



**CITY OF  
LANCASTER**

# Adopted 2023 Budget

**Approved by City Council  
December 20, 2022**

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

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**Danene Sorace  
Mayor**

**2023 Budget Address**  
**Danene Sorace, Mayor**  
**City of Lancaster**

As I was preparing this budget address, I took a moment to read back through previous budget addresses. My own, as well as that of Mayor Gray's, and then I took an even deeper dive into the LNP archives back to the 1990s. There is nothing particularly new about this budget, and from my current vantage point, there will be nothing new about future budgets. It is as if I am performing the same song on the 4<sup>th</sup> Tuesday of November that I performed for the last five years, and that Mayor Gray performed before me, and so on. The beat goes on and it sounds like this:

There is no proposed tax increase because X happened – we increased fees, improved efficiencies, refinanced debt, increased employee contributions to medical expenses, left positions vacant, drawn on reserves. Or my favorite – when there is an unexpected one-time distribution that results in a windfall. It is like Community Chest in Monopoly – sometimes you get lucky.

**Or the song is...**

There IS a proposed tax increase because all the X's still don't make up for the year-over-year increase in costs because of increased medical expenses, expired debt service savings, increased pension cost, and inflation, which we have all felt acutely this past year.

Unfortunately, this is a year with a proposed tax increase. After four years of not raising taxes, the longest duration with no tax increase since at least 2006, I am bringing a budget with a proposed tax increase of 8 percent.

Why is the song the same? Because we only have one tune to play: raise property taxes. All the other methods of taxation are frozen in time, and we are powerless to implement any new taxes. These realities remain unless and until the General Assembly sees fit to modernize a system established in 1965<sup>1</sup>.

*I am weary of having this song on repeat.*

Over the last four years, property taxes have generated about \$30M. There has been a slight uptick – 1.1 percent – as a result of increases in assessed value which amounts to a \$332,000 increase since the property tax rate was last increased in 2019. Obviously, assessed value does not keep pace with even modest budget growth. This is the structural deficit I have been talking about ad nauseum.

Property taxes remain the city's largest revenue source.

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<sup>1</sup> See [It's Not 1965 Anymore: State Tax Laws Fail to Meet Municipal Revenue Needs](#), Pennsylvania Economy League, October 2022.

On the expense side of the ledger, public safety continues to be our largest expense. Police and fire comprise approximately 60 percent of the city's budget, a sum \$10 million GREATER than the amount of property taxes collected each year.

Let me say that again: Our largest revenue source, property taxes, does not cover the costs of public safety, a core municipal service that residents and visitors alike depend on every day, 24 hours a day. This is not a new phenomenon. Public safety expenses have outstripped property tax revenues since the 1990's.

And yet, somehow, some way, we continue to manage. We have continued to avoid the fate of so many other cities. We have not declared bankruptcy through Act 47. We have not "kicked the can down the road" as it relates to investing in our infrastructure. We have not sold off our public assets such as the water utility, which Mayor Gray described in his 2013 budget address as "selling our house to buy a meal, after which we would be both hungry and homeless." We have not hollowed out our workforce. In fact, we continue to attract extraordinary talent – talent that keeps our community safe, clean, and continually reaching to serve its residents.

So, while I am indeed weary of this song, we continue to do the work. This year, as it relates to the general fund, there are three bright spots:

1. The Earned Income Tax, which is the only tax that substantively increased year over year, is projected to increase another 5 percent in 2023. Underlying this increase is the fact that residents in the City of Lancaster are making more money. And because this is a progressive tax, if you live on a fixed income, you do not pay more.
2. Fees. Routinely the city sets about to make sure that the fees that we are charging residents are fair and reflect the actual costs of providing services. After conducting a top to bottom fee review, Council approved a new fee schedule in September, which goes into effect on January 1, 2023. We anticipate that this will generate an additional \$750,000 in 2023. You may not immediately think of this as a bright spot, but it means that people who are using services in the city that you are not are equitably paying for those services.
3. Grants. A phenomenal bright spot. Last year, we doubled the capacity of our grants team – it is now staffed by two people, and that investment is already paying dividends. We have over \$49M of federal, state, and local funds under management and another \$42M in requests. This does NOT include American Rescue Plan Act funding. Grant funding supports 28 positions within the general fund, not including VISTAS, and helps to offset or leverage general fund expenditures. It also provides us opportunities to do things we could not otherwise do, for example, complete the city's first comprehensive plan since 1993. Hire a health and housing social services case manager. Create a comprehensive parks master plan, which will launch early next year. Provide Love Your Block grants to fuel neighborhood engagement. Invest in making over 700 homes lead safe in the south of the city. Provide electric bikes for our police officers. Support bicycle infrastructure on Walnut, and next year on Lemon. The list goes on!

Additionally, we've had American Rescue Plan funding. For the last two years, we have utilized ARPA funds for revenue replacement, which has helped us to avoid a tax increase. This year, however, ARPA was not enough. This year, we are proposing to allocate \$6,000,000 of ARPA for revenue replacement. The ARPA funds are a singular opportunity. One that is buffering even larger tax increases and while also making historic investments in areas like affordable housing.

Turning to our enterprise funds of water, wastewater, stormwater, and solid waste & recycling. This year, there will be increases in each.

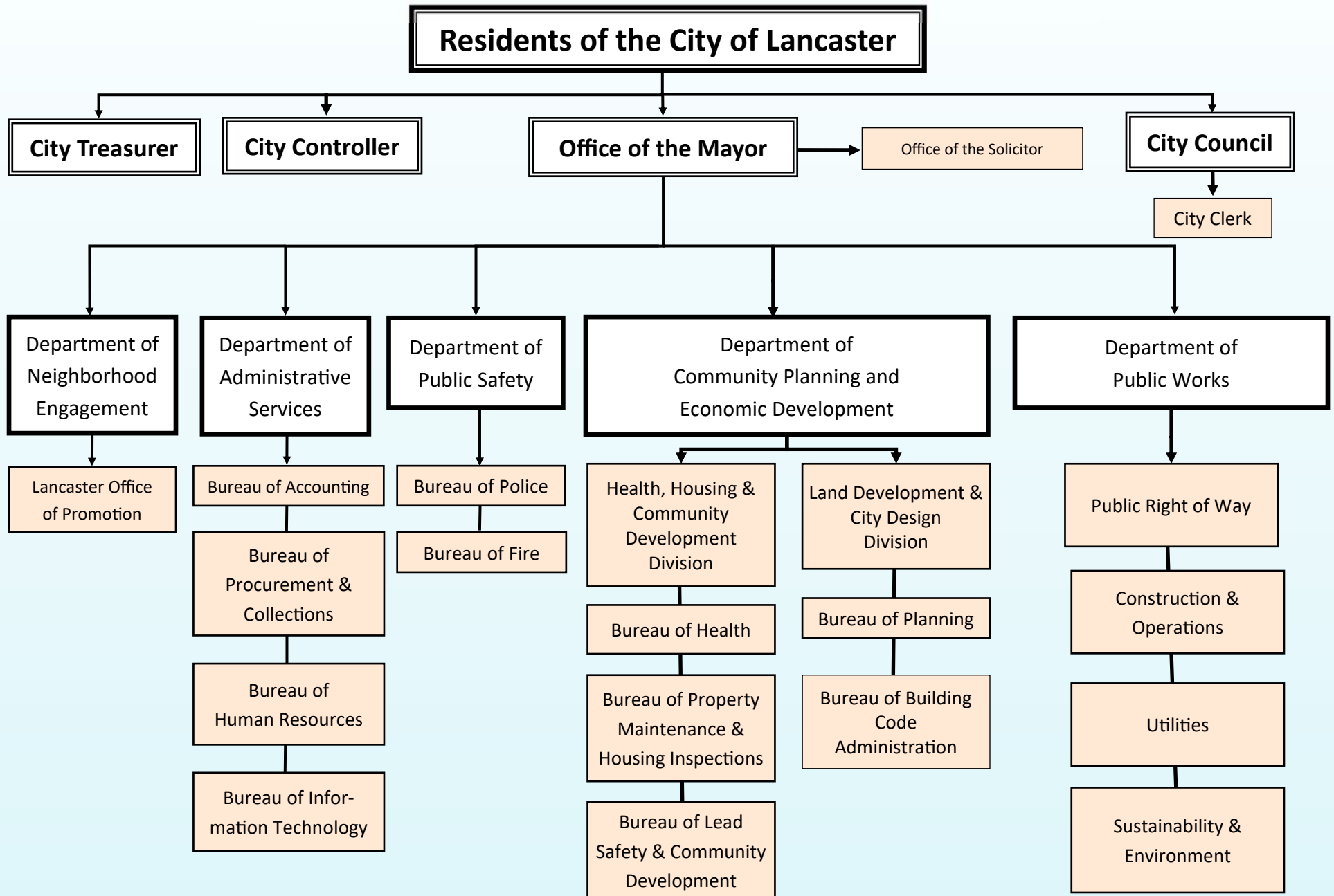
Water rates will increase by \$15/quarter, sewer by \$24/quarter, stormwater by \$5/quarter, and solid waste and recycling by \$6/quarter.

I am not naïve to the fact that cumulatively, these increases will be difficult for those on a fixed income. And yet, without these investments, we would not be able to continue to provide the clean drinking water we depend on, effectively manage our wastewater, meet EPA requirements for stormwater or keep the trash trucks hauling. These investments also mean that we are avoiding fines and even more expensive repairs in the future. In short, we need to make smart investments now to avoid placing a larger burden on taxpayers in years to come.

Water and wastewater in particular are hugely capital intensive. I am also pleased to report that for the first time in the city's history, we have a comprehensive capital plan that outlines investments in each of our enterprise funds over the next 25-50 years. We were able to successfully bring a rate case to the PUC this past year, the first in five years, which means that we are finally keeping pace with the investments we need to be making. There is much more good news here, which Mr. Campbell will brief you on during our budget hearings.

And while I may be singing a familiar song tonight, we know Lancaster is no ordinary city. Despite operating under the confines of an outdated tax system, the City of Lancaster continues to figure it out. The music will play on, and we will continue to do our level best to provide the highest level of service to our residents and customers at a reasonable cost. We will also continue to leave no stone unturned as it relates to improving efficiencies, stewarding our public assets, and advocating on behalf of this beautiful city and its people.

# 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.

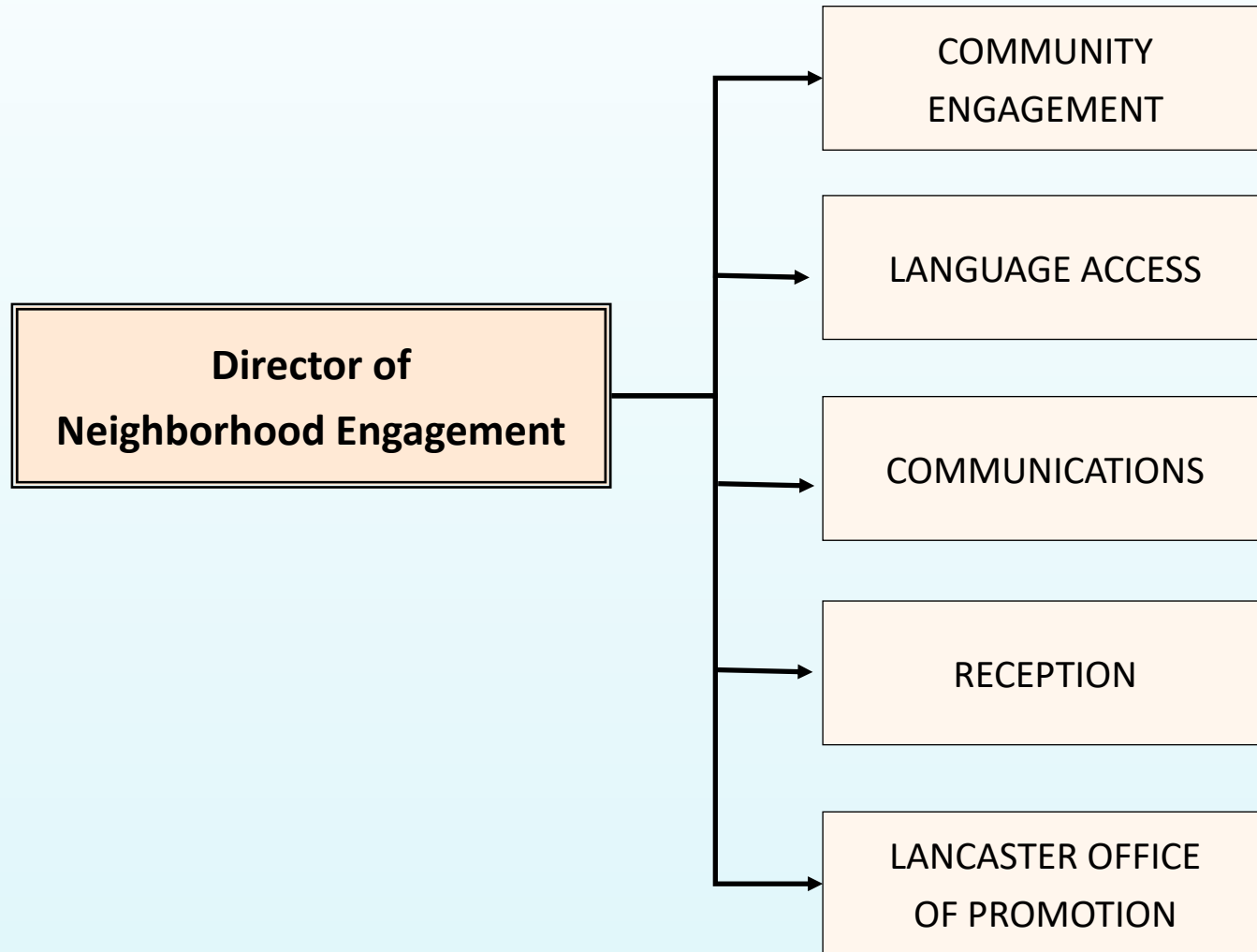
The Office of the Mayor directs and coordinates all City operations and services. Department Directors including Community Planning and Economic Development, Neighborhood Engagement, Administrative Services, and Public Works report directly to the Mayor. In addition, as Director of Public Safety, the 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.

The Office of Solicitor includes a full-time, in-house attorney, paralegal and purchasing coordinator. 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, overseeing the procurement of goods and services, and performing any and all other services incident to the office as directed by the Mayor and City ordinances.

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# Department of Neighborhood Engagement



**DEPARTMENT OF NEIGHBORHOOD ENGAGEMENT  
OFFICE OF THE DIRECTOR**

The Office of Neighborhood Engagement was established in 2019 and its purpose is to actively engage City residents in the work of improving their neighborhoods in partnership with the city. It became a recognized Department in 2022 by approval of City Council. 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 who manages all engagement programs; the Lancaster Office of Promotion & Welcome Center Manager, who operates the Welcome Center, supports and promotes City special events, businesses, and tourism; the Communications Manager who oversees digital and print promotion materials for the department; and the City Hall Receptionist who is responsible for the customer service experience at City Hall.

**LANCASTER OFFICE OF PROMOTION/WELCOME CENTER**

The LOOP & Welcome Center Manager oversees the office that is responsible for serving as the arts and cultural driver of the City of Lancaster by leveraging Lancaster City's best assets and partnerships to enhance and promote the City's quality of life, economic vitality, and attractiveness as a destination and residence. The Welcome Center serves as resource to visitors, new residents, and life-long Lancastrians, by offering programs and connections to Lancaster history, attractions, and businesses. This office includes managing special events, marketing and tourism, event permitting, and the Welcome Center. The Assistant Welcome Center Manager, Special Events & Programs Manager, Administrative Assistant (part-time), and two Travel Consultants support this work.

**COMMUNITY ENGAGEMENT**

The Program Manager oversees the initiatives that are responsible for creating dialogue, learning, partnership, civic leadership building, and action between the city government and neighborhood residents. This office includes managing the Love Your Block program, the Neighborhood Leaders Academy, the Trauma Informed Community Development program, the Public Art Community Engagement (PACE) program, and the AmeriCorps VISTA program. The Engagement Specialist and Trauma Informed Training Specialist are two full-time temporary grant funded positions that support this work.



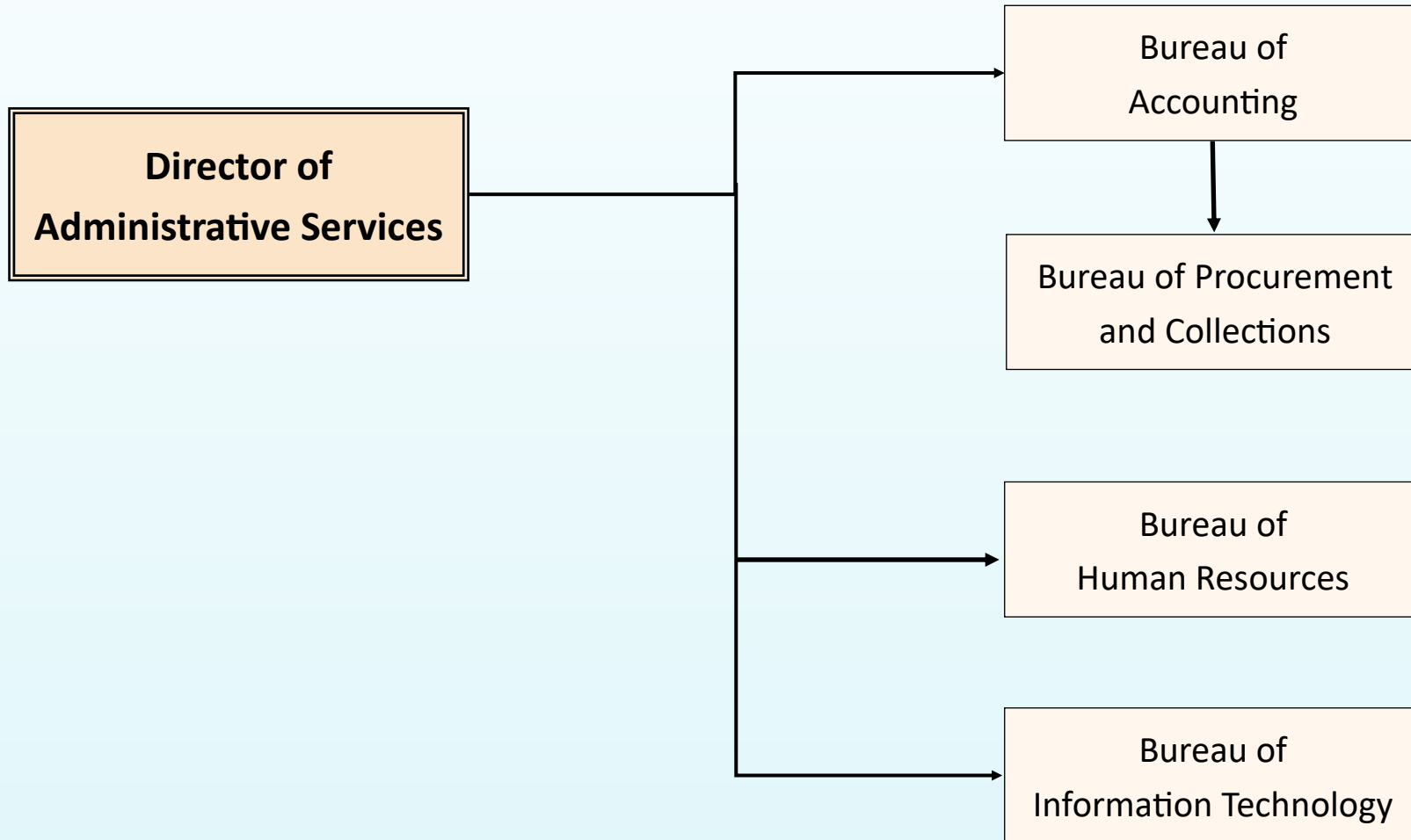
## **LANGUAGE SERVICES**

The City of Lancaster's Language Access program ensures all our residents have access to City services, regardless of the language they speak. By providing training, tools, and policy guidance, the Language Access program makes sure City staff are empowered to serve our residents in line with our Core Values of quality, teamwork, integrity, and respect. This work is managed by the Language Access Coordinator, who also makes recommendations to City staff regarding when to use language services, such as types and quantity of interpreters at events or engagement opportunities.

## **RECEPTION & CUSTOMER SERVICE**

The Reception & Customer Service area is responsible for upholding our standards of welcoming, integrity, quality, teamwork, and respect to all visitors to City Hall. They manage the main phone line and respond accordingly, oversee data entry and reporting of FixIt! submissions, and respond to in-person inquiries, complaints, and feedback related to city services. This team also supports the Language Services Coordinator in monitoring the use of language access line tools and assists staff in the use of the Language Access Phone line.

# 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 Open Records Officer, 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 late 2021, the Bureau received proposals for print and mail services to be provided by a third-party vendor. During 2022, this new contracted service has streamlined the City's billing processes and placed 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 first quarter of 2023. Expanded online billing and payment options for City customers will be made available to customers to reduce the overall volume of printing and mailing of City bills when monthly billing begins.

In 2022, a Purchasing Coordinator was hired to update and modernize the procurement and contracting operations of the City. This position was transferred to the Solicitor's Office during 2022 and is included in the Solicitor's Office 2023 Budget. This transfer was made due to the close integration of procurement contracting with the other legal functions of the City which are overseen by the City Solicitor.

### **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 brought expanded learning and training opportunities facilitated by Human Resources using online training tools. In 2023, the Leadership Development and Diversity Manager will also continue to lead and champion 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 guided implementation of a new compensation policy in 2022 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 had worked in partnership with Lancaster County Information Technology staff to implement the sharing of IT services and resources through the Shared Services Agreement. During 2022, the City and County IT have worked 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. The Bureau has invested in new hardware and software during 2022 and will continue these efforts in 2023 to better serve all City departments to meet their technology and data management needs.

# 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.

**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 reestablished the police chaplaincy program, and is working on staffing the police cadet 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. The second Police Social Services Case Manager position is currently vacant but is being advertised and will be filled.

**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 five 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, a sergeant, 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.

**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.



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

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

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

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

**Federal Bureau of Investigations Task Force Officers (TFO's).** The Criminal Investigation Division has two detectives assigned to two different Federal Task Forces that include the Capital City Child Exploitation and Human Trafficking Task Force and the Capital City Violent Crimes Task Force. These task forces are a collaborative law enforcement effort among the FBI and other South Central PA law enforcement agencies to combat violent crime and crimes against children that crosses jurisdictional boundaries and may meet criteria for Federal prosecution. These 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.

**Hiring of New Officers** is being primarily handled by one detective who was reassigned to focus on coordinating recruiting and make hiring of new officers more efficient. This Detective has been working tirelessly to try to fill the over 20 vacancies we are currently faced with. This one full-time Detective and approximately 20 other Detectives, Sergeants, and Officers also work on backgrounds of potential hires. Our backgrounds are incredibly thorough and while we want to fill these positions as soon as possible we feel strongly that we need to hire Officers whose core values, ethics, and morals are in line with those of the Lancaster Bureau of Police.

### **ADMINISTRATIVE SERVICES DIVISION**

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

**The Records Section** maintains the largest repository of Criminal History Information in Lancaster County. In addition to maintaining criminal history information, the Records Section 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. One addition for 2023 is a new position that will be responsible for crime data verification and crime mapping. This will be critical as our department will be transitioning to an updated Records management system that will allow more up to date information to be disseminated to Patrol officers to address pattern crimes.

**The Professional Standards Section** has consisted of a Lieutenant and a Sergeant in the past. Due to pending retirements and other staffing issues this unit will be comprised of a Sergeant and a part-time civilian. This unit serves as the Police Bureau's formal liaison with the community related to complaints against Bureau employees. The Section is 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.

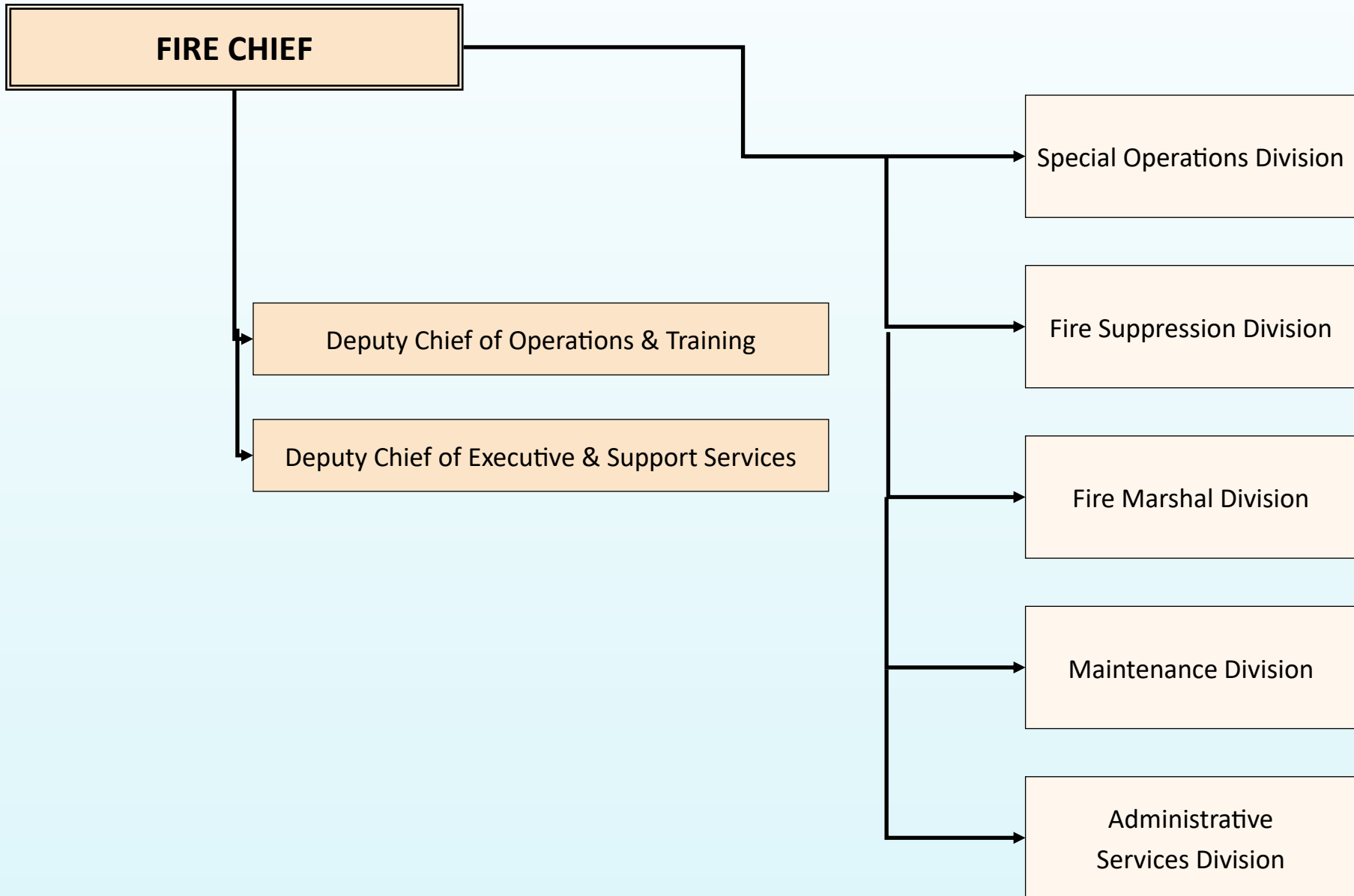
**Inventory Specialist** is a civilian Quartermaster position with the responsibility to support the infrastructure of the police department's day to day operations related to supplies, equipment procurement, dissemination, inventory, equipment maintenance. The general oversight of the police department's 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 assists with the hiring process of police officer candidates and supervises new officers while they attend the police academy. 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.

# # #

# Department of Public Safety

## Bureau of Fire



## **BUREAU OF FIRE**

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

### **FIRE SUPPRESSION DIVISION**

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

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

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

### **FIRE MARSHAL DIVISION**

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

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

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

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

### **SPECIAL OPERATIONS DIVISION**

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

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

### **MAINTENANCE DIVISION**

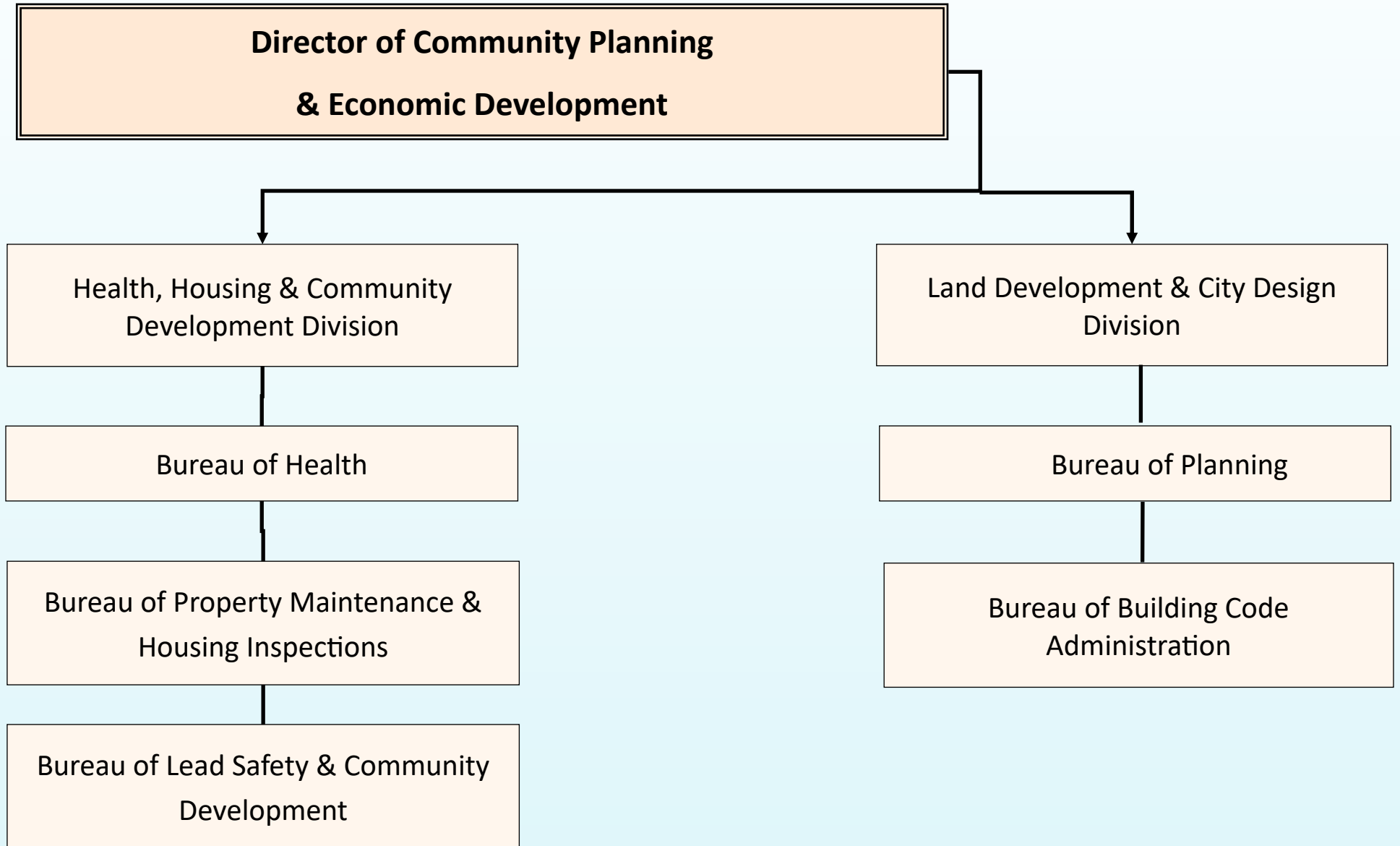
The Maintenance Division is responsible for the maintenance and administration of Fire Bureau apparatus fleet management. All Fire Bureau apparatus and equipment are serviced and maintained by the Maintenance Officer. Vendors do major repairs requiring specialized equipment. The Maintenance Officer also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

## **ADMINISTRATIVE SERVICES DIVISION**

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

**###**

# Department of Community Planning & Economic Development





## **DEPARTMENT OF COMMUNITY PLANNING and ECONOMIC DEVELOPMENT**

The Department of Community Planning and Economic Development (CPED) is comprised of two major divisions with a total of five Bureaus, 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 facilitate safe and affordable housing options, support business and job creation, 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 PLANNING**

The Bureau of Planning is charged with creating and implementing the City's Comprehensive Plan, which guides the physical growth and development of the City and aspires to foster healthy, successful communities—through tools such as zoning, historic preservation, small area planning, site design, and the application of ordinances and programs governing land development practices.

The Bureau provides direction and technical assistance to property owners, architects, general contractors and developers regarding zoning, land development, buildings use, property site improvements, rehabilitation of historic structures, and the requirements of City land use, development, and subdivision regulations. The Bureau 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.

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.

Within the Bureau of Planning resides the Office of Public Art, which works with organizations and individuals in the public and private sectors to facilitate the development of, and information about, public art. Public art celebrates diversity in Lancaster's neighborhoods by promoting the City's culture and history and providing opportunities for residents and stakeholders to participate in the process of planning and selecting public art.

## **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.

## **BUREAU OF HEALTH**

The Bureau of Health serves as the local health authority and is responsible for promoting and protecting public health through community 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 businesses and 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 relevant 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.

