



**CITY OF
LANCASTER**

Proposed 2021 Budget

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

Danene Sorace
Mayor

November 24, 2020
Mayor's Budget Address

Tens of thousands of people have chosen to invest in the City of Lancaster.

Homeowners sign mortgage agreements, and renters sign leases making Lancaster their home.

Businesses set up shop here – Some have been around for more than a hundred years like Central Market, LNP, Fulton Bank.

Others are mainstays in our downtown – Prince Street Café, Annie Bailey's, El Jardin, the shops of Gallery Row and the 300 Block of North Queen. Some are newer like Blazin' J's and Brick Heads.

In our neighborhoods, small businesses anchor our corners – bodegas like the Latin American Deli at Coral and 3rd, MAK by Judy at Orange and Mulberry and hundreds more.

Some are businesses who are expanding to our downtown like Cargas and Woodstream.

Woven in are more than a thousand churches and non-profits which have also made Lancaster City, the county seat, their home. Each block a tapestry of homeowners, renters, businesses, churches, non-profits, government buildings. All enriching our community in some way, extending well beyond our borders.

Collectively, they have invested billions of dollars and this number doesn't take into account all the OTHER ways people have invested in the City beyond money with their time, their talent, their dreams.

These investors of money, time, talent, and dreams have come to expect a return on their investment by way of their local government providing:

Fire or police at their door within minutes of dialing 911
Clean drinking water
Wastewater that is managed within all federal and state regulations
Streets that are routinely swept and cleared of snow
Trash and recycling that is picked up weekly
Parks that are maintained
Permits that are issued in a timely manner
AND MORE

But lots of cities provide these services.

We are a city that is *striving* to provide the **highest quality, most equitable, and cost-effective services** to not only our residents but also to the tens of thousands of people who come to work here every day, as well as those who visit our City.

High Quality: Delivering high-quality services means that we must continually provide opportunities for residents to provide input, measure outcomes, and demonstrate results. This is why we are advancing 311, data governance, and Engage Lancaster – our public participation platform. This also includes our land development and infrastructure that is well planned, well designed and well built – spurring continued long-term cross-sector investment in our city.

Equitable: Delivering equitable services means that every corner of the City is knowledgeable about our services and has access to the same level of service. Equitable means that we're ensuring public investment across the city, advancing a comprehensive plan that will include everyone's voice is heard and working to ensure our own policies and practices reflect this commitment.

Cost-Effective: Delivering cost-effective services means we are delivering value for tax-payer investment. It means evaluating benefits of outsourcing vs. Insourcing, developing a 5-year capital planning and prioritization strategy, evaluating our utility, and more.

This is the recipe for VITALITY. This is the recipe that the City of Lancaster continues to strive to serve up – and in large measure a key ingredient is the budget. Which brings us to the work at hand.

While every budget is a snapshot of just one year, it is impossible not to address the impact of this past year. For 2020, Council adopted a budget that utilized \$2.9 million in reserves to balance the budget. This practice is not new – in fact, we’ve used reserves to balance our budget nine out the last ten years. However, most years we can make it up due to staff vacancies, operating efficiencies, and other one-time revenues. 2020 was not most years.

Though we extended vacancies in positions in every department, furloughed 10% of our workforce for several months, delayed or eliminated spending, we were not successful in closing the entire gap. We lost 2.3% in revenues due to the pandemic and the state’s distribution of aid to our pension funds was down 3.8% or nearly \$300,000.

There were some bright spots. The County approved two allocations of Federal CARES Act funds to the City for COVID response totaling \$814,000. Real estate transfers and building permit revenues are meeting or exceeding our revenue projections.

Taken together, we will be ending 2020 using just \$2.3M of our reserves – less than what was budgeted even before the gap widened from COVID.

Now let’s look at 2021:

- General Fund pension obligations will increase by over \$800,000 compared to 2020
- Medical expenses are expected to increase as much as 14% due to COVID-19 induced medical inflation while the high deductible health plan will see lower increases in the range of 6-7%
- Debt service payments will increase by \$500,000 as we begin to make payments on the funds borrowed to invest in building two new fire stations.

Despite these increased costs and conservative revenue forecasting, I am proposing a budget with a 2.96% percent increase in spending and zero property tax increase. Property owners will see a modest increase in stormwater fees and trash fees, the latter is directly attributable to the new waste hauler contract that went into effect on October 1.

To accomplish a budget with no property tax increase, every department has cut expenses and positions have been eliminated. There has been organizational restructuring and the Department of Public Works has moved to do more work in-house rather than paying a contractor premium thereby controlling costs, timeline, and quality more effectively. This council, and our creative, penny-pinching administrative team should be proud of all we've collectively done and will continue to do.

We are proposing using \$4,985,000 of reserves to balance the 2021 budget. We are fortunate to have ended 2019 with a strong General Fund reserve – a reserve that was always intended as a backstop in times of great need – and what greater need could there be than to respond to the economic impacts of a global health crisis? And yet by doing so, I recognize that a key ingredient to our vitality – the City's ability to pay for the services that so many rely on every day -- is severely jeopardized in the years ahead.

As such, we will continue to take additional cost-savings and revenue enhancement measures – some of which will take 9-12 months for full implementation --- including, but not limited to, fee schedule revisions based on a cost analysis study, implementation of monthly utility billing, further consolidation of functions across departments, and more.

One thing we won't do next year is raise property taxes. We cannot justify increasing the economic burden on a community that was already overburdened BEFORE the impact of COVID.

Instead, we will increase our efforts to fight for the City of Lancaster in Harrisburg and Washington. I am keenly aware that the City has been pleading with our elected officials for literally decades as state and federal revenues have continued to decline while our property taxes have increased. I have had enough. How about you?

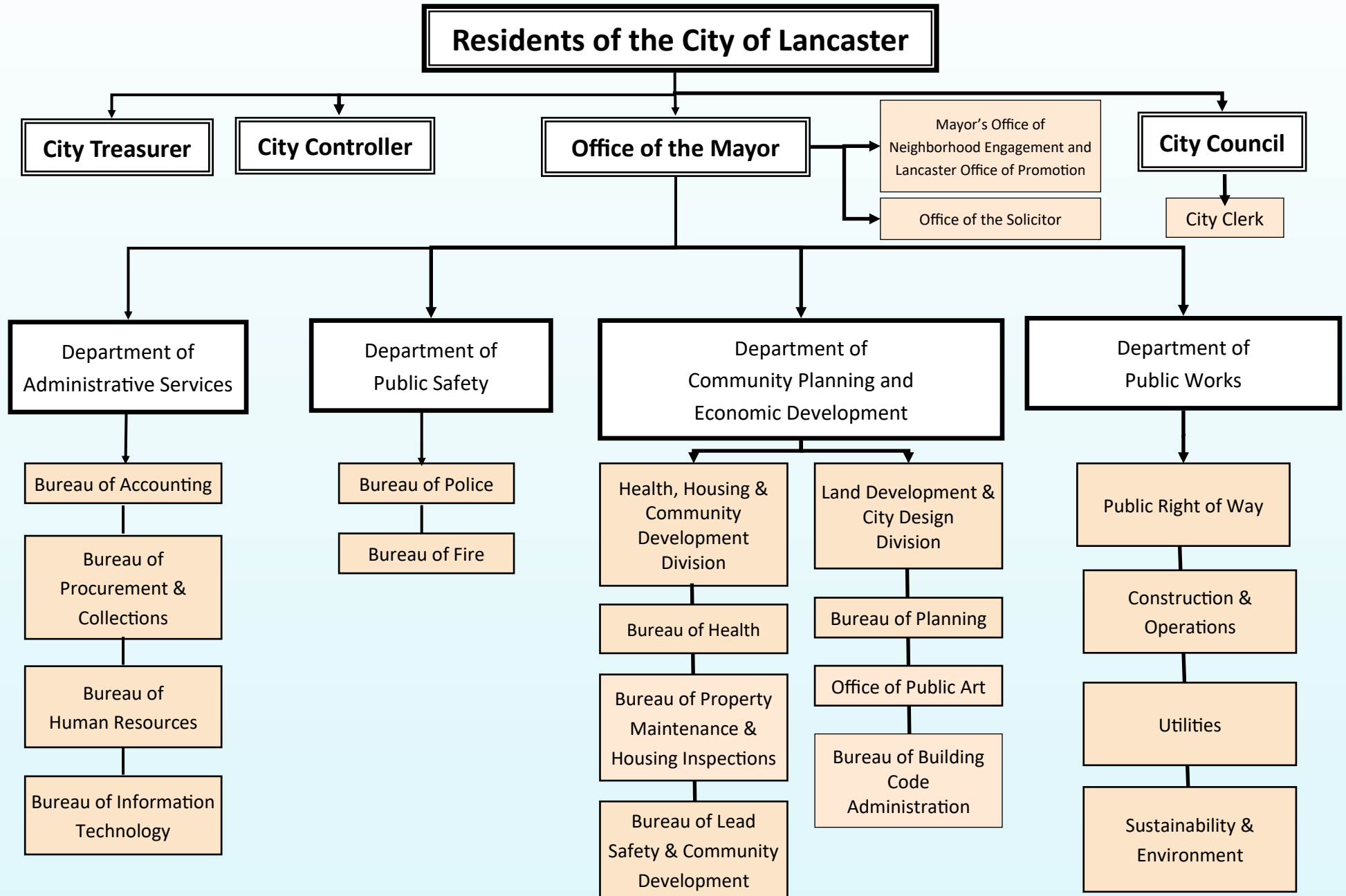
Our sister cities are headed into budget season weighing selling public assets like their utility systems, hiking taxes by double digits and across the board cuts. They too are using reserve funds, if they have any. Many are being pushed to the brink – hemmed in by State law, further exacerbated by COVID. Those that aren't have access to revenue tools that we do not.

In the meantime, we'll continue to provide the high-quality, equitable, and cost-effective services you can rely on in the year ahead putting to use the dollars that have been carefully saved for such a day as this.

Indeed, the vitality of our community depends on the delivery of these core services, especially in the time of COVID, when our resilience and wellbeing hinge on the health of the county's economic engine that is Lancaster City.

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City of Lancaster Organizational Chart



EXECUTIVE DEPARTMENT

OFFICE OF THE MAYOR

The Mayor is responsible for assuring the implementation of all City Council policy decisions, efficiently directing the city's operations, and creating an organizational culture that 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.

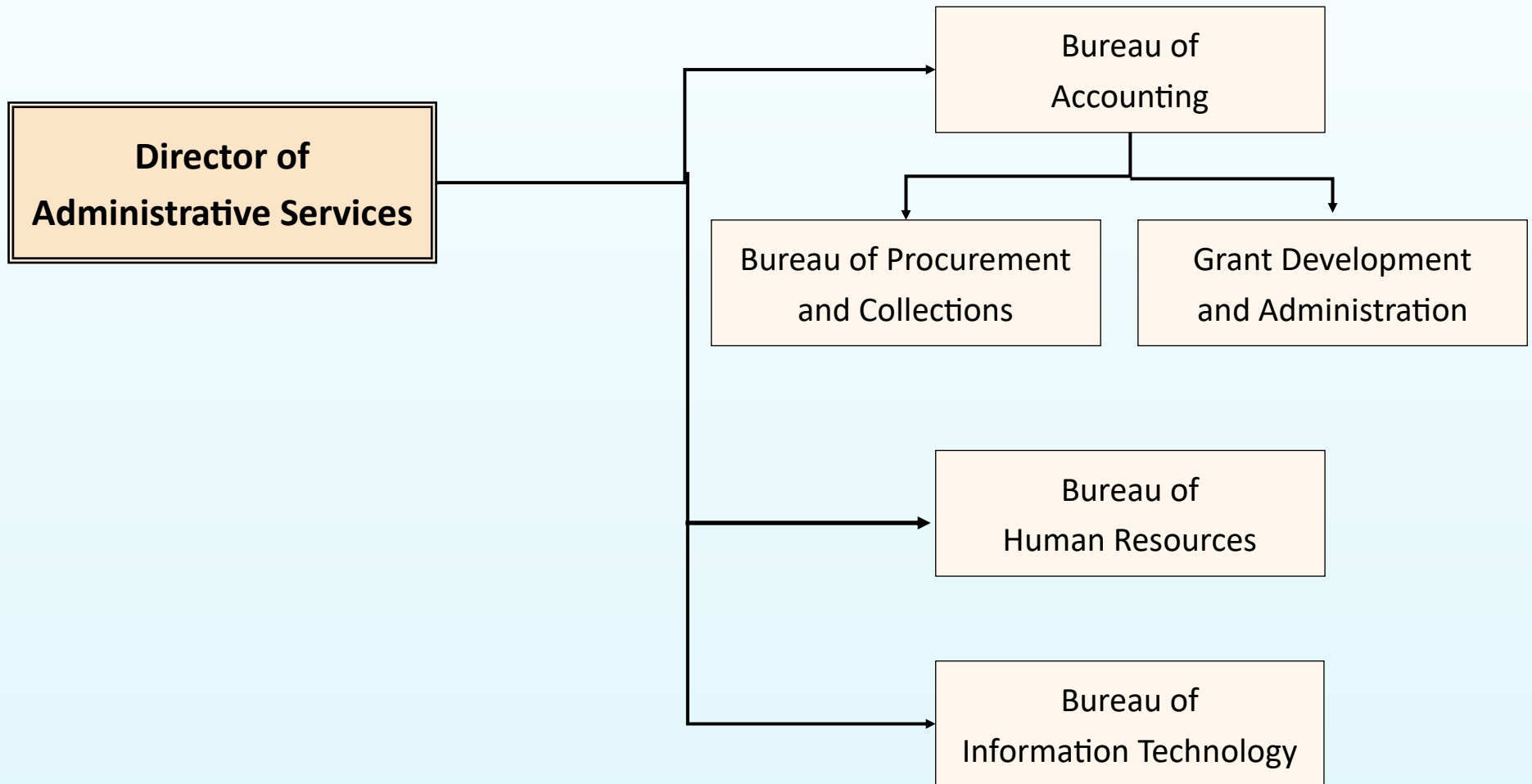
In 2020, the Office of Solicitor was created and is staffed by a full-time, in-house attorney. Previously, the City Solicitor was an outside law firm appointed by the Mayor and approved by City Council. The Solicitor directs and controls the legal affairs of the City, including, overseeing the preparation of bonds, obligations, contracts, leases, easements, and conveyances to which the City is a party, overseeing litigation by or against the City or its employees, overseeing the City's legal regulatory obligations including those with the Public Utility Commission, assisting Directors in the drafting and implementation of legislation and policy, assisting management with labor related issues, and performing any and all other services incident to the office as directed by the Mayor and City ordinances.

The Executive Department also includes the Mayor's Office of Neighborhood Engagement. The Office of Neighborhood Engagement was created in 2019 and its purpose is to actively engage City residents in the work of improving their neighborhoods in partnership with the City. It is headed by the Director of Neighborhood Engagement and has one administrative assistant position.

In 2021, the Lancaster Office of Promotion will merge with the Office of Neighborhood Engagement to better align the services that both offices provide with the needs of City residents and visitors. The Lancaster Office of Promotion, which operates the City Visitor Center, supports and promotes City special events and businesses was previously in the Department of Community Planning and Economic Development.

###

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.

OFFICE OF DIRECTOR

The Office of Director of Administrative Services includes the Business Administrator, the Senior Staff Assistant, and the City Hall Receptionist. The Business Administrator serves as the Chief Administrative and Financial Officer of the City and serves as a member of the Mayor's Executive Leadership Team. In addition to responsibility for overall management and oversight of the department's four operating bureaus, the Business Administrator is also responsible for the City's overall fiscal and risk management, development of annual operating budgets, and development of capital budgets. The Business Administrator is also responsible for labor relations, leading the City's negotiation team when negotiating the City's three Collective Bargaining Agreements (AFSCME, Fire and Police). The Business Administrator's office also serves as the City's Office of Open Records, responding to nearly 300 PA Right-to-Know Law requests annually.

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.

In 2020, a reorganization of the Bureau of Human Resources resulted in the creation of a new Leadership Development and Diversity Manager position to provide more support to City managers and supervisors by way of training and other leadership development tools. This new position will also lead and champion the City's efforts to ensure the City is recruiting, attracting, retaining and supporting a broadly diverse workforce that better represents the diversity of the City's population.

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 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.

###

Department of Public Safety

Bureau of Police

Chief of Police

Patrol Division

Patrol Platoons
(4 Shifts)

Community Outreach

Patrol Services

Criminal Investigation Division

Violent Crime

Property Crime

Special Investigations

Evidence/Crime Scene

Administrative Division

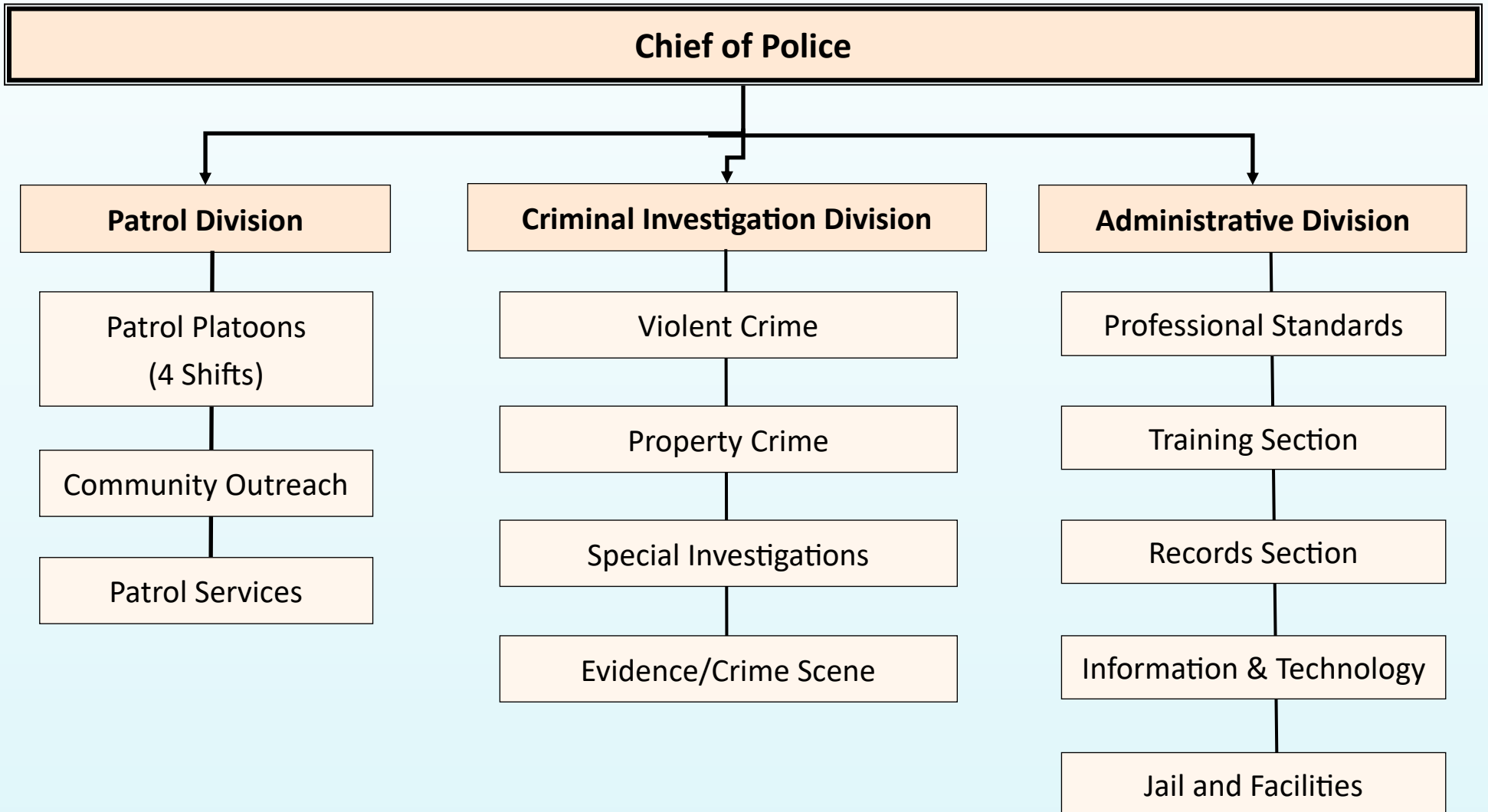
Professional Standards

Training Section

Records Section

Information & Technology

Jail and Facilities



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.

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 Services Case Manager 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 Services Case Manager 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. A second Police Social Services Case Manager position has been added and candidates are currently being processed.

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 finger print analysis, which allows these investigators to enter unidentified fingerprints into the Bureau's AFIS terminal to obtain an identification of a suspect. A grant from the Pennsylvania Auto Theft Prevention Authority provides funds for two investigators who specialize in automobile theft. In addition to solving these crimes, they engage in prevention and community awareness activities.

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

The Violent Crime Unit major responsibility is to investigate crimes such as homicide, aggravated assault and robbery, including gang related crimes and other violent crimes committed by serial offenders. This Unit also reviews and analyzes crime data to identify patterns of criminal activity, potential suspects, and strategies to apprehend serial offenders and other perpetrators of violent crime. This Unit works closely with the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF), as well as the United States Attorney Office, the United States Marshalls Service, and the Federal Bureau of Investigations (FBI) and other federal agencies that can assist the Unit target all violent offenders. When these Criminals are prosecuted at the federal level they typically receive longer sentences. However, this does impact the Bureau financially with added costs for travel and court appearances in Federal Court in Philadelphia, as well as overtime involved in conducting these complex investigations.

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

Federal Bureau of Investigations Task Force Officers (TFO's) 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.

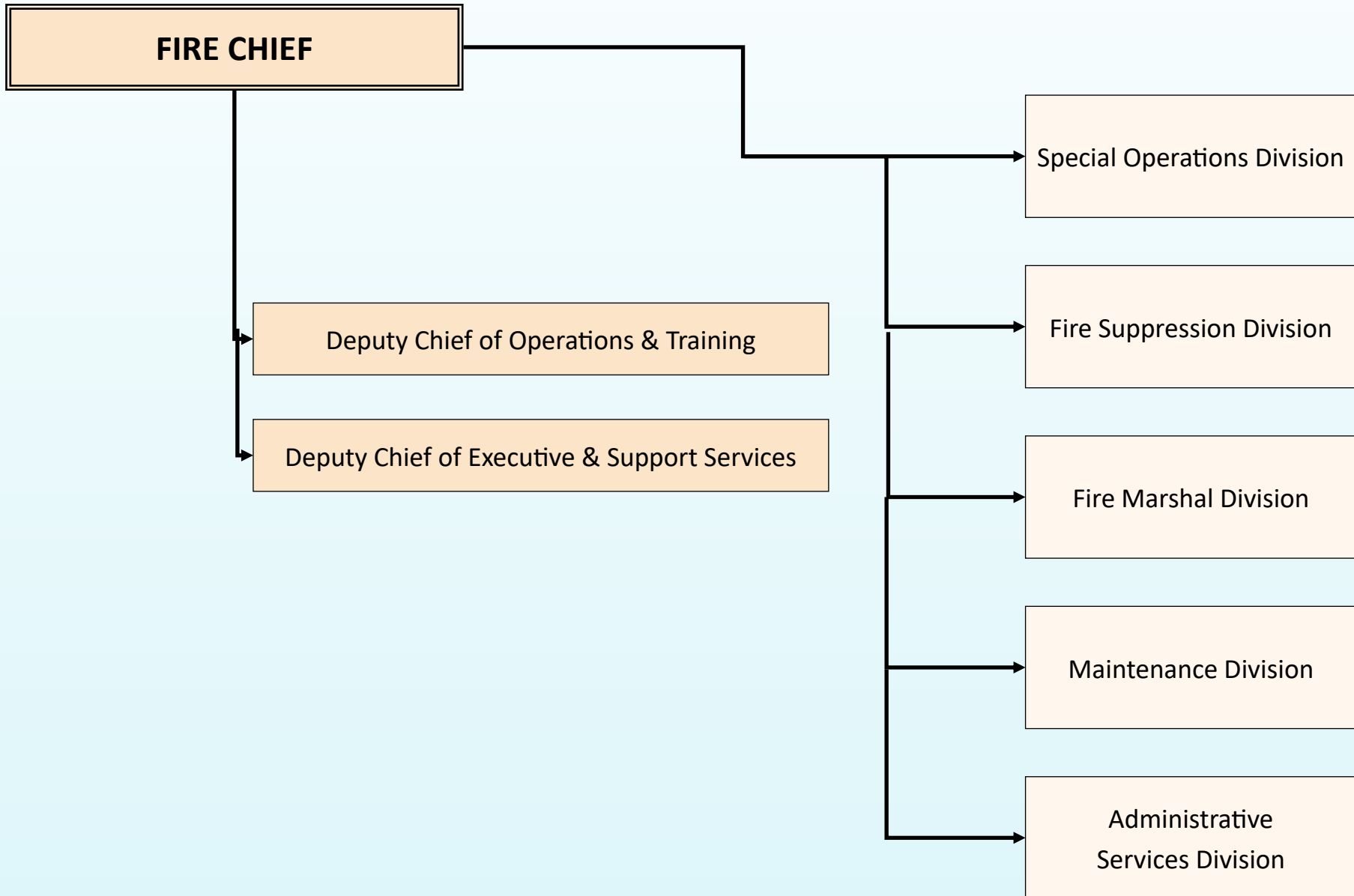
The Training Section is comprised of a Sergeant who coordinates all Bureau training. In addition to developing ongoing in-service training curriculums, the Training Section ensures that officers attend mandated state in-service training necessary to maintain police officer certification. The Training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

#

Department of Public Safety

Bureau of Fire



BUREAU OF FIRE

The Bureau of Fire provides professional services for life preservation, incident stabilization, and property conservation. The Bureau protects life and property through fire suppression, emergency medical services, hazardous material management, technical rescue, fire prevention, disaster preparedness, public education, and community risk reduction. The effective delivery of these services is achieved through a commitment by our employees to the community in which we serve.

FIRE SUPPRESSION DIVISION

The Fire Suppression Division is the largest division of the Fire Bureau, responsible for all emergency and non-emergency response calls including structure fires, vehicle accidents, technical rescue, emergency medical care, response to natural disasters, mass-casualty, hazardous materials incidents, and fire prevention activities of suppression personnel.

The Fire Chief is responsible for supervising all field operations including: Deputy Chiefs, Battalion Chiefs, Company Officers, emergency response personnel, and personnel assigned to other Division activities within the Fire Bureau.

- **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, inspections, building plan review, fire investigations, and public fire education. This Division also performs joint inspections with housing and building code officials to deal with problem properties in the City. Each complaint requires a Fire Marshal to respond, inspect, and follow-up to ensure code compliance.

Personnel conduct systematic and thorough investigations of all incidents relating to fire origin and cause. The Fire Marshal Division assists with and makes recommendations to the Police Bureau, Pennsylvania State Police, and Lancaster County law enforcement agencies in all aspects associated with fire/arson investigation occurring within the City of Lancaster.

The Fire Marshal Division provides inspection and oversight for all existing building fire code inspections, fire code permit issuance, and special event permit assistance. Personnel conduct annual inspections based upon daily scheduling and daily complaints. Both functions are designed to ensure proper operation and code compliance for various occupancies and critical fire-life safety protection

systems. The Fire Marshal Division strives to reduce fire risk through abatement of common fire prevention code violations.

SPECIAL OPERATIONS DIVISION

The Special Operations Division is a multi-faceted unit administering Hazardous Material, Domestic Preparedness, Technical Rescue, and Special Emergency Response.

- **Emergency Management** – The Fire Bureau works closely with the Office of Emergency Management (OEM) to enhance public safety through emergency management and homeland security programs to mitigate, prepare, respond, and recover from emergencies and disasters. This Office is responsible for developing comprehensive emergency plans, coordinating emergency response efforts, and acting as liaison with the Lancaster County Emergency Management Coordinator.
- **Hazardous Materials** - The Fire Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency with the purpose of preventing, containing, or stopping the release. All Bureau firefighters are trained to at least the Haz-Mat Operations level and each year their core competencies include the recognition and identification of hazardous materials, response chemistry, environmental regulations, radioactive materials, toxicology, air monitoring and equipment, decontamination procedures, spill control and containment.
- **South Central Task Force (SCTF)** - The Fire Bureau is a member of the SCTF which is an all-hazards emergency preparedness program that addresses planning, prevention, response, and recovery for events in South Central PA that exceed local capabilities.
- **Technical Rescue** - The Fire Bureau provides the necessary skills and equipment to react quickly in extreme rescue situations to save life and property. Emergencies that require dispatch of the Technical Rescue team occur infrequently, yet they are also the incidents that pose the highest safety risk to both victims and firefighters. In partnership with SCTF and Lancaster County Rescue Task Force, our team members are trained in the following technical rescue disciplines: Rope Rescue, Structural Collapse, Confined Space Rescue, Trench Rescue, and Technical Extrication. All technician and operation trained personnel complete monthly training to maintain proficiency and increase efficiency and safety at technical rescue incidents.
- **Special Emergency Response Team** - The Fire Bureau provides medically trained personnel and equipment to this countywide unit when rapid response is required to incidents of potential violence leading to imminent injury or death, barricaded gunmen/hostage situations, threats of terrorism, and other high profile occurrences of a volatile nature.

