beginning in 2020, this line item also accounts for expenses related to tools and programs to support the City's Language Access Program.						
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 Relations Commission	3,789	3,000	3,000	2,749	3,000	3,000
Costs incurred by the City's Human Relations Commission including contract labor charges.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1406000 851300	LOOP	43,459	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	786,137	680,656	680,656	610,446	665,656	690,656

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Insurance Package Expenses							
1407000 772000	Insurance Package	576,929	640,000	640,000	540,400	615,000	660,000
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	2,821	3,000	3,000	2,794	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	579,750	643,000	643,000	543,194	618,000	663,000

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Fringe Benefits Expenses							
1408000 620200	Medical Insurance	350,000	370,000	370,000	339,460	370,000	350,000
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.							
1408000 620300	Dental/Vision	11,312	14,000	13,170	3,784	12,400	12,772
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.							
1408000 620800	Social Security	898,660	1,005,944	998,434	819,138	948,606	1,042,523
The General Fund share of FICA and Medicare taxes for all employees.							
1408000 620900	Life Insurance	67,144	85,900	77,400	53,894	82,545	85,700
Expense of life insurance coverage for General Fund employees.							
1408000 623000	Pension Contribution	612,717	702,702	702,702	691,130	702,702	705,985
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	10,632	30,000	13,750	6,860	22,500	30,000
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.							
1408000 625000	Workers Compensation	231,359	500,000	598,643	587,261	575,000	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	41,573	40,000	49,330	45,808	46,253	50,000
Expenses for parking or bus passes for General Fund employees.							
TOTAL	Fringe Benefits Expenses	2,223,397	2,748,546	2,823,429	2,547,334	2,760,006	2,776,980

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Debt Service Expenses							
1409000 923000	Paying Agent Fees	1,062	1,500	1,500	205	1,500	1,500
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
1409000 924000	Debt Service - Interest	1,924,387	2,422,613	2,422,613	2,312,573	2,312,573	2,343,224
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, 2018, and 2019 General Obligation Bonds/Notes.							
1409000 926000	Debt Service - Principal	2,452,400	2,541,600	2,351,600	2,111,600	2,111,600	2,470,800
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	4,377,849	4,965,713	4,775,713	4,424,378	4,425,673	4,815,524
TOTAL	Administrative Services Expenses	9,766,330	11,079,775	11,603,418	9,835,414	11,022,265	11,151,362

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Controller & Treasurer Expenses							
1403000	610500 Elected Official	17,000	17,000	17,000	15,692	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	15,692	17,000	17,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Police Bureau Expenses						
1501001 611000 Salary - Bureau Chief	136,810	137,115	137,115	121,126	132,601	141,206
Salary of the Chief of Police.						
1501001 611500 Salaried Personnel	1,273,286	1,413,278	1,399,274	1,175,347	1,348,977	1,416,612
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	370,324	376,117	376,117	331,942	378,456	387,339
Salaries of the three Division Captains.						
1501001 613200 Police Lieutenants	1,118,996	1,195,426	1,195,426	1,040,341	1,195,389	1,232,519
Salaries of lieutenants.						
1501001 613300 Police Sergeants	3,663,023	4,171,455	4,071,823	3,337,004	3,833,400	4,285,486
Salaries of sergeants and detectives.						
1501001 614000 Patrolmen	5,734,659	6,106,019	5,924,256	5,091,262	5,841,716	6,298,389
Salaries of patrol officers.						
1501001 615000 School Crossing Guards	401,480	548,114	503,249	362,750	459,370	516,674
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	633,099	700,765	706,634	513,539	592,129	717,293
Salaries of Community Service Aides.						
1501001 618000 Police Acting Officers	27,190	25,000	25,000	24,121	25,000	25,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.						
1501001 618500 Police Overtime	696,496	600,000	600,000	622,967	682,000	600,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1501001 618800	Police Cadet Training Program	5,913	60,000	24,305	12,833	20,000	60,000
	Covers salaries of Cadets.						
1501001 619000	Police Sick Bonus	25,550	26,000	25,370	24,850	24,850	25,500
	Covers payments for the sick leave incentive bonus program.						
1501001 620100	Educational Incentive	54,087	60,000	60,000	53,971	57,000	63,750
	Covers payments for college educational incentive program.						
1501001 620200	Medical Insurance	2,150,000	2,440,000	2,342,850	2,153,395	2,342,850	2,600,000
	Costs for health insurance for all active Police Bureau employees.						
1501001 620201	Medical Ins - Retirees	1,300,000	1,400,000	1,400,000	1,283,333	1,400,000	1,300,000
	Covers the cost for health insurance for all retired Police Bureau employees.						
1501001 620300	Dental/Vision	164,001	177,270	177,270	146,374	166,368	174,359
	Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.						
1501001 621000	Uniform Maintenance Allow	68,299	85,375	85,375	68,725	68,725	85,850
	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	3,104,156	3,674,585	3,674,585	3,674,585	3,674,585	3,742,138
	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	24,500	8,000	8,000	7,584	8,000	8,000
	Expenses related to the lease of PCs and laptops used throughout the Police Bureau. This line item includes lease costs for City PCs in training room.						
1501001 716000	Rental of Parking Lot	97,657	100,500	100,500	94,196	98,595	101,500
	Rental of parking spaces in the Water Street Garage.						
1501001 722000	Maint. - Communications	22,940	25,500	25,448	19,833	25,500	130,500

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
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. For 2020, this line includes the 1st year of a 5-year lease for 170 new handheld Police radios.						
1501001 723000 Maint. - Equipment	104,125	66,000	66,000	52,252	66,000	67,320
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 devices, document shredding, car wash, copier toner and other equipment. Includes lease for copiers & fax machines. Includes annual lead abatement and maintenance for the indoor police firearms range.						
1501001 729000 Maint. - Vehicles	102,859	110,000	110,000	83,785	100,000	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	480	0	0	0	0	0
Used for maintaining bicycles and related equipment. These costs will be included in 820100 "Bicycles & Accessories" for the 2019 and future budgets.						
1501001 732000 Dues & Subscriptions	5,935	125,000	125,000	113,821	125,000	163,000
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	6,101	7,500	7,500	5,882	7,000	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.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1501001 735000 Printing	14,116	15,000	13,350	10,273	15,000	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.						
1501001 736000 Telephone	88,353	118,500	118,500	105,961	118,500	125,000
This line item includes local and long distance calling, cellular phones, cellular fees, C.L.E.A.N. computer terminal costs. Phone switch maintenance fees, MDT cellular air card fees, video conferencing fees, internet fees, email fees.						
1501001 737000 Travel	15,664	18,000	18,000	15,938	18,000	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	3,093	5,000	5,000	2,735	5,000	5,000
Awards and trophies for the spring and fall "Crime Stoppers" Commendation Awards, advertising for contracts and hiring, ordinances and hazardous vehicles, "Crime Prevention" programs, petty cash and prisoner meal costs.						
1501001 741000 Professional Services	24,296	40,000	40,000	33,550	45,000	45,000
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	34,030	40,000	15,000	12,699	25,000	40,000
Costs related to contract negotiations and grievance arbitration.						
1501001 743700 Laboratory Tests	12,371	28,000	26,840	16,931	28,000	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	10,381	0	11,865	11,864	11,864	0
Subscription fee, maintenance fee and communications line charges for the Lancaster County computer system. This is a per capita based fee.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1501001 744500	Training & School	70,773	89,900	89,900	65,657	75,000	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	9,667	8,000	8,000	5,117	7,000	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.						
1501001 760300	Office Supplies	9,284	12,000	12,000	8,262	12,000	12,000
	General office and paper supplies.						
1501001 760600	Operating Supplies	18,963	19,000	20,790	20,608	24,000	25,000
	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	71,023	100,000	100,000	60,518	100,000	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	434	1,000	1,000	843	1,000	0
	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	10,033	7,000	7,000	6,471	7,000	12,000
	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	21,499	30,000	30,000	27,292	30,000	30,000
	Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.						
1501001 763300	Less than Lethal Equip	61,300	59,000	59,000	57,885	59,000	59,000
	Supplies for less than lethal weapons include Taser cartridges and batteries, oleoresin capscicum and less than lethal shotgun ammunition.						
1501001 763400	Weapons	57,568	10,000	10,000	4,438	10,000	10,000
	Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1501001 765400	Gas Oil & Diesel	128,894	0	130,000	100,355	115,000	130,000
	Gasoline and oil and natural gas needed to operate the Police Bureau vehicles.						
1501001 772000	Insurance Package	249,383	275,000	380,000	364,640	370,000	330,572
	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	20,534	50,000	23,718	12,386	15,000	24,000
	Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.						
1501001 816000	Drug Task Force Assmnt	59,322	59,322	59,322	59,322	59,322	59,322
	Per capita contribution toward the operation of the Lancaster County Task Force.						
1501001 816100	Community Safety Coalitio	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	197,266	150,000	168,927	96,972	165,000	260,000
	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. were transferred to 7320, Dues & Subscriptions. Purchase of Mobile Cop (\$33,080) due to County IT no longer providing.						
1501001 820100	Bicycles & Accessories	1,928	3,000	3,000	2,427	3,000	3,000
	Purchasing and repairs of bicycles and related equipment / accessories.						
1501001 827000	Vehicles	262,012	241,500	302,387	157,817	302,000	290,000
	Replacing vehicles and accessories installed in unmarked and marked vehicles such as security screens, emergency lighting and sirens, push bars, exterior markings and Mobile Data Terminals (Computers and tablets and their mounts).						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1501001 827100	Vehicle-Lease Purchase	50,642	56,500	56,500	56,006	56,500	70,193
	Lease payments on vehicles.						
1501001 829000	Capital Outlay	0	0	97,150	97,145	97,150	0
	Capital project expenses for equipment and/or needed building maintenance or improvements. In 2019, Capital Outlay expenses were related to jail cell door and other related replacements that were required due to aging equipment/systems.						
1501001 924000	Debt Service - Interest	239,025	228,310	228,310	228,310	228,310	217,249
	Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1501001 926000	Debt Service - Principal	357,182	368,704	368,704	368,704	368,704	380,226
	Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
TOTAL	Police Bureau Expenses	23,591,002	25,871,755	25,775,360	22,626,943	25,244,861	26,846,397

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF POLICE

1501001	611000	F	P	1.0000	Chief Of Police	141,206
TOTAL 611000 EMPLOYEES				1.0000		\$ 141,206
1501001	611500	F	M	1.0000	Sr. Staff Assistant - Police	50,125
1501001	611500	F	M	1.0000	Records Supervisor	55,471
1501001	611500	F	M	1.0000	Crime Analyst	53,060
1501001	611500	F	M	1.0000	Policy Manager/Training Coordinator	59,303
1501001	611500	F	M	1.0000	Police Social Worker	57,630
1501001	611500	F	A	1.0000	Administrative Assistant - Patrol Division	54,530
1501001	611500	F	A	1.0000	Administrative Assistant CID	53,473
1501001	611500	F	A	1.0000	Evidence Specialist	54,058
1501001	611500	F	A	1.0000	Evidence Specialist	54,575
1501001	611500	F	A	1.0000	Network IT System Adm.	65,194
1501001	611500	F	A	1.0000	Network IT System Adm.	61,359
1501001	611500	F	A	1.0000	Animal Enforcement Officer	45,375
1501001	611500	F	A	1.0000	Hazardous/Abandoned Vehicles	49,197
1501001	611500	F	A	1.0000	Administrative Assistant Patrol Services	49,439
1501001	611500	F	A	1.0000	Administrative Assistant CID	49,604
1501001	611500	F	A	1.0000	Records Processor Specialist	46,714
1501001	611500	F	A	1.0000	Records Processor	46,374
1501001	611500	F	A	1.0000	Records Processor	44,018
1501001	611500	F	A	1.0000	Records Processor	43,876
1501001	611500	F	A	1.0000	Records Processor	43,232
1501001	611500	F	A	1.0000	Records Processor	42,875

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	611500	F	A	1.0000	Records Processor	42,875
1501001	611500	F	A	1.0000	Records Processor	39,930
1501001	611500	F	A	1.0000	Records Processor	39,083
1501001	611500	F	A	1.0000	Records Processor	39,083
1501001	611500	F	A	1.0000	Inventory Specialist	48,582
1501001	611500	F	A	1.0000	Police Bureau Receptionist	43,393
1501001	611500	F	A	1.0000	Police Bureau Receptionist	41,724
					Available for Merit - NonBargaining	5,512
					Available for Merit - AFSCME	23,460
				Subtotal Full-Time	28.0000	
1501001	611500	P	A	1.0000	Police Patrol Clerk	13,488
				Subtotal Part-Time	1.0000	
TOTAL 611500 EMPLOYEES				29.0000		\$ 1,416,612
1501001	613100	F	P	1.0000	Police Captain	130,188
1501001	613100	F	P	1.0000	Police Captain	129,895
1501001	613100	F	P	1.0000	Police Captain	127,256
TOTAL 613100 EMPLOYEES				3.0000		\$ 387,339
1501001	613200	F	P	1.0000	Police Lieutenant	112,952
1501001	613200	F	P	1.0000	Police Lieutenant	112,697
1501001	613200	F	P	1.0000	Police Lieutenant	112,442
1501001	613200	F	P	1.0000	Police Lieutenant	112,442
1501001	613200	F	P	1.0000	Police Lieutenant	110,403

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
1501001	613200	F	P	1.0000	Police Lieutenant	110,403
1501001	613200	F	P	1.0000	Police Lieutenant	110,403
1501001	613200	F	P	1.0000	Police Lieutenant	110,148
1501001	613200	F	P	1.0000	Police Lieutenant	110,148
1501001	613200	F	P	1.0000	Police Lieutenant	108,618
1501001	613200	F	P	1.0000	Police Lieutenant	108,363
1501001	613200				Shift Differential	13,500
TOTAL 613200 EMPLOYEES				11.0000		\$ 1,232,519
1501001	613300	F	P	1.0000	Detective	89,740
1501001	613300	F	P	1.0000	Detective	89,740
1501001	613300	F	P	1.0000	Detective	89,533
1501001	613300	F	P	1.0000	Detective	89,533
1501001	613300	F	P	1.0000	Detective	88,704
1501001	613300	F	P	1.0000	Detective	88,704
1501001	613300	F	P	1.0000	Detective	88,289
1501001	613300	F	P	1.0000	Detective	88,289
1501001	613300	F	P	1.0000	Detective	88,289
1501001	613300	F	P	1.0000	Detective	88,082
1501001	613300	F	P	1.0000	Detective	87,875
1501001	613300	F	P	1.0000	Detective	87,046
1501001	613300	F	P	1.0000	Detective	87,046
1501001	613300	F	P	1.0000	Detective	86,838
1501001	613300	F	P	1.0000	Detective	86,631
1501001	613300	F	P	1.0000	Detective	86,631

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Detective	86,631
1501001	613300	F	P	1.0000	Detective	86,631
1501001	613300	F	P	1.0000	Detective	86,631
1501001	613300	F	P	1.0000	Detective	86,631
1501001	613300	F	P	1.0000	Police Sergeant	98,444
1501001	613300	F	P	1.0000	Police Sergeant	98,444
1501001	613300	F	P	1.0000	Police Sergeant	97,779
1501001	613300	F	P	1.0000	Police Sergeant	97,557
1501001	613300	F	P	1.0000	Police Sergeant	96,670
1501001	613300	F	P	1.0000	Police Sergeant	96,670
1501001	613300	F	P	1.0000	Police Sergeant	96,448
1501001	613300	F	P	1.0000	Police Sergeant	96,227
1501001	613300	F	P	1.0000	Police Sergeant	96,227
1501001	613300	F	P	1.0000	Police Sergeant	96,005
1501001	613300	F	P	1.0000	Police Sergeant	96,005
1501001	613300	F	P	1.0000	Police Sergeant	96,005
1501001	613300	F	P	1.0000	Police Sergeant	96,005
1501001	613300	F	P	1.0000	Police Sergeant	95,783
1501001	613300	F	P	1.0000	Police Sergeant	95,783
1501001	613300	F	P	1.0000	Police Sergeant	95,783
1501001	613300	F	P	1.0000	Police Sergeant	94,675
1501001	613300	F	P	1.0000	Police Sergeant	94,453
1501001	613300	F	P	1.0000	Police Sergeant	94,453
1501001	613300	F	P	1.0000	Police Sergeant	94,453
1501001	613300	F	P	1.0000	Police Sergeant	94,231
1501001	613300	F	P	1.0000	Police Sergeant	94,231

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Police Sergeant	94,010
1501001	613300	F	P	1.0000	Police Sergeant	93,123
1501001	613300	F	P	1.0000	Police Sergeant	92,679
1501001	613300	F	P	1.0000	Police Sergeant	91,349
1501001	613300				Shift Differential	44,500
TOTAL 613300 EMPLOYEES				46.0000		\$ 4,285,486
1501001	614000	F	P	1.0000	Police Officer	83,669
1501001	614000	F	P	1.0000	Police Officer	83,669
1501001	614000	F	P	1.0000	Police Officer	83,477
1501001	614000	F	P	1.0000	Police Officer	83,477
1501001	614000	F	P	1.0000	Police Officer	83,477
1501001	614000	F	P	1.0000	Police Officer	83,477
1501001	614000	F	P	1.0000	Police Officer	83,477
1501001	614000	F	P	1.0000	Police Officer	83,477
1501001	614000	F	P	1.0000	Police Officer	82,513
1501001	614000	F	P	1.0000	Police Officer	82,513
1501001	614000	F	P	1.0000	Police Officer	82,513
1501001	614000	F	P	1.0000	Police Officer	82,513
1501001	614000	F	P	1.0000	Police Officer	82,320
1501001	614000	F	P	1.0000	Police Officer	82,127
1501001	614000	F	P	1.0000	Police Officer	82,127
1501001	614000	F	P	1.0000	Police Officer	82,127
1501001	614000	F	P	1.0000	Police Officer	82,127
1501001	614000	F	P	1.0000	Police Officer	82,127
1501001	614000	F	P	1.0000	Police Officer	82,127

**CITY OF LANCASTER
STAFFING SCHEDULE
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APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	82,127
1501001	614000	F	P	1.0000	Police Officer	81,934
1501001	614000	F	P	1.0000	Police Officer	81,934
1501001	614000	F	P	1.0000	Police Officer	81,742
1501001	614000	F	P	1.0000	Police Officer	81,742
1501001	614000	F	P	1.0000	Police Officer	80,970
1501001	614000	F	P	1.0000	Police Officer	80,970
1501001	614000	F	P	1.0000	Police Officer	80,970
1501001	614000	F	P	1.0000	Police Officer	80,778
1501001	614000	F	P	1.0000	Police Officer	80,778
1501001	614000	F	P	1.0000	Police Officer	80,778
1501001	614000	F	P	1.0000	Police Officer	80,778
1501001	614000	F	P	1.0000	Police Officer	80,585
1501001	614000	F	P	1.0000	Police Officer	80,392
1501001	614000	F	P	1.0000	Police Officer	80,392
1501001	614000	F	P	1.0000	Police Officer	79,428
1501001	614000	F	P	1.0000	Police Officer	79,235
1501001	614000	F	P	1.0000	Police Officer	79,235
1501001	614000	F	P	1.0000	Police Officer	79,235
1501001	614000	F	P	1.0000	Police Officer	79,043
1501001	614000	F	P	1.0000	Police Officer	79,043
1501001	614000	F	P	1.0000	Police Officer	78,850
1501001	614000	F	P	1.0000	Police Officer	78,850
1501001	614000	F	P	1.0000	Police Officer	78,850
1501001	614000	F	P	1.0000	Police Officer	78,850
1501001	614000	F	P	1.0000	Police Officer	78,850

