



CITY OF
LANCASTER

Proposed 2026 Budget

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

Danene Sorace
Mayor

2026 Budget Address
Danene Sorace, Mayor
City of Lancaster

It is September 23rd and I am introducing the 2026 budget. This may be the earliest that any mayor in recent history has introduced a budget and is one of the many changes brought by the adoption of the Home Rule Charter last year, approved by 68% of voters.

The Home Rule charter has institutionalized a set of best management practices that really define my administration's strategic priority of sound government. With Home Rule, Council and the public not only have a budget introduced earlier than before, but also a comprehensive capital plan encompassing the general fund and each of the utilities. Council has been engaged in a review of the capital plan for several months and will be voting on the capital plan later this evening.

In addition, a new controller with additional responsibilities and input into the city's accounting practices, financial policies and budgeting will be elected on November 4th, alongside a new mayor and council majority.

Plus, the administrative code, under review by Council now, contemplates a set of financial policies including an official fund balance policy, investment policy and debt policy further institutionalizing best practices.

Perhaps most notably, the Home Rule Charter allows us to move away from a cycle of regular property tax increases by adjusting the earned income tax. This was done last year and as a result, we are projecting a projecting an 11% increase in earned income tax revenues in 2026.

Finally, relative to this budget message, the Home Rule Charter also lays out what my message should include. So, let's get those portions out of the way.

1. In the 2026 general fund, we are projecting \$81.8M in revenues and \$81.7 in expenses. **No property tax or earned income tax increase is proposed.** On the revenue side, overall income is projected to rise just 2%, which is actually a bit higher than we anticipated given that this is the first budget without American Rescue Plan Act Funds. There are a couple of other bright spots including increases in investment earnings and permit fees, which I'll come back to.

On the expense side, there is a projected increase of 6%, which is 2% higher than our goal of 4% due to a variety of factors including health insurance, up 5%, and staffing including the restoration of a Chief of Staff position for incoming administration, the filling of vacant positions, and the addition of a few new positions. Additionally, we have been making adjustments to salary allocations between the general fund and utilities. As you are aware, we have positions whose job responsibilities are split between the general fund and utilities. Approximately \$360,000 has been moved from various utilities back to the general fund, primarily impacting the Department of Public Works.

Within the enterprise funds, **there are no proposed increases in trash and recycling, stormwater, sewer or water for inside city customers.** However, next week we are filing a

rate case before the Public Utility Commission to raise water rates for outside city customers. We expect these rates to go into effect in mid-2026.

I also want to highlight our general fund reserve. In 2025, we projected adding \$2.4M to the general fund reserve. However, because of increases in Earned Income Tax and permitting revenues, not including the \$7.8M in building permit revenues related to the Chirisa project, we anticipate ending this year with \$4.7M in additional revenue. We are requesting that \$1M be allocated to the 2026 budget. This still provides a fund balance contribution of \$3.7M and will increase our fund balance percent from 17 percent to 22 percent, which is aligned with the proposed fund balance policy in the administrative code.

The \$7.8M generated from the Chirisa project at 260 Greenfield Road is a total outlier. In consultation with our auditor, this will be treated similar to grant. Meaning, it is not showing in the revenues or expenses related to the 2026 budget. A separate report will be provided to Council outlining all revenues and expenses related to the data center. Council will have some decisions to make related to the utilization of these funds, for which I will be preparing a separate memo for consideration.

2. There are no significant changes to the work of the city included in this budget. However, I do want to call your attention to one area of our operations that you will be hearing more about during the department budget presentations and that is permitting. On average, the city receives approximately 3,000 permits annually, 80% of which are building permits. Permitting is a complicated government function with multiple city departments providing review and has been a source of ongoing frustration – both internally and externally. We've been listening and as I reported to Council last month we have been making progress and there is much more work to do to make it faster, clearer, and fully online.

This budget proposes additional investments in centralizing permitting within Administrative Services, since nearly every department has a permitting role. You'll hear more details in the department budget presentations. I want to emphasize that while this area requires additional improvements, we are also offsetting added costs by being more strategic about what kinds of work are outsourced. In turn, this generating the additional revenue to support these costs.

3. While we usually only discuss the city's debt position when we are soliciting a bond, this is a good moment to note progress. Earlier in my tenure, the city's credit outlook had been downgraded by Moody's to a negative outlook, then neutral, and now we are positive, in large measure because we demonstrated our willingness to strengthen our financial position by moving to Home Rule and increasing our Earned Income Tax.
4. Additional information regarding the budget will be presented at the October 6th Council Committee Meeting, along with the detailed line-item budget, followed by two rounds of department budget presentations. The first set of department budget presentations will be

on Tuesday, October 21st and the second will be on Tuesday, November 18th. These sessions replace the all-day Saturday session traditionally held in December.

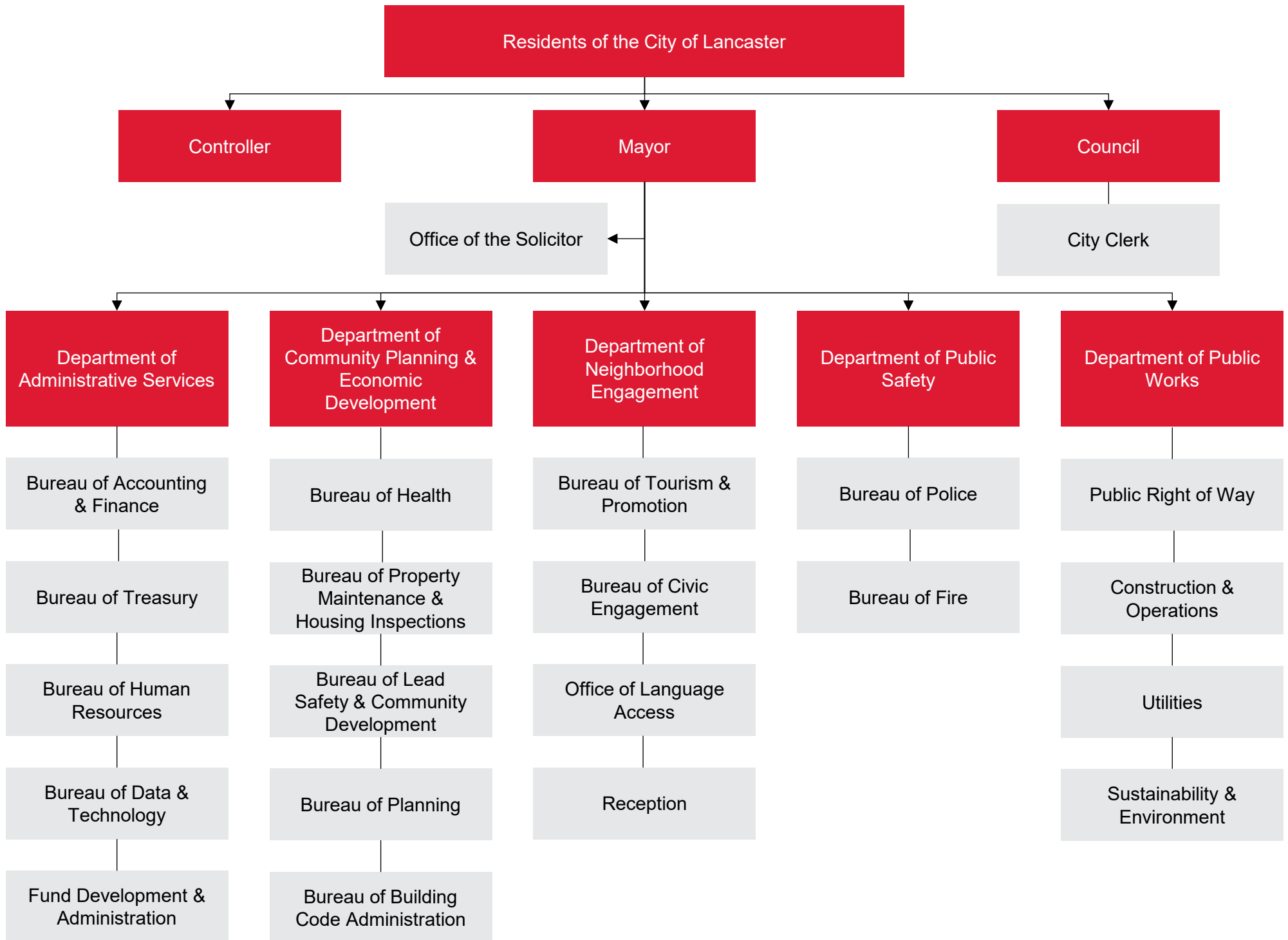
As I prepared this final budget address, I revisited Mayor Gray's final budget message delivered in 2017. He noted that over his twelve years, a priority was restoring the City's fiscal stability. Through practices that his administration put in place, a \$69M deficit by 2012 was averted. Over the last eight years, we have built on this foundation, and I'm pleased to say that with the passage of Home Rule we have eliminated our structural deficit. It is a really big deal!

However, continued fiscal restraint *and* a continued strong economy are both necessary for the city's long term financial health. A downturn in either will have consequences, which is why I urge future administrations and councils to continue holding the line on spending and tax increases.

Finally, I want to thank the staff who have been working on the budget for months, especially the accounting team under Director Campbell's leadership. This is truly a team effort and has been one of the smoothest budget processes, especially given that this is being delivered months earlier.

I look forward to continued conversation in the months ahead and thank you Council for the opportunity to present my final budget message.

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.

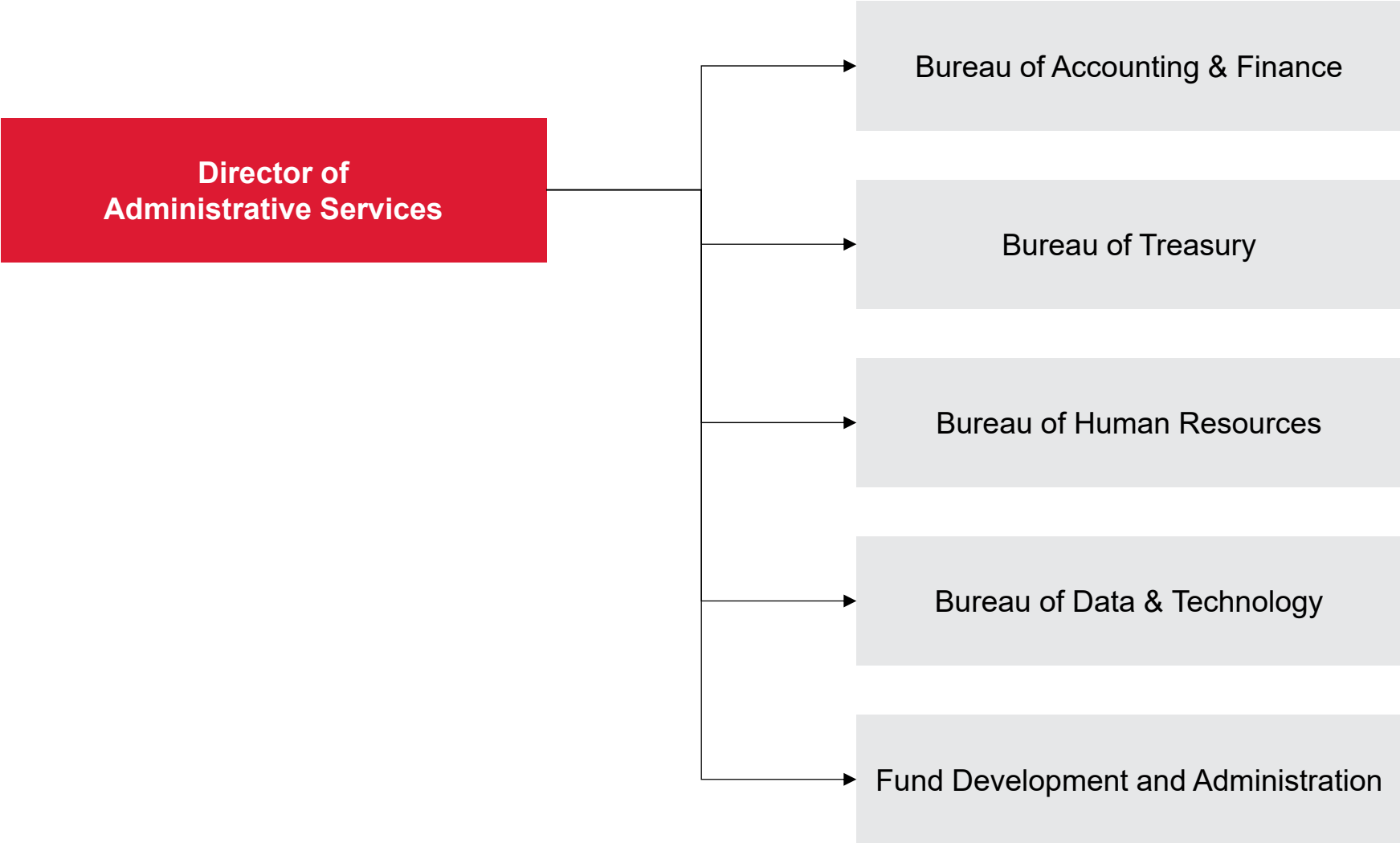
The Office of the Mayor directs and coordinates all City operations and services. Department Directors including Community Planning and Economic Development, Neighborhood Engagement, Administrative Services, and Public Works report directly to the Mayor. In addition, as Director of Public Safety, the 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 Chief of Staff and Deputy Chief of Staff who manages strategic priorities, policy efforts and communications across the entirety of city operations. They are supported by 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, assistant solicitor or law clerk, 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. In 2026, the Department of Administrative Service will also take on oversight of the cross-departmental permitting functions for the City.

OFFICE OF DIRECTOR

The Office of the Director of Administrative Services includes the Director of Administrative Services, an Office Manager 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 in conjunction with the Department of Public Works. 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.

In 2026, the Department of Administrative Services will begin oversight of the cross-departmental permitting process for the City. We will explore the best structure and approach for this process to ensure greatest success for all of our residents and customers.

BUREAU OF ACCOUNTING AND FINANCE

The Bureau of Accounting and Finance oversees a voucher system used to review and authorize the processing of more than 23,000 accounts payable invoices annually. It manages payments across all City fund types and account groups and handles payroll services for over 580 employees.

The Bureau maintains financial records for the City's General Fund, four Enterprise Funds (Stormwater Management, Sewer, Water, and Solid Waste & Recycling), and nearly 40 additional funds, including Capital Projects, Special Revenue, and Trust and Agency funds. It is also responsible for preparing billings and adjustments related to various Police services, bulk sewer services, and industrial waste surcharges.

In addition, the Bureau prepares the City's regular financial statements, records monthly journal entries, and performs monthly reconciliations of both bank statements and general ledger accounts. It also supports the City's annual audit by providing detailed work papers to independent auditors. As part of the annual audit process, the Bureau also prepares the Schedule of Expenditures of Federal Awards (SEFA), which details the City's use of federal funds in compliance with Uniform Guidance requirements.

BUREAU OF TREASURY

The Bureau of Treasury oversees approximately 85,000 accounts for City property taxes, Water and Sewer services, Stormwater Management and Solid Waste & Recycling. Key responsibilities include delivering data-

driven reports and statistical insights for decision making and efficiency, data maintenance, monthly billing for utility customers, quarterly billing for solid waste and recycling accounts, and both annual and installment billing for property tax accounts. The Bureau also handles payment processing, account reconciliation, and the collection of delinquent accounts

Each year, Bureau staff handle more than 100,000 phone and email inquiries and processes over 650,000 payment transactions through mail, online platforms, and in-person payments. The Bureau also manages the City's mailroom, overseeing all incoming and outgoing correspondence.

To enhance efficiency and improve customer service, the Bureau offers paperless billing for utility services, as well as multiple payment options, including online and pay-by-phone. In July 2025, the City launched a new payment portal, providing utility customers with expanded features such as account review tools, payment history access, and autopay enrollment.

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.

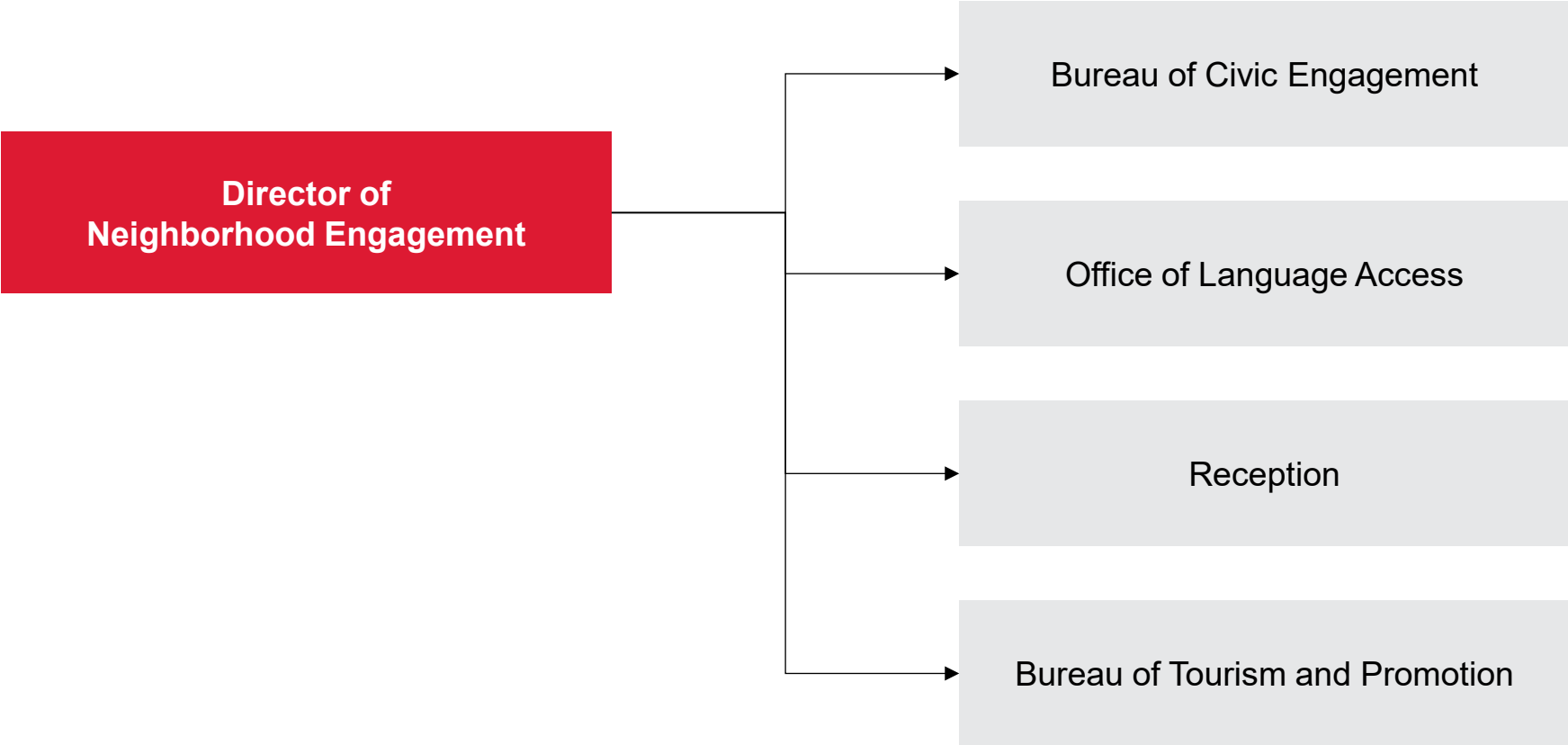
The Bureau of Human Resources recruits new employees, and processes newly employed or retired personnel. The Bureau manages all labor relations including contract negotiations with two uniformed unions and one non-uniformed union. The Bureau ensures adherence to labor contract provisions and utilizes 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 has worked to improve efficiencies and improve the customer (applicants, employees and retirees) experience. The Bureau plans to launch a Learning and Development program in 2025 to ensure that all City staff have the tools they need to be successful in their jobs.

BUREAU OF DATA AND INFORMATION TECHNOLOGY

The Bureau of Data and Information Technology provides technology support to all City operations; maintains the City's wide area fiber network; supports and administers a wide library of software including the City's Munis ERP, Cityview for licensing and permitting, Cityworks for asset and inventory management; provides support to departments seeking new technology solutions to improve efficiencies and reduce expenses. This team 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 offers expertise 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.

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.

The department has 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 Manager 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, culture, and community life in the City of Lancaster. Its mission is to promote the city's most valuable assets, its people, neighborhoods, and cultural vibrancy meanwhile forging partnerships that improve quality of life, strengthen economic prosperity, and enhance Lancaster's appeal as both a destination and a place to call home. In 2024, the Bureau launched the city's first-ever Tourism Master Plan, establishing a comprehensive approach to advancing Lancaster's tourism landscape and aligning it with neighborhood vitality and digital engagement.

The Bureau operates through two key divisions: the Lancaster Office of Promotions (LOOP) and the Welcome Center. LOOP manages special event permitting, event planning, communications and marketing, and tourism planning, ensuring that the city's cultural celebrations and public events are coordinated and accessible. The Welcome Center serves as a hub for visitors and residents alike, offering concierge services, guided walking tours, city branded merchandise, and information on Lancaster's

destinations. Together, LOOP and the Welcome Center create meaningful connections between residents, visitors, and local businesses, elevating Lancaster's profile as a welcoming, vibrant, and culturally rich city.

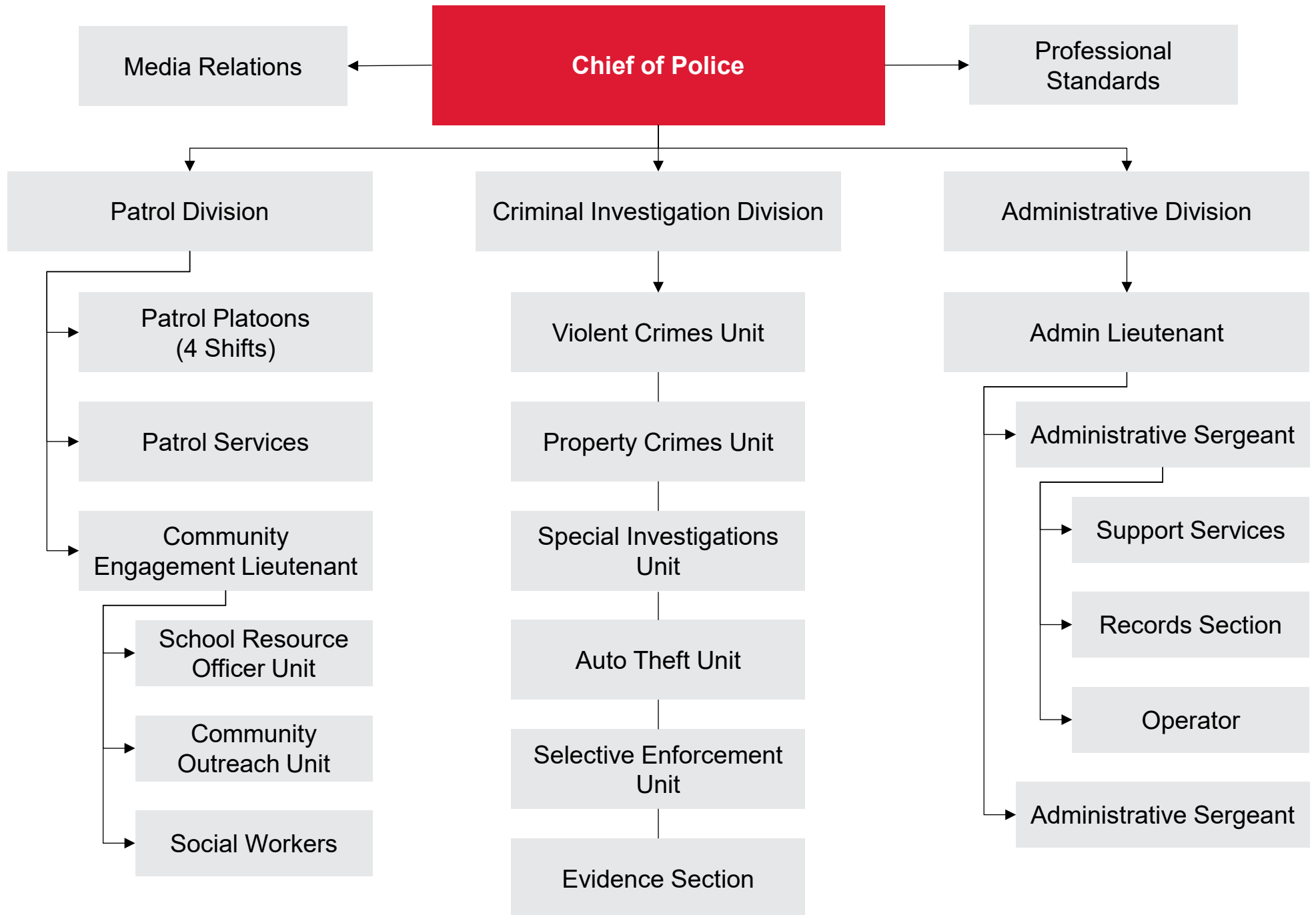
BUREAU OF CIVIC ENGAGEMENT

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 new this year the Neighborhood Art Program, engaging residents through various art mediums. 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, Engagement Specialist, and Engagement Coordinator 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.

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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 has the 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 Lieutenant also supervises the Police Social Service Workers. This position also works closely with the Bureau Communications Manager and their duties. 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 also focuses on managing community engagement including working with neighborhood stakeholders throughout the city, community engagement such as shop with a cop, recruitment efforts for the Bureau and is 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 encounter 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 youths 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 a law enforcement apprenticeship program designed to provide young people ages 18-21 years old, 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 includes an extensive background investigation and oral interview.

The Patrol Services Section coordinates the maintenance of the Police Bureau's vehicle fleet, and supervises the CSA's 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.

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 two sections to ensure that all types of crime are addressed. The division also has three trained Polygraph Examiners which support both units as well as background screening for the entire Bureau.

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 Major Crimes Unit, is the combination of the Violent Crime Unit and Property Crime Unit.

Detectives in this unit investigate crimes such as homicide, aggravated assault and robbery, including gang related crimes and other violent crimes committed by serial offenders. This Unit also reviews and analyzes crime data to identify patterns of criminal activity, potential suspects, and strategies to apprehend serial offenders and other perpetrators of violent crime.

They also investigate crimes concerning the theft or destruction of property including burglary, auto theft, fraud, and other property crimes. There are three members trained and certified in fingerprint analysis. 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.

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.

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.

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.

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 NIBRS as well as other mandated reports. Uniform Crime Report. Records Personnel also maintain a day-time operator position. The Records Section also processes requests for available reports to the public.

The Communications Manager who works closely with the local media to develop public service announcements, publish press releases, and post bureau information to our social media platforms as well as assist with the Bureau's recruitment efforts.

The Professional Standards Section is comprised of either a Lieutenant or a Sergeant. 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.

