



CITY OF  
LANCASTER

# Adopted 2024 Budget

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

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Danene Sorace  
Mayor

**2024 Budget Address  
City of Lancaster, PA  
Danene Sorace, Mayor**

As you know, there are effectively five budgets that I will be introducing tonight. The largest of these, and funded primarily by property taxes, is the general fund. The additional four budgets, referred to as enterprise funds, are water, sewer, stormwater, solid waste & recycling. Revenues for the enterprise funds are generated by fees.

I'll begin with the general fund, which proposes a 2 percent increase in spending, a 2 percent increase in revenues and a zero increase in property tax rates. However, please note that the 2 percent increase in revenues is solely attributable to \$6M in American Rescue Plan Act (ARPA) funds as well as the use of \$2.2M of reserves. But for ARPA funds and use of reserves, there would be less than a 1 percent increase in revenue growth.

This is the structural deficit that you have heard me talk about for years – the cost to provide services year over year increases more than our revenues.

You'll recall that in August I previewed our efforts to reduce the 2023 budget by approximately \$2M to effectively eliminate the use of reserve funding that was included in our budget. I'm pleased to report that we accomplished this goal due to cuts in spending, unfilled vacancies, and the elimination of positions during 2023 – all of which you will hear more about during the upcoming budget hearings. Not only did we not spend reserve funding, we are on track to end 2023 in the black, albeit modestly. This is allowing us to essentially roll over these savings into the proposed 2024 budget without further reducing our general fund reserves.

Though my goal was to bring Council a flat budget with a zero increase in spending for 2024, that was not possible. There are two reasons for this. First, we have collective bargaining agreements which include salary increases averaging 3 percent annually. Second, increased debt service payments, pension contributions, and retiree medical costs are driving a \$1.5M increase in expenses next year. This again highlights the structural deficit and costs that we can't eliminate.

Turning to the enterprise funds, there is no proposed increase in water rates in 2024. However, earlier this year the Pennsylvania Public Utility granted the city permission to institute a Distribution System Improvement Charge (DSIC) for its water customers. DSIC funds are generated by eligible system improvements made by the City during set intervals. We anticipate that the DSIC rate will go into effect in February 2024. We are currently working to gather the information needed to determine the rate, which will be submitted to the PUC. The PUC will decide the appropriate rate increase, which can be no greater than 5 percent of the amount billed to customers under the applicable water base rates.

Within the sewer fund an increase of \$4.50 per month is proposed. This is a 10 percent overall increase to cover increased operating expenses.

There are no proposed increases in stormwater or solid waste & recycling.

In sum, Council will be asked to consider one rate increase as part of this year's budget while also recognizing that water customers will see a modest increase in rates as set by the Public Utilities Commission in February.

Our goal was to get you and the public our proposed budget and tax ordinances earlier in November given that our second meeting falls after Thanksgiving this year. Tonight, we have met that goal. That being said, I learned something new this week – our state enabling legislation (the Third-Class City Code and Optional Third Class City Charter Law) actually prevents us from formally introducing the budget ordinance until the last stated meeting in November (this year, November 28). I am for that reason asking City Council to make a motion to remove both the budget ordinance and the real estate tax ordinance from tonight's agenda and to place them on the November 28 agenda for first reading. We will, however, make the proposed ordinances and proposed budget available to the public for review first thing tomorrow morning. As a side note, if our Home Rule Study Commission elects to proceed with drafting a proposed charter, I will ask them to assure that more time is given to council for budget review and adoption.

Looking ahead to the 2025 budget, we have our work cut out for us. We will not have \$6M of ARPA funding to serve as a back stop. As a result, our team will essentially be building out a set of scenarios. The first scenario will be based on what we know now. That will likely include both a property tax increase and significant staffing cuts. How many staff positions proposed for elimination will depend on the size of the tax increase, but to give you a sense of scale, a five percent across the board reduction in staffing would eliminate 20 positions from the general fund and save an estimated \$2.2M inclusive of salary and benefits.

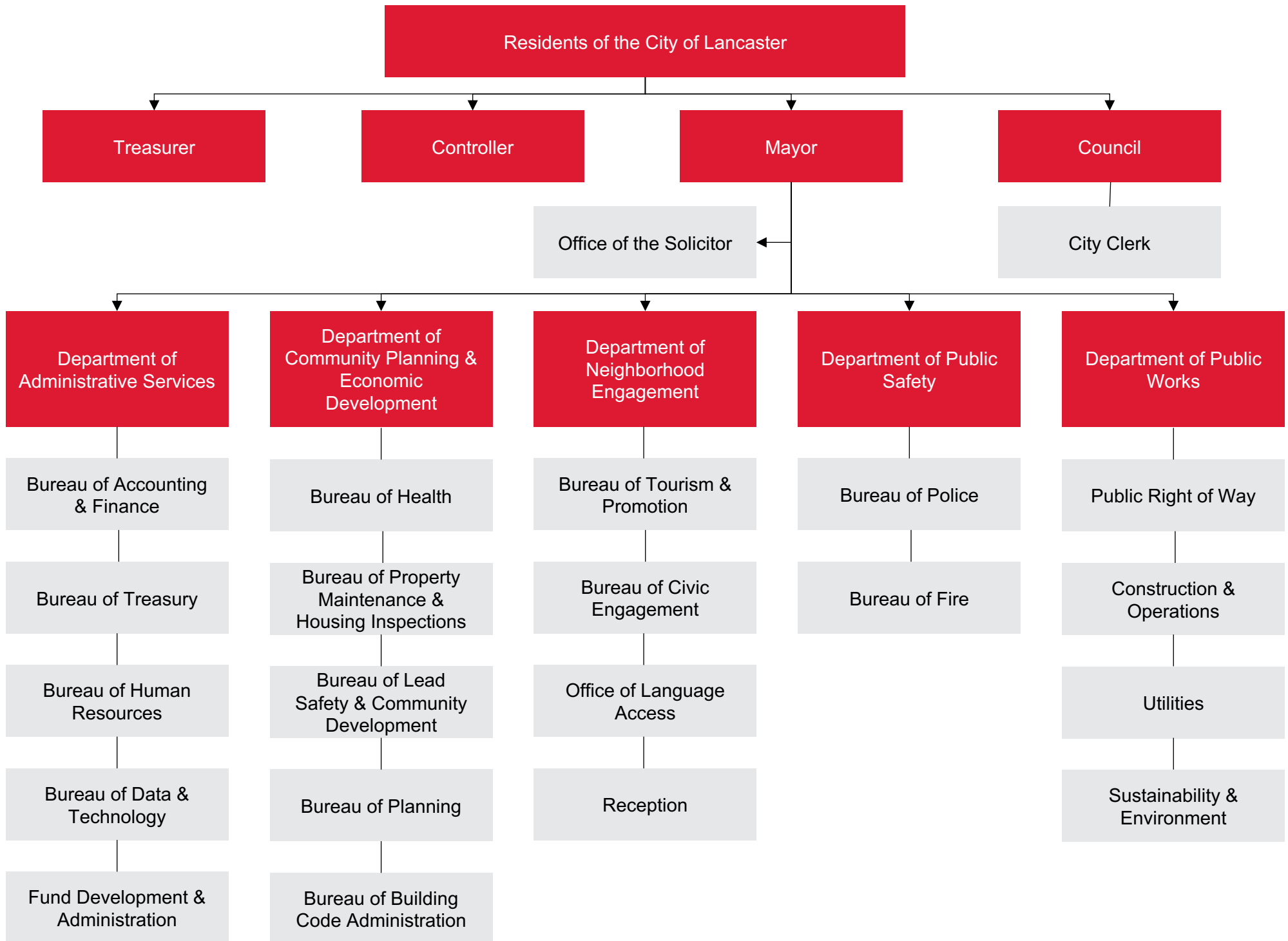
The second scenario is contingent upon the Home Rule Study Commission and whether they will vote to draft a Charter, a decision that is coming soon. Given the uncertainty of what is envisioned in a potential Home Rule Charter, we would explore a variety of different scenarios, which would still include a combination of tax increases and cuts.

Thanksgiving is next week, and I would be remiss if I didn't conclude with some things to be grateful for, relative to the budget:

- Lancaster continues to be a place for investment as evidenced by the number of building permits sought and CRIZ increment generated for reinvestment -- \$12.6M!
- Real estate transfer taxes continued to outperform our expectations, though we are anticipating a slight decline in 2024.
- Grant funding has continued to be a highlight with more than \$80 million under management supporting 22.25 staff positions and an array of initiatives that would otherwise not be possible.

I look forward to the conversations related to the proposed budget in the coming weeks. Thank you.

# CITY OF LANCASTER ORGANIZATIONAL CHART



## **EXECUTIVE DEPARTMENT**

### **OFFICE OF THE MAYOR**

The Mayor is responsible for ensuring 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.

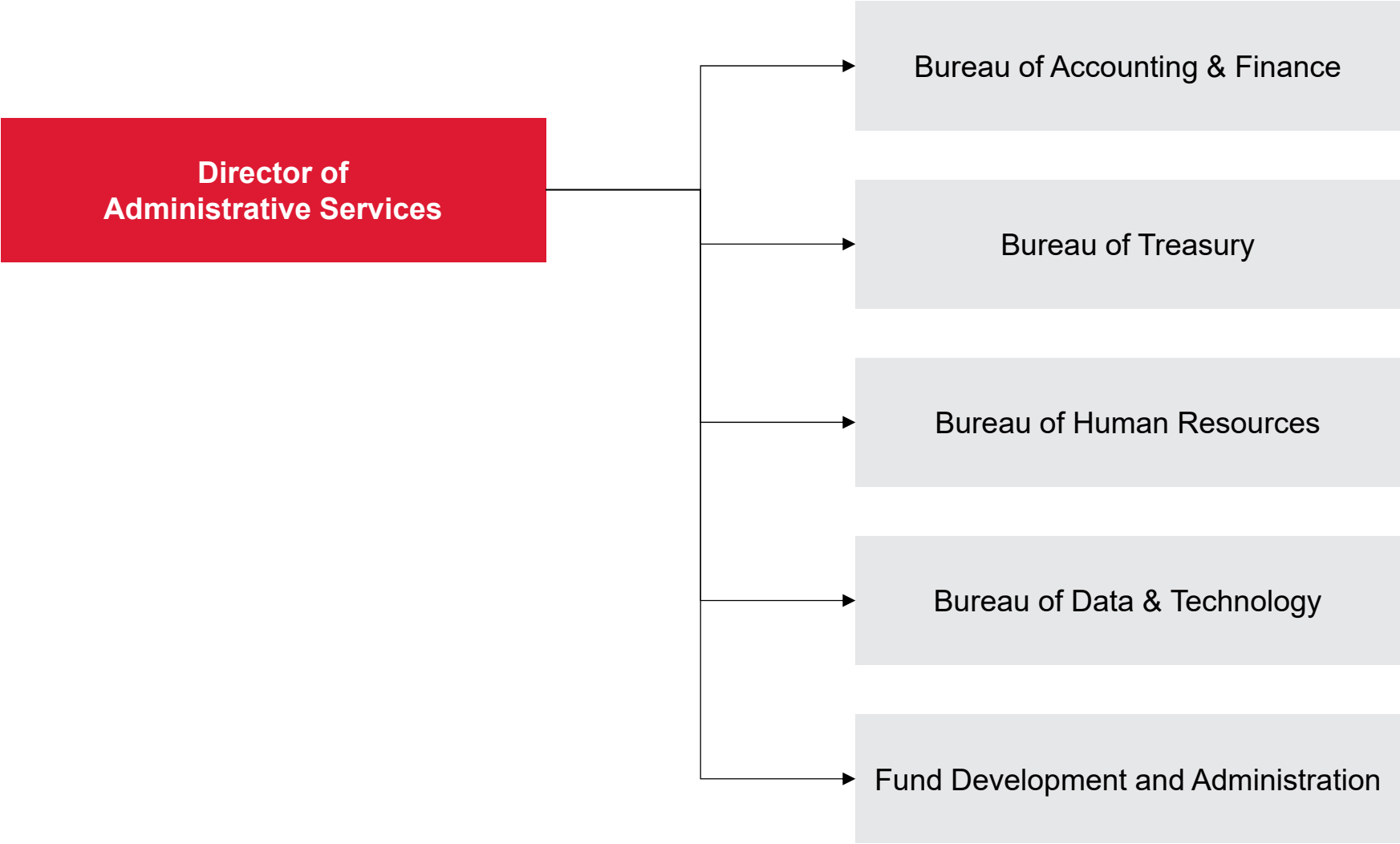
The Office of the Mayor directs and coordinates all City operations and services. Department Directors including Community Planning and Economic Development, Neighborhood Engagement, Administrative Services, and Public Works report directly to the Mayor. In addition, as Director of Public Safety, the 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 Deputy Chief of Staff who manages overall communications and policy efforts as well as two Communications Managers who maintain the City website, social media channels, marketing material development, marketing implementation for the Lancaster Office of Promotion, and other department specific initiatives to advance public awareness and community engagement.

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, City Council and City ordinances.

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CITY OF LANCASTER ORGANIZATIONAL CHART  
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 and Finance, Treasury, Human Resources, and Data & Information Technology. In addition, the Department of Administrative Services oversees fund development including grant administration and sponsorship management.

### **OFFICE OF DIRECTOR**

The Office of the Director of Administrative Services includes the Director of Administrative Services, a Senior Staff Assistant and the Fund Development team consisting of a Community Fund Development Manager and a Fund Development Specialist. The Director of Administrative Services serves as the Chief Administrative and Financial Officers 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 Director is also responsible for the City's overall fiscal and risk management, development of annual operating budgets, and development of capital budgets. Additionally, the Director of Administrative Services is responsible for labor relations, leading the City's negotiation team when negotiating the City's three Collective Bargaining Agreements (AFSCME, Fire and Police.)

The Fund Development Team is included in the Office of the Director and consists of two staff members who manage federal, state, and local grant processes as well as sponsorship requests for City-led events.

### **BUREAU OF ACCOUNTING AND FINANCE**

The Accounting Bureau uses a voucher system to review and authorize the processing, tracking and disbursing 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 and 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 TREASURY**

The Bureau of Treasury manages approximately 85,000 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 100,000 telephone and email inquiries and process some 580,000 payment transactions made via mail delivery, through online credit/debit card payments and in-person payments. The Bureau also operates the mailroom, processing all incoming and outgoing mail.

In August of 2023, the City moved to monthly billing for water customers. The Bureau offers paperless billing options and has online payment options for customers to reduce overall volumes of printing and mailing. The City has entered into a contract to allow automatic payments beginning in early 2024.

### **BUREAU OF HUMAN RESOURCES**

The Bureau of Human Resources provides administrative support and management of benefits and issues that relate to City personnel – both active employees and retirees. In addition to maintaining individual personnel records, the Bureau is responsible for administering all employee wage and benefit programs including pension benefits, life and medical insurance benefits, workers' compensation, and deferred compensation.

The Bureau of Human Resources recruits new employees, and processes newly employed or retired personnel. 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.

The Bureau of Human Resources was restructured in 2023 to provide more concentrated focus on both talent acquisition and talent retention. Compensation analysis and updated guidelines were created in 2023 to ensure pay equity across City departments and to serve to attract and retain the best talent available in an increasingly competitive employment market.

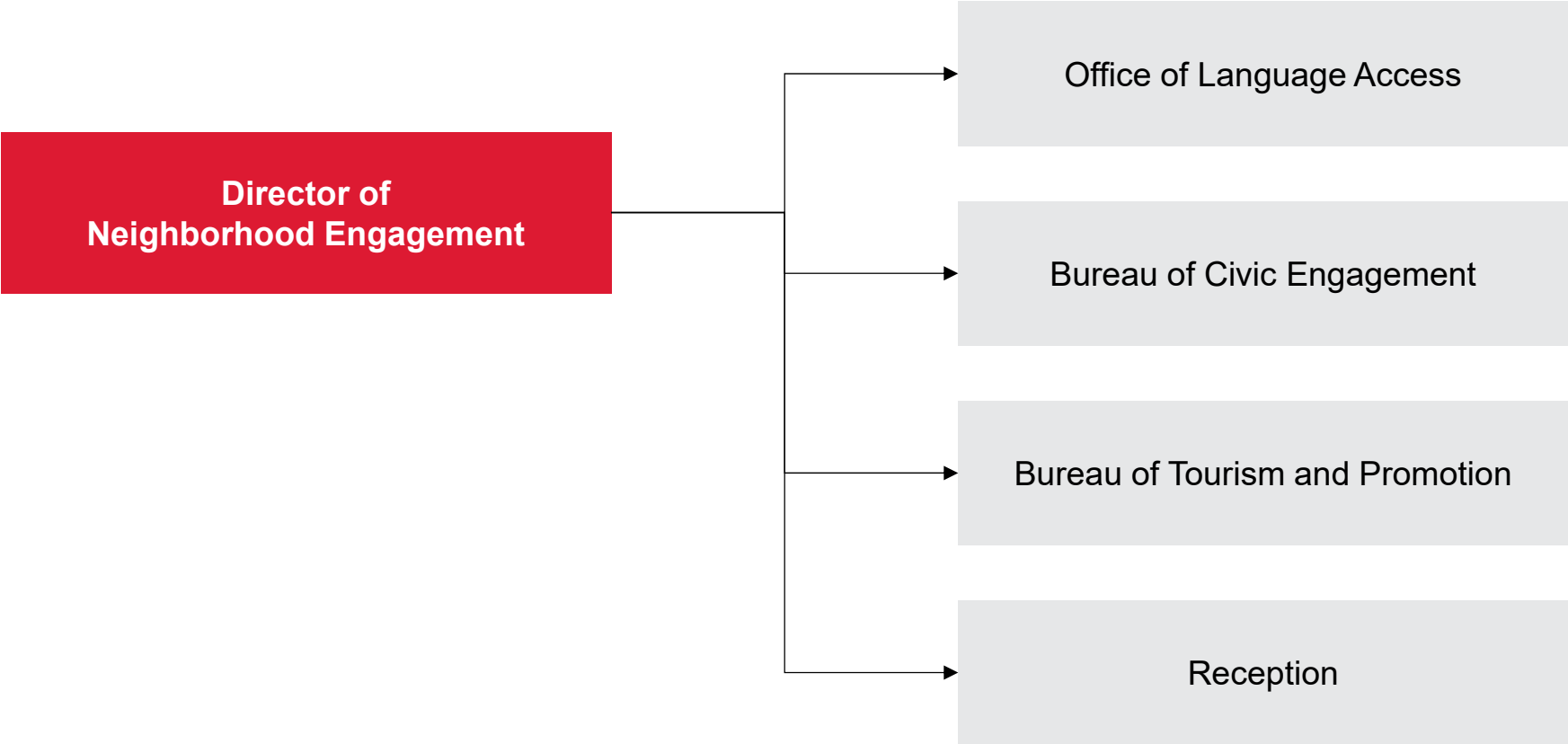
### **BUREAU OF DATA AND INFORMATION TECHNOLOGY**

The Bureau of Data and 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. In addition, in 2023, the Bureau received new leadership and has restructured to include the City's data and information team. This team currently manages and makes available the Geographic Information System (GIS) data and information utilized Citywide and provides mapping, data visualization and other services. The data team intends to expand its service offerings to other departments by assisting in collecting, analyzing, and distributing valuable and timely business intelligence for the purpose of setting, measuring, and achieving the organization's strategic goals.

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CITY OF LANCASTER ORGANIZATIONAL CHART  
DEPARTMENT OF NEIGHBORHOOD ENGAGEMENT



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

The Office of Neighborhood Engagement was founded in 2019 with the primary objective of proactively involving city residents in the collaborative effort to enhance their neighborhoods, working in partnership with the city. In 2022, it achieved official recognition as a department following approval by the City Council. The department is under the leadership of the Director of Neighborhood Engagement.

Reflected in the 2024 budget, the department has undergone a restructuring process, resulting in the establishment of three distinct bureaus: the Bureau of Tourism and Promotions, Bureau of Civic Engagement, and the Office of Language Services.

**OFFICE of LANGUAGE SERVICES**

The Office of Language Services is dedicated to ensuring that all residents have equal access to City services, regardless of the language they speak. Through the provision of training, resources, and policy guidance, this program equips City staff with the necessary tools to serve our residents in alignment with our core values of quality, teamwork, integrity, and respect.

The Language Access Coordinator is responsible for both managing the program and providing recommendations to City staff on when and how to utilize language services. This includes determining the types and quantities of interpreters needed for various events and engagement opportunities to facilitate effective communication and inclusivity. Additionally, the Office of Language Services oversees the City of Lancaster's Welcoming Designation through Welcoming America. This designation ensures the City of Lancaster is upholding the highest standards of welcoming for our residents.

**BUREAU OF TOURISM & PROMOTIONS**

The Bureau of Tourism and Promotions is a driving force behind the arts and culture scene in the City of Lancaster. Its mission is to harness Lancaster City's most valuable assets and forge partnerships to enrich and promote the city's quality of life, economic prosperity, and its appeal as both a destination and a place to reside. To achieve this mission, the Welcome Center serves as a valuable resource, catering to visitors, new residents, and long-time Lancastrians.

This office is responsible for managing special events, marketing and tourism initiatives, event permitting, and the operations of the Welcome Center. The team is comprised of the Welcome Center Manager, Special Events and Programs Manager, Permit Coordinator for Special Events, and three travel consultants.

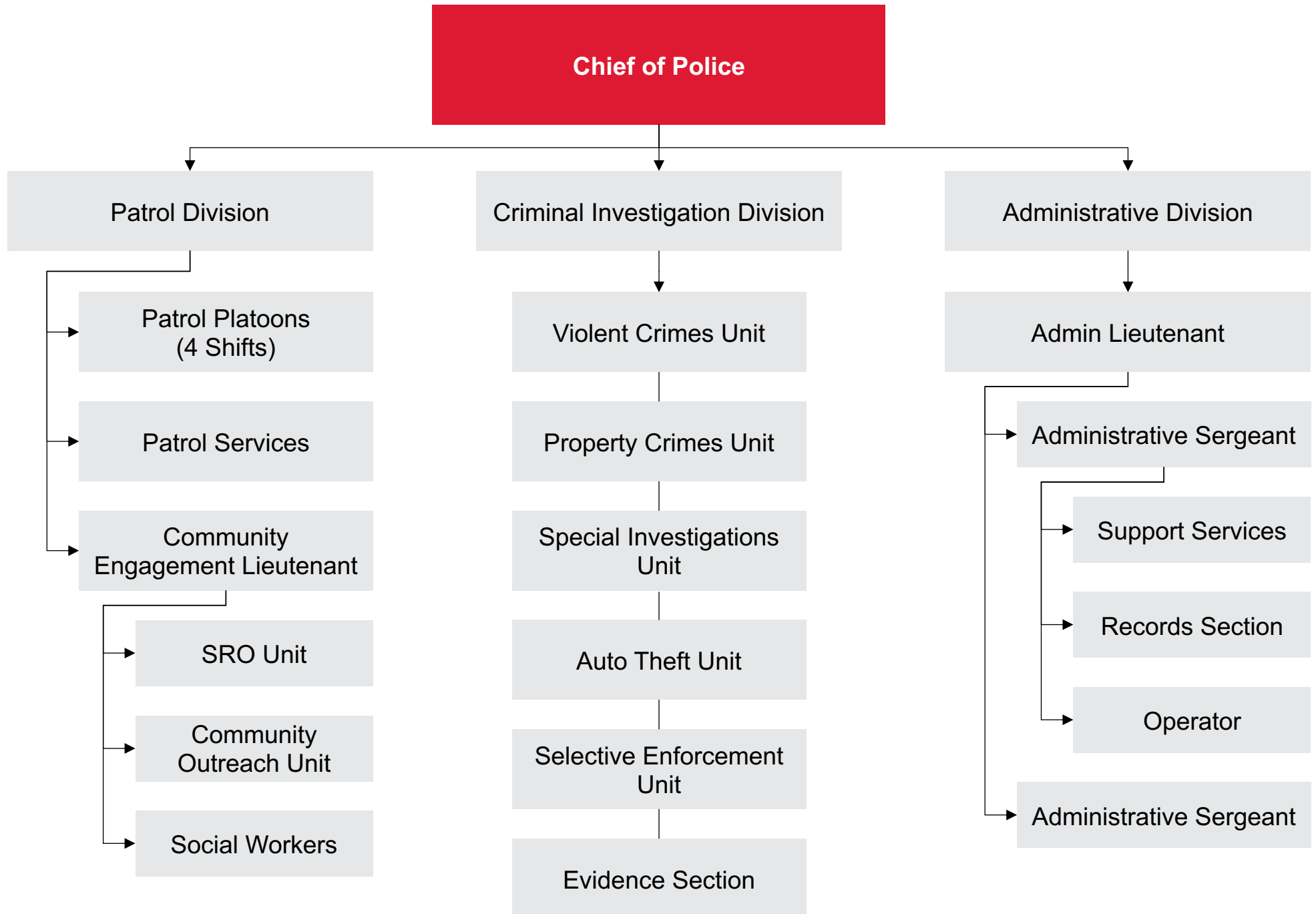
## **BUREAU OF CIVIC ENGAGEMENT**

The Bureau of Civic Engagement is entrusted with the critical mission of coordinating initiatives aimed at fostering dialogue, civic education, partnerships, neighborhood leadership development, and collaborative action between the city government and residents. This office manages the Love Your Block program, the Neighborhood Leaders Academy, and the Trauma Informed Community Development program, which successfully concluded in September 2023. As a result of this program, trauma informed practices have been integrated into city operations and programming. Additionally, the bureau oversees the AmeriCorps VISTA program, further enhancing civic engagement and community building and supports city departments in engagement planning and engagement to advance their respective initiatives. A Program Manager and Engagement Specialist support these activities.

As it is often the first point of entry to city government for residents, Reception & Customer Service is a key part of the Bureau of Civic Engagement. This team plays a vital role in upholding our commitment to providing a welcoming experience to all individuals accessing City Hall. Their responsibilities encompass managing the primary phone line, addressing inquiries, overseeing the operations and data reporting of Fix It!, and promptly responding to in-person questions, complaints, and feedback related to city services. They aid in monitoring the utilization of language access tools and assist fellow staff members in effectively using the Language Access phone line to ensure that language barriers do not hinder residents' access to city services and information. The staff responsible for this work are the Receptionist and Fix It! Coordinator.

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CITY OF LANCASTER ORGANIZATIONAL CHART  
DEPARTMENT OF PUBLIC SAFETY — BUREAU OF POLICE



## **BUREAU OF POLICE**

The Lancaster Bureau of Police is a full-service police agency supplying police service to the City of Lancaster. The Police Bureau is responsible for a jurisdiction covering 7.3 square miles containing a 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 officers also participate in community engagement efforts including but not limited to developing community contacts, attending neighborhood organization meetings, participating in Police Athletic League activities, volunteering 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. CSAs 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 Engagement Office**

This section includes the Bureau Press Information Officer (PIO), 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 PIO 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 Engagement Sergeant** is a direct liaison to the city's Director of Neighborhood Engagement and neighborhood stakeholders throughout the city. The sergeant oversees the police chaplaincy program and 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** primarily supports the Patrol division who come into contact with individuals who need additional services, especially those in crisis. Two case managers connect residents and their families (as appropriate) to available resources in Lancaster County through

referrals. They also provide follow up case management services and generally serve as a community resource working directly with numerous other provider organizations.

The **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, TEAM Officer and the Police Athletic League. The position also works closely with the Community Outreach Sergeant and assists with community engagement and recruitment efforts.

The **Teaching, Education, and Mentoring Program (TEAM)** is a school-based “law related” education program taught by specially trained law enforcement officers. TEAM is a proactive effort to make schools and communities safer, promote responsible citizenship, and encourage positive character traits. The TEAM goal is to unite educators, students, and law enforcement to play an integral part in preventing crime.

**School Resource Officers (SROs)** are 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. There are five school resource officers.

The **POLICE ATHLETIC LEAGUE (PAL)** has been incorporated into the Community Outreach Section. One officer is currently assigned as the PAL Officer and works with SDOL children. The PAL 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 PAL through donations and available grants.

**Police Cadet Program** is as a law enforcement apprenticeship program designed to provide young people ages 18-21 years, who are currently enrolled in and obtaining a degree. 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 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 are 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, 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** investigates 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.

**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 (TFOs).** 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.

**Background Investigations for New Officers** is primarily handled by one detective who was reassigned to focus on coordinating recruiting and hiring of new officers more efficiently. Their work is supported by approximately 20 other Detectives, Sergeants, and Officers also work on backgrounds of potential hires to ensure their 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 a day-time operator position.

**The Professional Standards Section** is comprised of either a Lieutenant or 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 police quartermaster will also give support to Patrol Services Lieutenant, Training Sergeant, Administrative Lieutenant and

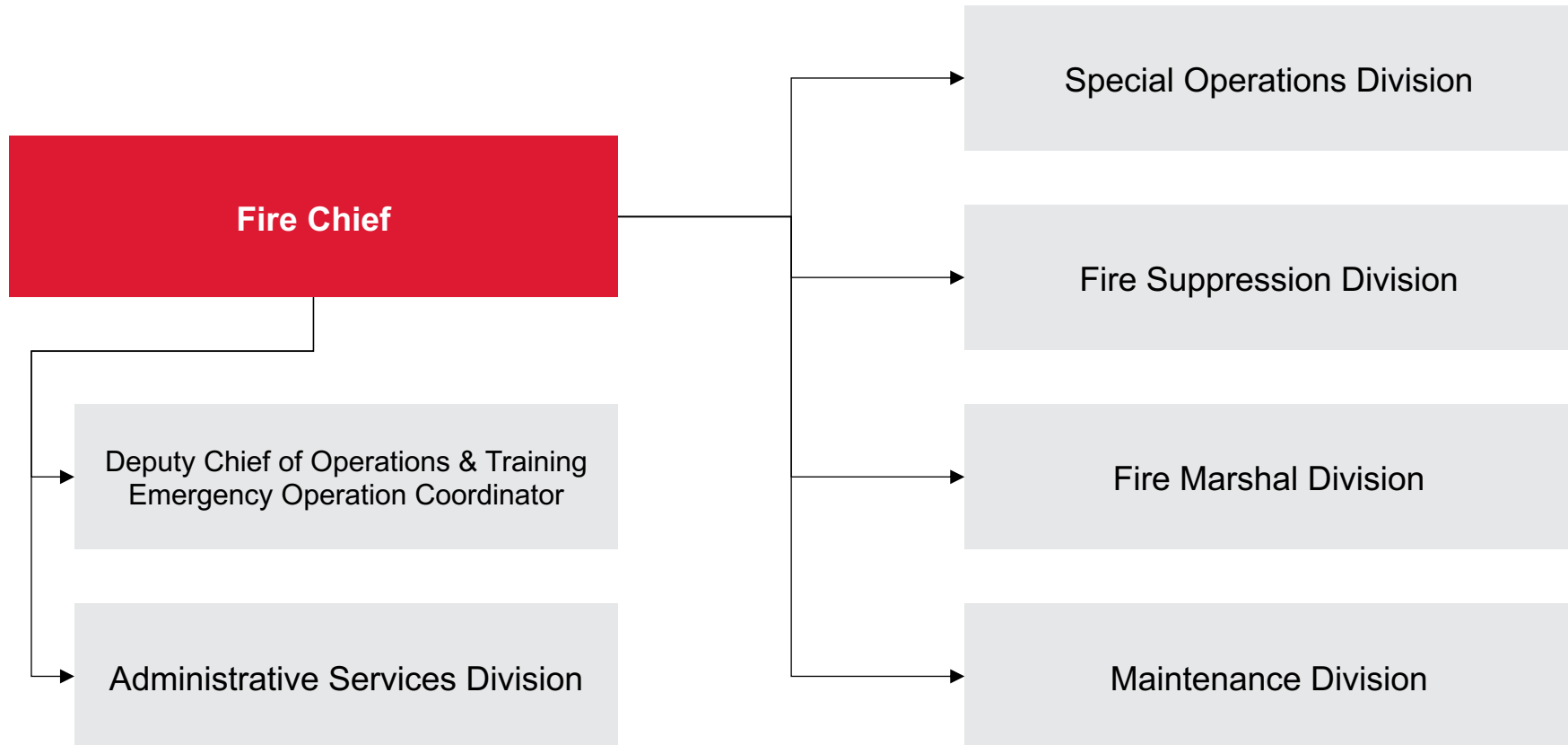


Administrative Captain in matters of purchasing, inventory records and maintenance of equipment (repairs) and assist in budget preparation.

**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.

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**CITY OF LANCASTER ORGANIZATIONAL CHART  
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**

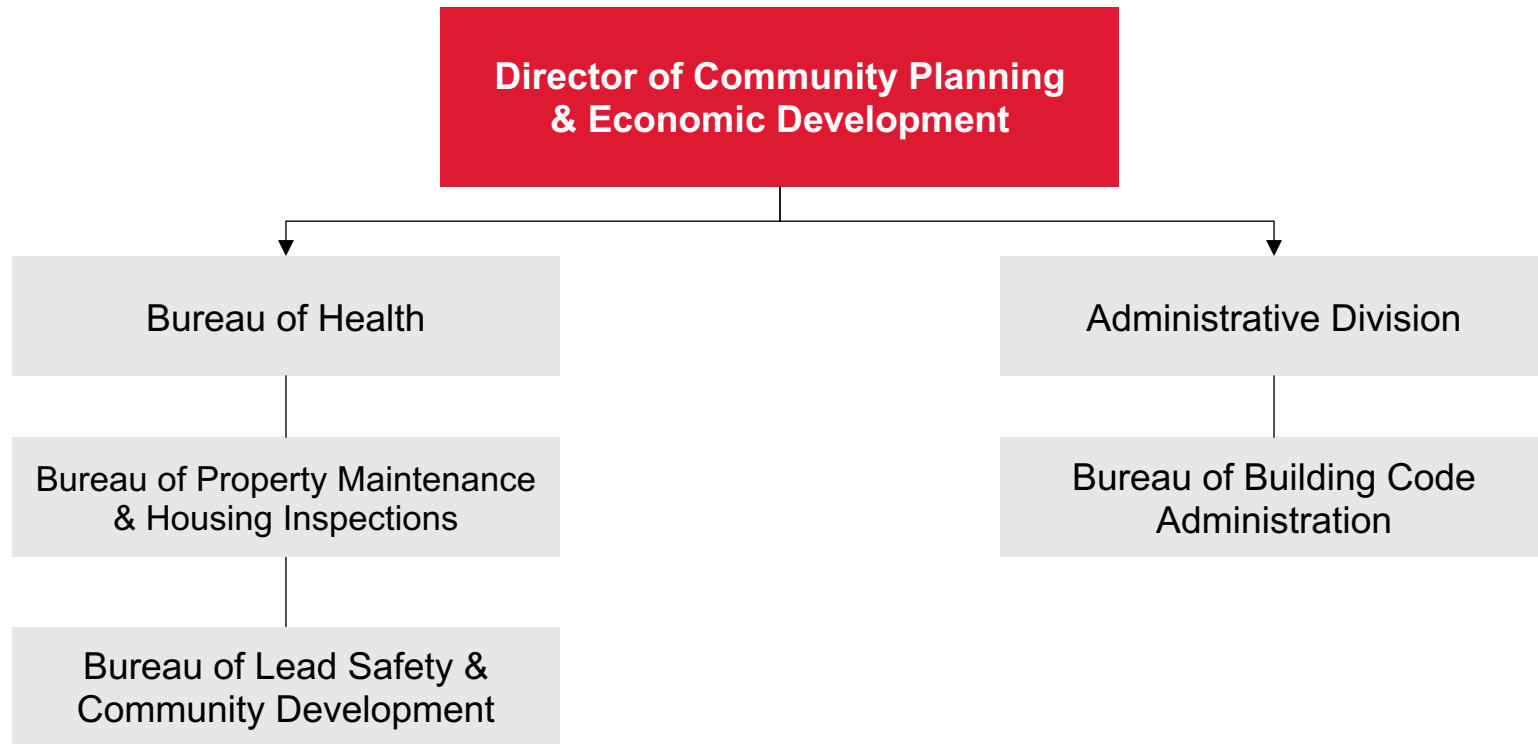
The Maintenance Division is responsible for the maintenance and administration of Fire Bureau apparatus fleet management. All Fire Bureau apparatus and equipment are serviced and maintained by the Maintenance Officer. Vendors do major repairs requiring specialized equipment. The Maintenance Officer also 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, the Administrative Services Manager also assists in equitably handling the personnel matters of the Fire Bureau.