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	78,850
1501001	614000	F	P	1.0000	Police Officer	78,850
1501001	614000	F	P	1.0000	Police Officer	76,818
1501001	614000	F	P	1.0000	Police Officer	74,742
1501001	614000	F	P	1.0000	Police Officer	73,259
1501001	614000	F	P	1.0000	Police Officer	73,259
1501001	614000	F	P	1.0000	Police Officer	73,259
1501001	614000	F	P	1.0000	Police Officer	73,259
1501001	614000	F	P	1.0000	Police Officer	73,259
1501001	614000	F	P	1.0000	Police Officer	70,098
1501001	614000	F	P	1.0000	Police Officer	70,098
1501001	614000	F	P	1.0000	Police Officer	70,098
1501001	614000	F	P	1.0000	Police Officer	70,098
1501001	614000	F	P	1.0000	Police Officer	70,098
1501001	614000	F	P	1.0000	Police Officer	66,734
1501001	614000	F	P	1.0000	Police Officer	65,547
1501001	614000	F	P	1.0000	Police Officer	65,547
1501001	614000	F	P	1.0000	Police Officer	65,547
1501001	614000	F	P	1.0000	Police Officer	64,658
1501001	614000	F	P	1.0000	Police Officer	62,581
1501001	614000	F	P	1.0000	Police Officer	62,581
1501001	614000	F	P	1.0000	Police Officer	62,581
1501001	614000	F	P	1.0000	Police Officer	60,957
1501001	614000	F	P	1.0000	Police Officer	60,957
1501001	614000	F	P	1.0000	Police Officer	60,957
1501001	614000	F	P	1.0000	Police Officer	59,636
1501001	614000	F	P	1.0000	Police Officer	59,636

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
1501001	614000	F	P	1.0000	Police Officer	59,636
1501001	614000	F	P	1.0000	Police Officer	59,636
1501001	614000	F	P	1.0000	Police Officer	57,275
1501001	614000	F	P	1.0000	Police Officer	56,901
1501001	614000	F	P	1.0000	Police Officer	56,901
1501001	614000	F	P	1.0000	Police Officer	56,901
1501001	614000	F	P	1.0000	Police Officer	55,928
1501001	614000	F	P	1.0000	Police Officer	55,928
1501001	614000	F	P	1.0000	Police Officer	55,928
1501001	614000	F	P	1.0000	Police Officer	54,954
1501001	614000	F	P	1.0000	Police Officer	54,954
1501001	614000	F	P	1.0000	Police Officer	54,954
1501001	614000	F	P	1.0000	Police Officer	54,954
1501001	614000				Shift Differential	130,000
TOTAL 614000 EMPLOYEES				84.0000		\$ 6,298,389
1501001	615000	F	A	1.0000	Patrol Service Aide	47,744
1501001	615000	F	A	1.0000	Patrol Service Aide	47,744
1501001	615000	F	A	1.0000	Patrol Service Aide	45,908
1501001	615000	F	A	1.0000	Patrol Service Aide	44,142
1501001	615000	F	A	1.0000	Patrol Service Aide	44,142
1501001	615000	F	A	1.0000	Patrol Service Aide	44,142
		Subtotal Full-Time		6.0000		
1501001	615000	P	A	1.0000	School Crossing Guard	16,505

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	16,505
1501001	615000	P	A	1.0000	School Crossing Guard	9,945
1501001	615000	P	A	1.0000	School Crossing Guard	9,447
1501001	615000	P	A	1.0000	School Crossing Guard	9,447
1501001	615000	P	A	1.0000	School Crossing Guard	9,447
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
1501001	615000	P	A	1.0000	School Crossing Guard	7,798

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	7,798
			Subtotal Part-Time	28.0000		
TOTAL 615000 EMPLOYEES				34.0000		\$ 516,674
1501001	615200	F	A	1.0000	Community Service Aide - Cert	50,526
1501001	615200	F	A	1.0000	Community Service Aide - Cert	50,525
1501001	615200	F	A	1.0000	Community Service Aide - Cert	48,582
1501001	615200	F	A	1.0000	Community Service Aide - Cert	48,193
1501001	615200	F	A	1.0000	Community Service Aide - Cert	46,714
1501001	615200	F	A	1.0000	Community Service Aide - Cert	46,714
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,966
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,851
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,505
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,582
1501001	615200	F	A	1.0000	Community Service Aide - Cert	42,582
1501001	615200	F	A	1.0000	Community Service Aide	42,582
1501001	615200	F	A	1.0000	Community Service Aide	42,582
1501001	615200	F	A	1.0000	Community Service Aide	41,463
1501001	615200	F	A	1.0000	Community Service Aide	41,463
1501001	615200	F	A	1.0000	Community Service Aide - Cert	41,463
TOTAL 615200 EMPLOYEES				16.0000		\$ 717,293
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
Subtotal Part-Time				4.0000		
TOTAL 618800 EMPLOYEES				4.0000		\$ 60,000
Total Full -Time				195.00		
Total Part-Time				33.00		
TOTAL EMPLOYEES				228.0000		\$ 15,055,518

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Fire Bureau Expenses						
1502001 611000 Salary - Bureau Chief	105,328	108,554	108,554	105,848	120,700	122,692
Salary of the Fire Chief.						
1502001 611500 Salaried Personnel	133,972	107,842	107,842	86,926	107,078	109,659
Salaries of the 2 non-uniformed personnel assigned to the Bureau of Fire.						
1502001 613000 Fire Deputy Chiefs	79,776	34,417	34,417	30,643	30,643	0
Salaries of two Deputy Chiefs.						
1502001 613100 Fire Captains	624,554	505,503	505,503	662,976	757,819	788,583
Salaries of (3) Battalion Chiefs, (4) Suppression Captains, (1) Fire Marshal Captain.						
1502001 613200 Fire Lieutenants	1,401,427	1,409,421	1,409,421	1,273,746	1,477,645	1,447,400
Salaries of (3) Assistant Fire Marshals, (1) Maintenance Officer and (12) Suppression lieutenants.						
1502001 614100 Firefighters	3,455,327	3,700,947	3,698,699	3,246,478	3,716,814	3,645,222
Salaries of (49) Firefighters. Of the 48, (4) are current vacancies with (3) current Firefighters retiring in first half of 2020.						
1502001 618500 Fire Overtime	108,420	175,000	175,000	91,044	105,000	100,000
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	7,300	10,000	9,885	7,100	7,100	8,500
This line item includes costs associated with the Fire CBA Article 21 (Sick Leave Bonus) for the Sick Leave incentive bonus program.						
1502001 620100 Educational Incentive	24,231	30,000	30,000	24,400	30,000	30,000
This line item includes costs associated with the Fire CBA Article 26 (Education and Certification Bonus) providing incentive payments to firefighters who have achieved advanced degrees in the Fire Sciences.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1502001 620200 Medical Insurance	1,080,000	1,125,000	1,125,000	1,031,250	1,125,000	1,075,000
Costs for health care for all active Fire Bureau employees, including administrative staff.						
1502001 620201 Medical Ins - Retirees	1,150,000	1,200,000	1,200,000	1,100,000	1,200,000	1,200,000
Costs for health care for retired Firefighters.						
1502001 620300 Dental/Vision	103,399	133,667	133,667	88,662	114,326	120,055
Cost of dental and vision coverage for Fire Bureau personnel. The coverage is mandated by contract between the City of Lancaster and the Lancaster Uniformed Firefighters Association Local 319.						
1502001 621000 Uniform Maintenance Allow	28,400	30,000	28,927	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	2,315,107	1,983,633	1,983,633	1,983,633	1,983,633	2,047,022
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	31,021	31,025	31,140	31,138	31,138	31,200
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	4,920	5,000	5,040	4,900	5,040	5,150
Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.						
1502001 722000 Maint. - Communications	5,335	5,000	5,000	4,851	4,000	5,000
Cost to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.						
1502001 723000 Maint. - Equipment	15,684	10,000	16,890	16,460	20,000	20,000
Cost of maintenance of fire station technology and software such as Emergency Reporting and Active 911.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1502001 729000	Maint. - Vehicles	38,781	25,000	31,000	26,445	28,000	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	1,472	2,000	2,000	1,414	1,900	2,000
	Postage costs for Fire Bureau.						
1502001 735000	Printing	785	1,000	1,000	688	1,000	1,000
	In house cost of printing and copying of material used by both the suppression and fire marshal division.						
1502001 736000	Telephone	13,875	20,000	20,000	10,063	12,000	15,000
	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	6,002	25,000	23,490	13,201	25,000	25,000
	Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.						
1502001 738000	Miscellaneous Expenses	2,538	10,000	10,000	6,143	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	4,750	8,500	8,500	562	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	23,150	20,000	20,000	4,038	10,000	20,000
	Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.						
1502001 744500	Training & School	42,559	100,000	50,348	29,860	50,000	100,000
	Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.						
1502001 749000	Civil Service Board	4,037	12,000	12,000	5,446	10,000	10,000
	Cost of Civil Service entrance and promotional exams, advertising, etc.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1502001 760300 Office Supplies	2,574	5,000	5,000	3,291	5,000	5,000
Cost of office supplies.						
1502001 760600 Operating Supplies	7,147	7,000	7,000	6,029	7,000	7,000
Cost of operating supplies for three fire stations.						
1502001 761200 Uniforms	34,505	25,000	27,173	25,900	30,000	35,000
Cost of uniforms issued by the Fire Bureau, including dress and work uniforms for the Chief, Officers, Fire Suppression, Recruits, Fire Marshals and the Administrative Division. This also includes badges, name plates, shoulder patches, etc.						
1502001 764200 Fire Prevention Supplies	5,500	10,000	10,000	2,803	4,000	5,000
Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
1502001 764500 Protective Clothing	64,287	40,000	40,000	12,132	40,000	50,000
Purchase of required protective clothing for firefighters which is replaced every five years.						
1502001 765400 Gas Oil & Diesel	30,445	25,000	25,000	21,992	25,000	30,000
Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.						
1502001 767200 Misc. Vehicle Parts	15,833	24,000	24,000	19,582	25,000	25,000
Cost of the maintenance and repair of apparatus and vehicles (preventive maintenance, tires, batteries, brakes, and specialized parts).						
1502001 820000 Minor Equipment	85,389	90,000	91,161	71,778	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	3,918	5,000	5,928	5,550	6,000	6,000
Cost of AED equipment, first aid and safety supplies, etc.						
1502001 822000 Communication Equipment	10,135	10,000	35,043	15,311	15,000	15,000
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	0	1,000	1,000	0	1,000	1,000
Office equipment and furniture.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1502001 827000	Vehicles	50,000	0	0	0	0	0
	Purchase of used fire apparatus.						
1502001 827100	Vehicle-Lease Purchase	201,714	200,000	210,000	103,678	200,000	275,000
	Cost to lease fire apparatus and vehicles.						
1502001 924000	Debt Service - Interest	175,877	167,993	167,993	167,993	167,993	159,854
	Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 926000	Debt Service - Principal	262,818	271,296	271,296	271,296	271,296	279,774
	Principal payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 940000	Grants Match	0	8,000	8,000	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 2020.						
TOTAL	Fire Bureau Expenses	11,762,295	11,717,798	11,715,550	10,643,650	11,909,625	11,993,611
TOTAL	Public Safety Expenses	35,353,297	37,589,553	37,490,910	33,270,593	37,154,486	38,840,008

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF FIRE

1502001	611000	F	F	1.0000	Fire Chief	122,692
TOTAL 611000 EMPLOYEES				1.0000		\$ 122,692
1502001	611500	F	A	1.0000	File Clerk III	49,197
1502001	611500	F	M	1.0000	Fire Admin Services Manager	58,794
					Available for Merit - NonBargaining	1,176
					Available for Merit - AFSCME	492
TOTAL 611500 EMPLOYEES				2.0000		\$ 109,659
1502001	613000	F	F	0.0000	Fire Deputy Chief	0
1502001	613000	F	F	0.0000	Fire Deputy Chief	0
TOTAL 613000 EMPLOYEES				0.0000		\$ -
1502001	613100	F	F	1.0000	Battallion Chief	98,520
1502001	613100	F	F	1.0000	Battallion Chief	94,041
1502001	613100	F	F	1.0000	Battallion Chief	92,474
1502001	613100	F	F	1.0000	Fire Captain	92,429
1502001	613100	F	F	1.0000	Fire Captain	88,990
1502001	613100	F	F	1.0000	Fire Captain	88,775
1502001	613100	F	F	1.0000	Fire Captain	88,775
1502001	613100	F	F	1.0000	Fire Marshall	94,579
					Additional Funds for Extra Hours Pay	50,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
TOTAL 613100 EMPLOYEES				8.0000		\$ 788,583
1502001	613200	F	F	1.0000	Fire Lieutenant	86,697
1502001	613200	F	F	1.0000	Fire Lieutenant	86,697
1502001	613200	F	F	1.0000	Fire Lieutenant	86,697
1502001	613200	F	F	1.0000	Fire Lieutenant	86,697
1502001	613200	F	F	1.0000	Fire Lieutenant	86,697
1502001	613200	F	F	1.0000	Fire Lieutenant	84,924
1502001	613200	F	F	1.0000	Fire Lieutenant	81,574
1502001	613200	F	F	1.0000	Fire Lieutenant	81,574
1502001	613200	F	F	1.0000	Fire Lieutenant	81,574
1502001	613200	F	F	1.0000	Fire Lieutenant	81,377
1502001	613200	F	F	1.0000	Fire Lieutenant	80,392
1502001	613200	F	F	1.0000	Fire Lieutenant	80,392
1502001	613200	F	F	1.0000	Assistant Fire Marshal	89,141
1502001	613200	F	F	1.0000	Assistant Fire Marshal	89,141
1502001	613200	F	F	1.0000	Assistant Fire Marshal	85,900
1502001	613200	F	F	1.0000	Maintenance Officer	87,926
					Additional Funds for Extra Hours Pay	90,000
TOTAL 613200 EMPLOYEES				16.0000		\$ 1,447,400
1502001	614100	F	F	1.0000	Driver Operator	80,786
1502001	614100	F	F	1.0000	Driver Operator	80,786

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Driver Operator	80,786
1502001	614100	F	F	1.0000	Driver Operator	80,786
1502001	614100	F	F	1.0000	Driver Operator	79,685
1502001	614100	F	F	1.0000	Driver Operator	79,134
1502001	614100	F	F	1.0000	Driver Operator	79,134
1502001	614100	F	F	1.0000	Driver Operator	78,950
1502001	614100	F	F	1.0000	Driver Operator	77,114
1502001	614100	F	F	1.0000	Driver Operator	76,013
1502001	614100	F	F	1.0000	Driver Operator	76,013
1502001	614100	F	F	1.0000	Driver Operator	75,829
1502001	614100	F	F	1.0000	Driver Operator	74,911
1502001	614100	F	F	1.0000	Driver Operator	74,727
1502001	614100	F	F	1.0000	Driver Operator	74,727
1502001	614100	F	F	1.0000	Driver Operator	74,360
1502001	614100	F	F	1.0000	Firefighter	78,816
1502001	614100	F	F	1.0000	Firefighter	78,816
1502001	614100	F	F	1.0000	Firefighter	77,383
1502001	614100	F	F	1.0000	Firefighter	77,204
1502001	614100	F	F	1.0000	Firefighter	77,025
1502001	614100	F	F	1.0000	Firefighter	75,233
1502001	614100	F	F	1.0000	Firefighter	75,233
1502001	614100	F	F	1.0000	Firefighter	75,233
1502001	614100	F	F	1.0000	Firefighter	74,159
1502001	614100	F	F	1.0000	Firefighter	73,979
1502001	614100	F	F	1.0000	Firefighter	73,084

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	614100	F	F	1.0000	Firefighter	72,905
1502001	614100	F	F	1.0000	Firefighter	72,905
1502001	614100	F	F	1.0000	Firefighter	72,905
1502001	614100	F	F	1.0000	Firefighter	72,905
1502001	614100	F	F	1.0000	Firefighter	72,546
1502001	614100	F	F	1.0000	Firefighter	72,546
1502001	614100	F	F	1.0000	Firefighter	69,826
1502001	614100	F	F	1.0000	Firefighter	62,844
1502001	614100	F	F	1.0000	Firefighter	62,844
1502001	614100	F	F	1.0000	Firefighter	62,844
1502001	614100	F	F	1.0000	Firefighter	62,844
1502001	614100	F	F	1.0000	Firefighter	62,844
1502001	614100	F	F	1.0000	Firefighter	59,709
1502001	614100	F	F	1.0000	Firefighter	59,709
1502001	614100	F	F	1.0000	Firefighter	56,127
1502001	614100	F	F	1.0000	Firefighter	56,127
1502001	614100	F	F	1.0000	Firefighter	56,127
1502001	614100	F	F	1.0000	Firefighter	56,127
1502001	614100	F	F	1.0000	Firefighter	50,158
1502001	614100	F	F	1.0000	Firefighter	50,158
1502001	614100	F	F	1.0000	Firefighter	50,158
1502001	614100	F	F	1.0000	Firefighter	50,158
Additional Funds for Extra Hours Pay						200,000
TOTAL 614100 EMPLOYEES				49.0000		\$ 3,645,222

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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TOTAL EMPLOYEES	76.0000	\$ 6,113,556
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	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Director - CPED Expenses						
1601000 610900 Salary - Director	140,451	143,158	143,158	156,444	138,487	146,795
Salary of the Director of the Department of Economic Development and Neighborhood Revitalization (DEDNR).						
1601000 611000 Salary - Bureau Chief	76,969	74,367	76,567	70,276	80,353	82,872
Salary of the Deputy Director of Economic Development and Neighborhood Revitalization.						
1601000 611500 Salaried Personnel	314,664	196,134	169,687	151,647	171,358	284,205
Salaries of the Housing and Economic Development Administrator, Community Development Administrator, Secretarial positions in the Office of the Director. The 2020 Budget includes a new position (Executive Project Manager) that will oversee implementation of the HUD Lead Grant project.						
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	237	1,000	1,000	0	0	500
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	850,000	1,050,000	1,050,000	962,500	1,050,000	1,075,000
Costs for health care for all Economic Development and Neighborhood Revitalization employees.						
1601000 620300 Dental/Vision	23,097	22,827	27,497	27,415	26,830	28,935
Costs for dental/vision care for all Economic Development and Neighborhood Revitalization employees.						
1601000 714100 PC Lease	31,485	32,000	32,175	32,173	32,200	32,200
Annual state contract leases for PCs and laptop computers and annual software license fee for Office 365 for Economic Development and Neighborhood Revitalization staff.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1601000 723000	Maint. - Equipment	0	250	250	0	0	250
	Typewriter, fax, computer, printer and Department vehicle repairs.						
1601000 731000	Advertising	367	500	500	347	750	500
	Legal notices for appeals, employment ads and public notices including grant pulic hearings and notifications of Requests for Proposals that the City of Lancaster may issue for projects.						
1601000 732000	Dues & Subscriptions	1,608	2,000	2,000	1,439	2,000	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	288	1,000	1,250	1,053	1,250	1,250
	Mailing costs, express mail charges and Federal Express/UPS charges.						
1601000 735000	Printing	1,963	2,500	2,500	1,602	2,500	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	3,574	6,500	6,500	2,589	3,000	5,000
	Share of phone and voice mail systems, mobile phone expenses, laptop Wi-Fi connections for Department staff.						
1601000 737000	Travel	1,820	2,500	2,500	2,508	2,500	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	56,604	75,000	73,750	38,261	75,000	75,000
	Professional services associated with the 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.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1601000 744500	Training & School	2,659	4,000	4,000	3,216	4,000	5,000
	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.						
1601000 760300	Office Supplies	926	1,000	1,000	644	1,000	1,000
	Routine office materials such as report covers, files, paper, pens, etc.						
1601000 760600	Operating Supplies	211	500	500	499	1,000	1,000
	Various operating supplies and expenses of the department including printer cartridges.						
1601000 765400	Gas Oil & Diesel	0	150	150	0	100	150
	Fuel costs for shared Department vehicle.						
1601000 811000	Contributions to Economic Development	43,495	75,000	56,330	34,433	65,000	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	941	0	825	551	600	825
	Purchase of office equipment and furniture as needed by the Department.						
TOTAL	Director - CPED Expenses	1,551,358	1,690,886	1,652,639	1,487,597	1,657,928	1,822,982