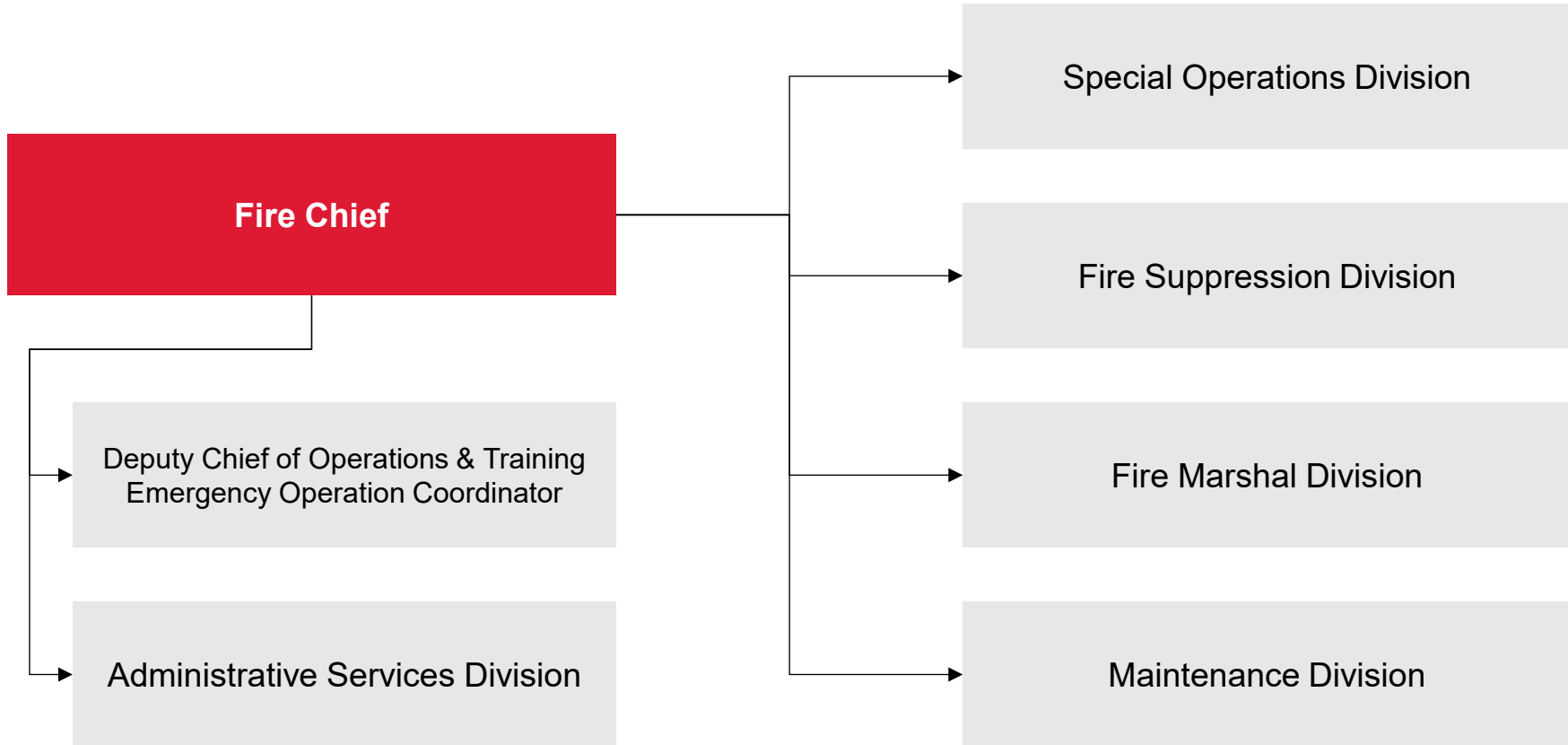
Inventory Specialist is a civilian Quartermaster position with the responsibility to support the infrastructure of the police department's day to day operations related to supplies, equipment procurement, dissemination, inventory, and equipment maintenance. The police quartermaster will also give support 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 also supervises the K9 unit. 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.

Background Investigations for New Officers is primarily handled by one detective and one officer, 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 who 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.

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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 four 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.

Additionally, the Department administers federal funds and requirements for the City's Community Development Block Grant (CDBG) program, Home Investment Partnerships (HOME) program, and state grants from the Department of Community and Economic Development. Through these programs, the City allocates millions of dollars to community priorities and organizations, focusing on the preservation and creation of safe, affordable housing and the prevention and mitigation of homelessness.

BUREAU OF PLANNING

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

The Planning Bureau regularly evaluates land development proposals from private developers and coordinates interdepartmental reviews of housing, commercial, and mixed-use development applications, providing technical staff support to the City Planning Commission and several other bodies that help manage growth and change in the city.

The Planning Bureau also executes the work of the City's Redevelopment Authority and Land Bank Authority, with the goal of revitalizing vacant, blighted, and under-utilized properties and strengthening the economic vibrancy of our city neighborhoods.

Finally, the Planning Bureau's Office of Public Art works with art organizations and stakeholders to facilitate the development of, and information about, public art. The Office of Public Art also offers the public opportunities to engage in the planning and selection of artworks through the Public Art Advisory Board. These projects, once realized, showcase the community's remarkable creativity, while often celebrating our unique diversity, culture, and history.

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 rehabilitation 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 aims to deliver efficient and consistent service to property owners, architects, and construction professionals, facilitating a range of complex land development projects and smaller renovations. By offering expert guidance and oversight, the Bureau upholds modern construction standards and ensures the safety, quality, architectural character, and environmental performance of both public and private buildings in the city.

BUREAU OF HEALTH

The Bureau of Health serves as the local health authority and is responsible for promoting and protecting public health through a set of core programs. The Bureau also works with partner community health organizations on special initiatives designed to improve the overall health of our community, such as assessing community needs, improving food security, disease mitigation and response, and the promotion of healthy living programs.

The Office of Community Health within 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 also provides vector control services throughout the city and responds to lead poisoning cases.

The Office of Healthy Homes within the bureau manages a suite of programs that offer home repairs, addressing lead paint, health hazards, and other critical needs such as roofs, furnaces, and sewer lines. This team is currently executing major Lead Hazard Control and Healthy Homes grants from the U.S. Department of Housing and Urban Development to eliminate key health risks in low- and moderate-income homes located throughout the city.

BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS

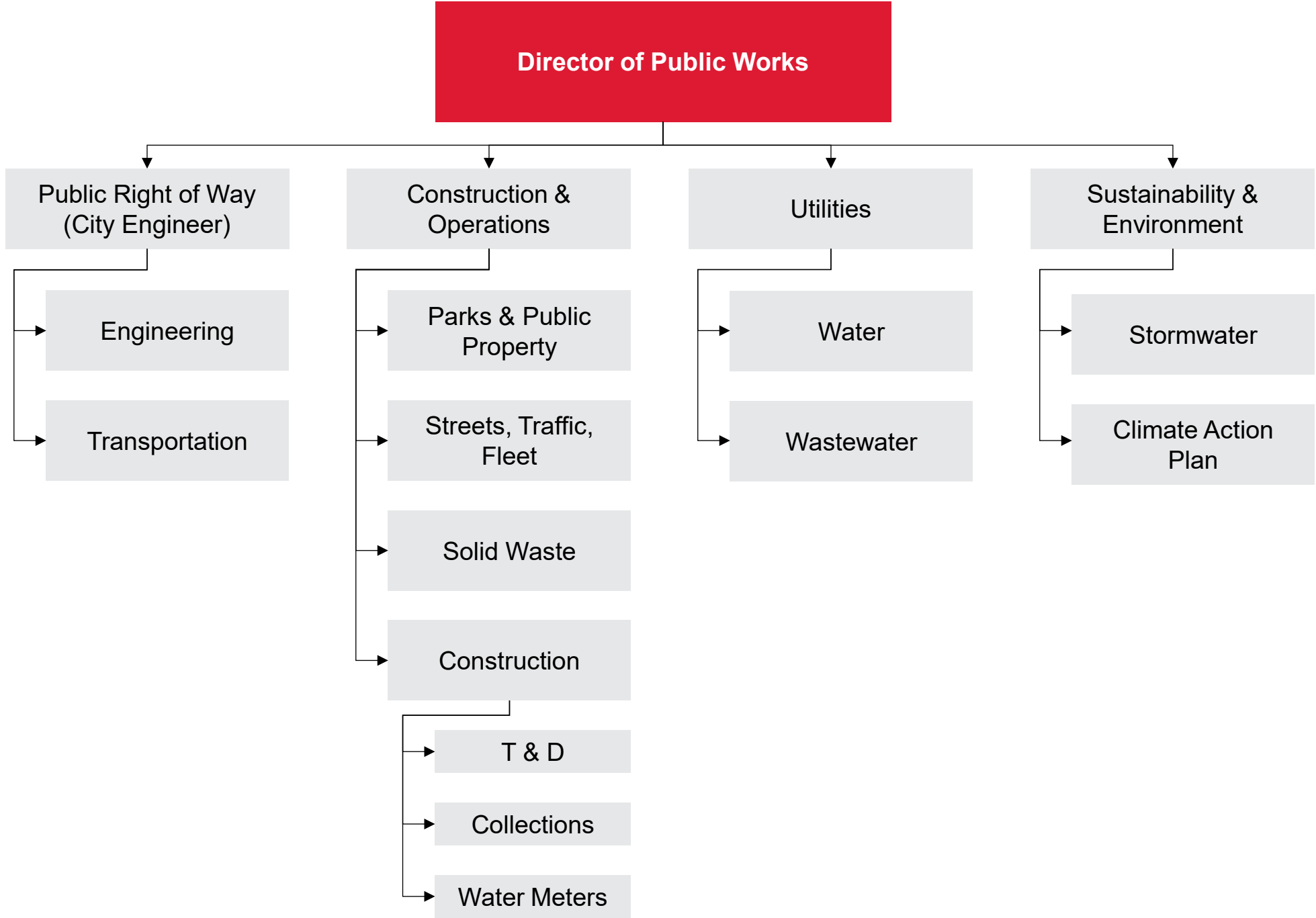
The Bureau of Property Maintenance and Housing Inspections is dedicated to preserving safe, quality homes in the city and plays a central role in protecting the stability and vitality of our neighborhoods by ensuring good property conditions.

Bureau personnel inspect properties to affirm that private property owners follow the City's Property Maintenance and Rental Property Ordinances and act when necessary to bring properties into compliance with habitability and safety standards. Due to the age of our building stock in a historic city, many issues must be addressed, including the identification of lead and other health hazards in homes, as well as the required upgrades of important commercial structures.

The Bureau also plays a central role in executing the City's Housing Strategy, helping to maintain existing housing assets of all types and sizes and, when appropriate, initiating the blight remediation process to move troubled properties towards redevelopment.

#

CITY OF LANCASTER ORGANIZATIONAL CHART
DEPARTMENT OF PUBLIC WORKS



DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with designing, constructing, operating and maintaining the City's infrastructure including: water and wastewater utilities' facilities for the City and ten municipalities¹; 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)

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

- 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, as well as administering the contract for the City's vehicle Fleet. This includes about 475 vehicles, including 380 over-the-road administrative and public safety vehicles, 15 off-the-road units, 4 street sweepers, and 75 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, as well as 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 Lancasterians 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) is responsible for managing the city's natural resources and its place within the natural environmental context and the Chesapeake Bay watershed. It manages the city's Stormwater fund, the Tree Program and 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

2026 BUDGETS

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2025 BUDGET vs. 2026 BUDGET

<u>DESCRIPTION</u>	<u>2025 BUDGET</u> (as amended)	<u>2025</u> <u>PROJECTED</u>	<u>2026 BUDGET</u> (proposed)	\$ INCREASE	% INCREASE
				<u>(DECREASE)</u> (vs. 2025 Budget)	<u>(DECREASE)</u> (vs. 2025 Budget)
Tax Revenues	54,936,616	54,892,006	57,511,387	2,574,771	4.69%
Regulatory Revenues	473,280	415,965	417,416	(55,864)	-11.80%
Public Safety Revenues	2,906,500	2,761,156	2,787,996	(118,504)	-4.08%
Health, Housing & Codes Revenues	2,820,000	3,415,000	3,835,000	1,015,000	35.99%
Public Works Revenues	7,077,787	7,023,287	7,032,536	(45,251)	-0.64%
Other Revenues	11,029,365	11,371,848	9,335,956	(1,693,408)	-15.35%
Use of Fund Balance Reserves			1,000,000	1,000,000	100.00%
TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$79,243,548	\$79,879,262	\$81,920,292	\$2,676,744	3.38%
Surplus/(Deficit)	\$2,429,956	\$4,338,556	\$140,445		

CITY OF LANCASTER
GENERAL FUND EXPENSE SUMMARY
2025 BUDGET vs. 2026 BUDGET

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2025</u>		<u>2026 BUDGET</u> (proposed)	<u>\$ INCREASE</u>	<u>% INCREASE</u>
	<u>2025 BUDGET</u> (as amended)	<u>PROJECTED</u>		<u>(DECREASE)</u> (vs. 2025 Budget)	<u>(DECREASE)</u> (vs. 2025 Budget)
EXECUTIVE	936,036	911,943	1,082,089	146,053	15.6%
Office of the Mayor	362,125	397,063	505,993	143,868	39.7%
City Solicitor	573,911	514,880	576,096	2,185	0.4%
LEGISLATIVE	159,120	145,806	170,387	11,267	7.1%
City Council	69,700	62,200	71,700	2,000	2.9%
City Clerk	89,420	83,606	98,687	9,267	10.4%
CITY CONTROLLER/ CITY TREASURER	17,000	17,000	8,500	(8,500)	-50.0%
DEPT. OF NEIGHBORHOOD ENGMT	985,670	737,020	1,212,774	227,104	23.0%
Director	293,563	296,152	319,164	25,601	8.7%
Tourism & Promotions	433,544	248,737	591,403	157,859	36.4%
Civic Engagement	258,563	192,131	302,207	43,644	16.9%
ADMIN. SERVICES	18,912,132	18,752,680	20,081,415	1,169,283	6.2%
Director	488,059	488,074	591,933	103,874	21.3%
Accounting	676,369	681,642	715,292	38,923	5.8%
Treasury	2,105,233	1,913,651	2,046,013	(59,221)	-2.8%
Data & Technology	2,396,593	2,383,568	2,926,484	529,891	22.1%
Human Resources	844,236	870,454	860,607	16,371	1.9%
Community Involvement	699,456	699,456	728,456	29,000	4.1%
Insurance (Property & Liability)	829,350	829,250	905,000	75,650	9.1%
Fringe Benefits	4,194,922	4,208,672	4,627,383	432,461	10.3%
Debt Service	6,677,913	6,677,913	6,680,248	2,335	0.0%
PUBLIC SAFETY	42,629,482	41,101,329	44,347,381	1,717,898	4.0%
Police	28,926,284	27,891,931	30,338,592	1,412,307	4.9%
Fire	13,703,198	13,209,397	14,008,789	305,591	2.2%
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	4,908,625	5,437,040	5,410,689	502,064	10.2%
Director of CPED	1,629,970	1,647,668	1,836,840	206,869	12.7%
Planning	608,510	583,851	636,961	28,451	4.7%
Building Code Administration	700,027	730,208	883,337	183,311	26.2%
Property Maintenance	1,122,284	1,061,514	1,135,136	12,852	1.1%
Lead Safety & Community Development	504,892	724,632	-	-	
Bureau of Health	342,942	689,167	918,415	575,473	167.8%
PUBLIC WORKS	8,265,528	8,437,888	9,466,614	1,201,086	14.5%
Director	1,763,416	1,778,487	1,887,816	124,400	7.1%
Engineering	675,140	870,829	928,428	253,288	37.5%
Streets Maint/Admin	909,033	956,239	1,028,475	119,441	13.1%
Traffic Section	1,119,575	1,065,444	1,160,647	41,072	3.7%
Motor Vehicles Section	604,580	611,098	741,447	136,867	22.6%
Parks & Public Property	3,193,783	3,155,791	3,719,801	526,018	16.5%

TOTAL GENERAL FUND EXPENDITURES	76,813,592	75,540,705	81,779,847	4,966,255	6.5%
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CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

	<u>2025 Budget</u>
Fund Balance 12/31/2024 (Unaudited fund balance)	\$ 12,126,063
Projected Revenues: 2025	79,879,262
Projected Expenditures: 2025	(75,540,705)
Projected Current Operating Surplus/(Deficit) 2025 (Addition to Fund Balance)	<u>4,338,556</u>
Projected Fund Balance 12/31/2025	16,464,620
Proposed Revenues: 2026	80,920,292
Proposed Expenditures: 2026	(81,779,847)
Proposed Current Operating Surplus/(Deficit) 2026 (Reduction to Fund Balance)	<u>(859,555)</u>
Projected Fund Balance 12/31/2026	<u>\$ 15,605,064</u>

**CITY OF LANCASTER
2025 GENERAL FUND BUDGET
POSITIONS**

Department Bureau	2026	
	Full-Time Employees	Part-Time Employees
Executive	10	0
Mayor's Office	6	
Solicitor	4	
Legislative	1	7
City Council		7
City Clerk	1	
Administrative Services	50	1
Director	6	
Accounting	7	
Treasury	19	1
Data & Technology	10	
Human Resources	8	
Controller/Treasurer		1
Neighborhood Engagement	12	0.5
Director	2	
Tourism & Promotions	6	0.5
Civic Engagement	4	
Public Safety	244	25
Police	168	25
Fire	76	
Comm Planning & Econ Deve	50	1
Director	6	
Planning	7	
Building Code Administration	9	1
Property Maint & Housing	15	
Bureau of Health	13	
Public Works	58.5	
Director	3.75	
Engineering	5.35	
Traffic	4.1	
Maintenance	10	
Motor Vehicles	6	
Parks & Public Property	29.3	

Total General Fund Employees	425.5	35.5
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General Fund - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Tax Revenue							
1000001 400000	City Real Estate Taxes	32,481,191	32,875,500	32,875,500	31,221,466	32,806,461	33,730,400
Revenue is derived from the annual real estate tax collections of the City of Lancaster.							
1000001 400200	Real Estate Transfer	1,704,067	1,500,000	1,500,000	1,914,914	1,755,189	1,500,000
Revenue is derived from the 1% tax on real estate transfers collected by the County of Lancaster for property sold within the City. The tax is allocated on a 50/50 basis with the School District. The revenue in this account represents the City's share of total collections, net of fees deducted by the County.							
1000001 400300	Earned Income Tax	9,307,428	15,740,067	15,740,067	8,226,806	15,580,108	17,543,571
Revenue is derived from the Earned Income Tax of 1.1% paid by City residents and collected by the Lancaster County Tax Collection Bureau (LCTCB). The revenue is allocated on a .6%/5% basis with the School District of Lancaster. The revenue in this account represents the City's share of total collections, net of costs deducted by LCTCB.							
1000001 400400	Local Services Tax	1,603,937	1,575,000	1,575,000	797,565	1,612,598	1,620,661
The Local Services Tax is a \$52 tax collected from each individual employed within the City, less a collection fee retained by the Lancaster County Tax Collection Bureau. \$5 of each \$52 account collected is allocated to the appropriate school district (SDoL, CV or LS).							
1000001 400500	Penalty Current Tax	153,262	120,000	120,000	65,501	120,000	120,000
Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.							
1000001 400900	Lien Interest & Costs	996	0	0	1,681	0	996
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.							
1000001 401000	Payment in Lieu of Taxes	2,141,196	2,260,000	2,260,000	1,682,714	2,124,400	2,100,000
Revenue is derived from contributions received from tax-exempt organizations that own property in the City. Major contributors include Lancaster General Hospital, Franklin and Marshall College, Marriott and the Lancaster City Housing Authority.							
1000001 401100	Utility Tax Refund	0	39,250	39,250	41,813	41,813	44,322
Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1000001 401200	Real Estate Tax Lien Proc	826,799	826,799	826,799	1,027,240	851,437	851,438
Revenue is derived from the sale of prior year real estate tax claims to a third party.							
TOTAL	Tax Revenue	48,218,875	54,936,616	54,936,616	44,979,699	54,892,006	57,511,387

General Fund - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Regulatory License Fees							
1000002 401400	Franchise Fee	419,530	441,780	441,780	196,109	384,465	386,387
Revenue is derived from the Comcast cable television franchise fee.							
1000002 401500	Beverage License	31,450	31,500	31,500	30,250	31,500	31,029
Revenue is derived from liquor licenses issued within the City. The fees are collected by the Commonwealth, and the number of licenses is controlled by the Pennsylvania Liquor Control Board.							
TOTAL	Regulatory License Fees	450,980	473,280	473,280	226,359	415,965	417,416

General Fund - Revenues

Public Safety - Police Fees

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501000 402600	District Judge Fines	286,147	250,000	250,000	212,029	267,285	283,944
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	1,310,412	1,500,000	1,500,000	709,917	1,310,971	1,278,307
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	32,948	35,000	35,000	23,522	30,900	30,900
Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.							
1501000 402900	Burglar Alarm Svc Fee	15,365	15,000	15,000	11,540	15,000	16,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.							
1501000 403100	Police - School District	143,713	145,000	145,000	144,507	145,000	146,846
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.	283	0	0	0	0	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	33,226	40,000	40,000	8,974	40,000	40,000
State reimbursement of Police Academy expenses for newly hired officers.							
1501000 403800	Warrant Squad Services	2,655	1,500	1,500	3,663	4,000	4,000
Revenue is derived from the Warrant Squad service fee received from the Magisterial District Judges for the serving of warrants by the Bureau of Police.							
1501000 404100	Police-Special Events OT	101,680	100,000	100,000	67,991	100,000	120,000
Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501000 416700	Police - SDL - SRO	788,848	650,000	650,000	419,817	650,000	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	199,645	170,000	170,000	162,390	198,000	198,000
Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.							
TOTAL	Public Safety - Police Fees	2,914,923	2,906,500	2,906,500	1,764,349	2,761,156	2,787,996

General Fund - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Housing License Fees							
1601001 401700	Building Permits	1,339,520	1,070,000	1,070,000	987,377	1,700,000	2,000,000
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	11,320	25,000	25,000	19,343	25,000	25,000
Revenue is derived from the fees collected for plumbing licenses.							
1601001 402200	Housing License Multi-Fam	1,577,633	1,480,000	1,480,000	1,091,091	1,450,000	1,570,000
Revenue is derived from fees collected by the City for all rental housing licenses.							
1601001 402400	Zoning Permits	43,755	45,000	45,000	28,280	40,000	40,000
Revenue is derived from the fee collected for zoning permits.							
1601001 402500	Health Licenses & Permits	220,086	200,000	200,000	207,886	200,000	200,000
Revenue is derived from the license fee for food inspection.							
TOTAL	Housing License Fees	3,192,313	2,820,000	2,820,000	2,333,977	3,415,000	3,835,000

General Fund - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Public Works Fees							
1810001 404300	Tsfr'd From Utility Funds	2,000,000	4,000,000	4,000,000	3,000,000	4,000,000	3,600,000
Revenue is derived from interfund transfers to the General Fund from the Water Fund.							
1810001 404400	Rent of City Property	106,617	110,000	110,000	76,284	100,000	100,000
Revenue is derived from tower space to cell phone companies.							
1810001 404500	SF - Admin Indirect Costs	589,718	759,335	759,335	569,501	759,335	822,712
Revenue is derived from indirect costs applicable to the Sewer Fund per the full cost allocation plan for 2023.							
1810001 404600	WF - Admin Indirect Costs	1,049,389	1,337,773	1,337,773	1,003,330	1,337,773	1,499,252
Revenue is derived from indirect costs applicable to the Water Fund per the full cost allocation plan for 2023.							
1810001 404800	Right of Way Permit Fees	239,159	250,000	250,000	234,492	200,000	214,358
Revenue is derived from the fees collected for street opening and other associated permit fees charged to various utilities.							
1810001 405000	Sewer Vehicle Maintenance	21,737	14,500	14,500	16,644	20,000	23,439
Revenue is derived from the reimbursement from the Sewer Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Sewer Fund vehicles.							
1810001 405100	Water Vehicle Maintenance	23,367	20,000	20,000	17,637	20,000	25,000
Revenue is derived from the reimbursement by the Water Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Water Fund vehicles.							
1810001 417900	TF - Admin Indirect Costs	147,134	146,488	146,488	109,866	146,488	193,153
Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund per the full cost allocation plan for 2021.							
1810001 420000	Sewer Direct Costs	23,742	20,000	20,000	0	20,000	20,000
Revenues in this account include directly billed Salary, Fringe Benefits, and Operating Supplies and Equipment expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1810001 420200	SWMF Admin Indirect Costs	333,703	419,691	419,691	314,768	419,691	534,621
Revenue is derived from indirect costs applicable to the Stormwater Management Fund per the full cost allocation plan for 2021.							
TOTAL	Public Works Fees	4,534,566	7,077,787	7,077,787	5,342,523	7,023,287	7,032,536

General Fund - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Other Income							
1000004 405500	Administrative Sundry	3,248	4,000	4,000	2,557	4,000	4,000
Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.							
1000004 405700	Sale of City Property/Svc	219,422	170,000	170,000	24,051	20,000	170,000
Revenue is derived from the sale of miscellaneous items and services. For years 2019 - 2021, this line item also included revenues from the sale of the Southern Market property. Beginning in 2020, this line item also reflects annual payments of \$150,000 from the Lancaster Parking Authority for the purchase of the N. Queen Street Garage.							
1000004 405800	Police Sundry	68,770	40,000	40,000	41,950	40,000	40,000
Revenue is derived from the reimbursement for miscellaneous police receipts, such as booking fees paid from County, towing license fees, etc.							
1000004 405900	Fire Sundry	53,667	32,000	32,000	59,161	55,000	55,000
Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books and revenues from insurance reimbursement via Fire Recovery Services agreement.							
1000004 406000	CPED Sundry	14,601	50,000	50,000	55,279	50,000	50,000
Revenue is derived from City code letters, the sale of City code books, land development ordinances, filing fees for land development and subdivision plans, and vacant property registration fees.							
1000004 406100	Public Works Sundry	5,966	15,000	15,000	6,482	10,000	10,000
Revenue is derived from the reimbursement of labor costs for accident repairs, public space event fees, clean-up and other miscellaneous fees.							
1000004 406300	Interest on Investment	413,861	17,000	17,000	437,939	528,162	553,362
Revenue is derived from interest earned on General Fund cash invested on a short-term basis during the fiscal year.							
1000004 406600	Federal Reimb-Salaries	731,842	654,247	654,247	91,707	654,247	768,583
Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1000004 406601	Lead Reimb - Salaries	308,594	418,482	418,482	132,689	418,482	389,624
Revenue is derived from the reimbursement of Federal funds to the General Fund for the HUD Lead Grant for activities performed by General Fund employees funded by this grant beginning in 2020.							
1000004 406700	Federal Reimb-Fringes	347,474	319,112	319,112	44,334	319,112	375,837
This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by Federal program funds.							
1000004 406701	Lead Reimb - Fringes	151,960	206,312	206,312	62,856	206,312	190,526
This line item represents the amount of fringe benefits, correlative to salaries that are reimbursed to the General fund by the HUD Lead Grant that begins in 2020.							
1000004 406900	Fed.Reimb-Indirect Costs	48,746	48,947	48,947	0	50,000	48,947
Revenue is derived from indirect costs applicable to the CDBG program per the full cost allocation plan for 2020, which is applicable to fiscal year 2022.							
1000004 407100	Pension State Fund	3,748,274	3,801,281	3,801,281	18,390	3,950,305	3,950,305
Revenue is derived from the Commonwealth of Pennsylvania, under Act 205, to offset the City's contributions to the Police, Fire and Non-uniform pension plans on an annual basis.							
1000004 407400	Harb Grant	0	1,500	1,500	0	0	0
Revenue is derived from a grant from the Commonwealth of Pennsylvania. The purpose of this grant is to provide technical assistance to the Historical Architecture Review Board and other measures to preserve the historical integrity of the City.							
1000004 407500	Liquid Fuels Reimb.	61,185	70,000	70,000	69,757	70,000	70,000
Revenue is derived from the reimbursements by the Liquid Fuels Fund for General Fund expenditures for patching, snow removal, tool repair, street reconstruction and street lighting.							
1000004 415100	Anti-Auto Theft grant	234,426	220,724	220,724	77,417	220,724	0
The Pennsylvania Auto Theft Prevention Authority has continued a grant to assist Lancaster's Auto Theft Unit. The grant funds 50% of one sergeant and two detectives, and overtime.							
1000004 415500	Misc Grants & Gifts	2,873	26,000	26,000	2,702	10,000	10,000
Revenues are derived from anticipated grants and gifts during the year. 2024 includes the County Larval grant.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1000004 415501	ARPA Revenue Replacement	6,000,000	2,400,000	2,400,000	2,400,000	2,400,000	0
2025 is the last year for ARPA revenue.							
1000004 418100	Tax Certification Fees	76,415	80,000	80,000	64,675	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	26,000	1,000	1,000	11,714	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	10,900	12,000	12,000	1,384	10,000	10,000
Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP).							
1000004 430000	Treasury Allocation	0	1,991,761	1,991,761	1,053,391	1,810,505	1,935,733
Treasury Allocation							
1000004 430400	IT Allocation	0	450,000	450,000	262,500	450,000	609,040
1000004 499000	Fund Balance Reserve	0	0	0	0	0	1,000,000
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	12,528,223	11,029,365	11,029,365	4,920,933	11,371,849	10,335,957
TOTAL	General Fund - Revenues	71,839,880	79,243,548	79,243,548	59,567,840	79,879,262	81,920,292