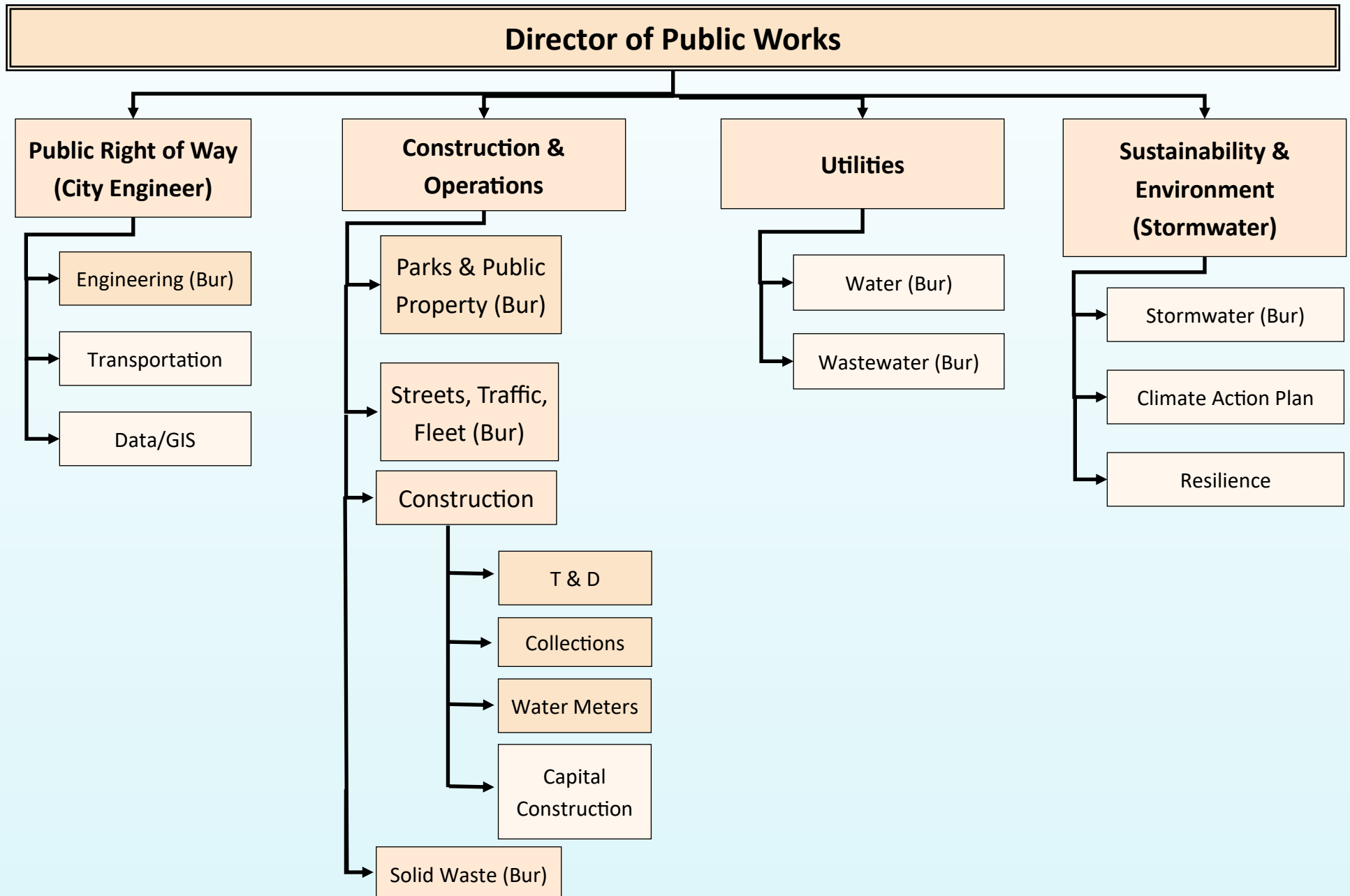
## **BUREAU OF LEAD SAFETY AND COMMUNITY DEVELOPMENT**

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 Home 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, Emergency Solutions Grant Program, HOME Investment Partnerships Program, and State grants provided through the Department of Community and Economic Development. 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.

###

# Department of Public Works



## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with designing, constructing, operating and maintaining the City's infrastructure including: water and wastewater utilities' facilities for the City and ten municipalities<sup>1</sup>; 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 over 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
- Suburban Lancaster Sewer Authority (SLSA)
- 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 and one Construction Services group, 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)

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<sup>1</sup> 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).

- Construction Services
  - 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 provides 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 "Trees for People," the City's 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 is of better quality than was removed, and that it 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

2023 BUDGET

**CITY OF LANCASTER**  
**GENERAL FUND REVENUE SUMMARY**  
**2022 BUDGET vs. 2023 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
Tax Revenues	\$42,698,000	\$44,331,575	\$47,114,600	\$4,416,600	10.34%
Regulatory Revenues	\$592,000	\$582,000	\$582,000	(\$10,000)	-1.69%
Public Safety Revenues	\$3,138,500	\$3,117,026	\$3,245,500	\$107,000	3.41%
Health, Housing & Codes Revenues	\$1,495,000	\$1,505,000	\$2,095,000	\$600,000	40.13%
Public Works Revenues	\$6,418,109	\$6,301,109	\$4,725,502	(\$1,692,607)	-26.37%
Other Revenues	\$10,507,600	\$10,150,880	\$12,106,500	\$1,598,900	15.22%
Use of Fund Balance Reserves	\$2,195,775	\$0	\$1,996,326	(\$199,449)	-9.08%

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

<b>\$67,044,984</b>	<b>\$65,987,589</b>	<b>\$71,865,428</b>	<b>\$4,820,444</b>	<b>7.19%</b>
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<b>Surplus/(Deficit)</b>	<b>\$0</b>	<b>\$2,188</b>	<b>\$0</b>
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**CITY OF LANCASTER**  
**GENERAL FUND EXPENSE SUMMARY**  
**2022 BUDGET vs. 2023 BUDGET**

<b><u>DEPARTMENT</u></b> <b><u>BUREAU</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
<b>EXECUTIVE</b>	<b>\$1,590,978</b>	<b>\$1,684,539</b>	<b>\$1,872,622</b>	<b>\$281,644</b>	<b>17.7%</b>
Office of the Mayor	\$518,392	\$467,167	\$535,191	\$16,799	3.2%
City Solicitor	\$314,252	\$337,179	\$435,741	\$121,489	38.7%
Department of Neighborhood Engagement	\$339,894	\$353,053	\$469,937	\$130,043	38.3%
Lancaster Office of Promotion	\$418,440	\$527,140	\$431,754	\$13,314	3.2%
<b>LEGISLATIVE</b>	<b>\$150,632</b>	<b>\$144,726</b>	<b>\$154,034</b>	<b>\$3,402</b>	<b>2.3%</b>
City Council	\$69,700	\$66,425	\$69,700	\$0	0.0%
City Clerk	\$80,932	\$78,301	\$84,334	\$3,402	4.2%
<b>CITY CONTROLLER/ CITY TREASURER</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$0</b>	<b>0.0%</b>
<b>ADMIN. SERVICES</b>	<b>\$11,157,493</b>	<b>\$11,301,210</b>	<b>\$14,345,326</b>	<b>\$3,187,833</b>	<b>28.6%</b>
Director	\$539,492	\$535,794	\$520,208	(\$19,284)	-3.6%
Accounting	\$520,615	\$502,407	\$557,109	\$36,494	7.0%
Procurement & Collections	\$131,693	\$108,238	\$135,330	\$3,637	2.8%
Information Technology	\$1,199,672	\$1,166,389	\$1,672,611	\$472,939	39.4%
Human Resources	\$749,504	\$724,399	\$901,112	\$151,608	20.2%
Community Involvement	\$713,306	\$714,906	\$715,956	\$2,650	0.4%
Insurance (Property & Liability)	\$689,000	\$710,500	\$750,500	\$61,500	8.9%
Fringe Benefits	\$2,992,711	\$3,100,180	\$3,438,000	\$445,289	14.9%
Debt Service	\$3,621,500	\$3,738,397	\$5,654,500	\$2,033,000	56.1%
<b>PUBLIC SAFETY</b>	<b>\$41,903,336</b>	<b>\$41,733,818</b>	<b>\$42,560,534</b>	<b>\$657,198</b>	<b>1.6%</b>
Police	\$28,693,121	\$27,929,926	\$29,430,117	\$736,996	2.6%
Fire	\$13,210,215	\$13,803,892	\$13,130,417	(\$79,797)	-0.6%

**CITY OF LANCASTER**  
**GENERAL FUND EXPENSE SUMMARY**  
**2022 BUDGET vs. 2023 BUDGET**

<b><u>DEPARTMENT</u></b> <b><u>BUREAU</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
<b>COMMUNITY PLANNING &amp; ECONOMIC DEVELOPMENT</b>	<b>\$4,966,010</b>	<b>\$4,354,744</b>	<b>\$4,841,115</b>	<b>(\$124,895)</b>	<b>-2.5%</b>
Director	\$1,651,231	\$1,533,288	\$1,382,024	(\$269,207)	-16.3%
Planning	\$614,752	\$478,427	\$669,982	\$55,230	9.0%
Building Code Administration	\$573,254	\$570,447	\$635,214	\$61,960	10.8%
Property Maintenance & Housing Inspections	\$937,694	\$945,077	\$1,105,895	\$168,201	17.9%
Lead Safety and Community Development	\$697,562	\$495,035	\$625,167	(\$72,395)	-10.4%
Public Art	\$94,520	\$50,931	\$0	(\$94,520)	-100.0%
Health Bureau	\$396,997	\$281,538	\$422,833	\$25,836	6.5%
<b>PUBLIC WORKS</b>	<b>\$7,259,534</b>	<b>\$6,749,365</b>	<b>\$8,074,797</b>	<b>\$815,263</b>	<b>11.2%</b>
Director	\$1,669,624	\$1,623,493	\$1,900,953	\$231,329	13.9%
Engineering	\$594,534	\$472,338	\$596,622	\$2,088	0.4%
Streets	\$845,251	\$717,805	\$1,002,308	\$157,057	18.6%
Traffic Section	\$928,035	\$868,224	\$1,031,520	\$103,485	11.2%
Motor Vehicles Section	\$437,600	\$398,229	\$443,994	\$6,394	1.5%
Parks & Public Property	\$2,784,490	\$2,669,275	\$3,099,400	\$314,910	11.3%

**TOTAL GENERAL FUND  
EXPENDITURES**

<b>\$67,044,984</b>	<b>\$65,985,401</b>	<b>\$71,865,428</b>	<b>\$4,820,445</b>	<b>7.2%</b>
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**CITY OF LANCASTER**  
**FUND BALANCE PROJECTION**  
**GENERAL FUND**

Fund Balance 12/31/2021 \$ 16,368,278

Projected Revenues: 2022	65,987,589
Projected Expenditures: 2022	<u>(65,985,400)</u>

Projected Current Operating Surplus/(Deficit) 2022 (Addition to Fund Balance)	<u>2,189</u>
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Projected Fund Balance 12/31/2022 16,370,467

Proposed Revenues: 2023	69,869,102
Proposed Expenditures: 2023	<u>(71,865,428)</u>

Proposed Current Operating Surplus/(Deficit) 2023 (Reduction to Fund Balance)	<u>(1,996,326)</u>
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Projected Fund Balance 12/31/2023 \$ 14,374,141



**CITY OF LANCASTER  
2023 GENERAL FUND BUDGET  
FILLED POSITIONS**

<b><u>Department</u></b>	<b><u>Full-Time</u></b>	<b><u>Part-Time</u></b>
<b><u>Bureau</u></b>	<b><u>Employees</u></b>	<b><u>Employees</u></b>
<b>Executive</b>	<b>20.5</b>	<b>2.0</b>
Mayor's Office	6.5	
Solicitor	3.0	
Neighborhood Engagement	6.0	
Lancaster Office of Promotion	5.0	2.0
<b>Legislative</b>	<b>1.0</b>	<b>7.0</b>
City Council		7.0
City Clerk	1.0	
<b>Controller/Treasurer</b>		<b>2.0</b>
<b>Administrative Services</b>	<b>22.9</b>	<b>0.0</b>
Director	2.0	
Accounting	6.0	
Procurement & Collection	1.4	
Information Services	6.5	
Human Resources	7.0	
<b>Public Safety</b>	<b>267.0</b>	<b>26.0</b>
Police	190.0	26.0
Fire	77.0	
<b>Comm Plan &amp; Econ Devel</b>	<b>51.0</b>	<b>0.0</b>
Director	3.0	
Planning	7.1	
Building Code Administration	7.9	
Property Maint. & Housing Inspections	16.0	
Lead Safety & Comm. Development	11.0	
Health	6.0	
<b>Public Works</b>	<b>55.6</b>	<b>0.0</b>
Director	3.6	
Engineering	2.9	
Streets	12.0	
Traffic	5.0	
Motor Vehicles	5.0	
Parks & Public Property	27	
<b>Total General Fund Employees</b>	<b>418.0</b>	<b>37</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Revenues							
Tax Revenues							
1000001 400000	City Real Estate Taxes	29,743,031	29,500,000	29,500,000	28,676,594	29,700,000	32,250,000
Revenue is driven from the annual real estate tax collections of the City of Lancaster.							
1000001 400200	Real Estate Transfer	1,916,420	1,300,000	1,300,000	978,876	1,925,000	1,540,000
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	7,117,825	6,900,000	6,900,000	3,898,918	8,050,000	8,425,000
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	1,565,610	1,500,000	1,500,000	737,586	1,500,000	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	145,332	120,000	120,000	57,500	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	0	0	271	300	300
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	2,241,700	2,240,000	2,240,000	1,702,029	2,240,000	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	38,678	38,000	38,000	39,216	39,216	39,300
Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1000001 401200	Real Estate Tax Lien Proceeds	1,071,137	1,100,000	1,100,000	0	757,059	1,000,000
Revenue is derived from the sale of prior year real estate tax claims to a third party.							
TOTAL	Tax Revenues	43,839,733	42,698,000	42,698,000	36,090,990	44,331,575	47,114,600

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Revenues</b>							
<b>Regulatory Revenues</b>							
1000002 401400	Franchise Fee	561,280	560,000	560,000	274,788	550,000	550,000
Revenue is derived from the Comcast cable television franchise fee.							
1000002 401500	Beverage License	1,000	32,000	32,000	22,900	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.							
<b>TOTAL</b>	<b>Regulatory Revenues</b>	<b>562,280</b>	<b>592,000</b>	<b>592,000</b>	<b>297,688</b>	<b>582,000</b>	<b>582,000</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Revenues							
Public Safety Revenues							
1501000 402600	District Judge Fines	338,662	395,000	395,000	231,794	320,000	320,000
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	1,633,094	1,575,000	1,575,000	898,769	1,600,000	1,550,000
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	35,801	32,000	32,000	36,178	35,000	35,000
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	12,265	15,000	15,000	13,135	13,500	19,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.							
1501000 403100	Police - School District	130,846	120,000	120,000	132,026	132,026	200,000
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.	121,399	90,000	90,000	45,479	90,000	0
Revenue is derived from the reimbursement of salaries from the District Attorney's office for officers assigned to the Drug Task Force.							
1501000 403500	Pa Reimb Police Recruits	106,383	75,000	75,000	0	30,000	75,000
State reimbursement of Police Academy expenses for newly hired officers.							
1501000 403800	Warrant Squad Services	1,825	1,500	1,500	1,265	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	57,650	20,000	20,000	45,402	55,000	55,000
Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1501000 416700	Police - SDL - SRO	645,818	630,000	630,000	492,135	650,000	660,000
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	176,630	185,000	185,000	187,365	190,000	330,000
Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.							
TOTAL	Public Safety Revenues	3,260,374	3,138,500	3,138,500	2,083,547	3,117,026	3,245,500

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Revenues</b>							
<b>Health, Housing and Codes Revenues</b>							
<b>1601001 401700</b>	<b>Building Permits</b>	<b>515,957</b>	<b>600,000</b>	<b>600,000</b>	<b>433,950</b>	<b>580,000</b>	<b>650,000</b>
Revenue is derived from building permit fees based on the cost of each building project within the City boundaries. This account also reflects fees collected for plumbing permits, fixtures and piping fees, and fees collected for electrical permits.							
<b>1601001 401900</b>	<b>Plumbing Licenses</b>	<b>46,558</b>	<b>40,000</b>	<b>40,000</b>	<b>22,450</b>	<b>45,000</b>	<b>20,000</b>
Revenue is derived from the fees collected for plumbing licenses.							
<b>1601001 402200</b>	<b>Housing License Multi-Fam</b>	<b>743,618</b>	<b>730,000</b>	<b>730,000</b>	<b>654,401</b>	<b>735,000</b>	<b>1,250,000</b>
Revenue is derived from fees collected by the City for all rental housing licenses.							
<b>1601001 402400</b>	<b>Zoning Permits</b>	<b>31,500</b>	<b>30,000</b>	<b>30,000</b>	<b>29,445</b>	<b>30,000</b>	<b>45,000</b>
Revenue is derived from the fee collected for zoning permits.							
<b>1601001 402500</b>	<b>Health Licenses &amp; Permits</b>	<b>102,092</b>	<b>95,000</b>	<b>95,000</b>	<b>115,702</b>	<b>115,000</b>	<b>130,000</b>
Revenue is derived from the license fee for food inspection.							
<b>TOTAL</b>	<b>Health, Housing and Codes Revenues</b>	<b>1,439,724</b>	<b>1,495,000</b>	<b>1,495,000</b>	<b>1,255,948</b>	<b>1,505,000</b>	<b>2,095,000</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Revenues							
Public Works Revenues							
1810001 404300	Tsfr'd From Utility Funds	4,000,000	4,000,000	4,000,000	3,333,333	4,000,000	2,000,000
Revenue is derived from interfund transfers to the General Fund from the Water Fund.							
1810001 404400	Rent of City Property	183,300	200,000	200,000	110,053	185,000	185,000
Revenue is derived from the reimbursement for use of space by Community Development Block Grant Fund at City Hall and polling place rental. This line also reflects rental income from Lancaster County Detectives for rental space in the police station and lease of tower space to cell phone companies.							
1810001 404500	SF - Admin Indirect Costs	441,609	441,609	441,609	370,833	441,609	532,696
Revenue is derived from indirect costs applicable to the Sewer Fund per the full cost allocation plan for 2020, which is applicable to fiscal year 2022.							
1810001 404600	WF - Admin Indirect Costs	814,355	815,000	815,000	679,167	815,000	1,035,743
Revenue is derived from indirect costs applicable to the Water Fund per the full cost allocation plan for 2020, which is applicable to fiscal year 2022.							
1810001 404800	Right of Way Permit Fees	451,683	425,000	425,000	302,940	320,000	400,000
Revenue is derived from the fees collected for street opening and other associated permit fees charged to various utilities.							
1810001 405000	Sewer Vehicle Maintenance	16,737	14,500	14,500	11,133	14,500	14,500
Revenue is derived from the reimbursement from the Sewer Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Sewer Fund vehicles.							
1810001 405100	Water Vehicle Maintenance	22,277	20,000	20,000	15,293	20,000	20,000
Revenue is derived from the reimbursement by the Water Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Water Fund vehicles.							
1810001 417900	TF - Admin Indirect Costs	149,633	150,000	150,000	124,694	150,000	163,680
Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund per the full cost allocation plan for 2020, which is applicable to fiscal year 2022.							
1810001 420000	Sewer Direct Costs	29,916	12,000	12,000	0	15,000	12,000
Revenues in this account include directly billed Salary, Fringe Benefits, and Operating Supplies and Equipment expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).							



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1810001 420200	SWMF Admin Indirect Costs	336,318	340,000	340,000	280,833	340,000	361,883
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	6,445,827	6,418,109	6,418,109	5,228,280	6,301,109	4,725,502

	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Revenues</b>						
<b>Other Revenues</b>						
<b>1000004 405500</b>	<b>Administrative Sundry</b>	<b>4,159</b>	<b>1,500</b>	<b>1,500</b>	<b>4,814</b>	<b>5,000</b>
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.						
<b>1000004 405700</b>	<b>Sale of City Property/Svc</b>	<b>578,985</b>	<b>165,000</b>	<b>165,000</b>	<b>197,694</b>	<b>195,000</b>
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.						
<b>1000004 405800</b>	<b>Police Sundry</b>	<b>35,643</b>	<b>30,000</b>	<b>30,000</b>	<b>26,141</b>	<b>30,000</b>
Revenue is derived from the reimbursement for miscellaneous police receipts, such as booking fees paid from County, towing license fees, etc.						
<b>1000004 405900</b>	<b>Fire Sundry</b>	<b>13,743</b>	<b>15,000</b>	<b>15,000</b>	<b>6,864</b>	<b>10,000</b>
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.						
<b>1000004 406000</b>	<b>EDNR Sundry</b>	<b>103,413</b>	<b>75,000</b>	<b>75,000</b>	<b>111,854</b>	<b>112,000</b>
Revenue is derived from City code letters, the sale of City code books, land development ordinances, filing fees for land development and subdivision plans, and vacant property registration fees.						
<b>1000004 406100</b>	<b>Public Works Sundry</b>	<b>13,504</b>	<b>7,500</b>	<b>7,500</b>	<b>16,464</b>	<b>17,000</b>
Revenue is derived from the reimbursement of labor costs for accident repairs, public space event fees collected by LOOP, clean-up and other miscellaneous fees.						
<b>1000004 406300</b>	<b>Interest on Investment</b>	<b>107,237</b>	<b>100</b>	<b>100</b>	<b>8</b>	<b>100</b>
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.						
<b>1000004 406600</b>	<b>Federal Reimb-Salaries</b>	<b>669,063</b>	<b>1,063,000</b>	<b>1,063,000</b>	<b>519,665</b>	<b>609,000</b>
Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1000004 406601	Lead Reimb - Salaries	318,720	270,500	270,500	183,026	231,000	316,000
	Revenue is derived from the reimbursement of Federal funds to the General Fund for the HUD Lead Grant for activities performed by General Fund employees funded by this grant beginning in 2020.						
1000004 406700	Federal Reimb-Fringes	341,555	513,000	513,000	265,170	311,500	359,500
	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	162,932	139,000	139,000	93,824	113,000	162,000
	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	48,335	55,000	55,000	0	50,000	50,000
	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	2,778,838	2,780,000	2,780,000	3,097,280	3,097,280	3,175,000
	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	13,623	8,000	8,000	0	8,000	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.	385,660	450,000	450,000	74,530	400,000	400,000
	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	324,610	320,000	320,000	246,338	312,000	351,000
	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	6,655	5,000	5,000	2,317	5,000	95,000
	Revenues are derived from anticipated grants and gifts during the year. For 2023, this line item includes \$57,500 from Trauma Informed (LGH) grant & \$32,500 from PACE (NEA) grant.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1000004 415501</b>	<b>ARPA Revenue Replacement</b>	<b>4,084,667</b>	<b>4,500,000</b>	<b>4,500,000</b>	<b>0</b>	<b>4,500,000</b>	<b>6,000,000</b>
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.							
<b>1000004 418100</b>	<b>Tax Certification Fees</b>	<b>95,805</b>	<b>90,000</b>	<b>90,000</b>	<b>75,201</b>	<b>85,000</b>	<b>85,000</b>
Revenue is derived from a fee charged for tax certifications provided to settlement companies for real estate sale closings.							
<b>1000004 419600</b>	<b>Marketing</b>	<b>2,416</b>	<b>0</b>	<b>0</b>	<b>10,305</b>	<b>25,000</b>	<b>25,000</b>
Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP).							
<b>1000004 419900</b>	<b>Merchandise Sales</b>	<b>31,945</b>	<b>20,000</b>	<b>20,000</b>	<b>33,554</b>	<b>35,000</b>	<b>35,000</b>
Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP).							
<b>1000004 499000</b>	<b>Fund Balance Reserve</b>	<b>0</b>	<b>2,195,775</b>	<b>2,195,775</b>	<b>0</b>	<b>0</b>	<b>1,996,326</b>
The City is required by law to adopt a balanced budget (revenue = expenditure). When excess fund balance is available, it may be used as a source of revenue to balance the budget.							
<b>TOTAL</b>	<b>Other Revenues</b>	<b>10,121,509</b>	<b>12,703,375</b>	<b>12,703,375</b>	<b>4,965,048</b>	<b>10,150,880</b>	<b>14,102,826</b>
<b>TOTAL</b>	<b>General Fund - Revenues</b>	<b>65,669,448</b>	<b>67,044,984</b>	<b>67,044,984</b>	<b>49,921,501</b>	<b>65,987,589</b>	<b>71,865,428</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Mayor's Office</b>							
<b>1101000 610500</b>	<b>Elected Official</b>	<b>88,883</b>	<b>88,883</b>	<b>88,883</b>	<b>78,627</b>	<b>88,883</b>	<b>95,786</b>
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).							
<b>1101000 611500</b>	<b>Salaried Personnel</b>	<b>176,703</b>	<b>419,209</b>	<b>411,009</b>	<b>311,007</b>	<b>358,334</b>	<b>423,505</b>
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.							
<b>1101000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>347</b>	<b>400</b>	<b>500</b>	<b>536</b>	<b>550</b>	<b>600</b>
Subscriptions to professional publications and dues to professional organizations.							
<b>1101000 734000</b>	<b>Postage</b>	<b>937</b>	<b>900</b>	<b>900</b>	<b>1,073</b>	<b>900</b>	<b>900</b>
Postage costs incurred in routine office mailings.							
<b>1101000 735000</b>	<b>Printing</b>	<b>593</b>	<b>500</b>	<b>500</b>	<b>782</b>	<b>900</b>	<b>900</b>
Photocopying costs of the Mayor's Office.							
<b>1101000 736000</b>	<b>Telephone</b>	<b>3,579</b>	<b>2,500</b>	<b>2,500</b>	<b>3,389</b>	<b>3,300</b>	<b>3,000</b>
Line and call charges for phone lines and cell phones.							
<b>1101000 737000</b>	<b>Travel</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>346</b>	<b>1,000</b>	<b>1,000</b>
Travel expenses relating to the Mayor's attendance at various meetings and conferences.							
<b>1101000 741000</b>	<b>Professional Services</b>	<b>57</b>	<b>500</b>	<b>8,700</b>	<b>8,022</b>	<b>8,700</b>	<b>5,000</b>
Professional Services expenses for the Mayor's Office.							
<b>1101000 744500</b>	<b>Training &amp; School</b>	<b>719</b>	<b>3,000</b>	<b>2,200</b>	<b>1,718</b>	<b>2,200</b>	<b>3,000</b>
Expenses for registrations and trainings.							
<b>1101000 760300</b>	<b>Office Supplies</b>	<b>1,403</b>	<b>1,500</b>	<b>2,200</b>	<b>2,327</b>	<b>2,400</b>	<b>1,500</b>
Cost of general office supplies for the Mayor's Office.							
<b>TOTAL</b>	<b>Mayor's Office</b>	<b>273,222</b>	<b>518,392</b>	<b>518,392</b>	<b>407,826</b>	<b>467,167</b>	<b>535,191</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE	FTE	POSTION	SALARY
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**OFFICE OF THE MAYOR**

1101000	610500	1.00	MAYOR	95,786
<b>TOTAL 610500 EMPLOYEES</b>		<b>1.00</b>		<b>95,786</b>
1101000	611500	1.00	SR. STAFF ASSISTANT TO MAYOR	62,146
1101000	611500	0.54	COMMUNICATIONS MANAGER	31,154
1101000	611500	1.00	COMMS & POL STRGST	56,366
1101000	611500	1.00	CHIEF OF STAFF	132,724
1101000	611500	1.00	COMM FUND MANAGER	77,250
1101000	611500	1.00	FUND DEVELOP SPECIALIST	63,865
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.54</b>		<b>423,505</b>
<b>TOTAL EMPLOYEES</b>		<b>6.54</b>		<b>519,291</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Office of City Solicitor							
1102000 610900	Salary - Director	125,645	128,750	128,750	115,781	133,400	145,874
Salary of the City Solicitor.							
1102000 611500	Salary - Personnel	36,344	43,152	43,152	55,398	63,829	138,017
Salary of staff position to provide support services to the City Solicitor.							
1102000 731000	Advertising	1,223	1,000	2,200	1,624	2,200	2,200
Costs associated with legal advertisements as required by PA law.							
1102000 732000	Dues & Subscriptions	462	1,250	1,250	995	1,250	1,250
Dues and subscription expenses for the office of the City Solicitor.							
1102000 734000	Postage	105	150	250	165	250	250
Postage expenses of the City Solicitor's Office.							
1102000 735000	Printing	15	200	100	5	100	100
Printing and photocopying expenses of the City Solicitor's Office.							
1102000 736000	Telephone	874	1,000	1,000	244	300	300
Telephone 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	115,445	134,500	133,300	108,602	133,300	135,000
The cost of legal services provided by the Assistant City Solicitor and other law firms for specific issues, litigation, or if a conflict exists.							
1102000 744000	Contract Services	0	0	0	0	0	8,500
This line item covers the cost of annual fee (initiated in 2022) for Bloomberg Law, a legal research service.							
1102000 744500	Training/Education	473	2,500	2,500	605	1,000	2,500
Training expenses of the City Solicitor's Office including CLE & Bar Association.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1102000 760300	Office Supplies	1,113	1,000	1,000	717	1,000	1,000
	Office supplies for the City Solicitor's Office.						
1102000 820000	Minor Equipment	351	500	500	0	300	500
	Minor equipment expenses of the City Solicitor's Office.						
TOTAL	Office of City Solicitor	282,050	314,252	314,252	284,137	337,179	435,741



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**OFFICE OF CITY SOLICITOR**

1102000	610900	1.00	CITY SOLICITOR	145,874
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<b>TOTAL 610900 EMPLOYEES</b>	<b>1.00</b>			<b>145,874</b>
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1102000	611500	1.00	PARALEGAL	82,397
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1102000	611500	1.00	PURCHASING COORDINATOR	55,620
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<b>TOTAL 611500 EMPLOYEES</b>	<b>2.00</b>			<b>138,017</b>
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<b>TOTAL EMPLOYEES</b>	<b>3.00</b>			<b>283,891</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Department of Neighborhood Engagement							
1103000 610900	Salary - Director	0	0	0	0	0	119,050
Salary of the Director of the Department of Neighborhood Engagement. Neighborhood Engagement was established as a department by City Council in March 2022.							
1103000 611000	Salary - Bureau Chief	86,091	115,582	115,582	100,011	115,230	0
Salary of the Director of the Department of Neighborhood Engagement. This expense was moved to the Salary-Director line item in 2023 following the establishment of the Department of Neighborhood Engagement by City Council approval in March 2022.							
1103000 611500	Salary - Personnel	65,405	142,812	142,812	120,282	138,585	222,437
Salaries of the staff positions in the Department of Neighborhood Engagement.							
1103000 612000	Salary Temporary	9,292	10,000	15,000	19,839	22,858	5,000
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	2,285	5,000	5,000	4,997	5,758	5,000
Overtime expenses for Department of Neighborhood Engagement staff.							
1103000 731000	Advertising	272	5,000	5,000	522	5,000	4,500
Expenses for advertising of services, programs, events, etc. provided by or sponsored by the Department of Neighborhood Engagement.							
1103000 732000	Dues & Subscriptions	3,354	5,000	5,000	2,390	4,863	4,500
Dues and subscriptions expenses of the Department of Neighborhood Engagement.							
1103000 734000	Postage	0	500	500	380	250	450
Postage expenses for the Department of Neighborhood Engagement.							
1103000 735000	Printing	290	500	500	99	1,000	900
Printing expenses including brochures, posters, and other printed materials to promote Department of Neighborhood Engagement services and events.							
1103000 736000	Telephone	2,311	4,000	4,000	2,636	4,000	4,000
Telephone and cell phone expenses for the staff of the Department of Neighborhood Engagement.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1103000 737000</b>	<b>Travel</b>	<b>109</b>	<b>5,000</b>	<b>5,000</b>	<b>591</b>	<b>7,509</b>	<b>6,000</b>
	Travel and related expenses for Department of Neighborhood Engagement staff to attend conferences, training seminars, etc.						
<b>1103000 741000</b>	<b>Professional Services</b>	<b>20,000</b>	<b>20,000</b>	<b>15,000</b>	<b>8,214</b>	<b>20,000</b>	<b>72,450</b>
	Expenses for translation services, engagement tools, and other professional services related to services for the all City Departments.						
<b>1103000 744000</b>	<b>Contract Services</b>	<b>2,338</b>	<b>5,000</b>	<b>5,000</b>	<b>3,284</b>	<b>5,000</b>	<b>4,500</b>
	Expenses for contracted services for the Mayor's Office of Neighborhood Engagement, including equipment rental for events.						
<b>1103000 744500</b>	<b>Training/Education</b>	<b>1,124</b>	<b>3,000</b>	<b>3,000</b>	<b>1,240</b>	<b>5,000</b>	<b>4,500</b>
	Training and education expenses for the Department of Neighborhood Engagement staff to attend continuing education opportunities and trainings to support improvement of neighborhood engagement efforts and services to City.						
<b>1103000 760300</b>	<b>Office Supplies</b>	<b>1,725</b>	<b>2,000</b>	<b>2,000</b>	<b>1,098</b>	<b>1,500</b>	<b>1,800</b>
	Office supply expenses of the Department of Neighborhood Engagement.						
<b>1103000 820000</b>	<b>Minor Equipment</b>	<b>1,364</b>	<b>1,500</b>	<b>1,500</b>	<b>1,400</b>	<b>1,500</b>	<b>1,350</b>
	Expenses for minor equipment to be purchased in Department of Neighborhood Engagement.						
<b>1103000 853800</b>	<b>Marketing</b>	<b>22,324</b>	<b>15,000</b>	<b>15,000</b>	<b>14,987</b>	<b>15,000</b>	<b>13,500</b>
	Marketing expenses to make City residents, neighborhood groups and others aware of Department of Neighborhood Engagement activities, events, programs, and services.						
<b>TOTAL</b>	<b>Department of Neighborhood Engagement</b>	<b>218,283</b>	<b>339,894</b>	<b>339,894</b>	<b>281,971</b>	<b>353,053</b>	<b>469,937</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**DEPARTMENT OF NEIGHBORHOOD ENGAGEMENT**

1103000	610900	1.00	DIR. NEIGHBORHOOD ENGANGEMENT	119,050
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>119,050</b>
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<b>1103000</b>	611500	1.00	PROGRAM MANAGER	66,950
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1103000	611500	1.00	CITY HALL RECEPTIONIST	46,420
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	611500	1.00	LANGUAGE SERVICE COORDINATOR	55,507
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1103000	611500	1.00	ENGAGEMENT SPECIALIST	26,780
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1103000	611500	1.00	TRAUMA INFORMED SPECIALIST	26,780
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<b>TOTAL 615000 EMPLOYEES</b>	<b>5.00</b>			<b>222,437</b>
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<b>TOTAL EMPLOYEES</b>	<b>6.00</b>			<b>341,487</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Lancaster Office of Promotions							
1104000 611000	Salary - Bureau Chief	42,314	63,690	63,690	59,869	68,979	68,959
Salary of the Director of Lancaster Office of Promotion (LOOP).							
1104000 611500	Salary - Personnel	179,749	209,550	209,550	274,951	316,791	249,345
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	648	200	275	299	345	2,000
Required in the event staff choose Overtime pay as opposed to compensatory time.							
1104000 716000	Rental of Parking Lot	4,143	6,000	6,000	4,156	5,397	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	3,743	4,000	3,925	3,042	4,000	3,600
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	1,189	2,500	2,500	2,491	2,500	2,250
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	1,397	1,500	500	470	1,000	900
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website							
1104000 735000	Printing	341	500	500	0	500	450
Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.							
1104000 736000	Telephone	2,220	1,500	1,500	1,513	1,500	1,500
Cost of telephone services to LOOP & Visitors Center.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1104000 741000	Professional Services	817	2,000	2,000	1,728	2,000	1,800
	IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
1104000 744500	Training/Education	309	1,500	1,500	849	1,500	1,350
	Continued education and staff training related to social media outreach, marketing, tourism and events.						
1104000 760300	Office Supplies	1,594	2,000	3,000	2,834	2,000	1,800
	Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
1104000 820000	Minor Equipment	2,498	2,000	2,000	1,956	2,000	1,800
	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	66,093	91,500	91,500	65,381	88,628	72,000
	Costs associated with marketing & promotion of the City of Lancaster attractions as a tourism destination, a place to do business and a place to live.						
1104000 854000	Merchandise Purchases	33,430	30,000	30,000	24,312	30,000	18,000
	Purchase of City merchandise for retail sale at the Visitors Center and the purchase of Downtown Dollars from the Lancaster City Alliance for the purpose of resale.						
TOTAL	Lancaster Office of Promotions	340,485	418,440	418,440	443,851	527,140	431,754