MAINTENANCE DIVISION

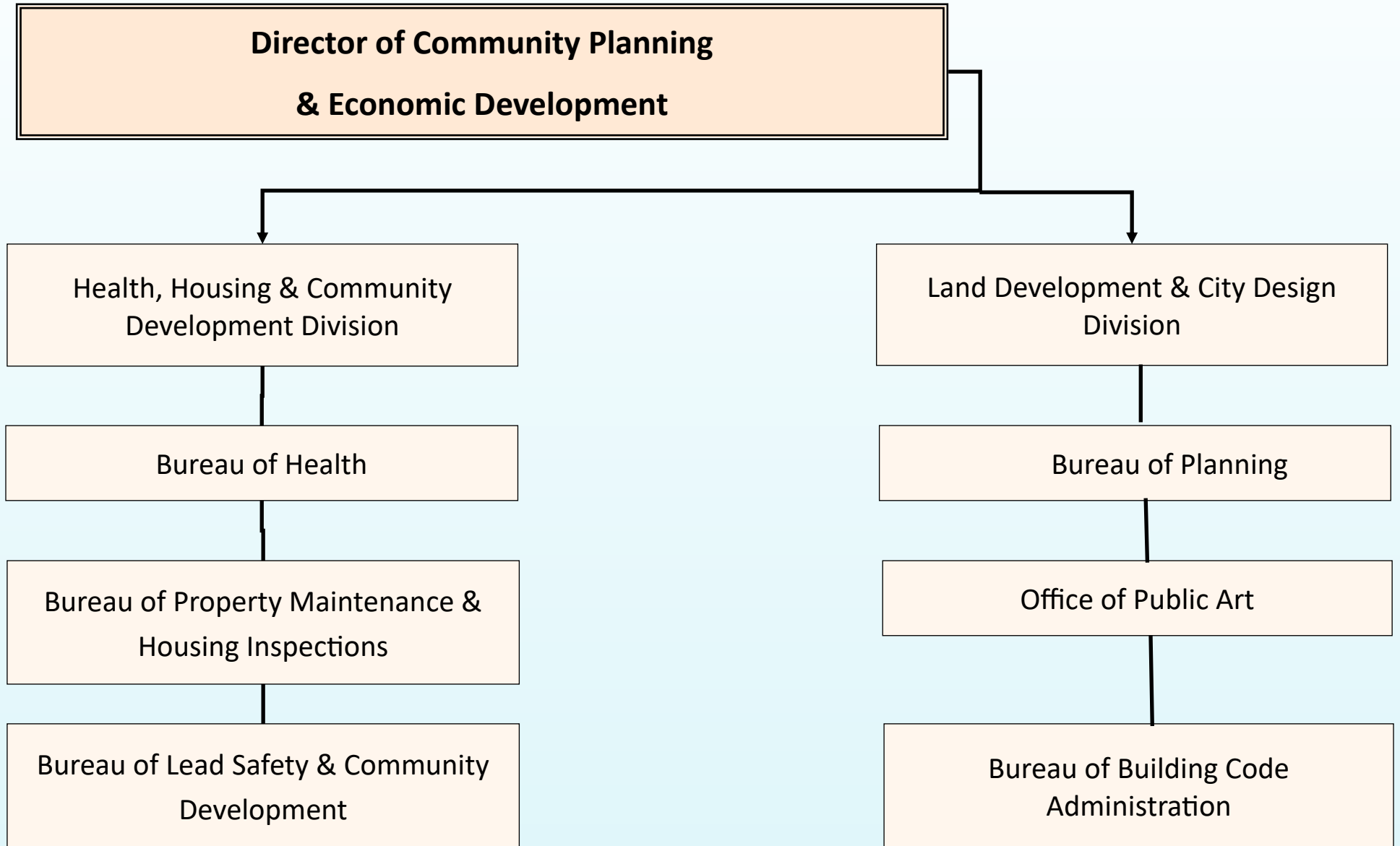
The Maintenance Division is responsible for the maintenance and administration of Fire Bureau apparatus fleet management. All Fire Bureau apparatus and equipment are serviced and maintained by the Maintenance Officer. Vendors do major repairs requiring specialized equipment. The Maintenance Officer also responds to Suppression Division activities as needed.

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is responsible for and overseeing procurement and distribution of equipment, personnel safety, recruiting, and training. Under the guidance of the Fire Chief, and the many various city departments whose expert resources are made available. This Division will continue to meet the challenge of equitably handling the personnel matters of the Fire Bureau.

###

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 two major divisions of three bureaus each, which 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 first adopted in 2015. It also actively engages with other agencies, community organizations and neighborhood associations promoting the equity, prosperity, and sustainable development of the City.

The Department also staffs and guides many City Boards, Authorities, and Commissions, including the Lancaster Property Reinvestment Board, the Redevelopment Authority of the City of Lancaster, the Lancaster City Land Bank Authority, the Planning Commission, the Zoning Hearing Board, the Historical Commission, and several other bodies that help to manage change and shape growth in the City.

BUREAU OF HEALTH

The Bureau of Health inspects eateries, mobile food trucks, tattoo businesses and other public facilities to ensure compliance with State health and food safety standards. The Bureau also works with other organizations such as Lancaster General Health on initiatives designed to improve the overall health of our community. Notable efforts include access to healthy food projects, disease mitigation and response, pest control, and active living programs.

BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS

The Bureau of Property Maintenance and Housing Inspections 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, lead paint, and other issues that impact health and quality of life for our residents. The Bureau is committed to preserving safe, good quality homes in the City and to supporting the improvement of the City's housing assets over time.

BUREAU OF LEAD SAFETY AND COMMUNITY DEVELOPMENT

The Bureau of Lead Safety and Community Development administers the City's major federal grant programs. The Bureau includes a lead safety team, which is responsible for the implementation of a five-year, \$9.7 million grant from the U.S. Department of Housing and Urban Development to eliminate lead in 710 low- and moderate-income homes. This team also manages the Critical Repair program and often pairs lead remediation projects with critical repairs such as roofs, furnaces, and sewer lines.

The Bureau is also responsible for the administration of federal funds and requirements for the City's Community Development Block Grant Program, the Emergency Solutions Grant Program, HOME, and State grants provided through DCED and the Commonwealth's Redevelopment Assistance Capital Program. Through these programs, the City allocates millions of dollars to community priorities and organizations, with an emphasis on funding the preservation and production of safe and affordable housing and the prevention and mitigation of homelessness.

BUREAU OF PLANNING

The Bureau of Planning is charged with implementing the City's Comprehensive Plan through zoning, historic preservation, 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 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 the Bureau's work 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; and ensures the City's compliance with the Pennsylvania Municipalities Planning Code on matters related to the City's land use and development ordinances.

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 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 implement 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.

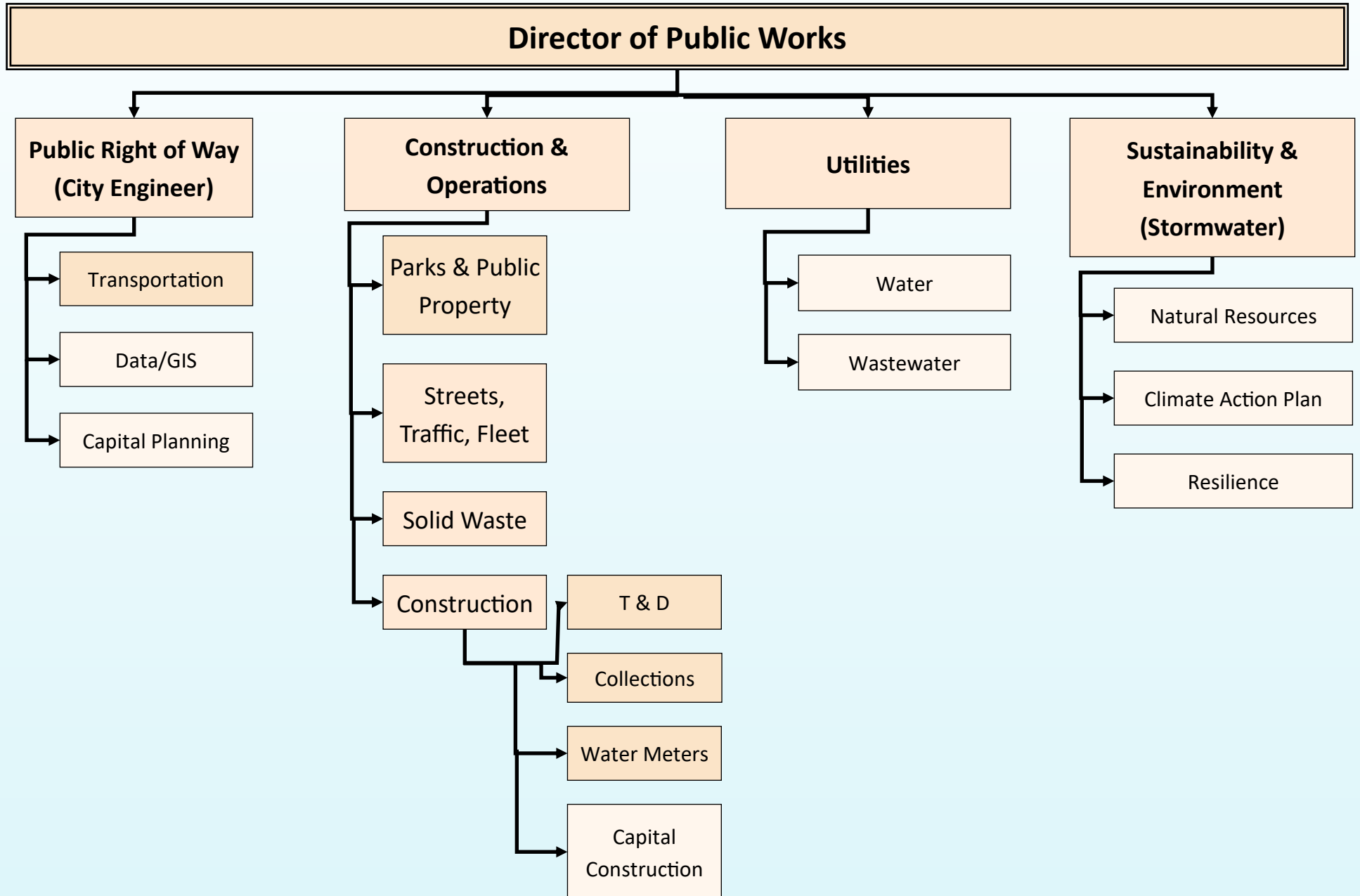
OFFICE OF PUBLIC ART

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 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 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.

###

Department of Public Works



DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with maintaining the City infrastructure including water and wastewater utilities' 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; and managing and coordinating the single hauler trash and recycling program. These services combine to ensure public health and safety and enhance the quality of life in the City. The Director of Public Works relies on roughly 200 full-time employees to fulfill the Department's mission.

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

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

The Department of Public Works is comprised of four Divisions, operating 7 bureaus under the direction of three Deputy Directors:

- Construction and Operations Division, consisting of:
 - Bureau of Operations (Streets, Maintenance, Motor Vehicles, Traffic)
 - Bureau of Parks and Public Property: Buildings and Parks
 - Construction Services
 - Collections (Subset of Bureau of Wastewater)
 - Transmission and Distribution (Subset of Bureau of Water)
 - Meter Shop (Subset of Bureau of Water)
 - Bureau of Solid Waste and Recycling Program
- Public Right of Way Division, consisting of:
 - Bureau of Engineering

- Sustainability and Environment Division, consisting of:
 - Bureau of Stormwater Management
- Utilities Division, consisting of:
 - Bureau of Water
 - Bureau of Wastewater Operations

CONSTRUCTION AND OPERATIONS DIVISION

The Construction and Operations Division is responsible for overseeing the construction and maintenance of the city's infrastructure, whether horizontal or vertical construction. C&O is responsible for Facilities, Parks, Streets, Traffic Signals, signs, and markings, maintenance of the City's vehicle and equipment fleet, water transmission and distribution mains, hydrants and meters, sewer mains, inlets, and manholes, and for removal and management of Solid Waste and Recycling at the curb side and at the Recycling Center. C&O ensures that the city remains vibrant and attractive to residents and visitors.

BUREAU OF OPERATIONS

The Operations Bureau is responsible for maintaining the city of Lancaster's streets, motor vehicles, and traffic fixtures.

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

The Bureau cleans 250 lane miles of streets, plus public alleys and City-owned parking lots twice a month with Central Business District streets cleaning on a weekly basis. Each year, the **Streets Section** responds to an average of 300 police calls, 50 calls to remove dead animals in the street, 200 calls for debris in the street, 250 street-condition calls and approximately 2,000 calls from the general public. The Streets Section also repairs an average of 150 water trenches, 30 sewer trenches, 30 sinkholes and approximately 3,000 potholes per year.

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

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

BUREAU OF PARKS AND PUBLIC PROPERTY

The Bureau of Parks and 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.

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.

CONSTRUCTION SERVICES

Construction Services includes the construction, repair, renovation or restoration of the city's infrastructure, whether horizontal (water transmission and distribution mains, hydrants and meters, sewer mains, inlets, and manholes) or vertical (buildings and parks). It includes the supply and erection of structures; dredging; demolition; environmental services related to real property; or, the hire of equipment to be used in or incidental to the execution of any construction services.

Collections: A subset of the Wastewater Bureau, Collections constructs and maintains the wastewater collection system and pumping stations, and provides contract services to the Suburban Lancaster Sewer Authority and, through Inter-municipal agreements, 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.

Transmission and Distribution: A subset of the Bureau of Water, Transmission and Distribution operates and maintains a water distribution system that serves 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).

Meter Shop: Also a subset of the Bureau of Water, the Meter shop installs, operates, maintains and monitors the approximately 44,750 metered connections in the City of Lancaster and its water service area.

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.

PUBLIC RIGHT OF WAY DIVISION

The Division of the Public Right-of-Way ensures a quality and safe experience for anyone using the public Right of Way, whether as a pedestrian, bicyclist, a family at the park, someone riding a bus, or a vehicle driver. It is the office of the City Engineer, and it oversees the data and information required by the Department of Public Works, and regulates, permits, and inspects work in the Public Right of Way.

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.

UTILITIES DIVISION

Clean water is essential to our quality of life. The water and wastewater utilities treat water. The Conestoga and Susquehanna Water Treatment Plants produce excellent quality drinking water for the City and surrounding communities, using water from the Conestoga and Susquehanna Rivers. The wastewater plant ensures that the treated water discharged to the Conestoga River does not adversely affect our natural resources

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.

SUSTAINABILITY AND THE ENVIRONMENT DIVISION

Quality of Life is measured in relation to both the built environment and the natural environment. The vision of the Sustainability and Environment Division is for a Lancaster City with the cleanest air, cleanest water, and cleanest soil possible – our natural resources -- in order to support the best possible Quality of Life. S&E will ensure that DPW's efforts never intentionally and knowingly do anything that pollutes the air, water, and soil – our natural resources. S&E also recognizes that clean natural resources are the foundation upon which Urban Resilience is built, to maintain continuity through all shocks and stresses (for example, floods or pandemics).

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

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

###

CITY OF LANCASTER

GENERAL FUND



CITY OF
LANCASTER

2021 BUDGET

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2020 BUDGET vs. 2021 BUDGET

<u>DESCRIPTION</u>	<u>2020 BUDGET</u> <u>(as amended)</u>	<u>2021 BUDGET</u> <u>(proposed)</u>	<u>\$ INCREASE/</u> <u>(DECREASE)</u>	<u>% INCREASE/</u> <u>DECREASE</u>
Tax Revenues	\$42,335,500	\$41,936,000	(\$399,500)	-0.94%
Regulatory Revenues	\$610,000	\$606,000	(\$4,000)	-0.66%
Public Safety Revenues	\$3,309,000	\$2,798,500	(\$510,500)	-15.43%
J qwulpi . "J gcmj "("Eqf gu Revenues	\$1,475,000	\$1,605,000	\$130,000	8.81%
Public Works Revenues	\$6,154,243	\$6,281,451	\$127,208	2.07%
Other Revenues	\$5,830,783	\$6,348,734	\$517,951	8.88%
Use of Fund Balance Reserves	\$2,991,221	\$4,985,373	\$1,994,152	66.67%

**TOTAL GENERAL FUND
REVENUES & SOURCES OF
FUNDS**

\$62,705,747 \$64,561,058 \$1,855,311 2.96%

CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2020 BUDGET vs. 2021 BUDGET

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2020 BUDGET</u> <u>(as amended)</u>	<u>2021 BUDGET</u> <u>(proposed)</u>	<u>\$ INCREASE/</u> <u>(DECREASE)</u>	<u>% INCREASE/</u> <u>DECREASE</u>
EXECUTIVE	\$784,608	\$1,201,173	\$416,565	53.1%
Office of the Mayor	\$287,652	\$288,701	\$1,049	0%
City Solicitor	\$284,000	\$308,700	\$24,700	9%
Office of Neighborhood Engagement	\$212,956	\$217,181	\$4,225	2%
Lancaster Office of Promotion (2021: Moved from CPED)	\$0	\$386,591	\$386,591	N/A
LEGISLATIVE	\$150,626	\$154,867	\$4,241	2.8%
City Council	\$69,700	\$69,700	\$0	0.0%
City Clerk	\$80,926	\$85,167	\$4,241	5.2%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$0	0.0%
ADMIN. SERVICES	\$11,250,904	\$12,062,664	\$811,760	7.2%
Director	\$432,764	\$479,298	\$46,534	10.8%
Accounting	\$487,352	\$502,500	\$15,148	3.1%
Procurement & Collections	\$105,983	\$93,986	(\$11,997)	-11.3%
Information Technology	\$726,512	\$744,415	\$17,903	2.5%
Human Resources	\$452,591	\$492,759	\$40,168	8.9%
Community Involvement	\$690,656	\$684,306	(\$6,350)	-0.9%
Insurance (Property & Liability)	\$663,000	\$653,900	(\$9,100)	-1.4%
Fringe Benefits	\$2,876,522	\$3,060,000	\$183,478	6.4%
Debt Service	\$4,815,524	\$5,351,500	\$535,976	11.1%
PUBLIC SAFETY	\$38,745,401	\$39,528,004	\$782,603	2.0%
Police	\$26,780,686	\$27,241,202	\$460,516	1.7%
Fire	\$11,964,715	\$12,286,802	\$322,087	2.7%

CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2020 BUDGET vs. 2021 BUDGET

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2020 BUDGET</u> <u>(as amended)</u>	<u>2021 BUDGET</u> <u>(proposed)</u>	<u>\$ INCREASE/</u> <u>(DECREASE)</u>	<u>% INCREASE/</u> <u>DECREASE</u>
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	\$4,790,984	\$4,436,729	(\$354,255)	-7.4%
Director	\$1,822,982	\$1,656,862	(\$166,120)	-9.1%
Planning	\$500,144	\$451,520	(\$48,624)	-9.7%
Building Code Administration	\$505,685	\$513,407	\$7,722	1.5%
Property Maintenance & Housing Inspections	\$1,401,730	\$846,207	(\$555,523)	-39.6%
Lead Safety and Community Development	\$0	\$548,641	\$548,641	N/A
Public Art	\$131,557	\$133,654	(\$7,589)	-5.8%
Health Bureau	\$0	\$286,438	\$0	N/A
Lancaster Office of Promotion (2021: Moved to Executive Dept.)	\$428,886	\$0	(\$26,360)	-6.1%
PUBLIC WORKS	\$6,966,225	\$7,160,621	\$194,397	2.8%
Director	\$1,417,174	\$1,412,890	(\$4,284)	-0.3%
Engineering	\$749,532	\$736,437	(\$13,096)	-1.7%
Streets	\$815,067	\$854,290	\$39,223	4.8%
Traffic Section	\$1,134,411	\$1,091,708	(\$42,703)	-3.8%
Motor Vehicles Section	\$350,883	\$314,987	(\$35,896)	-10.2%
Parks & Public Property	\$2,499,157	\$2,750,310	\$251,152	10.0%
TOTAL GENERAL FUND EXPENDITURES	\$62,705,747	\$64,561,058	\$1,855,311	2.96%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

Fund Balance 12/31/2019		\$ 15,393,664
Projected Revenues: 2020	58,364,230	
Projected Expenditures: 2020	<u>(60,719,138)</u>	
Projected Current Operating Surplus/(Deficit) 2020 (Addition to Fund Balance)		<u>(2,354,908)</u>
Projected Fund Balance 12/31/2020		13,038,756
Proposed Revenues: 2021	59,575,685	
Proposed Expenditures: 2021	<u>(64,561,058)</u>	
Proposed Current Operating Surplus/(Deficit) 2021 (Reduction to Fund Balance)		<u>(4,985,373)</u>
Use of Fund Balance Reserves		<u>4,985,373</u>
Projected Fund Balance 12/31/2021		<u><u>\$ 8,053,383</u></u>

**CITY OF LANCASTER
2021 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	8.5	6.0
Mayor's Office	3.5	
Solicitor	1.0	
Neighborhood Engagement	2.0	
Lancaster Office of Promotion	2.0	6.0
Legislative	1.0	7.0
City Council		7.0
City Clerk	1.0	
Administrative Services	15.8	0.1
Director	3.0	
Accounting	6.0	
Procurement & Collection	1.3	0.1
Information Services	0.5	
Human Resources	5.0	
Controller/Treasurer		2.0
Public Safety	269.0	32.0
Police	193.0	32.0
Fire	76.0	0.0
Comm Plan & Econ Devel	47.5	0.0
Director	3.0	
Planning	5.4	
Building Code Administration	7.1	
Property Maint. & Housing Inspections	14.0	
Lead Safety & Comm. Development	11.0	0.0
Public Art	2.0	
Health	5.0	
Public Works	56.1	0.0
Director	2.0	
Engineering	3.2	
Streets	12.0	
Traffic	4.0	
Motor Vehicles	4.0	
Parks & Public Property	30.8	
Total General Fund Employees	397.9	47

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Revenues						
Tax Revenues						
1000001 400000 City Real Estate Taxes	29,367,169	29,500,000	29,500,000	27,990,597	29,000,000	29,275,000
Revenue is driven from the annual real estate tax collections of the City of Lancaster.						
1000001 400200 Real Estate Transfer	1,376,778	1,200,000	1,200,000	966,481	1,200,000	1,300,000
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 is this account represents the City's share of total collections, net of fees deducted by the County.						
1000001 400300 Earned Income Tax	6,645,381	6,700,000	6,700,000	3,572,396	6,350,000	6,500,000
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	1,648,207	1,670,000	1,670,000	760,139	1,550,000	1,550,000
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	135,761	100,000	100,000	33,902	31,000	100,000
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.						
1000001 400900 Lien Interest & Costs	3,332	3,500	3,500	0	0	1,000
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.						
1000001 401000 Payment in Lieu of Taxes	2,208,132	2,175,000	2,175,000	1,918,037	2,130,000	2,150,000
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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1000001 401100	Utility Tax Refund	34,045	37,000	37,000	0	35,000	35,000
	Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).						
1000001 401200	Real Estate Tax Lien Proc	958,459	950,000	950,000	1,033,852	1,033,852	1,025,000
	Revenue is derived from the sale of prior year real estate tax claims to a third party.						
TOTAL	Tax Revenues	42,377,264	42,335,500	42,335,500	36,275,404	41,329,852	41,936,000

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Revenues							
Regulatory Revenues							
1000002	401400 Franchise Fee	578,482	575,000	575,000	431,519	580,000	575,000
Revenue is derived from the Comcast cable television franchise fee.							
1000002	401500 Beverage License	33,050	35,000	35,000	23,850	31,000	31,000
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	611,532	610,000	610,000	455,369	611,000	606,000

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Revenues						
Public Safety Revenues						
1501000 402600 District Judge Fines	408,062	450,000	450,000	319,686	400,000	410,000
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	1,720,584	1,700,000	1,700,000	678,073	1,295,000	1,600,000
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	31,678	30,000	30,000	22,842	25,000	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	13,825	17,000	17,000	14,955	17,000	17,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.						
1501000 403100 Police - School District	134,005	130,000	130,000	105,073	110,000	120,000
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.	106,234	90,000	90,000	25,209	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 403500 Pa Reimb Police Recruits	75,096	50,000	50,000	0	35,000	25,000
State reimbursement of Police Academy expenses for newly hired officers.						
1501000 403800 Warrant Squad Services	1,714	2,000	2,000	1,296	1,250	1,500
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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1501000 404100	Police-Special Events OT	57,219	70,000	70,000	4,982	0	25,000
	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	607,608	590,000	590,000	229,058	229,058	300,000
	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	185,055	180,000	180,000	161,500	180,000	180,000
	Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.						
TOTAL	Public Safety Revenues	3,341,080	3,309,000	3,309,000	1,552,709	2,382,308	2,798,500

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Revenues							
Housing, Health & Codes Revenues							
1601001 401700	Building Permits	631,113	550,000	550,000	572,933	600,000	700,000
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	45,153	40,000	40,000	18,973	40,000	40,000
Revenue is derived from the fees collected for plumbing licenses.							
1601001 402200	Housing License Multi-Fam	735,950	760,000	760,000	692,814	730,000	740,000
Revenue is derived from fees collected by the City for all rental housing licenses.							
1601001 402400	Zoning Permits	34,930	30,000	30,000	23,475	24,000	30,000
Revenue is derived from the fee collected for zoning permits.							
1601001 402500	Health Licenses & Permits	109,672	95,000	95,000	57,981	90,000	95,000
Revenue is derived from the license fee for food inspection.							
TOTAL	Housing, Health & Codes Revenues	1,556,818	1,475,000	1,475,000	1,366,176	1,484,000	1,605,000

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1810001 420000	Sewer Direct Costs	13,971	15,000	15,000	0	15,000	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	266,701	336,354	336,354	308,325	336,354	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	6,209,114	6,154,243	6,154,243	5,716,655	6,279,243	6,281,451

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1000004 406601	Lead Reimb - Salaries	0	190,000	190,000	100,914	136,257	286,754
	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	221,351	220,000	220,000	163,128	227,495	424,987
	This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by Federal program funds.						
1000004 406701	Lead Reimb - Fringes	0	90,000	90,000	51,834	70,071	147,965
	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 406900	Fed.Reimb-Indirect Costs	48,408	40,000	40,000	47,572	47,572	54,000
	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 407100	Pension State Fund	3,190,372	3,320,000	3,320,000	3,005,048	3,005,048	3,005,000
	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	8,287	6,000	6,000	2,868	6,000	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.	477,937	525,000	525,000	316,297	500,000	470,000
	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	304,105	320,783	320,783	266,363	320,000	320,000
	The Pennsylvania Auto Theft Prevention Authority has continued a grant to assist Lancaster's Auto Theft Unit. The grant funds two investigators, training and related equipment.						
1000004 415500	Misc Grants & Gifts	19,429	5,000	5,000	182,322	746,159	5,000
	Revenues are derived from unanticipated grants and gifts during the year.						
1000004 415600	Neigh Engage Fundraising	11,000	25,000	25,000	0	0	10,000

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
	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	79,275	80,000	80,000	73,120	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	23,272	30,000	30,000	16,210	16,210	15,000
	Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP).						
1000004 419900	Merchandise Sales	28,041	16,000	16,000	7,753	7,444	10,000
	Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP).						
1000004 499000	Fund Balance Reserve	0	2,991,221	2,991,221	0	0	4,985,373
	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	6,492,346	8,822,004	8,822,004	5,055,971	6,277,827	11,334,107
TOTAL	General Fund - Revenues	60,588,154	62,705,747	62,705,747	50,422,284	58,364,229	64,561,058

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Mayor's Office Expenses							
1101000 610500	Elected Official	86,275	87,569	87,569	77,869	87,569	88,883
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).							
1101000 611500	Salaried Personnel	164,538	184,383	183,559	161,413	184,383	186,968
The salary of the Chief of Staff, Mayor's Senior Staff Assistant and an allocated portion (54%) of the Communications Specialist.							
1101000 732000	Dues & Subscriptions	273	300	300	165	300	300
Subscriptions to professional publications and dues to professional organizations.							
1101000 734000	Postage	546	700	700	454	550	600
Postage costs incurred in routine office mailings.							
1101000 735000	Printing	749	600	600	420	650	750
Photocopying costs of the Mayor's Office.							
1101000 736000	Telephone	3,218	3,900	3,900	2,290	3,000	3,000
Line and call charges for phone and fax lines, and the Mayor's cellular phone.							
1101000 737000	Travel	2,570	2,500	2,500	1,152	1,200	1,000
Travel expenses relating to the Mayor's attendance at various meetings and conferences.							
1101000 741000	Professional Services	6,750	2,500	2,500	29	30	2,000
Professional Services expenses for the Mayor's Office.							
1101000 744500	Training & School	2,685	3,000	3,000	2,191	2,200	3,000
Expenses for registrations and trainings.							
1101000 760300	Office Supplies	2,241	2,200	2,200	1,131	2,000	2,200
Cost of general office supplies for the Mayor's Office.							
TOTAL	Mayor's Office Expenses	269,844	287,652	286,828	247,113	281,882	288,701

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

1101000	610500	F	M	1.0000	Mayor	88,883
TOTAL 610500 EMPLOYEES				1.0000		\$ 88,883
1101000	611500	F	M	1.0000	Secretary to the Mayor	54,695
1101000	611500	F	M	1.0000	Chief of Staff	97,613
1101000	611500	F	M	0.5400	Communications Specialist	29,366
					Available for Merit - Nonbargaining	4,819
					Available for Merit - AFSCME	476
TOTAL 611500 EMPLOYEES				2.5400		\$ 186,968
TOTAL EMPLOYEES				3.5400		\$ 275,851

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Office of City Solicitor							
1102000 610900	Salary - Director	0	125,000	125,000	110,617	125,000	126,250
Salary of the City Solicitor, full-time in-house legal counsel in 2020.							
1102000 731000	Advertising	0	0	1,000	841	900	1,000
Costs associated with legal advertisements as required by PA law.							
1102000 732000	Dues & Subscriptions	0	1,000	1,250	1,077	1,100	1,250
Dues and subscription expenses for the City Solicitor.							
1102000 734000	Postage	0	250	250	26	50	100
Postage expenses of the City Solicitor's Office.							
1102000 735000	Printing	0	250	250	3	10	100
Printing and photocopying expenses of the City Solicitor's Office.							
1102000 736000	Telephone	0	1,000	1,000	735	900	1,000
Telephone (office and cell phone) expenses of the City Solicitor's Office.							
1102000 737000	Travel	0	1,000	1,000	0	0	250
Travel expenses of the City Solicitor's Office.							
1102000 741000	Professional Services	327,146	150,000	149,000	185,429	200,000	175,000
The cost of legal services provided by the Assistant City Solicitor and other law firms for specific issues, litigation, or if a conflict exists.							
1102000 744500	Training/Education	0	3,000	2,750	250	250	2,500
Training expenses of the City Solicitor's Office including CLE & Bar Association.							
1102000 760300	Office Supplies	0	1,000	1,000	173	250	750
Office supplies for the City Solicitor's Office.							
1102000 820000	Minor Equipment	0	1,500	1,500	0	0	500
Minor equipment expenses of the City Solicitor's Office.							
TOTAL	Office of City Solicitor	327,146	284,000	284,000	299,150	328,460	308,700

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

1102000	610900	F	M	1.0000	City Solicitor	126,250
TOTAL 610900 EMPLOYEES				1.0000		\$ 126,250

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Office of Neighborhood Engagement						
1103000 611000	Salary - Bureau Chief	3,244	70,641	70,641	62,443	72,156
	Salary of the Director of the Mayor's Office of Neighborhood Engagement.					
1103000 611500	Salary - Personnel	86,099	46,291	44,239	34,847	40,267
	Salary of the Administrative Assistant in the Mayor's Office of Neighborhood Engagement.					
1103000 612000	Salary Temporary	6,222	16,000	16,000	10,126	12,000
	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	2,031	5,000	5,000	200	2,000
	Overtime expenses for Mayor's Office of Neighborhood Engagement staff.					
1103000 731000	Advertising	6,631	11,400	11,400	28	50
	Expenses for advertising of services, events, forums, etc. provided by or sponsored by the Mayor's Office of Neighborhood Engagement.					
1103000 732000	Dues & Subscriptions	666	3,000	3,000	2,107	3,000
	Dues and subscriptions expenses of the Mayor's Office of Neighborhood Engagement.					
1103000 734000	Postage	446	1,500	1,500	1	5
	Postage expenses for the Mayor's Office of Neighborhood Engagement.					
1103000 735000	Printing	228	3,000	3,000	15	500
	Printing expenses including brochures, posters, and other printed materials to promote Mayor's Office of Neighborhood Engagement services and events.					
1103000 736000	Telephone	2,577	3,000	3,000	2,466	3,000
	Telephone and cell phone expenses for the staff of the Mayor's Office of Neighborhood Engagement.					