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Mayor's Office Exp							
1101000 610500	Elected Official	99,055	103,084	103,084	78,730	102,285	105,539
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).							
1101000 611500	Salaried Personnel	254,749	251,491	251,491	187,085	286,628	379,303
The salary of the Chief of Staff, Mayor's Senior Staff Assistant, and Communications Team							
1101000 732000	Dues & Subscriptions	283	700	700	375	700	700
Subscriptions to professional publications and dues to professional organizations.							
1101000 734000	Postage	840	700	700	706	700	700
Postage costs incurred in routine office mailings.							
1101000 735000	Printing	4,192	900	900	1,803	1,500	1,500
Printing costs of the Mayor's Office.							
1101000 736000	Telephone	3,265	0	0	546	0	0
Phone charges moved to Bureau of Information Technology.							
1101000 737000	Travel	732	1,500	1,500	1,320	1,500	5,000
Travel expenses relating to the Mayor's attendance at various meetings and conferences.							
1101000 741000	Professional Services	0	0	0	0	0	7,500
Professional Services expenses for the Mayor's Office.							
1101000 744500	Training & School	314	3,000	3,000	3,000	3,000	5,000
Expenses for registrations and trainings.							
1101000 760300	Office Supplies	213	750	750	36	750	750
Cost of general office supplies for the Mayor's Office.							
TOTAL	Mayor's Office Exp	363,643	362,125	362,125	273,600	397,063	505,992

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE			POSITION	BU	FT/PT	COUNT	SALARY
OFFICE OF THE MAYOR							
1101000	610500	MAYOR		1000	FT	1.00	105,539
TOTAL 6105000 EMPLOYEES						1.00	105,539
1101000	611500	CHIEF OF STAFF		2000	FT	1.00	93,750
1101000	611500	DEPUTY CHIEF OF STAFF		2000	FT	1.00	81,846
1101000	611500	COMMUNICATIONS MANAGER - GENERALIST		2000	FT	1.00	72,500
1101000	611500	COMMUNICATIONS MANAGER - MARKETING		2000	FT	1.00	73,207
1101000	611500	SECRETARY TO MAYOR		2000	FT	1.00	58,000
TOTAL 611500 EMPLOYEES						5.00	379,303
TOTAL EMPLOYEES						6.00	484,842

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Office of City Solicitor							
1102000 610900	Salary - Director	138,387	140,689	140,689	104,548	140,468	144,909
Salary of the City Solicitor.							
1102000 611500	Salary - Personnel	142,939	236,422	180,422	123,306	178,112	249,687
Salary of staff position to provide support services to the City Solicitor.							
1102000 731000	Advertising	1,662	2,000	2,000	437	1,500	2,000
Costs associated with legal advertisements as required by PA law.							
1102000 732000	Dues & Subscriptions	685	2,000	2,000	1,098	2,000	2,250
Dues and subscription expenses for the office of the City Solicitor.							
1102000 734000	Postage	14	250	250	48	250	250
Postage expenses of the City Solicitor's Office.							
1102000 735000	Printing	2,041	1,000	1,000	1,744	1,500	1,500
Printing and photocopying expenses of the City Solicitor's Office.							
1102000 736000	Telephone	842	300	300	123	300	0
Phone charges moved to Bureau of Information Technology.							
1102000 737000	Travel	0	250	250	186	250	500
Travel expenses of the City Solicitor's Office.							
1102000 741000	Professional Services	171,237	175,000	231,000	149,956	175,000	160,000
The cost of legal services provided by other law firms for specific issues, litigation, or if a conflict exists.							
1102000 744000	Contract Services	11,927	8,500	8,500	0	8,500	8,500
This line item covers the cost of annual fee for Bloomberg Law, a legal research service.							
1102000 744500	Training/Education	1,181	6,000	6,000	0	6,000	6,000
Training expenses of the City Solicitor's Office including CLE & Bar Association.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1102000 760300	Office Supplies	276	1,000	1,000	69	1,000	500
Office supplies for the City Solicitor's Office.							
1102000 820000	Minor Equipment	106	500	500	0	0	0
Minor equipment expenses of the City Solicitor's Office.							
TOTAL	Office of City Solicitor	471,296	573,911	573,911	381,515	514,880	576,096

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>OFFICE OF CITY SOLICITOR</u>					
1102000 610900	CITY SOLICITOR	2000	FT	1.00	144,909
TOTAL 6105000 EMPLOYEES				1.00	144,909
1102000 611500	ASSISTANT CITY SOLICITOR	2000	FT	1.00	87,550
1102000 611500	PURCHASING COORD	2000	FT	1.00	72,100
1102000 611500	PARALEGAL	2000	FT	1.00	90,037
TOTAL 611500 EMPLOYEES				3.00	249,687
TOTAL EMPLOYEES				4.00	394,596

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
City Council Exp							
1201000 610500	Elected Official	56,500	56,500	56,500	46,233	56,500	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).							
1201000 737000	Travel	0	5,000	5,000	0	0	2,000
This account provides funding for Council member travel expenses for Pennsylvania Municipal League and National League of Cities meetings, trainings and other meetings approved by the Council President.							
1201000 738000	Miscellaneous Expenses	5,141	5,200	5,200	5,200	5,200	7,200
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 as awards to various organizations and individuals honored by City Council are also charged to this line.							
1201000 744500	Training	700	3,000	3,000	56	500	6,000
This account provides funding for Council members to attend training at Pennsylvania Municipal League and National League of Cities conferences and other training opportunities.							
TOTAL	City Council Exp	62,340	69,700	69,700	51,489	62,200	71,700

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>OFFICE OF CITY COUNCIL</u>					
1201000	610500 COUNCIL PRESIDENT	1000	FT	1.00	8,500
1201000	610500 COUNCILPERSON	1000	FT	1.00	8,000
1201000	610500 COUNCILPERSON	1000	FT	1.00	8,000
1201000	610500 COUNCILPERSON	1000	FT	1.00	8,000
1201000	610500 COUNCILPERSON	1000	FT	1.00	8,000
1201000	610500 COUNCILPERSON	1000	FT	1.00	8,000
1201000	610500 COUNCILPERSON	1000	FT	1.00	8,000
TOTAL 610500 EMPLOYEES				7.00	56,500
TOTAL EMPLOYEES				7.00	56,500

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
City Clerk Exp							
1202000 611500	Salaried Personnel	68,215	69,270	69,270	51,803	69,151	71,337
Salary of the City Clerk.							
1202000 612000	Salary Temporary	0	100	100	0	0	0
Salary for temporary help for the City Clerk.							
1202000 731000	Advertising	5,971	6,000	6,000	2,952	6,000	6,000
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.							
1202000 734000	Postage	99	100	100	1	5	100
Postage costs for general office mailings.							
1202000 735000	Printing	1,042	1,750	1,750	541	1,750	1,500
Photocopying for the City Clerk, and the binding of the annual year book.							
1202000 736000	Telephone	614	0	0	60	0	0
Phone charges moved to Bureau of Information Technology.							
1202000 737000	Travel	0	1,000	1,000	0	0	1,000
Travel expenses for attendance at PA Municipal League or other training.							
1202000 738000	Miscellaneous Expenses	524	500	500	235	600	500
City Clerk's membership in the International Institute of Municipal Clerks and misc. expenses incurred by the Clerk's Office.							
1202000 742500	Ordinance Codification	3,893	10,000	10,000	5,695	6,000	10,000
This line reflects the cost to update both printed and online versions of the City's Codified Ordinances.							
1202000 744000	Contract Services	0	0	0	0	0	7,500
CivicPlus Software annual subscription							
1202000 744500	Training/Education	0	600	600	0	0	600
City Clerk professional training.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1202000 760300	Office Supplies	32	100	100	0	100	150
General office supplies for the City Clerk.							
TOTAL	City Clerk Exp	80,390	89,420	89,420	61,288	83,606	98,687

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>OFFICE OF CITY CLERK</u>					
1202000	611500 CITY CLERK	2000	FT	1.00	71,337
TOTAL 611500 EMPLOYEES				1.00	71,337
TOTAL EMPLOYEES				1.00	71,337

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Controller							
1403000 610500	Elected Official	17,000	17,000	17,000	13,423	17,000	8,500
Salaries of the City Controller.							
TOTAL	Controller	17,000	17,000	17,000	13,423	17,000	8,500

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>CITY CONTROLLER</u>					
1403000 610500	CONTROLLER	1000	FT	1.00	8,500
TOTAL 610500 EMPLOYEES				1.00	8,500
TOTAL EMPLOYEES				1.00	8,500

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Neighborhood Engagement							
1300000 610900	Salary - Director	132,728	126,300	126,300	93,655	126,102	130,089
Salary of the Director of the Department of Neighborhood Engagement. Neighborhood Engagement.							
1300000 611500	Salary - Personnel	63,426	58,888	58,888	52,260	58,795	65,000
Salaries of the staff position in the Department of Neighborhood Engagement.							
1300000 612000	Salary Temporary	1,447	3,000	3,000	0	5,205	5,000
Salary for temporary help (if needed) in the Neighborhood Engagement. This line item also includes funding for internship opportunities.							
1300000 618500	Overtime	1,121	2,500	2,500	1,667	4,000	4,000
Overtime expenses for Department of Neighborhood Engagement staff.							
1300000 731000	Advertising	0	2,000	2,000	2,000	1,000	2,000
Expenses for advertising of services, programs, events, etc. provided by or sponsored by the Department of Neighborhood Engagement.							
1300000 732000	Dues & Subscriptions	850	4,500	4,500	1,445	3,500	3,500
Dues and subscriptions expenses of the Department of Neighborhood Engagement.							
1300000 734000	Postage	14	150	150	130	150	150
Postage expenses for the Department of Neighborhood Engagement.							
1300000 735000	Printing	1,193	500	500	837	600	1,000
Printing expenses including brochures, posters, and other printed materials to promote Department of Neighborhood Engagement services and events.							
1300000 736000	Telephone	3,223	1,800	1,800	757	1,800	0
Phone charges moved to Bureau of Information Technology.							
1300000 737000	Travel	1,472	1,500	1,500	1,086	3,000	3,000
Travel and related expenses for Department of Neighborhood Engagement staff to attend conferences, training seminars, etc.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1300000 741000	Professional Services	36,523	40,000	40,000	23,800	40,000	32,500
	Expenses for engagement tools, and other professional services related to services for the all City Departments.						
1300000 741006	Language Access Services	39,571	40,000	40,000	17,170	40,000	60,500
	Expenses for translation services.						
1300000 744000	Contract Services	0	5,000	5,000	5,000	5,000	5,000
	Expenses for contracted services for Neighborhood Engagement programming.						
1300000 744500	Training/Education	90	1,250	1,250	242	1,000	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	763	500	500	478	500	500
	Office supply expenses of the Department of Neighborhood Engagement.						
1300000 820000	Minor Equipment	295	675	675	338	500	675
	Expenses for minor equipment to be purchased in Department of Neighborhood Engagement.						
1300000 853800	Marketing	4,961	5,000	5,000	4,851	5,000	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	287,678	293,563	293,563	203,545	296,152	319,164

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>DEPT OF NEIGHBORHOOD ENGAGEMENT</u>					
1300000 610900	DIR. NEIGHBOR. ENG.	2000	FT	1.00	130,089
TOTAL 610900 EMPLOYEES				1.00	130,089
1300000 611500	LANGUAGE SERVICE COO	2000	FT	1.00	65,000
TOTAL 611500 EMPLOYEES				1.00	65,000
TOTAL EMPLOYEES				2.00	195,089

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Tourism & Promotions							
1301000 611000	Salary - Bureau Chief	60,258	85,609	85,609	0	0	100,000
Salary of the Bureau Chief of Tourism & Promotions.							
1301000 611500	Salary - Personnel	199,110	243,235	243,235	120,046	146,187	285,053
Salaries of the Bureau of Tourism & Promotions Staff including Special Events Manager, Digital Media Specialist, Permitting Coordinator and Lancaster City Welcome Center Travel Consultants.							
1301000 612000	Salary Temporary	0	0	0	0	0	15,000
1301000 618500	Overtime	10,146	2,000	2,000	10,295	8,000	2,500
Required in the event staff choose Overtime pay as opposed to compensatory time.							
1301000 716000	Rental of Parking Lot	4,815	6,000	6,000	1,050	2,000	6,000
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	867	2,100	2,100	647	2,100	2,100
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 tech equipment.							
1301000 732000	Dues & Subscriptions	1,332	2,250	2,250	1,985	2,250	2,250
Payment for PLCB special occasion permits, ASCAP Music License fee, dues to Pennsylvania Restaurant and Lodging Association, membership to International Festival and Events Association, subscription to LNP.							
1301000 734000	Postage	461	500	500	470	500	500
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website							
1301000 735000	Printing	39	450	450	244	500	500
Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1301000 736000	Telephone	1,971	2,500	2,500	407	1,200	0
Phone charges moved to Bureau of Information Technology.							
1301000 741000	Professional Services	1,639	1,800	1,800	200	1,800	2,000
IT Services for Welcome Center and other professional services required to operate the Welcome Center and the Bureau of Tourism & Promotions operations.							
1301000 744000	Contract Services	0	0	0	0	0	16,000
1301000 744500	Training/Education	2,418	2,000	2,000	56	2,000	3,500
Continued education and staff training related to social media outreach, marketing, tourism and events.							
1301000 760300	Office Supplies	1,758	1,800	1,800	1,273	900	2,000
Supplies and expenses of the Welcome Center and Bureau of Tourism & Promotions operations such as paper, pens, files, etc.							
1301000 820000	Minor Equipment	1,019	1,300	1,300	493	1,300	2,000
Purchase of office furniture and equipment needed for the Visitors Center and the Bureau of Tourism & Promotions offices, including minor computer equipment. Also includes funds to purchase equipment to support community events.							
1301000 851300	LOOP	0	0	0	0	0	50,000
1301000 853800	Marketing	58,251	70,000	70,000	42,503	70,000	90,000
Costs associated with marketing & promotion of the City of Lancaster attractions as a tourism destination, a place to do business and a place to live.							
1301000 854000	Merchandise Purchases	11,856	12,000	12,000	1,060	10,000	12,000
Purchase of City merchandise for retail sale at the Welcome Center							
TOTAL	Tourism & Promotions	355,940	433,544	433,544	180,731	248,737	591,403

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY	
<u>BUREAU OF TOURISM & PROMOTIONS</u>						
1301000	611000	BUREAU CHIEF - TOURISM & PROMOTIONS	2000	FT	1.00	100,000
TOTAL 611000 EMPLOYEES					1.00	100,000
1301000	611500	SOCIAL MEDIA & TOURISM CONTENT MANAG	2000	FT	1.00	65,000
1301000	611500	SPECIAL EVENTS ADMINISTRATOR	2000	FT	1.00	61,800
1301000	611500	TRAVEL CONSULTANT	2000	FT	1.00	46,350
1301000	611500	SPECIAL PROGRAMS AND EVENTS MANAGER	2000	FT	1.00	61,903
1301000	611500	TRAVEL CONSULTANT	2000	PT	1.00	25,000
1301000	611500	TRAVEL CONSULTANT	2000	PT	0.50	25,000
TOTAL 611500 EMPLOYEES					5.50	285,053
TOTAL EMPLOYEES					6.50	385,053

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Civic Engagement							
1302000 611000	Salary - Bureau Chief	0	72,194	72,194	0	0	85,000
Civic Engagement Bureau Chief.							
1302000 611500	Salary - Personnel	126,266	158,069	158,069	137,821	158,431	164,707
Salaries of the staff position for Bureau of Civic Engagement.							
1302000 612000	Salary Temporary	46,787	3,000	3,000	5,054	6,500	5,000
Temporary help for Civic Engagement.							
1302000 618500	Overtime	2,853	2,500	2,500	5,403	4,000	4,000
Overtime expenses for the Bureau of Civic Engagement.							
1302000 731000	Advertising	0	1,000	1,000	0	1,000	2,000
Expenses for advertising of services, programs, events, etc. provided by or sponsored by the Bureau of Civic Engagement.							
1302000 732000	Dues & Subscriptions	0	0	0	0	0	2,000
1302000 734000	Postage	0	100	100	0	100	100
Postage expenses for the Bureau of Civic Engagement.							
1302000 735000	Printing	929	500	500	736	700	1,000
Printing expenses including brochures, posters, and other printed materials to promote for Bureau of Civic Engagement.							
1302000 736000	Telephone	2,440	1,800	1,800	632	2,000	0
Phone charges moved to Bureau of Information Technology.							
1302000 737000	Travel	1,263	1,500	1,500	0	1,500	3,000
Travel and related expenses for the Bureau of Civic Engagement staff to attend conferences, training seminars, etc.							
1302000 741000	Engagement Programming	1,000	10,000	10,000	5,000	10,000	20,000
Engagement Programming activities.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1302000 744000	Contract Services	0	0	0	0	0	5,000
1302000 744500	Training/Education	0	1,000	1,000	400	1,000	1,500
	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.						
1302000 760300	Office Supplies	64	900	900	422	900	900
	Office supply expenses for the Bureau of Civic Engagement.						
1302000 820000	Minor Equipment	0	1,000	1,000	502	1,000	1,000
	Expenses for minor equipment to be purchased for the Bureau of Civic Engagement.						
1302000 853800	Marketing	3,282	5,000	5,000	4,982	5,000	7,000
	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	184,884	258,563	258,563	160,952	192,131	302,207
TOTAL	Neighborhood Engagement Department	828,502	985,670	985,670	545,228	737,020	1,212,774

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF CIVIC ENGAGEMENT</u>					
1302000	611000 BUREAU CHIEF - CIVIC ENGAGEMENT	2000	FT	1.00	85,000
TOTAL 611000 EMPLOYEES				1.00	85,000
1302000	611500 ENGAGEMENT SPECIALIS	2000	FT	1.00	61,453
1302000	611500 ENGAGEMENT COORDINATOR - FIXIT	2000	FT	1.00	52,530
1302000	611500 CITY HALL RECEPTION	2000	FT	1.00	50,724
TOTAL 611500 EMPLOYEES				3.00	164,707
TOTAL EMPLOYEES				4.00	249,707

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Director Admin Services Exp							
1400000 610900	Salary - Director	134,892	137,917	137,917	102,443	137,701	142,055
Salary of the Director of Administrative Services							
1400000 611500	Salaried Personnel	177,998	219,542	219,542	161,588	219,198	322,128
Salaries for Administrative Service Office Manager and Grants Team							
1400000 714100	PC Lease	74,240	0	0	0	0	0
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Executive, Legislative, and Administrative Services departments' staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
1400000 732000	Dues & Subscriptions	6,218	6,500	7,000	7,082	7,100	7,250
Dues for the US Conference of Mayors, GFOA, Annual State Lobbying fee, etc							
1400000 734000	Postage	0	100	100	0	0	0
Postage and express mail sent by the Director's Office.							
1400000 735000	Printing	794	1,000	1,000	841	1,000	2,000
Printing expenses of the Director's Office.							
1400000 736000	Telephone	1,826	0	0	611	0	0
Phone charges moved to Bureau of Information Technology.							
1400000 737000	Travel	276	1,500	1,500	622	1,000	1,500
Costs associated with travel and related expenses for the Director's Office							
1400000 741000	Professional Services	167,219	120,000	118,500	101,675	120,000	115,000
Professional services to include consultant fees related Fee Study, Financial Consultation as well as various other professional services engagements.							
1400000 744500	Training & School	580	500	1,500	2,597	1,575	2,000
GFOA, Annual Full Department Training, PELRAS							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1400000 760300	Office Supplies	429	1,000	1,000	129	500	0
	Office supplies for the Director's office						
TOTAL	Director Admin Services Exp	564,472	488,059	488,059	377,588	488,074	591,933

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>DIRECTOR OF ADMINISTRATIVE SERVICES</u>					
1400000	610900 DIRECTOR ADMIN SERV	2000	FT	1.00	142,055
TOTAL 610900 EMPLOYEES				1.00	142,055
1400000	611500 FUND DEVELOPMENT SPECIALIST	2000	FT	1.00	74,263
1400000	611500 COMMUNITY FUND DEVELOPMENT MANAGER	2000	FT	1.00	83,968
1400000	611500 ADMINISTRATIVE SERVICES MGR - ADMIN SE	2000	FT	1.00	67,897
1400000	611500 PERMIT MANAGER	2000	FT	1.00	65,000
1400000	611500 PERMIT COORDINATOR	2000	FT	1.00	31,000
TOTAL 611500 EMPLOYEES				5.00	322,128
TOTAL EMPLOYEES				6.00	464,183

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Accounting Exp							
1401000 611000	Salary - Bureau Chief	116,068	114,330	114,330	84,779	114,151	117,760
Salary of the Chief Accountant.							
1401000 611500	Salaried Personnel	298,887	417,039	417,039	281,479	384,295	428,382
Salaries of the staff of the Bureau of Accounting.							
1401000 612000	Salary Temporary	24,063	7,500	7,500	41,291	43,000	7,500
2026 Temporary help for the audit.							
1401000 732000	Dues & Subscriptions	220	0	0	0	600	2,000
Dues for the Government Finance Officers Association (GFOA) and GOFA-PA chapter.							
1401000 734000	Postage	5,835	3,000	3,000	3,272	3,000	3,000
This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operation mailings.							
1401000 735000	Printing	1,629	1,000	1,000	449	1,000	1,000
Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item. Anticipating a reduction in printing due to emailing payroll stubs and other paperless options.							
1401000 736000	Telephone	2,666	0	0	481	0	0
1401000 737000	Travel	1,841	3,000	3,000	219	3,000	5,000
Travel and/or mileage reimbursement expenses for attendance at a training conference for staff in the Bureau of Accounting.							
1401000 741000	Professional Services	15,878	10,000	10,000	11,097	11,097	20,000
Professional Services for Bond Arbitrage calculations, Maximus cost allocation Study, and other miscellaneous.							
1401000 741100	Audit Expense	59,470	71,500	71,500	52,946	71,500	78,650
This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1401000 743000	Bank Service Charges	23,869	32,000	32,000	19,579	32,000	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	13,283	12,000	12,000	3,321	12,000	12,000
This account reflects the General Fund's share of credit card company fees.							
1401000 744500	Training & School	1,548	2,000	2,000	960	3,000	5,000
This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.							
1401000 760300	Office Supplies	4,656	3,000	3,000	2,923	3,000	3,000
General office supplies for the Accounting Office.							
TOTAL	Accounting Exp	569,912	676,369	676,369	502,797	681,642	715,292

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF ACCOUNTING & FINANCE</u>					
1401000	611000 BUREAU CHIEF ACCOUNTING & FINANCE	2000	FT	1.00	117,760
TOTAL 61100 EMPLOYEES				1.00	117,760
1401000	611500 PAYROLL/ACCT MANAGER	2000	FT	1.00	80,978
1401000	611500 DATA ANALYST - FINANCE	2000	FT	1.00	68,858
1401000	611500 ACCOUNTANT 1	2000	FT	1.00	70,029
1401000	611500 ACCOUNTANT 2	2000	FT	1.00	74,160
1401000	611500 GENERAL ACCOUNTANT	2000	FT	1.00	61,800
1401000	611500 PAYROLL ANALYST	2000	FT	1.00	72,558
TOTAL 611500 EMPLOYEES				6.00	428,383
TOTAL EMPLOYEES				7.00	546,143

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Treasury							
1402000 611000	Salary - Bureau Chief	11,808	108,610	108,610	80,538	108,439	111,868
This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.							
1402000 611500	Salaried Personnel	89,675	902,602	837,602	612,557	942,192	1,050,624
This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.							
1402000 612000	Salary Temporary	0	0	65,000	56,385	55,000	0
Expenses for temporary employees in the Treasury Office. Moving to Monthly in August 2023 influx of payments could cause a need for additional temp staff							
1402000 718000	Rental of Uniforms	470	6,175	6,175	1,103	3,000	3,525
City Logo apparel for all Treasury personnel.							
1402000 723000	Maint. - Equipment	5,248	2,126	2,126	1,431	2,200	2,400
Annual amount for maintenance contracts of equipment needed.							
1402000 729000	Maint. - Vehicles	38	360	360	60	360	600
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.							
1402000 731000	Advertising	0	1,000	1,000	0	1,000	1,000
Advertising costs related to the Bureau of Treasury.							
1402000 732000	Dues & Subscriptions	2	620	620	0	400	650
This line covers the cost of dues to various professional organizations.							
1402000 734000	Postage	30,385	868,854	868,854	292,257	600,000	648,000
Postage and permits required to mail utility and tax billings through a 3rd party vendor that is contracted for outsourcing.							
1402000 735000	Printing	5,543	28,551	28,551	11,481	28,550	28,850
Mailing and return envelopes and forms used in various billings and copy machine use.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1402000 736000	Telephone	912	0	0	971	2,000	0
Phone charges moved to Bureau of Information Technology.							
1402000 737000	Travel	508	4,500	4,500	7	500	8,000
Travel expenses for seminars, and meetings attended by employees of the Bureau.							
1402000 738000	Miscellaneous Expenses	60	1,500	1,500	0	1,500	2,000
Petty cash items used for miscellaneous office operations.							
1402000 744000	Contract Services	622	134,825	134,825	86,150	135,000	143,450
Contract Services for the Treasury department,							
1402000 744500	Training & School	245	8,500	8,500	587	4,600	8,500
Training and seminars for Bureau employees.							
1402000 760300	Office Supplies	1,300	19,400	19,400	3,123	19,400	20,000
PAC Office Supplies.							
1402000 765400	Gas Oil & Diesel	95	1,500	1,500	44	1,500	1,650
Cost of fuel for the Mail Clerk's vehicle.							
1402000 820000	Minor Equipment	3,569	8,010	8,010	6,793	8,010	9,810
Minor equipment expense.							
1402000 827100	Vehicle Lease Purchase	0	8,100	8,100	0	0	5,086
Lease payments on vehicle.							
TOTAL	Treasury	150,481	2,105,233	2,105,233	1,150,624	1,913,651	2,046,013

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF TREASURY</u>					
1402000	611000 BC PROCUREMENT COLL	2000	FT	1.00	111,868
TOTAL 611000 EMPLOYEES				1.00	111,868
1402000	611500 DATA ANALYST - TREASURY	2000	FT	1.00	64,375
1402000	611500 ADMIN SUPPORT SUP	2000	FT	1.00	60,000
1402000	611500 CUSTOMER CARE SUP	2000	FT	1.00	71,027
1402000	611500 REVENUE COORDINATOR	6000	FT	1.00	66,562
1402000	611500 REVENUE COORDINATOR	6000	FT	1.00	61,594
1402000	611500 CASHIER SERV CLERK	6000	FT	1.00	47,954
1402000	611500 CASHIER SERV CLERK	6000	FT	1.00	46,777
1402000	611500 CASHIER SERV CLERK	6000	FT	1.00	46,777
1402000	611500 CASHIER SERV CLERK	6000	FT	1.00	46,777
1402000	611500 MAIL PRINT OPERATOR	6000	PT	1.00	42,465
1402000	611500 CUSTOMER CARE COORD	6000	FT	1.00	50,133
1402000	611500 CUSTOMER CARE COORD	6000	FT	1.00	56,140
1402000	611500 CUSTOMER CARE COORD	6000	FT	1.00	53,949
1402000	611500 CUSTOMER CARE COORD	6000	FT	1.00	60,199
1402000	611500 CUSTOMER CARE COORD	6000	FT	1.00	53,339
1402000	611500 BILLING COORD 2	6000	FT	1.00	51,452
1402000	611500 BILLING COORD 2	6000	FT	1.00	53,911
1402000	611500 BILLING COORD 2	6000	FT	1.00	50,101
1402000	611500 UTILITY SERV COORD	6000	FT	1.00	51,092
1402000	611500 BONUS	6000	FT		16,000
TOTAL 611500 EMPLOYEES				19.00	1,050,624
TOTAL EMPLOYEES				20.00	1,162,492