###

**CITY OF LANCASTER ORGANIZATIONAL CHART  
DEPARTMENT OF COMMUNITY PLANNING AND ECONOMIC DEVELOPMENT**



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

The Department of Community Planning and Economic Development (CPED) is comprised 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 paint hazards in 435 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.

###

**CITY OF LANCASTER ORGANIZATIONAL CHART  
DEPARTMENT OF PUBLIC WORKS**

**Director of Public Works**

**Public Right of Way  
(City Engineer)**

**Engineering**

**Transportation**

**Construction &  
Operations**

**Parks & Public  
Property**

**Streets, Traffic,  
Fleet**

**Solid Waste**

**Construction**

**T & D**

**Collections**

**Water Meters**

**Utilities**

**Water**

**Wastewater**

**Sustainability &  
Environment**

**Stormwater**

**Climate Action  
Plan**

## 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; parks and recreational open space facilities 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 City Council. The Director represents the City on several Boards and Commissions including:

- American Public Works Association
- Central Market Trust
- 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)
- Sewer Appeals Board
- Stormwater Appeals Board

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)
- Bureau of Solid Waste and Recycling Program
- Construction Services
  - Transmission and Distribution (Subset of Bureau of Water)

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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).

- Collections (Subset of Bureau of Wastewater)
- Meter Shop (Subset of Bureau of Water)

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 design, construction and operations and maintenance of the city's infrastructure, whether horizontal (water and wastewater supply lines and streets) or vertical (buildings and parks) construction. C&O is responsible for the design, construction and operations and maintenance of facilities, parks, streets, and for the City's vehicle and equipment fleet. It is also responsible 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, street markings, 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 **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.

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.

## **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 more than 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, the pond and wetlands and its 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 maintains the city's urban tree canopy and green infrastructure, and upholds the City's Shade Tree Ordinance and the "Trees for People" program, 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.

## **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.

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

**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.

**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).

**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.

## **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 design standards and ordinances of 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. Where they affect the Public Right of Way, the City Engineer coordinates the activities of design and construction consultants.

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.

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

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

The Bureau also evaluates water capacity requests and reviews proposed water system extension plans for compliance with specifications and regulations. To ensure 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, which also addresses resilience to climate change and other stressors.

### **BUREAU OF STORMWATER**

The Bureau of Stormwater Management works to develop and maintain 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 costs 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. This includes developing and implementing a resilience plan for the City of Lancaster, that assesses, plans and acts to prepare for catastrophic shocks and chronic stresses to ensure that the city thrives in the face of change, both natural and man-made.



CITY OF LANCASTER

# GENERAL FUND



CITY OF  
LANCASTER

2024 BUDGET

**CITY OF LANCASTER**  
**GENERAL FUND REVENUE SUMMARY**  
**2023 BUDGET vs. 2024 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2023 BUDGET</u></b> (as amended)	<b><u>2023 PROJECTED</u></b>	<b><u>2024 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)
Tax Revenues	\$47,114,600	\$47,331,004	\$48,073,004	\$958,404	2.03%
Regulatory Revenues	\$582,000	\$573,000	\$573,000	(\$9,000)	-1.55%
Public Safety Revenues	\$3,245,500	\$3,141,299	\$3,106,500	(\$139,000)	-4.28%
Health, Housing & Codes Revenues	\$2,095,000	\$2,266,336	\$2,265,000	\$170,000	8.11%
Public Works Revenues	\$4,725,502	\$4,525,502	\$4,508,502	(\$217,000)	-4.59%
Other Revenues	\$12,106,500	\$12,157,221	12,651,037.00	\$544,537	4.50%
Use of Fund Balance Reserves	\$1,996,326	\$0	2,296,014.97	\$299,689	15.01%

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

<b>\$71,865,428</b>	<b>\$69,994,362</b>	<b>\$73,473,058</b>	<b>\$1,607,630</b>	<b>2.24%</b>
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<b>Surplus/(Deficit)</b>	<b>\$699</b>	<b>\$333,659</b>	<b>(\$0)</b>
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**CITY OF LANCASTER**  
**GENERAL FUND EXPENSE SUMMARY**  
**2023 BUDGET vs. 2024 BUDGET**

				\$ INCREASE	% INCREASE
	<b><u>2023 BUDGET</u></b>	<b><u>2023</u> <u>PROJECTED</u></b>	<b><u>2024 BUDGET</u></b>	<b><u>(DECREASE)</u></b>	<b><u>(DECREASE)</u></b>
			(proposed)	(vs. 2023 Budget)	(vs. 2023 Budget)
<b><u>DEPARTMENT</u></b>					
<b><u>BUREAU</u></b>					
<b>EXECUTIVE</b>	<b>970,932</b>	<b>901,803</b>	<b>780,284</b>	<b>(190,648)</b>	<b>-19.6%</b>
Office of the Mayor	535,191	472,894	348,635	(186,556)	-34.9%
City Solicitor	435,741	428,909	431,649	(4,092)	-0.9%
<b>LEGISLATIVE</b>	<b>157,534</b>	<b>150,815</b>	<b>162,643</b>	<b>5,109</b>	<b>3.2%</b>
City Council	69,700	64,749	74,900	5,200	7.5%
City Clerk	87,834	86,065	87,743	(91)	-0.1%
<b>CITY CONTROLLER/ CITY TREASURER</b>	<b>17,000</b>	<b>17,000</b>	<b>17,000</b>	<b>-</b>	<b>0.0%</b>
<b>DEPT. OF NEIGHBORHOOD ENGAG</b>	<b>901,691</b>	<b>905,690</b>	<b>960,242</b>	<b>58,552</b>	<b>6.5%</b>
Dept. of NE as of 2023	901,691	905,690	-	(901,691)	
Director	-	-	312,068	312,068	
Tourism & Promotions	-	-	395,633	395,633	
Civic Engagement	-	-	252,541	252,541	
<b>ADMIN. SERVICES</b>	<b>14,369,992</b>	<b>13,895,969</b>	<b>15,761,826</b>	<b>1,391,834</b>	<b>9.7%</b>
Director	520,208	494,648	511,579	(8,630)	-1.7%
Accounting	557,109	602,977	593,350	36,241	6.5%
Treasury	135,330	125,541	146,271	10,941	8.1%
Information Technology	1,672,611	1,327,292	1,420,684	(251,927)	-15.1%
Human Resources	901,112	740,365	889,184	(11,928)	-1.3%
Community Involvement	715,956	704,877	713,456	(2,500)	-0.3%
Insurance (Property & Liability)	750,500	725,500	775,500	25,000	3.3%
Fringe Benefits	3,462,666	3,520,298	4,034,198	571,532	16.5%
Debt Service	5,654,500	5,654,471	6,677,604	1,023,104	18.1%
<b>PUBLIC SAFETY</b>	<b>42,532,368</b>	<b>41,583,208</b>	<b>42,485,661</b>	<b>(46,708)</b>	<b>-0.1%</b>
Police	29,417,406	28,113,068	29,252,235	(165,171)	-0.6%
	13,114,963	13,470,139	13,233,426	118,463	0.9%
Fire					
<b>COMMUNITY PLANNING &amp; ECONOMIC DEVELOPMENT</b>	<b>4,841,115</b>	<b>4,691,353</b>	<b>4,912,302</b>	<b>71,188</b>	<b>1.5%</b>
Director of CPED	1,382,024	1,340,260	1,574,259	192,235	13.9%
Planning	669,982	592,310	668,307	(1,675)	-0.3%

Building Code Administration	635,214	645,248	676,429	41,215	6.5%
Property Maintenance	1,105,895	1,140,601	1,129,290	23,395	2.1%
Lead Safety & Community Developr	625,167	576,131	482,111	(143,056)	-22.9%
Bureau of Health	422,833	396,802	381,906	(40,927)	-9.7%
<b>PUBLIC WORKS</b>	<b>8,074,098</b>	<b>7,514,865</b>	<b>8,393,101</b>	<b>319,003</b>	<b>4.0%</b>
Director	1,900,953	1,878,085	1,694,135	(206,818)	-10.9%
Engineering	596,622	559,296	658,333	61,711	10.3%
<b>Streets</b>	977,308	759,767	1,097,027	119,719	
Traffic Section	985,820	878,118	1,104,010	118,190	12.0%
Motor Vehicles Section	443,994	437,862	507,309	63,315	14.3%
Parks & Public Property	3,169,401	3,001,736	3,332,287	162,886	5.1%

<b>TOTAL GENERAL FUNDEXPENDITURES</b>	<b>71,864,729</b>	<b>69,660,702</b>	<b>73,473,058</b>	<b>1,608,329</b>	<b>2.2%</b>
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**CITY OF LANCASTER**  
**FUND BALANCE PROJECTION**  
**GENERAL FUND**

Fund Balance 12/31/2022	\$	11,320,379
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Projected Revenues: 2023	69,994,362
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Projected Expenditures: 2023	(69,660,702)
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Projected Current Operating Surplus/(Deficit) 2023 (Addition to Fund Balance)	<u>333,659.24</u>
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Projected Fund Balance 12/31/2023	11,654,038
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Proposed Revenues: 2024	71,177,043
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Proposed Expenditures: 2024	(73,473,058)
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Proposed Current Operating Surplus/(Deficit) 2024 (Reduction to Fund Balance)	<u>(2,296,015)</u>
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Projected Fund Balance 12/31/2024	<u>\$ 9,358,023</u>
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**CITY OF LANCASTER**  
**2024 GENERAL FUND BUDGET**  
**FILLED POSITIONS**

<u>Department</u>	Full-Time	Part-Time
<u>Bureau</u>	<u>Employees</u>	<u>Employees</u>
<b>Executive</b>	<b>7.5</b>	<b>0</b>
Mayor's Office	4.5	
Solicitor	3.0	
Neighborhood Engagement	0.0	
Lancaster Office of Promotion	0.0	
<b>Legislative</b>	<b>1.0</b>	<b>7</b>
City Council		7
City Clerk	1.0	
<b>Administrative Services</b>	<b>24.0</b>	<b>0</b>
Director	4.0	
Accounting	6.0	
Procurement & Collection	1.5	
Information Services	6.5	
Human Resources	6.0	
<b>Controller/Treasurer</b>	<b>0.0</b>	<b>2</b>
<b>Neighborhood Engagement</b>	<b>10.0</b>	<b>2</b>
Director	2.0	
Tourism & Promotions	4.0	2
Civic Engagement	4.0	
<b>Public Safety</b>	<b>268.0</b>	<b>25</b>
Police	190.0	22
Fire	78.0	3
<b>Comm Plan &amp; Econ Devel</b>	<b>48.0</b>	<b>1</b>
Director	5.0	
Planning	7.1	
Building Code Administration	6.9	1
Property Maint. & Housing Inspections	15.0	
Lead Safety & Comm. Development	8.0	
Health	6.0	
<b>Public Works</b>	<b>54.4</b>	<b>0</b>
Director	3.6	
Engineering	2.9	
Streets	12.0	
Traffic	5.0	
Motor Vehicles	5.0	
Parks & Public Property	25.8	

**Total General Fund Employees**

**412.9**

**37**

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Revenues</b>							
<b>Tax Revenue</b>							
<b>1000001 400000</b>	<b>City Real Estate Taxes</b>	<b>29,840,923</b>	<b>32,250,000</b>	<b>32,250,000</b>	<b>31,626,063</b>	<b>32,550,000</b>	<b>32,550,000</b>
Revenue is derived from the annual real estate tax collections of the City of Lancaster.							
<b>1000001 400200</b>	<b>Real Estate Transfer</b>	<b>2,035,599</b>	<b>1,540,000</b>	<b>1,540,000</b>	<b>964,801</b>	<b>1,500,000</b>	<b>1,500,000</b>
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.							
<b>1000001 400300</b>	<b>Earned Income Tax</b>	<b>8,234,534</b>	<b>8,425,000</b>	<b>8,425,000</b>	<b>4,515,662</b>	<b>8,425,000</b>	<b>9,152,000</b>
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.							
<b>1000001 400400</b>	<b>Local Services Tax</b>	<b>1,578,430</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>768,928</b>	<b>1,575,000</b>	<b>1,575,000</b>
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).							
<b>1000001 400500</b>	<b>Penalty Current Tax</b>	<b>121,442</b>	<b>120,000</b>	<b>120,000</b>	<b>75,517</b>	<b>120,000</b>	<b>120,000</b>
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.							
<b>1000001 400900</b>	<b>Lien Interest &amp; Costs</b>	<b>271</b>	<b>300</b>	<b>300</b>	<b>0</b>	<b>300</b>	<b>300</b>
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.							
<b>1000001 401000</b>	<b>Payment in Lieu of Taxes</b>	<b>2,219,671</b>	<b>2,240,000</b>	<b>2,240,000</b>	<b>1,692,287</b>	<b>2,245,000</b>	<b>2,260,000</b>

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	39,216	39,300	39,300	37,284	39,250	39,250
Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).							
1000001 401200	Real Estate Tax Lien Proc	757,059	1,000,000	1,000,000	876,545	876,454	876,454
Revenue is derived from the sale of prior year real estate tax claims to a third party.							
TOTAL	Tax Revenue	44,827,146	47,114,600	47,114,600	40,557,087	47,331,004	48,073,004



		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Revenues</b>							
<b>Regulatory License Fees</b>							
1000002 401400	Franchise Fee	536,948	550,000	550,000	126,989	540,000	540,000
Revenue is derived from the Comcast cable television franchise fee.							
1000002 401500	Beverage License	32,750	32,000	32,000	31,450	33,000	33,000
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 License Fees</b>	<b>569,698</b>	<b>582,000</b>	<b>582,000</b>	<b>158,439</b>	<b>573,000</b>	<b>573,000</b>

		2022	2023	2023	RECEIVED	2023	2024
		ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
			BUDGET	BUDGET	11/11/2023		
General Fund - Revenues							
Public Safety - Police Fees							
1501000 402600	District Judge Fines	292,884	320,000	320,000	244,570	300,000	300,000
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	1,626,006	1,550,000	1,550,000	911,324	1,600,000	1,600,000
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	40,023	35,000	35,000	33,359	40,000	40,000
Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.							
1501000 402900	Burglar Alarm Svc Fee	13,515	19,000	19,000	13,910	15,000	15,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.							
1501000 403100	Police - School District	134,701	200,000	200,000	135,328	140,000	145,000
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.	98,606	0	0	2,501	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	40,730	75,000	75,000	40,442	40,000	40,000
State reimbursement of Police Academy expenses for newly hired officers.							
1501000 403800	Warrant Squad Services	1,417	1,500	1,500	6,773	6,299	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	62,696	55,000	55,000	89,400	90,000	95,000
Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.							
1501000 416700	Police - SDL - SRO	654,767	660,000	660,000	460,994	660,000	670,000
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	203,375	330,000	330,000	153,285	160,000	200,000
Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.							
TOTAL	Public Safety - Police Fees	3,168,721	3,245,500	3,245,500	2,091,887	3,141,299	3,106,500

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Revenues</b>							
<b>Housing License Fees</b>							
1601001 401700	Building Permits	497,093	650,000	650,000	759,465	861,336	860,000
Revenue is derived from building permit fees based on the cost of each building project within the City boundaries. This account also reflects fees collected for plumbing permits, fixtures and piping fees, and fees collected for electrical permits.							
1601001 401900	Plumbing Licenses	27,325	20,000	20,000	16,173	30,000	30,000
Revenue is derived from the fees collected for plumbing licenses.							
1601001 402200	Housing License Multi-Fam	743,639	1,250,000	1,250,000	1,201,850	1,200,000	1,200,000
Revenue is derived from fees collected by the City for all rental housing licenses.							
1601001 402400	Zoning Permits	33,370	45,000	45,000	27,885	45,000	45,000
Revenue is derived from the fee collected for zoning permits.							
1601001 402500	Health Licenses & Permits	135,045	130,000	130,000	120,479	130,000	130,000
Revenue is derived from the license fee for food inspection.							
TOTAL	Housing License Fees	1,436,472	2,095,000	2,095,000	2,125,852	2,266,336	2,265,000

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Revenues</b>							
<b>Public Works Fees</b>							
<b>1810001 404300</b>	<b>Tsfr'd From Utility Funds</b>	<b>4,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>1,833,333</b>	<b>2,000,000</b>	<b>2,000,000</b>
Revenue is derived from interfund transfers to the General Fund from the Water Fund.							
<b>1810001 404400</b>	<b>Rent of City Property</b>	<b>183,006</b>	<b>185,000</b>	<b>185,000</b>	<b>229,618</b>	<b>225,000</b>	<b>110,000</b>
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 lease of tower space to cell phone companies.							
<b>1810001 404500</b>	<b>SF - Admin Indirect Costs</b>	<b>445,000</b>	<b>532,696</b>	<b>532,696</b>	<b>488,305</b>	<b>532,696</b>	<b>532,696</b>
Revenue is derived from indirect costs applicable to the Sewer Fund per the full cost allocation plan for 2020.							
<b>1810001 404600</b>	<b>WF - Admin Indirect Costs</b>	<b>815,000</b>	<b>1,035,743</b>	<b>1,035,743</b>	<b>949,431</b>	<b>1,035,743</b>	<b>1,035,743</b>
Revenue is derived from indirect costs applicable to the Water Fund per the full cost allocation plan for 2020.							
<b>1810001 404800</b>	<b>Right of Way Permit Fees</b>	<b>332,126</b>	<b>400,000</b>	<b>400,000</b>	<b>144,872</b>	<b>160,000</b>	<b>250,000</b>
Revenue is derived from the fees collected for street opening and other associated permit fees charged to various utilities.							
<b>1810001 405000</b>	<b>Sewer Vehicle Maintenance</b>	<b>16,395</b>	<b>14,500</b>	<b>14,500</b>	<b>15,319</b>	<b>14,500</b>	<b>14,500</b>
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.							
<b>1810001 405100</b>	<b>Water Vehicle Maintenance</b>	<b>18,638</b>	<b>20,000</b>	<b>20,000</b>	<b>12,933</b>	<b>20,000</b>	<b>20,000</b>
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.							
<b>1810001 417900</b>	<b>TF - Admin Indirect Costs</b>	<b>149,633</b>	<b>163,680</b>	<b>163,680</b>	<b>150,040</b>	<b>163,680</b>	<b>163,680</b>
Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund per the full cost allocation plan for 2020.							
<b>1810001 420000</b>	<b>Sewer Direct Costs</b>	<b>22,095</b>	<b>12,000</b>	<b>12,000</b>	<b>0</b>	<b>12,000</b>	<b>20,000</b>

Revenues in this account include directly billed Salary, Fringe Benefits, and Operating Supplies and Equipment expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).							
1810001 420200	SWMF Admin Indirect Costs	337,000	361,883	361,883	331,726	361,883	361,883
Revenue is derived from indirect costs applicable to the Stormwater Management Fund per the full cost allocation plan for 2020.							
TOTAL	Public Works Fees	6,318,895	4,725,502	4,725,502	4,155,577	4,525,502	4,508,502

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Revenues</b>							
<b>Other Income</b>							
<b>1000004 405500</b>	<b>Administrative Sundry</b>	<b>7,233</b>	<b>3,000</b>	<b>3,000</b>	<b>4,227</b>	<b>7,250</b>	<b>7,250</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>526,196</b>	<b>175,000</b>	<b>175,000</b>	<b>244,406</b>	<b>210,000</b>	<b>400,000</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>30,905</b>	<b>30,000</b>	<b>30,000</b>	<b>29,613</b>	<b>30,000</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>6,864</b>	<b>10,000</b>	<b>10,000</b>	<b>29,849</b>	<b>21,074</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>146,990</b>	<b>112,000</b>	<b>112,000</b>	<b>52,245</b>	<b>150,000</b>	<b>150,000</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>19,235</b>	<b>17,000</b>	<b>17,000</b>	<b>2,178</b>	<b>20,000</b>	<b>20,000</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>320</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year.							
<b>1000004 406600</b>	<b>Federal Reimb-Salaries</b>	<b>695,738</b>	<b>697,000</b>	<b>697,000</b>	<b>506,678</b>	<b>592,450</b>	<b>627,300</b>

Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.							
<b>1000004 406601</b>	<b>Lead Reimb - Salaries</b>	<b>230,382</b>	<b>316,000</b>	<b>316,000</b>	<b>180,728</b>	<b>268,600</b>	<b>284,400</b>
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.							
<b>1000004 406700</b>	<b>Federal Reimb-Fringes</b>	<b>348,048</b>	<b>359,500</b>	<b>359,500</b>	<b>245,610</b>	<b>305,575</b>	<b>323,550</b>
This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by Federal program funds.							
<b>1000004 406701</b>	<b>Lead Reimb - Fringes</b>	<b>118,054</b>	<b>162,000</b>	<b>162,000</b>	<b>96,739</b>	<b>137,700</b>	<b>145,800</b>
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.							
<b>1000004 406900</b>	<b>Fed.Reimb-Indirect Costs</b>	<b>0</b>	<b>50,000</b>	<b>50,000</b>	<b>51,528</b>	<b>42,500</b>	<b>45,000</b>
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.							
<b>1000004 407100</b>	<b>Pension State Fund</b>	<b>3,097,280</b>	<b>3,175,000</b>	<b>3,175,000</b>	<b>3,583,072</b>	<b>3,583,072</b>	<b>3,690,564</b>
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.							
<b>1000004 407400</b>	<b>Harb Grant</b>	<b>0</b>	<b>8,000</b>	<b>8,000</b>	<b>10,858</b>	<b>8,000</b>	<b>8,000</b>
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.							
<b>1000004 407500</b>	<b>Liquid Fuels Reimb.</b>	<b>85,059</b>	<b>400,000</b>	<b>400,000</b>	<b>61,813</b>	<b>200,000</b>	<b>200,000</b>
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.							
<b>1000004 415100</b>	<b>Anti-Auto Theft grant</b>	<b>313,989</b>	<b>351,000</b>	<b>351,000</b>	<b>253,962</b>	<b>350,000</b>	<b>350,000</b>
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.							
<b>1000004 415500</b>	<b>Misc Grants &amp; Gifts</b>	<b>28,561</b>	<b>95,000</b>	<b>95,000</b>	<b>63,013</b>	<b>95,000</b>	<b>223,173</b>



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.							
1000004 415501	ARPA Revenue Replacement	4,500,000	6,000,000	6,000,000	0	6,000,000	6,000,000
Revenue is derived from funds appropriated by the US Department of the Treasury to the City in accordance with the American Rescue Plan Act (ARPA.) The amount of funding is based on a calculation established by the City in fiscal years 2021, 2022, 2023 and 2024.							
1000004 418100	Tax Certification Fees	80,476	85,000	85,000	62,990	80,000	80,000
Revenue is derived from a fee charged for tax certifications provided to settlement companies for real estate sale closings.							
1000004 419600	Marketing	10,305	25,000	25,000	5,520	15,000	15,000
Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP).							
1000004 419900	Merchandise Sales	39,532	35,000	35,000	5,172	40,000	40,000
Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP).							
1000004 499000	Fund Balance Reserve	0	1,996,326	1,996,326	0	0	2,287,486
The City is required by law to adopt a balanced budget (revenue = expenditure). When excess fund balance is available, it may be used as a source of revenue to balance the budget.							
TOTAL	Other Income	5,785,165	8,102,826	8,102,826	5,479,857	5,749,149	8,938,523
TOTAL	General Fund - Revenues	66,606,096	71,865,428	71,865,428	54,568,699	69,994,362	73,473,058

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Mayor's Office Exp</b>							
1101000 610500	Elected Official	88,883	95,786	95,786	80,917	95,786	99,119
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).							
1101000 611500	Salaried Personnel	365,809	423,505	423,505	328,868	364,208	237,676
The salary of the Mayor's Senior Staff Assistant and Communications Team							
1101000 732000	Dues & Subscriptions	536	600	600	555	600	700
Subscriptions to professional publications and dues to professional organizations.							
1101000 734000	Postage	1,320	900	900	918	900	700
Postage costs incurred in routine office mailings.							
1101000 735000	Printing	980	900	900	885	900	900
Photocopying costs of the Mayor's Office.							
1101000 736000	Telephone	4,498	3,000	3,000	2,569	3,000	3,000
Line and call charges for phone lines and cell phones.							
1101000 737000	Travel	504	1,000	1,000	2,079	2,500	2,500
Travel expenses relating to the Mayor's attendance at various meetings and conferences.							
1101000 741000	Professional Services	8,022	5,000	5,000	0	0	0
Professional Services expenses for the Mayor's Office.							
1101000 744500	Training & School	2,803	3,000	3,000	2,649	3,000	3,000
Expenses for registrations and trainings.							
1101000 760300	Office Supplies	2,918	1,500	1,500	1,464	2,000	1,500
Cost of general office supplies for the Mayor's Office.							
TOTAL	Mayor's Office Exp	477,222	535,191	535,191	420,904	472,894	349,094

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSTION</b>	<b>SALARY</b>
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**OFFICE OF THE MAYOR**

1101000	610500	1.00	MAYOR	99,119.00
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<b>TOTAL 610500 EMPLOYEES</b>	<b>1.00</b>			<b>99,119</b>
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1101000	611500	0.54	COMM. MANAGER	32,089
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1101000	611500	1.00	SECRETARY TO MAYOR	64,010
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1101000	611500	1.00	DEPUTY CHIEF OF STAFF	72,572
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1101000	611500	1.00	COMM. MANAGER	69,005
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<b>TOTAL 611500 EMPLOYEES</b>	<b>3.54</b>			<b>237,676</b>
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<b>TOTAL EMPLOYEES</b>	<b>4.54</b>			<b>336,795</b>
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		2022	2023	2023	RECEIVED	2023	2024
		ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
			BUDGET	BUDGET	11/11/2023		
General Fund - Expenses							
Office of City Solicitor							
1102000 610900	Salary - Director	132,946	145,874	145,874	120,985	145,424	136,591
Salary of the City Solicitor.							
1102000 611500	Salary - Personnel	66,813	138,017	138,017	109,648	135,013	142,158
Salary of staff position to provide support services to the City Solicitor.							
1102000 731000	Advertising	1,624	2,200	2,200	203	1,000	2,000
Costs associated with legal advertisements as required by PA law.							
1102000 732000	Dues & Subscriptions	995	1,250	1,250	876	1,250	2,000
Dues and subscription expenses for the office of the City Solicitor.							
1102000 734000	Postage	176	250	250	57	100	250
Postage expenses of the City Solicitor's Office.							
1102000 735000	Printing	6	100	100	6	50	100
Printing and photocopying expenses of the City Solicitor's Office.							
1102000 736000	Telephone	263	300	300	0	0	300
Telephone expenses of the City Solicitor's Office.							
1102000 737000	Travel	158	250	250	0	100	250
Travel expenses of the City Solicitor's Office.							
1102000 741000	Professional Services	174,795	135,000	135,000	134,645	134,645	134,541
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	1,580	8,500	8,500	8,427	8,427	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	605	2,500	2,500	2,274	2,500	3,000
Training expenses of the City Solicitor's Office including CLE & Bar Association.							
1102000 760300	Office Supplies	717	1,000	1,000	107	300	1,000
Office supplies for the City Solicitor's Office.							
1102000 820000	Minor Equipment	0	500	500	0	100	500
Minor equipment expenses of the City Solicitor's Office.							

TOTAL	Office of City Solicitor	380,678	435,741	435,741	377,230	428,909	431,190
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**STAFFING SCHEDULE**

**2024 BUDGET**

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

1102000    610900	1.00	CITY SOLICITOR	136,591
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<b>TOTAL 610900 EMPLOYEES</b>	<b>1.00</b>		<b>136,591</b>
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1102000    611500	1.00	PURCHASING COORD	57,289
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1102000    611500	1.00	PARALEGAL	84,869
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<b>TOTAL 611500 EMPLOYEES</b>	<b>2.00</b>		<b>142,158</b>
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<b>TOTAL 611500 EMPLOYEES</b>	<b>3.00</b>		<b>278,749</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>City Council Exp</b>							
1201000 610500	Elected Official	55,453	56,500	56,500	49,406	56,500	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).							
1201000 737000	Travel	3,211	5,000	5,000	656	925	5,000
This account provides funding for Council member travel expenses for Pennsylvania Municipal League and National League of Cities meetings,							
1201000 738000	Miscellaneous Expenses	4,922	5,000	5,000	4,995	5,200	5,200
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							
1201000 744500	Training	1,479	3,200	3,200	2,124	2,124	3,200
This account provides funding for Council members to attend training at Pennsylvania Municipal League and National League of Cities conferences and							
1201000 820000	Minor Equip	0	0	0	0	0	5,000
Minor equipment expenses related to purchases for members of City Council.							
TOTAL	City Council Exp	65,065	69,700	69,700	57,181	64,749	74,900

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**OFFICE OF CITY COUNCIL**

1201000	610500	1.00	COUNCIL PRESIDENT	8,500
1201000	610500	1.00	COUNCILPERSON	8,000
1201000	610500	1.00	COUNCILPERSON	8,000
1201000	610500	1.00	COUNCILPERSON	8,000
1201000	610500	1.00	COUNCILPERSON	8,000
1201000	610500	1.00	COUNCILPERSON	8,000
1201000	610500	1.00	COUNCILPERSON	8,000
<b>TOTAL 610500 EMPLOYEES</b>		<b>7.00</b>		<b>56,500</b>



		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
City Clerk Exp							
1202000 611500	Salaried Personnel	64,336	65,284	65,284	54,439	65,842	67,243
Salary of the City Clerk.							
1202000 612000	Salary Temporary	0	100	100	0	0	100
Salary for temporary help for the City Clerk.							
1202000 731000	Advertising	6,496	6,000	6,000	3,339	5,000	6,000
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.							
1202000 734000	Postage	72	100	100	11	20	100
Postage costs for general office mailings.							
1202000 735000	Printing	1,902	1,500	1,500	987	1,500	1,500
Photocopying for the City Clerk, and the binding of the annual year book.							
1202000 736000	Telephone	486	550	550	0	0	500
Line and call charges for phone lines of the City Clerk.							
1202000 737000	Travel	0	2,000	0	0	0	2,000
Travel expenses for attendance at PA Municipal League or other training.							
1202000 738000	Miscellaneous Expenses	474	1,000	1,000	225	1,000	1,000
City Clerk's membership in the International Institute of Municipal Clerks and misc. expenses incurred by the Clerk's Office.							
1202000 742500	Ordinance Codification	5,229	6,500	13,000	12,633	12,633	8,000
This line reflects the cost to update both printed and online versions of the City's Codified Ordinances.							
1202000 744500	Training/Education	346	1,150	150	0	0	1,150
City Clerk professional training.							
1202000 760300	Office Supplies	0	150	150	0	70	150
General office supplies for the City Clerk.							
<b>TOTAL</b>	<b>City Clerk Exp</b>	<b>79,341</b>	<b>84,334</b>	<b>87,834</b>	<b>71,634</b>	<b>86,065</b>	<b>87,743</b>

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
<b><u>OFFICE OF THE CITY CLERK</u></b>			
1202000    611500	1.00	CITY CLERK	67,243
<b>TOTAL 611500 EMPLOYEES</b>	<b>1.00</b>		<b>67,243</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
Controller/Treasurer Exp							
1403000 610500	Elected Official	17,360	17,000	17,000	14,384	17,000	17,000
Salaries of the City Controller and City Treasurer. These salaries are set by the Third Class City Code.							
TOTAL	Controller/Treasurer Exp	17,360	17,000	17,000	14,384	17,000	17,000

CITY OF LANCASTER

STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
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CITY TREASURER &CONTROLLER

1403000	610500	1.00	CONTROLLER	8,500
1403000	610500	1.00	TEASURER	8,500
TOTAL 610500 EMPLOYEES		2.00		17,000

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/13/2023	2023 PROJECTED
<b>General Fund - Expenses</b>						
<b>Office of Neigh Engagement</b>						
<b>1103000 610900</b>	<b>Salary - Director</b>	<b>916</b>	<b>119,050</b>	<b>119,050</b>	<b>98,412</b>	<b>119,016</b>
Salary of the Director of the Department of Neighborhood Engagement. Neighborhood Engagement was established as a department by City Council in March 2022.						
<b>1103000 611000</b>	<b>Salary - Bureau Chief</b>	<b>114,688</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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.						
<b>1103000 611500</b>	<b>Salary - Personnel</b>	<b>148,709</b>	<b>222,437</b>	<b>222,437</b>	<b>262,864</b>	<b>319,084</b>
Salaries of the staff positions in the Department of Neighborhood Engagement.						
<b>1103000 612000</b>	<b>Salary Temporary</b>	<b>19,839</b>	<b>5,000</b>	<b>5,000</b>	<b>7,391</b>	<b>7,391</b>
Salary for temporary help (if needed) in the Mayor's Office of Neighborhood Engagement. This line item also includes funding for internship opportunities.						
<b>1103000 618500</b>	<b>Overtime</b>	<b>5,308</b>	<b>5,000</b>	<b>5,000</b>	<b>3,286</b>	<b>4,286</b>
Overtime expenses for Department of Neighborhood Engagement staff.						
<b>1103000 731000</b>	<b>Advertising</b>	<b>1,306</b>	<b>4,500</b>	<b>4,500</b>	<b>4,175</b>	<b>4,500</b>
Expenses for advertising of services, programs, events, etc. provided by or sponsored by the Department of Neighborhood Engagement.						
<b>1103000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>2,432</b>	<b>4,500</b>	<b>4,500</b>	<b>342</b>	<b>3,000</b>
Dues and subscriptions expenses of the Department of Neighborhood Engagement.						
<b>1103000 734000</b>	<b>Postage</b>	<b>380</b>	<b>450</b>	<b>450</b>	<b>394</b>	<b>450</b>
Postage expenses for the Department of Neighborhood Engagement.						
<b>1103000 735000</b>	<b>Printing</b>	<b>500</b>	<b>900</b>	<b>900</b>	<b>723</b>	<b>900</b>

Printing expenses including brochures, posters, and other printed materials to promote Department of Neighborhood Engagement services and events.						
<b>1103000 736000</b>	<b>Telephone</b>	<b>5,181</b>	<b>4,000</b>	<b>4,000</b>	<b>2,807</b>	<b>4,000</b>
Telephone and cell phone expenses for the staff of the Department of Neighborhood Engagement.						
<b>1103000 737000</b>	<b>Travel</b>	<b>4,941</b>	<b>6,000</b>	<b>6,000</b>	<b>2,025</b>	<b>5,000</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>12,075</b>	<b>72,450</b>	<b>75,950</b>	<b>71,519</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>4,120</b>	<b>4,500</b>	<b>4,500</b>	<b>458</b>	<b>1,000</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>2,627</b>	<b>4,500</b>	<b>1,000</b>	<b>430</b>	<b>1,000</b>
Training and education expenses for the Department of Neighborhood Engagement staff to attend continuing education opportunities and trainings to						
<b>1103000 760300</b>	<b>Office Supplies</b>	<b>1,706</b>	<b>1,800</b>	<b>1,800</b>	<b>1,736</b>	<b>1,800</b>
Office supply expenses of the Department of Neighborhood Engagement.						
<b>1103000 820000</b>	<b>Minor Equipment</b>	<b>1,400</b>	<b>1,350</b>	<b>1,350</b>	<b>1,085</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>14,987</b>	<b>13,500</b>	<b>13,500</b>	<b>6,229</b>	<b>8,000</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>Office of Neigh Engagement</b>	<b>341,116</b>	<b>469,937</b>	<b>469,937</b>	<b>463,877</b>	<b>553,228</b>

2024  
PROPOSED

## General Fund - Expenses

### Neighborhood Engagement

1300000 610900	Salary - Director	122,621
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Salary of the Director of the Department of Neighborhood Engagement.  
Neighborhood Engagement.

1300000 611500	Salary - Personnel	57,172
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Salaries of the staff position in the Department of Neighborhood Engagement.

1300000 612000	Salary Temporary	3,000
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Salary for temporary help (if needed) in the Neighborhood Engagement. This  
line item also includes funding for internship opportunities.

1300000 618500	Overtime	2,500
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Overtime expenses for Department of Neighborhood Engagement staff.

1300000 731000	Advertising	2,000
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Expenses for advertising of services, programs, events, etc. provided by or  
sponsored by the Department of Neighborhood Engagement.

1300000 732000	Dues & Subscriptions	4,500
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Dues and subscriptions expenses of the Department of Neighborhood  
Engagement.

1300000 734000	Postage	150
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Postage expenses for the Department of Neighborhood Engagement.