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1103000 737000	Travel	4,190	3,500	3,500	516	550	1,000
	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	10,995	22,000	22,000	12,008	15,000	20,000
	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	2,660	6,500	6,500	2,912	6,500	15,000
	Expenses for contracted services for the Mayor's Office of Neighborhood Engagement, including equipment rental for events.						
1103000 744500	Training/Education	145	5,000	5,000	150	150	4,000
	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	2,310	2,500	2,500	1,022	1,500	2,000
	Office supply expenses of the Mayor's Office of Neighborhood Engagement.						
1103000 820000	Minor Equipment	2,607	1,500	1,500	94	100	1,500
	Expenses for minor equipment to be purchased in Mayor's Office of Neighborhood Engagement.						
1103000 853800	Marketing	19,075	15,000	15,000	6,632	11,600	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	Office of Neighborhood Engagement	150,126	215,832	213,780	135,567	168,379	217,181

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	85,617
TOTAL 611000 EMPLOYEES				1.0000		\$ 85,617
1103000	611500	F	A	1.0000	Administrative Assistant NE	47,564
TOTAL 615000 EMPLOYEES				1.0000		\$ 47,564
TOTAL EMPLOYEES				2.0000		\$ 133,181

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1104000	741000 Professional Services	0	0	0	0	0	2,000
	IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
1104000	744500 Training/Education	0	0	0	0	0	1,500
	Continued education and staff training related to social media outreach, marketing, tourism and events.						
1104000	760300 Office Supplies	0	0	0	0	0	2,000
	Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
1104000	820000 Minor Equipment	0	0	0	0	0	2,000
	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.						
1104000	853800 Marketing	0	0	0	0	0	80,000
	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.						
1104000	854000 Merchandise Purchases	0	0	0	0	0	25,500
	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 Promotions	0	0	0	0	0	386,591

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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LANCASTER OFFICE OF PROMOTIONS

1104000	611000	F	M	1.0000	LOOP Director	63,690
TOTAL 611000 EMPLOYEES				1.0000		\$ 63,690
1104000	611500	F	M	1.0000	Mktg & Communications Manager	45,318
1104000	611500	F	M	1.0000	Special Events Manager	47,873
1104000	611500	P	A	1.0000	Administrative Assistant	22,000
1104000	611500	P	M	1.0000	Travel Consultant	16,077
1104000	611500	P	M	1.0000	Travel Consultant	16,392
1104000	611500	P	M	1.0000	Travel Consultant	15,447
1104000	611500	P	M	1.0000	Travel Consultant	15,447
1104000	611500	P	M	1.0000	Travel Consultant	15,447
TOTAL 611500 EMPLOYEES				8.0000		\$ 194,001
TOTAL EMPLOYEES				9.0000		\$ 257,691

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
City Council Expenses							
1201000 610500	Elected Official	56,860	56,500	56,500	51,652	56,500	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).							
1201000 737000	Travel	1,646	5,000	5,000	659	659	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	5,159	5,000	5,000	4,877	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	1,248	3,200	3,200	365	365	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	64,912	69,700	69,700	57,553	62,524	69,700

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	Councilor	8,000
1201000	610500	P	E	1.0000	Councilor	8,000
1201000	610500	P	E	1.0000	Councilor	8,000
1201000	610500	P	E	1.0000	Councilor	8,000
1201000	610500	P	E	1.0000	Councilor	8,000
1201000	610500	P	E	1.0000	Councilor	8,000
TOTAL 610500 EMPLOYEES				7.0000		\$ 56,500

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
City Clerk Expenses							
1202000 611500	Salaried Personnel	56,449	56,496	56,496	55,447	60,927	62,767
	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	4,068	4,500	6,500	5,996	6,500	7,500
	Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.						
1202000 734000	Postage	55	80	180	84	85	100
	Postage costs for general office mailings.						
1202000 735000	Printing	419	400	400	297	300	400
	Photocopying for the City Clerk, and the binding of the annual year book.						
1202000 736000	Telephone	512	600	600	368	400	600
	Line and call charges for phone lines of the City Clerk.						
1202000 737000	Travel	710	2,000	2,000	0	0	2,000
	Travel expenses for attendance at PA Municipal League or other training.						
1202000 738000	Miscellaneous Expenses	346	400	400	210	210	400
	City Clerk's membership in the International Institute of Municipal Clerks and misc. expenses incurred by the Clerk's Office.						
1202000 742500	Ordinance Codification	4,859	15,000	12,900	6,492	6,500	10,000
	This line reflects the cost to update both printed and online versions of the City's Codified Ordinances.						
1202000 744500	Training/Education	628	1,150	1,150	0	0	1,150
	City Clerk professional training.						
1202000 760300	Office Supplies	184	200	200	16	25	150
	General office supplies for the City Clerk.						
TOTAL	City Clerk Expenses	68,230	80,926	80,926	68,910	74,947	85,167

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	61,536
						Available for Merit	1,231
TOTAL 611500 EMPLOYEES					1.0000		\$ 62,767

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Controller & Treasurer Expenses							
1403000 610500	Elected Official	17,000	17,000	17,000	15,240	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	15,240	17,000	17,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

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

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Director Admin Services Expenses						
1400000 610900 Salary - Director	135,546	133,748	133,748	117,192	135,422	133,748
Salary of the Business Administrator.						
1400000 611500 Salaried Personnel	92,357	109,826	109,433	69,641	80,474	109,540
Salaries of the City Hall Receptionist and the Administrative Assistant to the Business Administrator.						
1400000 612000 Salary Temporary	4,328	2,500	2,500	1,817	2,500	2,000
Costs of temporary personnel to fill in during extended absence of City Hall Receptionist or other Director's Office personnel.						
1400000 714100 PC Lease	50,425	50,430	53,885	53,884	54,000	48,500
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	5,792	6,000	5,900	5,792	5,800	5,800
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	48	60	160	138	160	160
Postage and express mail sent by the Director's Office.						
1400000 735000 Printing	1,017	800	800	344	600	600
Photocopying expenses of the Director's Office.						
1400000 736000 Telephone	590	650	650	425	650	650
Line and call charges for the Director's Office phones.						
1400000 737000 Travel	407	750	750	0	0	500
Costs associated with travel to various PML conferences.						
1400000 741000 Professional Services	101,349	125,000	121,545	120,024	135,000	175,000
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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1400000 744500	Training & School	661	500	500	275	300	500
	Costs of various PML conferences.						
1400000 760300	Office Supplies	1,876	2,000	2,000	1,096	1,200	1,800
	Office supplies for the Office of the Director.						
1400000 820000	Minor Equipment	1,068	500	500	72	100	500
	Purchase of office and/or computer equipment.						
1400000 929000	Transfers to Other Funds	600,000	0	0	0	0	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 Admin Services Expenses	995,466	432,764	432,371	370,699	416,206	479,298

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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DIRECTOR OF ADMINISTRATIVE SERVICES

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	53,672
1400000	611500	F	M	1.0000	City Hall Receptionist	39,872
					Available for Merit - Nonbargaining	15,461
					Available for Merit - AFSCME	535
TOTAL 611500 EMPLOYEES				2.0000		\$ 109,540
TOTAL EMPLOYEES				3.0000		\$ 243,288

			2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses								
Accounting Expenses								
1401000 611000	Salary - Bureau Chief		93,074	88,461	88,461	81,339	93,992	97,000
Salary of the Chief Accountant.								
1401000 611500	Salaried Personnel		300,938	300,991	300,991	271,110	314,000	304,000
Salaries of the staff of the Bureau of Accounting.								
1401000 731000	Advertising		3,922	5,500	5,500	0	5,500	5,000
Funds are required in order to publish the results of the annual City audit in the Lancaster City newspaper and advertise open positions.								
1401000 732000	Dues & Subscriptions		648	1,200	1,200	498	702	1,200
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.								
1401000 734000	Postage		4,711	5,100	5,100	4,190	4,500	5,000
This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operation mailings.								
1401000 735000	Printing		1,370	1,600	1,600	629	1,037	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	1,050	1,050	902	1,050	1,500
Line and call charge for the Accounting Office.								
1401000 737000	Travel		164	200	200	0	200	200
Travel and/or mileage reimbursement expenses for staff in the Bureau of Accounting.								
1401000 741100	Audit Expense		53,074	50,000	50,000	34,022	50,000	50,000
This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits. This line item also includes the cost of the annual cost allocation study.								
1401000 743000	Bank Service Charges		22,129	24,000	24,000	23,827	24,000	26,000
This code is used to record the General Fund's share of bank service charges for the City's central depository account.								

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1401000 743100	Credit Card Fees	468	1,750	1,750	387	1,401	1,500
	This account reflects the General Fund's share of credit card company fees.						
1401000 744500	Training & School	2,161	2,300	2,300	0	2,300	2,500
	This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.						
1401000 760300	Office Supplies	4,885	5,000	5,000	3,322	4,000	5,000
	General office supplies for the Accounting Office.						
1401000 820000	Minor Equipment	0	200	200	0	200	2,000
	Minor equipment expenses for the Bureau of Accounting.						
TOTAL	Accounting Expenses	488,492	487,352	487,352	420,226	502,882	502,500

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF ACCOUNTING

1401000	611000	F	M	1.0000	Deputy Director of Finance	97,000
TOTAL 611000 EMPLOYEES				1.0000		\$ 97,000
1401000	611500	F	M	1.0000	General Accountant 2	64,309
1401000	611500	F	M	1.0000	General Accountant 1	58,950
1401000	611500	F	M	1.0000	Development Administrator	63,586
1401000	611500	F	M	1.0000	Payroll/Accounting Manager	62,492
1401000	611500	F	M	1.0000	Payroll Specialist	54,663
TOTAL 611500 EMPLOYEES				5.0000		\$ 304,000
TOTAL EMPLOYEES				6.0000		\$ 401,000

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Procurement & Collection Expenses							
1402000 611000	Salary - Bureau Chief	6,229	6,187	6,187	5,826	6,187	6,249
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.							
1402000 611500	Salaried Personnel	55,225	57,690	58,083	41,495	50,500	58,450
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.							
1402000 612000	Salary Temporary	0	800	800	0	0	0
Expenses for temporary employees in the Treasury Office.							
1402000 618500	Overtime	55	100	100	3	97	100
Overtime expenses for Procurement and Collections staff.							
1402000 718000	Rental of Uniforms	0	26	26	0	26	30
Uniform rental expenses for Mail Clerk.							
1402000 723000	Maint. - Equipment	3,332	3,800	3,800	3,146	3,500	3,026
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	1,000	1,000	0	1,000	1,000
Advertising costs related to the Bureau of Accounting, including the annual audit advertisement.							
1402000 732000	Dues & Subscriptions	536	1,150	1,150	543	607	1,000
This line covers the cost of dues to various professional organizations.							
1402000 734000	Postage	7,680	14,952	14,952	7,672	7,821	15,116
Postage and permits required to mail tax billings, etc., and for chages to be made by the Postal Service for undeliverable, returned mail.							

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1402000 735000	Printing	2,468	3,600	3,600	1,891	1,925	2,898
	Mailing and return envelopes and forms used in various billings and copy machine use.						
1402000 736000	Telephone	434	522	522	326	500	525
	Line and call charges for phone, fax, cellular, and internet lines.						
1402000 737000	Travel	0	1,750	1,750	467	1,283	250
	Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.						
1402000 738000	Miscellaneous Expenses	0	500	500	0	500	500
	Petty cash items used for miscellaneous office operations.						
1402000 741000	Professional Services	0	0	0	0	0	2,772
	Expenses for professional services such as the Employee Assistance Program.						
1402000 744500	Training & School	1,787	2,500	2,500	62	2,438	1,742
	Schools and seminars for Bureau employees.						
1402000 760300	Office Supplies	969	1,335	1,335	434	990	99
	Paper tapes used by the cash registers, calculators, remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.						
1402000 765400	Gas Oil & Diesel	85	86	86	58	85	100
	Cost of fuel for the Mail Clerk's vehicle.						
1402000 820000	Minor Equipment	9,752	9,856	9,856	7,218	9,856	0
	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	88,553	105,983	106,376	69,139	87,444	93,986

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

1402000	611000	F	M	0.0862	Bureau Chief of Procurement and Collection	6,249
TOTAL 611000 EMPLOYEES				0.0862		\$ 6,249
1402000	611500	F	A	0.0862	Billing Coordinator 2	3,991
1402000	611500	F	A	0.0862	Billing Coordinator 2	3,991
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,461
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,461
1402000	611500	F	A	0.0862	Cashier/Service Clerk	3,461
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,735
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,553
1402000	611500	F	A	0.0862	Customer Care Coordinator	4,378
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,991
1402000	611500	F	A	0.0862	Customer Care Coordinator	3,884
1402000	611500	F	M	0.0862	Customer Service Supervisor	4,906
1402000	611500	F	A	0.0862	Mail & Print Operator	3,272
1402000	611500	F	A	0.0862	Purchasing Coordinator	3,991
1402000	611500	F	A	0.0862	Revenue Clerk	4,106
			Subtotal Full-Time	1.2065		
1402000	611500	P	A	0.0862	Data Entry	2,271
			Subtotal Part-Time	0.0862		
TOTAL 611500 EMPLOYEES				1.2927		\$ 58,450
TOTAL EMPLOYEES				1.3789		\$ 64,698

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1404000 744500	Training & School	3,714	5,000	5,000	0	0	3,500
	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	3	500	500	0	0	500
	General office supplies needed for Information Technology.						
1404000 760600	Operating Supplies	1,618	3,000	3,000	1,306	1,800	2,000
	Purchasing of all forms, paper, and printing supplies. Also covers media used for server backup purposes.						
1404000 820000	Minor Equipment	4,613	5,000	18,800	11,086	15,000	10,000
	Upgrades to hardware and software required because of failure or new version releases used by Information Technology.						
1404000 820500	MIS Projects	72,961	50,000	44,750	40,871	45,000	50,000
	Replacement or new applications software and hardware upgrades. Also covers consulting fees for new projects led by Information Technology.						
TOTAL	Information Services Expense	675,139	726,512	726,512	532,807	663,957	744,415

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	40,715
TOTAL 611500 EMPLOYEES				0.5000		\$ 40,715
TOTAL EMPLOYEES				0.5000		\$ 40,715

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED	
General Fund - Expenses							
Human Resources Expenses							
1405000 611000	Salary - Bureau Chief	83,770	81,733	81,733	74,362	85,929	82,550
Salary of the Bureau Chief of Human Resources.							
1405000 611500	Salaried Personnel	203,307	218,893	218,893	176,555	200,000	241,069
Salaries of the Human Resources Office staff, consisting of the Leadership Development & Diversity Manager, and three Human Resources Business Partners.							
1405000 612000	Salary Temporary	0	5,000	5,000	625	5,000	5,000
Pay to an employment agency for temporary services required by the Bureau of Human Resources.							
1405000 618500	Overtime	0	200	150	0	50	0
Overtime pay to staff members of the bureau.							
1405000 622000	Employee Recognition	7,550	7,550	7,550	2,692	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	0	50
Maintenance of office equipment in the Bureau of Human Resources.							
1405000 731000	Advertising	438	700	950	776	776	700
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.							
1405000 732000	Dues & Subscriptions	3,650	3,100	3,100	2,590	3,100	3,100
Professional association dues for HR staff and additional reference materials.							
1405000 734000	Postage	2,155	4,500	4,500	1,281	1,660	3,500
Mailing from the Bureau of Human Resources.							
1405000 735000	Printing	2,675	4,800	5,415	5,086	5,400	4,800
Photocopy charges for the bureau.							

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1405000 736000	Telephone	886	1,100	1,100	637	1,100	1,100
	Line and call charges.						
1405000 737000	Travel	5,752	7,400	7,400	789	789	3,500
	Travel expenses for seminar, training, and meetings.						
1405000 741000	Professional Services	43,571	65,000	64,385	41,483	55,000	69,100
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses.						
1405000 743500	Labor Relations Expense	836	1,200	1,200	1,048	1,200	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	31,000	31,000	30,248	31,000	48,540
	Expenses related to enhancements to the Applicant Tracking System software (NeoGov) implemented in 2020, and new leave administration software that will be implemented by City Human Resources in 2021.						
1405000 744500	Training & School	3,543	7,665	7,665	3,717	5,000	10,000
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
1405000 760300	Office Supplies	2,759	3,700	3,700	2,146	3,000	3,700
	Office supplies for the Bureau of Human Resources.						
1405000 760600	Operating Supplies	56	6,000	6,000	0	1,000	5,000
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
1405000 820000	Minor Equipment	44	3,000	2,800	702	1,000	2,300
	Purchase of office and/or computer equipment.						
TOTAL	Human Resources Expenses	360,993	452,591	452,591	344,736	408,554	492,759

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	82,550
TOTAL 611000 EMPLOYEES				1.0000		\$ 82,550
1405000	611500	F	M	1.0000	Leadership Development & Diversity Manag	74,207
1405000	611500	F	M	1.0000	HR Business Partner	55,631
1405000	611500	F	M	1.0000	HR Business Partner	55,600
1405000	611500	F	M	1.0000	HR Business Partner	55,631
TOTAL 611500 EMPLOYEES				4.0000		\$ 241,069
TOTAL EMPLOYEES				5.0000		\$ 323,619

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Community Involvement Expenses							
1406000 812000	Contributions	150,000	150,000	150,000	150,000	150,000	150,000
Operating support contribution to the Lancaster Emergency Medical Services Associations (LEMSA) for the life-saving services LEMSA provides in the City of Lancaster.							
1406000 812500	Intermunicipal Committee	1,610	3,000	3,000	1,610	1,610	1,650
Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.							
1406000 813500	PA League of Cities	18,983	19,000	19,000	18,983	19,000	19,000
City's membership in the Pennsylvania Municipal League. The PML aids the City through educations programs and lobbying at the state government level on behalf of cities. PML also provides educational meetings and training seminars for City employees and elected officials.							
1406000 814000	Public Library	100,000	100,000	100,000	100,000	100,000	100,000
Operating support contribution to the Lancaster County Public Library.							
1406000 814300	Community Communications	38,140	60,000	60,000	39,627	60,000	80,000
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 Relation Commission	3,301	3,000	3,000	1,064	2,500	3,000
Costs incurred by the City's Human Relations Commission including contract labor charges.							
1406000 851300	LOOP	50,000	50,000	50,000	0	50,000	25,000
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	667,689	690,656	690,656	616,939	688,766	684,306

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Insurance Package Expenses							
1407000	772000 Insurance Package	540,306	660,000	659,150	539,678	600,000	650,000
General Fund expenditures for various insurance policies (auto, liability, property, etc.) held by the City of Lancaster. This account also covers deductible expenses for these policies.							
1407000	774000 Public Officials Bond	2,794	3,000	3,850	3,813	3,850	3,900
Bonds required under the Third Class City Code for the Treasurer, Controller, Health Officer, Engineer and Mayor.							
TOTAL	Insurance Package Expenses	543,100	663,000	663,000	543,491	603,850	653,900

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Fringe Benefits Expenses							
1408000 620200	Medical Insurance	370,000	350,000	350,000	321,029	350,000	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	11,340	12,772	12,772	7,531	13,000	14,000
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.							
1408000 620800	Social Security	934,312	1,042,523	1,042,523	828,912	960,000	1,050,000
The General Fund share of FICA and Medicare taxes for all employees.							
1408000 620900	Life Insurance	63,044	85,700	85,700	53,637	85,700	86,000
Expense of life insurance coverage for General Fund employees.							
1408000 623000	Pension Contribution	696,137	705,985	705,985	748,273	748,273	830,000
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	7,420	30,000	30,000	150,085	200,000	30,000
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.							
1408000 625000	Workers Compensation	735,792	500,000	599,542	744,692	750,000	650,000
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	49,420	50,000	50,000	42,062	50,000	50,000
Expenses for parking or bus passes for General Fund employees.							
TOTAL	Fringe Benefits Expenses	2,867,465	2,776,980	2,876,522	2,896,222	3,156,973	3,060,000

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Debt Service Expenses							
1409000 923000	Paying Agent Fees	771	1,500	1,500	366	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	2,312,573	2,343,224	2,343,224	2,354,871	2,430,000	2,410,000
This account represents interest payments to be made on the General Fund portion of General Obligation debt of the City: the General Fund portion of the 2011, 2014, 2015, 2016 (2007 refinancing), 2016A, 2018, 2019 General Obligation Bonds & Notes.							
1409000 926000	Debt Service - Principal	2,111,600	2,470,800	2,470,800	2,508,800	2,508,800	2,940,000
This account represents principal redemption payments to be made on the General Fund portion of General Obligation debt of the City: the General Fund portion of the 2011, 2014, 2015, 2016 (2007 refinancing), 2016A, 2018, 2019 General Obligation Bonds & Notes.							
TOTAL	Debt Service Expenses	4,424,944	4,815,524	4,815,524	4,864,037	4,940,300	5,351,500
TOTAL	Administrative Services	11,111,841	11,151,362	11,250,904	10,658,297	11,468,932	12,062,664

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Police Bureau Expenses						
1501001 611000 Salary - Bureau Chief	141,217	141,206	141,206	181,371	190,000	145,000
Salary of the Chief of Police.						
1501001 611500 Salaried Personnel	1,337,234	1,416,612	1,406,534	1,110,962	1,283,000	1,345,268
Salaries of civilian personnel which include Administrative Assistants, Clerk/Typists, Records Supervisor, Dog Law Enforcement Officer, Computer System Administrators, Hazardous and Abandoned Vehicle Officer, Evidence Specialists, Social Workers, and Receptionists.						
1501001 613100 Police Captains	381,318	387,339	387,339	341,662	392,100	400,536
Salaries of the three Division Captains.						
1501001 613200 Police Lieutenants	1,182,147	1,232,519	1,232,519	1,079,810	1,246,000	1,270,955
Salaries of lieutenants.						
1501001 613300 Police Sergeants	3,797,860	4,285,486	4,256,421	3,433,735	3,946,000	4,122,450
Salaries of sergeants and detectives.						
1501001 614000 Patrolmen	5,807,719	6,298,389	6,261,742	5,290,781	6,150,000	6,418,530
Salaries of patrol officers.						
1501001 615000 School Crossing Guards	407,070	516,674	520,266	276,429	310,000	452,489
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	588,989	717,293	723,779	530,818	610,000	736,893
Salaries of Community Service Aides.						
1501001 618000 Police Acting Officers	29,539	25,000	25,000	29,924	30,000	30,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.						
1501001 618500 Police Overtime	704,265	600,000	600,000	586,192	600,000	600,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1501001 618800	Police Cadet Training Program	12,833	60,000	14,900	12,117	14,000	60,000
	Covers salaries of Cadets.						
1501001 619000	Police Sick Bonus	24,850	25,500	25,500	21,850	21,850	25,000
	Covers payments for the sick leave incentive bonus program.						
1501001 620100	Educational Incentive	58,212	63,750	63,750	57,490	63,750	68,250
	Covers payments for college educational incentive program.						
1501001 620200	Medical Insurance	2,342,850	2,600,000	2,600,000	2,383,333	2,600,000	2,700,000
	Costs for health insurance for all active Police Bureau employees.						
1501001 620201	Medical Ins - Retirees	1,400,000	1,300,000	1,300,000	1,191,667	1,300,000	1,450,000
	Covers the cost for health insurance for all retired Police Bureau employees.						
1501001 620300	Dental/Vision	170,145	174,359	174,359	125,384	145,000	160,000
	Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.						
1501001 621000	Uniform Maintenance Allow	68,725	85,850	78,510	67,325	67,325	90,500
	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	3,674,585	3,742,138	3,742,138	3,742,138	3,742,138	4,306,685
	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	7,584	8,000	7,300	6,516	7,000	6,600
	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	97,169	101,500	101,500	87,717	101,500	100,000
	Rental of parking spaces in the Water Street Garage.						
1501001 722000	Maint. - Communications	22,930	130,500	130,500	61,046	100,000	20,000