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Information Services Exp							
1404000 611000	Salary - Bureau Chief	103,569	106,092	106,092	78,671	105,926	109,275
Salary for the Chief Data and Technology Officer.							
1404000 611500	Salaried Personnel	319,519	545,851	545,851	335,358	547,992	617,559
This line is a prorated share of the employees in the Bureau of Information Technology. In 2022, these positions include all IT and GIS positions across the city, including those who previously were included in the Police Bureau and Public Works budgets. The Stormwater, Water and Wastewater Fund Budgets also cover proportional shares of the GIS staff salaries.							
1404000 612000	Salary Temporary	15,569	0	0	25,719	0	0
1404000 722000	Maint. - Communications	88	6,000	6,000	232	6,000	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	13,454	25,000	25,000	3,461	15,000	45,000
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	2	100	100	0	100	100
General mailings and shipping costs for returning equipment for repair.							
1404000 735000	Printing	28	50	50	182	50	50
Photocopying and any special printing needs.							
1404000 736000	Telephone	6,815	90,000	90,000	66,661	90,000	144,000
Line and call charges for Information Technology office phones and cell phones.							
1404000 737000	Travel	762	1,000	1,000	1,617	1,000	2,000
Covers transportation to and from job-related projects and training sessions.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1404000 741000	Professional Services	176,071	300,000	300,000	111,893	270,000	300,000
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	710,249	1,230,000	1,230,000	1,146,599	1,280,000	1,610,000
This line item covers shared services agreement charges from Lancaster County for Information Technology services based on an agreement ending in 2022. This line item also includes annual fees due for the Tyler Munis ERP SaaS System as well as expenses related to the implementation of CityView, a new permitting and code enforcement software package. For 2023, this line includes approx. \$300,000 in one-time expenses for the implementation of the CityView permitting and code enforcement software.							
1404000 744500	Training & School	70	5,000	5,000	2,400	5,000	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	63	500	500	50	500	500
General office supplies needed for Information Technology.							
1404000 760600	Operating Supplies	339	2,000	2,000	1,092	2,000	2,000
Purchasing of all forms, paper, and printing supplies. Also covers media used for server backup purposes.							
1404000 820000	Minor Equipment	2,113	0	0	708	0	0
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.							
1404000 820500	MIS Projects	44,888	75,000	75,000	1,565	50,000	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	8,713	10,000	10,000	5,700	10,000	10,000
This is a new line item in 2022 with the consolidation of GIS staff and services into the IT Bureau (from Department of Public Works).							
TOTAL	Information Services Exp	1,402,311	2,396,593	2,396,593	1,781,908	2,383,568	2,926,484

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF DATA & TECHNOLOGY</u>					
1404000	611000 CHF DATA & TECH OFF	2000	FT	1.00	109,275
TOTAL 611000 EMPLOYEES				1.00	109,275
1404000	611500 GIS ANALYST	2000	FT	1.00	67,367
1404000	611500 GIS COORDINATOR	2000	FT	1.00	83,867
1404000	611500 IT TECHNICIAN	2000	FT	1.00	66,950
1404000	611500 IT TECHNICIAN	2000	FT	1.00	52,530
1404000	611500 IT TECHNICIAN	2000	FT	1.00	52,530
1404000	611500 SYSTEMS NETWORK ADMINISTRATOR	2000	FT	1.00	95,615
1404000	611500 SYSTEMS ANALYST	2000	FT	1.00	67,420
1602000	611500 PERMIT COORDINATOR	2000	FT	1.00	63,860
1404000	611500 SYSTEMS ANALYST	2000	FT	1.00	67,420
TOTAL 611500 EMPLOYEES				9.00	617,559
TOTAL EMPLOYEES				10.00	726,834

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Human Resources Exp							
1405000 611000	Salary - Bureau Chief	107,296	116,699	56,699	24,068	56,699	128,750
Salary of the Bureau Chief of Human Resources.							
1405000 611500	Salaried Personnel	305,929	338,487	302,263	221,660	256,126	453,357
Salaries of the Human Resources Office staff							
1405000 612000	Salary Temporary	8,972	5,000	37,725	29,364	48,598	2,500
Pay to an employment agency for temporary services required by the Bureau of Human Resources.							
1405000 618500	Overtime	0	0	0	0	0	1,000
Overtime pay to staff members of the bureau.							
1405000 622000	Employee Recognition	16,914	22,000	22,000	7,738	22,000	22,000
Expenses for annual employee picnic, annual December holiday party, annual employee recognition event, and various employee recognition needs through the year							
1405000 723000	Maint. - Equipment	0	50	50	0	0	0
Budget line is unnecessary and can be removed.							
1405000 731000	Advertising	0	1,000	0	0	1,000	1,000
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.							
1405000 732000	Dues & Subscriptions	1,449	5,000	2,500	1,351	2,000	3,000
Professional association dues for HR staff and additional reference materials.							
1405000 734000	Postage	898	2,500	1,000	500	1,000	1,500
Mailing from the Bureau of Human Resources.							
1405000 735000	Printing	1,905	3,500	2,500	1,558	3,500	3,000
Photocopy charges for the bureau.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1405000 736000	Telephone	4,502	0	0	542	0	0
	Charges moved to Information Technology.						
1405000 737000	Travel	1,550	6,000	6,000	1,553	5,000	8,000
	Travel expenses for seminar, training, and meetings.						
1405000 741000	Professional Services	363,438	260,000	340,000	316,543	395,000	175,000
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses, learning management software, and consulting services						
1405000 743500	Labor Relations Expense	25,854	9,000	19,000	30,100	35,000	15,000
	Expenses for labor relations with bargaining units and other employee relations issues						
1405000 744000	Contract Services	48,402	54,000	44,000	31,070	35,000	30,000
	Expenses related to Human Resource technology contracts for benefits and talent management.						
1405000 744500	Training & School	779	7,500	7,500	6,254	7,500	15,000
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.						
1405000 760300	Office Supplies	988	5,000	2,000	1,030	1,030	1,500
	Office supplies for the Bureau of Human Resources.						
1405000 760600	Operating Supplies	22	5,500	1,000	811	1,000	0
	Expenses associated with training, meetings and office expenses not covered by office supplies.						
1405000 820000	Minor Equipment	4,862	3,000	0	0	0	0
	Purchase of office and/or computer equipment.						
TOTAL	Human Resources Exp	893,759	844,236	844,236	674,140	870,454	860,607

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF BUREAU OF HUMAN RESOURCES</u>					
1405000	611000 BUREAU CHIEF HR	2000	FT	1.00	128,750
TOTAL 611000 EMPLOYEES				1.00	128,750
1405000	611500 BENEFITS AND HRIS MANAGER	2000	FT	1.00	87,550
1405000	611500 HR BUSINESS PARTNER	2000	FT	1.00	75,000
1405000	611500 SPECIALIST - TALENT ACQUISITION	2000	FT	1.00	56,000
1405000	611500 SPECIALIST - TALENT RETENTION	2000	FT	1.00	71,080
1405000	611500 HR COORDINATOR	2000	FT	1.00	57,076
1405000	611500 HR COORDINATOR	2000	FT	1.00	56,650
1405000	611500 HR ADMINISTRATIVE ASSISTANT	2000	FT	1.00	50,000
TOTAL 611500 EMPLOYEES				7.00	453,356
TOTAL EMPLOYEES				8.00	582,106

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Community Involvement Exp							
1406000 812000	Contributions	150,000	75,000	150,000	150,000	150,000	150,000
Operating support contribution to the Lancaster Emergency Medical Services Associations (LEMSA) for the life-saving services LEMSAs provides in the City of Lancaster.							
1406000 812500	Intermunicipal Committee	1,121	1,300	1,300	1,121	1,300	1,300
Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.							
1406000 813500	PA Municipal League	18,572	0	0	0	0	19,000
City's membership in the Pennsylvania Municipal League. The PML aids the City through education programs and lobbying at the state government level on behalf of cities.							
1406000 814000	Public Library	110,000	55,000	110,000	110,000	110,000	110,000
Operating support contribution to the Lancaster County Public Library.							
1406000 814300	Community Communications	59,199	75,000	75,000	24,754	75,000	130,000
Costs for City Communications							
1406000 814500	Recreation Commission	305,656	305,656	305,656	305,656	305,656	305,656
City's share of the annual funding for the Lancaster Recreation Commission. The balance is funded by the School District of Lancaster and Lancaster Township by written agreement.							
1406000 814600	Ethics Commission	0	5,000	5,000	0	5,000	10,000
The Home Rule Charter requires an Ethics Commission.							
1406000 817500	Human Relation Commission	2,069	2,500	2,500	1,044	2,500	2,500
Costs incurred by the City's Human Relations Commission including contract labor charges.							
1406000 851300	LOOP	50,000	50,000	50,000	0	50,000	0
Budget appropriations moved to Tourism & Promotions.							
TOTAL	Community Involvement Exp	696,616	569,456	699,456	592,574	699,456	728,456

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Insurance Package Exp							
1407000 772000	Insurance Package	912,849	829,250	829,250	829,701	829,250	905,000
General Fund expenditures for various insurance policies (auto, liability, property, etc.) held by the City of Lancaster. This account also covers deductible expenses for these policies.							
1407000 774000	Public Officials Bond	100	100	100	0	0	0
Bonds required under the Third Class City Code for the Treasurer, Controller.							
TOTAL	Insurance Package Exp	912,949	829,350	829,350	829,701	829,250	905,000

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Fringe Benefits Exp							
1408000 620200	Medical Insurance	929,587	994,030	994,030	746,109	994,030	1,150,932
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.							
1408000 620300	Dental/Vision	20,782	19,250	19,250	13,699	19,250	22,357
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.							
1408000 620800	Social Security	1,173,466	1,235,950	1,235,950	936,260	1,235,950	1,359,545
The General Fund share of FICA and Medicare taxes for all employees.							
1408000 620900	Life Insurance	64,147	70,000	70,000	67,303	70,000	77,000
Expense of life insurance coverage for General Fund employees.							
1408000 623000	Pension Contribution	1,162,306	1,249,442	1,249,442	190,601	1,249,442	1,327,834
This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans.							
1408000 624000	Unemployment Compensation	50,073	56,250	56,250	45,800	70,000	60,000
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.							
1408000 625000	Workers Compensation	258,996	500,000	507,953	428,675	500,000	559,716
This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job.							
1408000 716000	Rental of Parking Lot	84,218	70,000	70,000	73,486	70,000	70,000
Expenses for parking or bus passes for General Fund employees.							
TOTAL	Fringe Benefits Exp	3,743,575	4,194,922	4,202,875	2,501,933	4,208,672	4,627,383

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Debt Service Exp							
1409000 923000	Paying Agent Fees	1,229	1,500	1,500	866	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	2,973,894	2,831,413	2,831,413	1,422,682	2,831,413	2,653,748
This account represents interest payments to be made on the General Fund portion of General Obligation Bonds and Notes.							
1409000 926000	Debt Service - Principal	3,637,000	3,845,000	3,845,000	605,000	3,845,000	4,025,000
This line reflects principal redemption payments to be made on the General Fund portion of General Obligation Bonds and Notes.							
TOTAL	Debt Service Exp	6,612,123	6,677,913	6,677,913	2,028,548	6,677,913	6,680,248
TOTAL	Administrative Services	15,546,198	18,782,132	18,920,085	10,439,812	18,752,680	20,081,415

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Police Bureau Exp							
1501001 611000	Salary - Bureau Chief	172,190	171,328	171,328	129,605	173,560	179,770
Salary of the Chief of Police.							
1501001 611500	Salaried Personnel	1,182,126	1,273,639	1,273,639	873,475	1,050,702	1,096,909
Salaries of civilian personnel which include Administrative Assistants, Clerk/Typists, Records Supervisor, Dog Law Enforcement Officer, Computer System Administrators, Hazardous and Abandoned Vehicle Officer, Evidence Specialists, Social Workers, and Receptionists.							
1501001 613100	Police Captains	446,183	445,221	445,221	333,215	448,083	463,317
Salaries of the three Division Captains.							
1501001 613200	Police Lieutenants	1,155,617	1,167,130	1,167,130	841,913	1,165,013	1,205,303
Salaries of lieutenants.							
1501001 613300	Police Sergeants	3,715,656	3,855,492	3,855,492	2,611,522	3,222,310	3,548,757
Salaries of sergeants and detectives.							
1501001 614000	Patrolmen	5,699,198	5,258,296	5,251,161	3,799,712	5,208,494	6,382,043
Salaries of patrol officers.							
1501001 615000	School Crossing Guards	271,297	398,614	315,100	200,368	305,250	581,001
Salaries of the School Crossing Guards and the Patrol Service Aides. The School District of Lancaster reimburses a portion of the salaries of the School Crossing Guards to the City.							
1501001 615200	Community Service Aides	498,061	940,625	939,807	476,371	633,571	876,114
Salaries of Community Service Aides.							
1501001 618000	Police Acting Officers	40,060	30,000	30,000	25,248	38,550	39,646
This line covers payments for officers who serve in the acting supervisory or staff capacity.							
1501001 618200	On Call Det/Cap Pay	0	0	0	0	99,247	102,224
Account added to this year's budget to track On Call pay for Captains and Detectives.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501001 618500	Police Overtime	1,153,485	900,000	900,000	871,526	1,143,000	927,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.							
1501001 618800	Police Cadet Training Program	34,127	64,272	64,272	45,334	50,000	118,560
Covers salaries of Cadets.							
1501001 619000	Police Sick Bonus	27,750	27,500	27,500	22,950	22,950	27,000
Covers payments for the sick leave incentive bonus program.							
1501001 620100	Educational Incentive	50,913	61,500	61,500	46,154	46,154	0
Covers payments for college educational incentive program.							
1501001 620200	Medical Insurance	3,250,000	3,477,500	3,477,500	2,608,125	3,477,500	3,651,375
Costs for health insurance for all active Police Bureau employees.							
1501001 620201	Medical Ins - Retirees	1,950,000	2,028,000	2,028,000	1,521,000	2,028,000	2,088,840
Covers the cost for health insurance for all retired Police Bureau employees.							
1501001 620300	Dental/Vision	146,912	149,800	149,800	106,292	149,800	157,290
Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.							
1501001 621000	Uniform Maintenance Allow	54,575	72,225	72,225	48,550	57,650	78,725
This line covers the cost of uniform maintenance allowance for uniformed officers, shoe allowances for all personnel, and clothing allowance for non-uniformed officers as provided for by collective bargaining agreements.							
1501001 623000	Pension Contribution	5,091,422	5,231,019	5,231,019	0	5,231,019	5,266,696
This item represents the Minimum Municipal Obligation, which the City is required to make to the Police Pension Fund. The Minimum Municipal Obligation is the amount required annually such that sufficient assets are available to pay all active officers' pension benefits upon retirement. The cost is determined by an actuary, and adjusted annually to reflect actual payroll.							
1501001 714100	PC Lease	81,442	0	0	0	0	0
Expenses moved to Information Technology.							
1501001 716000	Rental of Parking Lot	80,573	100,000	100,000	63,023	77,828	90,000
Rental of parking spaces in the Water Street Garage.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501001 722000	Maint. - Communications	117,537	124,000	124,000	104,491	109,500	30,000
<p>Costs associated with maintaining all radio communication equipment, police vehicle emergency lighting/sirens, in-car computers (MDT's) and in car-camera system utilized by the Police Bureau.</p> <p>For 2025, this line includes the 5th year of a 5-year lease for 170 new handheld Police radios (the 1st year lease was covered via the 2020 DOJ Grant).</p>							
1501001 723000	Maint. - Equipment	21,219	67,320	67,320	11,956	25,000	40,000
<p>Costs associated with maintaining all other non-communications related equipment including computers, tablets (Mobile Data Terminals) audio/video recording suspect interviews and logging equipment, speed enforcement certifications and maintenance, polygraph maintenance, breath testing devices, automated fingerprint devices, document shredding, car wash, copier toner and other equipment. Includes lease for copiers & fax machines. Includes annual lead abatement and maintenance for the indoor police firearms range.</p>							
1501001 729000	Maint. - Vehicles	128,762	100,000	100,000	77,112	101,500	103,000
<p>Costs associated with maintaining all vehicles utilized by the Police Bureau including inspection, general maintenance, repairs, and bodywork. Also covers the cost of towing police vehicles and those needed for police investigations.</p>							
1501001 732000	Dues & Subscriptions	182,886	260,000	260,000	235,470	260,000	351,000
<p>Cost of dues for various professional organizations IPMBA, IACP, PA Chiefs of Police and subscriptions to various professional publications IACP NET and membership to professional organizations for purposes of certifications. It also covers annual costs for various software packages</p>							
1501001 734000	Postage	7,568	6,500	6,500	4,167	5,721	6,700
<p>Covers all postage costs incurred by the Police Bureau including but not limited to Community Engagement, block watch, neighborhood surveys and warrant service mailings. Includes UPS and Fed Ex costs for shipping of evidence and purchases.</p>							
1501001 735000	Printing	11,513	10,000	10,000	4,588	5,500	10,000
<p>In-house and commercial printing which includes parking ticket books, evidence envelopes, booking invoices, citations, e-citation thermal paper, evidence cards, warning notices, accident exchanges forms, brochures, pamphlets and surveys, business card for Police Staff Chief and Captains.</p>							
1501001 736000	Telephone	145,766	105,000	105,000	65,028	122,725	90,000
<p>This line item includes local and long distance calling, cellular phones, cellular fees, C.L.E.A.N. computer terminal costs. Phone switch maintenance fees, MDT cellular air card fees, video conferencing fees, internet fees, email fees.</p>							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501001 737000	Travel	20,931	20,000	29,549	22,315	29,549	35,000
Travel related expenses incurred by recruit officers during training, investigations and training seminars, travel costs of witnesses for court hearings prior to trial.							
1501001 738000	Miscellaneous Expenses	6,245	6,000	6,000	4,197	6,000	6,000
Awards and trophies for the spring and fall "Crime Stoppers" Commendation Awards, advertising for contracts and hiring, ordinances and hazardous vehicles, "Crime Prevention" programs, petty cash and prisoner meal costs.							
1501001 738001	Misc - Police Athletic League	2,328	5,000	5,000	0	0	5,000
This is a new line-item for 2022. Funds will cover limited costs of running the Police Athletic League (PAL). Examples include, down payments for lodging and travel associated with PAL program events.							
1501001 741005	Prof Serv Community Engagement	4,971	5,000	5,000	865	2,500	5,000
Covers events conducted by the bureau's Community Engagement Unit that directly relate to building positive relationships between the community and police.							
1501001 741000	Professional Services	264,743	115,000	150,000	132,914	144,207	120,000
Legal and other costs associated with the Civil Service Board for the recruitment and promotion processes (marketing, 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, professional development of bureau employees.							
1501001 743500	Labor Relations Expense	26,317	25,000	25,000	13,523	25,000	25,000
Costs related to contract negotiations and grievance arbitration.							
1501001 743700	Laboratory Tests	6,520	5,000	5,000	0	0	0
Costs incurred in the testing of blood by an independent medical laboratory for drug related D.U.I. investigations, DNA testing, random employee testing and reasonable suspicion testing.							
1501001 744500	Training & School	51,475	110,000	112,975	32,175	110,000	150,000
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.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501001 747200	K-9 Patrol	5,245	5,000	5,000	854	1,000	5,000
Costs associated with the training, certifications of the (4) Police Bureau's canines and other expenses of the Canine Program, not covered by the Lancaster City Police Foundation.							
1501001 749000	Civil Service Board	816	1,000	1,000	362	800	1,000
Covers miscellaneous costs associated with the Civil Service Board as it relates to the police bureau.							
1501001 760300	Office Supplies	10,822	10,000	10,000	5,191	9,000	10,000
General office and paper supplies.							
1501001 760600	Operating Supplies	57,520	50,000	50,000	35,104	47,957	50,000
All general operating supplies, automatic defibrillator unit batteries, PPEs, and all rental vehicles used by the Police Bureau for undercover operations conducted by the (Selective Enforcement Unit).							
1501001 761200	Uniforms	76,176	100,000	100,000	41,955	100,000	100,000
Cost of all uniforms, clothing, ballistic armor, badges, and duty accessories used by all Police Bureau personnel, Officers, Civilian Service Aides, Service Aides, Cadets.							
1501001 762700	Evidence Supplies	22,455	9,000	9,000	5,725	9,000	12,500
This line covers the cost of crime scene processing supplies and chemicals, evidence packaging supplies, BEAST evidence software, latex gloves for evidence techs, and digital cameras. Also includes ever other year (even numbered years) costs for replacement of drying cabinet filters.							
1501001 763000	Ammunition	30,124	42,000	42,000	37,944	42,000	43,000
Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.							
1501001 763300	Less Lethal Equip	4,657	5,000	5,000	2,690	5,000	5,000
Supplies for less lethal weapons include Taser cartridges and batteries, Oleoresin Capsicum (OC) and less lethal ammunition.							
1501001 763400	Weapons	11,381	20,000	20,000	9,426	20,000	20,000
Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.							
1501001 765400	Gas Oil & Diesel	83,559	130,000	130,000	54,719	130,000	110,000
This account provides for gasoline and oil, Compressed Natural Gas (CNG) needed to operate the vehicles used by the Bureau of Police.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501001 772000	Insurance Package	421,365	428,000	428,000	391,239	428,000	445,000
The cost of the annual Law Enforcement Liability insurance policy premium and associated deductible payments are charged to this line item.							
1501001 815000	Shelter Expense	873	5,000	5,000	0	5,000	2,500
Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.							
1501001 816000	Drug Task Force Assmnt	58,039	59,322	59,322	58,039	59,322	58,039
Per capita contribution toward the operation of the Lancaster County Task Force.							
1501001 816100	Community Safety Coalitio	337,500	337,500	337,500	337,500	337,500	337,500
The City's contribution to the Lancaster Community Safety Coalition (LCSC) in recognition of the services provided by the LCSC to the Lancaster Bureau of Police. Additional contributions to the LCSC are anticipated from the Lancaster County District Attorney's Office and private contributors.							
1501001 820000	Minor Equipment	364,741	325,000	348,000	326,499	325,000	325,000
Minor equipment used by the Police Bureau including firing range hearing and eye protection, flares, breathalyzer / PBT purchases, AED purchases, and any MAJOR upgrades or improvements to existing equipment. Includes any NEW software purchases (not annual fees – these are covered in 7320 Dues & Subscriptions), new computers and servers, computer accessories, stop sticks, office furniture. Includes payments to Axon for ECW's, BODY CAMERAS and CAR CAMERAS. Including ECW's so all Axon items are in one line item.							
1501001 820100	Bicycles & Accessories	525	5,000	5,000	261	5,000	2,500
Purchasing and repairs of bicycles and related equipment / accessories.							
1501001 827000	Vehicles	121,004	100,000	112,990	112,990	112,990	212,000
Replacing vehicles and accessories installed in unmarked and marked vehicles such as security screens, emergency lighting and sirens, push bars, exterior markings and Mobile Data Terminals (Computers and tablets and their mounts).							
1501001 827100	Vehicle-Lease Purchase	221,548	196,500	196,500	149,991	196,500	260,000
Lease payments on vehicles.							
1501001 924000	Debt Service - Interest	167,474	156,485	156,485	78,242	156,485	145,144
Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1501001 926000	Debt Service - Principal	313,975	325,497	325,497	0	325,497	337,139
Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
TOTAL	Police Bureau Exp	28,410,167	28,926,284	28,918,331	16,981,913	27,891,931	30,338,592

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF POLICE</u>						
1501001	611000	POLICE CHIEF	5000	FT	1.00	179,770
TOTAL 611000 EMPLOYEES					1.00	179,770
1501001	611500	POL. BUR. SOCIAL WKR	2000	FT	1.00	74,263
1501001	611500	POL. BUR. SOCIAL WKR	2000	FT	1.00	73,962
1501001	611500	COMMUNICATIONS MANAGER	2000	FT	1.00	66,658
1501001	611500	CRIME ANALYST - NIBRS	2000	FT	1.00	60,419
1501001	611500	EVIDENCE SUPERVISOR	2000	FT	1.00	73,158
1501001	611500	RECORDS SUPERVISOR	2000	FT	1.00	87,550
1501001	611500	EVIDENCE SPECIALIST	6000	FT	1.00	64,861
1501001	611500	HAZ ABAND VEH OFFICR	6000	FT	1.00	59,029
1501001	611500	ANIMAL ENFORCE OFFIC	6000	FT	1.00	57,755
1501001	611500	ADMIN ASST CID	6000	FT	1.00	61,596
1501001	611500	ADMIN ASST CID	6000	FT	1.00	66,617
1501001	611500	RECORDS PROCESSOR	6000	FT	1.00	53,618
1501001	611500	RECORDS PROCESSOR	6000	FT	1.00	51,444
1501001	611500	RECORDS PROCESSOR	6000	FT	1.00	57,777
1501001	611500	REC PROC SPECIALIST	6000	FT	1.00	58,200
1501001	611500	REC PROC SPECIALIST	6000	FT	1.00	58,379
1501001	611500	PD INVENTORY SPEC	6000	FT	1.00	60,623
1501001	611500	BONUS	6000			11,000
TOTAL 611500 EMPLOYEES					17.00	1,096,909
1501001	613100	POLICE CAPTAIN	5000	FT	1.00	154,610
1501001	613100	POLICE CAPTAIN	5000	FT	1.00	154,159
1501001	613100	POLICE CAPTAIN	5000	FT	1.00	154,548
TOTAL 613100 EMPLOYEES					3.00	463,317
1501001	613200	POL LT 8 HR	5000	FT	1.00	133,438
1501001	613200	POL LT 8 HR	5000	FT	1.00	134,638
1501001	613200	POL LT 8 HR	5000	FT	1.00	132,843
1501001	613200	POL LT 8 HR	5000	FT	1.00	134,188
1501001	613200	POL LT 12HR	5000	FT	1.00	133,737
1501001	613200	POL LT 12HR	5000	FT	1.00	132,843
1501001	613200	POL LT 12HR	5000	FT	1.00	135,536
1501001	613200	POL LT 12HR	5000	FT	1.00	132,843
1501001	613200	POL LT 12HR	5000	FT	1.00	135,237
TOTAL 613200 EMPLOYEES					9.00	1,205,303

1501001	613300	POL SGT 8HR	5000	FT	1.00	113,514
1501001	613300	POL SGT 8HR	5000	FT	1.00	116,297
1501001	613300	POL SGT 8HR	5000	FT	1.00	116,297
1501001	613300	POL SGT 8HR	5000	FT	1.00	114,215
1501001	613300	POL SGT 8HR	5000	FT	1.00	113,514
1501001	613300	POL SGT 8HR	5000	FT	1.00	115,715
1501001	613300	POL SGT 8HR	5000	FT	1.00	115,122
1501001	613300	POL SGT 8HR	5000	FT	1.00	112,550
1501001	613300	POL SGT 12HR	5000	FT	1.00	117,276
1501001	613300	POL SGT 12HR	5000	FT	1.00	115,225
1501001	613300	POL SGT 12HR	5000	FT	1.00	112,550
1501001	613300	POL SGT 12HR	5000	FT	1.00	116,526
1501001	613300	POL SGT 12HR	5000	FT	1.00	113,514
1501001	613300	POL SGT 12HR	5000	FT	1.00	114,475
1501001	613300	POL SGT 12HR	5000	FT	1.00	112,014
1501001	613300	POL SGT 12HR	5000	FT	1.00	115,975
1501001	613300	POL SGT 12HR	5000	FT	1.00	112,550
1501001	613300	POL SGT 12HR	5000	FT	1.00	112,550
1501001	613300	POL SGT 12HR	5000	FT	1.00	110,888
1501001	613300	POL SGT 12HR	5000	FT	1.00	111,638
1501001	613300	POL SGT 12HR	5000	FT	1.00	117,016
1501001	613300	POL DET 8HR	5000	FT	1.00	101,949
1501001	613300	POL DET 8HR	5000	FT	1.00	101,698
1501001	613300	POL DET 8HR	5000	FT	1.00	103,699
1501001	613300	POL DET 8HR	5000	FT	1.00	107,755
1501001	613300	POL DET 8HR	5000	FT	1.00	107,978
1501001	613300	POL DET 8HR	5000	FT	1.00	103,200
1501001	613300	POL DET 8HR	5000	FT	1.00	104,200
1501001	613300	POL DET 8HR	5000	FT	1.00	103,950
1501001	613300	POL DET 8HR	5000	FT	1.00	106,204
1501001	613300	POL DET 8HR	5000	FT	1.00	107,005
1501001	613300	POL DET 8HR	5000	FT	1.00	50,849
1501001	613300	POL DET 8HR	5000	FT	1.00	50,849

TOTAL 613300 EMPLOYEES

33.00 3,548,757

1501001	614000	POL OFFICER 12HR	5000	FT	1.00	95,766
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	87,460
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	85,960
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	96,516
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	78,475
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	68,505
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	85,749
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	85,749
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	65,242
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	97,033
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	77,698
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	65,242
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	65,242
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	96,334
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	98,381
1501001	614000	POL OFFICER 12HR	5000	FT	1.00	87,460