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
<u>DIRECTOR OF COMMUNITY PLANNING & ECONOMIC DEVELOPMENT</u>						
1601000	61090	F	M	1.0000	Dir. Comm. Planning & Econ. Devel.	146,795
TOTAL 610900 EMPLOYEES				1.0000		\$ 146,795
1601000	611000	F	M	1.0000	Deputy Director, CPED	82,872
TOTAL 611000 EMPLOYEES				1.0000		\$ 82,872
1601000	611500	F	M	1.0000	Executive Project Director	75,000
1601000	611500	F	M	1.0000	Community Development Administrator	58,752
1601000	611500	F	M	1.0000	Housing & Economic Development Administ	66,300
1601000	611500	F	A	1.0000	Secretary I	49,197
					Available for Merit - Nonbargaining	25,111
					Available for Merit - AFSCME	9,845
TOTAL 611500 EMPLOYEES				4.0000		\$ 284,205
TOTAL EMPLOYEES				6.0000		\$ 513,872

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Planning Expenses						
1602000 611000 Salary - Bureau Chief	82,482	82,041	76,441	18,291	15,557	72,522
Salary of the Bureau Chief of Planning.						
1602000 611500 Salaried Personnel	160,063	164,849	168,599	146,284	169,015	170,072
Salary of the Planning Bureau staff, including Senior Planner, Zoning Officer and Historic Preservation Specialist.						
1602000 612000 Salary Temporary	0	0	5,000	13,405	14,000	10,000
1602000 618500 Overtime	0	150	150	0	0	150
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.						
1602000 723000 Maint. - Equipment	1,542	2,000	2,000	1,371	1,500	1,800
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	8,809	12,000	12,000	11,870	13,000	12,500
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	283	2,200	2,200	1,800	2,200	2,000
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	500
Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1602000 734000	Postage	1,278	1,800	1,800	554	600	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.						
1602000 735000	Printing	2,557	2,500	3,100	3,092	3,200	3,000
	In-house costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.						
1602000 736000	Telephone	1,637	2,500	2,500	1,415	1,500	2,000
	Bureau's shared expenses related to telephone and voice mail. Includes monthly billing for cellular phones assigned to Bureau staff.						
1602000 737000	Travel	25	2,000	2,000	47	1,500	2,000
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.						
1602000 741000	Professional Services	6,118	10,000	10,000	6,297	8,000	210,000
	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	383	2,000	2,000	1,660	2,000	2,000
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.						
1602000 760300	Office Supplies	315	900	900	313	500	900
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.						
1602000 760600	Operating Supplies	260	600	600	546	600	600
	Graphic materials, computer-related components, ink cartridges, and other operating materials and supplies other than office supplies.						
1602000 765400	Gas Oil & Diesel	703	800	800	727	800	800
	Fuel and oil replacement costs for two vehicles assigned to the Bureau of Planning.						
1602000 820000	Minor Equipment	234	1,000	1,000	420	1,000	1,000
	Purchase of small office equipment and furniture as needed.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1602000 827100	Vehicle Lease Purchase	0	0	7,000	6,371	6,400	6,500
This line item includes the annual payments of a lease-purchase for vehicle #704 used by Planning Bureau staff.							
TOTAL	Planning Expenses	266,688	287,540	298,290	214,463	241,572	500,144

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	72,522
TOTAL 611000 EMPLOYEES					1.0000	\$ 72,522
1602000	611500	F	M	1.0000	Senior Planner	65,000
1602000	611500	F	M	1.0000	Zoning Officer	53,591
1602000	611500	F	M	1.0000	Historic Preservation Specialist	51,481
TOTAL 611500 EMPLOYEES					3.0000	\$ 170,072
TOTAL EMPLOYEES					4.0000	\$ 242,594

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Building Code Administration Expenses						
1603000 611000 Salary - Bureau Chief	83,177	85,156	85,156	69,135	79,260	83,640
Salary of the Chief of the Bureau of Code Compliance & Inspections.						
1603000 611500 Salaried Personnel	334,782	338,766	344,661	276,296	309,499	334,945
Salaries of Building Inspectors and administrative support staff.						
1603000 612000 Salary Temporary	0	1,500	1,500	0	0	0
Building Code will require temporary services during possible extended absences of administrative staff.						
1603000 618500 Overtime	0	500	500	0	0	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	4,850	5,000	5,000	4,850	4,850	5,000
Annual incentive payments to obtain and retain International Code Council and/or state L&I certifications.						
1603000 723000 Maint. - Equipment	1,585	3,500	3,500	946	2,000	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	367	1,000	1,000	0	200	1,000
Cost of advertising public notices and legal ads for building code appeals, Plumbing Board meetings and employee positions advertised to the public.						
1603000 732000 Dues & Subscriptions	540	1,500	1,500	883	1,000	1,500
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.						
1603000 734000 Postage	1,556	5,000	3,000	668	850	4,000
Mailing of permits, notices and enforcement orders.						
1603000 735000 Printing	5,106	5,000	5,000	4,992	5,000	5,000
Printing of applications, certificates, placards, inspection reports, posters, letterhead and business cards.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1603000 736000	Telephone	8,504	9,600	9,600	4,337	5,000	8,600
	Bureau share of phone, mobile phone and air card charges.						
1603000 737000	Travel	344	4,000	2,500	0	1,500	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	3,500	10,000	5,500	929	3,000	8,000
	Costs for hazard abatement, common sewer issues, and/or boarding-up of properties.						
1603000 741000	Professional Services	1,847	4,000	4,000	1,289	4,000	15,000
	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.						
	Increase requested due to shortage of staff and time duration needed to find a qualified employee for current vacant Commercial Code Official position.						
1603000 744000	Contract Services	0	500	500	0	0	500
	Costs associated with copier and printer contracts.						
1603000 744500	Training & School	4,139	6,000	6,000	1,047	2,000	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	155	400	400	296	400	500
	Costs associated with the Plumbing Board and Building Code Board of Appeals, including providing current code information to Board members.						
1603000 760300	Office Supplies	1,456	1,800	1,800	1,782	1,800	2,000
	Routine office supply costs such as report covers, files, paper, pens, etc.						
1603000 760600	Operating Supplies	998	1,500	3,000	2,065	2,500	1,500
	Purchase office forms, supplies for digital camera operation, and supplies for printers for support staff. Purchase and maintenance of protective gear for inspectors.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1603000 765400	Gas Oil & Diesel	3,019	3,000	3,000	2,359	3,000	3,000
	Fuel costs for building code vehicles.						
1603000 820000	Minor Equipment	545	1,500	7,000	5,971	4,600	2,500
	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	6,330	15,000	15,000	5,830	6,500	15,000
	Cost of lease-purchase of a vehicle for Building Code Department						
TOTAL	Building Code Administration Expenses	462,800	504,222	509,117	383,676	436,959	505,685

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	83,640
TOTAL 611000 EMPLOYEES				1.0000		\$ 83,640
1603000	611500	F	M	1.0000	Commercial Code Inspector	55,261
1603000	611500	F	M	1.0000	Commercial Code Inspector	69,800
1603000	611500	F	M	1.0000	Commercial Code Official	59,100
1603000	611500	F	M	1.0000	Residential Code Official	52,245
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk	53,473
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk	45,066
TOTAL 611500 EMPLOYEES				6.0000		\$ 334,945
TOTAL EMPLOYEES				7.0000		\$ 418,585

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Property Maintenance Expenses						
1604000 611500 Salary - Personnel	699,804	986,357	990,259	850,402	983,598	1,224,702
Salaries of Housing Inspectors, Health Officers and administrative support staff. For 2020, this line item also includes five new staff positions to carry out the HUD Lead Grant project.						
1604000 612000 Salary Temporary	0	0	7,000	5,083	3,000	20,000
Property Maintenance and Health Code occasionally requires temporary staffing during extended absences.						
1604000 618500 Overtime	0	1,500	1,500	0	1,500	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	5,241	7,500	7,500	2,882	7,500	6,500
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	2,029	3,500	3,500	1,434	3,500	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	975	1,000	1,000	0	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	85	500	500	0	500	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.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1604000 734000 Postage	8,118	11,000	11,000	1,016	11,000	9,000
Mailing of rental housing licenses, billings associated with rental housing licensing, health permits, notices of violation, PVNs, enforcement orders, correspondence, etc.						
1604000 735000 Printing	3,731	5,000	5,000	4,654	5,000	7,000
Printing of licenses, applications, certificates, placards, and inspection forms and citation forms.						
1604000 736000 Telephone	5,774	6,000	6,000	5,945	6,000	7,000
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	15	1,000	1,000	414	1,000	8,000
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	14,590	30,000	34,000	33,368	40,000	50,000
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	133	2,000	2,000	742	2,000	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	2,219	5,000	5,000	2,166	5,000	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	1,241	3,000	4,500	2,612	3,000	4,000
Routine office supply costs including letterhead, envelopes, files, paper, pens, etc.						
1604000 760600 Operating Supplies	1,998	2,000	2,250	2,027	2,250	4,000
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.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1604000 765400	Gas Oil & Diesel	4,580	5,000	5,000	5,000	5,000	6,000
	Fuel costs for health officer's and housing inspector's vehicles for field work and other work associated travel.						
1604000 820000	Minor Equipment	1,044	5,000	3,250	970	5,000	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	6,330	22,500	22,500	18,195	22,500	36,528
	Cost of 3-year lease-purchase of a vehicle for Housing/Health Inspectors.						
TOTAL	Property Maintenance Expenses	757,907	1,098,357	1,113,259	936,909	1,108,848	1,401,730

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	62,710
1604000	611500	F	M	1.0000	Health Officer	50,647
1601000	611500	F	M	1.0000	Housing Rehab Lead Specialist	62,899
1601000	611500	F	A	1.0000	HNRU Assistant	49,439
1601000	611500	F	A	1.0000	Health/Housing Clerk 3	42,810
1604000	611500	F	M	1.0000	Housing Inspector II	54,236
1604000	611500	F	A	1.0000	Housing Inspector	54,927
1604000	611500	F	A	1.0000	Housing Inspector	52,814
1604000	611500	F	A	1.0000	Housing Inspector	50,783
1604000	611500	F	A	1.0000	Housing Inspector	50,783
1604000	611500	F	A	1.0000	Housing Inspector	52,307
1604000	611500	F	A	1.0000	Housing Inspector	48,169
1604000	611500	F	A	1.0000	Housing Inspector	46,291
1604000	611500	F	A	1.0000	Lead Inspector	47,795
1601000	611500	F	M	1.0000	Lead Risk Assessor	45,000
1601000	611500	F	M	1.0000	Lead Risk Assessor	45,000
1601000	611500	F	A	1.0000	Lead Project Coordinator	38,000
1601000	611500	F	A	1.0000	Lead Project Clerk/Outreach Worker	36,000
1601000	611500	F	A	1.0000	Lead Outreach Worker	36,000
1604000	611500	F	A	1.0000	Billing Clerk Housing	45,066
1604000	611500	F	A	1.0000	Admin Asst Housing	46,714
1604000	611500	F	A	1.0000	Clerk Typist 2	45,129
1604000	611500	F	A	1.0000	Clerk Typist 2	43,393
1604000	611500	F	A	1.0000	Clerk Typist 2	41,724
1604000	611500	F	A	1.0000	Clerk Typist 2	38,033

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
1604000	611500	F	A	1.0000	Clerk Typist 2	38,033
TOTAL 611500 EMPLOYEES				26.0000		\$ 1,224,702

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Office of Public Art Expenses							
1606000 611500	Salary - Personnel	0	0	0	0	0	99,172
	Salary of the Public Art Staff						
1606000 731000	Advertising	0	0	0	0	0	2,500
	Marketing expenses for public Art programs, services and events.						
1606000 732000	Dues & Subscriptions	0	0	0	0	0	1,900
	Dues and subscriptions for the Office of Public Art staff.						
1606000 734000	Postage	0	0	0	0	0	250
	Postage and shipping expenses for the Office of Public Art.						
1606000 735000	Printing	0	0	0	0	0	2,000
	Printing and photocopying expenses for the Office of Public Art.						
1606000 736000	Telephone	0	0	0	0	0	655
	Office and cell phone expenses for the Office of Public Art staff.						
1606000 737000	Travel	0	0	0	0	0	4,500
	Travel and related expenses for the Office of Public Art.						
1606000 741000	Professional Services	0	0	0	0	0	18,200
	Professional service expenses including design of Public Art promotional materials and artist fees related to education and outreach.						
1606000 744500	Training/Education	0	0	0	0	0	700
	Training and education related expenses for the Office of Public Art staff, including conference registration fees.						
1606000 760300	Office Supplies	0	0	0	0	0	1,400
	General supplies for the Office of Public Art.						
1606000 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	131,557

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	56,286
1815000	611500	F	M	1.0000	Public Art Project Manager	42,886
TOTAL 611500 EMPLOYEES				2.0000	\$	99,172
TOTAL EMPLOYEES				2.0000	\$	99,172

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Lancaster Office of Promotion							
1609000 611000	Salary - Bureau Chief	62,450	61,823	63,323	55,846	63,479	63,060
Salary of the Director of Lancaster Office of Promotion (LOOP).							
1609000 611500	Salary - Personnel	119,820	189,551	191,751	126,509	152,732	211,326
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	1,898	750	750	2,546	2,500	0
Required in the event staff choose Overtime pay as opposed to compensatory time.							
1609000 716000	Rental of Parking Lot	3,573	5,500	6,160	5,600	6,000	6,000
Rental of parking spaces for all LOOP, Visitor Center Staff and interns with Colonial Parking Garage on Vine Street.							
1609000 722000	Maint. - Communications	2,582	4,000	4,000	2,881	4,000	4,000
Costs associated with internet service to LOOP/Visitors Center, web site hosting fee, maintenance costs to run the Visitors Center kiosk, Living Gallery screens and video equipment.							
1609000 732000	Dues & Subscriptions	677	1,500	1,500	1,500	1,500	1,500
Payment for PLCB special occasion permits, ASCAP Music License fee, dues to Pennsylvania Restaurant and Lodging Association, membership to International Festival and Events Association, subscription to LNP.							
1609000 734000	Postage	606	700	700	547	700	700
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website.							
1609000 735000	Printing	736	1,000	1,550	873	1,000	800
Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.							
1609000 736000	Telephone	1,306	1,500	1,500	1,104	1,500	1,500
Cost of telephone services to LOOP & Visitors Center.							

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1609000 741000	Professional Services	8,322	8,500	7,500	1,311	4,000	4,000
	IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
1609000 744500	Training/Education	161	1,500	1,500	1,352	2,000	2,500
	Continued education and staff training related to social media outreach, marketing, tourism and events.						
1609000 760300	Office Supplies	1,987	2,500	1,950	1,619	2,500	2,500
	Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
1609000 820000	Minor Equipment	616	10,000	9,340	4,384	8,000	5,000
	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	83,627	80,000	81,000	78,183	80,000	96,000
	Costs associated with marketing & promotion of the City of Lancaster attractions 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, brochure production and distribution, sponsored content for Facebook and Instagram, web maintenance and some ads.						
1609000 854000	Merchandise Purchases	28,680	21,500	25,500	24,198	25,000	30,000
	Purchase of City merchandise for retail sale at the Visitors Center and the purchase of Downtown Dollars from the Lancaster City Alliance for the purpose of resale.						
TOTAL	Lancaster Office of Promotion Expenses	317,041	390,324	398,024	308,454	354,911	428,886
TOTAL	CPED Expenses	3,355,794	3,971,329	3,971,329	3,331,099	3,800,218	4,790,984

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
<u>LANCASTER OFFICE OF PROMOTIONS</u>						
1609000	611000	F	M	1.0000	LOOP Director	63,060
TOTAL 611000 EMPLOYEES				1.0000		\$ 63,060
1609000	611500	F	M	1.0000	Mktg & Communications Manager	44,869
1609000	611500	F	A	1.0000	Administrative Assistant	42,582
1609000	611500	F	M	1.0000	Special Events Manager	47,399
Subtotal Full-Time				4.0000		
1609000	611500	P	M	1.0000	Travel Consultant	15,300
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	15,294
1609000	611500	P	M	1.0000	Travel Consultant	15,294
Subtotal Part-Time				5.0000		
TOTAL 611500 EMPLOYEES				8.0000		\$ 211,326
TOTAL EMPLOYEES				9.0000		\$ 274,386

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Director Public Works Expenses						
1810000 610900 Salary - Director	173,297	148,980	56,480	0	0	150,000
Salary of the Director of Public Works.						
1810000 611500 Salaried Personnel	108,428	80,481	51,789	42,232	47,748	81,548
Salary of the Department Director's assistant and the General Fund portion of Public Works merit payment funds. For 2018, this line item also included the salary of the Public Art Manager. This position was moved to the Office of Public Art budget section in 2019. In 2020, the Office of Public Art has been moved the Department of Community Planning and Economic Development.						
1810000 620200 Medical Insurance	950,000	1,000,000	1,000,000	916,667	1,000,000	1,100,000
Costs for health care for all General Fund Public Works employees.						
1810000 620300 Dental/Vision	35,330	35,678	35,678	27,709	36,783	38,886
Costs for dental/vision care for all General Fund Public Works employees.						
1810000 714100 PC Lease	20,502	21,000	21,000	20,950	21,000	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	100	0	100	100
Maintenance on printers and misc. office equipment						
1810000 731000 Advertising	6,035	4,000	8,476	8,041	8,000	8,000
Costs for advertising for vacant positions within supervisory and rank and file staffing as well as required advertising for public bid projects.						
1810000 732000 Dues & Subscriptions	851	850	219	173	300	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	728	750	350	191	300	750
Postage and express mail sent by the Director's Office.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1810000 735000	Printing	2,589	3,000	829	673	800	3,000
	Daily printing expenses, including distribution copies to the Department's five Bureaus.						
1810000 736000	Telephone	342	750	750	471	750	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	1,740	3,000	3,000	1,474	500	3,000
	Travel and related expenses for the Director of Public Works.						
1810000 741000	Professional Services	0	0	2,950	1,135	2,000	0
1810000 744500	Training & School	0	0	0	0	0	1,000
	Training costs for Public Works Director and assistant.						
1810000 760300	Office Supplies	1,411	1,200	975	461	550	1,200
	Office supplies for the office of the Director.						
1810000 827100	Vehicle Lease Purchase	7,590	7,569	7,569	0	7,090	7,090
	Lease-purchase expenses for a vehicle used by the Director of Public Works.						
TOTAL	Director Public Works Expenses	1,308,843	1,307,358	1,190,166	1,020,175	1,125,921	1,417,174

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	150,296
TOTAL 610900 EMPLOYEES				1.0000		\$ 150,296
1810000	611500	F	M	1.0000	Secretary II	47,051
					Available for Merit - Nonbargaining	17,452
					Available for Merit - AFSCME	17,045
TOTAL 611500 EMPLOYEES				1.0000		\$ 81,548
TOTAL EMPLOYEES				2.0000		\$ 231,844

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Office of Public Art Expenses						
1815000 611500 Salary - Personnel	0	55,183	55,183	49,901	56,715	0
Salary of the Public Art Manager.						
1815000 731000 Advertising	0	2,518	2,518	2,318	2,380	0
Marketing expenses for Public Art Programs, services and events.						
1815000 732000 Dues & Subscriptions	0	1,932	1,932	1,930	1,930	0
Dues and subscriptions for the Office of Public Art and staff.						
1815000 734000 Postage	0	280	280	71	110	0
Postage and shipping expenses for the Office of Public Art.						
1815000 735000 Printing	0	2,359	2,359	2,075	2,359	0
Printing and photocopying expenses for the Office of Public Art.						
1815000 736000 Telephone	0	655	805	646	655	0
Telephone and cell phone expenses for the Office of Public Art Staff.						
1815000 737000 Travel	0	4,500	4,350	1,250	4,171	0
Travel and related expenses for the Office of Public Art.						
1815000 741000 Professional Services	0	18,231	18,231	9,663	17,565	0
Professional services expenses including design of Public Art promotional materials and artist fees related to education and outreach						
1815000 744500 Training/Education	0	685	685	550	685	0
Training and education related expenses for the Office of Public Art staff including conference registration fees.						
1815000 760300 Office Supplies	0	1,407	907	487	1,379	0
General supplies for the Office of Public Art.						
1815000 820000 Minor Equipment	0	280	780	41	239	0
Minor equipment expenses for the Office of Public Art.						