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**LANCASTER OFFICE OF PROMOTIONS**

1104000	611000	1.00	WELCOME CENTER MANAGER	68,959
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>68,959</b>
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1104000	611500	1.00	ADMINISTRATIVE ASST (PT)	24,578
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1104000	611500	1.00	COMM. MANAGER	55,167
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1104000	611500	1.00	SPECIAL EVENTS PROGRAM MGR	55,105
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1104000	611500	1.00	TRAVEL CONSULTANT (FT)	38,563
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1104000	611500	1.00	TRAVEL CONSULTANT (PT)	19,282
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1104000	611500	1.00	WELCOME CENTER ASST	56,650
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<b>TOTAL 611500 EMPLOYEES</b>	<b>6.00</b>			<b>249,345</b>
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<b>TOTAL EMPLOYEES</b>	<b>7.00</b>			<b>318,304</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>City Council</b>							
<b>1201000 610500</b>	<b>Elected Official</b>	<b>56,480</b>	<b>56,500</b>	<b>56,500</b>	<b>51,789</b>	<b>56,000</b>	<b>56,500</b>
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).							
<b>1201000 737000</b>	<b>Travel</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>2,181</b>	<b>3,900</b>	<b>5,000</b>
This account provides funding for Council member travel expenses for Pennsylvania Municipal League and National League of Cities meetings, trainings and other meetings approved by the Council President.							
<b>1201000 738000</b>	<b>Miscellaneous Expenses</b>	<b>4,898</b>	<b>5,000</b>	<b>5,000</b>	<b>4,922</b>	<b>5,200</b>	<b>5,000</b>
This line item contains the City's annual membership dues in the National League of Cities. Costs of plaques for retiring members of City Council as well as awards to various organizations and individuals honored by City Council are also charged to this line.							
<b>1201000 744500</b>	<b>Training</b>	<b>2,735</b>	<b>3,200</b>	<b>3,200</b>	<b>1,325</b>	<b>1,325</b>	<b>3,200</b>
This account provides funding for Council members to attend training at Pennsylvania Municipal League and National League of Cities conferences and other training opportunities.							
<b>TOTAL</b>	<b>City Council</b>	<b>64,112</b>	<b>69,700</b>	<b>69,700</b>	<b>60,217</b>	<b>66,425</b>	<b>69,700</b>



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**OFFICE OF CITY COUNCIL**

1201000	610500	1.00	COUNCIL PRESIDENT	8,500
1201000	610500	1.00	COUNCILOR	8,000
1201000	610500	1.00	COUNCILOR	8,000
1201000	610500	1.00	COUNCILOR	8,000
1201000	610500	1.00	COUNCILOR	8,000
1201000	610500	1.00	COUNCILOR	8,000
1201000	610500	1.00	COUNCILOR	8,000

**TOTAL 610500 EMPLOYEES      7.00                      56,500**

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>City Clerk</b>							
<b>1202000 611500</b>	<b>Salaried Personnel</b>	<b>63,907</b>	<b>63,382</b>	<b>63,382</b>	<b>55,705</b>	<b>64,182</b>	<b>65,284</b>
Salary of the City Clerk.							
<b>1202000 612000</b>	<b>Salary Temporary</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>
Salary for temporary help for the City Clerk.							
<b>1202000 731000</b>	<b>Advertising</b>	<b>5,586</b>	<b>6,000</b>	<b>6,000</b>	<b>4,844</b>	<b>6,000</b>	<b>6,000</b>
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.							
<b>1202000 734000</b>	<b>Postage</b>	<b>89</b>	<b>100</b>	<b>100</b>	<b>64</b>	<b>60</b>	<b>100</b>
Postage costs for general office mailings.							
<b>1202000 735000</b>	<b>Printing</b>	<b>670</b>	<b>500</b>	<b>500</b>	<b>1,481</b>	<b>1,500</b>	<b>1,500</b>
Photocopying for the City Clerk, and the binding of the annual year book.							
<b>1202000 736000</b>	<b>Telephone</b>	<b>507</b>	<b>550</b>	<b>550</b>	<b>405</b>	<b>500</b>	<b>550</b>
Line and call charges for phone lines of the City Clerk.							
<b>1202000 737000</b>	<b>Travel</b>	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
Travel expenses for attendance at PA Municipal League or other training.							
<b>1202000 738000</b>	<b>Miscellaneous Expenses</b>	<b>392</b>	<b>1,000</b>	<b>1,000</b>	<b>215</b>	<b>800</b>	<b>1,000</b>
City Clerk's membership in the International Institute of Municipal Clerks and misc. expenses incurred by the Clerk's Office.							
<b>1202000 742500</b>	<b>Ordinance Codification</b>	<b>4,861</b>	<b>6,000</b>	<b>6,000</b>	<b>5,229</b>	<b>5,229</b>	<b>6,500</b>
This line reflects the cost to update both printed and online versions of the City's Codified Ordinances.							
<b>1202000 744500</b>	<b>Training/Education</b>	<b>395</b>	<b>1,150</b>	<b>1,150</b>	<b>346</b>	<b>0</b>	<b>1,150</b>
City Clerk professional training.							
<b>1202000 760300</b>	<b>Office Supplies</b>	<b>52</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>30</b>	<b>150</b>
General office supplies for the City Clerk.							
<b>TOTAL</b>	<b>City Clerk</b>	<b>76,460</b>	<b>80,932</b>	<b>80,932</b>	<b>68,287</b>	<b>78,301</b>	<b>84,334</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
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**OFFICE OF THE CITY CLERK**

1202000	611500	1.00	CITY CLERK	65,284
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<b>TOTAL 611500 EMPLOYEES</b>		<b>1.00</b>		<b>65,284</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Controller/Treasurer</b>							
1403000 610500	Elected Official	17,349	17,000	17,000	15,949	17,000	17,000
Salaries of the City Controller and City Treasurer. These salaries are set by the Third Class City Code.							
<b>TOTAL</b>	<b>Controller/Treasurer</b>	<b>17,349</b>	<b>17,000</b>	<b>17,000</b>	<b>15,949</b>	<b>17,000</b>	<b>17,000</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
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**CITY TREASURER/CONTROLLER**

1403000	610500	1.00	CONTROLLER	8,500
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1403000	610500	1.00	TREASURER	8,500
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<b>TOTAL 610500 EMPLOYEES</b>		<b>2.00</b>		<b>17,000</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Director Administrative Services</b>							
1400000 610900	Salary - Director	134,149	137,761	137,761	119,550	137,743	141,894
Salary of the Business Administrator.							
1400000 611500	Salaried Personnel	57,751	50,531	50,531	36,684	42,267	49,624
Administrative Assistant to the Business Administrator.							
1400000 612000	Salary Temporary	3,574	0	0	0	0	0
Costs of temporary personnel to fill in during extended absence of Director's Office personnel.							
1400000 618500	Overtime	144	0	0	30	34	0
Overtime required to be paid in accordance with the Fair Labor Standards Act.							
1400000 714100	PC Lease	44,658	48,000	28,000	30,206	32,000	67,890
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Executive, Legislative, and Administrative Services departments' staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
1400000 732000	Dues & Subscriptions	6,092	6,100	6,100	5,594	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	100	150	250	211	250	250
Postage and express mail sent by the Director's Office.							
1400000 735000	Printing	634	500	500	1,370	1,200	1,000
Photocopying expenses of the Director's Office.							
1400000 736000	Telephone	585	650	650	473	650	650
Line and call charges for the Director's Office phones.							
1400000 737000	Travel	235	500	500	0	0	500
Costs associated with travel and related expenses for the Business Administrator.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1400000 741000	Professional Services	154,925	175,000	312,900	309,775	312,900	250,000
	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	274	500	500	331	350	500
	Costs of various PML conferences.						
1400000 760300	Office Supplies	323	1,300	999	1,394	1,500	1,300
	Office supplies for the Office of the Director.						
1400000 820000	Minor Equipment	435	500	801	801	800	500
	Purchase of office and/or computer equipment.						
TOTAL	Director Administrative Services	403,880	421,492	539,492	506,419	535,794	520,208

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**DIRECTOR OF ADMINISTRATIVE SERVICES**

1400000      610900                      1.00    DIRECTOR OF ADMINISTRATIVE SERVICES    141,894

**TOTAL 610900 EMPLOYEES                      1.00    141,894**

1400000      611500                      1.00    SR. STAFF ASST ADMIN SERVICES                      49,624

**TOTAL 611500 EMPLOYEES                      1.00    49,624**

**TOTAL EMPLOYEES                                      2.00    191,518**



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Accounting							
1401000 611000	Salary - Bureau Chief	98,084	100,888	100,888	88,544	102,018	103,915
Salary of the Chief Accountant.							
1401000 611500	Salaried Personnel	309,139	316,227	316,227	274,946	316,785	331,894
Salaries of the staff of the Bureau of Accounting.							
1401000 731000	Advertising	0	3,000	2,036	454	454	1,000
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	0	500	1,200
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.							
1401000 734000	Postage	4,441	5,000	5,000	3,637	4,600	5,000
This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operation mailings.							
1401000 735000	Printing	1,205	1,600	1,600	908	1,300	1,400
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.							
1401000 736000	Telephone	1,448	1,400	1,400	1,173	1,600	1,700
Line and call charge for the Accounting Office.							
1401000 737000	Travel	0	300	2,209	2,209	2,300	5,000
Travel and/or mileage reimbursement expenses for attendance at a training conference for staff in the Bureau of Accounting.							
1401000 741000	Professional Services	1,938	500	955	966	1,500	2,000
Professional Services budget for ARPA related expenses from accounting firm.							
1401000 741100	Audit Expense	49,883	50,000	50,000	36,095	37,000	65,000
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1401000 743000</b>	<b>Bank Service Charges</b>	<b>33,035</b>	<b>30,000</b>	<b>30,000</b>	<b>25,385</b>	<b>30,000</b>	<b>31,000</b>
This code is used to record the General Fund's share of bank service charges for the City's central depository account.							
<b>1401000 743100</b>	<b>Credit Card Fees</b>	<b>428</b>	<b>1,000</b>	<b>1,000</b>	<b>452</b>	<b>600</b>	<b>1,000</b>
This account reflects the General Fund's share of credit card company fees.							
<b>1401000 744500</b>	<b>Training &amp; School</b>	<b>0</b>	<b>3,000</b>	<b>1,600</b>	<b>1,586</b>	<b>1,600</b>	<b>2,000</b>
This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.							
<b>1401000 760300</b>	<b>Office Supplies</b>	<b>1,347</b>	<b>5,000</b>	<b>5,000</b>	<b>1,707</b>	<b>1,600</b>	<b>4,000</b>
General office supplies for the Accounting Office.							
<b>1401000 820000</b>	<b>Minor Equipment</b>	<b>196</b>	<b>1,500</b>	<b>1,500</b>	<b>583</b>	<b>550</b>	<b>1,000</b>
Minor equipment expenses for the Bureau of Accounting.							
<b>TOTAL</b>	<b>Accounting</b>	<b>501,641</b>	<b>520,615</b>	<b>520,615</b>	<b>438,646</b>	<b>502,407</b>	<b>557,109</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF ACCOUNTING**

1401000	611000	1.00	DEPUTY DIRECTOR OF FINANCE	103,915
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>103,915</b>
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1401000	611500	1.00	GENERAL ACCOUNTANT	65,667
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1401000	611500	1.00	PAYROLL SPECIALIST	62,051
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1401000	611500	1.00	SENIOR ACCOUNTANT	75,048
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1401000	611500	1.00	PAYROLL/ACCT MANAGER	69,388
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1401000	611500	1.00	STAFF ACCOUNTANT	59,740
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<b>TOTAL 611500 EMPLOYEES</b>	<b>5.00</b>			<b>331,894</b>
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<b>TOTAL EMPLOYEES</b>	<b>6.00</b>			<b>435,809</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Procurement & Collections							
1402000 611000	Salary - Bureau Chief	6,748	6,436	6,436	2,429	2,800	7,200
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.							
1402000 611500	Salaried Personnel	57,373	69,781	69,781	56,681	65,306	70,209
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.							
1402000 618500	Overtime	4	100	100	46	53	100
Overtime expenses for Procurement and Collections staff.							
1402000 718000	Rental of Uniforms	0	569	569	145	200	588
Uniform rental expenses for all Treasury personnel.							
1402000 723000	Maint. - Equipment	20,763	5,406	5,406	2,242	4,500	5,693
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	114	129	129	104	110	129
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.							
1402000 731000	Advertising	806	1,000	1,000	24	1,000	1,000
Advertising costs related to the Bureau of Accounting, including the annual audit advertisement.							
1402000 732000	Dues & Subscriptions	543	1,150	1,150	147	250	800
This line covers the cost of dues to various professional organizations.							
1402000 734000	Postage	8,089	27,115	27,115	22,773	25,000	29,565
Postage and permits required to mail tax billings, etc., and for chages to be made by the Postal Service for undeliverable, returned mail.							
1402000 735000	Printing	1,912	1,167	1,167	166	250	1,167
Mailing and return envelopes and forms used in various billings and copy machine use.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1402000 736000	Telephone	467	882	882	645	882	875
	Line and call charges for phone, fax, cellular, and internet lines.						
1402000 737000	Travel	0	4,200	4,200	2,468	2,468	4,700
	Travel expenses for seminars, and meetings attended by employees of the Bureau.						
1402000 738000	Miscellaneous Expenses	500	1,500	1,500	397	500	1,500
	Petty cash items used for miscellaneous office operations.						
1402000 744000	Contract Services	5,900	1,076	1,076	202	300	1,076
	Contract Services for the Treasury department, such as cash deposit transportation services and other miscellaneous services for the Treasury department. Brinks and Shred-It services.						
1402000 744500	Training & School	703	3,332	3,332	2,319	2,319	4,339
	Schools and seminars for Bureau employees.						
1402000 760300	Office Supplies	1,516	2,164	2,164	442	700	2,164
	PAC Office Supplies.						
1402000 765400	Gas Oil & Diesel	99	103	103	79	100	129
	Cost of fuel for the Mail Clerk's vehicle.						
1402000 820000	Minor Equipment	6,465	5,583	5,583	1,034	1,500	4,096
	This line reflects the continued costs for lease-purchase costs for the remittance processor used to process customer payments on utility and tax accounts; a mail folder/insert machine to process city billings; cost for a mandatory shaped-based mail/digital postage meter; the annual cost for an automatic call distribution module for the customer service/cashier group; and an add-on mail stream enhancement module.						
<b>TOTAL</b>	<b>Procurement &amp; Collections</b>	<b>112,000</b>	<b>131,693</b>	<b>131,693</b>	<b>92,342</b>	<b>108,238</b>	<b>135,330</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF PROCUREMENT AND COLLECTION**

1402000	611000	0.08	BUREAU CHIEF TREASURY	7,200
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.08</b>			<b>7,200</b>
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1402000	611500	0.08	BILLING COORD 2	4,361
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1402000	611500	0.08	BILLING COORD 2	4,223
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1402000	611500	0.08	BILLING COORD 2	4,223
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1402000	611500	0.08	CASHIER SERV CLERK	3,663
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1402000	611500	0.08	CASHIER SERV CLERK	3,663
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1402000	611500	0.08	CASHIER SERV CLERK	3,663
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1402000	611500	0.08	CASHIER SERV CLERK	3,663
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**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1402000	611500	0.08	CUSTOMER CARE COORD	5,011
1402000	611500	0.08	CUSTOMER CARE COORD	4,633
1402000	611500	0.08	CUSTOMER CARE COORD	4,361
1402000	611500	0.08	CUSTOMER CARE COORD	4,361
1402000	611500	0.08	CUSTOMER CARE COORD	5,011
1402000	611500	0.08	CUSTOMER CARE SUP	7,385
1402000	611500	0.08	MAIL PRINT OPERATOR	3,463
1402000	611500	0.08	REVENUE CLERK	4,179
1402000	611500	0.08	REVENUE CLERK	4,346
<b>TOTAL 611500 EMPLOYEES</b>		<b>1.28</b>		<b>70,209</b>
<b>TOTAL EMPLOYEES</b>		<b>1.36</b>		<b>77,409</b>





		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1404000 744000	Contract Services	475,645	500,000	628,000	603,006	628,000	815,000
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 expenses related to the implementation of CityView, a new permitting and code enforcement software package. For 2023, this line includes approx. \$300,000 in one-time expenses for the implementation of the CityView permitting and code enforcement software.							
1404000 744500	Training & School	0	5,000	5,000	0	0	5,000
Training seminars for Information Technology personnel who are required to stay abreast of ever-changing technology. Funding is also provided to purchase training materials for new software, which this Bureau uses to train all City employees.							
1404000 760300	Office Supplies	0	500	500	176	300	500
General office supplies needed for Information Technology.							
1404000 760600	Operating Supplies	884	2,000	2,000	1,834	2,000	2,000
Purchasing of all forms, paper, and printing supplies. Also covers media used for server backup purposes.							
1404000 820000	Minor Equipment	14,687	10,000	52,000	50,586	52,000	10,000
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.							
1404000 820500	IT Projects	163,191	125,000	125,000	119,171	125,000	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	10,000	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).							
<b>TOTAL</b>	<b>Information Technology</b>	<b>824,602</b>	<b>1,209,672</b>	<b>1,199,672</b>	<b>1,091,729</b>	<b>1,166,389</b>	<b>1,672,611</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF INFORMATION TECHNOLOGY**

1404000	611000	1.00	CHIEF DATA & TECHNOLOGY OFFICER	127,308
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>127,308</b>
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1404000	611500	0.25	GIS COORDINATOR	19,188
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140400	611500	0.25	GIS ANALYST	15,239
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140400	611500	1.00	IT NETWORK ENGINEER	63,000
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1404000	611500	1.00	IT NETWORK ENGINEER	61,800
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1404000	611500	1.00	IT TECHNICIAN	53,560
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1404000	611500	1.00	IT TECHNICIAN	58,916
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1404000	611500	1.00	ASSET MGMT. SOFTWARE COORD.	65,000
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<b>TOTAL 611500 EMPLOYEES</b>	<b>5.50</b>			<b>336,703</b>
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<b>TOTAL EMPLOYEES</b>	<b>6.50</b>			<b>464,011</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1405000 741000</b>	<b>Professional Services</b>	<b>71,999</b>	<b>228,000</b>	<b>228,000</b>	<b>155,586</b>	<b>228,000</b>	<b>260,600</b>
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses. This line item also includes annual fees for the McLean HR advisory services, funding for other Human Resources consulting services, as well as funding for learning management software and services and other Leadership Development and Diversity Manager led initiatives across all City departments.						
<b>1405000 743500</b>	<b>Labor Relations Expense</b>	<b>38</b>	<b>1,350</b>	<b>1,350</b>	<b>498</b>	<b>1,350</b>	<b>1,575</b>
	Expenses for labor relations with the non-uniformed bargaining unit (AFSCME), PELRAS dues, arbitrators fees and printing of collective bargaining agreements.						
<b>1405000 744000</b>	<b>Contract Services</b>	<b>47,291</b>	<b>49,960</b>	<b>49,960</b>	<b>36,871</b>	<b>49,960</b>	<b>53,500</b>
	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.						
<b>1405000 744500</b>	<b>Training &amp; School</b>	<b>3,558</b>	<b>10,770</b>	<b>10,770</b>	<b>2,127</b>	<b>6,000</b>	<b>15,917</b>
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
<b>1405000 760300</b>	<b>Office Supplies</b>	<b>1,099</b>	<b>5,200</b>	<b>5,200</b>	<b>870</b>	<b>4,000</b>	<b>5,200</b>
	Office supplies for the Bureau of Human Resources.						
<b>1405000 760600</b>	<b>Operating Supplies</b>	<b>140</b>	<b>2,500</b>	<b>2,500</b>	<b>1,785</b>	<b>2,000</b>	<b>5,500</b>
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
<b>1405000 820000</b>	<b>Minor Equipment</b>	<b>1,842</b>	<b>5,000</b>	<b>5,000</b>	<b>3,381</b>	<b>4,500</b>	<b>6,000</b>
	Purchase of office and/or computer equipment.						
<b>TOTAL</b>	<b>Human Resources</b>	<b>494,535</b>	<b>747,004</b>	<b>749,504</b>	<b>578,512</b>	<b>724,399</b>	<b>901,112</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF HUMAN RESOURCES**

1405000	611000	1.00	BUREAU CHIEF OF HUMAN RESOURCES	103,120
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>103,120</b>
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1405000	611500	1.00	LEADERSHIP DEVLOPMENT & DIVERSITY MGR	83,545
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1405000	611500	1.00	HR BUSINESS PARTNER	64,375
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1405000	611500	1.00	HR BUSINESS PARTNER	64,375
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1405000	611500	1.00	HR BUSINESS PARTNER	68,220
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1405000	611500	1.00	HR BUSINESS PARTNER	64,375
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1405000	611500	1.00	HR BUSINESS PARTNER	64,375
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TOTAL 611500 EMPLOYEES	<b>6.00</b>			<b>409,265</b>
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<b>TOTAL EMPLOYEES</b>	<b>7.00</b>			<b>512,385</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Community Involvement</b>							
<b>1406000 812000</b>	<b>LEMSA</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>	<b>150,000</b>
Operating support contribution to the Lancaster Emergency Medical Services Associations (LEMSA) for the life-saving services LEMSAs provides in the City of Lancaster.							
<b>1406000 812500</b>	<b>Intermunicipal Committee</b>	<b>1,390</b>	<b>1,650</b>	<b>1,650</b>	<b>350</b>	<b>1,250</b>	<b>1,300</b>
Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.							
<b>1406000 813500</b>	<b>PA League of Cities</b>	<b>18,983</b>	<b>19,000</b>	<b>19,000</b>	<b>18,983</b>	<b>19,000</b>	<b>19,000</b>
City's membership in the Pennsylvania Municipal League. The PML aids the City through education programs and lobbying at the state government level on behalf of cities. PML also provides educational meetings and training seminars for City employees and elected officials.							
<b>1406000 814000</b>	<b>Public Library</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>100,000</b>	<b>110,000</b>
Operating support contribution to the Lancaster County Public Library.							
<b>1406000 814300</b>	<b>Community Communications</b>	<b>100,560</b>	<b>105,000</b>	<b>110,500</b>	<b>109,302</b>	<b>110,000</b>	<b>75,000</b>
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.							
<b>1406000 814500</b>	<b>Recreation Commission</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>
City's share of the annual funding for the Lancaster Recreation Commission. The balance is funded by the School District of Lancaster and Lancaster Township by written agreement.							
<b>1406000 817500</b>	<b>Human Relations Commission</b>	<b>4,994</b>	<b>7,000</b>	<b>5,000</b>	<b>2,310</b>	<b>4,000</b>	<b>5,000</b>
Costs incurred by the City's Human Relations Commission including contract labor charges.							
<b>1406000 851300</b>	<b>LOOP</b>	<b>0</b>	<b>25,000</b>	<b>25,000</b>	<b>0</b>	<b>25,000</b>	<b>50,000</b>
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.							
<b>TOTAL</b>	<b>Community Involvement</b>	<b>681,583</b>	<b>713,306</b>	<b>716,806</b>	<b>686,602</b>	<b>714,906</b>	<b>715,956</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Insurance Package</b>							
1407000 772000	Insurance Package	592,677	760,000	695,000	687,078	710,000	750,000
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	100	4,000	500	325	500	500
Bonds required under the Third Class City Code for the Treasurer, Controller.							
<b>TOTAL</b>	<b>Insurance Package</b>	<b>592,777</b>	<b>764,000</b>	<b>695,500</b>	<b>687,403</b>	<b>710,500</b>	<b>750,500</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Fringe Benefits</b>							
<b>1408000 620200</b>	<b>Medical Insurance</b>	<b>398,142</b>	<b>380,000</b>	<b>380,000</b>	<b>348,333</b>	<b>380,000</b>	<b>650,000</b>
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.							
<b>1408000 620300</b>	<b>Dental/Vision</b>	<b>16,238</b>	<b>15,000</b>	<b>23,500</b>	<b>15,075</b>	<b>17,000</b>	<b>18,000</b>
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.							
<b>1408000 620800</b>	<b>Social Security</b>	<b>1,040,614</b>	<b>1,050,000</b>	<b>1,050,000</b>	<b>982,052</b>	<b>1,130,000</b>	<b>1,165,000</b>
The General Fund share of FICA and Medicare taxes for all employees.							
<b>1408000 620900</b>	<b>Life Insurance</b>	<b>61,829</b>	<b>70,000</b>	<b>66,500</b>	<b>53,676</b>	<b>65,000</b>	<b>65,000</b>
Expense of life insurance coverage for General Fund employees.							
<b>1408000 623000</b>	<b>Pension Contribution</b>	<b>880,261</b>	<b>880,000</b>	<b>880,000</b>	<b>950,092</b>	<b>943,180</b>	<b>960,000</b>
This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans. In 2021, this line item also included the City match contributions for Police Officers who became eligible to participate in the Supplemental Pension Plan starting in 2020. These Police related pension expenses are now accounted for in the Police Bureau Budget.							
<b>1408000 624000</b>	<b>Unemployment Compensation</b>	<b>0</b>	<b>10,000</b>	<b>0</b>	<b>4,367</b>	<b>0</b>	<b>10,000</b>
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.							
<b>1408000 625000</b>	<b>Workers Compensation</b>	<b>1,009,661</b>	<b>550,000</b>	<b>532,711</b>	<b>476,859</b>	<b>500,000</b>	<b>500,000</b>
This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job. This line also reflects various assessments paid to the Commonwealth under this program, and premiums for the excess claims policy.							
<b>1408000 716000</b>	<b>Rental of Parking Lot</b>	<b>46,814</b>	<b>50,000</b>	<b>50,000</b>	<b>57,238</b>	<b>65,000</b>	<b>70,000</b>
Expenses for parking or bus passes for General Fund employees.							
<b>TOTAL</b>	<b>Fringe Benefits</b>	<b>3,453,558</b>	<b>3,005,000</b>	<b>2,982,711</b>	<b>2,878,959</b>	<b>3,100,180</b>	<b>3,438,000</b>



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Debt Service</b>							
1409000	923000	Paying Agent Fees	366	1,500	1,500	971	1,500
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
1409000	924000	Debt Service - Interest	2,173,846	2,445,000	2,445,000	2,348,591	2,368,000
This account represents interest payments to be made on the General Fund portion of General Obligation Bonds and Notes.							
1409000	926000	Debt Service - Principal	1,627,600	1,175,000	1,175,000	1,388,306	3,285,000
This line reflects principal redemption payments to be made on the General Fund portion of General Obligation Bonds and Notes.							
TOTAL	Debt Service		3,801,812	3,621,500	3,621,500	3,737,868	5,654,500
TOTAL	Administrative Services		10,866,389	11,134,282	11,157,493	10,698,480	14,345,326

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Police Bureau							
1501001 611000	Salary - Bureau Chief	128,437	131,840	131,840	128,804	148,405	149,574
Salary of the Chief of Police.							
1501001 611500	Salaried Personnel	1,287,681	1,290,870	1,290,870	1,039,383	1,197,550	1,279,204
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	443,612	407,927	407,927	319,938	368,624	407,410
Salaries of the three Division Captains.							
1501001 613200	Police Lieutenants	1,203,134	1,313,808	1,313,808	1,053,341	1,213,632	1,212,856
Salaries of lieutenants.							
1501001 613300	Police Sergeants	4,046,288	4,537,300	4,537,300	3,466,095	3,993,544	4,270,829
Salaries of sergeants and detectives.							
1501001 614000	Patrolmen	6,382,914	6,423,228	6,403,228	5,432,584	6,259,282	6,111,671
Salaries of patrol officers.							
1501001 615000	School Crossing Guards	343,770	467,974	390,887	227,522	262,144	489,571
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	639,903	751,603	751,603	542,572	625,137	777,070
Salaries of Community Service Aides.							
1501001 618000	Police Acting Officers	38,953	30,000	30,000	50,880	58,622	30,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.							
1501001 618500	Police Overtime	676,011	600,000	600,000	698,146	700,000	600,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1501001 618800</b>	<b>Police Cadet Training Program</b>	<b>1,420</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>60,000</b>	<b>60,000</b>
	Covers salaries of Cadets.						
<b>1501001 619000</b>	<b>Police Sick Bonus</b>	<b>31,100</b>	<b>25,000</b>	<b>25,000</b>	<b>29,250</b>	<b>33,701</b>	<b>30,000</b>
	Covers payments for the sick leave incentive bonus program.						
<b>1501001 619300</b>	<b>Early Retirement Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>368,000</b>	<b>0</b>
	This line item accounts for early retirement incentive payments made for eligible police officers in 2022.						
<b>1501001 620100</b>	<b>Educational Incentive</b>	<b>73,644</b>	<b>68,250</b>	<b>68,250</b>	<b>56,019</b>	<b>65,000</b>	<b>70,000</b>
	Covers payments for college educational incentive program.						
<b>1501001 620200</b>	<b>Medical Insurance</b>	<b>3,453,936</b>	<b>2,880,000</b>	<b>2,880,000</b>	<b>2,640,000</b>	<b>2,880,000</b>	<b>3,150,000</b>
	Costs for health insurance for all active Police Bureau employees.						
<b>1501001 620201</b>	<b>Medical Ins - Retirees</b>	<b>1,450,000</b>	<b>1,700,000</b>	<b>1,700,000</b>	<b>1,558,333</b>	<b>1,700,000</b>	<b>1,850,000</b>
	Covers the cost for health insurance for all retired Police Bureau employees.						
<b>1501001 620300</b>	<b>Dental/Vision</b>	<b>126,488</b>	<b>150,000</b>	<b>150,000</b>	<b>118,996</b>	<b>125,000</b>	<b>135,000</b>
	Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.						
<b>1501001 621000</b>	<b>Uniform Maintenance Allow</b>	<b>68,158</b>	<b>90,500</b>	<b>90,500</b>	<b>64,350</b>	<b>66,000</b>	<b>78,000</b>
	This line covers the cost of uniform maintenance allowance for uniformed officers, shoe allowances for all personnel, and clothing allowance for non-uniformed officers as provided for by collective bargaining agreements.						
<b>1501001 623000</b>	<b>Pension Contribution</b>	<b>4,306,685</b>	<b>4,532,000</b>	<b>4,532,000</b>	<b>4,483,028</b>	<b>4,532,000</b>	<b>5,088,742</b>
	This item represents the Minimum Municipal Obligation, which the City is required to make to the Police Pension Fund. The Minimum Municipal Obligation is the amount required annually such that sufficient assets are available to pay all active officers' pension benefits upon retirement. The cost is determined by an actuary, and adjusted annually to reflect actual payroll.						
<b>1501001 714100</b>	<b>PC Lease</b>	<b>4,387</b>	<b>4,500</b>	<b>14,000</b>	<b>14,838</b>	<b>15,000</b>	<b>67,464</b>
	Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Police Bureau staff. In 2023, this line item also covers expenses for endpoint management, security and related services.						
<b>1501001 716000</b>	<b>Rental of Parking Lot</b>	<b>95,630</b>	<b>100,000</b>	<b>100,000</b>	<b>84,059</b>	<b>100,000</b>	<b>100,000</b>
	Rental of parking spaces in the Water Street Garage.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1501001 722000	Maint. - Communications	14,375	124,000	124,000	112,186	124,000	124,000
<p>Costs associated with maintaining all radio communication equipment, police vehicle emergency lighting/sirens, in-car computers (MDT's) and in car-camera system utilized by the Police Bureau.</p> <p>For 2022, this line includes the 2nd year of a 5-year lease for 170 new handheld Police radios (the 1st year lease was covered via the 2020 DOJ Grant).</p>							
1501001 723000	Maint. - Equipment	36,116	67,320	67,320	38,642	60,000	67,320
<p>Costs associated with maintaining all other non-communications related equipment including computers, tablets (Mobile Data Terminals) audio/video recording suspect interviews and logging equipment, speed enforcement certifications and maintenance, polygraph maintenance, breath testing devices, automated fingerprint devices, document shredding, car wash, copier toner and other equipment. Includes lease for copiers &amp; fax machines. Includes annual lead abatement and maintenance for the indoor police firearms range.</p>							
1501001 729000	Maint. - Vehicles	133,812	115,000	113,204	90,726	115,000	115,000
<p>Costs associated with maintaining all vehicles utilized by the Police Bureau including inspection, general maintenance, repairs, and bodywork. Also covers the cost of towing police vehicles and those needed for police investigations.</p>							
1501001 732000	Dues & Subscriptions	187,525	183,000	183,000	165,077	183,000	167,000
<p>Cost of dues for various professional organizations IPMBA, IACP, PA Chiefs of Police and subscriptions to various professional publications IACP NET and membership to professional organizations for purposes of certifications. It also covers annual costs for various software packages</p>							
1501001 734000	Postage	5,230	7,500	7,500	3,450	4,000	6,000
<p>Covers all postage costs incurred by the Police Bureau including but not limited to Community Engagement, block watch, neighborhood surveys and warrant service mailings. Includes UPS and Fed Ex costs for shipping of evidence and purchases.</p>							
1501001 735000	Printing	5,250	10,000	10,000	9,612	10,000	10,000
<p>In-house and commercial printing which includes parking ticket books, evidence envelopes, booking invoices, citations, e-citation thermal paper, evidence cards, warning notices, accident exchanges forms, brochures, pamphlets and surveys, business card for Police Staff Chief and Captains.</p>							
1501001 736000	Telephone	98,497	105,000	105,000	84,127	105,000	105,000
<p>This line item includes local and long distance calling, cellular phones, cellular fees, C.L.E.A.N. computer terminal costs. Phone switch maintenance fees, MDT cellular air card fees, video conferencing fees, internet fees, email fees.</p>							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1501001 737000	Travel	15,183	18,000	18,000	16,523	18,000	18,000
	Travel related expenses incurred by recruit officers during training, investigations and training seminars, travel costs of witnesses for court hearings prior to trial.						
1501001 738000	Miscellaneous Expenses	9,232	6,000	6,000	5,993	6,000	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 738001	Misc - Police Athletic League	0	5,000	5,000	0	5,000	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 741000	Professional Services	52,052	41,500	61,500	50,133	61,500	45,000
	Legal and other costs associated with the Civil Service Board for the recruitment and promotion processes (credit reports, medical and psychological evaluation), LMA fees, court approved interpretation services for deaf and non-English speaking suspects, victims, witnesses, and EAP mandated employee counseling and fit for duty evaluations.						
1501001 741005	Prof Serv Community Engagement	0	5,000	5,000	4,082	5,000	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	23,865	40,000	25,000	21,033	40,000	40,000
	Costs related to contract negotiations and grievance arbitration.						
1501001 743700	Laboratory Tests	7,572	25,000	14,483	622	10,000	10,000
	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	86,448	89,990	89,990	52,552	89,990	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	3,590	8,000	8,000	842	8,000	5,000
	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.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1501001 749000</b>	<b>Civil Service Board</b>	<b>692</b>	<b>500</b>	<b>500</b>	<b>101</b>	<b>500</b>	<b>500</b>
	Covers miscellaneous costs associated with the Civil Service Board as it relates to the police bureau.						
<b>1501001 760300</b>	<b>Office Supplies</b>	<b>9,075</b>	<b>12,000</b>	<b>12,000</b>	<b>9,872</b>	<b>12,000</b>	<b>12,000</b>
	General office and paper supplies.						
<b>1501001 760600</b>	<b>Operating Supplies</b>	<b>42,920</b>	<b>50,000</b>	<b>50,000</b>	<b>47,648</b>	<b>50,000</b>	<b>50,000</b>
	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).						
<b>1501001 761200</b>	<b>Uniforms</b>	<b>168,971</b>	<b>100,000</b>	<b>100,000</b>	<b>73,363</b>	<b>100,000</b>	<b>100,000</b>
	Cost of all uniforms, clothing, ballistic armor, badges, and duty accessories used by all Police Bureau personnel, Officers, Civillian Service Aides, Service Aides, Cadets.						
<b>1501001 762700</b>	<b>Evidence Supplies</b>	<b>7,766</b>	<b>12,000</b>	<b>12,000</b>	<b>11,388</b>	<b>12,000</b>	<b>9,000</b>
	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.						
<b>1501001 763000</b>	<b>Ammunition</b>	<b>21,099</b>	<b>35,000</b>	<b>35,000</b>	<b>30,032</b>	<b>35,000</b>	<b>35,000</b>
	Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.						
<b>1501001 763300</b>	<b>Less Lethal Equip</b>	<b>68,530</b>	<b>71,000</b>	<b>71,000</b>	<b>58,922</b>	<b>71,000</b>	<b>15,000</b>
	Supplies for less lethal weapons include Taser cartridges and batteries, Oleoresin Capsicum (OC) and less lethal ammunition.						
<b>1501001 763400</b>	<b>Weapons</b>	<b>5,937</b>	<b>10,000</b>	<b>10,000</b>	<b>6,202</b>	<b>10,000</b>	<b>10,000</b>
	Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.						
<b>1501001 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>104,362</b>	<b>130,000</b>	<b>130,000</b>	<b>113,063</b>	<b>160,000</b>	<b>150,000</b>
	This account provides for gasoline and oil, Compressed Natural Gas (CNG) needed to operate the vehicles used by the Bureau of Police.						
<b>1501001 772000</b>	<b>Insurance Package</b>	<b>385,157</b>	<b>425,000</b>	<b>435,600</b>	<b>439,808</b>	<b>437,000</b>	<b>445,000</b>
	The cost of the annual Law Enforcement Liability insurance policy premium and associated deductible payments are charged to this line item.						
<b>1501001 815000</b>	<b>Shelter Expense</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>
	Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1501001 816000	Drug Task Force Assmnt	59,322	59,322	59,322	58,039	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	337,500
	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	91,809	260,000	410,517	307,308	260,000	350,000
	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 to Axon for ECW's, BODY CAMERAS and CAR CAMERAS. Including ECW's so all Axon items are in one line item.						
1501001 820100	Bicycles & Accessories	3,643	5,000	5,000	4,314	5,000	15,000
	Purchasing and repairs of bicycles and related equipment / accessories.						
1501001 827000	Vehicles	168,511	247,817	249,613	5,271	249,613	414,310
	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	54,884	50,000	50,000	44,267	50,000	50,000
	Lease payments on vehicles.						
1501001 924000	Debt Service - Interest	205,842	194,090	194,090	194,090	194,090	181,992
	Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1501001 926000	Debt Service - Principal	391,748	403,270	403,270	403,270	403,270	414,792
	Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
<b>TOTAL</b>	<b>Police Bureau</b>	<b>27,471,166</b>	<b>28,685,109</b>	<b>28,693,121</b>	<b>24,670,693</b>	<b>27,929,926</b>	<b>29,430,117</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE	FTE	POSTION	SALARY
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**BUREAU OF POLICE**