1501001	614000	POL OFF 8HR	5000	FT	1.00	65,242
1501001	614000	POL OFF 8HR	5000	FT	1.00	65,242
1501001	614000	POL OFF 8HR	5000	FT	1.00	65,242
1501001	614000	POL OFF 8HR	5000	FT	1.00	32621
1501001	614000	POL OFF 8HR	5000	FT	1.00	32621
1501001	614000	POL OFF 10HR	5000	FT	1.00	95,766
1501001	614000	POL OFF 10HR	5000	FT	1.00	102,858
1501001	614000	POL OFF 10HR	5000	FT	1.00	32621
1501001	614000	POL OFF 10HR	5000	FT	1.00	32621
1501001	614000	POL OFF 10HR	5000	FT	1.00	32621
1501001	614000	POL OFF 10HR	5000	FT	1.00	32621
1501001	614000	POL OFF 10HR	5000	FT	1.00	32621
1501001	614000	POL OFF 10HR	5000	FT	1.00	32621

TOTAL 614000 EMPLOYEES

82.00 6,382,043

1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	SCH CROSS GUARD	6000	PT	1.00	11,000
1501001	615000	PATROL SERVICE AIDE	6000	FT	1.00	48,280
1501001	615000	PATROL SERVICE AIDE	6000	FT	1.00	59,485
1501001	615000	PATROL SERVICE AIDE	6000	FT	1.00	59,485
1501001	615000	PATROL SERVICE AIDE	6000	FT	1.00	54,997
1501001	615000	PATROL SERVICE AIDE	6000	FT	1.00	48,280
1501001	615000	PATROL SERVICE AIDE	6000	FT	1.00	48,280
1501001	615000	ADMIN ASST PATROL SERVICES	6000	FT	1.00	51,195
1501001	615000	BONUS	6000			24,000

TOTAL 615000 EMPLOYEES

24.00 581,002

1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	58,291
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	60,623
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	58,291
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	55,476
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	55,955
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	60,559
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	COMMUNITY SERV AIDE	6000	FT	1.00	51,092
1501001	615200	BONUS	6000			16,000

TOTAL 615200 EMPLOYEES **16.00** **876,115**

1501001	618800	CADET	8000	PT	1.00	14,820
1501001	618800	CADET	8000	PT	1.00	14,820
1501001	618800	CADET	8000	PT	1.00	14,820
1501001	618800	CADET	8000	PT	1.00	14,820
1501001	618800	CADET	8000	PT	1.00	14,820
1501001	618800	CADET	8000	PT	1.00	14,820
1501001	618800	CADET	8000	PT	1.00	14,820
1501001	618800	CADET	8000	PT	1.00	14,820

TOTAL 618800 EMPLOYEES **8.00** **118,560**

TOTAL EMPLOYEES **193.00** **14,451,776**

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Fire Bureau Exp							
1502001 611000	Salary - Bureau Chief	135,708	139,013	139,013	104,522	140,623	143,130
Salary of the Fire Chief.							
1502001 611500	Salaried Personnel	139,365	99,710	99,710	103,809	71,343	73,611
Salaries of the non-uniformed personnel assigned to the Bureau of Fire: Fire Admin Services Manager and a Permit Clerk. This line item also accounts for the wages of Firefighter Candidates while they attend the Fire Academy.							
1502001 613000	Fire Deputy Chiefs	121,207	124,194	124,194	92,297	124,487	130,036
Salary of Deputy Fire Chief.							
1502001 613100	Fire Captains	909,379	990,651	990,651	745,446	876,361	907,187
Salaries of (4) Battalion Chiefs, (4) Suppression Captains, (1) Fire Marshal Captain.							
1502001 613200	Fire Lieutenants	1,390,881	1,517,105	1,517,105	990,975	1,475,965	1,527,006
Salaries of (3) Assistant Fire Marshals, (1) Maintenance Officer and (11) Suppression Lieutenants.							
1502001 614100	Firefighters	3,735,936	3,840,249	3,840,249	2,868,693	3,801,473	4,020,266
Salaries of (49) Firefighters.							
1502001 618000	Fire Acting Officers	0	0	0	0	0	150,763
Personnel serving out of rank when required to assume additional, substantially different duties and responsibilities than required by their normal rank. This incremental pay is required by the contract with the uniformed firefighter's union..							
1502001 618500	Fire Overtime	588,918	450,000	450,000	293,500	350,000	400,000
Costs to provide a reasonable level of personnel for operations in fire suppression, rescue, special operations such as SERT and SCRTF. Additionally, funds are used to pay for personnel working special details and training that is scheduled for personnel when they are not on regular duty.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1502001 619000	Fire Sick Bonus	2,650	6,000	6,000	2,900	2,900	4,000
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	46,409	44,000	44,000	45,350	45,350	47,500
This line item includes costs associated with the Fire CBA Article 26 (Education and Certification Bonus) providing incentive payments to firefighters who have achieved advanced degrees in the Fire Science and specific nationally recognized Fire/EMS certifications.							
1502001 620200	Medical Insurance	1,355,000	1,449,850	1,449,850	1,087,387	1,449,850	1,522,343
Costs for health care for all active Fire Bureau employees, including administrative staff.							
1502001 620201	Medical Ins - Retirees	1,565,000	1,627,600	1,627,600	1,220,700	1,627,600	1,676,428
Covers the cost for health insurance for all retired Fire Bureau employees.							
1502001 620300	Dental/Vision	172,267	112,350	112,350	101,534	112,350	115,721
Cost of dental and vision coverage for Fire Bureau personnel. The coverage is mandated by contract between the City of Lancaster and the Lancaster Uniformed Firefighters Association Local 319.							
1502001 621000	Uniform Maintenance Allow	35,000	36,000	36,000	34,500	34,500	36,000
CBA Article 36 Accessory Uniform Allowance: \$200.00 annual shoe allowance. \$300.00 annual clothing allowance.							
1502001 623000	Pension Contribution	1,945,460	1,902,941	1,902,941	0	1,902,941	1,909,721
This line represents the Minimum Municipal Obligation which the City must pay to the Fire Pension Fund. The Minimum Municipal Obligation is the amount which must be deposited into the Fund by the City and adjusted annually for pay increases for all firefighters, to ensure sufficient assets in the Fund to pay benefits upon an employee's retirement. The cost is determined by an actuary, and adjusted annually to reflect actual payroll.							
1502001 714100	PC Lease	36,681	0	0	0	0	0
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.							
1502001 716000	Rental of Parking Lot	750	900	900	0	0	0
No longer need this line item.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1502001 722000	Maint. - Communications	4,688	5,000	8,100	6,416	5,000	45,000
Cost to maintain the radio system of remote, vehicle, portable and televised alerting units and communication equipment.							
1502001 723000	Maint. - Equipment	20,770	25,000	25,000	15,271	17,000	20,000
Cost of maintenance of fire station incident management systems, technology and specialized software such as First Due, Active 911, and PowerTime.							
1502001 729000	Maint. - Vehicles	42,965	75,000	65,000	52,791	43,000	70,000
Labor and associated costs from outside vendors who perform maintenance and repair work on fleet vehicles.							
1502001 734000	Postage	1,699	2,000	2,000	1,516	1,700	2,000
Postage costs for Fire Bureau.							
1502001 735000	Printing	1,325	1,000	1,000	1,004	1,000	1,000
Cost of external printing of materials.							
1502001 736000	Telephone	12,456	14,000	14,000	3,469	12,500	0
Phone charges moved to Bureau of Information Technology.							
1502001 737000	Travel	14,350	15,000	9,000	7,380	15,000	15,000
Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.							
1502001 738000	Miscellaneous Expenses	9,273	13,000	13,000	4,087	10,000	13,000
Cost of membership dues to organizations, promotion materials for community engagement, retirement, promotion, and award ceremony recognition, business cards, and other miscellaneous costs of business including Accreditation and Credentialing through CPSE.							
1502001 741000	Professional Services	658	10,000	10,000	484	3,000	5,000
Cost of professional services required for psychological and medical exams, specialized services such as grants and consultants when necessary.							
1502001 743500	Labor Relations Expense	28,321	20,000	20,000	659	20,000	20,000
Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.							
1502001 744500	Training & School	42,864	80,000	37,612	28,002	43,000	60,000
Cost of training registration, equipment and materials, and tuition for Fire Academy for new hires.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1502001 749000	Civil Service Board	4,044	12,000	6,000	4,725	6,700	6,000
Cost of Civil Service entrance and promotional exams, advertising, test administrative and associated costs.							
1502001 760300	Office Supplies	1,337	3,000	3,000	651	750	1,000
Cost of office supplies.							
1502001 760600	Operating Supplies	4,256	8,000	8,000	5,500	8,000	8,000
Cost of operating supplies for two fire stations.							
1502001 761200	Uniforms	24,897	25,000	25,000	10,852	25,000	35,000
Cost of uniforms issued by the Fire Bureau, including dress and work uniforms for the Chief, Officers, Fire Suppression, Recruits, Fire Marshals and the Administrative Division. This also includes badges, name plates, shoulder patches, etc.							
1502001 764200	Fire Prevention Supplies	1,133	5,000	5,000	3,222	4,000	5,000
Supplies and materials needed used in the Fire Marshal division including but not limited to fire prevention materials for public events and school programs and miscellaneous tools specific to the division.							
1502001 764500	Protective Clothing	28,583	78,000	78,000	60,751	78,000	85,000
Purchase of required protective clothing for firefighters which is replaced every five years.							
1502001 765400	Gas Oil & Diesel	40,141	42,500	42,500	19,672	42,500	42,500
Cost of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.), vehicle oil, and diesel fuel.							
1502001 767200	Misc. Vehicle Parts	27,493	25,000	35,000	27,246	25,000	25,000
Cost of the maintenance and repair of apparatus and vehicles (preventive maintenance, tires, batteries, brakes, and specialized parts).							
1502001 820000	Minor Equipment	56,274	85,000	134,788	30,382	30,000	70,000
Cost of breathing apparatus, hardware and hose necessary to keep the apparatus fully equipped and compatible with the accessories, specialized extinguishing agents, fixtures and other equipment needed to combat fires and handle a variety of emergencies specific to the fire service.							
1502001 820200	Safety Equipment	8,125	5,000	5,000	3,697	5,500	5,500
Cost of AED equipment, first aid and safety supplies, etc.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1502001 822000	Communication Equipment	8,203	15,000	16,500	16,499	24,500	32,500
	Cost of radios, mics, pagers, modems, communication equipment batteries, and other communication based items used by the Bureau of Fire in its daily 24-hour operation.						
1502001 823000	Furniture & Equipment	4,691	4,000	4,000	1,542	3,000	3,000
	Office equipment and furniture.						
1502001 827100	Vehicle-Lease Purchase	394,181	440,489	440,489	399,937	411,009	411,009
	Cost of annual payments on purchase of fire engines and trucks along with lease payments through the City's Enterprise contract.						
1502001 924000	Debt Service - Interest	123,229	115,143	115,143	57,571	115,143	106,708
	Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 926000	Debt Service - Principal	231,026	239,504	239,504	0	239,504	247,861
	Principal payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.						
1502001 940000	Grants Match	10,565	0	0	1,942	3,849	10,000
	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	13,328,155	13,703,198	13,703,198	8,452,995	13,209,397	14,008,789
TOTAL	Public Safety	41,738,321	42,629,482	42,621,529	25,434,908	41,101,329	44,347,381

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF FIRE</u>					
1502001	611000 FIRE CHIEF	2000	FT	1.00	143,130
TOTAL 611000 EMPLOYEES				1.00	143,130
1502001	611500 ADMINISTRATIVE SERVICES MGR - FIRE	2000	FT	1.00	73,611
TOTAL 611500 EMPLOYEES				1.00	73,611
1502001	613000 FIRE DEPT DEP CHIEF	4000	FT	1.00	130,036
TOTAL 613000 EMPLOYEES				1.00	130,036
1502001	613100 BATTALION CHIEF	4000	FT	1.00	115,625
1502001	613100 BATTALION CHIEF	4000	FT	1.00	117,261
1502001	613100 BATTALION CHIEF	4000	FT	1.00	115,625
1502001	613100 BATTALION CHIEF	4000	FT	1.00	115,625
1502001	613100 FIRE CAPTAIN	4000	FT	1.00	110,828
1502001	613100 FIRE CAPTAIN	4000	FT	1.00	108,470
1502001	613100 FIRE CAPTAIN	4000	FT	1.00	108,470
1502001	613100 FIRE CAPTAIN	4000	FT	1.00	115,282
TOTAL 613100 EMPLOYEES				8.00	907,186
1502001	613200 ASST FIRE MARSHALL	4000	FT	1.00	106,317
1502001	613200 FIRE MARSH CAPT	4000	FT	1.00	112,663
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	98,653
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	99,375
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	98,894
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	99,375
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	99,375
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	103,706
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	98,653
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	101,541
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	103,466
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	99,134
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	98,413
1502001	613200 FIRE LIEUTENANT	4000	FT	1.00	98,653
1502001	613200 FIRE MAINT OFFICER	4000	FT	1.00	108,789
TOTAL 613200 EMPLOYEES				15.00	1,527,007

1502001	614100	FIREFIGHTER	4000	FT	1.00	94,269
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	64,307
1502001	614100	FIREFIGHTER	4000	FT	1.00	68,442
1502001	614100	FIREFIGHTER	4000	FT	1.00	87,264
1502001	614100	FIREFIGHTER	4000	FT	1.00	86,836
1502001	614100	FIREFIGHTER	4000	FT	1.00	68,442
1502001	614100	FIREFIGHTER	4000	FT	1.00	86,836
1502001	614100	FIREFIGHTER	4000	FT	1.00	64,165
1502001	614100	FIREFIGHTER	4000	FT	1.00	89,007
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	68,442
1502001	614100	FIREFIGHTER	4000	FT	1.00	87,264
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	87,905
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	86,836
1502001	614100	FIREFIGHTER	4000	FT	1.00	92,183
1502001	614100	FIREFIGHTER	4000	FT	1.00	94,488
1502001	614100	FIREFIGHTER	4000	FT	1.00	92,183
1502001	614100	FIREFIGHTER	4000	FT	1.00	94,269
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	86,836
1502001	614100	FIREFIGHTER	4000	FT	1.00	86,836
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	89,884
1502001	614100	FIREFIGHTER	4000	FT	1.00	87,478
1502001	614100	FIREFIGHTER	4000	FT	1.00	89,395
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	92,515
1502001	614100	FIREFIGHTER	4000	FT	1.00	94,108
1502001	614100	FIREFIGHTER	4000	FT	1.00	96,461
1502001	614100	FIREFIGHTER	4000	FT	1.00	96,461
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	90,761
1502001	614100	FIREFIGHTER	4000	FT	1.00	90,761
1502001	614100	FIREFIGHTER	4000	FT	1.00	89,395
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	90,542
1502001	614100	FIREFIGHTER	4000	FT	1.00	64,165
1502001	614100	FIREFIGHTER	4000	FT	1.00	64,165
1502001	614100	FIREFIGHTER	4000	FT	1.00	90,542
1502001	614100	FIREFIGHTER	4000	FT	1.00	88,119
1502001	614100	FIREFIGHTER	4000	FT	1.00	72,720
1502001	614100	FIREFIGHTER	4000	FT	1.00	64,165
1502001	614100	FIREFIGHTER	4000	FT	1.00	64,195
1502001	614100	FD RECRUIT	4000	FT	0.50	36,853
1502001	614100	FD RECRUIT	4000	FT	0.50	36,853

TOTAL 614100 EMPLOYEES

49.00

3,976,268

1502001	611500	FD CANDIDATE	2000	FT	0.50	22,000
1502001	611500	FD CANDIDATE	2000	FT	0.50	22,000
TOTAL 613100 EMPLOYEES					1.00	44,000
TOTAL EMPLOYEES					76.00	6,801,238

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/7/2025	2025 PROJECTED	2026 PROPOSED
Director - CPED Exp							
1601000 610900	Salary - Director	162,909	165,220	165,220	122,516	164,960	170,176
Salary of the Director of the Department of Community Planning and Economic Development (CPED).							
1601000 611000	Salary - Bureau Chief	110,653	113,199	113,199	97,638	136,556	180,653
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	168,310	198,921	198,921	145,058	195,172	201,140
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 620200	Medical Insurance	944,000	1,010,080	1,010,080	757,560	1,010,080	1,138,572
Costs of health care for all Department of Community Planning and Economic Development employees.							
1601000 620300	Dental/Vision	20,633	26,750	26,750	18,965	26,750	30,500
Costs of dental and vision care for all Department of Community Planning and Economic Development employees.							
1601000 714100	PC Lease	40,681	0	0	0	0	0
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 2025, this line item has been moved to Admin Services IT.							
1601000 731000	Advertising	210	500	500	0	500	500
Legal notices for appeals, employment ads, grant programs, and public hearings. Notifications of Requests for Proposals that the City of Lancaster may issue for projects.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/7/2025	2025 PROJECTED	2026 PROPOSED
1601000 732000	Dues & Subscriptions	948	1,000	1,000	95	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	73	300	300	29	150	300
	Mailing costs, express mail charges and Federal Express/UPS charges.						
1601000 735000	Printing	1,961	2,000	2,000	1,593	2,000	2,000
	Cost of printing community planning and economic development publications, marketing items letterhead, envelopes, newsletters, reports, and photocopying.						
1601000 736000	Telephone	5,261	0	0	954	0	0
	Telephone has been moved to the Admin Service IT budget. Department share of phone and voice mail systems, mobile phone expenses, and laptop Wi-Fi connections for Department staff.						
1601000 737000	Travel	147	1,500	1,500	0	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	997	50,000	50,000	6,085	50,000	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	959	4,000	4,000	222	4,000	4,000
	Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops, conferences, certifications, and webcasts, which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.						
1601000 760300	Office Supplies	331	1,000	1,000	292	500	1,000
	Routine office materials such as notebooks, report covers, files, paper, pens, etc.						

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/7/2025	2025 PROJECTED	2026 PROPOSED
1601000 760600	Operating Supplies	308	500	500	100	500	500
Various operating supplies and expenses of the department including printer cartridges.							
1601000 811000	Contributions to Econ Dev	57,400	55,000	55,000	4,000	55,000	55,000
This account reflects costs in support of several aspects related to encouraging economic development and investment in the City including: marketing the City to businesses, residents, and other stakeholders; commercial, office and retail recruitment and retention; economic strategy and analysis regarding jobs, housing, and revenues; costs associated with redevelopment of specific properties within the City including clean-up costs, maintenance costs and holding costs; and costs associated with properties acquired by the City for future redevelopment. Membership fees and contributions to local organizations partnering with the City in its economic development efforts including the Lancaster City Alliance, the Lancaster Economic Development Company, and Discover Lancaster and for regional economic development initiatives (including those providing access to federal Economic Development Administration funding) are included.							
TOTAL	Director - CPED Exp	1,515,781	1,629,970	1,629,970	1,155,107	1,647,668	1,836,840

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF CPED</u>					
1601000 610900	DIRECTOR CPED	2000	FT	1.00	170,176
TOTAL 610900 EMPLOYEES				1.00	170,176
1601000 611000	DEP DIR HLT HOU & CD	2000	FT	1.00	140,653
1601000 611000	ECON DEV MANAGER	2000	FT	1.00	40,000
TOTAL 611000 EMPLOYEES				2.00	180,653
1601000 611500	PROGRAM ADMINISTRATO	2000	FT	1.00	71,875
1601000 611500	COMMUNITY DEVELOPMENT ADMINSTRATO	2000	FT	1.00	65,405
1601000 611500	DEPARTMENT OFFICE MANAGER	2000	FT	1.00	63,860
TOTAL 611500 EMPLOYEES				3.00	201,140
TOTAL EMPLOYEES				6.00	551,969

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Planning Exp							
1602000 611000	Salary - Bureau Chief	67,871	106,090	106,090	77,885	105,000	108,150
Salary of the Bureau Chief of Planning.							
1602000 611500	Salaried Personnel	378,433	419,720	419,720	307,637	409,851	422,711
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 723000	Maint. - Equipment	1,335	1,000	1,000	0	0	500
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	15,430	16,000	16,000	7,719	10,000	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	3,392	5,000	5,000	3,859	5,000	6,000
Subscriptions to professional planning publications, software subscriptions, and document purchases. Dues to professional planning, historic preservation, and zoning organizations.							
1602000 733000	Map Reproduction	0	500	500	0	0	100
Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.							
1602000 734000	Postage	736	800	800	1,269	1,600	1,200
Mailing costs for Planning Commission, HARB, Zoning, and Historical Commission agendas and minutes to Commission and Board members, documents requested by developers and property owners, information requested by citizens, and notices required by law.							
1602000 735000	Printing	3,689	3,000	3,000	3,284	3,600	4,000
In-house costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1602000 736000	Telephone	4,884	0	0	871	2,000	0
Phone charges moved to Bureau of Information Technology.							
1602000 737000	Travel	0	2,000	2,000	0	300	1,000
Travel costs to attend planning-related meetings, conferences and training opportunities for staff.							
1602000 741000	Professional Services	20,869	50,000	50,000	6,833	45,000	75,000
Fees for court stenographer attending Zoning Hearing Board and Planning Commission meetings, as required by State law. Professional consulting fees for comprehensive and strategic planning and miscellaneous consultation and design fees related to the functions of the Bureau of Planning.							
1602000 744500	Training & School	400	2,000	2,000	631	0	0
Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.							
1602000 760300	Office Supplies	143	800	800	731	800	1,000
Cost of paper, envelopes, tablets, file folders, pens and other office supplies.							
1602000 760600	Operating Supplies	0	500	500	177	300	300
Graphic materials, computer-related components, ink cartridges, and other operating materials and supplies other than office supplies.							
1602000 765400	Gas Oil & Diesel	355	500	500	0	0	500
Fuel and oil replacement costs for two vehicles assigned to the Bureau of Planning.							
1602000 820000	Minor Equipment	39	600	600	41	400	500
Purchase of small office equipment, furniture, and technology as needed.							
TOTAL	Planning Exp	497,576	608,510	608,510	410,936	583,851	636,961

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF PLANNING</u>					
1602000	611000 BC PLANNING COMM DEV	2000	FT	1.00	108,150
TOTAL 611000 EMPLOYEES				1.00	108,150
1602000	611500 ZONING OFFICER	2000	FT	1.00	65,561
1602000	611500 SENIOR PLANNER	2000	FT	1.00	76,491
1602000	611500 SENIOR PLANNER	2000	FT	1.00	74,263
1602000	611500 HIST PRESERVATN SPEC	2000	FT	1.00	68,156
1602000	611500 PUBLIC ART MANAGER	2000	FT	1.00	75,410
1602000	611500 REDEVELOPMENT ADMINISTRATOR	2000	FT	1.00	62,830
TOTAL 611500 EMPLOYEES				6.00	422,711
TOTAL EMPLOYEES				7.00	530,861

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Building Code Administration							
1603000 611000	Salary - Bureau Chief	127,622	131,128	131,128	158,073	115,000	118,450
Salary of the Chief of the Bureau of Code Compliance & Inspections.							
1603000 611500	Salaried Personnel	401,458	453,899	453,899	288,171	492,058	617,887
Salaries of Building Inspectors and administrative support staff.							
1603000 612000	Salary Temporary	39,412	0	0	2,614	0	3,000
Building Code will require temporary services during possible extended absences of administrative staff.							
1603000 618500	Overtime	364	0	0	0	0	0
Overtime for permit clerks if additional hours are needed above the 40 hour work week.							
1603000 620100	Educational Incentive	8,250	5,000	5,000	0	0	0
Annual incentive payment needed, 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	16,674	5,000	5,000	2,500	4,000	6,500
Replacement, Repair, service costs for office equipment including shared copiers at City Hall offices.							
1603000 731000	Advertising	0	1,000	1,000	0	500	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	1,740	4,000	4,000	3,823	4,500	5,000
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.							
1603000 734000	Postage	1,177	2,000	2,000	434	600	1,000
Mailing of permits, notices and enforcement orders.							
1603000 735000	Printing	4,953	6,000	6,000	4,131	4,000	4,000
Purchasing forms such as: certificates, placards, inspection reports, posters, letterhead and business cards, and purchasing ink for printers							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1603000 736000	Telephone	8,318	0	0	1,327	0	0
Phone charges moved to Bureau of Information Technology.							
1603000 737000	Travel	0	2,000	2,000	1,057	3,000	4,500
Travel cost for Building Inspectors or Permit Coordinator to attend a seminars or conferences.							
1603000 740500	Abatement of Nuisances	0	1,000	1,000	0	0	0
Costs for an emergency hazard abatement such as: structural bracing, boarding-up of a property or perimeter fencing.							
1603000 741000	Professional Services	2,254	60,000	54,000	53,725	85,000	85,000
Cost for: Stenographer attendance at building code appeals board hearings. Expenses associated with using a third party agencies.							
1603000 744000	Contract Services	1,218	2,500	2,500	868	1,000	2,500
Costs associated with copier and printer contracts.							
Clothing allowance for staff.							
1603000 744500	Training & School	12,030	10,000	10,000	5,521	7,000	9,000
Costs for employees to attend training events, seminars, and take ICC exams in order to achieve or maintain UCC certifications.							
1603000 748500	Plumbing Board	145	500	500	0	250	500
Costs associated with the Plumbing Board including providing current code information to Board members.							
1603000 760300	Office Supplies	5,649	5,000	5,000	1,395	2,600	4,000
Routine office supply costs such as report covers, files, paper, pens, etc.							
1603000 760600	Operating Supplies	2,836	3,000	3,000	2,718	3,500	5,000
Miscellaneous operating supplies for Building Code Administration.							
1603000 765400	Gas Oil & Diesel	1,828	3,000	3,000	571	3,000	3,000
Fuel costs for Building Code vehicles.							
1603000 820000	Minor Equipment	2,525	5,000	11,000	7,071	4,200	13,000
Purchase of equipment required by inspectors to properly perform inspections in the field or plan reviews in office. Purchase of small office equipment and furniture.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1603000 827100	Vehicle Lease Purchase	19,821	0	0	0	0	0
Cost of lease-purchase of a vehicle for Building Code Department							
TOTAL	Building Code Administration	658,274	700,027	700,027	534,000	730,208	883,337

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF BUILDING CODES</u>					
1603000	611000 BUR. CHF BUILDING CODES	2000	FT	1.00	118,450
TOTAL 611000 EMPLOYEES				1.00	118,450
1603000	611500 SENIOR PLANS EXAMINER	2000	FT	1.00	126,329
1603000	611500 BUILDING SAFETY & COMPLIANCE	2000	PT	1.00	26,441
1603000	611500 RESIDENTIAL CODE OFF	2000	FT	1.00	65,405
1603000	611500 RESIDENTIAL CODE OFF	2000	FT	1.00	65,000
1603000	611500 RESIDENTIAL CODE OFF	2000	FT	1.00	65,000
1603000	611500 COMMERCIAL CODES OFF	2000	FT	1.00	73,079
1603000	611500 COMMERCIAL CODES OFF	2000	FT	1.00	86,994
1603000	611500 PERMIT CLERK	6000	FT	1.00	53,820
1603000	611500 PERMIT CLERK	6000	FT	1.00	53,820
1603000	611500	6000			2,000
TOTAL 611500 EMPLOYEES				9.00	617,888
TOTAL EMPLOYEES				10.00	736,338