			2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1815000	940000	Grants Match	0	0	7,000	0	3,312	0
Matching funds for the Office of Public Art's National Endowment for the Arts Our Town award								
TOTAL	Office of Public Art Expenses		0	88,030	95,030	68,932	91,500	0

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Engineering Expenses						
1820000 611000 Salary - Bureau Chief	79,744	77,999	79,399	76,582	87,175	87,515
Salary of the City Engineer, allocated 70% to the General Fund and 30% to the Water Fund.						
1820000 611500 Salaried Personnel	202,840	238,440	241,030	212,292	242,991	243,537
Salaries of the Engineering Bureau staff.						
1820000 612000 Salary Temporary	5,711	20,000	20,000	10,177	12,000	20,000
Salaries of the Engineering Bureau temporary staff interns (2).						
1820000 718000 Rental of Uniforms	103	0	0	0	0	0
1820000 723000 Maint. - Equipment	43	1,600	1,600	206	0	0
Maintenance of printing equipment now covered under Printing						
1820000 729000 Maint. - Vehicles	2,660	2,000	2,000	1,840	2,000	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	2,634	2,400	2,400	1,019	1,500	2,400
Dues for professional organizations, manuals, publications, licensing fees, etc. Subscriptions services for software, AutoCAD						
1820000 734000 Postage	1,867	4,000	4,000	1,381	2,000	3,000
Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.						
1820000 735000 Printing	3,467	3,000	3,300	3,071	3,600	4,000
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 printer and publications of revised Engineering Specification along with adopted Streetscape Guidelines.						
1820000 736000 Telephone	5,132	6,000	6,000	4,336	5,000	6,000
Includes monthly desk and cell telephone charges, including field tablets.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1820000 737000	Travel	55	1,500	1,500	219	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	244,891	200,000	369,702	252,744	370,000	350,000
	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.						
1820000 744000	Contract Services	18,000	0	0	0	0	0
1820000 744500	Training & School	193	3,000	3,000	200	3,000	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	675	1,800	1,800	913	1,800	1,800
	Office supplies for the engineering office, including printer cartridges.						
1820000 765400	Gas Oil & Diesel	3,224	3,500	3,500	2,503	3,000	3,500
	Fuel for (3) Engineering Inspector Vehicles						
1820000 820000	Minor Equipment	1,497	3,400	3,400	200	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	544	1,200	1,200	670	1,200	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	14,946	12,812	12,812	6,811	12,812	16,680
	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	588,226	582,651	756,643	575,163	750,078	749,532

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	87,515
TOTAL 611000 EMPLOYEES				0.7000		\$ 87,515
1820000	611500	F	M	1.0000	PW Construction Inspector	66,028
1820000	611500	F	M	1.0000	PW Construction Inspector	68,979
1820000	611500	F	M	1.0000	PW Construction Inspector	63,464
1820000	611500	F	A	1.0000	Engineering Cust Svce Coordinator	45,066
TOTAL 611500 EMPLOYEES				4.0000		\$ 243,537
TOTAL EMPLOYEES				4.7000		\$ 331,052

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Streets Administration Expenses						
1841000 611500 Salaried Personnel	83,827	83,304	85,104	75,029	85,314	84,970
Salary for the operations manager.						
1841000 620100 Educational Incentive	3,635	3,150	3,150	1,575	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	169,014	115,000	191,000	190,748	186,000	0
1841000 718000 Rental of Uniforms	3,892	3,500	3,500	3,042	3,500	3,500
City uniforms in the Streets and Motor Vehicles Bureau.						
1841000 723000 Maint. - Equipment	167	300	300	10	300	300
Maintenance contract for typewriter, calculator, time clock and copy machine.						
1841000 729000 Maint. - Vehicles	75,973	60,000	60,000	45,082	65,000	65,000
Vehicle maintenance and repairs.						
1841000 735000 Printing	157	200	200	0	200	200
Printing expenses for items such as logs, various reports and no parking signs.						
1841000 736000 Telephone	7,229	8,500	8,500	7,471	8,500	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	1,148	1,200	1,200	1,181	1,200	1,200
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.						
1841000 744000 Contract Services	804	850	1,850	1,276	850	850
Drug testing under the mandatory CDL rules and regulations through NoveCare.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1841000 744500	Training & School	548	525	525	23	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	589	600	600	483	600	600
	General office supplies needed by the Bureau.						
1841000 760600	Operating Supplies	4,198	4,500	4,500	4,479	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	37,102	40,000	40,000	29,752	40,000	40,000
	Gasonline, diesel and oil for the Bureau vehicles.						
1841000 820000	Minor Equipment	3,435	3,000	2,000	243	3,000	3,000
	Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.						
1841000 820200	Safety Equipment	3,869	3,200	3,200	2,661	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	395,588	327,829	405,629	363,055	405,839	219,495

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

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

1841000	611500	F	M	1.0000	Operations Manager	84,970
TOTAL 611500 EMPLOYEES					1.0000	\$ 84,970
TOTAL EMPLOYEES					1.0000	\$ 84,970

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Street Maintenance Expenses							
1843000 611500	Salaried Personnel	478,864	492,752	497,924	349,197	460,664	499,547
Salaries for the street maintenance personnel.							
1843000 618500	Overtime	18,586	17,500	17,500	11,722	17,500	17,500
Street maintenance personnel overtime expenses generated by snow and ice storm emergencies and the replacement of the night employee for vacation and sick leave.							
1843000 760600	Operating Supplies	4,788	5,000	5,000	4,192	5,000	5,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.							
1843000 768400	Road Paving Materials	1,206	1,500	1,500	1,262	1,500	1,500
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.							
1843000 769000	Construction Material	1,768	2,100	2,100	601	2,100	2,100
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
1843000 820000	Minor Equipment	0	16,615	22,615	16,615	22,615	15,000
Purchase of a new roller trailer							
1843000 827100	Vehicle-Lease Purchase	107,319	59,302	59,302	52,710	55,000	99,500
5th payment of 5 - #137 JCB Backhoe - \$23,684.26 4rd payment of 10 - #122 Paver - \$10,000.00 3rd payment of 5 - #131 Roller - \$9,764.91 5th payment of 5 - #103 Peterbilt - \$28,021.00 5th payment of 5 - #106 Peterbilt - 28.021.00							
TOTAL	Street Maintenance Expenses	612,532	594,769	605,941	436,298	564,379	640,147

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	56,469
1843000	611500	F	A	1.0000	Equipment Operator 2	48,390
1843000	611500	F	A	1.0000	Equipment Operator 2	44,110
1843000	611500	F	A	1.0000	Equipment Operator 2	44,110
1843000	611500	F	A	1.0000	Equipment Operator 1	49,391
1843000	611500	F	A	1.0000	Equipment Operator 1	49,391
1843000	611500	F	A	1.0000	Equipment Operator 1	45,664
1843000	611500	F	A	1.0000	Equipment Operator 1	42,978
1843000	611500	F	A	1.0000	Equipment Operator 1	42,978
1843000	611500	F	A	1.0000	Laborer	38,033
1843000	611500	F	A	1.0000	Laborer	38,033
TOTAL 611500 EMPLOYEES				11.0000		\$ 499,547

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Traffic Expenses						
1830000 611500 Salaried Personnel	199,281	200,222	202,834	178,729	203,477	207,561
Salaries of the employees of the Traffic Section.						
1830000 618500 Overtime	1,366	2,500	2,500	1,494	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	807	850	850	613	850	850
Uniforms for four Traffic Section personnel under this program.						
1830000 723000 Maint. - Equipment	386	1,000	1,000	509	1,000	1,000
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.						
1830000 729000 Maint. - Vehicles	3,063	3,000	3,000	2,321	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	1,933	3,500	3,500	1,932	3,000	3,000
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 Lucity						
1830000 737000 Travel	436	850	850	688	850	850
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1830000 741000 Professional Services	0	18,500	18,500	3,495	16,500	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. Professional services needed during vehicular accidents.						
1830000 744000 Contract Services	24,875	30,000	34,998	29,556	35,000	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.						
1830000 744500 Training & School	781	800	800	800	800	800
Professional development in traffic-related areas, and computer training for new software use.						
1830000 754000 Street Lighting	725,658	720,000	720,000	573,695	720,000	720,000
Electrical power for street lights.						
1830000 754500 Traffic Signals	956	850	850	847	850	850
Electrical power for school flashers and warning devices.						
1830000 760300 Office Supplies	451	400	400	228	400	400
Office supplies for the traffic section.						
1830000 760600 Operating Supplies	4,006	2,500	3,615	2,442	2,500	2,500
Purchase of tools, spray paint, crayons, sakrete (cement), rope, temporary signs, road tubes for traffic counters, photographic supplies, and other supplies needed for daily operations.						
1830000 765400 Gas, Oil & Diesel	7,654	8,000	8,000	6,526	8,000	8,000
Gasoline, diesel, lubricants and motor oil.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1830000 767800	Sign Materials	25,893	25,000	25,000	23,248	25,000	30,000
	Sign blanks, reflective sheeting, ink for laser sign machine, 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. Replacement of worn or damaged signs (estimated 7% of City's 17,000 signs). Upgrades to regulatory signs to meet federal and state standards and to comply with the PA Vehicle Code and PennDOT Publication 203 and adopted, modified MUTCD.						
1830000 768100	Marking Materials	7,566	25,000	25,000	21,045	25,000	25,000
	All marking supplies need to be replaced yearly due to the limited shelf life. Crosswalk striping - it is anticipated that 600 gallons of white paint will be required. Purchase plastic material for pavement marking applications such as arrows, crosswalks, and stop bars. Project which will be using plastic application instead of paint. Installation of parking stalls and piano style crosswalks per the Walkability Study.						
1830000 768700	Traffic Signal Parts	12,450	11,000	11,000	1,994	10,000	10,000
	Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.						
1830000 820000	Minor Equipment	11,781	19,000	17,200	4,944	19,000	19,000
	Minor equipment such as loop detectors, cabinet filters, modems. Money to be used for the second phase of the replacement of School Flashers. 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.						
1830000 824500	Street Light Standards	1,040	2,000	2,000	759	2,000	2,000
	Spare street light standards with fixtures for Old Towne and North Market Street.						
1830000 827100	Vehicle-Lease Purchase	24,427	27,348	26,233	26,233	27,000	48,600
	5th. payment of 5 - #505- F250 Pick-up for line laser machine - \$8,348.25. 2nd. payment of 5 - #501 - E350 Bucket Van for Traffic Signal Tech. - \$18,200.00. 1st. payment of 5 - #507 - Bucket Truck to reach PPL poles for light replacement.						
TOTAL	Traffic Expenses	1,054,810	1,102,320	1,108,130	882,098	1,106,227	1,134,411

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	57,715
1830000	611500	F	A	1.0000	Alarm & Signal Technician 2	59,502
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	45,172
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	45,172
TOTAL 611500 EMPLOYEES				4.0000		\$ 207,561

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Motor Vehicles Expenses						
1850000 611500 Salaried Personnel	198,379	202,337	204,704	176,033	205,665	210,383
Salaries for the motor vehicle personnel.						
1850000 618500 Overtime	1,796	4,500	4,500	1,981	4,000	4,500
Overtime expenses anticipated for snow and ice emergency operations.						
1850000 620100 Educational Incentive	3,300	3,300	3,300	1,650	3,300	3,300
Expenses for Certification Incentive Program for three mechanics.						
1850000 722000 Maint. - Communications	100	100	100	0	100	100
Radio maintenance for the Motor Vehicles Section.						
1850000 723000 Maint. - Equipment	0	150	150	61	150	150
Expenses to maintain a typewriter, calculator and adding machine.						
1850000 729000 Maint. - Vehicles	3,914	4,000	4,000	3,987	4,000	4,000
Repairs for Motor Vehicles and Administrative fleet.						
1850000 735000 Printing	117	500	500	468	500	500
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)						
1850000 736000 Telephone	444	1,000	1,000	407	750	1,000
Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.						
1850000 744500 Training & School	657	500	500	228	500	500
Training seminars and to upgrade employees' Commercial Drivers License, State Inspection License and Emissions Certifications. New law requires recertification testing for State Inspection license. (\$100.00)						
1850000 760300 Office Supplies	525	525	525	525	525	525
Expenses for miscellaneous office and copier supplies.						
1850000 760600 Operating Supplies	2,972	2,500	2,500	2,500	2,500	2,500
Chemicals, soaps, hardware, etc., which are considered shop expenses.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1850000 765400	Gas Oil & Diesel	6,290	7,000	7,000	6,385	7,000	7,000
	Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.						
1850000 766300	Tires & Batteries	1,291	1,300	1,300	692	1,000	1,300
	Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.						
1850000 767200	Misc. Vehicle Parts	2,667	2,700	2,700	2,676	2,700	2,700
	Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.						
1850000 820000	Minor Equipment	29,800	48,000	48,000	12,663	45,000	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.						
1850000 827000	Vehicles	9,337	9,337	9,337	9,337	9,337	19,850
	4th. payment of 5 - #600 - \$9,336.97 1st. payment of 5 - #601 - \$10,500.00						
TOTAL	Motor Vehicles Expenses	261,589	287,749	290,116	219,594	287,027	306,308

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF STREETS

Motor Vehicles Section

1850000	611500	F	A	1.0000	Police Automotive Mechanic 2	59,620
1850000	611500	F	A	1.0000	Automotive Mechanic 2	50,783
1850000	611500	F	A	1.0000	Automotive Mechanic 2	50,783
1850000	611500	F	A	1.0000	Secretary 1	49,197
TOTAL 611500 EMPLOYEES				4.0000		\$ 210,383

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Parks Administration Expenses							
1860000 611500	Salaried Personnel	2,814	0	0	0	0	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	3,750	3,750	3,750	2,250	5,500	5,500
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.							
1860000 718000	Rental of Uniforms	5,084	5,000	5,000	4,274	5,000	5,000
Uniform rental expense for 24 employees.							
1860000 729000	Maint. - Vehicles	27,754	27,000	27,000	19,459	25,000	27,000
Maintenance and repair expense of the Parks Bureau vehicles, including body repairs and painting.							
1860000 731000	Advertising	591	400	400	0	200	400
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.							
1860000 734000	Postage	160	250	250	181	200	250
All Bureau mailings, including street tree notices and pavilion rental permits.							
1860000 736000	Telephone	5,216	8,000	8,000	5,335	8,000	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	429	700	0	0	700	700
Travel expenses for the bureau professional staff.							
1860000 744000	Contract Services	43,500	40,000	44,700	42,663	43,000	45,000
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. Additional planters (5) placed at the Hager Building.							

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1860000 744500	Training & School	24	0	0	0	0	0
	Training expenses related to Parks staff.						
1860000 745000	Solid Waste Disposal	22,066	23,000	22,600	15,132	23,000	23,000
	Tipping fees at the Lancaster Transfer Station.						
1860000 760300	Office Supplies	978	1,000	1,000	591	800	1,000
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.						
1860000 765400	Gas Oil & Diesel	47,120	40,000	40,000	34,522	40,000	40,000
	Vehicle and equipment fuel for the Bureau.						
1860000 820000	Minor Equipment	273	1,000	1,000	391	1,000	1,000
	The annual copier payment and any upgrade of office equipment.						
TOTAL	Parks Administration Expenses	159,759	150,100	153,700	124,797	152,400	156,850

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Parks - Buildings Expenses						
1861000 611000 Salary - Bureau Chief	63,710	63,867	63,867	55,317	63,189	65,025
This line item accounts for seventy-five percent (75%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.						
1861000 611500 Salaried Personnel	414,688	453,722	458,274	382,692	434,759	466,885
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	844	5,000	5,000	1,162	1,560	2,500
Overtime expense due to maintenance performed after regular business hours and emergencies. Includes custodial.						
1861000 721000 Maint. - Buildings	108,453	63,164	85,664	69,188	57,570	65,000
Contracted and in-house maintenance expenses for City-owned buildings: Central Garage and Warehouse, Conestoga Pines Barn, Fire Stations #1, #3 and #6, Recycling Drop-off Center, Lancaster Recreation Center, Operations Center, City Hall, Police Station, and most buildings at City-owned parks.						
1861000 723000 Maint. - Equipment	42,616	40,797	55,797	50,916	43,730	40,000
Contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical and audio/visual equipment.						
1861000 736000 Telephone	7,991	14,365	28,385	15,270	16,525	27,948
Telephone maintenance and service.						
1861000 740400 Hazardous Waste Removal	0	10,000	10,000	0	10,000	0
Needed to remove hazardous waste products stored in Parks and Farmer's Supply Building, so these materials are transferred to new OPS Building						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1861000 744000 Contract Services	85,384	104,700	104,700	90,695	88,430	88,596
Building maintenance contracts: Building Automation System in City Hall, Police Station and Operations Center. Also carpet cleaning at City Hall and walk-off mats at all buildings, Emergency generator Service at City Hall, Police Station, Fire Stations. Window cleaning at City Hall, Treasury Building, Police Station, Lancaster Recreation Center, and Rodney Park. Elevators at City Hall, 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 properties. Security Alarms at various City-owned buildings.						
1861000 744500 Training & School	20	500	500	260	260	500
Training and continuing education for building maintenance personnel.						
1861000 752000 Power Electric	242,199	213,000	213,000	173,697	197,857	224,787
Electric expenses for all City-owned buildings: City Hall, Fire Stations #1, #3 and #6, Lancaster Recreation Center, Operations Center, Police Station, Rodney Park Senior Center, Streets Garage & Weld Shop. The 2020 Budget includes the new Operations Center and removes Franklin Street (temporary Op Center) and Parks buildings.						
1861000 760600 Operating Supplies	85,648	80,000	77,980	66,066	78,323	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	25,000	25,000	25,000	17,668	25,000	27,000
Supplies used by City staff for the custodial maintenance of City buildings.						
1861000 766000 Heating Oil	94,520	95,000	95,000	65,561	91,681	95,749
Purchasing of contracted fuel (gas and oil) for all City-owned buildings: Central Garage & Warehouse Natural Gas, Fire Station #1 Natural Gas, Fire Station #3 Natural Gas, Fire Station #6 Natural Gas, City Hall Natural Gas, Police Station Natural Gas, Operations Center Natural Gas, Recreation Center Natural Gas, Rodney Park Senior Center Natural Gas.						
1861000 820000 Minor Equipment	593	500	6,000	373	460	5,150
Purchase and replacement of minor equipment used for building maintenance.						
1861000 825500 Machinery & Equipment	174	0	0	0	0	0
Minor machinery and equipment costs for various City-owned buildings.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1861000 827000	Vehicles	18,374	23,620	14,620	14,156	23,620	26,557
	Lease purchase and replacement of vehicles used for Public Building Maintenance.						
1861000 829000	Capital Outlay	60,461	72,500	32,000	12,794	50,000	112,500
	Capital expenses for needed improvements/repairs at all City Properties during 2019.						
TOTAL	Parks - Buildings Expenses	1,250,675	1,265,735	1,275,787	1,015,815	1,182,964	1,328,197