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 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	68,938	67,320	64,520	34,360	55,000	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	106,541	110,000	110,000	93,097	110,000	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 732000 Dues & Subscriptions	114,965	163,000	157,500	139,336	160,000	183,000
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, computer systems and 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	7,163	7,500	7,500	5,111	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.						
1501001 735000 Printing	12,548	15,000	15,000	12,730	14,000	15,000
In-house and commercial printing which includes parking ticket books, evidence envelopes, booking invoices, citations, e-citation thermal paper, evidence cards, warning notices, accident exchanges forms, brochures, pamphlets and surveys, business card for Police Staff Chief and Captains.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1501001 736000	Telephone	123,154	125,000	125,000	97,717	125,000	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	18,217	18,000	18,000	4,787	5,000	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	3,342	5,000	5,000	3,098	3,500	5,000
	Awards and trophies for the spring and fall "Crime Stoppers" Commendation Awards, advertising for contracts and hiring, ordinances and hazardous vehicles, "Crime Prevention" programs, petty cash and prisoner meal costs.						
1501001 741000	Professional Services	78,661	45,000	62,700	61,482	62,000	51,500
	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	21,530	40,000	78,640	70,912	75,000	40,000
	Costs related to contract negotiations and grievance arbitration.						
1501001 743700	Laboratory Tests	22,020	28,000	27,000	19,667	22,000	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	11,864	0	0	0	0	0
	Eliminated in 2020 Subscription fee, maintenance fee and communications line charges for the Lancaster County computer system. This is a per capita based fee.						
1501001 744500	Training & School	72,380	89,900	89,900	80,852	84,000	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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1501001 747200	K-9 Patrol	5,571	8,000	8,000	3,302	5,000	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 749000	Civil Service Board	0	0	500	368	500	500
1501001 760300	Office Supplies	10,551	12,000	12,000	5,498	10,000	12,000
	General office and paper supplies.						
1501001 760600	Operating Supplies	21,119	25,000	34,820	33,538	40,000	55,000
	All general operating supplies, automatic defibrillator unit batteries, PPEs, and all rental vehicles used by the Police Bureau for undercover operations conducted by the (Selective Enforcement Unit).						
1501001 761200	Uniforms	79,767	100,000	100,000	75,021	90,000	100,000
	Cost of all uniforms, clothing, ballistic armor, badges, and duty accessories used by all Police Bureau personnel, Officers, Civillian Service Aides, Service Aides, Cadets.						
1501001 762400	Photography	869	0	0	0	0	0
	Eliminated in 2020 Ink cartridges and other items used in production or reproduction of photographs, digital and video, including digital cameras for patrol division.						
1501001 762700	Evidence Supplies	6,692	12,000	13,200	5,648	7,000	9,000
	This line covers the cost of crime scene processing supplies and chemicals, evidence packaging supplies, BEAST evidence software, latex gloves for evidence techs, and digital cameras. Also includes ever other year (even numbered years) costs for replacement of drying cabinet filters.						
1501001 763000	Ammunition	29,847	30,000	30,000	29,967	30,000	35,000
	Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.						
1501001 763300	Less Lethal Equip	59,623	59,000	59,000	27,004	35,000	71,000
	Supplies for less lethal weapons include Taser cartridges and batteries, oleoresin capscicum and less lethal shotgun ammunition.						
1501001 763400	Weapons	12,703	10,000	10,000	3,155	5,000	10,000
	Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1501001 765400	Gas Oil & Diesel	115,601	130,000	130,000	71,792	100,000	130,000
	This account provides for gasoline and oil, Compressed Natural Gas (CNG) needed to operate the vehicles used by the Bureau of Police.						
1501001 772000	Insurance Package	379,661	330,572	335,572	332,836	340,000	350,000
	The cost of the annual Law Enforcement Liability insurance policy premium and associated deductible payments are charged to this line item which was previously included in the Administrative Service Insurance Package Plan account. This expense has been moved to the Police Bureau because the liability policy and related expenses are a direct cost of providing police services.						
1501001 815000	Shelter Expense	12,386	24,000	13,580	3,950	5,000	25,000
	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	104,569	260,000	260,000	168,080	175,000	87,000
	Minor equipment used by the Police Bureau including firing range hearing and eye protection, flares, breathalyzer / PBT purchases, AED purchases, and any MAJOR upgrades or improvements to existing equipment. Includes any NEW software purchases (not annual fees – these are covered in 7320 Dues & Subscriptions), new computers and servers, computer accessories, stop sticks, office furniture. Includes payments for BODY CAMERAS and CAR CAMERAS.						
1501001 820100	Bicycles & Accessories	2,427	3,000	3,000	572	1,500	3,000
	Purchasing and repairs of bicycles and related equipment / accessories.						
1501001 827000	Vehicles	301,006	290,000	290,000	251,425	260,000	183,788
	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).						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1501001 827100	Vehicle-Lease Purchase	56,006	70,193	70,193	69,526	69,526	55,626
	Lease payments on vehicles.						
1501001 829000	Capital Outlay	97,145	0	0	0	0	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	228,310	217,249	217,249	217,249	217,249	205,842
	Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1501001 926000	Debt Service - Principal	368,704	380,226	380,226	380,226	380,226	391,748
	Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
TOTAL	Police Bureau Expenses	25,070,444	26,846,397	26,780,686	23,179,896	25,672,486	27,241,202

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF POLICE

1501001	611000	F	P	1.0000	Chief Of Police	145,000
TOTAL 611000 EMPLOYEES				1.0000		\$ 145,000
1501001	611500	F	M	1.0000	Sr. Staff Assistant - Police	50,626
1501001	611500	F	M	1.0000	Records Supervisor	56,026
1501001	611500	F	M	1.0000	Police Social Worker	58,206
1501001	611500	F	M	1.0000	Police Social Worker	58,206
1501001	611500	F	A	1.0000	Administrative Assistant - Patrol Division	56,030
1501001	611500	F	A	1.0000	Administrative Assistant CID	54,943
1501001	611500	F	A	1.0000	Evidence Specialist	55,545
1501001	611500	F	A	1.0000	Evidence Specialist	55,545
1501001	611500	F	A	1.0000	Network IT System Adm.	66,987
1501001	611500	F	A	1.0000	Network IT System Adm.	63,047
1501001	611500	F	A	1.0000	Animal Enforcement Officer	46,622
1501001	611500	F	A	1.0000	Hazardous/Abandoned Vehicles	50,550
1501001	611500	F	A	1.0000	Administrative Assistant Patrol Services	50,798
1501001	611500	F	A	1.0000	Administrative Assistant CID	50,798
1501001	611500	F	A	1.0000	Records Processor Specialist	47,998
1501001	611500	F	A	1.0000	Records Processor	47,649
1501001	611500	F	A	1.0000	Records Processor	45,816
1501001	611500	F	A	1.0000	Records Processor	44,054
1501001	611500	F	A	1.0000	Records Processor	44,054
1501001	611500	F	A	1.0000	Records Processor	44,054
1501001	611500	F	A	1.0000	Records Processor	41,463
1501001	611500	F	A	1.0000	Records Processor	40,158
1501001	611500	F	A	1.0000	Records Processor	39,083
1501001	611500	F	A	1.0000	Inventory Specialist	49,918
1501001	611500	F	A	1.0000	Police Bureau Receptionist	44,586
1501001	611500	F	A	1.0000	Police Bureau Receptionist	42,000
					Available for Merit - NonBargaining	3,297
					Available for Merit - AFSCME	23,349

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION	POSITION		SALARY
		Subtotal Full-Time		26.0000		
1501001	611500	P	A	1.0000	Police Patrol Clerk	13,859
		Subtotal Part-Time		1.0000		
TOTAL 611500 EMPLOYEES				27.0000		\$ 1,345,268
1501001	613100	F	P	1.0000	Police Captain	134,420
1501001	613100	F	P	1.0000	Police Captain	134,420
1501001	613100	F	P	1.0000	Police Captain	131,696
TOTAL 613100 EMPLOYEES				3.0000		\$ 400,536
1501001	613200	F	P	1.0000	Police Lieutenant	116,887
1501001	613200	F	P	1.0000	Police Lieutenant	116,360
1501001	613200	F	P	1.0000	Police Lieutenant	116,360
1501001	613200	F	P	1.0000	Police Lieutenant	114,254
1501001	613200	F	P	1.0000	Police Lieutenant	114,254
1501001	613200	F	P	1.0000	Police Lieutenant	114,254
1501001	613200	F	P	1.0000	Police Lieutenant	113,991
1501001	613200	F	P	1.0000	Police Lieutenant	113,991
1501001	613200	F	P	1.0000	Police Lieutenant	112,675
1501001	613200	F	P	1.0000	Police Lieutenant	112,148
1501001	613200	F	P	1.0000	Police Lieutenant	114,781
1501001	613200				Shift Differential	11,000
TOTAL 613200 EMPLOYEES				11.0000		\$ 1,270,955
1501001	613300	F	P	1.0000	Detective	92,871
1501001	613300	F	P	1.0000	Detective	92,871
1501001	613300	F	P	1.0000	Detective	92,657
1501001	613300	F	P	1.0000	Detective	92,657
1501001	613300	F	P	1.0000	Detective	92,443
1501001	613300	F	P	1.0000	Detective	92,443

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Detective	87,735
1501001	614000	F	P	1.0000	Detective	87,735
1501001	613300	F	P	1.0000	Detective	91,587
1501001	613300	F	P	1.0000	Detective	91,159
1501001	613300	F	P	1.0000	Detective	90,945
1501001	613300	F	P	1.0000	Detective	90,731
1501001	613300	F	P	1.0000	Detective	90,731
1501001	613300	F	P	1.0000	Detective	89,875
1501001	613300	F	P	1.0000	Detective	89,661
1501001	613300	F	P	1.0000	Detective	87,000
1501001	613300	F	P	1.0000	Detective	87,000
1501001	613300	F	P	1.0000	Police Sergeant	101,644
1501001	613300	F	P	1.0000	Police Sergeant	101,644
1501001	613300	F	P	1.0000	Police Sergeant	101,186
1501001	613300	F	P	1.0000	Police Sergeant	100,957
1501001	613300	F	P	1.0000	Police Sergeant	100,728
1501001	613300	F	P	1.0000	Police Sergeant	99,584
1501001	613300	F	P	1.0000	Police Sergeant	99,355
1501001	613300	F	P	1.0000	Police Sergeant	99,355
1501001	613300	F	P	1.0000	Police Sergeant	99,355
1501001	613300	F	P	1.0000	Police Sergeant	99,355
1501001	613300	F	P	1.0000	Police Sergeant	99,126
1501001	613300	F	P	1.0000	Police Sergeant	99,126
1501001	613300	F	P	1.0000	Police Sergeant	97,981
1501001	613300	F	P	1.0000	Police Sergeant	97,752
1501001	613300	F	P	1.0000	Police Sergeant	97,981
1501001	613300	F	P	1.0000	Police Sergeant	97,981
1501001	613300	F	P	1.0000	Police Sergeant	97,523
1501001	613300	F	P	1.0000	Police Sergeant	97,523
1501001	613300	F	P	1.0000	Police Sergeant	97,295
1501001	613300	F	P	1.0000	Police Sergeant	97,066
1501001	613300	F	P	1.0000	Police Sergeant	97,752
1501001	613300	F	P	1.0000	Police Sergeant	91,373

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	613300	F	P	1.0000	Police Sergeant	95,921
1501001	613300	F	P	1.0000	Police Sergeant	95,234
1501001	613300	F	P	1.0000	Police Sergeant	94,318
1501001	613300	F	P	1.0000	Police Sergeant	95,234
1501001	613300				Shift Differential	30,000
TOTAL 613300 EMPLOYEES				43.0000		\$ 4,122,450
1501001	614000	F	P	1.0000	Police Officer	86,588
1501001	614000	F	P	1.0000	Police Officer	86,588
1501001	614000	F	P	1.0000	Police Officer	86,389
1501001	614000	F	P	1.0000	Police Officer	86,389
1501001	614000	F	P	1.0000	Police Officer	86,389
1501001	614000	F	P	1.0000	Police Officer	86,389
1501001	614000	F	P	1.0000	Police Officer	86,389
1501001	614000	F	P	1.0000	Police Officer	85,991
1501001	614000	F	P	1.0000	Police Officer	85,991
1501001	614000	F	P	1.0000	Police Officer	85,991
1501001	614000	F	P	1.0000	Police Officer	85,991
1501001	614000	F	P	1.0000	Police Officer	85,195
1501001	614000	F	P	1.0000	Police Officer	85,195
1501001	614000	F	P	1.0000	Police Officer	85,195
1501001	614000	F	P	1.0000	Police Officer	85,195
1501001	614000	F	P	1.0000	Police Officer	84,996
1501001	614000	F	P	1.0000	Police Officer	85,195
1501001	614000	F	P	1.0000	Police Officer	84,996
1501001	614000	F	P	1.0000	Police Officer	84,996
1501001	614000	F	P	1.0000	Police Officer	84,797
1501001	614000	F	P	1.0000	Police Officer	84,797
1501001	614000	F	P	1.0000	Police Officer	84,598
1501001	614000	F	P	1.0000	Police Officer	84,598
1501001	614000	F	P	1.0000	Police Officer	84,399
1501001	614000	F	P	1.0000	Police Officer	84,399
1501001	614000	F	P	1.0000	Police Officer	84,399

CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	83,603
1501001	614000	F	P	1.0000	Police Officer	83,603
1501001	614000	F	P	1.0000	Police Officer	83,603
1501001	614000	F	P	1.0000	Police Officer	84,996
1501001	614000	F	P	1.0000	Police Officer	83,204
1501001	614000	F	P	1.0000	Police Officer	83,204
1501001	614000	F	P	1.0000	Police Officer	82,011
1501001	614000	F	P	1.0000	Police Officer	82,011
1501001	614000	F	P	1.0000	Police Officer	81,812
1501001	614000	F	P	1.0000	Police Officer	81,812
1501001	614000	F	P	1.0000	Police Officer	81,613
1501001	614000	F	P	1.0000	Police Officer	81,613
1501001	614000	F	P	1.0000	Police Officer	81,613
1501001	614000	F	P	1.0000	Police Officer	81,613
1501001	614000	F	P	1.0000	Police Officer	81,613
1501001	614000	F	P	1.0000	Police Officer	80,816
1501001	614000	F	P	1.0000	Police Officer	80,816
1501001	614000	F	P	1.0000	Police Officer	80,816
1501001	614000	F	P	1.0000	Police Officer	80,816
1501001	614000	F	P	1.0000	Police Officer	80,816
1501001	614000	F	P	1.0000	Police Officer	80,816
1501001	614000	F	P	1.0000	Police Officer	80,816
1501001	614000	F	P	1.0000	Police Officer	80,617
1501001	614000	F	P	1.0000	Police Officer	80,617
1501001	614000	F	P	1.0000	Police Officer	80,617
1501001	614000	F	P	1.0000	Police Officer	78,100
1501001	614000	F	P	1.0000	Police Officer	76,981
1501001	614000	F	P	1.0000	Police Officer	76,981
1501001	614000	F	P	1.0000	Police Officer	76,981
1501001	614000	F	P	1.0000	Police Officer	76,142
1501001	614000	F	P	1.0000	Police Officer	67,969
1501001	614000	F	P	1.0000	Police Officer	67,895
1501001	614000	F	P	1.0000	Police Officer	71,924
1501001	614000	F	P	1.0000	Police Officer	71,924

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	614000	F	P	1.0000	Police Officer	71,924
1501001	614000	F	P	1.0000	Police Officer	69,797
1501001	614000	F	P	1.0000	Police Officer	69,797
1501001	614000	F	P	1.0000	Police Officer	69,797
1501001	614000	F	P	1.0000	Police Officer	69,797
1501001	614000	F	P	1.0000	Police Officer	65,040
1501001	614000	F	P	1.0000	Police Officer	64,205
1501001	614000	F	P	1.0000	Police Officer	64,205
1501001	614000	F	P	1.0000	Police Officer	64,205
1501001	614000	F	P	1.0000	Police Officer	62,034
1501001	614000	F	P	1.0000	Police Officer	62,034
1501001	614000	F	P	1.0000	Police Officer	62,034
1501001	614000	F	P	1.0000	Police Officer	60,278
1501001	614000	F	P	1.0000	Police Officer	60,278
1501001	614000	F	P	1.0000	Police Officer	58,415
1501001	614000	F	P	1.0000	Police Officer	57,129
1501001	614000	F	P	1.0000	Police Officer	57,129
1501001	614000	F	P	1.0000	Police Officer	57,129
1501001	614000	F	P	1.0000	Police Officer	57,129
1501001	614000	F	P	1.0000	Police Officer	57,129
1501001	614000	F	P	1.0000	Police Officer	57,129
1501001	614000	F	P	1.0000	Police Officer	56,700
1501001	614000	F	P	1.0000	Police Officer	55,735
1501001	614000	F	P	1.0000	Police Officer	55,735
1501001	614000	F	P	1.0000	Police Officer	55,735
1501001	614000	F	P	1.0000	Police Officer	55,735
1501001	614000	F	P	1.0000	Police Officer	55,735
1501001	614000	F	P	1.0000	Police Officer	55,735
1501001	614000	F	P	1.0000	Police Officer	55,735
1501001	614000				Shift Differential	110,000
					Allowance for vacancies	(250,000)

CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET

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**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1501001	615000	P	A	1.0000	School Crossing Guard	8,012
1501001	615000	P	A	1.0000	School Crossing Guard	8,012
1501001	615000	P	A	1.0000	School Crossing Guard	8,012
1501001	615000	P	A	1.0000	School Crossing Guard	8,012
Subtotal Part-Time				27.0000		
					Allowance for vacancies	(50,000)
TOTAL 615000 EMPLOYEES				33.0000		\$ 452,489
1501001	615200	F	A	1.0000	Community Service Aide - Cert	51,000
1501001	615200	F	A	1.0000	Community Service Aide - Cert	50,525
1501001	615200	F	A	1.0000	Community Service Aide - Cert	49,918
1501001	615200	F	A	1.0000	Community Service Aide - Cert	49,918
1501001	615200	F	A	1.0000	Community Service Aide - Cert	47,998
1501001	615200	F	A	1.0000	Community Service Aide - Cert	47,998
1501001	615200	F	A	1.0000	Community Service Aide - Cert	45,175
1501001	615200	F	A	1.0000	Community Service Aide - Cert	45,175
1501001	615200	F	A	1.0000	Community Service Aide - Cert	45,175
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,753
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,753
1501001	615200	F	A	1.0000	Community Service Aide	43,000
1501001	615200	F	A	1.0000	Community Service Aide	43,753
1501001	615200	F	A	1.0000	Community Service Aide	43,753
1501001	615200	F	A	1.0000	Community Service Aide	43,000
1501001	615200	F	A	1.0000	Community Service Aide - Cert	43,000
TOTAL 615200 EMPLOYEES				16.0000		\$ 736,893
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
1501001	618800	P		1.0000	Cadet	15,000
Subtotal Part-Time				4.0000		

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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TOTAL 618800 EMPLOYEES		4.0000		\$ 60,000
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Total Full -Time	193.00
Total Part-Time	32.00

TOTAL EMPLOYEES	225.0000		\$ 14,952,120
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	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Fire Bureau Expenses						
1502001 611000	Salary - Bureau Chief	120,197	122,692	122,692	107,897	124,681
Salary of the Fire Chief.						
1502001 611500	Salaried Personnel	99,986	109,659	165,595	156,822	171,674
Salaries of the 2 non-uniformed personnel assigned to the Bureau of Fire.						
1502001 613000	Fire Deputy Chiefs	30,643	0	0	0	0
Salary of one Deputy Fire Chief.						
1502001 613100	Fire Captains	759,431	788,583	778,993	735,231	849,600
Salaries of (4) Battalion Chiefs, (4) Suppression Captains, (1) Fire Marshal Captain.						
1502001 613200	Fire Lieutenants	1,484,446	1,447,400	1,442,480	1,429,400	1,651,751
Salaries of (3) Assistant Fire Marshals, (1) Maintenance Officer and (12) Suppression Lieutenants.						
1502001 614100	Firefighters	3,696,465	3,645,222	3,574,900	3,102,810	3,585,469
Salaries of (48) Firefighters. Of the 48, (3 are unfilled due to vacancies in 2020) with (3 more retirements in 2021).						
1502001 618500	Fire Overtime	115,312	100,000	100,000	94,073	119,000
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	7,100	8,500	8,500	6,850	6,500
This line item includes costs associated with the Fire CBA Article 21 (Sick Leave Bonus) for the Sick Leave incentive bonus program.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1502001 620100	Educational Incentive	24,400	30,000	30,000	27,333	27,333	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 Science and specific nationally recognized Fire/EMS certifications.						
1502001 620200	Medical Insurance	1,125,000	1,075,000	1,075,000	985,417	1,075,000	1,100,000
	Costs for health care for all active Fire Bureau employees, including administrative staff.						
1502001 620201	Medical Ins - Retirees	1,200,000	1,200,000	1,200,000	1,100,000	1,200,000	1,250,000
	Costs for health care for retired Firefighters.						
1502001 620300	Dental/Vision	102,452	120,055	120,055	66,526	98,000	105,000
	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	30,000	27,200	27,200	30,000
	CBA Article 36 Accessory Uniform Allowance: \$100.00 annual shoe allowance. \$300.00 annual clothing allowance.						
1502001 623000	Pension Contribution	1,983,633	2,047,022	2,047,022	2,047,022	2,047,022	2,200,532
	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	31,138	31,200	31,200	31,138	31,150	28,800
	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	5,040	5,150	5,150	2,940	3,080	3,000
	Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.						
1502001 722000	Maint. - Communications	5,023	5,000	5,000	4,223	5,000	5,000
	Cost to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1502001 723000	Maint. - Equipment	16,460	20,000	20,000	12,291	17,291	20,000
	Cost of maintenance of fire station technology and software such as Emergency Reporting and Active 911.						
1502001 729000	Maint. - Vehicles	38,050	25,000	40,363	30,791	45,000	40,000
	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	1,860	2,000	2,000	1,759	2,000	2,000
	Postage costs for Fire Bureau.						
1502001 735000	Printing	712	1,000	1,700	1,159	1,700	1,000
	In house cost of printing and copying of material used by both the suppression and fire marshal division.						
1502001 736000	Telephone	11,600	15,000	15,000	10,620	13,000	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	16,876	25,000	19,137	5,828	7,000	20,000
	Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.						
1502001 738000	Miscellaneous Expenses	6,536	10,000	9,866	6,757	8,000	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	562	8,500	9,594	9,594	9,594	10,000
	Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.						
1502001 743500	Labor Relations Expense	20,658	20,000	19,850	914	1,200	10,000
	Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.						
1502001 744500	Training & School	32,134	100,000	78,659	40,707	45,000	60,000
	Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1502001 749000	Civil Service Board	5,922	10,000	4,332	199	200	10,000
	Cost of Civil Service entrance and promotional exams, advertising, etc.						
1502001 760300	Office Supplies	3,588	5,000	5,000	3,555	4,000	5,000
	Cost of office supplies.						
1502001 760600	Operating Supplies	6,646	7,000	12,000	7,244	10,744	10,000
	Cost of operating supplies for three fire stations.						
1502001 761200	Uniforms	26,898	35,000	35,000	27,410	30,500	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	2,803	5,000	5,000	4,112	4,400	5,000
	Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
1502001 764500	Protective Clothing	53,206	50,000	61,000	24,445	61,000	50,000
	Purchase of required protective clothing for firefighters which is replaced every five years.						
1502001 765400	Gas Oil & Diesel	26,541	30,000	30,000	16,560	20,000	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	24,559	25,000	25,000	18,366	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	92,195	90,000	90,000	66,346	75,000	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	6,849	6,000	6,000	5,868	6,000	6,000
	Cost of AED equipment, first aid and safety supplies, etc.						
1502001 822000	Communication Equipment	36,675	15,000	15,000	7,870	11,000	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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1502001 823000	Furniture & Equipment	0	1,000	1,000	0	1,000	20,000
	Office equipment and furniture.						
1502001 827100	Vehicle-Lease Purchase	186,761	275,000	275,000	265,282	265,828	415,000
	Cost to lease fire apparatus and vehicles.						
1502001 924000	Debt Service - Interest	167,993	159,854	159,854	159,854	159,854	151,461
	Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 926000	Debt Service - Principal	271,296	279,774	279,774	279,774	279,774	288,252
	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	11,876,047	11,993,611	11,964,715	10,932,187	12,126,895	12,286,802
TOTAL	Public Safety	36,946,490	38,840,008	38,745,401	34,112,083	37,799,381	39,528,004

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
<u>BUREAU OF FIRE</u>						
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	50,550
1502001	611500	F	M	1.0000	Fire Admin Services Manager	59,382
					Available for Merit - NonBargaining	1,188
					Available for Merit - AFSCME	506
TOTAL 611500 EMPLOYEES				2.0000		\$ 111,625
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	Battalion Chief	100,490
1502001	613100	F	F	1.0000	Battalion Chief	95,922
1502001	613100	F	F	1.0000	Battalion Chief	94,324
1502001	613100	F	F	1.0000	Fire Captain	94,278
1502001	613100	F	F	1.0000	Fire Captain	90,770
1502001	613100	F	F	1.0000	Fire Captain	90,551
1502001	613100	F	F	1.0000	Fire Captain	90,551
1502001	613100	F	F	1.0000	Fire Captain	90,770
1502001	613100	F	F	1.0000	Fire Marshal	96,471
					Additional Funds for Extra Hours Pay	30,000
TOTAL 613100 EMPLOYEES				9.0000		\$ 874,127
1502001	613200	F	F	1.0000	Fire Lieutenant	88,431
1502001	613200	F	F	1.0000	Fire Lieutenant	88,431
1502001	613200	F	F	1.0000	Fire Lieutenant	88,431
1502001	613200	F	F	1.0000	Fire Lieutenant	83,206

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE		FULL/PART	UNION		POSITION	SALARY
1502001	613200	F	F	1.0000	Fire Lieutenant	86,622
1502001	613200	F	F	1.0000	Fire Lieutenant	83,206
1502001	613200	F	F	1.0000	Fire Lieutenant	83,206
1502001	613200	F	F	1.0000	Fire Lieutenant	82,800
1502001	613200	F	F	1.0000	Fire Lieutenant	82,804
1502001	613200	F	F	1.0000	Fire Lieutenant	82,000
1502001	613200	F	F	1.0000	Fire Lieutenant	82,000
1502001	613200	F	F	1.0000	Fire Lieutenant	84,411
1502001	613200	F	F	1.0000	Assistant Fire Marshal	90,924
1502001	613200	F	F	1.0000	Assistant Fire Marshal	90,924
1502001	613200	F	F	1.0000	Assistant Fire Marshal	90,924
1502001	613200	F	F	1.0000	Maintenance Officer	89,684
					Additional Funds for Extra Hours Pay	25,000
TOTAL 613200 EMPLOYEES				16.0000		\$ 1,403,004
1502001	614100	F	F	1.0000	Driver Operator	82,402
1502001	614100	F	F	1.0000	Driver Operator	82,402
1502001	614100	F	F	1.0000	Driver Operator	82,402
1502001	614100	F	F	1.0000	Driver Operator	81,278
1502001	614100	F	F	1.0000	Driver Operator	81,112
1502001	614100	F	F	1.0000	Driver Operator	80,529
1502001	614100	F	F	1.0000	Driver Operator	76,971
1502001	614100	F	F	1.0000	Driver Operator	76,222
1502001	614100	F	F	1.0000	Driver Operator	77,913
1502001	614100	F	F	1.0000	Driver Operator	76,222
1502001	614100	F	F	1.0000	Driver Operator	76,409
1502001	614100	F	F	1.0000	Driver Operator	76,222
1502001	614100	F	F	1.0000	Driver Operator	76,222
1502001	614100	F	F	1.0000	Driver Operator	78,656
1502001	614100	F	F	1.0000	Driver Operator	75,847
1502001	614100	F	F	1.0000	Driver Operator	75,847
1502001	614100	F	F	1.0000	Firefighter	80,392
1502001	614100	F	F	1.0000	Firefighter	78,930

CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET

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**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
TOTAL 614100 EMPLOYEES			48.0000	\$ 3,564,809
TOTAL EMPLOYEES			76.0000	\$ 6,076,258

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Director - CPED Expenses						
1601000 610900	Salary - Director	173,529	146,795	146,795	128,473	148,263
Salary of the Director of the Department of Community Planning and Economic Development (CPED).						
1601000 611000	Salary - Bureau Chief	80,295	82,872	82,872	78,948	95,833
Salary of the CPED Deputy Director. Due to a reorganization in CPED, the 2021 Budget reflects the hiring of a new Deputy Director of Health, Housing & Community Development by the end of the 1st quarter of 2021.						
1601000 611500	Salaried Personnel	172,745	284,205	272,471	141,815	88,166
Salary of the Staff Assistant to the CPED Director and CPED portion of AFSCME and Non-Bargaining staff merit payments.						
1601000 612000	Salary Temporary	0	500	500	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	0	500	500	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	1,050,000	1,075,000	1,075,000	985,417	1,100,000
Costs for health care for all Economic Development and Neighborhood Revitalization employees.						
1601000 620300	Dental/Vision	30,316	28,935	28,935	21,967	29,000
Costs for dental/vision care for all Economic Development and Neighborhood Revitalization employees.						
1601000 714100	PC Lease	32,173	32,200	32,200	32,173	29,900
Annual state contract leases for PCs and laptop computers and annual software license fee for Office 365 for Economic Development and Neighborhood Revitalization staff.						
1601000 723000	Maint. - Equipment	0	250	250	0	250
Typewriter, fax, computer, printer and Department vehicle repairs.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1601000 731000	Advertising	713	500	500	0	0	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	1,439	2,000	2,000	700	700	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	1,109	1,250	1,250	254	300	500
	Mailing costs, express mail charges and Federal Express/UPS charges.						
1601000 735000	Printing	1,776	2,500	2,500	401	600	2,000
	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	3,069	5,000	5,000	2,601	4,000	5,000
	Share of phone and voice mail systems, mobile phone expenses, laptop Wi-Fi connections for Department staff.						
1601000 737000	Travel	2,508	2,500	2,500	0	0	1,500
	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	38,329	75,000	75,000	49,894	75,000	72,000
	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.						
1601000 744500	Training & School	3,216	5,000	5,000	10	100	3,000
	Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops, conferences and webcasts, which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1601000 760300	Office Supplies	851	1,000	1,000	531	800	1,000
	Routine office materials such as report covers, files, paper, pens, etc.						
1601000 760600	Operating Supplies	499	1,000	1,000	0	0	1,000
	Various operating supplies and expenses of the department including printer cartridges.						
1601000 765400	Gas Oil & Diesel	0	150	150	0	0	150
	Fuel costs for shared Department vehicle.						
1601000 811000	Contributions to Econ Dev	34,433	75,000	75,000	23,500	70,000	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	551	825	825	0	0	800
	Purchase of office equipment and furniture as needed by the Department.						
TOTAL	Director - CPED Expenses	1,627,553	1,822,982	1,811,248	1,466,685	1,682,965	1,656,862

