



**CITY OF
LANCASTER**

Adopted 2022 Budget

**Approved by City Council
December 21, 2022**

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

**Danene Sorace
Mayor**

2022 Budget Address
Danene Sorace, Mayor
City of Lancaster

November 23, 2021

Tonight, I present for your review and consideration, the proposed budget for 2022.

Here is the short version: there will be no property tax increases this year, thanks to President Biden's American Rescue Plan Act (ARPA).

The longer version: due to the revenue replacement provision within ARPA to assist state and local governments with economic recovery from the Covid-19 Pandemic, we are eligible for \$3.2M of ARPA Revenue Replacement funds in 2021. This, along with a one-time savings of \$1.7M from the bond refinancing completed in September means that we have eliminated the \$4.9M use of reserves projected in 2021 budget.

Instead, we project that we will end 2021 with a surplus of \$1.7M realized by approximately \$315,000 in benefits-related savings, \$770,000 in operational savings and some better than projected revenues. This will take the General Fund Reserve balance from \$15 million to \$16.7 million, representing 3 months of operating reserve.

This is good news.

Turning to 2022 proposed budget, which includes the General Fund and all four enterprise funds –water, wastewater, stormwater, solid waste and recycling – there is a proposed increase of 2 percent over 2021 adopted budgets.

There are no proposed changes to water, wastewater, or stormwater at this time. We are estimating increases in the water fund revenues from outside city customers pending Pennsylvania Utility Commission approval and from inside city customers when the PUC rate case has been finalized in order to equalize rates. Subsequently, we anticipate bringing an inside city customer water rate increase later in 2022. Solid Waste & Recycling fees will increase by \$4 per quarter, which are directly related to increased hauling, tipping, and processing fees.

Specific to the General Fund, there is a 4 percent increase in expenditures proposed, or \$2.5M.

This increase is primarily related to increases in health care costs, pension obligations, operating cost increases, and new budgeted positions, especially as it relates to IT.

There is an anticipated 2 percent increase in tax revenues.

But for ARPA, we'd be coming to you tonight with a proposal to increase property taxes to fill that gap.

Instead, we are proposing a budget that utilizes \$4.5 M of ARPA in 2022 and \$2.2M in general fund reserves.

This gap year-to-year between revenues and expenses -- 2 percent increase in revenues and 4 percent increase in expenditures -- is the structural deficit that I've been talking about for years. Why is it structural?

1. Three of the four revenue streams that City relies on are set by state law – the only one that City Council can raise is property taxes.
2. Thirty percent of the city's real estate value is tax exempt.
3. The assessed value of all properties in the city does not grow at the rate of expenses. Last year, the assessed value of all properties in the city went up by just two tenths of one percent.
4. We are required by state law to provide professional public safety services – i.e., we pay our police and fire fighters and do not rely on the state police or volunteers.

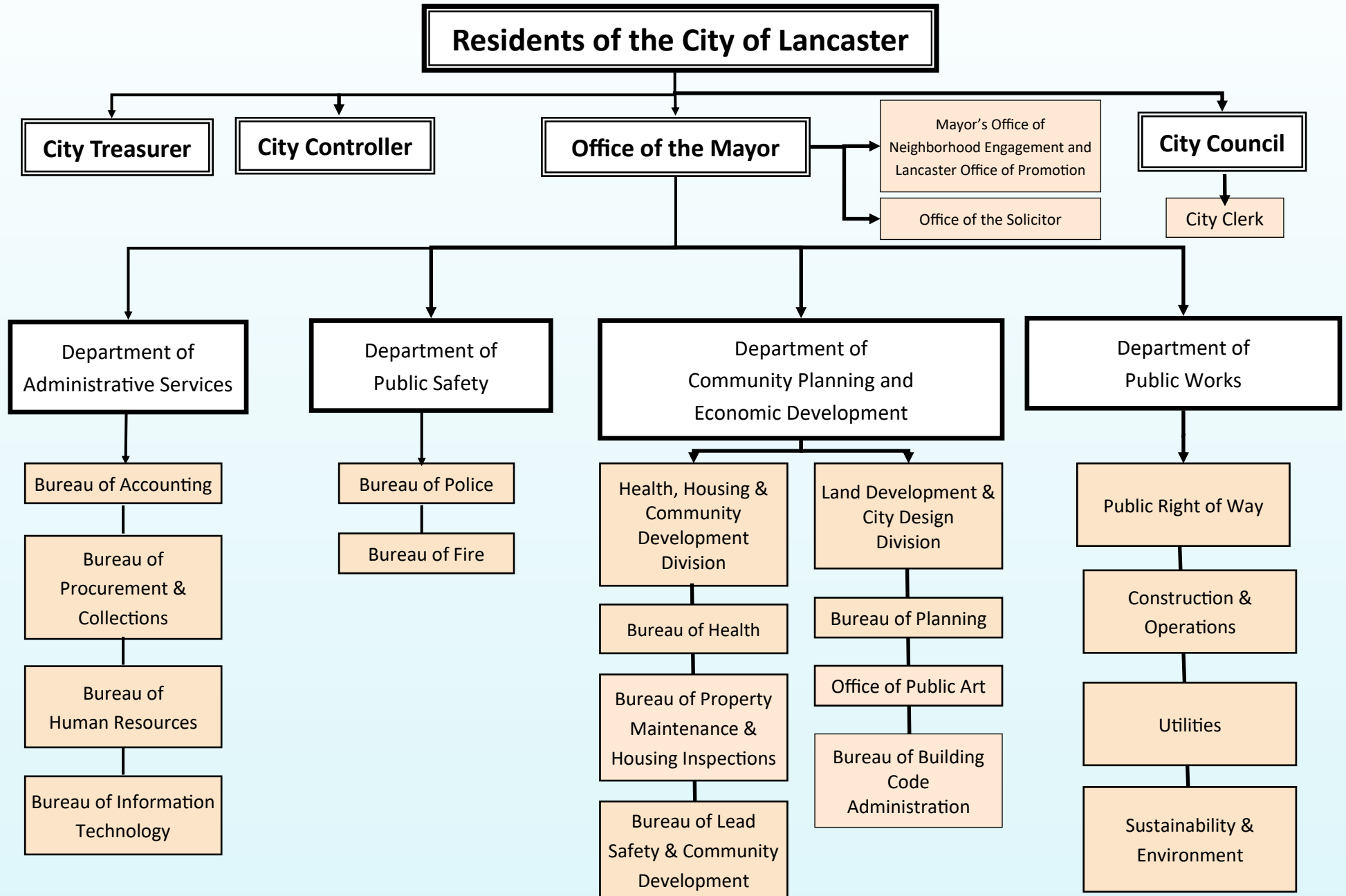
For these reasons, and others, we have a fundamental imbalance between expenses and revenues. Costs will continue to rise, even as strive to hold costs at or under 4 percent annually. Unfortunately, our revenues do not keep pace.

For the past decade or more, the city has relied on the use of reserves to pass a balanced budget. Most years, through some combination of careful spending, one-time wins – e.g., real estate tax sale windfalls, bond refinancing savings, and grants -- along with tax increases, we have managed to maintain the level of services that our residents rely on every day.

So while ARPA is buying us time, we must look ahead and plan for the day we won't have ARPA to backfill our budget. A quick look at our five-year projections shows that we are heading toward deficit spending in three years, erasing our entire general fund reserve.

City residents should note that this is the longest reprieve in raising taxes since at least 2008 – taxes have on average increase every other year during the decade of 2008-2018. I'm grateful that ARPA is allowing our community to collectively get back up on its feet; and yet, I also know that we need real, permanent solutions to ensure the long-term success of the city. Those permanent solutions will only come when elected officials in Harrisburg decide it is time to take up this issue in earnest.

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 quality, teamwork, integrity and respect.

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.

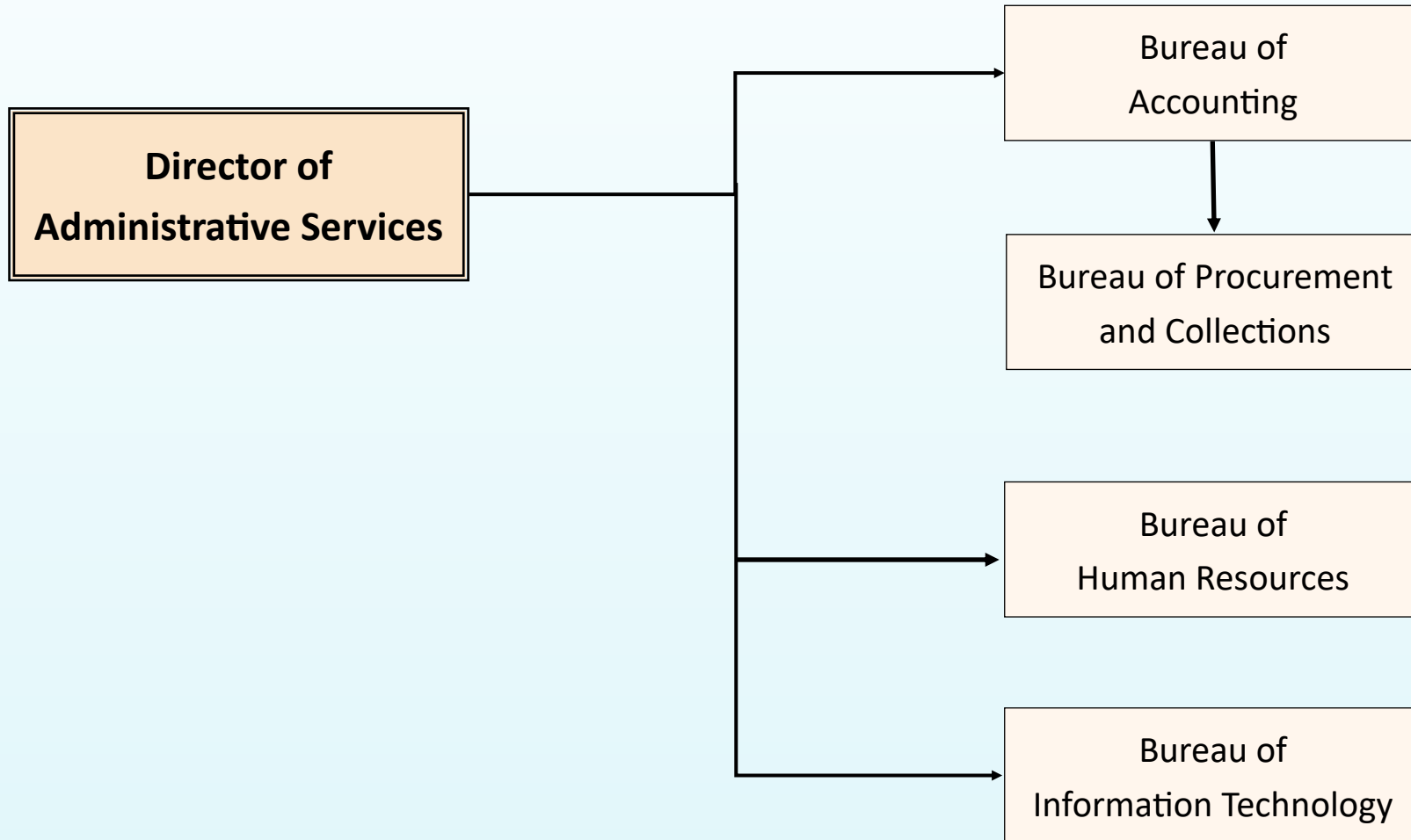
The Office of the Mayor is staffed by the Executive Secretary who provides direct administrative support to the Mayor; the Communications Manager who maintains the City website, social media channels and Public Works communications; the Communications and Policy Strategist who manages projects and develops communications efforts citywide; the Fund Development Manager and Fund Development Specialist who oversee all aspects of federal, state, and local fundraising efforts; and the Chief of Staff who advances the Mayor's strategic and policy agenda and oversees the City's communications efforts.

In 2020, the Office of Solicitor was created and is currently staffed by a full-time, in-house attorney and paralegal. 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 includes the Language Service Coordinator who works across city government to ensure language accessibility; a Program Manager position who manages all engagement programs and a new VISTA (Volunteers in Service to America) cohort of 11 for 2022 that will expand engagement efforts citywide.

In 2021, the Lancaster Office of Promotion merged 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 Bureaus of Accounting, Procurement and Collections, Human Resources, and Information Services.

OFFICE OF DIRECTOR

The Office of Director of Administrative Services includes the Business Administrator and a Senior Staff Assistant. 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 also serves as the City's Office of Open Records, with the Solicitor's Office managing the process to respond 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 accounts payable payments 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 sewer services, 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.

In October 2021, the Bureau received proposals for print and mail services to be provided by a third-party vendor. This new contracted service will streamline the City's billing processes and place the work of printing and mailing several hundred thousand bills on an annual basis in a company with long experience in this field. This contracting out was done in advance of the move from quarterly to monthly billing for all water, sewer and stormwater customers that is planned to begin by the end of the first quarter of 2022. Expanded online billing and payment options for City customers will be made available before monthly billing proceeds to reduce the overall volume of printing and mailing of City bills.

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. In 2022, the Procurement Office will be led by a new Procurement Manager position that will expend the internal purchasing and contracting support that will be available to all City departments.

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.

Following a reorganization of the Bureau of Human Resources in 2020 and the creation of the Leadership Development and Diversity Manager position, 2022 will bring expanded learning and training opportunities facilitated by Human Resources using new tools included in the 2022 Budget. The Leadership Development and Diversity Manager will also continue to lead and champion the 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. Additionally, compensation analysis performed during 2021 will guide implementation of a new compensation policy for non-bargaining staff to ensure pay equity across City departments and serve to attract and retain the best talent available in an increasingly competitive employment market.

The Bureau of Human Resources recruits new employees, and processes newly employed or retired personnel. 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. Finally, the Bureau oversees programs and systems to enhance the health, wellness, and safety of all City employees, to improve employee health, increase employee productivity and reduce workers compensation and medical claims costs.

BUREAU OF INFORMATION TECHNOLOGY

The Bureau of Information Technology provides technology support to all City operations; develops and maintains custom software programs; supports and administers the City's Munis ERP software; and provides support to departments seeking new technology solutions to improve efficiencies and reduce expenses. Since 2009, Bureau of Information Technology staff have worked in partnership with Lancaster County Information Technology staff to implement the sharing of IT services and resources

through the Shared Services Agreement. City and County IT are now working to cooperatively unwind this agreement, allowing the City to enhance its own IT infrastructure, data management and reporting, and internal IT services to better support all City departments.

As part of the build out of the City's IT services in 2021, the City's first Chief Data and Technology Officer was hired. The Chief Data and Technology Officer now leads a consolidated Information Technology Bureau that has consolidated all IT-related positions across the City, including GIS and Police Bureau IT positions. During 2022, additional IT staff (IT Engineer, Network Engineer, and IT Technician) will be hired to create a full team of professional IT staff to handle all aspects of IT network, systems and services across all City departments, including the City's Sewer and Water systems.

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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 as part of a joint cooperative 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 and positive learning environment and reduce the number of youth formally referred to the juvenile justice system.

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 ages 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 ensure the safety and security of various parades, festivals, shows and other events. This unit manages in excess of twenty-five events every year. This unit is comprised of a lieutenant, two sergeants, a patrol officer, six patrol service aides, an Abandoned Vehicle Enforcement position and the Animal Enforcement Officer.

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

Motor Carrier Enforcement (commercial vehicle regulation) has been incorporated into the Patrol Division. The bureau no longer has officers with PENNDOT certifications to enforce commercial vehicle regulations. This activity is designed to remove unsafe drivers and commercial vehicles that endanger the public and damage our streets. The bureau works with neighboring agencies, specifically the PA State Police and E. Hempfield Twp. Police to assist with this enforcement.

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division is responsible for the follow-up investigation of crimes committed in Lancaster City. The Criminal Investigative Division (CID) has also undertaken proactive, investigative efforts to aggressively pursue and remove serial and habitual offenders from our streets. The division is divided into three sections to ensure that all types of crime are addressed. The division also has three trained Polygraph Examiners which support all three units as well as background screening for the entire Bureau.

The Property Crimes Unit investigates crimes concerning the theft or destruction of property including burglary, auto theft, fraud, and other property crimes. The Property Crimes Unit has three members trained and certified in fingerprint analysis, which allows these investigators to enter unidentified fingerprints into the Bureau's AFIS terminal to obtain an identification of a suspect. A grant from the Pennsylvania Auto Theft Prevention Authority provides funds for two investigators who specialize in automobile theft. In addition to solving these crimes, they engage in prevention and community awareness activities.

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

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

The Evidence Unit is responsible for collecting, receiving, processing, and storing all evidence for the Bureau of Police. This includes processing scenes for all major crimes to

include Homicides, Shootings, Robberies, and Sexual Assaults. In addition, this unit is responsible for transporting evidence to various labs for further testing, and for obtaining evidence needed for court proceedings and long-term storage of evidence for the Bureau of Police.

Federal Bureau of Investigations Task Force Officers (TFO's) and U.S. Marshals Fugitive Task Force. The Criminal Investigation Division has four detectives assigned to four different Federal Task Forces that include the Capital City Child Exploitation and Human Trafficking Task Force, the Capital City Violent Crimes Task Force, the Capital City Safe Streets Task Force, and one detective assigned to the U.S. Marshals Fugitive Task Force. These task forces are a collaborative law enforcement effort among the FBI, the U.S. Marshals and other South Central PA law enforcement agencies to combat violent crime and crimes against children that crosses jurisdictional boundaries and may meet criteria for Federal prosecution. All five detectives continue to work from the police station and carry a city case load while assisting with task force investigations or leading task force investigations that originated from the city.

ADMINISTRATIVE SERVICES DIVISION

The Administrative Services Division is comprised of those units that support the ongoing mission of the Bureau through business and administrative functions.

The Records Section maintains the largest repository of Criminal History Information in Lancaster County. In addition to maintaining criminal history information, the Records Section maintains the body camera/in-car camera video, the "CODY" Records Management System, which includes offense reports, accident reports, traffic citations, parking tickets and compiles the statistical information reported under the Uniform Crime Report. Records Personnel also maintain two operator positions (day and evening shifts) within the lobby of the Bureau.

The Professional Standards Section is comprised of a Sergeant and a Lieutenant who both serve as the Police Bureau's formal liaison with the community related to complaints against Bureau employees. The Sergeant and Lieutenant are responsible for the investigation of civilian complaints of police misconduct in accordance with a court mandated complaint procedure. The section maintains and coordinates all civil actions involving the Bureau and its employees. While directly reporting to the Administrative Services Captain, the Professional Standards Section personnel also have direct access to the Chief of Police.

Inventory Specialist is a civilian Quartermaster position with the responsibility to support the infrastructure of the police department's day to day operations related to supplies, equipment procurement, dissemination, inventory, equipment maintenance. The general oversight of the police department's equipment (inventory) and supply functions (purchasing), to include issuing equipment and other supplies to department

personnel, assisting to make or making equipment and supply purchases, and maintaining inventory records. The police quartermaster will also give support to Patrol Services Lieutenant, Training Sergeant, Administrative Lieutenant and Administrative Captain in matters of purchasing, inventory records and maintenance of equipment (repairs) and assist in budget preparation.

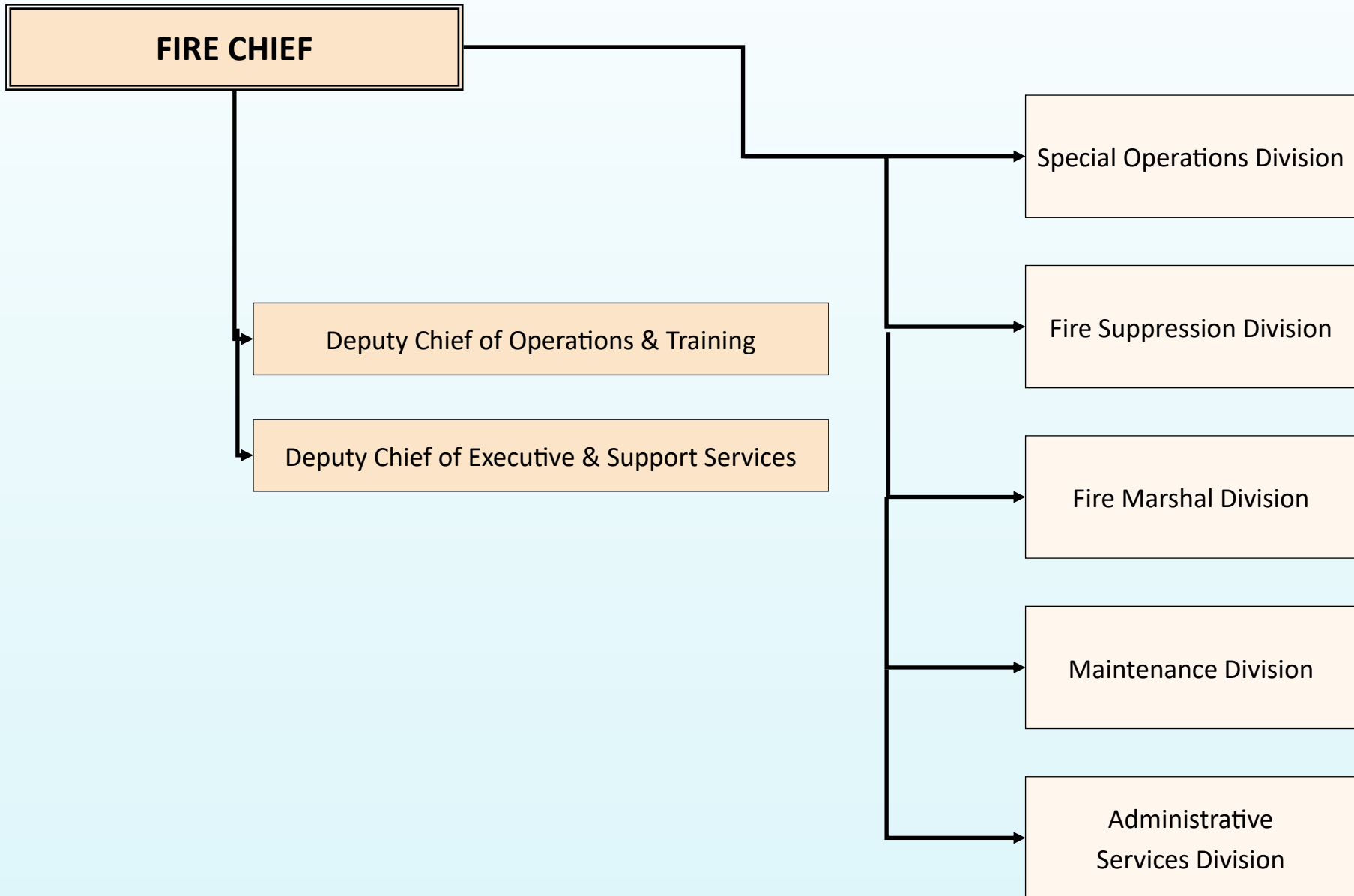
The Training Section is comprised of a Sergeant who coordinates all Bureau training. In addition to developing ongoing in-service training curriculums, the Training Section ensures that officers attend mandated state in-service training necessary to maintain police officer certification. The Training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

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

#

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

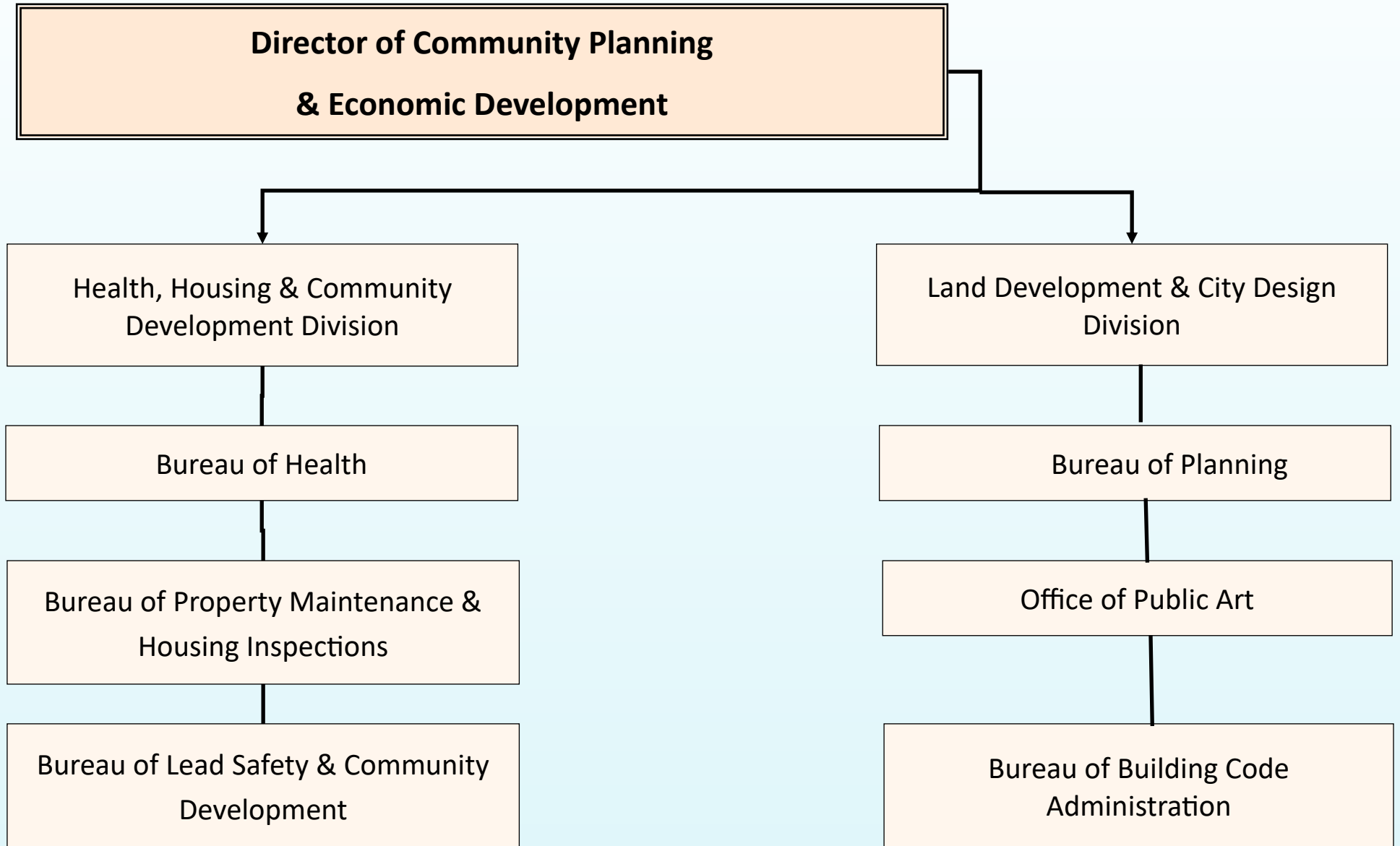
The Maintenance Division is responsible for the maintenance and administration of Fire Bureau apparatus fleet management. All Fire Bureau apparatus and equipment are serviced and maintained by the Maintenance Officer. Vendors do major repairs requiring specialized equipment. The Maintenance Officer also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

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Department of Community Planning & Economic Development



DEPARTMENT OF COMMUNITY PLANNING and ECONOMIC DEVELOPMENT

The Department of Community Planning and Economic Development (CPED) is comprised of 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 serves as the local health authority and is responsible for promoting and protecting public health through community public health initiatives and environmental health services. The Bureau ensures compliance with State health and food safety standards in eateries, mobile food trucks, tattoo businesses and other public facilities. The Bureau is a critical piece of ensuring safe and healthy housing through vector control and response to lead poisoning in homes. The Bureau also works with other community health organizations on initiatives designed to improve the overall health of our community, such as assessing community needs, improving food security, access to services during COVID-19, disease mitigation and response, and promotion of healthy living programs.

BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS

The Bureau of Property Maintenance and Housing Inspections is responsible for ensuring safe and

quality housing stock through the administration of the City of Lancaster's Property Maintenance and Rental Property Ordinances. The Bureau performs inspections to ensure the City's housing stock is suitable for habitation and enforces the city ordinances to address housing safety issues including substandard interior and exterior building conditions, lead paint, and other factors 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.

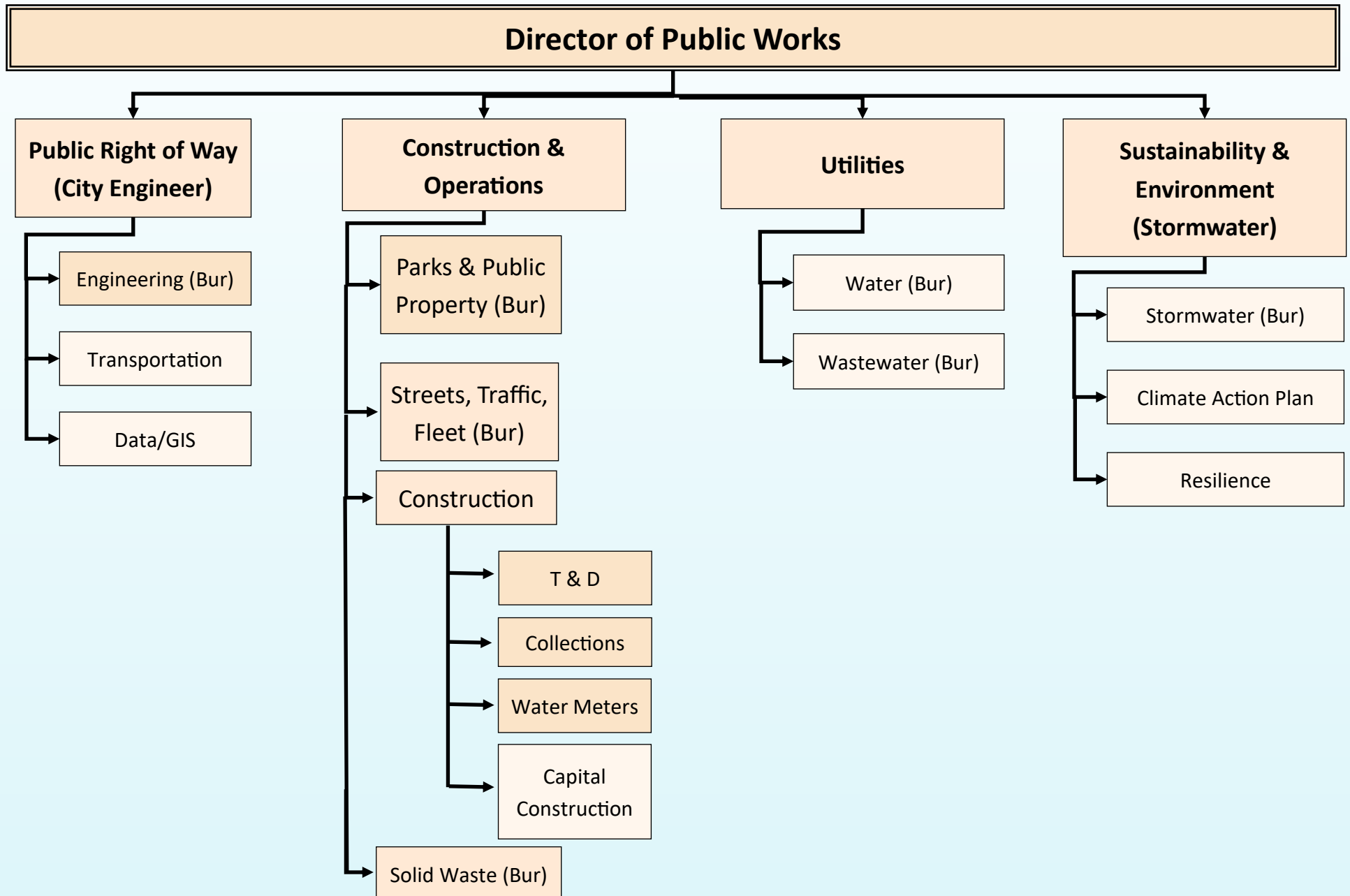
OFFICE OF PUBLIC ART

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.