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	65,025
TOTAL 611000 EMPLOYEES				0.7500		\$ 65,025
1861000	611500	F	M	0.6000	Building Maintenance Supervisor	32,266
1861000	611500	F	A	0.8000	Maintenance Technician-Electrician	40,587
1861000	611500	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	55,657
1861000	611500	F	A	1.0000	Maintenance Carpenter	55,712
1861000	611500	F	A	1.0000	Senior Custodian	49,197
1861000	611500	F	A	1.0000	Parks Maintenance Worker	45,908
1861000	611500	F	A	1.0000	Building Maintenance Mechanic	47,796
1861000	611500	F	A	1.0000	Custodian 2	39,270
1861000	611500	F	A	1.0000	Custodian 2	38,033
1861000	611500	F	A	1.0000	Custodian 1	39,459
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		\$ 466,885
TOTAL EMPLOYEES				11.1500		\$ 531,910

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Parks - Parks Expenses						
1862000 611500 Salaried Personnel	367,516	373,377	378,184	328,207	375,990	391,899
Salaries of the parks maintenance employees.						
1862000 618500 Overtime	11,860	9,000	13,000	12,105	12,000	12,000
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	11,975	12,000	12,000	12,000	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	67,440	125,000	115,000	108,201	125,000	175,000
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	9,937	10,000	10,000	6,582	10,000	0
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	323	1,400	450	450	1,400	1,400
Training and continuing education for parks maintenance personnel and contracted interpretive services.						
1862000 752000 Power Electric	32,934	28,000	28,000	24,363	25,000	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	13,843	25,000	23,500	17,910	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.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1862000 760700	Custodial Supplies	203	5,000	5,000	2,590	5,000	5,000
	Supplies required for the custodial maintenance of Parks facilities including public restrooms.						
1862000 820000	Minor Equipment	49,094	8,000	10,450	8,726	8,000	8,000
	Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.						
1862000 827100	Vehicle-Lease Purchase	8,936	8,937	8,937	8,936	8,937	10,738
	1st payment of 5 for #400 for \$10,737.64						
1862000 829000	Capital Outlay	13,149	17,000	15,200	5,864	17,000	17,000
	Money used for spring and fall plantings and new landscape designs.						
TOTAL	Parks - Parks Expenses	587,210	622,714	619,721	535,934	625,327	686,037

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	35,896
1862000	611500	F	M	1.0000	Longs Park Maintenance Supv.	53,987
1862000	611500	F	M	1.0000	Parks Landscape Supervisor I	48,236
1862000	611500	F	A	0.5000	Utility Operator	22,743
1862000	611500	F	A	1.0000	Utility Operator	49,197
1862000	611500	F	A	1.0000	Utility Operator	49,197
1862000	611500	F	A	1.0000	Utility Operator	47,305
1862000	611500	F	A	1.0000	Utility Operator	47,305
1862000	611500	F	A	1.0000	Laborer	38,033
TOTAL 611500 EMPLOYEES				8.1000		\$ 391,899

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Parks Trees Expenses							
1863000 611500	Salaried Personnel	189,677	194,048	196,782	173,579	198,177	198,957
Salaries for the Parks-Trees employees.							
1863000 618500	Overtime	281	2,000	2,000	634	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	1,812	2,000	1,200	679	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	95	100	100
City Arborist membership in professional organizations.							
1863000 744000	Contract Services	10	1,000	0	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	170	200	0	0	100	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	6,215	9,000	11,200	9,964	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	0	0	100	200
Annual Arbor Day celebration and Shade Tree Commission award.							
1863000 820000	Minor Equipment	2,926	3,200	3,200	821	3,200	3,200
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							
TOTAL	Parks Trees Expenses	201,121	211,748	214,482	185,773	214,677	216,657

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	58,245
1863000	611500	F	A	1.0000	Tree Trimmer	51,416
1863000	611500	F	A	1.0000	Tree Climber	46,714
1863000	611500	F	A	1.0000	Tree Climber	42,582
TOTAL 611500 EMPLOYEES						
TOTAL 6115 EMPLOYEES					4.0000	\$ 198,957

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses						
Parks - Central Market & Visitor Center Expenses						
1864000 611000 Salary - Bureau Chief	13,005	12,773	12,773	10,801	12,375	13,005
Accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the General Fund and Water Fund.						
1864000 611500 Salaried Personnel	57,951	58,639	59,297	52,596	59,846	60,786
Build Maint Super, Maint Tech and Laborer						
1864000 618500 Overtime	337	0	0	529	700	0
Overtime pay as needed for any additional coverage of the maintenance workers.						
1864000 721000 Maint-Buildings	2,280	2,865	3,465	2,729	1,200	3,000
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	608	3,000	2,400	0	1,200	2,400
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	2,822	4,300	4,300	3,826	4,000	7,983
Third-party maintenance contracts for services needed at Central Market and Visitor's Center.						
1864000 752000 Power Electric	5,567	5,300	5,300	2,680	3,550	5,300
Electric expenses at the City Visitor Center.						
1864000 760600 Operating Supplies	4,548	6,500	6,500	3,049	2,000	5,000
All supplies used by City staff to maintain and/or repair Central Market and/or City Visitor Center properties. Includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.						
1864000 766000 Heating Oil	2,022	4,000	4,000	1,200	2,070	2,001
Purchase of contracted fuel (gas and oil) for the City Visitor Center and/or Central Market.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
1864000 829000	Capital Outlay	0	0	0	0	0	14,000
	Capital improvements needed for Central Market and/or the City Visitor Center on Penn Square.						
TOTAL	Parks - Central Market & Visitor Center Expenses	89,140	97,377	98,035	77,410	86,941	113,475

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

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

1864000	611000	F	M	0.1500	Facilities Manager	13,005
TOTAL 611000 EMPLOYEES				0.1500		\$ 13,005
1864000	611500	F	M	0.2000	Building Maintenance Supervisor	10,755
1864000	611500	F	A	1.0000	Custodian 2	39,884
1864000	611500	F	A	0.2000	Maintenance Technician - Electrician	10,147
TOTAL 611500 EMPLOYEES				1.4000		\$ 60,786
TOTAL EMPLOYEES				1.5500		\$ 73,791

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
General Fund - Expenses							
Parks - Southern Market Expenses							
1866000 721000	Maint. - Buildings	0	2,200	2,200	63	63	0
	Maintenance and minor building repairs.						
1866000 723000	Maint. - Equipment	0	2,000	2,000	934	416	0
	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 744000	Contract Services	0	9,000	9,000	6,168	5,043	0
	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	0	3,000	3,000	2,994	2,966	0
	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	0	1,200	1,200	0	0	0
	Expense of custodial supplies, floor care chemicals, trash receptacles, light bulbs and miscellaneous supplies.						
1866000 766000	Heating Oil	0	5,500	5,500	2,392	2,392	0
	Contracted heating fuel.						
TOTAL	Parks - Southern Market Expenses	0	22,900	22,900	12,551	10,880	0
TOTAL	Public Works Expenses	6,509,492	6,661,280	6,836,280	5,517,595	6,604,160	6,968,283
TOTAL	General Fund Expenses	55,833,141	60,346,080	60,946,080	52,713,169	59,550,301	62,705,747

CITY OF LANCASTER

STORMWATER MANAGEMENT FUND



2020 BUDGET

**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND REVENUE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>DESCRIPTION</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$4,047,852	\$4,150,000	\$102,148	2.52%
Miscellaneous Revenue	\$5,000	\$5,000	\$0	0.00%
Other Income	\$66,808	\$76,904	\$10,096	15.11%
Use of Retained Earnings	\$0	\$0	\$0	0.00%
TOTAL SWM FUND REVENUES & SOURCES OF FUNDS	\$4,119,660	\$4,231,904	\$112,244	2.72%

CITY OF LANCASTER
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY
2019 BUDGET VS. 2020 BUDGET

<u>BUREAU</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/</u> <u>(DECREASE)</u>	<u>% INCREASE/</u> <u>(DECREASE)</u>
Administration	\$3,052,337	\$3,147,156	\$94,819	3.11%
Street Cleaning	\$810,779	\$786,038	(\$24,741)	-3.05%
Grounds Maintenance	\$256,544	\$411,139	\$154,595	60.26%
TOTAL STORMWATER MANAGEMENT				
FUND EXPENSES	\$4,119,660	\$4,344,333	\$224,673	5.45%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
STORMWATER MANAGEMENT FUND

Retained Earnings 12/31/2018		\$ (1,252,492)
Projected Revenues: 2019	4,219,818	
Projected Expenditures: 2019	<u>(3,916,700)</u>	
8Projected Current Operating Surplus/(Deficit) 2019 (Addition to Retained Earnings)		<u>303,118</u>
Projected Retained Earnings 12/31/2019		(949,374)
Proposed Revenues: 2020	4,231,904	
Proposed Expenditures: 2020	<u>(4,344,333)</u>	
Proposed Current Operating Surplus/(Deficit) 2020		<u>(112,429)</u>
Projected Retained Earnings 12/31/2020		<u>\$ (1,061,803)</u>

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Stormwater Management - Revenues						
SWM Revenues						
56000000 400900 Lien Interest & Costs	7	0	0	0	0	0
Revenue is derived from the interest and costs associated with liening property for delinquent stormwater management billings.						
56000000 406300 Interest on Investment	0	0	0	12	10	0
Revenue is derived from the interest earned on idle funds.						
56000000 407100 Pension State Fund	60,420	66,808	66,808	66,808	66,808	76,904
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	4,560	5,000	5,000	3,580	3,000	5,000
Revenue is derived from income received from miscellaneous items.						
56000000 408101 Stormwater Mgmt Fee	3,510,927	4,047,852	4,047,852	3,786,040	4,150,000	4,150,000
Revenue is derived from stormwater management fees charged to property owners in the City.						
56000000 420000 Swr Grnds Exp Reimb	1,336	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 SWM Revenues	3,577,249	4,119,660	4,119,660	3,856,441	4,219,818	4,231,904
TOTAL Stormwater Management Revenues	3,577,249	4,119,660	4,119,660	3,856,441	4,219,818	4,231,904

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Stormwater Management - Expenses						
Stormwater Management Admininstrative Expenses						
56088600 611000 Salary - Bureau Chief	88,337	103,279	93,045	79,484	90,442	89,621
Salary expenses for the stormwater program manager.						
56088600 611500 Salaried Personnel	331,526	409,181	414,053	361,060	410,948	434,970
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	8,442	26,000	26,000	0	5,000	45,000
Expenses for temporary employees to perform clean-up and maintenance of green infrastructure projects. Also includes expenses for paid interns.						
56088600 618500 Overtime	77	7,500	7,500	172	250	1,500
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.						
56088600 620200 Medical Insurance	200,000	300,000	300,000	275,000	300,000	315,000
Account covers health benefits of employees in this fund.						
56088600 620300 Dental/Vision	12,547	14,825	14,825	7,431	11,614	12,962
Account covers dental and vision insurance costs for all employees in this fund.						
56088600 620800 Social Security	80,901	96,970	96,930	76,047	92,572	105,846
Account covers social security for Bureau employees.						
56088600 620900 Life Insurance	2,916	3,554	3,554	2,256	3,050	3,242
Account covers Bureau employees' life insurance.						
56088600 623000 Pension Contribution	65,559	71,460	71,460	72,962	73,000	83,460
Account covers the City pension plan costs for Bureau employees.						
56088600 625000 Workers Compensation	25,561	20,000	116,368	90,254	99,500	20,000
Account covers all Bureau employees for on the job injury claims.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56088600 714100 PC Lease	4,393	4,500	4,500	4,489	4,500	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	6,486	7,500	7,500	7,090	7,607	8,000
Account pays the Bureau cost of rental space for employees.						
56088600 718000 Rental of Uniforms	0	480	480	0	480	480
Account pays for rental of uniforms for employees.						
56088600 723000 Maint. - Equipment	6,229	9,250	9,250	5,993	7,529	10,000
Maintenance for miscellaneous office equipment.						
56088600 731000 Advertising	2,287	10,000	10,000	1,048	1,575	10,000
Account pays for newspaper advertising of contracts, bids, and job vacancies.						
56088600 734000 Postage	20,511	30,000	30,000	19,710	20,588	25,000
Account covers all of the postage for billing and miscellaneous office mailings.						
56088600 735000 Printing	7,550	12,000	12,000	6,097	7,000	15,000
Account covers printing costs for the City's print shop and office photocopying.						
56088600 736000 Telephone	5,438	10,000	10,000	2,850	5,000	6,000
Account covers telephone service in the Bureau.						
56088600 737000 Travel	5,810	10,000	25,000	10,501	9,500	10,000
Account pays for travel expense of personnel attending meetings relative to management, operations and maintenace on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.						
56088600 741000 Professional Services	226,475	150,000	155,000	143,338	163,852	175,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.						
56088600 741003 Prof. Services-Consent Decree	0	240,000	200,000	150,515	142,665	150,000
Professional Services related to compliance with Consent Decree						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56088600 743100 Credit Card Fees	1,133	1,400	1,400	1,378	1,400	1,300
Bureau's portion of credit card company fees.						
56088600 744000 Contract Services	38,567	100,000	60,000	53,752	71,291	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. This line item also includes the software support contract for the CMMS/Asset Management software for the stormwater management program.						
56088600 744500 Training & School	9,783	12,000	12,000	8,002	11,250	8,000
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 Expenses	11,480	25,000	10,000	2,117	2,500	5,000
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	2,738	6,000	6,000	1,792	2,085	5,000
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.						
56088600 772000 Insurance Package	12,480	12,347	12,347	11,117	12,347	13,265
Property and liability coverage for all Bureau facilities and vehicles.						
56088600 820000 Minor Equipment	4,880	25,000	25,000	7,417	15,000	15,000
Account reflects the cost of miscellaneous office equipment.						
56088600 820200 Safety Equipment	0	5,000	5,000	70	2,000	2,500
Account pays the cost of minor safety equipment for the bureau.						
56088600 825000 Computer Equip/Software	9,004	15,000	15,000	7,167	10,750	12,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56088600 827100 Vehicle Lease Purchase	0	11,000	11,000	6,200	9,301	7,500
Annual purchase payment for Stormwater vehicle - 2019 Ford Escape for use in stormwater management inspection.						
56088600 911000 Indirect Costs	157,792	266,701	266,701	244,476	266,701	336,354

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 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 represented 50% of the total cost allocation of \$315,584 identified in the annual cost allocation study issued in 2017. Beginning in 2019, 100% of the cost allocation is included in this line item.						
56088600 923000 Paying Agent Fees	11	15	55	56	56	60
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.						
56088600 924000 Debt Service - Interest	134,293	534,106	534,106	534,867	534,106	538,912
This line reflects interest payments on the 2014 General Obligation bonds and the Pennvest Green Infrastructure loan.						
56088600 926000 Debt Service - Principal	0	403,290	403,290	364,153	403,290	576,684
This line reflects principal redemption on the 2014 General Obligation bonds and Pennvest Green Infrastructure loan.						
56088600 940100 Private Property Grant	0	82,974	82,974	0	0	0
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 Administrative Expenses	1,483,209	3,036,332	3,052,338	2,558,862	2,798,749	3,147,156

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	89,621
TOTAL 611000 EMPLOYEES				1.0000		\$ 89,621
56088600	611500	F	M	1.0000	Environmental Planner	65,237
56088600	611500	F	M	1.0000	GIC Coordinator	65,117
56088600	611500	F	M	0.2000	GIS Analyst	10,343
56088600	611500	F	M	1.0000	Water Resource Eng 1	57,222
56088600	611500	F	M	0.1608	Bureau Chief Proc. & Collections	11,542
56088600	611500	F	M	0.1608	Customer Service Supervisor	9,062
56088600	611500	F	M	1.0000	GI Asset Coordinator	54,621
56088600	611500	F	A	1.0000	GI Asset Technician	46,291
56088600	611500	F	A	0.1608	Purchasing Coordinator	7,246
56088600	611500	F	A	0.1608	Revenue Clerk	7,456
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,246
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,597
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,267
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,773
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,246
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,893
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,284
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,284
56088600	611500	F	A	0.1608	Billing Coordinator 2	7,246
56088600	611500	F	A	0.1608	Billing Coordinator 1	8,123
56088600	611500	F	A	0.1608	Mail & Print Operator	5,941
					Available for Merit - NonBargaining	9,552

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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Available for Merit - AFSCME 7,415

Subtotal Full-Time 7.6117

56088600	611500	P	A	0.1608	Data Entry Operator I	3,965
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Subtotal Part-Time 0.1608

TOTAL 6115 EMPLOYEES	7.7725	\$	434,970
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TOTAL EMPLOYEES	8.7725	\$	524,591
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	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Stormwater Management - Expenses						
Stormwater Management Street Cleaning Expenses						
56084200 611500 Salaried Personnel	478,151	493,600	497,550	422,826	488,696	503,253
Salaries for the street cleaning personnel.						
56084200 618500 Overtime	10,698	15,000	21,402	18,138	22,000	18,000
Street cleaning personnel overtime expenses generated by snow and ice emergencies. Also for the coverage of the nightman for vacation and sick hours.						
56084200 718000 Rental of Uniforms	2,016	2,000	2,000	1,572	2,000	2,000
Uniforms for Bureau employees.						
56084200 729000 Maint. - Vehicles	60,713	50,000	82,027	77,731	73,000	65,000
money used for the maintenance and upkeep of four street sweepers and 2 pick up trucks used for all three shifts.						
56084200 745000 Solid Waste Disposal	58,186	60,000	49,000	41,106	60,000	60,000
Disposal of street sweepings, leaves, and the disposal of other materials picked up from the city streets, i.e. refrigerators, automobile tires and mattresses.						
56084200 760600 Operating Supplies	1,928	2,000	2,000	1,786	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	26,737	25,000	25,000	21,487	25,000	25,000
Gasoline, Diesel and oil for Stormwater Management vehicles.						
56084200 825600 Mach/Equip Lease Purch	0	132,826	131,799	131,798	132,826	110,785
#111 - 3rd payment of 5 - \$21,256. 1st payment on porous pavement vacuum sweeper - \$24,000.00. #117 4th payment of 5 - \$8,903. 1st payment on crew cab for raingarden crew leader - \$10,000.00. #133 5th payment of 5 - \$19,589. #113 4th payment of 5 - \$11,174. #108 4th payment of 5 - \$15,862.						
TOTAL Stormwater Management Street Cleaning Expenses	638,430	780,426	810,779	716,445	805,522	786,038

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

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

56084200	611500	F	M	1.0000	Labor Supervisor	52,876
56084200	611500	F	A	1.0000	Equipment Operator 2	52,338
56084200	611500	F	A	1.0000	Equipment Operator 2	52,338
56084200	611500	F	A	1.0000	Sweeper Operator 2	50,325
56084200	611500	F	A	1.0000	Sweeper Operator 2	44,110
56084200	611500	F	A	1.0000	Maintenance Worker	47,744
56084200	611500	F	A	1.0000	Maintenance Worker	40,238
56084200	611500	F	A	1.0000	Maintenance Worker	40,238
56084200	611500	F	A	1.0000	Laborer	45,129
56084200	611500	F	A	1.0000	Laborer	39,884
56084200	611500	F	A	1.0000	Laborer	38,033
TOTAL 611500 EMPLOYEES				11.0000		\$ 503,253