1501001	611000	1.00	POLICE CHIEF	149,574
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<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>149,574</b>
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1501001	611500	1.00	ADMIN ASST - PA. SER	53,762
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1501001	611500	1.00	ADMIN ASST CID	55,912
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1501001	611500	1.00	ADMIN ASST CID	58,148
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1501001	611500	1.00	ADMIN ASST PATROL	59,298
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1501001	611500	1.00	ANIMAL ENFORCE OFFIC	49,342
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1501001	611500	1.00	COMM. MANAGER	53,045
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1501001	611500	1.00	EVIDENCE SPECIALIST	60,695
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1501001	611500	1.00	EVIDENCE SUPERVISOR	66,950
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1501001	611500	1.00	HAZ ABAND VEH OFFICR	53,499
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**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	611500	1.00	PATROL SERVICE AIDE	48,002
1501001	611500	1.00	PD INVENTORY SPEC	54,943
1501001	611500	1.00	PD RECEPTIONIST	49,074
1501001	611500	1.00	POL. BUR. SOCIAL WKR	67,926
1501001	611500	1.00	POL. BUR. SOCIAL WKR	61,532
1501001	611500	1.00	REC PROC SPECIALIST	52,830
1501001	611500	1.00	REC PROC SPECIALIST	52,830
1501001	611500	1.00	RECORDS PROCESSOR	49,318
1501001	611500	1.00	RECORDS PROCESSOR	48,489
1501001	611500	1.00	RECORDS PROCESSOR	48,489
1501001	611500	1.00	RECORDS PROCESSOR	43,882
1501001	611500	1.00	RECORDS PROCESSOR	43,882
1501001	611500	1.00	RECORDS PROCESSOR	50,429
1501001	611500	1.00	RECORDS PROCESSOR	43,882
1501001	611500	1.00	SR STAFF ASST POLICE	53,045
<b>TOTAL 611500 EMPLOYEES</b>		<b>24.00</b>		<b>1,279,204</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	613100	1.00	POLICE CAPTAIN	139,089
1501001	613100	1.00	POLICE CAPTAIN	139,089
1501001	613100	1.00	POLICE CAPTAIN	129,232
<b>TOTAL 613100 EMPLOYEES</b>		<b>3.00</b>		<b>407,410</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	613200	1.00	POL LT 12HR	120,947
1501001	613200	1.00	POLICE LT 8 HR	119,827
1501001	613200	1.00	POLICE LT 8 HR	119,547
1501001	613200	1.00	POL LT 12HR	122,067
1501001	613200	1.00	POLICE LT 8 HR	122,067
1501001	613200	1.00	POLICE LT 8 HR	124,307
1501001	613200	1.00	POL LT 12HR	121,787
1501001	613200	1.00	POL LT 12HR	124,307
1501001	613200	1.00	POL LT 12HR	113,000
1501001	613200	1.00	POL LT 12HR	113,000
			SHIFT DIFFERENTIAL	12,000
<b>TOTAL 613200 EMPLOYEES</b>		<b>10.00</b>		<b>1,212,856</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	613300	1.00	POL SGT 8HR	100,306
1501001	613300	1.00	POL SGT 8HR	105,175
1501001	613300	1.00	POL SGT 8HR	105,175
1501001	613300	1.00	POL SGT 8HR	103,957
1501001	613300	1.00	POL SGT 8HR	108,096
1501001	613300	1.00	POL SGT 8HR	105,905
1501001	613300	1.00	POL SGT 8HR	105,905
1501001	613300	1.00	POL SGT 12HR	103,227
1501001	613300	1.00	POL SGT 12HR	105,418

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	613300	1.00	POL SGT 12HR	107,122
1501001	613300	1.00	POL SGT 12HR	106,149
1501001	613300	1.00	POL SGT 12HR	101,766
1501001	613300	1.00	POL SGT 12HR	103,471
1501001	613300	1.00	POL SGT 12HR	106,149
1501001	613300	1.00	POL SGT 12HR	103,957
1501001	613300	1.00	POL SGT 12HR	103,471
1501001	613300	1.00	POL SGT 12HR	103,714
1501001	613300	1.00	POL SGT 12HR	106,149
1501001	613300	1.00	POL SGT 12HR	101,523
1501001	613300	1.00	POL SGT 12HR	105,175
1501001	613300	1.00	POL SGT 12HR	101,766

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	613300	1.00	POL SGT 12HR	104,201
1501001	613300	1.00	POL SGT 12HR	103,714
1501001	613300	1.00	POL DET 8HR	96,946
1501001	613300	1.00	POL DET 8HR	93,760
1501001	613300	1.00	POL DET 8HR	96,491
1501001	613300	1.00	POL DET 8HR	96,718
1501001	613300	1.00	POL DET 8HR	92,000
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	96,491
1501001	613300	1.00	POL DET 8HR	98,994

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	613300	1.00	POL DET 8HR	98,766
1501001	613300	1.00	POL DET 8HR	99,222
1501001	613300	1.00	POL DET 8HR	98,766
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	99,222
1501001	613300	1.00	POL DET 8HR	92,000
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	98,311
1501001	613300	1.00	POL DET 8HR	93,760
1501001	613300	1.00	POL DET 8HR	96,718
1501001	613300	1.00	POL DET 8HR	97,173
1501001	613300	1.00	POL SGT 8HR	98,000
1501001	613300	1.00	POL SGT 8HR	98,000
1501001	613300	1.00	POL SGT 8HR	98,000
SHIFT DIFFERENTIAL				30,000
<b>TOTAL 613300 EMPLOYEES</b>		<b>46.00</b>		<b>4,270,829</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	614000	1.00	POL OFF 10HR	91,449
1501001	614000	1.00	POL OFFICER 12HR	91,449
1501001	614000	1.00	POL OFF 10HR	91,449
1501001	614000	1.00	POL OFF 8HR	91,449
1501001	614000	1.00	POL OFF 10HR	90,391
1501001	614000	1.00	POL OFFICER 12HR	90,391
1501001	614000	1.00	POL OFF 8HR	90,391
1501001	614000	1.00	POL OFFICER 12HR	90,391
1501001	614000	1.00	POL OFFICER 12HR	89,967
1501001	614000	1.00	POL OFFICER 12HR	92,691
1501001	614000	1.00	POL OFFICER 12HR	90,179
1501001	614000	1.00	POL OFFICER 12HR	89,967
1501001	614000	1.00	POL OFFICER 12HR	88,909
1501001	614000	1.00	POL OFFICER 12HR	88,909
1501001	614000	1.00	POL OFFICER 12HR	87,216
1501001	614000	1.00	POL OFF 10HR	88,275



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	614000	1.00	POL OFF 10HR	88,275
1501001	614000	1.00	POL OFFICER 12HR	88,063
1501001	614000	1.00	POL OFFICER 12HR	88,063
1501001	614000	1.00	POL OFFICER 12HR	87,216
1501001	614000	1.00	POL OFF 10HR	87,216
1501001	614000	1.00	POL OFFICER 12HR	86,370
1501001	614000	1.00	POL OFF 10HR	86,370
1501001	614000	1.00	POL OFFICER 12HR	86,370
1501001	614000	1.00	POL OFFICER 12HR	86,370
1501001	614000	1.00	POL OFFICER 12HR	86,370
1501001	614000	1.00	POL OFFICER 12HR	86,158
1501001	614000	1.00	POL OFFICER 12HR	86,158
1501001	614000	1.00	POL OFFICER 12HR	86,158
1501001	614000	1.00	POL OFF 10HR	86,158
1501001	614000	1.00	POL OFFICER 12HR	86,158
1501001	614000	1.00	POL OFFICER 12HR	86,158
1501001	614000	1.00	POL OFFICER 12HR	86,158

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	614000	1.00	POL OFFICER 12HR	86,158
1501001	614000	1.00	POL OFFICER 12HR	85,946
1501001	614000	1.00	POL OFFICER 12HR	85,946
1501001	614000	1.00	POL OFF 8HR	85,946
1501001	614000	1.00	POL OFFICER 12HR	85,946
1501001	614000	1.00	POL OFFICER 12HR	85,946
1501001	614000	1.00	POL OFFICER 12HR	85,946
1501001	614000	1.00	POL OFF 10HR	77,904
1501001	614000	1.00	POL OFFICER 12HR	77,904
1501001	614000	1.00	POL OFFICER 12HR	77,904
1501001	614000	1.00	POL OFFICER 12HR	77,904
1501001	614000	1.00	POL OFFICER 12HR	71,295
1501001	614000	1.00	POL OFFICER 12HR	71,295
1501001	614000	1.00	POL OFFICER 12HR	71,295
1501001	614000	1.00	POL OFFICER 12HR	71,295
1501001	614000	1.00	POL OFFICER 12HR	66,632
1501001	614000	1.00	POL OFFICER 12HR	62,237

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	614000	1.00	POL OFFICER 12HR	62,237
1501001	614000	1.00	POL OFFICER 12HR	65,972
1501001	614000	1.00	POL OFFICER 12HR	65,972
1501001	614000	1.00	POL OFFICER 12HR	65,972
1501001	614000	1.00	POL OFFICER 12HR	65,972
1501001	614000	1.00	POL OFFICER 12HR	65,972
1501001	614000	1.00	POL OFFICER 12HR	65,972
1501001	614000	1.00	POL OFFICER 12HR	62,237
1501001	614000	1.00	POL OFFICER 12HR	62,237
1501001	614000	1.00	POL OFFICER 12HR	62,237
1501001	614000	1.00	POL OFFICER 12HR	62,237
1501001	614000	1.00	POL OFFICER 12HR	84,676
1501001	614000	1.00	POL OFFICER 12HR	62,237
1501001	614000	1.00	POL OFF 8HR	59,273
1501001	614000	1.00	POL OFFICER 12HR	59,273
1501001	614000	1.00	POL OFFICER 12HR	59,273

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# CITY OF LANCASTER

## STAFFING SCHEDULE

### 2023 BUDGET

APPROPRIATION CODE		FTE	POSTION	SALARY
			SHIFT DIFFERENTIAL	110,000
			ALLOWANCE FOR VACANCIES	(350,000)
<b>TOTAL 614000 EMPLOYEES</b>		<b>84.00</b>		<b>6,111,671</b>
1501001	615000	1.00	PATROL SERVICE AIDE	51,919
1501001	615000	1.00	PATROL SERVICE AIDE	51,919
1501001	615000	1.00	PATROL SERVICE AIDE	51,919
1501001	611500	1.00	PATROL SERVICE AIDE	48,002
1501001	615000	1.00	PATROL SERVICE AIDE	50,000
1501001	615000	1.00	PATROL SERVICE AIDE	50,000
		<b>6.00</b>		
1501001	615000	1.00	SCH CROSS GUARD (PT)	11,656
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	11,656
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625

## STAFFING SCHEDULE

[illegible]

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
1501001	615000	1.00	SCH CROSS GUARD (PT)	10,625
ALLOWANCE FOR VACANCIES				(50,000)
		<b>22.00</b>		
<b>TOTAL 615000 EMPLOYEES</b>		<b>28.00</b>	<b>489,571</b>	

## STAFFING SCHEDULE

[illegible]



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	615200	1.00	COMMUNITY SERV AIDE	54,943
1501001	615200	1.00	COMMUNITY SERV AIDE	54,943
1501001	615200	1.00	COMMUNITY SERV AIDE	45,000
1501001	615200	1.00	COMMUNITY SERV AIDE	45,000
TOTAL 615200 EMPLOYEES		16.00		777,070

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1501001	618800	1.00	POLICE CADET (PT)	15,000
1501001	618800	1.00	POLICE CADET (PT)	15,000
1501001	618800	1.00	POLICE CADET (PT)	15,000
1501001	618800	1.00	POLICE CADET (PT)	15,000
TOTAL 618800 EMPLOYEES		4.00		60,000
TOTAL EMPLOYEES		216.00		14,758,185.00

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Fire Bureau</b>							
1502001 611000	Salary - Bureau Chief	123,039	126,372	126,372	141,804	163,383	123,616
Salary of the Fire Chief.							
1502001 611500	Salaried Personnel	116,460	169,363	169,363	256,155	295,135	181,063
Salaries of the non-uniformed personnel assigned to the Bureau of Fire: Fire Admin Services Manager, Permit Clerk. This line item also accounts for the wages of Firefighter Candidates while they attend the Fire Academy.							
1502001 613000	Fire Deputy Chiefs	0	0	0	0	0	53,355
Salary of Deputy Fire Chief. There have been no Deputy Chiefs since 2019. For 2023, the budget for this line item is based on 1 Deputy Chief position being filled for half of the year.							
1502001 613100	Fire Captains	897,741	915,784	915,784	839,121	966,814	927,385
Salaries of (4) Battalion Chiefs, (4) Suppression Captains, (1) Fire Marshal Captain.							
1502001 613200	Fire Lieutenants	1,495,022	1,444,259	1,444,259	1,296,225	1,493,477	1,396,301
Salaries of (3) Assistant Fire Marshals, (1) Maintenance Officer and (12) Suppression Lieutenants.							
1502001 614100	Firefighters	3,674,383	3,751,984	3,730,260	3,413,992	3,933,513	3,832,954
Salaries of (48) Firefighters.							
1502001 618500	Fire Overtime	866,039	300,000	300,000	552,261	600,000	200,000
Costs to provide a reasonable level of personnel for operations in fire suppression, rescue, and other emergencies that occur regularly in the City, and special operations such as SERT, Foam Task Force and Haz Mat. Additionally, funds are used to pay for personnel working fireworks detail, recall of off-duty personnel for major incidents, and holiday pay for the several holidays that firefighters work per the contract.							
1502001 619000	Fire Sick Bonus	7,350	7,500	7,500	5,100	5,876	7,500
This line item includes costs associated with the Fire CBA Article21 (Sick Leave Bonus) for the Sick Leave incentive bonus program.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1502001 620100</b>	<b>Educational Incentive</b>	<b>33,063</b>	<b>35,000</b>	<b>35,000</b>	<b>36,791</b>	<b>36,791</b>	<b>41,000</b>
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.							
<b>1502001 620200</b>	<b>Medical Insurance</b>	<b>1,258,416</b>	<b>1,075,000</b>	<b>1,075,000</b>	<b>985,417</b>	<b>1,075,000</b>	<b>1,300,000</b>
Costs for health care for all active Fire Bureau employees, including administrative staff.							
<b>1502001 620201</b>	<b>Medical Ins - Retirees</b>	<b>1,250,000</b>	<b>1,350,000</b>	<b>1,350,000</b>	<b>1,237,500</b>	<b>1,350,000</b>	<b>1,500,000</b>
Covers the cost for health insurance for all retired Fire Bureau employees.							
<b>1502001 620300</b>	<b>Dental/Vision</b>	<b>104,942</b>	<b>110,000</b>	<b>110,000</b>	<b>86,897</b>	<b>105,000</b>	<b>105,000</b>
Cost of dental and vision coverage for Fire Bureau personnel. The coverage is mandated by contract between the City of Lancaster and the Lancaster Uniformed Firefighters Association Local 319.							
<b>1502001 621000</b>	<b>Uniform Maintenance Allow</b>	<b>27,600</b>	<b>40,000</b>	<b>40,000</b>	<b>56,000</b>	<b>30,000</b>	<b>30,000</b>
CBA Article 36 Accessory Uniform Allowance: \$100.00 annual shoe allowance. \$300.00 annual clothing allowance.							
<b>1502001 623000</b>	<b>Pension Contribution</b>	<b>2,200,532</b>	<b>2,335,134</b>	<b>2,335,134</b>	<b>2,335,134</b>	<b>2,334,134</b>	<b>1,993,190</b>
This line represents the Minimum Municipal Obligation which the City must pay to the Fire Pension Fund. The Minimum Municipal Obligation is the amount which must be deposited into the Fund by the City and adjusted annually for pay increases for all firefighters, to ensure sufficient assets in the Fund to pay benefits upon an employee's retirement. The cost is determined by an actuary, and adjusted annually to reflect actual payroll.							
<b>1502001 714100</b>	<b>PC Lease</b>	<b>28,968</b>	<b>30,000</b>	<b>20,500</b>	<b>13,660</b>	<b>14,000</b>	<b>24,033</b>
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Fire Bureau staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
<b>1502001 716000</b>	<b>Rental of Parking Lot</b>	<b>1,260</b>	<b>1,000</b>	<b>1,000</b>	<b>825</b>	<b>900</b>	<b>900</b>
Cover expenses for parking spaces that are rented through the Lancaster Parking Authority.							
<b>1502001 722000</b>	<b>Maint. - Communications</b>	<b>1,400</b>	<b>5,000</b>	<b>5,000</b>	<b>4,487</b>	<b>3,500</b>	<b>5,000</b>
Cost to maintain the fire radio system of remote, vehicle, portable and televised alerting units.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1502001 723000</b>	<b>Maint. - Equipment</b>	<b>16,169</b>	<b>20,000</b>	<b>20,000</b>	<b>17,749</b>	<b>18,000</b>	<b>20,000</b>
	Cost of maintenance of fire station technology and software such as Emergency Reporting, Active 911, and APS.						
<b>1502001 729000</b>	<b>Maint. - Vehicles</b>	<b>53,212</b>	<b>75,000</b>	<b>75,000</b>	<b>74,089</b>	<b>75,000</b>	<b>75,000</b>
	Cost of services provided by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish.						
<b>1502001 734000</b>	<b>Postage</b>	<b>1,782</b>	<b>2,000</b>	<b>2,000</b>	<b>1,651</b>	<b>1,700</b>	<b>2,000</b>
	Postage costs for Fire Bureau.						
<b>1502001 735000</b>	<b>Printing</b>	<b>991</b>	<b>1,000</b>	<b>1,500</b>	<b>1,175</b>	<b>1,000</b>	<b>1,000</b>
	Cost of external printing of materials.						
<b>1502001 736000</b>	<b>Telephone</b>	<b>13,908</b>	<b>15,000</b>	<b>15,000</b>	<b>10,065</b>	<b>13,400</b>	<b>15,000</b>
	Telephone systems of the Fire Bureau and its three station facilities (line costs and phone service, cell phones and service and apparatus equipped with tablets, etc.).						
<b>1502001 737000</b>	<b>Travel</b>	<b>9,501</b>	<b>10,000</b>	<b>24,987</b>	<b>23,056</b>	<b>20,000</b>	<b>15,000</b>
	Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.						
<b>1502001 738000</b>	<b>Miscellaneous Expenses</b>	<b>12,951</b>	<b>15,000</b>	<b>15,000</b>	<b>5,411</b>	<b>6,000</b>	<b>13,000</b>
	Cost of membership dues to organizations, trade magazines and journals, hot and cold drinks for major incidents, petty cash, and to cover cost of personal effects stolen or damaged during the performance of duties for all Fire Bureau personnel, as per contract.						
<b>1502001 741000</b>	<b>Professional Services</b>	<b>9,559</b>	<b>17,000</b>	<b>18,042</b>	<b>18,042</b>	<b>7,500</b>	<b>10,000</b>
	Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.						
<b>1502001 743500</b>	<b>Labor Relations Expense</b>	<b>9,470</b>	<b>20,000</b>	<b>20,000</b>	<b>12,031</b>	<b>15,000</b>	<b>20,000</b>
	Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.						
<b>1502001 744500</b>	<b>Training &amp; School</b>	<b>10,935</b>	<b>125,000</b>	<b>87,013</b>	<b>80,502</b>	<b>60,000</b>	<b>83,000</b>
	Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.						
<b>1502001 749000</b>	<b>Civil Service Board</b>	<b>11,497</b>	<b>10,000</b>	<b>10,000</b>	<b>6,551</b>	<b>6,200</b>	<b>12,000</b>
	Cost of Civil Service entrance and promotional exams, advertising, etc.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1502001 760300	Office Supplies	4,127	5,000	5,000	4,436	4,500	5,000
	Cost of office supplies.						
1502001 760600	Operating Supplies	16,586	12,500	14,300	13,513	12,500	8,000
	Cost of operating supplies for three fire stations.						
1502001 761200	Uniforms	15,500	50,000	38,520	16,722	30,000	40,000
	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	3,439	5,000	5,000	4,403	2,800	5,000
	Cost of educational fire prevention books and promotional materials for public events, school programs, etc.						
1502001 764500	Protective Clothing	32,432	100,000	107,563	88,634	90,000	55,000
	Purchase of required protective clothing for firefighters which is replaced every five years.						
1502001 765400	Gas Oil & Diesel	26,822	30,000	44,000	38,596	40,000	42,500
	Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.						
1502001 767200	Misc. Vehicle Parts	24,858	25,000	25,000	24,827	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	100,326	90,000	87,000	63,836	72,000	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	5,163	5,000	5,000	2,830	4,200	5,000
	Cost of AED equipment, first aid and safety supplies, etc.						
1502001 822000	Communication Equipment	13,478	20,000	18,200	11,511	10,500	15,000
	Cost of minitor pagers, modems, internet connections, communication equipment batteries, and other communication based items used by the Bureau of Fire in its daily 24-hour operation.						
1502001 823000	Furniture & Equipment	26,586	30,000	44,374	38,007	38,500	5,000
	Office equipment and furniture.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1502001 827100	Vehicle-Lease Purchase	412,221	415,000	415,000	400,476	400,476	400,500
	Cost to lease fire apparatus and vehicles.						
1502001 924000	Debt Service - Interest	151,460	142,813	142,813	142,813	142,813	133,912
	Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 926000	Debt Service - Principal	288,252	296,730	296,730	296,730	296,730	305,208
	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	2,550	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.						
<b>TOTAL</b>	<b>Fire Bureau</b>	<b>13,357,437</b>	<b>13,241,439</b>	<b>13,210,215</b>	<b>12,659,025</b>	<b>13,803,892</b>	<b>13,130,417</b>
<b>TOTAL</b>	<b>Public Safety Expenses</b>	<b>40,828,604</b>	<b>41,926,548</b>	<b>41,903,336</b>	<b>37,329,718</b>	<b>41,733,818</b>	<b>42,560,534</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF FIRE**

1502001	611000	1.00	FIRE CHIEF	123,616
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>123,616</b>
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1502001	613000	1.00	DEPUTY CHIEF	53,355
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<b>TOTAL 613000 EMPLOYEES</b>	<b>1.00</b>			<b>53,355</b>
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1502001	611500	1.00	ADMIN SERV MGR FIRE	67,364
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1502001	611500	1.00	FD CANDIDATE	16,200
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1502001	611500	1.00	FD CANDIDATE	16,200
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1502001	611500	1.00	FD CANDIDATE	16,200
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1502001	611500	1.00	FD CANDIDATE	11,000
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1502001	611500	1.00	SECRETARY 1	53,499
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			Available for Merit - AFSCME	600
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<b>TOTAL 611500 EMPLOYEES</b>	<b>6.00</b>			<b>181,063</b>
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**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1502001	613100	1.00	BATTALION CHIEF	103,249
1502001	613100	1.00	BATTALION CHIEF	103,004
1502001	613100	1.00	BATTALION CHIEF	103,004
1502001	613100	1.00	BATTALION CHIEF	103,004
1502001	613100	1.00	FIRE CAPTAIN	99,119
1502001	613100	1.00	FIRE CAPTAIN	93,724
1502001	613100	1.00	FIRE CAPTAIN	94,042
1502001	613100	1.00	FIRE CAPTAIN	101,703
1502001	613100	1.00	FIRE MARSH CAPT	96,536
Additional Funds for Extra Hours Pay				30,000
<b>TOTAL 613100 EMPLOYEES</b>		<b>9.00</b>		<b>927,385</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1502001	613200	1.00	ASST FIRE MARSHALL	93,420
1502001	613200	1.00	ASST FIRE MARSHALL	97,405
1502001	613200	1.00	ASST FIRE MARSHALL	97,405

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1502001	613200	1.00	FIRE LIEUTENANT	91,074
1502001	613200	1.00	FIRE LIEUTENANT	90,859
1502001	613200	1.00	FIRE LIEUTENANT	90,859
1502001	613200	1.00	FIRE LIEUTENANT	90,428
1502001	613200	1.00	FIRE LIEUTENANT	89,136
1502001	613200	1.00	FIRE LIEUTENANT	88,060
1502001	613200	1.00	FIRE LIEUTENANT	87,844
1502001	613200	1.00	FIRE LIEUTENANT	87,629
1502001	613200	1.00	FIRE LIEUTENANT	87,629
1502001	613200	1.00	FIRE LIEUTENANT	87,414
1502001	613200	1.00	FIRE LIEUTENANT	94,734
1502001	613200	1.00	FIRE MAINT OFFICER	97,405
Additional Funds for Extra Hours Pay				25,000
<b>TOTAL 613200 EMPLOYEES</b>		<b>15.00</b>		<b>1,396,301</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1502001	614100	1.00	FIREFIGHTER	88,275
1502001	614100	1.00	FIREFIGHTER	87,071
1502001	614100	1.00	FIREFIGHTER	86,871
1502001	614100	1.00	FIREFIGHTER	84,864
1502001	614100	1.00	FIREFIGHTER	84,664
1502001	614100	1.00	FIREFIGHTER	84,664
1502001	614100	1.00	FIREFIGHTER	82,457
1502001	614100	1.00	FIREFIGHTER	82,457
1502001	614100	1.00	FIREFIGHTER	82,256
1502001	614100	1.00	FIREFIGHTER	82,256
1502001	614100	1.00	FIREFIGHTER	82,256
1502001	614100	1.00	FIREFIGHTER	82,256

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1502001	614100	1.00	FIREFIGHTER	81,855
1502001	614100	1.00	FIREFIGHTER	81,253
1502001	614100	1.00	FIREFIGHTER	80,250
1502001	614100	1.00	FIREFIGHTER	84,948
1502001	614100	1.00	FIREFIGHTER	84,752
1502001	614100	1.00	FIREFIGHTER	82,795
1502001	614100	1.00	FIREFIGHTER	82,795
1502001	614100	1.00	FIREFIGHTER	81,033
1502001	614100	1.00	FIREFIGHTER	80,250
1502001	614100	1.00	FIREFIGHTER	80,250

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1502001	614100	1.00	FIREFIGHTER	80,055
1502001	614100	1.00	FIREFIGHTER	79,663
1502001	614100	1.00	FIREFIGHTER	79,663
1502001	614100	1.00	FIREFIGHTER	79,467
1502001	614100	1.00	FIREFIGHTER	71,345
1502001	614100	1.00	FIREFIGHTER	71,345
1502001	614100	1.00	FIREFIGHTER	71,345
1502001	614100	1.00	FIREFIGHTER	62,635
1502001	614100	1.00	FIREFIGHTER	62,635
1502001	614100	1.00	FIREFIGHTER	62,635
1502001	614100	1.00	FIREFIGHTER	62,635
1502001	614100	1.00	FIREFIGHTER	62,635

## STAFFING SCHEDULE

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**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1502001	614100	1.00	FD RECRUIT	54,808
1502001	614100	1.00	FD RECRUIT	54,808
1502001	614100	1.00	FD RECRUIT	54,808
1502001	614100	1.00	FD RECRUIT	54,808
1502001	614100	1.00	FD RECRUIT	54,808
1502001	614100	1.00	FD RECRUIT	54,808
1502001	614100	1.00	FD CANDIDATE	39,056
Additional Funds for Extra Hours Pay				350,000
Allowance for Vacancies				-
<b>TOTAL 614100 EMPLOYEES</b>		<b>49.00</b>		<b>3,832,954</b>
<b>TOTAL EMPLOYEES</b>		<b>81.00</b>		<b>6,514,674</b>