1300000 735000	Printing	500
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Printing expenses including brochures, posters, and other printed materials to  
promote Department of Neighborhood Engagement services and events.

1300000 736000	Telephone	1,800
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Telephone and cell phone expenses for the staff of the Department of  
Neighborhood Engagement.

1300000 737000	Travel	1,500
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Travel and related expenses for Department of Neighborhood Engagement staff to attend conferences, training seminars, etc.		
1300000 741000	Professional Services	63,500
Expenses for engagement tools, and other professional services related to services for the all City Departments.		
1300000 744000	Contract Services	5,000
Expenses for contracted services for Neighborhood Engagement, including equipment rental for events.		
1300000 744500	Training/Education	1,250
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.		
1300000 760300	Office Supplies	900
Office supply expenses of the Department of Neighborhood Engagement.		
1300000 820000	Minor Equipment	675
Expenses for minor equipment to be purchased in Department of Neighborhood Engagement.		
1300000 853800	Marketing	5,000
Marketing expenses to make City residents, neighborhood groups and others aware of Department of Neighborhood Engagement activities, events, programs, and services.		
TOTAL	Neighborhood Engagement	272,068



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSITION</b>	<b>SALARY</b>
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**DEPT. OF NEIGHBORHOOD ENGAGEMENT**

1300000	1	DIR. NEIGHBOR. ENG.	122,621
<b>TOTAL 611000 EMPLOYEES</b>	<b>1</b>		<b>122,621</b>
1300000	1	LANGUAGE SERVICE COO	57,172
<b>TOTAL 611500 EMPLOYEES</b>	<b>1</b>		<b>57,172</b>
<b>TOTAL EMPLOYEES</b>	<b>2</b>		<b>179,793</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/13/2023	2023 PROJECTED
<b>General Fund - Expenses</b>						
<b>Lanc Office of Promotions</b>						
<b>1104000 611000</b>	<b>Salary - Bureau Chief</b>	<b>69,339</b>	<b>68,959</b>	<b>68,959</b>	<b>59,558</b>	<b>72,028</b>
Salary of the Director of Lancaster Office of Promotion (LOOP).						
<b>1104000 611500</b>	<b>Salary - Personnel</b>	<b>316,361</b>	<b>249,345</b>	<b>249,345</b>	<b>211,469</b>	<b>227,492</b>
Salaries of the LOOP Staff including Special Events Manager, Lancaster City Welcome Center staff.						
<b>1104000 618500</b>	<b>Overtime</b>	<b>1,046</b>	<b>2,000</b>	<b>2,000</b>	<b>551</b>	<b>551</b>
Required in the event staff choose Overtime pay as opposed to compensatory time.						
<b>1104000 716000</b>	<b>Rental of Parking Lot</b>	<b>4,606</b>	<b>6,000</b>	<b>6,000</b>	<b>4,350</b>	<b>4,350</b>
Rental of parking spaces for all LOOP, WelcomeCenter Staff and interns with Colonial Parking Garage on Vine Street.						
<b>1104000 722000</b>	<b>Maint. - Communications</b>	<b>3,831</b>	<b>3,600</b>	<b>3,600</b>	<b>1,290</b>	<b>1,228</b>
Costs associated with internet service to LOOP/Welcome Center, web site hosting fee, maintenance costs to run the Welcome Center kiosk, Living Gallery screens and video equipment.						
<b>1104000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>2,491</b>	<b>2,250</b>	<b>2,250</b>	<b>1,173</b>	<b>1,143</b>
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.						
<b>1104000 734000</b>	<b>Postage</b>	<b>470</b>	<b>900</b>	<b>900</b>	<b>36</b>	<b>23</b>
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website						
<b>1104000 735000</b>	<b>Printing</b>	<b>480</b>	<b>450</b>	<b>450</b>	<b>296</b>	<b>296</b>
Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.						
<b>1104000 736000</b>	<b>Telephone</b>	<b>1,992</b>	<b>1,500</b>	<b>1,500</b>	<b>1,980</b>	<b>1,980</b>

Cost of telephone services to LOOP & Visitors Center.						
<b>1104000 741000</b>	<b>Professional Services</b>	<b>1,785</b>	<b>1,800</b>	<b>1,800</b>	<b>414</b>	<b>414</b>
IT Services for Visitors Center and other professional services required to operate the Visitors Center and LOOP operations.						
<b>1104000 744500</b>	<b>Training/Education</b>	<b>978</b>	<b>1,350</b>	<b>1,350</b>	<b>1,290</b>	<b>1,290</b>
Continued education and staff training related to social media outreach, marketing, tourism and events.						
<b>1104000 760300</b>	<b>Office Supplies</b>	<b>3,359</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>	<b>1,800</b>
Supplies and expenses of the Visitors Center and LOOP operations such as paper, pens, files, etc.						
<b>1104000 820000</b>	<b>Minor Equipment</b>	<b>1,972</b>	<b>1,800</b>	<b>1,800</b>	<b>425</b>	<b>425</b>
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.						
<b>1104000 853800</b>	<b>Marketing</b>	<b>86,070</b>	<b>72,000</b>	<b>72,000</b>	<b>32,355</b>	<b>31,914</b>
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.						
<b>1104000 854000</b>	<b>Merchandise Purchases</b>	<b>28,489</b>	<b>18,000</b>	<b>18,000</b>	<b>7,527</b>	<b>7,527</b>
Purchase of City merchandise for retail sale at the Welcome Center						
<b>TOTAL</b>	<b>Lanc Office of Promotions</b>	<b>523,271</b>	<b>431,754</b>	<b>431,754</b>	<b>324,515</b>	<b>352,461</b>

2024  
PROPOSED

## General Fund - Expenses

### Tourism & Promotions

1301000 611000	Salary - Bureau Chief	83,115
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Salary of the Director of Bureau of Tourism & Promotions.

1301000 611500	Salary - Personnel	208,968
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Salaries of the Bureau of Tourism & Promotions Staff including and Lancaster City Welcome Center staff.

1301000 618500	Overtime	2,000
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Required in the event staff choose Overtime pay as opposed to compensatory time.

1301000 716000	Rental of Parking Lot	6,000
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Rental of parking spaces for all Bureau of Tourism & Promotions, Welcome Center Staff and interns with Colonial Parking Garage on Vine Street.

1301000 722000	Maint. - Communications	2,100
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Costs associated with internet service to Bureau of Tourism & Promotions/Welcome Center, web site hosting fee, maintenance costs to run the Welcome Center kiosk, Living Gallery screens and video equipment.

1301000 732000	Dues & Subscriptions	2,250
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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.

1301000 734000	Postage	500
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Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website

1301000 735000	Printing	450
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Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.

<b>1301000 736000</b>	<b>Telephone</b>	<b>1,500</b>
Cost of telephone services to Bureau of Tourism & Promotions & Welcome Center.		
<b>1301000 741000</b>	<b>Professional Services</b>	<b>1,800</b>
IT Services for Visitors Center and other professional services required to operate the Visitors Center and the Bureau of Tourism & Promotions operations.		
<b>1301000 744500</b>	<b>Training/Education</b>	<b>1,350</b>
Continued education and staff training related to social media outreach, marketing, tourism and events.		
<b>1301000 760300</b>	<b>Office Supplies</b>	<b>1,800</b>
Supplies and expenses of the Welcome Center and Bureau of Tourism & Promotions operations such as paper, pens, files, etc.		
<b>1301000 820000</b>	<b>Minor Equipment</b>	<b>1,800</b>
Purchase of office furniture and equipment needed for the Welcome Center and the Bureau of Tourism & Promotions offices, including minor computer equipment. Also includes funds to purchase equipment to support community		
<b>1301000 853800</b>	<b>Marketing</b>	<b>70,000</b>
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.		
<b>1301000 854000</b>	<b>Merchandise Purchases</b>	<b>12,000</b>
Purchase of City merchandise for retail sale at the Welcome Center		
<b>TOTAL</b>	<b>Tourism &amp; Promotions</b>	<b>395,633</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSITION</b>	<b>SALARY</b>
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**BUREAU OF TOURISM & PROMOTIONS**

1301000	1	VISITOR CENTER MANAG	83,115
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1</b>		<b>83,115</b>
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		PERMIT COORDINATOR -	
1301000	1	SPECIAL EVENTS	58,350
1301000	1	TRAVEL CONSULTANT FT	51,500
1301000	1	TRAVEL CONSULTANT	19,860
1301000	1	SPECIAL P EVENTS MGR	56,758
1301000	1	TRAVEL CONSULTANT	22,500

<b>TOTAL 611500 EMPLOYEES</b>	<b>5</b>		<b>208,968</b>
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<b>TOTAL EMPLOYEES</b>	<b>6</b>		<b>292,083</b>
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2024  
PROPOSED

## General Fund - Expenses

### Civic Engagement

1302000 611000	Salary - Bureau Chief	76,525
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Salary of Bureau Chief for Civic Engagement		
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1302000 611500	Salary - Personnel	149,741
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Salaries of the staff position for Bureau of Civic Engagement.		
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1302000 618500	Overtime	2,500
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Overtime expenses for the Bureau of Civic Engagement.		
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1302000 731000	Advertising	2,000
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Expenses for advertising of services, programs, events, etc. provided by or sponsored by the Bureau of Civic Engagement.		
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1302000 734000	Postage	150
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Postage expenses for the Bureau of Civic Engagement.		
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1302000 735000	Printing	500
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Printing expenses including brochures, posters, and other printed materials to promote for Bureau of Civic Engagement.		
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1302000 736000	Telephone	1,800
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Telephone and cell phone expenses for the staff of Bureau of Civic Engagement.		
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1302000 737000	Travel	1,500
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Travel and related expenses for the Bureau of Civic Engagement staff to attend conferences, training seminars, etc.		
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1302000 741000	Engagement Programming	10,000
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Engagement Programming activities.		
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1302000 744500	Training/Education	1,250
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Training and education expenses for the Bureau of Civic Engagement staff to attend continuing education opportunities and trainings to support improvement of neighborhood engagement efforts and services to City.		
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1302000 760300	Office Supplies	900
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Office supply expenses for the Bureau of Civic Engagement.		
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1302000 820000	Minor Equipment	675
Expenses for minor equipment to be purchased for the Bureau of Civic Engagement.		
1302000 853800	Marketing	5,000
Marketing expenses to make City residents, neighborhood groups and others aware of the Bureau of Civic Engagement activities, events, programs, and services.		
TOTAL	Civic Engagement	252,541



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSITION</b>	<b>SALARY</b>
<b><u>BUREAU OF CIVIC ENGAGEMENT</u></b>			
1302000	1	PROGRAM MANAGER	76,525
<b>TOTAL 611000 EMPLOYEES</b>	<b>1</b>		<b>76,525</b>
1302000	1	ENGAGEMENT SPECIALIS	55,167
1302000	1	CITY HALL RECEPTION	47,812
1320000	1	CITY HALL RECEPTION	46,762
<b>TOTAL 611500 EMPLOYEES</b>	<b>3</b>		<b>149,741</b>
<b>TOTAL EMPLOYEES</b>	<b>4</b>		<b>226,266</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Director Admin Services Exp</b>							
1400000 610900	Salary - Director	138,135	141,894	141,894	114,611	144,637	133,900
Salary of the Business Administrator.							
1400000 611500	Salaried Personnel	42,904	49,624	49,624	42,791	87,806	181,579
Administrative Assistant to the Business Administrator and Fund Development Team							
1400000 618500	Overtime	30	0	0	33	34	100
Overtime required to be paid in accordance with the Fair Labor Standards Act.							
1400000 714100	PC Lease	58,549	67,890	67,890	45,556	67,890	50,000
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Executive, Legislative, and Administrative Services departments' staff.							
1400000 732000	Dues & Subscriptions	5,594	6,100	6,100	5,569	6,000	6,300
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	211	250	250	99	150	250
Postage and express mail sent by the Director's Office.							
1400000 735000	Printing	2,976	1,000	1,000	1,157	1,700	1,000
Photocopying expenses of the Director's Office.							
1400000 736000	Telephone	567	650	650	0	600	650
Line and call charges for the Director's Office phones.							
1400000 737000	Travel	0	500	500	0	0	500
Costs associated with travel and related expenses for the Business Administrator.							
1400000 741000	Professional Services	371,943	250,000	250,000	99,610	185,000	135,000
Professional services to include consultant fees related to the Strategic Management Planning Program as well as various other professional services engagements related to the Administrative Services Department and citywide efforts.							
1400000 744500	Training & School	331	500	500	0	0	500

Costs of various PML conferences.							
1400000 760300	Office Supplies	1,659	1,300	1,300	471	750	1,300
Office supplies for the Office of the Director.							
1400000 820000	Minor Equipment	801	500	500	81	81	500
Purchase of office and/or computer equipment.							
TOTAL	Director Admin Services Exp	623,698	520,208	520,208	309,979	494,648	511,579

CITY OF LANCASTER

STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
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DIRECTOR OF ADMINISTRATIVE SERVICES

1400000	610900	1.00	DIRECTOR ADMIN SERV	133,900
TOTAL 610900 EMPLOYEES		1.00		133,900
1400000	611500	1.00	SRSTAFF AST ADMIN SV	51,113
1400000	611500	1.00	COMM FUND MANAGER	75,648
1400000	611500	1.00	FUND DEVELOP SPECIALIST	54,818
TOTAL 611500 EMPLOYEES		3.00		181,579
TOTAL EMPLOYEES		4.00		315,479

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Accounting Exp</b>							
<b>1401000 611000</b>	<b>Salary - Bureau Chief</b>	<b>101,291</b>	<b>103,915</b>	<b>103,915</b>	<b>86,300</b>	<b>106,606</b>	<b>111,000</b>
Salary of the Chief Accountant.							
<b>1401000 611500</b>	<b>Salaried Personnel</b>	<b>318,415</b>	<b>331,894</b>	<b>331,894</b>	<b>274,358</b>	<b>331,894</b>	<b>341,850</b>
Salaries of the staff of the Bureau of Accounting.							
<b>1401000 612000</b>	<b>Salary Temporary</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,016</b>	<b>17,000</b>	<b>5,000</b>
<b>1401000 731000</b>	<b>Advertising</b>	<b>454</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Funds are required in order to publish the results of the annual City audit in the Lancaster City newspaper and advertise open positions.							
<b>1401000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>0</b>	<b>1,200</b>	<b>1,200</b>	<b>0</b>	<b>0</b>	<b>600</b>
Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.							
<b>1401000 734000</b>	<b>Postage</b>	<b>4,315</b>	<b>5,000</b>	<b>5,000</b>	<b>4,143</b>	<b>5,000</b>	<b>5,000</b>
This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operation mailings.							
<b>1401000 735000</b>	<b>Printing</b>	<b>1,004</b>	<b>1,400</b>	<b>1,400</b>	<b>845</b>	<b>1,400</b>	<b>1,400</b>
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.							
<b>1401000 736000</b>	<b>Telephone</b>	<b>1,467</b>	<b>1,700</b>	<b>1,700</b>	<b>379</b>	<b>1,700</b>	<b>2,000</b>
Line and call charge for the Accounting Office.							
<b>1401000 737000</b>	<b>Travel</b>	<b>2,209</b>	<b>5,000</b>	<b>5,000</b>	<b>4,300</b>	<b>4,500</b>	<b>5,000</b>
Travel and/or mileage reimbursement expenses for attendance at a training conference for staff in the Bureau of Accounting.							
<b>1401000 741000</b>	<b>Professional Services</b>	<b>19,425</b>	<b>2,000</b>	<b>2,000</b>	<b>27,827</b>	<b>27,827</b>	<b>10,000</b>
Professional Services budget for ARPA related expenses from accounting firm.							
<b>1401000 741100</b>	<b>Audit Expense</b>	<b>36,095</b>	<b>65,000</b>	<b>65,000</b>	<b>69,813</b>	<b>69,813</b>	<b>71,500</b>

This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits. This line item also includes the cost of the annual cost allocation study.							
1401000 743000	Bank Service Charges	32,501	31,000	31,000	28,497	31,000	32,000
This code is used to record the General Fund's share of bank service charges for the City's central depository account.							
1401000 743100	Credit Card Fees	572	1,000	1,000	0	600	1,000
This account reflects the General Fund's share of credit card company fees.							
1401000 744500	Training & School	1,597	2,000	2,000	1,099	1,500	2,000
This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.							
1401000 760300	Office Supplies	1,999	4,000	4,000	3,437	3,437	4,000
General office supplies for the Accounting Office.							
1401000 820000	Minor Equipment	583	1,000	1,000	0	700	1,000
Minor equipment expenses for the Bureau of Accounting.							
TOTAL	Accounting Exp	521,928	557,109	557,109	516,014	602,977	593,350

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSITION</b>	<b>SALARY</b>
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**BUREAU OF ACCOUNTING & FINANCE**

1401000	611000	1.00	BUREAU CHIEF OF ACCTNG & FINANCE	111,000
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>111,000</b>
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1401000	611500	1.00	PAYROLL/ACCT MANAGER	71,469
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1401000	611500	1.00	STAFF ACCOUNTANT	61,532
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1401000	611500	1.00	GENERAL ACCOUNTANT	67,637
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1401000	611500	1.00	SENIOR ACCOUNTANT	77,299
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1401000	611500	1.00	PAYROLL SPECIALIST	63,913
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<b>TOTAL 611500 EMPLOYEES</b>	<b>5.00</b>			<b>341,850</b>
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<b>TOTAL EMPLOYEES</b>	<b>6.00</b>			<b>452,850</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Bureau of Treasury</b>							
1402000 611000	Salary - Bureau Chief	2,429	7,200	7,200	4,829	6,107	7,608
This line covers a prorated share of the salary of the Bureau Chief of Treasury.							
1402000 611500	Salaried Personnel	64,926	70,209	64,403	54,222	62,936	71,604
This line represents the General Fund's share of all other personnel in the Bureau of Treasury.							
1402000 612000	Salary Temporary	888	0	5,806	5,077	6,380	0
Expenses for temporary employees in the Treasury Office.							
1402000 618500	Overtime	63	100	100	0	0	100
Overtime expenses for Treasury staff							
1402000 718000	Rental of Uniforms	145	588	588	31	588	588
City Logo apparel for all Treasury personnel.							
1402000 723000	Maint. - Equipment	2,242	5,693	5,693	2,965	5,112	5,505
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	118	125	724
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.							
1402000 731000	Advertising	24	1,000	1,000	868	1,000	86
Advertising costs related to the Bureau of Treasury.							
1402000 732000	Dues & Subscriptions	147	800	800	0	400	800
This line covers the cost of dues to various professional organizations.							
1402000 734000	Postage	25,709	29,565	29,565	18,862	29,565	32,365
Postage and permits required to mail tax billings, etc., and for changes to be made by the Postal Service for undeliverable, returned mail.							
1402000 735000	Printing	224	1,167	1,167	285	700	15,521



Mailing and return envelopes and forms used in various billings and copy machine use.							
<b>1402000 736000</b>	<b>Telephone</b>	<b>770</b>	<b>875</b>	<b>875</b>	<b>280</b>	<b>370</b>	<b>849</b>
Line and call charges for phone, fax, cellular, and internet lines.							
<b>1402000 737000</b>	<b>Travel</b>	<b>2,468</b>	<b>4,700</b>	<b>4,700</b>	<b>1,875</b>	<b>1,875</b>	<b>405</b>
Travel expenses for seminars, and meetings attended by employees of the Bureau.							
<b>1402000 738000</b>	<b>Miscellaneous Expenses</b>	<b>458</b>	<b>1,500</b>	<b>775</b>	<b>312</b>	<b>1,500</b>	<b>1,500</b>
Petty cash items used for miscellaneous office operations.							
<b>1402000 744000</b>	<b>Contract Services</b>	<b>308</b>	<b>1,076</b>	<b>1,801</b>	<b>1,387</b>	<b>2,000</b>	<b>1,765</b>
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.							
<b>1402000 744500</b>	<b>Training &amp; School</b>	<b>2,319</b>	<b>4,339</b>	<b>4,339</b>	<b>1,458</b>	<b>1,458</b>	<b>577</b>
Schools and seminars for Bureau employees.							
<b>1402000 760300</b>	<b>Office Supplies</b>	<b>560</b>	<b>2,164</b>	<b>2,164</b>	<b>644</b>	<b>1,500</b>	<b>1,524</b>
PAC Office Supplies.							
<b>1402000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>84</b>	<b>129</b>	<b>129</b>	<b>26</b>	<b>125</b>	<b>129</b>
Cost of fuel for the Mail Clerk's vehicle.							
<b>1402000 820000</b>	<b>Minor Equipment</b>	<b>1,207</b>	<b>4,096</b>	<b>4,096</b>	<b>2,455</b>	<b>3,800</b>	<b>4,275</b>
This line reflects the continued costs for lease-purchase costs for the 2 remittance							
<b>1402000 827100</b>	<b>Vehicle Lease Purchase</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>347</b>
Lease payments on vehicle.							
<b>TOTAL</b>	<b>Bureau of Treasury</b>	<b>105,083</b>	<b>135,330</b>	<b>135,330</b>	<b>95,694</b>	<b>125,541</b>	<b>146,272</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSITION</b>	<b>SALARY</b>
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**BUREAU OF TREASURY**

1402000	611000	0.086	BUREAU CHIEF TREASURY	7,607
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**TOTAL 611000 EMPLOYEES**

1402000	611500	0.086	CUSTOMER CARE SUP	5,527
1402000	611500	0.086	CASHIER SERV CLERK	3,792
1402000	611500	0.086	CASHIER SERV CLERK	3,792
1402000	611500	0.086	CASHIER SERV CLERK	3,792
1402000	611500	0.086	CASHIER SERV CLERK	4,160
1402000	611500	0.086	ADMIN SUPPORT CLERK	4,372
1402000	611500	0.086	CUSTOMER CARE COORD	4,514
1402000	611500	0.086	CUSTOMER CARE COORD	4,797
1402000	611500	0.086	CUSTOMER CARE COORD	4,372
1402000	611500	0.086	CUSTOMER CARE COORD	4,372
1402000	611500	0.086	CUSTOMER CARE COORD	4,372
1402000	611500	0.086	BILLING COORD 2	4,372
1402000	611500	0.086	BILLING COORD 2	4,372
1402000	611500	0.086	BILLING COORD 2	4,499
1402000	611500	0.086	REVENUE CLERK	4,326
1402000	611500	0.086	REVENUE CLERK	4,589
			Bonus & Merit	1,583

<b>TOTAL 611500 EMPLOYEES</b>	<b>1.38</b>		<b>71,604</b>
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<b>TOTAL EMPLOYEES</b>	<b>1.47</b>		<b>79,211.41</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Data and Information Technology Exp</b>							
1404000 611000	Salary - Bureau Chief	89,406	127,308	127,308	26,924	44,232	103,002
Salary for the Chief Data and Technology Officer.							
1404000 611500	Salaried Personnel	130,243	336,703	336,703	99,047	108,820	354,032
This line is a prorated share of the employees in the Bureau of Information Technology.							
1404000 722000	Maint. - Communications	4,981	6,000	6,000	4,145	5,000	6,000
This line item includes costs related to a failover system in the event the City's main internet and network system (via fiber) is disabled for any reason.							
1404000 723000	Maint. - Equipment	12,945	50,000	50,000	15,370	20,000	25,000
This line covers the service contracts on various high-speed printers, and other peripherals. Also covered are service contracts on the switches. Software support contracts from various IT vendors, and SSL certificates.							
1404000 734000	Postage	4	50	50	2	100	100
General mailings and shipping costs for returning equipment for repair.							
1404000 735000	Printing	0	50	50	22	40	50
Photocopying and any special printing needs.							
1404000 736000	Telephone	2,488	4,000	4,000	895	3,000	4,000
Line and call charges for Information Technology office phones and cell phones.							
1404000 737000	Travel	1,044	1,000	1,000	0	200	1,000
Covers transportation to and from job-related projects and training sessions.							
1404000 741000	Professional Services	155,878	180,000	180,000	161,889	250,179	150,000
Expenses for specialty technology vendors as well as outside services that are not covered under warranty or contracts on computer equipment. Also covers contracted programmers for Munis report writing services.							
1404000 744000	Contract Services	618,616	815,000	815,000	731,110	815,000	675,000

This line item covers 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.							
1404000 744500	Training & School	0	5,000	5,000	0	3,000	5,000
Training seminars for Information Technology personnel who are required to stay abreast of ever-changing technology. Funding is also provided to purchase training materials for new software, which this Bureau uses to train all City employees.							
1404000 760300	Office Supplies	176	500	500	577	577	500
General office supplies needed for Information Technology.							
1404000 760600	Operating Supplies	2,740	2,000	2,000	1,144	1,144	2,000
Purchasing of all forms, paper, and printing supplies. Also covers media used for server backup purposes.							
1404000 820000	Minor Equipment	55,690	10,000	10,000	3,362	6,000	10,000
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.							
1404000 820500	MIS Projects	120,398	125,000	125,000	56,758	70,000	75,000
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	10,000	0	0	10,000
For projects related to GIS							
TOTAL	Data and Information Technology Exp	1,194,609	1,672,611	1,672,611	1,101,243	1,327,292	1,420,684

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

<b>APPROPRIATION CODE</b>	<b>FTE</b>	<b>POSITION</b>	<b>SALARY</b>
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**BUREAU OF DATA & TECHNOLOGY**

1404000	611000	1.00	CHIEF BUREAU DATA & TECH	103,002
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>103,002.31</b>
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1404000	611500	0.25	GIS ANALYST	15,696
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1404000	611500	0.25	GIS COORDINATOR	19,763
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1404000	611500	1.00	IT NETWORK ENGINEER	63,654
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1404000	611500	1.00	IT TECHNICIAN	55,167
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1404000	611500	1.00	IT TECHNICIAN	45,973
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1404000	611500	1.00	SYSTEMS NETWORK ADMINISTRATOR	90,125
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1404000	611500	1.00	SYSTEMS ANALYST	63,654
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<b>TOTAL 611500 EMPLOYEES</b>	<b>5.50</b>			<b>354,032</b>
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<b>TOTAL EMPLOYEES</b>	<b>6.50</b>			<b>457,034</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Human Resources Exp</b>							
1405000 611000	Salary - Bureau Chief	84,318	103,120	103,120	64,158	83,196	113,300
Salary of the Bureau Chief of Human Resources.							
1405000 611500	Salaried Personnel	312,035	409,265	409,265	235,473	302,167	379,299
Salaries of the Human Resources Office staff							
1405000 612000	Salary Temporary	0	5,000	5,000	6,013	8,000	5,000
Pay to an employment agency for temporary services required by the Bureau of Human Resources.							
1405000 622000	Employee Recognition	17,763	7,550	7,550	7,550	17,000	22,000
Expenses for annual employee picnic, annual December holiday party, and annual employee recognition event.							
1405000 723000	Maint. - Equipment	0	50	50	0	50	50
Maintenance of office equipment in the Bureau of Human Resources.							
1405000 731000	Advertising	528	1,000	1,000	1,386	1,452	1,000
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.							
1405000 732000	Dues & Subscriptions	3,862	5,435	5,435	1,992	4,000	5,435
Professional association dues for HR staff and additional reference materials.							
1405000 734000	Postage	578	3,500	3,500	501	1,000	2,500
Mailing from the Bureau of Human Resources.							
1405000 735000	Printing	2,015	4,800	4,800	72	2,500	3,500
Photocopy charges for the bureau.							
1405000 736000	Telephone	2,101	1,100	3,100	2,271	2,500	3,100
Line and call charges.							
1405000 737000	Travel	2,416	12,000	8,000	7,400	8,000	6,500
Travel expenses for seminar, training, and meetings.							
1405000 741000	Professional Services	177,991	260,600	260,600	192,664	230,000	260,000

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 initiatives across all City departments.							
<b>1405000 743500</b>	<b>Labor Relations Expense</b>	<b>752</b>	<b>1,575</b>	<b>3,575</b>	<b>7,401</b>	<b>8,000</b>	<b>3,500</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>38,269</b>	<b>53,500</b>	<b>53,500</b>	<b>58,480</b>	<b>60,000</b>	<b>53,500</b>
Expenses related to enhancements to the Applicant Tracking System software (NeoGov) implemented in 2020, and leave administration software.							
<b>1405000 744500</b>	<b>Training &amp; School</b>	<b>5,336</b>	<b>15,917</b>	<b>15,917</b>	<b>2,368</b>	<b>5,000</b>	<b>15,000</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>1,300</b>	<b>5,200</b>	<b>5,200</b>	<b>2,980</b>	<b>3,000</b>	<b>5,000</b>
Office supplies for the Bureau of Human Resources.							
<b>1405000 760600</b>	<b>Operating Supplies</b>	<b>1,785</b>	<b>5,500</b>	<b>5,500</b>	<b>0</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>3,381</b>	<b>6,000</b>	<b>6,000</b>	<b>0</b>	<b>2,500</b>	<b>5,000</b>
Purchase of office and/or computer equipment.							
<b>TOTAL</b>	<b>Human Resources Exp</b>	<b>654,428</b>	<b>901,112</b>	<b>901,112</b>	<b>590,707</b>	<b>740,365</b>	<b>889,184</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

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

1405000	611000	1.00	BUREAU CHIEF HUMAN RESOURCES	113,300
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>113,300</b>
1405000	611500	1.00	ASST BUREAU CHIEF HUMAN RESOURCES	86,520
1405000	611500	1.00	TALENT ACQUISITION MANAGER	75,705
1405000	611500	1.00	TALENT RETENTION MANAGER	84,460
1405000	611500	1.00	TALENT ACQUISITION SPECIALIST	66,307
1405000	611500	1.00	TALENT RETENTION SPECIALIST	66,307
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.00</b>		<b>379,299</b>
<b>TOTAL EMPLOYEES</b>		<b>6.00</b>		<b>492,599</b>



		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Community Involvement Exp</b>							
<b>1406000 812000</b>	<b>Contributions</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>350</b>	<b>1,300</b>	<b>1,300</b>	<b>1,221</b>	<b>1,221</b>	<b>1,300</b>
Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.							
<b>1406000 813500</b>	<b>PA Municipal League</b>	<b>18,983</b>	<b>19,000</b>	<b>19,000</b>	<b>18,572</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>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>	<b>110,000</b>
Operating support contribution to the Lancaster County Public Library.							
<b>1406000 814300</b>	<b>Community Communications</b>	<b>118,608</b>	<b>75,000</b>	<b>75,000</b>	<b>33,274</b>	<b>65,000</b>	<b>75,000</b>
Costs for website maintenance and hosting, city wide informational materials, Proprietary language access subscription, and other annual fees to support communications.							
<b>1406000 814500</b>	<b>Recreation Commission</b>	<b>305,656</b>	<b>305,656</b>	<b>305,656</b>	<b>229,242</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>3,582</b>	<b>5,000</b>	<b>5,000</b>	<b>1,859</b>	<b>4,000</b>	<b>2,500</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>50,000</b>	<b>50,000</b>	<b>0</b>	<b>50,000</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 Exp</b>	<b>697,179</b>	<b>715,956</b>	<b>715,956</b>	<b>544,167</b>	<b>704,877</b>	<b>713,456</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Insurance Package Exp</b>							
1407000 772000	Insurance Package	687,756	750,000	750,000	719,620	725,000	775,000
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	325	500	500	0	500	500
Bonds required under the Third Class City Code for the Treasurer, Controller.							
TOTAL	Insurance Package Exp	688,081	750,500	750,500	719,620	725,500	775,500

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Fringe Benefits Exp</b>							
1408000 620200	Medical Insurance	380,000	650,000	650,000	596,127	650,000	929,000
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.							
1408000 620300	Dental/Vision	22,643	18,000	24,500	21,744	18,000	18,000
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.							
1408000 620800	Social Security	1,133,621	1,165,000	1,165,000	964,679	1,165,000	1,199,950
The General Fund share of FICA and Medicare taxes for all employees.							
1408000 620900	Life Insurance	61,854	65,000	65,000	60,371	62,000	65,000
Expense of life insurance coverage for General Fund employees.							
1408000 623000	Pension Contribution	954,544	960,000	960,000	1,092,817	1,118,817	1,207,248
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.							
1408000 624000	Unemployment Compensation	4,367	10,000	6,500	40,212	41,481	45,000
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.							
1408000 625000	Workers Compensation	177,318	500,000	521,666	341,546	400,000	500,000
This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job. This line also reflects various assessments paid to the Commonwealth under this program, and premiums for the excess claims policy.							
1408000 716000	Rental of Parking Lot	63,341	70,000	70,000	72,531	65,000	70,000
Expenses for parking or bus passes for General Fund employees.							
<b>TOTAL</b>	<b>Fringe Benefits Exp</b>	<b>2,788,955</b>	<b>3,438,000</b>	<b>3,462,666</b>	<b>3,190,027</b>	<b>3,520,298</b>	<b>4,034,198</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Debt Service Exp</b>							
1409000 923000	Paying Agent Fees	1,576	1,500	1,500	471	1,500	1,500
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
1409000 924000	Debt Service - Interest	2,340,605	2,368,000	2,368,000	2,357,406	2,367,971	3,001,104
This account represents interest payments to be made on the General Fund portion of General Obligation Bonds and Notes.							
1409000 926000	Debt Service - Principal	1,388,306	3,285,000	3,285,000	3,247,000	3,285,000	3,675,000
This line reflects principal redemption payments to be made on the General Fund portion of General Obligation Bonds and Notes.							
TOTAL	Debt Service Exp	3,730,488	5,654,500	5,654,500	5,604,877	5,654,471	6,677,604
TOTAL	Administrative Services	11,004,449	14,345,326	14,369,992	12,672,329	13,737,152	15,761,827

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Police Bureau Exp</b>							
<b>1501001 611000</b>	<b>Salary - Bureau Chief</b>	<b>149,062</b>	<b>149,574</b>	<b>149,574</b>	<b>128,100</b>	<b>154,829</b>	<b>159,465</b>
Salary of the Chief of Police.							
<b>1501001 611500</b>	<b>Salaried Personnel</b>	<b>1,201,682</b>	<b>1,279,204</b>	<b>1,279,204</b>	<b>1,000,050</b>	<b>1,198,681</b>	<b>1,139,849</b>
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.							
<b>1501001 613100</b>	<b>Police Captains</b>	<b>356,331</b>	<b>407,410</b>	<b>407,410</b>	<b>343,384</b>	<b>415,577</b>	<b>431,207</b>
Salaries of the three Division Captains.							
<b>1501001 613200</b>	<b>Police Lieutenants</b>	<b>1,197,311</b>	<b>1,212,856</b>	<b>1,212,856</b>	<b>802,978</b>	<b>992,371</b>	<b>1,138,393</b>
Salaries of lieutenants.							
<b>1501001 613300</b>	<b>Police Sergeants</b>	<b>3,975,818</b>	<b>4,270,829</b>	<b>4,270,360</b>	<b>3,123,961</b>	<b>3,766,284</b>	<b>4,056,169</b>
Salaries of sergeants and detectives.							
<b>1501001 614000</b>	<b>Patrolmen</b>	<b>6,242,583</b>	<b>6,111,671</b>	<b>6,099,429</b>	<b>4,873,077</b>	<b>5,898,210</b>	<b>6,196,110</b>
Salaries of patrol officers.							
<b>1501001 615000</b>	<b>School Crossing Guards</b>	<b>263,221</b>	<b>489,571</b>	<b>433,291</b>	<b>282,593</b>	<b>315,011</b>	<b>516,854</b>
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.							
<b>1501001 615200</b>	<b>Community Service Aides</b>	<b>614,738</b>	<b>777,070</b>	<b>737,070</b>	<b>474,918</b>	<b>552,952</b>	<b>830,175</b>
Salaries of Community Service Aides.							
<b>1501001 618000</b>	<b>Police Acting Officers</b>	<b>63,299</b>	<b>30,000</b>	<b>30,000</b>	<b>46,163</b>	<b>51,163</b>	<b>30,000</b>
This line covers payments for officers who serve in the acting supervisory or staff capacity.							
<b>1501001 618500</b>	<b>Police Overtime</b>	<b>816,559</b>	<b>600,000</b>	<b>600,000</b>	<b>809,771</b>	<b>900,000</b>	<b>900,000</b>
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.							
<b>1501001 618800</b>	<b>Police Cadet Training Program</b>	<b>0</b>	<b>60,000</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	<b>60,000</b>
Covers salaries of Cadets.							
<b>1501001 619000</b>	<b>Police Sick Bonus</b>	<b>29,250</b>	<b>30,000</b>	<b>30,000</b>	<b>26,250</b>	<b>26,250</b>	<b>27,000</b>