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Stormwater Management - Expenses						
Stormwater Management Grounds Maintenance Expenses						
56088700 611500 Salaried Personnel	134,737	130,031	110,075	104,266	110,759	208,269
Salaries of the Stormwater - Grounds Maintenance employees.						
56088700 612000 Salary Temporary	12,635	12,635	11,233	11,233	12,635	12,635
Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.						
56088700 618500 Overtime	1,087	5,000	5,000	780	4,000	5,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.						
56088700 718000 Rental of Uniforms	772	1,000	1,000	640	1,000	1,000
Uniforms for Bureau employees.						
56088700 723000 Maint. - Equipment	8,188	3,200	3,200	390	3,000	3,200
This code is for repair and maintenance of equipment.						
56088700 729000 Maint. - Vehicles	0	9,000	14,000	350	9,000	9,000
Maintenance of Vehicles under Stormwater Management.						
56088700 744000 Contract Services	18,358	30,000	10,000	0	30,000	30,000
This code is used for contracting raingarden professionals for planting and consulting.						
56088700 760600 Operating Supplies	39,867	50,000	30,285	16,631	50,000	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	3,000	3,000	3,000	291	3,000	3,000
This code is to purchase minor equipment for stormwater maintenance.						
56088700 822500 Landscaping Trees etc	8,201	35,000	15,000	13,136	35,000	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.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56088700 827100	Vehicle-Lease Purchase	0	24,036	53,751	53,613	54,035	54,035
Expenses for annual lease-purchase payments on a utility dump truck, skid loader and bucket truck (trees).							
TOTAL	Stormwater Management Grounds Maintenance Expenses	226,846	302,902	256,544	201,330	312,429	411,139
TOTAL	Stormwater Management Expenses	2,348,484	4,119,660	4,119,660	3,476,636	3,916,700	4,344,333

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	11,965
56088700	611500	F	M	1.0000	Labor Supervisor 1	50,000
56088700	611500	F	A	1.0000	Utility Operator	45,486
56088700	611500	F	A	0.5000	Utility Operator	22,743
56088700	611500	F	A	1.0000	Laborer	39,063
56088700	611500	F	A	1.0000	Laborer	39,012
TOTAL 611500 EMPLOYEES				4.7000		\$ 208,269

CITY OF LANCASTER

SEWER FUND



2020 BUDGET

**CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>DESCRIPTION</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$17,271,175	\$19,097,036	\$1,825,861	10.57%
Miscellaneous Revenue	\$79,141	\$62,950	(\$16,191)	-20.46%
Other Income	\$195,153	\$205,123	\$9,970	5.11%
Use of Retained Earnings	\$0		\$0	0.00%
TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$17,545,469	\$19,365,109	\$1,819,640	10.37%

**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>BUREAU</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/</u> <u>(DECREASE)</u>	<u>% INCREASE/</u> <u>(DECREASE)</u>
Administration	\$8,574,341	\$9,654,751	\$1,080,410	12.60%
Collections	\$2,157,749	\$2,380,162	\$222,413	10.31%
Pumping Stations	\$1,434,722	\$1,471,486	\$36,764	2.56%
Treatment	\$5,338,457	\$5,824,210	\$485,753	9.10%
Grounds Maintenance	\$40,200	\$34,500	(\$5,700)	-14.18%
TOTAL SEWER FUND EXPENSES	\$17,545,469	\$19,365,109	\$1,819,640	10.37%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SEWER FUND

Retained Earnings 12/31/2018		\$ 21,337,654
Projected Revenues: 2019	17,037,618	
Projected Expenditures: 2019	<u>(17,447,952)</u>	
Projected Current Operating Surplus/(Deficit) 2019 (Reduction to Retained Earnings)		<u>(410,334)</u>
Projected Retained Earnings 12/31/2019		20,927,320
Proposed Revenues: 2020	19,365,109	
Proposed Expenditures: 2020	<u>(19,365,109)</u>	
Proposed Current Operating Surplus/(Deficit) 2020		<u>-</u>
Projected Retained Earnings 12/31/2020		<u><u>\$ 20,927,320</u></u>

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	TOTAL YTD 11/23/2019	2019 PROJECTED	2020 PROPOSED
Wastewater Revenue						
56100000 400900 Lien Interest & Costs	1,025	1,000	1,000	1,398	0	0
Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.						
56100000 404400 Rent of City Property	32,394	32,641	32,641	137,137	135,000	40,950
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.						
56100000 405600 Auction Income	0	0	0	9,465	9,465	0
Revenues are derived from the auction of unneeded equipment.						
56100000 406300 Interest on Investment	1,902	500	500	3,888	3,000	2,000
Revenue is derived from the interest earned on idle funds.						
56100000 407100 Pension State Fund	178,411	195,153	195,153	195,153	195,153	205,123
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	63,587	35,000	35,000	21,159	5,000	5,000
Revenue is derived from income received from miscellaneous items.						
56100000 408100 Sewage Treatment	10,543,264	10,081,175	10,081,175	9,328,698	10,400,000	14,037,036
Revenue is derived from sewer fees charged to retail customers.						
56100000 408200 Industrial Waste Surchg	578,727	460,000	460,000	664,223	900,000	900,000
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	7,660,783	6,560,000	6,560,000	2,653,136	5,200,000	4,000,000
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	TGE YTD 11/23/2019	2019 PROJECTED	2020 PROPOSED
56100000 408400	SLSA Operating Charges	150,605	170,000	170,000	115,413	160,000	160,000
	Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.						
56100000 408600	Industrial Waste Permits	10,000	10,000	10,000	42,500	30,000	15,000
	Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.						
TOTAL	Wastewater Revenue	19,220,696	17,545,469	17,545,469	13,172,170	17,037,618	19,365,109
TOTAL	Wastewater Revenues	19,220,696	17,545,469	17,545,469	13,172,170	17,037,618	19,365,109

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/23/2019	2019 PROJECTED	2020 PROPOSED
Wastewater - Expenses						
Sewer Administration Exp						
56188000 611000 Salary - Bureau Chief	107,822	107,231	109,031	101,780	116,186	118,124
Salary expenses for the wastewater operations/utility manager.						
56188000 611500 Salaried Personnel	267,632	312,129	279,747	241,260	275,879	323,349
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	7,363	12,000	12,000	2,908	7,300	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	135	0	0	480	500	1,000
Overtime expenses paid to administrative staff in the Sewer Fund.						
56188000 619200 OPEB Contribution	21,788	100,411	100,411	78,600	100,411	65,980
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
56188000 620100 Educational Incentive	14,308	18,000	18,000	8,522	17,000	18,500
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	850,000	850,000	850,000	779,167	850,000	1,000,000
Account covers health benefits of Bureau employees.						
56188000 620300 Dental/Vision	31,508	34,033	34,033	28,887	32,900	34,050
Account covers dental and vision insurance costs for all employees of this fund.						
56188000 620800 Social Security	221,906	239,207	239,207	207,470	242,879	262,590
Account covers social security for Bureau employees.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56188000 620900 Life Insurance	6,909	7,576	7,576	5,698	7,151	7,466
Account covers Bureau employees' life insurance.						
56188000 623000 Pension Contribution	197,820	214,058	214,058	214,275	214,058	225,351
Account covers the City pension costs for Bureau employees.						
56188000 624000 Unemployment Compensation	0	10,000	5,675	0	5,000	10,000
Account covers state unemployment for Bureau employees.						
56188000 625000 Workers Compensation	22,712	60,000	71,821	70,455	65,000	60,000
Account covers all Bureau employees for on the job injury claims.						
56188000 714100 PC Lease	10,983	11,000	11,225	11,223	11,250	11,250
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	3,457	4,000	4,000	2,925	3,341	3,525
This account pays the Bureau cost of rental space for customer service employees. Increase needed for added rental costs.						
56188000 718000 Rental of Uniforms	11,154	10,000	10,000	9,023	8,900	10,000
This account pays for rental of uniforms for employees.						
56188000 723000 Maint. - Equipment	7,276	7,800	7,800	7,349	7,800	8,600
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.						
56188000 731000 Advertising	624	3,000	3,000	786	2,000	3,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.						
56188000 734000 Postage	23,212	30,000	30,000	25,985	31,500	31,500
This account covers all of the postage for bills, and miscellaneous office mailings.						
56188000 735000 Printing	4,261	7,500	7,500	3,613	4,500	6,300
This account covers printing costs for the City's print shop and office photocopying.						
56188000 736000 Telephone	34,465	50,000	50,000	30,350	38,000	45,000
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56188000 737000 Travel	6,603	7,000	7,000	4,642	7,000	7,000
This account pays for travel expenses of personnel attending meetings relative to management, operations and maintenance on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.						
56188000 740000 Utility Assistance Program	0	0	0	0	0	27,500
This is a new line item for 2020 to provide funding for a Utility Assistance Program (UAP) administered by the Community Action Partnership (CAP). The UAP will be funded with \$50,000, split between Sewer Fund (55%) and Water (45%) based on an average total City Water/Sewer bill for residential customers. The UAP will also have matching funds provided by non-profit organizations and foundations to provide assistance to City resident water customers who are at risk of service termination due to non-payment. Through the UAP, CAP will provide additional financial planning and other services to these customers to assist in their becoming financially stable.						
56188000 740100 Nutrient Credit Purchase	0	0	0	0	0	250,000
Expenses related to Nutrient Credit purchases that may be required to meet US EPA and PA DEP Chesapeake Bay targets.						
56188000 741000 Professional Services	654,033	1,000,000	1,225,000	1,084,705	1,700,000	1,100,000
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.						
56188000 743000 Bank Service Charges	9,157	9,400	13,500	11,278	13,370	14,500
This line item is for the Bureau's portion of banks service charges.						
56188000 743100 Credit Card Fees	6,930	10,000	9,000	5,375	5,886	7,100
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	42,320	75,000	63,000	36,992	40,000	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.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56188000 744500 Training & School	18,896	21,500	21,500	13,696	19,000	21,000
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. Training is required by the PADEP Operator certification regulations governing continuing education requirements.						
56188000 760300 Office Supplies	1,830	2,900	2,900	996	2,000	3,000
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.						
56188000 772000 Insurance Package	165,771	220,000	213,000	155,957	175,131	186,888
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.						
56188000 820000 Minor Equipment	4,382	8,500	8,500	3,324	4,400	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	6,821	16,000	46,000	5,862	39,000	46,000
Account pays the cost of minor safety equipment for the Bureau.						
56188000 825000 Computer Equip/Software	6,060	20,000	20,000	7,030	10,000	20,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56188000 827100 Vehicle Lease Purchase	0	1,641	1,641	1,641	1,641	1,647
Portion of Vehicle #723 for Procurement and Collections						
56188000 911000 Indirect Costs	468,328	557,812	557,812	511,328	557,812	441,609
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	782	700	700	206	700	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	1,761,110	1,803,008	1,761,008	1,713,428	1,722,000	2,560,478
Account pays interest payments on the Series 2009, 2011, 2014 and 2016 (2007 refinancing) General Obligation bonds and the Pennvest loan.						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/23/2019	2019 PROJECTED	2020 PROPOSED
56188000 926000	Debt Service - Principal	0	2,558,696	2,558,696	2,171,993	2,194,000	2,626,244
Account pays principal redemption on the Series 2009, 2011, 2014 and 2016 (2007 refinancing) General Obligation bonds and the Pennvest loan.							
TOTAL	Sewer Administration Exp	4,998,358	8,400,102	8,574,341	7,559,914	8,533,495	9,654,751

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	118,124
TOTAL 61100 EMPLOYEES				1.0000		\$ 118,124
56188000	611500	F	M	1.0000	Senior Project Manager - Utilities	80,647
56188000	611500	F	M	0.1901	Bureau Chief Proc. & Collections	13,644
56188000	611500	F	M	0.1901	Customer Service Supervisor	10,712
56188000	611500	F	M	0.2500	Information Services Manager	20,156
56188000	611500	F	M	0.1400	Communications Specialist	7,538
56188000	611500	F	A	0.1901	Purchasing Coordinator	8,565
56188000	611500	F	A	0.1901	Billing Coordinator 1	9,603
56188000	611500	F	A	0.1901	Billing Coordinator 2	8,565
56188000	611500	F	A	0.1901	Cashier/Service Clerk	8,149
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,428
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,428
56188000	611500	F	A	0.1901	Customer Care Coordinator	10,163
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,772
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,189
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,565
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,565
56188000	611500	F	A	0.1901	Revenue Clerk	8,814
56188000	611500	F	A	0.5000	Secretary I	22,743
56188000	611500	F	A	0.3027	Utility Service Coordinator	12,890
56188000	611500	F	A	0.1901	Mail & Print Operator	7,023

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
					Available for Merit - NonBargaining	15,345
					Available for Merit - AFSCME	23,158
				Subtotal Full-Time	5.0436	
56188000	611500	P	A	0.1901	Data Entry Operator I	4,687
				Subtotal Part-Time	0.1901	
TOTAL 611500 EMPLOYEES				5.2337	\$	323,349
TOTAL EMPLOYEES				6.2337	\$	441,473

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Wastewater - Expenses						
Sewer Collections Expenses						
56188100 611500 Salaried Personnel	830,602	870,377	880,749	829,446	957,537	864,662
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	30,724	60,000	59,000	37,541	45,000	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	106,299	100,000	155,942	127,545	145,018	150,000
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.						
56188100 744000 Contract Services	60,657	120,000	150,000	140,517	150,000	200,000
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. This item includes anticipated additional services related to lining and repairs as well as sewer lateral reconnections.						
56188100 747000 Trench Paving	32,898	350,000	232,000	193,398	250,000	350,000
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes. For 2020, this line item includes additional funding to catch up on a backlog of trench paving needs from prior years.						
56188100 760300 Office Supplies	0	0	0	0	0	500
Cost of miscellaneous office supplies for Sewer Collections.						
56188100 760600 Operating Supplies	308,280	350,000	438,058	317,346	300,000	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.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56188100 765400 Gas Oil & Diesel	54,200	75,000	70,000	45,355	50,000	70,000
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	109	5,000	5,000
This line includes the purchase of minor equipment required to perform collection system repair and maintenance.						
56188100 827100 Vehicle-Lease Purchase	0	247,000	167,000	154,201	250,000	330,000
This line covers the annual payments required under a five-year lease purchase agreement for the following vehicles: crew van, utility truck, two trucks and a sewer Vactor, and also includes the first year (of 5) lease-purchase payment for a new CCTV Truck.						
TOTAL Sewer Collections Expenses	1,423,660	2,177,377	2,157,749	1,845,458	2,152,555	2,380,162

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	68,102
56188100	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	11,965
56188100	611500	F	M	1.0000	Labor Supervisor 1	58,065
56188100	611500	F	A	1.0000	Equipment Operator 1	48,124
56188100	611500	F	A	1.0000	Equipment Operator 1	42,978
56188100	611500	F	A	1.0000	Equipment Operator 1	42,978
56188100	611500	F	A	1.0000	Equipment Operator 1	42,753
56188100	611500	F	A	1.0000	Equipment Operator 1	41,626
56188100	611500	F	A	1.0000	Equipment Operator 1	47,491
56188100	611500	F	A	1.0000	Equipment Operator 2	50,325
56188100	611500	F	A	1.0000	Equipment Operator 2	48,390
56188100	611500	F	A	1.0000	Laborer	38,033
56188100	611500	F	A	1.0000	Utility Locator	54,927
56188100	611500	F	A	1.0000	Sewer Technician	55,121
56188100	611500	F	A	1.0000	Sewer Technician	54,927
56188100	611500	F	A	1.0000	Sewer Technician	53,001
56188100	611500	F	A	1.0000	Sewer Technician	47,964
56188100	611500	F	A	1.0000	TV Technician	57,892
TOTAL 611500 EMPLOYEES				17.2000		\$ 864,662

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Wastewater - Expenses						
Sewer Pumping Stations Expenses						
56188200 611500 Salaried Personnel	773,723	773,005	781,422	704,549	805,915	798,586
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	28,034	29,000	29,000	22,120	27,000	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	1,937	2,500	2,500	1,236	2,500	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	67,587	85,000	82,000	47,481	85,000	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	426,296	450,000	420,000	318,747	426,500	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	2,159	2,400	2,400	1,856	2,000	2,400
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.						
56188200 766000 Heating Oil	17,836	27,000	22,000	13,811	19,000	25,000
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.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56188200 820000 Minor Equipment	5,274	5,000	5,000	2,627	5,000	5,000
Tools and minor equipment						
56188200 827100 Vehicle-Lease Purchase	0	48,400	48,400	34,737	48,400	24,000
This account covers the current annual payments required under a lease purchase agreement, as indicated, for the following vehicles: #302 Truck with utility body), through 2023 (5 year lease) #303 Pick-up Truck, through 2021 (3 year lease)						
56188200 829000 Capital Outlay	0	0	42,000	0	37,640	50,000
Pump Rotating assembly replacement						
TOTAL Sewer Pumping Stations Expenses	1,322,847	1,422,305	1,434,722	1,147,163	1,458,955	1,471,486

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF SEWERS: PUMPING STATIONS</u>						
56188200	611500	F	M	1.0000	Waste Wtr Plant Maint Supv.	68,066
56188200	611500	F	M	1.0000	Electrical/Mechanical Supervisor	64,824
56188200	611500	F	A	1.0000	Instrument Technician	62,191
56188200	611500	F	A	1.0000	Instrument Technician	57,500
56188200	611500	F	A	1.0000	Plant Maint Mechanic	50,783
56188200	611500	F	A	1.0000	Plant Maint Mechanic	50,783
56188200	611500	F	A	1.0000	Plant Maint Mechanic	50,783
56188200	611500	F	A	1.0000	Plant Maint Mechanic	50,783
56188200	611500	F	A	1.0000	Plant Maint Mechanic	50,783
56188200	611500	F	A	1.0000	Plant Maint Mechanic	47,796
56188200	611500	F	A	1.0000	Plant Maint Mechanic	46,291
56188200	611500	F	A	1.0000	Plant Maint Mechanic	43,947
56188200	611500	F	A	1.0000	Maintenance Worker	44,142
56188200	611500	F	A	1.0000	Maintenance Electrician 3	57,500
56188200	611500	F	A	1.0000	Maintenance Electrician 3	52,414
TOTAL 61150 EMPLOYEES				15.0000		\$ 798,586

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Wastewater - Expenses						
Sewer Treatment Expenses						
56188300 611500 Salaried Personnel	798,011	836,485	844,457	737,155	825,214	1,016,810
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	50,181	43,300	43,300	22,475	32,000	44,700
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	39,941	45,000	55,000	28,393	45,000	50,000
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	450,549	500,000	560,000	376,749	567,000	500,000
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.						
56188300 729000 Maint. - Vehicles	11,867	12,000	23,000	19,042	18,000	18,000
This account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspections, tires, outside services, major engine and drive train repairs, etc.						
56188300 746000 Meter Expense	293,557	300,000	270,500	172,716	231,500	300,000
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.						
56188300 746500 Water Utility Expense	129,461	115,000	140,000	99,254	125,200	126,000
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	1,507,042	1,614,000	1,529,000	1,144,325	1,550,000	1,674,000