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Department of Public Works



DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with designing, constructing, operating and maintaining the City infrastructure including: water and wastewater utilities' facilities for the City and ten municipalities¹; a nationally recognized stormwater management program; safe and clean streets; public buildings and other public facilities; recreational facilities 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 of being Dedicated to your Quality of Life.

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

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

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

Construction and Operations Division, consisting of:

- Bureau of Streets (Streets, Maintenance, Motor Vehicles, Traffic)
- Bureau of Parks and Public Property: (Buildings and Parks)
- Construction Services

¹ Lancaster Township, Manheim Township, Millersville Borough, West Lampeter Township, Pequea and portion of Manor, West Hempfield and East Hempfield Townships, and East Lampeter. The City water system also provides bulk water for resale to other public water suppliers, through service agreements with the East Petersburg Borough Authority, Upper Leacock Township, West Earl Water Authority, East Hempfield Water Authority and Northwestern Lancaster County Authority (Penn Township).

- Transmission and Distribution (Subset of Bureau of Water)
- Collections (Subset of Bureau of Wastewater)
- Meter Shop (Subset of Bureau of Water)

Bureau of Solid Waste and Recycling Program

Public Right of Way Division, consisting of:

- Bureau of Engineering / Transportation

Utilities Division, consisting of:

- Bureau of Water
- Bureau of Wastewater Operations

Sustainability and Environment Division, consisting of:

- Bureau of Stormwater Management

CONSTRUCTION AND OPERATIONS DIVISION

The Construction and Operations (C&O) Division is responsible for overseeing the construction, operations 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, and maintenance of the City's vehicle and equipment fleet. It also performs these functions for water transmission and distribution mains, hydrants and meters, sewer collections and mains, inlets, and manholes. Lastly it is responsible 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 STREETS, TRAFFIC & FLEET

The Bureau of Streets is responsible for maintaining the city of Lancaster's streets, traffic fixtures, signals and signs, and its fleet of motor vehicles.

This is comprised of approximately 100 miles of city streets and 13 miles of public alleys. These responsibilities include reconstruction, resurfacing, maintenance, and snow and ice control for the City's roadways, as well as an additional 20 miles of state roads within the City limits.

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

of 150 water trenches, 30 sewer trenches, 30 sinkholes and approximately 3,000 potholes per year.

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

The Bureau's **Traffic Section** is responsible for the maintenance of over 17,000 traffic signs; traffic signals at 123 intersections; flashers for 15 school safety zones; pavement markings; new sign manufacturing; and maintenance of decorative streetlights. Traffic Section personnel evaluate loading zone, handicap space and other parking restriction requests, and advise the Traffic Commission accordingly. Traffic Section staff collect field data, such as traffic counts and measurements, required for traffic signal and stop sign warrant evaluation. The Traffic Section implements rulings of the City Traffic Commission in coordination with the Bureau of Police. With the acquisition of Broadband infrastructure, the Traffic Section also maintains traffic and signaling poles, traffic cameras and other equipment dependent on high-speed network infrastructure.

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 16 City-owned buildings including City Hall, the Police Administration Building, Operations Center, Fire Stations and Central Market as well as operating and maintaining the municipal pool at Conestoga Pines, the City's 6 wading pools, 4 splash parks and various public restrooms.

The Bureau's **Parks Section** is responsible for the maintenance of 25 City parks and 22 playgrounds, including the 70-acre Long's Park, Petting Zoo and rental facilities. In addition, the Parks Section maintains the City's two Water and one Wastewater treatment Plants' grounds.

The Bureau's **Tree Crew**, funded via the Stormwater Fund, as a component of stormwater management, also administers the City's Shade Tree Ordinance and street tree planting program.

The Bureau's **Buildings Section** performs 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.

Capital Construction: This office manages construction and construction contracts, conducts inspections, and coordinates all construction operations of all DPW divisions and the City's work with other municipalities.

Transmission and Distribution: A subset of the Water Fund, 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).

Collections: A subset of the Wastewater (Sewer) Fund, 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.

Meter Shop: Also a subset of the Water Fund, 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. It administers the Adopt It! Program as a means of partnering with the public. In addition, the Bureau 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. This division includes 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.

Transportation: This office manages the policy, planning and design of the vehicular, pedestrian, multimodal and alternative transportation infrastructure, balancing the needs of Lancastrians with the local vs. state streets which traverse the city. It oversees policies related to street safety, signaling, signage and traffic management tools, as well as pavement planning, parking regulations and permitting and inspections.

Data/GIS: PROW manages and makes available the Geographic Information Systems (GIS) data and information utilized by DPW, and provides mapping, data visualization and other services to all city agencies.

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 product 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 approximately 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 Sustainability and Environment Division (S&E), formerly known as the Bureau of Stormwater Management, or 'Stormwater,' is responsible for managing the city's natural resources and its place within the natural environmental context, including the Chesapeake Bay watershed; manages the city's Climate Action Plan; and addresses Resilience to climate change and other stressors.

BUREAU OF STORMWATER

The Bureau of Stormwater Management works to develop the nationally recognized green infrastructure (GI) program through both public projects and private retrofit projects. The Green Infrastructure Plan of 2011 set forth the following goals:

- Strengthen the City's economy and improve quality of life by linking clean water solutions to community improvements (e.g., green streets);
- Create green infrastructure programs that respond to water quality drivers and maximize the value of City investments;
- Use GI to reduce pollution and erosive flows from urban stormwater and combined sewer overflows 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.

Climate Action Plan: Develops and implements the City's Municipal Climate Action Plan, by which the City of Lancaster equitably implements innovative, collaborative and fiscally responsible strategies to reduce greenhouse gas emissions and build resilience to the impacts of climate change.

Resilience: Develops and implements a Resilience plan for the City of Lancaster, that assesses, plans and acts to prepare for catastrophic shocks and chronic stresses in order to ensure that the city thrives in the face of change, both natural and man-made.

CITY OF LANCASTER

GENERAL FUND



CITY OF
LANCASTER

2022 BUDGET

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2022 BUDGET vs. 2021 PROJECTED ACTUAL
2022 PROPOSED BUDGET

<u>DESCRIPTION</u>	<u>2021 BUDGET</u> <u>(as amended)</u>	<u>2021 PROJECTED</u> <u>ACTUAL</u>	<u>2022 PRELIM</u> <u>BUDGET</u>	<u>\$ CHANGE</u> <u>2022 vs. 2021</u> <u>BUDGET</u>	<u>% CHANGE</u> <u>2022 vs. 2021</u> <u>BUDGET</u>
Tax Revenues	\$41,936,000	\$42,914,816	\$42,698,000	\$762,000	1.82%
Regulatory Revenues	\$606,000	\$597,000	\$592,000	(\$14,000)	-2.31%
Public Safety Revenues	\$2,798,500	\$3,150,910	\$3,138,500	\$340,000	12.15%
Health, Housing & Codes Revenues	\$1,605,000	\$1,408,000	\$1,495,000	(\$110,000)	-6.85%
Public Works Revenues	\$6,281,451	\$6,421,842	\$6,418,109	\$136,658	2.18%
Other Revenues	\$6,348,734	\$9,215,326	\$10,507,600	\$4,158,866	65.51%
Use of Fund Balance Reserves	\$4,985,373	\$0	\$2,195,775	(\$2,789,598)	-55.96%
TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$64,561,058	\$63,707,894	\$67,044,984	\$2,483,926	3.85%
Surplus/(Deficit)	\$0	\$1,726,955	\$0		

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2022 BUDGET vs. 2021 PROJECTED ACTUAL
2022 PROPOSED BUDGET

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2021 BUDGET</u> <u>(as amended)</u>	<u>2021</u> <u>PROJECTED</u> <u>ACTUAL</u>	<u>2022 PRELIM</u> <u>BUDGET</u>	<u>\$ CHANGE</u> <u>2022 vs. 2021</u> <u>BUDGET</u>	<u>% CHANGE</u> <u>2022 vs. 2021</u> <u>BUDGET</u>
EXECUTIVE	\$1,201,173	\$1,095,640	\$1,590,978	\$389,805	32.5%
Office of the Mayor	\$288,701	\$309,183	\$518,392	\$229,691	80%
City Solicitor	\$308,700	\$247,666	\$314,252	\$5,552	2%
Office of Neighborhood Engagement	\$217,181	\$216,915	\$339,894	\$122,713	57%
Lancaster Office of Promotion	\$386,591	\$321,876	\$418,440	\$31,849	N/A
LEGISLATIVE	\$154,867	\$143,354	\$150,632	(\$4,235)	-2.7%
City Council	\$69,700	\$66,385	\$69,700	\$0	0.0%
City Clerk	\$85,167	\$76,969	\$80,932	(\$4,235)	-5.0%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$17,000	\$0	0.0%
ADMIN. SERVICES	\$12,147,862	\$10,222,159	\$11,134,282	(\$1,013,580)	-8.3%
Director	\$459,298	\$463,788	\$421,492	(\$37,806)	-8.2%
Accounting	\$502,500	\$499,290	\$520,615	\$18,115	3.6%
Procurement & Collections	\$129,712	\$122,347	\$131,693	\$1,981	1.5%
Information Technology	\$764,415	\$664,220	\$1,209,672	\$445,257	58.2%
Human Resources	\$497,759	\$515,467	\$747,004	\$249,245	50.1%
Community Involvement	\$686,306	\$686,306	\$713,306	\$27,000	3.9%
Insurance (Property & Liability)	\$630,900	\$625,100	\$764,000	\$133,100	21.1%
Fringe Benefits	\$3,125,472	\$2,843,830	\$3,005,000	(\$120,472)	-3.9%
Debt Service	\$5,351,500	\$3,801,812	\$3,621,500	(\$1,730,000)	-32.3%
PUBLIC SAFETY	\$39,456,701	\$39,946,455	\$41,926,548	\$2,469,847	6.3%
Police	\$27,222,252	\$26,768,132	\$28,685,109	\$1,462,857	5.4%
Fire	\$12,234,448	\$13,178,323	\$13,241,439	\$1,006,991	8.2%

COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	\$4,436,729	\$3,982,148	\$4,966,010	\$529,281	11.9%
Director	\$1,656,862	\$1,559,432	\$1,658,231	\$1,369	0.1%
Planning	\$451,520	\$406,917	\$614,752	\$163,232	36.2%
Building Code Administration	\$513,407	\$494,198	\$566,254	\$52,847	10.3%
Property Maintenance & Housing Inspections	\$846,207	\$789,893	\$922,694	\$76,487	9.0%
Lead Safety and Community Development	\$548,641	\$414,133	\$712,562	\$163,921	N/A
Public Art	\$133,654	\$99,970	\$94,520	(\$33,684)	-25.2%
Health Bureau	\$286,438	\$217,605	\$396,997	(\$68,833)	N/A

PUBLIC WORKS	\$7,146,726	\$6,574,182	\$7,259,534	\$112,808	1.6%
Director	\$1,412,890	\$1,369,808	\$1,669,624	\$256,734	18.2%
Engineering	\$736,437	\$835,944	\$594,534	(\$141,903)	-19.3%
Streets	\$884,290	\$723,058	\$845,251	(\$39,039)	-4.4%
Traffic Section	\$1,061,708	\$1,032,241	\$1,022,085	(\$39,623)	-3.7%
Motor Vehicles Section	\$314,987	\$323,281	\$437,600	\$122,613	38.9%
Parks & Public Property	\$2,736,414	\$2,289,850	\$2,690,440	(\$45,974)	-1.7%

**TOTAL GENERAL FUND
EXPENDITURES**

\$64,561,058 \$61,980,938 \$67,044,984 \$2,483,926 3.85%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

Fund Balance 12/31/2020 \$ 15,000,495

Projected Revenues: 2021	63,707,894
Projected Expenditures: 2021	<u>(61,980,338)</u>

Projected Current Operating Surplus/(Deficit) 2021 (Addition to Fund Balance)	<u>1,727,556</u>
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Projected Fund Balance 12/31/2021 16,728,051

Proposed Revenues: 2022	64,849,209
Proposed Expenditures: 2022	<u>(67,044,984)</u>

Proposed Current Operating Surplus/(Deficit) 2022 (Reduction to Fund Balance)	<u>(2,195,775)</u>
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Projected Fund Balance 12/31/2022 \$ 14,532,276

**CITY OF LANCASTER
2022 GENERAL FUND BUDGET
FILLED POSITIONS**

<u>Department</u>	<u>Full-Time</u>	<u>Part-Time</u>
<u>Bureau</u>	<u>Employees</u>	<u>Employees</u>
Executive	15.5	4.0
Mayor's Office	6.5	
Solicitor	2.0	
Neighborhood Engagement	4.0	
Lancaster Office of Promotion	3.0	4.0
Legislative	1.0	7.0
City Council		7.0
City Clerk	1.0	
Administrative Services	21.1	0.0
Director	2.0	
Accounting	6.0	
Procurement & Collection	1.6	
Information Services	5.5	
Human Resources	6.0	
Controller/Treasurer		2.0
Public Safety	268.0	27.0
Police	191.0	27.0
Fire	77.0	
Comm Plan & Econ Devel	51.5	0.0
Director	3.0	
Planning	6.4	
Building Code Administration	7.1	
Property Maint. & Housing Inspections	15.0	
Lead Safety & Comm. Development	13.0	
Public Art	1.0	
Health	6.0	
Public Works	54.5	0.0
Director	2.0	
Engineering	2.9	
Streets	11.3	
Traffic	5.3	
Motor Vehicles	5.3	
Parks & Public Property	28	
Total General Fund Employees	411.6	40

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Revenues							
Tax Revenues							
1000001 400000	City Real Estate Taxes	29,289,941	29,275,000	29,275,000	28,879,239	29,500,000	29,500,000
Revenue is driven from the annual real estate tax collections of the City of Lancaster.							
1000001 400200	Real Estate Transfer	1,469,793	1,300,000	1,300,000	1,427,310	1,700,000	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 in this account represents the City's share of total collections, net of fees deducted by the County.							
1000001 400300	Earned Income Tax	6,562,099	6,500,000	6,500,000	3,752,225	6,750,000	6,900,000
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	1,490,588	1,550,000	1,550,000	770,315	1,450,000	1,500,000
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	30,077	100,000	100,000	106,938	120,000	120,000
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.							
1000001 400900	Lien Interest & Costs	0	1,000	1,000	0	0	0
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	2,152,562	2,150,000	2,150,000	1,679,920	2,285,000	2,240,000
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.							
1000001 401100	Utility Tax Refund	37,973	35,000	35,000	38,678	38,678	38,000
Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1000001 401200	Real Estate Tax Lien Proc	1,033,852	1,025,000	1,025,000	1,071,137	1,071,137	1,100,000
Revenue is derived from the sale of prior year real estate tax claims to a third party.							
TOTAL	Tax Revenues	42,066,886	41,936,000	41,936,000	37,725,762	42,914,816	42,698,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Revenues							
Regulatory Revenues							
1000002 401400	Franchise Fee	576,632	575,000	575,000	423,104	565,000	560,000
Revenue is derived from the Comcast cable television franchise fee.							
1000002 401500	Beverage License	32,250	31,000	31,000	400	32,000	32,000
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	608,882	606,000	606,000	423,504	597,000	592,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Revenues							
Public Safety Revenues							
1501000 402600	District Judge Fines	388,752	410,000	410,000	270,697	400,000	395,000
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	1,284,346	1,600,000	1,600,000	917,351	1,580,000	1,575,000
Revenues are derived from payments made by the Lancaster Parking Authority to the City in accordance with the City-LPA Parking Enforcement Agreement.							
1501000 402800	Reproducing Police Report	26,697	30,000	30,000	32,947	33,500	32,000
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	15,095	17,000	17,000	12,175	15,000	15,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.							
1501000 403100	Police - School District	105,972	120,000	120,000	17,633	120,000	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.	109,593	90,000	90,000	44,841	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	90,933	25,000	25,000	90,909	90,910	75,000
State reimbursement of Police Academy expenses for newly hired officers.							
1501000 403800	Warrant Squad Services	1,388	1,500	1,500	1,280	1,500	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.							
1501000 404100	Police-Special Events OT	4,271	25,000	25,000	17,246	20,000	20,000
Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1501000 416700	Police - SDL - SRO	391,808	300,000	300,000	471,621	620,000	630,000
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	172,340	180,000	180,000	166,410	180,000	185,000
Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.							
TOTAL	Public Safety Revenues	2,591,197	2,798,500	2,798,500	2,043,109	3,150,910	3,138,500

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Revenues							
Health, Housing & Codes Revenues							
1601001 401700	Building Permits	613,375	700,000	700,000	481,366	515,000	600,000
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	44,273	40,000	40,000	21,333	40,000	40,000
Revenue is derived from the fees collected for plumbing licenses.							
1601001 402200	Housing License Multi-Fam	720,312	740,000	740,000	694,642	725,000	730,000
Revenue is derived from fees collected by the City for all rental housing licenses.							
1601001 402400	Zoning Permits	26,600	30,000	30,000	29,875	30,000	30,000
Revenue is derived from the fee collected for zoning permits.							
1601001 402500	Health Licenses & Permits	70,274	95,000	95,000	97,160	98,000	95,000
Revenue is derived from the license fee for food inspection.							
TOTAL	Health, Housing & Codes Revenues	1,474,834	1,605,000	1,605,000	1,324,375	1,408,000	1,495,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1810001 420200	SWMF Admin Indirect Costs	336,354	336,354	336,354	308,325	336,354	340,000
Revenue is derived from indirect costs applicable to the Stormwater Management Fund per the full cost allocation plan for 2020, which is applicable to fiscal year 2022.							
TOTAL	Public Works Revenues	6,252,294	6,281,451	6,281,451	5,828,769	6,421,842	6,418,109

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Revenues							
Other Revenues							
1000004 405500	Administrative Sundry	3,773	3,000	3,000	1,446	1,500	1,500
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.							
1000004 405700	Sale of City Property/Svc	529,179	510,000	510,000	270,381	570,000	165,000
Revenue is derived from the sale of miscellaneous items and services. For years 2019 - 2021, this line item also included revenues from the sale of the Southern Market property. Beginning in 2020, this line item also reflects annual payments of \$150,000 from the Lancaster Parking Authority for the purchase of the N. Queen Street Garage.							
1000004 405800	Police Sundry	48,743	50,000	50,000	26,763	30,000	30,000
Revenue is derived from the reimbursement for miscellaneous police receipts, such as booking fees paid from County, towing license fees, etc.							
1000004 405900	Fire Sundry	27,633	20,000	20,000	13,723	15,000	15,000
Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books and revenues from insurance reimbursement via Fire Recovery Services agreement.							
1000004 406000	EDNR Sundry	78,577	75,000	75,000	96,588	95,000	75,000
Revenue is derived from City code letters, the sale of City code books, land development ordinances, filing fees for land development and subdivision plans, and vacant property registration fees.							
1000004 406100	Public Works Sundry	6,348	20,000	20,000	5,117	6,000	7,500
Revenue is derived from the reimbursement of labor costs for accident repairs, public space event fees collected by LOOP, clean-up and other miscellaneous fees.							
1000004 406300	Interest on Investment	1,590	500	500	107,232	107,250	100
Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year. In 2021, this line item included accumulated interest proceeds from the closing of the 2009 GO Bonds sinking fund.							
1000004 406600	Federal Reimb-Salaries	442,481	835,528	835,528	562,732	701,600	1,063,000
Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1000004 406601	Lead Reimb - Salaries	166,845	286,754	286,754	254,016	304,450	270,500
	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	200,248	424,987	424,987	286,338	359,000	513,000
	This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by Federal program funds.						
1000004 406701	Lead Reimb - Fringes	85,775	147,965	147,965	129,734	155,500	139,000
	This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by the HUD Lead Grant that begins in 2020.						
1000004 406900	Fed.Reimb-Indirect Costs	47,572	54,000	54,000	48,335	55,000	55,000
	Revenue is derived from indirect costs applicable to the CDBG program per the full cost allocation plan for 2020, which is applicable to fiscal year 2022.						
1000004 407100	Pension State Fund	3,005,048	3,005,000	3,005,000	2,778,838	2,778,838	2,780,000
	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	2,868	6,000	6,000	8,213	8,213	8,000
	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.	385,159	470,000	470,000	331,919	425,000	450,000
	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	335,272	320,000	320,000	263,263	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	785,039	5,000	5,000	6,655	6,700	5,000
	Revenues are derived from unanticipated grants and gifts during the year.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1000004 415501	ARPA Revenue Replacement	0	0	0	0	3,159,776	4,500,000
Revenue is derived from funds appropriated by the US Department of the Treasury to the City in accordance with the American Rescue Plan Act (ARPA). The amount of funding received is based on a calculation established by the US Treasury. ARPA Revenue Replacement funds may be received by the City in fiscal years 2021, 2022, 2023 and 2024.							
1000004 415600	Neigh Engage Fundraising	0	10,000	10,000	0	0	0
Beginning in 2019, the Director of Neighborhood Engagement solicited funds to support events and forums managed by the Mayor's Office of Neighborhood Engagement. Funds now raised for Neighborhood Engagement activities are handled as grant revenues and are not reflected in this line item.							
1000004 418100	Tax Certification Fees	82,533	80,000	80,000	93,359	95,000	90,000
Revenue is derived from a \$20 fee charged for tax certifications provided to settlement companies for real estate sale closings.							
1000004 419600	Marketing	16,210	15,000	15,000	2,416	2,500	0
Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP).							
1000004 419900	Merchandise Sales	20,568	10,000	10,000	24,609	19,000	20,000
Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP).							
1000004 499000	Fund Balance Reserve	0	4,985,373	4,985,373	0	0	2,195,775
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 Income	6,271,463	11,334,107	11,334,107	5,504,100	9,215,326	12,703,375
TOTAL	General Fund - Revenues	59,265,557	64,561,058	64,561,058	55,804,138	63,707,894	67,044,984

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Mayor's Office Exp							
1101000 610500	Elected Official	87,569	88,883	88,883	78,627	88,883	88,883
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).							
1101000 611500	Salaried Personnel	184,770	186,968	186,968	183,337	213,150	419,209
The salary of the Chief of Staff, Mayor's Senior Staff Assistant, Grant Development Manger and Grant Writer Specialist, Policy Strategist, and an allocated portion of the Communications Specialist.							
1101000 732000	Dues & Subscriptions	224	300	408	347	400	400
Subscriptions to professional publications and dues to professional organizations.							
1101000 734000	Postage	657	600	600	771	850	900
Postage costs incurred in routine office mailings.							
1101000 735000	Printing	440	750	750	478	550	500
Photocopying costs of the Mayor's Office.							
1101000 736000	Telephone	2,741	3,000	3,000	2,372	3,000	2,500
Line and call charges for phone lines and cell phones.							
1101000 737000	Travel	1,302	1,000	1,000	0	0	1,000
Travel expenses relating to the Mayor's attendance at various meetings and conferences.							
1101000 741000	Professional Services	29	2,000	2,000	57	100	500
Professional Services expenses for the Mayor's Office.							
1101000 744500	Training & School	2,491	3,000	3,000	614	750	3,000
Expenses for registrations and trainings.							
1101000 760300	Office Supplies	1,437	2,200	2,092	1,111	1,500	1,500
Cost of general office supplies for the Mayor's Office.							
TOTAL	Mayor's Office Exp	281,657	288,701	288,701	267,714	309,183	518,392

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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OFFICE OF THE MAYOR

1101000	610500	F	M	1.00	MAYOR	88,883
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TOTAL 610500 EMPLOYEES				1.00		88,883
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1101000	611500	F	M	1.00	SR STAFF ASSISTANT - MAYOR	56,336
1101000	611500	F	M	0.54	COMMUNICATIONS MANAGER	56,013
1101000	611500	F	M	1.00	COMMS. & POLICY STRATEGIST	49,725
1101000	611500	F	M	1.00	CHIEF OF STAFF	117,135
1101000	611500	F	M	1.00	GRANT DEVELOPMENT MANAGER	75,000
1101000	611500	F	M	1.00	GRANT WRITER SPECIALIST SPECIALIST	65,000
					Available for Merit - AFSCME	-

TOTAL 611500 EMPLOYEES				5.54		419,209
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TOTAL EMPLOYEES				6.54		508,092
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Office of City Solicitor							
1102000 610900	Salary - Director	125,755	126,250	126,250	109,992	126,536	128,750
Salary of the City Solicitor, full-time in-house legal counsel in 2022.							
1102000 611500	Salary - Personnel	0	0	0	0	0	43,152
Salary of staff position to provide support services to the City Solicitor.							
1102000 731000	Advertising	841	1,000	1,500	1,223	1,400	1,000
Costs associated with legal advertisements as required by PA law.							
1102000 732000	Dues & Subscriptions	1,077	1,250	1,250	462	1,000	1,250
Dues and subscription expenses for the City Solicitor.							
1102000 734000	Postage	42	100	100	102	120	150
Postage expenses of the City Solicitor's Office.							
1102000 735000	Printing	3	100	100	15	50	200
Printing and photocopying expenses of the City Solicitor's Office.							
1102000 736000	Telephone	883	1,000	1,000	751	1,000	1,000
Telephone (office and cell phone) expenses of the City Solicitor's Office.							
1102000 737000	Travel	0	250	250	0	250	250
Travel expenses of the City Solicitor's Office.							
1102000 741000	Professional Services	219,405	175,000	174,500	102,738	115,000	134,500
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	250	2,500	2,300	923	1,000	2,500
Training expenses of the City Solicitor's Office including CLE & Bar Association.							
1102000 760300	Office Supplies	173	750	950	936	950	1,000
Office supplies for the City Solicitor's Office.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1102000 820000	Minor Equipment	283	500	500	351	360	500
Minor equipment expenses of the City Solicitor's Office.							
TOTAL	Office of City Solicitor	348,712	308,700	308,700	217,494	247,666	314,252

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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OFFICE OF CITY SOLICITOR

1102000	610900	F	M	1.00	CITY SOLICITOR	128,750
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TOTAL 610900 EMPLOYEES				1.00		128,750
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110200	611500	F	M	1.00	SR STAFF ASSISTANT - LEGAL	43,152
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TOTAL 611500 EMPLOYEES				1.00		43,152
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TOTAL EMPLOYEES				2.00		171,902
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	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED	
General Fund - Expenses							
Office of Neigh Engagement							
1103000 611000	Salary - Bureau Chief	73,395	85,617	85,617	74,554	86,079	115,582
Salary of the Director of the Mayor's Office of Neighborhood Engagement.							
1103000 611500	Salary - Personnel	40,852	47,564	47,564	53,368	67,411	142,812
Salary of the Administrative Assistant in the Mayor's Office of Neighborhood Engagement, Language Service Coordinator, Public Art Project Manager							
1103000 612000	Salary Temporary	12,037	3,000	3,000	6,462	8,679	10,000
Salary for temporary help (if needed) in the Mayor's Office of Neighborhood Engagement. This line item also includes funding for internship opportunities.							
1103000 618500	Overtime	320	5,000	5,000	1,766	2,500	5,000
Overtime expenses for Mayor's Office of Neighborhood Engagement staff.							
1103000 731000	Advertising	28	5,000	5,000	272	772	5,000
Expenses for advertising of services, events, forums, etc. provided by or sponsored by the Mayor's Office of Neighborhood Engagement.							
1103000 732000	Dues & Subscriptions	2,145	5,000	5,000	1,408	3,619	5,000
Dues and subscriptions expenses of the Mayor's Office of Neighborhood Engagement.							
1103000 734000	Postage	1	1,500	1,500	0	0	500
Postage expenses for the Mayor's Office of Neighborhood Engagement.							
1103000 735000	Printing	16	3,000	3,000	290	500	500
Printing expenses including brochures, posters, and other printed materials to promote Mayor's Office of Neighborhood Engagement services and events.							
1103000 736000	Telephone	2,792	3,000	3,000	1,953	3,000	4,000
Telephone and cell phone expenses for the staff of the Mayor's Office of Neighborhood Engagement.							
1103000 737000	Travel	516	1,000	1,000	109	200	5,000
Travel and related expenses for Director of Neighborhood Engagement and staff to attend conferences, training seminars, etc.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1103000 741000	Professional Services	15,708	20,000	20,000	17,254	19,000	20,000
	Expenses for design of printed materials, translation services and other professional services related to services for the all City Departments						
1103000 744000	Contract Services	2,912	15,000	15,000	0	10,000	5,000
	Expenses for contracted services for the Mayor's Office of Neighborhood Engagement, including equipment rental for events.						
1103000 744500	Training/Education	150	4,000	4,000	686	1,000	3,000
	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	1,022	2,000	2,000	1,071	2,000	2,000
	Office supply expenses of the Mayor's Office of Neighborhood Engagement.						
1103000 820000	Minor Equipment	413	1,500	1,500	590	1,500	1,500
	Expenses for minor equipment to be purchased in Mayor's Office of Neighborhood Engagement.						
1103000 853800	Marketing	6,695	15,000	15,000	6,340	10,655	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 Neigh Engagement	159,002	217,181	217,181	166,123	216,915	339,894

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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OFFICE OF NEIGHBORHOOD ENGAGEMENT

1103000	611000	F	M	1.00	DIRECTOR NEIGHBORHOOD ENG.	115,582
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TOTAL 611000 EMPLOYEES				1.00		115,582
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1103000	611500	F	M	1.00	LANGUAGE SERVICE COORDINATOR	53,890
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1103000	611500	F	M	1.00	PUBLIC ART PROJECT MANGER	47,854
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1103000	611500	F	M	1.00	CITY HALL RECEPTIONIST	41,068
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TOTAL 615000 EMPLOYEES				3.00		142,812
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TOTAL EMPLOYEES				4.00		258,394
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Lanc Office of Promotions							
1104000 611000	Salary - Bureau Chief	0	63,690	63,690	41,057	41,057	63,690
Salary of the Director of Lancaster Office of Promotion (LOOP).							
1104000 611500	Salary - Personnel	0	194,001	194,001	136,317	169,744	209,550
Salaries of the LOOP Staff including Special Events Manager, Marketing and Communications Manager and Administrative Assistant and Lancaster City Visitor Center staff.							
1104000 618500	Overtime	0	2,000	2,000	58	75	200
Required in the event staff choose Overtime pay as opposed to compensatory time.							
1104000 716000	Rental of Parking Lot	0	6,000	6,000	3,793	6,000	6,000
Rental of parking spaces for all LOOP, Visitor Center Staff and interns with Colonial Parking Garage on Vine Street.							
1104000 722000	Maint. - Communications	0	4,000	4,000	3,236	4,000	4,000
Costs associated with internet service to LOOP/Visitors Center, web site hosting fee, maintenance costs to run the Visitors Center kiosk, Living Gallery screens and video equipment.							
1104000 732000	Dues & Subscriptions	0	1,200	1,200	997	1,500	2,500
Payment for PLCB special occasion permits, ASCAP Music License fee, dues to Pennsylvania Restaurant and Lodging Association, membership to International Festival and Events Association, subscription to LNP.							
1104000 734000	Postage	0	700	1,100	1,136	1,500	1,500
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website							
1104000 735000	Printing	0	500	500	341	500	500
Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.							
1104000 736000	Telephone	0	1,500	1,500	1,076	1,500	1,500
Cost of telephone services to LOOP & Visitors Center.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1104000 741000	Professional Services	0	2,000	2,000	437	2,000	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	1,500	1,100	157	500	1,500
	Continued education and staff training related to social media outreach, marketing, tourism and events.						
1104000 760300	Office Supplies	0	2,000	2,000	964	1,000	2,000
	Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
1104000 820000	Minor Equipment	0	2,000	2,000	696	2,000	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	80,000	80,000	46,411	65,000	91,500
	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.						
1104000 854000	Merchandise Purchases	0	25,500	25,500	21,277	25,500	30,000
	Purchase of City merchandise for retail sale at the Visitors Center and the purchase of Downtown Dollars from the Lancaster City Alliance for the purpose of resale.						
TOTAL	Lanc Office of Promotions	0	386,591	386,591	257,953	321,876	418,440

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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LANCASTER OFFICE OF PROMOTIONS