Covers payments for the sick leave incentive bonus program.							
<b>1501001 619300</b>	<b>Early Retirement Expense</b>	<b>556,523</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</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>63,461</b>	<b>70,000</b>	<b>70,000</b>	<b>65,307</b>	<b>65,307</b>	<b>60,000</b>
Covers payments for college educational incentive program.							
<b>1501001 620200</b>	<b>Medical Insurance</b>	<b>2,880,000</b>	<b>3,150,000</b>	<b>3,150,000</b>	<b>2,887,500</b>	<b>3,150,000</b>	<b>3,250,000</b>
Costs for health insurance for all active Police Bureau employees.							
<b>1501001 620201</b>	<b>Medical Ins - Retirees</b>	<b>1,700,000</b>	<b>1,850,000</b>	<b>1,850,000</b>	<b>1,695,834</b>	<b>1,850,000</b>	<b>1,950,000</b>
Covers the cost for health insurance for all retired Police Bureau employees.							
<b>1501001 620300</b>	<b>Dental/Vision</b>	<b>143,929</b>	<b>135,000</b>	<b>135,000</b>	<b>130,971</b>	<b>135,000</b>	<b>140,000</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>64,350</b>	<b>78,000</b>	<b>78,000</b>	<b>57,150</b>	<b>57,150</b>	<b>60,000</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>4,483,028</b>	<b>5,088,742</b>	<b>5,088,742</b>	<b>5,088,742</b>	<b>5,088,742</b>	<b>5,091,422</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>92,907</b>	<b>67,464</b>	<b>52,464</b>	<b>54,387</b>	<b>60,000</b>	<b>50,000</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>91,506</b>	<b>100,000</b>	<b>100,000</b>	<b>76,547</b>	<b>100,000</b>	<b>100,000</b>
Rental of parking spaces in the Water Street Garage.							
<b>1501001 722000</b>	<b>Maint. - Communications</b>	<b>117,396</b>	<b>124,000</b>	<b>124,000</b>	<b>105,428</b>	<b>124,000</b>	<b>124,000</b>
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.							
<b>1501001 723000</b>	<b>Maint. - Equipment</b>	<b>67,320</b>	<b>67,320</b>	<b>67,320</b>	<b>39,210</b>	<b>67,320</b>	<b>67,320</b>

Costs associated with maintaining all other non-communications related equipment including computers, tablets (Mobile Data Terminals) audio/video recording suspect interviews and logging equipment, speed enforcement certifications and maintenance, polygraph maintenance, breath testing devices, automated fingerprint devices, document shredding, car wash, copier toner and other equipment. Includes lease for copiers & fax machines. Includes annual lead abatement and maintenance for the indoor police firearms range.							
<b>1501001 729000</b>	<b>Maint. - Vehicles</b>	<b>107,790</b>	<b>115,000</b>	<b>115,000</b>	<b>68,227</b>	<b>100,000</b>	<b>100,000</b>
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.							
<b>1501001 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>173,722</b>	<b>167,000</b>	<b>177,000</b>	<b>171,237</b>	<b>171,237</b>	<b>160,000</b>
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							
<b>1501001 734000</b>	<b>Postage</b>	<b>4,017</b>	<b>6,000</b>	<b>6,000</b>	<b>5,757</b>	<b>6,000</b>	<b>6,000</b>
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.							
<b>1501001 735000</b>	<b>Printing</b>	<b>9,994</b>	<b>10,000</b>	<b>10,000</b>	<b>9,242</b>	<b>10,000</b>	<b>10,000</b>
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.							
<b>1501001 736000</b>	<b>Telephone</b>	<b>103,492</b>	<b>105,000</b>	<b>105,000</b>	<b>68,140</b>	<b>105,000</b>	<b>105,000</b>
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.							
<b>1501001 737000</b>	<b>Travel</b>	<b>17,982</b>	<b>18,000</b>	<b>18,000</b>	<b>17,729</b>	<b>18,000</b>	<b>18,000</b>
Travel related expenses incurred by recruit officers during training, investigations and training seminars, travel costs of witnesses for court hearings prior to trial.							
<b>1501001 738000</b>	<b>Miscellaneous Expenses</b>	<b>6,281</b>	<b>6,000</b>	<b>6,000</b>	<b>4,280</b>	<b>6,000</b>	<b>6,000</b>

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.							
<b>1501001 741000</b>	<b>Professional Services</b>	<b>54,180</b>	<b>45,000</b>	<b>99,900</b>	<b>88,085</b>	<b>86,585</b>	<b>115,000</b>
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.							
<b>1501001 743500</b>	<b>Labor Relations Expense</b>	<b>23,343</b>	<b>40,000</b>	<b>40,000</b>	<b>5,088</b>	<b>25,000</b>	<b>25,000</b>
Costs related to contract negotiations and grievance arbitration.							
<b>1501001 743700</b>	<b>Laboratory Tests</b>	<b>622</b>	<b>10,000</b>	<b>9,500</b>	<b>2,124</b>	<b>10,000</b>	<b>5,000</b>
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.							
<b>1501001 744500</b>	<b>Training &amp; School</b>	<b>77,318</b>	<b>89,990</b>	<b>89,990</b>	<b>76,120</b>	<b>89,990</b>	<b>93,000</b>
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.							
<b>1501001 747200</b>	<b>K-9 Patrol</b>	<b>842</b>	<b>5,000</b>	<b>5,000</b>	<b>696</b>	<b>5,000</b>	<b>5,000</b>
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.							
<b>1501001 749000</b>	<b>Civil Service Board</b>	<b>313</b>	<b>500</b>	<b>1,100</b>	<b>1,076</b>	<b>1,076</b>	<b>1,000</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>11,038</b>	<b>12,000</b>	<b>12,000</b>	<b>8,232</b>	<b>12,000</b>	<b>10,000</b>
General office and paper supplies.							
<b>1501001 760600</b>	<b>Operating Supplies</b>	<b>49,095</b>	<b>50,000</b>	<b>50,000</b>	<b>42,807</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>95,483</b>	<b>100,000</b>	<b>100,000</b>	<b>59,888</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>11,848</b>	<b>9,000</b>	<b>9,000</b>	<b>7,151</b>	<b>9,000</b>	<b>12,000</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>33,574</b>	<b>35,000</b>	<b>35,000</b>	<b>34,974</b>	<b>35,000</b>	<b>40,000</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>58,922</b>	<b>15,000</b>	<b>14,390</b>	<b>5,497</b>	<b>15,000</b>	<b>10,000</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>7,986</b>	<b>10,000</b>	<b>10,610</b>	<b>7,815</b>	<b>10,000</b>	<b>15,000</b>
Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.							
<b>1501001 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>139,824</b>	<b>150,000</b>	<b>150,000</b>	<b>77,497</b>	<b>130,000</b>	<b>130,000</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>458,942</b>	<b>445,000</b>	<b>445,000</b>	<b>365,676</b>	<b>445,000</b>	<b>400,000</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>5,000</b>	<b>5,000</b>	<b>5,000</b>	<b>2,346</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.							
<b>1501001 816000</b>	<b>Drug Task Force Assmnt</b>	<b>58,039</b>	<b>59,322</b>	<b>59,322</b>	<b>58,039</b>	<b>59,322</b>	<b>59,322</b>
Per capita contribution toward the operation of the Lancaster County Task Force.							
<b>1501001 816100</b>	<b>Community Safety Coalitio</b>	<b>200,000</b>	<b>337,500</b>	<b>337,500</b>	<b>337,500</b>	<b>337,500</b>	<b>337,500</b>
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.							
<b>1501001 820000</b>	<b>Minor Equipment</b>	<b>394,289</b>	<b>350,000</b>	<b>441,280</b>	<b>355,171</b>	<b>400,000</b>	<b>320,000</b>

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.

<b>1501001 820100</b>	<b>Bicycles &amp; Accessories</b>	<b>4,332</b>	<b>15,000</b>	<b>15,000</b>	<b>11,055</b>	<b>15,000</b>	<b>5,000</b>
Purchasing and repairs of bicycles and related equipment / accessories.							
<b>1501001 827000</b>	<b>Vehicles</b>	<b>247,460</b>	<b>414,310</b>	<b>414,310</b>	<b>135,197</b>	<b>254,310</b>	<b>100,000</b>
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).							
<b>1501001 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>44,267</b>	<b>50,000</b>	<b>50,000</b>	<b>11,344</b>	<b>11,344</b>	<b>140,000</b>
Lease payments on vehicles.							
<b>1501001 924000</b>	<b>Debt Service - Interest</b>	<b>194,090</b>	<b>181,992</b>	<b>181,992</b>	<b>181,991</b>	<b>181,992</b>	<b>167,474</b>
Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
<b>1501001 926000</b>	<b>Debt Service - Principal</b>	<b>403,270</b>	<b>414,792</b>	<b>414,792</b>	<b>414,792</b>	<b>414,792</b>	<b>313,975</b>
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 Exp</b>	<b>28,167,627</b>	<b>29,420,117</b>	<b>29,407,406</b>	<b>24,747,166</b>	<b>28,103,068</b>	<b>29,242,234</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

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

1501001	611000	1.00	POLICE CHIEF	159,465
<b>TOTAL 611000 EMPLOYEES</b>			<b>1.00</b>	<b>159,465</b>
1501001	611500	1.00	POL. BUR. SOCIAL WKR	50,000
1501001	611500	1.00	POL. BUR. SOCIAL WKR	69,716
1501001	611500	1.00	COMM. MANAGER	62,831
1501001	611500	1.00	NIBRS/ CRIME ANALYST	48,782
1501001	611500	1.00	EVIDENCE SUPERVISOR	68,959
1501001	611500	1.00	RECORDS SUPERVISOR	57,136
1501001	611500	1.00	EVIDENCE SPECIALIST	60,843
1501001	611500	1.00	HAZ ABAND VEH OFFICR	55,372
1501001	611500	1.00	ANIMAL ENFORCE OFFIC	54,262
1501001	611500	1.00	ADMIN ASST CID	57,870
1501001	611500	1.00	ADMIN ASST CID	60,185
1501001	611500	1.00	ADMIN ASST PATROL SERVI	63,829
1501001	611500	1.00	RECORDS PROCESSOR	-
1501001	611500	1.00	RECORDS PROCESSOR	-
1501001	611500	1.00	RECORDS PROCESSOR	-
1501001	611500	1.00	RECORDS PROCESSOR	50,187
1501001	611500	1.00	RECORDS PROCESSOR	45,418
1501001	611500	1.00	RECORDS PROCESSOR	48,257
1501001	611500	1.00	RECORDS PROCESSOR	52,194
1501001	611500	1.00	REC PROC SPECIALIST	54,680

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	611500	1.00	REC PROC SPECIALIST	54,680
1501001	611500	1.00	PD RECEPTIONIST	50,793
1501001	611500	1.00	PD INVENTORY SPEC	56,867
			Bonus & Merit Pay	16,988
<b>TOTAL 611500 EMPLOYEES</b>		<b>23.00</b>		<b>1,139,849</b>
1501001	613100	1.00	POLICE CAPTAIN	142,625
1501001	613100	1.00	POLICE CAPTAIN	144,291
1501001	613100	1.00	POLICE CAPTAIN	144,291
<b>TOTAL 613100 EMPLOYEES</b>		<b>3.00</b>		<b>431,207</b>
1501001	613200	1.00	POLICE LT 8 HR	125,181
1501001	613200	1.00	POL LT 8 HR	124,022
1501001	613200	1.00	POLICE LT 8 HR	126,340
1501001	613200	1.00	POLICE LT 8 HR	123,152
1501001	613200	1.00	POL LT 12HR	125,470
1501001	613200	1.00	POL LT 12HR	127,499
1501001	613200	1.00	POL LT 12HR	125,760
1501001	613200	1.00	POL LT 12HR	127,499
1501001	613200	1.00	POL LT 12HR	-
1501001	613200	1.00	POL LT 12HR	125,471
			SHIFT DIFFERENTIAL	8,000
<b>TOTAL 613200 EMPLOYEES</b>		<b>10.00</b>		<b>1,138,393</b>

CITY OF LANCASTER

STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	613300	1.00	POL DET 8HR	97,984
1501001	613300	1.00	POL DET 8HR	97,984
1501001	613300	1.00	POL DET 8HR	94,215
1501001	613300	1.00	POL DET 8HR	100,339
1501001	613300	1.00	POL DET 8HR	100,575
1501001	613300	1.00	POL DET 8HR	95,864
1501001	613300	1.00	POL DET 8HR	96,335
1501001	613300	1.00	POL DET 8HR	94,215
1501001	613300	1.00	POL DET 8HR	102,694
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	102,459
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	103,637
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	-
1501001	613300	1.00	POL DET 8HR	97,984
1501001	613300	1.00	POL DET 8HR	100,339
1501001	613300	1.00	POL DET 8HR	100,810
1501001	613300	1.00	POL DET 8HR	94,215
			VACANCANY ALLOWANCE	(39,256)
		20.00		1,440,391

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	613300	1.00	POL SGT 8HR	104,825
1501001	613300	1.00	POL SGT 8HR	109,108
1501001	613300	1.00	POL SGT 8HR	109,108
1501001	613300	1.00	POL SGT 8HR	107,596
1501001	613300	1.00	POL SGT 8HR	107,092
1501001	613300	1.00	POL SGT 8HR	109,864
1501001	613300	1.00	POL SGT 8HR	109,864
1501001	613300	1.00	POL SGT 8HR	110,872
1501001	613300	1.00	POL SGT 8HR	-
1501001	613300	1.00	POL SGT 8HR	-
1501001	613300	1.00	POL SGT 12HR	100,793
1501001	613300	1.00	POL SGT 10HR	107,092

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	613300	1.00	POL SGT 12HR	111,124
1501001	613300	1.00	POL SGT 12HR	107,848
1501001	613300	1.00	POL SGT 12HR	105,581
1501001	613300	1.00	POL SGT 12HR	104,825
1501001	613300	1.00	POL SGT 12HR	107,344
1501001	613300	1.00	POL SGT 12HR	110,872
1501001	613300	1.00	POL SGT 12HR	105,329
1501001	613300	1.00	POL SGT 12HR	107,344
1501001	613300	1.00	POL SGT 12HR	110,872
1501001	613300	1.00	POL SGT 12HR	105,329
1501001	613300	1.00	POL SGT 12HR	103,061
1501001	613300	1.00	POL SGT 12HR	105,581
1501001	613300	1.00	POL SGT 12HR	108,856
1501001	613300	1.00	POL SGT 12HR	107,596
			SHIFT DIFFERENTIAL	38,000
		<b>26.00</b>		<b>2,615,777</b>
<b>TOTAL 613300 EMPLOYEES</b>		<b>46.00</b>		<b>4,056,169</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	614000	1.00	POL OFFICER 12HR	89,611
1501001	614000	1.00	POL OFFICER 12HR	68,964
1501001	614000	1.00	POL OFFICER 12HR	73,791
1501001	614000	1.00	POL OFFICER 12HR	89,611
1501001	614000	1.00	POL OFFICER 12HR	64,416
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	68,281
1501001	614000	1.00	POL OFFICER 12HR	68,281
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	89,392
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	73,790
1501001	614000	1.00	POL OFFICER 12HR	91,145
1501001	614000	1.00	POL OFFICER 12HR	91,364
1501001	614000	1.00	POL OFFICER 12HR	73,791
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	68,281
1501001	614000	1.00	POL OFFICER 12HR	73,791
1501001	614000	1.00	POL OFFICER 12HR	93,555
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	88,954
1501001	614000	1.00	POL OFFICER 12HR	93,774
1501001	614000	1.00	POL OFFICER 12HR	93,336



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	614000	1.00	POL OFFICER 12HR	92,898
1501001	614000	1.00	POL OFFICER 12HR	68,281
1501001	614000	1.00	POL OFFICER 12HR	68,281
1501001	614000	1.00	POL OFFICER 12HR	68,281
1501001	614000	1.00	POL OFFICER 12HR	88,954
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	89,392
1501001	614000	1.00	POL OFFICER 12HR	89,392
1501001	614000	1.00	POL OFFICER 12HR	64,416
1501001	614000	1.00	POL OFFICER 12HR	96,623
1501001	614000	1.00	POL OFFICER 12HR	-
1501001	614000	1.00	POL OFFICER 12HR	68,281
1501001	614000	1.00	POL OFFICER 12HR	95,308
1501001	614000	1.00	POL OFFICER 12HR	80,631

**CITY OF LANCASTER****STAFFING SCHEDULE****2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	614000	1.00	POL OFFICER 12HR	89,173
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	88,954
1501001	614000	1.00	POL OFFICER 12HR	95,308
1501001	614000	1.00	POL OFFICER 12HR	93,774
1501001	614000	1.00	POL OFFICER 12HR	89,173
1501001	614000	1.00	POL OFFICER 12HR	94,870
1501001	614000	1.00	POL OFFICER 12HR	92,898
1501001	614000	1.00	POL OFFICER 12HR	89,392
1501001	614000	1.00	POL OFFICER 12HR	61,348
1501001	614000	1.00	POL OFFICER 12HR	89,392
1501001	614000	1.00	POL OFFICER 12HR	89,173
1501001	614000	1.00	POL OFFICER 12HR	-
1501001	614000	1.00	POL OFFICER 12HR	89,392
1501001	614000	1.00	POL OFFICER 12HR	93,336
1501001	614000	1.00	POL OFFICER 12HR	89,392
1501001	614000	1.00	POL OFFICER 12HR	89,173
1501001	614000	1.00	POL OFFICER 12HR	80,631
1501001	614000	1.00	POL OFFICER 12HR	73,791
1501001	614000	1.00	POL OFFICER 12HR	93,555
1501001	614000	1.00	POL OFFICER 12HR	73,791
1501001	614000	1.00	POL OFFICER 12HR	-
1501001	614000	1.00	POL OFFICER 12HR	95,527
1501001	614000	1.00	POL OFFICER 12HR	80,631
1501001	614000	1.00	POL OFFICER 12HR	87,640
1501001	614000	1.00	POL OFFICER 12HR	89,173
1501001	614000	1.00	POL OFF 8HR	-

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	614000	1.00	POL OFF 8HR	95,527
1501001	614000	1.00	POL OFF 8HR	94,870
1501001	614000	1.00	POL OFF 8HR	93,774
1501001	614000	1.00	POL OFF 8HR	94,870
1501001	614000	1.00	POL OFF 8HR	95,308
1501001	614000	1.00	POL OFF 8HR	64,416
1501001	614000	1.00	POL OFF 10HR	91,583
1501001	614000	1.00	POL OFF 10HR	89,611
1501001	614000	1.00	POL OFF 10HR	-
1501001	614000	1.00	POL OFF 10HR	-
1501001	614000	1.00	POL OFF 10HR	-
1501001	614000	1.00	POL OFF 10HR	95,527
1501001	614000	1.00	POL OFF 10HR	-
1501001	614000	1.00	POL OFF 10HR	88,954
1501001	614000	1.00	POL OFF 10HR	94,870
1501001	614000	1.00	POL OFF 10HR	94,870
1501001	614000	1.00	POL OFF 10HR	-
			SHIFT DIFFERENTIAL	95,000
			VACANCY ALLOWANCE	(102,256)
<b>TOTAL 614000 EMPLOYEES</b>		<b>85.00</b>		<b>6,196,110</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	615000	1.00	PATROL SERVICE AIDE	45,288
1501001	615000	1.00	PATROL SERVICE AIDE	53,737
1501001	615000	1.00	PATROL SERVICE AIDE	53,737
1501001	615000	1.00	PATROL SERVICE AIDE	53,737
1501001	615500	1.00	PATROL SERVICE AIDE	49,683
1501001	615000	1.00	PATROL SERVICE AIDE	45,288
			Bonus & Merit Pay	6,948
		<b>6.00</b>		<b>308,418</b>

## 2024 BUDGET

APPROPRIATION CODE		FTE	POSITION	SALARY
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	SCH CROSS GUARD	10,970
1501001	615000	1.00	VACANCY ALLOWANCE	(32,911)

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
		22.00		208,436
TOTAL 615000 EMPLOYEES		28.00		516,854
1501001	615200	1.00	COMMUNITY SERV AIDE	49,484
1501001	615200	1.00	COMMUNITY SERV AIDE	54,680
1501001	615200	1.00	COMMUNITY SERV AIDE	54,680
1501001	615200	1.00	COMMUNITY SERV AIDE	54,680
1501001	615200	1.00	COMMUNITY SERV AIDE	52,576
1501001	615200	1.00	COMMUNITY SERV AIDE	46,666
1501001	615200	1.00	COMMUNITY SERV AIDE	46,666
1501001	615200	1.00	COMMUNITY SERV AIDE	47,926
1501001	615200	1.00	COMMUNITY SERV AIDE	46,666
1501001	615200	1.00	COMMUNITY SERV AIDE	46,666
1501001	615200	1.00	COMMUNITY SERV AIDE	52,576
1501001	615200	1.00	COMMUNITY SERV AIDE	52,576
1501001	615200	1.00	COMMUNITY SERV AIDE	47,926
1501001	615200	1.00	COMMUNITY SERV AIDE	56,867
1501001	615200	1.00	COMMUNITY SERV AIDE	56,867
1501001	615200	1.00	COMMUNITY SERV AIDE	46,666
			Bonus & Merit Pay	16,007
TOTAL 618800 EMPLOYEES		16.00		830,175
TOTAL EMPLOYEES		212.00		14,468,222

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
General Fund - Expenses							
Fire Bureau Exp							
1502001 611000	Salary - Bureau Chief	158,893	123,616	123,616	108,064	130,690	134,818
Salary of the Fire Chief.							
1502001 611500	Salaried Personnel	283,120	181,063	181,063	135,642	155,552	185,979
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	53,355	53,355	35,935	56,148	120,577
Salary of Deputy Fire Chief.							
1502001 613100	Fire Captains	950,408	927,385	927,385	696,021	850,733	900,697
Salaries of (4) Battalion Chiefs, (4) Suppression Captains, (1) Fire Marshal Captain.							
1502001 613200	Fire Lieutenants	1,497,231	1,396,301	1,396,301	1,248,736	1,511,562	1,428,006
Salaries of (3) Assistant Fire Marshals, (1) Maintenance Officer and (12) Suppression Lieutenants.							
1502001 614100	Firefighters	3,938,777	3,832,954	3,817,500	3,461,692	4,175,032	3,602,167
Salaries of (48) Firefighters.							
1502001 618500	Fire Overtime	588,100	200,000	200,000	252,257	252,257	450,000
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	5,100	7,500	7,500	3,900	7,500	7,500
This line item includes costs associated with the Fire CBA Article 21 (Sick Leave Bonus) for the Sick Leave incentive bonus program.							
1502001 620100	Educational Incentive	36,791	41,000	41,000	38,817	41,000	41,000

This line item includes costs associated with the Fire CBA Article 26 (Education and Certification Bonus) providing incentive payments to firefighters who have achieved advanced degrees in the Fire Science and specific nationally recognized Fire/EMS certifications.							
<b>1502001 620200</b>	<b>Medical Insurance</b>	<b>1,075,000</b>	<b>1,300,000</b>	<b>1,300,000</b>	<b>1,191,667</b>	<b>1,300,000</b>	<b>1,355,000</b>
Costs for health care for all active Fire Bureau employees, including administrative staff.							
<b>1502001 620201</b>	<b>Medical Ins - Retirees</b>	<b>1,350,000</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>1,375,000</b>	<b>1,500,000</b>	<b>1,565,000</b>
Covers the cost for health insurance for all retired Fire Bureau employees.							
<b>1502001 620300</b>	<b>Dental/Vision</b>	<b>102,295</b>	<b>105,000</b>	<b>105,000</b>	<b>88,564</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>56,000</b>	<b>30,000</b>	<b>30,000</b>	<b>6,000</b>	<b>6,000</b>	<b>22,800</b>
CBA Article 36 Accessory Uniform Allowance: \$100.00 annual shoe allowance.							
<b>1502001 623000</b>	<b>Pension Contribution</b>	<b>2,335,134</b>	<b>1,993,190</b>	<b>1,993,190</b>	<b>1,993,190</b>	<b>1,993,190</b>	<b>1,945,460</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>47,354</b>	<b>24,033</b>	<b>24,033</b>	<b>23,620</b>	<b>23,620</b>	<b>20,000</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>900</b>	<b>900</b>	<b>900</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>4,703</b>	<b>5,000</b>	<b>6,000</b>	<b>5,470</b>	<b>5,470</b>	<b>5,000</b>
Cost to maintain the fire radio system of remote, vehicle, portable and televised alerting units.							
<b>1502001 723000</b>	<b>Maint. - Equipment</b>	<b>19,319</b>	<b>20,000</b>	<b>24,200</b>	<b>22,028</b>	<b>22,028</b>	<b>20,000</b>



Cost of maintenance of fire station technology and software such as Emergency Reporting, Active 911, and APS.							
1502001 729000	Maint. - Vehicles	75,685	75,000	75,000	60,805	75,000	75,000
Cost of services provided by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish.							
1502001 734000	Postage	1,828	2,000	2,000	2,462	2,206	2,000
Postage costs for Fire Bureau.							
1502001 735000	Printing	1,291	1,000	1,000	930	1,000	1,000
Cost of external printing of materials.							
1502001 736000	Telephone	13,244	15,000	15,000	7,855	15,000	15,000
Telephone systems of the Fire Bureau and its three station facilities (line costs and phone service, cell phones and service and apparatus equipped with tablets, etc.).							
1502001 737000	Travel	25,865	15,000	15,000	10,625	11,000	15,000
Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.							
1502001 738000	Miscellaneous Expenses	6,054	13,000	13,000	9,590	12,000	13,000
Cost of membership dues to organizations, trade magazines and journals, hot and cold drinks for major incidents, petty cash, and to cover cost of personal effects stolen or damaged during the performance of duties for all Fire Bureau personnel, as per contract.							
1502001 741000	Professional Services	19,424	10,000	10,000	5,877	10,000	10,000
Cost of professional services required for psychological and physical exams, consultants for diversity training, medical exams, Hepatitis shots, etc.							
1502001 743500	Labor Relations Expense	13,577	20,000	20,000	20,912	20,912	20,000
Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.							
1502001 744500	Training & School	81,882	83,000	68,800	35,469	75,000	83,000
Cost of training equipment, manuals, recruit tuition, and schooling of Fire Bureau personnel.							
1502001 749000	Civil Service Board	6,551	12,000	12,000	4,538	10,000	12,000
Cost of Civil Service entrance and promotional exams, advertising, etc.							
1502001 760300	Office Supplies	5,957	5,000	5,000	3,089	4,000	5,000
Cost of office supplies.							

<b>1502001 760600</b>	<b>Operating Supplies</b>	<b>15,400</b>	<b>8,000</b>	<b>8,000</b>	<b>7,131</b>	<b>8,000</b>	<b>8,000</b>
Cost of operating supplies for three fire stations.							
<b>1502001 761200</b>	<b>Uniforms</b>	<b>27,834</b>	<b>40,000</b>	<b>25,000</b>	<b>11,802</b>	<b>25,000</b>	<b>25,000</b>
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.							
<b>1502001 764200</b>	<b>Fire Prevention Supplies</b>	<b>4,559</b>	<b>5,000</b>	<b>5,000</b>	<b>2,185</b>	<b>5,000</b>	<b>5,000</b>
Cost of educational fire prevention books and promotional materials for public events, school programs, etc.							
<b>1502001 764500</b>	<b>Protective Clothing</b>	<b>107,387</b>	<b>55,000</b>	<b>85,000</b>	<b>84,221</b>	<b>84,221</b>	<b>55,000</b>
Purchase of required protective clothing for firefighters which is replaced every five years.							
<b>1502001 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>48,270</b>	<b>42,500</b>	<b>42,500</b>	<b>31,266</b>	<b>42,500</b>	<b>42,500</b>
Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.							
<b>1502001 767200</b>	<b>Misc. Vehicle Parts</b>	<b>27,087</b>	<b>25,000</b>	<b>25,000</b>	<b>20,268</b>	<b>25,000</b>	<b>25,000</b>
Cost of the maintenance and repair of apparatus and vehicles (preventive maintenance, tires, batteries, brakes, and specialized parts).							
<b>1502001 820000</b>	<b>Minor Equipment</b>	<b>69,707</b>	<b>90,000</b>	<b>85,000</b>	<b>79,480</b>	<b>85,000</b>	<b>85,000</b>
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.							
<b>1502001 820200</b>	<b>Safety Equipment</b>	<b>5,473</b>	<b>5,000</b>	<b>5,000</b>	<b>4,122</b>	<b>5,000</b>	<b>5,000</b>
Cost of AED equipment, first aid and safety supplies, etc.							
<b>1502001 822000</b>	<b>Communication Equipment</b>	<b>12,918</b>	<b>15,000</b>	<b>14,000</b>	<b>4,226</b>	<b>15,000</b>	<b>15,000</b>
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.							
<b>1502001 823000</b>	<b>Furniture &amp; Equipment</b>	<b>49,747</b>	<b>5,000</b>	<b>5,000</b>	<b>3,161</b>	<b>5,000</b>	<b>5,000</b>
Office equipment and furniture.							
<b>1502001 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>400,476</b>	<b>400,500</b>	<b>400,500</b>	<b>297,882</b>	<b>350,500</b>	<b>439,767</b>
Cost to lease fire apparatus and vehicles.							
<b>1502001 924000</b>	<b>Debt Service - Interest</b>	<b>142,813</b>	<b>133,912</b>	<b>133,912</b>	<b>133,911</b>	<b>133,912</b>	<b>123,229</b>

Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
1502001 926000	Debt Service - Principal	296,730	305,208	305,208	305,208	305,208	231,026
Principal payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
1502001 940000	Grants Match	2,086	8,000	8,000	0	8,000	8,000
This line reflects potential City match requirements for various state and federal grants that the Fire Bureau has applied or anticipates applying for in.							
TOTAL	Fire Bureau Exp	13,910,970	13,130,417	13,114,963	11,834,443	13,470,140	13,233,426
TOTAL	Public Safety	42,078,597	42,550,534	42,522,368	36,581,609	41,573,209	42,475,661

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF FIRE**

1502001	611000	1.00	FIRE CHIEF	134,818
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>134,818</b>

1502001	613000	1.00	FIRE DEPT DEP CHIEF	120,577
<b>TOTAL 613000 EMPLOYEES</b>		<b>1.00</b>		<b>120,577</b>

1502001	611500	1.00	FD CANDIDATE	15,000
1502001	611500	1.00	FD CANDIDATE	15,000
1502001	611500	1.00	FD CANDIDATE	15,000
1502001	611500	1.00	FD CANDIDATE	15,000
1502001	611500	1.00	ADMIN SERV MGR FIRE	69,385
1502001	611500	1.00	SECRETARY 1	55,372
			Bonus & Merit Pay -AFSCME	1,222
<b>TOTAL 611500 EMPLOYEES</b>		<b>6.00</b>		<b>185,979</b>

1502001	613100	1.00	BATTALION CHIEF	108,473
1502001	613100	1.00	BATTALION CHIEF	108,730
1502001	613100	1.00	BATTALION CHIEF	108,473
1502001	613100	1.00	BATTALION CHIEF	108,473
		<b>4.00</b>		<b>434,150</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1502001	613100	1.00	FIRE CAPTAIN	107,183
1502001	613100	1.00	FIRE CAPTAIN	101,750
1502001	613100	1.00	FIRE CAPTAIN	103,972
1502001	613100	1.00	FIRE CAPTAIN	51,893
1502001	613100	1.00	FIRE MARSH CAPT	101,750
		<b>5.00</b>		<b>466,548</b>
<b>TOTAL 613100 EMPLOYEES</b>		<b>9.00</b>		<b>900,697</b>
1502001	613200	1.00	ASST FIRE MARSHALL	98,582
1502001	613200	1.00	ASST FIRE MARSHALL	98,582
1502001	613200	1.00	ASST FIRE MARSHALL	46,611
		<b>3.00</b>		<b>243,775</b>
1502001	613200	1.00	FIRE LIEUTENANT	92,536
1502001	613200	1.00	FIRE LIEUTENANT	92,536
1502001	613200	1.00	FIRE LIEUTENANT	92,763
1502001	613200	1.00	FIRE LIEUTENANT	99,794
1502001	613200	1.00	FIRE LIEUTENANT	93,217
1502001	613200	1.00	FIRE LIEUTENANT	96,165
1502001	613200	1.00	FIRE LIEUTENANT	92,680
1502001	613200	1.00	FIRE LIEUTENANT	95,258

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1502001	613200	1.00	FIRE LIEUTENANT	95,938
1502001	613200	1.00	FIRE LIEUTENANT	92,990
1502001	613200	1.00	FIRE LIEUTENANT	92,310
1502001	613200	1.00	FIRE LIEUTENANT	45,500
		<b>12.00</b>		<b>1,081,687</b>
1502001	613200	1.00	FIRE MAINT OFFICER	102,544
		<b>1.00</b>		<b>102,544</b>
<b>TOTAL 613200 EMPLOYEES</b>		<b>16.00</b>		<b>1,428,006</b>
1502001	614100	1.00	FIREFIGHTER	87,410
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	89,684
1502001	614100	1.00	FIREFIGHTER	90,923
1502001	614100	1.00	FIREFIGHTER	81,851
1502001	614100	1.00	FIREFIGHTER	68,546
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	68,546
1502001	614100	1.00	FIREFIGHTER	82,658
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	81,851
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	84,517
1502001	614100	1.00	FIREFIGHTER	60,481

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1502001	614100	1.00	FIREFIGHTER	68,546
1502001	614100	1.00	FIREFIGHTER	85,480
1502001	614100	1.00	FIREFIGHTER	87,617
1502001	614100	1.00	FIREFIGHTER	85,480
1502001	614100	1.00	FIREFIGHTER	87,410
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	68,546
1502001	614100	1.00	FIREFIGHTER	68,546
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	84,311
1502001	614100	1.00	FIREFIGHTER	82,053
1502001	614100	1.00	FIREFIGHTER	83,897
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	84,674
1502001	614100	1.00	FIREFIGHTER	87,496
1502001	614100	1.00	FIREFIGHTER	87,496
1502001	614100	1.00	FIREFIGHTER	89,684
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	85,065
1502001	614100	1.00	FIREFIGHTER	85,137
1502001	614100	1.00	FIREFIGHTER	83,897
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FIREFIGHTER	84,931

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
1502001	614100	1.00	FIREFIGHTER	84,931
1502001	614100	1.00	FIREFIGHTER	82,859
1502001	614100	1.00	FIREFIGHTER	84,931
1502001	614100	1.00	FIREFIGHTER	84,931
1502001	614100	1.00	FIREFIGHTER	82,658
1502001	614100	1.00	FIREFIGHTER	60,481
1502001	614100	1.00	FD RECRUIT	56,449
1502001	614100	1.00	FD RECRUIT	56,449
1502001	614100	1.00	FD RECRUIT	56,449
TOTAL 614100 EMPLOYEES		48.00		3,602,167
TOTAL EMPLOYEES		81.00		6,372,244



		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
General Fund - Expenses							
Director - CPED Exp							
1601000 610900	Salary - Director	151,789	155,735	155,735	128,737	155,735	160,407
Salary of the Director of the Department of Community Planning and Economic Development (CPED).							
1601000 611000	Salary - Deputy Director	98,335	100,786	100,786	83,713	100,786	110,000
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	49,759	59,113	59,113	28,618	36,449	177,477
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	0	0	900	900	675
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	125	500	500	0	500	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	875,000	875,000	802,083	875,000	944,000
Costs of health care for all Department of Community Planning and Economic Development employees.							
1601000 620300	Dental/Vision	26,341	25,000	25,000	21,545	25,000	25,000
Costs of dental and vision care for all Department of Community Planning and Economic Development employees.							
1601000 714100	PC Lease	36,453	39,690	39,690	25,189	39,690	30,000