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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DIRECTOR OF COMMUNITY PLANNING & ECONOMIC DEVELOPMENT

1601000	61090	F	M	1.0000	Dir. Comm. Planning & Econ. Devel.	148,263
TOTAL 610900 EMPLOYEES				1.0000		\$ 148,263
1601000	611000	F	M	1.0000	Deputy Dir of Health, Housing & Community Development	95,833
TOTAL 611000 EMPLOYEES				1.0000		\$ 95,833
1601000	611500	F	M	1.0000	Staff Assistant	50,550
					Available for Merit - Nonbargaining	28,109
					Available for Merit - AFSCME	8,876
TOTAL 611500 EMPLOYEES				1.0000		\$ 87,535
TOTAL EMPLOYEES				3.0000		\$ 331,632

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Planning Expenses						
1602000 611000	Salary - Bureau Chief	27,090	72,522	72,522	65,548	72,522
Salary of the Bureau Chief of Planning.						
1602000 611500	Salaried Personnel	159,032	170,072	170,072	103,527	123,000
Salary of the Planning Bureau staff, including Senior Planner, Zoning Officer and Historic Preservation Specialist.						
1602000 612000	Salary Temporary	14,650	10,000	10,000	19,185	22,500
Hourly wage for ongoing Planning Bureau internships.						
1602000 618500	Overtime	0	150	150	37	75
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.						
1602000 723000	Maint. - Equipment	1,634	1,800	1,800	934	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	13,711	12,500	16,500	14,801	16,000
Legal notices for regular and special meetings of the Planning Commission, Zoning Hearing Board, HARB and Historical Commission, required legal notices for amendments of the Zoning Ordinance, Subdivision and Land Development Ordinance, Official Map, and other notices as required by law.						
1602000 732000	Dues & Subscriptions	1,800	2,000	2,500	2,301	2,500
Subscriptions to professional planning publications and document purchases. Dues to professional planning, historic preservation, and zoning organizations.						
1602000 733000	Map Reproduction	0	500	500	0	150
Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1602000 734000	Postage	614	1,800	1,800	487	1,000	1,300
	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	3,536	3,000	3,000	1,798	2,000	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	1,684	2,000	2,000	1,253	2,000	2,300
	Bureau's shared expenses related to telephone and voice mail. Includes monthly billing for cellular phones assigned to Bureau staff.						
1602000 737000	Travel	47	2,000	1,500	0	0	500
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.						
1602000 741000	Professional Services	8,456	210,000	204,000	42,838	95,000	75,000
	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	1,660	2,000	2,000	0	500	2,000
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.						
1602000 749500	Zoning Board	0	0	2,000	0	0	0
	Miscellaneous expenses of the Zoning Hearing Board. This line item is eliminated for 2021.						
1602000 760300	Office Supplies	849	900	900	192	250	900
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.						
1602000 760600	Operating Supplies	546	600	600	0	600	1,000
	Graphic materials, computer-related components, ink cartridges, and other operating materials and supplies other than office supplies.						
1602000 765400	Gas Oil & Diesel	747	800	800	436	500	800
	Fuel and oil replacement costs for two vehicles assigned to the Bureau of Planning.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1602000 820000	Minor Equipment	420	1,000	1,000	249	800	1,000
	Purchase of small office equipment and furniture as needed.						
1602000 827100	Vehicle Lease Purchase	6,371	6,500	6,500	6,372	6,500	6,500
	This line item includes the annual payments of a lease-purchase for vehicle #704 used by Planning Bureau staff.						
TOTAL	Planning Expenses	242,848	500,144	500,144	259,958	347,697	451,520

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF PLANNING

1602000	611000	F	M	1.0000	Chief Bureau Of Planning	73,247
TOTAL 611000 EMPLOYEES				1.0000		\$ 73,247
1602000	611500	F	M	1.0000	Senior Planner	65,000
1602000	611500	F	M	1.0000	Zoning Officer	54,127
1602000	611500	F	M	1.0000	Historic Preservation Specialist	51,996
1602000	611500	F	M	1.0000	City Planner	55,000
1602000	611500	F	M	0.4000	Permit Coordinator	16,500
TOTAL 611500 EMPLOYEES				4.4000		\$ 242,623
TOTAL EMPLOYEES				5.4000		\$ 315,870

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1603000 737000	Travel	0	4,000	4,000	266	500	3,000
	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	929	8,000	8,000	0	500	4,000
	Costs for hazard abatement, common sewer issues, and/or boarding-up of properties.						
1603000 741000	Professional Services	1,761	15,000	55,000	39,020	45,000	10,000
	Cost for attorney and stenographer attendance at Building Code Appeals Board hearings, costs to cover expenses associated with using a Third Party Code Official to cover inspections for city staff when necessary, and costs associated with pre-employment testing and background checks.						
1603000 744000	Contract Services	0	500	500	0	100	500
	Costs associated with copier and printer contracts.						
1603000 744500	Training & School	1,422	6,000	6,000	533	1,000	6,000
	Costs for employees to attend training events, seminars and testing mandated by the State building code to maintain State certifications.						
1603000 748500	Plumbing Board	296	500	500	0	200	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	1,782	2,000	2,000	1,615	1,750	2,000
	Routine office supply costs such as report covers, files, paper, pens, etc.						
1603000 760600	Operating Supplies	2,900	1,500	1,500	1,250	1,500	1,750
	Office forms, digital camera supplies, and supplies for printers for support staff. Purchase and maintenance of protective gear for inspectors.						
1603000 765400	Gas Oil & Diesel	2,873	3,000	3,000	1,328	2,200	3,000
	Fuel costs for building code vehicles.						
1603000 820000	Minor Equipment	5,971	2,500	2,500	764	1,000	2,500
	Purchase of equipment required by inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture.						
1603000 827100	Vehicle Lease Purchase	5,830	15,000	15,000	6,386	9,000	15,000
	Cost of lease-purchase of a vehicle for Building Code Department						
TOTAL	Building Code Administration Expenses	431,124	505,685	507,279	377,190	447,040	513,407

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

1603000	611000	F	M	1.0000	Bureau Chief Bldg Code Admin	84,477
TOTAL 611000 EMPLOYEES				1.0000		\$ 84,477
1603000	611500	F	M	1.0000	Commercial Code Inspector	65,000
1603000	611500	F	M	1.0000	Commercial Code Inspector	70,498
1603000	611500	F	M	1.0000	Commercial Code Official	59,691
1603000	611500	F	M	1.0000	Residential Code Official	52,768
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk	54,943
1603000	611500	F	A	1.0000	Bld/Plumbing Clerk	46,305
1603000	611500	F	A	0.1000	Permit Coordinator	4,125
TOTAL 611500 EMPLOYEES				6.1000		\$ 353,330
TOTAL EMPLOYEES				7.1000		\$ 437,807

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1604000 732000	Dues & Subscriptions	0	500	500	0	500	400
	Membership fees for professional code enforcement organizations, costs associated with renewing code certifications for housing inspectors and health officers. Periodical subscriptions to keep up to date on code enforcement topics.						
1604000 734000	Postage	1,061	9,000	9,000	624	7,500	8,000
	Mailing of rental housing licenses, billings associated with rental housing licensing, health permits, notices of violation, PVNs, enforcement orders, correspondence, etc.						
1604000 735000	Printing	5,183	7,000	7,000	2,847	5,500	7,500
	Printing of licenses, applications, certificates, placards, inspection forms and citation forms.						
1604000 736000	Telephone	6,815	7,000	7,000	4,884	7,000	6,000
	Shared costs associated with office phones, mobile phones for inspectors and administrative staff. Extra hotspot features on inspector phone for Munis capability while in the field.						
1604000 737000	Travel	611	8,000	8,000	0	1,000	6,500
	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	33,813	50,000	50,000	32,042	50,000	40,000
	Costs for the abatement of health hazards including exterminations, clean-up of trash and debris, mowing and/or boarding up of condemned properties. Abatement charges also cover removal of hazardous trees, bee habitat and shared sewer immediate needs.						
1604000 741000	Professional Services	724	2,000	2,000	103	1,000	1,500
	Costs for attorneys and stenographers at Housing Board of Appeal hearings when required.						
1604000 744000	Contract Services	0	500	500	0	0	400
	Costs associated with the use of outside code enforcement professionals for third-party verifications.						
1604000 744500	Training/Education	2,166	5,000	5,000	2,199	4,000	4,000
	Registration costs for employees to participate in webinars, attend training seminars, and conferences to expand their understanding and expertise and to stay abreast of best practices in the industry.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1604000 760300	Office Supplies	3,519	4,000	4,000	908	3,000	2,000
	Office supply costs including letterhead, envelopes, files, paper, pens, etc.						
1604000 760600	Operating Supplies	2,141	4,000	4,000	2,458	4,000	2,000
	Costs associated with office supply forms, supplies for digital equipment, printer supplies and purchase of protective gear and products for inspectors when in the field.						
1604000 765400	Gas Oil & Diesel	5,000	6,000	6,000	2,642	6,000	4,500
	Fuel costs for housing inspectors' vehicles for field work and other work associated travel.						
1604000 820000	Minor Equipment	1,069	5,000	5,000	103	2,000	4,000
	Purchase and/or replacement of equipment required by housing inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as needed.						
1604000 827100	Vehicle Lease Purchase	18,195	36,528	36,528	35,644	36,528	33,000
	Cost of lease-purchase of existing fleet vehicles for Housing/Health Inspectors.						
TOTAL	Property Maintenance & Housing Inspections Expenses	1,064,439	1,401,730	1,411,223	894,008	1,067,728	846,207

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS

1604000	6110000	F	M	1.0000	Bureau Chief of Property Maintenance	83,701
TOTAL 611000 EMPLOYEES				1.0000		\$ 83,701
1604000	611500	F	M	1.0000	Housing Inspector II	54,779
1604000	611500	F	A	1.0000	Housing Inspector	54,267
1604000	611500	F	A	1.0000	Housing Inspector	52,179
1604000	611500	F	A	1.0000	Housing Inspector	52,179
1604000	611500	F	A	1.0000	Housing Inspector	54,267
1604000	611500	F	A	1.0000	Housing Inspector	52,179
1604000	611500	F	A	1.0000	Housing Inspector	47,564
1604000	611500	F	A	0.0000	Lead Inspector	0
1604000	611500	F	A	1.0000	Billing Clerk Housing	50,978
1604000	611500	F	A	1.0000	Admin Asst Housing	47,998
1604000	611500	F	A	1.0000	Clerk Typist 2	39,079
1604000	611500	F	A	1.0000	Clerk Typist 2	44,586
1604000	611500	F	A	1.0000	Clerk Typist 2	42,872
1604000	611500	F	A	1.0000	Clerk Typist 2	39,079
TOTAL 611500 EMPLOYEES				13.0000		\$ 632,006
TOTAL EMPLOYEES				14.0000		\$ 715,707

			2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses								
Lead Safety & Community Development Expenses								
1605000	611000	Salary - Bureau Chief	0	0	0	0	0	72,000
Salary of the Bureau Chief of Lead Safety and Community Development. The person in this position was previously budgeted elsewhere in CPED and, for 2021, moved to this new Bureau to reflect changes made during the CPED reorganization in 2020. This position is 50% funded by the CDBG and HOME programs.								
1605000	611500	Salaried Personnel	0	0	0	0	0	476,641
Salaries of staff of the new Bureau of Lead Safety and Community Development. Of the positions related to Lead Safety, nearly 95% of their combined salaries will be funded by the HUD Lead Grant.								
TOTAL	Lead Safety & Community Development Expenses		0	0	0	0	0	548,641

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF LEAD SAFETY AND COMMUNITY DEVELOPMENT

1605000	611000	F	M	1.0000	Bureau Chief of LSCD	72,000
TOTAL 611000 EMPLOYEES				1.0000		\$ 72,000
1605000	611500	F	M	1.0000	Community Development Administrator	59,339
1605000	611500	F	M	1.0000	Development Administrator	49,500
1605000	611500	F	M	1.0000	Housing Rehab Lead Specialist	63,528
1605000	611500	F	A	1.0000	HNRU Assistant	50,798
1605000	611500	F	A	1.0000	Clerk Typist 2	39,079
1605000	611500	F	A	1.0000	Lead Risk Assessor	45,000
1605000	611500	F	A	1.0000	Lead Risk Assessor	45,000
1605000	611500	F	A	1.0000	Lead Project Coordinator	48,797
1605000	611500	F	A	1.0000	Lead Project Clerk / Outreach Worker	37,800
1605000	611500	F	A	1.0000	Lead Outreach Worker	37,800
TOTAL 611500 EMPLOYEES				10.0000		\$ 476,641
TOTAL EMPLOYEES				11.0000		\$ 548,641

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Office of Public Art Expenses							
1606000 611500	Salary - Personnel	0	99,172	99,172	59,491	99,172	103,309
	Salary of the Public Art Staff						
1606000 731000	Advertising	0	2,500	2,250	1,151	1,849	2,100
	Marketing expenses for public art programs, services and events.						
1606000 732000	Dues & Subscriptions	0	1,900	1,900	806	1,750	1,770
	Dues and subscriptions for the Office of Public Art staff.						
1606000 734000	Postage	0	250	250	38	88	200
	Postage and shipping expenses for the Office of Public Art.						
1606000 735000	Printing	0	2,000	2,000	232	1,232	1,300
	Printing and photocopying expenses for the Office of Public Art.						
1606000 736000	Telephone	0	655	905	644	899	950
	Office and cell phone expenses for the Office of Public Art staff.						
1606000 737000	Travel	0	4,500	4,500	74	524	3,875
	Travel and related expenses for the Office of Public Art.						
1606000 741000	Professional Services	0	18,200	18,200	13,925	17,213	18,200
	Professional service expenses including design of Lancaster Public Art promotional materials and artist fees related to education and outreach.						
1606000 744500	Training/Education	0	700	700	435	535	700
	Training and education related expenses for the Office of Public Art staff, including conference registration fees.						
1606000 760300	Office Supplies	0	1,400	1,400	333	631	1,000
	General supplies for the Office of Public Art.						
1606000 820000	Minor Equipment	0	280	280	0	75	250
	Minor equipment expenses for the Office of Public Art.						
TOTAL	Office of Public Art Expenses	0	131,557	131,557	77,129	123,968	133,654

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

1606000	611500	F	M	1.0000	Public Arts Manager	56,849
1606000	611500	F	M	1.0000	Public Art Project Manager	46,460
TOTAL 611500 EMPLOYEES				2.0000		\$ 103,309
TOTAL EMPLOYEES				2.0000		\$ 103,309

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Bureau of Health Expenses							
1607000 611000	Salary - Bureau Chief	0	0	0	0	0	69,000
Salary of the Bureau Chief of the Bureau of Health.							
1607000 611500	Salary - Personnel	0	0	0	0	0	194,438
Salaries of the Bureau of Health staff.							
1607000 723000	Maint. - Equipment	0	0	0	0	0	500
Repair and service costs for office equipment, including shared equipment; maintenance costs associated with laptop and other equipment used by health officers when in the field or working from home; and, maintenance cost of city vehicles assigned to inspectors.							
1607000 731000	Advertising	0	0	0	0	0	300
Cost of advertising public notices, legal ads and employee positions offered to the public after internal postings.							
1607000 732000	Dues & Subscriptions	0	0	0	0	0	100
Membership fees for professional organizations, costs associated with renewing code certifications for health officers.							
1607000 734000	Postage	0	0	0	0	0	1,000
Mailing of health permits, notices of violation, enforcement orders, correspondence, etc.							
1607000 735000	Printing	0	0	0	0	0	1,500
Printing of licenses, applications, certificates, placards, inspection forms and citation forms.							
1607000 736000	Telephone	0	0	0	0	0	1,000
Shared costs associated with office phones, mobile phones for inspectors and administrative staff.							
1607000 737000	Travel	0	0	0	0	0	500
Costs for health officers to attend code training seminars and for travel to testing and training required to maintain certifications.							
1607000 740500	Abatement of Nuisances	0	0	0	0	0	10,000
Costs for the abatement of health hazards including exterminations of properties.							

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1607000 741000	Professional Services	0	0	0	0	0	500
	Costs for attorneys and stenographers at Board of Health license revocation hearings when required.						
1607000 744000	Contract Services	0	0	0	0	0	100
	Costs associated with the use of outside code enforcement professionals for third-party verifications.						
1607000 744500	Training/Education	0	0	0	0	0	1,000
	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.						
1607000 760300	Office Supplies	0	0	0	0	0	2,000
	Office supply costs including letterhead, envelopes, files, paper, pens, etc.						
1607000 760600	Operating Supplies	0	0	0	0	0	2,000
	Costs associated with office supply forms, supplies for digital equipment, printer supplies and purchase of protective gear and products for inspectors when in the field.						
1607000 765400	Gas Oil & Diesel	0	0	0	0	0	1,500
	Fuel costs for health officers' vehicles for field work and other work associated travel.						
1607000 820000	Minor Equipment	0	0	0	0	0	1,000
	Purchase and/or replacement of equipment required by health inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as needed.						
TOTAL	Bureau of Health Expenses	0	0	0	0	0	286,438

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BUREAU OF HEALTH

1607000	611000	F	M	1.0000	Bureau Chief of Health	69,000
TOTAL 611000 EMPLOYEES				1.0000		\$ 69,000
1607000	611500	F	M	1.0000	Health Officer	53,101
1607000	611500	F	M	1.0000	Social Worker / Social Services Case Manag	58,000
1607000	611500	F	A	1.0000	Health/Housing Clerk 3	46,737
1607000	611500	F	A	1.0000	Health Inspector	36,600
TOTAL 611500 EMPLOYEES				4.0000		\$ 194,438
TOTAL EMPLOYEES				5.0000		\$ 263,438

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED	
General Fund - Expenses							
Lancaster Office of Promotion Expenses							
1609000 611000	Salary - Bureau Chief	63,498	63,060	63,060	56,757	65,500	0
Salary of the Director of Lancaster Office of Promotion (LOOP).							
1609000 611500	Salary - Personnel	145,852	211,326	211,973	102,652	211,326	0
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	3,513	0	0	295	450	0
Required in the event staff choose Overtime pay as opposed to compensatory time.							
1609000 716000	Rental of Parking Lot	6,020	6,000	6,000	2,715	3,000	0
Rental of parking spaces for all LOOP, Visitor Center Staff and interns with Colonial Parking Garage on Vine Street.							
1609000 722000	Maint. - Communications	3,056	4,000	4,000	3,788	5,000	0
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	1,500	1,500	1,500	260	1,200	0
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	679	700	700	422	700	0
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website.							
1609000 735000	Printing	1,189	800	800	0	500	0
Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.							
1609000 736000	Telephone	1,301	1,500	1,500	1,021	1,500	0
Cost of telephone services to LOOP & Visitors Center.							

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1609000 741000	Professional Services	1,311	4,000	4,000	804	850	0
	IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
1609000 744500	Training/Education	1,500	2,500	2,500	0	0	0
	Continued education and staff training related to social media outreach, marketing, tourism and events.						
1609000 760300	Office Supplies	1,693	2,500	2,500	826	1,500	0
	Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
1609000 820000	Minor Equipment	9,306	5,000	5,000	0	0	0
	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	81,560	96,000	96,000	85,616	96,000	0
	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	25,448	30,000	30,000	7,142	15,000	0
	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	347,426	428,886	429,533	262,296	402,526	0
TOTAL CPED		3,713,389	4,790,984	4,790,984	3,337,266	4,071,924	4,436,729

General Fund - Expenses

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1810000 736000	Telephone	514	750	750	417	550	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	1,474	3,000	3,000	1,418	1,450	2,500
	Travel and related expenses for the Director of Public Works.						
1810000 741000	Professional Services	11,135	0	5,169	4,965	5,226	10,000
1810000 744500	Training & School	0	1,000	1,000	900	1,000	1,500
	Training costs for Public Works Director and assistant.						
1810000 760300	Office Supplies	839	1,200	1,200	715	750	800
	Office supplies for the office of the Director.						
1810000 827100	Vehicle Lease Purchase	7,090	7,090	7,090	0	0	0
	Lease-purchase expenses for a vehicle used by the Director of Public Works.						
TOTAL	Director Public Works Expenses	1,131,371	1,417,174	1,403,395	1,235,088	1,359,283	1,412,890

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
<u>DIRECTOR OF PUBLIC WORKS</u>				
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 Staff Assistant II	47,521
			Available for Merit - Nonbargaining	15,524
			Available for Merit - AFSCME	19,215
TOTAL 611500 EMPLOYEES			1.0000	\$ 82,259
TOTAL EMPLOYEES			2.0000	\$ 232,555

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Office of Public Art Expenses							
1815000 611500	Salary - Personnel	56,731	0	0	0	0	0
Salary of the Public Art Manager.							
1815000 731000	Advertising	2,468	0	0	0	0	0
Marketing expenses for Public Art Programs, services and events.							
1815000 732000	Dues & Subscriptions	1,930	0	0	0	0	0
Dues and subscriptions for the Office of Public Art and staff.							
1815000 734000	Postage	71	0	0	0	0	0
Postage and shipping expenses for the Office of Public Art.							
1815000 735000	Printing	2,078	0	0	0	0	0
Printing and photocopying expenses for the Office of Public Art.							
1815000 736000	Telephone	745	0	0	0	0	0
Telephone and cell phone expenses for the Office of Public Art Staff.							
1815000 737000	Travel	1,522	0	0	0	0	0
Travel and related expenses for the Office of Public Art.							
1815000 741000	Professional Services	13,758	0	0	0	0	0
Professional services expenses including design of Public Art promotional materials and artist fees related to education and outreach							
1815000 744500	Training/Education	589	0	0	0	0	0
Training and education related expenses for the Office of Public Art staff including conference registration fees.							
1815000 760300	Office Supplies	566	0	0	0	0	0
General supplies for the Office of Public Art.							
1815000 820000	Minor Equipment	485	0	0	0	0	0
Minor equipment expenses for the Office of Public Art.							
TOTAL	Office of Public Art Expenses	80,943	0	0	0	0	0

General Fund - Expenses

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1820000 737000	Travel	655	1,500	1,500	185	400	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.						
1820000 741000	Professional Services	342,682	350,000	350,000	221,892	350,000	474,000
	Outside consultant and surveying services required to augment City engineering staff when required. Services associated with implementation of CMMS program. Includes Professional services for parks planning and design, roadway safety projects, traffic signal upgrades, bicycle facilities, roadway, and trail design. Also including neighborhood outreach and communications.						
1820000 744500	Training & School	910	3,000	3,000	2,925	3,500	3,500
	This item covers course work for employees to become proficient as inspectors and engineers. Supplemental computer training may be required.						
1820000 760300	Office Supplies	1,099	1,800	1,800	481	1,000	1,500
	Office supplies for the engineering office, including printer usage.						
1820000 765400	Gas Oil & Diesel	3,027	3,500	3,500	1,187	1,500	3,200
	Fuel for (3) Engineering Inspector Vehicles						
1820000 820000	Minor Equipment	200	3,400	3,400	2,205	3,000	3,400
	Replacement of printers and other small equipment, purchase of cell phone equipment and tablets for field work.						
1820000 820200	Safety Equipment	670	1,200	1,200	215	1,000	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	6,811	16,680	16,680	16,208	16,208	13,442
	100% Vehicle Lease for Inspector for 2017 Ford Explorer (Year 5 of 5 year payments) and 2020 Ford Escape (Year 2 of 5 year payments)						
TOTAL	Engineering Expenses	703,222	749,532	750,015	554,173	725,658	736,437

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF ENGINEERING

1820000	611000	F	M	0.1820	Deputy Director/City Engineer	23,556
TOTAL 611000 EMPLOYEES				0.1820		\$ 23,556
1820000	611500	F	M	0.2500	Public Works Engineer	17,172
1820000	611500	F	M	0.2500	PW Construction Inspector	17,417
1820000	611500	F	M	0.2500	Engineering Tech Specialist	13,264
1820000	611500	F	M	0.2500	PW Construction Inspector	16,025
1820000	611500	F	A	0.7500	Engineering Cust Svce Coordinator	34,729
1820000	611500	F	M	0.5000	Environmental Planner	34,195
1820000	611500	F	M	0.2500	GIC Coordinator	16,442
1820000	611500	F	M	0.2500	GIS Analyst	13,684
1820000	611500	F	A	0.2500	Permit Coordinator	10,313
TOTAL 611500 EMPLOYEES				3.0000		\$ 173,239
TOTAL EMPLOYEES				3.1820		\$ 196,795

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Streets Administration Expenses						
1841000 611500 Salaried Personnel	85,338	84,970	84,970	85,805	96,036	76,760
Salary for the operations manager.						
1841000 620100 Educational Incentive	3,150	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 Operations Manager and Traffic.						
1841000 712500 Space Rental	190,748	0	0	0	0	0
1841000 718000 Rental of Uniforms	3,369	3,500	3,500	2,828	3,500	3,500
City uniforms in the Streets and Motor Vehicles Bureau.						
1841000 723000 Maint. - Equipment	10	300	300	275	300	300
Maintenance contract for small equipment such as time clock and copy machines.						
1841000 729000 Maint. - Vehicles	50,406	65,000	59,287	40,301	65,000	65,000
Vehicle maintenance and repairs.						
1841000 735000 Printing	0	200	200	0	75	200
Printing expenses for items such as logs, various reports and no parking signs.						
1841000 736000 Telephone	8,409	8,500	8,500	3,501	8,500	9,500
Telephone, internet and cell phone expenses for the Bureau. Additional expenses for service fees for 2 tablets used for Lucy CMMS.						
1841000 737000 Travel	1,181	1,200	700	0	0	1,500
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.						
1841000 741000 Professional Services	0	0	0	60,000	60,000	0
For 2020, this line item reflects expenses for ongoing services provided to the City to support the transition following the retirement of the Public Works Operations Manager.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1841000 744000	Contract Services	1,596	850	850	835	900	1,000
	Drug testing under the mandatory CDL rules and regulations through NoveCare.						
1841000 744500	Training & School	461	525	1,025	603	1,025	1,500
	Reimburse department personnel for upgrading their Pennsylvania drivers license under the Commercial Drivers License Act and training incidental to same. Employee Assistance Program and staff meeting expenses are also covered by this code.						
1841000 760300	Office Supplies	510	600	600	443	600	600
	General office supplies needed by the Bureau.						
1841000 760600	Operating Supplies	4,500	4,500	4,500	2,536	3,000	4,500
	First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.						
1841000 765400	Gas Oil & Diesel	37,733	40,000	40,000	13,392	27,500	40,000
	Gasoline, diesel and oil for the Bureau vehicles.						
1841000 820000	Minor Equipment	883	3,000	3,000	0	1,500	3,000
	Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.						
1841000 820200	Safety Equipment	2,815	3,200	3,200	2,359	2,500	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	391,108	219,495	213,782	214,454	273,586	213,710

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

1841000	611500	F	M	1.0000	Operations Manager	76,760
TOTAL 611500 EMPLOYEES				1.0000		\$ 76,760
TOTAL EMPLOYEES				1.0000		\$ 76,760

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Street Maintenance Expenses							
1843000 611500	Salaried Personnel	383,940	499,547	457,481	145,409	194,095	508,480
Salaries for the street maintenance personnel.							
1843000 618500	Overtime	12,049	17,500	17,500	1,525	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	4,441	5,000	5,000	3,649	4,000	5,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.							
1843000 768400	Road Paving Materials	1,262	1,500	0	0	750	1,500
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.							
1843000 769000	Construction Material	601	2,100	939	65	1,800	2,100
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
1843000 820000	Minor Equipment	21,375	15,000	20,713	18,225	20,000	15,000
Equipment Purchases for Streets Paving and Maintenance							
1843000 826000	Construction/Resurfacing	0	0	2,661	0	0	0
1843000 827100	Vehicle-Lease Purchase	108,725	99,500	99,500	98,873	99,500	91,000
Vehicle and Equipment Lease Payments							
TOTAL	Street Maintenance Expenses	532,391	640,147	603,794	267,746	337,645	640,580

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	57,033
1843000	611500	F	A	1.0000	Equipment Operator 2	49,720
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	50,749
1843000	611500	F	A	1.0000	Equipment Operator 1	50,749
1843000	611500	F	A	1.0000	Equipment Operator 1	46,920
1843000	611500	F	A	1.0000	Equipment Operator 1	42,771
1843000	611500	F	A	1.0000	Equipment Operator 1	44,160
1843000	611500	F	A	1.0000	Laborer	39,079
1843000	611500	F	A	1.0000	Laborer	39,079