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Director - Community Planning and Economic Development</b>							
1601000 610900	Salary - Director	147,235	151,199	151,199	131,392	151,386	155,735
Salary of the Director of the Department of Community Planning and Economic Development (CPED).							
1601000 611000	Salary - Bureau Chief	71,283	97,850	97,850	85,998	99,084	100,786
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	92,231	57,482	57,482	43,064	49,618	59,113
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	0
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	125	300	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	1,100,000	1,100,000	1,100,000	1,008,333	1,100,000	875,000
Costs of health care for all Department of Community Planning and Economic Development employees.							
1601000 620300	Dental/Vision	20,365	29,000	29,000	22,419	25,000	25,000
Costs of dental and vision care for all Department of Community Planning and Economic Development employees.							
1601000 714100	PC Lease	26,988	28,000	28,000	18,439	19,000	39,690
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Community Planning and Economic Development Department staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1601000 723000</b>	<b>Maint. - Equipment</b>	<b>0</b>	<b>250</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>
	Department scanner, fax, computer, printer, vehicle, and other equipment repairs.						
<b>1601000 731000</b>	<b>Advertising</b>	<b>101</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>250</b>
	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.						
<b>1601000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>110</b>	<b>2,000</b>	<b>2,000</b>	<b>264</b>	<b>500</b>	<b>1,000</b>
	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.						
<b>1601000 734000</b>	<b>Postage</b>	<b>131</b>	<b>500</b>	<b>500</b>	<b>141</b>	<b>300</b>	<b>300</b>
	Mailing costs, express mail charges and Federal Express/UPS charges.						
<b>1601000 735000</b>	<b>Printing</b>	<b>470</b>	<b>2,000</b>	<b>2,000</b>	<b>1,315</b>	<b>1,400</b>	<b>1,500</b>
	Cost of printing community planning and economic development publications, marketing items letterhead, envelopes, newsletters, reports, and photocopying.						
<b>1601000 736000</b>	<b>Telephone</b>	<b>3,783</b>	<b>5,000</b>	<b>5,000</b>	<b>3,574</b>	<b>4,000</b>	<b>4,000</b>
	Department share of phone and voice mail systems, mobile phone expenses, and laptop Wi-Fi connections for Department staff.						
<b>1601000 737000</b>	<b>Travel</b>	<b>84</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>2,000</b>
	Travel costs necessary for staff attendance at conferences and training seminars, local travel for official duties, as well as in-State travel, not covered by Federal grants.						
<b>1601000 741000</b>	<b>Professional Services</b>	<b>20,615</b>	<b>100,000</b>	<b>93,000</b>	<b>15,419</b>	<b>25,000</b>	<b>50,000</b>
	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.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1601000 744500</b>	<b>Training &amp; School</b>	<b>485</b>	<b>4,000</b>	<b>4,000</b>	<b>900</b>	<b>2,500</b>	<b>4,000</b>
	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.						
<b>1601000 760300</b>	<b>Office Supplies</b>	<b>998</b>	<b>1,000</b>	<b>1,000</b>	<b>91</b>	<b>400</b>	<b>1,000</b>
	Routine office materials such as notebooks, report covers, files, paper, pens, etc.						
<b>1601000 760600</b>	<b>Operating Supplies</b>	<b>808</b>	<b>1,000</b>	<b>1,000</b>	<b>192</b>	<b>500</b>	<b>1,000</b>
	Various operating supplies and expenses of the department including printer cartridges.						
<b>1601000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>0</b>	<b>150</b>	<b>150</b>	<b>0</b>	<b>0</b>	<b>150</b>
	Fuel costs for shared Department vehicle.						
<b>1601000 811000</b>	<b>Contributions to Econ Dev</b>	<b>54,000</b>	<b>75,000</b>	<b>75,000</b>	<b>54,050</b>	<b>54,000</b>	<b>60,000</b>
	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.						
<b>1601000 820000</b>	<b>Minor Equipment</b>	<b>0</b>	<b>800</b>	<b>800</b>	<b>167</b>	<b>300</b>	<b>1,000</b>
	Purchase of office equipment and furniture as needed by the Department.						
<b>TOTAL</b>	<b>Director - Community Planning and Economic Development</b>	<b>1,538,716</b>	<b>1,658,231</b>	<b>1,651,231</b>	<b>1,385,882</b>	<b>1,533,288</b>	<b>1,382,024</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
<b>CPED - OFFICE OF THE DIRECTOR</b>				
1601000	610900	1.00	DIRECTOR CPED	155,735
<b>TOTAL 610900 EMPLOYEES</b>		<b>1.00</b>		<b>155,735</b>
1601000	611000	1.00	DEP DIRECTOR HEALTH, HOUSING & CD	100,786
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>100,786</b>
1601000	611500	1.00	STAFF ASST CPED	51,113
1601000	611500		Available for Merit - AFSCME	8,000
<b>TOTAL 611500 EMPLOYEES</b>		<b>1.00</b>		<b>59,113</b>
<b>TOTAL EMPLOYEES</b>		<b>3.00</b>		<b>315,634</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Planning							
1602000 611000	Salary - Bureau Chief	76,960	78,795	78,795	69,535	80,117	87,339
Salary of the Bureau Chief of Planning.							
1602000 611500	Salaried Personnel	206,537	322,207	322,207	234,500	270,185	395,643
Salary of the Planning Bureau staff, two Senior Planners, Zoning Officer, Historic Preservation Specialist, Redevelopment Administrator, Program Manager for Public Art & Urban Design, and Permit Coordinator.							
1602000 612000	Salary Temporary	16,119	21,500	21,500	10,586	15,000	15,000
Hourly wage for ongoing Planning Bureau internships and temporary positions.							
1602000 618500	Overtime	52	150	150	166	325	150
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.							
1602000 723000	Maint. - Equipment	1,616	1,800	1,800	1,673	1,800	2,050
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	12,566	15,000	15,000	9,980	15,000	17,000
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	2,547	3,400	3,400	3,400	3,400	9,000
Subscriptions to professional planning publications and document purchases. Dues to professional planning, historic preservation, and zoning organizations.							
1602000 733000	Map Reproduction	0	500	500	350	500	500
Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.							
1602000 734000	Postage	479	1,300	1,300	417	500	1,000
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1602000 735000	Printing	2,174	3,000	3,000	1,933	2,250	3,500
	In-house costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.						
1602000 736000	Telephone	2,428	3,000	5,200	4,310	4,000	5,000
	Bureau's shared expenses related to telephone and voice mail. Includes monthly billing for cellular phones assigned to Bureau staff.						
1602000 737000	Travel	0	2,000	2,000	0	500	3,000
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.						
1602000 741000	Professional Services	72,023	150,000	141,925	53,467	75,000	120,000
	Fees for court stenographer attending Zoning Hearing Board and Planning Commission meetings, as required by State law. Professional consulting fees for comprehensive and strategic planning and miscellaneous consultation and design fees related to the functions of the Bureau of Planning.						
1602000 744500	Training & School	1,201	2,000	5,000	5,000	5,000	2,500
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.						
1602000 760300	Office Supplies	311	800	800	355	700	1,500
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.						
1602000 760600	Operating Supplies	595	1,000	1,000	8	100	1,000
	Graphic materials, computer-related components, ink cartridges, and other operating materials and supplies other than office supplies.						
1602000 765400	Gas Oil & Diesel	621	800	800	426	550	800
	Fuel and oil replacement costs for two vehicles assigned to the Bureau of Planning.						
1602000 820000	Minor Equipment	1,497	1,000	3,875	2,894	3,500	1,000
	Purchase of small office equipment, furniture, and technology as needed.						
1602000 827100	Vehicle Lease Purchase	0	6,500	6,500	0	0	4,000
	This line item includes the annual payments of a lease-purchase for vehicle #704 used by Planning Bureau staff.						
<b>TOTAL</b>	<b>Planning</b>	<b>397,725</b>	<b>614,752</b>	<b>614,752</b>	<b>399,000</b>	<b>478,427</b>	<b>669,982</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF PLANNING**

1602000	611000	1.00	BUREAU CHIEF - PLANNING & COMM DEV	87,339
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>87,339</b>
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1602000	611500	1.00	HIST PRESERVATION SPECIALIST	62,372
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1602000	611500	1.00	ZONING OFFICER	59,998
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1602000	611500	1.00	SENIOR PLANNER	68,959
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1602000	611500	1.00	CITY PLANNER	70,503
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1602000	611500	0.10	PERMIT COORDINATOR	6,800
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1602000	611500	1.00	REDEVELOPMENT ADMINISTRATOR	58,000
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1602000	611500	1.00	PUBLIC ART & DESIGN MGR	69,011
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<b>TOTAL 611500 EMPLOYEES</b>	<b>6.10</b>			<b>395,643</b>
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<b>TOTAL EMPLOYEES</b>	<b>7.10</b>			<b>482,982</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Building Code Administration							
1603000 611000	Salary - Bureau Chief	87,491	87,011	87,011	99,706	114,879	123,600
Salary of the Chief of the Bureau of Code Compliance & Inspections.							
1603000 611500	Salaried Personnel	340,449	356,643	356,643	287,733	331,518	408,564
Salaries of Building Inspectors and administrative support staff.							
1603000 618500	Overtime	0	500	500	0	0	0
Overtime for permit clerks if additional hours are needed above the 40 hour work week.							
1603000 620100	Educational Incentive	6,050	7,000	8,450	8,450	8,450	9,450
Annual incentive payments based on number of certifications achieved and keeping them current/active with continuing education units. International Code Council (ICC) and/or PA UCC certifications.							
1603000 723000	Maint. - Equipment	2,290	4,500	4,500	2,014	3,000	9,000
Repair and service costs for office equipment including shared copiers at City Hall offices.							
1603000 731000	Advertising	201	1,000	250	47	950	2,500
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	1,359	2,000	1,800	1,735	2,000	4,000
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.							
1603000 734000	Postage	1,993	3,000	2,000	599	2,000	3,000
Mailing of permits, notices and enforcement orders.							
1603000 735000	Printing	3,648	6,000	6,000	4,253	6,000	6,000
Purchasing forms such as: certificates, placards, inspection reports, posters, letterhead and business cards, and purchasing ink for printers							
1603000 736000	Telephone	5,283	8,600	8,600	3,222	8,600	8,600
Bureau share of phone, mobile phone and air card charges.							



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1603000 737000	Travel	0	5,000	3,800	881	5,000	2,500
	Travel cost for Building Inspectors or Permit Coordinator to attend a seminars or conferences.						
1603000 740500	Abatement of Nuisances	0	4,000	100	0	100	1,000
	Costs for an emergency hazard abatement such as: structural bracing, boarding-up of a property or perimeter fencing.						
1603000 741000	Professional Services	33,367	40,000	50,950	46,631	46,950	11,500
	Cost for: Stenographer attendance at building code appeals board hearings. Expenses associated with using a third party agencies. Costs associated with pre-employment testing and background checks.						
1603000 744000	Contract Services	0	2,000	2,000	1,931	2,000	2,500
	Costs associated with copier and printer contracts.						
	Clothing allowance for staff.						
1603000 744500	Training & School	4,194	8,000	11,500	9,564	8,000	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	500	500
	Costs associated with the Plumbing Board including providing current code information to Board members.						
1603000 760300	Office Supplies	1,983	3,000	3,000	2,747	3,000	3,000
	Routine office supply costs such as report covers, files, paper, pens, etc.						
1603000 760600	Operating Supplies	712	3,000	3,750	3,185	3,000	3,000
	Miscellaneous operating supplies for Building Code Administration.						
1603000 765400	Gas Oil & Diesel	1,965	3,500	3,500	1,696	3,500	3,500
	Fuel costs for Building Code vehicles.						
1603000 820000	Minor Equipment	0	6,000	6,000	4,632	6,000	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	0	15,000	12,400	12,364	15,000	19,000
	Cost of lease-purchase of a vehicle for Building Code Department						
<b>TOTAL</b>	<b>Building Code Administration</b>	<b>490,984</b>	<b>566,254</b>	<b>573,254</b>	<b>491,391</b>	<b>570,447</b>	<b>635,214</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
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**BUREAU OF BUILDING CODES ADMINISTRATION**

1603000	611000	1.00	BUREAU CHIEF - BUILDING CODES	123,600
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<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>123,600</b>
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**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1603000	611500	1.00	BUILD PLUMB CLERK	50,599
1603000	611500	1.00	BUILD PLUMB CLERK	58,148
1603000	611500	1.00	COMMERCIAL CODES OFF	68,959
1603000	611500	1.00	COMMERCIAL CODES OFF	74,791
1603000	611500	0.40	PERMIT COORDINATOR	27,200
1603000	611500	1.00	RESIDENTIAL CODE OFF	55,167
1603000	611500	1.00	RESIDENTIAL CODE OFF	46,200
1603000	611500	0.50	BUILDING SAFETY & COMPLIANCE	27,500
<b>TOTAL 611500 EMPLOYEES</b>		<b>6.90</b>		<b>408,564</b>
<b>TOTAL EMPLOYEES</b>		<b>7.90</b>		<b>532,164</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Property Maintenance & Housing Inspections							
1604000 611000	Salary - Bureau Chief	46,658	78,795	78,795	73,922	85,171	81,159
Salary of the Bureau Chief of Property Maintenance and Housing Inspections.							
1604000 611500	Salary - Personnel	626,328	701,124	701,124	612,214	705,376	809,596
Salaries of Housing Supervisor, 8 Housing Inspectors and 6 administrative support staff.							
1604000 612000	Salary Temporary	0	20,000	19,000	13,681	15,762	25,000
Property Maintenance occasionally requires temporary staffing during extended absences or special projects.							
1604000 618500	Overtime	98	500	500	159	184	1,000
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 and for inspectors who are called in after hours for police or fire calls.							
1604000 620100	Educational Incentive	6,900	7,000	11,000	3,500	20,600	19,800
Bargaining Unit Housing Inspectors receive a \$1,000.00 incentive payment to obtain and retain their International Property Maintenance Code certification as well as \$1,200.00 incentive payment to obtain and retain the Lead Inspector certification.							
1604000 723000	Maint. - Equipment	2,797	3,500	3,500	1,717	2,205	2,500
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. Includes maintenance cost of city vehicles assigned to inspectors.							
1604000 731000	Advertising	1,486	1,800	7,800	6,980	7,970	2,100
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	291	700	1,700	1,284	1,284	1,700
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1604000 734000</b>	<b>Postage</b>	<b>2,114</b>	<b>5,000</b>	<b>5,000</b>	<b>1,669</b>	<b>1,500</b>	<b>1,200</b>
	Mailing of rental housing licenses, billing associated with rental housing licensing, health permits, notices of violation, PVNs, enforcement orders, correspondence, etc.						
<b>1604000 735000</b>	<b>Printing</b>	<b>3,745</b>	<b>4,500</b>	<b>4,500</b>	<b>3,960</b>	<b>4,500</b>	<b>5,000</b>
	Printing of licenses, applications, certificates, placards, inspection forms and citation forms.						
<b>1604000 736000</b>	<b>Telephone</b>	<b>5,006</b>	<b>7,200</b>	<b>7,200</b>	<b>1,751</b>	<b>7,200</b>	<b>6,540</b>
	Shared costs associated with office phones, mobile phones for inspectors and administrative staff.						
<b>1604000 737000</b>	<b>Travel</b>	<b>0</b>	<b>6,500</b>	<b>2,500</b>	<b>0</b>	<b>3,000</b>	<b>3,000</b>
	Costs for administrative staff and housing inspectors to attend code training seminars and for travel to testing and training required to maintain certifications.						
<b>1604000 740500</b>	<b>Abatement of Nuisances</b>	<b>48,111</b>	<b>20,000</b>	<b>28,000</b>	<b>26,074</b>	<b>31,000</b>	<b>36,000</b>
	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 addressing shared sewer lines.						
<b>1604000 741000</b>	<b>Professional Services</b>	<b>526</b>	<b>10,000</b>	<b>4,000</b>	<b>1,234</b>	<b>1,500</b>	<b>40,000</b>
	Costs for attorneys and stenographers at Housing Board of Appeal hearings when required and other hearings as needed in addition to miscellaneous cash receipts without cost center. Costs also include lead dust wipe sampling kits, testing and postage.						
<b>1604000 744000</b>	<b>Contract Services</b>	<b>0</b>	<b>400</b>	<b>400</b>	<b>35</b>	<b>150</b>	<b>500</b>
	Costs associated with the use of outside code enforcement professionals for third-party verifications and departmental subscription costs.						
<b>1604000 744500</b>	<b>Training/Education</b>	<b>2,232</b>	<b>4,000</b>	<b>6,000</b>	<b>4,388</b>	<b>4,500</b>	<b>4,700</b>
	Registration costs for employees to participate in webinars, attend training seminars and conferences to expand their understanding and expertise and to stay abreast of best practices in the industry.						
<b>1604000 760300</b>	<b>Office Supplies</b>	<b>2,884</b>	<b>3,600</b>	<b>3,600</b>	<b>2,044</b>	<b>2,500</b>	<b>3,400</b>
	Office supply costs including letterhead, envelopes, files, paper, pens, etc.						
<b>1604000 760600</b>	<b>Operating Supplies</b>	<b>4,697</b>	<b>5,875</b>	<b>8,875</b>	<b>5,055</b>	<b>8,875</b>	<b>7,500</b>
	Costs associated with office supply forms, supplies for digital equipment, printer supplies and purchase of protective gear, uniforms and products for inspectors when in the field.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1604000 765400	Gas Oil & Diesel	5,070	5,200	5,200	4,821	5,800	8,000
	Fuel costs for housing inspectors' vehicles for field work and other work associated travel.						
1604000 820000	Minor Equipment	3,893	4,000	6,000	4,084	6,000	7,200
	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	31,461	33,000	33,000	23,201	30,000	40,000
	Cost of lease-purchase of existing fleet vehicles for Housing/Health Inspectors.						
<b>TOTAL</b>	<b>Property Maintenance &amp; Housing Inspections</b>	<b>794,297</b>	<b>922,694</b>	<b>937,694</b>	<b>791,772</b>	<b>945,077</b>	<b>1,105,895</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS**

1604000	611000	1.00	BUR. CHF, PROP/HOUS	81,159
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>81,159</b>
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1604000	611500	1.00	ADMINISTRATIVE ASST	50,798
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1604000	611500	1.00	BILLING CLRK HOUSING	53,762
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1604000	611500	1.00	CLERK TYPIST 2	47,187
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1604000	611500	1.00	CLERK TYPIST 2	41,359
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1604000	611500	1.00	CLERK TYPIST 2	41,359
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**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1604000	611500	1.00	HOUSING INSPECTOR	61,717
1604000	611500	1.00	HOUSING INSPECTOR	59,508
1604000	611500	1.00	HOUSING INSPECTOR	56,259
1604000	611500	1.00	HOUSING INSPECTOR	56,135
1604000	611500	1.00	HOUSING INSPECTOR	56,259
1604000	611500	1.00	HOUSING INSPECTOR	64,014
1604000	611500	1.00	HOUSING INSPECTOR	54,623
1604000	611500	1.00	HOUSING INSPECTOR 2	70,415
1604000	611500	1.00	HOUSING INSPECTOR	52,000
1604000	611500	1.00	HOUSING INSPECTOR	44,200
<b>TOTAL 611500 EMPLOYEES</b>		<b>15.00</b>		<b>809,596</b>
<b>TOTAL EMPLOYEES</b>		<b>16.00</b>		<b>890,755</b>



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Lead Safety &amp; Community Development</b>							
<b>1605000 611000</b>	<b>Salary - Bureau Chief</b>	<b>76,111</b>	<b>78,795</b>	<b>78,795</b>	<b>71,379</b>	<b>82,241</b>	<b>81,159</b>
Salary of the Bureau Chief of Lead Safety and Community Development. This position is funded by CDBG, ESG and HUD Lead grant.							
<b>1605000 611500</b>	<b>Salaried Personnel</b>	<b>336,876</b>	<b>633,767</b>	<b>618,767</b>	<b>358,103</b>	<b>412,597</b>	<b>544,008</b>
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.							
<b>1605000 618500</b>	<b>Overtime</b>	<b>2,746</b>	<b>0</b>	<b>0</b>	<b>171</b>	<b>197</b>	<b>0</b>
Overtime expenses for Lead Safety and Community Development staff.							
<b>1605000 620100</b>	<b>Educational Incentive</b>	<b>3,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
This line item accounts for certification incentive payments for Lead Safety and Community Development staff.							
<b>1605000 734000</b>	<b>Postage</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
This line item accounts for postage expenses charged to the Lead Safety & Community Development program.							
<b>TOTAL</b>	<b>Lead Safety &amp; Community Development</b>	<b>418,746</b>	<b>712,562</b>	<b>697,562</b>	<b>429,653</b>	<b>495,035</b>	<b>625,167</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF LEAD SAFETY AND COMMUNITY DEVELOPMENT**

1605000	611000	1.00	BUREAU CHIEF LEAD SAFETY & COMM. DEV.	81,159
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>81,159</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1605000	611500	1.00	CLERK TYPIST 2	41,359
1605000	611500	1.00	CLERK TYPIST 2	41,359
1605000	611500	1.00	COM DEVL P ADMINSTRATOR	61,532
1605000	611500	1.00	COM DEVL P ADMINSTRATOR	61,532
1605000	611500	1.00	LEAD RISK ASSESSOR	52,000
1605000	611500	1.00	PROGRAM COORDINATOR	54,075
1605000	611500	1.00	PROGRAM ADMINISTRATO	65,776
1605000	611500	1.00	PROGRAM MANAGER	64,375
1605000	611500	1.00	OUTREACH AND EDUCATION SPECIALIS	42,000
1605000	611500	1.00	HOUSING REHAB AND LEAD SPEECIALIST	60,000
<b>TOTAL 611500 EMPLOYEES</b>		<b>10.00</b>		<b>544,008</b>
<b>TOTAL EMPLOYEES</b>		<b>11.00</b>		<b>625,167</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Office of Public Art - Expenses moved to Planning for 2023							
1606000 611500	Salary - Personnel	78,157	65,000	65,000	37,000	42,631	0
Salary of the Public Art Staff							
1606000 723000	Maint. - Equipment	0	250	250	0	100	0
Equipment maintenance related expenses for the Office of Public Art.							
1606000 731000	Advertising	1,610	2,100	2,100	90	200	0
Marketing expenses for public art programs, services and events.							
1606000 732000	Dues & Subscriptions	1,718	1,770	1,770	871	1,200	0
Dues and subscriptions for the Office of Public Art staff.							
1606000 734000	Postage	4	200	200	0	50	0
Postage and shipping expenses for the Office of Public Art.							
1606000 735000	Printing	86	1,300	1,300	33	150	0
Printing and photocopying expenses for the Office of Public Art.							
1606000 736000	Telephone	982	950	950	171	500	0
Office and cell phone expenses for the Office of Public Art staff.							
1606000 737000	Travel	105	3,000	3,000	0	500	0
Travel and related expenses for the Office of Public Art.							
1606000 741000	Professional Services	11,129	18,000	18,000	2,244	5,000	0
Professional service expenses including design of Lancaster Public Art promotional materials and artist fees related to education and outreach.							
1606000 744500	Training/Education	0	700	700	0	200	0
Training and education related expenses for the Office of Public Art staff, including conference registration fees.							
1606000 760300	Office Supplies	48	1,000	1,000	31	150	0
General supplies for the Office of Public Art.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1606000 820000	Minor Equipment	109	250	250	0	250	0
Minor equipment expenses for the Office of Public Art.							
TOTAL	Office of Public Art	93,947	94,520	94,520	40,440	50,931	0

	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED	
General Fund - Expenses							
Bureau of Health							
1607000 611000	Salary - Bureau Chief	69,306	71,070	71,070	64,502	74,318	84,017
Salary of the Bureau Chief of the Bureau of Health.							
1607000 611500	Salary - Personnel	125,966	271,427	271,427	147,729	170,210	277,216
Salaries of the Bureau of Health staff.							
1607000 618500	Overtime	0	200	200	0	0	200
Clerk overtime expenses for attendance at public meetings.							
1607000 620100	Educational Incentive	0	0	0	0	0	3,400
Educational incentive payments for employees who achieve certain licensing certifications.							
1607000 723000	Maint. - Equipment	0	1,000	1,000	286	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.							
1607000 729000	Maint. - Vehicles	0	3,000	3,000	370	3,000	2,400
Maintenance for four vehicles.							
1607000 731000	Advertising	459	450	450	301	400	450
Cost of advertising public notices, legal ads and employee positions.							
1607000 732000	Dues & Subscriptions	0	50	50	0	10	0
Dues and subscription expenses for the Bureau of Health.							
1607000 734000	Postage	44	1,500	1,500	1,375	1,000	1,500
Mailing of health permits, notices of violation, enforcement orders, correspondence, etc.							
1607000 735000	Printing	52	1,750	1,750	738	300	2,000
Printing of licenses, applications, certificates, placards, inspection forms and citation forms due to new hires.							
1607000 736000	Telephone	941	3,000	3,000	1,225	1,600	3,000
Shared costs associated with office phones, mobile phones for health officers and administrative staff.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1607000 737000</b>	<b>Travel</b>	<b>0</b>	<b>450</b>	<b>450</b>	<b>0</b>	<b>0</b>	<b>500</b>
	Costs for health officers to attend code training seminars and for travel to testing and training required to maintain certifications.						
<b>1607000 740500</b>	<b>Abatement of Nuisances</b>	<b>420</b>	<b>3,500</b>	<b>3,500</b>	<b>0</b>	<b>500</b>	<b>3,500</b>
	Costs for the abatement of health hazards including exterminations of properties.						
<b>1607000 741000</b>	<b>Professional Services</b>	<b>150</b>	<b>500</b>	<b>500</b>	<b>100</b>	<b>200</b>	<b>300</b>
	Costs for attorneys and stenographers at Board of Health license revocation hearings when required.						
<b>1607000 744000</b>	<b>Contract Services</b>	<b>0</b>	<b>100</b>	<b>100</b>	<b>0</b>	<b>0</b>	<b>100</b>
	Costs associated with the use of outside code enforcement professionals for third-party verifications.						
<b>1607000 744500</b>	<b>Training/Education</b>	<b>199</b>	<b>2,000</b>	<b>2,000</b>	<b>735</b>	<b>2,000</b>	<b>3,000</b>
	Registration costs for employees to participate in webinars, attend training seminars, and conferences to expand their understanding and expertise and to stay abreast of best practices in the industry.						
<b>1607000 760300</b>	<b>Office Supplies</b>	<b>1,046</b>	<b>3,500</b>	<b>3,500</b>	<b>2,424</b>	<b>3,000</b>	<b>4,000</b>
	Office supply costs for increased staffing.						
<b>1607000 760600</b>	<b>Operating Supplies</b>	<b>308</b>	<b>4,000</b>	<b>4,000</b>	<b>577</b>	<b>500</b>	<b>1,250</b>
	Costs associated with new employees/ uniforms and protective gear and products for health officers when in the field.						
<b>1607000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>0</b>	<b>3,500</b>	<b>3,500</b>	<b>987</b>	<b>1,500</b>	<b>2,000</b>
	Fuel costs for additional health officers' vehicles for field work and other work associated travel.						
<b>1607000 820000</b>	<b>Minor Equipment</b>	<b>126</b>	<b>5,000</b>	<b>5,000</b>	<b>29</b>	<b>1,500</b>	<b>5,000</b>
	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 for new employees. Purchase supplies for vector control.						
<b>1607000 827100</b>	<b>Vehicle Lease Purchase</b>	<b>0</b>	<b>21,000</b>	<b>21,000</b>	<b>11,536</b>	<b>21,000</b>	<b>28,000</b>
	Vehicles for social work case manager and two health officers. We will have doubled the staff requiring more vehicles.						
<b>TOTAL</b>	<b>Bureau of Health</b>	<b>199,018</b>	<b>396,997</b>	<b>396,997</b>	<b>232,915</b>	<b>281,538</b>	<b>422,833</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF HEALTH**

1607000	611000	1.00	BUREAU CHIEF - HEALTH	84,017
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>84,017</b>
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1607000	611500	1.00	CLERK 3 HEALTH & HOUSING	49,462
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1607000	611500	1.00	HEALTH & HOUSING SOC	60,471
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1607000	611500	1.00	HEALTH OFFICER	58,195
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1607000	611500	1.00	HEALTH OFFICER	54,588
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1607000	611500	1.00	HEALTH OFFICER	54,500
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<b>TOTAL 611500 EMPLOYEES</b>	<b>5.00</b>			<b>277,216</b>
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<b>TOTAL EMPLOYEES</b>	<b>6.00</b>			<b>361,233</b>
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	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>						
<b>TOTAL CPED</b>	3,933,433	4,966,010	4,966,010	3,771,053	4,354,744	4,841,115

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Director Public Works							
1810000 610900	Salary - Director	150,926	154,805	154,805	134,341	154,785	159,449
Salary of the Director of Public Works.							
1810000 611000	Salary - Bureau Chief	0	0	0	0	0	172,555
Allocated salary expenses for the Deputy Director of Public Works for Construction and Operations, Operations Manager, and the Manager of Parks and Public Property beginning in 2023. These allocated General Fund expenses were previously allocated in several bureaus within the Department of Public Works and are being consolidated in this line item.							
1810000 611500	Salaried Personnel	51,770	70,719	70,719	45,115	51,981	72,440
Salary of the Department Director's assistant and the General Fund portion of Public Works merit payment funds.							
1810000 620200	Medical Insurance	1,640,093	1,350,000	1,350,000	1,237,500	1,350,000	1,400,000
Costs for health care for all General Fund Public Works employees.							
1810000 620300	Dental/Vision	30,612	36,000	36,000	30,792	32,000	35,000
Costs for dental/vision care for all General Fund Public Works employees.							
1810000 714100	PC Lease	17,573	19,000	19,000	15,423	16,000	29,679
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for General Fund Public Works Department staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
1810000 731000	Advertising	8,461	10,500	10,500	9,776	10,500	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	367	1,000	1,000	719	273	450
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	383	1,500	1,500	529	497	500
Postage and express mail sent by the Director's Office.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1810000 735000	Printing	887	3,000	3,000	746	1,196	1,400
	Daily printing expenses, including distribution copies to the Department's five Bureaus.						
1810000 736000	Telephone	610	1,300	1,300	487	589	900
	Telephone costs for the Director's Office. This line item also includes two cell phones previously budgeted under the administration services budget.						
1810000 737000	Travel	86	3,500	3,500	1,777	1,717	2,000
	Travel and related expenses for the Director of Public Works.						
1810000 741000	Professional Services	6,204	15,000	15,000	1,034	2,475	14,500
1810000 744500	Training & School	0	2,000	2,000	445	445	500
	Training costs for Public Works Director and assistant.						
1810000 760300	Office Supplies	779	1,300	1,300	829	1,035	1,080
	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.						
<b>TOTAL</b>	<b>Director Public Works</b>	<b>1,915,841</b>	<b>1,669,624</b>	<b>1,669,624</b>	<b>1,479,512</b>	<b>1,623,493</b>	<b>1,900,953</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE	FTE	POSTION	SALARY
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**DIRECTOR OF PUBLIC WORKS**

1810000	610900	1.00	DIRECTOR - PUBLIC WORKS	159,449
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<b>TOTAL 610900 EMPLOYEES</b>	<b>1.00</b>		<b>159,449</b>
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1810000	611000	0.09	DEP DIRECTOR OPERATIONS & CONSTRUCTION	12,934
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1810000	611000	0.75	OPERATIONS MANAGER	76,869
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1810000	611000	0.80	MGR PRKS AND PUBLIC PROPERTY	82,752
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.64</b>		<b>172,555</b>
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1810000	611500	1.00	STAFF ASST PUB WORKS	53,440
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	Available for Merit - AFSCME	19,000
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<b>TOTAL 615000 EMPLOYEES</b>	<b>1.00</b>		<b>72,440</b>
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<b>TOTAL EMPLOYEES</b>	<b>3.64</b>		<b>404,444</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Engineering							
1820000 611000	Salary - Bureau Chief	24,061	24,263	24,263	24,120	27,791	26,490
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	173,095	173,838	173,838	134,280	154,714	192,047
Salaries of the Engineering Bureau staff.							
1820000 612000	Salary Temporary	0	20,000	20,000	9,795	11,286	18,000
Salaries of the Engineering Bureau temporary staff intern (1).							
1820000 618500	Overtime	105	0	0	649	747	0
Overtime expenses for eligible Engineering staff.							
1820000 718000	Rental of Uniforms	0	0	0	0	200	810
Clothing allowance for inspectors and permitting staff.							
1820000 729000	Maint. - Vehicles	1,263	2,500	2,500	1,317	2,000	2,500
Routine maintenance and repairs to vehicles #701, #720, #722, including any emissions monitoring/control requirements.							
1820000 732000	Dues & Subscriptions	2,362	2,500	2,500	2,007	1,500	2,625
Dues for professional organizations, manuals, publications, licensing fees, etc. Subscriptions services for software, AutoCAD, Bluebeam							
1820000 734000	Postage	665	3,000	3,000	1,226	1,800	2,100
Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.							
1820000 735000	Printing	3,338	4,500	4,300	4,107	4,500	4,750
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	5,761	6,500	6,500	3,736	6,000	6,175
Includes monthly desk and cell telephone charges, including field tablets.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1820000 737000	Travel	0	1,500	1,500	155	750	1,350
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	527,817	337,500	337,500	185,093	250,000	202,500
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 744000	Contract Services	0	0	0	0	0	125,000
Expenses related to implementation of a new Work Order and Asset Management system and software during 2023.							
1820000 744500	Training & School	1,245	3,500	3,500	405	2,500	3,150
This item covers course work for employees to become proficient as inspectors and engineers. Supplemental computer training may be required.							
1820000 760300	Office Supplies	1,422	1,500	1,450	882	1,450	1,500
Office supplies for the engineering office, including printer usage.							
1820000 765400	Gas Oil & Diesel	1,918	3,000	3,000	1,273	2,000	3,000
Fuel for (3) Engineering Inspector Vehicles							
1820000 820000	Minor Equipment	1,894	3,400	3,400	3,357	3,600	3,500
Replacement of printers and other small equipment, purchase of cell phone equipment and tablets for field work.							
1820000 820200	Safety Equipment	500	1,200	1,450	1,406	1,500	1,125
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	16,179	5,833	5,833	0	0	0
Vehicle Lease payments for 2020 Ford Escape (#701) which was moved to the Water Fund in 2022 and now accounted for in Water Fund Transmission & Distribution.							
<b>TOTAL</b>	<b>Engineering</b>	<b>761,625</b>	<b>594,534</b>	<b>594,534</b>	<b>373,809</b>	<b>472,338</b>	<b>596,622</b>

# CITY OF LANCASTER

## STAFFING SCHEDULE

### 2023 BUDGET

APPROPRIATION CODE	FTE	POSTION	SALARY
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#### BUREAU OF ENGINEERING

1820000	611000	0.17	DEP DIRICTOR - ENGINEERING	26,490
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.17</b>			<b>26,490</b>
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1820000	611500	0.50	PW ENVIRON PLANNER	37,397
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1820000	611500	0.25	PW CONSTRUCTION INSP	20,341
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1820000	611500	0.25	PW CONSTRUCTION SUPERVISOR	22,146
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1820000	611500	0.25	PW PROJECT MANAGER	20,210
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1820000	611500	0.50	ENG CUST SERV COORIDNATOR	24,503
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1820000	611500	0.25	PERMIT COORDINATOR	17,000
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1820000	611500	0.50	TRANSPORTATION ENG/PLAN	35,000
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1820000	611500	0.25	PUBLIC WORKS JUNIOR ENGINEER	15,450
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<b>TOTAL 611500 EMPLOYEES</b>	<b>2.75</b>			<b>192,047</b>
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<b>TOTAL 611500 EMPLOYEES</b>	<b>2.92</b>			<b>218,537</b>
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			2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>								
<b>Streets Administration</b>								
1841000 611000	Salary - Bureau Chief		689	22,377	22,377	21,853	25,178	0
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		77,388	0	0	0	0	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		1,150	3,150	3,150	550	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		3,753	5,844	6,504	6,464	6,500	5,000
City uniform/safety shoe allowance in the Streets Bureau.								
1841000 723000	Maint. - Equipment		0	300	300	94	300	300
Maintenance contract for small equipment such as time clock and copy machines.								
1841000 729000	Maint. - Vehicles		73,955	70,000	70,000	59,387	62,000	75,000
Vehicle maintenance and repairs.								
1841000 735000	Printing		0	200	200	100	100	750
Printing expenses for items such as logs, various reports and no parking signs.								
1841000 736000	Telephone		4,318	9,500	9,500	4,543	6,000	6,000
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	840	840	1,000	1,500
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.								