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 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 Vactor operations and sewer excavations. This line item has been increased because sludge disposal rates are anticipated to increase.						
56188300 752000 Power Electric	1,001,564	1,100,000	950,000	732,908	992,000	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	32,155	30,000	30,000	28,948	31,500	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	57,004	75,000	75,000	46,623	57,500	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	491,304	600,000	600,000	455,371	577,000	640,000
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 and the weather.						
56188300 765400 Gas Oil & Diesel	16,434	15,000	15,000	13,183	14,800	16,000
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56188300 766000 Heating Oil	70,900	70,000	70,000	46,552	69,000	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	5,371	6,500	6,500	4,552	5,000	6,500
Minor equipment purchases including tolls, wastewater samplers, and laboratory equipment.						
56188300 827100 Vehicle-Lease Purchase	0	23,200	31,700	29,761	29,813	37,200
This account covers the annual payments required under a lease purchase agreement for the following vehicles: #327 - truck through 2021 (3 year lease), proposed new vehicle for the Pretreatment inspector (5 year lease), proposed boom mower for plant perimeter (5 year lease).						
56188300 829000 Capital Outlay	74,255	120,000	95,000	18,530	100,000	120,000
For 2020, the following projects are proposed: SCADA Programming for process control, On-Line COD meter, Masonry/Concrete Crack Repair, Chlorine Analyzer, CSO Notification System.						
TOTAL Sewer Treatment Expenses	5,029,596	5,505,485	5,338,457	3,976,537	5,270,527	5,824,210

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	65,545
56188300	611500	F	M	1.0000	Wastewater Operations Supervisor	72,114
56188300	611500	F	M	1.0000	Wastewater Analyst	55,737
56188300	611500	F	M	1.0000	Pretreatment Inspector - FOG	52,000
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	60,198
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	54,020
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	50,734
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	50,734
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	50,734
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	50,734
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	49,264
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	49,264
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	49,264
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	56,712
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	56,712
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	49,439
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	45,066
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	45,066
56188300	611500	F	A	1.0000	Laboratory Technician 1	53,473
TOTAL 611500 EMPLOYEES				19.0000		\$ 1,016,810

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Wastewater - Expenses						
Sewer Grounds Maintenance Exp						
56188400 611501 Salary - Direct Invoice	5,990	12,000	12,000	0	10,000	11,000
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	3,011	6,200	6,200	0	5,000	5,500
Fringe expenses for Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastwater facilities (plant, pump stations, etc.) Fringe expenses charged to this account are based on time sheets completed for each ground maintenace project.						
56188400 760601 Equip/Op Supplies Direct Invoi	12,225	22,000	22,000	1,347	17,420	18,000
Operating supplies and expenses that are directly billed to the Wastewater Fund for work preformed at Wastewater facilities (plant, pump stations, etc.) Expenses charged to this account are based on time sheets completed for each ground maintenance project.						
TOTAL Sewer Grounds Maintenance Exp	21,225	40,200	40,200	1,347	32,420	34,500
TOTAL Wastewater - Expenses	12,748,140	17,545,469	17,545,469	14,687,362	17,447,952	19,365,109

CITY OF LANCASTER

WATER FUND



2020 BUDGET

**CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>DESCRIPTION</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$26,908,043	\$29,200,000	\$2,291,957	8.52%
Miscellaneous Revenue	\$611,871	\$555,926	(\$55,945)	-9.14%
Other Income	\$287,272	\$285,493	(\$1,779)	-0.62%
Use of Retained Earnings	\$0		\$0	0.00%
TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$27,807,186	\$30,041,419	\$2,234,233	8.03%

**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>BUREAU</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$13,890,511	\$16,765,542	\$2,875,031	20.70%
Transfer to General Fund	\$4,000,000	\$4,000,000	\$0	0.00%
Susquehanna Treatment Plant	\$3,174,907	\$3,549,268	\$374,361	11.79%
Conestoga Treatment Plant	\$2,844,593	\$3,224,604	\$380,011	13.36%
Transmission & Distribution	\$2,383,005	\$2,696,897	\$313,892	13.17%
Meter Shop	\$713,565	\$711,210	(\$2,355)	-0.33%
Grounds Maintenance	\$469,118	\$495,045	\$25,927	5.53%
Laboratory	\$331,487	\$338,892	\$7,405	2.23%
TOTAL WATER FUND EXPENSES	\$27,807,186	\$31,781,458	\$3,974,272	14.29%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
WATER FUND

Retained Earnings 12/31/2018		\$ 4,230,058
Projected Revenues: 2019	27,460,301	
Projected Expenditures: 2019	<u>(27,439,935)</u>	
Projected Current Operating Surplus/(Deficit) 2019 (Addition to Retained Earnings)		<u>20,366</u>
Projected Retained Earnings 12/31/2019		4,250,424
Proposed Revenues: 2020	30,041,419	
Proposed Expenditures: 2020	<u>(31,781,458)</u>	
Proposed Current Operating Surplus/(Deficit) 2020		<u>(1,740,039)</u>
Projected Retained Earnings 12/31/2020		<u>\$ 2,510,385</u>

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Revenues						
Water Revenues						
56200000 400900 Lien Interest & Costs	1,001	0	0	1,400	0	0
Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.						
56200000 404400 Rent of City Property	312,688	311,871	311,871	282,014	309,529	290,426
Revenue is derived from rental of space to cellular service providers for antennas.						
56200000 406300 Interest on Investment	6	0	0	668	500	500
Revenue is derived from the interest earned on idle funds.						
56200000 407100 Pension State Fund	278,876	287,272	287,272	287,272	287,272	285,493
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	26,920,920	26,908,043	26,908,043	23,898,480	26,600,000	29,200,000
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.						
56200000 407900 Reimb. - Meter Labor	293,557	250,000	250,000	172,716	225,000	225,000
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.						
56200000 408000 Miscellaneous Revenue	39,700	50,000	50,000	33,287	38,000	40,000
Revenues of the water system not otherwise credited.						
56200000 420000 Swr Grnds Exp Reimb	1,675	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	27,848,423	27,807,186	27,807,186	24,675,838	27,460,301	30,041,419
TOTAL Water Revenues	27,848,423	27,807,186	27,807,186	24,675,838	27,460,301	30,041,419

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Expenses						
Water Administration Expenses						
56289000 611000 Salary - Bureau Chief	34,073	33,428	33,428	32,924	37,464	37,506
This line item accounts for thirty percent (30%) of the Public Works Deputy Director/City Engineer salary that is split with the General Fund (70%).						
56289000 611500 Salaried Personnel	684,850	869,066	833,105	618,791	689,485	896,898
This line item accounts for the salaries of the Administration Section of the Bureau of Water.						
56289000 612000 Salary Temporary	7,764	0	0	0	0	0
56289000 618500 Overtime	489	0	0	1,273	1,250	0
Overtime expenses paid to administrative staff in the Water Bureau.						
56289000 619200 OPEB Contribution	25,418	875,724	875,724	813,080	875,724	528,814
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
56289000 620100 Educational Incentive	24,090	24,000	24,000	11,700	27,000	24,000
This account provides for bonuses per collective bargaining agreement with AFSCME for operators with State Certification by examination. This line item also provides a bonus for each employee that obtains a PaDEP transmission and distribution license ("E" certifications).						
56289000 620200 Medical Insurance	2,400,000	2,400,000	2,400,000	2,200,000	2,400,000	2,050,000
This line item accounts for medical insurance for employees in the Bureau of Water.						
56289000 620300 Dental/Vision	52,586	52,834	52,834	41,721	51,739	53,171
This line item accounts for employee dental and eye insurance premiums.						
56289000 620800 Social Security	345,470	350,561	350,561	306,610	360,555	389,780
This line item accounts for Social Security payments made for Bureau of Water employees.						
56289000 620900 Life Insurance	10,858	12,270	12,270	9,608	10,097	11,400
This line item accounts for life insurance expenses for Bureau of Water employees.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289000 623000 Pension Contribution	313,752	318,278	318,278	322,631	321,000	322,352
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.						
56289000 624000 Unemployment Compensation	6,902	10,000	21,000	15,332	16,000	10,000
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						
56289000 625000 Workers Compensation	32,560	100,000	87,138	44,148	100,000	100,000
This line item accounts for workers' compensation claims for Bureau of Water employees.						
56289000 714100 PC Lease	15,286	16,000	16,000	15,713	15,800	15,800
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	7,046	7,100	7,100	6,266	6,552	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	14,146	14,300	14,300	11,538	14,000	14,000
Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
56289000 723000 Maint. - Equipment	17,803	18,000	18,000	17,063	24,000	20,000
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
56289000 731000 Advertising	4,026	3,000	4,000	3,853	5,000	5,000
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
56289000 734000 Postage	53,953	70,000	70,000	52,914	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	15,582	17,000	18,150	14,572	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.						
56289000 736000 Telephone	48,697	60,000	60,000	53,020	63,000	72,000
This account covers telephone services, including cellular phones.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289000 737000 Travel	3,813	4,000	4,000	3,719	3,000	4,000
This account pays for all travel expenses incurred by personnel attending AWWA conferences on regional, state and national levels. This account also includes travel for the Director to attend AWWA and other water related conferences. Also pays for water bureau staff to travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.						
56289000 738000 Miscellaneous Expenses	191	500	500	370	500	1,200
This account covers items not specifically budgeted elsewhere, including customer relations and license fees.						
56289000 740000 Utility Assistance Program	0	0	0	0	0	22,500
This is a new line item for 2020 to provide funding for a Utility Assistance Program (UAP) administered by the Community Action Partnership (CAP). The UAP will be funded with \$50,000, split between Water (45%) and Sewer Fund (55%) based on an average total City Water/Sewer bill for residential customers. The UAP will also have matching funds provided by non-profit organizations and foundations to provide assistance to City resident water customers who are at risk of service termination due to non-payment. Through the UAP, CAP will provide additional financial planning and other services to these customers to assist in their becoming financially stable.						
56289000 741000 Professional Services	454,291	400,000	360,326	276,043	400,000	875,000
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 2020, the City plans to file for an outside City water rate increase and a Distribution System Improvement Charge (DSIC) with the PUC.						
56289000 743000 Bank Service Charges	17,066	18,000	27,000	21,018	28,304	29,500
This line item accounts for the Water Fund's share of bank service charges.						
56289000 743100 Credit Card Fees	7,805	10,000	7,500	6,017	6,393	6,900
This line item accounts for the Water Fund's share of credit card company fees.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289000 744000 Contract Services	19,726	20,000	20,000	13,100	19,000	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.						
56289000 744500 Training & School	11,546	11,500	11,500	7,181	7,000	14,000
This account covers courses for operating licenses, state correspondence courses, training material, books, magazines, and related training expenses for Bureau of Water personnel. This line also covers employee tuition reimbursement and membership in the American Water Works Association. Also included is training needed by operators for compliance with the EPA's Safe Drinking Water Act (SDWA). This line item also covers manager attendance at the AWWA annual conference.						
56289000 760300 Office Supplies	5,346	7,000	7,000	3,740	6,000	7,000
Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.						
56289000 772000 Insurance Package	192,310	226,230	216,230	177,210	197,311	220,177
This line item accounts for the insurance package for the Bureau of Water.						
56289000 820000 Minor Equipment	10,177	20,000	20,000	7,608	15,000	20,000
This line item accounts for the purchase of minor equipment and copier rental charges.						
56289000 820200 Safety Equipment	20,593	25,000	55,000	9,108	50,000	55,000
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	8,080	10,000	10,000	8,080	9,000	10,000
This line item accounts for purchase of GIS equipment, public works CMMS software and water model program update.						
56289000 911000 Indirect Costs	719,916	820,314	820,314	751,955	820,314	814,355
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.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289000 914000 Revenue Transferred to General Fund	4,000,000	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	1,145	1,700	1,700	1,033	1,700	1,700
This line reflects paying agent fees on the 2009, 2011, 2014 and 2016 General Obligation bonds.						
56289000 924000 Debt Service - Interest	5,503,684	5,453,153	5,453,153	5,347,292	5,347,292	6,768,189
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	1,910,400	1,660,400	1,410,400	1,410,400	3,251,200
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	15,039,821	18,189,358	17,890,511	16,303,299	17,421,880	20,765,542

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	37,506
TOTAL 611000 EMPLOYEES				0.3000		\$ 37,506
56289000	611500	F	M	1.0000	Water Utility Manager	100,000
56289000	611500	F	M	1.0000	Deputy Director PW Construction	123,043
56289000	611500	F	M	1.0000	Utility Engineer	68,487
56289000	611500	F	M	1.0000	Engineering Tech Specialist	52,530
56289000	611500	F	M	0.8000	GIS Analyst	41,374
56289000	611500	F	M	1.0000	Water Treatment Engineer	79,044
56289000	611500	F	M	0.4270	Bureau Chief Proc. & Collections	30,654
56289000	611500	F	M	0.2500	Information Services Manager	20,156
56289000	611500	F	M	0.2700	Communications Specialist	14,538
56289000	611500	F	M	0.4270	Customer Service Supervisor	24,068
56289000	611500	F	A	0.4270	Billing Clerk	21,955
56289000	611500	F	A	0.4270	Billing Coordinator 1	21,575
56289000	611500	F	A	0.4270	Billing Coordinator 2	19,244
56289000	611500	F	A	0.4270	Cashier/Service Clerk	18,308
56289000	611500	F	A	0.4270	Cashier/Service Clerk	16,689
56289000	611500	F	A	0.4270	Cashier/Service Clerk	16,689
56289000	611500	F	A	0.4270	Customer Care Coordinator	22,834
56289000	611500	F	A	0.4270	Customer Care Coordinator	20,645
56289000	611500	F	A	0.4270	Customer Care Coordinator	19,244
56289000	611500	F	A	0.4270	Customer Care Coordinator	19,244

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
56289000	611500	F	A	0.4270	Mail & Print Operator	15,778
56289000	611500	F	A	0.4270	Purchasing Coordinator	19,244
56289000	611500	F	A	0.4270	Revenue Clerk	19,802
56289000	611500	F	A	0.4270	Secretary I	19,423
					Available for Merit - NonBargaining	30,360
					Available for Merit - AFSCME	31,443
			Subtotal Full-Time	13.1522		
56289000	611500	P	A	0.4270	Data Entry Operator I	10,531
			Subtotal Part-Time	0.4270		
TOTAL 611500 EMPLOYEES				13.5792		\$ 896,898
TOTAL EMPLOYEES				13.8792		\$ 934,404

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Expenses						
Susquehanna Treatment Plant Expenses						
56289100 611500 Salaried Personnel	904,235	918,826	926,647	816,215	920,639	958,108
This line item accounts for salaries at the SWTP.						
56289100 612000 Salary Temporary	3,906	5,760	5,760	2,908	2,908	5,760
Expense for interns from Thadeus Stephens Water/Wastewater program.						
56289100 618500 Overtime	138,692	105,000	105,000	94,516	125,000	130,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.						
56289100 721000 Maint. - Buildings	24,138	65,000	165,000	15,964	165,000	220,000
Ths 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	395	1,500	1,500	1,399	1,500	1,500
This account provides for repairs on the SCADA System at the SWTP.						
56289100 723000 Maint. - Equipment	198,439	260,000	260,000	147,537	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	10,883	17,000	17,000	10,372	12,500	15,000
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 3/4-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).						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289100 746500 Water Utility Expense	15,143	15,000	15,000	11,633	16,000	16,000
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	127,797	100,000	100,000	69,627	112,000	115,000
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	704,564	950,000	900,000	586,317	750,000	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	4,858	5,000	5,000	3,141	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	520,662	600,000	550,000	380,935	550,000	650,000
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	12,805	15,000	15,000	9,806	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	50,777	45,000	45,000	33,486	45,000	50,000
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	7,394	7,500	7,500	6,059	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	56,500	56,500	29,616	56,500	60,400
This line accounts for expenditures made for new and replacement equipment.						
56289100 829000 Capital Outlay	0	0	0	0	0	90,000
This line accounts for expenditures made for new and replacement equipment.						
TOTAL Susquehanna Treatment Plant Expenses	2,724,688	3,167,086	3,174,907	2,219,531	3,044,547	3,549,268

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	65,621
56289100	611500	F	M	1.0000	Plant Maintenance Supervisor	63,852
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	60,198
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	55,657
56289100	611500	F	A	1.0000	Instrument Technician	52,414
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	55,657
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	57,698
56289100	611500	F	A	1.0000	Water Plant Operator 2	57,883
56289100	611500	F	A	1.0000	Water Plant Operator 2	57,883
56289100	611500	F	A	1.0000	Water Plant Operator 2	55,657
56289100	611500	F	A	1.0000	Water Plant Operator 2	55,657
56289100	611500	F	A	1.0000	Water Plant Operator 2	55,657
56289100	611500	F	A	1.0000	Water Plant Operator 2	55,657
56289100	611500	F	A	1.0000	Water Plant Operator 2	53,338
56289100	611500	F	A	1.0000	Water Plant Operator 2	51,971
56289100	611500	F	A	1.0000	Water Plant Operator 2	49,264
56289100	611500	F	A	1.0000	Water Plant Operator 2	54,044
TOTAL 611500 EMPLOYEES				17.0000		\$ 958,108

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Expenses						
Conestoga Treatment Plant Expenses						
56289200 611500 Salaried Personnel	858,321	910,464	912,833	726,435	848,568	921,844
This line item accounts for the salaries of personnel at the CWTP.						
56289200 612000 Salary Temporary	4,025	5,760	5,760	2,997	3,000	5,760
Thaddeus Stephens has a Water/Wastewater program. This account pays for 12 weeks of summer interns.						
56289200 618500 Overtime	67,344	65,000	65,000	59,569	69,000	69,000
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	90,792	100,000	100,000	81,251	660,000	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	180	500	500	0	0	0
56289200 723000 Maint. - Equipment	221,187	250,000	250,000	210,936	310,000	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.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289200 729000 Maint. - Vehicles	25,623	25,000	25,000	20,197	25,000	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	184,455	175,000	175,000	136,647	200,000	200,000
Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Wasterwater Fund for excess suspended solids, which are pumped daily to the Wastewater system from the equalization tank at the CWTP. We take a representative sample of our total suspended solids (TSS) weekly.						
56289200 752000 Power Electric	528,783	575,000	575,000	387,763	500,000	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	6,052	7,500	9,500	9,174	9,000	12,000
Account provides for items required for maintaining the buildings and pump stations. This includes paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.						
56289200 761800 Chemicals	367,179	450,000	448,000	286,414	400,000	480,000
This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.						
56289200 765400 Gas Oil & Diesel	19,372	20,000	20,000	13,432	19,000	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	47,390	50,000	50,000	27,952	47,000	47,000
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	33,000	33,000	32,735	33,000	39,000
Cost of replacement vehicles at the CWTP. CWTP provides for payment to two 5 year lease purchase						

		2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289200 829000	Capital Outlay	0	175,000	175,000	81,492	275,000	480,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Conestoga Treatment Plant Expenses	1,896,044	2,842,224	2,844,593	1,872,731	3,398,568	3,224,604

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	62,432
56289200	611500	F	M	1.0000	Water Production Supervisor	67,170
56289200	611500	F	M	1.0000	Chief Water Plant Operator	63,648
56289200	611500	F	A	1.0000	Instrument Technician	54,117
56289200	611500	F	A	1.0000	Laborer	39,270
56289200	611500	F	A	1.0000	Plant Maint Mechanic	54,927
56289200	611500	F	A	1.0000	Plant Maint Mechanic	50,783
56289200	611500	F	A	1.0000	Plant Maint Mechanic	46,291
56289200	611500	F	A	1.0000	Plant Maint Mechanic 3	60,198
56289200	611500	F	A	1.0000	Water Plant Operator 1	54,927
56289200	611500	F	A	1.0000	Water Plant Operator 2	55,657
56289200	611500	F	A	1.0000	Water Plant Operator 2	55,657
56289200	611500	F	A	1.0000	Water Plant Operator 2	55,647
56289200	611500	F	A	1.0000	Water Plant Operator 2	52,433
56289200	611500	F	A	1.0000	Water Plant Operator 2	51,627
56289200	611500	F	A	1.0000	Water Plant Operator 2	47,796
56289200	611500	F	A	1.0000	Water Plant Operator 2	49,264
TOTAL 611500 EMPLOYEES				17.0000		\$ 921,844