TOTAL 611500 EMPLOYEES					11.0000	\$ 508,480
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	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Traffic Expenses						
1830000 611000	Salary - Bureau Chief	0	0	0	0	4,741
The allocated portion (3.5%) of the salary of the PW Deputy Director of Construction and Operations						
1830000 611500	Salaried Personnel	203,621	207,561	209,314	213,567	213,567
Salaries of the employees of the Traffic Section.						
1830000 618500	Overtime	1,494	2,500	2,500	2,500	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	740	850	1,150	900	850
Uniforms for four Traffic Section personnel under this program.						
1830000 723000	Maint. - Equipment	509	1,000	1,000	0	1,000
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.						
1830000 729000	Maint. - Vehicles	2,421	3,000	3,000	2,644	3,000
Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.						
1830000 736000	Telephone	2,226	3,000	3,000	1,570	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 Lucyty						
1830000 737000	Travel	688	850	850	0	850
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1830000 741000 Professional Services	3,995	18,500	18,500	500	0	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 misc. traffic studies through consultants and to update traffic signal permits through PennDOT. Professional services needed during vehicular accidents.						
1830000 744000 Contract Services	34,027	30,000	30,000	21,041	30,000	30,000
Emergency repair, parts and maintenance of all City traffic signals and decorative street lights in the downtown area. This line item also includes centerline paint striping by a contractor, chemical disposal costs, contractor application of thermal plastic pavement markings and tree trimming services. Also pays monthly contractor bills for Signal repairs due to knock downs and pole repairs from vehicular accidents.						
1830000 744500 Training & School	800	800	800	0	0	800
Professional development in traffic-related areas, and computer training for new software use.						
1830000 754000 Street Lighting	689,781	720,000	720,000	527,591	720,000	569,000
Electrical power for street lights. During the first half of 2021, ownership of nearly 3,500 street lights will transfer from PPL to the City, resulting in an ongoing savings for power and maintenance of these streetlights.						
1830000 754500 Traffic Signals	938	850	850	828	1,100	1,500
Electrical power for school flashers and warning devices.						
1830000 760300 Office Supplies	228	400	400	114	400	400
Office supplies for the traffic section.						
1830000 760600 Operating Supplies	2,731	2,500	2,500	1,980	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	7,924	8,000	7,700	4,340	7,000	8,000
Gasoline, diesel, lubricants and motor oil.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1830000 767800	Sign Materials	24,740	30,000	30,000	21,018	25,000	60,000
	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	22,768	25,000	25,000	4,165	25,000	100,000
	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	7,240	10,000	10,000	3,016	10,000	10,000
	Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.						
1830000 820000	Minor Equipment	15,210	19,000	19,000	8,531	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	759	2,000	2,000	0	2,000	2,000
	Spare street light standards with fixtures for Old Towne and North Market Street.						
1830000 827100	Vehicle-Lease Purchase	26,233	48,600	48,600	25,733	48,559	40,500
	Vehicle #500 through 2023 (\$18,134.31) and vehicle #507 through 2024 (\$22,325.54)						
TOTAL	Traffic Expenses	1,049,075	1,134,411	1,136,164	809,297	1,114,376	1,091,708

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF STREETS

Traffic Section

1830000	611000	F	M	0.0350	Deputy Director PW Construction	4,741
TOTAL 611000 EMPLOYEES				0.0350		\$ 4,741
1830000	611500	F	M	1.0000	Super. Of Traf Signs & Markings	58,292
1830000	611500	F	A	1.0000	Alarm & Signal Technician 2	60,935
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	47,170
1830000	611500	F	A	1.0000	Traffic Sign & Mark Utility Op	47,170
TOTAL 611500 EMPLOYEES				4.0000		\$ 213,567
TOTAL EMPLOYEES				4.0350		\$ 218,308

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Motor Vehicles Expenses						
1850000 611500 Salaried Personnel	201,401	210,383	212,782	188,753	216,762	216,762
Salaries for the motor vehicle personnel.						
1850000 618500 Overtime	2,013	4,500	4,500	640	4,500	4,500
Overtime expenses anticipated for snow and ice emergency operations.						
1850000 620100 Educational Incentive	3,300	3,300	3,300	1,650	3,300	3,300
Expenses for Certification Incentive Program for three mechanics.						
1850000 722000 Maint. - Communications	0	100	100	0	100	100
Radio maintenance for the Motor Vehicles Section.						
1850000 723000 Maint. - Equipment	61	150	150	0	100	150
Expenses to maintain a typewriter, calculator and adding machine.						
1850000 729000 Maint. - Vehicles	4,000	4,000	4,000	3,968	4,000	4,000
Repairs for Motor Vehicles and Administrative fleet.						
1850000 735000 Printing	468	500	500	0	250	500
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)						
1850000 736000 Telephone	498	1,000	1,000	320	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	290	500	500	140	400	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	486	525	525
Expenses for miscellaneous office and copier supplies.						
1850000 760600 Operating Supplies	2,500	2,500	47,075	47,021	47,075	5,000
Chemicals, soaps, hardware, etc., which are considered shop expenses.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1850000 765400	Gas Oil & Diesel	7,294	7,000	7,000	4,713	6,000	7,000
	Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.						
1850000 766300	Tires & Batteries	1,057	1,300	1,300	1,295	1,300	1,300
	Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.						
1850000 767200	Misc. Vehicle Parts	2,686	2,700	2,700	2,072	2,700	2,700
	Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.						
1850000 820000	Minor Equipment	36,713	48,000	48,000	27,864	36,000	48,000
	Annual fee for the All Data Computer System, Emissions Machine and Diagnostic updates. Software, hardware, and other items needed at Lancaster Operations Center.						
1850000 827000	Vehicles	9,337	19,850	19,850	19,649	19,850	19,650
	5th. payment of 5 - #600 - \$9,336.97 2nd payment of 5 - #601 - \$10,311.02						
TOTAL	Motor Vehicles Expenses	272,144	306,308	353,282	298,569	343,612	314,987

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	61,854
1850000	611500	F	A	1.0000	Automotive Mechanic 2	52,179
1850000	611500	F	A	1.0000	Automotive Mechanic 2	52,179
1850000	611500	F	A	1.0000	Secretary 1	50,550
TOTAL 611500 EMPLOYEES				4.0000		\$ 216,762

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses						
Parks Administration Expenses						
1860000 620100 Educational Incentive	4,790	5,500	5,500	2,625	5,500	7,000
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.						
1860000 718000 Rental of Uniforms	5,344	5,000	5,000	3,455	5,000	5,000
Uniform rental expense for 24 employees.						
1860000 729000 Maint. - Vehicles	22,393	27,000	27,000	25,139	27,000	27,000
Maintenance and repair expense of the Parks division vehicles, including body repairs and painting.						
1860000 731000 Advertising	92	400	400	0	400	400
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.						
1860000 734000 Postage	186	250	250	138	250	250
All Bureau mailings, including street tree notices and pavilion rental permits.						
1860000 736000 Telephone	6,120	8,000	8,000	4,331	8,000	8,000
Telephone and cell phone expenses, email service connections and internet service for the Parks division.						
1860000 737000 Travel	0	700	700	0	700	700
Travel expenses for the bureau professional staff.						
1860000 744000 Contract Services	44,613	45,000	45,000	40,440	45,000	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.						
1860000 745000 Solid Waste Disposal	18,181	23,000	23,000	14,001	23,000	23,000
Tipping fees at the Lancaster Transfer Station for materials collected during rounds by the City-owned trash truck.						
1860000 760300 Office Supplies	644	1,000	1,000	818	1,000	1,000
Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1860000 765400	Gas Oil & Diesel	38,970	40,000	40,000	22,324	40,000	40,000
Vehicle and equipment fuel for the Bureau.							
1860000 820000	Minor Equipment	891	1,000	1,000	548	1,000	1,000
The annual copier payment and any upgrade of office equipment.							
TOTAL	Parks Administration Expenses	142,223	156,850	156,850	113,819	156,850	158,350

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Parks - Buildings Expenses							
1861000 611000	Salary - Bureau Chief	63,207	65,025	65,025	60,304	65,675	78,545
This line item accounts for 4% of the Deputy Director - Construction & Operations and 75% of the Facilities Manager salary that is attributable to facilities and building maintenance.							
1861000 611500	Salaried Personnel	436,199	466,885	468,473	373,336	433,057	505,229
Salaries of the full-time supervisory, maintenance and custodial staff in the Facilities division.							
1861000 618500	Overtime	1,590	2,500	2,500	419	1,250	2,500
Overtime expense due to maintenance performed after regular business hours and emergencies. Includes custodial.							
1861000 721000	Maint. - Buildings	53,706	65,000	50,000	30,665	60,050	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	45,549	40,000	40,000	38,542	40,000	45,000
Contracted maintenance of specialized building systems and equipment, including but not limited to HVAC controls, access control systems, emergency generators, audio/visual equipment and fuel storage/dispensing systems.							
1861000 736000	Telephone	16,436	27,948	27,948	11,263	16,000	30,000
Telephone maintenance and service.							
1861000 740400	Hazardous Waste Removal	1,811	0	0	0	0	0
1861000 744000	Contract Services	101,769	88,596	103,596	99,865	125,000	113,035
Building maintenance contracts (e.g. Building Automation System, carpet cleaning, standby generator service, window cleaning, elevator inspection and maintenance, fire and security system maintenance and monitoring, pest control, etc.) at various City-owned buildings.							

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1861000 744500	Training & School	260	500	500	400	500	1,000
	Training and continuing education for building maintenance personnel.						
1861000 752000	Power Electric	56,109	224,787	224,787	47,551	224,787	231,893
	Electricity expenses for all City-owned buildings.						
1861000 760600	Operating Supplies	67,744	80,000	80,000	43,412	70,646	85,000
	All supplies used by Facilities staff to maintain and/or repair properties, including but not limited to electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, PPE, paint/coatings, and miscellaneous fixtures.						
1861000 760700	Custodial Supplies	25,000	27,000	27,000	15,701	25,540	27,675
	Supplies used by custodial staff for the care, cleaning and sanitation of City buildings.						
1861000 766000	Heating Oil	30,119	95,749	95,749	21,067	75,000	81,875
	Purchasing of contracted heating system fuel (natural gas and oil) for all City-owned buildings.						
1861000 820000	Minor Equipment	1,551	5,150	5,150	4,913	4,913	5,000
	Purchase and replacement of minor equipment used for building maintenance.						
1861000 827000	Vehicles	14,156	26,557	29,700	14,156	28,699	15,545
	Lease purchase and replacement of vehicles used for Public Building Maintenance.						
1861000 829000	Capital Outlay	16,469	112,500	109,357	23,744	90,000	20,000
	Capital expenses for needed improvements/repairs at City properties during 2021.						
TOTAL	Parks - Buildings Expenses	931,674	1,328,197	1,329,785	785,337	1,261,116	1,307,297

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	73,127
1861000	611000	F	M	0.0400	Deputy Director PW Construction	5,418
TOTAL 611000 EMPLOYEES				0.7900		\$ 78,545
1861000	611500	F	M	0.7000	Building Maintenance Supervisor	38,021
1861000	611500	F	A	0.8000	Maintenance Technician-Electrician	41,703
1861000	611500	F	A	0.9000	Maintenance Technician - HVAC & Plumbi	51,468
1861000	611500	F	A	0.8500	Maintenance Carpenter	49,530
1861000	611500	F	A	1.0000	Senior Custodian	50,550
1861000	611500	F	A	0.9000	Parks Maintenance Worker	42,453
1861000	611500	F	A	0.9000	Building Maintenance Mechanic	44,199
1861000	611500	F	A	1.0000	Custodian 2	39,079
1861000	611500	F	A	1.0000	Custodian 2	39,079
1861000	611500	F	A	0.5000	Custodian 2	21,436
1861000	611500	F	A	1.0000	Custodian 1	40,544
1861000	611500	F	A	0.5000	Custodian 2	19,167
1861000	611500	F	A	0.7000	Maintenance Painter	28,000
Subtotal Full-Time				10.7500		
TOTAL 611500 EMPLOYEES				10.7500		\$ 505,229
TOTAL EMPLOYEES				11.5400		\$ 583,774

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1862000 760700	Custodial Supplies	3,242	5,000	5,000	417	1,200	3,500
	Supplies required for the custodial maintenance of Parks facilities including public restrooms.						
1862000 820000	Minor Equipment	10,193	8,000	8,000	4,335	5,000	8,000
	Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.						
1862000 827100	Vehicle-Lease Purchase	8,936	10,738	10,738	6,692	10,738	30,815
	Lease payments for vehicles and large equipment employed by the Parks Department for transportation and maintenance.						
1862000 829000	Capital Outlay	12,347	17,000	17,000	8,652	12,000	48,500
	Capital projects aimed at preserving and enhancing parks properties.						
TOTAL	Parks - Parks Expenses	600,576	686,037	687,636	418,072	585,399	934,117

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

1862000	611000	F	M	0.0300	Deputy Director PW Construction	4,064
TOTAL 611000 EMPLOYEES				0.0300		\$ 4,064
1862000	611500	F	M	0.6000	Parks Maintenance Supervisor	36,256
1862000	611500	F	M	0.1000	GI Maintenance Supervisor	3,908
1862000	611500	F	M	0.7000	Parks Labor Supervisor	37,169
1862000	611500	F	M	1.0000	Longs Park Maintenance Supv.	54,527
1862000	611500	F	M	1.0000	Parks Landscape Supervisor I	48,718
1862000	611500	F	A	0.5000	Utility Operator	23,369
1862000	611500	F	A	1.0000	Utility Operator	50,550
1862000	611500	F	A	1.0000	Utility Operator	50,550
1862000	611500	F	A	1.0000	Utility Operator	48,606
1862000	611500	F	A	1.0000	Utility Operator	42,603
1862000	611500	F	A	1.0000	Utility Operator	43,988
1862000	611500	F	A	1.0000	Laborer	39,079
1862000	611500	F	A	0.4000	Laborer	16,140
1862000	611500	F	A	0.4000	Laborer	16,140
1862000	611500	F	A	0.4000	Laborer	15,632
1862000	611500	F	A	0.4000	Utility Operator	17,595
1862000	611500	F	A	1.0000	Laborer	39,079
1862000	611500	F	A	0.6000	Utility Operator	30,330
1862000	611500	F	A	0.2000	Maintenance Painter	8,000
TOTAL 611500 EMPLOYEES				13.3000		\$ 622,238
TOTAL EMPLOYEES				13.3300		\$ 626,302

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Parks Tree Expenses							
1863000 611500	Salaried Personnel	197,593	198,957	199,924	158,869	179,363	202,110
Salaries for the Parks-Trees employees.							
1863000 618500	Overtime	634	2,000	2,000	26	2,000	2,000
Expenses for overtime to respond to emergency call-ins for fallen trees from storms, high winds, or vehicle accidents.							
1863000 723000	Maint. - Equipment	679	2,000	2,000	813	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	95	100	100	0	100	100
City Arborist membership in professional organizations.							
1863000 744000	Contract Services	0	1,000	1,000	0	500	1,000
Contracting with a commercial tub grinder operator to dispose of accumulated tree waste twice a year (eliminates solid waste disposal expense).							
1863000 744500	Training & School	0	200	200	185	200	200
Expenses for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures.							
1863000 760600	Operating Supplies	10,220	9,000	9,000	6,090	7,500	9,000
Supplies and materials to maintain City trees, shrubbery and flowers, including pesticides, fertilizers, mulch, peat moss, topsoil, tree wrap, tree stakes, small hand equipment and miscellaneous supplies. Also planting and maintaining of the new streetscape flower containers.							
1863000 810000	Special Events	0	200	200	150	150	200
Annual Arbor Day celebration and Shade Tree Commission award.							
1863000 820000	Minor Equipment	981	3,200	3,200	390	1,000	3,200
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							
TOTAL	Parks Trees Expenses	210,202	216,657	217,624	166,522	192,813	219,810

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	58,827
1863000	611500	F	A	1.0000	Tree Trimmer	52,830
1863000	611500	F	A	1.0000	Tree Climber	46,700
1863000	611500	F	A	1.0000	Tree Climber	43,753
TOTAL 611500 EMPLOYEES						
TOTAL 6115 EMPLOYEES				4.0000		\$ 202,110

			2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
1864000 829000	Capital Outlay		0	14,000	14,000	0	0	5,000
	Capital improvements needed for Central Market and/or the City Visitor Center on Penn Square.							
TOTAL	Parks - Central Market/Visitor Center Expenses	81,206		113,475	113,898	78,308	95,372	130,735

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	14,625
TOTAL 611000 EMPLOYEES				0.1500		\$ 14,625
1864000	611500	F	M	0.1000	Building Maintenance Supervisor	5,432
1864000	611500	F	A	0.5000	Custodian 2	21,436
1864000	611500	F	A	0.2000	Maintenance Technician - Electrician	10,426
1864000	611500	F	A	0.1000	Maintenance Tech- HVAC/Bldg	5,719
1864000	611500	F	A	0.1500	Maintenance Carpenter	8,741
1864000	611500	F	A	0.1000	Parks Maintenance Worker	4,717
1864000	611500	F	A	0.1000	Building Maintenance Mechanic	4,911
1864000	611500	F	A	0.5000	Custodian 2	19,167
1864000	611500	F	A	0.1000	Maintenance Painter	4,000
TOTAL 611500 EMPLOYEES				1.8500		\$ 84,547
TOTAL EMPLOYEES				2.0000		\$ 99,173

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/22/2020	2020 PROJECTED	2021 PROPOSED
General Fund - Expenses							
Parks - Southern Market Expenses							
1866000 721000	Maint. - Buildings	580	0	0	0	0	0
	Maintenance and minor building repairs.						
1866000 723000	Maint. - Equipment	405	0	0	0	0	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	136	0	0	0	0	0
	Building maintenance contracts for carpet cleaning/mats, window cleaning, elevator maintenance and inspection, plant maintenance, pest control and fire alarm system.						
1866000 760600	Operating Supplies	358	0	0	0	0	0
	Expense of custodial supplies, floor care chemicals, trash receptacles, light bulbs and miscellaneous supplies.						
1866000 766000	Heating Oil	432	0	0	0	0	0
	Contracted heating fuel.						
TOTAL	Parks - Southern Market Expenses	1,911	0	0	0	0	0
TOTAL	Public Works Expenses	6,128,045	6,968,283	6,966,225	4,941,384	6,445,709	7,160,621
TOTAL	General Fund - Expenses	58,797,025	62,705,747	62,705,747	53,872,563	60,719,138	64,561,058

STORMWATER MANAGEMENT FUND



**CITY OF
LANCASTER**

2021 BUDGET

CITY OF LANCASTER
STORMWATER MANAGEMENT FUND REVENUE SUMMARY
2020 BUDGET VS. 2021 BUDGET

<u>DESCRIPTION</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)
Fees for Services	\$4,150,000	\$4,300,000	\$4,648,000	\$498,000	12.0%
Miscellaneous Revenue	\$5,000	\$4,000	\$4,000	(\$1,000)	-20.0%
Other Income	\$76,904	\$76,974	\$77,050	\$146	0.2%
TOTAL SWM FUND REVENUES & SOURCES OF FUNDS	\$4,231,904	\$4,380,974	\$4,729,050	\$497,146	11.7%
Surplus/(Deficit)	(\$112,429)	\$335,704	\$0		

CITY OF LANCASTER
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY
2020 BUDGET VS. 2021 BUDGET

<u>BUREAU</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)
Administration	\$3,143,153	\$2,956,554	\$3,498,588	\$355,435	11.3%
Street Cleaning	\$789,417	\$775,166	\$749,353	(\$40,064)	-5.1%
Grounds Maintenance	\$411,763	\$313,550	\$481,109	\$69,346	16.8%
TOTAL STORMWATER MANAGEMENT					
FUND EXPENSES	\$4,344,333	\$4,045,270	\$4,729,050	\$384,717	8.9%

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Stormwater Management - Revenues							
SWM Revenues							
56000000 406300	Interest on Investment	15	0	0	66	70	50
Revenue is derived from the interest earned on idle funds.							
56000000 407100	Pension State Fund	66,808	76,904	76,904	76,904	76,904	77,000
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	4,330	5,000	5,000	3,315	4,000	4,000
Revenue is derived from income received from miscellaneous items.							
56000000 408101	Stormwater Mgmt Fee	4,366,160	4,150,000	4,150,000	3,772,994	4,300,000	4,648,000
Revenue is derived from stormwater management fees charged to property owners in the City.							
56000000 420000	Swr Grnds Exp Reimb	1,729	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	4,439,041	4,231,904	4,231,904	3,853,279	4,380,974	4,729,050
TOTAL	Stormwater Management - Revenues	4,439,041	4,231,904	4,231,904	3,853,279	4,380,974	4,729,050

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED	
Stormwater Management - Expenses							
SWM Admin Expenses							
56088600 611000	Salary - Bureau Chief	89,961	89,621	89,621	68,593	85,000	113,502
Salary expenses for the stormwater program manager.							
56088600 611500	Salaried Personnel	411,430	434,970	430,967	349,855	400,000	496,008
Bureau of Stormwater staff salaries. The Bureau also utilizes the City's Bureau of Procurement and Collections to prepare stormwater invoices.							
56088600 612000	Salary Temporary	0	45,000	0	0	0	22,500
Expenses for temporary employees to perform clean-up and maintenance of green infrastructure projects. Also includes expenses for paid interns.							
56088600 618500	Overtime	176	1,500	1,500	84	500	1,500
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.							
56088600 620200	Medical Insurance	300,000	315,000	315,000	288,750	315,000	300,000
Account covers health benefits of employees in this fund.							
56088600 620300	Dental/Vision	11,371	12,962	12,962	8,357	11,500	13,000
Account covers dental and vision insurance costs for all employees in this fund.							
56088600 620800	Social Security	86,885	105,846	105,846	75,651	88,000	102,000
Account covers social security for Bureau employees.							
56088600 620900	Life Insurance	2,537	3,242	3,242	2,301	3,242	3,300
Account covers Bureau employees' life insurance.							
56088600 623000	Pension Contribution	73,630	83,460	83,460	86,110	85,986	135,900
Account covers the City pension plan costs for Bureau employees.							
56088600 624000	Unemployment Compensation	0	0	0	20,537	21,000	5,000
56088600 625000	Workers Compensation	91,390	20,000	20,000	8,468	15,000	20,000
Account covers all Bureau employees for on the job injury claims.							

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56088600 714100 PC Lease	4,489	4,500	4,500	1,857	4,500	4,000
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Stormwater Management Staff.						
56088600 716000 Rental of Parking Lot	7,763	8,000	8,000	7,197	8,000	8,000
Account pays the Bureau cost of rental space for employees.						
56088600 718000 Rental of Uniforms	0	480	480	211	350	200
Account pays for rental of uniforms for employees.						
56088600 723000 Maint. - Equipment	6,221	10,000	10,000	5,743	8,000	9,000
Maintenance for miscellaneous office equipment.						
56088600 729000 Maint. - Vehicles	0	0	0	0	0	1,000
Maintenance of Stormwater vehicle #328						
56088600 731000 Advertising	1,048	10,000	10,000	0	2,000	5,000
Account pays for newspaper advertising of contracts, bids, and job vacancies.						
56088600 734000 Postage	23,498	25,000	25,000	19,329	20,000	28,000
Account covers all of the postage for billing and miscellaneous office mailings.						
56088600 735000 Printing	7,616	15,000	15,000	4,173	5,000	10,000
Account covers printing costs for the City's print shop and office photocopying, plotting.						
56088600 736000 Telephone	3,365	6,000	6,000	2,689	5,000	60,000
Account covers telephone service in the Bureau.						
56088600 737000 Travel	10,212	10,000	10,000	730	1,500	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	179,905	175,000	295,000	265,658	295,000	400,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56088600 741003 Prof. Services-Consent Decree	152,034	150,000	75,000	37,974	50,000	150,000
Professional Services related to compliance with Consent Decree						
56088600 743100 Credit Card Fees	1,727	1,300	1,300	505	1,000	1,300
Bureau's portion of credit card company fees.						
56088600 744000 Contract Services	59,835	100,000	100,000	18,023	30,000	75,000
Account pays for software support contract for PA One Call and CMMS/Asset Management software for the stormwater management program. Costs associated for IT contract service is also charged to this account.						
56088600 744500 Training & School	9,156	8,000	8,000	3,270	5,000	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 Expense	9,663	5,000	5,000	0	2,000	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	2,214	5,000	5,000	498	2,000	5,000
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.						
56088600 765400 Gas Oil & Diesel	0	0	0	0	0	1,000
Fuel for stormwater vehicle.						
56088600 772000 Insurance Package	11,117	13,265	13,265	12,489	13,265	15,000
Property and liability coverage for all Bureau facilities and vehicles.						
56088600 820000 Minor Equipment	8,828	15,000	15,000	6,353	9,000	15,000
Account reflects the cost of miscellaneous office equipment.						
56088600 820200 Safety Equipment	70	2,500	2,500	0	0	1,200
Account pays the cost of minor safety equipment for the bureau.						
56088600 825000 Computer Equip/Software	7,167	12,000	12,000	9,968	12,000	15,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56088600 827100	Vehicle Lease Purchase	0	7,500	7,500	5,700	5,700	6,300
	Annual purchase payment for Stormwater vehicle - 2019 Ford Escape for use in stormwater management inspection.						
56088600 911000	Indirect Costs	266,701	336,354	336,354	308,325	336,354	336,318
	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.						
56088600 923000	Paying Agent Fees	56	60	60	56	60	60
	This account represents payments to banks for maintenance of bond registration and payments of interest and principal.						
56088600 924000	Debt Service - Interest	517,223	538,912	538,912	527,159	538,912	555,500
	This line reflects interest payments on the 2014 and 2018 General Obligation bonds and the Pennvest Green Infrastructure loan.						
56088600 926000	Debt Service - Principal	0	576,684	576,684	547,175	576,684	561,000
	This line reflects principal redemption on the 2014 and 2018 General Obligation bonds and Pennvest Green Infrastructure loan.						
TOTAL	SWM Admin Expenses	2,357,287	3,147,156	3,143,153	2,693,788	2,956,554	3,498,588

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	96,284
56088600	611000	F	M	0.0650	Deputy Director/City Engineer	8,413
56088600	611000	F	M	0.0650	Deputy Director PW Construction	8,805
TOTAL 611000 EMPLOYEES				1.1300		\$ 113,502
56088600	611500	F	M	0.5000	Environmental Planner	34,195
56088600	611500	F	M	0.2500	Public Works Engineer	17,172
56088600	611500	F	A	0.2500	Engineering Cust Svce Coordinator	11,576
56088600	611500	F	M	0.2500	GIC Coordinator	16,442
56088600	611500	F	M	0.2500	GIS Analyst	13,684
56088600	611500	F	M	1.0000	Water Resource Eng 1	57,794
56088600	611500	F	M	0.1608	Bureau Chief Proc. & Collections	11,658
56088600	611500	F	M	0.1608	Customer Service Supervisor	9,153
56088600	611500	F	M	1.0000	GI Asset Coordinator	56,167
56088600	611500	F	A	1.0000	GI Asset Technician	47,564
56088600	611500	F	A	0.1608	Purchasing Coordinator	7,445
56088600	611500	F	A	0.1608	Revenue Clerk	7,661
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,246
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,834
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,494
56088600	611500	F	A	0.1608	Customer Care Coordinator	8,167
56088600	611500	F	A	0.1608	Customer Care Coordinator	7,445
56088600	611500	F	A	0.1608	Billing Coordinator 2	7,445
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,457
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,457
56088600	611500	F	A	0.1608	Cashier/Service Clerk	6,457
56088600	611500	F	A	0.1608	Billing Coordinator 2	7,445
56088600	611500	F	A	0.1608	Mail & Print Operator	6,104
56088600	611500	F	M	0.2500	Engineering Tech Specialist	13,264
56088600	611500	F	M	0.5000	PW Construction Inspector	32,050
56088600	611500	F	M	0.2500	Permit Coordinator	10,313
56088600	611500	F	A	1.0000	Urban Forestry Technician	48,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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Available for Merit - NonBargaining 9,761
Available for Merit - AFSCME 7,323

Subtotal Full-Time 6.9117

56088600	611500	P	A	0.1608	Data Entry Operator I	4,237
				Subtotal Part-Time		
				0.1608		

TOTAL 6115 EMPLOYEES 9.0725 \$ 496,008

TOTAL EMPLOYEES 10.2025 \$ 609,509

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Stormwater Management - Expenses							
SWM Street Cleaning Expenses							
56084200 611500	Salaried Personnel	483,402	503,253	506,631	432,022	490,166	505,953
	Salaries for the street cleaning personnel.						
56084200 618500	Overtime	19,465	18,000	18,000	9,310	18,000	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	1,987	2,000	2,000	1,609	2,000	2,000
	Uniforms for Bureau employees.						
56084200 729000	Maint. - Vehicles	56,330	65,000	80,000	77,034	80,000	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	47,579	60,000	48,000	37,025	60,000	65,000
	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	1,812	2,000	3,838	914	2,000	2,000
	Purchase of Bureau operating supplies, i.e. rakes, brooms, scrapers, shovels, gloves, water coolers, rain gear, locks and keys.						
56084200 765400	Gas Oil & Diesel	24,883	25,000	20,162	11,581	13,000	25,000
	Gasoline, Diesel and oil for Stormwater Management vehicles.						
56084200 825600	Mach/Equip Lease Purch	0	110,785	110,785	84,848	110,000	66,400
	#108- Last payment F550 truck \$15,862 #111 - 4th payment of 5 - \$21,348 (50% to streets/Liquid Fuels). #117 Final payment - \$8,902. 2017 Crew truck #113: Final payment - \$11,174.02 #472: Second Payment F250 truck \$9066.74						
TOTAL	SWM Street Cleaning Exp	635,459	786,038	789,416	654,342	775,166	749,353

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	54,539
56084200	611500	F	A	1.0000	Equipment Operator 2	49,721
56084200	611500	F	A	1.0000	Equipment Operator 2	53,778
56084200	611500	F	A	1.0000	Sweeper Operator 2	51,709
56084200	611500	F	A	1.0000	Sweeper Operator 2	45,323
56084200	611500	F	A	1.0000	Maintenance Worker	49,057
56084200	611500	F	A	1.0000	Maintenance Worker	41,345
56084200	611500	F	A	1.0000	Maintenance Worker	41,345
56084200	611500	F	A	1.0000	Laborer	39,079
56084200	611500	F	A	1.0000	Laborer	40,978
56084200	611500	F	A	1.0000	Laborer	39,079
TOTAL 611500 EMPLOYEES				11.0000		\$ 505,953

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Stormwater Management - Expenses						
SWM Grounds Maint Expenses						
56088700 611500 Salaried Personnel	119,635	208,269	208,893	137,653	156,815	191,859
Salaries of the Stormwater - Grounds Maintenance employees.						
56088700 612000 Salary Temporary	11,233	12,635	12,635	0	0	0
Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects and field data collection and inspection per the consent decree.						
56088700 618500 Overtime	780	5,000	5,000	176	5,000	5,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.						
56088700 718000 Rental of Uniforms	784	1,000	1,000	899	1,000	1,000
Uniforms for Bureau employees.						
56088700 723000 Maint. - Equipment	390	3,200	3,200	2,225	3,200	3,200
This code is for repair and maintenance of equipment.						
56088700 729000 Maint. - Vehicles	4,497	9,000	9,000	2,774	6,000	9,000
Maintenance of Vehicles under Stormwater Management.						
56088700 744000 Contract Services	0	30,000	15,000	155	2,500	15,000
This code is used for contracting raingarden professionals for planting and consulting.						
56088700 760600 Operating Supplies	18,989	50,000	75,000	60,327	75,000	75,000
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	1,291	3,000	3,000	0	0	3,000
This code is to purchase minor equipment for stormwater maintenance.						
56088700 822500 Landscaping Trees etc	1,752	35,000	25,000	0	10,000	100,000
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.						