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1841000 741000	Professional Services	30,000	0	0	0	0	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	1,035	1,000	1,000	941	1,000	1,500
Drug testing under the mandatory CDL rules and regulations through NoveCare.							
1841000 744500	Training & School	1,288	1,500	1,500	1,654	1,800	2,000
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	300	600	600	422	600	600
General office supplies needed by the Bureau.							
1841000 760600	Operating Supplies	3,221	4,500	4,500	3,183	3,000	4,500
First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.							
1841000 765400	Gas Oil & Diesel	34,547	40,000	40,000	37,582	40,000	45,000
Gasoline, diesel and oil for the Bureau vehicles.							
1841000 820000	Minor Equipment	2,330	3,000	3,000	0	3,000	4,000
Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.							
1841000 820200	Safety Equipment	3,045	800	800	530	800	1,000
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	237,020	164,271	164,271	138,143	153,278	150,300

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Street Maintenance</b>							
<b>1843000 611500</b>	<b>Salaried Personnel</b>	<b>301,758</b>	<b>535,540</b>	<b>535,540</b>	<b>341,371</b>	<b>393,319</b>	<b>622,328</b>
Salaries for the street maintenance personnel.							
<b>1843000 618500</b>	<b>Overtime</b>	<b>12,874</b>	<b>17,500</b>	<b>17,500</b>	<b>37,154</b>	<b>42,808</b>	<b>25,000</b>
Street maintenance personnel overtime expenses generated by snow and ice storm emergencies and the replacement of the night employee for vacation and sick leave.							
<b>1843000 760600</b>	<b>Operating Supplies</b>	<b>4,980</b>	<b>7,500</b>	<b>7,500</b>	<b>7,474</b>	<b>9,500</b>	<b>10,000</b>
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.							
<b>1843000 768400</b>	<b>Road Paving Materials</b>	<b>0</b>	<b>4,000</b>	<b>11,432</b>	<b>10,534</b>	<b>11,400</b>	<b>15,000</b>
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.							
<b>1843000 769000</b>	<b>Construction Material</b>	<b>2,100</b>	<b>2,500</b>	<b>2,500</b>	<b>1,544</b>	<b>2,500</b>	<b>2,250</b>
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
<b>1843000 820000</b>	<b>Minor Equipment</b>	<b>8,161</b>	<b>15,000</b>	<b>15,000</b>	<b>10,364</b>	<b>15,000</b>	<b>35,000</b>
Equipment Purchases for Streets Paving and Maintenance							
<b>1843000 826000</b>	<b>Construction/Resurfacing</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,000</b>
Paving and maintenance expenses for City owned parking lots.							
<b>1843000 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>76,188</b>	<b>98,940</b>	<b>91,508</b>	<b>60,329</b>	<b>90,000</b>	<b>127,430</b>
Vehicle and Equipment Lease Payments							
<b>TOTAL</b>	<b>Street Maintenance</b>	<b>406,061</b>	<b>680,980</b>	<b>680,980</b>	<b>468,769</b>	<b>564,527</b>	<b>852,008</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF STREETS: MAINTENANCE**

1843000	611500	1.00 EO 1	49,658
1843000	611500	1.00 EO 1	49,658
1843000	611500	1.00 EO 1	46,737
1843000	611500	1.00 EO 1	53,710
1843000	611500	1.00 EO 1	45,266
1843000	611500	1.00 EO 2	56,915
1843000	611500	1.00 EO 2	56,915
1843000	611500	1.00 EO 2	56,915
1843000	611500	1.00 LABOR SUPERVISOR 2	71,836
1843000	611500	1.00 LABORER	41,359
1843000	611500	1.00 LABORER	41,359
1843000	611500	1.00 EO 3 / MILL OPERATOR	52,000

<b>TOTAL 611500 EMPLOYEES</b>	<b>12.00</b>		<b>622,328</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Traffic							
1830000 611000	Salary - Bureau Chief	4,643	27,260	27,260	25,846	29,779	0
This line item accounts for an allocated portion of the salary of the PW Deputy Director of Construction and Operations							
1830000 611500	Salaried Personnel	221,506	279,435	279,435	210,511	242,545	303,775
Salaries of the employees of the Traffic Section.							
1830000 618500	Overtime	790	2,500	2,500	941	1,500	2,500
Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special activities, concerts, parades, etc., require posting and removal of detour and other signs by the sign crew. Line painting assistance on weekends is also required and manual traffic counts during rush hours. Also for Traffic Signal Technician to answer after hours calls in West Lampeter Township due to current Inter-Municipal Contract.							
1830000 718000	Rental of Uniforms	805	2,815	2,815	2,201	2,500	2,070
Uniforms for five Traffic Section personnel under this program.							
1830000 723000	Maint. - Equipment	1,000	1,000	1,000	224	900	1,350
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.							
1830000 729000	Maint. - Vehicles	5,816	6,000	7,000	6,671	7,500	7,500
Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.							
1830000 736000	Telephone	2,065	3,500	3,500	2,071	2,500	3,150
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1830000 741000	Professional Services	6,295	18,500	14,500	0	15,000	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	26,176	30,000	33,000	31,772	33,000	45,000
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	413	800	800	800	800	1,800
Professional development in traffic-related areas, and computer training for new software use.							
1830000 754000	Street Lighting	574,474	350,000	255,950	210,483	255,950	350,000
Electrical power for street lights owned by either the City and PPL. Also provides for replacement parts and spare fixture inventory, including upgrading to LED when possible.							
1830000 754500	Traffic Signals	1,004	32,250	32,250	20,896	25,000	29,025
Electrical power for school flashers and warning devices.							
1830000 760300	Office Supplies	365	400	400	400	400	900
Office supplies for the traffic section.							
1830000 760600	Operating Supplies	5,447	2,500	3,000	2,904	3,000	4,500
Purchase of tools, spray paint, crayons, sakrete (cement), rope, temporary signs, road tubes for traffic counters, photographic supplies, and other supplies needed for daily operations.							
1830000 765400	Gas Oil & Diesel	7,422	9,000	9,000	8,881	10,000	10,000
Gasoline, diesel, lubricants and motor oil.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1830000 767800	Sign Materials	33,769	60,000	60,000	49,678	60,000	66,500
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	23,990	100,000	100,000	65,810	100,000	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	22,611	23,000	23,000	17,418	20,000	20,000
Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.							
1830000 820000	Minor Equipment	16,500	27,775	27,775	12,212	15,000	20,000
Minor equipment such as loop detectors, cabinet filters, modems. Money to be used for the second phase of the replacement of School Flashers. Money to be used to purchase extra Pedestrian Crossing signs at the cost of \$350.00 each. With the 6 intersections we currently go through 24-30 per year.							
1830000 824500	Street Light Standards	0	4,000	4,000	0	2,000	3,600
Spare street light standards with fixtures for Old Towne and North Market Street.							
1830000 827100	Vehicle-Lease Purchase	39,707	40,500	40,500	17,387	40,000	40,500
Lease purchase payments for vehicles used by Traffic and Sign Shop personnel.							
TOTAL	Traffic	994,796	1,022,085	928,035	687,105	868,224	1,031,520

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF STREETS: TRAFFIC SECTION**

1830000	611500	1.00	ALARM SIGNAL TECH 2	67,069
1830000	611500	1.00	TRAF SIGN MRK & FAB INS	49,921
1830000	611500	1.00	TRAFFIC & SIGN SHOP SUPERVISOR	78,000
1830000	611500	1.00	TRAFFIC SIGNAL & STR	58,785
1830000	611500	1.00	TRAF SIGN MRK & FAB INS	50,000
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.00</b>		<b>303,775</b>





		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1850000 760600	Operating Supplies	4,634	5,000	5,000	4,959	5,000	5,700
	Chemicals, soaps, hardware, etc., which are considered shop expenses.						
1850000 765400	Gas Oil & Diesel	4,718	7,000	7,000	5,223	2,000	7,000
	Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.						
1850000 766300	Tires & Batteries	1,232	1,800	1,800	1,053	300	1,620
	Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.						
1850000 767200	Misc. Vehicle Parts	2,686	2,700	2,700	2,672	3,000	38,000
	Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.						
1850000 820000	Minor Equipment	45,917	85,000	85,000	66,786	70,000	76,500
	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	19,149	19,650	19,650	9,812	19,000	9,812
	Lease purchases of vehicles for Motor Vehicles Bureau.						
<b>TOTAL</b>	<b>Motor Vehicles</b>	<b>312,687</b>	<b>437,600</b>	<b>437,600</b>	<b>352,499</b>	<b>398,229</b>	<b>443,994</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF STREETS: MOTOR VEHICLES SECTION**

1850000	611500	1.00	ADMINISTRATIVE ASSISTANT	59,729
1850000	611500	1.00	AUTO MECHANIC 2	55,223
1850000	611500	1.00	AUTO MECHANIC 2	55,223
1850000	611500	1.00	FLEET SUPERVISOR	63,654
1850000	611500	1.00	HEAVY EQUIPMENT MECHANIC	55,170
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.00</b>		<b>288,999</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Parks Administration							
1860000 611500	Salaried Personnel	11,107	0	0	0	0	0
Salaried personnel costs of personnel allocated to the Bureau of Parks. These expenses were reallocated within Department of Public Works in 2022.							
1860000 620100	Educational Incentive	5,115	7,500	7,500	3,384	6,900	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	4,815	19,856	19,856	17,541	17,000	17,213
Annual uniform & apparel allocation for P&PP employees.							
1860000 729000	Maint. - Vehicles	30,912	27,000	27,000	24,392	23,000	27,000
Maintenance and repair expense of the Parks division vehicles, including body repairs and painting.							
1860000 731000	Advertising	281	300	300	0	300	300
Advertising the annual Arbor Day Celebrations, the Tree Revitalize Program from DCNR and tree inventory.							
1860000 734000	Postage	127	250	250	46	150	250
All Bureau mailings, including street tree notices and pavilion rental permits.							
1860000 736000	Telephone	5,822	8,000	8,000	4,318	5,000	7,200
Telephone and cell phone expenses for Bureau personnel.							
1860000 737000	Travel	521	700	700	217	217	630
Travel expenses for the Bureau professional staff.							
1860000 744000	Contract Services	42,460	45,000	45,000	44,360	45,000	45,000
Contracted plantings and maintenance of concrete planters installed as part of the streetscape at several locations, including high-traffic intersections, Musser Park and Penn Square.							
1860000 744500	Training & School	0	0	0	0	0	1,200
Training expenses related to Parks staff.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1860000 745000</b>	<b>Solid Waste Disposal</b>	<b>14,005</b>	<b>23,000</b>	<b>15,000</b>	<b>12,375</b>	<b>23,000</b>	<b>36,000</b>
	Tipping fees at the Lancaster Transfer Station for materials collected during rounds by the City-owned trash truck.						
<b>1860000 760300</b>	<b>Office Supplies</b>	<b>995</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.						
<b>1860000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>43,595</b>	<b>40,000</b>	<b>60,000</b>	<b>52,775</b>	<b>50,000</b>	<b>50,000</b>
	Vehicle and equipment fuel for the Bureau.						
<b>1860000 820000</b>	<b>Minor Equipment</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>13</b>	<b>750</b>	<b>3,150</b>
	The annual copier payment and any upgrade of office equipment.						
<b>TOTAL</b>	<b>Parks Administration</b>	<b>159,754</b>	<b>173,606</b>	<b>185,606</b>	<b>160,421</b>	<b>172,317</b>	<b>196,443</b>

	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED	
General Fund - Expenses							
Parks - Buildings							
1861000 611000	Salary - Bureau Chief	78,864	35,709	35,709	30,989	35,704	0
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	483,985	622,553	622,553	470,547	542,152	725,613
Salaries of the full-time supervisory, maintenance and custodial staff in the Facilities division.							
1861000 618500	Overtime	651	2,500	2,500	4,363	5,500	8,000
Overtime contingency expense due to maintenance performed after regular business hours and emergencies. Includes custodial.							
1861000 721000	Maint. - Buildings	57,850	65,000	65,000	58,636	65,000	69,000
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	58,714	45,000	45,000	40,369	45,000	48,400
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	24,604	30,005	30,005	19,867	20,000	90,964
Telephone maintenance and service.							
1861000 740400	Hazardous Waste Removal	0	0	0	0	0	10,000
Professional services involved with the abatement, removal, and proper disposal of regulated hazardous materials from City-owned facilities and properties.							
1861000 744000	Contract Services	137,301	121,172	121,172	121,035	120,000	172,685
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	130	1,000	1,000	323	400	1,800
Training and continuing education for building maintenance personnel.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>1861000 752000</b>	<b>Power Electric</b>	<b>69,425</b>	<b>236,530</b>	<b>216,530</b>	<b>64,546</b>	<b>236,530</b>	<b>253,656</b>
	Electricity expenses for all City-owned buildings.						
<b>1861000 760600</b>	<b>Operating Supplies</b>	<b>73,919</b>	<b>82,000</b>	<b>78,000</b>	<b>75,965</b>	<b>80,000</b>	<b>87,900</b>
	All supplies used by Facilities staff to maintain and/or repair the built environment, 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.						
<b>1861000 760700</b>	<b>Custodial Supplies</b>	<b>41,288</b>	<b>30,000</b>	<b>30,000</b>	<b>29,740</b>	<b>30,000</b>	<b>35,000</b>
	Supplies used by custodial staff for the care, cleaning and sanitation of City buildings and park restrooms.						
<b>1861000 766000</b>	<b>Heating Oil</b>	<b>36,333</b>	<b>79,958</b>	<b>99,958</b>	<b>32,250</b>	<b>90,000</b>	<b>104,000</b>
	Purchasing of contracted heating system fuel (natural gas and oil) for all City-owned buildings.						
<b>1861000 820000</b>	<b>Minor Equipment</b>	<b>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>2,773</b>	<b>4,000</b>	<b>30,000</b>
	Purchase and replacement of minor equipment used for buidling maintenance.						
<b>1861000 827000</b>	<b>Vehicles</b>	<b>14,993</b>	<b>39,809</b>	<b>39,809</b>	<b>0</b>	<b>15,543</b>	<b>48,009</b>
	Lease purchase and replacement of vehicles used for Public Building Maintenance.						
<b>1861000 829000</b>	<b>Capital Outlay</b>	<b>190,468</b>	<b>39,000</b>	<b>133,050</b>	<b>115,130</b>	<b>130,000</b>	<b>53,000</b>
	Capital expenses for in-house improvements/repairs at City properties during 2023.						
<b>TOTAL</b>	<b>Parks - Buildings</b>	<b>1,273,525</b>	<b>1,435,236</b>	<b>1,525,286</b>	<b>1,066,533</b>	<b>1,419,829</b>	<b>1,738,027</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
<b><u>BUREAU OF PARKS &amp; PUBLIC PROPERTY: BUILDINGS</u></b>				
1861000	611500	0.60	ADMINISTRATIVE ASSISTANT	31,184
1861000	611500	0.90	BUILDING MAINT MECHANIC	49,701
1861000	611500	1.00	BUILDING MAINT SUPERVISOR	75,032
1861000	611500	1.00	CUSTODIAN 1	42,910
1861000	611500	1.00	CUSTODIAN 2	41,359
1861000	611500	0.50	CUSTODIAN 2	20,680
1861000	611500	1.00	CUSTODIAN 2	41,359
1861000	611500	1.00	CUSTODIAN 2	45,372
1861000	611500	1.00	MAIN TECH-ELECTRICIAN	56,963
1861000	611500	1.00	MAINT TEC HVAC	55,170
1861000	611500	1.00	MAINTENANCE CARPENTER	61,670
1861000	611500	0.80	MAINTENANCE PAINTER	40,271
1861000	611500	1.00	MAINT TECH PLUMBING	60,523
1861000	611500	1.00	PARKS MAINT WORKER	49,921
1861000	611500	1.00	SENIOR CUSTODIAN	53,499
<b>TOTAL 611500 EMPLOYEES</b>		<b>13.80</b>		<b>725,614</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
General Fund - Expenses							
Parks - Parks							
1862000 611000	Salary - Bureau Chief	4,700	44,356	44,356	38,493	44,351	0
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	564,100	620,746	620,746	549,843	633,515	697,748
Salaries of full-time Parks maintenance employees.							
1862000 618500	Overtime	30,025	15,000	15,000	27,878	32,120	20,000
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	15,735	12,000	12,000	11,806	12,000	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	77,868	80,000	80,000	73,637	80,000	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	21,302	29,000	11,000	10,528	10,000	12,000
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	737	1,000	1,000	316	600	900
Training and continuing education for Parks maintenance personnel and contracted interpretive services.							
1862000 752000	Power Electric	15,417	28,000	28,000	15,154	28,000	28,000
Electric service to City-owned Park facilities and site lighting.							
1862000 760600	Operating Supplies	24,358	25,000	35,000	33,052	32,000	40,500
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.							



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1862000 760700	Custodial Supplies	2,922	4,000	4,000	389	2,500	3,600
	Supplies required for the custodial maintenance of Parks, including public restrooms and pet waste stations.						
1862000 820000	Minor Equipment	4,090	8,000	8,000	5,885	6,500	8,000
	Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.						
1862000 827100	Vehicle-Lease Purchase	28,907	56,796	56,796	37,228	54,747	136,183
	Lease payments for vehicles and large equipment employed by the Parks Department for staff transportation and grounds maintenance.						
1862000 829000	Capital Outlay	10,298	17,000	17,000	13,970	12,000	126,000
	Capital projects aimed at preserving and enhancing parks properties.						
TOTAL	Parks - Parks	800,458	940,898	932,898	818,178	948,333	1,164,931

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF PARKS & PUBLIC PROPERTY: PARKS**

1862000	611500	0.20	ADMINISTRATIVE ASSISTANT	10,395
1862000	611500	0.10	GREEN INF & PRK MTN SUPERVISOR	6,237
1862000	611500	0.70	LABOR SUPERVISOR 1	47,364
1862000	611500	1.00	LABORER	42,703
1862000	611500	0.40	LABORER	16,544
1862000	611500	1.00	LABORER	41,359
1862000	611500	1.00	LONGS PARK MAINT SUPERVISOR	69,177
1862000	611500	1.00	PARK LANDSCAPE SUPERVISOR 1	65,977
1862000	611500	1.00	PARKS MAINT MECHANIC	55,223
1862000	611500	0.60	PRKS MTN AND CON. SUPERVISOR	38,221

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
1862000	611500	0.40	UTILITY OPERATOR	19,785
1862000	611500	0.50	UTILITY OPERATOR	23,277
1862000	611500	1.00	UTILITY OPERATOR	46,554
1862000	611500	1.00	UTILITY OPERATOR	45,088
1862000	611500	0.60	UTILITY OPERATOR	32,099
1862000	611500	1.00	UTILITY OPERATOR	53,499
1862000	611500	0.50	CUSTODIAN 2	20,680
1862000	611500	0.20	MAINTENANCE PAINTER	10,068
1862000	611500	1.00	UTILITY OPERATOR	53,499
TOTAL 611500 EMPLOYEES		13.20		697,748

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Parks Trees</b>							
<b>1863000 611500</b>	<b>Salaried Personnel</b>	<b>169,598</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Salaries for Parks - Trees staff. These expenses were 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.							
<b>1863000 618500</b>	<b>Overtime</b>	<b>267</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenses for overtime to respond to emergency call-ins for fallen trees from storms, high winds, or vehicle accidents. These expenses were moved to the Stormwater Management Fund for 2022.							
<b>1863000 723000</b>	<b>Maint. - Equipment</b>	<b>148</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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 to the Stormwater Management Fund for 2022.							
<b>1863000 744500</b>	<b>Training &amp; School</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Expenses for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures. These expenses were moved to the Stormwater Management Fund for 2022.							
<b>1863000 760600</b>	<b>Operating Supplies</b>	<b>8,481</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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 were moved to the Stormwater Management Fund for 2022.							
<b>1863000 820000</b>	<b>Minor Equipment</b>	<b>106</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc. These expenses were moved to the Stormwater Management Fund for 2022.							
<b>TOTAL</b>	<b>Parks Trees</b>	<b>178,612</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>							
<b>Parks - Central Market &amp; Welcome Center - Expenses moved to Parks-Buildings for 2023</b>							
1864000 611000	Salary - Bureau Chief	14,759	9,848	9,848	8,715	10,041	0
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	79,421	77,625	77,625	77,048	88,773	0
Maintenance staff time supporting operations and infrastructure at Central Market and the Visitor's Center.							
1864000 618500	Overtime	2,521	1,000	1,000	6,147	7,082	0
Overtime pay as needed for any additional coverage of the maintenance workers.							
1864000 721000	Maint-Buildings	2,533	3,000	4,000	3,564	3,500	0
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	2,321	2,400	3,400	3,234	3,400	0
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	6,561	11,514	11,514	4,166	4,500	0
Third-party maintenance contracts for services needed at Central Market and Welcome Center.							
1864000 752000	Power Electric	541	2,500	2,500	735	2,500	0
Electric expenses at the City Visitor Center and Penn Square vault.							
1864000 760600	Operating Supplies	4,221	5,000	5,000	4,294	4,000	0
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, paint, and plumbing fixtures.							
1864000 766000	Heating Oil	0	14,813	12,813	0	0	0
Purchase of contracted fuel (natural gas) for the City Visitor Center.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
1864000 829000	Capital Outlay	0	13,000	13,000	0	5,000	0
Capital improvements needed for Central Market and/or the City Visitor Center on Penn Square.							
TOTAL	Parks - Central Market & Welcome Center	112,878	140,700	140,700	107,904	128,796	0

	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>General Fund - Expenses</b>						
<b>TOTAL Public Works</b>	7,153,257	7,259,534	7,259,534	5,652,874	6,749,363	8,074,797
<b>TOTAL General Fund - Expenses</b>	64,053,644	67,044,984	67,044,984	59,014,363	65,985,401	71,865,428

# **STORMWATER MANAGEMENT FUND**



**CITY OF  
LANCASTER**

**2023 BUDGET**



**CITY OF LANCASTER**  
**STORMWATER MANAGEMENT FUND REVENUE SUMMARY**  
**2022 BUDGET VS. 2023 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE (DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE (DECREASE)</u></b> (vs. 2022 Budget)
Fees for Services	\$4,600,000	\$4,290,000	\$5,260,000	\$660,000	14.3%
Miscellaneous Revenue	\$4,000	\$1,600	\$3,000	(\$1,000)	-25.0%
Other Income	\$85,500	\$72,014	\$73,800	(\$11,700)	-13.7%
<b>TOTAL SWM FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$4,689,500</b>	<b>\$4,363,614</b>	<b>\$5,336,800</b>	<b>\$647,300</b>	<b>13.8%</b>
<b>Surplus/(Deficit)</b>	<b>(\$68,649)</b>	<b>\$133,216</b>	<b>(\$177,226)</b>		

**CITY OF LANCASTER**  
**STORMWATER MANAGEMENT FUND EXPENSE SUMMARY**  
**2022 BUDGET VS. 2023 BUDGET**

<b><u>BUREAU</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
Administration	\$3,232,662	\$2,999,016	\$3,678,314	\$445,652	13.8%
Street Cleaning	\$808,877	\$657,789	\$965,503	\$156,626	19.4%
Trees	\$311,287	\$219,431	\$570,547	\$259,260	83.3%
Grounds Maintenance	\$405,323	\$354,162	\$299,662	(\$105,661)	-26.1%
<b>TOTAL STORMWATER MANAGEMENT FUND EXPENSES</b>	<b>\$4,758,149</b>	<b>\$4,230,398</b>	<b>\$5,514,026</b>	<b>\$755,877</b>	<b>15.89%</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Stormwater Management - Revenues</b>							
Stormwater Management Revenues							
56000000	407100 Pension State Fund	85,496	85,500	85,500	72,014	72,014	73,800
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	3,710	4,000	4,000	1,375	1,600	3,000
Revenue is derived from income received from miscellaneous items.							
56000000	408101 Stormwater Management Fees	3,472,459	4,600,000	4,600,000	3,731,815	4,290,000	5,260,000
Revenue is derived from stormwater management fees charged to property owners in the City.							
TOTAL	Stormwater Management Revenues	3,561,665	4,689,500	4,689,500	3,805,204	4,363,614	5,336,800
TOTAL	Stormwater Management Revenues	3,561,665	4,689,500	4,689,500	3,805,204	4,363,614	5,336,800

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
Stormwater Management - Expenses							
Stormwater Management Administration							
56088600 611000	Salary - Bureau Chief	17,363	114,018	99,018	16,484	18,993	126,648
Salary expenses for the stormwater program manager.							
56088600 611500	Salaried Personnel	445,753	524,084	524,084	464,446	535,122	572,806
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	11,285	20,000	20,000	6,400	10,000	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	113	1,500	1,500	200	230	0
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.							
56088600 620200	Medical Insurance	300,000	300,000	300,000	275,000	300,000	375,000
Account covers health benefits of employees in this fund.							
56088600 620300	Dental/Vision	8,478	13,000	13,000	7,046	9,000	13,000
Account covers dental and vision insurance costs for all employees in this fund.							
56088600 620800	Social Security	83,179	90,000	90,000	81,047	94,000	96,500
Account covers social security for Bureau employees.							
56088600 620900	Life Insurance	2,227	3,000	3,000	1,880	3,000	3,000
Account covers Bureau employees' life insurance.							
56088600 623000	Pension Contribution	96,880	101,000	101,000	84,745	101,000	108,000
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.							
56088600 624000	Unemployment Compensation	0	2,500	2,500	218	0	0
Unemployment compensation expenses related to Stormwater Management Fund employees.							
56088600 625000	Workers Compensation	10,644	20,000	20,000	9,561	12,000	20,000
Account covers all Bureau employees for on the job injury claims.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56088600 714100	PC Lease	3,766	4,000	4,000	3,640	4,000	6,117
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Stormwater Management staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
56088600 716000	Rental of Parking Lot	7,969	8,000	8,000	6,723	8,000	8,000
Account pays the Bureau cost of rental space for employees.							
56088600 718000	Rental of Uniforms	0	1,200	1,200	307	1,000	1,300
Account pays for rental of uniforms for employees.							
56088600 723000	Maint. - Equipment	5,971	10,000	10,000	4,855	8,000	9,000
Maintenance for miscellaneous office equipment and Stormwater inspection/monitoring equipment							
56088600 729000	Maint. - Vehicles	2	1,000	1,000	266	1,000	1,000
Maintenance of Stormwater vehicle #328							
56088600 731000	Advertising	4,032	5,000	20,000	9,390	15,000	20,000
Account pays for newspaper advertising of contracts, bids, and job vacancies.							
56088600 734000	Postage	23,360	128,000	128,000	43,127	50,000	128,000
Account covers all of the postage for billing and miscellaneous office mailings.							
56088600 735000	Printing	4,554	10,000	10,000	1,827	7,500	10,000
Account covers printing costs for the City's print shop and office photocopying, plotting.							
56088600 736000	Telephone	3,888	6,000	6,000	3,589	6,000	6,000
Account covers telephone service in the Bureau.							
56088600 737000	Travel	985	10,000	10,000	1,487	5,000	7,500
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	596,817	162,500	162,500	140,735	225,000	350,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56088600 741003	Prof. Services-Consent Decree	142,430	50,000	50,000	48,675	50,000	50,000
Professional Services related to compliance with Consent Decree							
56088600 743100	Credit Card Fees	1,025	1,300	1,300	1,035	1,300	1,300
This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Stormwater bill in the Treasury Office.							
56088600 744000	Contract Services	9,711	70,000	70,000	29,176	50,000	150,000
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	4,412	6,000	6,000	3,617	5,000	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 760300	Office Supplies	956	4,000	4,000	934	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	283	1,000	1,000	1,065	1,200	1,500
Fuel for stormwater vehicle.							
56088600 772000	Insurance Package	13,814	18,000	18,000	15,156	18,000	20,000
Property and liability coverage for all Bureau facilities and vehicles.							
56088600 820000	Minor Equipment	3,689	16,000	16,000	8,168	16,000	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	14,892	60,000	60,000	7,443	15,000	61,000
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	6,500
Annual purchase payment for Stormwater vehicle - 2019 Ford Escape for use in stormwater management inspection.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56088600 911000	Indirect Costs	336,318	337,000	337,000	280,833	337,000	361,883
Account pays for City support services, such as administrative services, legal services, personnel services, and executive services. The account also includes fringe benefits. This amount is determined annually by the cost allocation plan.							
56088600 923000	Paying Agent Fees	56	60	60	56	60	60
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.							
56088600 924000	Debt Service - Interest	540,517	567,000	567,000	533,909	533,909	536,000
This line reflects interest payments on the the Stormwater Management portion of General Obligation bonds and the Pennvest Green Infrastructure loan.							
56088600 926000	Debt Service - Principal	0	560,000	560,000	437,045	550,000	581,000
This line reflects principal redemption on the Stormwater Management portion of General Obligation Bonds and Pennvest Green Infrastructure loan.							
TOTAL	Stormwater Management Administration	2,695,369	3,232,662	3,232,662	2,535,349	2,999,015	3,678,314

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF STORMWATER MANAGEMENT: ADMINISTRATION**

56088600	611000	1.00	STORMWATER PROGRAM MANAGE	92,000
56088600	611000	0.07	DEP DIRECTOR PW CONS	10,059
56088600	611000	0.07	DEP DIR ENGINEERING	10,188
56088600	611000	0.16	BUREAU CHIEF TREASURY	14,400
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.30</b>		<b>126,648</b>



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56088600	611500	0.16	BILLING COORD 2	8,135
56088600	611500	0.16	BILLING COORD 2	7,841
56088600	611500	0.16	BILLING COORD 2	7,800
56088600	611500	0.16	CASHIER SERV CLERK	6,833
56088600	611500	0.16	CASHIER SERV CLERK	6,833
56088600	611500	0.16	CASHIER SERV CLERK	6,833
56088600	611500	0.16	CASHIER SERV CLERK	6,833
56088600	611500	0.16	CUSTOMER CARE COORD	9,349
56088600	611500	0.16	CUSTOMER CARE COORD	8,135
56088600	611500	0.16	CUSTOMER CARE COORD	8,644
56088600	611500	0.16	CUSTOMER CARE COORD	9,349
56088600	611500	0.16	CUSTOMER CARE COORD	8,100
56088600	611500	0.16	CUSTOMER CARE SUP	13,778
56088600	611500	0.16	REVENUE CLERK	7,796
56088600	611500	0.50	PW ENVIRON PLANNER	37,397
56088600	611500	0.25	GIS COORDINATOR	19,188
56088600	611500	0.25	PW CONSTRUCTION INSP	20,341

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56088600	611500	0.25	GIS ANALYST	15,239
56088600	611500	1.00	GI ASSET COORDINATOR	58,527
56088600	611500	1.00	GI ASSET TECHNICIAN	50,339
56088600	611500	1.00	WATER RESOURCES ENG	67,445
56088600	611500	0.50	PW PROJECT MANAGER	40,420
56088600	611500	0.16	MAIL PRINT OPERATOR	6,460
56088600	611500	1.00	URBAN FORESTER	67,633
56088600	611500	0.25	PERMIT COORDINATOR	17,000
56088600	611500	0.16	REVENUE CLERK	8,108
56088600	611500	0.25	PUBLIC WORKS JUNIOR ENGINEER	15,450
56088600	611500	0.50	TRANSPORTATION ENG/PLANNER	28,000
			Available for Merit - AFSCME	5,000
<b>TOTAL 6115 EMPLOYEES</b>		<b>9.31</b>		<b>572,806</b>
<b>TOTAL EMPLOYEES</b>		<b>10.61</b>		<b>699,454</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Stormwater Management - Expenses</b>							
<b>Stormwater Management - Street Cleaning</b>							
56084200 611000	Salary - Bureau Chief	255	22,377	22,377	21,274	24,512	25,623
This line item accounts for an allocated portion of Operations Manager salary that is shared by General Fund.							
56084200 611500	Salaried Personnel	427,333	543,218	543,218	360,987	415,920	587,180
Salaries for the street cleaning personnel.							
56084200 618500	Overtime	40,970	18,000	18,000	46,972	54,120	25,000
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	2,071	5,844	5,844	4,808	800	5,000
City uniform/safety shoe allowance in the Stormwater Street Cleaning Bureau employees.							
56084200 729000	Maint. - Vehicles	39,318	65,000	65,000	60,099	3,000	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	44,441	45,000	45,000	41,631	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	1,156	2,000	2,000	1,958	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	25,000	25,000	25,000	30,017	30,000	35,000
Gasoline, Diesel and oil for Stormwater Management vehicles.							
56084200 825600	Mach/Equip Lease Purch	0	82,438	82,438	29,781	82,438	175,700
#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							
<b>TOTAL</b>	<b>Stormwater Management - Street Cleaning</b>	<b>580,544</b>	<b>808,877</b>	<b>808,877</b>	<b>597,527</b>	<b>657,789</b>	<b>965,503</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING**