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Expenses						
Water Transmission & Distribution Expenses						
56289400 611500 Salaried Personnel	778,404	754,752	763,481	698,666	796,260	772,030
Covers salaries of the Bureau of Water - T & D employees.						
56289400 612000 Salary Temporary	17,825	19,000	19,000	20,522	21,000	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	46,027	40,000	40,000	34,162	38,000	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	6,610	8,000	5,000	3,329	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	112,099	110,000	110,000	102,822	110,000	110,000
This line item covers the purchase of water pipe, valves, roadway value 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	35,943	50,000	50,000	36,748	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	74,485	76,000	127,500	122,354	121,000	90,000
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	0	8,000	9,524	6,516	8,000	8,000
This line item covers surveying, design, computer services, support, plan reviews and computer modeling.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289400 744000 Contract Services	41,412	40,000	35,500	11,091	35,000	35,000
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	30,954	300,000	317,800	314,557	317,800	600,000
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	63,168	100,000	81,700	0	80,000	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	54,997	55,000	55,000	53,783	55,000	75,000
Purchase of stone for trench repairs.						
56289400 748400 Spoil Removal	4,080	20,000	20,000	9,954	20,000	56,000
Costs of removal of debris, etc. from trench digging and repair. Also the cost of removal of debris from the vactor pit at WWTP to the landfill.						
56289400 760600 Operating Supplies	14,677	17,000	17,000	12,107	17,000	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	47,287	43,000	43,000	36,716	43,000	43,000
Gasoline, diesel and cng fuels are included in this line item.						
56289400 820000 Minor Equipment	3,447	16,000	13,000	9,420	16,000	16,000
This item covers the purchase of minor equipment.						
56289400 824000 Hydrants	54,910	55,000	55,000	50,607	55,000	60,000
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 reinstituted in 2006.						
56289400 827100 Vehicle-Lease Purchase	0	45,000	45,000	43,747	45,000	47,867

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
This line item establishes the annual lease payment for Vehicle # 254 lease complete in 2021, Vehicle # 259, lease complete in 2021. vehicle # 211 lease complete in 2023. Vehicle # 207 lease complete in 2024. Also new lease for inspector vehicle lease complete in 2022						
56289400 829000 Capital Outlay	19,975	350,000	575,500	461,820	330,000	550,000
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. This line item also includes lease payments on the East Pump Station.						
TOTAL Water Transmission & Distribution Expenses	1,406,299	2,106,752	2,383,005	2,028,922	2,165,060	2,696,897

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF WATER: TRANSMISSION & DISTRIBUTION</u>						
56289400	611500	F	M	1.0000	Water Distribution Supervisor	71,789
56289400	611500	F	M	1.0000	Labor Supervisor II	63,855
56289400	611500	F	M	1.0000	Labor Supervisor I	53,987
56289400	611500	F	M	1.0000	Labor Supervisor I	53,987
56289400	611500	F	A	1.0000	Utility Locator	54,927
56289400	611500	F	A	1.0000	Equipment Operator 2	52,338
56289400	611500	F	A	1.0000	Equipment Operator 2	52,338
56289400	611500	F	A	1.0000	Equipment Operator 1	49,391
56289400	611500	F	A	1.0000	Equipment Operator 1	49,391
56289400	611500	F	A	1.0000	Equipment Operator 1	47,491
56289400	611500	F	A	1.0000	Maintenance Worker	47,744
56289400	611500	F	A	1.0000	Maintenance Worker	44,788
56289400	611500	F	A	1.0000	Maintenance Worker	45,908
56289400	611500	F	A	1.0000	Maintenance Worker	45,908
56289400	611500	F	A	1.0000	Laborer	38,188
TOTAL 611500 EMPLOYEES				15.0000		\$ 772,030

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Expenses						
Water Meter Shop Expenses						
56289500 611500 Salaried Personnel	429,088	491,416	496,065	400,615	456,152	509,085
This account provides for the salaries of the Meter Shop.						
56289500 612000 Salary Temporary	6,051	5,000	5,000	0	5,000	5,000
This account provides for temporary help in the Meter Shop. (Summer employees to assist with reading)						
56289500 618500 Overtime	3,670	5,000	5,000	797	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	35,723	75,000	70,000	24,769	50,000	50,000
This account covers all field supplies needed for repairs, installations. technician equipment, etc. It also covers all office supplies. This account has included items for Itron project supplies as well.						
56289500 729000 Maint. - Vehicles	9,899	17,500	22,500	18,959	20,000	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	9,803	15,000	15,000	9,045	15,000	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	344,502	75,000	75,000	72,957	75,000	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	25,000	25,000	16,128	25,000	34,625
This code is for the lease purchase and replacement of vehicles used for the Meter Shop and part of Treasury vehicle.						
TOTAL Water Meter Shop Expenses	838,736	708,916	713,565	543,270	651,152	711,210

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	61,183
56289500	611500	F	M	1.0000	Assistant Meter Supervisor	51,416
56289500	611500	F	A	1.0000	Backflow/Cross Connection	45,052
56289500	611500	F	A	0.6973	Utility Service Coordinator	29,692
56289500	611500	F	A	1.0000	Water Service Clerk	50,525
56289500	611500	F	A	1.0000	Wtr Meter Technician	49,197
56289500	611500	F	A	1.0000	Wtr Meter Technician	46,775
56289500	611500	F	A	1.0000	Wtr Meter Technician	45,486
56289500	611500	F	A	1.0000	Wtr Meter Technician	45,486
56289500	611500	F	A	1.0000	Wtr Meter Technician	42,810
56289500	611500	F	A	1.0000	Wtr Meter Technician	41,463
TOTAL 611500 EMPLOYEES				10.6973		\$ 509,085

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Expenses						
Water Grounds Maintenance Expenses						
56289600 611000 Salary - Bureau Chief	8,495	8,516	8,516	7,376	8,426	8,670
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	352,837	379,199	382,938	323,068	365,606	389,341
Salaries of the Water - Grounds Maintenance personnel.						
56289600 612000 Salary Temporary	3,151	7,500	7,500	7,358	7,500	7,500
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).						
56289600 618500 Overtime	5,651	12,000	12,000	6,767	12,000	12,000
This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.						
56289600 718000 Rental of Uniforms	1,538	2,000	2,000	1,208	2,000	2,000
This code is the expense of uniform rental of nine employees.						
56289600 721000 Maint. - Buildings	0	600	600	89	300	500
This code is the expense for grounds maintenance repairs around buildings.						
56289600 723000 Maint. - Equipment	1,850	1,850	1,850	1,539	1,850	1,850
This code is for the repair and maintenance of all grounds maintenance equipment.						
56289600 729000 Maint. - Vehicles	4,690	4,500	4,500	4,496	6,000	6,000
This code is for vehicle repair and maintenance of motor vehicles.						
56289600 760600 Operating Supplies	1,530	1,530	2,034	1,974	1,500	1,500
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.						
56289600 765400 Gas Oil & Diesel	8,724	10,000	10,000	6,820	10,000	10,000
This code is the gasoline expenses for equipment and vehicles.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56289600 820000 Minor Equipment	9,958	19,500	19,500	15,605	19,500	19,500
This code is to purchase minor equipment for water grounds maintenance. 3rd payment of 5 for Ridge Runner mower #465 - \$10,199.00.						
56289600 827100 Vehicle-Lease Purchase	4,291	18,184	17,680	17,680	18,184	36,184
1st payment of brush hog - \$18,000 5th payment of 5 for #458 - John Deer Mower - \$7,009.05 4th payment of 5 for #438 - Crew Cab - \$11,174.02						
TOTAL Water Grounds Maintenance Expenses	402,715	465,379	469,118	393,980	452,866	495,045

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	8,670
TOTAL 611000 EMPLOYEES				0.1000		\$ 8,670
56289600	611500	F	M	1.0000	Labor Supervisor I	52,573
56289600	611500	F	M	0.2000	Building Maintenance Supervisor	10,755
56289600	611500	F	A	1.0000	Laborer	38,033
56289600	611500	F	A	1.0000	Laborer	39,064
56289600	611500	F	A	1.0000	Laborer	38,033
56289600	611500	F	A	1.0000	Laborer	38,033
56289600	611500	F	A	1.0000	Laborer	38,033
56289600	611500	F	A	1.0000	Utility Operator	49,197
56289600	611500	F	A	1.0000	Utility Operator	42,810
56289600	611500	F	A	1.0000	Utility Operator	42,810
TOTAL 611500 EMPLOYEES				9.2000		\$ 389,341
TOTAL EMPLOYEES				9.3000		\$ 398,011

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Water - Expenses						
Water Laboratory Expenses						
56289800 611500 Salaried Personnel	214,800	221,181	225,197	201,387	229,147	230,602
This line item accounts for the salaries of the Water Quality Laboratory Department.						
56289800 618500 Overtime	0	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	0	1,350	1,350	150	500	950
This budget covers repairs and calibration of instruments used in the lab.						
56289800 744000 Contract Services	17,917	39,140	39,140	15,379	22,670	35,140
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	54,728	60,255	60,255	40,535	48,000	56,780
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	5,045	5,045	5,043	5,044	14,920
This account is for the lease/purchase of a new vehicles for the water laboratory. This vehicle #258, is used to collect samples from throughout the distribution system, SWTP, and Oyster Point. The second vehicle is for travel when customer or additional samples need to be collected in the distribution system. Also is a backup vehicle just in case anything happens to vehicle #258.						
TOTAL Water Laboratory Expenses	287,445	327,471	331,487	262,495	305,861	338,892
TOTAL Water Fund Expenses	23,120,406	27,807,186	27,807,186	23,828,491	27,439,935	31,781,458

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	61,171
56289800	611500	F	M	1.0000	Water Quality Analyst	57,252
56289800	611500	F	M	1.0000	Laboratory Technician 2	57,252
56289800	611500	F	A	1.0000	Laboratory Technician 1	54,927
TOTAL 611500 EMPLOYEES				4.0000		\$ 230,602

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



2020 BUDGET

**CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY
2019 BUDGET VS. 2020 BUDGET**

<u>DESCRIPTION</u>	<u>2019 BUDGET</u> (as amended)	<u>2020 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$3,910,000	\$4,278,800	\$368,800	9.43%
Miscellaneous Revenue	\$333,000	\$364,950	\$31,950	9.59%
Other Income	\$26,096	\$27,181	\$1,085	4.16%
Use of Retained Earnings	\$266,090		(\$266,090)	0.00%
TOTAL SOLID WASTE FUND REVENUES & SOURCES OF FUNDS	\$4,535,186	\$4,670,931	\$135,745	2.99%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SOLID WASTE & RECYCLING FUND

Retained Earnings 12/31/2018		\$ 1,244,690
Projected Revenues: 2019	4,454,704	
Projected Expenditures: 2019	<u>(4,519,041)</u>	
Projected Current Operating Surplus/(Deficit) 2019 (Reduction to Retained Earnings)		<u>(64,337)</u>
Projected Retained Earnings 12/31/2019		1,180,353
Proposed Revenues: 2020	4,670,931	
Proposed Expenditures: 2020	<u>(5,026,203)</u>	
Proposed Current Operating Surplus/(Deficit) 2020		<u>(355,272)</u>
Projected Retained Earnings 12/31/2020		<u>\$ 825,081</u>

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Solid Waste & Recycling - Revenues						
Solid Waste & Recycling Revenues						
56300000 400500 Penalty Current Tax	51,074	38,000	38,000	72,725	75,000	60,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.						
56300000 402600 District Judge Fines	0	5,000	5,000	0	300	1,000
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	38	0	0	183	175	150
Revenue is derived from the interest earned on idle funds.						
56300000 407100 Pension State Fund	17,908	26,096	26,096	26,096	26,096	27,181
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	100,863	75,000	75,000	97,218	144,125	75,000
DEP Section 904 Performance Grant based on documented tons of recycled materials.						
56300000 408000 Miscellaneous Revenue	17,913	15,000	15,000	44,587	45,000	45,000
Revenue is derived from the sale of miscellaneous recyclable materials.						
56300000 413600 Discounts Taken (contra)	28,755	0	0	35,184	27,000	0
Discounts earned for early payment are recognized as revenues in Munis.						
56300000 417200 Trash Fees	3,736,139	3,910,000	3,910,000	3,966,484	3,953,207	4,278,800
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.						
56300000 417300 LCSWMA Rebate	176,801	200,000	200,000	86,698	183,800	183,800
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	266,090	266,090	0	0	0
The Fund Balance exists due to prior year's operating surpluses.						
TOTAL Solid Waste & Recycling Revenues	4,071,980	4,535,186	4,535,186	4,258,807	4,454,704	4,670,931

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	RECEIVED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
TOTAL Solid Waste & Recycling - Revenues	4,071,980	4,535,186	4,535,186	4,258,807	4,454,704	4,670,931

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
Solid Waste & Recycling - Expenses						
Solid Waste & Recycling Expenses						
56387000 611000 Salary - Bureau Chief	84,364	87,000	87,000	87,314	97,750	85,313
Salary of the Manager of Solid Waste and Recycling.						
56387000 611500 Salaried Personnel	398,253	474,027	467,326	367,389	416,302	494,802
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	2,473	3,000	3,000	0	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	4,086	4,000	4,000	3,713	4,000	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	115,000	115,000	105,417	115,000	115,000
Medical insurance for Program Staff.						
56387000 620300 Dental/Vision	4,998	4,000	4,000	2,318	3,826	4,041
Dental and eye insurance premiums for Program Staff.						
56387000 620800 Social Security	36,222	46,533	46,533	34,920	42,861	49,914
Social security payments for Program Staff.						
56387000 620900 Life Insurance	796	750	1,180	984	1,180	960
Life insurance expenses for Program Staff.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56387000 623000 Pension Contribution	21,544	29,198	29,198	29,013	29,198	29,669
City pension plan costs for Program Staff.						
56387000 625000 Workers Compensation	76,039	10,000	10,000	4,389	10,000	10,000
Workers' compensation claims for Program Staff.						
56387000 712500 Space Rental	0	12,000	24,960	22,460	24,500	35,000
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	4,393	4,500	4,500	4,489	4,500	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	3,539	2,500	2,500	1,835	2,159	2,300
Parking space rental for Program Staff.						
56387000 718000 Rental of Uniforms	258	600	740	640	800	800
Weekly rental costs of uniforms for Program Staff.						
56387000 723000 Maint. - Equipment	25,790	20,000	14,000	7,085	20,000	40,000
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	4,800	4,000	10,000	9,745	10,000	4,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff						
56387000 731000 Advertising	10,704	13,000	12,570	1,726	13,000	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	1,737	1,900	1,900	1,808	1,900	2,000
Membership dues for professional organizations and subscriptions to trade journals.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56387000 734000 Postage	23,132	35,000	35,000	21,194	35,000	37,000
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	4,849	7,500	7,500	4,356	6,000	6,000
Paper for printing of forms, bills, notices, general correspondence, newsletters and other materials for the education and outreach and shared costs for operation of copier machines.						
56387000 736000 Telephone	5,956	8,000	8,000	5,908	8,500	8,500
Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.						
56387000 737000 Travel	1,398	3,000	3,000	471	1,000	4,000
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	2,362	10,000	16,701	16,250	16,701	0
External services including legal counsel and auditing.						
56387000 743100 Credit Card Fees	2,753	5,000	5,000	2,390	3,529	4,000
Bureau's portion of credit card fees charged based on revenue collected.						
56387000 744500 Training & School	4,546	5,000	5,000	2,495	3,500	5,000
Costs for PROP classes, state and national conferences and other course work and seminars for Program Staff to stay current with their area of expertise.						
56387000 745100 Hauling Fees	1,777,566	1,805,000	1,808,700	1,509,666	1,805,000	2,005,472
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	1,345,926	1,540,000	1,520,000	1,125,634	1,545,540	1,770,840
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	2,604	3,000	3,000	2,231	3,000	3,000
Electricity to operate the Recycling Center.						

	2018 ACTUAL	2019 ORIGINAL BUDGET	2019 AMENDED BUDGET	EXPENDED YTD 11/21/2019	2019 PROJECTED	2020 PROPOSED
56387000 760300 Office Supplies	7,256	5,000	5,000	3,209	5,000	5,500
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.						
56387000 760600 Operating Supplies	33,666	90,000	70,200	41,903	77,000	75,000
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	8,556	9,000	9,000	6,520	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	3,158	3,900	3,900	1,837	3,900	3,900
Natural Gas to heat the Recycling Center.						
56387000 772000 Insurance Package	6,849	7,350	7,350	6,101	6,967	7,350
Property and liability coverage for all Bureau facilities and vehicles.						
56387000 820000 Minor Equipment	3,592	7,000	30,000	25,245	30,000	13,000
Incidental equipment needed for Program Staff.						
56387000 827100 Vehicle-Lease Purchase	0	16,283	16,283	12,279	16,283	20,709
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	127,841	143,145	143,145	131,216	143,145	149,633
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	817	0	0	0	0	0
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.						
TOTAL Solid Waste & Recycling Expenses	4,142,821	4,535,186	4,535,186	3,604,147	4,519,041	5,026,203
TOTAL Solid Waste & Recycling Fund Expenses	4,142,821	4,535,186	4,535,186	3,604,147	4,519,041	5,026,203

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 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	85,313
TOTAL 611000 EMPLOYEES				1.0000		\$ 85,313
56387000	611500	F	M	0.1360	Bureau Chief Proc. & Collections	9,761
56387000	611500	F	M	0.1360	Customer Service Supervisor	7,664
56387000	611500	F	M	0.0500	Communications Specialist	2,692
56387000	611500	F	M	1.0000	Labor Supervisor I	64,155
56387000	611500	F	A	0.1360	Purchasing Coordinator	6,128
56387000	611500	F	A	0.1360	Billing Coordinator 2	6,128
56387000	611500	F	A	1.0000	Customer Service Coordinator	53,473
56387000	611500	F	A	1.0000	Recyclable Materials Coordinator	50,324
56387000	611500	F	A	1.0000	Sweep Officer	54,927
56387000	611500	F	A	1.0000	Sweep Officer	47,796
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,128
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,830
56387000	611500	F	A	0.1360	Customer Care Coordinator	7,271
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,128
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,574
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,314
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,314
56387000	611500	F	A	0.1360	Billing Coordinator	6,870
56387000	611500	F	A	0.1360	Revenue Clerk	6,305
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,991

**CITY OF LANCASTER
STAFFING SCHEDULE
2020 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
56387000	611500	F	A	0.1360	Mail & Print Operator	5,024
56387000	611500	F	A	1.0000	Maintenance Worker	47,744
56387000	611500	F	A	1.0000	Recycling Program Aide 2	36,456
					Available for Merit - NonBargaining	3,392
					Available for Merit - AFSCME	4,031
				Subtotal Full-Time	7.0896	
56387000	611500	P	A	0.1360	Data Entry Operator I	3,353
56387000	611500	P	A	1.0000	Recycling Program Aide 2	17,085
56387000	611500	P	A	1.0000	Recycling Program Aide 1	11,946
				Subtotal Part-Time	2.1360	
TOTAL 6115 EMPLOYEES				11.2255		\$ 494,802
TOTAL EMPLOYEES				12.2255		\$ 580,115