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Property Maintenance							
1604000 611000	Salary - Bureau Chief	100,966	93,990	93,990	76,592	100,000	103,000
Salary of the Bureau Chief of Property Maintenance and Housing Inspections.							
1604000 611500	Salary - Personnel	878,132	861,394	861,394	631,812	837,114	879,036
Salaries of Housing Supervisor, 8 Housing Inspectors and 6 administrative support staff.							
1604000 618500	Overtime	0	1,000	1,000	0	0	1,000
Overtime for administrative staff to attend evening meetings outside of normal business hours such as the Property Reinvestment Board and Housing Board Code of Appeals and for inspectors who are called in after hours for police or fire calls.							
1604000 620100	Educational Incentive	19,300	22,000	22,000	9,400	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	4,543	4,600	4,600	92	300	4,600
Repair and service costs for office equipment, digital equipment including shared equipment; maintenance costs associated with digital and other equipment used by the Housing Inspectors and Clerks when in the field or in the office. Includes maintenance cost of city vehicles.							
1604000 731000	Advertising	1,693	3,000	3,000	610	500	2,500
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	800	800	800	375	800	2,000
Membership fees for professional code enforcement organizations, costs associated with licensing and certifications for Housing Inspectors, code enforcement materials and periodical subscriptions to keep up to date on code enforcement topics.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1604000 734000	Postage	12,057	14,000	14,000	10,615	13,000	13,000
Mailing of rental housing licenses, billing associated with rental housing licensing, health permits, notices of violation, PVNs, enforcement orders, correspondence, etc.							
1604000 735000	Printing	10,601	8,000	8,000	9,972	12,500	8,000
Printing of licenses, applications, certificates, envelopes, placards, inspection forms and citation forms.							
1604000 736000	Telephone	24,565	6,500	6,500	3,224	0	0
Phone charges moved to Bureau of Information Technology.							
1604000 737000	Travel	0	1,000	1,000	507	1,000	1,000
Costs for administrative staff and housing inspectors to attend code training seminars and for travel to testing and training required to maintain certifications.							
1604000 740500	Abatement of Nuisances	37,562	35,000	35,000	27,749	20,000	30,000
Costs for the abatement of health hazards including exterminations, clean-up of trash and debris, mowing and/or boarding up of condemned properties. Abatement charges also cover addressing shared sewer lines.							
1604000 741000	Professional Services	15,826	41,500	41,500	28,925	35,000	45,000
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.							
1604000 744000	Contract Services	140	0	0	0	0	0
Costs associated with the use of outside code enforcement professionals for third-party verifications and departmental subscription costs.							
1604000 744500	Training/Education	14,909	8,000	8,000	5,090	8,000	8,000
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.							
1604000 760300	Office Supplies	2,235	3,000	3,000	1,371	2,500	3,000
Office supply costs including letterhead, envelopes, files, paper, pens, etc.							
1604000 760600	Operating Supplies	8,842	7,500	7,500	4,090	6,800	7,500
Costs associated with supplies related to office equipment including PPE and uniforms for inspectors and clerical staff.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1604000 765400	Gas Oil & Diesel	3,384	5,000	5,000	1,280	2,000	3,000
	Fuel costs for housing inspectors' vehicles for field work and other work associated travel.						
1604000 820000	Minor Equipment	865	6,000	6,000	989	0	2,500
	Purchase and/or replacement of equipment including digital and office equipment including furniture and equipment for Housing Inspectors in the field and office staff.						
1604000 827100	Vehicle Lease Purchase	35,150	0	0	0	0	0
	Cost of lease-purchase of existing fleet vehicles for Housing/Health Inspectors.						
TOTAL	Property Maintenance	1,171,571	1,122,284	1,122,284	812,693	1,061,514	1,135,136

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS</u>					
1604000	611000 BUR. CHF, PROP/HOUS	2000	FT	1.00	103,000
TOTAL 611000 EMPLOYEES				1.00	103,000
1604000	611500 HOUSING SUPERVISOR	2000	FT	1.00	77,819
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	71,609
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	60,263
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	68,747
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	66,110
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	55,542
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	66,029
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	71,487
1604000	611500 HOUSING INSPECTOR	6000	FT	1.00	60,351
1604000	611500 ADMINISTRATIVE ASSISTANT II	6000	FT	1.00	61,589
1604000	611500 CLERK TYPIST 2	6000	FT	1.00	45,563
1604000	611500 CLERK TYPIST 2	6000	FT	1.00	53,917
1604000	611500 CLERK TYPIST 2	6000	FT	1.00	45,635
1604000	611500 BILLING CLRK HOUSING	6000	FT	1.00	61,376
1604000	611500 BONUS	6000			13,000
TOTAL 611500 EMPLOYEES				14.00	879,037
TOTAL EMPLOYEES				15.00	982,037

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Health Off Healthy Homes							
1605000 611000	Salary - Bureau Chief	91,754	93,989	93,989	76,728	107,050	0
Salary of the Bureau Chief of Lead Safety and Community Development. This position is funded by CDBG, ESG and HUD Lead grant. Expense moved to Bureau of Health Office Community Health 607.							
1605000 611500	Salaried Personnel	324,123	410,903	410,903	242,997	617,528	0
Salaries of staff of the Bureau of Health Office of Healthy Homes. These positions are 100% funded by CDBG and HUD Lead grants.							
1605000 618500	Overtime	413	0	0	0	0	0
Overtime expenses for Lead Safety and Community Development staff.							
1605000 734000	Postage	2	0	0	54	54	0
This line item accounts for postage expenses charged to the Lead Safety & Community Development program.							
TOTAL	Health Off Healthy Homes	416,292	504,892	504,892	319,779	724,632	0

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Bureau of Health							
1607000 611000	Salary - Bureau Chief	74,765	0	0	0	0	110,260
Salary of the Bureau Chief of the Bureau of Health.							
1607000 611500	Salary - Personnel	297,569	302,232	302,232	216,404	643,207	730,200
Salaries of the Bureau of Health staff.							
1607000 612000	Salary Temporary	0	0	0	0	12,000	20,000
1607000 618500	Overtime	0	200	200	0	200	350
Clerk overtime expenses for performing clerical duties at public meetings of the Board of Health outside of scheduled work hours.							
1607000 723000	Maint. - Equipment	634	1,000	1,000	0	1,000	1,000
Repair and service costs for office and other shared equipment. Includes maintenance costs associated with laptop and other equipment that may require maintenance used by Health Bureau staff when performing duties.							
1607000 729000	Maint. - Vehicles	1,500	1,000	1,000	0	1,000	1,000
Maintenance for vehicles utilized by Health Bureau staff.							
1607000 731000	Advertising	257	1,000	1,000	184	1,000	1,500
Cost associated with advertising public meeting notices, legal ads and employee positions.							
1607000 732000	Dues & Subscriptions	600	600	600	0	600	600
Dues and subscription expenses for the Bureau of Health.							
1607000 734000	Postage	3,047	4,500	4,500	2,353	4,000	4,500
Mailing of health licenses, permits, notices, enforcement orders, official correspondence, etc.							
1607000 735000	Printing	3,083	3,500	3,500	1,348	3,000	3,500
Printing of health licenses, applications, certificates, placards, inspection forms and citation forms.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1607000 736000	Telephone	4,056	2,500	2,500	1,038	2,500	0
Phone charges moved to Bureau of Information Technology.							
1607000 737000	Travel	1,673	2,000	2,000	30	1,750	2,000
Costs for Health Bureau staff to travel to trainings, mandatory meetings, and conferences.							
1607000 740500	Abatement of Nuisances	0	1,500	1,500	705	0	2,500
Costs for the abatement of health hazards that pose an imminent threat of harm.							
1607000 741000	Professional Services	0	500	500	0	500	500
Costs for attorney fees and stenographer fees for Board of Health proceedings, when required.							
1607000 744000	Contract Services	0	5,000	5,000	0	2,500	5,000
Costs for contracted services to support the delivery of public health programs and performing regulatory functions, including public health and environmental consultant fees.							
1607000 744500	Training/Education	1,495	3,000	3,000	430	2,000	3,000
Costs for employees to participate in webinars, attend training seminars, and conferences to expand their understanding and expertise and to stay abreast of public health best practices.							
1607000 760300	Office Supplies	830	4,500	4,500	1,276	4,500	3,000
Costs associated with office supplies for Health Bureau staff.							
1607000 760600	Operating Supplies	3,204	2,160	2,160	1,249	2,160	3,500
Supplies necessary to provide public health services including protective gear, testing supplies, instruments and tools, and other products used by Health Bureau staff when performing duties.							
1607000 765400	Gas Oil & Diesel	860	2,750	2,750	377	2,750	2,750
Fuel costs for Health Bureau vehicles for field work, including facility inspections and home visits, and other work associated travel.							
1607000 820000	Minor Equipment	1,710	5,000	5,000	498	4,500	5,000
Purchase and/or replacement of equipment required by health officers and other Health Bureau staff to properly perform public health duties.							
1607000 827100	Vehicle Lease Purchase	18,896	0	0	0	0	18,254

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Associated lease costs for vehicles used by Health Bureau staff.							
TOTAL	Bureau of Health	414,178	342,942	342,942	225,892	689,167	918,414
TOTAL	CPED	4,673,671	4,908,625	4,908,625	3,458,407	5,437,040	5,370,689

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF HEALTH</u>					
1605000	611000 BC HEALTH	2000	FT	1.00	110,260
TOTAL 611000 EMPLOYEES				1.00	110,260
1605000	611500 PROG COOR LEAD	2000	FT	1.00	62,400
1605000	611500 HOUSING REHAB LEAD SPECIALIST	2000	FT	1.00	66,560
1605000	611500 LEAD RISK ASSESSOR	2000	FT	1.00	56,650
1605000	611500 OUTREACH & EDUCATION SPECIALIST, LEAD	2000	FT	1.00	56,160
1605000	611500 PROGRAM MANAGER	2000	FT	1.00	85,000
1605000	611500 CLERK TYPIST 2	6000	FT	1.00	45,563
1605000	611500 CLERK TYPIST 2	6000	FT	1.00	45,563
1607000	611500 HEALTH OFFICER	2000	FT	1.00	63,590
1607000	611500 HEALTH OFFICER	2000	FT	1.00	65,596
1607000	611500 HEALTH OFFICER	2000	FT	1.00	59,549
1607000	611500 HEALTH & HOUSING SOCIAL WORKER	2000	FT	1.00	66,079
1607000	611500 CLERK 3 HEALTH HOUSE	6000	FT	1.00	54,491
1607000	611500	6000			3,000
TOTAL 611500 EMPLOYEES				12.00	730,201
TOTAL EMPLOYEES				13.00	840,461

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Director Public Works Exp							
1810000 610900	Salary - Director	167,657	171,734	171,734	127,347	171,465	176,886
Salary of the Director of Public Works.							
1810000 611000	Salary - Bureau Chief	178,889	183,247	183,247	135,884	199,976	206,248
Allocated salary expenses for the Deputy Director of Public Works for Construction and Operations, Operations Manager, and the Manager of Parks and Public Property beginning in 2023. These allocated General Fund expenses were previously allocated in several bureaus within the Department of Public Works and are being consolidated in this line item.							
1810000 611500	Salaried Personnel	55,346	56,695	56,695	42,041	56,606	58,395
Salary of the Department Director's assistant and the General Fund portion of Public Works merit payment funds.							
1810000 618500	Overtime	278	0	0	0	0	0
1810000 620200	Medical Insurance	1,207,000	1,291,490	1,291,490	968,618	1,291,490	1,382,061
Costs for health care for all General Fund Public Works employees.							
1810000 620300	Dental/Vision	29,518	37,450	37,450	23,978	37,450	40,127
Costs for dental/vision care for all General Fund Public Works employees.							
1810000 714100	PC Lease	34,866	0	0	0	0	0
Expense moved to Information Technology.							
1810000 731000	Advertising	5,795	9,000	9,000	6,883	9,000	9,000
Costs for advertising for: vacant positions within supervisory and rank and file staffing as well as required advertising and for public bid projects.							
1810000 732000	Dues & Subscriptions	154	500	500	202	250	250
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.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1810000 734000	Postage	93	250	250	65	250	250
Postage and express mail sent by the Director's Office.							
1810000 735000	Printing	2,070	2,000	1,300	1,241	1,300	1,800
Daily printing expenses, including distribution copies to the Department's five Bureaus.							
1810000 736000	Telephone	1,205	350	1,050	358	0	0
Phone charges moved to Bureau of Information Technology.							
1810000 737000	Travel	1,153	1,500	1,500	1,360	1,500	2,000
Travel and Staff Appreciation/Condolence related expenses for the Director of Public Works.							
1810000 741000	Professional Services	16,087	8,000	8,000	6,000	8,000	10,000
Professional Services contracted by Director's Office.							
1810000 744500	Training & School	1,061	600	600	50	600	200
Training costs for Public Works Director and assistant.							
1810000 760300	Office Supplies	450	600	600	273	600	600
Office supplies for the office of the Director.							
TOTAL	Director Public Works Exp	1,701,621	1,763,416	1,763,416	1,314,298	1,778,487	1,887,817

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF PUBLIC WORKS</u>					
1810000 610900	DIRECTOR PUBLIC WORK	2000	FT	1.00	176,886
TOTAL 611000 EMPLOYEES				1.00	176,886
1810000 611000	DEP DIRECTOR PW CONS	2000	FT	0.20	31,826
1810000 611000	MGR PRKS AND PUB PRY	2000	FT	0.80	90,425
1810000 611000	OPERATIONS MANAGER	2000	FT	0.75	83,997
TOTAL 611000 EMPLOYEES				1.75	206,248
1810000 611500	STAFF ASST PUB WORKS	2000	FT	1.00	58,395
TOTAL 611500 EMPLOYEES				1.00	58,395
TOTAL EMPLOYEES				3.75	441,529

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Engineering Exp							
1820000 611000	Salary - Bureau Chief	24,546	25,136	25,136	18,639	103,500	106,605
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	202,519	210,679	210,679	154,361	356,954	391,198
Salaries of the Engineering Bureau staff.							
1820000 612000	Salary Temporary	18,498	20,000	20,000	8,989	20,000	20,000
Salaries of the Engineering Bureau temporary staff intern(s).							
1820000 618500	Overtime	2,248	2,000	2,000	1,867	0	0
Overtime expenses for eligible Engineering staff.							
1820000 718000	Rental of Uniforms	442	1,175	1,175	125	1,175	1,175
Clothing allowance for inspectors and permitting staff.							
1820000 729000	Maint. - Vehicles	1,017	3,500	3,500	518	2,000	1,750
Routine maintenance and repairs to vehicles							
1820000 732000	Dues & Subscriptions	2,349	4,500	4,500	3,857	5,000	5,500
Dues for professional organizations, manuals, publications, licensing fees, etc. Subscriptions services for software, AutoCAD, Bluebeam							
1820000 734000	Postage	4,250	3,500	4,500	4,480	3,500	4,000
Mailing costs for general correspondence and various notices including curb and sidewalk notices, monthly invoicing for sidewalk repair program, and certified mail.							
1820000 735000	Printing	4,128	6,000	5,000	2,085	6,000	6,000
Printing of forms, scanning and printing of plans, specifications, permits, notices, invoicing for sidewalk repair program, public event materials, and other correspondence during the course of the year. Includes operating costs of copier machines, printer, and plotter.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1820000 736000	Telephone	6,743	5,500	5,500	1,151	5,500	0
Phone charges moved to Bureau of Information Technology.							
1820000 737000	Travel	2,274	2,000	2,000	160	2,000	2,000
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	316,253	300,000	300,000	103,485	300,000	325,000
Outside consultant and surveying services required to augment City engineering staff when required. 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	13,594	75,000	75,000	1,770	50,000	50,000
Misc contract services							
1820000 744500	Training & School	1,800	3,150	3,150	1,935	3,200	3,200
This item covers course work for employees to become proficient as engineers, planning and inspectors. Supplemental computer training may be required.							
1820000 760300	Office Supplies	729	1,500	1,500	232	1,500	1,500
Office supplies for the engineering office.							
1820000 760600	Operating Supplies	3,424	5,000	5,000	943	5,000	5,000
Supplies needed for public engagement.							
1820000 765400	Gas Oil & Diesel	786	2,000	2,000	199	1,000	1,000
Fuel for Vehicles							
1820000 820000	Minor Equipment	100	3,000	3,000	1,344	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	819	1,500	1,500	99	1,500	1,500
Includes the purchase of safety shoes for 4 employees, traffic cones, safety vests, shirts, hard hats and other items associated with safety.							
TOTAL	Engineering Exp	606,521	675,140	675,140	306,238	870,829	928,428

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF ENGINEERING</u>						
1820000	611000	DEP DIR ENGINEERING	2000	FT	0.70	106,605
TOTAL 611000 EMPLOYEES					0.70	106,605
1820000	611500	ENGINEER	2000	FT	1.00	92,900
1820000	611500	TRANSPORTATION PLANNER	2000	FT	0.75	57,938
1820000	611500	PW ENVIRON PLANNER	2000	FT	0.25	18,700
1820000	611500	PW CONSTRUCTION SUPE	2000	FT	0.25	24,863
1820000	611500	PW PROJECT MANAGER	2000	FT	1.00	93,890
1820000	611500	PW ENGINEER	2000	FT	0.90	74,263
1820000	611500	ADMINISTRATIVE ASSISTANT - ENGINEERING	6000	FT	0.50	28,145
1820000	611500		6000			500
TOTAL 611500 EMPLOYEES					4.65	391,199
TOTAL EMPLOYEES					5.35	497,804

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Traffic Exp							
1830000 611500	Salaried Personnel	233,179	245,625	245,625	182,877	242,294	260,447
Salaries of the employees of the Traffic Section.							
1830000 618500	Overtime	2,461	12,500	12,500	5,402	10,000	12,500
Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special activities, concerts, parades, etc., require posting and removal of detour and other signs by the sign crew. Line painting assistance on weekends is also required and manual traffic counts during rush hours. Also for Traffic Signal Technician to answer after hours calls in West Lampeter Township due to current Inter-Municipal Contract.							
1830000 718000	Rental of Uniforms	1,635	2,700	2,700	1,306	2,000	2,700
Uniforms for five Traffic Section personnel under this program.							
1830000 723000	Maint. - Equipment	743	1,350	1,350	154	1,000	1,350
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.							
1830000 729000	Maint. - Vehicles	6,123	7,500	7,500	1,002	7,000	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	1,332	2,000	2,000	331	1,500	0
Covers cell phone service and land based calls needed for daily operations, including phone service drops to traffic signal controllers. Cell phone purchases and accessories are also covered by this line item as well as the service fees for two additional tablets used for Lucy							
1830000 737000	Travel	850	850	850	254	500	850
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.							
1830000 741000	Professional Services	10,000	18,500	18,500	4,154	16,000	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.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1830000 744000	Contract Services	125,702	147,000	147,000	12,510	140,000	147,000
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 Management Software.							
1830000 744500	Training & School	1,800	1,800	1,800	1,230	1,000	1,800
Professional development in traffic-related areas, and computer training for new software use.							
1830000 754000	Street Lighting	275,008	300,000	300,000	108,681	300,000	320,000
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	32,250	32,250	32,250	21,571	32,250	40,000
Electrical power for school flashers and warning devices.							
1830000 760300	Office Supplies	820	900	900	900	900	1,000
Office supplies for the traffic section.							
1830000 760600	Operating Supplies	4,416	5,000	5,000	4,166	5,000	5,000
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	6,350	10,000	10,000	4,679	7,000	9,000
Gasoline, diesel, lubricants and motor oil.							
1830000 767800	Sign Materials	62,263	70,000	70,000	47,211	65,000	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.							
1830000 768100	Marking Materials	127,219	125,000	125,000	56,305	110,000	125,000

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
All marking supplies need to be replaced yearly due to the limited shelf life. Crosswalk striping - it is anticipated that 600 gallons of white paint will be required. Purchase plastic material for pavement marking applications such as arrows, crosswalks, and stop bars. Project which will be using plastic application instead of paint. Installation of parking stalls and piano style crosswalks per the Walkability Study.							
1830000 768700	Traffic Signal Parts	22,733	63,000	63,000	10,027	55,000	63,000
Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.							
1830000 820000	Minor Equipment	10,228	25,000	25,000	13,465	20,000	25,000
Minor equipment such as loop detectors, cabinet filters, modems. Money to be used for the second phase of the replacement of School Flashers. Money to be used to purchase extra Pedestrian Crossing signs at the cost of \$350.00 each. With the 6 intersections we currently go through 24-30 per year.							
1830000 824500	Street Light Standards	0	3,600	3,600	1,793	4,000	5,000
Spare street light standards with fixtures for Old Towne and North Market Street.							
1830000 827100	Vehicle-Lease Purchase	59,309	45,000	45,000	20,497	45,000	45,000
Lease purchase payments for vehicles used by Traffic and Sign Shop personnel.							
TOTAL	Traffic Exp	984,422	1,119,575	1,119,575	498,515	1,065,444	1,160,647

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF STREETS: TRAFFIC</u>					
1830000	611500 SUPERVISOR TRAF SIGN	2000	FT	1.00	87,691
1830000	611500 TRAFFIC SIGNAL & STR	6000	FT	1.00	64,760
1830000	611500 PRKS MTN AND CON. SU	2000	FT	0.10	6,960
1830000	611500 TRAF SIGN MRKFAB INS	6000	FT	1.00	49,848
1830000	611500 TRAF SIGN MRKFAB INS	6000	FT	1.00	48,189
1830000	611500 BONUS	6000			3,000
TOTAL 611500 EMPLOYEES				4.10	260,448
TOTAL EMPLOYEES				4.10	260,448

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Street Maintenance Exp							
1843000 611500	Salaried Personnel	372,054	469,263	469,263	291,015	515,569	559,557
Salaries for the street maintenance personnel.							
1843000 618500	Overtime	15,821	25,000	25,000	21,451	24,000	25,000
Street maintenance personnel overtime expenses generated by snow and ice storm emergencies and the replacement of the night employee for vacation and sick leave.							
1843000 760600	Operating Supplies	7,578	10,000	10,000	6,342	11,000	13,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.							
1843000 768400	Road Paving Materials	5,118	13,000	13,000	2,156	15,000	18,000
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.							
1843000 769000	Construction Material	0	3,500	3,500	3,500	3,000	3,500
Purchase of traffic signs, sand, cement, pipe, cones and barricades.							
1843000 820000	Minor Equipment	15,120	19,000	19,000	4,869	19,000	19,000
Equipment Purchases for Streets Paving and Maintenance							
1843000 826000	Construction/Resurfacing	219	15,000	15,000	0	15,000	15,000
Paving and maintenance expenses for City owned parking lots.							
1843000 827100	Vehicle-Lease Purchase	180,412	186,055	186,055	148,030	186,055	204,753
Vehicle and Equipment Lease Payments							
TOTAL	Street Maintenance Exp	596,322	740,818	740,818	473,051	788,624	857,810

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF STREETS: MAINTENANCE</u>						
1843000	611500	LABORER	6000	FT	1.00	46,517
1843000	611500	LABORER	6000	FT	1.00	46,517
1843000	611500	EO 1	6000	FT	1.00	56,070
1843000	611500	EO 1	6000	FT	1.00	53,456
1843000	611500	EO 1	6000	FT	1.00	50,930
1843000	611500	EO 1	6000	FT	1.00	50,930
1843000	611500	EO 1	6000	FT	1.00	58,076
1843000	611500	EO 2	6000	FT	1.00	66,546
1843000	611500	EO 2	6000	FT	1.00	53,969
1843000	611500	EO 2	6000	FT	1.00	66,546
1843000	611500	BONUS	6000			10,000
TOTAL 611500 EMPLOYEES					10.00	559,557
TOTAL EMPLOYEES					10.00	559,557

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Motor Vehicles Exp							
1850000 611500	Salaried Personnel	285,585	323,400	323,400	214,955	321,113	406,817
Salaries for the motor vehicle personnel.							
1850000 618500	Overtime	8,959	0	0	12,095	10,000	10,000
Overtime expenses anticipated for snow and ice emergency operations.							
1850000 620100	Educational Incentive	2,442	3,500	3,500	1,618	3,500	3,500
Expenses for Certification Incentive Program for four mechanics.							
1850000 718000	Rental of Uniforms	1,715	2,280	2,280	867	2,280	2,280
Uniform and Safety Shoe allowance for Motor Vehicle Employees.							
1850000 723000	Maint. - Equipment	141	450	450	0	350	450
Maintenance of Minor Equipment of the Bureau							
1850000 729000	Maint. - Vehicles	3,995	17,320	17,320	16,485	18,000	19,000
Repairs for Motor Vehicles and Administrative fleet.							
1850000 732000	Dues & Subscriptions	0	0	100	100	0	0
1850000 735000	Printing	0	450	450	101	300	450
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)							
1850000 736000	Telephone	250	900	900	83	500	0
Phone charges moved to Bureau of Information Technology.							
1850000 744500	Training & School	240	725	725	128	500	725
Training seminars and to upgrade employees' Commercial Drivers License, State Inspection License and Emissions Certifications. New law requires recertification testing for State Inspection license. (\$100.00)							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1850000 760300	Office Supplies	567	625	625	369	625	625
Expenses for miscellaneous office and copier supplies.							
1850000 760600	Operating Supplies	5,616	6,000	6,000	5,271	6,000	6,000
Chemicals, soaps, hardware, etc., which are considered shop expenses.							
1850000 765400	Gas Oil & Diesel	3,929	6,000	6,000	2,102	8,000	10,000
Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.							
1850000 766300	Tires & Batteries	1,600	1,600	1,600	521	1,600	1,600
Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.							
1850000 767200	Misc. Vehicle Parts	21,848	38,000	38,000	12,746	38,000	38,000
Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.							
1850000 820000	Minor Equipment	77,709	78,000	77,900	47,250	75,000	78,000
Annual fee for the All Data Computer System, Emissions Machine and Diagnostic updates. Software, hardware, and other items needed at Lancaster Operations Center.							
1850000 827000	Vehicles	9,452	125,330	125,330	38,756	125,330	164,000
Lease purchases of vehicles for Motor Vehicles Bureau.							
TOTAL	Motor Vehicles Exp	405,143	604,580	604,580	353,449	611,098	741,447

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF STREETS: MOTOR VEHICLES</u>						
1850000	611500	FLEET SUPERVISOR	2000	FT	1.00	81,901
1850000	611500	HEAV EQUIPMENT MECHA	6000	FT	1.00	72,683
1850000	611500	AUTO MECHANIC 2	6000	FT	1.00	64,345
1850000	611500	AUTO MECHANIC 2	6000	FT	1.00	55,455
1850000	611500	UPFITTING MECHANIC	6000	FT	1.00	59,000
1850000	611500	ADMINISTRATIVE ASSIS	6000	FT	1.00	68,432
1850000	611500	BONUS	6000			5,000
TOTAL 611500 EMPLOYEES					6.00	406,816
TOTAL EMPLOYEES					6.00	406,816

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Parks Administration Exp							
1860000 611500	Salaried Personnel	13,247	0	0	0	0	0
Salaried personnel costs of personnel allocated to the Bureau of Parks & Public Property.							
1860000 620100	Educational Incentive	6,453	7,500	7,500	2,345	5,250	6,750
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.							
1860000 718000	Rental of Uniforms	16,529	18,360	18,360	11,651	18,000	17,280
Annual uniform & apparel allocation for P&PP employees.							
1860000 729000	Maint. - Vehicles	31,752	38,610	38,610	24,398	32,000	38,610
Maintenance and repair expenses for Bureau vehicles, including body repairs and painting, as well as associated third-party management and monitoring fees.							
1860000 731000	Advertising	87	300	300	0	150	300
Advertising the annual Sunshine Act public meeting notice and other materials requiring advertising with outside media.							
1860000 734000	Postage	123	250	250	50	125	250
All Bureau mailings, including street tree notices and pavilion rental permits.							
1860000 735000	Printing	248	0	0	355	1,000	1,000
1860000 736000	Telephone	9,304	12,120	12,120	3,482	9,500	0
Phone charges moved to Bureau of Information Technology.							
1860000 737000	Travel	30	630	630	115	200	600
Travel expenses for the Bureau professional staff.							
1860000 744000	Contract Services	143,101	170,722	158,332	125,813	170,000	194,900
Contracted services including language interpretation, contracted landscaping services to supplement staff efforts, and a dedicated Clean Team ambassador to provide custodial upkeep and monitoring for the Binns Park, Ewell Plaza, and public restroom facility at Prince & Orange Sts.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1860000 744500	Training & School	1,586	1,500	1,500	1,237	1,300	1,650
	Training expenses related to P&PP staff, including but not limited to Certified Herbicide/Pesticide application, Chesapeake Bay Landscape Professional (CBLP) credentials, ISA Certified Arborist credentials, and associated continuing education requirements.						
1860000 745000	Solid Waste Disposal	27,244	30,000	30,000	15,256	28,000	30,000
	Tipping fees at the Lancaster Transfer Station for materials collected during rounds by the City-owned trash truck.						
1860000 760300	Office Supplies	746	1,000	1,000	929	800	1,000
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, manila folders, etc.						
1860000 765400	Gas Oil & Diesel	45,327	51,500	51,500	27,456	48,000	51,500
	Vehicle and equipment fuel for the Bureau.						
1860000 820000	Minor Equipment	2,315	23,100	23,100	0	22,100	23,100
	Office equipment, software licenses, and other technological needs for P&PP staff.						
TOTAL	Parks Administration Exp	271,598	355,592	343,202	213,086	336,425	366,940