56084200	611000	0.25	OPERATIONS MANAGER	25,623
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.25</b>			<b>25,623</b>
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56084200	611500	1.00	EO 2	52,620
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56084200	611500	1.00	EO 2	56,915
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56084200	611500	1.00	LABORER	45,372
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56084200	611500	1.00	LABORER	41,359
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56084200	611500	1.00	LABORER	41,359
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**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56084200	611500	1.00	MAINTENANCE WORKER	43,756
56084200	611500	1.00	MAINTENANCE WORKER	51,919
56084200	611500	1.00	MAINTENANCE WORKER	43,756
56084200	611500	1.00	SWEEPER OPERATOR 2	54,725
56084200	611500	1.00	SWEEPER OPERATOR 2	49,525
56084200	611500	1.00	PAVING/STREETS FOREM	81,370
56088600	611500	0.50	ENG CUST SERV COOR	24,503
<b>TOTAL 611500 EMPLOYEES</b>		<b>11.50</b>		<b>587,180</b>
<b>TOTAL EMPLOYEES</b>		<b>11.75</b>		<b>612,803</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Stormwater Management - Expenses</b>							
<b>Stormwater Management -Trees</b>							
56088800 611000	Salary - Bureau Chief	163	10,043	10,043	8,715	10,041	10,344
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	285,544	285,544	172,450	198,692	317,363
Salary for Trees Bureau employees. These expenses were moved from the General Fund beginning in 2022.							
56088800 612000	Salary Temporary	0	0	0	0	0	10,000
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.							
56088800 618500	Overtime	0	0	0	606	698	3,000
Overtime expenses for City tree personnel responding to emergency calls, e.g. downed limbs, post-storm cleanup, etc.							
56088800 723000	Maint. - Equipment	0	2,000	2,000	0	1,000	2,000
Repair and maintenance of all tree equipment: stump grinder, chipper, chipper blades, chain saws, cement saw and for aerial bucket truck certifications.							
56088800 732000	Dues & Subscriptions	0	100	100	0	100	850
City Arborist and staff membership in professional organizations related to arboriculture.							
56088800 744000	Contract Services	0	1,000	1,000	0	1,000	6,000
Contracting with a commercial tub grinder operator to dispose of accumulated tree waste twice a year (eliminates solid waste disposal expense) as well as other contracted tree pruning and removal services.							
56088800 744500	Training/Education	0	200	200	0	200	2,000
Expenses for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures. Also includes recurring safety training curriculum for tree crew personnel.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56088800 760600	Operating Supplies	0	9,000	9,000	8,297	5,000	16,000
	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	200	200	0	200	1,000
	Annual Arbor Day celebration and Shade Tree Commission award, as well as general promotion of the City's tree program.						
56088800 820000	Minor Equipment	0	3,200	3,200	109	2,500	3,200
	Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.						
56088800 822500	Landscaping Trees etc	0	0	0	0	0	80,000
	Expenses related to the City's tree planting and maintenance program throughout the City.						
56088800 827100	Vehicle Lease Purchase	0	0	0	0	0	118,790
	Vehicle lease payments for bucket, dump truck and other vehicles and equipment used by the City Arborist and Trees crews.						
<b>TOTAL</b>	<b>Stormwater Management - Trees</b>	<b>163</b>	<b>311,287</b>	<b>311,287</b>	<b>190,176</b>	<b>219,432</b>	<b>570,547</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF STORMWATER MANAGEMENT: TREES**

56088800	611000	0.10	MGR PRKS AND PUBLIC PROPERTY	10,344
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.10</b>			<b>10,344</b>
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56088000	611500	0.20	ADMINISTRATIVE ASSISTANT	10,395
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56088000	611500	1.00	CITY ARBORIST	73,740
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56088000	611500	1.00	TREE CLIMBER	50,798
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56088000	611500	1.00	TREE CLIMBER	46,305
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56088000	611500	1.00	TREE TRIMMER	58,148
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56088000	611500	1.00	URBAN FORESTER	67,633
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<b>TOTAL 611500 EMPLOYEES</b>	<b>5.20</b>			<b>307,019</b>
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<b>TOTAL EMPLOYEES</b>	<b>5.30</b>			<b>317,363</b>
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	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED	
<b>Stormwater Management - Expenses</b>							
<b>Stormwater Management - Grounds Maintenance</b>							
56088700 611000	Salary - Bureau Chief	163	10,043	10,043	8,715	10,041	10,344
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	144,771	165,475	165,475	142,238	163,882	192,781
Salaries of the Stormwater - Grounds Maintenance employees.							
56088700 612000	Salary Temporary	0	0	0	13,302	15,326	0
Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects and field data collection and inspection per the consent decree.							
56088700 618500	Overtime	2,174	5,000	5,000	1,901	2,190	2,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.							
56088700 718000	Rental of Uniforms	700	2,081	2,081	1,487	2,000	3,546
Uniforms for Parks & Public Property employees with a full or partial allocation to SWM, e.g. Green Infrastructure Maintenance and Trees.							
56088700 723000	Maint. - Equipment	1,273	3,200	3,200	1,778	2,000	3,200
This code is for repair and maintenance of equipment allocated to the maintenance of SWM assets.							
56088700 729000	Maint. - Vehicles	5,734	9,000	9,000	8,524	9,000	10,000
Maintenance costs for vehicles allocated to stormwater management activities. e/g/ Green Infstarture and							
56088700 744000	Contract Services	1,386	12,000	12,000	2,625	3,000	6,000
This code is used for contracting professionals for planting and consulting on stormwater installations.							
56088700 760600	Operating Supplies	7,854	40,000	34,218	19,262	15,000	20,000
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, green roof and porous pavement projects.							
56088700 820000	Minor Equipment	0	3,000	3,000	339	1,200	3,000
This code is to purchase minor equipment for stormwater maintenance.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56088700 822500	Landscaping Trees etc	44,346	100,000	100,000	64,535	75,000	20,000
This code is the expense to purchase landscape plants for the maintenance of rain gardens throughout the City, as well as street trees. Additional funds to be used for contracted treatment for Emerald Ash Borer in Long's Park.							
56088700 827100	Vehicle-Lease Purchase	0	55,524	61,306	61,306	55,523	28,791
Expenses for annual lease-purchase payments on vehicles servicing the Green Infrastructure divisions of Parks & Public Property.							
<b>TOTAL</b>	<b>Stormwater Management - Grounds Maintenance</b>	<b>208,400</b>	<b>405,323</b>	<b>405,323</b>	<b>326,011</b>	<b>354,163</b>	<b>299,662</b>
<b>TOTAL</b>	<b>Stormwater Management - Expenses</b>	<b>3,484,476</b>	<b>4,758,149</b>	<b>4,758,149</b>	<b>3,649,064</b>	<b>4,230,398</b>	<b>5,514,026</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE**

56088700	611000	0.10	MGR PRKS AND PUBLIC PROPERTY	10,344
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.10</b>			<b>10,344</b>
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56088700	611500	1.00	GI UTILITY OPER. 1	46,554
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56088700	611500	0.90	GREENINF PRK MTN SUPERVISOR	56,135
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56088700	611500	1.00	LABORER	54,075
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56088700	611500	0.20	PRKS MTN AND CONST. SUPERVISOR	12,740
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56088700	611500	0.50	UTILITY OPERATOR	23,277
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<b>TOTAL 611500 EMPLOYEES</b>	<b>3.60</b>			<b>192,781</b>
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<b>TOTAL EMPLOYEES</b>	<b>3.70</b>			<b>203,125</b>
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CITY OF LANCASTER

# SEWER FUND



CITY OF  
LANCASTER

2023 BUDGET

**CITY OF LANCASTER**  
**SEWER FUND REVENUE SUMMARY**  
**2022 BUDGET VS. 2023 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
Fees for Services	\$18,548,000	\$18,585,000	\$20,995,000	\$2,447,000	13.2%
Miscellaneous Revenue	\$105,500	\$69,800	\$69,100	(\$36,400)	-34.5%
Other Income	\$228,000	\$222,802	\$228,500	\$500	0.2%
<b>TOTAL SEWER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$18,881,500</b>	<b>\$18,877,602</b>	<b>\$21,292,600</b>	<b>\$2,411,100</b>	<b>12.8%</b>
<b>Surplus/(Deficit)</b>	<b>\$134,048</b>	<b>\$2,280,640</b>	<b>(\$516,564)</b>		

**CITY OF LANCASTER  
SEWER FUND EXPENSE SUMMARY  
2022 BUDGET VS. 2023 BUDGET**

<b><u>BUREAU</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE (DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE (DECREASE)</u></b> (vs. 2022 Budget)
Administration	\$7,559,337	\$7,072,069	\$10,130,052	\$2,570,715	34.0%
Collections	\$3,142,065	\$2,169,914	\$3,104,509	(\$37,556)	-1.2%
Pumping Stations	\$1,876,063	\$1,743,899	\$1,908,436	\$32,373	1.7%
Treatment	\$6,135,487	\$5,576,580	\$6,631,667	\$496,180	8.1%
Grounds Maintenance	\$34,500	\$34,500	\$34,500	\$0	0.0%
<b>TOTAL SEWER FUND EXPENSES</b>					
	<b>\$18,747,452</b>	<b>\$16,596,962</b>	<b>\$21,809,164</b>	<b>\$3,061,712</b>	<b>16.3%</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
Wastewater - Revenues							
Wastewater Revenues							
56100000 404400	Rent of City Property	37,537	40,000	40,000	33,417	40,700	40,000
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.							
56100000 406300	Interest on Investment	565	500	500	544	600	600
Revenue is derived from the interest earned on idle funds.							
56100000 407100	Pension State Fund	228,027	228,000	228,000	222,802	222,802	228,500
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	23,618	50,000	50,000	681	5,000	5,000
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	13,526,157	14,000,000	14,000,000	12,019,005	13,655,000	16,075,000
Revenue is derived from sewer fees charged to retail customers.							
56100000 408200	Industrial Waste Surchg	588,387	640,000	640,000	499,330	670,000	670,000
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	3,622,897	3,750,000	3,750,000	2,201,972	4,080,000	4,080,000
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.							
56100000 408400	SLSA Operating Charges	161,577	158,000	158,000	137,772	180,000	170,000
Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.							
56100000 408600	Industrial Waste Permits	15,000	10,000	10,000	10,000	10,000	10,000
Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56100000 408700	Industrial Waste Penalty	4,500	0	0	0	0	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	7,800	5,000	5,000	6,900	7,500	7,500
	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	4,650	6,000	6,000
	Revenue is derived from payments for penalties issued related to the City's Fats, Oils, and Grease (FOG) program.						
<b>TOTAL</b>	<b>Wastewater Revenues</b>	<b>18,168,831</b>	<b>18,881,500</b>	<b>18,881,500</b>	<b>15,137,073</b>	<b>18,877,602</b>	<b>21,292,600</b>
<b>TOTAL</b>	<b>Wastewater - Revenues</b>	<b>18,168,831</b>	<b>18,881,500</b>	<b>18,881,500</b>	<b>15,137,073</b>	<b>18,877,602</b>	<b>21,292,600</b>



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
Wastewater - Expenses							
Sewer Administration							
56188000 611000	Salary - Bureau Chief	142,273	142,615	142,615	129,069	148,710	149,157
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	293,603	350,172	350,172	254,274	292,968	359,257
The Bureau utilizes the City's Bureau of Procurement and Collection to prepare sewer service invoices for the Bureau's customers. The partial salaries for the Utility Supervisor, Custom Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. Salaries for the Project Engineer and the Bureau's Secretary are included in this line item.							
56188000 612000	Salary Temporary	6,234	10,000	10,000	3,567	5,300	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	145	1,000	1,000	143	164	1,000
Overtime expenses paid to administrative staff in the Sewer Fund.							
56188000 619200	OPEB Contribution	3,769,358	33,100	33,100	24,768	33,100	33,100
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).							
56188000 620100	Educational Incentive	18,983	22,000	22,000	9,163	18,400	18,400
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	1,160,000
Account covers health benefits of Bureau employees.							
56188000 620300	Dental/Vision	32,151	35,000	35,000	29,487	32,000	35,000
Account covers dental and vision insurance costs for all employees of this fund.							
56188000 620800	Social Security	251,707	265,000	265,000	224,197	258,000	267,000
Account covers social security for Bureau employees.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56188000 620900	Life Insurance	7,015	7,500	7,500	6,540	7,500	7,500
Account covers Bureau employees' life insurance.							
56188000 623000	Pension Contribution	277,449	288,000	288,000	268,925	288,000	306,000
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.							
56188000 624000	Unemployment Compensation	0	2,500	2,500	499	0	0
Account covers state unemployment for Bureau employees.							
56188000 625000	Workers Compensation	54,119	60,000	60,000	31,184	35,000	60,000
Account covers all Bureau employees for on the job injury claims.							
56188000 714100	PC Lease	9,414	11,000	11,000	12,023	13,000	24,942
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Wastewater staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
56188000 716000	Rental of Parking Lot	4,346	4,000	4,000	3,805	4,800	5,000
This account pays the Bureau cost of rental space for customer service employees.							
56188000 718000	Rental of Uniforms	15,309	30,400	30,400	17,800	30,400	27,300
This account pays for rental of uniforms for employees.							
56188000 723000	Maint. - Equipment	7,874	10,600	10,600	4,948	5,700	10,600
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.							
56188000 731000	Advertising	776	2,000	4,500	4,250	4,300	5,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.							
56188000 734000	Postage	1,038	148,700	148,700	49,686	45,000	150,000
This account covers all of the postage for bills, and miscellaneous office mailings.							
56188000 735000	Printing	11,066	14,300	14,300	5,886	7,700	14,300
This account covers printing costs for the City's print shop and office photocopying copier rental.							
56188000 736000	Telephone	36,312	45,000	45,000	29,819	36,000	65,000
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>56188000 737000</b>	<b>Travel</b>	<b>2,233</b>	<b>7,000</b>	<b>7,000</b>	<b>6,191</b>	<b>5,000</b>	<b>7,000</b>
This account pays for travel expenses of personnel attending meetings relative to management, operations and maintenance on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.							
<b>56188000 740000</b>	<b>Utility Assistance Program</b>	<b>0</b>	<b>27,500</b>	<b>27,500</b>	<b>0</b>	<b>0</b>	<b>27,500</b>
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.							
<b>56188000 740100</b>	<b>Nutrient Credit Purchase</b>	<b>91,026</b>	<b>250,000</b>	<b>60,000</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
Expenses related to Nutrient Credit purchases that may be required to meet US EPA and PA DEP Chesapeake Bay targets.							
<b>56188000 741000</b>	<b>Professional Services</b>	<b>263,496</b>	<b>738,000</b>	<b>560,500</b>	<b>213,869</b>	<b>350,000</b>	<b>763,000</b>
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.							
<b>56188000 743000</b>	<b>Bank Service Charges</b>	<b>19,771</b>	<b>14,500</b>	<b>14,500</b>	<b>15,094</b>	<b>17,700</b>	<b>18,000</b>
This line item is for the Bureau's portion of banks service charges.							
<b>56188000 743100</b>	<b>Credit Card Fees</b>	<b>6,170</b>	<b>7,100</b>	<b>7,100</b>	<b>4,340</b>	<b>4,500</b>	<b>7,100</b>
This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Sewer bill in the Treasury Office.							
<b>56188000 744000</b>	<b>Contract Services</b>	<b>33,990</b>	<b>89,700</b>	<b>89,700</b>	<b>26,821</b>	<b>40,000</b>	<b>275,000</b>
Account pays for 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.							
<b>56188000 744500</b>	<b>Training &amp; School</b>	<b>18,270</b>	<b>30,000</b>	<b>55,000</b>	<b>30,452</b>	<b>37,500</b>	<b>40,000</b>
Account covers courses for operating license, state correspondence courses, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops. Training is required by the PADEP Operator certification regulations governing continuing education requirements.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56188000 760300	Office Supplies	3,704	5,000	5,000	3,689	4,500	5,000
	Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.						
56188000 772000	Insurance Package	196,622	210,000	236,000	234,754	236,000	260,000
	Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.						
56188000 820000	Minor Equipment	6,924	8,500	8,500	3,815	4,700	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	9,547	25,000	25,000	7,430	10,000	25,000
	Account pays the cost of minor safety equipment for the Bureau.						
56188000 825000	Computer Equip/Software	6,678	20,000	20,000	6,802	10,200	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	1,641	1,650	0
	Portion of Vehicle #723 for Procurement and Collections						
56188000 911000	Indirect Costs	441,609	445,000	445,000	370,833	445,000	532,696
	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	366	500	500	661	665	700
	This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.						
56188000 924000	Debt Service - Interest	2,206,073	2,046,000	2,046,000	2,049,864	2,049,864	1,932,000
	Account pays interest payments on the Sewer Fund portion of General Obligation bonds and Pennvest loans.						
56188000 926000	Debt Service - Principal	0	1,465,000	1,465,000	1,588,748	1,588,748	3,250,000
	This line reflects principal redemption on the Sewer Fund portion of General Obligation Bonds and Pennvest loans.						
TOTAL	Sewer Administration	9,245,651	7,873,337	7,559,337	6,590,705	7,072,069	10,130,052

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
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**BUREAU OF SEWERS: ADMINISTRATION**

56188000	611000	0.28	DEP DIRECTOR PW OPERATIONS & CONST.	39,519
56188000	611000	0.50	DEP DIR UTILITIES	69,613
56188000	611000	0.28	DEP DIR ENGINEERING	40,025
<b>TOTAL 61100 EMPLOYEES</b>		<b>1.06</b>		<b>149,157</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56188000	611500	0.19	BUREAU CHIEF TREASURY	17,100
56188000	611500	0.19	BILLING COORD 2	9,617
56188000	611500	0.19	BILLING COORD 2	9,314
56188000	611500	0.19	BILLING COORD 2	9,300
56188000	611500	0.19	CASHIER SERV CLERK	8,078
56188000	611500	0.19	CASHIER SERV CLERK	8,078
56188000	611500	0.19	CASHIER SERV CLERK	8,078
56188000	611500	0.19	CASHIER SERV CLERK	8,078
56188000	611500	0.14	COMM. MANAGER	8,077
56188000	611500	0.19	CUSTOMER CARE COORD	11,052
56188000	611500	0.19	CUSTOMER CARE COORD	10,218

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56188000	611500	0.19	CUSTOMER CARE COORD	9,617
56188000	611500	0.19	CUSTOMER CARE COORD	11,052
56188000	611500	0.19	CUSTOMER CARE COORD	10,000
56188000	611500	0.19	CUSTOMER CARE SUP	16,287
56188000	611500	0.19	MAIL PRINT OPERATOR	7,636
56188000	611500	0.19	REVENUE CLERK	9,216
56188000	611500	0.19	REVENUE CLERK	9,584
56188000	611500	0.50	SECRETARY 1	24,731
56188000	611500	1.00	SEN PROJ MGR UTILITY	98,664
56188000	611500	0.25	PUBLIC WORKS JUNIOR ENGINEER	15,450
56188000	611500	0.30	UTILITY SERV COORD	14,030
			Available for Merit - AFSCME	26,000
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.42</b>		<b>359,257</b>
<b>TOTAL EMPLOYEES</b>		<b>6.48</b>		<b>508,414</b>

	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED	
<b>Wastewater - Expenses</b>							
<b>Sewer Collections</b>							
<b>56188100 611500</b>	<b>Salaried Personnel</b>	<b>966,509</b>	<b>1,246,565</b>	<b>1,246,565</b>	<b>876,963</b>	<b>1,010,414</b>	<b>1,175,009</b>
Account covers salaries of employees who perform repairs and replacement of sewer lines for the City. The crew also provides preventative maintenance and cleans clogged sewer lines when necessary.							
<b>56188100 618500</b>	<b>Overtime</b>	<b>32,980</b>	<b>60,000</b>	<b>60,000</b>	<b>6,099</b>	<b>10,000</b>	<b>60,000</b>
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.							
<b>56188100 729000</b>	<b>Maint. - Vehicles</b>	<b>83,219</b>	<b>175,000</b>	<b>175,000</b>	<b>60,133</b>	<b>83,000</b>	<b>175,000</b>
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.							
<b>56188100 744000</b>	<b>Contract Services</b>	<b>86,822</b>	<b>200,000</b>	<b>200,000</b>	<b>64,133</b>	<b>100,000</b>	<b>200,000</b>
Account provides for outside services beyond the scope of work of the Collections Crew. This fund includes items such as the cost of manhole rehabilitation services needed for some of the older manholes in the sewer system. This item includes anticipated additional services related to lining and repairs as well as sewer lateral reconnections.							
<b>56188100 747000</b>	<b>Trench Paving</b>	<b>95,424</b>	<b>300,000</b>	<b>300,000</b>	<b>43,001</b>	<b>100,000</b>	<b>300,000</b>
Cost of materials and labor for paving sewer trenches after repairs by Sewer Collections or damage by sinkholes.							
<b>56188100 760300</b>	<b>Office Supplies</b>	<b>141</b>	<b>1,500</b>	<b>1,500</b>	<b>148</b>	<b>1,500</b>	<b>1,500</b>
Cost of miscellaneous office supplies for Sewer Collections.							
<b>56188100 760600</b>	<b>Operating Supplies</b>	<b>376,115</b>	<b>650,000</b>	<b>616,000</b>	<b>272,972</b>	<b>400,000</b>	<b>650,000</b>
Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames, tools, and safety warning devices. This line reflects the cost of safety supplies for work crews, and additional preventative maintenance measures. Also, the collection crew is converting the old brick sewer inlets to concrete where it is appropriate.							
<b>56188100 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>51,329</b>	<b>80,000</b>	<b>80,000</b>	<b>51,964</b>	<b>60,000</b>	<b>80,000</b>
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.							



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56188100 820000	Minor Equipment	120	10,000	10,000	0	5,000	10,000
This line includes the purchase of minor equipment required to perform collection system repair and maintenance.							
56188100 827100	Vehicle-Lease Purchase	0	419,000	453,000	391,054	400,000	453,000
This line covers the annual payments required under a five-year lease purchase agreements to purchase vehicles and equipment.							
<b>TOTAL</b>	<b>Sewer Collections</b>	<b>1,692,658</b>	<b>3,142,065</b>	<b>3,142,065</b>	<b>1,766,467</b>	<b>2,169,914</b>	<b>3,104,509</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF SEWERS: COLLECTIONS**

56188100	611500	1.00	CCTV	61,120
56188100	611500	1.00	CCTV	55,312
56188100	611500	1.00	CCTV	63,565
56188100	611500	1.00	CCTV	63,565
56188100	611500	1.00	COLL SYS SUP INTERI	78,721
56188100	611500	1.00	EO 1	49,658
56188100	611500	1.00	EO 1	46,737
56188100	611500	1.00	EO 1	45,266
56188100	611500	1.00	EO 1	45,266
56188100	611500	1.00	LABOR SUPERVISOR 2	70,000
56188100	611500	1.00	EO 1	45,266
56188100	611500	1.00	EO 2	54,725
56188100	611500	1.00	EO 2	52,620

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56188100	611500	0.25	GIS ANALYST	15,239
56188100	611500	0.25	GIS COORDINATOR	19,188
56188100	611500	1.00	LABOR SUPERVISOR 1	61,847
56188100	611500	1.00	LABOR SUPERVISOR 1	62,500
56188100	611500	1.00	LABORER	41,359
56188100	611500	0.20	PRKS MTN AND CON. SU	12,740
56188100	611500	0.25	PW CONSTRUCTION INSP	20,341
56188100	611500	1.00	SEWER TECHNICIAN	50,516
56188100	611500	1.00	SEWER TECHNICIAN	59,729
56188100	611500	0.50	UTILITY ENGINEERING TECH	40,000
56188100	611500	1.00	UTILITY LOCATOR	59,729
<b>TOTAL 611500 EMPLOYEES</b>		<b>20.45</b>		<b>1,175,009</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Wastewater - Expenses</b>							
<b>Sewer Pumping Stations</b>							
<b>56188200 611500</b>	<b>Salaried Personnel</b>	<b>843,286</b>	<b>884,763</b>	<b>884,763</b>	<b>772,018</b>	<b>889,499</b>	<b>915,536</b>
This account pays for the salaries of the employees who are responsible for maintaining the Bureau's pump stations and the Advanced Wastewater Treatment Plant's (AWWTP) equipment in a safe and operable condition.							
<b>56188200 618500</b>	<b>Overtime</b>	<b>11,469</b>	<b>29,000</b>	<b>29,000</b>	<b>10,326</b>	<b>15,000</b>	<b>29,000</b>
This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.							
<b>56188200 721000</b>	<b>Maint. - Buildings</b>	<b>1,863</b>	<b>2,500</b>	<b>2,500</b>	<b>1,077</b>	<b>2,000</b>	<b>2,500</b>
This account provides for the up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.							
<b>56188200 723000</b>	<b>Maint. - Equipment</b>	<b>89,176</b>	<b>130,000</b>	<b>280,000</b>	<b>221,663</b>	<b>289,500</b>	<b>294,000</b>
This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, Steven's Avenue Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station, Grofftown Pump Station and the Sunnyside Pump Station, as well as the Engleside Diversion Chamber, three air relief pits, and the Sunnyside Grinder Pumps.							
<b>56188200 752000</b>	<b>Power Electric-Main PS</b>	<b>422,341</b>	<b>450,000</b>	<b>450,000</b>	<b>252,376</b>	<b>383,000</b>	<b>450,000</b>
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.							
<b>56188200 760600</b>	<b>Operating Supplies</b>	<b>413</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>	<b>1,500</b>	<b>2,400</b>
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.							
<b>56188200 766000</b>	<b>Heating Oil</b>	<b>13,288</b>	<b>25,000</b>	<b>75,000</b>	<b>11,042</b>	<b>15,000</b>	<b>50,000</b>
This account provides for diesel fuel, gasoline, propane, and natural gas and for fuel to test and operate standby emergency engines for emergency power at the major pump stations.							
<b>56188200 820000</b>	<b>Minor Equipment</b>	<b>1,561</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>2,000</b>	<b>5,000</b>
Tools and minor equipment							
<b>56188200 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>0</b>	<b>57,400</b>	<b>57,400</b>	<b>18,139</b>	<b>57,000</b>	<b>90,000</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
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) #347 F-250 Truck, through 2026 (5 year lease) Includes the replacement of truck #310, ordered in 2022, but still not delivered.  Proposed: #314 Replace in kind, F350 utility truck with dump bed and plow #331 Replace in kind, F150 pick-up truck #333 Replace in kind, F150 pick-up truck							
56188200 829000	Capital Outlay	0	50,000	90,000	72,544	89,400	70,000
Pump Replacement							
TOTAL	Sewer Pumping Stations	1,383,397	1,636,063	1,876,063	1,359,184	1,743,899	1,908,436

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF SEWERS: PUMPING STATIONS**

56188200	611500	1.00	ELEC MECH SUPERVISOR	72,454
56188200	611500	1.00	INSTRUMENT TECH	62,527
56188200	611500	1.00	INSTRUMENT TECH	67,629
56188200	611500	1.00	MAINTENANCE ELEC 3	53,571
56188200	611500	1.00	MAINTENANCE ELEC 3	60,523
56188200	611500	1.00	MAINTENANCE WORKER	49,921

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56188200	611500	1.00	PLANT MAINT MECH 3	62,944
56188200	611500	1.00	PLANT MAINT MECH 3	60,523
56188200	611500	1.00	PLANT MAINT MECH 3	60,523
56188200	611500	1.00	PLANT MAINT MECH 3	60,523
56188200	611500	1.00	PLANT MAINT MECH 3	56,963
56188200	611500	1.00	PLANT MAINT MECH 3	56,963
56188200	611500	1.00	PLANT MAINT MECH 3	56,963
56188200	611500	1.00	PLANT MAINT MECHANIC	57,432
56188200	611500	1.00	WW MAINT SUPERVISOR	76,077
<b>TOTAL 61150 EMPLOYEES</b>		<b>15.00</b>		<b>915,536</b>

	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Wastewater - Expenses</b>						
<b>Sewer Treatment</b>						
<b>56188300 611500</b>	<b>Salaried Personnel</b>	<b>943,568</b>	<b>1,071,787</b>	<b>1,071,787</b>	<b>862,114</b>	<b>993,305</b>
This account pays for the salaries of the employees who provide services for the continuous and efficient operation of an advanced wastewater treatment facility, including monitoring and analyzing the wastewater before discharge to the Conestoga River, and the biosolids dewatering and stabilization operations. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the PA Department of Environmental Protection (PADEP) and U.S. Environmental Protection Agency (EPA) regulations.						
<b>56188300 618500</b>	<b>Overtime</b>	<b>22,713</b>	<b>40,000</b>	<b>40,000</b>	<b>13,033</b>	<b>20,000</b>
This account provides for coverage of wastewater operations, laboratory, and biosolids handling personnel, on sick leave, vacations, holidays, worker's compensations, and open shifts. This also covers emergency labor and overtime caused by vacant positions.						
<b>56188300 721000</b>	<b>Maint. - Buildings</b>	<b>12,291</b>	<b>50,000</b>	<b>50,000</b>	<b>10,456</b>	<b>45,000</b>
This account provides for up-keep and repair of buildings located in the wastewater treatment plant. This line item has been increased to address increased maintenance, including interior maintenance and painting, as the plant buildings are from 1932, 1972, and 1984.						
<b>56188300 723000</b>	<b>Maint. - Equipment</b>	<b>303,533</b>	<b>515,000</b>	<b>565,000</b>	<b>460,182</b>	<b>546,000</b>
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.						
<b>56188300 729000</b>	<b>Maint. - Vehicles</b>	<b>13,845</b>	<b>18,000</b>	<b>18,000</b>	<b>16,648</b>	<b>16,875</b>
This account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspections, tires, outside services, major engine and drive train repairs, etc.						
<b>56188300 746000</b>	<b>Meter Expense</b>	<b>195,548</b>	<b>300,000</b>	<b>300,000</b>	<b>186,655</b>	<b>234,000</b>
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.						
<b>56188300 746500</b>	<b>Water Utility Expense</b>	<b>89,465</b>	<b>140,000</b>	<b>140,000</b>	<b>132,517</b>	<b>150,000</b>
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations.						



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56188300 748000	Sludge	1,651,277	1,836,000	1,836,000	1,423,633	1,790,000	2,003,000
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.							
56188300 752000	Power Electric	696,920	1,100,000	960,000	545,283	697,000	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	47,025	49,000	49,000	47,318	60,000	60,000
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	58,247	75,000	95,000	69,013	75,000	95,000
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	586,626	657,000	801,000	576,531	760,400	867,000
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	14,733	16,000	16,000	15,929	18,500	20,000
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.							
56188300 766000	Heating Oil	63,211	70,000	70,000	52,490	67,300	70,000
This account pays for natural gas for heating of the control building, maintenance buildings and the Lime Stabilization process, and for fuel oil for the emergency generator at Main Pump Station.							
56188300 820000	Minor Equipment	4,847	25,000	25,000	12,131	13,500	25,000
Minor equipment purchases including tools, wastewater samplers, and laboratory equipment.							
56188300 827100	Vehicle-Lease Purchase	0	23,700	23,700	23,448	23,700	23,700

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
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	2,758	75,000	75,000	48,962	66,000	125,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Sewer Treatment	4,706,609	6,061,487	6,135,487	4,496,342	5,576,580	6,631,667

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF SEWERS: TREATMENT**

56188300	611500	1.00	FOG INSPECTOR	57,288
56188300	611500	1.00	LABORATORY TECH 1	58,148
56188300	611500	1.00	SLUDGE DEWATER TECH	53,762
56188300	611500	1.00	SLUDGE DEWATER TECH	50,599
56188300	611500	1.00	SLUDGE DEWATER TECH	50,599
56188300	611500	1.00	SLUDGE DEWATER TECH	55,700
56188300	611500	1.00	SLUDGE DEWATER TECH	49,006
56188300	611500	1.00	WASTEWATER OPER TECH	56,963
56188300	611500	1.00	WASTEWATER OPER TECH	60,523
56188300	611500	1.00	WASTEWATER OPER TECH	55,170

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56188200	611500	1.00	PLANT MAINT MECH 3	62,944
56188200	611500	1.00	PLANT MAINT MECH 3	60,523
56188200	611500	1.00	PLANT MAINT MECH 3	60,523
56188200	611500	1.00	PLANT MAINT MECH 3	60,523
56188200	611500	1.00	PLANT MAINT MECH 3	56,963
56188200	611500	1.00	PLANT MAINT MECH 3	56,963
56188200	611500	1.00	PLANT MAINT MECH 3	56,963
56188200	611500	1.00	PLANT MAINT MECHANIC	57,432
56188200	611500	1.00	WASTEWATER MAINT SUPERVISOR	76,077
<b>TOTAL 61150 EMPLOYEES</b>		<b>15.00</b>		<b>915,536</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Wastewater - Expenses</b>							
<b>Sewer Grounds Maintenance</b>							
56188400 611501	Salary - Direct Invoice	9,493	11,000	11,000	0	11,000	11,000
Salaries of Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Salary expenses charges to this account are based on time sheets completed for each ground maintenance project.							
56188400 629901	Fringe - Direct Invoice	4,754	5,500	5,500	0	5,500	5,500
Fringe expenses for Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastwater facilities (plant, pump stations, etc.) Fringe expenses charged to this account are based on time sheets completed for each ground maintenace project.							
56188400 760601	Equip/Op Supplies Direct Invoi	27,102	18,000	18,000	0	18,000	18,000
Operating supplies and expenses that are directly billed to the Wastewater Fund for work preformed at Wastewater facilities (plant, pump stations, etc.) Expenses charged to this account are based on time sheets completed for each ground maintenance project.							
<b>TOTAL</b>	<b>Sewer Grounds Maintenance</b>	<b>41,350</b>	<b>34,500</b>	<b>34,500</b>	<b>0</b>	<b>34,500</b>	<b>34,500</b>
<b>TOTAL</b>	<b>Wastewater - Expenses</b>	<b>17,069,665</b>	<b>18,747,452</b>	<b>18,747,452</b>	<b>14,212,698</b>	<b>16,596,962</b>	<b>21,809,164</b>

CITY OF LANCASTER

# **WATER FUND**



CITY OF  
LANCASTER

2023 BUDGET

**CITY OF LANCASTER**  
**WATER FUND REVENUE SUMMARY**  
**2022 BUDGET VS. 2023 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
Fees for Services	\$31,675,000	\$30,300,000	\$33,950,000	\$2,275,000	7.2%
Miscellaneous Revenue	\$535,000	\$470,000	\$485,000	(\$50,000)	-9.3%
Other Income	\$340,000	\$343,342	\$352,000	\$12,000	3.5%
<b>TOTAL WATER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$32,550,000</b>	<b>\$31,113,342</b>	<b>\$34,787,000</b>	<b>\$2,237,000</b>	<b>6.9%</b>
<b>Surplus/(Deficit)</b>	<b>(\$2,249,397)</b>	<b>(\$1,945,167)</b>	<b>(\$955,894)</b>		

**CITY OF LANCASTER  
WATER FUND EXPENSE SUMMARY  
2022 BUDGET VS. 2023 BUDGET**

<b><u>BUREAU</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
Administration	\$19,044,147	\$18,312,941	\$20,952,690	\$1,908,543	10.0%
Transfer to General Fund	\$4,000,000	\$4,000,000	\$2,000,000	(\$2,000,000)	-50.0%
Susquehanna Treatment Plant	\$3,803,188	\$3,343,246	\$4,213,727	\$410,539	10.8%
Conestoga Treatment Plant	\$3,056,044	\$2,776,592	\$3,327,524	\$271,480	8.9%
Transmission & Distribution	\$3,387,077	\$3,155,440	\$3,618,694	\$231,617	6.8%
Meter Shop	\$725,927	\$692,408	\$848,565	\$122,638	16.9%
Grounds Maintenance	\$357,197	\$325,987	\$346,171	(\$11,026)	-3.1%
Laboratory	\$425,817	\$451,896	\$435,523	\$9,706	2.3%
<b>TOTAL WATER FUND EXPENSES</b>	<b>\$34,799,397</b>	<b>\$33,058,509</b>	<b>\$35,742,894</b>	<b>\$943,497</b>	<b>2.7%</b>



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED	
<b>Water - Revenues</b>								
<b>Water Revenues</b>								
56200000	404400	Rent of City Property	298,561	300,000	300,000	214,623	250,000	250,000
Revenue is derived from rental of space to cellular service providers for antennas.								
56200000	407100	Pension State Fund	340,661	340,000	340,000	343,342	343,342	352,000
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	28,656,082	31,675,000	31,675,000	26,319,006	30,300,000	33,950,000
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.								
56200000	407900	Reimb. - Meter Labor	195,548	195,000	195,000	186,655	195,000	195,000
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.								
56200000	408000	Miscellaneous Revenue	48,964	40,000	40,000	18,407	25,000	40,000
Revenues of the water system not otherwise credited.								
56200000	420000	Swr Grnds Exp Reimb	3,623	0	0	0	0	0
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).								
TOTAL	Water Revenues		29,543,439	32,550,000	32,550,000	27,082,032	31,113,342	34,787,000
TOTAL	Water - Revenues		29,543,439	32,550,000	32,550,000	27,082,032	31,113,342	34,787,000



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289000 623000	Pension Contribution	414,856	430,000	430,000	413,337	430,000	456,000
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	0	10,000	10,000	853	0	10,000
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.							
56289000 625000	Workers Compensation	56,616	120,000	120,000	52,482	60,000	90,000
This line item accounts for workers' compensation claims for Bureau of Water employees.							
56289000 714100	PC Lease	13,180	16,000	16,000	17,056	18,000	36,543
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Water staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
56289000 716000	Rental of Parking Lot	8,420	9,000	9,000	6,610	8,600	9,300
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.							
56289000 718000	Rental of Uniforms	16,996	42,200	42,200	34,126	42,000	42,000
Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.							
56289000 723000	Maint. - Equipment	18,466	22,000	22,000	9,996	11,300	22,000
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.							
56289000 731000	Advertising	2,172	5,000	5,000	964	2,500	5,000
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.							
56289000 734000	Postage	100,349	334,000	334,000	117,134	103,300	344,000
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	23,216	25,000	25,000	7,913	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.							