1104000	611000	F	M	1.00	LOOP DIRECTOR	63,690
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TOTAL 611000 EMPLOYEES				1.00		63,690
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1104000	611500	F	M	1.00	COMMUNICATIONS MANAGER	53,560
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1104000	611500	F	M	1.00	SPECIAL PROGRAM & EVENTS MANAGER	52,000
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1104000	611500	PT	A	1.00	ADMIN ASSISTANT	23,320
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1104000	611500	PT	M	1.00	TRAVEL CONSULTANT	17,773
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1104000	611500	PT	M	1.00	TRAVEL CONSULTANT	46,640
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1104000	611500	PT	M	1.00	TRAVEL CONSULTANT	16,257
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TOTAL 611500 EMPLOYEES				6.00		209,550
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TOTAL EMPLOYEES				7.00		273,240
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
City Council Exp							
1201000 610500	Elected Official	56,826	56,500	56,500	51,319	58,585	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).							
1201000 737000	Travel	659	5,000	5,000	0	0	5,000
This account provides funding for Council member travel expenses for Pennsylvania Municipal League and National League of Cities meetings, trainings and other meetings approved by the Council President.							
1201000 738000	Miscellaneous Expenses	4,877	5,000	5,000	4,688	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	365	3,200	3,200	2,735	2,800	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 Exp	62,728	69,700	69,700	58,742	66,385	69,700

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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OFFICE OF CITY COUNCIL

1201000	610500	F	M	1.00	COUNCIL PRESIDENT	8,500
1201000	610500	F	M	1.00	COUNCILPERSON	8,000
1201000	610500	F	M	1.00	COUNCILPERSON	8,000
1201000	610500	F	M	1.00	COUNCILPERSON	8,000
1201000	610500	F	M	1.00	COUNCILPERSON	8,000
1201000	610500	F	M	1.00	COUNCILPERSON	8,000
1201000	610500	F	M	1.00	COUNCILPERSON	8,000
TOTAL 610500 EMPLOYEES				7.00		56,500

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
City Clerk Exp							
1202000 611500	Salaried Personnel	63,396	62,767	62,767	55,698	64,063	63,382
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	7,192	7,500	7,500	4,152	6,000	6,000
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.							
1202000 734000	Postage	87	100	100	80	85	100
Postage costs for general office mailings.							
1202000 735000	Printing	339	400	550	550	600	500
Photocopying for the City Clerk, and the binding of the annual year book.							
1202000 736000	Telephone	455	600	600	432	500	550
Line and call charges for phone lines of the City Clerk.							
1202000 737000	Travel	0	2,000	2,000	0	0	2,000
Travel expenses for attendance at PA Municipal League or other training.							
1202000 738000	Miscellaneous Expenses	210	400	400	215	400	1,000
City Clerk's membership in the International Institute of Municipal Clerks and misc. expenses incurred by the Clerk's Office.							
1202000 742500	Ordinance Codification	6,492	10,000	10,000	4,861	4,861	6,000
This line reflects the cost to update both printed and online versions of the City's Codified Ordinances.							
1202000 744500	Training/Education	0	1,150	1,000	395	395	1,150
City Clerk professional training.							
1202000 760300	Office Supplies	16	150	150	25	65	150
General office supplies for the City Clerk.							
TOTAL	City Clerk Exp	78,186	85,167	85,167	66,408	76,969	80,932

CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
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OFFICE OF THE CITY CLERK

1202000	611500	F	M	1.00	CITY CLERK	63,382
TOTAL 611500 EMPLOYEES				1.00		63,382

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Controller/Treasurer Exp							
1403000 610500	Elected Official	17,123	17,000	17,000	15,388	17,000	17,000
Salaries of the City Controller and City Treasurer. These salaries are set by the Third Class City Code.							
TOTAL	Controller/Treasurer Exp	17,123	17,000	17,000	15,388	17,000	17,000

CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
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CITY TREASURER/CONTROLLER

1403000	610500	F	M	1.00	CONTROLLER	8,500
1403000	610500	F	M	1.00	TREASURER	8,500
TOTAL 610500 EMPLOYEES				2.00		17,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Director Admin Services Exp							
1400000 610900	Salary - Director	134,461	133,748	133,748	116,479	134,484	137,761
Salary of the Business Administrator.							
1400000 611500	Salaried Personnel	81,304	109,540	109,540	92,381	113,902	50,531
Administrative Assistant to the Business Administrator.							
1400000 612000	Salary Temporary	3,787	2,000	2,000	1,384	1,384	0
Costs of temporary personnel to fill in during extended absence of Director's Office personnel.							
1400000 618500	Overtime	0	0	0	144	144	0
Overtime required to be paid in accordance with the Fair Labor Standards Act.							
1400000 714100	PC Lease	53,884	48,500	48,200	44,658	45,000	48,000
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	5,800	6,100	6,092	6,100	6,100
Dues for the US Conference of Mayors, Government Finance Officers Association, Central Penn Business Group on Health and subscription to professional journals and publications.							
1400000 734000	Postage	138	160	160	100	150	150
Postage and express mail sent by the Director's Office.							
1400000 735000	Printing	451	600	600	380	500	500
Photocopying expenses of the Director's Office.							
1400000 736000	Telephone	513	650	650	498	650	650
Line and call charges for the Director's Office phones.							
1400000 737000	Travel	249	500	500	72	250	500
Costs associated with travel and related expenses for the Business Administrator.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1400000 741000	Professional Services	155,122	175,000	155,000	137,770	160,000	175,000
	Professional services to include consultant fees related to the Strategic Management Planning Program, Fee Study, as well as various other professional services engagements related to the Administrative Services Department and citywide efforts.						
1400000 744500	Training & School	275	500	500	274	274	500
	Costs of various PML conferences.						
1400000 760300	Office Supplies	1,135	1,800	1,800	323	500	1,300
	Office supplies for the Office of the Director.						
1400000 820000	Minor Equipment	72	500	500	435	450	500
	Purchase of office and/or computer equipment.						
TOTAL	Director Admin Services Exp	437,183	479,298	459,298	400,989	463,788	421,492

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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DIRECTOR OF ADMINISTRATIVE SERVICES

1400000	610900	F	M	1.00	DIRECTOR ADMINISTRATIVE SERVIC	137,761
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TOTAL 610900 EMPLOYEES				1.00		137,761
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1400000	611500	F	M	1.00	ADMINSTRATIVE ASSISTANT	50,000
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					Available for Merit - AFSCME	531
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TOTAL 611500 EMPLOYEES				1.00		50,531
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TOTAL EMPLOYEES				2.00		188,291
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Accounting Exp							
1401000 611000	Salary - Bureau Chief	92,814	97,000	97,000	86,005	98,907	100,888
Salary of the Chief Accountant.							
1401000 611500	Salaried Personnel	309,998	304,000	304,000	275,633	307,183	316,227
Salaries of the staff of the Bureau of Accounting.							
1401000 731000	Advertising	0	5,000	5,000	0	2,000	3,000
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	498	1,200	1,200	498	1,000	1,200
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.							
1401000 734000	Postage	5,026	5,000	5,000	3,659	4,000	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	751	1,600	1,600	1,157	1,500	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	1,129	1,500	1,500	1,223	1,400	1,400
Line and call charge for the Accounting Office.							
1401000 737000	Travel	0	200	200	0	0	300
Travel and/or mileage reimbursement expenses for staff in the Bureau of Accounting.							
1401000 741000	Professional Services	0	0	0	593	600	500
1401000 741100	Audit Expense	44,837	50,000	50,000	49,883	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.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1401000 743000	Bank Service Charges	27,859	26,000	26,000	28,683	30,000	30,000
This code is used to record the General Fund's share of bank service charges for the City's central depository account.							
1401000 743100	Credit Card Fees	510	1,500	1,500	314	500	1,000
This account reflects the General Fund's share of credit card company fees.							
1401000 744500	Training & School	0	2,500	2,500	0	0	3,000
This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.							
1401000 760300	Office Supplies	4,362	5,000	5,000	928	2,000	5,000
General office supplies for the Accounting Office.							
1401000 820000	Minor Equipment	0	2,000	2,000	196	200	1,500
Minor equipment expenses for the Bureau of Accounting.							
TOTAL	Accounting Exp	487,784	502,500	502,500	448,772	499,291	520,615

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF ACCOUNTING

1401000	611000	F	M	1.00	DEPUTY DIRECTOR FINANCE	100,888
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TOTAL 611000 EMPLOYEES				1.00		100,888
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1401000	611500	F	M	1.00	GENERAL ACCOUNTANT	63,754
1401000	611500	F	M	1.00	STAFF ACCOUNTANT	55,000
1401000	611500	F	M	1.00	PAYROLL SPECIALIST	60,244
1401000	611500	F	M	1.00	SENIOR ACCOUNTANT	72,862
1401000	611500	F	M	1.00	PAYROLL/ACCOUNTING MANAGER	64,367

TOTAL 611500 EMPLOYEES				5.00		316,227
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TOTAL EMPLOYEES				6.00		417,115
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Procurement & Collection Exp							
1402000 611000	Salary - Bureau Chief	6,705	6,249	6,249	5,906	6,747	6,436
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.							
1402000 611500	Salaried Personnel	48,892	58,450	58,450	50,396	57,619	69,781
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.							
1402000 618500	Overtime	3	100	100	4	100	100
Overtime expenses for Procurement and Collections staff.							
1402000 718000	Rental of Uniforms	0	30	30	0	30	569
Uniform rental expenses for all Treasury personnel.							
1402000 723000	Maint. - Equipment	3,266	3,026	21,376	8,573	13,794	5,406
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	95	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	806	1,000	1,000
Advertising costs related to the Bureau of Accounting, including the annual audit advertisement.							
1402000 732000	Dues & Subscriptions	543	1,000	1,000	543	1,150	1,150
This line covers the cost of dues to various professional organizations.							
1402000 734000	Postage	8,285	15,116	14,716	7,957	15,116	27,115
Postage and permits required to mail tax billings, etc., and for chages to be made by the Postal Service for undeliverable, returned mail.							
1402000 735000	Printing	2,037	2,898	2,898	1,912	2,898	1,167
Mailing and return envelopes and forms used in various billings and copy machine use.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1402000 736000	Telephone	393	525	525	374	525	882
	Line and call charges for phone, fax, cellular, and internet lines.						
1402000 737000	Travel	467	250	250	0	250	4,200
	Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.						
1402000 738000	Miscellaneous Expenses	178	500	500	259	500	1,500
	Petty cash items used for miscellaneous office operations.						
1402000 741000	Professional Services	0	2,772	0	0	0	0
	Expenses for professional services such as the Employee Assistance Program.						
1402000 744000	Contract Services	0	0	6,000	5,228	6,000	1,076
1402000 744500	Training & School	460	1,742	2,167	616	2,167	3,332
	Schools and seminars for Bureau employees.						
1402000 760300	Office Supplies	733	99	1,742	1,144	1,742	2,164
	Paper tapes used by the cash registers, calculators, remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.						
1402000 765400	Gas Oil & Diesel	71	100	100	73	100	103
	Cost of fuel for the Mail Clerk's vehicle.						
1402000 820000	Minor Equipment	7,507	0	12,480	5,224	12,480	5,583
	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 Exp	79,541	93,986	129,712	89,112	122,347	131,693

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

1402000	611000	F	M	0.09	BUREAU CHIEF PROCUREMENT	6,436
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TOTAL 611000 EMPLOYEES				0.09		6,436
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1402000	611500	F	A	0.09	BILLING COORDINATOR 2	4,234
1402000	611500	F	A	0.09	BILLING COORDINATOR 2	4,100
1402000	611500	F	A	0.09	BILLING COORDINATOR 2	4,100
1402000	611500	F	A	0.09	CASHIER SERVICE CLERK	3,556
1402000	611500	F	A	0.09	CASHIER SERVICE CLERK	3,556
1402000	611500	F	A	0.09	CASHIER SERVICE CLERK	3,556
1402000	611500	F	A	0.09	CASHIER SERVICE CLERK	3,556
1402000	611500	F	A	0.09	CUSTOMER CARE COORDINATOR	4,100
1402000	611500	F	A	0.09	CUSTOMER CARE COORDINATOR	4,498
1402000	611500	F	A	0.09	CUSTOMER CARE COORDINATOR	4,678
1402000	611500	F	A	0.09	CUSTOMER CARE COORDINATOR	4,100
1402000	611500	F	A	0.09	CUSTOMER CARE COORDINATOR	4,865
1402000	611500	F	A	0.09	MAIL PRINT OPERATOR	3,362
1402000	611500	F	A	0.09	PURCHASE COORDINATOR	4,234
1402000	611500	F	A	0.09	REVENUE CLERK	4,219
1402000	611500	F	A	0.09	REVENUE CLERK	4,013
1402000	611500	F	M	0.09	CUSTOMER CARE SUPERVISOR	5,053

TOTAL 611500 EMPLOYEES				1.47		69,781
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TOTAL EMPLOYEES				1.55		76,217
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Information Services Exp							
1404000 611000	Salary - Bureau Chief	0	0	0	0	0	123,600
Salary for the Chief Data and Technology Officer.							
1404000 611500	Salaried Personnel	41,532	40,715	40,715	37,750	37,750	272,422
This line is a prorated share of the employees in the Bureau of Information Technology. In 2022, these positions include all IT and GIS positions across the city, including those who previously were included in the Police Bureau and Public Works budgets. The Stormwater, Water and Wastewater Fund Budgets also cover proportional shares of the GIS staff salaries.							
1404000 722000	Maint. - Communications	5,151	5,000	5,000	5,034	5,300	6,000
This line item includes costs related to a failover system in the event the City's main internet and network system (via fiber) is disabled for any reason.							
1404000 723000	Maint. - Equipment	30,681	45,000	45,000	22,185	30,000	50,000
This line covers the service contracts on various high-speed printers, and other peripherals. Also covered are service contracts on the switches. Software support contracts from various IT vendors, and SSL certificates.							
1404000 734000	Postage	56	150	150	5	10	100
General mailings and shipping costs for returning equipment for repair.							
1404000 735000	Printing	0	50	50	0	10	50
Photocopying and any special printing needs.							
1404000 736000	Telephone	1,060	1,500	1,500	1,141	1,300	4,000
Line and call charges for Information Technology office phones and cell phones.							
1404000 737000	Travel	467	1,000	1,000	207	250	1,000
Covers transportation to and from job-related projects and schools.							
1404000 741000	Professional Services	64,055	120,000	74,000	33,015	45,000	100,000
Expenses for specialty technology vendors as well as outside services that are not covered under warranty or contracts on computer equipment. Also covers contracted programmers for Munis report writing services.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1404000 744000	Contract Services	423,821	465,000	476,000	472,350	476,000	500,000
This line item covers shared services agreement charges from Lancaster County for Information Technology services based on an agreement ending in 2022. This line item also includes annual fees due for the Tyler Munis ERP SaaS System as well as costs anticipated in 2022 for other software and services to improve data management, and improve operational efficiencies across all departments.							
1404000 744500	Training & School	0	3,500	3,500	0	500	5,000
Training seminars for Information Technology personnel who are required to stay abreast of ever-changing technology. Funding is also provided to purchase training materials for new software, which this Bureau uses to train all City employees.							
1404000 760300	Office Supplies	0	500	500	0	100	500
General office supplies needed for Information Technology.							
1404000 760600	Operating Supplies	1,940	2,000	2,000	884	1,000	2,000
Purchasing of all forms, paper, and printing supplies. Also covers media used for server backup purposes.							
1404000 820000	Minor Equipment	11,418	10,000	10,000	1,156	2,000	10,000
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.							
1404000 820500	MIS Projects	42,746	50,000	105,000	62,076	65,000	125,000
Replacement or new applications software and hardware upgrades. Also covers consulting fees for new projects led by Information Technology.							
1404000 930000	GIS Projects	0	0	0	0	0	10,000
This is a new line item in 2022 with the consolidation of GIS staff and services into the IT Bureau (from Department of Public Works).							
TOTAL	Information Services Exp	622,926	744,415	764,415	635,803	664,220	1,209,672

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF INFORMATION TECHNOLOGY

1404000	611000	F	M	1.00	CHIEF DATA & TECH OFFICER	123,600
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TOTAL 611000 EMPLOYEES				1.00		123,600
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1404000	611500	F	M	1.00	SENIOR IT SYSTEM ADMININSTRATOR	68,998
1404000	611500	F	M	0.25	GIS COORDINATOR	18,629
1404000	611500	F	M	0.25	GIS ANALYST	14,796
1404000	611500	F	M	1.00	NETWORK ENGINEER	60,000
1404000	611500	F	M	1.00	IT ENGINEER	60,000
1404000	611500	F	M	1.00	IT TECHNICIAN	50,000

TOTAL 611500 EMPLOYEES				4.50		272,422
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TOTAL EMPLOYEES				5.50		396,022
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1405000 741000	Professional Services	48,456	69,100	76,600	68,773	75,000	228,000
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses. For 2022, this line item also includes annual fees for the McLean HR advisory services (moved from Admin Services - Director budget) as well as \$128,000 for learning management software and services and other Leadership Development and Diversity Manager led initiatives across all City departments.						
1405000 743500	Labor Relations Expense	1,048	1,200	1,200	38	200	1,350
	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	30,248	48,540	48,540	45,836	48,540	49,960
	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	3,717	10,000	7,500	2,851	5,000	10,770
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
1405000 760300	Office Supplies	2,164	3,700	3,700	825	3,000	5,200
	Office supplies for the Bureau of Human Resources.						
1405000 760600	Operating Supplies	0	5,000	3,000	20	2,500	2,500
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
1405000 820000	Minor Equipment	738	2,300	2,300	1,442	2,000	5,000
	Purchase of office and/or computer equipment.						
TOTAL	Human Resources Exp	400,235	492,759	497,759	432,697	515,467	747,004

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
BUREAU OF HUMAN RESOURCES						
1405000	611000	F	M	1.00	BUREAU CHIEF HUMAN RESOURCES	88,117
TOTAL 611000 EMPLOYEES				1.00		88,117
1405000	611500	F	M	1.00	LEAD DVLPMNT & DIV MANAGER	79,111
1405000	611500	F	M	1.00	HR BUSINESS PARTNER	59,360
1405000	611500	F	M	1.00	HR BUSINESS PARTNER	58,207
1405000	611500	F	M	1.00	HR BUSINESS PARTNER	59,360
1405000	611500	F	M	1.00	HR BUSINESS PARTNER	63,334
TOTAL 611500 EMPLOYEES				5.00		319,372
TOTAL EMPLOYEES				6.00		407,489

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Community Involvement Exp							
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	1,650	1,650	890	1,650	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	51,782	80,000	80,000	77,013	80,000	105,000
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	1,225	3,000	5,000	4,209	5,000	7,000
Costs incurred by the City's Human Relations Commission including contract labor charges.							
1406000 851300	LOOP	28,735	25,000	25,000	0	25,000	25,000
Funds appropriated to support City special events sponsored by the Lancaster Office of Promotion (LOOP) from the annual Lancaster General Hospital in-lieu-of-taxes contribution.							
TOTAL	Community Involvement Exp	657,991	684,306	686,306	656,751	686,306	713,306

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Insurance Package Exp							
1407000 772000	Insurance Package	539,678	650,000	627,000	588,553	625,000	760,000
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	3,813	3,900	3,900	100	100	4,000
Bonds required under the Third Class City Code for the Treasurer, Controller.							
TOTAL	Insurance Package Exp	543,491	653,900	630,900	588,653	625,100	764,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Fringe Benefits Exp							
1408000 620200	Medical Insurance	350,000	350,000	350,000	320,833	350,000	380,000
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.							
1408000 620300	Dental/Vision	12,154	14,000	14,000	10,145	14,000	15,000
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.							
1408000 620800	Social Security	950,131	1,050,000	1,050,000	901,346	1,042,330	1,050,000
The General Fund share of FICA and Medicare taxes for all employees.							
1408000 620900	Life Insurance	60,250	86,000	86,000	53,614	65,000	70,000
Expense of life insurance coverage for General Fund employees.							
1408000 623000	Pension Contribution	766,057	830,000	830,000	860,727	870,000	880,000
This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans. This line item also includes the City match contributions for Police Officers eligible to participate in the Supplemental Pension Plan starting in 2020.							
1408000 624000	Unemployment Compensation	150,085	30,000	15,274	0	2,500	10,000
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.							
1408000 625000	Workers Compensation	669,468	650,000	730,198	416,561	450,000	550,000
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	45,759	50,000	50,000	42,574	50,000	50,000
Expenses for parking or bus passes for General Fund employees.							
TOTAL	Fringe Benefits Exp	3,003,904	3,060,000	3,125,472	2,605,800	2,843,830	3,005,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Debt Service Exp							
1409000 923000	Paying Agent Fees	932	1,500	1,500	366	366	1,500
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
1409000 924000	Debt Service - Interest	2,341,259	2,410,000	2,410,000	2,173,846	2,173,846	2,445,000
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 2014, 2015, 2016, 2016A, 2018, 2019, 2021, and 2021 Series A & B General Obligation Bonds.							
1409000 926000	Debt Service - Principal	2,470,800	2,940,000	2,940,000	1,627,600	1,627,600	1,175,000
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 2014, 2015, 2016, 2016A, 2018, 2019, 2021, and 2021 Series A & B General Obligation Bonds.							
TOTAL	Debt Service Exp	4,812,991	5,351,500	5,351,500	3,801,812	3,801,812	3,621,500
TOTAL	Administrative Services	11,046,047	12,062,664	12,147,862	9,660,389	10,222,160	11,134,282

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 12/20/2021	2021 PROJECTED	2022 PROPOSED	
General Fund - Expenses							
Police Bureau Exp							
1501001 611000	Salary - Bureau Chief	190,669	145,000	145,000	122,036	131,820	131,840
Salary of the Chief of Police.							
1501001 611500	Salaried Personnel	1,267,266	1,345,268	1,345,268	1,218,989	1,284,216	1,290,870
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	391,485	400,536	400,536	421,514	444,268	407,927
Salaries of the three Division Captains.							
1501001 613200	Police Lieutenants	1,239,693	1,270,955	1,270,955	1,132,986	1,212,035	1,313,808
Salaries of lieutenants.							
1501001 613300	Police Sergeants	3,937,975	4,122,450	4,122,450	3,832,287	4,064,422	4,537,300
Salaries of sergeants and detectives.							
1501001 614000	Patrolmen	6,067,284	6,418,530	6,399,580	6,049,059	6,435,031	6,423,228
Salaries of patrol officers.							
1501001 615000	School Crossing Guards	309,386	452,489	452,489	329,879	324,392	467,974
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	606,203	736,893	736,893	609,669	649,264	751,603
Salaries of Community Service Aides.							
1501001 618000	Police Acting Officers	35,382	30,000	30,000	36,923	36,191	30,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.							
1501001 618500	Police Overtime	688,496	600,000	600,000	648,721	607,000	600,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1501001 618800	Police Cadet Training Program	13,559	60,000	10,000	1,420	51,420	60,000
	Covers salaries of Cadets.						
1501001 619000	Police Sick Bonus	21,850	25,000	25,000	31,100	31,100	25,000
	Covers payments for the sick leave incentive bonus program.						
1501001 620100	Educational Incentive	64,586	68,250	68,250	57,375	58,000	68,250
	Covers payments for college educational incentive program.						
1501001 620200	Medical Insurance	2,600,000	2,700,000	2,700,000	2,475,000	2,700,000	2,880,000
	Costs for health insurance for all active Police Bureau employees.						
1501001 620201	Medical Ins - Retirees	1,300,000	1,450,000	1,450,000	1,329,167	1,450,000	1,700,000
	Covers the cost for health insurance for all retired Police Bureau employees.						
1501001 620300	Dental/Vision	147,625	160,000	160,000	111,113	130,000	150,000
	Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.						
1501001 621000	Uniform Maintenance Allow	67,325	90,500	90,500	68,158	68,158	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	3,742,138	4,306,685	4,306,685	4,306,685	4,306,685	4,532,000
	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	6,516	6,600	6,600	4,387	4,387	4,500
	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	95,505	100,000	100,000	87,860	90,000	100,000
	Rental of parking spaces in the Water Street Garage.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1501001 737000	Travel	8,092	18,000	17,700	9,523	11,790	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.						
1501001 738001	Misc - Police Athletic League	0	0	0	0	0	5,000
	This is a new line-item for 2022. Funds will cover limited costs of running the Police Athletic League (PAL). Examples include, down payments for lodging and travel associated with PAL program events.						
1501001 738000	Miscellaneous Expenses	4,498	5,000	10,000	5,236	5,500	6,000
	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	64,538	51,500	51,500	22,329	40,000	41,500
	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 741005	Prof Serv Community Engagement	0	0	0	0	0	5,000
	Covers events conducted by the bureau's Community Engagement Unit that directly relate to building positive relationships between the community and police.						
1501001 743500	Labor Relations Expense	76,561	40,000	40,000	22,108	27,500	40,000
	Costs related to contract negotiations and grievance arbitration.						
1501001 743700	Laboratory Tests	22,433	28,000	18,000	7,572	10,000	25,000
	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 744500	Training & School	84,824	89,900	89,900	83,018	85,000	89,990
	All training attended by Police Bureau personnel including yearly state mandated in-service training and specialized training for the canine, mounted and SERT officers. Police Academy for new recruit officers.						
1501001 747200	K-9 Patrol	4,216	8,000	7,000	3,572	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.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1501001 749000	Civil Service Board	368	500	500	0	500	500
	Covers miscellaneous costs associated with the Civil Service Board as it relates to the police bureau.						
1501001 760300	Office Supplies	6,067	12,000	12,000	8,053	10,000	12,000
	General office and paper supplies.						
1501001 760600	Operating Supplies	37,900	55,000	45,000	29,610	36,000	50,000
	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	99,446	100,000	149,500	137,081	160,000	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 762700	Evidence Supplies	10,698	9,000	9,000	6,455	8,000	12,000
	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	29,967	35,000	35,000	8,867	31,000	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	26,985	71,000	71,000	68,530	68,530	71,000
	Supplies for less lethal weapons include Taser cartridges and batteries, Oleoresin Capsicum (OC) and less lethal ammunition.						
1501001 763400	Weapons	7,660	10,000	10,000	5,937	9,000	10,000
	Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.						
1501001 765400	Gas Oil & Diesel	85,251	130,000	130,000	79,340	94,800	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	362,153	350,000	370,300	366,340	390,000	425,000
	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.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 12/20/2021	2021 PROJECTED	2022 PROPOSED
1501001 815000	Shelter Expense	3,950	25,000	5,000	0	20,000	5,000
	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	180,563	87,000	92,000	91,809	92,000	260,000
	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	2,259	3,000	4,000	3,643	4,100	5,000
	Purchasing and repairs of bicycles and related equipment / accessories.						
1501001 827000	Vehicles	251,425	183,788	183,788	168,511	168,511	247,817
	Replacing vehicles and accessories installed in unmarked and marked vehicles such as security screens, emergency lighting and sirens, push bars, exterior markings and Mobile Data Terminals (Computers and tablets and their mounts).						
1501001 827100	Vehicle-Lease Purchase	69,526	55,626	55,626	54,884	55,626	50,000
	Lease payments on vehicles.						
1501001 924000	Debt Service - Interest	217,249	205,842	205,842	205,842	205,842	194,090
	Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1501001 926000	Debt Service - Principal	380,226	391,748	391,748	391,748	391,748	403,270
	Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
TOTAL	Police Bureau Exp	25,609,817	27,241,202	27,222,252	25,814,508	26,768,132	28,685,109

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF POLICE

1501001	611000	F	M	1.00	POLICE CHIEF	131,840
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TOTAL 611000 EMPLOYEES				1.00		131,840
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1501001	611500	F	M	1.00	POLICE BUREAU SOCIAL WORKER	65,948
1501001	611500	F	M	1.00	POLICE BUREAU SOCIAL WORKER	59,740
1501001	611500	F	M	1.00	RECORDS SUPERVISOR	57,706
1501001	611500	F	A	1.00	ADMIN ASST CID	56,455
1501001	611500	F	A	1.00	ADMIN ASST CID	54,284
1501001	611500	F	A	1.00	ADMIN ASST PATROL	57,571
1501001	611500	F	A	1.00	ADMIN ASST PATROL SERVICES	52,196
1501001	611500	F	A	1.00	ANIMAL ENFORCEMENT OFFICER	47,905
1501001	611500	F	A	1.00	EVIDENCE SPECIALIST	57,073
1501001	611500	F	A	1.00	EVIDENCE SPECIALIST	58,928
1501001	611500	F	A	1.00	HAZARD ABANDON VEHICLE OFFICER	51,941
1501001	611500	F	A	1.00	PD INVENTORY SPECIALIST	51,291

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	611500	F	A	1.00	PD RECEPTIONIST	45,813
1501001	611500	F	A	1.00	RECORDS PROCESSOR	47,077
1501001	611500	F	A	1.00	RECORDS PROCESSOR	42,603
1501001	611500	F	A	1.00	RECORDS PROCESSOR	49,318
1501001	611500	F	A	1.00	RECORDS PROCESSOR	49,318
1501001	611500	F	A	1.00	RECORDS PROCESSOR	48,960
1501001	611500	F	A	1.00	RECORDS PROCESSOR	47,077
1501001	611500	F	A	1.00	RECORDS PROCESSOR	42,603
1501001	611500	F	A	1.00	RECORDS PROCESSOR SPECIALIST	49,318
1501001	611500	F	A	1.00	RECORDS PROCESSOR SPECIALIST	51,291
1501001	611500	F	M	1.00	SENIOR STAFF ASSISTANT (CHIEF'S SECRETARY)	51,500
1501001	611500	F	M	1.00	POLICE COMMUNICATION MANAGER	57,179
					Available for Merit - AFSCME	23,535
				24.00		
1501001	611500	P	A	1.00	PT PD PATROL CLERK	14,241
				1.00		
TOTAL 611500 EMPLOYEES				25.00		1,290,870

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	613100	F	P	1.00	POLICE CAPTAIN	135,663
1501001	613100	F	P	1.00	POLICE CAPTAIN	136,288
1501001	613100	F	P	1.00	POLICE CAPTAIN	135,976
TOTAL 613100 EMPLOYEES				3.00		407,927
1501001	613200	F	P	1.00	POLICE LIEUTENANT	120,414
1501001	613200	F	P	1.00	POLICE LIEUTENANT	118,239
1501001	613200	F	P	1.00	POLICE LIEUTENANT	116,337
1501001	613200	F	P	1.00	POLICE LIEUTENANT	120,686
1501001	613200	F	P	1.00	POLICE LIEUTENANT	117,968
1501001	613200	F	P	1.00	POLICE LIEUTENANT	117,424
1501001	613200	F	P	1.00	POLICE LIEUTENANT	118,239
1501001	613200	F	P	1.00	POLICE LIEUTENANT	116,065
1501001	613200	F	P	1.00	POLICE LIEUTENANT	120,414
1501001	613200	F	P	1.00	POLICE LIEUTENANT	117,424
1501001	613200	F	P	1.00	POLICE LIEUTENANT	119,598
1501001	613200				Shift Differential	11,000
TOTAL 613200 EMPLOYEES				11.00		1,313,808

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	POSITION		SALARY
				FTE		
1501001	613300	F	P	1.00	DETECTIVE	96,110
1501001	613300	F	P	1.00	DETECTIVE	96,110
1501001	613300	F	P	1.00	DETECTIVE	95,889
1501001	613300	F	P	1.00	DETECTIVE	95,889
1501001	613300	F	P	1.00	DETECTIVE	95,668
1501001	613300	F	P	1.00	DETECTIVE	95,668
1501001	613300	F	P	1.00	DETECTIVE	95,447
1501001	613300	F	P	1.00	DETECTIVE	94,343
1501001	613300	F	P	1.00	DETECTIVE	93,901
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	DETECTIVE	93,680
1501001	613300	F	P	1.00	DETECTIVE	93,680
1501001	613300	F	P	1.00	DETECTIVE	92,796
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	DETECTIVE	90,808
1501001	613300	F	P	1.00	POLICE SERGEANT	104,239
1501001	613300	F	P	1.00	POLICE SERGEANT	99,275
1501001	613300	F	P	1.00	POLICE SERGEANT	103,057