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.							
1601000 731000	Advertising	228	250	1,750	1,475	1,750	250
Legal notices for appeals, employment ads, grant programs, and public hearings. Notifications of Requests for Proposals that the City of Lancaster may issue for projects.							
1601000 732000	Dues & Subscriptions	264	1,000	1,000	985	1,000	1,000
Annual dues and certifications for professional organizations such as the International Economic Development Council, American Planning Association, Pennsylvania Economic Development Association, the Council of Development Finance Agencies, the Lancaster Chamber of Commerce and subscriptions to economic development periodicals, newsletters, and technical publications to remain current on practices in the field of community and economic development.							
1601000 734000	Postage	179	300	300	85	300	300
Mailing costs, express mail charges and Federal Express/UPS charges.							
1601000 735000	Printing	1,691	1,500	2,000	1,983	2,000	2,000
Cost of printing community planning and economic development publications, marketing items letterhead, envelopes, newsletters, reports, and photocopying.							
1601000 736000	Telephone	4,859	4,000	4,000	3,056	4,000	4,000
Department share of phone and voice mail systems, mobile phone expenses, and laptop Wi-Fi connections for Department staff.							
1601000 737000	Travel	39	2,000	1,500	0	1,500	1,500
Travel costs necessary for staff attendance at conferences and training seminars, local travel for official duties, as well as in-State travel, not covered by Federal grants.							
1601000 741000	Professional Services	14,621	50,000	50,000	5,901	30,000	50,000
Professional services associated with technical consultants, architecture and design, redevelopment of land and buildings, including appraisal and environmental assessment costs, subdivision and land development expenses, and legal and engagement support of established economic development programs.							
1601000 744500	Training & School	1,803	4,000	2,500	276	2,500	4,000

Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops, conferences, certifications, and webcasts, which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.							
<b>1601000 760300</b>	<b>Office Supplies</b>	<b>169</b>	<b>1,000</b>	<b>1,000</b>	<b>566</b>	<b>1,000</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>192</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</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>150</b>	<b>150</b>
Fuel costs for shared Department vehicle.							
<b>1601000 811000</b>	<b>Contributions to Econ Dev</b>	<b>54,600</b>	<b>60,000</b>	<b>60,000</b>	<b>3,500</b>	<b>60,000</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>167</b>	<b>1,000</b>	<b>1,000</b>	<b>69</b>	<b>1,000</b>	<b>1,000</b>
Purchase of office equipment and furniture as needed by the Department.							
<b>TOTAL</b>	<b>Director - CPED Exp</b>	<b>1,541,613</b>	<b>1,382,024</b>	<b>1,382,024</b>	<b>1,108,681</b>	<b>1,340,260</b>	<b>1,574,259</b>

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
<b><u>CPED - OFFICE OF THE DIRECTOR</u></b>				
1601000	610900	1.00	DIRECTOR CPED	160,407
<b>TOTAL 610900 EMPLOYEES</b>		<b>1.00</b>		<b>160,407</b>
1601000	611000	1.00	DEP DIR HLT HOUSING & COM. DEV.	110,000
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>110,000</b>
1601000	611500	1.00	PROGRAM ADMINISTRATOR	67,749
1601000	611500	1.00	COM DEVL P ADMINSTRAT	63,378
1601000	611500	1.00	STAFF ASST 2 CPED	46,350
<b>TOTAL 611000 EMPLOYEES</b>		<b>3.00</b>		<b>177,477</b>
<b>TOTAL EMPLOYEES</b>		<b>5.00</b>		<b>447,884</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Planning Exp</b>							
1602000 611000	Salary - Bureau Chief	80,975	87,339	87,339	88,709	106,017	103,000
Salary of the Bureau Chief of Planning.							
1602000 611500	Salaried Personnel	272,172	395,643	395,643	289,311	342,046	411,827
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	10,586	15,000	15,000	0	0	0
Hourly wage for ongoing Planning Bureau internships and temporary positions.							
1602000 618500	Overtime	166	150	150	0	63	150
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.							
1602000 723000	Maint. - Equipment	1,673	2,050	2,050	429	800	1,800
Repair and service costs for office equipment and City vehicles assigned to Bureau. Includes monthly shared lease cost for HP Designjet T2500 printer.							
1602000 731000	Advertising	14,540	17,000	17,000	6,012	11,000	16,000
Legal notices for regular and special meetings of the Planning Commission, Zoning Hearing Board, HARB and Historical Commission, required legal notices for amendments of the Zoning Ordinance, Subdivision and Land Development Ordinance, Official Map, and other notices as required by law.							
1602000 732000	Dues & Subscriptions	3,400	9,000	9,000	7,497	7,497	8,500
Subscriptions to professional planning publications and document purchases. Dues to professional planning, historic preservation, and zoning organizations.							
1602000 733000	Map Reproduction	350	500	500	0	300	500
Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.							
1602000 734000	Postage	562	1,000	1,000	464	400	800



1602000 827100	Vehicle Lease Purchase	0	4,000	4,000	0	0	10,380
This line item includes the annual payments of a lease-purchase for vehicle #704 used by Planning Bureau staff.							
TOTAL	Planning Exp	469,947	669,982	669,982	517,277	592,310	668,307

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF PLANNING**

1602000	611000	1.00	BC PLANNING COMM DEV	103,000
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<b>TOTAL 611000 EMPLOYEES</b>	<b>1.00</b>			<b>103,000</b>
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1602000	611500	1.00	ZONING OFFICER	61,798
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1602000	611500	1.00	SENIOR PLANNER	72,100
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1602000	611500	1.00	SENIOR PLANNER	77,250
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1602000	611500	1.00	HIST PRESERVATN SPEC	64,243
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1602000	611500	1.00	PUBLIC ART MANAGER	71,081
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1602000	611500	0.10	PERMIT SUPERVISOR	7,004
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1602000	611500	1.00	REDEVELOPMENT ADMINISTRATOR	58,351
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<b>TOTAL 611500 EMPLOYEES</b>	<b>6.10</b>			<b>411,827</b>
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<b>TOTAL EMPLOYEES</b>	<b>7.10</b>			<b>514,827</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
General Fund - Expenses							
Building Code Administration							
1603000 611000	Salary - Bureau Chief	115,895	123,600	123,600	102,173	123,565	127,308
Salary of the Chief of the Bureau of Code Compliance & Inspections.							
1603000 611500	Salaried Personnel	335,860	408,564	383,623	342,733	409,583	439,865
Salaries of Building Inspectors and administrative support staff.							
1603000 612000	Salary Temporary	0	0	24,941	19,909	19,909	0
Building Code will require temporary services during possible extended absences of administrative staff.							
1603000 618500	Overtime	0	0	0	0	0	500
Overtime for permit clerks if additional hours are needed above the 40 hour work week.							
1603000 620100	Educational Incentive	8,450	9,450	7,950	7,900	7,900	9,950
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	2,014	9,000	5,500	4,649	6,000	7,500
Repair and service costs for office equipment including shared copiers at City Hall offices.							
1603000 731000	Advertising	161	2,500	650	599	1,000	1,000
Cost of advertising public notices and legal ads for Building Code Appeals, Plumbing Board meetings and employee positions advertised to the public.							
1603000 732000	Dues & Subscriptions	1,735	4,000	2,700	2,633	3,000	4,000
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.							
1603000 734000	Postage	1,248	3,000	3,000	878	1,800	3,000
Mailing of permits, notices and enforcement orders.							
1603000 735000	Printing	4,906	6,000	6,000	4,886	6,000	6,000
Purchasing forms such as: certificates, placards, inspection reports, posters, letterhead and business cards, and purchasing ink for printers							

<b>1603000 736000</b>	<b>Telephone</b>	<b>4,197</b>	<b>8,600</b>	<b>8,600</b>	<b>1,936</b>	<b>8,600</b>	<b>8,600</b>
Bureau share of phone, mobile phone and air card charges.							
<b>1603000 737000</b>	<b>Travel</b>	<b>1,688</b>	<b>2,500</b>	<b>2,500</b>	<b>377</b>	<b>2,000</b>	<b>2,500</b>
Travel cost for Building Inspectors or Permit Coordinator to attend a seminars or conferences.							
<b>1603000 740500</b>	<b>Abatement of Nuisances</b>	<b>0</b>	<b>1,000</b>	<b>250</b>	<b>239</b>	<b>761</b>	<b>1,000</b>
Costs for an emergency hazard abatement such as: structural bracing, boarding-up of a property or perimeter fencing.							
<b>1603000 741000</b>	<b>Professional Services</b>	<b>47,398</b>	<b>11,500</b>	<b>13,350</b>	<b>11,740</b>	<b>11,740</b>	<b>7,500</b>
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.							
<b>1603000 744000</b>	<b>Contract Services</b>	<b>1,931</b>	<b>2,500</b>	<b>2,500</b>	<b>1,295</b>	<b>2,300</b>	<b>2,500</b>
Costs associated with copier and printer contracts.							
<b>1603000 744500</b>	<b>Training &amp; School</b>	<b>11,386</b>	<b>8,000</b>	<b>11,550</b>	<b>8,289</b>	<b>8,289</b>	<b>8,000</b>
Costs for employees to attend training events, seminars, and take ICC exams in order to achieve or maintain UCC certifications.							
<b>1603000 748500</b>	<b>Plumbing Board</b>	<b>114</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>500</b>
Costs associated with the Plumbing Board including providing current code information to Board members.							
<b>1603000 760300</b>	<b>Office Supplies</b>	<b>2,982</b>	<b>3,000</b>	<b>3,000</b>	<b>2,383</b>	<b>2,900</b>	<b>3,000</b>
Routine office supply costs such as report covers, files, paper, pens, etc.							
<b>1603000 760600</b>	<b>Operating Supplies</b>	<b>3,750</b>	<b>3,000</b>	<b>3,000</b>	<b>1,095</b>	<b>2,900</b>	<b>3,000</b>
Miscellaneous operating supplies for Building Code Administration.							
<b>1603000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>2,177</b>	<b>3,500</b>	<b>3,500</b>	<b>1,607</b>	<b>2,500</b>	<b>3,500</b>
Fuel costs for Building Code vehicles.							
<b>1603000 820000</b>	<b>Minor Equipment</b>	<b>4,632</b>	<b>6,000</b>	<b>9,500</b>	<b>2,411</b>	<b>4,500</b>	<b>6,000</b>
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.							
<b>1603000 827100</b>	<b>Vehicle Lease Purchase</b>	<b>12,364</b>	<b>19,000</b>	<b>19,000</b>	<b>10,525</b>	<b>20,000</b>	<b>31,206</b>
Cost of lease-purchase of a vehicle for Building Code Department							
<b>TOTAL</b>	<b>Building Code Administration</b>	<b>562,889</b>	<b>635,214</b>	<b>635,214</b>	<b>528,258</b>	<b>645,248</b>	<b>676,429</b>

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
<b><u>BUREAU OF BUILDING CODES ADMINISTRATION</u></b>				
1603000	611000	1.00	BC CODE COMP INSPECT	127,308
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>127,308</b>
1603000	611500	0.40	PERMIT SUPERVISOR	28,016
1603000	611500	0.50	BUILDING SAFETY & COMPLIANCE	55,617
1603000	611500	1.00	RESIDENTIAL CODE OFF	56,840
1603000	611500	1.00	RESIDENTIAL CODE OFF	65,000
1603000	611500	1.00	COMMERCIAL CODES OFF	55,620
1603000	611500	1.00	COMMERCIAL CODES OFF	75,000
1603000	611500	1.00	BUILD PLUMB CLERK	50,722
1603000	611500	1.00	BUILD PLUMB CLERK	50,722
			Bonus & Merit Pay -AFSCME	2,328
<b>TOTAL 611500 EMPLOYEES</b>		<b>6.90</b>		<b>439,865</b>
<b>TOTAL EMPLOYEES</b>		<b>7.90</b>		<b>567,173</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
General Fund - Expenses							
Property Maintenance							
1604000 611000	Salary - Bureau Chief	83,689	81,159	81,159	69,777	81,162	91,252
Salary of the Bureau Chief of Property Maintenance and Housing Inspections.							
1604000 611500	Salary - Personnel	703,736	809,596	809,596	697,417	693,342	811,206
Salaries of Housing Supervisor, Housing Inspectors and administrative support staff.							
1604000 612000	Salary Temporary	13,681	25,000	14,800	0	0	10,000
Property Maintenance occasionally requires temporary staffing during extended absences or special projects.							
1604000 618500	Overtime	217	1,000	2,000	1,321	1,321	500
Overtime for administrative staff to attend evening meetings outside of normal business hours such as the Property Reinvestment Board and Housing Board Code of Appeals and for inspectors who are called in after hours for police or fire calls.							
1604000 620100	Educational Incentive	13,800	19,800	19,800	5,000	22,000	22,000
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	1,717	2,500	2,500	2,204	2,500	4,600
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	7,497	2,100	3,600	1,611	3,200	5,600
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	2,332	1,700	1,700	580	1,500	1,700

Membership fees for professional code enforcement organizations, costs associated with renewing code certifications for housing inspectors, code enforcement materials and periodical subscriptions to keep up to date on code enforcement topics.							
<b>1604000 734000</b>	<b>Postage</b>	<b>2,468</b>	<b>1,200</b>	<b>3,200</b>	<b>3,568</b>	<b>3,200</b>	<b>6,000</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>4,654</b>	<b>5,000</b>	<b>6,000</b>	<b>4,066</b>	<b>6,000</b>	<b>10,200</b>
Printing of licenses, applications, certificates, envelopes, placards, inspection forms and citation forms.							
<b>1604000 736000</b>	<b>Telephone</b>	<b>2,700</b>	<b>6,540</b>	<b>6,540</b>	<b>3,901</b>	<b>5,500</b>	<b>10,000</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>3,000</b>	<b>3,000</b>	<b>294</b>	<b>2,500</b>	<b>6,000</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>27,699</b>	<b>36,000</b>	<b>36,000</b>	<b>224,617</b>	<b>230,000</b>	<b>40,000</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>1,234</b>	<b>40,000</b>	<b>31,400</b>	<b>9,941</b>	<b>26,676</b>	<b>25,000</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>35</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</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>5,246</b>	<b>4,700</b>	<b>4,700</b>	<b>2,695</b>	<b>4,700</b>	<b>12,000</b>
Registration costs for employees to participate in webinars, attend training seminars and conferences, educational costs (CEUs to maintain certifications) 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>2,877</b>	<b>3,400</b>	<b>3,400</b>	<b>900</b>	<b>1,500</b>	<b>6,500</b>

Office supply costs including letterhead, envelopes, files, paper, pens, etc.							
1604000 760600	Operating Supplies	7,427	7,500	7,500	5,240	8,000	10,000
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.							
1604000 765400	Gas Oil & Diesel	5,681	8,000	8,000	3,491	4,000	8,000
Fuel costs for housing inspectors' vehicles for field work and other work associated travel.							
1604000 820000	Minor Equipment	6,334	7,200	7,200	1,232	3,000	8,000
Purchase and/or replacement of equipment required by Housing Inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as needed.							
1604000 827100	Vehicle Lease Purchase	29,093	40,000	53,300	9,143	40,000	40,232
Cost of lease-purchase of existing fleet vehicles for Housing/Health Inspectors.							
TOTAL	Property Maintenance	922,115	1,105,895	1,105,895	1,046,998	1,140,601	1,129,290

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
<b><u>BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS</u></b>				
1604000	611000	1.00	BUR. CHF, PROP/HOUS	91,252
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>91,252</b>
1604000	611500	1.00	HOUSING INSPECTOR 2	69,716
1604000	611500	1.00	HOUSING INSPECTOR	63,948
1604000	611500	1.00	HOUSING INSPECTOR	56,537
1604000	611500	1.00	HOUSING INSPECTOR	61,653
1604000	611500	1.00	HOUSING INSPECTOR	58,279
1604000	611500	1.00	HOUSING INSPECTOR	58,279
1604000	611500	1.00	HOUSING INSPECTOR	58,279
1604000	611500	1.00	HOUSING INSPECTOR	66,333
1604000	611500	1.00	HOUSING INSPECTOR	56,537
1604000	611500	1.00	ADMINISTRATIVE ASSISTANT II	55,644
1604000	611500	1.00	CLERK TYPIST 2	42,807
1604000	611500	1.00	CLERK TYPIST 2	48,839
1604000	611500	1.00	CLERK TYPIST 2	42,807
1604000	611500	1.00	BILLING CLRK HOUSING	55,644
			Bonus & Merit Pay -AFSCME	15,904
<b>TOTAL 611500 EMPLOYEES</b>		<b>14.00</b>		<b>811,206</b>
<b>TOTAL EMPLOYEES</b>		<b>15.00</b>		<b>902,458</b>

			2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>								
<b>Lead Safety and Community Development</b>								
1605000	611000	Salary - Bureau Chief	82,009	81,159	81,159	69,377	81,136	91,252
Salary of the Bureau Chief of Lead Safety and Community Development. This position is funded by CDBG, ESG and HUD Lead grant.								
1605000	611500	Salaried Personnel	408,986	544,008	544,008	394,248	494,995	390,859
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.								
TOTAL	Lead Safety and Community Development		491,195	625,167	625,167	463,636	576,131	482,111



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
<b><u>BUREAU OF LEAD SAFETY AND COMMUNITY DEVELOPMENT</u></b>				
<b>1605000</b>	<b>611000</b>	<b>1.00</b>	<b>BC LEAD SAFETY AND CD</b>	<b>91,252</b>
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>91,252</b>
1605000	611500	1.00	PROG COOR LEAD	55,697
1605000	611500	1.00	HSING REHAB LEAD SPC	64,272
1605000	611500	1.00	LEAD RISK ASSESSOR	56,651
1605000	611500	1.00	OUTREACH & EDUCATION SPECIALIS	54,590
1605000	611500	1.00	PROGRAM MANAGER	67,851
1605000	611500	1.00	ADMINISTRATIVE ASST	47,926
1605000	611500	1.00	CLERK TYPIST 2	42,807
			Bonus & Merit Pay -AFSCME	1,065
<b>TOTAL 611500 EMPLOYEES</b>		<b>7.00</b>		<b>390,859</b>
<b>TOTAL EMPLOYEES</b>		<b>8.00</b>		<b>482,111</b>

			2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>								
<b>Bureau of Health</b>								
1607000 611000	Salary - Bureau Chief		75,506	84,017	84,017	69,452	83,994	44,000
Salary of the Bureau Chief of the Bureau of Health.								
1607000 611500	Salary - Personnel		176,513	277,216	277,216	235,165	282,976	292,552
Salaries of the Bureau of Health staff.								
1607000 612000	Salary Temporary		0	0	1,500	0	0	0
1607000 618500	Overtime		0	200	200	0	0	200
Clerk overtime expenses for attendance at public meetings.								
1607000 620100	Educational Incentive		0	3,400	3,400	0	0	0
Educational incentive payments for employees who achieve certain licensing certifications.								
1607000 723000	Maint. - Equipment		286	1,000	1,000	32	100	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		370	2,400	2,400	300	500	1,500
Maintenance for four vehicles.								
1607000 731000	Advertising		415	450	450	0	0	450
Cost of advertising public notices, legal ads and employee positions.								
1607000 734000	Postage		2,079	1,500	3,000	3,484	3,244	3,000
Mailing of health permits, notices of violation, enforcement orders, correspondence, etc.								
1607000 735000	Printing		1,039	2,000	2,000	823	2,000	2,000
Printing of licenses, applications, certificates, placards, inspection forms and citation forms due to new hires.								
1607000 736000	Telephone		1,658	3,000	3,000	1,182	1,500	2,500
Shared costs associated with office phones, mobile phones for health officers and administrative staff.								
1607000 737000	Travel		0	500	500	28	100	400

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>0</b>	<b>3,500</b>	<b>2,000</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>
Costs for the abatement of health hazards including exterminations of properties.							
<b>1607000 741000</b>	<b>Professional Services</b>	<b>100</b>	<b>300</b>	<b>300</b>	<b>100</b>	<b>300</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>100</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>735</b>	<b>3,000</b>	<b>3,000</b>	<b>140</b>	<b>500</b>	<b>1,500</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>2,572</b>	<b>4,000</b>	<b>4,000</b>	<b>1,347</b>	<b>4,000</b>	<b>4,500</b>
Office supply costs for increased staffing.							
<b>1607000 760600</b>	<b>Operating Supplies</b>	<b>577</b>	<b>1,250</b>	<b>1,250</b>	<b>1,047</b>	<b>1,250</b>	<b>1,900</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>1,104</b>	<b>2,000</b>	<b>2,000</b>	<b>1,200</b>	<b>1,400</b>	<b>2,750</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>29</b>	<b>5,000</b>	<b>3,500</b>	<b>124</b>	<b>1,500</b>	<b>4,000</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>11,536</b>	<b>28,000</b>	<b>28,000</b>	<b>12,339</b>	<b>12,339</b>	<b>18,254</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>274,520</b>	<b>422,833</b>	<b>422,833</b>	<b>326,763</b>	<b>396,802</b>	<b>381,906</b>

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
<b><u>BUREAU OF HEALTH</u></b>				
1607000	611000	1.00	BUREAU CHIEF, HEALTH	44,000
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.00</b>		<b>44,000</b>
1607000	611500	1.00	HEALTH OFFICER	59,940
1607000	611500	1.00	HEALTH OFFICER	61,831
1607000	611500	1.00	HEALTH OFFICER	56,131
1607000	611500	1.00	HEALTH & HOUSING SOC	62,286
1607000	611500	1.00	CLERK 3 HEALTH HOUSE	51,194
			Bonus & Merit Pay -AFSCME	1,170
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.00</b>		<b>292,552</b>
<b>TOTAL EMPLOYEES</b>		<b>6.00</b>		<b>336,552</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Director Public Works Exp</b>							
<b>1810000 610900</b>	<b>Salary - Director</b>	<b>155,225</b>	<b>159,449</b>	<b>159,449</b>	<b>131,808</b>	<b>159,404</b>	<b>164,232</b>
Salary of the Director of Public Works.							
<b>1810000 611000</b>	<b>Salary - Bureau Chief</b>	<b>3,270</b>	<b>172,555</b>	<b>172,555</b>	<b>142,641</b>	<b>172,507</b>	<b>177,909</b>
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.							
<b>1810000 611500</b>	<b>Salaried Personnel</b>	<b>52,115</b>	<b>72,440</b>	<b>72,440</b>	<b>44,202</b>	<b>53,425</b>	<b>55,044</b>
Salary of the Department Director's assistant and the General Fund portion of Public Works merit payment funds.							
<b>1810000 618500</b>	<b>Overtime</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,041</b>	<b>1,041</b>	<b>0</b>
<b>1810000 620200</b>	<b>Medical Insurance</b>	<b>1,350,000</b>	<b>1,400,000</b>	<b>1,400,000</b>	<b>1,283,333</b>	<b>1,400,000</b>	<b>1,207,000</b>
Costs for health care for all General Fund Public Works employees.							
<b>1810000 620300</b>	<b>Dental/Vision</b>	<b>33,921</b>	<b>35,000</b>	<b>35,000</b>	<b>26,991</b>	<b>35,000</b>	<b>35,000</b>
Costs for dental/vision care for all General Fund Public Works employees.							
<b>1810000 714100</b>	<b>PC Lease</b>	<b>43,182</b>	<b>29,679</b>	<b>29,679</b>	<b>22,687</b>	<b>29,679</b>	<b>25,000</b>
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.							
<b>1810000 731000</b>	<b>Advertising</b>	<b>11,491</b>	<b>10,500</b>	<b>10,500</b>	<b>9,398</b>	<b>11,500</b>	<b>10,500</b>
Costs for advertising for: vacant positions within supervisory and rank and file staffing as well as required advertising and for public bid projects.							
<b>1810000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>719</b>	<b>450</b>	<b>2,155</b>	<b>1,617</b>	<b>1,617</b>	<b>500</b>

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	610	500	300	189	300	350
Postage and express mail sent by the Director's Office.							
1810000 735000	Printing	1,072	1,400	800	417	800	750
Daily printing expenses, including distribution copies to the Department's five Bureaus.							
1810000 736000	Telephone	585	900	900	0	750	700
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	2,481	2,000	2,000	1,506	1,600	1,600
Travel and related expenses for the Director of Public Works.							
1810000 741000	Professional Services	3,714	14,500	13,895	9,512	9,512	13,750
Professional Services contracted by Director's Office.							
1810000 744500	Training & School	445	500	200	0	200	1,200
Training costs for Public Works Director and assistant.							
1810000 760300	Office Supplies	1,260	1,080	1,080	597	750	600
Office supplies for the office of the Director.							
1810000 827100	Vehicle Lease Purchase	6,735	0	0	0	0	0
Lease-purchase expenses for a vehicle used by the Director of Public Works.							
TOTAL	Director Public Works Exp	1,666,826	1,900,953	1,900,953	1,675,938	1,878,085	1,694,135

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

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

1810000 610900	1.00	DIRECTOR PUBLIC WORK	164,232.00
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<b>TOTAL 610900 EMPLOYEES</b>	<b>1.00</b>		<b>164,232.00</b>
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1810000 611000	0.09	DEP DIRECTOR PW CONS	13,499.00
1810000 611000	0.75	OPERATIONS MANAGER	79,175.00
1810000 611000	0.80	MGR PRKS AND PUB PRY	85,235.00

<b>TOTAL 611000 EMPLOYEES</b>	<b>1.64</b>		<b>177,909.00</b>
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1810000 611500	1.00	STAFF ASST PUB WORKS	55,044.00
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<b>TOTAL 615000 EMPLOYEES</b>	<b>1.00</b>		<b>55,044.00</b>
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<b>TOTAL EMPLOYEES</b>	<b>3.64</b>		<b>397,185.00</b>
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			2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>								
<b>Engineering Exp</b>								
1820000	611000	Salary - Bureau Chief	27,590	26,490	26,490	21,897	26,482	24,459
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	168,768	192,047	192,047	157,477	194,517	202,224
Salaries of the Engineering Bureau staff.								
1820000	612000	Salary Temporary	10,238	18,000	18,000	16,448	20,000	20,000
Salaries of the Engineering Bureau temporary staff intern(s).								
1820000	618500	Overtime	1,395	0	0	1,607	1,607	0
Overtime expenses for eligible Engineering staff.								
1820000	718000	Rental of Uniforms	0	810	810	125	810	1,000
Clothing allowance for inspectors and permitting staff.								
1820000	729000	Maint. - Vehicles	1,581	2,500	2,500	2,495	3,500	3,500
Routine maintenance and repairs to vehicles #701, #720, #722, including any emissions monitoring/control requirements.								
1820000	732000	Dues & Subscriptions	2,494	2,625	4,225	4,329	4,500	4,500
Dues for professional organizations, manuals, publications, licensing fees, etc. Subscriptions services for software, AutoCAD, Bluebeam								
1820000	734000	Postage	1,319	2,100	2,100	3,438	3,230	2,500
Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.								
1820000	735000	Printing	4,605	4,750	3,150	2,168	3,600	5,000
Printing of forms, scanning and printing of plans, specifications, permits, notices and other correspondence during the course of the year. Includes operating costs of copier machines, printer, and plotter.								
1820000	736000	Telephone	4,885	6,175	6,175	3,242	4,500	4,500
Includes monthly desk and cell telephone charges, including field tablets.								
1820000	737000	Travel	617	1,350	1,350	206	1,350	1,500



Travel expenses for attendance by staff at workshops, seminars, conferences relative to transportation and traffic signals, engineering computer use, asset management, highway maintenance, public works issues sponsored by Institute of Transportation Engineers, American Society of Civil Engineers, APWA and LTAP.							
1820000 741000	Professional Services	242,634	202,500	202,500	193,888	235,000	273,000
Outside consultant and surveying services required to augment City engineering staff when required. Services associated with implementation of CMMS program. Includes Professional services for parks planning and design, roadway safety projects, traffic signal upgrades, bicycle facilities, roadway, and trail design. Also including neighborhood outreach and communications.							
1820000 744000	Contract Services	0	125,000	125,000	3,127	50,000	100,000
Expenses related to implementation of a new Work Order and Asset Management system and software during 2023.							
1820000 744500	Training & School	995	3,150	3,150	1,634	3,000	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	1,191	1,500	1,500	709	1,500	1,500
Office supplies for the engineering office, including printer usage.							
1820000 760600	Operating Supplies	0	0	0	0	0	5,000
Supplies need for public engagement.							
1820000 765400	Gas Oil & Diesel	1,427	3,000	3,000	1,053	1,500	2,000
Fuel for (3) Engineering Inspector Vehicles							
1820000 820000	Minor Equipment	3,357	3,500	3,500	184	3,000	3,000
Replacement of printers and other small equipment, purchase of cell phone equipment and tablets for field work.							
1820000 820200	Safety Equipment	1,664	1,125	1,125	755	1,200	1,500
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	9,369	0	0	0	0	0
Vehicle Lease payments for Engineering vehicles.							
<b>TOTAL</b>	<b>Engineering Exp</b>	<b>484,129</b>	<b>596,622</b>	<b>596,622</b>	<b>414,781</b>	<b>559,296</b>	<b>658,333</b>

**CITY OF LANCASTER**  
**STAFFING SCHEDULE**  
**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF ENGINEERING**

1820000 611000	0.17	DEP DIR ENGINEERING	24,459.00
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.17</b>		<b>24,459.00</b>
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1820000 611500	0.25	JR ENGINEER	15,913.00
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1820000 611500	0.50	TRANSP PLANN/ENG	38,625.00
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1820000 611500	0.50	PW ENVIRON PLANNER	39,655.00
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1820000 611500	0.25	PERMIT SUPERVISOR	17,510.00
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1820000 611500	0.25	PW CONSTRUCTION INSP	20,951.00
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1820000 611500	0.25	PW CONSTRUCTION SUPE	22,811.00
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1820000 611500	0.25	PW PROJECT MANAGER	20,816.00
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1820000 611500	0.50	ENG CUST SERV COOR	25,361.00
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		Bonus & Merit Pay -AFSCME	582.01
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<b>TOTAL 611500 EMPLOYEES</b>	<b>2.75</b>		<b>202,224.01</b>
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<b>TOTAL EMPLOYEES</b>	<b>2.92</b>		<b>226,683.01</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Streets Administration Exp</b>							
1841000 611000	Salary - Bureau Chief	24,723	0	0	0	0	0
This line item accounts for an allocation portion of the of Operations Manager salary that is budgeted in general fund and stormwater.							
1841000 620100	Educational Incentive	1,100	3,150	3,150	742	2,650	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	6,904	5,000	5,000	4,466	4,500	5,665
City uniform/safety shoe allowance in the Streets Bureau.							
1841000 723000	Maint. - Equipment	163	300	300	0	200	300
Maintenance contract for small equipment such as time clock and copy machines.							
1841000 729000	Maint. - Vehicles	90,677	75,000	75,000	74,977	73,500	80,000
Vehicle maintenance and repairs.							
1841000 735000	Printing	100	750	750	106	500	750
Printing expenses for items such as logs, various reports and no parking signs.							
1841000 736000	Telephone	5,565	6,000	6,000	2,371	3,500	6,000
Telephone, internet and cell phone expenses for the Bureau. Additional expenses for service fees for 2 tablets used for Lucity CMMS.							
1841000 737000	Travel	840	1,500	1,500	825	1,400	1,500
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.							
1841000 744000	Contract Services	941	1,500	1,500	1,078	1,250	1,500
Drug testing under the mandatory CDL rules and regulations through NoveCare.							
1841000 744500	Training & School	1,654	2,000	2,000	1,304	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	533	600	600	363	500	600
General office supplies needed by the Bureau.							
1841000 760600	Operating Supplies	3,756	4,500	4,500	3,025	4,250	4,500
First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.							
1841000 765400	Gas Oil & Diesel	50,874	45,000	45,000	33,679	40,000	47,000
Gasoline, diesel and oil for the Bureau vehicles.							
1841000 820000	Minor Equipment	0	4,000	4,000	4,000	4,000	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	580	1,000	1,000	0	500	1,000
Purchase of miscellaneous safety equipment for the Bureau. Safety shoe purchases for Streets, Motor Vehicles, and Traffic Bureau employees							
TOTAL	Streets Administration Exp	188,411	150,300	150,300	126,937	138,550	157,965

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Street Maintenance Exp</b>							
<b>1843000 611500</b>	<b>Salaried Personnel</b>	<b>343,391</b>	<b>622,328</b>	<b>597,328</b>	<b>330,495</b>	<b>404,537</b>	<b>670,053</b>
Salaries for the street maintenance personnel.							
<b>1843000 618500</b>	<b>Overtime</b>	<b>40,456</b>	<b>25,000</b>	<b>25,000</b>	<b>23,449</b>	<b>25,000</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>7,474</b>	<b>10,000</b>	<b>10,000</b>	<b>8,639</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>10,534</b>	<b>15,000</b>	<b>15,000</b>	<b>1,112</b>	<b>10,000</b>	<b>13,000</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>1,544</b>	<b>2,250</b>	<b>2,250</b>	<b>0</b>	<b>1,750</b>	<b>2,250</b>
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
<b>1843000 820000</b>	<b>Minor Equipment</b>	<b>10,656</b>	<b>35,000</b>	<b>19,060</b>	<b>6,860</b>	<b>17,060</b>	<b>19,000</b>
Equipment Purchases for Streets Paving and Maintenance							
<b>1843000 826000</b>	<b>Construction/Resurfacing</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>	<b>7,198</b>	<b>10,000</b>	<b>15,000</b>
Paving and maintenance expenses for City owned parking lots.							
<b>1843000 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>88,867</b>	<b>127,430</b>	<b>143,370</b>	<b>30,276</b>	<b>143,370</b>	<b>184,759</b>
Vehicle and Equipment Lease Payments							
<b>TOTAL</b>	<b>Street Maintenance Exp</b>	<b>502,921</b>	<b>852,008</b>	<b>827,008</b>	<b>408,028</b>	<b>621,217</b>	<b>939,062</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF STREETS: MAINTENANCE**

1843000 611500	1.00	LABOR SUPERVISOR 2	73,992.00
1843000 611500	1.00	LABORER	42,807.00
1843000 611500	1.00	LABORER	42,807.00
1843000 611500	1.00	EO 1	51,409.00
1843000 611500	1.00	EO 1	55,801.00
1843000 611500	1.00	EO 1	49,042.00
1843000 611500	1.00	EO 1	46,881.00
1843000 611500	1.00	EO 1	51,409.00
1843000 611500	1.00	EO 2	58,905.00
1843000 611500	1.00	EO 2	59,764.00
1843000 611500	1.00	EO 2	59,119.00
1843000 611500	1.00	EO 3	65,000.00
		Bonus & Merit Pay -AFSCME	13,116.80
<b>TOTAL 611500 EMPLOYEES</b>	<b>12.00</b>		<b>670,052.80</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Traffic Exp</b>							
1830000 611000	Salary - Bureau Chief	29,280	0	0	0	0	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	235,392	303,775	258,775	169,820	203,952	305,158
Salaries of the employees of the Traffic Section.							
1830000 618500	Overtime	1,184	2,500	2,500	1,206	1,206	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	2,508	2,070	2,070	838	1,570	2,700
Uniforms for five Traffic Section personnel under this program.							
1830000 723000	Maint. - Equipment	756	1,350	1,350	16	1,100	1,350
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.							
1830000 729000	Maint. - Vehicles	6,953	7,500	7,500	6,788	7,400	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	2,547	3,150	3,150	1,061	1,650	2,000
Covers cell phone service and land based calls needed for daily operations, including phone service drops to traffic signal controllers. Cell phone purchases and accessories are also covered by this line item as well as the service fees for two additional tablets used for Lucity							
1830000 737000	Travel	0	850	850	0	350	850

Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.							
1830000 741000	Professional Services	9,786	18,500	18,500	625	3,000	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	32,397	45,000	45,000	9,401	43,000	137,000
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. New in 2024, it will also include Traffic's portion of the budget for Asset Managment Software.							
1830000 744500	Training & School	800	1,800	1,800	289	1,800	1,800
Professional development in traffic-related areas, and computer training for new software use.							
1830000 754000	Street Lighting	231,439	350,000	350,000	218,335	325,000	300,000
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	25,645	29,025	29,025	28,286	29,025	32,250
Electrical power for school flashers and warning devices.							
1830000 760300	Office Supplies	400	900	900	831	831	900
Office supplies for the traffic section.							
1830000 760600	Operating Supplies	2,828	4,500	4,500	4,334	4,334	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	10,924	10,000	10,000	5,337	8,000	10,000
Gasoline, diesel, lubricants and motor oil.							
1830000 767800	Sign Materials	52,524	66,500	66,500	57,367	66,500	70,000