		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289000 744000	Contract Services	29,211	89,000	79,900	14,082	28,000	91,000
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	4,261	20,000	20,000	5,898	14,000	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	3,441	7,000	7,000	1,586	3,500	10,000
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	217,116	245,000	280,000	276,442	280,000	310,000
This line item accounts for the insurance package for the Bureau of Water.							
56289000 820000	Minor Equipment	14,848	13,000	13,000	7,791	10,200	15,000
This line item accounts for the purchase of minor equipment and copier rental charges.							
56289000 820200	Safety Equipment	17,127	55,000	55,000	15,483	19,000	55,000
This line accounts for safety equipment, tools, and supplies for all sections within the Water Bureau. Additional signage and personnel protective gear and trench safety shoring are needed to comply with PennDot regulations and industry standard trenching practices, respectively.							
56289000 825000	Computer Equip/Software	26,758	15,000	15,000	9,367	10,000	240,000
This line item accounts for purchase of GIS equipment, public works CMMS software							
56289000 911000	Indirect Costs	814,355	815,000	815,000	679,167	815,000	1,035,743
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289000 914000	Revenue Tsfr'd to City	4,000,000	4,000,000	4,000,000	3,333,333	4,000,000	2,000,000
This line reflects that portion of the "profits" of the water system which are paid to the City's General Fund as a return on investment.							
56289000 923000	Paying Agent Fees	1,213	1,500	1,500	1,312	1,325	1,500
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
56289000 924000	Debt Service - Interest	7,636,453	7,812,000	7,812,000	7,800,433	7,800,433	7,600,000
This line reflects interest payments on the Water Fund portion of General Obligation Bonds and Notes and Pennvest loans.							
56289000 926000	Debt Service - Principal	0	4,720,000	4,720,000	4,022,622	4,500,000	4,940,000
This line reflects principal redemption on the Water Fund portion of General Obligation Bonds and Notes and Pennvest loans.							
TOTAL	Water Administration	25,809,149	23,021,247	23,044,147	20,360,647	22,312,941	22,952,690

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF WATER: ADMINISTRATION**

56289000	611000	0.50	DEP DIR UTILITIES	69,613
56289000	611000	0.48	DEP DIR ENGINEERING	69,572
56289000	611000	0.48	DEP DIRECTOR PW CONS	68,692
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.46</b>		<b>207,877</b>

56289000	611500	0.43	BUREAU CHIEF TREASURY	38,700
56289000	611500	0.43	BILLING COORD 2	21,606
56289000	611500	0.43	BILLING COORD 2	20,926
56289000	611500	0.43	BILLING COORD 2	18,148
56289000	611500	0.43	CASHIER SERV CLERK	18,148
56289000	611500	0.43	CASHIER SERV CLERK	18,148
56289000	611500	0.43	CASHIER SERV CLERK	18,148
56289000	611500	0.43	CASHIER SERV CLERK	18,148
56289000	611500	0.27	COMM. MANAGER	15,577
56289000	611500	0.43	CUSTOMER CARE COORD	24,830

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56289000	611500	0.43	CUSTOMER CARE COORD	22,957
56289000	611500	0.43	CUSTOMER CARE COORD	21,606
56289000	611500	0.43	CUSTOMER CARE COORD	24,830
56289000	611500	0.43	CUSTOMER CARE COORD	25,000
56289000	611500	0.43	CUSTOMER CARE SUP	36,592
56289000	611500	0.25	JR ENGINEER	15,450
56289000	611500	0.43	MAIL PRINT OPERATOR	17,157
56289000	611500	0.43	REVENUE CLERK	20,705
56289000	611500	0.43	REVENUE CLERK	21,534
56289000	611500	0.50	SECRETARY 1	24,731
56289000	611500	1.00	SEN PROJ MGR UTILITY	93,359
56289000	611500	1.00	UTILITY ENGINEER	86,994
56289000	611500	1.00	TREATMENT MANAGER	98,133
			Available for Merit - AFSCME	32,000
<b>TOTAL 611500 EMPLOYEES</b>		<b>11.33</b>		<b>753,427</b>
<b>TOTAL EMPLOYEES</b>		<b>12.79</b>		<b>961,304</b>



			2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Water - Expenses</b>								
<b>Water - Susquehanna Treatment Plant</b>								
56289100 611500	Salaried Personnel		1,025,240	1,033,185	1,033,185	899,533	1,036,419	1,061,384
This line item accounts for salaries at the SWTP.								
56289100 612000	Salary Temporary		6,234	6,500	6,500	3,567	3,567	6,000
Expense for interns from Thadeus Stephens Water/Wastewater program.								
56289100 618500	Overtime		122,452	115,000	115,000	106,597	122,819	120,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.								
56289100 721000	Maint. - Buildings		50,968	350,000	222,500	61,638	75,000	169,500
Ths account provides for the general upkeep of all buildings at Susquehanna Water Treatment Plant including low and high service pumping stations, centrifuge building, filter building, membrane building, the Oyster Point Reservoir, and all roads on these properties.								
56289100 722000	Maint. - Communications		9,003	12,000	12,000	5,523	12,000	15,000
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		209,639	300,000	350,000	276,729	300,000	420,500
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		11,007	15,000	15,000	8,724	12,000	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).								

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289100 746500	Water Utility Expense	14,907	16,500	16,500	11,277	11,000	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	101,188	130,000	130,000	69,252	112,500	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	644,707	825,000	807,500	545,526	655,000	825,000
	Account provides for electricity to operate all pumping stations and Susquehanna Filter Plant.						
56289100 760600	Operating Supplies	3,025	10,000	10,000	7,264	10,000	12,000
	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	477,525	694,603	694,603	455,176	673,742	911,343
	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 17 million gallons per day.						
56289100 765400	Gas Oil & Diesel	12,398	78,000	78,000	14,871	15,000	110,000
	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	49,697	50,000	50,000	48,420	60,000	60,000
	This account provides for fuel for heating the SWTP filter Building at a minimum, High and Low Service Buildings, and the Membrane Building.						
56289100 820000	Minor Equipment	7,214	7,500	7,500	7,255	10,500	10,500
	This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.						
56289100 827000	Vehicles	0	77,400	77,400	53,310	78,000	82,000
	This line accounts for expenditures made for new and replacement equipment including lease-purchase payments for seven vehicles.						
56289100 829000	Capital Outlay	0	125,000	177,500	77,443	155,700	249,000
	This line accounts for expenditures made for new and replacement equipment.						
<b>TOTAL</b>	<b>Water - Susquehanna Treatment Plant</b>	<b>2,745,202</b>	<b>3,845,688</b>	<b>3,803,188</b>	<b>2,652,106</b>	<b>3,343,246</b>	<b>4,213,727</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF WATER: SUSQUEHANNA TREATMENT PLANT**

56289100	611500	1.00	INSTRUMENT TECH	56,997
56289100	611500	1.00	PLANT MAINT MECH 3	62,944
56289100	611500	1.00	PLANT MAINT MECH 3	62,944
56289100	611500	1.00	PLANT MAINT MECH 3	56,963
56289100	611500	1.00	PLANT MAINT MECH 3	57,000
56289100	611500	1.00	PLANT MAINT SUPERVISOR	72,454
56289100	611500	1.00	WATER PLANT OP 2	62,944
56289100	611500	1.00	WATER PLANT OP 2	60,523
56289100	611500	1.00	WATER PLANT OP 2	60,523
56289100	611500	1.00	WATER PLANT OP 2	60,523
56289100	611500	1.00	WATER PLANT OP 2	60,523
56289100	611500	1.00	WATER PLANT OP 2	56,963
56289100	611500	1.00	WATER PLANT OP 2	56,963
56289100	611500	1.00	WATER PLANT OP 2	65,462
56289100	611500	1.00	WATER PLANT OP 2	56,963

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56289100	611500	1.00	WATER PLANT OP 2	65,462
56289100	611500	1.00	WATER PLANT SUPERVIS	85,233
TOTAL 611500 EMPLOYEES		17.00		1,061,384

	2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED	
<b>Water - Expenses</b>							
<b>Water - Conestoga Treatment Plant</b>							
56289200 611500	Salaried Personnel	888,045	970,189	970,189	747,142	860,838	1,007,345
This line item accounts for the salaries of personnel at the CWTP.							
56289200 612000	Salary Temporary	6,422	6,000	6,000	3,675	4,234	6,000
Expense for interns from the Thaddeus-Stevnes Water/Wastewater Program							
56289200 618500	Overtime	49,130	60,000	60,000	31,936	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	87,155	200,000	175,000	69,336	200,000	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	189,486	300,000	314,380	241,843	285,000	305,000
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289200 729000	Maint. - Vehicles	25,861	26,000	31,000	24,232	33,000	33,000
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	77,196	150,000	150,000	34,774	75,000	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	494,748	575,000	552,500	395,063	475,000	600,000
Account provides for electricity to operate all pumping stations and Conestoga Filter Plant.							
56289200 760600	Operating Supplies	20,068	28,000	28,000	15,748	22,000	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	413,277	573,455	573,455	413,351	572,000	676,179
This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.							
56289200 765400	Gas Oil & Diesel	19,216	62,000	62,000	17,107	75,000	75,000
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	48,805	59,000	59,000	45,589	60,000	60,000
This account provides for fuel for heating at the Conestoga Filter Plant, Membrane Filter Plant, Strainer/Carbon Feed Building, Administration Building and Beaver Street Garage. The Filter Plants and Strainer/Carbon feed buildings use natural gas while the Beaver Street and the Admin Building heat with oil.							
56289200 827000	Vehicles	0	38,900	39,520	39,520	39,520	67,000
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, Truck #255 through 2026, Truck #237 with an SUV through 2026 and the proposed replacement of electrical van #212 with a bucket truck							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289200 829000	Capital Outlay	0	0	35,000	14,368	25,000	60,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Water - Conestoga Treatment Plant	2,319,409	3,048,544	3,056,044	2,093,685	2,776,592	3,327,524

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF WATER: CONESTOGA TREATMENT PLANT**

56289200	611500	1.00	WATER PLANT SUPERVISOR	85,233
56289200	611500	1.00	INSTRUMENT TECHNICIAN	62,527
56289200	611500	1.00	LABORER	45,372
56289200	611500	1.00	PLANT MAINT MECH 3	60,523
56289200	611500	1.00	PLANT MAINT MECH 3	55,170
56289200	611500	1.00	PLANT MAINT MECH 3	65,462
56289200	611500	1.00	PLANT MAINT MECHANIC	59,729
56289200	611500	1.00	PLANT MAINT SUPERVISOR	72,454



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56289200	611500	1.00	WATER PLANT OP 2	62,944
56289200	611500	1.00	WATER PLANT OP 2	60,523
56289200	611500	1.00	WATER PLANT OP 2	60,523
56289200	611500	1.00	WATER PLANT OP 2	56,963
56289200	611500	1.00	WATER PLANT OP 2	51,974
56289200	611500	1.00	WATER PLANT OP 2	51,974
56289200	611500	1.00	WATER PLANT OP 2	51,974
56289200	611500	1.00	WATER PLANT OP 2	52,000
56289200	611500	1.00	WATER PLANT OP 2	52,000
<b>TOTAL 611500 EMPLOYEES</b>		<b>17.00</b>		<b>1,007,345</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
Water - Expenses							
Water - Transmission & Distribution							
56289400 611500	Salaried Personnel	1,014,471	1,380,349	1,380,349	1,022,599	1,178,212	1,417,635
Covers salaries of the Bureau of Water - T & D employees.							
56289400 612000	Salary Temporary	0	19,000	0	0	19,000	19,000
Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program also the yellow painting of curbs in front of fire hydrants.							
56289400 618500	Overtime	55,625	60,000	60,000	36,702	59,500	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	13,604	7,000	7,000	1,589	7,000	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	155,694	165,000	215,000	174,114	195,000	210,000
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	53,745	60,000	134,000	97,981	134,000	130,000
Cost of materials for the installation of new service lines and the replacement of old broken service lines, and lead service lines.							
56289400 729000	Maint. - Vehicles	66,975	100,000	98,319	67,082	98,319	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	9,394	16,000	26,000	20,380	26,000	26,000
This line item covers professional services for the Transmission and Distribution system, including Leak Detection.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289400 744000	Contract Services	11,764	35,000	35,000	26,777	30,000	51,000
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	248,141	500,000	389,400	135,965	391,400	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	170	75,000	75,000	36,389	75,000	100,000
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	90,124	110,000	110,000	61,362	105,000	110,000
Purchase of stone for trench repairs.							
56289400 748400	Spoil Removal	3,138	40,000	20,000	5,591	10,000	20,000
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	110,154	165,000	105,000	62,301	125,000	200,000
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	48,969	62,000	92,000	68,560	62,000	72,000
Gasoline, diesel and cng fuels are included in this line item.							
56289400 820000	Minor Equipment	8,237	39,000	24,783	21,770	24,783	39,000
This item covers the purchase of minor equipment.							
56289400 824000	Hydrants	60,102	70,000	80,000	76,352	80,000	80,000
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56289400 827000	Vehicles	0	33,433	38,150	38,150	38,150	0
This account is used to purchase vehicles without using a lease purchase program							
56289400 827100	Vehicle-Lease Purchase	0	138,195	184,976	51,037	184,976	177,059
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. Vehicle # 217 lease complete N/A backhoe not received yet.							
56289400 829000	Capital Outlay	113,952	300,000	312,100	279,808	312,100	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							
<b>TOTAL</b>	<b>Water - Transmission &amp; Distribution</b>	<b>2,064,259</b>	<b>3,374,977</b>	<b>3,387,077</b>	<b>2,284,509</b>	<b>3,155,440</b>	<b>3,618,694</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF WATER: TRANSMISSION & DISTRIBUTION**

56289400	611500	1.00	CONSTRUCTION FOREMAN	83,811
56289400	611500	1.00	EO 1	53,710
56289400	611500	1.00	EO 1	45,266
56289400	611500	1.00	EO 1	53,710
56289400	611500	1.00	EO 2	56,915
56289400	611500	1.00	EO 2	56,915
56289400	611500	0.25	GIS ANALYST	15,239
56289400	611500	0.25	GIS COORDINATOR	19,188

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56289400	611500	1.00	LABOR SUPERVISOR 1	73,547
56289400	611500	1.00	LABOR SUPERVISOR 1	73,547
56289400	611500	1.00	LABOR SUPERVISOR 2	75,631
56289400	611500	1.00	LABORER	41,359
56289400	611500	1.00	MAINTENANCE WORKER	49,921
56289400	611500	1.00	MAINTENANCE WORKER	49,921
56289400	611500	1.00	MAINTENANCE WORKER	43,756
56289400	611500	1.00	MAINTENANCE WORKER	45,178
56289400	611500	0.25	PW CONSTRUCTION INSP	20,341
56289400	611500	0.75	PW CONSTRUCTION SUPE	66,439

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56289400	611500	0.25	PW PROJECT MANAGER	20,210
56289400	611500	1.00	UTILITY LOCATOR	57,432
56289400	611500	1.00	UTILITY LOCATOR	59,729
56289400	611500	1.00	WTR DIST SUPERVISOR	90,826
56289400	611500	0.25	MANAGER IN TRAINING	22,500
56289400	611500	1.00	PIPEFITTER	55,000
56289400	611500	0.50	UTILITY ENGINEERING TECH	40,000
56289400	611500	1.00	EO 1	45,266
56289400	611500	1.00	EO 1	49,658
56289400	611500	1.00	EO 2	52,620
TOTAL 611500 EMPLOYEES		23.50		1,417,635

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Water - Expenses</b>							
<b>Water -Meter Shop</b>							
56289500 611500	Salaried Personnel	452,942	540,727	540,727	427,373	492,408	590,682
This account provides for the salaries of the Meter Shop.							
56289500 618500	Overtime	3,387	10,000	7,000	877	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	37,410	50,000	53,000	51,557	53,000	85,000
This account covers all field and office supplies needed for Meter Shop repairs and installations.							
56289500 729000	Maint. - Vehicles	17,092	12,500	16,000	13,784	15,000	15,000
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	9,399	15,000	15,000	10,459	15,000	15,000
This account provides for gas and oil for vehicles utilized in Meter Shop operations and vehicle 723 assigned to Treasury- Utility Service Coordinator.							
56289500 823500	Meters	38,480	50,000	43,000	38,491	50,000	85,000
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	47,700	51,200	19,073	57,000	47,883
This code is for the lease purchase and replacement of vehicles used for the Meter Shop, Engineering and part of Treasury vehicle.							
<b>TOTAL</b>	<b>Water - Meter Shop</b>	<b>558,710</b>	<b>725,927</b>	<b>725,927</b>	<b>561,614</b>	<b>692,408</b>	<b>848,565</b>



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF WATER: METER SHOP**

56289500	611500	1.00	ASST WATER METER SUP	56,790
56289500	611500	0.70	UTILITY SERV COORD	32,275
56289500	611500	1.00	WATER ACCNT ANALYST	54,943
56289500	611500	1.00	WATER METER SUPER	74,467
56289500	611500	1.00	WATER METER TECH	51,441
56289500	611500	1.00	WATER METER TECH	51,441
56289500	611500	1.00	WATER METER TECH	51,441
56289500	611500	1.00	WATER METER TECH	51,441
56289500	611500	1.00	WATER METER TECH	51,500
56289500	611500	1.00	WATER SERVICE CLERK	54,943
56289500	611500	1.00	BACKFLOW/CROSS CONNECTION	60,000

<b>TOTAL 611500 EMPLOYEES</b>	<b>10.70</b>			<b>590,682</b>
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		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
Water - Expenses							
Water - Grounds Maintenance							
56289600 611000	Salary - Bureau Chief	9,730	0	0	0	0	0
This line item accounts for an allocated portion of the Facility Manager salary that is shared by the Water and General Funds.							
56289600 611500	Salaried Personnel	223,884	260,397	260,397	234,628	270,332	262,971
Salaries of the Water - Grounds Maintenance personnel.							
56289600 612000	Salary Temporary	12,043	10,000	10,000	377	400	10,000
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).							
56289600 618500	Overtime	3,733	8,500	8,500	3,505	4,500	8,500
This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.							
56289600 718000	Rental of Uniforms	1,942	5,100	5,100	1,032	2,700	2,700
This code is the expense of uniform rental of nine employees.							
56289600 721000	Maint. - Buildings	0	500	500	0	0	500
This code is the expense for grounds maintenance repairs around buildings.							
56289600 723000	Maint. - Equipment	238	5,000	5,000	0	300	5,000
This code is for the repair and maintenance of all grounds maintenance equipment.							
56289600 729000	Maint. - Vehicles	7,989	8,000	8,000	2,308	3,200	8,000
This code is for vehicle repair and maintenance of motor vehicles.							
56289600 760600	Operating Supplies	250	13,500	13,500	0	250	1,500
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.							
56289600 765400	Gas Oil & Diesel	7,982	9,000	9,000	6,728	7,500	9,000
This code is the gasoline expenses for equipment and vehicles.							
56289600 820000	Minor Equipment	0	10,200	10,200	9,805	9,805	11,000
This code is to purchase minor equipment for water grounds maintenance							

		<b>2021 ACTUAL</b>	<b>2022 ORIGINAL BUDGET</b>	<b>2022 AMENDED BUDGET</b>	<b>EXPENDED YTD 11/20/2022</b>	<b>2022 PROJECTED</b>	<b>2023 PROPOSED</b>
<b>56289600 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>0</b>	<b>27,000</b>	<b>27,000</b>	<b>26,698</b>	<b>27,000</b>	<b>27,000</b>
This covers the annual payments required under a lease payment agreement for the following: 4th payment of 5 for # 475 -Brush hog 5th payment of 5 for #429 - John Deere mower							
<b>TOTAL</b>	<b>Water - Grounds Maintenance</b>	<b>267,790</b>	<b>357,197</b>	<b>357,197</b>	<b>285,080</b>	<b>325,987</b>	<b>346,171</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF WATER: GROUNDS MAINTENANCE**

56289600	611500	0.60	UTILITY OPERATOR	29,677
56289600	611500	1.00	LABORER	42,703
56289600	611500	0.60	LABORER	24,816
56289600	611500	1.00	LABORER	41,359
56289600	611500	1.00	LABORER	41,359
56289600	611500	1.00	LABORER	41,359
56289600	611500	0.30	LABOR SUPERVISOR 1	20,299
56289600	611500	0.40	UTILITY OPERATOR	21,399
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.90</b>		<b>262,971</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Water - Expenses</b>							
<b>Water - Laboratory</b>							
56289800 611500	Salaried Personnel	252,009	311,917	311,917	272,872	314,396	321,273
This line item accounts for the salaries of the Water Quality Laboratory.							
56289800 618500	Overtime	0	500	500	6,184	50,000	5,000
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	175	1,500	1,500	200	500	1,000
This budget covers repairs and calibration of instruments used in the lab and the Laboratory Information Management System (LIMS) that is used to compile laboratory data,							
56289800 744000	Contract Services	18,304	49,900	49,900	28,936	35,000	38,250
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	45,582	62,000	62,000	48,824	52,000	55,000
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	0	0	0	0	15,000
This account is for the lease/purchase of a new vehicles for the water laboratory.							
<b>TOTAL</b>	<b>Water - Laboratory</b>	<b>316,070</b>	<b>425,817</b>	<b>425,817</b>	<b>357,016</b>	<b>451,896</b>	<b>435,523</b>
<b>TOTAL</b>	<b>Water - Expenses</b>	<b>34,080,590</b>	<b>34,799,397</b>	<b>34,799,397</b>	<b>28,594,656</b>	<b>33,058,509</b>	<b>35,742,894</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF WATER: LABORATORY**

56289800	611500	1.00	WATER QUALITY ANALYST	62,869
56289800	611500	1.00	WATER QUALITY SUPERVISOR	76,077
56289800	611500	1.00	WATER QUALITY ANALYST	62,869
56289800	611500	1.00	WATER LAB TECH 1	59,729
56289800	611500	1.00	WTR PLANT OP 1	59,729
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.00</b>		<b>321,273</b>

CITY OF LANCASTER

# **SOLID WASTE & RECYCLING FUND**



CITY OF  
LANCASTER

2023 BUDGET

**CITY OF LANCASTER**  
**SOLID WASTE & RECYCLING FUND REVENUE SUMMARY**  
**2022 BUDGET VS. 2023 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
Fees for Services	\$5,198,140	\$5,190,000	\$5,630,600	\$432,460	8.3%
Miscellaneous Revenue	\$275,000	\$301,119	\$267,500	(\$7,500)	-2.7%
Other Income	\$39,000	\$37,276	\$38,200	(\$800)	-2.1%
LCSWMA Rebate	\$195,840	\$195,840	\$195,840	\$0	0.0%
<b>TOTAL SW&amp;R FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$5,707,980</b>	<b>\$5,724,235</b>	<b>\$6,132,140</b>	<b>\$424,160</b>	<b>7.4%</b>
<b>Surplus/(Deficit)</b>	<b>(\$39,968)</b>	<b>\$230,755</b>	<b>\$0</b>		



**CITY OF LANCASTER**  
**SOLID WASTE & RECYCLING FUND EXPENSE SUMMARY**  
**2022 BUDGET VS. 2023 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2022 BUDGET</u></b> (as amended)	<b><u>2022 PROJECTED</u></b>	<b><u>2023 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2022 Budget)
Administration	\$5,747,948	\$5,493,480	\$6,132,140	\$384,192	6.7%
<b>TOTAL SW&amp;R FUND EXPENSES</b>	<b>\$5,747,948</b>	<b>\$5,493,480</b>	<b>\$6,132,140</b>	<b>\$384,192</b>	<b>6.7%</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	RECEIVED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
<b>Solid Waste &amp; Recycling - Revenues</b>							
<b>Solid Waste &amp; Recycling Revenues</b>							
56300000	400500	Penalty Current Tax	82,136	55,000	55,000	70,596	80,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.							
56300000	402600	SWR Admin Tickets	44,175	50,000	50,000	75	0
Revenue is derived from fines paid by residents and property owners for violations of the City's solid waste and recycling ordinance.							
56300000	407100	Pension State Fund	38,979	39,000	39,000	37,276	38,200
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 Solid Waste & Recycling Fund employees.							
56300000	407300	Act 101 Recycling	144,974	150,000	150,000	159,119	172,500
DEP Section 904 Performance Grant based on documented tons of recycled materials.							
56300000	408000	Miscellaneous Revenue	95,421	60,000	60,000	112,518	105,000
Revenue is derived from the sale of miscellaneous recyclable materials.							
56300000	413600	Discounts Taken (contra)	(41,305)	(\$40,000)	(\$40,000)	(42,190)	(43,000)
Discounts earned for early payment are recognized as revenues in Munis.							
56300000	417200	Trash Fees	4,788,624	5,198,140	5,198,140	5,181,150	5,190,000
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.							
56300000	417300	LCSWMA Rebate	245,591	195,840	195,840	133,972	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.							
<b>TOTAL</b>	<b>Solid Waste &amp; Recycling Revenues</b>		<b>5,398,596</b>	<b>5,707,980</b>	<b>5,707,980</b>	<b>5,652,517</b>	<b>6,132,140</b>
<b>TOTAL</b>	<b>Solid Waste &amp; Recycling Revenues</b>		<b>5,398,596</b>	<b>5,707,980</b>	<b>5,707,980</b>	<b>5,652,517</b>	<b>6,132,140</b>

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
Solid Waste & Recycling - Expenses							
Solid Waste & Recycling							
56387000 611000	Salary - Bureau Chief	99,359	99,494	99,494	24,762	28,530	131,065
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	463,044	472,203	472,203	389,571	448,854	489,922
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	3,000	3,000
Expenses paid to an employment agency or contractors for temporary services required by Program Staff at PAC, the Recycling Center or other program initiatives, including internships.							
56387000 618500	Overtime	1,457	3,000	3,000	2,233	2,572	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	175,000	175,000	160,417	175,000	175,000
Medical insurance for Program Staff.							
56387000 620300	Dental/Vision	4,158	6,000	6,000	4,027	5,000	6,000
Dental and eye insurance premiums for Program Staff.							
56387000 620800	Social Security	43,013	53,000	53,000	30,779	35,500	43,000
Social security payments for Program Staff.							
56387000 620900	Life Insurance	1,236	1,300	1,300	965	1,300	1,300
Life insurance expenses for Program Staff.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56387000 623000	Pension Contribution	48,788	52,000	52,000	44,450	52,000	56,000
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Program Staff.							
56387000 624000	Unemployment Compensation	0	2,000	2,000	73	0	2,000
Costs for Unemployment Compensation for eligible City staff.							
56387000 625000	Workers Compensation	3,556	10,000	10,000	3,595	5,000	10,000
Workers' compensation claims for Program Staff.							
56387000 712500	Space Rental	42,602	48,500	48,500	45,588	49,600	49,500
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	3,766	4,700	4,700	2,163	2,200	4,041
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Solid Waste & Recycling staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
56387000 716000	Rental of Parking Lot	1,780	2,000	2,000	1,629	2,000	2,000
Parking space rental for Program Staff.							
56387000 718000	Rental of Uniforms	775	4,950	4,950	2,868	500	3,780
Weekly rental costs of uniforms for Program Staff.							
56387000 723000	Maint. - Equipment	8,530	20,000	20,000	6,361	20,000	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	8,140	12,000	12,000	8,128	2,000	12,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff							
56387000 731000	Advertising	4,852	13,000	13,000	842	2,000	10,400
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.							

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56387000 732000	Dues & Subscriptions	2,283	2,500	2,500	973	800	2,500
	Membership dues for professional organizations and subscriptions to trade journals.						
56387000 734000	Postage	29,732	61,790	61,790	43,638	40,000	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	3,007	6,300	6,300	1,439	6,300	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	8,000	9,850	9,850	6,446	7,500	9,850
	Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.						
56387000 737000	Travel	557	4,000	4,000	315	2,000	3,600
	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	14,580	15,000	15,000	11,085	15,000	18,000
	External services including legal counsel and auditing.						
56387000 743100	Credit Card Fees	2,530	2,500	2,500	2,419	2,500	3,000
	This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Solid Waste and Recycling bill in the Treasury Office.						
56387000 744500	Training & School	4,889	5,000	5,000	2,630	1,000	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	2,279,483	2,446,038	2,446,038	1,986,152	2,467,000	2,654,491
	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	1,863,737	1,930,580	1,930,580	1,474,935	1,930,580	2,040,000
	Tipping fees charged to dispose of the Contract Waste collected by Penn Waste, Inc. at LCSWMA Facilities; for Recyclable Materials collected and delivered to LCSWMA and other Recycling Facilities; and for contract services for White Goods collection.						

		2021 ACTUAL	2022 ORIGINAL BUDGET	2022 AMENDED BUDGET	EXPENDED YTD 11/20/2022	2022 PROJECTED	2023 PROPOSED
56387000 752000	Power Electric	2,297	2,600	2,600	1,985	300	3,000
	Electricity to operate the Recycling Center.						
56387000 760300	Office Supplies	2,517	3,500	3,500	2,125	500	3,600
	Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.						
56387000 760600	Operating Supplies	52,334	75,000	75,000	20,541	4,000	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	6,807	9,000	9,000	8,190	100	10,000
	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	2,494	5,800	5,800	2,141	1,500	5,800
	Natural Gas to heat the Recycling Center.						
56387000 772000	Insurance Package	7,149	8,000	8,000	7,846	8,000	9,000
	Property and liability coverage for all Bureau facilities and vehicles.						
56387000 820000	Minor Equipment	2,303	8,000	8,000	2,437	1,000	8,000
	Incidental equipment needed for Program Staff.						
56387000 827100	Vehicle-Lease Purchase	0	20,710	20,710	19,199	20,710	27,521
	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	124,694	149,633	163,680
	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	1,983	0	0	0	0	0
	Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.						
<b>TOTAL</b>	<b>Solid Waste &amp; Recycling Expenses</b>	<b>5,286,369</b>	<b>5,747,948</b>	<b>5,747,948</b>	<b>4,447,496</b>	<b>5,493,480</b>	<b>6,132,140</b>
<b>TOTAL</b>	<b>Solid Waste &amp; Recycling - Expenses</b>	<b>5,286,369</b>	<b>5,747,948</b>	<b>5,747,948</b>	<b>4,447,496</b>	<b>5,493,480</b>	<b>6,132,140</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**BUREAU OF SOLID WASTE & RECYCLING: ADMINISTRATION**

56387000	611000	0.08	DEP DIRECTOR PW OPERATIONS & CONST.	11,065
56387000	611000	1.00	MANAGER SUSTAINABLE OPERATIONS	20,000
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.08</b>		<b>131,065</b>

56387000	611500	0.14	BUREAU CHIEF TREASURY	12,600
56387000	611500	0.14	BILLING COORD 2	6,880
56387000	611500	0.14	BILLING COORD 2	6,663
56387000	611500	0.14	BILLING COORD 2	6,600

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56387000	611500	0.14	CASHIER SERV CLERK	5,779
56387000	611500	0.14	CASHIER SERV CLERK	5,779
56387000	611500	0.14	CASHIER SERV CLERK	5,779
56387000	611500	0.14	CASHIER SERV CLERK	5,779
56387000	611500	0.05	COMM. MANAGER	2,885
56387000	611500	0.14	CUSTOMER CARE COORD	7,906
56387000	611500	0.14	CUSTOMER CARE COORD	7,310
56387000	611500	0.14	CUSTOMER CARE COORD	6,880
56387000	611500	0.14	CUSTOMER CARE COORD	7,906
56387000	611500	0.14	CUSTOMER CARE COORD	6,800



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2023 BUDGET**

APPROPRIATION CODE		FTE	POSTION	SALARY
56387000	611500	0.14	CUSTOMER CARE SUPERVISOR	11,652
56387000	611500	0.14	MAIL PRINT OPERATOR	5,463
56387000	611500	1.00	MAINTENANCE WORKER	51,919
56387000	611500	1.00	PROG COOR ENV	52,074
56387000	611500	1.00	RECYCLG LABORER	41,359
56387000	611500	1.00	RECYCLG LABORER	41,359
56387000	611500	0.14	REVENUE CLERK	6,593
56387000	611500	0.14	REVENUE CLERK	6,857
56387000	611500	1.00	SOLWSTE REC CS COORD	58,148
56387000	611500	1.00	SWEEP OFFICER	55,223
56387000	611500	1.00	SWEEP OFFICER	59,729
			Available for Merit - AFSCME	4,000
<b>TOTAL 6115 EMPLOYEES</b>		<b>9.43</b>		<b>489,922</b>
<b>TOTAL EMPLOYEES</b>		<b>10.51</b>		<b>620,987</b>