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	613300	F	P	1.00	POLICE SERGEANT	100,220
1501001	613300	F	P	1.00	POLICE SERGEANT	98,566
1501001	613300	F	P	1.00	POLICE SERGEANT	98,329
1501001	613300	F	P	1.00	POLICE SERGEANT	104,948
1501001	613300	F	P	1.00	POLICE SERGEANT	102,820
1501001	613300	F	P	1.00	POLICE SERGEANT	100,457
1501001	613300	F	P	1.00	POLICE SERGEANT	102,111
1501001	613300	F	P	1.00	POLICE SERGEANT	100,457
1501001	613300	F	P	1.00	POLICE SERGEANT	102,820
1501001	613300	F	P	1.00	POLICE SERGEANT	102,111
1501001	613300	F	P	1.00	POLICE SERGEANT	98,566
1501001	613300	F	P	1.00	POLICE SERGEANT	102,584
1501001	613300	F	P	1.00	POLICE SERGEANT	102,820
1501001	613300	F	P	1.00	POLICE SERGEANT	100,929
1501001	613300	F	P	1.00	POLICE SERGEANT	100,693
1501001	613300	F	P	1.00	POLICE SERGEANT	100,693
1501001	613300	F	P	1.00	POLICE SERGEANT	104,948
1501001	613300	F	P	1.00	POLICE SERGEANT	100,457
1501001	613300	F	P	1.00	POLICE SERGEANT	102,820
1501001	613300	F	P	1.00	POLICE SERGEANT	104,475
1501001	613300	F	P	1.00	POLICE SERGEANT	101,166
1501001	613300	F	P	1.00	POLICE SERGEANT	100,929
1501001	613300	F	P	1.00	POLICE SERGEANT	101,166
1501001	613300				Shift Differential	30,000
TOTAL 613300 EMPLOYEES				46.00		4,537,300

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	614000	F	P	1.00	POLICE OFFICER	89,608
1501001	614000	F	P	1.00	POLICE OFFICER	89,608
1501001	614000	F	P	1.00	POLICE OFFICER	89,402
1501001	614000	F	P	1.00	POLICE OFFICER	89,402
1501001	614000	F	P	1.00	POLICE OFFICER	89,402
1501001	614000	F	P	1.00	POLICE OFFICER	88,991
1501001	614000	F	P	1.00	POLICE OFFICER	88,991
1501001	614000	F	P	1.00	POLICE OFFICER	88,991
1501001	614000	F	P	1.00	POLICE OFFICER	88,991
1501001	614000	F	P	1.00	POLICE OFFICER	88,786
1501001	614000	F	P	1.00	POLICE OFFICER	88,786
1501001	614000	F	P	1.00	POLICE OFFICER	88,786
1501001	614000	F	P	1.00	POLICE OFFICER	88,786
1501001	614000	F	P	1.00	POLICE OFFICER	88,786
1501001	614000	F	P	1.00	POLICE OFFICER	87,964
1501001	614000	F	P	1.00	POLICE OFFICER	87,964
1501001	614000	F	P	1.00	POLICE OFFICER	87,758
1501001	614000	F	P	1.00	POLICE OFFICER	87,758
1501001	614000	F	P	1.00	POLICE OFFICER	87,553
1501001	614000	F	P	1.00	POLICE OFFICER	87,553
1501001	614000	F	P	1.00	POLICE OFFICER	87,347
1501001	614000	F	P	1.00	POLICE OFFICER	87,142
1501001	614000	F	P	1.00	POLICE OFFICER	87,142
1501001	614000	F	P	1.00	POLICE OFFICER	86,320
1501001	614000	F	P	1.00	POLICE OFFICER	86,114
1501001	614000	F	P	1.00	POLICE OFFICER	86,114
1501001	614000	F	P	1.00	POLICE OFFICER	85,498
1501001	614000	F	P	1.00	POLICE OFFICER	85,498
1501001	614000	F	P	1.00	POLICE OFFICER	84,676
1501001	614000	F	P	1.00	POLICE OFFICER	87,553
1501001	614000	F	P	1.00	POLICE OFFICER	84,470
1501001	614000	F	P	1.00	POLICE OFFICER	84,470
1501001	614000	F	P	1.00	POLICE OFFICER	84,470
1501001	614000	F	P	1.00	POLICE OFFICER	84,470
1501001	614000	F	P	1.00	POLICE OFFICER	83,851
1501001	614000	F	P	1.00	POLICE OFFICER	83,851
1501001	614000	F	P	1.00	POLICE OFFICER	83,851

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	614000	F	P	1.00	POLICE OFFICER	83,851
1501001	614000	F	P	1.00	POLICE OFFICER	83,851
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	83,645
1501001	614000	F	P	1.00	POLICE OFFICER	76,986
1501001	614000	F	P	1.00	POLICE OFFICER	76,986
1501001	614000	F	P	1.00	POLICE OFFICER	81,991
1501001	614000	F	P	1.00	POLICE OFFICER	81,991
1501001	614000	F	P	1.00	POLICE OFFICER	79,386
1501001	614000	F	P	1.00	POLICE OFFICER	79,386
1501001	614000	F	P	1.00	POLICE OFFICER	79,386
1501001	614000	F	P	1.00	POLICE OFFICER	79,386
1501001	614000	F	P	1.00	POLICE OFFICER	73,728
1501001	614000	F	P	1.00	POLICE OFFICER	72,539
1501001	614000	F	P	1.00	POLICE OFFICER	72,539

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	614000	F	P	1.00	POLICE OFFICER	72,539
1501001	614000	F	P	1.00	POLICE OFFICER	68,699
1501001	614000	F	P	1.00	POLICE OFFICER	68,699
1501001	614000	F	P	1.00	POLICE OFFICER	68,699
1501001	614000	F	P	1.00	POLICE OFFICER	66,452
1501001	614000	F	P	1.00	POLICE OFFICER	66,452
1501001	614000	F	P	1.00	POLICE OFFICER	64,065
1501001	614000	F	P	1.00	POLICE OFFICER	57,589
1501001	614000	F	P	1.00	POLICE OFFICER	62,388
1501001	614000	F	P	1.00	POLICE OFFICER	62,388
1501001	614000	F	P	1.00	POLICE OFFICER	62,388
1501001	614000	F	P	1.00	POLICE OFFICER	62,388
1501001	614000	F	P	1.00	POLICE OFFICER	62,388
1501001	614000	F	P	1.00	POLICE OFFICER	61,829
1501001	614000	F	P	1.00	POLICE OFFICER	60,571
1501001	614000	F	P	1.00	POLICE OFFICER	60,571
1501001	614000	F	P	1.00	POLICE OFFICER	60,571
1501001	614000	F	P	1.00	POLICE OFFICER	60,571
1501001	614000	F	P	1.00	POLICE OFFICER	60,571
1501001	614000	F	P	1.00	POLICE OFFICER	60,127
1501001	614000	F	P	1.00	POLICE OFFICER	60,127
1501001	614000	F	P	1.00	POLICE OFFICER	60,016
1501001	614000	F	P	1.00	POLICE OFFICER	57,686
1501001	614000	F	P	1.00	POLICE OFFICER	60,571
1501001	614000	F	P	1.00	POLICE OFFICER	82,409
1501001	614000	F	P	1.00	POLICE OFFICER	87,347
1501001	614000	F	P	1.00	POLICE OFFICER	55,735
1501001	614000	F	P	1.00	POLICE OFFICER	55,735
1501001	614000				Shift Differential	110,000
					Allowance for vacancies	(250,000)
TOTAL 614000 EMPLOYEES				84.00		6,423,228

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	615000	F	A	1.00	PATROL SERVICE AIDE	46,604
1501001	615000	F	A	1.00	PATROL SERVICE AIDE	50,407
1501001	611500	F	A	1.00	PATROL SERVICE AIDE	46,604
1501001	615000	F	A	1.00	PATROL SERVICE AIDE	50,407
1501001	615000	F	A	1.00	PATROL SERVICE AIDE	46,604
1501001	615000	F	A	1.00	PATROL SERVICE AIDE	50,407
				6.00		
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
1501001	615000	P	A	1.00	SCHOOL CROSSING GUARD	10,316
				22.00		
					Allowance for vacancies	(50,000)
TOTAL 615000 EMPLOYEES				28.00		467,974

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	51,291
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	44,956
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	44,956
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	44,956
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	53,343
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	46,417
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	46,417
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	44,956
1501001	611500	F	A	1.00	COMMUNITY SERVICE AIDE	49,318
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	44,956
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	44,956
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	53,343
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	49,318
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	46,417
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	43,000
1501001	615200	F	A	1.00	COMMUNITY SERVICE AIDE	43,000
TOTAL 615200 EMPLOYEES				16.00		751,603
1501001	618800	P		1.00	CADET	15,000
1501001	618800	P		1.00	CADET	15,000
1501001	618800	P		1.00	CADET	15,000
1501001	618800	P		1.00	CADET	15,000
				4.00		
TOTAL 618800 EMPLOYEES				4.00		60,000
TOTAL EMPLOYEES				219.00		15,454,069

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Fire Bureau Exp							
1502001 611000	Salary - Bureau Chief	122,940	122,692	122,692	107,780	124,013	126,372
Salary of the Fire Chief.							
1502001 611500	Salaried Personnel	170,834	111,625	111,625	101,408	117,166	169,363
Salaries of the 3 non-uniformed personnel assigned to the Bureau of Fire. Admin Services Manager, Municipal Clerk, and Training Coordinator.							
1502001 613100	Fire Captains	852,104	874,127	870,218	782,449	912,598	915,784
Salaries of (4) Battalion Chiefs, (4) Suppression Captains, (1) Fire Marshal Captain.							
1502001 613200	Fire Lieutenants	1,642,564	1,403,004	1,393,956	1,319,897	1,512,893	1,444,259
Salaries of (3) Assistant Fire Marshals, (1) Maintenance Officer and (12) Suppression Lieutenants.							
1502001 614100	Firefighters	3,571,381	3,564,809	3,525,412	3,242,381	3,707,428	3,751,984
Salaries of (48) Firefighters.							
1502001 618500	Fire Overtime	129,108	100,000	100,000	688,192	700,000	300,000
Costs to provide a reasonable level of personnel for operations in fire suppression, rescue, and other emergencies that occur regularly in the City, and special operations such as SERT, Foam Task Force and Haz Mat. Additionally, funds are used to pay for personnel working fireworks detail, recall of off-duty personnel for major incidents, and holiday pay for the several holidays that firefighters work per the contract.							
1502001 619000	Fire Sick Bonus	6,850	6,500	6,500	7,350	7,350	7,500
This line item includes costs associated with the Fire CBA Article 21 (Sick Leave Bonus) for the Sick Leave incentive bonus program.							
1502001 620100	Educational Incentive	27,333	30,000	30,000	33,063	33,063	35,000
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.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1502001 620200	Medical Insurance	1,075,000	1,100,000	1,100,000	1,008,333	1,100,000	1,075,000
	Costs for health care for all active Fire Bureau employees, including administrative staff.						
1502001 620201	Medical Ins - Retirees	1,200,000	1,250,000	1,250,000	1,145,833	1,250,000	1,350,000
	Costs for health care for retired Firefighters.						
1502001 620300	Dental/Vision	78,416	105,000	105,000	88,896	105,000	110,000
	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	27,200	30,000	30,000	27,600	30,000	40,000
	CBA Article 36 Accessory Uniform Allowance: \$100.00 annual shoe allowance. \$300.00 annual clothing allowance.						
1502001 623000	Pension Contribution	2,047,022	2,200,532	2,200,532	2,200,532	2,200,532	2,335,134
	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 cost is determined by an actuary, and adjusted annually to reflect actual payroll.						
1502001 714100	PC Lease	31,138	28,800	28,968	28,968	28,968	30,000
	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	3,080	3,000	2,832	1,190	1,500	1,000
	Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.						
1502001 722000	Maint. - Communications	4,425	5,000	5,000	1,162	4,000	5,000
	Cost to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.						
1502001 723000	Maint. - Equipment	12,420	20,000	20,000	15,822	20,000	20,000
	Cost of maintenance of fire station technology and software such as Emergency Reporting, Active 911, and APS.						
1502001 729000	Maint. - Vehicles	64,612	40,000	44,000	35,536	40,000	75,000
	Cost of services provided by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1502001 734000	Postage	2,167	2,000	2,000	1,624	1,800	2,000
Postage costs for Fire Bureau.							
1502001 735000	Printing	1,513	1,000	1,000	959	1,000	1,000
In house cost of printing and copying of material used by both the suppression and fire marshal division.							
1502001 736000	Telephone	12,466	15,000	15,000	11,433	12,000	15,000
Telephone systems of the Fire Bureau and its three station facilities (line costs and phone service, cell phones and service and apparatus equipped with tablets, etc.).							
1502001 737000	Travel	6,762	20,000	8,405	7,693	10,000	10,000
Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.							
1502001 738000	Miscellaneous Expenses	8,590	10,000	13,000	12,000	12,500	15,000
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	9,594	10,000	10,000	173	10,000	17,000
Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.							
1502001 743500	Labor Relations Expense	15,959	10,000	10,000	6,202	10,000	20,000
Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.							
1502001 744500	Training & School	47,166	60,000	32,271	10,612	40,000	125,000
Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.							
1502001 749000	Civil Service Board	199	10,000	11,405	11,368	12,500	10,000
Cost of Civil Service entrance and promotional exams, advertising, etc.							
1502001 760300	Office Supplies	3,794	5,000	5,000	3,847	5,000	5,000
Cost of office supplies.							
1502001 760600	Operating Supplies	11,712	10,000	14,300	14,001	14,300	12,500
Cost of operating supplies for three fire stations.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1502001 761200	Uniforms	28,322	35,000	35,000	4,389	35,000	50,000
	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	4,442	5,000	5,000	3,226	4,000	5,000
	Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
1502001 764500	Protective Clothing	62,711	50,000	50,000	31,488	50,000	100,000
	Purchase of required protective clothing for firefighters which is replaced every five years.						
1502001 765400	Gas Oil & Diesel	19,210	30,000	30,000	20,254	25,000	30,000
	Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.						
1502001 767200	Misc. Vehicle Parts	22,646	25,000	27,000	23,330	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	71,447	90,000	108,395	98,442	108,000	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	6,501	6,000	6,000	3,392	6,000	5,000
	Cost of AED equipment, first aid and safety supplies, etc.						
1502001 822000	Communication Equipment	10,688	15,000	15,000	12,650	20,000	20,000
	Cost of minitor pagers, modems, internet connections, communication equipment batteries, and other communication based items used by the Bureau of Fire in its daily 24-hour operation.						
1502001 823000	Furniture & Equipment	948	20,000	26,224	26,118	27,000	30,000
	Office equipment and furniture.						
1502001 827100	Vehicle-Lease Purchase	265,282	415,000	415,000	402,886	415,000	415,000
	Cost to lease fire apparatus and vehicles.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 13/24/2021	2021 PROJECTED	2022 PROPOSED
1502001 924000	Debt Service - Interest	159,854	151,461	151,461	151,460	151,461	142,813
	Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 926000	Debt Service - Principal	279,774	288,252	288,252	288,252	288,252	296,730
	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.						
TOTAL	Fire Bureau Exp	12,118,172	12,286,802	12,234,449	12,747,534	13,178,322	13,241,439
TOTAL	Public Safety	37,727,989	39,528,004	39,456,701	38,562,042	39,946,454	41,926,548

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF FIRE

1502001	611000	F	F	1.00	FIRE CHIEF	126,372
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TOTAL 611000 EMPLOYEES	1.00					126,372
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1502001	611500	F	A	1.00	FILE CLERK III	51,941
1502001	611500	F	M	1.00	FIRE ADMIN SERVICES MANAGER	65,403
1502001	611500	F	A	1.00	TRAINING COORDINATOR	51,500

					Available for Merit - AFSCME	519
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TOTAL 611500 EMPLOYEES	3.00					169,363
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1502001	613000	F	F	0.00	FIRE DEPTY CHIEF	-
1502001	613000	F	F	0.00	FIRE DEPTY CHIEF	-

TOTAL 613000 EMPLOYEES	0.00					-
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1502001	613100	F	F	1.00	BATTALION CHIEF	98,341
1502001	613100	F	F	1.00	BATTALION CHIEF	104,517
1502001	613100	F	F	1.00	BATTALION CHIEF	100,004
1502001	613100	F	F	1.00	BATTALION CHIEF	98,341
1502001	613100	F	F	1.00	FIRE CAPTAIN	95,776
1502001	613100	F	F	1.00	FIRE CAPTAIN	94,408
1502001	613100	F	F	1.00	FIRE CAPTAIN	98,284
1502001	613100	F	F	1.00	FIRE CAPTAIN	95,776
1502001	613100	F	F	1.00	FIRE MARSHAL	100,336
					Additional Funds for Extra Hours Pay	30,000

TOTAL 613100 EMPLOYEES	9.00					915,784
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**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	85,495
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	88,003
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	87,794
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	86,331
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	85,495
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	91,975
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	90,303
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	87,794
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	86,122
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	91,975
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	82,000
1502001	613200	F	F	1.00	FIRE LIEUTENTANT	82,000
1502001	613200	F	F	1.00	ASSISTANT FIRE MARSHAL	90,269
1502001	613200	F	F	1.00	ASSISTANT FIRE MARSHAL	94,567
1502001	613200	F	F	1.00	ASSISTANT FIRE MARSHAL	94,567
1502001	613200	F	F	1.00	MAINTENACE OFFICER	94,567
					Additional Funds for Extra Hours Pay	25,000
TOTAL 613200 EMPLOYEES				16.00		1,444,259

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1502001	614100	F	F	1.00	DRIVER OPERATOR	82,003
1502001	614100	F	F	1.00	DRIVER OPERATOR	81,808
1502001	614100	F	F	1.00	DRIVER OPERATOR	80,250
1502001	614100	F	F	1.00	DRIVER OPERATOR	85,704
1502001	614100	F	F	1.00	DRIVER OPERATOR	83,951
1502001	614100	F	F	1.00	DRIVER OPERATOR	85,704
1502001	614100	F	F	1.00	DRIVER OPERATOR	84,146
1502001	614100	F	F	1.00	DRIVER OPERATOR	84,341
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,471
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,666
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,471
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,471
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,082
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,471
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,082
1502001	614100	F	F	1.00	DRIVER OPERATOR	79,471
1502001	614100	F	F	1.00	DRIVER OPERATOR	76,000
1502001	614100	F	F	1.00	DRIVER OPERATOR	76,000
1502001	614100	F	F	1.00	FIREFIGHTER	83,614
1502001	614100	F	F	1.00	FIREFIGHTER	82,093
1502001	614100	F	F	1.00	FIREFIGHTER	81,903
1502001	614100	F	F	1.00	FIREFIGHTER	80,003
1502001	614100	F	F	1.00	FIREFIGHTER	80,003
1502001	614100	F	F	1.00	FIREFIGHTER	79,813
1502001	614100	F	F	1.00	FIREFIGHTER	77,723

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
1502001	614100	F	F	1.00	FIREFIGHTER	77,533
1502001	614100	F	F	1.00	FIREFIGHTER	77,343
1502001	614100	F	F	1.00	FIREFIGHTER	77,343
1502001	614100	F	F	1.00	FIREFIGHTER	76,963
1502001	614100	F	F	1.00	FIREFIGHTER	76,963
1502001	614100	F	F	1.00	FIREFIGHTER	76,963
1502001	614100	F	F	1.00	FIREFIGHTER	76,963
1502001	614100	F	F	1.00	FIREFIGHTER	75,496
1502001	614100	F	F	1.00	FIREFIGHTER	75,496
1502001	614100	F	F	1.00	FIREFIGHTER	69,163
1502001	614100	F	F	1.00	FIREFIGHTER	69,163
1502001	614100	F	F	1.00	FIREFIGHTER	69,163
1502001	614100	F	F	1.00	FIREFIGHTER	69,163
1502001	614100	F	F	1.00	FIREFIGHTER	61,563
1502001	614100	F	F	1.00	FIREFIGHTER	61,563
1502001	614100	F	F	1.00	FIREFIGHTER	61,563
1502001	614100	F	F	1.00	FIREFIGHTER	61,563
1502001	614100	F	F	1.00	FIREFIGHTER	51,563
1502001	614100	F	F	1.00	FIREFIGHTER	61,563
1502001	614100	F	F	1.00	FIREFIGHTER	51,161
1502001	614100	F	F	1.00	FIREFIGHTER	51,161
1502001	614100	F	F	1.00	FIREFIGHTER	51,161
1502001	614100	F	F	1.00	FIREFIGHTER	51,161
Additional Funds for Extra Hours Pay						350,000
Allowance for Vacancies						(150,000)
TOTAL 614100 EMPLOYEES				48.00		3,751,984
TOTAL EMPLOYEES				77.00		6,407,763

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Director - CPED Exp							
1601000 610900	Salary - Director	147,427	148,263	148,263	127,841	147,602	151,199
Salary of the Director of the Department of Community Planning and Economic Development (CPED).							
1601000 611000	Salary - Bureau Chief	96,151	95,833	95,833	59,594	75,496	97,850
Salary of the CPED Deputy Director. This position primarily oversees the Bureaus of Health, Property Maintenance and Housing Inspections, and Lead Safety and Community Development, and also provides additional strategic and operational support in the Office of the Director and to the Department as a whole.							
1601000 611500	Salaried Personnel	154,950	88,166	88,166	72,927	95,028	57,482
Salary of the Staff Assistant to the CPED Director and Bureau Chiefs. Also the CPED portion of AFSCME and Non-Bargaining staff merit payments.							
1601000 612000	Salary Temporary	0	500	500	0	0	500
Covers cost associated with the hiring of interns from local colleges and universities as well as need for temp employees during extended absence of key personnel.							
1601000 618500	Overtime	0	500	500	0	0	500
Overtime pay for relevant staff to fulfill Board and Commission duties, such as evening meetings for RACL, Land Bank, LIDA, Reinvestment Board or others when necessary.							
1601000 620200	Medical Insurance	1,075,000	1,100,000	1,100,000	1,008,333	1,100,000	1,100,000
Costs of health care for all Department of Community Planning and Economic Development employees.							
1601000 620300	Dental/Vision	24,823	29,000	29,000	17,210	21,000	29,000
Costs of dental and vision care for all Department of Community Planning and Economic Development employees.							
1601000 714100	PC Lease	32,173	29,900	29,900	26,988	26,988	28,000
Annual state contract leases for PCs and laptop computers and annual software license fee for Office 365 for Department of Community Planning and Economic Development staff.							
1601000 723000	Maint. - Equipment	0	250	250	0	0	250
Department scanner, fax, computer, printer, vehicle, and other equipment repairs.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1601000 731000	Advertising	258	500	500	0	500	500
	Legal notices for appeals, employment ads, grant programs, and public hearings. Notifications of Requests for Proposals that the City of Lancaster may issue for projects.						
1601000 732000	Dues & Subscriptions	1,450	2,000	2,000	0	1,000	2,000
	Annual dues and certifications for professional organizations such as the International Economic Development Council, American Planning Association, 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	295	500	500	113	500	500
	Mailing costs, express mail charges and Federal Express/UPS charges.						
1601000 735000	Printing	489	2,000	2,000	371	2,000	2,000
	Cost of printing community planning and economic development publications, marketing items letterhead, envelopes, newsletters, reports, and photocopying.						
1601000 736000	Telephone	3,145	5,000	5,000	2,720	4,000	5,000
	Department share of phone and voice mail systems, mobile phone expenses, and laptop Wi-Fi connections for Department staff.						
1601000 737000	Travel	0	1,500	1,500	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	50,031	72,000	72,000	18,047	25,000	100,000
	Professional services associated with technical consultants, architecture and design, redevelopment of land and buildings, including appraisal and environmental assessment costs, subdivision and land development expenses, and legal and engagement support of established economic development programs.						
1601000 744500	Training & School	495	3,000	3,000	485	1,000	4,000
	Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops, conferences, certifications, and webcasts, which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1601000 760300	Office Supplies	618	1,000	1,000	892	1,000	1,000
	Routine office materials such as notebooks, report covers, files, paper, pens, etc.						
1601000 760600	Operating Supplies	0	1,000	1,000	808	1,000	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	53,500	75,000	75,000	54,000	55,000	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, residents, and other stakeholders; commercial, office and retail recruitment and retention; economic strategy and analysis regarding jobs, housing, and revenues; costs associated with redevelopment of specific properties within the City including clean-up costs, maintenance costs and holding costs; and costs associated with properties acquired by the City for future redevelopment. 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, and Discover Lancaster and for regional economic development initiatives (including those providing access to federal Economic Development Administration funding) are included.						
1601000 820000	Minor Equipment	0	800	800	0	0	800
	Purchase of office equipment and furniture as needed by the Department.						
TOTAL	Director - CPED Exp	1,640,806	1,656,862	1,656,862	1,389,360	1,557,114	1,658,231

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
<u>DIRECTOR OF COMMUNITY PLANNING & ECONOMIC DEVELOPMENT</u>						
1601000	61090	F	M	1.00	DIRECTOR COMMU. PLANNING & ECON. DEV.	151,199
TOTAL 610900 EMPLOYEES				1.00		151,199
1601000	611000	F	M	1.00	DEP. DIR. HEALTH, HOUSE & COMMU DEV.	97,850
TOTAL 611000 EMPLOYEES				1.00		97,850
1601000	611500	F	M	1.00	STAFF ASSISTANT CPED	49,624
					Available for Merit - AFSCME	7,858
TOTAL 611500 EMPLOYEES				1.00		57,482
TOTAL EMPLOYEES				3.00		306,531

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Planning Exp							
1602000 611000	Salary - Bureau Chief	74,918	73,247	73,247	67,283	77,143	78,795
Salary of the Bureau Chief of Planning.							
1602000 611500	Salaried Personnel	125,243	242,623	242,623	172,979	204,764	322,207
Salary of the Planning Bureau staff, including Senior Planner, City Planner, Zoning Officer, Historic Preservation Specialist, and Permit Coordinator.							
1602000 612000	Salary Temporary	19,725	21,500	21,500	11,454	15,000	21,500
Hourly wage for ongoing Planning Bureau internships and temporary positions.							
1602000 618500	Overtime	37	150	150	52	60	150
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.							
1602000 723000	Maint. - Equipment	1,237	1,800	1,800	1,427	1,800	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	22,787	14,000	14,000	10,320	14,000	15,000
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	4,228	3,400	3,400	2,307	3,400	3,400
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	500	500
Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.							
1602000 734000	Postage	557	1,300	1,300	412	500	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.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1602000 735000	Printing	2,027	3,000	3,000	2,100	2,200	3,000
	In-house costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.						
1602000 736000	Telephone	1,541	2,300	2,300	1,839	2,300	3,000
	Bureau's shared expenses related to telephone and voice mail. Includes monthly billing for cellular phones assigned to Bureau staff.						
1602000 737000	Travel	0	500	500	0	250	2,000
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.						
1602000 741000	Professional Services	98,129	75,000	75,000	9,460	75,000	150,000
	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	0	2,000	2,000	46	200	2,000
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.						
1602000 760300	Office Supplies	209	900	900	242	500	800
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.						
1602000 760600	Operating Supplies	0	1,000	1,000	595	1,000	1,000
	Graphic materials, computer-related components, ink cartridges, and other operating materials and supplies other than office supplies.						
1602000 765400	Gas Oil & Diesel	456	800	800	434	800	800
	Fuel and oil replacement costs for two vehicles assigned to the Bureau of Planning.						
1602000 820000	Minor Equipment	363	1,000	1,000	476	1,000	1,000
	Purchase of small office equipment, furniture, and technology as needed.						
1602000 827100	Vehicle Lease Purchase	6,372	6,500	6,500	0	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 Exp	357,828	451,520	451,520	281,424	406,917	614,752

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF PLANNING

1602000	611000	F	M	1.00	CHIEF BUREAU OF PLANNING	78,795
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TOTAL 611000 EMPLOYEES				1.00		78,795
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1602000	611500	F	M	1.00	ZONING OFFICER	55,751
1602000	611500	F	M	1.00	HISTORIC PRESERVATION SPECIALIST	53,556
1602000	611500	F	M	1.00	SENIOR PLANNER	66,950
1602000	611500	F	M	1.00	CITY PLANNER	69,950
1602000	611500	F	M	0.40	PERMIT COORDINATOR	22,000
10602000	611500	F	M	1.00	RACL / LAND BANK COORDINATOR	54,000

TOTAL 611500 EMPLOYEES				5.40		322,207
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TOTAL EMPLOYEES				6.40		401,002
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Building Code Administration							
1603000 611000	Salary - Bureau Chief	85,796	84,477	84,477	76,331	87,703	87,011
Salary of the Chief of the Bureau of Code Compliance & Inspections.							
1603000 611500	Salaried Personnel	280,320	353,330	343,330	302,667	335,145	356,643
Salaries of Building Inspectors and administrative support staff.							
1603000 618500	Overtime	0	500	500	0	100	500
Overtime for permit clerks if additional hours are needed above the 40 hour work week.							
1603000 620100	Educational Incentive	4,850	6,250	6,250	6,050	6,050	7,000
Annual incentive payments to obtain and retain International Code Council and/or state L&I certifications.							
1603000 723000	Maint. - Equipment	898	3,000	3,000	1,213	2,800	4,500
Repair and service costs for office equipment including shared copiers at City Hall offices. Annual maintenance costs for tablet units used by building inspectors. Costs associated with maintenance of Bureau vehicles.							
1603000 731000	Advertising	258	1,000	1,000	0	800	1,000
Cost of advertising public notices and legal ads for Building Code Appeals, Plumbing Board meetings and employee positions advertised to the public.							
1603000 732000	Dues & Subscriptions	1,112	1,500	1,500	1,359	1,950	2,000
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.							
1603000 734000	Postage	949	2,500	2,500	1,329	2,000	3,000
Mailing of permits, notices and enforcement orders.							
1603000 735000	Printing	1,319	5,000	5,000	3,311	4,700	6,000
Purchasing forms such as: certificates, placards, inspection reports, posters, letterhead and business cards.							
1603000 736000	Telephone	4,640	7,600	7,600	4,296	4,500	8,600
Bureau share of phone, mobile phone and air card charges.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1603000 737000	Travel	266	3,000	0	0	3,000	5,000
	Travel cost for Building Inspector to attend a seminar or conference.						
1603000 740500	Abatement of Nuisances	0	4,000	250	0	3,750	4,000
	Costs for an emergency hazard abatement such as: structural bracing, boarding-up of a property or perimeter fencing.						
1603000 741000	Professional Services	58,565	10,000	34,200	29,176	26,000	40,000
	Cost for: Attorney and stenographer attendance at building code appeals board hearings, expenses associated with using a third party agency while short staffed or getting new inspectors certified to assist with plan reviews or inspections, and costs associated with pre-employment testing and background checks.						
1603000 744000	Contract Services	0	500	50	0	450	2,000
	Costs associated with copier and printer contracts.						
1603000 744500	Training & School	533	6,000	4,500	3,135	3,600	8,000
	Costs for employees to attend training events, seminars, and take ICC exams in order to achieve or maintain UCC certifications.						
1603000 748500	Plumbing Board	0	500	500	0	250	500
	Costs associated with the Plumbing Board including providing current code information to Board members.						
1603000 760300	Office Supplies	1,877	2,000	2,000	1,666	1,900	3,000
	Routine office supply costs such as report covers, files, paper, pens, etc.						
1603000 760600	Operating Supplies	1,250	1,750	1,750	0	1,500	3,000
	Ink for printers, Inspector stamps for plan review approvals, clothing (jackets, cap or shirts) with city logo and department.						
1603000 765400	Gas Oil & Diesel	1,437	3,000	3,000	1,563	2,500	3,500
	Fuel costs for building code vehicles.						
1603000 820000	Minor Equipment	764	2,500	1,000	0	500	6,000
	Purchase of equipment required by inspectors to properly perform inspections in the field or plan reviews in office. Purchase of small office equipment and furniture.						
1603000 827100	Vehicle Lease Purchase	6,386	15,000	11,000	0	5,000	15,000
	Cost of lease-purchase of a vehicle for Building Code Department						
TOTAL	Building Code Administration	451,221	513,407	513,407	432,095	494,197	566,254

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF BUILDING CODE ADMINISTRATION