			2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56088700 827100	Vehicle-Lease Purchase		0	54,035	54,035	52,613	54,035	78,050
Expenses for annual lease-purchase payments on a utility dump truck, skid loader and bucket truck (trees).								
TOTAL	SWM Grounds Maint Expenses		159,350	411,139	411,763	256,823	313,550	481,109
TOTAL	Stormwater Management - Expenses		3,152,096	4,344,333	4,344,333	3,604,953	4,045,270	4,729,050

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

56088700	611500	F	M	0.2000	Parks Maintenance and Construction Superv	12,085
56088700	611500	F	M	0.9000	Green Infrastrure Park Supervisor	46,359
56088700	611500	F	A	1.0000	Utility Operator	45,486
56088700	611500	F	A	0.5000	Utility Operator	23,369
56088700	611500	F	A	0.6000	Laborer	24,210
56088700	611500	F	A	1.0000	Laborer	40,350
TOTAL 611500 EMPLOYEES				4.2000		\$ 191,859

CITY OF LANCASTER

SEWER FUND



CITY OF
LANCASTER

2021 BUDGET

CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2020 BUDGET VS. 2021 BUDGET

<u>DESCRIPTION</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)
Fees for Services	\$19,097,036	\$17,560,000	\$18,605,000	(\$492,036)	-2.6%
Miscellaneous Revenue	\$47,950	\$297,859	\$101,950	\$54,000	112.6%
Other Income	\$220,123	\$219,123	\$215,000	(\$5,123)	-2.3%
TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$19,365,109	\$18,076,982	\$18,921,950	(\$443,159)	-2.3%
Surplus/(Deficit)	\$0	\$1,242,910	(\$969,284)		

**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2020 BUDGET VS. 2021 BUDGET**

<u>BUREAU</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u> (proposed)	<u>\$ INCREASE (DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE (DECREASE)</u> (vs. 2020 Budget)
Administration	\$9,634,115	\$8,679,272	\$9,654,112	\$19,997	0.2%
Collections	\$2,386,788	\$2,097,435	\$2,767,148	\$380,360	15.9%
Pumping Stations	\$1,481,043	\$1,304,932	\$1,507,468	\$26,425	1.8%
Treatment	\$5,828,663	\$4,717,933	\$5,928,006	\$99,343	1.7%
Grounds Maintenance	\$34,500	\$34,500	\$34,500	\$0	0.0%
TOTAL SEWER FUND EXPENSES					
	\$19,365,109	\$16,834,072	\$19,891,234	\$526,125	2.7%

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Wastewater Revenues						
56100000 400900 Lien Interest & Costs	1,398	0	0	0	0	0
Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.						
56100000 404400 Rent of City Property	140,549	40,950	40,950	38,681	40,950	40,950
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.						
56100000 405600 Auction Income	9,465	0	0	0	0	0
Revenues are derived from the auction of unneeded equipment.						
56100000 406300 Interest on Investment	4,843	2,000	2,000	1,290	1,300	1,000
Revenue is derived from the interest earned on idle funds.						
56100000 407100 Pension State Fund	195,153	205,123	205,123	205,123	205,123	205,000
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	61,507	5,000	5,000	244,025	255,609	60,000
Revenue is derived from income received from miscellaneous items. In 2020, this account includes payments from two of the City's municipal sewer partners for nutrient credit purchases.						
56100000 408100 Sewage Treatment	10,021,496	14,037,036	14,037,036	11,764,109	13,500,000	14,000,000
Revenue is derived from sewer fees charged to retail customers.						
56100000 408200 Industrial Waste Surchg	859,753	900,000	900,000	442,698	610,000	700,000
Revenue is derived from surcharges to businesses that discharge high amounts of contaminants into the sewer system. This line item also accounts for revenue derived from the Water Bureau for the treatment of sludge created by Water Bureau operations.						
56100000 408300 Bulk Sewage Treatment	4,343,546	4,000,000	4,000,000	2,379,609	3,300,000	3,750,000
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56100000 408400	SLSA Operating Charges	156,425	160,000	160,000	115,710	150,000	155,000
	Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.						
56100000 408600	Industrial Waste Permits	47,500	15,000	15,000	10,000	10,000	10,000
	Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.						
56100000 408700	Industrial Waste Penalty	1,000	0	0	4,000	4,000	0
	Revenue is derived from the penalty assessed for the dumping of unauthorized waste into the sewer system.						
TOTAL	Wastewater Revenues	15,842,635	19,365,109	19,365,109	15,205,244	18,076,982	18,921,950
TOTAL	Wastewater - Revenues	15,842,635	19,365,109	19,365,109	15,205,244	18,076,982	18,921,950

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56188000 620900 Life Insurance	6,453	7,466	7,466	5,574	7,250	7,500
Account covers Bureau employees' life insurance.						
56188000 623000 Pension Contribution	216,180	225,351	225,351	238,028	237,526	259,114
Account covers the City pension costs for Bureau employees.						
56188000 624000 Unemployment Compensation	0	10,000	10,000	6,340	7,500	10,000
Account covers state unemployment for Bureau employees.						
56188000 625000 Workers Compensation	82,065	60,000	60,000	37,566	50,000	60,000
Account covers all Bureau employees for on the job injury claims.						
56188000 714100 PC Lease	11,223	11,250	11,250	11,223	11,250	10,200
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	3,201	3,525	3,525	2,968	3,600	4,000
This account pays the Bureau cost of rental space for customer service employees. I						
56188000 718000 Rental of Uniforms	10,812	10,000	10,000	9,585	10,000	15,000
This account pays for rental of uniforms for employees.						
56188000 723000 Maint. - Equipment	7,618	8,600	10,600	10,232	14,550	15,000
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.						
56188000 731000 Advertising	1,957	3,000	3,000	0	2,100	3,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.						
56188000 734000 Postage	30,574	31,500	31,500	21,847	26,000	32,000
This account covers all of the postage for bills, and miscellaneous office mailings.						
56188000 735000 Printing	5,509	6,300	6,300	3,961	5,000	12,000
This account covers printing costs for the City's print shop and office photocopying.						
56188000 736000 Telephone	34,129	45,000	45,000	28,366	34,000	45,000
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56188000 737000 Travel	4,662	7,000	7,000	0	0	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	27,500	27,500	27,500	27,500	27,500
This was 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	250,000	250,000	82,639	82,639	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	1,397,978	1,100,000	1,100,000	430,127	535,000	1,081,815
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.						
56188000 743000 Bank Service Charges	13,158	14,500	14,500	14,197	14,400	14,500
This line item is for the Bureau's portion of banks service charges.						
56188000 743100 Credit Card Fees	7,217	7,100	7,100	3,010	3,050	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	37,087	75,000	75,000	16,474	20,000	61,200
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.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56188000 744500 Training & School	15,104	21,000	21,000	9,060	15,000	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	1,420	3,000	3,000	341	1,000	3,000
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.						
56188000 772000 Insurance Package	155,957	186,888	186,888	180,490	185,000	190,000
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.						
56188000 820000 Minor Equipment	4,933	8,500	8,500	2,204	5,000	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	6,329	46,000	46,000	2,625	5,000	46,000
Account pays the cost of minor safety equipment for the Bureau.						
56188000 825000 Computer Equip/Software	7,030	20,000	20,000	6,581	7,000	20,000
Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56188000 827100 Vehicle Lease Purchase	0	1,647	1,647	1,641	1,641	1,650
Portion of Vehicle #723 for Procurement and Collections						
56188000 911000 Indirect Costs	557,812	441,609	441,609	404,808	441,609	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	495	700	700	366	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	1,521,469	2,560,478	2,560,478	2,537,537	2,560,478	2,437,402
Account pays interest payments on the Series 2011, 2014 and 2016 (2007 refinancing), 2018 and 2019 (2009 refinancing) General Obligation bonds and Pennvest loans.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56188000 926000 Debt Service - Principal	0	2,626,244	2,626,244	2,604,392	2,626,244	2,733,868
Account pays principal redemption on the Series 2011, 2014 and 2016 (2007 refinancing), 2018 and 2019 (2009 refinancing) General Obligation bonds and Pennvest loans.						
TOTAL Sewer Administration Expenses	5,767,870	9,654,751	9,634,115	8,241,192	8,679,272	9,654,112

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

56188000	611000	F	M	0.5000	Deputy Director Public Works - Utilities	65,617
56188000	611000	F	M	0.2750	Deputy Director/City Engineer	35,593
56188000	611000	F	M	0.2750	Deputy Director PW Construction	37,251
TOTAL 61100 EMPLOYEES				1.0500		\$ 138,461
56188000	611500	F	M	1.0000	Senior Project Manager - Utilities	90,900
56188000	611500	F	M	0.1901	Bureau Chief Proc. & Collections	13,780
56188000	611500	F	M	0.1901	Customer Service Supervisor	10,820
56188000	611500	F	M	0.2500	Information Services Manager	20,358
56188000	611500	F	M	0.1400	Communications Specialist	7,613
56188000	611500	F	A	0.1901	Purchasing Coordinator	8,801
56188000	611500	F	A	0.1901	Billing Coordinator 1	8,801
56188000	611500	F	A	0.1901	Billing Coordinator 2	8,801
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,634
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,634
56188000	611500	F	A	0.1901	Cashier/Service Clerk	7,632
56188000	611500	F	A	0.1901	Customer Care Coordinator	10,442
56188000	611500	F	A	0.1901	Customer Care Coordinator	10,041
56188000	611500	F	A	0.1901	Customer Care Coordinator	9,655
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,801
56188000	611500	F	A	0.1901	Customer Care Coordinator	8,565
56188000	611500	F	A	0.1901	Revenue Clerk	9,056
56188000	611500	F	A	0.5000	Secretary I	23,369
56188000	611500	F	A	0.3027	Utility Service Coordinator	13,244
56188000	611500	F	A	0.1901	Mail & Print Operator	7,216
					Available for Merit - NonBargaining	14,721
					Available for Merit - AFSCME	24,216
			Subtotal Full-Time	5.0437		
56188000	611500	P	A	0.1901	Data Entry Operator I	4,687

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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Subtotal Part-Time 0.1901

TOTAL 611500 EMPLOYEES 5.2337 \$ 336,787

TOTAL EMPLOYEES 6.2837 \$ 475,247

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Wastewater - Expenses						
Sewer Collections Expenses						
56188100 611500 Salaried Personnel	934,714	864,662	871,288	735,340	833,185	1,066,648
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	38,802	60,000	60,000	20,077	25,000	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	130,651	150,000	150,000	131,644	150,000	175,000
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.						
56188100 744000 Contract Services	70,031	200,000	195,000	101,952	110,000	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	183,589	350,000	279,940	107,668	250,000	400,000
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes.						
56188100 760300 Office Supplies	0	500	0	0	500	500
Cost of miscellaneous office supplies for Sewer Collections.						
56188100 760600 Operating Supplies	406,352	350,000	415,440	299,087	350,000	450,000
Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames, tools, and safety warning devices. This line reflects the cost of safety supplies for work crews, and additional preventative maintenance measures. Also, the collection crew is converting the old brick sewer inlets to concrete where it is appropriate.						
56188100 765400 Gas Oil & Diesel	51,512	70,000	70,000	28,752	45,000	80,000
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56188100 820000	Minor Equipment	479	5,000	5,000	277	3,750	5,000
This line includes the purchase of minor equipment required to perform collection system repair and maintenance.							
56188100 827100	Vehicle-Lease Purchase	0	330,000	340,120	301,101	330,000	330,000
This line covers the annual payments required under a five-year lease purchase agreements to purchase vehicles and equipment.							
TOTAL	Sewer Collections Expenses	1,816,131	2,380,162	2,386,788	1,725,898	2,097,435	2,767,148

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	68,783
56188100	611500	F	M	0.2000	GI & Parks Maintenance Supervisor	12,085
56188100	611500	F	M	1.0000	Labor Supervisor 1	58,646
56188100	611500	F	A	1.0000	Equipment Operator 1	48,797
56188100	611500	F	A	1.0000	Equipment Operator 1	44,160
56188100	611500	F	A	1.0000	Equipment Operator 1	44,160
56188100	611500	F	A	1.0000	Equipment Operator 1	44,160
56188100	611500	F	A	1.0000	Equipment Operator 1	42,771
56188100	611500	F	A	1.0000	Equipment Operator 1	48,797
56188100	611500	F	A	1.0000	Equipment Operator 2	51,709
56188100	611500	F	A	1.0000	Equipment Operator 2	49,720
56188100	611500	F	A	1.0000	Laborer	39,079
56188100	611500	F	A	1.0000	Utility Locator	56,437
56188100	611500	F	A	1.0000	Sewer Technician	53,000
56188100	611500	F	A	1.0000	Sewer Technician	56,437
56188100	611500	F	A	1.0000	Sewer Technician	53,000
56188100	611500	F	A	1.0000	Sewer Technician	49,283
56188100	611500	F	M	0.2500	Public Works Engineer	17,172
56188100	611500	F	M	0.2500	Engineering Tech Specialist	13,264
56188100	611500	F	M	0.2500	GIC Coordinator	16,442
56188100	611500	F	M	0.2500	GIS Analyst	13,684
56188100	611500	F	A	1.0000	CCTV Technician	60,062
56188100	611500	F	A	1.0000	CCTV Technician	60,000
56188100	611500	F	A	1.0000	Equipment Operator 3	65,000
TOTAL 611500 EMPLOYEES				20.2000		\$ 1,066,648

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Wastewater - Expenses						
Sewer Pumping Stations Expenses						
56188200 611500 Salaried Personnel	801,466	798,586	808,143	740,344	840,332	821,568
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	23,760	29,000	29,000	13,469	15,600	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	1,428	2,500	2,500	1,228	2,000	2,500
This account provides for the up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.						
56188200 723000 Maint. - Equipment	51,752	85,000	85,000	60,173	75,000	87,000
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	376,086	450,000	450,000	263,284	310,000	450,000
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.						
56188200 760600 Operating Supplies	1,856	2,400	2,400	186	1,800	2,400
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.						
56188200 766000 Heating Oil	18,514	25,000	25,000	11,345	16,500	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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56188200 820000	Minor Equipment	2,627	5,000	5,000	629	2,500	5,000
	Tools and minor equipment						
56188200 827100	Vehicle-Lease Purchase	0	24,000	24,000	10,364	13,000	35,000
	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) #308 Truck with a utility body, through 2024 (5 year lease)						
56188200 829000	Capital Outlay	0	50,000	50,000	26,700	28,200	50,000
	Sunnyside PS Pump Pump Rotating assembly replacement						
TOTAL	Sewer Pumping Stations Expenses	1,277,489	1,471,486	1,481,043	1,127,723	1,304,932	1,507,468

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

56188200	611500	F	M	1.0000	Waste Wtr Plant Maint Supv.	70,462
56188200	611500	F	M	1.0000	Electrical/Mechanical Supervisor	67,107
56188200	611500	F	A	1.0000	Instrument Technician	63,902
56188200	611500	F	A	1.0000	Instrument Technician	59,081
56188200	611500	F	A	1.0000	Plant Maint Mechanic	52,179
56188200	611500	F	A	1.0000	Plant Maint Mechanic	52,179
56188200	611500	F	A	1.0000	Plant Maint Mechanic	52,179
56188200	611500	F	A	1.0000	Plant Maint Mechanic	52,179
56188200	611500	F	A	1.0000	Plant Maint Mechanic	52,179
56188200	611500	F	A	1.0000	Plant Maint Mechanic	49,110
56188200	611500	F	A	1.0000	Plant Maint Mechanic	47,564
56188200	611500	F	A	1.0000	Plant Maint Mechanic	45,155
56188200	611500	F	A	1.0000	Maintenance Worker	45,356
56188200	611500	F	A	1.0000	Maintenance Electrician 3	59,081
56188200	611500	F	A	1.0000	Maintenance Electrician 3	53,855
TOTAL 61150 EMPLOYEES				15.0000		\$ 821,568

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Wastewater - Expenses						
Sewer Treatment Expenses						
56188300 611500 Salaried Personnel	844,824	1,016,810	1,023,263	777,435	890,624	1,031,006
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	24,366	44,700	44,700	10,421	15,000	40,000
This account provides for coverage of wastewater operations, laboratory, and biosolids handling personnel, on sick leave, vacations, holidays, worker's compensations, and open shifts. This also covers emergency labor and overtime caused by vacant positions.						
56188300 721000 Maint. - Buildings	30,391	50,000	50,000	16,567	30,000	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	484,656	500,000	500,000	241,741	400,000	500,000
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.						
56188300 729000 Maint. - Vehicles	19,933	18,000	18,000	10,220	12,000	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	216,799	300,000	285,100	155,890	196,000	300,000
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.						
56188300 746500 Water Utility Expense	130,296	126,000	126,000	77,819	122,000	130,000
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56188300 766000	Heating Oil	60,044	70,000	70,000	46,256	53,000	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	4,552	6,500	11,500	5,159	6,000	17,000
	Minor equipment purchases including tools, wastewater samplers, and laboratory equipment.						
56188300 827100	Vehicle-Lease Purchase	0	37,200	45,100	42,309	42,309	44,000
	This account covers the annual payments required under a lease purchase agreement for the following vehicles: #327 - truck through 2021 (3 year lease) #341 - SUV through 2024 (5 year lease) #475 - Boom mower through 2024 (5 year lease).						
56188300 829000	Capital Outlay	30,196	120,000	120,000	35,343	100,000	120,000
	This line accounts for expenditures made for new and replacement equipment.						
TOTAL	Sewer Treatment Expenses	5,002,020	5,824,210	5,828,663	3,850,909	4,717,933	5,928,006

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	66,201
56188300	611500	F	M	1.0000	Wastewater Operations Supervisor	72,835
56188300	611500	F	M	1.0000	Wastewater Analyst	58,314
56188300	611500	F	M	1.0000	Pretreatment Inspector - FOG	52,520
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	61,854
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	57,187
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	52,129
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	52,129
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	52,129
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	52,129
56188300	611500	F	A	1.0000	Waste Wtr Plant Operator Technician	50,619
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	47,810
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	58,271
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	50,798
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	46,305
56188300	611500	F	A	1.0000	Sludge Dewatering Technician	46,305
56188300	611500	F	A	1.0000	Laboratory Technician I	54,943

TOTAL 611500 EMPLOYEES

19.0000

\$ 1,031,006

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Wastewater - Expenses						
Sewer Grounds Maintenance Expenses						
56188400 611501 Salary - Direct Invoice	7,905	11,000	11,000	0	11,000	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	3,974	5,500	5,500	0	5,500	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	15,318	18,000	18,000	0	18,000	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 Expenses	27,197	34,500	34,500	0	34,500	34,500
TOTAL Wastewater - Expenses	13,890,707	19,365,109	19,365,109	14,945,723	16,834,072	19,891,234

CITY OF LANCASTER

WATER FUND



CITY OF
LANCASTER

2021 BUDGET

CITY OF LANCASTER

CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2020 BUDGET VS. 2021 BUDGET

<u>DESCRIPTION</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)
Fees for Services	\$29,200,000	\$28,300,000	\$29,300,000	\$100,000	0.3%
Miscellaneous Revenue	\$515,926	\$450,626	\$520,150	\$4,224	0.8%
Other Income	\$325,493	\$315,493	\$325,000	(\$493)	-0.2%
TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$30,041,419	\$29,066,119	\$30,145,150	\$103,731	0.3%
Surplus/(Deficit)	(\$1,740,039)	(\$1,285,019)	(\$3,827,414)		

**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2020 BUDGET VS. 2021 BUDGET**

<u>BUREAU</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)
Administration	\$16,749,209	\$16,364,141	\$18,917,184	\$2,167,975	12.9%
Transfer to General Fund	\$4,000,000	\$4,000,000	\$4,000,000	\$0	0.0%
Susquehanna Treatment Plant	\$3,536,147	\$3,079,884	\$3,637,890	\$101,743	2.9%
Conestoga Treatment Plant	\$3,217,254	\$2,727,986	\$3,034,835	(\$182,419)	-5.7%
Transmission & Distribution	\$2,701,154	\$2,731,201	\$3,106,553	\$405,399	15.0%
Meter Shop	\$714,249	\$636,951	\$704,215	(\$10,034)	-1.4%
Grounds Maintenance	\$523,816	\$478,857	\$220,813	(\$303,003)	-57.8%
Laboratory	\$339,629	\$332,118	\$351,074	\$11,445	3.4%
TOTAL WATER FUND EXPENSES	\$31,781,458	\$30,351,138	\$33,972,564	\$2,191,106	6.9%

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Revenues							
Water Revenues							
56200000 400900	Lien Interest & Costs	1,402	0	0	0	0	0
Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.							
56200000 404400	Rent of City Property	304,223	290,426	290,426	281,264	290,426	300,000
Revenue is derived from rental of space to cellular service providers for antennas.							
56200000 406300	Interest on Investment	677	500	500	189	200	150
Revenue is derived from the interest earned on idle funds.							
56200000 407100	Pension State Fund	287,272	285,493	285,493	285,493	285,493	285,000
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	26,215,501	29,200,000	29,200,000	25,496,686	28,300,000	29,300,000
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.							
56200000 407900	Reimb. - Meter Labor	216,799	225,000	225,000	155,890	160,000	220,000
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.							
56200000 408000	Miscellaneous Revenue	79,090	40,000	40,000	29,747	30,000	40,000
Revenues of the water system not otherwise credited.							
56200000 420000	Swr Grnds Exp Reimb	2,245	0	0	0	0	0
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilites (plant, pump stations, etc.).							
TOTAL	Water Revenues	27,107,210	30,041,419	30,041,419	26,249,268	29,066,119	30,145,150
TOTAL	Water - Revenues	27,107,210	30,041,419	30,041,419	26,249,268	29,066,119	30,145,150

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Expenses						
Water Administration Expenses						
56289000 611000 Salary - Bureau Chief	37,471	37,506	37,506	22,934	26,607	262,941
This line item accounts for the 2021 allocated salary expenses for the DPW Deputy Directors for Public Rights of Way (47.8%), Utilities (50%), and Construction & Operations (47.8%). Prior to 2021, this line item accounted for only the allocated portion (30%) of the Deputy Director for Public Rights of Way.						
56289000 611500 Salaried Personnel	709,794	896,898	854,381	702,723	812,052	674,597
This line item accounts for the salaries of the Administration Section of the Bureau of Water.						
56289000 612000 Salary Temporary	0	0	0	0	0	8,000
This line item pays for the salary of temporary employees						
56289000 618500 Overtime	1,343	0	0	426	600	1,000
Overtime expenses paid to administrative staff in the Water Bureau.						
56289000 619200 OPEB Contribution	975,696	528,814	528,814	357,770	429,324	429,324
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
56289000 620100 Educational Incentive	23,400	24,000	24,000	12,061	24,120	26,500
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	2,050,000	2,050,000	1,879,167	2,050,000	2,000,000
This line item accounts for medical insurance for employees in the Bureau of Water.						
56289000 620300 Dental/Vision	51,753	53,171	53,171	31,991	45,000	53,000
This line item accounts for employee dental and eye insurance premiums.						
56289000 620800 Social Security	351,021	389,780	389,780	316,201	390,000	395,000
This line item accounts for Social Security payments made for Bureau of Water employees.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289000 620900 Life Insurance	10,851	11,400	11,400	9,798	11,400	11,500
This line item accounts for life insurance expenses for Bureau of Water employees.						
56289000 623000 Pension Contribution	326,165	322,352	322,352	338,699	338,699	347,167
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	15,332	10,000	10,000	30,368	35,000	15,000
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						
56289000 625000 Workers Compensation	64,183	100,000	119,184	88,173	110,000	120,000
This line item accounts for workers' compensation claims for Bureau of Water employees.						
56289000 714100 PC Lease	15,713	15,800	15,800	15,713	15,800	14,700
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Water Department staff.						
56289000 716000 Rental of Parking Lot	6,973	7,100	8,400	7,608	9,150	9,200
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.						
56289000 718000 Rental of Uniforms	13,823	14,000	14,000	12,590	14,100	16,000
Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
56289000 723000 Maint. - Equipment	17,775	20,000	20,000	16,728	22,500	22,500
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
56289000 731000 Advertising	3,853	5,000	5,000	737	2,000	5,000
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
56289000 734000 Postage	62,769	70,000	70,000	49,831	58,500	72,000
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	19,073	17,000	17,000	13,089	14,550	25,000
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. This also includes copiers.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289000 736000 Telephone	59,555	72,000	72,000	61,641	75,750	78,000
This account covers telephone services, including cellular phones.						
56289000 737000 Travel	3,761	4,000	4,000	1,516	1,600	7,000
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	490	1,200	1,200	544	845	1,200
This account covers items not specifically budgeted elsewhere, including customer relations and license fees.						
56289000 740000 Utility Assistance Program	0	22,500	22,500	22,500	22,500	22,500
This was 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	406,768	875,000	875,000	498,972	700,000	979,000
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 2021, 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	24,521	29,500	29,500	26,402	26,900	29,500
This line item accounts for the Water Fund's share of bank service charges.						
56289000 743100 Credit Card Fees	8,148	6,900	6,900	3,087	3,400	8,200
This line item accounts for the Water Fund's share of credit card company fees.						
56289000 744000 Contract Services	13,500	20,000	27,000	8,954	10,800	36,000