Sign blanks, reflective sheeting, ink for laser sign machine, the refurbishing of old sign blanks, and channel posts. Continuing update of street cleaning signs to reflect bi-monthly cleaning schedule. Installation of tow-away/fine plaques for reserved handicap parking spaces. Replacement of worn or damaged signs (estimated 7% of City's 17,000 signs). Upgrades to regulatory signs to meet federal and state standards and to comply with the PA Vehicle Code and PennDOT Publication 203 and adopted, modified MUTCD.							
<b>1830000 768100</b>	<b>Marking Materials</b>	<b>85,978</b>	<b>100,000</b>	<b>99,300</b>	<b>89,971</b>	<b>98,300</b>	<b>100,000</b>
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.							
<b>1830000 768700</b>	<b>Traffic Signal Parts</b>	<b>22,050</b>	<b>20,000</b>	<b>20,000</b>	<b>18,269</b>	<b>20,000</b>	<b>23,000</b>
Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.							
<b>1830000 820000</b>	<b>Minor Equipment</b>	<b>14,446</b>	<b>20,000</b>	<b>20,000</b>	<b>17,345</b>	<b>18,000</b>	<b>20,000</b>
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.							
<b>1830000 824500</b>	<b>Street Light Standards</b>	<b>3,200</b>	<b>3,600</b>	<b>3,600</b>	<b>0</b>	<b>2,600</b>	<b>3,600</b>
Spare street light standards with fixtures for Old Towne and North Market Street.							
<b>1830000 827100</b>	<b>Vehicle-Lease Purchase</b>	<b>39,707</b>	<b>40,500</b>	<b>40,500</b>	<b>2,867</b>	<b>40,500</b>	<b>60,402</b>
Lease purchase payments for vehicles used by Traffic and Sign Shop personnel.							
<b>TOTAL</b>	<b>Traffic Exp</b>	<b>810,743</b>	<b>1,031,520</b>	<b>985,820</b>	<b>632,986</b>	<b>878,119</b>	<b>1,104,010</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF STREETS: TRAFFIC SECTION**

1830000 611500	1.00	SUPERVISOR TRAF SIGN	79,568.00
1830000 611500	1.00	TRAFFIC SIGNAL & STR	60,843.00
1830000 611500	1.00	ALARM SIGNAL TECH 2	60,843.00
1830000 611500	1.00	TRAF SIGN MRKFAB INS	45,288.00
1830000 611500	1.00	TRAF SIGN MRKFAB INS	53,737.00
		Bonus & Merit Pay -AFSCME	4,878.89
<b>TOTAL 611500 EMPLOYEES</b>	<b>5.00</b>		<b>305,157.89</b>



<b>1850000 760300</b>	<b>Office Supplies</b>	<b>588</b>	<b>618</b>	<b>618</b>	<b>350</b>	<b>718</b>	<b>625</b>
Expenses for miscellaneous office and copier supplies.							
<b>1850000 760600</b>	<b>Operating Supplies</b>	<b>4,998</b>	<b>5,700</b>	<b>5,700</b>	<b>4,828</b>	<b>5,450</b>	<b>5,700</b>
Chemicals, soaps, hardware, etc., which are considered shop expenses.							
<b>1850000 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>6,984</b>	<b>7,000</b>	<b>7,000</b>	<b>2,938</b>	<b>5,500</b>	<b>6,000</b>
Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.							
<b>1850000 766300</b>	<b>Tires &amp; Batteries</b>	<b>1,798</b>	<b>1,620</b>	<b>1,620</b>	<b>1,542</b>	<b>1,420</b>	<b>1,600</b>
Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.							
<b>1850000 767200</b>	<b>Misc. Vehicle Parts</b>	<b>2,690</b>	<b>38,000</b>	<b>38,000</b>	<b>18,773</b>	<b>33,000</b>	<b>38,000</b>
Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.							
<b>1850000 820000</b>	<b>Minor Equipment</b>	<b>79,331</b>	<b>76,500</b>	<b>76,500</b>	<b>52,441</b>	<b>74,000</b>	<b>76,500</b>
Annual fee for the All Data Computer System, Emissions Machine and Diagnostic updates. Software, hardware, and other items needed at Lancaster Operations Center.							
<b>1850000 827000</b>	<b>Vehicles</b>	<b>9,812</b>	<b>9,812</b>	<b>9,812</b>	<b>597</b>	<b>597</b>	<b>49,566</b>
Lease purchases of vehicles for Motor Vehicles Bureau.							
<b>TOTAL</b>	<b>Motor Vehicles Exp</b>	<b>409,868</b>	<b>443,994</b>	<b>443,994</b>	<b>350,646</b>	<b>437,862</b>	<b>507,309</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF STREETS: MOTOR VEHICLES**

1850000 611500	1.00	FLEET SUPERVISOR	73,895.29
1850000 611500	1.00	HEAV EQUIPMENT MECHA	58,176.00
1850000 611500	1.00	AUTO MECHANIC 2	60,517.00
1850000 611500	1.00	AUTO MECHANIC 2	52,101.00
1850000 611500	1.00	ADMINISTRATIVE ASSIS	61,820.00
		Bonus & Merit Pay -AFSCME	5,027.68
<b>TOTAL 611500 EMPLOYEES</b>	<b>5.00</b>		<b>311,536.97</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Parks Administration Exp</b>							
1860000 611500	Salaried Personnel	1,372	0	0	0	0	0
Salaried personnel costs of personnel allocated to the Bureau of Parks & Public Property.							
1860000 620100	Educational Incentive	6,384	7,500	7,500	2,451	7,500	9,750
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.							
1860000 718000	Rental of Uniforms	18,852	17,213	17,213	13,236	15,300	18,360
Annual uniform & apparel allocation for P&PP employees.							
1860000 729000	Maint. - Vehicles	26,009	27,000	27,000	23,799	25,000	27,000
Maintenance and repair expense of the Parks division vehicles, including body repairs and painting.							
1860000 731000	Advertising	228	300	300	0	200	300
Advertising the annual Arbor Day Celebrations, public bids/RFP solicitations, and other materials requiring advertising with outside media.							
1860000 734000	Postage	48	250	250	92	125	250
All Bureau mailings, including street tree notices and pavilion rental permits.							
1860000 736000	Telephone	5,456	7,200	7,200	3,201	6,000	7,200
Mobile device and data expenses for P&PP personnel.							
1860000 737000	Travel	217	630	630	300	550	630
Travel expenses for the Bureau professional staff.							
1860000 744000	Contract Services	62,517	45,000	115,000	26,545	115,000	170,976
Contracted services including 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	1,200	1,200	892	1,200	2,100
Training expenses related to P&PP staff.							
1860000 745000	Solid Waste Disposal	14,541	36,000	36,000	11,940	14,000	36,000

Tipping fees at the Lancaster Transfer Station for materials collected during rounds by the City-owned trash truck.							
1860000 760300	Office Supplies	1,000	1,000	1,000	756	1,000	1,000
Miscellaneous office supplies, i.e., paper, binders, pencils, pens, toner cartridges, manila folders, etc.							
1860000 765400	Gas Oil & Diesel	64,375	50,000	50,000	37,728	42,000	50,000
Vehicle and equipment fuel for the Bureau.							
1860000 820000	Minor Equipment	13	3,150	3,150	0	2,500	1,000
The annual copier payment and any upgrade of office equipment.							
TOTAL	Parks Administration Exp	201,013	196,443	266,443	120,938	230,375	324,566

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Parks - Buildings Exp</b>							
<b>1861000 611000</b>	<b>Salary - Bureau Chief</b>	<b>35,109</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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.							
<b>1861000 611500</b>	<b>Salaried Personnel</b>	<b>549,952</b>	<b>725,613</b>	<b>714,863</b>	<b>627,735</b>	<b>734,627</b>	<b>798,516</b>
Salaries of the full-time supervisory, maintenance and custodial staff in the Facilities division.							
<b>1861000 618500</b>	<b>Overtime</b>	<b>4,563</b>	<b>8,000</b>	<b>8,000</b>	<b>4,870</b>	<b>4,870</b>	<b>5,000</b>
Overtime contingency expense due to building and specialty trades maintenance performed after regular business hours and emergencies. Includes custodial.							
<b>1861000 721000</b>	<b>Maint. - Buildings</b>	<b>69,998</b>	<b>69,000</b>	<b>69,000</b>	<b>62,382</b>	<b>70,000</b>	<b>70,000</b>
Contracted and in-house maintenance expenses for City-owned buildings: Central Garage and Warehouse, Conestoga Pines Barn, Fire Stations #1, #3 and							
<b>1861000 723000</b>	<b>Maint. - Equipment</b>	<b>50,646</b>	<b>48,400</b>	<b>59,150</b>	<b>45,923</b>	<b>51,911</b>	<b>48,400</b>
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.							
<b>1861000 736000</b>	<b>Telephone</b>	<b>24,833</b>	<b>90,964</b>	<b>90,964</b>	<b>44,400</b>	<b>90,963</b>	<b>90,964</b>
Landline telephone service to City-owned facilities and costs affiliated with telecom system maintenance.							
<b>1861000 740400</b>	<b>Hazardous Waste Removal</b>	<b>0</b>	<b>10,000</b>	<b>5,300</b>	<b>0</b>	<b>0</b>	<b>7,000</b>
Professional services involved with the abatement, removal, and proper disposal of regulated hazardous materials from City-owned facilities and properties.							
<b>1861000 744000</b>	<b>Contract Services</b>	<b>145,599</b>	<b>172,685</b>	<b>172,685</b>	<b>151,706</b>	<b>182,600</b>	<b>203,055</b>



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.							
<b>1861000 744500</b>	<b>Training &amp; School</b>	<b>563</b>	<b>1,800</b>	<b>1,800</b>	<b>435</b>	<b>1,800</b>	<b>1,500</b>
Training and continuing education for building maintenance personnel.							
<b>1861000 752000</b>	<b>Power Electric</b>	<b>77,256</b>	<b>253,656</b>	<b>253,656</b>	<b>71,821</b>	<b>153,000</b>	<b>261,000</b>
Electricity expenses for all City-owned buildings.							
<b>1861000 760600</b>	<b>Operating Supplies</b>	<b>78,000</b>	<b>87,900</b>	<b>87,900</b>	<b>75,606</b>	<b>87,900</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,							
<b>1861000 760700</b>	<b>Custodial Supplies</b>	<b>30,000</b>	<b>35,000</b>	<b>35,000</b>	<b>28,634</b>	<b>35,000</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>55,917</b>	<b>104,000</b>	<b>104,000</b>	<b>30,436</b>	<b>104,000</b>	<b>109,200</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>4,972</b>	<b>30,000</b>	<b>34,700</b>	<b>34,692</b>	<b>34,692</b>	<b>6,000</b>
Purchase and replacement of minor equipment used for building maintenance.							
<b>1861000 827000</b>	<b>Vehicles</b>	<b>37,312</b>	<b>48,009</b>	<b>48,009</b>	<b>5,638</b>	<b>48,000</b>	<b>110,395</b>
Lease purchase and replacement of vehicles used for public building maintenance.							
<b>1861000 829000</b>	<b>Capital Outlay</b>	<b>528,245</b>	<b>53,000</b>	<b>53,000</b>	<b>23,711</b>	<b>53,000</b>	<b>20,000</b>
Capital expenses for in-house improvements/repairs at City properties during 2024.							
<b>TOTAL</b>	<b>Parks - Buildings Exp</b>	<b>1,692,964</b>	<b>1,738,027</b>	<b>1,738,027</b>	<b>1,207,989</b>	<b>1,652,363</b>	<b>1,853,930</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: BUILDINGS**

1861000	611500	1.00	BUILDING MAINT SUP	77,283.00
1861000	611500	1.00	SENIOR CUSTODIAN	55,372.00
1861000	611500	1.00	CUSTODIAN 2	42,807.00
1861000	611500	1.00	CUSTODIAN 2	42,807.00
1861000	611500	1.00	CUSTODIAN 2	46,961.00
1861000	611500	1.00	CUSTODIAN 2	42,807.00
1861000	611500	1.00	CUSTODIAN 2	46,961.00
1861000	611500	1.00	PARKS MAINT WORKER	51,670.00
1861000	611500	1.00	MAINTENANCE CARPENTR	63,829.00
1861000	611500	1.00	MAIN TECH-ELECTRICIA	58,957.00
1861000	611500	1.00	MAINT TEC HVAC	57,101.00
1861000	611500	1.00	BUILDING MAINT MECH	59,443.00
1861000	611500	0.80	MAINTENANCE PAINTER	41,681.00
1861000	611500	1.00	MAINT TECH PLUMBING	62,642.00
1861000	611500	0.60	ADMINISTRATIVE ASSIS	32,277.00
			Bonus & Merit Pay -AFSCME	15,918.44
<b>TOTAL 611500 EMPLOYEES</b>		<b>14.40</b>		<b>798,516.44</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>General Fund - Expenses</b>							
<b>Parks - Parks Exp</b>							
1862000 611000	Salary - Bureau Chief	43,611	0	0	0	0	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	628,431	697,748	697,748	556,035	665,092	616,110
Salaries of full-time Parks maintenance employees.							
1862000 612000	Salary Temporary	0	0	0	0	0	24,000
1862000 618500	Overtime	30,413	20,000	20,000	22,835	22,835	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	11,951	12,000	12,000	9,365	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	79,297	80,000	78,000	70,429	78,000	78,000
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	10,528	12,000	12,000	12,000	12,000	32,000
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	316	900	900	881	900	900
Training and continuing education for Parks maintenance personnel.							
1862000 752000	Power Electric	17,734	28,000	28,000	15,120	28,000	28,000
Electric service to City-owned Park facilities and site lighting.							
1862000 760600	Operating Supplies	34,723	40,500	40,500	38,871	40,000	63,500

Expenses to for miscellaneous supplies such as fertilizer, mulch, landscape supplies, hand tools, ice melt, ball field lights, basketball and tennis nets, trash receptacles and liners and miscellaneous supplies for all City parks, including City-sponsored activities and volunteer service days.							
1862000 760700	Custodial Supplies	725	3,600	3,600	3,590	3,590	3,600
Supplies required for the custodial maintenance of Parks, including public restrooms and pet waste stations.							
1862000 820000	Minor Equipment	6,816	8,000	6,000	4,870	6,000	6,000
Purchase minor equipment, such as hand mowers, weed whackers, blowers, etc., for Parks maintenance.							
1862000 827100	Vehicle-Lease Purchase	28,821	136,183	142,299	80,701	129,681	129,681
Lease payments for vehicles and large equipment employed by the Parks Department for staff transportation and grounds maintenance.							
1862000 829000	Capital Outlay	16,970	126,000	123,884	88,260	120,900	140,000
Capital projects aimed at preserving and enhancing parks properties.							
TOTAL	Parks - Parks Exp	910,335	1,164,931	1,164,931	902,955	1,118,997	1,153,791

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: PARKS**

1862000 611500	1.00	LONGS PARK MAINT SUP	71,253.00
1862000 611500	1.00	PARK LANDSCAPE SUP 1	67,956.00
1862000 611500	0.20	PRKS MTN AND CON. SU	13,123.00
1862000 611500	0.70	LABOR SUPERVISOR 1	48,785.00
1862000 611500	1.00	UTILITY OPERATOR	55,372.00
1862000 611500	0.50	UTILITY OPERATOR	25,597.00
1862000 611500	1.00	UTILITY OPERATOR	51,194.00
1862000 611500	0.60	UTILITY OPERATOR	33,223.00
1862000 611500	1.00	UTILITY OPERATOR	27,686.00
1862000 611500	1.00	UTILITY OPERATOR	46,666.00
1862000 611500	1.00	PARKS MAINT MECHANIC	57,156.00
1862000 611500	1.00	LABORER	44,198.00
1862000 611500	1.00	LABORER	42,807.00
1862000 611500	0.20	MAINTENANCE PAINTER	10,420.00
1862000 611500	0.20	ADMINISTRATIVE ASSIST	10,759.00
		Bonus & Merit Pay -AFSCME	9,914.55

<b>TOTAL 611500 EMPLOYEES</b>	<b>11.40</b>		<b>616,109.55</b>
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# **STORMWATER MANAGEMENT FUND**



**CITY OF  
LANCASTER**

**2024 BUDGET**

CITY OF LANCASTER  
STORMWATER MANAGEMENT FUND REVENUE SUMMARY  
2023 BUDGET VS. 2024 BUDGET

<u>DESCRIPTION</u>	<u>2023 BUDGET</u> (as amended)	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u> (proposed)	<u>\$ INCREASE (DECREASE)</u> (vs. 2023 Budget)	<u>% INCREASE (DECREASE)</u> (vs. 2023 Budget)
Fees for Services	\$5,260,000	\$5,332,744	\$5,260,000	\$0	0.0%
Miscellaneous Revenue	\$3,000	\$4,000	\$4,000	\$1,000	33.3%
Other Income	\$73,800	\$79,652	\$82,042	\$8,242	11.2%
<b>TOTAL SWM FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$5,336,800</b>	<b>\$5,416,396</b>	<b>\$5,346,042</b>	<b>\$9,242</b>	<b>0.2%</b>
<b>Surplus/(Deficit)</b>	<b>(\$177,226)</b>	<b>\$470,545</b>	<b>(\$906,507)</b>		

CITY OF LANCASTER  
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY  
2023 BUDGET VS. 2024 BUDGET

<u>BUREAU</u>	<u>2023 BUDGET</u> (as amended)	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u> (proposed)	<u>\$ INCREASE (DECREASE)</u> (vs. 2023 Budget)	<u>% INCREASE (DECREASE)</u> (vs. 2023 Budget)
Administration	\$3,678,314	\$3,461,005	\$4,498,276	\$819,962	22.3%
Street Cleaning	\$965,503	\$849,916	\$1,025,782	\$60,278	6.2%
Trees	\$570,547	\$432,764	\$437,321	(\$133,226)	-23.4%
Grounds Maintenance	\$299,662	\$202,167	\$291,170	(\$8,492)	-2.8%

TOTAL STORMWATER MANAGEMENT FUND EXPENSES	\$5,514,026	\$4,945,851	\$6,252,549	\$738,523	13.39%
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Stormwater Management - Revenues</b>							
<b>SWM Revenue</b>							
56000000 407100	Pension State Fund	72,014	73,800	73,800	79,652	79,652	82,042
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	1,525	3,000	3,000	3,470	4,000	4,000
Revenue is derived from income received from miscellaneous items.							
56000000 408101	Stormwater Mgmt Fee	4,271,429	5,260,000	5,260,000	4,433,204	5,332,744	5,260,000
Revenue is derived from stormwater management fees charged to property owners in the City.							
56000000 420000	Swr Grnds Exp Reimb	121	0	0	0	0	0
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.)							
TOTAL	SWM Revenue	4,345,089	5,336,800	5,336,800	4,516,326	5,416,396	5,346,042
TOTAL	Stormwater Management - Revenues	4,345,089	5,336,800	5,336,800	4,516,326	5,416,396	5,346,042

			2022	2023	2023	EXPENDED	2023	2024
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/11/2023		
Stormwater Management - Expenses								
SWM Admin Exp								
56088600	611000	Salary - Bureau Chief	18,961	126,648	31,773	16,136	19,515	168,454
Salary expenses for the stormwater program manager.								
56088600	611500	Salaried Personnel	546,718	572,806	572,806	512,909	625,230	634,003
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	8,058	20,000	20,000	16,254	20,000	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	231	0	0	156	0	0
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.								
56088600	620200	Medical Insurance	300,000	375,000	375,000	343,750	375,000	362,000
Account covers health benefits of employees in this fund.								
56088600	620300	Dental/Vision	8,292	13,000	13,000	5,057	10,000	13,000
Account covers dental and vision insurance costs for all employees in this fund.								
56088600	620800	Social Security	93,929	96,500	96,500	99,178	96,500	99,395
Account covers social security for Bureau employees.								
56088600	620900	Life Insurance	2,105	3,000	3,000	2,219	2,500	3,000
Account covers Bureau employees' life insurance.								
56088600	623000	Pension Contribution	86,333	108,000	108,000	94,439	108,000	117,000
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.								
56088600	624000	Unemployment Compensation	218	0	0	922	1,900	2,500
Unemployment compensation expenses related to Stormwater Management Fund employees.								
56088600	625000	Workers Compensation	9,561	20,000	20,000	11,023	11,000	20,000
Account covers all Bureau employees for on the job injury claims.								

<b>56088600 714100</b>	<b>PC Lease</b>	<b>3,677</b>	<b>6,117</b>	<b>6,117</b>	<b>3,776</b>	<b>6,117</b>	<b>6,117</b>
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Stormwater Management staff. In 2023,							
<b>56088600 716000</b>	<b>Rental of Parking Lot</b>	<b>7,294</b>	<b>8,000</b>	<b>8,000</b>	<b>6,767</b>	<b>8,000</b>	<b>8,000</b>
Account pays the Bureau cost of rental space for employees.							
<b>56088600 718000</b>	<b>Rental of Uniforms</b>	<b>307</b>	<b>1,300</b>	<b>1,300</b>	<b>643</b>	<b>1,300</b>	<b>2,500</b>
Account pays for rental of uniforms for employees.							
<b>56088600 723000</b>	<b>Maint. - Equipment</b>	<b>5,625</b>	<b>9,000</b>	<b>9,000</b>	<b>5,537</b>	<b>9,000</b>	<b>10,000</b>
Maintenance for miscellaneous office equipment and Stormwater							
<b>56088600 729000</b>	<b>Maint. - Vehicles</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>60</b>	<b>1,000</b>	<b>1,500</b>
Maintenance of Stormwater vehicle #328							
<b>56088600 731000</b>	<b>Advertising</b>	<b>11,166</b>	<b>20,000</b>	<b>20,000</b>	<b>910</b>	<b>10,000</b>	<b>20,000</b>
Account pays for newspaper advertising of contracts, bids, and job vacancies.							
<b>56088600 734000</b>	<b>Postage</b>	<b>47,327</b>	<b>128,000</b>	<b>128,000</b>	<b>47,994</b>	<b>95,000</b>	<b>128,000</b>
Account covers all of the postage for billing and miscellaneous office mailings.							
<b>56088600 735000</b>	<b>Printing</b>	<b>2,037</b>	<b>10,000</b>	<b>10,000</b>	<b>2,032</b>	<b>6,000</b>	<b>10,000</b>
Account covers printing costs for the City's print shop and office photocopying, plotting.							
<b>56088600 736000</b>	<b>Telephone</b>	<b>5,484</b>	<b>6,000</b>	<b>6,000</b>	<b>3,417</b>	<b>6,000</b>	<b>6,000</b>
Account covers telephone service in the Bureau.							
<b>56088600 737000</b>	<b>Travel</b>	<b>1,508</b>	<b>7,500</b>	<b>7,500</b>	<b>120</b>	<b>5,000</b>	<b>7,500</b>
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.							
<b>56088600 741000</b>	<b>Professional Services</b>	<b>182,716</b>	<b>350,000</b>	<b>444,875</b>	<b>354,663</b>	<b>370,000</b>	<b>400,000</b>
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.							
<b>56088600 741003</b>	<b>Prof. Services-Consent Decree</b>	<b>48,675</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>50,000</b>	<b>100,000</b>
Professional Services related to compliance with Consent Decree							
<b>56088600 743100</b>	<b>Credit Card Fees</b>	<b>1,313</b>	<b>1,300</b>	<b>1,300</b>	<b>0</b>	<b>1,300</b>	<b>1,300</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 Stormwater bill in the Treasury Office.							
<b>56088600 744000</b>	<b>Contract Services</b>	<b>58,407</b>	<b>150,000</b>	<b>150,000</b>	<b>14,559</b>	<b>50,000</b>	<b>100,000</b>

Account pays for software support contract for CMMS/Asset Management software/implementation for the stormwater management program. Costs associated for IT contract service is also charged to this account.							
56088600 744500	Training & School	3,617	6,000	6,000	2,640	6,000	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	1,047	4,000	4,000	2,580	4,000	4,000
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.							
56088600 765400	Gas Oil & Diesel	1,283	1,500	1,500	596	1,500	1,500
Fuel for stormwater vehicle.							
56088600 772000	Insurance Package	18,806	20,000	20,000	24,493	20,000	22,000
Property and liability coverage for all Bureau facilities and vehicles.							
56088600 820000	Minor Equipment	8,543	16,000	16,000	4,814	10,000	16,000
Account reflects the cost of miscellaneous office equipment.							
56088600 820200	Safety Equipment	451	1,200	1,200	93	1,200	1,200
Account pays the cost of minor safety equipment for the bureau.							
56088600 825000	Computer Equip/Software	7,443	61,000	61,000	1,148	45,000	40,000
Account pays for purchase of GIS software/equipment, utility mapping software, public works CMMS software, etc.							
56088600 827100	Vehicle Lease Purchase	0	6,500	6,500	5,700	6,000	2,547
Annual purchase payment for Stormwater vehicle - 2019 Ford Escape for use in stormwater management inspection.							
56088600 911000	Indirect Costs	337,000	361,883	361,883	331,726	361,883	333,703
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	56
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.							
56088600 924000	Debt Service - Interest	536,885	536,000	536,000	517,561	536,000	1,003,000

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	581,000	581,000	485,833	581,000	828,000
This line reflects principal redemption on the Stormwater Management portion of General Obligation Bonds and Pennvest Green Infrastructure loan.							
TOTAL	SWM Admin Exp	2,365,633	3,678,314	3,678,314	2,969,762	3,461,005	4,498,275

# CITY OF LANCASTER

## STAFFING SCHEDULE

### 2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
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#### BUREAU OF STORMWATER MANAGEMENT: ADMINISTRATION

56088600	611000	1.00	DEP DIR SUSTAINABILITY	134,000
56088600	611000	0.07	DEP DIR ENGINEERING	9,900
56088600	611000	0.07	DEP DIRECTOR PW CONS	10,361
56088600	611500	0.161	Chief Bureau of Treasury	14,193

**TOTAL 611000 EMPLOYEES      1.30      168,454**

56088600	611500	0.50	ENG CUST SERV COOR	25,361
56088600	611500	0.161	REVENUE CLERK	8,070
56088600	611500	0.161	REVENUE CLERK	8,393
56088600	611500	0.161	BILLING COORD 2	8,156
56088600	611500	0.161	BILLING COORD 2	8,156
56088600	611500	0.161	BILLING COORD 2	8,156
56088600	611500	0.161	CUSTOMER CARE COORD	8,156
56088600	611500	0.161	CUSTOMER CARE COORD	8,156
56088600	611500	0.161	CUSTOMER CARE COORD	8,948
56088600	611500	0.161	CUSTOMER CARE COORD	8,421
56088600	611500	0.161	CUSTOMER CARE COORD	8,156
56088600	611500	0.161	ADMIN SUPPORT CLERK	8,561
56088600	611500	0.161	CASHIER SERV CLERK	7,760
56088600	611500	0.161	CASHIER SERV CLERK	7,073
56088600	611500	0.161	CASHIER SERV CLERK	7,073
56088600	611500	0.161	CASHIER SERV CLERK	7,073
56088600	611500	1.00	GI ASSET TECHNICIAN	53,795
56088600	611500	0.50	PW PROJECT MANAGER	41,633
56088600	611500	0.25	PW CONSTRUCTION INSP	20,951
56088600	611500	0.161	CUSTOMER CARE SUP	10,310
56088600	611500	1.00	URBAN FORESTER	69,662
56088600	611500	0.25	PERMIT SUPERVISOR	17,510
56088600	611500	0.50	PW ENVIRON PLANNER	39,655
56088600	611500	1.00	WATER RESOURCES ENG	75,000
56088600	611500	0.50	TRANSP PLANN/ENG	38,625
56088600	611500	0.25	JR ENGINEER	15,914
56088600	611500	1.00	GI ASSET COORDINATOR	65,082
56088600	611500	0.25	GIS COORDINATOR	19,763
56088600	611500	0.25	GIS ANALYST	15,696
			Bonus & Merit Pay -AFSCME	4,737

**TOTAL 6115 EMPLOYEES      9.82      634,004**

**TOTAL EMPLOYEES      11.12      802,458**

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Stormwater Management - Expenses</b>							
<b>SWM Street Cleaning Exp</b>							
56084200 611000	Salary - Bureau Chief	24,630	25,623	25,623	21,181	25,616	26,392
This line item accounts for an allocated portion of Operations Manager salary that is shared by General Fund.							
56084200 611500	Salaried Personnel	412,104	587,180	587,180	412,225	482,600	583,178
Salaries for the street cleaning personnel.							
56084200 618500	Overtime	52,651	25,000	25,000	32,667	27,000	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	5,282	5,000	5,000	1,745	4,000	5,665
City uniform/safety shoe allowance in the Stormwater Street Cleaning Bureau employees.							
56084200 729000	Maint. - Vehicles	68,398	65,000	68,000	47,854	60,000	65,000
Line item used for the maintenance and upkeep of four street sweepers and 2 pick up trucks used for all three shifts.							
56084200 745000	Solid Waste Disposal	52,037	45,000	45,000	39,640	45,000	48,000
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	1,973	2,000	2,000	1,549	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	38,695	35,000	35,000	22,378	28,000	35,000
Gasoline, Diesel and oil for Stormwater Management vehicles.							
56084200 825600	Mach/Equip Lease Purch	0	175,700	172,700	126,290	175,700	235,547
#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>SWM Street Cleaning Exp</b>	<b>655,770</b>	<b>965,503</b>	<b>965,503</b>	<b>705,530</b>	<b>849,916</b>	<b>1,025,782</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING**

56084200	611000	0.25	OPERATIONS MANAGER	26,392
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.25</b>			<b>26,392</b>
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56084200	611500	1.00	PAVING/STREETS FOREM	83,812
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56084200	611500	1.00	LABORER	42,807
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56084200	611500	1.00	LABORER	42,807
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56084200	611500	1.00	LABORER	42,807
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56084200	611500	1.00	MAINTENANCE WORKER	45,288
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56084200	611500	1.00	MAINTENANCE WORKER	45,288
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56084200	611500	1.00	MAINTENANCE WORKER	45,288
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56084200	611500	1.00	EO 2	55,336
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56084200	611500	1.00	EO 2	59,764
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56084200	611500	1.00	SWEEPER OPERATOR 2	59,119
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56084200	611500	1.00	SWEEPER OPERATOR 2	49,462
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			Bonus & Merit Pay -AFSCME	11,400
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<b>TOTAL 611500 EMPLOYEES</b>	<b>11.00</b>			<b>583,178</b>
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<b>TOTAL EMPLOYEES</b>	<b>11.25</b>			<b>609,570</b>
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			2022	2023	2023	EXPENDED	2023	2024
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/11/2023		
Stormwater Management - Expenses								
SWM Grounds Maint Exp								
56088700 611000	Salary - Bureau Chief		10,070	10,344	10,344	8,551	10,341	10,654
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		159,551	192,781	192,781	101,554	109,735	191,292
Salaries of the Stormwater - Grounds Maintenance employees.								
56088700 612000	Salary Temporary		13,070	0	0	0	0	0
Expenses for temporary employees to perform clean-up and maintenance of green infrastructure projects and field data collection and inspection per the consent decree.								
56088700 618500	Overtime		2,078	2,000	2,000	3,400	3,500	2,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.								
56088700 718000	Rental of Uniforms		1,884	3,546	3,546	208	2,500	3,780
Uniforms for Parks & Public Property employees with a full or partial allocation to SWM, e.g. Green Infrastructure Maintenance and Tree Crew.								
56088700 723000	Maint. - Equipment		3,200	3,200	3,200	1,103	1,800	3,200
This code is for repair and maintenance of equipment allocated to the maintenance of SWM assets.								
56088700 729000	Maint. - Vehicles		8,548	10,000	10,000	7,375	5,000	9,000
Maintenance costs for vehicles allocated to stormwater management activities. e/g/ Green Infstarture.								
56088700 744000	Contract Services		2,625	6,000	6,000	1,140	1,500	6,000
This code is used for contracting professionals for planting and consulting on stormwater installations.								
56088700 760600	Operating Supplies		29,340	20,000	20,000	18,860	20,000	25,000
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	2,093	3,000	3,000	2,338	2,000	3,000
This code is to purchase minor equipment for stormwater and green infrastructure maintenance.							
56088700 822500	Landscaping Trees etc	76,674	20,000	20,000	11,945	17,000	20,000
This code is the expense to purchase landscape plants for the maintenance and upkeep of rain gardens throughout the City.							
56088700 827100	Vehicle-Lease Purchase	0	28,791	28,791	17,999	28,791	17,244
Expenses for annual lease-purchase payments on vehicles servicing the Green Infrastructure division of Parks & Public Property.							
TOTAL	SWM Grounds Maint Exp	309,133	299,662	299,662	174,472	202,167	291,170
TOTAL	Stormwater Management - Expenses	3,330,536	4,943,479	4,943,479	3,849,764	4,513,088	5,815,227

CITY OF LANCASTER

STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE**

56088700	611000	0.10	MGR PRKS AND PUB PRY	10,654
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<b>TOTAL 611000 EMPLOYEES</b>	<b>0.10</b>			<b>10,654</b>
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56088700	611500	1.00	GREENINF PRK MTN SUP	64,243
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56088700	611500	0.20	PRKS MTN AND CON. SU	13,123
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56088700	611500	0.50	UTILITY OPERATOR	25,597
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56088700	611500	1.00	GI LABORER	42,807
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56088700	611500	1.00	GI LABORER	42,807
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			Bonus & Merit Pay -AFSCME	2,715
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<b>TOTAL 611500 EMPLOYEES</b>	<b>3.70</b>			<b>191,292</b>
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<b>TOTAL EMPLOYEES</b>	<b>3.80</b>			<b>201,946</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/13/2023	2023 PROJECTED	2024 PROPOSED
<b>Stormwater Management - Expenses</b>							
<b>SWM Trees Exp</b>							
56088800 611000	Salary - Bureau Chief	10,070	10,344	10,344	8,551	10,341	10,654
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	190,211	317,363	317,363	168,471	198,633	236,083
Salary for Trees Bureau employees. These expenses were moved from the General Fund beginning in 2022.							
56088800 612000	Salary Temporary	0	10,000	10,000	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	606	3,000	3,000	619	2,500	3,000
Overtime expenses for City tree personnel responding to emergency calls, e.g. downed limbs, post-storm cleanup, etc.							
56088800 723000	Maint. - Equipment	403	2,000	2,000	432	600	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	850	850	0	800	850
City Arborist and staff membership in professional organizations related to arboriculture.							
56088800 744000	Contract Services	0	6,000	6,000	0	6,000	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	2,000	2,000	435	1,500	3,000

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.							
<b>56088800 760600</b>	<b>Operating Supplies</b>	<b>9,069</b>	<b>16,000</b>	<b>16,000</b>	<b>3,730</b>	<b>10,000</b>	<b>15,000</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.							
<b>56088800 810000</b>	<b>Special Events</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>400</b>	<b>1,000</b>
Annual Arbor Day celebration and Shade Tree Commission award, as well as general promotion of the City's tree program.							
<b>56088800 820000</b>	<b>Minor Equipment</b>	<b>1,047</b>	<b>3,200</b>	<b>3,200</b>	<b>1,476</b>	<b>3,200</b>	<b>3,200</b>
Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							
<b>56088800 822500</b>	<b>Landscaping Trees etc</b>	<b>0</b>	<b>80,000</b>	<b>80,000</b>	<b>57,276</b>	<b>80,000</b>	<b>80,000</b>
Expenses related to the City's tree planting and maintenance program throughout the City.							
<b>56088800 827100</b>	<b>Vehicle Lease Purchase</b>	<b>0</b>	<b>118,790</b>	<b>118,790</b>	<b>73,717</b>	<b>118,790</b>	<b>66,534</b>
Vehicle lease payments for bucket, dump truck and other vehicles and equipment used by the City Arborist and Tree crew.							
<b>TOTAL</b>	<b>SWM Trees Exp</b>	<b>211,406</b>	<b>570,547</b>	<b>570,547</b>	<b>314,708</b>	<b>432,764</b>	<b>437,321</b>
<b>TOTAL</b>	<b>Stormwater Management - Expenses</b>	<b>3,541,942</b>	<b>5,514,026</b>	<b>5,514,026</b>	<b>4,164,561</b>	<b>4,945,851</b>	<b>6,252,548</b>

CITY OF LANCASTER

STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
<b><u>BUREAU OF STORMWATER MANAGEMENT: TREES</u></b>			
56088800 611000	0.10	MGR PRKS AND PUB PRY	10,654
<b>TOTAL 611000 EMPLOYEES</b>	<b>0.10</b>		<b>10,654</b>
56088800 611500	1.00	CITY ARBORIST	77,765
56088800 611500	1.00	TREE CLIMBER	47,926
56088800 611500	1.00	TREE CLIMBER	47,926
56088800 611500	1.00	TREE TRIMMER	47,926
56088800 611500	0.20	ADMINISTRATIVE ASSIS	10,759
		Bonus & Merit Pay -AFSCME	3,781
<b>TOTAL 611500 EMPLOYEES</b>	<b>4.20</b>		<b>236,083</b>
<b>TOTAL EMPLOYEES</b>	<b>4.30</b>		<b>246,737</b>