1603000	611000	F	M	1.00	BUREAU CHIEF BLDG CODE ADMIN	87,011
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TOTAL 611000 EMPLOYEES				1.00		87,011
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1603000	611500	F	M	1.00	COMMERCIAL CODE INSPECTOR	53,000
1603000	611500	F	M	1.00	COMMERCIAL CODE INSPECTOR	72,613
1603000	611500	F	M	1.00	COMMERCIAL CODE OFFICIAL	66,950
1603000	611500	F	M	1.00	RESIDENTIAL CODE OFFICIAL	53,000
1603000	611500	F	A	1.00	BLDG/PLUBMING CLERK	56,455
1603000	611500	F	A	1.00	BLDG/PLUBMING CLERK	49,125
1603000	611500	F	A	0.10	PERMIT COORDINATOR	5,500

TOTAL 611500 EMPLOYEES				6.10		356,643
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TOTAL EMPLOYEES				7.10		443,654
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Property Maintenance & Housing Inspections							
1604000 611000	Salary - Bureau Chief	0	83,701	83,701	39,302	39,302	78,795
Salary of the Bureau Chief of Property Maintenance and Housing Inspections.							
1604000 611500	Salary - Personnel	912,576	632,006	632,006	541,283	620,091	701,124
Salaries of Housing Supervisor, 8 Housing Inspectors and 6 administrative support staff.							
1604000 612000	Salary Temporary	6,166	0	0	0	0	20,000
Property Maintenance occasionally requires temporary staffing during extended absences or special projects. 1 Housing Sector Clerk will be reassigned to permits for 3-6 months. This budget line item will cover temp staff salary during this time.							
1604000 618500	Overtime	0	1,500	1,500	98	1,500	500
Overtime for administrative staff to attend evening meetings outside of normal business hours such as the Property Reinvestment Board and Housing Board Code of Appeals.							
1604000 620100	Educational Incentive	8,500	7,000	7,000	4,400	7,000	7,000
Bargaining Unit Housing Inspectors receive a \$1000.00 incentive payment to obtain and retain their International Property Maintenance Code certification.							
1604000 723000	Maint. - Equipment	3,230	1,500	3,500	1,943	3,500	3,500
Repair and service costs for office equipment, including shared equipment; maintenance costs associated with laptop and other equipment used by the housing inspectors, and clerks when in the field or working from home; and, maintenance cost of city vehicles assigned to inspectors.							
1604000 731000	Advertising	214	700	1,770	642	1,770	1,800
Cost of advertising public notices and legal ads for property maintenance code and appeals, Housing Board of Appeals special meetings and employee positions offered to the public after internal postings.							
1604000 732000	Dues & Subscriptions	0	400	400	291	400	700
Membership fees for professional code enforcement organizations, costs associated with renewing code certifications for housing inspectors. Periodical subscriptions to keep up to date on code enforcement topics.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1604000 734000	Postage	678	8,000	5,000	2,059	5,000	5,000
	Mailing of rental housing licenses, billings associated with rental housing licensing, health permits, notices of violation, PVNs, enforcement orders, correspondence, etc.						
1604000 735000	Printing	3,100	7,500	4,300	3,264	4,300	4,500
	Printing of licenses, applications, certificates, placards, inspection forms and citation forms.						
1604000 736000	Telephone	5,830	6,000	6,000	4,691	6,000	7,200
	Shared costs associated with office phones, mobile phones for inspectors and administrative staff.						
1604000 737000	Travel	0	6,500	0	0	0	6,500
	Costs for administrative staff and housing inspectors to attend code training seminars and for travel to testing and training required to maintain certifications.						
1604000 740500	Abatement of Nuisances	32,747	40,000	46,630	32,788	46,630	20,000
	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	103	1,500	5,000	385	5,000	10,000
	Costs for attorneys and stenographers at Housing Board of Appeal hearings when required. Attorney costs for court proceedings.						
1604000 744000	Contract Services	0	400	400	0	400	400
	Costs associated with the use of outside code enforcement professionals for third-party verifications.						
1604000 744500	Training/Education	2,199	4,000	4,000	900	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.						
1604000 760300	Office Supplies	969	2,000	3,000	1,840	3,000	3,600
	Office supply costs including letterhead, envelopes, files, paper, pens, etc.						
1604000 760600	Operating Supplies	2,505	2,000	2,000	1,099	2,000	5,875
	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.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1604000 765400	Gas Oil & Diesel	2,975	4,500	5,000	4,199	5,000	5,200
	Fuel costs for housing inspectors' vehicles for field work and other work associated travel.						
1604000 820000	Minor Equipment	103	4,000	2,000	214	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	35,644	33,000	33,000	31,461	33,000	33,000
	Cost of lease-purchase of existing fleet vehicles for Housing/Health Inspectors.						
TOTAL	Property Maintenance & Housing Inspections	1,017,540	846,207	846,207	670,859	789,893	922,694

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

1604000	611000	F	M	1.00	BUREAU CHIEF OF PROPERTY MAINTENANCE	78,795
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TOTAL 611000 EMPLOYEES				1.00		78,795
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1604000	611500	F	M	1.00	HOUSING INSPECTOR II	60,889
1604000	611500	F	A	1.00	HOUSING INSPECTOR	53,615
1604000	611500	F	A	1.00	HOUSING INSPECTOR	50,461
1604000	611500	F	A	1.00	HOUSING INSPECTOR	53,615
1604000	611500	F	A	1.00	HOUSING INSPECTOR	55,759
1604000	611500	F	A	1.00	HOUSING INSPECTOR	57,990
1604000	611500	F	A	1.00	HOUSING INSPECTOR	49,110
1604000	611500	F	A	1.00	HOUSING INSPECTOR	48,000
1604000	611500	F	A	1.00	BILLING CLERK-HOUSING	52,196
1604000	611500	F	A	1.00	ADMIN ASST. HOUSING	49,318
1604000	611500	F	A	1.00	CLERK TYPIST 2	40,154
1604000	611500	F	A	1.00	CLERK TYPIST 2	44,051
1604000	611500	F	A	1.00	CLERK TYPIST 2	45,813
1604000	611500	F	A	1.00	CLERK TYPIST 2	40,154

TOTAL 611500 EMPLOYEES				14.00		701,124
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TOTAL EMPLOYEES				15.00		779,919
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Lead Safety & Community Development							
1605000 611000	Salary - Bureau Chief	0	72,000	72,000	66,004	76,302	78,795
Salary of the Bureau Chief of Lead Safety and Community Development. This position is funded by CDBG, ESG and HUD Lead grant.							
1605000 611500	Salaried Personnel	0	476,641	476,641	289,327	333,981	633,767
Salaries of staff of the Bureau of Lead Safety and Community Development. Includes 2 Community Development Administrators and all HUD Lead Program staff. These positions are 100% funded by CDBG, ESG and HUD Lead grants.							
1605000 618500	Overtime	0	0	0	2,746	2,800	0
Overtime expenses for Lead Safety and Community Development staff.							
1605000 620100	Educational Incentive	0	0	0	500	1,000	0
1605000 734000	Postage	0	0	0	14	50	0
TOTAL	Lead Safety & Community Development	0	548,641	548,641	358,591	414,133	712,562

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

1605000	611000	F	M	1.00	BUREAU CHIEF OF LSCD	78,795
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TOTAL 611000 EMPLOYEES				1.00		78,795
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1605000	611500	F	M	1.00	PROGRAM ADMINSTRATOR	63,860
1605000	611500	F	M	1.00	PROGRAM MANAGER	68,500
1605000	611500	F	A	1.00	CLERK TYPIST 2	40,000
1605000	611500	F	A	1.00	CLERK TYPIST 2	40,000
1601000	611500	F	M	1.00	COMMUNITY DEVELOPMENT ADMINIST	59,740
1601000	611500	F	M	1.00	COMMUNITY DEVELOPMENT ADMINIST	59,740
1605000	611500	F	M	1.00	LEAD RISK ASSESSOR	46,340
1605000	611500	F	M	1.00	LEAD RISK ASSESSOR	46,350
1605000	611500	F	A	1.00	LEAD GRANT COORDINATOR	41,262
1605000	611500	F	A	1.00	LEAD OUTREACH WORKER	37,975
1060500	611500	F	M	1.00	ARPA GRANT MANAGER	68,000
1060500	611500	F	M	1.00	EMPLYMNT NAVIGATOR/ECON DEV'T ADMINSTRATOF	62,000

TOTAL 611500 EMPLOYEES				12.00		633,767
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TOTAL EMPLOYEES				13.00		712,562
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Office of Public Art							
1606000 611500	Salary - Personnel	72,706	103,309	103,309	72,796	79,050	65,000
Salary of the Public Art Staff							
1606000 723000	Maint. - Equipment	0	0	0	0	0	250
1606000 731000	Advertising	1,226	2,100	2,100	1,510	2,000	2,100
Marketing expenses for public art programs, services and events.							
1606000 732000	Dues & Subscriptions	1,105	1,770	1,770	1,697	1,770	1,770
Dues and subscriptions for the Office of Public Art staff.							
1606000 734000	Postage	38	200	200	4	50	200
Postage and shipping expenses for the Office of Public Art.							
1606000 735000	Printing	233	1,300	1,300	85	300	1,300
Printing and photocopying expenses for the Office of Public Art.							
1606000 736000	Telephone	830	950	950	816	950	950
Office and cell phone expenses for the Office of Public Art staff.							
1606000 737000	Travel	74	3,875	3,875	105	400	3,000
Travel and related expenses for the Office of Public Art.							
1606000 741000	Professional Services	17,261	18,200	18,200	10,554	15,000	18,000
Professional service expenses including design of Lancaster Public Art promotional materials and artist fees related to education and outreach.							
1606000 744500	Training/Education	435	700	700	0	0	700
Training and education related expenses for the Office of Public Art staff, including conference registration fees.							
1606000 760300	Office Supplies	333	1,000	1,000	48	200	1,000
General supplies for the Office of Public Art.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1606000 820000	Minor Equipment	170	250	250	109	250	250
Minor equipment expenses for the Office of Public Art.							
TOTAL	Office of Public Art	94,412	133,654	133,654	87,722	99,970	94,520

CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
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OFFICE OF PUBLIC ART

1606000	611500	F	M	1.00	PROGRAM MGR, PUBLIC ART & URBAN DESIGN	65,000
TOTAL 611500 EMPLOYEES				1.00		65,000
TOTAL EMPLOYEES				1.00		65,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Bureau of Health							
1607000 611000	Salary - Bureau Chief	0	69,000	69,000	58,731	68,019	71,070
Salary of the Bureau Chief of the Bureau of Health.							
1607000 611500	Salary - Personnel	0	194,438	194,438	106,373	127,486	271,427
Salaries of the Bureau of Health staff.							
1607000 618500	Overtime	0	0	0	0	0	200
Clerk OT for evening meetings							
1607000 723000	Maint. - Equipment	0	500	500	0	500	1,000
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.							
1607000 729000	Maint. - Vehicles	0	0	1,000	0	1,000	3,000
Maintenance for all bureau staff vehicles.							
1607000 731000	Advertising	0	300	1,300	358	400	450
Cost of advertising public notices, legal ads and employee positions offered to the public after internal postings.							
1607000 732000	Dues & Subscriptions	0	100	100	0	100	50
Membership fees for professional organizations, costs associated with renewing code certifications for health officers.							
1607000 734000	Postage	0	1,000	1,000	44	1,000	1,500
Mailing of health permits, notices of violation, enforcement orders, correspondence, etc.							
1607000 735000	Printing	0	1,500	1,500	52	1,500	1,750
Printing of licenses, applications, certificates, placards, inspection forms and citation forms.							
1607000 736000	Telephone	0	1,000	1,000	580	1,000	3,000
Shared costs associated with office phones, mobile phones for inspectors and administrative staff.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1607000 737000	Travel	0	500	500	0	500	450
	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	10,000	1,000	420	1,000	3,500
	Costs for the abatement of health hazards including exterminations of properties.						
1607000 741000	Professional Services	0	500	500	150	500	500
	Costs for attorneys and stenographers at Board of Health license revocation hearings when required.						
1607000 744000	Contract Services	0	100	100	0	100	100
	Costs associated with the use of outside code enforcement professionals for third-party verifications.						
1607000 744500	Training/Education	0	1,000	1,000	199	1,000	2,000
	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	2,000	2,000	930	2,000	3,500
	Office supply costs including letterhead, envelopes, files, paper, pens, etc.						
1607000 760600	Operating Supplies	0	2,000	2,000	308	2,000	4,000
	Costs associated with office supply forms, supplies for digital equipment, printer supplies and purchase of protective gear and products for inspectors when in the field.						
1607000 765400	Gas Oil & Diesel	0	1,500	1,500	0	1,500	3,500
	Fuel costs for health officers' vehicles for field work and other work associated travel.						
1607000 820000	Minor Equipment	0	1,000	1,000	126	1,000	5,000
	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. Purchase supplies for vector control.						
1607000 827100	Vehicle Lease Purchase	0	0	7,000	0	7,000	21,000
	Vehicles for social work case manager and two health officers.						
TOTAL	Bureau of Health	0	286,438	286,438	168,271	217,605	396,997

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF HEALTH

1607000	611000	F	M	1.00	BUREAU CHIEF OF HEALTH	71,070
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TOTAL 611000 EMPLOYEES				1.00		71,070
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1607000	611500	F	M	1.00	HEALTH OFFICER	54,694
1607000	611500	F	M	1.00	SOCIAL WORKER & SOCIAL SERV. CASE MANGR	58,710
1607000	611500	F	A	1.00	HEALTH & HOUSING CLERK 3	48,022
1607000	611500	F	A	1.00	HEALTH OFFICER	55,000
1607000	611500	F	A	1.00	HEALTH OFFICER	55,000

TOTAL 611500 EMPLOYEES				5.00		271,426
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TOTAL EMPLOYEES				6.00		342,496
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	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses						
Lanc Office of Promotion						
1609000 611000	Salary - Bureau Chief	64,731	0	0	1,257	0
Salary of the Director of Lancaster Office of Promotion (LOOP).						
1609000 611500	Salary - Personnel	119,003	0	0	820	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	295	0	0	241	0
Required in the event staff choose Overtime pay as opposed to compensatory time.						
1609000 716000	Rental of Parking Lot	3,275	0	0	0	0
Rental of parking spaces for all LOOP, Visitor Center Staff and interns with Colonial Parking Garage on Vine Street.						
1609000 722000	Maint. - Communications	3,788	0	0	0	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	273	0	0	0	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	830	0	0	0	0
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request through our website.						
1609000 736000	Telephone	1,219	0	0	0	0
Cost of telephone services to LOOP & Visitors Center.						
1609000 741000	Professional Services	804	0	0	0	0
IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
1609000 760300	Office Supplies	1,128	0	0	0	0
Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1609000 853800	Marketing	98,406	0	0	0	0	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	12,576	0	0	0	0	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	Lanc Office of Promotion	306,327	0	0	2,318	2,318	0
TOTAL	CPED	3,868,132	4,436,729	4,436,729	3,390,638	3,982,147	4,966,010

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Director Public Works Exp							
1810000 610900	Salary - Director	149,470	150,296	150,296	131,070	151,707	154,805
Salary of the Director of Public Works.							
1810000 611500	Salaried Personnel	47,868	82,294	82,294	45,115	51,896	70,719
Salary of the Department Director's assistant and the General Fund portion of Public Works merit payment funds.							
1810000 620200	Medical Insurance	1,100,000	1,100,000	1,100,000	1,008,333	1,100,000	1,350,000
Costs for health care for all General Fund Public Works employees.							
1810000 620300	Dental/Vision	27,262	36,000	36,000	26,090	31,500	36,000
Costs for dental/vision care for all General Fund Public Works employees.							
1810000 714100	PC Lease	20,950	18,900	18,900	17,573	17,573	19,000
Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for all General Fund Public Works staff.							
1810000 731000	Advertising	2,809	7,500	7,500	7,415	7,415	10,500
Costs for advertising for vacant positions within supervisory and rank and file staffing as well as required advertising for public bid projects.							
1810000 732000	Dues & Subscriptions	1,275	850	850	367	399	1,000
Subscription for City members in the Amercian Public Works Association. The membership fee entitles the Department to 10 memberships. This item also covers the cost of miscellaneous Public Works subscriptions, membership and professional fees.							
1810000 734000	Postage	417	500	500	346	346	1,500
Postage and express mail sent by the Director's Office.							
1810000 735000	Printing	248	1,000	1,000	861	861	3,000
Daily printing expenses, including distribution copies to the Department's five Bureaus.							
1810000 736000	Telephone	509	750	750	519	519	1,300
Telephone costs for the Director's Office. This line item also includes two cell phones previously budgeted under the administration services budget.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1810000 737000	Travel	1,418	2,500	2,500	86	86	3,500
Travel and related expenses for the Director of Public Works.							
1810000 741000	Professional Services	5,169	10,000	10,000	6,034	7,000	15,000
1810000 744500	Training & School	1,000	1,500	1,500	0	0	2,000
Training costs for Public Works Director and assistant.							
1810000 760300	Office Supplies	1,145	800	800	506	506	1,300
Office supplies for the office of the Director.							
1810000 827100	Vehicle Lease Purchase	7,090	0	0	0	0	0
Lease-purchase expenses for a vehicle used by the Director of Public Works.							
TOTAL	Director Public Works Exp	1,366,630	1,412,890	1,412,890	1,244,316	1,369,809	1,669,624

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
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DIRECTOR OF PUBLIC WORKS

1810000	610900	F	M	1.00	DIRECTOR OF PUBLIC WORKS	154,805
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TOTAL 610900 EMPLOYEES				1.00		154,805
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1810000	611500	F	M	1.00	STAFF ASSISTANT II	51,884
					Available for Merit - Nonbargaining	-
					Available for Merit - AFSCME	18,835

TOTAL 611500 EMPLOYEES				1.00		70,719
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TOTAL EMPLOYEES				2.00		225,524
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Engineering Exp							
1820000 611000	Salary - Bureau Chief	89,881	23,556	23,556	20,949	24,120	24,263
Salary of the City Engineer is allocated across the General, Stormwater Management, Sewer, and Water Funds based on the expense budget of each fund.							
1820000 611500	Salaried Personnel	248,082	173,239	177,028	150,509	173,370	173,838
Salaries of the Engineering Bureau staff.							
1820000 612000	Salary Temporary	0	20,000	20,000	0	0	20,000
Salaries of the Engineering Bureau temporary staff intern (1).							
1820000 618500	Overtime	0	0	0	105	110	0
Overtime expenses for eligible Engineering staff.							
1820000 729000	Maint. - Vehicles	3,145	2,500	2,500	1,168	2,000	2,500
Routine maintenance and repairs to vehicles #701, #720, #722, including any emissions monitoring/control requirements.							
1820000 732000	Dues & Subscriptions	2,370	2,400	2,400	2,362	2,500	2,500
Dues for professional organizations, manuals, publications, licensing fees, etc. Subscriptions services for software, AutoCAD, Bluebeam							
1820000 734000	Postage	1,010	4,000	4,000	658	2,000	3,000
Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.							
1820000 735000	Printing	1,890	3,500	3,500	2,994	3,500	4,500
Printing of forms, scanning and printing of plans, specifications, permits, notices and other correspondence during the course of the year. Includes operating costs of copier machines, printer, and plotter.							
1820000 736000	Telephone	5,130	5,500	5,500	4,431	6,000	6,500
Includes monthly desk and cell telephone charges, including field tablets.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1820000 737000	Travel	185	1,500	1,500	0	500	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	392,303	474,000	470,211	462,695	600,000	337,500
	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	3,550	3,500	3,500	640	1,600	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	644	1,500	1,500	1,213	1,500	1,500
	Office supplies for the engineering office, including printer usage.						
1820000 765400	Gas Oil & Diesel	1,305	3,200	3,200	1,522	2,500	3,000
	Fuel for (3) Engineering Inspector Vehicles						
1820000 820000	Minor Equipment	2,464	3,400	3,400	1,714	2,400	3,400
	Replacement of printers and other small equipment, purchase of cell phone equipment and tablets for field work.						
1820000 820200	Safety Equipment	465	1,200	1,200	500	1,200	1,200
	Includes the purchase of safety shoes for 4 employees, traffic cones, safety vests, shirts, hard hats and other items associated with safety.						
1820000 827000	Vehicles	16,680	13,442	13,442	12,644	12,644	5,833
	100% Vehicle Lease for inspector 2020 Ford Escape (Year 3 of 5 year payments)						
TOTAL	Engineering Exp	769,104	736,437	736,437	664,103	835,943	594,534

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
<u>BUREAU OF ENGINEERING</u>						
1820000	611000	F	M	0.18	DEPUTY DIRECTOR/CITY ENGINEER	24,263
TOTAL 611000 EMPLOYEES				0.18		24,263
1820000	611500	F	M	0.50	PW ENVIRONMENTAL PLANNER	36,308
1820000	611500	F	M	0.25	PW CONSTRUCTION INSPECTOR	19,748
1820000	611500	F	M	0.25	PUBLIC WORKS CONSTRUCTION SUPE	21,501
1820000	611500	F	A	0.25	PW PROJECT MANAGER	19,622
1820000	611500	F	M	0.50	TRANSPORTATION ENGINEER/PLANNER	27,500
1820000	611500	F	M	0.25	PUBLIC WORKS JUNIOR ENGINEER	15,000
1820000	611500	F	M	0.50	ENG CUST SERVICE COORDINATOR	23,847
1820000	611500	F	A	0.25	PERMIT COORINATOR	10,313
TOTAL 611500 EMPLOYEES				2.75		173,838
TOTAL EMPLOYEES				2.93		198,101

			2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses								
Streets Administration Exp								
1841000 611000	Salary - Bureau Chief		0	0	0	0	0	22,377
This line item accounts for an allocation portion of the of Operations Manager salary that is budgeted in general fund and stormwater.								
1841000 611500	Salaried Personnel		95,624	76,760	76,760	68,141	78,474	0
Through 2021, this line item accounted for the salary of the Public Works Operations Manager. Beginning in 2022, the salary is accounted for in various Salary - Bureau Chief line items throughout the Department of Public Works budgets in the General and Stormwater Management Funds.								
1841000 620100	Educational Incentive		2,175	3,150	3,150	600	2,000	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 718000	Rental of Uniforms		3,324	3,500	3,500	2,684	3,500	5,844
City uniform/safety shoe allowance in the Streets Bureau.								
1841000 723000	Maint. - Equipment		275	300	300	0	300	300
Maintenance contract for small equipment such as time clock and copy machines.								
1841000 729000	Maint. - Vehicles		56,957	65,000	71,500	61,389	70,000	70,000
Vehicle maintenance and repairs.								
1841000 735000	Printing		0	200	200	0	200	200
Printing expenses for items such as logs, various reports and no parking signs.								
1841000 736000	Telephone		4,213	9,500	9,500	3,376	6,500	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		0	1,500	0	0	1,500	1,500
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.								

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1841000 741000	Professional Services	30,000	0	30,000	30,000	30,000	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.							
1841000 744000	Contract Services	835	1,000	1,000	835	1,000	1,000
Drug testing under the mandatory CDL rules and regulations through NoveCare.							
1841000 744500	Training & School	663	1,500	1,500	1,288	1,500	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	588	600	600	282	600	600
General office supplies needed by the Bureau.							
1841000 760600	Operating Supplies	2,799	4,500	4,500	2,788	4,500	4,500
First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.							
1841000 765400	Gas Oil & Diesel	19,380	40,000	35,000	24,213	40,000	40,000
Gasoline, diesel and oil for the Bureau vehicles.							
1841000 820000	Minor Equipment	2,063	3,000	3,000	2,330	3,000	3,000
Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.							
1841000 820200	Safety Equipment	2,423	3,200	3,200	2,905	3,500	800
Purchase of miscellaneous safety equipment for the Bureau. Safety shoe purchases for Streets, Motor Vehicles, and Traffic Bureau employees (32 employees @ \$100.00 each)							
TOTAL	Streets Administration Exp	221,317	213,710	243,710	200,829	246,574	164,271

CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET

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

1841000	611000	F	M	0.25	OPERATIONS MANAGER	22,377
TOTAL 611000 EMPLOYEES				0.25		22,377
TOTAL EMPLOYEES				0.25		22,377

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Street Maintenance Exp							
1843000 611500	Salaried Personnel	195,570	508,480	508,480	271,341	342,884	535,540
Salaries for the street maintenance personnel.							
1843000 618500	Overtime	2,703	17,500	17,500	12,440	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	4,263	5,000	5,000	4,970	6,500	7,500
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.							
1843000 768400	Road Paving Materials	0	1,500	1,500	0	1,500	4,000
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.							
1843000 769000	Construction Material	65	2,100	2,100	2,100	2,100	2,500
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
1843000 820000	Minor Equipment	20,225	15,000	15,000	2,805	15,000	15,000
Equipment Purchases for Streets Paving and Maintenance							
1843000 826000	Construction/Resurfacing	2,661	0	0	0	0	0
1843000 827100	Vehicle-Lease Purchase	98,873	91,000	91,000	23,673	91,000	98,940
Vehicle and Equipment Lease Payments							
TOTAL	Street Maintenance Exp	324,359	640,580	640,580	317,329	476,484	680,980

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF STREETS: MAINTENANCE

1843000	611500	F	A	1.00	EQUIPMENT OPERATOR1	43,947
1843000	611500	F	A	1.00	EQUIPMENT OPERATOR1	45,376
1843000	611500	F	A	1.00	EQUIPMENT OPERATOR1	48,212
1843000	611500	F	A	1.00	EQUIPMENT OPERATOR1	48,212
1843000	611500	F	A	1.00	EQUIPMENT OPERATOR1	52,146
1843000	611500	F	A	1.00	EQUIPMENT OPERATOR2	48,083
1843000	611500	F	A	1.00	EQUIPMENT OPERATOR2	55,257
1843000	611500	F	A	1.00	EQUIPMENT OPERATOR2	55,257
1843000	611500	F	A	1.00	LABORER	40,154
1843000	611500	F	A	1.00	LABORER	40,154
1843000	611500	F	M	1.00	LABOR SUPERVISOR 2	58,744
TOTAL 611500 EMPLOYEES				11.00		535,540
TOTAL EMPLOYEES				11.00		139,053

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED	
General Fund - Expenses							
Traffic Exp							
1830000 611000	Salary - Bureau Chief	0	4,741	4,741	4,096	4,734	27,260
This line item accounts for an allocated portion of the salary of the PW Deputy Director of Construction and Operations							
1830000 611500	Salaried Personnel	212,209	213,567	213,567	192,179	221,257	279,435
Salaries of the employees of the Traffic Section.							
1830000 618500	Overtime	1,789	2,500	2,500	790	1,800	2,500
Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special activities, concerts, parades, etc., require posting and removal of detour and other signs by the sign crew. Line painting assistance on weekends is also required and manual traffic counts during rush hours. Also for Traffic Signal Technician to answer after hours calls in West Lampeter Township due to current Inter-Municipal Contract.							
1830000 718000	Rental of Uniforms	1,139	850	850	547	850	2,815
Uniforms for five Traffic Section personnel under this program.							
1830000 723000	Maint. - Equipment	0	1,000	1,000	1,000	1,000	1,000
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.							
1830000 729000	Maint. - Vehicles	3,590	3,000	6,000	5,482	6,000	6,000
Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.							
1830000 736000	Telephone	1,883	3,000	3,000	1,623	3,000	3,500
Covers cell phone service and land based calls needed for daily operations, including phone service drops to traffic signal controllers. Cell phone purchases and accessories are also covered by this line item as well as the service fees for two additional tablets used for Lucy							
1830000 737000	Travel	0	850	350	0	850	850
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1830000 741000	Professional Services	3,967	18,500	18,500	4,395	13,000	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	23,877	30,000	30,000	25,752	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	0	800	800	413	550	800
Professional development in traffic-related areas, and computer training for new software use.							
1830000 754000	Street Lighting	638,491	569,000	539,000	471,866	525,000	350,000
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	995	1,500	1,500	843	1,300	32,250
Electrical power for school flashers and warning devices.							
1830000 760300	Office Supplies	400	400	400	179	400	400
Office supplies for the traffic section.							
1830000 760600	Operating Supplies	2,441	2,500	5,500	4,912	5,000	2,500
Purchase of tools, spray paint, crayons, sakrete (cement), rope, temporary signs, road tubes for traffic counters, photographic supplies, and other supplies needed for daily operations.							
1830000 765400	Gas Oil & Diesel	5,219	8,000	8,000	5,416	8,000	9,000
Gasoline, diesel, lubricants and motor oil.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1830000 767800	Sign Materials	25,069	60,000	60,000	27,177	60,000	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	4,256	100,000	97,000	23,990	75,000	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	8,958	10,000	10,000	8,498	12,000	23,000
Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.							
1830000 820000	Minor Equipment	12,531	19,000	16,500	16,500	20,000	27,775
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	0	2,000	2,000	0	2,000	4,000
Spare street light standards with fixtures for Old Towne and North Market Street.							
1830000 827100	Vehicle-Lease Purchase	48,553	40,500	40,500	17,387	40,500	40,500
Lease purchase payments for vehicles used by Traffic and Sign Shop personnel.							
TOTAL	Traffic Exp	987,433	1,091,708	1,061,708	813,043	1,032,241	1,022,085

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF STREETS

Traffic Section

1830000	611000	F	M	0.04	DEPUTY DIRECTOR PW CONSTRUCTION	4,883
1830000	611000	F	M	0.25	OPERATIONS MANAGER	22,377

TOTAL 611000 EMPLOYEES				0.29		27,260
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1830000	611500	F	M	1.00	TRAFFIC & SIGN SHOP SUPERVISOR	67,500
1830000	611500	F	A	1.00	ALARM & SIGNAL TECHNICIAN 2	60,000
1830000	611500	F	A	1.00	TRAFFIC SIGN & MARK UTILITY OP	48,467
1830000	611500	F	A	1.00	TRAFFIC SIGN & MARK UTILITY OP	48,467
1830000	611500	F	A	1.00	TRAFFIC SIGNAL & STREET LIGHT TECH	55,000

TOTAL 611500 EMPLOYEES				5.00		279,435
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TOTAL EMPLOYEES				5.29		306,695
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Motor Vehicles Exp							
1850000 611000	Salary - Bureau Chief	0	0	0	0	0	22,377
This line item accounts for an allocation portion of the of Operations Manager salary that is budgeted in general fund and stormwater.							
1850000 611500	Salaried Personnel	216,242	216,762	216,762	188,378	227,107	276,973
Salaries for the motor vehicle personnel.							
1850000 618500	Overtime	1,494	4,500	4,500	3,255	4,500	4,500
Overtime expenses anticipated for snow and ice emergency operations.							
1850000 620100	Educational Incentive	3,300	3,300	3,300	1,100	2,200	3,300
Expenses for Certification Incentive Program for three mechanics.							
1850000 718000	Rental of Uniforms	0	0	0	0	0	2,350
Uniform and Safety Shoe allowance for Motor Vehicle Employees.							
1850000 722000	Maint. - Communications	0	100	100	0	100	0
Radio maintenance for the Motor Vehicles Section.							
1850000 723000	Maint. - Equipment	0	150	150	0	150	300
Maintenance of Minor Equipment of the Bureau							
1850000 729000	Maint. - Vehicles	4,860	4,000	4,000	3,662	4,000	4,000
Repairs for Motor Vehicles and Administrative fleet.							
1850000 735000	Printing	0	500	500	500	500	500
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)							
1850000 736000	Telephone	386	1,000	1,000	375	625	1,000
Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.							
1850000 744500	Training & School	140	500	500	500	550	550
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)							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1850000 760300	Office Supplies	516	525	525	469	600	600
	Expenses for miscellaneous office and copier supplies.						
1850000 760600	Operating Supplies	47,050	5,000	5,000	3,109	5,000	5,000
	Chemicals, soaps, hardware, etc., which are considered shop expenses.						
1850000 765400	Gas Oil & Diesel	4,929	7,000	7,000	2,715	6,250	7,000
	Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.						
1850000 766300	Tires & Batteries	1,295	1,300	1,300	1,232	1,550	1,800
	Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.						
1850000 767200	Misc. Vehicle Parts	2,656	2,700	2,700	2,588	3,000	2,700
	Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.						
1850000 820000	Minor Equipment	31,613	48,000	48,000	42,985	48,000	85,000
	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	19,649	19,650	19,650	19,149	19,149	19,650
	Lease purchases of vehicles for Motor Vehicles Bureau.						
TOTAL	Motor Vehicles Exp	334,131	314,987	314,987	270,018	323,281	437,600