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Parks - Buildings Exp							
1861000 611500	Salaried Personnel	762,749	803,429	803,429	559,778	790,739	814,922
Salaries of the full-time supervisory, maintenance and custodial staff in the Facilities division.							
1861000 618500	Overtime	8,754	5,000	5,000	10,793	8,000	8,000
Overtime contingency expense due to building and specialty trades maintenance performed after regular business hours and emergencies. Includes custodial.							
1861000 721000	Maint. - Buildings	75,488	70,000	70,000	46,599	70,000	70,000
Contracted and in-house maintenance expenses for City-owned buildings: Central Garage and Warehouse, Conestoga Pines Barn, Fire Stations #1 and #3, Recycling Drop-off Center, Lancaster Recreation Center, Operations Center, City Hall, Police Station, and most buildings at City-owned parks.							
1861000 723000	Maint. - Equipment	53,310	55,000	55,000	46,126	55,000	55,000
Contracted maintenance of specialized building systems and equipment, including but not limited to HVAC controls, access control systems, emergency generators, audio/visual equipment and fuel storage/dispensing systems.							
1861000 736000	Telephone	14,081	8,300	9,300	8,463	9,800	3,000
Landline telephone service to City-owned facilities and costs affiliated with telecom system maintenance.							
1861000 740400	Hazardous Waste Removal	35	0	0	0	0	0
Professional services involved with the abatement, removal, and proper disposal of regulated hazardous materials from City-owned facilities and properties.							
1861000 744000	Contract Services	211,046	188,450	188,450	169,430	190,000	222,250
Building maintenance contracts (e.g. Building Automation System, carpet cleaning, standby generator service, window cleaning, elevator inspection and maintenance, fire and security system maintenance and monitoring, pest control, etc.) at various City-owned buildings.							
1861000 744500	Training & School	895	1,500	1,500	654	1,200	1,500
Training and continuing education for building maintenance personnel.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1861000 752000	Power Electric	78,712	268,830	268,830	60,721	270,000	414,283
Electricity expenses for all City-owned buildings.							
1861000 760600	Operating Supplies	84,010	90,000	82,900	60,961	90,000	90,000
All supplies used by Facilities staff to maintain and/or repair the built environment, including but not limited to electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, PPE, paint/coatings, and miscellaneous fixtures.							
1861000 760700	Custodial Supplies	34,452	35,000	37,740	37,732	35,000	35,000
Supplies used by custodial staff for the care, cleaning and sanitation of City buildings and park restrooms.							
1861000 766000	Heating Oil	39,235	111,380	111,380	39,862	110,000	131,400
Purchasing of contracted heating system fuel (natural gas and oil) for all City-owned buildings.							
1861000 820000	Minor Equipment	5,350	5,000	8,360	8,357	7,258	7,000
Purchase and replacement of minor equipment used for building maintenance.							
1861000 827000	Vehicles	41,420	55,755	55,755	53,291	76,240	124,620
Lease purchase and replacement of vehicles used for public building maintenance.							
1861000 829000	Capital Outlay	20,000	29,000	29,000	2,751	29,000	20,000
Capital expenses for in-house improvements/repairs at City properties during 2025.							
TOTAL	Parks - Buildings Exp	1,429,537	1,726,644	1,726,644	1,105,518	1,742,237	1,996,975

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF PARKS & PUBLIC PROPERTY: BUILDINGS</u>					
1861000	611500 ASST MGR - PARKS AND PUBLIC PROPERTY	2000	FT	1.00	84,975
1861000	611500 CUSTODIAN 2	6000	FT	1.00	45,414
1861000	611500 CUSTODIAN 2	6000	FT	1.00	47,044
1861000	611500 CUSTODIAN 2	6000	FT	1.00	49,984
1861000	611500 CUSTODIAN 2	6000	FT	1.00	45,563
1861000	611500 CUSTODIAN 2	6000	FT	1.00	51,960
1861000	611500 PARKS MAINT WORKER	6000	FT	1.00	57,196
1861000	611500 MAINTENANCE CARPENTR	6000	FT	1.00	57,347
1861000	611500 MAIN TECH-ELECTRICIA	6000	FT	1.00	66,675
1861000	611500 MAINT TEC HVAC	6000	FT	1.00	60,772
1861000	611500 BUILDING MAINT MECH	6000	FT	1.00	63,464
1861000	611500 MAINTENANCE PAINTER	6000	FT	0.80	44,216
1861000	611500 MAINT TECH PLUMBING	6000	FT	1.00	66,675
1861000	611500 ADMINISTRATIVE ASSIS	6000	FT	1.00	60,836
1861000	611500 BONUS	6000			12,800
TOTAL 611500 EMPLOYEES				13.80	814,921
TOTAL EMPLOYEES				13.80	814,921

General Fund - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Parks - Parks Exp							
1862000 611500	Salaried Personnel	623,804	638,786	638,786	489,883	619,768	833,386
Salaries of full-time Parks maintenance employees.							
1862000 612000	Salary Temporary	0	24,000	24,000	0	24,000	29,400
Seasonal labor for Parks Maintenance.							
1862000 618500	Overtime	33,796	30,000	30,000	23,168	30,000	30,000
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	12,102	12,000	17,000	16,767	11,500	12,000
Supplies and parts to maintain and repair small lawn and grounds maintenance equipment, i.e. tractors and mowers, weed wackers, blowers, chainsaws and graffiti machine.							
1862000 727000	Maint-Parks	43,034	78,000	85,390	55,858	72,000	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	26,494	21,500	21,500	20,332	21,500	23,000
Chemicals, filters, paint, and other supplies/materials and contracted services required for the operation and maintenance of the City's six (6) pools.							
1862000 744500	Training & School	0	900	900	462	900	900
Training and continuing education for Parks maintenance personnel.							
1862000 752000	Power Electric	19,577	28,000	28,000	14,983	28,000	56,000
Electric service to City-owned Park facilities and site lighting.							
1862000 760600	Operating Supplies	47,071	63,500	56,205	25,622	55,000	55,000
Expenses for miscellaneous supplies such as fertilizer, mulch, landscape supplies, hand tools, ice melt, ball field lights, basketball and tennis nets, trash receptacles and liners, graffiti removal chemicals, and miscellaneous supplies for all City parks, including City-sponsored activities and volunteer service days.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
1862000 760700	Custodial Supplies	2,623	3,600	3,600	3,582	3,200	3,600
Supplies required for the custodial maintenance of Parks and properties, including graffiti removal solvents and pet waste stations.							
1862000 820000	Minor Equipment	4,177	6,000	6,000	4,978	6,000	6,000
Purchase minor equipment, such as push mowers, augers, weed whackers, blowers, etc., for Parks maintenance.							
1862000 827100	Vehicle-Lease Purchase	102,362	105,261	112,556	82,477	105,261	148,600
Lease payments for vehicles and large equipment employed by the Parks Department for staff transportation and grounds maintenance.							
1862000 829000	Capital Outlay	68,597	100,000	100,000	100,000	100,000	80,000
Capital projects aimed at preserving and enhancing parks properties.							
TOTAL	Parks - Parks Exp	983,635	1,111,547	1,123,937	838,112	1,077,129	1,355,886
TOTAL	Public Works	7,118,963	8,265,528	8,265,528	5,200,563	8,437,888	9,466,614
TOTAL	General Fund - Expenses	70,900,325	76,666,592	76,796,592	45,846,810	75,523,705	81,731,347

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY	
<u>BUREAU OF PARKS & PUBLIC PROPERTY: PARKS</u>						
1862000	611500	LONGS PARK MAINT SUP	2000	FT	1.00	75,592
1862000	611500	PRKS MTN AND CON. SU	2000	FT	0.10	6,960
1862000	611500	GREENSCAPES MAINTENANCE SUPERVISOR	2000	FT	0.40	30,400
1862000	611500	UTILITY OPERATOR	6000	FT	1.00	58,937
1862000	611500	UTILITY OPERATOR	6000	FT	1.00	49,671
1862000	611500	UTILITY OPERATOR	6000	FT	0.60	36,834
1862000	611500	UTILITY OPERATOR	6000	FT	1.00	49,499
1862000	611500	UTILITY OPERATOR	6000	FT	1.00	51,349
1862000	611500	PARKS MAINT MECHANIC	6000	FT	1.00	60,836
1862000	611500	LABORER	6000	FT	1.00	49,984
1862000	611500	LABORER	6000	FT	1.00	45,563
1862000	611500	UTILITY OPERATOR	6000	FT	1.00	24,835
1862000	611500	LABORER	6000	FT	1.00	45,635
1862000	611500	LABORER	6000	FT	1.00	45,635
1862000	611500	LABOR SUPERVISOR 1	2000	FT	0.80	63,070
1862000	611500	UTILITY OPERATOR	6000	FT	0.60	32,587
1862000	611500	LABORER	6000	FT	0.60	27,248
1862000	611500	LABORER	6000	FT	0.60	27,248
1862000	611500	LABORER	6000	FT	0.60	27,248
1862000	611500	MAINTENANCE PAINTER	6000	FT	0.20	11,055
1862000	611500	BONUS	6000			13,200
TOTAL 611500 EMPLOYEES					15.50	833,386
TOTAL EMPLOYEES					15.50	833,386

STORMWATER MANAGEMENT FUND



**CITY OF
LANCASTER**

2026 BUDGETS

**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND REVENUE SUMMARY
2025 BUDGET VS. 2026 BUDGET**

<u>DESCRIPTION</u>	<u>2025 BUDGET</u> (as amended)	<u>2025 PROJECTED</u>	<u>2026 BUDGET</u> (proposed)	<u>\$ INCREASE (DECREASE)</u> (vs. 2025 Budget)	<u>% INCREASE (DECREASE)</u> (vs. 2025 Budget)
Fees for Services	\$5,091,082	\$4,899,125	\$4,899,125	(\$191,957)	-3.8%
Miscellaneous Revenue	\$4,000	\$4,000	\$4,000	\$0	0.0%
Other Income	\$77,764	\$121,944	\$121,944	\$44,180	56.8%
TOTAL SWM FUND REVENUES & SOURCES OF FUNDS	\$5,172,846	\$5,025,069	\$5,025,069	(\$147,777)	-2.9%
Surplus/(Deficit)	(\$1,147,524)	(\$1,065,921)	(\$1,582,891)		

**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND EXPENSE SUMMARY
2025 BUDGET VS. 2026 BUDGET**

<u>BUREAU</u>	<u>2025 BUDGET</u> (as amended)	<u>2025 PROJECTED</u>	<u>2026 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)
Administration	\$4,563,169	\$4,435,382	\$4,757,661	\$194,492	4.3%
Street Cleaning	\$1,123,841	\$1,084,816	\$1,149,057	\$25,216	2.2%
Trees	\$358,844	\$343,722	\$394,234	\$35,390	9.9%
Grounds Maintenance	\$274,516	\$227,070	\$307,007	\$32,491	11.8%

TOTAL STORMWATER MANAGEMENT FUND EXPENSES	\$6,320,370	\$6,090,990	\$6,607,960	\$287,590	4.55%
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Stormwater Management - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED	
SWM Revenue								
56000000	406300	Interest on Investment	26,328	0	0	25,870	44,180	44,180
Revenue is derived from the interest earned.								
56000000	407100	Pension State Fund	101,911	77,764	77,764	0	77,764	77,764
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	76,669	4,000	4,000	2,430	4,000	4,000
Revenue is derived from income received from miscellaneous items.								
56000000	408101	Stormwater Mgmt Fee	4,678,361	5,091,082	5,091,082	3,714,521	4,899,125	4,899,125
Revenue is derived from stormwater management fees charged to property owners in the City.								
56000000	420000	Swr Grnds Exp Reimb	221	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		4,883,491	5,172,846	5,172,846	3,742,822	5,025,069	5,025,069
TOTAL	Stormwater Management - Revenues		4,883,491	5,172,846	5,172,846	3,742,822	5,025,069	5,025,069

Stormwater Management - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
SWM Admin Exp							
56088600 611000	Salary - Bureau Chief	159,864	163,755	163,755	121,429	187,387	193,240
Salary expenses for the Deputy Director Sustainability & Environment Division							
56088600 611500	Salaried Personnel	587,496	514,961	514,961	381,478	396,354	410,254
Bureau of Stormwater staff salaries. The Bureau also utilizes partial time from the City's Permit Coordinator, Communications Team, and Engineering Bureau team to administer the Stormwater Program.							
56088600 612000	Salary Temporary	14,685	16,000	16,000	11,843	16,000	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	78	0	0	219	500	500
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.							
56088600 620200	Medical Insurance	362,000	387,340	387,340	290,505	387,340	429,947
Account covers health benefits of employees in this fund.							
56088600 620300	Dental/Vision	5,644	13,910	13,910	6,061	13,910	15,440
Account covers dental and vision insurance costs for all employees in this fund.							
56088600 620800	Social Security	138,075	102,377	102,377	101,833	102,377	105,448
Account covers social security for Bureau employees.							
56088600 620900	Life Insurance	2,452	3,000	3,000	2,333	3,000	3,330
Account covers Bureau employees' life insurance.							
56088600 623000	Pension Contribution	124,262	184,222	184,222	16,870	184,222	209,784
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.							
56088600 624000	Unemployment Compensation	194	2,500	2,500	0	2,500	2,500
Unemployment compensation expenses related to Stormwater Management Fund employees.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56088600 625000	Workers Compensation	30,470	20,000	20,000	34,203	35,000	36,137
Account covers all Bureau employees for on the job injury claims.							
56088600 714100	PC Lease	7,579	0	0	0	0	0
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Stormwater Management staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
56088600 716000	Rental of Parking Lot	9,170	8,000	8,000	7,887	11,500	12,000
Account pays the Bureau cost of rental space for employees.							
56088600 718000	Rental of Uniforms	198	1,300	1,300	413	800	1,000
Account pays for rental of uniforms for employees.							
56088600 723000	Maint. - Equipment	9,711	11,000	11,000	2,241	8,000	10,000
Maintenance for miscellaneous office equipment and Stormwater inspection/monitoring equipment							
56088600 729000	Maint. - Vehicles	1,304	1,000	1,000	178	500	500
Maintenance of Stormwater vehicle #328							
56088600 731000	Advertising	291	10,000	10,000	1,586	8,000	8,000
Account pays for newspaper advertising of contracts, bids, and job vacancies.							
56088600 734000	Postage	79,173	90,000	90,000	896	80,000	80,000
Account covers all of the postage for billing and miscellaneous office mailings.							
56088600 735000	Printing	3,682	4,000	4,000	3,337	4,000	4,000
Account covers printing costs for the City's print shop and office photocopying, plotting.							
56088600 736000	Telephone	9,279	6,000	6,000	6,036	9,000	0
Account covers telephone service in the Bureau.							
56088600 737000	Travel	5,296	7,000	7,000	5,485	7,000	10,000
Account pays for travel expense 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.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56088600 741000	Professional Services	154,623	350,000	348,000	91,275	350,000	382,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.							
56088600 741003	Prof. Services-Consent Decree	33,349	60,000	60,000	40,906	60,000	45,000
Professional Services related to compliance with Consent Decree							
56088600 743100	Credit Card Fees	12,146	4,000	4,000	6,148	9,000	9,000
This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Stormwater bill in the Treasury Office.							
56088600 744000	Contract Services	38,172	80,000	80,000	12,991	50,000	50,000
Account pays for software support contract for CMMS/Asset Management software/implementation for the stormwater management program. Costs associated for IT contract service is also charged to this account.							
56088600 744500	Training & School	4,088	5,000	7,000	5,334	5,000	6,000
Account covers courses for operating license, certifications, state correspondence courses, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops.							
56088600 746300	Collection System Expense	0	0	0	0	0	10,000
The Stormwater Management Fund will reimburse the Sewer Fund for labor and equipment charges related to maintenance on stormwater portions of the combined sewer system such as stormwater inlets.							
56088600 760300	Office Supplies	1,280	3,000	3,000	421	1,500	2,000
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.							
56088600 765400	Gas Oil & Diesel	465	1,000	1,000	286	500	800
Fuel for stormwater vehicle.							
56088600 772000	Insurance Package	23,077	0	0	23,076	20,000	22,000
Property and liability coverage for all Bureau facilities and vehicles.							
56088600 820000	Minor Equipment	6,870	10,000	10,000	894	6,000	10,000
Account reflects the cost of miscellaneous office equipment.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56088600 820200	Safety Equipment	0	500	500	0	500	500
Account pays the cost of minor safety equipment for the bureau.							
56088600 825000	Computer Equip/Software	0	30,000	30,000	8,444	20,000	20,000
Account pays for purchase of GIS software/equipment, utility mapping software, public works CMMS software, etc.							
56088600 827100	Vehicle Lease Purchase	0	0	0	0	508	1,500
Annual purchase payment for Stormwater vehicle							
56088600 911000	Indirect Costs	333,703	419,691	419,691	314,768	419,691	534,621
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 912000	Treasury Allocaiton	0	210,102	210,102	111,118	190,982	204,192
Allocation of the Treasury Department.							
56088600 913000	IT Allocaiton	0	15,000	15,000	8,775	15,000	75,456
Information Technology allocation.							
56088600 923000	Paying Agent Fees	152	150	150	56	150	150
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.							
56088600 924000	Debt Service - Interest	1,012,505	969,590	969,590	523,370	969,590	934,605
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	858,771	858,771	171,065	858,771	895,756
This line reflects principal redemption on the Stormwater Management portion of General Obligation Bonds and Pennvest Green Infrastructure loan.							
56088600 940100	Private Property Grant	0	0	0	0	800	2,000
After Pennvest funding is exhausted, this line item will cover grants for private property owners for green infrastructure retrofits on their properties.							
TOTAL	SWM Admin Exp	3,171,334	4,563,169	4,563,169	2,313,758	4,435,382	4,757,660

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY	
<u>BUREAU OF STORMWATER MANAGEMENT: ADMINISTRATION</u>						
56088600	611000	DEPUPTY DIRECTOR SUSTAINABILITY & ENVI	2000	FT	1.00	146,867
56088600	611000	DEP DIR ENGINEERING	2000	FT	0.20	30,459
56088600	611000	DEP DIRECTOR PW CONS	2000	FT	0.10	15,914
TOTAL 611000 EMPLOYEES					1.30	193,240
56088600	611500	STORMWATER PROG MGR	2000	FT	1.00	97,850
56088600	611500	GI ASSET COORDINATOR	2000	FT	1.00	69,046
56088600	611500	TRANSPORTATION PLANNER	2000	FT	0.25	19,312
56088600	611500	PW ENVIRON PLANNER	2000	FT	0.75	56,095
56088600	611500	URBAN FORESTER	2000	FT	1.00	83,430
56088600	611500	GI ASSET TECHNICIAN	6000	FT	1.00	54,878
56088600	611500	ADMINISTRATIVE ASSISTANT - ENGINEERING	6000	FT	0.50	28,144
56088600	611500	BONUS	6000			1,500
TOTAL 611500 EMPLOYEES					5.50	410,255
TOTAL EMPLOYEES					6.80	603,495

Stormwater Management - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
SWM Street Cleaning Exp							
56084200 611000	Salary - Bureau Chief	26,537	27,184	27,184	20,157	27,141	27,999
This line item accounts for an allocated portion of Operations Manager salary that is shared by General Fund.							
56084200 611500	Salaried Personnel	550,719	629,657	629,657	435,479	592,840	629,616
Salaries for the street cleaning personnel.							
56084200 618500	Overtime	12,288	20,000	20,000	8,277	15,000	20,000
Street cleaning personnel overtime expenses generated by snow and ice emergencies, and coverage of the nightman for vacation and sick hours.							
56084200 718000	Rental of Uniforms	2,282	5,665	5,665	3,341	4,500	5,665
City uniform/safety shoe allowance in the Stormwater Street Cleaning Bureau employees.							
56084200 729000	Maint. - Vehicles	80,057	70,000	70,000	46,541	95,000	95,000
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	58,204	48,000	48,000	39,313	50,000	50,000
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	823	2,000	2,000	559	1,000	2,000
Purchase of Bureau operating supplies, i.e. rakes, brooms, scrapers, shovels, gloves, water coolers, rain gear, locks and keys.							
56084200 765400	Gas Oil & Diesel	24,225	35,000	35,000	13,610	30,000	35,000
Gasoline, Diesel and oil for Stormwater Management vehicles.							
56084200 825600	Mach/Equip Lease Purch	10,483	286,335	286,335	240,134	269,335	283,777
Lease payments for street cleaning equipment including street sweepers, pervious pavement cleaning equipment, bike lane maintenance equipment, and clean-up trucks included in the account.							
TOTAL	SWM Street Cleaning Exp	765,619	1,123,841	1,123,841	807,412	1,084,816	1,149,057

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING</u>					
56084200	611000 OPERATIONS MANAGER	2000	FT	0.25	27,999
TOTAL 611000 EMPLOYEES				0.25	27,999
56084200	611500 PAVING/STREETS FOREM	2000	FT	1.00	88,915
56084200	611500 LABORER	6000	FT	1.00	46,517
56084200	611500 LABORER	6000	FT	1.00	46,517
56084200	611500 LABORER	6000	FT	1.00	46,517
56084200	611500 MAINTENANCE WORKER	6000	FT	1.00	48,193
56084200	611500 MAINTENANCE WORKER	6000	FT	1.00	48,204
56084200	611500 MAINTENANCE WORKER	6000	FT	1.00	48,203
56084200	611500 EO 2	6000	FT	1.00	62,420
56084200	611500 EO 2	6000	FT	1.00	67,424
56084200	611500 SWEEPER OPERATOR 2	6000	FT	1.00	62,899
56084200	611500 SWEEPER OPERATOR 2	6000	FT	1.00	53,807
56084200	611500 BONUS	6000			10,000
TOTAL 611500 EMPLOYEES				11.00	629,616
TOTAL EMPLOYEES				11.25	657,615

Stormwater Management - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
SWM Grounds Maint Exp							
56088700 611000	Salary - Bureau Chief	10,713	10,974	10,974	8,138	10,957	11,303
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	213,798	172,305	172,305	156,664	143,556	191,524
Salaries of the Stormwater - Grounds Maintenance employees.							
56088700 612000	Salary Temporary	494	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	4,613	2,000	2,000	5,529	6,500	2,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.							
56088700 718000	Rental of Uniforms	2,411	3,780	3,780	336	3,500	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	1,073	3,200	3,200	255	1,500	3,200
This code is for repair and maintenance of equipment allocated to the maintenance of SWM assets.							
56088700 729000	Maint. - Vehicles	3,052	9,000	4,599	4,077	3,000	5,000
Maintenance costs for vehicles allocated to stormwater management activities. e.g. Green Infrastructure.							
56088700 744000	Contract Services	0	6,000	6,000	120	6,000	6,000
This code is used for contracting professionals for planting and consulting on stormwater and green infrastructure installations.							
56088700 760600	Operating Supplies	22,261	25,000	25,000	4,436	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.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56088700 820000	Minor Equipment	289	3,000	3,000	380	2,800	3,000
This code is to purchase minor equipment for stormwater and green infrastructure maintenance.							
56088700 822500	Landscaping Trees etc	4,285	18,000	9,376	1,991	8,000	15,000
This code is the expense to purchase native, stormwater-friendly and curbside resilient plants for the maintenance and upkeep of rain gardens throughout the City.							
56088700 827100	Vehicle-Lease Purchase	1,720	21,257	42,907	21,595	21,257	41,200
Expenses for annual lease-purchase payments on vehicles servicing the Green Infrastructure division of Parks & Public Property.							
TOTAL	SWM Grounds Maint Exp	260,281	274,516	283,141	203,520	227,070	307,007

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE</u>					
56088700	611000 MGR PRKS AND PUB PRY	2000	FT	0.10	11,303
TOTAL 611000 EMPLOYEES				0.10	11,303
56088700	611500 GREENSCAPES MAINTENANCE SUPERVISOR	2000	FT	0.60	45,600
56088700	611500 EO 1 - GREEN INFRASTRUCTURE	6000	FT	1.00	51,654
56088700	611500 LABORER - GREEN INFRASTRUCTURE	6000	FT	1.00	45,635
56088700	611500 LABORER - GREEN INFRASTRUCTURE	6000	FT	1.00	45,635
56088700	611500 BONUS	6000			3,000
TOTAL 611500 EMPLOYEES				3.60	191,524
TOTAL EMPLOYEES				3.70	202,827

Stormwater Management - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
SWM Trees Exp							
56088800 611000	Salary - Bureau Chief	10,713	10,974	10,974	8,138	10,957	11,303
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	224,245	231,399	231,399	145,343	230,715	248,381
Salary for Trees Bureau employees. These expenses were moved from the General Fund beginning in 2022.							
56088800 618500	Overtime	7,963	6,000	6,000	5,437	5,300	6,000
Overtime expenses for City tree personnel responding to emergency calls, e.g. downed limbs, post-storm cleanup, etc.							
56088800 723000	Maint. - Equipment	14,780	2,000	2,000	1,083	1,800	2,000
Repair and maintenance of all tree equipment: stump grinder, chipper, chipper blades, chain saws, ropes and rigging, cement saw and for aerial bucket truck certifications.							
56088800 732000	Dues & Subscriptions	185	850	850	0	200	850
City Arborist and staff membership in professional organizations related to arboriculture.							
56088800 744000	Contract Services	5,609	4,000	4,000	0	4,000	4,000
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	2,180	2,000	3,000	2,700	3,000	3,000
Expenses for the City Arborist and tree crew personnel 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.							
56088800 760600	Operating Supplies	14,512	15,000	14,000	12,170	14,000	14,000
Supplies and materials to maintain City trees, shrubbery and flowers, including pesticides, fertilizers, mulch, peat moss, topsoil, tree wrap, tree stakes, small hand equipment and miscellaneous supplies.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56088800 820000	Minor Equipment	2,195	3,200	3,200	1,279	3,000	3,200
	Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.						
56088800 822500	Landscaping Trees etc	33,315	30,000	21,376	21,021	18,000	25,000
	Expenses related to the City's tree planting and maintenance program throughout the City.						
56088800 827100	Vehicle Lease Purchase	20,630	53,421	53,421	41,412	52,750	76,500
	Vehicle lease payments for bucket truck, dump truck and other vehicles and equipment used by the City Arborist and Tree crew.						
TOTAL	SWM Trees Exp	336,327	358,844	350,220	238,582	343,722	394,234
TOTAL	Stormwater Management - Expenses	4,533,562	6,320,370	6,320,370	3,563,273	6,090,990	6,607,958

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: TREES</u>					
56088800	611000 MGR PRKS AND PUB PRY	2000	FT	0.10	11,303
TOTAL 611000 EMPLOYEES				0.10	11,303
56088800	611500 PRKS MTN AND CON. SU	2000	FT	0.20	13,922
56088800	611500 CITY ARBORIST	2000	FT	1.00	82,501
56088800	611500 TREE CLIMBER	6000	FT	1.00	46,821
56088800	611500 TREE CLIMBER	6000	FT	1.00	52,663
56088800	611500 TREE CLIMBER	6000	FT	1.00	49,474
56088800	611500 BONUS	6000			3,000
TOTAL 611500 EMPLOYEES				4.20	248,381
TOTAL EMPLOYEES				4.30	259,684

CITY OF LANCASTER

SEWER FUND



CITY OF
LANCASTER

2026 BUDGETS

CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2025 BUDGET VS. 2026 BUDGET

<u>DESCRIPTION</u>	<u>2025 BUDGET</u> (as amended)	<u>2025 PROJECTED</u>	<u>2026 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)
Fees for Services	\$20,870,138	\$17,843,794	\$18,919,775	(\$1,950,363)	-9.3%
Miscellaneous Revenue	\$24,000	\$10,000	\$10,000	(\$14,000)	-58.3%
Other Income	\$5,128,301	\$6,461,370	\$6,744,149	\$1,615,848	31.5%
TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$26,022,439	\$24,315,164	\$25,673,924	(\$348,515)	-1.3%
Surplus/(Deficit)	\$1,307,378	\$1,874,314	\$177,635		

**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2025 BUDGET VS. 2026 BUDGET**

<u>BUREAU</u>	<u>2025 BUDGET</u> (as amended)	<u>2025 PROJECTED</u>	<u>2026 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)
Administration	\$10,775,148	\$9,762,058	\$10,974,585	\$199,437	1.9%
Collections	\$3,033,083	\$2,615,959	\$2,946,120	(\$86,963)	-2.9%
Pumping Stations	\$2,038,559	\$2,007,272	\$2,355,682	\$317,123	15.6%
Treatment	\$8,829,872	\$8,017,161	\$9,181,503	\$351,631	4.0%
Grounds Maintenance	\$38,400	\$38,400	\$38,400	\$0	0.0%
TOTAL SEWER FUND EXPENSES	\$24,715,061	\$22,440,850	\$25,496,289	\$781,228	3.2%