CITY OF LANCASTER

# SEWER FUND



CITY OF  
LANCASTER

2024 BUDGET

**CITY OF LANCASTER**  
**SEWER FUND REVENUE SUMMARY**  
**2023 BUDGET VS. 2024 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2023 BUDGET</u></b> (as amended)	<b><u>2023 PROJECTED</u></b>	<b><u>2024 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)
Fees for Services	\$20,995,000	\$21,348,000	\$23,340,000	\$2,345,000	11.2%
Miscellaneous Revenue	\$69,100	\$106,342	\$106,692	\$37,592	54.4%
Other Income	\$228,500	\$226,808	\$233,612	\$5,112	2.2%
<b>TOTAL SEWER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$21,292,600</b>	<b>\$21,681,150</b>	<b>\$23,680,304</b>	<b>\$2,387,704</b>	<b>11.2%</b>
<b>Surplus/(Deficit)</b>	<b>(\$516,564)</b>	<b>\$1,747,574</b>	<b>\$1,144,298</b>		



CITY OF LANCASTER  
SEWER FUND EXPENSE SUMMARY  
2023 BUDGET VS. 2024 BUDGET

<u>BUREAU</u>	<u>2023 BUDGET</u> (as amended)	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u> (proposed)	<u>\$ INCREASE (DECREASE)</u> (vs. 2023 Budget)	<u>% INCREASE (DECREASE)</u> (vs. 2023 Budget)
Administration	\$9,841,462	\$9,167,230	\$10,469,330	\$627,868	6.4%
Collections	\$3,102,099	\$2,918,193	\$3,075,350	(\$26,749)	-0.9%
Pumping Stations	\$1,975,436	\$1,690,705	\$1,877,393	(\$98,043)	-5.0%
Treatment	\$6,855,667	\$6,124,148	\$7,075,533	\$219,866	3.2%
Grounds Maintenance	\$34,500	\$33,300	\$38,400	\$3,900	11.3%
TOTAL SEWER FUND EXPENSES	\$21,809,164	\$19,933,576	\$22,536,006	\$726,842	3.3%

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Sewer - Revenues</b>							
<b>Sewer Revenue</b>							
<b>56100000 404400</b>	<b>Rent of City Property</b>	<b>123,001</b>	<b>40,000</b>	<b>40,000</b>	<b>37,034</b>	<b>40,692</b>	<b>40,692</b>
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.							
<b>56100000 406300</b>	<b>Interest on Investment</b>	<b>37,160</b>	<b>600</b>	<b>600</b>	<b>10,502</b>	<b>21,000</b>	<b>21,000</b>
Revenue is derived from the interest earned on idle funds.							
<b>56100000 407100</b>	<b>Pension State Fund</b>	<b>222,802</b>	<b>228,500</b>	<b>228,500</b>	<b>226,808</b>	<b>226,808</b>	<b>233,612</b>
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.							
<b>56100000 408000</b>	<b>Miscellaneous Revenue</b>	<b>24,373</b>	<b>5,000</b>	<b>5,000</b>	<b>18,129</b>	<b>24,000</b>	<b>24,000</b>
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.							
<b>56100000 408100</b>	<b>Sewage Treatment</b>	<b>14,028,553</b>	<b>16,075,000</b>	<b>16,075,000</b>	<b>14,152,859</b>	<b>16,528,000</b>	<b>18,615,000</b>
Revenue is derived from sewer fees charged to retail customers.							
<b>56100000 408200</b>	<b>Industrial Waste Surchg</b>	<b>637,656</b>	<b>670,000</b>	<b>670,000</b>	<b>261,273</b>	<b>650,000</b>	<b>550,000</b>
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.							
<b>56100000 408300</b>	<b>Bulk Sewage Treatment</b>	<b>4,020,531</b>	<b>4,080,000</b>	<b>4,080,000</b>	<b>2,702,868</b>	<b>4,000,000</b>	<b>4,000,000</b>
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.							
<b>56100000 408400</b>	<b>SLSA Operating Charges</b>	<b>185,011</b>	<b>170,000</b>	<b>170,000</b>	<b>86,887</b>	<b>170,000</b>	<b>175,000</b>
Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.							
<b>56100000 408600</b>	<b>Industrial Waste Permits</b>	<b>10,000</b>	<b>10,000</b>	<b>10,000</b>	<b>7,500</b>	<b>10,000</b>	<b>10,000</b>
Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.							
<b>56100000 408700</b>	<b>Industrial Waste Penalty</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>27,000</b>	<b>3,000</b>	<b>3,000</b>

Revenue is derived from the penalty assessed for the dumping of unauthorized waste into the sewer system.							
56100000 408800	Fats, Oils and Grease Permits	6,900	7,500	7,500	6,650	6,650	7,000
Revenue is derived from permits issued related to the City's Fats, Oils, and Grease (FOG) program.							
56100000 408101	Fats, Oils and Grease Penalty	4,650	6,000	6,000	0	1,000	1,000
Revenue is derived from payments for penalties issued related to the City's Fats,Oils, and Grease (FOG) program.							
TOTAL	Sewer Revenue	19,301,638	21,292,600	21,292,600	17,537,510	21,681,150	23,680,304
TOTAL	Sewer - Revenues	19,301,638	21,292,600	21,292,600	17,537,510	21,681,150	23,680,304

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Sewer - Expenses</b>							
<b>Sewer Administration Exp</b>							
56188000 611000	Salary - Bureau Chief	148,187	149,157	149,157	124,362	150,102	156,046
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	305,229	359,257	352,857	280,347	335,170	360,256
The Bureau utilizes the City's Bureau of Procurement and Collection to prepare sewer service invoices for the Bureau's customers. The partial salaries for the Utility Supervisor, Custorm Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. Salaries for the Project Engineer and the Bureau's Secretary are included in this line item.							
56188000 612000	Salary Temporary	5,527	10,000	16,400	15,425	20,000	20,000
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.							
56188000 618500	Overtime	202	1,000	1,000	5	200	1,000
Overtime expenses paid to administrative staff in the Sewer Fund.							
56188000 619200	OPEB Contribution	49,386	33,100	33,100	11,570	33,100	33,000
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).							
56188000 620100	Educational Incentive	17,655	18,400	18,400	8,680	17,200	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	1,160,000	1,160,000	1,063,333	1,160,000	1,445,000
Account covers health benefits of Bureau employees.							
56188000 620300	Dental/Vision	35,861	35,000	35,000	23,740	35,000	35,000
Account covers dental and vision insurance costs for all employees of this fund.							
56188000 620800	Social Security	258,525	267,000	267,000	233,488	267,000	275,010
Account covers social security for Bureau employees.							

<b>56188000 620900</b>	<b>Life Insurance</b>	<b>7,271</b>	<b>7,500</b>	<b>7,500</b>	<b>7,152</b>	<b>7,500</b>	<b>7,500</b>
Account covers Bureau employees' life insurance.							
<b>56188000 623000</b>	<b>Pension Contribution</b>	<b>274,469</b>	<b>306,000</b>	<b>306,000</b>	<b>271,417</b>	<b>306,000</b>	<b>305,000</b>
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.							
<b>56188000 624000</b>	<b>Unemployment Compensation</b>	<b>499</b>	<b>0</b>	<b>0</b>	<b>13,995</b>	<b>16,561</b>	<b>20,000</b>
Account covers state unemployment for Bureau employees.							
<b>56188000 625000</b>	<b>Workers Compensation</b>	<b>35,522</b>	<b>60,000</b>	<b>62,410</b>	<b>45,079</b>	<b>55,000</b>	<b>63,000</b>
Account covers all Bureau employees for on the job injury claims.							
<b>56188000 714100</b>	<b>PC Lease</b>	<b>12,149</b>	<b>24,942</b>	<b>24,942</b>	<b>15,104</b>	<b>15,000</b>	<b>15,000</b>
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.							
<b>56188000 716000</b>	<b>Rental of Parking Lot</b>	<b>4,137</b>	<b>5,000</b>	<b>5,000</b>	<b>3,733</b>	<b>4,400</b>	<b>5,000</b>
This account pays the Bureau cost of rental space for customer service employees.							
<b>56188000 718000</b>	<b>Rental of Uniforms</b>	<b>19,450</b>	<b>27,300</b>	<b>27,300</b>	<b>13,092</b>	<b>22,000</b>	<b>38,000</b>
This account pays for rental of uniforms for employees.							
<b>56188000 723000</b>	<b>Maint. - Equipment</b>	<b>4,948</b>	<b>10,600</b>	<b>10,600</b>	<b>7,758</b>	<b>10,700</b>	<b>11,000</b>
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.							
<b>56188000 731000</b>	<b>Advertising</b>	<b>3,508</b>	<b>5,000</b>	<b>5,000</b>	<b>3,013</b>	<b>5,000</b>	<b>5,000</b>
This account pays for newspaper advertising of contracts, bids, and job vacancies.							
<b>56188000 734000</b>	<b>Postage</b>	<b>54,852</b>	<b>150,000</b>	<b>150,000</b>	<b>56,329</b>	<b>120,000</b>	<b>200,000</b>
This account covers all of the postage for bills, and miscellaneous office mailings.							
<b>56188000 735000</b>	<b>Printing</b>	<b>7,073</b>	<b>14,300</b>	<b>14,300</b>	<b>6,360</b>	<b>12,000</b>	<b>14,300</b>
This account covers printing costs for the City's print shop and office photocopying copier rental.							
<b>56188000 736000</b>	<b>Telephone</b>	<b>36,548</b>	<b>65,000</b>	<b>65,000</b>	<b>41,295</b>	<b>44,000</b>	<b>65,000</b>
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.							
<b>56188000 737000</b>	<b>Travel</b>	<b>7,000</b>	<b>7,000</b>	<b>7,000</b>	<b>2,909</b>	<b>2,000</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>27,500</b>	<b>27,500</b>
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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>0</b>	<b>250,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250,000</b>
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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>337,020</b>	<b>763,000</b>	<b>716,000</b>	<b>37,713</b>	<b>335,000</b>	<b>743,000</b>
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This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.

<b>56188000 743000</b>	<b>Bank Service Charges</b>	<b>19,325</b>	<b>18,000</b>	<b>18,000</b>	<b>12,949</b>	<b>18,400</b>	<b>18,400</b>
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This line item is for the Bureau's portion of banks service charges.

<b>56188000 743100</b>	<b>Credit Card Fees</b>	<b>5,957</b>	<b>7,100</b>	<b>7,100</b>	<b>0</b>	<b>6,000</b>	<b>7,000</b>
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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>29,619</b>	<b>275,000</b>	<b>275,000</b>	<b>21,633</b>	<b>90,000</b>	<b>171,000</b>
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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>35,245</b>	<b>40,000</b>	<b>40,000</b>	<b>14,871</b>	<b>30,000</b>	<b>40,000</b>
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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. This account also includes professional memberships.							
<b>56188000 760300</b>	<b>Office Supplies</b>	<b>4,432</b>	<b>5,000</b>	<b>7,000</b>	<b>5,721</b>	<b>5,000</b>	<b>5,000</b>
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.							
<b>56188000 772000</b>	<b>Insurance Package</b>	<b>250,229</b>	<b>260,000</b>	<b>260,000</b>	<b>252,567</b>	<b>260,000</b>	<b>270,000</b>
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.							
<b>56188000 820000</b>	<b>Minor Equipment</b>	<b>4,198</b>	<b>8,500</b>	<b>8,500</b>	<b>7,610</b>	<b>7,000</b>	<b>8,500</b>
Account reflects the Sewer Fund's share of a remittance processor and mail folder/insert machine to process billings.							
<b>56188000 820200</b>	<b>Safety Equipment</b>	<b>9,500</b>	<b>25,000</b>	<b>29,000</b>	<b>25,029</b>	<b>25,000</b>	<b>30,000</b>
Account pays the cost of minor safety equipment for the Bureau.							
<b>56188000 825000</b>	<b>Computer Equip/Software</b>	<b>6,802</b>	<b>20,000</b>	<b>20,000</b>	<b>3,661</b>	<b>10,000</b>	<b>20,000</b>
Account pays for purchase of computer equipment and software.							
<b>56188000 827100</b>	<b>Vehicle Lease Purchase</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>8,275</b>	<b>0</b>	<b>0</b>
Portion of Vehicle #723 for Procurement and Collections							
<b>56188000 911000</b>	<b>Indirect Costs</b>	<b>445,000</b>	<b>532,696</b>	<b>532,696</b>	<b>488,305</b>	<b>532,696</b>	<b>589,718</b>
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.							
<b>56188000 923000</b>	<b>Paying Agent Fees</b>	<b>956</b>	<b>700</b>	<b>700</b>	<b>661</b>	<b>700</b>	<b>700</b>
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
<b>56188000 924000</b>	<b>Debt Service - Interest</b>	<b>1,773,213</b>	<b>1,932,000</b>	<b>1,932,000</b>	<b>1,965,393</b>	<b>1,932,000</b>	<b>1,871,000</b>
Account pays interest payments on the Sewer Fund portion of General Obligation bonds and Pennvest loans.							
<b>56188000 926000</b>	<b>Debt Service - Principal</b>	<b>0</b>	<b>3,250,000</b>	<b>3,250,000</b>	<b>2,984,818</b>	<b>3,250,000</b>	<b>3,318,000</b>
This line reflects principal redemption on the Sewer Fund portion of General Obligation Bonds and Pennvest loans.							
<b>TOTAL</b>	<b>Sewer Administration Exp</b>	<b>5,208,494</b>	<b>10,130,052</b>	<b>9,841,462</b>	<b>8,077,391</b>	<b>9,167,230</b>	<b>10,469,330</b>

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

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

56188000	611000	0.28	DEP DIRECTOR PW CONS	41,999
56188000	611000	0.28	DEP DIR ENGINEERING	40,194
56188000	611000	0.50	DEP DIR UTILITIES	73,853

<b>TOTAL 61100 EMPLOYEES</b>	<b>1.06</b>		<b>156,046</b>
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56188000	611500	0.14	COMM. MANAGER	8,319
56188000	611500	0.19	BC TREASURY	16,776
56188000	611500	0.19	CUSTOMER CARE SUP	12,157
56188000	611500	0.19	CASHIER SERV CLERK	8,360
56188000	611500	0.19	CASHIER SERV CLERK	8,360
56188000	611500	0.19	CASHIER SERV CLERK	8,360
56188000	611500	0.19	CASHIER SERV CLERK	9,172
56188000	611500	0.19	ADMIN SUPPORT CLERK	7,904
56188000	611500	0.19	CUSTOMER CARE COORD	9,640
56188000	611500	0.19	CUSTOMER CARE COORD	9,954
56188000	611500	0.19	CUSTOMER CARE COORD	10,576
56188000	611500	0.19	CUSTOMER CARE COORD	9,640
56188000	611500	0.19	CUSTOMER CARE COORD	9,640



**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
56188000	611500	0.19	BILLING COORD 2	9,640
56188000	611500	0.19	BILLING COORD 2	9,640
56188000	611500	0.19	BILLING COORD 2	9,640
56188000	611500	0.19	REVENUE CLERK	9,920
56188000	611500	0.19	REVENUE CLERK	9,539
56188000	611500	0.25	JR ENGINEER	15,914
56188000	611500	0.25	PW CONSTRUCTION INSP	20,951
56188000	611500	0.30	UTILITY SERV COORD	14,522
56188000	611500	0.30	UTILITY SERV COORD	-
56188000	611500	0.50	SECRETARY 1	25,597
56188000	611500	1.00	SEN PROJ MGR UTILITY	101,623
			Bonus & Merit Pay -AFSCME	4,412
<b>TOTAL 611500 EMPLOYEES</b>		<b>5.97</b>		<b>360,256</b>
<b>TOTAL EMPLOYEES</b>		<b>7.03</b>		<b>516,302</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Sewer - Expenses</b>							
<b>Sewer Collections Exp</b>							
56188100 611500	Salaried Personnel	1,012,723	1,175,009	1,172,599	894,880	1,057,782	1,263,283
Account covers salaries of employees who perform repairs and replacement of sewer lines for the City. The crew also provides preventative maintenance and cleans clogged sewer lines when necessary.							
56188100 618500	Overtime	7,766	60,000	60,000	11,417	60,000	60,000
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.							
56188100 729000	Maint. - Vehicles	63,880	175,000	175,000	63,007	157,500	157,500
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system.							
56188100 744000	Contract Services	76,230	200,000	200,000	78,803	170,000	170,000
Account provides for outside services beyond the scope of work the Collections Crew is equipped with, such as the cost of manhole rehabilitation (services needed for some of the older manholes) in the sewer system, repairs of larger Sewer Mains and depth, and the need for anticipated additional services related to lining and repairs as well as sewer lateral reconnections.							
56188100 747000	Trench Paving	67,161	300,000	300,000	124,424	300,000	300,000
Cost of materials and labor for the paving of sewer trenches repaired and replaced from sinkholes and collapsed Mains.							
56188100 760300	Office Supplies	148	1,500	1,500	352	1,500	1,500
Cost of miscellaneous office supplies for Sewer Collections.							
56188100 760600	Operating Supplies	241,970	650,000	650,000	164,089	650,000	650,000

Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames, tools, and safety warning devices. This line reflects the cost of safety supplies for work crews, and additional preventative maintenance measures. Also, the collection crew is converting the old brick sewer inlets to concrete where it is appropriate. The demolition and construction of Pole barn at Collections Department inventory yard.							
56188100 765400	Gas Oil & Diesel	64,621	80,000	80,000	34,768	80,000	80,000
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.							
56188100 820000	Minor Equipment	0	10,000	10,000	5,898	10,000	10,000
This line includes the purchase of minor equipment for Tech Trucks, Hydro excavators and CCTV Trucks required to perform collection system repair and maintenance.							
56188100 827100	Vehicle-Lease Purchase	0	453,000	453,000	213,851	431,411	383,066
This line covers the annual payments required under a five-year lease purchase agreements to purchase vehicles and equipment.							
TOTAL	Sewer Collections Exp	1,534,498	3,104,509	3,102,099	1,591,489	2,918,193	3,075,349

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

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

56188100	611500	0.25	GIS ANALYST	15,696
56188100	611500	0.25	GIS COORDINATOR	19,763
56188100	611500	0.50	UTILITY ENGINEERING TECH	40,000
56188100	611500	0.10	PRKS MTN AND CON. SU	6,562
56188100	611500	1.00	LABOR SUPERVISOR 1	63,703
56188100	611500	1.00	LABOR SUPERVISOR 1	65,798
56188100	611500	1.00	LABOR SUPERVISOR 2	77,250
56188100	611500	1.00	COLL SYS SUPERVISOR	83,945
56188100	611500	1.00	LABORER	42,807
56188100	611500	1.00	SEWER TECHNICIAN	52,960
56188100	611500	1.00	SEWER TECHNICIAN	61,820
56188100	611500	1.00	UTILITY LOCATOR	61,820

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE		FTE	POSITION	SALARY
56188100	611500	1.00	CCTV	65,790
56188100	611500	1.00	CCTV	65,790
56188100	611500	1.00	CCTV	57,249
56188100	611500	1.00	CCTV	63,260
56188100	611500	1.00	EO 1	48,397
56188100	611500	1.00	EO 1	46,881
56188100	611500	1.00	EO 1	51,409
56188100	611500	1.00	EO 1	47,740
56188100	611500	1.00	EO 1	47,740
56188100	611500	1.00	EO 1	47,096
56188100	611500	1.00	EO 2	55,121
56188100	611500	1.00	EO 2	55,336
			Bonus & Merit Pay -AFSCME	19,351
<b>TOTAL 611500 EMPLOYEES</b>		<b>21.10</b>		<b>1,263,284</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Sewer - Expenses</b>							
<b>Sewer Pumping Stations Exp</b>							
56188200 611500	Salaried Personnel	881,742	915,536	915,536	760,766	915,005	952,658
This account pays for the salaries of the employees who are responsible for maintaining the Bureau's pump stations and the Advanced Wastewater Treatment Plant's (AWWTP) equipment in a safe and operable condition.							
56188200 618500	Overtime	11,761	29,000	29,000	4,624	15,000	29,000
This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.							
56188200 721000	Maint. - Buildings	1,273	2,500	6,000	927	2,000	2,500
This account provides for the up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.							
56188200 723000	Maint. - Equipment	175,021	294,000	294,000	155,717	166,000	250,000
This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, Steven's Avenue Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station, Grofftown Pump Station and the Sunnyside Pump Station, as well as the Engleside Diversion Chamber, three air relief pits, and the Sunnyside Grinder Pumps.							
56188200 752000	Power Electric-Main PS	319,181	450,000	426,500	272,684	322,000	430,000
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.							
56188200 760600	Operating Supplies	0	2,400	2,400	0	1,200	2,400
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.							
56188200 766000	Heating Oil	17,227	50,000	50,000	10,950	20,000	40,000

This account provides for diesel fuel, gasoline, propane, and natural gas and for fuel to test and operate standby emergency engines for emergency power at the major pump stations.							
56188200 820000	Minor Equipment	0	5,000	5,000	0	2,500	5,000
Tools and minor equipment							
56188200 827100	Vehicle-Lease Purchase	0	90,000	90,000	21,208	90,000	95,835
This account covers the current annual payments required under a lease purchase agreement, as indicated, for the following vehicles: #308 Truck with a utility body, through 2024 (5 year lease) #347 F-250 Truck, through 2026 (5 year lease) #310, through 2027							
56188200 829000	Capital Outlay	0	70,000	157,000	0	157,000	70,000
Pump Replacement							
TOTAL	Sewer Pumping Stations Exp	1,406,205	1,908,436	1,975,436	1,226,876	1,690,705	1,877,393

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF SEWERS: PUMPING STATIONS**

56188200	611500	1.00	ELEC MECH SUPERVISOR	74,627
56188200	611500	1.00	WW MAINT SUPERVISOR	78,359
56188200	611500	1.00	MAINTENANCE ELEC 3	64,716
56188200	611500	1.00	MAINTENANCE ELEC 3	58,992
56188200	611500	1.00	INSTRUMENT TECH	64,716
56188200	611500	1.00	INSTRUMENT TECH	69,997
56188200	611500	1.00	MAINTENANCE WORKER	51,670
56188200	611500	1.00	PLANT MAINT MECHANIC	49,462
56188200	611500	1.00	PLANT MAINT MECHANIC	59,443
56188200	611500	1.00	PLANT MAINT MECHANIC	49,462
56188200	611500	1.00	PLANT MAINT MECH 3	62,642
56188200	611500	1.00	PLANT MAINT MECH 3	58,957
56188200	611500	1.00	PLANT MAINT MECH 3	65,148
56188200	611500	1.00	PLANT MAINT MECH 3	62,642
56188200	611500	1.00	PLANT MAINT MECH 3	65,148
			Bonus & Merit Pay -AFSCME	16,677
<b>TOTAL 61150 EMPLOYEES</b>		<b>15.00</b>		<b>952,658</b>



		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Sewer - Expenses</b>							
<b>Sewer Treatment Exp</b>							
56188300 611500	Salaried Personnel	987,775	1,107,967	1,107,967	919,166	1,082,148	1,162,204
This account pays for the salaries of the employees who provide services for the continuous and efficient operation of an advanced wastewater treatment facility, including monitoring and analyzing the wastewater before discharge to the Conestoga River, and the biosolids dewatering and stabilization operations. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the PA Department of Environmental Protection (PADEP) and U.S. Environmental Protection Agency (EPA) regulations.							
56188300 618500	Overtime	21,129	45,000	45,000	15,481	25,300	45,000
This account provides for coverage of wastewater operations, laboratory, and biosolids handling personnel, on sick leave, vacations, holidays, worker's compensations, and open shifts. This also covers emergency labor and overtime caused by vacant positions.							
56188300 721000	Maint. - Buildings	17,722	50,000	50,000	19,457	45,000	45,000
This account provides for up-keep and repair of buildings located in the wastewater treatment plant. This line item has been increased to address increased maintenance, including interior maintenance and painting, as the plant buildings are from 1932, 1972, and 1984.							
56188300 723000	Maint. - Equipment	540,677	562,000	737,000	569,069	712,000	700,000
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.							
56188300 729000	Maint. - Vehicles	19,117	18,000	18,000	13,336	22,000	18,000
This account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspections, tires, outside services, major engine and drive train repairs, etc.							
56188300 746000	Meter Expense	205,279	300,000	300,000	166,156	259,900	300,000
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.							
56188300 746500	Water Utility Expense	178,572	160,000	160,000	146,832	160,000	164,800



56188300 820000	Minor Equipment	55	25,000	25,000	2,655	15,000	25,000
Minor equipment purchases including tools, wastewater samplers, and laboratory equipment.							
56188300 827100	Vehicle-Lease Purchase	0	23,700	23,700	18,158	23,700	23,529
This account covers the annual payments required under a lease purchase agreement							
56188300 829000	Capital Outlay	19,144	125,000	125,000	58,211	50,000	125,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Sewer Treatment Exp	5,336,600	6,631,667	6,855,667	4,689,448	6,124,148	7,075,533

**CITY OF LANCASTER**

**STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF SEWERS: TREATMENT**

56188300	611500	1.00	FOG INSPECTOR	67,305
56188300	611500	1.00	WASTEWTR QUALITY SUP	81,955
56188300	611500	1.00	WWATER QUAL ANALYST	57,680
56188300	611500	1.00	WW PLANT SUPERVISOR	82,277
56188300	611500	1.00	LABORATORY TECH 1	60,185
56188300	611500	1.00	SLUDGE DEWATER TECH	55,644
56188300	611500	1.00	SLUDGE DEWATER TECH	55,644
56188300	611500	1.00	SLUDGE DEWATER TECH	50,722
56188300	611500	1.00	SLUDGE DEWATER TECH	52,371
56188300	611500	1.00	SLUDGE DEWATER TECH	58,957
56188300	611500	1.00	WASTEWATER OPER TECH	53,794
56188300	611500	1.00	WASTEWATER OPER TECH	55,447
56188300	611500	1.00	WASTEWATER OPER TECH	62,642
56188300	611500	1.00	WASTEWATER OPER TECH	53,794
56188300	611500	1.00	WASTEWATER OPER TECH	57,101
56188300	611500	1.00	WASTEWATER OPER TECH	58,957
56188300	611500	1.00	WASTEWATER OPER TECH	55,447
56188300	611500	1.00	WASTEWATER OPER TECH	53,794
56188300	611500	1.00	WASTEWATER PLANT OP	67,754
			Bonus & Merit Pay -AFSCME	20,734
<b>TOTAL 611500 EMPLOYEES</b>		<b>19.00</b>		<b>1,162,204</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Sewer - Expenses</b>							
<b>Sewer Grounds Maintenance Exp</b>							
56188400 611501	Salary - Direct Invoice	10,083	11,000	11,000	0	10,000	12,000
Salaries of Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Salary expenses charges to this account are based on time sheets completed for each ground maintenace project.							
56188400 629901	Fringe - Direct Invoice	5,261	5,500	5,500	0	5,300	8,400
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	19,328	18,000	18,000	0	18,000	18,000
Equipment, operating supplies and other expenses that are directly billed to the Wastewater Fund for work performed maintaining the grounds at Wastewater facilities (plant, pump stations, etc.) Expenses charged to this account are based on time sheets completed for each ground maintenance project.							
TOTAL	Sewer Grounds Maintenance Exp	34,672	34,500	34,500	0	33,300	38,400
TOTAL	Wastewater - Expenses	13,520,469	21,809,164	21,809,164	15,585,203	19,933,576	22,536,005

CITY OF LANCASTER

# **WATER FUND**



CITY OF  
LANCASTER

2024 BUDGET

**CITY OF LANCASTER**  
**WATER FUND REVENUE SUMMARY**  
**2023 BUDGET VS. 2024 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2023 BUDGET</u></b> (as amended)	<b><u>2023 PROJECTED</u></b>	<b><u>2024 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)
Fees for Services	\$33,950,000	\$35,274,528	\$35,500,000	\$1,550,000	4.6%
Miscellaneous Revenue	\$485,000	\$456,200	\$489,000	\$4,000	0.8%
Other Income	\$352,000	\$426,423	\$439,216	\$87,216	24.8%
<b>TOTAL WATER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$34,787,000</b>	<b>\$36,157,151</b>	<b>\$36,428,216</b>	<b>\$1,641,216</b>	<b>4.7%</b>
<b>Surplus/(Deficit)</b>	<b>(\$948,394)</b>	<b>\$2,743,412</b>	<b>(\$890,664)</b>		

CITY OF LANCASTER  
WATER FUND EXPENSE SUMMARY  
2023 BUDGET VS. 2024 BUDGET

<u>BUREAU</u>	<u>2023 BUDGET</u> (as amended)	<u>2023 PROJECTED</u>	<u>2024 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2023 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2023 Budget)
Administration	\$20,955,327	\$20,290,683	\$21,878,219	\$922,892	4.4%
Transfer to General Fund	\$2,000,000	\$2,000,000	\$2,000,000	\$0	0.0%
Susquehanna Treatment Plant	\$4,202,727	\$3,726,167	\$4,395,485	\$192,758	4.6%
Conestoga Treatment Plant	\$3,309,024	\$2,711,404	\$3,512,226	\$203,202	6.1%
Transmission & Distribution	\$3,616,057	\$3,168,830	\$3,887,503	\$271,446	7.5%
Meter Shop	\$848,565	\$716,492	\$813,721	(\$34,844)	-4.1%
Grounds Maintenance	\$346,171	\$374,308	\$382,150	\$35,979	10.4%
Laboratory	\$457,523	\$425,855	\$449,576	(\$7,948)	-1.7%
<b>TOTAL WATER FUND EXPENSES</b>	<b>\$35,735,394</b>	<b>\$33,413,739</b>	<b>\$37,318,880</b>	<b>\$1,583,486</b>	<b>4.4%</b>



		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Water - Revenues</b>							
<b>Water Revenue</b>							
56200000 404400	Rent of City Property	293,367	250,000	250,000	178,309	250,000	250,000
Revenue is derived from rental of space to cellular service providers for antennas.							
56200000 406300	Interest on Investment	45,290	0	0	0	0	0
Revenue is derived from the interest earned on idle funds.							
56200000 407100	Pension State Fund	343,342	352,000	352,000	426,423	426,423	439,215
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	31,639,845	33,950,000	33,950,000	30,900,277	35,274,528	35,500,000
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.							
56200000 407900	Reimb. - Meter Labor	205,279	195,000	195,000	166,156	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	32,094	40,000	40,000	7,595	7,000	40,000
Revenues of the water system not otherwise credited.							
56200000 420000	Swr Grnds Exp Reimb	4,191	0	0	0	4,200	4,000
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).							
TOTAL	Water Revenue	32,563,407	34,787,000	34,787,000	31,678,760	36,157,151	36,428,215
TOTAL	Water - Revenues	32,563,407	34,787,000	34,787,000	31,678,760	36,157,151	36,428,215

			2022	2023	2023	EXPENDED	2023	2024
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/11/2023		
<b>Water - Expenses</b>								
<b>Water Administration Exp</b>								
56289000	611000	Salary - Bureau Chief	141,782	207,877	207,877	172,545	208,374	214,755
This line item accounts for an allocated portion of the DPW Deputy Directors for Utilities, City Engineer, and Construction.								
56289000	611500	Salaried Personnel	722,652	753,427	731,196	585,026	697,577	753,286
This line item accounts for the salaries of the Administration Section of the Bureau of Water.								
56289000	612000	Salary Temporary	3,444	5,000	27,231	25,176	20,000	170,000
This line item pays for the salary of temporary employees								
56289000	618500	Overtime	355	1,000	1,000	5	250	1,000
Overtime expenses paid to administrative staff in the Water Bureau.								
56289000	619200	OPEB Contribution	255,995	393,000	393,000	449,804	393,000	393,000
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).								
56289000	620100	Educational Incentive	25,800	30,000	30,000	12,671	25,400	30,000
This account provides for bonuses per collective bargaining agreement with AFSCME for operators with State Certification by examination. This line item also provides a bonus for each employee that obtains a PaDEP transmission and distribution license ("E" certifications).								
56289000	620200	Medical Insurance	1,700,000	2,100,000	2,100,000	1,925,000	2,100,000	2,534,000
This line item accounts for medical insurance for employees in the Bureau of Water.								
56289000	620300	Dental/Vision	46,334	50,000	50,000	45,350	48,000	50,000
This line item accounts for employee dental and eye insurance premiums.								
56289000	620800	Social Security	408,155	415,000	415,000	354,677	415,000	427,450
This line item accounts for Social Security payments made for Bureau of Water employees.								
56289000	620900	Life Insurance	10,871	12,400	12,400	10,368	12,000	12,400
This line item accounts for life insurance expenses for Bureau of Water employees.								