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF STREETS

Motor Vehicles Section

1850000	611000	F	M	0.25	OPERATIONS MANAGER	22,377
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TOTAL 611000 EMPLOYEES				0.25		22,377
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1850000	611500	F	M	1.00	FLEET SERVICE SUPERVISOR	61,800
1850000	611500	F	A	1.00	AUTO MECHANIC 2	53,615
1850000	611500	F	A	1.00	AUTO MECHANIC 2	53,615
1850000	611500	F	A	1.00	HEAVY EQUIPMENT NECHANIC	53,000
1850000	611500	F	A	1.00	FLEET ADMINSTRATOR	54,944

TOTAL 611500 EMPLOYEES				5.00		276,973
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TOTAL EMPLOYEES				5.25		299,350
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Parks Administration Exp							
1860000 611500	Salaried Personnel	0	0	0	8,105	11,626	0
1860000 620100	Educational Incentive	5,747	7,000	7,000	2,625	6,750	7,500
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.							
1860000 718000	Rental of Uniforms	4,759	5,000	5,000	3,797	3,945	19,856
Annual uniform & apparel allocation for (39) P&PP employees.							
1860000 729000	Maint. - Vehicles	30,332	27,000	30,000	29,153	30,000	27,000
Maintenance and repair expense of the Parks division vehicles, including body repairs and painting.							
1860000 731000	Advertising	129	400	400	0	300	300
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.							
1860000 734000	Postage	153	250	250	118	150	250
All Bureau mailings, including street tree notices and pavilion rental permits.							
1860000 736000	Telephone	5,192	8,000	8,000	4,422	5,000	8,000
Telephone and cell phone expenses for Bureau personnel.							
1860000 737000	Travel	0	700	700	0	0	700
Travel expenses for the Bureau professional staff.							
1860000 744000	Contract Services	40,513	45,000	45,000	39,710	42,925	45,000
Plantings and maintenance of concrete planters installed as part of the streetscape at several locations, including Binns' Park, Musser Park and Penn Square.							
1860000 745000	Solid Waste Disposal	14,416	23,000	23,000	12,247	13,500	23,000
Tipping fees at the Lancaster Transfer Station for materials collected during rounds by the City-owned trash truck.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1860000 760300	Office Supplies	868	1,000	1,000	532	650	1,000
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.						
1860000 765400	Gas Oil & Diesel	26,730	40,000	40,000	32,621	36,550	40,000
	Vehicle and equipment fuel for the Bureau.						
1860000 820000	Minor Equipment	548	1,000	1,000	0	500	1,000
	The annual copier payment and any upgrade of office equipment.						
TOTAL	Parks Administration Exp	129,386	158,350	161,350	133,330	151,896	173,606

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Parks - Buildings Exp							
1861000 611000	Salary - Bureau Chief	69,659	78,545	78,545	69,221	79,794	35,709
This line item accounts for an allocated portions of the Deputy Director - Construction & Operations and of the Manager of Parks & Public Property salary that is attributable to facilities and building maintenance.							
1861000 611500	Salaried Personnel	431,101	505,229	505,229	422,948	477,797	622,553
Salaries of the full-time supervisory, maintenance and custodial staff in the Facilities division.							
1861000 618500	Overtime	518	2,500	2,500	588	700	2,500
Overtime contingency expense due to maintenance performed after regular business hours and emergencies. Includes custodial.							
1861000 721000	Maint. - Buildings	47,096	65,000	58,000	52,153	55,000	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	43,379	45,000	45,000	44,400	49,000	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	10,534	30,000	30,000	24,744	25,000	30,005
Telephone maintenance and service.							
1861000 744000	Contract Services	106,557	113,035	133,035	127,568	130,000	121,172
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.							
1861000 744500	Training & School	454	1,000	1,000	130	150	1,000
Training and continuing education for building maintenance personnel.							
1861000 752000	Power Electric	56,133	231,893	231,893	57,879	60,000	236,530
Electricity expenses for all City-owned buildings.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1861000 760600	Operating Supplies	52,802	85,000	74,000	60,478	72,000	82,000
	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	23,689	27,675	30,675	29,330	30,600	30,000
	Supplies used by custodial staff for the care, cleaning and sanitation of City buildings.						
1861000 766000	Heating Oil	29,266	81,875	81,875	24,988	30,000	79,958
	Purchasing of contracted heating system fuel (natural gas and oil) for all City-owned buildings.						
1861000 820000	Minor Equipment	4,913	5,000	5,000	4,600	4,900	5,000
	Purchase and replacement of minor equipment used for buidling maintenance.						
1861000 827000	Vehicles	29,650	15,545	15,545	0	15,543	39,809
	Lease purchase and replacement of vehicles used for Public Building Maintenance.						
1861000 829000	Capital Outlay	63,723	20,000	20,000	0	19,900	39,000
	Capital expenses for needed improvements/repairs at City properties during 2022.						
TOTAL	Parks - Buildings Exp	969,472	1,307,297	1,312,297	919,027	1,050,385	1,435,236

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

1861000	611000	F	M	0.30	MGR. OF PARKS & PUBLIC PROERTY	30,128
1861000	611000	F	M	0.04	DEPUTY DIRECTOR PW CONSTRUCTION	5,581

TOTAL 611000 EMPLOYEES				0.34		35,709
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1861000	611500	F	A	0.90	PARKS MAINTENANCE WORKER	43,621
1861000	611500	F	A	0.50	ADMINISTRATIVE ASST.	25,000
1861000	611500	F	A	1.00	CUSTODIAN 1	41,660
1861000	611500	F	A	0.90	MAINT TECH HVAC	53,000
1861000	611500	F	A	0.90	MAINT TECH- PLUMBING	53,000
1861000	611500	F	A	0.90	BUILDING MAINTENACE MECHANIC	45,415
1861000	611500	F	A	1.00	CUSTODIAN 2	40,154
1861000	611500	F	A	0.80	MAINT. TECH-ELECTRICIAN	44,243
1861000	611500	F	A	1.00	CUSTODIAN 2	40,154
1861000	611500	F	A	1.00	CUSTODIAN 2	40,154
1861000	611500	F	M	0.70	BUILDING MAINTENANCE SUP	43,293
1861000	611500	F	A	0.85	MAINT. - CARPENTER	50,893
1861000	611500	F	A	1.00	SENIOR CUSTODIAN	51,941
1861000	611500	F	A	0.50	CUSTODIAN 2	22,025
1861000	611500	F	A	0.70	MAINTENANCE PAINTER	28,000

TOTAL 611500 EMPLOYEES				12.65		622,553
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TOTAL EMPLOYEES				12.99		658,262
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Parks - Parks Exp							
1862000 611000	Salary - Bureau Chief	0	4,064	4,064	3,511	4,058	44,356
This line item accounts for an allocated portion of the salary of the PW Deputy Director of Construction and Operations and Mgr of Parks and Public Property.							
1862000 611500	Salaried Personnel	373,418	622,238	622,238	486,261	566,616	620,746
Salaries of full-time Parks maintenance employees.							
1862000 618500	Overtime	5,184	12,000	12,000	27,087	28,000	15,000
Overtime to perform services after regular hours for seasonal cleanup; spring mowing, tree planting; storm damage and snow removal; time-definite project completion; and all City special events and activities.							
1862000 723000	Maint-Equipment	11,720	12,000	15,900	15,212	15,500	12,000
Supplies and parts to maintain and repair small lawn and grounds maintenance equipment, i.e. tractors and mowers, weed wackers, blowers, chainsaws and graffiti machine.							
1862000 727000	Maint-Parks	64,884	100,000	97,000	60,496	72,000	80,000
Maintenance, repair, improvement and replacement of park assets such as tables, benches, water fountains, play surfaces, playground equipment and fences, litter receptacles and park buildings.							
1862000 727500	Maint-Pools	0	39,000	39,000	21,302	22,000	29,000
Chemicals, filters, paint, and other supplies/materials and contracted services required for the operation and maintenance of the City's six wading pools.							
1862000 744500	Training & School	425	1,000	1,000	385	600	1,000
Training and continuing education for Parks maintenance personnel and contracted interpretive services.							
1862000 752000	Power Electric	12,525	28,000	28,000	12,740	13,800	28,000
Electric service to City-owned Park facilities and site lighting.							
1862000 760600	Operating Supplies	19,570	25,000	25,000	22,104	22,800	25,000
Expenses to for miscellaneous supplies such as fertilizer, mulch, landscape supplies, hand tools, ice melt, ball field lights, basketball and tennis nets, trash receptables and liners and miscellaneous supplies for all City parks, including City-sponsored activites and volunteer service days.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1862000 760700	Custodial Supplies	2,960	3,500	3,500	2,922	3,500	4,000
	Supplies required for the custodial maintenance of Parks, including public restrooms and pet waste stations.						
1862000 820000	Minor Equipment	7,804	8,000	4,100	4,090	4,090	8,000
	Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.						
1862000 827100	Vehicle-Lease Purchase	6,692	30,815	30,815	28,907	29,077	56,796
	Lease payments for vehicles and large equipment employed by the Parks Department for transportation and maintenance.						
1862000 829000	Capital Outlay	8,652	48,500	48,500	6,402	8,000	17,000
	Capital projects aimed at preserving and enhancing parks properties.						
TOTAL	Parks - Parks Exp	513,835	934,117	931,117	691,420	790,041	940,898

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

1862000	611000	F	M	0.03	DEPUTY DIRECTOR PW CONSTRUCTION	4,186
1862000	611000	F	M	0.40	MGR. OF PARKS & PUBLIC PROERTY	40,171

TOTAL 611000 EMPLOYEES	0.43					44,356
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1862000	611500	F	M	0.60	PRKS MAINT. & CNSTRN. SUPERVIS	37,108
1862000	611500	F	A	0.20	ADMINISTRATIVE ASST.	10,000
1862000	611500	F	A	0.40	UTILITY OPERATOR	18,079
1862000	611500	F	M	1.00	PARKS LANDSCAPE SUP 1	53,055
1862000	611500	F	A	1.00	PARKS MAINTENANCE MECHANIC	50,461
1862000	611500	F	A	0.50	UTILITY OPERATOR	22,599
1862000	611500	F	A	1.00	UTILITY OPERATOR	45,197
1862000	611500	F	A	1.00	LABORER	41,459
1862000	611500	F	M	0.10	GREEN INFRASTURE PARK SUPERVISOR	5,306
1862000	611500	F	A	0.40	LABORER	16,062
1862000	611500	F	A	1.00	UTILITY OPERATOR	43,775
1862000	611500	F	A	1.00	LABORER	40,154
1862000	611500	F	M	1.00	LONG'S PARK MAINTENANCE SUP	56,162
1862000	611500	F	M	0.70	LABOR SUPERVISOR 1	38,284
1862000	611500	F	A	0.60	UTILITY OPERATOR	31,164
1862000	611500	F	A	1.00	UTILITY OPERATOR	51,941
1862000	611500	F	A	1.00	UTILITY OPERATOR	51,941
1862000	611500	F	A	0.20	MAINTENANCE PAINTER	8,000

TOTAL 611500 EMPLOYEES	12.70					620,746
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TOTAL EMPLOYEES	13.13					665,103
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Parks Trees							
1863000 611500	Salaried Personnel	180,351	202,110	188,215	146,923	173,893	0
Salaries for Parks - Trees staff. These expenses are being moved to the Stormwater Management Fund for 2022 as the City's tree program is an integral part of the City's overall stormwater management program.							
1863000 618500	Overtime	26	2,000	2,000	267	1,200	0
Expenses for overtime to respond to emergency call-ins for fallen trees from storms, high winds, or vehicle accidents. These expenses are being moved to the Stormwater Management Fund for 2022.							
1863000 723000	Maint. - Equipment	813	2,000	2,000	0	1,000	0
Repair and maintenance of all tree equipment: stump grinder, chipper, chipper blades, chain saws, cement saw and for aerial bucket truck certifications. These expenses are being moved to the Stormwater Management Fund for 2022.							
1863000 732000	Dues & Subscriptions	60	100	100	0	60	0
City Arborist membership in professional organizations. These expenses are being moved to the Stormwater Management Fund for 2022.							
1863000 744000	Contract Services	0	1,000	1,000	0	1,000	0
Contracting with a commercial tub grinder operator to dispose of accumulated tree waste twice a year (eliminates solid waste disposal expense). These expenses are being moved to the Stormwater Management Fund for 2022.							
1863000 744500	Training & School	185	200	200	10	50	0
Expenses for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures. These expenses are being moved to the Stormwater Management Fund for 2022.							
1863000 760600	Operating Supplies	6,836	9,000	9,000	7,714	8,000	0
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. These expenses are being moved to the Stormwater Management Fund for 2022.							
1863000 810000	Special Events	150	200	200	0	150	0
Annual Arbor Day celebration and Shade Tree Commission award. These expenses are being moved to the Stormwater Management Fund for 2022.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1863000 820000	Minor Equipment	390	3,200	3,200	106	1,200	0
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc. These expenses are being moved to the Stormwater Management Fund for 2022.							
TOTAL	Parks Trees	188,810	219,810	205,915	155,021	186,553	0

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Parks - Central Market/Visitor Center							
1864000 611000	Salary - Bureau Chief	13,323	14,625	14,625	12,908	14,877	9,848
This line item accounts for an allocated portion of the Facility Manager salary that is shared by the General Fund and Water Fund.							
1864000 611500	Salaried Personnel	62,143	84,547	84,547	67,758	77,899	77,625
Maintenance staff time supporting operations and infrastructure at Central Market and the Visitor's Center.							
1864000 618500	Overtime	1,398	1,000	1,000	2,084	2,200	1,000
Overtime pay as needed for any additional coverage of the maintenance workers.							
1864000 721000	Maint-Buildings	1,190	3,000	3,000	1,938	2,100	3,000
Plumbing, heating, electrical, roof, window, door, painting, fire and security alarm system repair, and maintenance as required under the terms of the management agreement with Central Market Trust.							
1864000 723000	Maint. - Equipment	1,652	2,400	2,400	1,558	1,900	2,400
Expenses for contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.							
1864000 744000	Contract Services	7,973	10,685	5,685	3,689	8,000	11,514
Third-party maintenance contracts for services needed at Central Market and Visitor's Center.							
1864000 752000	Power Electric	816	2,500	2,500	483	1,000	2,500
Electric expenses at the City Visitor Center and Penn Square vault.							
1864000 760600	Operating Supplies	3,845	5,000	5,000	1,906	2,200	5,000
All supplies used by City staff to maintain and/or repair Central Market and/or City Visitor Center properties. Includes electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.							
1864000 766000	Heating Oil	163	1,978	1,978	0	800	14,813
Purchase of contracted fuel (natural gas) for the City Visitor Center.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
1864000 829000	Capital Outlay	0	5,000	5,000	0	0	13,000
Capital improvements needed for Central Market and/or the City Visitor Center on Penn Square.							
TOTAL	Parks - Central Market/Visitor Center	92,504	130,735	125,735	92,323	110,975	140,700

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

1864000	611000	F	M	0.10	MGR. OF PARKS & PUBLIC PROERTY	9,848
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TOTAL 611000 EMPLOYEES				0.10		9,848
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1864000	611500	F	M	0.10	BUILDING MAINTENANCE SUPERVISOR	6,065
1864000	611500	F	A	0.10	ADMINISTRATIVE ASST.	5,000
1864000	611500	F	A	0.50	CUSTODIAN 2	22,025
1864000	611500	F	A	0.20	MAINT. TECHNICIAN - ELECTRICIAN	11,061
1864000	611500	F	A	0.10	MAINT. TECH - HVAC	5,300
1864000	611500	F	A	0.10	MAINT TECH - PLUMBING	5,300
1864000	611500	F	A	0.15	MAINT. - CARPENTER	8,981
1864000	611500	F	A	0.10	PARKS MAINTENANCE WORKER	4,847
1864000	611500	F	A	0.10	BUILDING MAINTENACE MECHANIC	5,046
1864000	611500	F	A	0.10	MAINTENANCE PAINTER	4,000

TOTAL 611500 EMPLOYEES				1.55		77,625
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TOTAL EMPLOYEES				1.65		87,473
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 12/20/2021	2021 PROJECTED	2022 PROPOSED
General Fund - Expenses							
Parks - Southern Market Exp							
TOTAL	Parks - Southern Market Exp	0	0	0	0	0	0
TOTAL	Public Works	5,896,980	7,160,621	7,146,727	5,971,665	6,574,183	7,259,534
TOTAL	General Fund - Expenses	59,486,557	64,561,058	64,561,058	59,473,532	61,646,958	67,044,984

STORMWATER MANAGEMENT FUND



**CITY OF
LANCASTER**

2022 BUDGET

CITY OF LANCASTER
STORMWATER MANAGEMENT FUND REVENUE SUMMARY
2021 BUDGET VS. 2022 BUDGET

<u>DESCRIPTION</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Fees for Services	\$4,648,000	\$4,110,000	\$4,600,000	(\$48,000)	-1.0%
Miscellaneous Revenue	\$4,000	\$4,000	\$4,000	\$0	0.0%
Other Income	\$77,050	\$85,496	\$85,500	\$8,450	11.0%
TOTAL SWM FUND REVENUES & SOURCES OF FUNDS	\$4,729,050	\$4,199,496	\$4,689,500	(\$39,550)	-0.8%
Surplus/(Deficit)	\$54,000	\$5,586	(\$68,649)		

CITY OF LANCASTER
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY
2021 BUDGET VS. 2022 BUDGET

<u>BUREAU</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Administration	\$3,444,588	\$3,259,396	\$3,232,662	(\$211,926)	-6.2%
Street Cleaning	\$749,353	\$677,061	\$808,877	\$59,524	7.9%
Grounds Maintenance	\$481,109	\$257,453	\$405,323	(\$75,786)	-15.8%
Trees (New in SWMF in 2022)	\$0	\$0	\$311,287	\$311,287	#DIV/0!
TOTAL STORMWATER MANAGEMENT					
FUND EXPENSES	\$4,675,050	\$4,193,910	\$4,758,149	\$83,099	1.78%

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
Stormwater Management - Revenues							
SWM Revenue							
56000000 406300	Interest on Investment	67	50	50	0	0	0
Revenue is derived from the interest earned on idle funds.							
56000000 407100	Pension State Fund	76,904	77,000	77,000	85,496	85,496	85,500
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Stormwater Management Fund employees.							
56000000 408000	Miscellaneous Revenue	3,375	4,000	4,000	3,620	4,000	4,000
Revenue is derived from income received from miscellaneous items.							
56000000 408101	Stormwater Mgmt Fee	4,227,240	4,648,000	4,648,000	3,041,700	4,110,000	4,600,000
Revenue is derived from stormwater management fees charged to property owners in the City.							
56000000 420000	Swr Grnds Exp Reimb	1,219	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 Revenue	4,308,805	4,729,050	4,729,050	3,130,816	4,199,496	4,689,500
TOTAL	Stormwater Management - Revenues	4,308,805	4,729,050	4,729,050	3,130,816	4,199,496	4,689,500

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED	
Stormwater Management - Expenses							
SWM Admin Exp							
56088600 611000	Salary - Bureau Chief	68,708	113,502	87,958	15,088	17,406	114,018
Salary expenses for the stormwater program manager.							
56088600 611500	Salaried Personnel	396,255	496,008	499,552	384,543	448,011	524,084
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	22,500	22,500	10,058	15,000	20,000
Expenses for temporary employees to perform clean-up and maintenance of green infrastructure projects. Also includes expenses for paid interns.							
56088600 618500	Overtime	84	1,500	1,500	113	200	1,500
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.							
56088600 620200	Medical Insurance	315,000	300,000	300,000	275,000	300,000	300,000
Account covers health benefits of employees in this fund.							
56088600 620300	Dental/Vision	11,162	13,000	13,000	7,177	9,000	13,000
Account covers dental and vision insurance costs for all employees in this fund.							
56088600 620800	Social Security	84,756	102,000	102,000	73,128	82,639	90,000
Account covers social security for Bureau employees.							
56088600 620900	Life Insurance	2,625	3,300	3,300	1,976	2,800	3,000
Account covers Bureau employees' life insurance.							
56088600 623000	Pension Contribution	87,218	135,900	135,900	95,704	98,000	101,000
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.							
56088600 624000	Unemployment Compensation	20,537	5,000	5,000	0	0	2,500
56088600 625000	Workers Compensation	9,474	20,000	20,000	10,050	12,000	20,000
Account covers all Bureau employees for on the job injury claims.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
56088600 714100	PC Lease	4,489	4,000	4,000	3,766	3,766	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	7,811	8,000	8,000	7,319	8,000	8,000
Account pays the Bureau cost of rental space for employees.							
56088600 718000	Rental of Uniforms	211	200	200	0	200	1,200
Account pays for rental of uniforms for employees.							
56088600 723000	Maint. - Equipment	5,968	9,000	9,000	5,850	9,000	10,000
Maintenance for miscellaneous office equipment and Stormwater inspection/monitoring equipment							
56088600 729000	Maint. - Vehicles	0	1,000	1,000	2	1,000	1,000
Maintenance of Stormwater vehicle #328							
56088600 731000	Advertising	556	5,000	5,000	1,627	2,500	5,000
Account pays for newspaper advertising of contracts, bids, and job vacancies.							
56088600 734000	Postage	23,060	28,000	28,000	19,189	20,000	128,000
Account covers all of the postage for billing and miscellaneous office mailings.							
56088600 735000	Printing	4,926	10,000	10,000	4,314	8,000	10,000
Account covers printing costs for the City's print shop and office photocopying, plotting.							
56088600 736000	Telephone	3,747	6,000	6,000	3,071	6,000	6,000
Account covers telephone service in the Bureau.							
56088600 737000	Travel	730	10,000	10,000	985	1,000	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	528,707	400,000	495,000	470,286	495,000	162,500
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.							
56088600 741003	Prof. Services-Consent Decree	38,059	150,000	150,000	122,526	200,000	50,000
Professional Services related to compliance with Consent Decree							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
56088600 743100	Credit Card Fees	719	1,300	1,300	767	1,300	1,300
Bureau's portion of credit card company fees.							
56088600 744000	Contract Services	18,175	75,000	10,000	5,711	10,000	70,000
Account pays for software support contract for CMMS/Asset Management software/implementation for the stormwater management program. Costs associated for IT contract service is also charged to this account.							
56088600 744500	Training & School	3,445	8,000	8,000	3,300	3,500	6,000
Account covers courses for operating license, certifications, 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	0	5,000	5,000	0	0	0
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	818	5,000	5,000	919	1,500	4,000
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.							
56088600 765400	Gas Oil & Diesel	0	1,000	1,000	48	1,000	1,000
Fuel for stormwater vehicle.							
56088600 772000	Insurance Package	12,489	15,000	15,000	13,814	15,000	18,000
Property and liability coverage for all Bureau facilities and vehicles.							
56088600 820000	Minor Equipment	6,893	15,000	7,000	2,508	5,000	16,000
Account reflects the cost of miscellaneous office equipment.							
56088600 820200	Safety Equipment	0	1,200	1,200	0	500	1,200
Account pays the cost of minor safety equipment for the bureau.							
56088600 825000	Computer Equip/Software	9,968	15,000	15,000	12,268	15,000	60,000
Account pays for purchase of GIS software/equipment, utility mapping software, public works CMMS software, etc.							
56088600 827100	Vehicle Lease Purchase	0	6,300	6,300	5,700	5,700	6,300
Annual purchase payment for Stormwater vehicle - 2019 Ford Escape for use in stormwater management inspection.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
56088600 911000	Indirect Costs	336,354	336,318	336,318	308,325	336,318	337,000
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	56	60
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.							
56088600 924000	Debt Service - Interest	505,976	555,500	555,500	553,877	575,000	567,000
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	561,000	561,000	489,882	550,000	560,000
This line reflects principal redemption on the 2014 and 2018 General Obligation bonds and Pennvest Green Infrastructure loan.							
TOTAL	SWM Admin Exp	2,508,975	3,444,588	3,444,588	2,908,944	3,259,396	3,232,662

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF STORMWATER MANAGEMENT: ADMINISTRATION

56088600	611000	F	M	1.00	STORMWATER PROGRAM MANAGER	96,284
56088600	611000	F	M	0.07	DEPUTY DIRECTOR/CITY ENGINEER	8,665
56088600	611000	F	M	0.07	DEPUTY DIRECTOR PW CONSTRUCTION	9,069

TOTAL 611000 EMPLOYEES				1.13		114,018
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56088600	611500	F	A	0.16	BILLING COORDINATOR 2	7,898
56088600	611500	F	A	0.16	BILLING COORDINATOR 2	7,650
56088600	611500	F	A	0.16	BILLING COORDINATOR 2	7,650
56088600	611500	F	M	0.16	BUREAU CHIEF PROCUREMENT	12,007
56088600	611500	F	A	0.16	CASHIER SERVICE CLERK	6,634
56088600	611500	F	A	0.16	CASHIER SERVICE CLERK	6,634
56088600	611500	F	A	0.16	CASHIER SERVICE CLERK	6,634
56088600	611500	F	A	0.16	CASHIER SERVICE CLERK	6,634
56088600	611500	F	A	0.16	CUSTOMER CARE COORDINATOR	8,728
56088600	611500	F	A	0.16	CUSTOMER CARE COORDINATOR	8,392
56088600	611500	F	A	0.16	CUSTOMER CARE COORDINATOR	7,650
56088600	611500	F	A	0.16	CUSTOMER CARE COORDINATOR	7,650
56088600	611500	F	A	0.16	CUSTOMER CARE COORDINATOR	9,077

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
56088600	611500	F	M	0.16	CUSTOMER CARE SUPERVISOR	9,427
56088600	611500	F	M	1.00	GI ASSET COORDINATOR	56,822
56088600	611500	F	A	1.00	GI ASSET TECHNICIAN	48,872
56088600	611500	F	M	0.25	GIS ANALYST	14,796
56088600	611500	F	M	0.25	GIS COORDINATOR	18,629
56088600	611500	F	A	0.16	MAIL PRINT OPERATOR	6,272
56088600	611500	F	A	0.16	PURCHASE COORDINATOR	7,898
56088600	611500	F	M	0.25	PW CONSTRUCTION INSPECTOR	19,748
56088600	611500	F	M	0.50	PW ENVIRONMENTAL PLANNER	36,308
56088600	611500	F	M	0.50	PW PROJECT MANAGER	39,243
56088600	611500	F	A	0.16	REVENUE CLERK	7,872
56088600	611500	F	A	0.16	REVENUE CLERK	7,872
56088600	611500	F	M	0.00	URBAN FORESTER	-
56088600	611500	F	M	1.00	WATER RESOURCES ENG 1	65,481
56088600	611500	F	M	0.50	ENG CUST SERVICE COORDINATOR	23,847
56088600	611500	F	M	0.25	PUBLIC WORKS JUNIOR ENGINEER	15,000
56088600	611500	F	M	0.50	TRANSPORTATION ENGINEER/PLANNER	27,500
56088600	611500	F	M	0.25	PERMIT COORDINATOR	10,313
Available for Merit - AFSCME						4,947
TOTAL 6115 EMPLOYEES				9.14		524,084
TOTAL EMPLOYEES				10.27		638,102

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
Stormwater Management - Expenses							
SWM Street Cleaning Exp							
56084200 611000	Salary - Bureau Chief	0	0	0	0	0	22,377
This line item accounts for an allocated portion of Operations Manager salary that is shared by General Fund.							
56084200 611500	Salaried Personnel	483,813	505,953	505,953	384,707	428,101	543,218
Salaries for the street cleaning personnel.							
56084200 618500	Overtime	15,511	18,000	18,000	37,393	50,000	18,000
Street cleaning personnel overtime expenses generated by snow and ice emergencies, and coverage of the nightman for vacation and sick hours.							
56084200 718000	Rental of Uniforms	1,830	2,000	2,000	1,613	2,200	5,844
City uniform/safety shoe allowance in the Stormwater Street Cleaning Bureau employees.							
56084200 729000	Maint. - Vehicles	63,264	65,000	65,000	35,862	60,000	65,000
Line item 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	39,610	65,000	65,000	36,401	45,000	45,000
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	2,752	2,000	2,000	717	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	14,121	25,000	25,000	18,419	25,000	25,000
Gasoline, Diesel and oil for Stormwater Management vehicles.							
56084200 825600	Mach/Equip Lease Purch	0	66,400	66,400	64,760	64,760	82,438
#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	620,900	749,353	749,353	579,872	677,061	808,877

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

56084200	611000	F	M	0.25	OPERATIONS MANAGER	22,377
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TOTAL 611000 EMPLOYEES				0.25		22,377
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56084200	611500	F	A	1.00	SWEEPER OPERATOR 2	53,131
56084200	611500	F	A	1.00	EQUIPMENT OPERATOR 2	51,088
56084200	611500	F	A	1.00	LABORER	44,051
56084200	611500	F	A	1.00	LABORER	40,154
56084200	611500	F	A	1.00	SWEEPER OPERATOR 2	46,569
56084200	611500	F	A	1.00	MAINTENANCE WORKER	42,482
56084200	611500	F	A	1.00	MAINTENANCE WORKER	42,000
56084200	611500	F	M	1.00	STREET CLEANING & PAVING FOREMAN	79,000
56084200	611500	F	A	1.00	MAINTENANCE WORKER	50,407
56084200	611500	F	A	1.00	EQUIPMENT OPERATOR2	55,257
56084200	611500	F	A	1.00	LABORER	39,079

TOTAL 611500 EMPLOYEES				11.00		543,218
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TOTAL EMPLOYEES				11.25		565,595
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
Stormwater Management - Expenses							
SWM Grounds Maint Exp							
56088700 611000	Salary - Bureau Chief	0	0	0	0	0	10,043
This line accounts for an allocated portion of the Mgr. of Parks and Public Property that is shared by the General Fund.							
56088700 611500	Salaried Personnel	151,851	191,859	191,859	124,863	139,503	165,475
Salaries of the Stormwater - Grounds Maintenance employees.							
56088700 618500	Overtime	350	5,000	5,000	1,978	2,000	5,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.							
56088700 718000	Rental of Uniforms	946	1,000	1,000	514	600	2,081
Uniforms for Bureau employees with a full or partial allocation to SWM.							
56088700 723000	Maint. - Equipment	2,528	3,200	3,200	1,273	1,500	3,200
This code is for repair and maintenance of equipment.							
56088700 729000	Maint. - Vehicles	4,220	9,000	9,000	5,140	5,800	9,000
Maintenance of Vehicles under Stormwater Management.							
56088700 744000	Contract Services	155	15,000	15,000	1,386	2,000	12,000
This code is used for contracting raingarden professionals for planting and consulting.							
56088700 760600	Operating Supplies	60,852	75,000	75,000	6,729	7,000	40,000
This code is the expense for general supplies such as hand tools, water quality/storm inlet filter socks, and other items needed for the maintenance of various rain gardens and porous pavement projects.							
56088700 820000	Minor Equipment	0	3,000	3,000	0	1,000	3,000
This code is to purchase minor equipment for stormwater maintenance.							
56088700 822500	Landscaping Trees etc	0	100,000	100,000	13,890	20,000	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.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
56088700 827100	Vehicle-Lease Purchase	0	78,050	78,050	62,306	78,050	55,524
Expenses for annual lease-purchase payments on vehicles servicing the Green Infrastructure and Trees divisions of Parks & Public Property.							
TOTAL	SWM Grounds Maint Exp	220,902	481,109	481,109	218,079	257,453	405,323