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Expenses						
Water Administration Exp						
56289000 611000 Salary - Bureau Chief	37,471	37,506	37,506	22,934	26,607	262,941
This line item accounts for the 2021 allocated salary expenses for the DPW Deputy Directors for Public Rights of Way (47.8%), Utilities (50%), and Construction & Operations (47.8%). Prior to 2021, this line item accounted for only the allocated portion (30%) of the Deputy Director for Public Rights of Way.						
56289000 611500 Salaried Personnel	709,794	896,898	854,381	702,723	812,052	674,597
This line item accounts for the salaries of the Administration Section of the Bureau of Water.						
56289000 612000 Salary Temporary	0	0	0	0	0	8,000
This line item pays for the salary of temporary employees						
56289000 618500 Overtime	1,343	0	0	426	600	1,000
Overtime expenses paid to administrative staff in the Water Bureau.						
56289000 619200 OPEB Contribution	975,696	528,814	528,814	357,770	429,324	429,324
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
56289000 620100 Educational Incentive	23,400	24,000	24,000	12,061	24,120	26,500
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	2,050,000	2,050,000	1,879,167	2,050,000	2,000,000
This line item accounts for medical insurance for employees in the Bureau of Water.						
56289000 620300 Dental/Vision	51,753	53,171	53,171	31,991	45,000	53,000
This line item accounts for employee dental and eye insurance premiums.						
56289000 620800 Social Security	351,021	389,780	389,780	316,201	390,000	395,000
This line item accounts for Social Security payments made for Bureau of Water employees.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289000 620900 Life Insurance	10,851	11,400	11,400	9,798	11,400	11,500
This line item accounts for life insurance expenses for Bureau of Water employees.						
56289000 623000 Pension Contribution	326,165	322,352	322,352	338,699	338,699	347,167
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	15,332	10,000	10,000	30,368	35,000	15,000
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						
56289000 625000 Workers Compensation	64,183	100,000	119,184	88,173	110,000	120,000
This line item accounts for workers' compensation claims for Bureau of Water employees.						
56289000 714100 PC Lease	15,713	15,800	15,800	15,713	15,800	14,700
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Water Department staff.						
56289000 716000 Rental of Parking Lot	6,973	7,100	8,400	7,608	9,150	9,200
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.						
56289000 718000 Rental of Uniforms	13,823	14,000	14,000	12,590	14,100	16,000
Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
56289000 723000 Maint. - Equipment	17,775	20,000	20,000	16,728	22,500	22,500
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
56289000 731000 Advertising	3,853	5,000	5,000	737	2,000	5,000
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
56289000 734000 Postage	62,769	70,000	70,000	49,831	58,500	72,000
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	19,073	17,000	17,000	13,089	14,550	25,000
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. This also includes copiers.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289000 736000 Telephone	59,555	72,000	72,000	61,641	75,750	78,000
This account covers telephone services, including cellular phones.						
56289000 737000 Travel	3,761	4,000	4,000	1,516	1,600	7,000
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	490	1,200	1,200	544	845	1,200
This account covers items not specifically budgeted elsewhere, including customer relations and license fees.						
56289000 740000 Utility Assistance Program	0	22,500	22,500	22,500	22,500	22,500
This was 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	406,768	875,000	875,000	498,972	700,000	979,000
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 2021, 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	24,521	29,500	29,500	26,402	26,900	29,500
This line item accounts for the Water Fund's share of bank service charges.						
56289000 743100 Credit Card Fees	8,148	6,900	6,900	3,087	3,400	8,200
This line item accounts for the Water Fund's share of credit card company fees.						
56289000 744000 Contract Services	13,500	20,000	27,000	8,954	10,800	36,000

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Account pays for 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	10,198	14,000	12,700	4,366	5,000	20,000
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	6,406	7,000	7,000	2,805	6,500	7,200
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	177,210	220,177	220,177	193,609	220,000	230,000
This line item accounts for the insurance package for the Bureau of Water.						
56289000 820000 Minor Equipment	11,268	20,000	20,000	13,366	16,000	21,100
This line item accounts for the purchase of minor equipment and copier rental charges.						
56289000 820200 Safety Equipment	9,698	55,000	55,000	10,711	20,000	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	9,062	10,000	35,000
This line item accounts for purchase of GIS equipment, public works CMMS software and new water model program.						
56289000 911000 Indirect Costs	820,314	814,355	814,355	746,492	814,355	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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289000 914000	Revenue Tsfr'd to City	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	1,178	1,700	1,700	1,213	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	5,082,493	6,768,189	6,768,189	6,720,937	6,768,189	7,975,000
	This line reflects interest payments on the Series 2011, 2014, 2016 (2007 refinancing), 2018, and 2019 (2009 refinancing) General Obligation bonds and the 2015 Note (2010 refinancing).						
56289000 926000	Debt Service - Principal	0	3,251,200	3,251,200	3,251,200	3,251,200	4,088,000
	This line reflects principal redemption on the Series 2011, 2014, 2016 (2007 refinancing), 2018, and 2019 (2009 refinancing) General Obligation bonds and the 2015 Note (2010 refinancing).						
TOTAL	Water Administration Expenses	15,750,576	20,765,542	20,749,209	19,150,646	20,364,141	22,917,184

CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET

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

56289000	611000	F	M	0.4780	Deputy Director/PROW	61,867
56289000	611000	F	M	0.5000	Deputy Director Public Works - Utilities	65,617
56289000	611500	F	M	0.4780	Deputy Director PW Construction	135,457
TOTAL 611000 EMPLOYEES				1.4560		\$ 262,941
56289000	611500	F	M	1.0000	Senior Project Manager	85,850
56289000	611500	F	M	1.0000	Utility Engineer	69,172
56289000	611500	F	M	1.0000	Water Treatment Manager	79,834
56289000	611500	F	M	0.4270	Bureau Chief Proc. & Collections	30,961
56289000	611500	F	M	0.2500	Information Services Manager	20,358
56289000	611500	F	M	0.2700	Communications Specialist	14,683
56289000	611500	F	M	0.4270	Customer Service Supervisor	24,068
56289000	611500	F	A	0.4270	Billing Clerk	22,559
56289000	611500	F	A	0.4270	Billing Coordinator 1	19,773
56289000	611500	F	A	0.4270	Billing Coordinator 2	19,773
56289000	611500	F	A	0.4270	Cashier/Service Clerk	17,147
56289000	611500	F	A	0.4270	Cashier/Service Clerk	17,147
56289000	611500	F	A	0.4270	Cashier/Service Clerk	17,148
56289000	611500	F	A	0.4270	Customer Care Coordinator	23,461
56289000	611500	F	A	0.4270	Customer Care Coordinator	21,691
56289000	611500	F	A	0.4270	Customer Care Coordinator	19,773
56289000	611500	F	A	0.4270	Customer Care Coordinator	19,244
56289000	611500	F	A	0.4270	Mail & Print Operator	16,211
56289000	611500	F	A	0.4270	Purchasing Coordinator	19,773
56289000	611500	F	A	0.4270	Revenue Clerk	20,347
56289000	611500	F	A	0.5000	Secretary I	23,369
					Available for Merit - NonBargaining	31,219
					Available for Merit - AFSCME	30,507
Subtotal Full-Time				10.4251		

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
56289000 611500	P	A	0.4270 Data Entry Operator I	10,531
		Subtotal	Part-Time 0.4270	
TOTAL 611500 EMPLOYEES			10.8521	\$ 674,597
TOTAL EMPLOYEES			12.3081	\$ 937,538

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Expenses						
Water Susquehanna Trmt Plant Expenses						
56289100 611500 Salaried Personnel	928,888	958,108	965,187	889,712	1,062,184	988,190
This line item accounts for salaries at the SWTP.						
56289100 612000 Salary Temporary	2,908	5,760	5,760	0	0	6,000
Expense for interns from Thadeus Stephens Water/Wastewater program.						
56289100 618500 Overtime	119,054	130,000	130,000	80,572	90,000	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	25,101	220,000	220,000	137,782	190,000	200,000
This account provides for the general upkeep of all buildings at Susquehanna Water Treatment Plant including low and high service pumping stations, centrifuge building, filter building, membrane building, the Oyster Point Reservoir, and all roads on these properties.						
56289100 722000 Maint. - Communications	1,399	1,500	1,500	78	1,300	11,500
This account provides for repairs on the SCADA System at the SWTP. Used for general contractor billing/planning fees and small project emergency response billing. Updating system cyber security currently.						
56289100 723000 Maint. - Equipment	166,402	260,000	260,000	223,619	265,000	272,000
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	10,926	15,000	15,000	10,413	11,000	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).						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289100 746500 Water Utility Expense	13,259	16,000	16,000	11,208	13,500	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	89,961	115,000	115,000	83,480	125,000	125,000
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	380,348	950,000	875,790	562,321	660,000	850,000
Account provides for electricity to operate all pumping stations and Susquehanna Filter Plant.						
56289100 760600 Operating Supplies	3,218	5,000	5,000	1,355	2,500	5,400
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	489,473	650,000	650,000	366,258	450,000	675,000
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	11,931	15,000	15,000	9,167	11,000	24,000
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	45,105	50,000	50,000	28,062	35,000	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	6,059	7,500	7,500	4,648	5,000	7,400
This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.						
56289100 827000 Vehicles	0	60,400	60,400	34,897	70,400	93,400
This line accounts for expenditures made for new and replacement equipment including lease-purchase payments for six vehicles.						
56289100 829000 Capital Outlay	0	90,000	144,010	80,000	88,000	169,000
This line accounts for expenditures made for new and replacement equipment.						
TOTAL Water Susquehanna Trmt Plant Expenses	2,294,032	3,549,268	3,536,147	2,523,572	3,079,884	3,637,890

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	68,620
56289100	611500	F	M	1.0000	Plant Maintenance Supervisor	65,352
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	61,854
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	57,187
56289100	611500	F	A	1.0000	Instrument Technician	53,855
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	57,187
56289100	611500	F	A	1.0000	Plant Maint Mechanic 3	59,475
56289100	611500	F	A	1.0000	Water Plant Operator 2	59,475
56289100	611500	F	A	1.0000	Water Plant Operator 2	59,475
56289100	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289100	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289100	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289100	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289100	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289100	611500	F	A	1.0000	Water Plant Operator 2	53,823
56289100	611500	F	A	1.0000	Water Plant Operator 2	52,129
56289100	611500	F	A	1.0000	Water Plant Operator 2	53,823
TOTAL 611500 EMPLOYEES				17.0000		\$ 988,190

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Expenses						
Water Conestoga Trmt Plant Expenses						
56289200 611500 Salaried Personnel	823,651	921,844	927,694	730,278	827,512	976,835
This line item accounts for the salaries of personnel at the CWTP.						
56289200 612000 Salary Temporary	2,997	5,760	5,760	0	0	6,000
Thaddeus Stephens has a Water/Wastewater program. This account pays for 12 weeks of summer interns.						
56289200 618500 Overtime	71,669	69,000	69,000	63,492	67,000	75,000
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	95,961	100,000	95,000	54,372	72,000	120,000
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 723000 Maint. - Equipment	173,972	250,000	250,000	203,031	250,000	270,000
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.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289200 829000	Capital Outlay	0	480,000	480,000	27,655	480,000	179,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Water Conestoga Trmt Plant Expenses	2,030,251	3,224,604	3,217,254	1,944,024	2,727,986	3,034,835

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	64,947
56289200	611500	F	M	1.0000	Chief Water Plant Operator	61,089
56289200	611500	F	A	1.0000	Instrument Technician	55,605
56289200	611500	F	A	1.0000	Laborer	40,350
56289200	611500	F	A	1.0000	Plant Maint Mechanic	56,437
56289200	611500	F	A	1.0000	Plant Maint Mechanic	52,179
56289200	611500	F	A	1.0000	Plant Maint Mechanic	47,564
56289200	611500	F	A	1.0000	Plant Maint Mechanic 3	61,854
56289200	611500	F	A	1.0000	Water Plant Operator 1	56,437
56289200	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289200	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289200	611500	F	A	1.0000	Water Plant Operator 2	57,187
56289200	611500	F	A	1.0000	Water Plant Operator 2	55,530
56289200	611500	F	A	1.0000	Water Plant Operator 2	53,823
56289200	611500	F	A	1.0000	Water Plant Operator 2	49,110
56289200	611500	F	A	1.0000	Water Plant Operator 2	49,110
56289200	611500	F	A	1.0000	Water Plant Operator 2	49,110
56289200	611500	F	A	1.0000	Water Plant Operator 2	52,129
TOTAL 611500 EMPLOYEES				18.0000		\$ 976,835

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289400 744000 Contract Services	19,146	35,000	35,000	9,463	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	44,128	600,000	600,000	176,482	600,000	700,000
This line item covers the cost of restoring street surfaces at water treach excavations. Excavations are located throughout the water system. This trench restoration work is performed by outside contract.						
56289400 747500 Curb & Sidewalk	4,147	100,000	104,000	101,190	104,000	98,000
This line item covers the cost of replacing sidewalks removed during the installation of water service lines, maintence operations and fire hydrants. Work to by done by outside contract and City forces.						
56289400 748200 Stone	53,783	75,000	75,000	29,174	75,000	72,000
Purchase of stone for trench repairs.						
56289400 748400 Spoil Removal	14,998	56,000	56,000	7,973	36,000	40,000
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	13,213	17,000	17,000	13,109	17,000	165,000
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 compter supplies, janitorial supplies, CDL reimbursement, and saw blades.						
56289400 765400 Gas Oil & Diesel	44,298	43,000	43,000	23,286	40,000	42,000
Gasoline, diesel and cng fuels are included in this line item.						
56289400 820000 Minor Equipment	9,978	16,000	16,000	7,531	16,000	39,000
This item covers the purchase of minor equipment.						
56289400 824000 Hydrants	50,932	60,000	60,000	42,244	60,000	59,000
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	47,867	47,867	36,110	47,867	47,867

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 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	245,370	550,000	546,000	361,394	550,000	700,000
	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, High lease payment, school distict lease payment for south tank, and Millersville Borough water line replacement						
TOTAL	Water Transmission/Distribution Expenses	1,605,899	2,696,897	2,701,154	1,703,245	2,731,201	3,106,553

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

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

56289400	611500	F	M	1.0000	Water Distribution Supervisor	72,506
56289400	611500	F	M	0.7500	PW Construction Inspector	52,251
56289400	611500	F	M	0.2500	PW Construction Inspector	16,025
56289400	611500	F	M	0.2500	Public Works Engineer	17,172
56289400	611500	F	M	0.2500	Engineering Tech Specialist	13,264
56088600	611500	F	M	0.2500	GIC Coordinator	16,442
56088600	611500	F	M	0.2500	GIS Analyst	13,684
56289400	611500	F	M	1.0000	Labor Supervisor II	64,494
56289400	611500	F	M	1.0000	Labor Supervisor I	54,527
56289400	611500	F	M	1.0000	Labor Supervisor I	54,527
56289400	611500	F	A	1.0000	Utility Locator	56,437
56289400	611500	F	A	1.0000	Equipment Operator 2	53,778
56289400	611500	F	A	1.0000	Equipment Operator 2	53,778
56289400	611500	F	A	1.0000	Equipment Operator 1	50,749
56289400	611500	F	A	1.0000	Equipment Operator 1	4,879
56289400	611500	F	A	1.0000	Equipment Operator 1	48,797
56289400	611500	F	A	1.0000	Maintenance Worker	49,057
56289400	611500	F	A	1.0000	Maintenance Worker	47,170
56289400	611500	F	A	1.0000	Maintenance Worker	47,170
56289400	611500	F	A	1.0000	Maintenance Worker	47,170
56289400	611500	F	A	1.0000	Laborer	41,345
56289400	611500	F	A	1.0000	Equipment Operator 3	65,000
TOTAL 611500 EMPLOYEES				18.0000		\$ 940,221

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Expenses						
Water Meter Shop Expenses						
56289500 611500 Salaried Personnel	455,888	509,085	512,124	387,633	439,826	527,615
This account provides for the salaries of the Meter Shop.						
56289500 612000 Salary Temporary	0	5,000	5,000	0	0	10,000
This account provides for temporary help in the Meter Shop. (Summer employees to assist with reading)						
56289500 618500 Overtime	2,887	5,000	5,000	1,137	5,000	10,000
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	27,599	50,000	50,000	28,581	50,000	50,000
This account covers all field and office supplies needed for Meter Shop repairs and installations.						
56289500 729000 Maint. - Vehicles	21,153	17,500	17,500	10,721	17,500	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	10,592	15,000	15,000	5,913	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	101,307	75,000	75,000	51,722	75,000	37,500
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	34,625	34,625	31,009	34,625	36,600
This code is for the lease purchase and replacement of vehicles used for the Meter Shop, Engineering and part of Treasury vehicle.						
TOTAL Water Meter Shop Expenses	619,427	711,210	714,249	516,718	636,951	704,215

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	61,795
56289500	611500	F	M	1.0000	Assistant Meter Supervisor	59,123
56289500	611500	F	A	1.0000	Backflow/Cross Connection	45,052
56289500	611500	F	A	0.6973	Utility Service Coordinator	30,509
56289500	611500	F	A	1.0000	Water Service Clerk	51,915
56289500	611500	F	A	1.0000	Wtr Meter Technician	50,550
56289500	611500	F	A	1.0000	Wtr Meter Technician	48,606
56289500	611500	F	A	1.0000	Wtr Meter Technician	46,737
56289500	611500	F	A	1.0000	Wtr Meter Technician	46,737
56289500	611500	F	A	1.0000	Wtr Meter Technician	43,988
56289500	611500	F	A	1.0000	Wtr Meter Technician	42,603
TOTAL 611500 EMPLOYEES				10.6973		\$ 527,615

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Expenses						
Water Grounds Maintenance Expenses						
56289600 611000 Salary - Bureau Chief	8,428	8,670	8,670	7,635	8,757	9,750
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	362,796	389,341	391,712	330,354	366,766	121,063
Salaries of the Water - Grounds Maintenance personnel.						
56289600 612000 Salary Temporary	7,358	7,500	7,500	0	0	7,500
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).						
56289600 618500 Overtime	6,809	12,000	8,500	1,260	8,500	8,500
This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.						
56289600 718000 Rental of Uniforms	1,649	2,000	2,000	1,172	1,300	2,000
This code is the expense of uniform rental of nine employees.						
56289600 721000 Maint. - Buildings	89	500	500	0	500	500
This code is the expense for grounds maintenance repairs around buildings.						
56289600 723000 Maint. - Equipment	1,850	1,850	5,850	3,881	4,500	5,000
This code is for the repair and maintenance of all grounds maintenance equipment.						
56289600 729000 Maint. - Vehicles	4,654	6,000	7,500	7,174	8,000	8,000
This code is for vehicle repair and maintenance of motor vehicles.						
56289600 760600 Operating Supplies	1,974	1,500	1,500	125	150	1,500
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.						
56289600 765400 Gas Oil & Diesel	7,886	10,000	8,000	3,783	4,200	8,000
This code is the gasoline expenses for equipment and vehicles.						

		2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56289600 820000	Minor Equipment	8,800	19,500	45,900	38,710	40,000	10,200
This code is to purchase minor equipment for water grounds maintenance, including the 4th of 5 payments for a runner mower.							
56289600 827100	Vehicle-Lease Purchase	0	36,184	36,184	35,495	36,184	38,800
This covers the annual payments required under a lease payment agreement for the following: 2nd payment of 5 for # 475 -Brush hog 5th payment of 5 for #438 - Crew Cab 1st payment of 5 for #429 - John Deere mower							
TOTAL	Water Grounds Maintenance Expenses	412,294	495,045	523,816	429,590	478,857	220,813

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	9,750
TOTAL 611000 EMPLOYEES				0.1000		\$ 9,750
56289600	611500	F	M	0.3000	Labor Supervisor I	15,930
56289600	611500	F	M	0.2000	Building Maintenance Supervisor	10,863
56289600	611500	F	A	0.6000	Laborer	24,210
56289600	611500	F	A	0.6000	Laborer	23,447
56289600	611500	F	A	0.4000	Utility Operator	20,220
56289600	611500	F	A	0.6000	Utility Operator	26,393
TOTAL 611500 EMPLOYEES				2.7000		\$ 121,063
TOTAL EMPLOYEES				2.8000		\$ 130,813

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Water - Expenses						
Water Laboratory Expenses						
56289800 611500 Salaried Personnel	228,708	230,602	231,338	208,351	233,868	237,174
This line item accounts for the salaries of the Water Quality Laboratory.						
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	150	950	950	279	650	1,000
This budget covers repairs and calibration of instruments used in the lab and the Laboratory Information Management System (LIMS) that is used to compile laboratory data,						
56289800 744000 Contract Services	19,150	35,140	35,140	28,430	33,200	40,000
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	47,459	56,780	56,780	40,153	48,500	57,000
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	14,920	14,920	5,043	15,400	15,400
This account is for the lease/purchase of a new vehicles for the water laboratory.						
TOTAL Water Laboratory Expenses	295,467	338,892	339,628	282,256	332,118	351,074
TOTAL Water - Expenses	23,007,946	31,781,458	31,781,458	26,550,051	30,351,138	33,972,564

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	62,221
56289800	611500	F	M	1.0000	Water Quality Analyst	59,258
56289800	611500	F	M	1.0000	Laboratory Technician 2	59,258
56289800	611500	F	A	1.0000	Laboratory Technician 1	56,437
TOTAL 611500 EMPLOYEES				4.0000		\$ 237,174

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



CITY OF
LANCASTER

2021 BUDGET

CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY
2020 BUDGET VS. 2021 BUDGET

<u>DESCRIPTION</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)
Fees for Services	\$4,278,800	\$4,300,000	\$4,858,034	\$579,234	13.5%
Miscellaneous Revenue	\$181,150	\$267,442	\$308,100	\$126,950	70.1%
Other Income	\$27,181	\$27,181	\$27,000	(\$181)	-0.7%
LCSWMA Rebate	\$183,800	\$200,000	\$200,736	\$16,936	0.0%
TOTAL SW&R FUND REVENUES & SOURCES OF FUNDS	\$4,670,931	\$4,794,623	\$5,393,870	\$722,939	15.5%
Surplus/(Deficit)	(\$355,272)	(\$110,759)	(\$94,323)		

CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND EXPENSE SUMMARY
2020 BUDGET VS. 2021 BUDGET

<u>DESCRIPTION</u>	<u>2020 BUDGET</u> (as amended)	<u>2020 PROJECTED</u>	<u>2021 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2020 Budget)
Administration	\$5,026,203	\$4,905,382	\$5,488,193	\$461,990	9.2%
TOTAL SW&R FUND EXPENSES	\$5,026,203	\$4,905,382	\$5,488,193	\$461,990	9.2%

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	RECEIVED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
Solid Waste & Recycling - Revenues						
Solid Waste & Recycling Revenues						
56300000 400500 Penalty Current Tax	72,717	60,000	60,000	54,111	58,000	60,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.						
56300000 402600 SWR Admin Tickets	61,525	1,000	1,000	550	600	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	203	150	150	63	75	100
Revenue is derived from the interest earned on idle funds.						
56300000 407100 Pension State Fund	26,096	27,181	27,181	27,181	27,181	27,000
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	97,218	75,000	75,000	206,767	206,767	205,000
DEP Section 904 Performance Grant based on documented tons of recycled materials.						
56300000 408000 Miscellaneous Revenue	52,117	45,000	45,000	34,068	42,000	42,000
Revenue is derived from the sale of miscellaneous recyclable materials.						
56300000 413600 Discounts Taken (contra)	35,185	0	0	37,993	40,000	0
Discounts earned for early payment are recognized as revenues in Munis.						
56300000 417200 Trash Fees	3,907,182	4,278,800	4,278,800	4,308,879	4,300,000	4,858,034
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.						
56300000 417300 LCSWMA Rebate	176,160	183,800	183,800	137,303	200,000	200,736
Revenue is derived from a rebate based on the total tons of waste disposed of at the Lancaster County Solid Waste Management Authority.						
TOTAL SWR Revenues	4,358,032	4,670,931	4,670,931	4,730,928	4,794,623	5,393,870
TOTAL Solid Waste & Recycling - Revenues	4,358,032	4,670,931	4,670,931	4,730,928	4,794,623	5,393,870

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56387000 623000 Pension Contribution	29,330	29,669	29,669	34,316	34,316	49,000
City pension plan costs for Program Staff.						
56387000 624000 Unemployment Compensation	0	0	0	8,910	9,200	5,000
Costs for Unemployment Compensation for eligible City staff.						
56387000 625000 Workers Compensation	5,212	10,000	10,000	3,462	4,000	10,000
Workers' compensation claims for Program Staff.						
56387000 712500 Space Rental	24,960	35,000	35,000	32,651	35,651	42,500
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	4,489	4,500	4,500	4,489	4,500	4,620
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	1,978	2,300	2,300	1,516	2,000	2,000
Parking space rental for Program Staff.						
56387000 718000 Rental of Uniforms	740	800	820	603	730	750
Weekly rental costs of uniforms for Program Staff.						
56387000 723000 Maint. - Equipment	10,167	40,000	40,000	37,441	40,000	20,000
PAC's portion of the costs for the maintenance contract for mail insertion machine, which processes solid waste bills; the mail extractor machine used in processing remittances; and other office equipment. Also includes: maintenance of computer tablets used for PVN ticketing by SWEEP officers, maintenance of balers, forklift and other equipment used at the Recycling Center, and fuel for the forklift.						
56387000 729000 Maint. - Vehicles	9,855	4,000	14,000	11,050	14,000	4,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff						
56387000 731000 Advertising	6,811	13,000	13,000	633	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.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56387000 732000 Dues & Subscriptions	1,808	2,000	2,309	2,148	2,300	2,300
Membership dues for professional organizations and subscriptions to trade journals.						
56387000 734000 Postage	26,320	37,000	37,000	23,130	37,000	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	6,114	6,000	6,000	2,829	6,000	6,300
Paper for printing of forms, bills, notices, general correspondence, newsletters and other materials for the education and outreach and shared costs for operation of copier machines.						
56387000 736000 Telephone	6,636	8,500	8,500	6,469	8,500	9,300
Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.						
56387000 737000 Travel	471	4,000	4,000	33	33	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	16,552	0	12,714	12,373	12,500	13,500
External services including legal counsel and auditing.						
56387000 743100 Credit Card Fees	2,995	4,000	4,000	1,792	3,000	4,000
Bureau's portion of credit card fees charged based on revenue collected.						
56387000 744500 Training & School	2,495	5,000	5,000	2,654	2,700	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	1,848,700	2,005,472	2,045,472	1,723,720	1,925,432	2,295,423
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	1,343,417	1,770,840	1,730,840	1,301,587	1,763,175	1,890,240
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.						

	2019 ACTUAL	2020 ORIGINAL BUDGET	2020 AMENDED BUDGET	EXPENDED YTD 11/23/2020	2020 PROJECTED	2021 PROPOSED
56387000 752000 Power Electric	2,633	3,000	3,000	1,856	2,500	3,000
Electricity to operate the Recycling Center.						
56387000 760300 Office Supplies	5,869	5,500	5,500	1,631	4,500	3,500
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.						
56387000 760600 Operating Supplies	62,230	75,000	50,257	26,209	75,000	90,000
Supplies needed to perform essential functions to enforce the solid waste ordinance, operate the Recycling Center, purchase recycling containers and yard waste bags, purchase staff shirts and shoes, and fund petty cash expenditures.						
56387000 765400 Gas Oil & Diesel	8,059	9,000	9,000	3,751	6,000	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	2,613	3,900	3,900	1,667	3,900	3,900
Natural Gas to heat the Recycling Center.						
56387000 772000 Insurance Package	6,101	7,350	7,350	6,466	7,350	8,000
Property and liability coverage for all Bureau facilities and vehicles.						
56387000 820000 Minor Equipment	6,319	13,000	13,000	9,169	9,500	8,000
Incidental equipment needed for Program Staff.						
56387000 827100 Vehicle-Lease Purchase	0	20,709	20,709	19,699	20,709	20,710
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	143,145	149,633	149,633	137,164	149,633	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	1,339	0	0	0	0	0
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.						
TOTAL SWR Expenses	4,265,294	5,026,203	5,026,203	4,049,937	4,905,382	5,488,193
TOTAL Solid Waste & Recycling - Expenses	4,265,294	5,026,203	5,026,203	4,049,937	4,905,382	5,488,193

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 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	86,166
56289000	611500	F	M	0.0770	Deputy Director PW Construction	10,430
TOTAL 611000 EMPLOYEES				1.0770		\$ 96,596
56387000	611500	F	M	0.1360	Bureau Chief Proc. & Collections	9,859
56387000	611500	F	M	0.1360	Customer Service Supervisor	7,740
56387000	611500	F	M	0.0500	Communications Specialist	2,719
56387000	611500	F	A	0.1360	Purchasing Coordinator	6,296
56387000	611500	F	A	0.1360	Billing Coordinator 2	6,296
56387000	611500	F	A	1.0000	Customer Service Coordinator	54,943
56387000	611500	F	A	1.0000	Recyclable Materials Coordinator	50,324
56387000	611500	F	A	1.0000	Sweep Officer	56,437
56387000	611500	F	A	1.0000	Sweep Officer	49,110
56387000	611500	F	A	1.0000	Sweep Officer	49,110
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,128
56387000	611500	F	A	0.1360	Billing Coordinator 2	6,296
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,461
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,461
56387000	611500	F	A	0.1360	Customer Care Coordinator	7,471
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,296
56387000	611500	F	A	0.1360	Customer Care Coordinator	6,907
56387000	611500	F	A	0.1360	Cashier/Service Clerk	5,460
56387000	611500	F	A	0.1360	Revenue Clerk	6,479
56387000	611500	F	A	0.1360	Customer Care Coordinator	7,183
56387000	611500	F	A	0.1360	Mail & Print Operator	5,162
56387000	611500	F	A	1.0000	Maintenance Worker	49,057
56387000	611500	F	A	1.0000	Recycling Program Aide 2	38,159
56387000	611500	F	A	1.0000	Recycling Program Aide 2	36,958
					Available for Merit - NonBargaining	2,338
					Available for Merit - AFSCME	4,686

**CITY OF LANCASTER
STAFFING SCHEDULE
2021 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
Subtotal Full-Time			7.0896	
56387000 611500	P	A	0.1360 Data Entry Operator I	3,583
Subtotal Part-Time			0.1360	
TOTAL 6115 EMPLOYEES			10.2256	\$ 495,921
TOTAL EMPLOYEES			11.3026	\$ 592,517