<b>56289000 623000</b>	<b>Pension Contribution</b>	<b>422,846</b>	<b>456,000</b>	<b>456,000</b>	<b>496,141</b>	<b>506,640</b>	<b>521,839</b>
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.							
<b>56289000 624000</b>	<b>Unemployment Compensation</b>	<b>853</b>	<b>10,000</b>	<b>10,000</b>	<b>10,292</b>	<b>0</b>	<b>10,000</b>
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.							
<b>56289000 625000</b>	<b>Workers Compensation</b>	<b>56,993</b>	<b>90,000</b>	<b>92,637</b>	<b>59,289</b>	<b>60,000</b>	<b>92,000</b>
This line item accounts for workers' compensation claims for Bureau of Water employees.							
<b>56289000 714100</b>	<b>PC Lease</b>	<b>17,236</b>	<b>36,543</b>	<b>36,543</b>	<b>22,656</b>	<b>36,600</b>	<b>35,000</b>
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Water staff. This line item also covers expenses for endpoint management, security and related services.							
<b>56289000 716000</b>	<b>Rental of Parking Lot</b>	<b>7,151</b>	<b>9,300</b>	<b>9,300</b>	<b>6,686</b>	<b>7,000</b>	<b>9,300</b>
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.							
<b>56289000 718000</b>	<b>Rental of Uniforms</b>	<b>38,203</b>	<b>42,000</b>	<b>42,000</b>	<b>18,617</b>	<b>30,000</b>	<b>36,000</b>
Account pays for uniforms for all employees in the Bureau of Water.							
<b>56289000 723000</b>	<b>Maint. - Equipment</b>	<b>9,996</b>	<b>22,000</b>	<b>22,000</b>	<b>14,916</b>	<b>18,000</b>	<b>22,000</b>
Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.							
<b>56289000 731000</b>	<b>Advertising</b>	<b>1,833</b>	<b>5,000</b>	<b>5,000</b>	<b>1,369</b>	<b>4,200</b>	<b>5,000</b>
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.							
<b>56289000 734000</b>	<b>Postage</b>	<b>128,214</b>	<b>344,000</b>	<b>344,000</b>	<b>127,500</b>	<b>300,000</b>	<b>400,000</b>
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.							
<b>56289000 735000</b>	<b>Printing</b>	<b>9,380</b>	<b>25,000</b>	<b>25,000</b>	<b>8,120</b>	<b>15,000</b>	<b>25,000</b>
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.							
<b>56289000 736000</b>	<b>Telephone</b>	<b>81,257</b>	<b>154,000</b>	<b>154,000</b>	<b>87,835</b>	<b>90,000</b>	<b>174,400</b>

This account covers telephone services, including cellular phones and leased fiber lines.							
<b>56289000 737000</b>	<b>Travel</b>	<b>2,643</b>	<b>7,000</b>	<b>7,000</b>	<b>2,391</b>	<b>5,000</b>	<b>7,000</b>
This account pays for all travel expenses incurred by personnel attending AWWA conferences on regional, state and national levels. This account also includes travel for the Director to attend AWWA and other water related conferences. Also pays for water bureau staff to travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.							
<b>56289000 738000</b>	<b>Miscellaneous Expenses</b>	<b>2,325</b>	<b>1,200</b>	<b>1,200</b>	<b>303</b>	<b>800</b>	<b>1,200</b>
This account covers items not specifically budgeted elsewhere, including customer relations.							
<b>56289000 740000</b>	<b>Utility Assistance Program</b>	<b>0</b>	<b>22,500</b>	<b>22,500</b>	<b>0</b>	<b>22,500</b>	<b>22,500</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 Water (45%) and Sewer Fund (55%) based on an average total City Water/Sewer bill for residential customers. The UAP will also have matching funds provided by non-profit organizations and foundations to provide assistance to City resident water customers who are at risk of service termination due to non-payment. Through the UAP, CAP will provide additional financial planning and other services to these customers to assist in their becoming financially stable.							
<b>56289000 741000</b>	<b>Professional Services</b>	<b>401,303</b>	<b>649,000</b>	<b>649,000</b>	<b>368,419</b>	<b>625,000</b>	<b>818,000</b>
This account pays for outside services including legal counsel, auditing, engineering consultation, and PUC rate case preparations. Also included are consulting services that address EPA requirements to perform additional studies and other projects related to the Safe Drinking Water Act.							
<b>56289000 741001</b>	<b>Professional Services - D&amp;E</b>	<b>0</b>	<b>750,000</b>	<b>750,000</b>	<b>78,334</b>	<b>600,000</b>	<b>750,000</b>
This line item was created with the 2023 Budget to begin funding of design and engineering expenses related to planned Water Fund capital projects. This funding will allow for ongoing design and engineering to ensure that planned capital projects are ready to construct when capital project funding is available.							
<b>56289000 743000</b>	<b>Bank Service Charges</b>	<b>36,014</b>	<b>35,000</b>	<b>35,000</b>	<b>24,132</b>	<b>34,000</b>	<b>35,000</b>



<b>56289000 911000</b>	<b>Indirect Costs</b>	<b>815,000</b>	<b>1,035,743</b>	<b>1,035,743</b>	<b>949,431</b>	<b>1,035,743</b>	<b>1,049,389</b>
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.							
<b>56289000 914000</b>	<b>Revenue Tsfr'd to City</b>	<b>4,000,000</b>	<b>2,000,000</b>	<b>2,000,000</b>	<b>1,833,333</b>	<b>2,000,000</b>	<b>2,000,000</b>
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.							
<b>56289000 923000</b>	<b>Paying Agent Fees</b>	<b>1,412</b>	<b>1,500</b>	<b>1,500</b>	<b>1,312</b>	<b>1,400</b>	<b>1,500</b>
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							
<b>56289000 924000</b>	<b>Debt Service - Interest</b>	<b>7,195,003</b>	<b>7,600,000</b>	<b>7,600,000</b>	<b>7,614,366</b>	<b>7,640,000</b>	<b>7,449,000</b>
This line reflects interest payments on the Water Fund portion of General Obligation Bonds and Notes and Pennvest loans.							
<b>56289000 926000</b>	<b>Debt Service - Principal</b>	<b>0</b>	<b>4,940,000</b>	<b>4,940,000</b>	<b>4,795,150</b>	<b>4,903,000</b>	<b>5,082,000</b>
This line reflects principal redemption on the Water Fund portion of General Obligation Bonds and Notes and Pennvest loans.							
<b>TOTAL</b>	<b>Water Administration Exp</b>	<b>16,900,161</b>	<b>22,952,690</b>	<b>22,955,327</b>	<b>20,431,606</b>	<b>22,290,683</b>	<b>23,878,219</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WATER: ADMINISTRATION**

56289000 611000	0.48	DEP DIRECTOR PW CONS	71,998
56289000 611000	0.48	DEP DIR ENGINEERING	68,904
56289000 611000	0.50	DEP DIR UTILITIES	73,853

<b>TOTAL 611000 EMPLOYEES</b>	<b>1.46</b>		<b>214,755</b>
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56289000 611500	0.43	BUREAU CHIEF OF TREASURY	37,690
56289000 611500	0.25	JR ENGINEER	15,914
56289000 611500	1.00	SEN PROJ MGR UTILITY	96,160
56289000 611500	1.00	UTILITY ENGINEER	89,604
56289000 611500	1.00	WTR TREATMNT ENGINEER	101,077
56289000 611500	0.27	COMM. MANAGER	16,045
56289000 611500	0.43	CUSTOMER CARE SUP	27,313
56289000 611500	0.25	PW CONSTRUCTION INSP	20,951
56289000 611500	0.43	CASHIER SERV CLERK	18,783
56289000 611500	0.43	CASHIER SERV CLERK	18,783
56289000 611500	0.43	CASHIER SERV CLERK	18,783
56289000 611500	0.43	CASHIER SERV CLERK	20,606
56289000 611500	0.43	ADMIN SUPPORT CLERK	17,758
56289000 611500	0.43	CUSTOMER CARE COORD	21,659
56289000 611500	0.43	CUSTOMER CARE COORD	22,363
56289000 611500	0.43	CUSTOMER CARE COORD	23,761
56289000 611500	0.43	CUSTOMER CARE COORD	21,659
56289000 611500	0.43	CUSTOMER CARE COORD	21,659
56289000 611500	0.43	BILLING COORD 2	21,659
56289000 611500	0.43	BILLING COORD 2	21,659
56289000 611500	0.43	BILLING COORD 2	21,659
56289000 611500	0.50	SECRETARY 1	25,597
56289000 611500	0.43	REVENUE CLERK	22,288
56289000 611500	0.43	REVENUE CLERK	21,430
		Bonus & Merit Pay -AFSCME	8,426

<b>TOTAL 611500 EMPLOYEES</b>	<b>11.58</b>		<b>753,286</b>
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<b>TOTAL EMPLOYEES</b>	<b>13.04</b>		<b>968,041</b>
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<b>56289100 746500</b>	<b>Water Utility Expense</b>	<b>14,944</b>	<b>16,500</b>	<b>16,500</b>	<b>12,448</b>	<b>16,400</b>	<b>17,000</b>
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.							
<b>56289100 748000</b>	<b>Sludge</b>	<b>80,635</b>	<b>130,000</b>	<b>130,000</b>	<b>60,014</b>	<b>115,000</b>	<b>120,000</b>
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.							
<b>56289100 752000</b>	<b>Power Electric</b>	<b>691,917</b>	<b>825,000</b>	<b>817,500</b>	<b>458,438</b>	<b>643,200</b>	<b>800,000</b>
Account provides for electricity to operate all pumping stations and Susquehanna Filter Plant.							
<b>56289100 760600</b>	<b>Operating Supplies</b>	<b>9,842</b>	<b>12,000</b>	<b>12,000</b>	<b>9,373</b>	<b>11,500</b>	<b>12,000</b>
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.							
<b>56289100 761800</b>	<b>Chemicals</b>	<b>608,651</b>	<b>911,343</b>	<b>900,343</b>	<b>583,015</b>	<b>800,000</b>	<b>971,060</b>
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.							
<b>56289100 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>17,606</b>	<b>110,000</b>	<b>110,000</b>	<b>12,187</b>	<b>20,000</b>	<b>100,500</b>
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - SWTP. Recommendation is based on past usage.							
<b>56289100 766000</b>	<b>Heating Oil</b>	<b>71,106</b>	<b>60,000</b>	<b>60,000</b>	<b>35,241</b>	<b>61,200</b>	<b>70,000</b>
This account provides for fuel for heating the SWTP filter Building at a minimum, High and Low Service Buildings, and the Membrane Building.							
<b>56289100 820000</b>	<b>Minor Equipment</b>	<b>7,255</b>	<b>10,500</b>	<b>10,500</b>	<b>7,830</b>	<b>10,000</b>	<b>10,000</b>
This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.							
<b>56289100 827000</b>	<b>Vehicles</b>	<b>0</b>	<b>82,000</b>	<b>82,000</b>	<b>33,108</b>	<b>82,000</b>	<b>51,946</b>

This line accounts for expenditures made for new and replacement equipment including lease-purchase payments for seven vehicles.							
56289100 829000	Capital Outlay	21,602	249,000	249,000	11,452	219,600	331,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Water Susquehanna Trmt Plant E	3,030,503	4,213,727	4,195,227	2,532,269	3,726,167	4,395,485

**CITY OF LANCASTER  
STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WATER: SUSQUEHANNA TREATMENT PLANT**

56289100 611500	1.00	PLANT MAINT SUPERVIS	74,628
56289100 611500	1.00	WATER PLANT SUPERVIS	87,790
56289100 611500	1.00	INSTRUMENT TECH	58,992
56289100 611500	1.00	PLANT MAINT MECHANIC	49,462
56289100 611500	1.00	PLANT MAINT MECH 3	62,857
56289100 611500	1.00	PLANT MAINT MECH 3	66,007
56289100 611500	1.00	PLANT MAINT MECH 3	65,362
56289100 611500	1.00	WATER PLANT OP 2	62,642
56289100 611500	1.00	WATER PLANT OP 2	62,642
56289100 611500	1.00	WATER PLANT OP 2	62,642
56289100 611500	1.00	WATER PLANT OP 2	62,642
56289100 611500	1.00	WATER PLANT OP 2	62,642
56289100 611500	1.00	WATER PLANT OP 2	65,148
56289100 611500	1.00	WATER PLANT OP 2	62,642
56289100 611500	1.00	WATER PLANT OP 2	67,754
56289100 611500	1.00	WATER PLANT OP 2	58,957
56289100 611500	1.00	WATER PLANT OP 2	55,447
		Bonus & Merit Pay -AFSCME	19,523
<b>TOTAL 611500 EMPLOYEES</b>	<b>17.00</b>		<b>1,107,779</b>

# Water - Expenses

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
Water Conestoga Trmt Plant Exp							
56289200 611500	Salaried Personnel	873,490	1,007,345	1,007,345	821,477	959,204	1,071,740
This line item accounts for the salaries of personnel at the CWTP.							
56289200 612000	Salary Temporary	3,675	6,000	6,000	4,344	7,200	7,200
Expense for interns from the Thaddeus-Stevnes Water/Wastewater Program							
56289200 618500	Overtime	38,592	60,000	60,000	39,286	55,000	70,000
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	118,444	200,000	200,000	112,102	140,000	185,000
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 722000	Maint. - Communications	0	0	0	0	0	12,000
This account provides for repairs on the SCADA System at the CWTP.							
56289200 723000	Maint. - Equipment	202,699	305,000	305,000	158,978	260,000	268,000

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.

<b>56289200 729000</b>	<b>Maint. - Vehicles</b>	<b>16,747</b>	<b>33,000</b>	<b>33,000</b>	<b>15,924</b>	<b>20,000</b>	<b>33,000</b>
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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.

<b>56289200 748000</b>	<b>Sludge</b>	<b>61,111</b>	<b>150,000</b>	<b>150,000</b>	<b>28,247</b>	<b>80,000</b>	<b>100,000</b>
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Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Wastewater 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.

<b>56289200 752000</b>	<b>Power Electric</b>	<b>475,573</b>	<b>600,000</b>	<b>542,500</b>	<b>332,296</b>	<b>440,000</b>	<b>600,000</b>
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Account provides for electricity to operate all pumping stations and Conestoga Filter Plant.

<b>56289200 760600</b>	<b>Operating Supplies</b>	<b>19,761</b>	<b>28,000</b>	<b>28,000</b>	<b>14,936</b>	<b>20,000</b>	<b>20,000</b>
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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.

<b>56289200 761800</b>	<b>Chemicals</b>	<b>478,270</b>	<b>676,179</b>	<b>703,179</b>	<b>413,972</b>	<b>525,000</b>	<b>766,964</b>
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This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.

56289200 765400	Gas Oil & Diesel	20,825	75,000	75,000	13,171	20,000	78,000
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - CWTP. Budget is based upon past usage.							
56289200 766000	Heating Oil	64,810	60,000	60,000	31,439	58,000	65,000
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	67,000	79,000	30,091	67,000	75,322
This account covers the annual payments under a lease purchase agreement.							
56289200 829000	Capital Outlay	14,368	60,000	60,000	1,650	60,000	160,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Water Conestoga Trmt Plant Exp	2,388,364	3,327,524	3,309,024	2,017,911	2,711,404	3,512,226

**CITY OF LANCASTER  
STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WATER: CONESTOGA TREATMENT PLANT**

56289200	611500	1.00	PLANT MAINT SUPERVIS	75,000
56289200	611500	1.00	WATER PLANT SUPERVIS	87,790
56289200	611500	1.00	LABORER	46,961
56289200	611500	1.00	INSTRUMENT TECH	64,716
56289200	611500	1.00	PLANT MAINT MECHANIC	62,679
56289200	611500	1.00	PLANT MAINT MECH 3	68,613
56289200	611500	1.00	PLANT MAINT MECH 3	59,172
56289200	611500	1.00	PLANT MAINT MECH 3	62,857
56289200	611500	1.00	WATER PLANT OP 2	58,957
56289200	611500	1.00	WATER PLANT OP 2	65,148
56289200	611500	1.00	WATER PLANT OP 2	62,642
56289200	611500	1.00	WATER PLANT OP 2	53,794
56289200	611500	1.00	WATER PLANT OP 2	57,101
56289200	611500	1.00	WATER PLANT OP 2	55,447
56289200	611500	1.00	WATER PLANT OP 2	62,642
56289200	611500	1.00	WATER PLANT OP 2	55,447
56289200	611500	1.00	WATER PLANT OP 2	53,701
			Bonus & Merit Pay -AFSCME	19,073
<b>TOTAL 611500 EMPLOYEES</b>		<b>17.00</b>		<b>1,071,740</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Water - Expenses</b>							
<b>Water Transmission/Dist Exp</b>							
56289400 611500	Salaried Personnel	1,203,212	1,417,635	1,414,998	1,021,255	1,218,771	1,452,900
Covers salaries of the Bureau of Water - T & D employees.							
56289400 612000	Salary Temporary	0	19,000	19,000	0	19,000	24,000
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	42,358	60,000	60,000	27,583	39,000	60,000
The weather, the age of the system, and the increased size of the system were considered in estimating the overtime budget. This line also covers crews performing special flushing and maintenace duties, along with special assignments and assisting with City snow plowing.							
56289400 723000	Maint. - Equipment	2,146	7,000	7,000	2,960	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	176,098	210,000	210,000	131,330	210,000	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	102,906	130,000	130,000	21,761	130,000	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	91,172	100,000	100,000	46,988	100,000	100,000



The Motor Vehicle Section maintains construction equipment and vehicles such as backhoes, loaders, compressor trucks, dump trucks and pick-up trucks. This item covers the cost of maintaining these vehicles at outside repair facilities and the City's Central Garage, including any emissions monitoring/control requirements. Also the payment of GPS tracking on several vehicles used for winter road maintenance.							
<b>56289400 741000</b>	<b>Professional Services</b>	<b>22,698</b>	<b>26,000</b>	<b>26,000</b>	<b>1,719</b>	<b>26,000</b>	<b>26,000</b>
This line item covers professional services for the Transmission and Distribution system, including Leak Detection.							
<b>56289400 744000</b>	<b>Contract Services</b>	<b>12,090</b>	<b>51,000</b>	<b>51,000</b>	<b>18,959</b>	<b>51,000</b>	<b>51,000</b>
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.							
<b>56289400 747000</b>	<b>Trench Paving</b>	<b>154,871</b>	<b>500,000</b>	<b>415,000</b>	<b>401,785</b>	<b>490,000</b>	<b>490,000</b>
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.							
<b>56289400 747500</b>	<b>Curb &amp; Sidewalk</b>	<b>0</b>	<b>100,000</b>	<b>185,000</b>	<b>109,435</b>	<b>180,000</b>	<b>130,000</b>
This line item covers the cost of replacing sidewalks removed during the installation of water service lines, maintenance operations and fire hydrants. Work to be done by outside contract and City forces.							
<b>56289400 748200</b>	<b>Stone</b>	<b>77,000</b>	<b>110,000</b>	<b>110,000</b>	<b>79,917</b>	<b>110,000</b>	<b>110,000</b>
Purchase of stone for trench repairs.							
<b>56289400 748400</b>	<b>Spoil Removal</b>	<b>6,721</b>	<b>20,000</b>	<b>20,000</b>	<b>7,434</b>	<b>20,000</b>	<b>20,000</b>
Costs of removal of debris, etc. from trench digging and repair. Also the cost of removal of debris from the vector pit at WWTP to the landfill.							
<b>56289400 760600</b>	<b>Operating Supplies</b>	<b>59,868</b>	<b>200,000</b>	<b>193,000</b>	<b>51,775</b>	<b>193,000</b>	<b>193,000</b>
The purchase of items such as grease, lubricants, motor oil, gasket materials, drafting supplies, rental of acetylene/oxygen tanks, print paper, meal tickets, hand tools, fax and copier and computer supplies, janitorial supplies, CDL reimbursement, and saw blades. also used for purchase of material for new pipe construction crew							
<b>56289400 765400</b>	<b>Gas Oil &amp; Diesel</b>	<b>88,927</b>	<b>72,000</b>	<b>72,000</b>	<b>48,930</b>	<b>72,000</b>	<b>72,000</b>

Gasoline, diesel and cng fuels are included in this line item.							
56289400 820000	Minor Equipment	23,541	39,000	39,000	32,301	39,000	39,000
This item covers the purchase of minor equipment.							
56289400 824000	Hydrants	78,256	80,000	87,000	48,624	87,000	87,000
This line item covers the repair, replacement and purchase of new fire hydrants, and the purchase of fire hydrant security devices. These devices are approved by the City Fire Department and recommended to prevent terrorism, vandalism and unauthorized flushing. This line item also covers the cost of painting materials for summer hydrant painting reinstituted in 2006.							
56289400 827100	Vehicle-Lease Purchase	0	177,059	177,059	75,373	177,059	215,603
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	101,405	300,000	300,000	255,582	0	470,000
This line item covers the relining and/or replacement of distribution mains due to age and deterioration that result in broken mains and brown water complaints. This line item also includes lease payments on the East Pump Station, High lease payment, school distict lease payment for south tank, and Millersville Borough water line replacement							
TOTAL	Water Transmission/Dist Exp	2,243,267	3,618,694	3,616,057	2,383,711	3,168,830	3,887,503

**CITY OF LANCASTER  
STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WATER: TRANSMISSION & DISTRIBUTION**

56289400	611500	1.00	MGR WATER DISTRIBUTION	92,700
56289400	611500	0.25	GIS ANALYST	15,696
56289400	611500	0.25	GIS COORDINATOR	19,763
56289400	611500	0.50	UTILITY ENGINEERING TECHNICIAN/GIS	40,000
56289400	611500	0.50	PRKS MTN AND CON. SU	32,808
56289400	611500	1.00	LABOR SUPERVISOR 1	83,329
56289400	611500	1.00	LABOR SUPERVISOR 1	79,541
56289400	611500	1.00	LABOR SUPERVISOR 2	77,900
56289400	611500	1.00	CONSTRUCTION FOREMAN	86,326
56289400	611500	0.75	PW CONSTRUCTION SUPE	68,432
56289400	611500	0.25	PW PROJECT MANAGER	20,816
56289400	611500	1.00	PIPELAYER	46,666
56289400	611500	1.00	LABORER	42,807
56289400	611500	1.00	MAINTENANCE WORKER	45,288
56289400	611500	1.00	MAINTENANCE WORKER	53,737
56289400	611500	1.00	MAINTENANCE WORKER	46,760
56289400	611500	1.00	MAINTENANCE WORKER	46,760
56289400	611500	1.00	UTILITY LOCATOR	59,443
56289400	611500	1.00	UTILITY LOCATOR	61,820
56289400	611500	1.00	EO 1	47,096
56289400	611500	1.00	EO 1	46,666
56289400	611500	1.00	EO 1	46,666
56289400	611500	1.00	EO 1	55,586
56289400	611500	1.00	EO 1	51,624
56289400	611500	1.00	EO 1	46,666
56289400	611500	1.00	EO 2	59,764
56289400	611500	1.00	EO 2	59,549
			Bonus & Merit Pay -AFSCME	18,691
<b>TOTAL 611500 EMPLOYEES</b>	<b>23.50</b>			<b>1,452,900</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Water - Expenses</b>							
<b>Water Meter Shop Exp</b>							
56289500 611500	Salaried Personnel	487,973	590,682	590,682	395,795	458,609	557,145
This account provides for the salaries of the Meter Shop.							
56289500 618500	Overtime	886	10,000	10,000	1,584	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	21,722	85,000	85,000	54,937	85,000	85,000
This account covers all field and office supplies needed for Meter Shop repairs and installations.							
56289500 729000	Maint. - Vehicles	24,916	15,000	15,000	10,205	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	12,523	15,000	15,000	7,218	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	38,491	85,000	85,000	51,113	85,000	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 827000	Vehicles	0	0	0	0	0	3,838
Vehicle Lease.							
56289500 827100	Vehicle-Lease Purchase	0	47,883	47,883	12,172	47,883	42,738
This code is for the lease purchase and replacement of vehicles used for the Meter Shop, Engineering and part of Treasury vehicle.							
TOTAL	Water Meter Shop Exp	586,511	848,565	848,565	533,024	716,492	813,721

**CITY OF LANCASTER  
STAFFING SCHEDULE**

**2024 BUDGET**

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WATER: METER SHOP**

56289500	611500	1.00	WATER METER SUPER	69,000
56289500	611500	1.00	PW PROJECT MANAGER - LEAD LINE ADMINISTRAT	65,000
56289500	611500	1.00	WATER SERVICE CLERK	56,867
56289500	611500	1.00	WATER ACCNT ANALYST	56,867
56289500	611500	1.00	COORDINATOR-- BACKFLOW CROSS-CONNECTION	55,000
56289500	611500	1.00	WATER METER TECH	53,242
56289500	611500	1.00	WATER METER TECH	53,242
56289500	611500	1.00	WATER METER TECH	53,242
56289500	611500	1.00	WATER METER TECH	53,242
56289500	611500	0.70	UTILITY SERV COORD	33,405
56289500	611500	0.70	UTILITY SERV COORD	-
			Bonus & Merit Pay -AFSCME	8,038
<b>TOTAL 611500 EMPLOYEES</b>		<b>10.40</b>		<b>557,145</b>

			2022	2023	2023	EXPENDED	2023	2024
			ACTUAL	ORIGINAL	AMENDED	YTD	PROJECTED	PROPOSED
				BUDGET	BUDGET	11/11/2023		
Water - Expenses								
Water Grounds Maintenance Exp								
56289600	611500	Salaried Personnel	262,155	262,971	262,971	254,490	297,308	268,350
Salaries of the Water - Grounds Maintenance personnel.								
56289600	612000	Salary Temporary	377	10,000	10,000	19,138	15,000	15,000
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).								
56289600	618500	Overtime	3,562	8,500	8,500	3,214	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	1,032	2,700	2,700	0	2,000	3,240
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	0	5,000	2,000	0	1,000	5,000
This code is for the repair and maintenance of all grounds maintenance equipment.								
56289600	729000	Maint. - Vehicles	6,776	8,000	18,000	16,858	20,000	18,000
This code is for vehicle repair and maintenance of motor vehicles.								
56289600	760600	Operating Supplies	16,922	1,500	1,500	230	1,500	1,500
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.								
56289600	765400	Gas Oil & Diesel	8,233	9,000	9,000	4,715	6,000	9,000
This code is the gasoline expenses for equipment and vehicles.								
56289600	820000	Minor Equipment	0	11,000	4,000	0	0	0
This code is to purchase minor equipment for water grounds maintenance								
56289600	827100	Vehicle-Lease Purchase	0	27,000	27,000	26,698	27,000	53,060
This covers the annual payments required under a lease payment agreement.								

TOTAL	Water Grounds Maintenance Exp	299,056	346,171	346,171	325,343	374,308	382,150
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CITY OF LANCASTER  
STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WATER: GROUNDS MAINTENANCE**

56289600	611500	0.30	LABOR SUPERVISOR 1	20,908
56289600	611500	1.00	UTILITY OPERATOR	48,183
56289600	611500	0.40	UTILITY OPERATOR	22,149
56289600	611500	1.00	LABORER	42,807
56289600	611500	1.00	LABORER	42,807
56289600	611500	1.00	LABORER	42,807
56289600	611500	1.00	LABORER	42,807
			Bonus & Merit Pay -AFSCME	5,882

<b>TOTAL 611500 EMPLOYEES</b>	<b>5.70</b>			<b>268,350</b>
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		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Water - Expenses</b>							
Water Laboratory Exp~							
56289800 611500	Salaried Personnel	314,697	321,273	321,273	260,551	296,355	329,540
This line item accounts for the salaries of the Water Quality Laboratory.							
56289800 618500	Overtime	8,141	5,000	5,000	3,621	3,000	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	200	1,000	1,000	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	40,660	38,250	38,250	29,378	36,000	50,000
This account provides for tests required by PA DEP/EPA regulations, to be analyzed by a certified laboratory. The provisions of the Safe Drinking Water Act relative to the Disinfection By-Product Stage 1 & 2 Rules and LT2 Enhanced Surface Water Treatment Rule regulations require analysis for HAAs, TTHMs, TOC, UV-254 and alkalinity.							
56289800 761500	Laboratory Supplies	57,904	55,000	92,000	61,627	75,000	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	15,000	15,000	0	15,000	9,036
This account is for the lease/purchase of a new vehicles for the water laboratory.							
TOTAL	Water Laboratory Exp~	421,602	435,523	472,523	355,377	425,855	449,576
TOTAL	Water - Expenses	25,869,462	35,742,894	35,742,894	28,579,242	33,363,099	37,262,041

CITY OF LANCASTER  
STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WATER: LABORATORY**

56289800	611500	1.00	WATER QUALITY SUP	78,359
56289800	611500	1.00	WATER QUALITY ANALYS	60,180
56289800	611500	1.00	WATER QUALITY ANALYS	64,755
56289800	611500	1.00	WATER LAB TECH 1	61,820
56289800	611500	1.00	WTR PLT OP 1	61,820
			Bonus & Merit Pay -AFSCME	2,606

<b>TOTAL 611500 EMPLOYEES</b>	<b>5.00</b>			<b>329,540</b>
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CITY OF LANCASTER

# **SOLID WASTE & RECYCLING FUND**



CITY OF  
LANCASTER

2024 BUDGET

**CITY OF LANCASTER**  
**SOLID WASTE & RECYCLING FUND REVENUE SUMMARY**  
**2023 BUDGET VS. 2024 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2023 BUDGET</u></b> (as amended)	<b><u>2023 PROJECTED</u></b>	<b><u>2024 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)
Fees for Services	\$5,630,600	\$5,630,600	\$5,630,600	\$0	0.0%
Miscellaneous Revenue	\$312,500	\$367,435	\$350,000	\$37,500	12.0%
Other Income	\$38,200	\$25,394	\$26,156	(\$12,044)	-31.5%
LCSWMA Rebate	\$195,840	\$140,000	\$195,840	\$0	0.0%
<b>TOTAL SW&amp;R FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$6,177,140</b>	<b>\$6,163,429</b>	<b>\$6,202,596</b>	<b>\$25,456</b>	<b>0.4%</b>
<b>Surplus/(Deficit)</b>	<b>\$45,000</b>	<b>\$204,096</b>	<b>(\$213,336)</b>		

**CITY OF LANCASTER**  
**SOLID WASTE & RECYCLING FUND EXPENSE SUMMARY**  
**2023 BUDGET VS. 2024 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2023 BUDGET</u></b> (as amended)	<b><u>2023 PROJECTED</u></b>	<b><u>2024 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b> (vs. 2023 Budget)
Administration	\$6,132,140	\$5,959,333	\$6,415,932	\$283,792	4.6%
<b>TOTAL SW&amp;R FUND EXPENSES</b>	<b>\$6,132,140</b>	<b>\$5,959,333</b>	<b>\$6,415,932</b>	<b>\$283,792</b>	<b>4.6%</b>

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	RECEIVED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Solid Waste &amp; Recycling - Revenues</b>							
<b>SWR Revenue</b>							
56300000 400500	Penalty Current Tax	90,184	80,000	80,000	109,981	109,000	100,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.							
56300000 402600	SWR Admin Tickets	75	0	0	25	0	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	37,276	38,200	38,200	25,394	25,394	26,156
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	159,119	172,500	172,500	168,196	172,435	160,000
DEP Section 904 Performance Grant based on documented tons of recycled materials.							
56300000 408000	Miscellaneous Revenue	121,522	60,000	60,000	64,710	86,000	90,000
Revenue is derived from the sale of miscellaneous recyclable materials.							
56300000 413600	Discounts Taken (contra)	42,190	0	0	51,443	0	0
Discounts earned for early payment are recognized as revenues in Munis.							
56300000 417200	Trash Fees	5,259,047	5,630,600	5,630,600	5,622,444	5,630,600	5,630,600
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.							
56300000 417300	LCSWMA Rebate	177,862	195,840	195,840	92,477	140,000	195,840
Revenue is derived from a rebate based on the total tons of waste disposed of at the Lancaster County Solid Waste Management Authority.							
TOTAL	SWR Revenue	5,802,896	6,177,140	6,177,140	6,031,784	6,163,429	6,202,596
TOTAL	Solid Waste & Recycling - Revenues	5,802,896	6,177,140	6,177,140	6,031,784	6,163,429	6,202,596

		2022 ACTUAL	2023 ORIGINAL BUDGET	2023 AMENDED BUDGET	EXPENDED YTD 11/11/2023	2023 PROJECTED	2024 PROPOSED
<b>Solid Waste &amp; Recycling - Expenses</b>							
<b>SWR Expenses</b>							
56387000 611000	Salary - Bureau Chief	26,220	131,065	131,065	9,504	11,493	127,000
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	450,646	489,922	484,122	399,813	472,538	516,123
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	1,403	3,000	8,800	8,019	0	0
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	2,645	3,000	3,000	1,204	2,500	3,000
Overtime paid to staff for Saturday, extra hours and holiday hours working at the Recycling Center, collecting Organic Food Waste/Recyclable Materials, or performing other program duties.							
56387000 620200	Medical Insurance	175,000	175,000	175,000	160,417	175,000	128,000
Medical insurance for Program Staff.							
56387000 620300	Dental/Vision	4,693	6,000	6,000	2,987	6,000	6,000
Dental and eye insurance premiums for Program Staff.							
56387000 620800	Social Security	35,383	43,000	43,000	30,036	43,000	44,290
Social security payments for Program Staff.							
56387000 620900	Life Insurance	1,065	1,300	1,300	1,013	1,300	1,300
Life insurance expenses for Program Staff.							





<b>56387000 732000</b>	<b>Dues &amp; Subscriptions</b>	<b>973</b>	<b>2,500</b>	<b>750</b>	<b>707</b>	<b>1,500</b>	<b>11,700</b>
Membership dues for professional organizations and subscriptions to trade journals. Also Departments share of Asset Managment Software costs.							
<b>56387000 734000</b>	<b>Postage</b>	<b>47,116</b>	<b>61,790</b>	<b>61,790</b>	<b>50,121</b>	<b>61,790</b>	<b>74,790</b>
Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail, new customer startup packets and the annual newsletter.							
<b>56387000 735000</b>	<b>Printing</b>	<b>1,558</b>	<b>6,300</b>	<b>6,811</b>	<b>6,811</b>	<b>6,646</b>	<b>8,000</b>
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.							
<b>56387000 736000</b>	<b>Telephone</b>	<b>8,245</b>	<b>9,850</b>	<b>7,850</b>	<b>5,505</b>	<b>9,350</b>	<b>9,850</b>
Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.							
<b>56387000 737000</b>	<b>Travel</b>	<b>315</b>	<b>3,600</b>	<b>1,550</b>	<b>507</b>	<b>600</b>	<b>3,150</b>
Costs for Program Staff to attend workshops, seminars, classes and conferences at regional, state and national forums in the solid waste and recycling industry.							
<b>56387000 741000</b>	<b>Professional Services</b>	<b>13,658</b>	<b>18,000</b>	<b>18,000</b>	<b>22,365</b>	<b>18,000</b>	<b>25,000</b>
External services including legal counsel and auditing.							
<b>56387000 743100</b>	<b>Credit Card Fees</b>	<b>3,010</b>	<b>3,000</b>	<b>3,000</b>	<b>0</b>	<b>3,500</b>	<b>3,500</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 Solid Waste and Recycling bill in the Treasury Office.							
<b>56387000 744500</b>	<b>Training &amp; School</b>	<b>2,630</b>	<b>5,000</b>	<b>2,335</b>	<b>1,070</b>	<b>1,000</b>	<b>4,000</b>
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.							
<b>56387000 745100</b>	<b>Hauling Fees</b>	<b>2,413,769</b>	<b>2,654,491</b>	<b>2,654,491</b>	<b>2,161,197</b>	<b>2,654,491</b>	<b>2,747,436</b>
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.							
<b>56387000 745200</b>	<b>Tipping Fees</b>	<b>1,783,228</b>	<b>2,040,000</b>	<b>2,040,000</b>	<b>1,727,397</b>	<b>2,040,000</b>	<b>2,202,200</b>

Tipping fees charged to dispose of the Contract Waste collected by Penn Waste, Inc. at LCSWMA Facilities; for Recyclable Materials collected and delivered to LCSWMA and other Recycling Facilities; and for contract services for White Goods collection.								
56387000	752000	Power Electric	2,422	3,000	3,000	2,243	3,000	3,000
Electricity to operate the Recycling Center.								
56387000	760300	Office Supplies	3,231	3,600	3,600	1,984	2,100	3,600
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.								
56387000	760600	Operating Supplies	64,454	75,000	78,154	73,926	64,653	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	10,760	10,000	10,000	6,197	9,000	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	3,483	5,800	5,800	2,929	5,800	5,000
Natural Gas to heat the Recycling Center.								
56387000	772000	Insurance Package	7,846	9,000	9,000	8,302	9,000	9,000
Property and liability coverage for all Bureau facilities and vehicles.								
56387000	820000	Minor Equipment	2,711	8,000	8,000	7,977	8,000	8,500
Incidental equipment needed for Program Staff.								
56387000	827100	Vehicle-Lease Purchase	0	27,521	23,423	6,409	27,521	90,819
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	163,680	163,680	150,040	163,680	147,134
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	1,352	0	0	0	0	0
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.								
TOTAL	SWR Expenses		5,340,915	6,132,140	6,132,140	4,987,061	5,959,333	6,415,932

<b>TOTAL</b>	<b>Solid Waste &amp; Recycling - Expenses</b>	<b>5,340,915</b>	<b>6,132,140</b>	<b>6,132,140</b>	<b>4,987,061</b>	<b>5,959,333</b>	<b>6,415,932</b>
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CITY OF LANCASTER

STAFFING SCHEDULE

2024 BUDGET

APPROPRIATION CODE	FTE	POSITION	SALARY
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**BUREAU OF WASTE AND RECYCLING: ADMINISTRATION**

56387000	611000	0.08 DEP DIRECTOR PW CONS	12,000
56387000	611000	1.00 MANAGER - SOLID WASTE AND RECYCLING	115,000
<b>TOTAL 611000 EMPLOYEES</b>		<b>1.08</b>	<b>127,000</b>
56387000	611000	1.00 SUPERVISOR - SOLID WASTE AND RECYCLING	65,000
56387000	611500	0.14 Chief Bureau of Treasury	12,004
56387000	611500	0.05 COMM. MANAGER	2,971
56387000	611500	0.14 CUSTOMER CARE SUP	8,720
56387000	611500	0.14 CASHIER SERV CLERK	5,982
56387000	611500	0.14 CASHIER SERV CLERK	5,982
56387000	611500	0.14 CASHIER SERV CLERK	5,982
56387000	611500	0.14 CASHIER SERV CLERK	6,563
56387000	611500	0.14 ADMIN SUPPORT CLERK	7,241
56387000	611500	0.14 CUSTOMER CARE COORD	6,898
56387000	611500	0.14 CUSTOMER CARE COORD	7,122
56387000	611500	0.14 CUSTOMER CARE COORD	7,568
56387000	611500	0.14 CUSTOMER CARE COORD	6,898
56387000	611500	0.14 CUSTOMER CARE COORD	6,898
56387000	611500	0.14 BILLING COORD 2	6,898
56387000	611500	0.14 BILLING COORD 2	6,898
56387000	611500	0.14 BILLING COORD 2	6,898

56387000	611500	0.14 REVENUE CLERK	7,098
56387000	611500	0.14 REVENUE CLERK	6,825
56387000	611500	1.00 SWEEP OFFICER	57,156
56387000	611500	1.00 SWEEP OFFICER	61,820
56387000	611500	1.00 SOLWSTE REC CS COORD	60,185
56387000	611500	1.00 RECYCLG LABORER	42,807
56387000	611500	1.00 RECYCLG LABORER	42,807
56387000	611500	1.00 MAINTENANCE WORKER	53,737
		Bonus & Merit Pay -AFSCME	7,161
<b>TOTAL 6115 EMPLOYEES</b>		<b>11.52</b>	<b>516,123</b>
<b>TOTAL EMPLOYEES</b>		<b>12.60</b>	<b>643,122.78</b>