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

56088700	611000	F	M	0.10	MGR. OF PARKS & PUBLIC PROERTY	10,043
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TOTAL 611000 EMPLOYEES				0.10		10,043
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56088700	611500	F	M	0.90	GREEN INFRASTURE PARK SUPERVISOR	47,750
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56088700	611500	F	A	1.00	LABORER	40,154
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56088700	611500	F	M	0.20	PARKS MAINTENANCE & CONTRUCTION SUPERVI	12,369
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56088700	611500	F	A	0.50	UTILITY OPERATOR	22,599
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56088700	611500	F	A	1.00	GREEN INFRASTURE UTILITY OPERATOR	42,603
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TOTAL 611500 EMPLOYEES				3.60		165,475
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TOTAL EMPLOYEES				3.70		175,517
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
Stormwater Management - Expenses							
SWM Trees Exp							
56088800 611000	Salary - Bureau Chief	0	0	0	0	0	10,043
This line item accounts for an allocated portion of the Manger of Parks & Public Property salary. All Trees section expenses were moved from the General Fund to the Stormwater Management Fund beginning in 2022 as the City's trees program is an integral part of the overall stormwater management program.							
56088800 611500	Salary - Personnel	0	0	0	0	0	285,544
Salary for Trees Bureau employees. These expenses were moved from the General Fund beginning in 2022.							
56088800 723000	Maint. - Equipment	0	0	0	0	0	2,000
Repair and maintenance of all tree equipment: stump grinder, chipper, chipper blades, chain saws, cement saw and for aerial bucket truck certifications. These expenses were moved from the General Fund beginning in 2022.							
56088800 732000	Dues & Subscriptions	0	0	0	0	0	100
City Arborist membership in professional organizations.							
56088800 744000	Contract Services	0	0	0	0	0	1,000
Contracting with a commercial tub grinder operator to dispose of accumulated tree waste twice a year (eliminates solid waste disposal expense).							
56088800 744500	Training/Education	0	0	0	0	0	200
Expenses for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures.							
56088800 760600	Operating Supplies	0	0	0	0	0	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.							
56088800 810000	Special Events	0	0	0	0	0	200
Annual Arbor Day celebration and Shade Tree Commission award.							
56088800 820000	Minor Equipment	0	0	0	0	0	3,200
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
TOTAL	SWM Trees Exp	0	0	0	0	0	311,287
TOTAL	Stormwater Management - Expenses	3,350,777	4,675,050	4,675,050	3,706,895	4,193,910	4,758,149

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF STORMWATER MANAGEMENT: TREES

56088800	611000	F	M	0.10	MGR. OF PARKS & PUBLIC PROERTY	10,043
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TOTAL 611000 EMPLOYEES				0.10		10,043
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56088800	611500	F	M	1.00	CITY ARBORIST	60,592
56088800	611500	F	A	0.20	ADMINISTRATIVE ASST.	10,000
56088800	611500	F	A	1.00	TREE CLIMBER	46,417
56088800	611500	F	A	1.00	TREE TRIMMER	56,455
56088800	611500	F	A	1.00	TREE CLIMBER	46,417
56088800	611500	F	M	1.00	URBAN FORESTER	65,663

TOTAL 611500 EMPLOYEES				5.20		285,544
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TOTAL EMPLOYEES				5.30		295,587
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CITY OF LANCASTER

SEWER FUND



CITY OF
LANCASTER

2022 BUDGET

CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2021 BUDGET VS. 2022 BUDGET

<u>DESCRIPTION</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Fees for Services	\$18,605,000	\$18,268,000	\$18,548,000	(\$57,000)	-0.3%
Miscellaneous Revenue	\$41,950	\$40,400	\$40,500	(\$1,450)	-3.5%
Other Income	\$275,000	\$647,527	\$293,000	\$18,000	6.5%
TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$18,921,950	\$18,955,927	\$18,881,500	(\$40,450)	-0.2%
Surplus/(Deficit)	(\$969,284)	\$208,475	\$134,048		

**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2021 BUDGET VS. 2022 BUDGET**

<u>BUREAU</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Administration	\$9,565,131	\$6,326,825	\$7,873,337	(\$1,691,794)	-17.7%
Collections	\$2,753,129	\$2,596,348	\$3,142,065	\$388,936	14.1%
Pumping Stations	\$1,580,468	\$1,437,927	\$1,636,063	\$55,595	3.5%
Treatment	\$5,958,006	\$5,456,754	\$6,061,487	\$103,481	1.7%
Grounds Maintenance	\$34,500	\$26,500	\$34,500	\$0	0.0%
TOTAL SEWER FUND EXPENSES	\$19,891,234	\$15,844,353	\$18,747,452	(\$1,143,782)	-5.8%

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
<h1>Wastewater - Revenues</h1>							
<h2>Wastewater Revenue</h2>							
56100000 400900	Lien Interest & Costs	1,164	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	40,949	40,950	40,950	34,693	40,000	40,000
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.							
56100000 406300	Interest on Investment	1,558	1,000	1,000	484	400	500
Revenue is derived from the interest earned on idle funds.							
56100000 407100	Pension State Fund	205,123	205,000	205,000	228,027	228,027	228,000
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	320,831	60,000	60,000	395,167	400,000	50,000
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	13,032,685	14,000,000	14,000,000	11,908,944	13,750,000	14,000,000
Revenue is derived from sewer fees charged to retail customers.							
56100000 408200	Industrial Waste Surchg	555,740	700,000	700,000	483,668	635,000	640,000
Revenue is derived from surcharges to businesses that discharge high amounts of contaminants into the sewer system. This line item also accounts for revenue derived from the Water Bureau for the treatment of sludge created by Water Bureau operations.							
56100000 408300	Bulk Sewage Treatment	3,482,591	3,750,000	3,750,000	2,794,951	3,725,000	3,750,000
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.							
56100000 408400	SLSA Operating Charges	157,804	155,000	155,000	119,150	158,000	158,000
Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/22/2021	2021 PROJECTED	2022 PROPOSED
56100000 408600	Industrial Waste Permits	12,500	10,000	10,000	7,500	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	4,000	0	0	4,500	4,500	0
	Revenue is derived from the penalty assessed for the dumping of unauthorized waste into the sewer system.						
56100000 408800	Fats, Oils and Grease Permits	0	0	0	5,700	5,000	5,000
	Revenue is derived from permits issued related to the City's Fats, Oils, and Grease (FOG) program.						
56100000 408801	Fats, Oils and Grease Penalty	0	0	0	0	0	0
	Revenue is derived from payments for penalties issued related to the City's Fats, Oils, and Grease (FOG) program.						
TOTAL	Wastewater Revenue	17,814,947	18,921,950	18,921,950	15,982,786	18,955,927	18,881,500
TOTAL	Wastewater - Revenues	17,814,947	18,921,950	18,921,950	15,982,786	18,955,927	18,881,500

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Wastewater - Expenses						
Sewer Administration Exp						
56188000 611000 Salary - Bureau Chief	126,423	138,461	138,461	124,281	143,014	142,615
This line item accounts for an allocated portion of the DPW Deputy Directors for Utilities, City Engineer, and Construction. Prior to 2021, this line item accounted for only the salary of the Wastewater Utility Manager.						
56188000 611500 Salaried Personnel	274,170	336,787	336,787	259,101	295,020	350,172
The Bureau utilizes the City's Bureau of Procurement and Collection to prepare sewer service invoices for the Bureau's customers. The partial salaries for the Utility Supervisor, Custorm Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. Salaries for the Project Engineer and the Bureau's Secretary are included in this line item.						
56188000 612000 Salary Temporary	0	12,000	12,000	6,234	6,500	10,000
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.						
56188000 618500 Overtime	55	1,000	1,000	140	500	1,000
Overtime expenses paid to administrative staff in the Sewer Fund.						
56188000 619200 OPEB Contribution	38,166	23,206	23,206	45,970	50,000	33,100
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).						
56188000 620100 Educational Incentive	19,995	22,000	22,000	9,824	20,000	22,000
This account covers certification bonus pay for the PADEP Wastewater License certification for union bargaining unit and management employees with an "A" and "E" license in the Wastewater Bureau.						
56188000 620200 Medical Insurance	1,000,000	1,000,000	1,000,000	916,667	1,000,000	1,000,000
Account covers health benefits of Bureau employees.						
56188000 620300 Dental/Vision	25,401	35,000	35,000	26,719	28,500	35,000
Account covers dental and vision insurance costs for all employees of this fund.						
56188000 620800 Social Security	231,945	260,000	260,000	217,738	250,776	265,000
Account covers social security for Bureau employees.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188000 620900	Life Insurance	6,251	7,500	7,500	6,239	7,500	7,500
Account covers Bureau employees' life insurance.							
56188000 623000	Pension Contribution	242,505	259,114	259,114	271,561	278,000	288,000
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.							
56188000 624000	Unemployment Compensation	6,340	10,000	10,000	0	0	2,500
Account covers state unemployment for Bureau employees.							
56188000 625000	Workers Compensation	42,709	60,000	74,019	47,443	60,000	60,000
Account covers all Bureau employees for on the job injury claims.							
56188000 714100	PC Lease	11,223	10,200	10,200	9,414	9,414	11,000
This account provides for the annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Sewer Department staff.							
56188000 716000	Rental of Parking Lot	3,258	4,000	4,500	4,003	4,000	4,000
This account pays the Bureau cost of rental space for customer service employees. I							
56188000 718000	Rental of Uniforms	10,691	15,000	15,000	9,063	11,500	30,400
This account pays for rental of uniforms for employees.							
56188000 723000	Maint. - Equipment	10,677	15,000	15,475	7,732	10,600	10,600
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.							
56188000 731000	Advertising	1,632	3,000	3,000	200	500	2,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.							
56188000 734000	Postage	23,976	32,000	32,000	695	30,000	148,700
This account covers all of the postage for bills, and miscellaneous office mailings.							
56188000 735000	Printing	4,702	12,000	12,000	10,055	11,300	14,300
This account covers printing costs for the City's print shop and office photocopying copier rental.							
56188000 736000	Telephone	32,744	45,000	45,000	30,013	39,000	45,000
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188000 737000	Travel	0	7,000	7,000	2,218	4,000	7,000
This account pays for travel expenses of personnel attending meetings relative to management, operations and maintenance on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.							
56188000 740000	Utility Assistance Program	27,500	27,500	27,500	0	0	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	82,639	250,000	250,000	91,026	91,026	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	501,209	1,081,815	966,327	241,090	350,000	738,000
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.							
56188000 743000	Bank Service Charges	16,595	14,500	14,500	17,155	20,500	14,500
This line item is for the Bureau's portion of banks service charges.							
56188000 743100	Credit Card Fees	4,404	7,100	7,100	4,675	6,200	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	18,553	61,200	61,200	31,910	42,000	89,700
Account pays for the PA One Call System, software support contract for the CMMS/Asset Management software for sewer operations, pretreatment tracking software, costs associated for IT contract service, Civil 3D license for the engineering, and right of way tree clearing of sewer easements.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188000 744500	Training & School	9,804	21,000	21,000	16,999	22,400	30,000
	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	720	3,000	5,000	3,202	5,000	5,000
	Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.						
56188000 772000	Insurance Package	185,150	190,000	196,625	196,622	205,000	210,000
	Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.						
56188000 820000	Minor Equipment	2,843	8,500	11,388	5,969	6,500	8,500
	Account reflects the Sewer Fund's share of a remittance processor and mail folder/insert machine to process billings.						
56188000 820200	Safety Equipment	3,170	46,000	46,000	8,819	11,700	25,000
	Account pays the cost of minor safety equipment for the Bureau.						
56188000 825000	Computer Equip/Software	6,655	20,000	20,000	6,678	10,000	20,000
	Account pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.						
56188000 827100	Vehicle Lease Purchase	0	1,650	1,650	1,650	1,650	1,650
	Portion of Vehicle #723 for Procurement and Collections						
56188000 911000	Indirect Costs	441,609	441,609	441,609	404,808	441,609	445,000
	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	655	700	700	366	366	500
	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	2,208,503	2,437,402	2,437,402	1,905,901	1,915,000	2,046,000
	Account pays interest payments on the Series 2011, 2014 and 2016 (2007 refinancing), 2018 and 2019 (2009 refinancing) General Obligation bonds and Pennvest loans.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188000 926000	Debt Service - Principal	0	2,733,868	2,733,868	895,742	937,750	1,465,000
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 Exp	5,622,872	9,654,112	9,565,131	5,837,921	6,326,825	7,873,337

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
<u>BUREAU OF SEWERS: ADMINISTRATION</u>						
56188000	611000	F	M	0.50	DEPUTY DIRECTOR PUBLIC WORKS - UTILITIES	67,586
56188000	611000	F	M	0.28	DEPUTY DIRECTOR/CITY ENGINEER	36,661
56188000	611000	F	M	0.28	DEPUTY DIRECTOR PW CONSTRUCTION	38,368
TOTAL 61100 EMPLOYEES				1.05		142,615
56188000	611500	F	A	0.19	BILLING COORDINATOR 2	9,043
56188000	611500	F	A	0.19	BILLING COORDINATOR 2	9,337
56188000	611500	F	A	0.19	BILLING COORDINATOR 2	9,043
56188000	611500	F	M	0.19	BUREAU CHIEF PROC & COLLECTIONS	14,194
56188000	611500	F	A	0.19	CASHIER/SERVICE CLERK	7,842
56188000	611500	F	A	0.19	CASHIER/SERVICE CLERK	7,842
56188000	611500	F	A	0.19	CASHIER/SERVICE CLERK	7,842
56188000	611500	F	A	0.19	CASHIER/SERVICE CLERK	7,842
56188000	611500	F	M	0.14	COMMUNICATIONS SPECIALIST	7,842
56188000	611500	F	A	0.19	CUSTOMER CARE COORDINATOR	10,730
56188000	611500	F	A	0.19	CUSTOMER CARE COORDINATOR	10,317
56188000	611500	F	A	0.19	CUSTOMER CARE COORDINATOR	9,920
56188000	611500	F	A	0.19	CUSTOMER CARE COORDINATOR	9,043
56188000	611500	F	A	0.19	CUSTOMER CARE COORDINATOR	9,043
56188000	611500	F	M	0.19	CUSTOMER SERVICE SUPERVISOR	11,144
56188000	611500	F	A	0.19	MAIL & PRINT OPERATOR	7,414
56188000	611500	F	A	0.19	PURCHASE COORDINATOR	9,337
56188000	611500	F	A	0.19	REVENUE CLERK	9,305
56188000	611500	F	A	0.19	REVENUE CLERK	9,274
56188000	611500	F	A	0.50	SECRETARY I	24,011
56188000	611500	F	M	1.00	SENIOR PROJECT MANAGER - Utilities	95,790
56188000	611500	F	M	0.25	PUBLIC WORKS JUNIOR ENGINEER	15,000
56188000	611500	F	A	0.30	UTILITY SERVICE COORDINATOR	13,251
					Available for Merit - AFSCME	25,767
TOTAL 611500 EMPLOYEES				5.61		350,172
TOTAL EMPLOYEES				6.66		492,787

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Wastewater - Expenses						
Sewer Collections Exp						
56188100 611500 Salaried Personnel	833,538	1,066,648	1,052,629	833,379	968,598	1,246,565
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	24,434	60,000	60,000	31,065	60,000	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	77,275	175,000	175,000	68,324	175,000	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	89,867	200,000	200,000	69,188	150,000	200,000
Account provides for outside services beyond the scope of work of the Collections Crew. This fund includes items such as the cost of manhole rehabilitation services needed for some of the older manholes in the sewer system. This item includes anticipated additional services related to lining and repairs as well as sewer lateral reconnections.						
56188100 747000 Trench Paving	91,002	400,000	260,031	143,113	300,000	300,000
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes.						
56188100 760300 Office Supplies	0	500	500	141	750	1,500
Cost of miscellaneous office supplies for Sewer Collections.						
56188100 760600 Operating Supplies	297,343	450,000	441,200	358,684	450,000	650,000
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	34,535	80,000	80,000	42,118	65,000	80,000
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188100 820000	Minor Equipment	277	5,000	5,000	120	8,000	10,000
This line includes the purchase of minor equipment required to perform collection system repair and maintenance.							
56188100 827100	Vehicle-Lease Purchase	0	330,000	478,769	326,931	419,000	419,000
This line covers the annual payments required under a five-year lease purchase agreements to purchase vehicles and equipment.							
TOTAL	Sewer Collections Exp	1,448,271	2,767,148	2,753,129	1,873,062	2,596,348	3,142,065

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF SEWERS: COLLECTIONS

56188100	611500	F	A	1.00	CCTV TECHNICIAN	61,714
56188100	611500	F	A	1.00	CCTV TECHNICIAN	61,714
56188100	611500	F	M	1.00	MANAGER OF COLLECTIONS	76,000
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR1	50,140
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR1	48,212
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR1	45,376
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR1	43,947
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR1	43,947
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR1	43,947
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR2	53,131
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR2	51,088
56188100	611500	F	A	0.00	EQUIPMENT OPERATOR3	-
56188100	611500	F	M	0.20	PARKS MAINTENANCE & CONTRUCTION SUPERVI	12,369
56188100	611500	F	M	0.25	GIC COORDINATOR	18,629
56188100	611500	F	M	0.25	GIS ANALYST	14,796
56188100	611500	F	M	1.00	LABOR SUPERVISOR 1	66,428
56188100	611500	F	A	1.00	LABORER	40,154
56188100	611500	F	M	0.25	PUBLIC WORKS ENGINEER	19,748
56188100	611500	F	A	1.00	SEWER TECHNICIAN	49,045
56188100	611500	F	A	1.00	SEWER TECHNICIAN	57,990
56188100	611500	F	A	0.50	UTILITY ENGINEERING TECHNICIAN	40,000
56188100	611500	M	A	1.00	LABOR SUPERVISOR 1	63,000
56188100	611500	M	A	1.00	LABOR SUPERVISOR 1	63,000
56188100	611500	F	A	1.00	CCTV CAMERA TECHNICIAN	60,000
56188100	611500	F	A	1.00	CCTV CAMERA TECHNICIAN	60,000
56188100	611500	F	A	1.00	EQUIPMENT OPERATOR1	44,200
56188100	611500	F	A	1.00	UTILITY LOCATOR	57,990
TOTAL 611500 EMPLOYEES				22.45		1,246,565

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Wastewater - Expenses						
Sewer Pumping Stations Exp						
56188200 611500 Salaried Personnel	832,722	821,568	821,568	728,443	835,627	884,763
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	14,623	29,000	29,000	10,644	15,000	29,000
This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.						
56188200 721000 Maint. - Buildings	1,457	2,500	2,500	1,719	1,800	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	53,630	87,000	160,000	81,357	130,000	130,000
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	331,729	450,000	450,000	277,900	375,000	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	214	2,400	2,400	413	1,500	2,400
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.						
56188200 766000 Heating Oil	15,056	25,000	25,000	15,676	23,000	25,000
This account provides for diesel fuel, gasoline, propane, and natural gas and for fuel to test and operate standby emergency engines for emergency power at the major pump stations.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188200 820000	Minor Equipment	2,054	5,000	5,000	1,561	4,000	5,000
	Tools and minor equipment						
56188200 827100	Vehicle-Lease Purchase	0	35,000	35,000	21,449	35,000	57,400
	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) #308 Truck with a utility body, through 2024 (5 year lease) Proposed Replacement of truck #310 Addition of a F150 truck for the electrical department						
56188200 829000	Capital Outlay	11,520	50,000	50,000	0	17,000	50,000
	Pump Replacement						
TOTAL	Sewer Pumping Stations Exp	1,263,005	1,507,468	1,580,468	1,139,162	1,437,927	1,636,063

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

56188200	611500	F	M	1.00	ELECTRICAL/MECHANICAL SUPERVISOR	70,344
56188200	611500	F	A	1.00	INSTRUMENT TECHNICIAN	65,659
56188200	611500	F	A	1.00	INSTRUMENT TECHNICIAN	60,706
56188200	611500	F	A	1.00	MAINTENANCE ELECTRICIAN 3	55,335
56188200	611500	F	A	1.00	MAINTENANCE ELECTRICIAN 3	55,337
56188200	611500	F	A	1.00	MAINTENANCE WORKER	46,604
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 2	53,615
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	58,760
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	55,304
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	55,304
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	58,760
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	61,111
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	58,760
56188200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	55,304
56188200	611500	F	M	1.00	WASTE WTR PLANT MAINT SUPERVISOR	73,861
TOTAL 61150 EMPLOYEES				15.00		884,763

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Wastewater - Expenses						
Sewer Treatment Exp						
56188300 611500 Salaried Personnel	879,718	1,031,006	1,031,006	817,224	947,542	1,071,787
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	13,632	40,000	40,000	19,724	27,600	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	27,102	50,000	50,000	9,637	40,000	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	275,321	500,000	500,000	304,760	505,000	515,000
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.						
56188300 729000 Maint. - Vehicles	11,658	18,000	18,000	12,088	15,300	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	196,916	300,000	300,000	161,197	208,000	300,000
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.						
56188300 746500 Water Utility Expense	95,382	130,000	130,000	70,637	132,000	140,000
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188300 748000	Sludge	1,450,592	1,725,000	1,725,000	1,376,223	1,667,000	1,836,000
This account provides for biosolids removal from the treatment plant. The wastewater treatment operation generates biosolids (sludge) as well as grit and screenings that must be disposed of in accordance with state and federal regulations. The 2018 contract for biosolids removal allowed for the land application, landfill, and incineration of the biosolids. This account also provides for the landfill disposal of grit and screenings generated from preliminary treatment and the Engleside diversion chamber, as well as debris disposal from sewer cleaning operations from Vactor operations and sewer excavations.							
56188300 752000	Power Electric	811,070	1,100,000	1,100,000	636,219	994,000	1,100,000
This account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions and plant loadings. Combined sewers transport sanitary waste and storm water to the treatment plant. As rainfall increases, power costs increase.							
56188300 760600	Operating Supplies	33,099	40,000	50,000	40,207	49,000	49,000
This account provides for incidentals: charts, paint brushes, lights, tools, gloves, cleaning supplies and equipment, batteries, soaps, paper products, copier paper, etc., required to maintain plant operations.							
56188300 761500	Laboratory Supplies	53,189	75,000	75,000	49,773	63,000	75,000
This account provides for laboratory services to support facility operations and the EPA mandated Industrial Pretreatment Program. Federal and state regulations require wastewater and solid waste analysis to maintain water quality and solids suitable for EPA Class A and B biosolids classifications, respectively. Chemicals, equipment and supplies for in-house testing and costs incurred from outside laboratory services are covered by this account. Land Application monitoring for Biosolids is also included.							
56188300 761800	Chemicals	642,129	652,000	672,000	411,475	600,100	657,000
This account covers chemicals required to operate the Wastewater Treatment Plant to meet the NPDES Permit limits and for odor control. The chemical budget is variable based on the needs of the plant and the weather.							
56188300 765400	Gas Oil & Diesel	10,825	16,000	16,000	11,385	13,000	16,000
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56188300 766000	Heating Oil	61,383	70,000	70,000	43,714	58,500	70,000
	This account pays for natural gas for heating of the control building, maintenance buildings and the Lime Stabilization process, and for fuel oil for the emergency generator at Main Pump Station.						
56188300 820000	Minor Equipment	5,159	17,000	17,000	4,847	7,200	25,000
	Minor equipment purchases including tools, wastewater samplers, and laboratory equipment.						
56188300 827100	Vehicle-Lease Purchase	0	44,000	44,000	41,512	41,512	23,700
	This account covers the annual payments required under a lease purchase agreement for the following vehicles: #341 - SUV through 2024 (5 year lease) #475 - Boom mower through 2024 (5 year lease).						
56188300 829000	Capital Outlay	18,155	120,000	120,000	18,435	88,000	75,000
	This line accounts for expenditures made for new and replacement equipment.						
TOTAL	Sewer Treatment Exp	4,585,331	5,928,006	5,958,006	4,029,056	5,456,754	6,061,487

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF SEWERS: TREATMENT

56188300	611500	F	M	1.00	FOG INSPECTOR	55,620
56188300	611500	F	A	1.00	LABORATORY TECHNICIAN 1	56,455
56188300	611500	F	A	1.00	SLUDGE DEWATERING TECHNICIAN	49,125
56188300	611500	F	A	1.00	SLUDGE DEWATERING TECHNICIAN	49,125
56188300	611500	F	A	1.00	SLUDGE DEWATERING TECHNICIAN	47,579
56188300	611500	F	A	1.00	SLUDGE DEWATERING TECHNICIAN	53,563
56188300	611500	F	A	1.00	SLUDGE DEWATERING TECHNICIAN	52,196
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	63,555
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	58,760
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	52,011
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	53,563
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	53,563
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	52,011
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	52,011
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	52,011
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	52,011
56188300	611500	F	A	1.00	WASTE WTR PLANT OPERATOR TECHNICIAN	52,011
56188300	611500	F	M	1.00	WASTEWATER ANALYST	61,038
56188300	611500	F	M	1.00	WASTEWATER OPERATIONS SUPERVISOR	80,340
56188300	611500	F	M	1.00	WASTERWATER QUAL SUPERVISOR	77,250
TOTAL 611500 EMPLOYEES				19.00		1,071,787

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Wastewater - Expenses							
Sewer Grounds Maintenance Exp							
56188400	611501 Salary - Direct Invoice	7,582	11,000	11,000	0	8,000	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	3,839	5,500	5,500	0	4,500	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	11,972	18,000	18,000	576	14,000	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 Exp	23,392	34,500	34,500	576	26,500	34,500
TOTAL	Wastewater - Expenses	12,942,946	19,891,234	19,891,234	12,879,777	15,844,353	18,747,452

CITY OF LANCASTER

WATER FUND



CITY OF
LANCASTER

2022 BUDGET

CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2021 BUDGET VS. 2022 BUDGET

<u>DESCRIPTION</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Fees for Services	\$29,300,000	\$28,000,000	\$31,675,000	\$2,375,000	8.1%
Miscellaneous Revenue	\$520,150	\$493,000	\$495,000	(\$25,150)	-4.8%
Other Income	\$325,000	\$380,661	\$380,000	\$55,000	16.9%
TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$30,145,150	\$28,873,661	\$32,550,000	\$2,404,850	8.0%
Surplus/(Deficit)	(\$3,756,705)	(\$2,915,237)	(\$2,249,397)		

**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2021 BUDGET VS. 2022 BUDGET**

<u>BUREAU</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Administration	\$18,581,475	\$16,958,859	\$19,021,247	\$439,772	2.4%
Transfer to General Fund	\$4,000,000	\$4,000,000	\$4,000,000	\$0	0.0%
Susquehanna Treatment Plant	\$3,547,890	\$3,238,666	\$3,845,688	\$297,798	8.4%
Conestoga Treatment Plant	\$3,164,835	\$2,823,798	\$3,048,544	(\$116,291)	-3.7%
Transmission & Distribution	\$3,331,553	\$3,455,558	\$3,374,977	\$43,424	1.3%
Meter Shop	\$704,215	\$628,374	\$725,927	\$21,712	3.1%
Grounds Maintenance	\$220,813	\$326,580	\$357,197	\$136,384	61.8%
Laboratory	\$351,074	\$357,064	\$425,817	\$74,743	21.3%
TOTAL WATER FUND EXPENSES	\$33,901,855	\$31,788,898	\$34,799,397	\$897,542	2.6%

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Water - Revenues							
Water Revenue							
56200000	400900	Lien Interest & Costs	1,016	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	319,593	300,000	300,000	270,936	300,000
Revenue is derived from rental of space to cellular service providers for antennas.							
56200000	406300	Interest on Investment	189	150	150	0	0
Revenue is derived from the interest earned on idle funds.							
56200000	407100	Pension State Fund	285,493	285,000	285,000	340,661	340,000
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	27,989,878	29,300,000	29,300,000	25,379,580	28,000,000
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.							
56200000	407900	Reimb. - Meter Labor	196,916	220,000	220,000	161,197	193,000
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.							
56200000	408000	Miscellaneous Revenue	46,615	40,000	40,000	30,055	40,000
Revenues of the water system not otherwise credited.							
56200000	420000	Swr Grnds Exp Reimb	2,620	0	0	0	0
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).							
TOTAL	Water Revenue	28,842,319	30,145,150	30,145,150	26,182,429	28,873,661	32,550,000
TOTAL	Water - Revenues	28,842,319	30,145,150	30,145,150	26,182,429	28,873,661	32,550,000

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289000 620900	Life Insurance	10,940	11,500	11,500	9,492	11,500	12,000
	This line item accounts for life insurance expenses for Bureau of Water employees.						
56289000 623000	Pension Contribution	345,757	347,167	347,167	405,976	415,000	430,000
	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	30,368	15,000	15,000	0	0	10,000
	Unemployment claims paid to the Commonwealth of PA for Water Fund employees.						
56289000 625000	Workers Compensation	86,879	120,000	120,000	52,145	60,000	120,000
	This line item accounts for workers' compensation claims for Bureau of Water employees.						
56289000 714100	PC Lease	15,713	14,700	14,700	13,180	13,180	16,000
	Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for the Water Department staff.						
56289000 716000	Rental of Parking Lot	8,345	9,200	9,200	7,771	8,500	9,000
	This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.						
56289000 718000	Rental of Uniforms	15,264	16,000	16,000	10,005	16,000	42,200
	Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.						
56289000 723000	Maint. - Equipment	17,558	22,500	23,575	18,015	19,500	22,000
	Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.						
56289000 731000	Advertising	4,041	5,000	5,000	1,213	2,500	5,000
	This line item accounts for advertising contracts and replacement employees within the Bureau of Water.						
56289000 734000	Postage	61,871	72,000	92,000	84,453	92,000	334,000
	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	14,769	25,000	25,000	21,296	23,000	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 rental fees for copiers.						

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289000 736000 Telephone	69,335	78,000	78,000	64,897	72,000	119,600
This account covers telephone services, including cellular phones and leased fiber lines..						
56289000 737000 Travel	1,516	7,000	7,000	1,634	2,500	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	1,799	1,200	1,200	319	600	1,200
This account covers items not specifically budgeted elsewhere, including customer relations.						
56289000 740000 Utility Assistance Program	22,500	22,500	22,500	0	0	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	566,185	979,000	686,389	392,134	600,000	494,300
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 Safe Drinking Water Act. PUC rate case filed in September 2021 and work will continue as the case proceeds before the PUC in 2022.						
56289000 743000 Bank Service Charges	30,871	29,500	29,500	31,929	34,400	35,000
This line item accounts for the Water Fund's share of bank service charges.						
56289000 743100 Credit Card Fees	4,490	8,200	8,200	4,416	6,000	8,200
This line item accounts for the Water Fund's share of credit card company fees.						
56289000 744000 Contract Services	25,909	36,000	36,000	13,213	30,000	89,000

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Account pays for special project services and software support contract for the CMMS/Asset Management software for the water operations, the emergency notification system, and the Civil 3D license for the engineering staff to design water line replacements in house to save on consultant services, and right of way tree clearing of water main easements.						
56289000 744500 Training & School	4,406	20,000	20,000	3,729	6,000	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	3,678	7,200	7,200	3,235	5,100	7,000
Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.						
56289000 772000 Insurance Package	193,609	230,000	230,000	217,116	230,000	245,000
This line item accounts for the insurance package for the Bureau of Water.						
56289000 820000 Minor Equipment	14,801	21,100	27,636	12,694	13,000	13,000
This line item accounts for the purchase of minor euipment and copier rental charges.						
56289000 820200 Safety Equipment	14,047	55,000	55,000	7,135	30,000	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 indusry standard trenching practices, respectively.						
56289000 825000 Computer Equip/Software	9,111	35,000	35,000	26,758	27,000	15,000
This line item accounts for purchase of GIS equipment, public works CMMS software						
56289000 911000 Indirect Costs	814,355	814,355	814,355	746,492	814,355	815,000
This account pays for City support services, such as administrative services, legal services, fringe benefits and insurance. The amount charged to this line item is based upon calculations performed annually during an independent cost allocation plan.						
56289000 914000 Revenue Tsfr'd to City	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.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289000 923000	Paying Agent Fees	271,132	1,700	1,700	1,213	1,250	1,500
This line reflects paying agent fees on the 2009, 2011, 2014 and 2016 General Obligation bonds.							
56289000 924000	Debt Service - Interest	6,236,580	7,975,000	7,975,000	7,818,168	7,818,168	7,812,000
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	4,088,000	4,088,000	2,889,900	2,889,900	4,720,000
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 Exp	16,089,172	22,846,475	22,581,475	19,827,489	20,958,859	23,021,247

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

56289000	611000	F	M	0.48	DEPUTY DIRECTOR/PROW	63,723
56289000	611000	F	M	0.50	DEPUTY DIRECTOR PUBLIC WORKS - UTILITIES	67,586
56289000	611000	F	M	0.48	DEPUTY DIRECTOR PW CONSTRUCTION	66,691

TOTAL 611000 EMPLOYEES				1.46		198,000
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56289000	611500	F	A	0.43	BILLING COORDINATOR 2	20,317
56289000	611500	F	A	0.43	BILLING COORDINATOR 2	20,977
56289000	611500	F	A	0.43	BILLING COORDINATOR 2	20,317
56289000	611500	F	M	0.43	BUREAU CHIEF PROC & COLLECTIONS	31,890
56289000	611500	F	A	0.43	CASHIER/SERVICE CLERK	17,619
56289000	611500	F	A	0.43	CASHIER/SERVICE CLERK	17,619
56289000	611500	F	A	0.43	CASHIER/SERVICE CLERK	17,619
56289000	611500	F	A	0.43	CASHIER/SERVICE CLERK	17,619
56289000	611500	F	M	0.27	COMMUNICATIONS SPECIALIST	15,124

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
56289000	611500	F	A	0.43	CUSTOMER CARE COORDINATOR	23,180
56289000	611500	F	A	0.43	CUSTOMER CARE COORDINATOR	22,288
56289000	611500	F	A	0.43	CUSTOMER CARE COORDINATOR	20,317
56289000	611500	F	A	0.43	CUSTOMER CARE COORDINATOR	20,317
56289000	611500	F	A	0.43	CUSTOMER CARE COORDINATOR	24,107
56289000	611500	F	M	0.43	CUSTOMER SERVICE SUPERVISOR	25,038
56289000	611500	F	A	0.43	MAIL & PRINT OPERATOR	16,657
56289000	611500	F	A	0.43	PURCHASE COORDINATOR	20,977
56289000	611500	F	A	0.43	REVENUE CLERK	20,906
56289000	611500	F	A	0.43	REVENUE CLERK	19,900
56289000	611500	F	A	0.50	SECRETARY I	24,011
56289000	611500	F	M	1.00	SENIOR PROJECT MANAGER	90,640
56289000	611500	F	M	1.00	UTILITY ENGINEER	84,460
56289000	611500	F	M	1.00	WATER TREATMENT MANAGER	95,275
56289000	611500	F	M	0.25	PUBLIC WORKS JUNIOR ENGINEER	15,000
					Available for Merit - AFSCME	31,574
TOTAL 611500 EMPLOYEES				11.71		733,747
TOTAL EMPLOYEES				13.16		931,747

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Water - Expenses						
Water Susquehanna Trmt Plant Exp						
56289100 611500 Salaried Personnel	998,763	988,190	988,190	886,019	1,021,761	1,033,185
This line item accounts for salaries at the SWTP.						
56289100 612000 Salary Temporary	0	6,000	6,000	6,234	6,234	6,500
Expense for interns from Thadeus Stephens Water/Wastewater program.						
56289100 618500 Overtime	109,458	130,000	130,000	96,428	106,000	115,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.						
56289100 721000 Maint. - Buildings	22,768	200,000	106,670	26,708	106,000	350,000
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	78	11,500	11,500	7,790	11,000	12,000
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	245,306	272,000	325,330	269,949	300,000	300,000
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	10,881	15,000	15,000	9,665	15,000	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).						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289100 746500	Water Utility Expense	12,980	16,000	16,000	12,551	16,000	16,500
	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	93,873	125,000	125,000	88,946	125,000	130,000
	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	703,816	850,000	825,000	499,830	720,000	825,000
	Account provides for electricity to operate all pumping stations and Susquehanna Filter Plant.						
56289100 760600	Operating Supplies	1,952	5,400	5,400	3,755	5,400	10,000
	This line item accounts for items required to maintain buildings and all pump stations. This would include paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.						
56289100 761800	Chemicals	432,733	675,000	650,000	381,823	500,000	694,603
	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	10,614	24,000	24,000	10,087	15,000	78,000
	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	40,081	50,000	50,000	32,339	45,000	50,000
	This account provides for fuel for heating the SWTP filter Building at a minimum, High and Low Service Buildings, and the Membrane Building.						
56289100 820000	Minor Equipment	4,682	7,400	7,400	7,084	7,400	7,500
	This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.						
56289100 827000	Vehicles	0	93,400	93,400	35,775	69,872	77,400
	This line accounts for expenditures made for new and replacement equipment including lease-purchase payments for seven vehicles.						
56289100 829000	Capital Outlay	54,010	169,000	169,000	0	169,000	125,000
	This line accounts for expenditures made for new and replacement equipment.						
TOTAL	Water Susquehanna Trmt Plant E	2,741,996	3,637,890	3,547,890	2,374,982	3,238,666	3,845,688

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF WATER: SUSQUEHANNA TREATMENT PLANT

56289100	611500	F	A	1.00	INSTRUMENT TECHNICIAN	55,337
56289100	611500	F	A	1.00	PLANT MAINT MECHANIC 3	61,111
56289100	611500	F	A	1.00	PLANT MAINT MECHANIC 3	61,111
56289100	611500	F	A	1.00	PLANT MAINT MECHANIC 3	55,304
56289100	611500	F	A	1.00	PLANT MAINT MECHANIC 3	63,555
56289100	611500	F	M	1.00	PLANT MAINTENANCE SUPERVISOR	70,344
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	61,111
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	58,760
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	58,760
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	58,760
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	58,760
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	55,304
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	55,304
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	63,555
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	55,304
56289100	611500	F	A	1.00	WATER PLANT OPERATOR 2	63,555
56289100	611500	F	M	1.00	WATER PLANT SUPERVISOR	77,250
TOTAL 611500 EMPLOYEES				17.00		1,033,185

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Water - Expenses						
Water Conestoga Trmt Plant Exp						
56289200 611500 Salaried Personnel	829,495	976,835	976,835	773,712	891,326	970,189
This line item accounts for the salaries of personnel at the CWTP.						
56289200 612000 Salary Temporary	0	6,000	6,000	6,422	6,422	6,000
Expense for interns from the Thaddeus-Stevnes Water/Wastewater Program						
56289200 618500 Overtime	78,032	75,000	75,000	40,690	50,000	60,000
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	71,342	120,000	135,000	73,675	125,000	200,000
Account provides for the general upkeep of roofs, boilers, painting, HVAC units of all buildings at CWTP and storm water fees for Conestoga. 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	198,928	270,000	270,000	195,005	270,000	300,000
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.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289200 729000	Maint. - Vehicles	22,288	24,000	24,000	24,024	25,000	26,000
Line item provides for general maintenance, repairs, inspections, etc., of all vehicles used by the CWTP. Vehicles covered include a 5-ton dump truck w/plow (261), a dump truck w/plow (200), two 1-ton pickups w/plows (229, 246), a 1-ton van (212), a 3/4-ton pickup (252), a 3/4-ton pickup w/plow (232), front end loader (235), a 1/4-ton pickup (237) and one car (258). This account also provides for emission testing.							
56289200 748000	Sludge	80,946	190,000	190,000	68,076	80,000	150,000
Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Wasterwater Fund for excess suspended solids, which are pumped daily to the Wastewater system from the equalization tank at the CWTP. We take a representative sample of our total suspended solids (TSS) weekly.							
56289200 752000	Power Electric	485,097	575,000	545,000	417,148	508,000	575,000
Account provides for electricity to operate all pumping stations and Conestoga Filter Plant.							
56289200 760600	Operating Supplies	8,575	28,000	28,000	17,848	28,000	28,000
Account provides for items required for maintaining the buildings and pump stations. This includes paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.							
56289200 761800	Chemicals	367,262	490,000	465,000	314,551	400,000	573,455
This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.							
56289200 765400	Gas Oil & Diesel	12,742	20,000	20,000	15,365	20,000	62,000
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - CWTP. Requested budget is based upon past usage.							
56289200 766000	Heating Oil	54,764	59,000	59,000	32,850	50,000	59,000
This account provides for fuel for heating at the Conestoga Filter Plant, Membrane Filter Plant, Strainer/Carbon Feed Building, Administration Building and Beaver Street Garage. The Filter Plants and Strainer/Carbon feed buildings use natural gas while the Beaver Street and the Admin Building heat with oil.							

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289200 827000	Vehicles	0	22,000	22,000	21,049	21,049	38,900
This account covers the annual payments under a least purchase agreement for the following vehicles: Truck #232 payment through 2023, Truck #231 payment through 2025 and the proposed replacements of Truck #255 through 2026 and Truck #237 with an SUV through 2026							
56289200 829000	Capital Outlay	70,863	179,000	349,000	271,102	349,000	0
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Water Conestoga Trmt Plant Exp	2,280,332	3,034,835	3,164,835	2,271,517	2,823,798	3,048,544

**CITY OF LANCASTER
STAFFING SCHEDULE
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APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF WATER: CONESTOGA TREATMENT PLANT

56289200	611500	F	M	1.00	WATER PLANT SUPERVISOR	77,250
56289200	611500	F	A	1.00	INSTRUMENT TECHNICIAN	57,135
56289200	611500	F	A	1.00	LABORER	41,459
56289200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	58,760
56289200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	53,563
56289200	611500	F	A	1.00	PLANT MAINT MECHANIC 2	57,990
56289200	611500	F	A	1.00	PLANT MAINT MECHANIC 3	63,555
56289200	611500	F	M	1.00	PLANT MAINT SUPERVISOR	70,344
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	61,111
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	57,058
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	58,760
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	58,760
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	55,304
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	50,460
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	50,460
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	49,110
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 2	49,110
TOTAL 611500 EMPLOYEES				17.00		970,189

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Water - Expenses						
Water Transmission/Dist Exp						
56289400 611500 Salaried Personnel	813,994	790,686	1,034,686	876,211	1,009,558	1,380,349
Covers salaries of the Bureau of Water - T & D employees.						
56289400 612000 Salary Temporary	0	19,000	0	0	0	19,000
Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program also the yellow painting of curbs in front of fire hydrants.						
56289400 618500 Overtime	24,953	40,000	72,000	50,019	60,000	60,000
The weather, the age of the system, and the increased size of the system were considered in estimating the overtime budget. This line also covers crews performing special flushing and maintenace duties, along with special assignments and assisting with City snow plowing.						
56289400 723000 Maint. - Equipment	4,046	7,000	17,000	13,604	17,000	7,000
This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, pumps, paving saw, and pipe saws.						
56289400 725000 Maint. - Mains	85,515	108,000	155,000	129,800	155,000	165,000
This line item covers the purchase of water pipe, valves, roadway value boxes, repair clamps, and valve box raisers for paving projects, automatic flushing devices, installation of PRVs, and other water line appurtenances/services.						
56289400 728000 Maint. - Service Lines	19,796	48,000	58,000	47,337	60,000	60,000
Cost of materials for the installation of new service lines and the replacement of old broken service lines.						
56289400 729000 Maint. - Vehicles	62,778	88,000	88,000	69,426	96,000	100,000
The Motor Vehicle Section maintains construction equipment and vehicles such as backhoes, loaders, compressor trucks, dump trucks and pick-up trucks. This item covers the cost of maintaining these vehicles at outside repair facilities and the City's Central Garage, including any emissions monitoring/control requirements. Also the payment of GPS tracking on several vehicles used for winter road maintenance.						
56289400 741000 Professional Services	3,750	8,000	16,000	6,456	16,000	16,000
This line item covers professional services for the Transmission and Distribution system, including Leak Detection.						

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289400 744000 Contract Services	14,135	35,000	35,000	23,972	35,000	35,000
This account covers PA One Call System, contracted Master Plumbing services, Maintenance Agreements on equipment, office equipment maintenance, and environmental, geological, and/or engineering services as needed for the T&D system.						
56289400 747000 Trench Paving	165,853	700,000	352,045	322,658	500,000	500,000
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 and by city forces.						
56289400 747500 Curb & Sidewalk	0	98,000	61,000	44,930	62,000	75,000
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	37,829	72,000	102,000	84,254	102,000	110,000
Purchase of stone for trench repairs.						
56289400 748400 Spoil Removal	8,856	40,000	12,000	3,138	12,000	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	14,802	165,000	165,000	97,413	165,000	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. also used for purchase of material for new pipe construction crew						
56289400 765400 Gas Oil & Diesel	28,901	42,000	57,000	38,817	54,000	62,000
Gasoline, diesel and cng fuels are included in this line item.						
56289400 820000 Minor Equipment	14,283	39,000	39,000	4,066	39,000	39,000
This item covers the purchase of minor equipment.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289400 824000	Hydrants	59,422	59,000	59,000	56,880	65,000	70,000
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 827000	Vehicles	0	0	223,000	173,514	223,000	33,433
This account is used to purchase vehicles without using a lease purchase program							
56289400 827100	Vehicle-Lease Purchase	0	47,867	257,822	62,684	257,000	138,195
This line item establishes the annual lease payment for Vehicle # 211 lease complete in 2023, Vehicle # 207 lease complete in 2024, Vehicle # 701 lease complete in 2024, vehicle # 206 lease complete 2026 ,vehicle # 245 lease complete 2026.							
56289400 829000	Capital Outlay	164,479	700,000	528,000	465,918	528,000	300,000
This line item covers the relining and/or replacement of distribution mains due to age and deterioration that result in broken mains and brown water complaints. 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/Dist Exp	1,523,393	3,106,553	3,331,553	2,571,098	3,455,558	3,374,977

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

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

56289400	611500	F	M	1.00	CONS. FOREMAN HVY HWY OPTR	81,370
56289400	611500	F	A	1.00	EQUIPMENT OPERATOR1	52,146
56289400	611500	F	A	1.00	EQUIPMENT OPERATOR1	52,146
56289400	611500	F	A	1.00	EQUIPMENT OPERATOR1	52,146
56289400	611500	F	A	1.00	EQUIPMENT OPERATOR2	55,257
56289400	611500	F	A	1.00	EQUIPMENT OPERATOR2	55,257
56289400	611500	F	A	0.00	EQUIPMENT OPERATOR3	-
56289400	611500	F	M	0.25	GIC COORDINATOR	18,629
56289400	611500	F	M	0.25	GIS ANALYST	14,796
56289400	611500	F	M	1.00	LABOR SUPERVISOR I	60,405
56289400	611500	F	M	1.00	LABOR SUPERVISOR I	60,405
56289400	611500	F	M	1.00	LABOR SUPERVISOR II	66,428
56289400	611500	F	A	1.00	MAINTENANCE WORKER	43,862
56289400	611500	F	A	1.00	UTILITY LOCATOR	55,759
56289400	611500	F	A	1.00	MAINTENANCE WORKER	48,467
56289400	611500	F	A	1.00	MAINTENANCE WORKER	48,467
56289400	611500	F	A	1.00	MAINTENANCE WORKER	50,407
56289400	611500	F	M	0.25	PUBLIC WORKS ENGINEER	19,748
56289400	611500	F	M	0.75	PW CONSTRUCTION INSPECTOR	64,504
56289400	611500	F	M	0.25	PW CONSTRUCTION INSPECTOR	19,622
56289400	611500	F	M	0.50	UTILITY ENGINEERING TECHNICIAN	40,000
56289400	611500	F	M	1.00	UTILITY LOCATOR	50,530
56289400	611500	F	M	1.00	EQUIPMENT OPERATOR2	55,000
56289400	611500	F	M	1.00	EQUIPMENT OPERATOR1	52,000
56289400	611500	F	M	1.00	EQUIPMENT OPERATOR1	52,000
56289400	611500	F	M	1.00	PIPE FITTER	75,000
56289400	611500	F	M	1.00	PIPE LABORER	60,000
56289400	611500	F	M	1.00	MANAGER of DISTRIBUTION	76,000
TOTAL 611500 EMPLOYEES				23.25		1,380,349

Water - Expenses

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Water Meter Shop Exp						
56289500 611500 Salaried Personnel	442,521	527,615	527,615	389,804	451,774	540,727
This account provides for the salaries of the Meter Shop.						
56289500 612000 Salary Temporary	0	10,000	0	0	0	0
This account provides for temporary help in the Meter Shop. (Summer employees to assist with reading)						
56289500 618500 Overtime	1,254	10,000	10,000	2,633	10,000	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	32,377	50,000	47,925	16,624	47,925	50,000
This account covers all field and office supplies needed for Meter Shop repairs and installations.						
56289500 729000 Maint. - Vehicles	11,020	17,500	17,500	13,690	17,500	12,500
This account provides for maintenance parts and repair of vehicles used by Water Meter personnel and Treasury. Budget is based on past vehicle reliability and maintenance history.						
56289500 765400 Gas Oil & Diesel	6,712	15,000	15,000	7,123	15,000	15,000
This account provides for gas and oil for vehicles utilized in the Meter Shop operations and vehicle 723 assigned to Treasury- Utility Service Coordinator.						
56289500 823500 Meters	68,732	37,500	49,575	36,698	49,575	50,000
This account covers new meters installed in the system as well as replacements of all meters for PUC regulated 20 years and older which include straight read and remote. It also includes frozen, damaged and 1993 dash problem meters.						
56289500 827100 Vehicle-Lease Purchase	0	36,600	36,600	23,911	36,600	47,700
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 Exp	562,617	704,215	704,215	490,483	628,374	725,927

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APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF WATER: METER SHOP

56289500	611500	F	M	1.00	ASSISTANT METER SUPERVISOR	55,136
56289500	611500	F	A	1.00	BACKFLOW/CROSS CONNECTION	45,052
56289500	611500	F	A	0.70	UTILITY SERVICE COORDINATOR	30,500
56289500	611500	F	M	1.00	WATER METER SUPERVISOR	63,648
56289500	611500	F	A	1.00	WATER SERVICE CLERK	53,343
56289500	611500	F	A	1.00	WATER METER TECHNICIAN	49,943
56289500	611500	F	A	1.00	WATER METER TECHNICIAN	49,943
56289500	611500	F	A	1.00	WATER METER TECHNICIAN	48,022
56289500	611500	F	A	1.00	WATER METER TECHNICIAN	48,022
56289500	611500	F	A	1.00	WATER METER ANALYST	53,343
56289500	611500	F	A	1.00	WATER METER TECHNICIAN	43,775
TOTAL 611500 EMPLOYEES				10.70		540,727

Water - Expenses

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
56289600 827100	Vehicle-Lease Purchase	0	38,800	38,800	37,964	37,964	27,000
This covers the annual payments required under a lease payment agreement for the following: 2nd payment of 5 for # 475 -Brush hog 3rd payment of 5 for #429 - John Deere mower							
TOTAL	Water Grounds Maintenance Exp	393,752	220,813	220,813	281,481	326,580	357,197

**CITY OF LANCASTER
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2022 BUDGET**

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

56289600	611500	F	M	0.30	LABOR SUPERVISOR I	16,408
56289600	611500	F	M	0.20	BUILDING MAINTENANCE SUPERVISOR	10,080
56289600	611500	F	A	1.00	LABORER	41,459
56289600	611500	F	A	1.00	LABORER	40,154
56289600	611500	F	A	1.00	LABORER	40,154
56289600	611500	F	A	1.00	LABORER	40,154
56289600	611500	F	A	0.60	LABORER	24,093
56289600	611500	F	A	0.40	UTILITY OPERATOR	20,776
56289600	611500	F	A	0.60	UTILITY OPERATOR	27,118
TOTAL 611500 EMPLOYEES				6.10		260,397
TOTAL EMPLOYEES				6.10		260,397

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Water - Expenses						
Water Laboratory Exp						
56289800 611500 Salaried Personnel	236,497	237,174	237,174	219,816	253,414	311,917
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	279	1,000	1,000	175	750	1,500
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	32,202	40,000	40,000	14,392	35,000	49,900
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	49,803	57,000	57,000	36,712	52,000	62,000
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	15,400	15,400	5,043	15,400	0
This account is for the lease/purchase of a new vehicles for the water laboratory.						
TOTAL Water Laboratory Exp~	318,781	351,074	351,074	276,138	357,064	425,817
TOTAL Water - Expenses	23,910,044	33,901,855	33,901,855	28,093,188	31,788,898	34,799,397

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF WATER: LABORATORY

56289800	611500	F	M	1.00	WATER QUALITY SUPERVISOR	73,861
56289800	611500	F	M	1.00	WATER QUALITY ANALYST	61,038
56289800	611500	F	M	1.00	LABORATORY TECHNICIAN 2	61,038
56289800	611500	F	A	1.00	LABORATORY TECHNICIAN 1	57,990
56289200	611500	F	A	1.00	WATER PLANT OPERATOR 1	57,990
TOTAL 611500 EMPLOYEES				5.00		311,917

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



CITY OF
LANCASTER

2022 BUDGET

CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY
2021 BUDGET VS. 2022 BUDGET

<u>DESCRIPTION</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Fees for Services	\$4,858,034	\$4,853,696	\$5,158,140	\$300,106	6.2%
Miscellaneous Revenue	\$308,100	\$316,974	\$315,000	\$6,900	2.2%
Other Income	\$27,000	\$38,979	\$39,000	\$12,000	44.4%
LCSWMA Rebate	\$200,736	\$200,000	\$195,840	(\$4,896)	0.0%
TOTAL SW&R FUND REVENUES & SOURCES OF FUNDS	\$5,393,870	\$5,409,649	\$5,707,980	\$314,110	5.8%
Surplus/(Deficit)	(\$94,323)	\$31,470	(\$39,968)		

CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND EXPENSE SUMMARY
2021 BUDGET VS. 2022 BUDGET

<u>DESCRIPTION</u>	<u>2021 BUDGET</u> (as amended)	<u>2021 PROJECTED</u>	<u>2022 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2021 Budget)
Administration	\$5,488,193	\$5,378,179	\$5,747,948	\$259,755	4.7%

TOTAL SW&R FUND EXPENSES	\$5,488,193	\$5,378,179	\$5,747,948	\$259,755	4.7%
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		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	RECEIVED YTD 11/20/2021	2021 PROJECTED	2022 PROPOSED
Solid Waste & Recycling - Revenues							
SWR Revenue							
56300000 400500	Penalty Current Tax	53,619	60,000	60,000	82,198	63,000	55,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.							
56300000 402600	SWR Admin Tickets	550	1,000	1,000	50	41,000	50,000
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	64	100	100	0	0	0
Revenue is derived from the interest earned on idle funds.							
56300000 407100	Pension State Fund	27,181	27,000	27,000	38,979	38,979	39,000
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	206,767	205,000	205,000	144,974	144,974	150,000
DEP Section 904 Performance Grant based on documented tons of recycled materials.							
56300000 408000	Miscellaneous Revenue	53,299	42,000	42,000	65,289	68,000	60,000
Revenue is derived from the sale of miscellaneous recyclable materials.							
56300000 413600	Discounts Taken (contra)	-37,993	0	0	-41,305	-41,304	-40,000
Discounts earned for early payment are recognized as offsets against fee revenues in Munis.							
56300000 417200	Trash Fees	4,323,985	4,858,034	4,858,034	4,896,465	4,895,000	5,198,140
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.							
56300000 417300	LCSWMA Rebate	188,613	200,736	200,736	199,404	200,000	195,840
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 Revenue	4,816,084	5,393,870	5,393,870	5,386,054	5,409,649	5,707,980
TOTAL	Solid Waste & Recycling - Revenues	4,816,084	5,393,870	5,393,870	5,386,054	5,409,649	5,707,980

	2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/21/2021	2021 PROJECTED	2022 PROPOSED
Solid Waste & Recycling - Expenses						
SWR Expenses						
56387000 611000 Salary - Bureau Chief	88,323	96,596	96,596	86,972	99,692	99,494
Salary of the Manager of Solid Waste and Recycling and an allocated portion of the DPW Deputy Director of Constructions and Operations.						
56387000 611500 Salaried Personnel	452,288	495,921	495,921	404,619	469,688	472,203
The Bureau utilizes the City's Bureau of Procurement and Collection (PAC) to prepare solid waste collection service invoices for the Bureau's customers. The allocated salaries for the Customer Service Coordinators, Credit and Collection personnel, Information Services, and other staff support positions are charged to the Bureau. The full salaries for the Supervisor, Customer Service Coordinator, Solid Waste Education and Enforcement Program (SWEEP) Officers (two), Recyclable Materials Coordinator, and full-time and part-time Recycling Program Aides (three), are included in this line item. These are all referred to as Program Staff.						
56387000 612000 Salary Temporary	0	3,000	3,000	0	0	3,000
Expenses paid to an employment agency or contractors for temporary services required by Program Staff at PAC, the Recycling Center or other program initiatives, including internships.						
56387000 618500 Overtime	1,104	4,000	4,000	1,223	1,500	3,000
Overtime paid to staff for Saturday, extra hours and holiday hours working at the Recycling Center, collecting Organic Food Waste/Recyclable Materials, or performing other program duties.						
56387000 620200 Medical Insurance	115,000	115,000	115,000	105,417	115,000	175,000
Medical insurance for Program Staff.						
56387000 620300 Dental/Vision	5,781	6,000	6,000	2,819	3,500	6,000
Dental and eye insurance premiums for Program Staff.						
56387000 620800 Social Security	41,334	53,000	53,000	37,534	43,694	53,000
Social security payments for Program Staff.						
56387000 620900 Life Insurance	1,172	1,000	1,350	1,111	1,200	1,300
Life insurance expenses for Program Staff.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/21/2021	2021 PROJECTED	2022 PROPOSED
56387000 623000	Pension Contribution	35,145	49,000	49,000	47,503	49,000	52,000
	This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Program Staff.						
56387000 624000	Unemployment Compensation	8,910	5,000	5,000	0	0	2,000
	Costs for Unemployment Compensation for eligible City staff.						
56387000 625000	Workers Compensation	3,821	10,000	10,000	3,278	4,000	10,000
	Workers' compensation claims for Program Staff.						
56387000 712500	Space Rental	35,651	42,500	42,500	39,102	42,500	48,500
	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	4,620	4,620	3,766	3,766	4,700
	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	1,668	2,000	2,000	1,628	1,868	2,000
	Parking space rental for Program Staff.						
56387000 718000	Rental of Uniforms	838	750	750	584	750	4,950
	Weekly rental costs of uniforms for Program Staff.						
56387000 723000	Maint. - Equipment	12,628	20,000	18,000	7,344	12,000	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	5,133	4,000	8,500	7,866	8,500	12,000
	Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff						
56387000 731000	Advertising	633	13,000	11,500	1,445	11,440	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.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/21/2021	2021 PROJECTED	2022 PROPOSED
56387000	732000 Dues & Subscriptions	2,148	2,300	2,300	2,283	2,283	2,500
	Membership dues for professional organizations and subscriptions to trade journals.						
56387000	734000 Postage	27,786	37,000	37,000	24,986	27,000	61,790
	Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail, new customer startup packets and the annual newsletter.						
56387000	735000 Printing	3,923	6,300	6,300	3,007	3,337	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	7,863	9,300	9,300	6,331	7,500	9,850
	Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.						
56387000	737000 Travel	33	4,000	4,000	571	600	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	12,373	13,500	16,500	14,580	15,000	15,000
	External services including legal counsel and auditing.						
56387000	743100 Credit Card Fees	2,124	4,000	4,000	1,990	2,500	2,500
	Bureau's portion of credit card fees charged based on revenue collected.						
56387000	744500 Training & School	2,829	5,000	5,000	4,743	5,000	5,000
	Costs for PROP classes, state and national conferences and other course work and seminars for Program Staff to stay current with their area of expertise.						
56387000	745100 Hauling Fees	2,098,770	2,295,423	2,301,717	1,908,054	2,295,423	2,446,038
	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	1,608,061	1,890,240	1,890,240	1,486,318	1,890,240	1,930,580
	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.						

		2020 ACTUAL	2021 ORIGINAL BUDGET	2021 AMENDED BUDGET	EXPENDED YTD 11/21/2021	2021 PROJECTED	2022 PROPOSED
56387000 752000	Power Electric	2,191	3,000	3,000	1,926	2,355	2,600
	Electricity to operate the Recycling Center.						
56387000 760300	Office Supplies	1,907	3,500	3,500	2,261	3,000	3,500
	Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.						
56387000 760600	Operating Supplies	46,780	90,000	83,356	47,335	65,000	75,000
	Supplies needed to perform essential functions to enforce the solid waste ordinance, operate the Recycling Center, purchase recycling containers and yard waste bags, purchase staff shirts and shoes, and fund petty cash expenditures.						
56387000 765400	Gas Oil & Diesel	4,285	9,000	8,000	5,066	6,500	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	2,135	3,900	3,900	1,700	3,000	5,800
	Natural Gas to heat the Recycling Center.						
56387000 772000	Insurance Package	6,466	8,000	8,000	7,149	8,000	8,000
	Property and liability coverage for all Bureau facilities and vehicles.						
56387000 820000	Minor Equipment	9,626	8,000	5,000	1,994	3,000	8,000
	Incidental equipment needed for Program Staff.						
56387000 827100	Vehicle-Lease Purchase	0	20,710	20,710	19,199	20,710	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	149,633	149,633	149,633	137,163	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	1,925	0	0	0	0	0
	Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.						
TOTAL	SWR Expenses	4,804,778	5,488,193	5,488,193	4,428,864	5,378,179	5,747,948
TOTAL	Solid Waste & Recycling - Expenses	4,804,778	5,488,193	5,488,193	4,428,864	5,378,179	5,747,948

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE	F/PART	UNION	FTE	POSITION	SALARY
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BUREAU OF WASTE AND RECYCLING: ADMINISTRATION

56387000	611000	F	M	1.00	SOLID WASTE & RECYCLING MANAGER	88,751
56387000	611000	F	M	0.08	DEPUTY DIRECTOR PW CONSTRUCTION	10,743

TOTAL 611000 EMPLOYEES				1.08		99,494
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56387000	611500	F	A	0.14	BILLING COORDINATOR 2	6,680
56387000	611500	F	A	0.14	BILLING COORDINATOR 2	6,469
56387000	611500	F	A	0.14	BILLING COORDINATOR 2	6,469
56387000	611500	F	M	0.14	BUREAU CHIEF PROC & COLLECTIONS	10,154
56387000	611500	F	A	0.14	CASHIER/SERVICE CLERK	5,610
56387000	611500	F	A	0.14	CASHIER/SERVICE CLERK	5,610
56387000	611500	F	A	0.14	CASHIER/SERVICE CLERK	5,610
56387000	611500	F	A	0.14	CASHIER/SERVICE CLERK	5,610
56387000	611500	F	M	0.05	COMMUNICATIONS SPECIALIST	2,801
56387000	611500	F	A	0.14	CUSTOMER CARE COORDINATOR	7,381
56387000	611500	F	A	0.14	CUSTOMER CARE COORDINATOR	7,097
56387000	611500	F	A	0.14	CUSTOMER CARE COORDINATOR	6,469
56387000	611500	F	A	0.14	CUSTOMER CARE COORDINATOR	6,469
56387000	611500	F	A	0.14	CUSTOMER CARE COORDINATOR	7,676
56387000	611500	F	M	0.14	CUSTOMER SERVICE SUPERVISOR	7,973

**CITY OF LANCASTER
STAFFING SCHEDULE
2022 BUDGET**

APPROPRIATION CODE		F/PART	UNION	FTE	POSITION	SALARY
56387000	611000	F	M	1.00	ENV PROGRAM COORDINATOR	50,557
56387000	611500	F	A	0.14	MAIL & PRINT OPERATOR	5,304
56387000	611500	F	A	1.00	MAINTENANCE WORKER	50,407
56387000	611500	F	A	0.14	PURCHASE COORDINATOR	6,680
56387000	611500	F	A	1.00	RECYCLING PROGRAM LABORER	40,350
56387000	611500	F	A	1.00	RECYCLING PROGRAM LABORER	39,080
56387000	611500	F	A	0.14	REVENUE CLERK	6,657
56387000	611500	F	A	0.14	REVENUE CLERK	6,337
56387000	611500	F	A	1.00	SWEEP OFFICER	50,461
56387000	611500	F	A	1.00	SWEEP OFFICER	57,990
56387000	611500	F	A	1.00	CUSTOMER SERVICE COORINDATOR	56,455
Available for Merit - AFSCME						3,848
TOTAL 6115 EMPLOYEES				9.50		472,203
TOTAL EMPLOYEES				10.57		571,697