Wastewater - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Sewer Administration Exp							
56188000 611000	Salary - Bureau Chief	156,932	160,728	160,728	119,267	129,684	133,706
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	359,066	189,934	189,934	134,360	178,552	184,134
The Bureau utilizes the City's Bureau of Procurement and Collection to prepare sewer service invoices for the Bureau's customers. The partial salaries for the Utility Supervisor, Custom Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. Salaries for the Project Engineer and the Bureau's Secretary are included in this line item.							
56188000 612000	Salary Temporary	4,958	20,000	20,000	5,464	0	0
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.							
56188000 618500	Overtime	0	1,000	1,000	0	0	0
Overtime expenses paid to administrative staff in the Sewer Fund.							
56188000 619200	OPEB Contribution	32,400	33,000	33,000	21,600	32,400	35,000
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).							
56188000 620100	Educational Incentive	22,208	22,400	22,400	12,672	25,400	26,900
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	1,445,000	1,546,150	1,546,150	1,159,612	1,546,150	1,623,458
Account covers health benefits of Bureau employees.							
56188000 620300	Dental/Vision	37,723	37,450	37,450	22,882	37,450	39,323
Account covers dental and vision insurance costs for all employees of this fund.							
56188000 620800	Social Security	313,720	283,260	283,260	219,734	283,260	291,758
Account covers social security for Bureau employees.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56188000 620900	Life Insurance	8,670	8,600	8,600	7,748	8,600	8,600
Account covers Bureau employees' life insurance.							
56188000 623000	Pension Contribution	317,276	316,445	316,445	47,876	316,445	316,084
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.							
56188000 624000	Unemployment Compensation	10,174	20,000	20,000	5,265	20,000	15,000
Account covers state unemployment for Bureau employees.							
56188000 625000	Workers Compensation	39,535	65,000	94,704	100,799	100,000	87,531
Account covers all Bureau employees for on the job injury claims.							
56188000 714100	PC Lease	27,266	20,000	20,000	2,114	20,000	0
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Wastewater staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
56188000 716000	Rental of Parking Lot	3,573	5,000	5,000	2,055	4,500	5,000
This account pays the Bureau cost of rental space for customer service employees.							
56188000 718000	Rental of Uniforms	18,830	26,020	26,020	13,815	20,000	26,000
This account pays for rental of uniforms for employees.							
56188000 723000	Maint. - Equipment	11,000	12,000	12,000	8,546	12,000	13,000
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.							
56188000 731000	Advertising	1,741	5,000	5,000	2,049	4,000	5,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.							
56188000 734000	Postage	93,870	225,000	225,000	1,149	95,000	25,000
This account covers postage and miscellaneous office mailings., not covered in the Treasury allocation of mailings.							
56188000 735000	Printing	4,580	14,300	14,300	1,595	4,500	5,000
This account covers printing costs							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56188000 736000	Telephone	75,015	73,100	73,100	48,612	66,000	73,000
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.							
56188000 737000	Travel	6,605	7,000	7,000	5,673	8,000	7,000
This account pays for travel expenses of personnel attending meetings relative to management, operations and maintenance on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.							
56188000 740000	Utility Assistance Program	27,500	27,500	27,500	27,500	27,500	30,000
This was a new line item for 2020 to provide funding for a Utility Assistance Program (UAP) administered by the Community Action Partnership (CAP). The UAP will be funded with \$50,000, split between Sewer Fund (55%) and Water (45%) based on an average total City Water/Sewer bill for residential customers. The UAP will also have matching funds provided by non-profit organizations and foundations to provide assistance to City resident water customers who are at risk of service termination due to non-payment. Through the UAP, CAP will provide additional financial planning and other services to these customers to assist in their becoming financially stable.							
56188000 740100	Nutrient Credit Purchase	0	250,000	218,700	0	0	160,000
Expenses related to Nutrient Credit purchases that may be required to meet US EPA and PA DEP Chesapeake Bay targets.							
56188000 741000	Professional Services	656,418	1,005,000	1,005,000	470,873	500,000	1,199,000
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.							
56188000 743000	Bank Service Charges	14,192	18,000	18,000	9,577	15,640	18,000
This line item is for the Bureau's portion of bank service charges.							
56188000 743100	Credit Card Fees	14,614	13,000	13,000	7,583	14,000	14,000
This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Sewer bill in the Treasury Office.							
56188000 744000	Contract Services	46,739	146,000	146,000	33,467	125,000	141,000
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.							
56188000 744500	Training & School	35,168	40,000	40,000	25,068	36,000	40,000

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
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.							
56188000 760300	Office Supplies	4,484	5,000	5,000	1,499	4,500	5,000
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.							
56188000 772000	Insurance Package	251,605	278,000	278,000	258,588	263,000	318,000
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.							
56188000 820000	Minor Equipment	7,881	8,500	8,500	853	8,000	8,500
Account reflects the Sewer Fund's share of a remittance processor and mail folder/insertor machine to process billings.							
56188000 820200	Safety Equipment	28,749	30,000	30,000	12,500	28,700	30,000
Account pays the cost of minor safety equipment for the Bureau.							
56188000 825000	Computer Equip/Software	8,583	20,000	20,000	208	8,600	20,000
Account pays for purchase of computer equipment and software.							
56188000 827100	Vehicle Lease Purchase	8,275	0	0	0	0	3,278
Vehicles for Procurement and Collections							
56188000 911000	Indirect Costs	589,718	759,335	759,335	569,501	759,335	822,712
Account pays for City support services, such as administrative services, legal services, personnel services, and executive services. The account also includes fringe benefits. This amount is determined annually by the cost allocation plan.							
56188000 912000	Treasury Allocaiton	0	259,154	259,154	137,060	235,570	251,864
Allocation of the Treasury Department.							
56188000 913000	IT Allocaiton	0	165,000	165,000	96,525	165,000	184,216
Wastewater Bureau allocation of IT budget.							
56188000 923000	Paying Agent Fees	956	1,000	1,000	366	1,000	1,000
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56188000 924000	Debt Service - Interest	1,668,094	1,771,624	1,771,624	944,542	1,771,624	2,231,160
Account pays interest payments on the Sewer Fund portion of General Obligation bonds and Pennvest loans.							
56188000 926000	Debt Service - Principal	0	2,886,648	2,886,648	2,195,996	2,886,648	2,576,362
This line reflects principal redemption on the Sewer Fund portion of General Obligation Bonds and Pennvest loans.							
TOTAL	Sewer Administration Exp	6,336,568	10,775,148	10,773,552	6,734,594	9,762,058	10,974,585

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY	
<u>BUREAU OF SEWER: ADMINISTRATION</u>						
56188000	611000	DEP DIR ENGINEERING	2000	FT	0.05	7,615
56188000	611000	DEP DIRECTOR PW CONS	2000	FT	0.30	47,740
56188000	611000	DEP DIR UTILITIES	2000	FT	0.50	78,351
TOTAL 611000 EMPLOYEES					0.85	133,706
56188000	611500	SEN PROJ MGR UTILITY	2000	FT	1.00	109,906
56188000	611500	MAINTENANCE PLANNER	2000	FT	0.50	43,500
56188000	611500	ADMINISTRATIVE ASSISTANT - UTILITIES	6000	FT	0.50	27,728
56188000	611500	PW ENGINEER	2000	FT	0.03	2,500
56188000	611500	BONUS	6000			500
TOTAL 611500 EMPLOYEES					2.03	184,134
TOTAL EMPLOYEES					2.88	317,840

Wastewater - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Sewer Collections Exp							
56188100 611500	Salaried Personnel	1,217,116	1,285,583	1,285,583	886,635	1,027,959	1,232,120
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	15,818	60,000	60,000	10,053	25,000	60,000
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.							
56188100 729000	Maint. - Vehicles	88,353	164,500	164,500	75,232	125,000	125,000
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system.							
56188100 744000	Contract Services	90,666	200,000	200,000	53,503	125,000	125,000
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	89,746	300,000	300,000	69,006	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	2,200	3,000	3,000	1,438	3,000	5,000
Cost of miscellaneous office supplies for Sewer Collections.							
56188100 760600	Operating Supplies	310,348	650,000	650,000	370,081	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. Fleet addition.							
56188100 765400	Gas Oil & Diesel	49,849	80,000	80,000	27,644	70,000	80,000
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56188100 820000	Minor Equipment	11,584	10,000	10,000	2,703	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	12,313	280,000	280,000	76,510	280,000	359,000
This line covers the annual payments required under a five-year lease purchase agreements to purchase vehicles and equipment.							
TOTAL	Sewer Collections Exp	1,887,994	3,033,083	3,033,083	1,572,804	2,615,959	2,946,120

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF SEWER: COLLECTIONS</u>					
56188100	611500 PRKS MTN AND CON. SU	2000	FT	0.10	6,961
56188100	611500 LABOR SUPERVISOR 1	2000	FT	1.00	76,188
56188100	611500 LABOR SUPERVISOR 1	2000	FT	1.00	71,726
56188100	611500 LABOR SUPERVISOR 2	2000	FT	1.00	85,000
56188100	611500 COLL SYS SUPERVISOR	2000	FT	1.00	95,000
56188100	611500 LABORER	6000	FT	1.00	48,029
56188100	611500 SEWER TECHNICIAN	6000	FT	1.00	56,527
56188100	611500 SEWER TECHNICIAN	6000	FT	1.00	69,754
56188100	611500 UTILITY LOCATOR	6000	FT	1.00	67,693
56188100	611500 CCTV	6000	FT	1.00	72,942
56188100	611500 CCTV	6000	FT	1.00	70,026
56188100	611500 CCTV	6000	FT	1.00	64,743
56188100	611500 CCTV	6000	FT	1.00	70,026
56188100	611500 EO 1	6000	FT	1.00	56,070
56188100	611500 EO 1	6000	FT	1.00	26,681
56188100	611500 EO 1	6000	FT	1.00	26,681
56188100	611500 EO 1	6000	FT	1.00	26,681
56188100	611500 EO 1	6000	FT	1.00	54,121
56188100	611500 EO 1	6000	FT	1.00	51,149
56188100	611500 EO 2	6000	FT	1.00	60,061
56188100	611500 EO 2	6000	FT	1.00	60,061
56188100	611500 BONUS	6000			16,000
TOTAL 611500 EMPLOYEES				20.10	1,232,120
TOTAL EMPLOYEES				20.10	1,232,120

Wastewater - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Sewer Pumping Stations Exp							
56188200 611500	Salaried Personnel	983,590	939,604	939,604	760,432	967,717	1,087,393
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	15,843	29,000	29,000	6,982	29,000	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	5,190	30,000	30,000	10,668	30,000	45,000
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	102,974	250,000	340,080	228,240	350,000	300,000
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	297,342	430,000	389,920	265,259	393,000	600,889
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.							
56188200 760600	Operating Supplies	1,727	2,400	2,400	490	2,000	2,400
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.							
56188200 766000	Heating Oil	12,785	40,000	40,000	10,824	30,000	40,000
This account provides for diesel fuel, gasoline, propane, and natural gas and for fuel to test and operate standby generators for emergency power at the major pump stations.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56188200 820000	Minor Equipment	3,751	5,000	5,000	0	3,000	5,000
	Tools and minor equipment						
56188200 827100	Vehicle-Lease Purchase	36,923	102,555	102,555	69,255	102,555	116,000
	This account covers the current annual payments required under a lease purchase agreement.						
56188200 829000	Capital Outlay	0	210,000	160,000	90,244	100,000	130,000
	Pump Replacement						
TOTAL	Sewer Pumping Stations Exp	1,460,125	2,038,559	2,038,559	1,442,394	2,007,272	2,355,682

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF SEWER: PUMPING STATIONS</u>					
56188200	611500 ELEC MECH SUPERVISOR	2000	FT	1.00	86,325
56188200	611500 WW MAINT SUPERVISOR	2000	FT	1.00	90,641
56188200	611500 LABOR SUPERVISOR 1 (Maintenance Foreman)	2000	FT	1.00	55,000
56188200	611500 MAINTENANCE ELEC 3	6000	FT	1.00	70,324
56188200	611500 MAINTENANCE ELEC 3	6000	FT	1.00	64,104
56188200	611500 INSTRUMENT TECH	6000	FT	1.00	73,137
56188200	611500 INSTRUMENT TECH	6000	FT	1.00	73,137
56188200	611500 MAINTENANCE WORKER	6000	FT	1.00	56,147
56188200	611500 PLANT MAINT MECHANIC	6000	FT	1.00	58,964
56188200	611500 PLANT MAINT MECHANIC	6000	FT	1.00	58,964
56188200	611500 PLANT MAINT MECHANIC	6000	FT	1.00	56,616
56188200	611500 PLANT MAINT MECH 3	6000	FT	1.00	68,071
56188200	611500 PLANT MAINT MECH 3	6000	FT	1.00	68,071
56188200	611500 PLANT MAINT MECH 3	6000	FT	1.00	70,793
56188200	611500 PLANT MAINT MECH 3	6000	FT	1.00	62,050
56188200	611500 PLANT MAINT MECH 3	6000	FT	1.00	62,050
56188200	611500 BONUS	6000			13,000
TOTAL 611500 EMPLOYEES				16.00	1,087,394
TOTAL EMPLOYEES				16.00	1,087,394

Wastewater - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Sewer Treatment Exp							
56188300 611500	Salaried Personnel	1,216,755	1,201,389	1,171,685	861,639	1,188,878	1,316,623
This account pays for the salaries of the employees who provide services for the continuous and efficient operation of the 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	56,509	50,000	50,000	43,679	58,000	60,000
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	35,952	116,000	116,000	55,711	116,000	125,000
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 722000	Maint. - Communications	0	0	0	0	0	42,000
This account is used for SCADA and communications maintenance.							
56188300 723000	Maint. - Equipment	697,775	875,000	875,000	447,368	700,000	875,000
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.							
56188300 729000	Maint. - Vehicles	32,627	20,000	20,000	10,256	20,000	21,000
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	167,214	350,000	350,000	197,010	311,000	360,000
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56188300 746500	Water Utility Expense	139,733	205,200	205,200	77,493	151,000	165,000
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations.							
56188300 748000	Sludge	2,240,687	3,140,000	3,140,000	1,877,355	3,031,000	3,194,000
This account provides for biosolids removal from the treatment plant. The wastewater treatment operation generates biosolids (sludge) as well as grit and screenings that must be disposed of in accordance with state and federal regulations.							
56188300 752000	Power Electric	636,171	1,100,000	1,100,000	0	722,000	1,111,880
This account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions and plant loadings. Combined sewers transport sanitary waste and storm water to the treatment plant. As rainfall increases, power costs increase.							
56188300 760600	Operating Supplies	43,046	51,500	51,500	34,732	51,500	53,000
This account provides for incidentals: charts, paint brushes, lights, tools, gloves, cleaning supplies and equipment, batteries, soaps, paper products, copier paper, etc., required to maintain plant operations.							
56188300 761500	Laboratory Supplies	96,061	133,000	133,000	60,194	90,000	150,000
This account provides for laboratory services to support facility operations and the EPA mandated Industrial Pretreatment Program. Federal and state regulations require wastewater and solid waste analysis to maintain water quality and solids suitable for EPA Class A and B biosolids classifications, respectively. Chemicals, equipment and supplies for in-house testing and costs incurred from outside laboratory services are covered by this account. Land Application monitoring for Biosolids is also included.							
56188300 761800	Chemicals	1,034,546	1,261,000	1,261,000	717,674	1,259,000	1,341,000
This account covers chemicals required to operate the Wastewater Treatment Plant to meet the NPDES Permit limits and for odor control. The chemical budget is variable based on the needs of the plant and the weather.							
56188300 765400	Gas Oil & Diesel	14,341	20,000	20,000	9,662	14,500	20,000
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.							
56188300 766000	Heating Oil	52,318	74,500	74,500	42,131	72,000	77,000
This account pays for natural gas for heating of the control building, maintenance buildings and the Lime Stabilization process, and for fuel oil for the emergency generator at Main Pump Station.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56188300 820000	Minor Equipment	19,036	25,000	25,000	14,524	25,000	25,000
Minor equipment purchases including tools, wastewater samplers, and laboratory equipment.							
56188300 827100	Vehicle-Lease Purchase	6,924	22,283	53,583	10,513	22,283	55,000
This account covers the annual payments required under a lease purchase agreement							
56188300 829000	Capital Outlay	4,010	185,000	185,000	0	185,000	190,000
This line accounts for expenditures made for new and replacement equipment.							
TOTAL	Sewer Treatment Exp	6,493,705	8,829,872	8,831,468	4,459,939	8,017,161	9,181,503

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF SEWER: TREATMENTS</u>					
56188300	611500 FOG INSPECTOR	2000	FT	1.00	71,404
56188300	611500 WASTEWATER UTILITY TREATMENT MANAGI	2000	FT	1.00	104,375
56188300	611500 UTILITIES LABORATORY AND COMPLIANCE M	2000	FT	0.50	55,088
56188300	611500 WWATER QUAL ANALYST	2000	FT	1.00	63,845
56188300	611500 WW PLANT SUPERVISOR	2000	FT	1.00	75,000
56188300	611500 LABORATORY TECH 1	6000	FT	1.00	61,888
56188300	611500 SLUDGE DEWATER TECH	6000	FT	1.00	58,884
56188300	611500 SLUDGE DEWATER TECH	6000	FT	1.00	66,113
56188300	611500 SLUDGE DEWATER TECH	6000	FT	1.00	62,739
56188300	611500 SLUDGE DEWATER TECH	6000	FT	1.00	59,223
56188300	611500 SLUDGE DEWATER TECH	6000	FT	1.00	66,780
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	60,421
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	58,946
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	66,660
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	60,001
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	63,353
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	66,660
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	60,764
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	60,368
56188300	611500 WASTEWATER OPER TECH	6000	FT	1.00	59,110
56188300	611500 BONUS	6000			15,000
TOTAL 611500 EMPLOYEES				19.50	1,316,622
TOTAL EMPLOYEES				19.50	1,316,622

CITY OF LANCASTER

WATER FUND



CITY OF
LANCASTER

2026 BUDGETS



CITY OF
LANCASTER

Water Budget Coming Soon

Water Fund

Danene Sorace
Mayor

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



CITY OF
LANCASTER

2026 BUDGETS

CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY
2025 BUDGET VS. 2026 BUDGET

<u>DESCRIPTION</u>	<u>2025 BUDGET</u> (as amended)	<u>2025 PROJECTED</u>	<u>2026 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)
Fees for Services	\$6,193,660	\$6,187,344	\$6,193,660	\$0	0.0%
Miscellaneous Revenue	\$60,000	\$60,000	\$60,000	\$0	0.0%
Other Income	\$290,395	\$307,895	\$307,895	\$17,500	6.0%
LCSWMA Rebate	\$195,840	\$185,000	\$185,600	(\$10,240)	0.0%
TOTAL SW&R FUND REVENUES & SOURCES OF FUNDS	\$6,739,895	\$6,740,239	\$6,747,155	\$7,260	0.1%
Surplus/(Deficit)	(\$47,734)	\$36,909	(\$254,166)		

CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND EXPENSE SUMMARY
2025 BUDGET VS. 2026 BUDGET

<u>DESCRIPTION</u>	<u>2025 BUDGET</u> (as amended)	<u>2025 PROJECTED</u>	<u>2026 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)	<u>% INCREASE</u> <u>(DECREASE)</u> (vs. 2025 Budget)
Administration	\$6,787,629	\$6,703,330	\$7,001,321	\$213,691	3.1%

TOTAL SW&R FUND EXPENSES	\$6,787,629	\$6,703,330	\$7,001,321	\$213,691	3.1%
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Solid Waste & Recycling - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED	
SWR Revenue								
56300000	400500	Penalty Current Tax	97,291	100,000	100,000	105,503	105,500	105,500
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.								
56300000	406300	Interest on Investment	8,921	0	0	8,766	12,000	12,000
Revenue is derived from the interest earned.								
56300000	407100	Pension State Fund	26,393	38,882	38,882	0	38,882	38,882
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	151,561	151,513	151,513	0	151,513	151,513
DEP Section 904 Performance Grant based on documented tons of recycled materials.								
56300000	408000	Miscellaneous Revenue	109,950	60,000	60,000	46,921	60,000	60,000
Revenue is derived from the sale of miscellaneous recyclable materials.								
56300000	413600	Discounts Taken (contra)	42,676	0	0	42,075	0	0
Discounts earned for early payment are recognized as revenues in Munis.								
56300000	417200	Trash Fees	5,646,015	6,193,660	6,193,660	6,358,002	6,187,344	6,193,660
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.								
56300000	417300	LCSWMA Rebate	183,630	195,840	195,840	93,216	185,000	185,600
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		6,181,084	6,739,895	6,739,895	6,570,333	6,740,239	6,747,155
TOTAL	Solid Waste & Recycling - Revenues		6,181,084	6,739,895	6,739,895	6,570,333	6,740,239	6,747,155

Solid Waste & Recycling - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
SWR Expenses							
56387000 611000	Salary - Bureau Chief	12,066	12,360	12,360	9,165	15,450	15,913
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	525,381	419,643	419,643	294,095	344,444	382,941
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 618500	Overtime	837	3,000	3,000	417	3,000	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	128,000	136,960	136,960	102,720	136,960	143,808
Medical insurance for Program Staff.							
56387000 620300	Dental/Vision	3,163	6,420	6,420	2,527	6,420	6,741
Dental and eye insurance premiums for Program Staff.							
56387000 620800	Social Security	39,052	45,619	45,619	22,165	45,619	46,987
Social security payments for Program Staff.							
56387000 620900	Life Insurance	1,201	1,300	1,300	989	1,300	1,339
Life insurance expenses for Program Staff.							
56387000 623000	Pension Contribution	35,392	39,125	39,125	5,406	39,125	33,322
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Program Staff.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56387000 624000	Unemployment Compensation	164	2,000	2,000	0	2,000	2,000
Costs for Unemployment Compensation for eligible City staff.							
56387000 625000	Workers Compensation	35,389	4,500	4,500	4,506	9,000	9,636
Workers' compensation claims for Program Staff.							
56387000 712500	Space Rental	53,262	56,958	56,958	54,904	56,958	59,000
Annual cost to lease space at Burle Business Park LP for storage of Recycling Center commodities, as well as inventoried recycling curb carts, containers and yard waste bags.							
56387000 714100	PC Lease	3,281	3,000	3,000	1,208	3,500	0
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Solid Waste & Recycling staff. In 2023, this line item also covers expenses for endpoint management, security and related services.							
56387000 716000	Rental of Parking Lot	1,942	2,000	2,000	1,485	2,000	2,000
Parking space rental for Program Staff.							
56387000 718000	Rental of Uniforms	2,381	6,028	6,028	1,633	5,500	6,028
Weekly rental costs of uniforms for Program Staff.							
56387000 723000	Maint. - Equipment	15,624	20,000	20,000	7,249	16,000	20,000
PAC's portion of the costs for the maintenance contract for mail insertion machine, which processes solid waste bills; the mail extractor machine used in processing remittances; and other office equipment. Also includes: maintenance of computer tablets used for PVN ticketing by SWEEP officers, maintenance of balers, forklift and other equipment used at the Recycling Center, and fuel for the forklift.							
56387000 729000	Maint. - Vehicles	7,214	13,000	13,000	3,300	12,000	12,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff							
56387000 731000	Advertising	10,400	10,400	10,400	967	10,400	22,010
Advertising and promotion expense for newsletters, meetings and publicity materials paid for current and new recycling program initiatives, including special collections for White Goods, Yard Waste, Leaves and Christmas Trees.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56387000 732000	Dues & Subscriptions	600	11,700	11,700	600	4,000	11,700
Membership dues for professional organizations and subscriptions to trade journals. Also Departments share of Asset Management Software costs.							
56387000 734000	Postage	64,384	76,000	76,000	2,035	76,000	78,280
Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail, new customer startup packets and the annual newsletter.							
56387000 735000	Printing	3,130	8,000	8,000	1,294	4,500	8,000
Paper for printing of forms, bills, notices, general correspondence, newsletters and other materials for the education and outreach and shared costs for operation of copier machines.							
56387000 736000	Telephone	10,686	10,000	10,000	8,315	11,000	11,000
Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.							
56387000 737000	Travel	1,090	3,150	3,150	0	2,800	3,150
Costs for Program Staff to attend workshops, seminars, classes and conferences at regional, state and national forums in the solid waste and recycling industry.							
56387000 741000	Professional Services	24,492	0	0	20,589	25,000	25,000
External services including legal counsel and auditing.							
56387000 743100	Credit Card Fees	12,089	3,500	3,500	6,702	7,500	7,500
This line item is for the Bureau's portion of credit card company fees paid when customers use debit/credit cards to pay their Solid Waste and Recycling bill in the Treasury Office.							
56387000 744500	Training & School	2,944	4,000	4,000	959	3,500	4,000
Costs for PROP classes, state and national conferences and other course work and seminars for Program Staff to stay current with their area of expertise.							
56387000 745100	Hauling Fees	2,708,424	2,853,970	2,853,970	1,871,052	2,853,970	2,907,107
Service fees specified in the Solid Waste Collection Contract with Penn Waste, Inc. for Collection of Refuse and Recyclable Materials from Residential Units, Eligible Commercial Establishments and Municipal Facilities.							
56387000 745200	Tipping Fees	2,361,766	2,478,900	2,478,900	1,599,162	2,478,900	2,516,900
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.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56387000 752000	Power Electric	2,878	3,000	3,000	2,179	3,000	3,800
Electricity to operate the Recycling Center.							
56387000 760300	Office Supplies	2,369	3,600	3,600	253	3,000	3,000
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.							
56387000 760600	Operating Supplies	46,237	83,400	83,400	39,023	80,000	112,826
Supplies needed to perform essential functions to enforce the solid waste ordinance, operate the Recycling Center, purchase recycling containers and yard waste bags, purchase staff shirts and shoes, and fund petty cash expenditures.							
56387000 765400	Gas Oil & Diesel	8,089	10,000	10,000	3,925	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	3,390	5,000	5,000	2,522	3,500	5,000
Natural Gas to heat the Recycling Center.							
56387000 772000	Insurance Package	8,809	9,000	9,000	10,033	9,000	11,800
Property and liability coverage for all Bureau facilities and vehicles.							
56387000 820000	Minor Equipment	5,638	8,500	8,500	500	6,000	8,000
Incidental equipment needed for Program Staff.							
56387000 827100	Vehicle-Lease Purchase	3,135	53,060	53,060	22,666	53,000	70,000
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	147,134	146,488	146,488	109,866	146,488	193,153
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 912000	Treasury Allocaiton	0	229,049	229,049	121,138	208,205	222,606
Allocation of the Treasury Department.							

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
56387000 913000	IT Allocaiton	0	5,000	5,000	3,750	5,291	21,773
Information Technology allocation.							
56387000 924000	Debt Service - Interest	751	0	0	0	0	0
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.							
TOTAL	SWR Expenses	6,286,514	6,787,629	6,787,629	4,339,302	6,703,330	7,001,321
TOTAL	Solid Waste & Recycling - Expenses	6,286,514	6,787,629	6,787,629	4,339,302	6,703,330	7,001,321

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	BU	FT/PT	COUNT	SALARY
<u>BUREAU OF WASTE AND RECYCLING: ADMINISTRATION</u>					
56387000	611000 DEP DIRECTOR PW CONS	2000	FT	0.10	15,913
TOTAL 611000 EMPLOYEES				0.10	15,913
56387000	611500 SUPERVISOR - SUSTAINABILITY & SOLID WAS	2000	FT	0.75	55,650
56387000	611500 ASSISTANT MANAGER OF SOLID WASTE	2000	FT	0.25	20,625
56387000	611500 SWEEP OFFICER	6000	FT	1.00	60,836
56387000	611500 SWEEP OFFICER	6000	FT	1.00	68,432
56387000	611500 SOLID WASTE AND RECYCLING ADMINISTRATION	6000	FT	1.00	20,799
56387000	611500 LABORER - RECYCLING	6000	FT	1.00	45,563
56387000	611500 LABORER - SOLID WASTE AND RECYCLING	6000	FT	1.00	45,563
56387000	611500 MAINTENANCE WORKER	6000	FT	1.00	59,473
56387000	611500 BONUS	6000			6,000
TOTAL 611500 EMPLOYEES				7.00	382,941
TOTAL EMPLOYEES				7.10	398,854
TOTAL 2026				631.50	45,497,515

CITY OF LANCASTER

LONG'S PARK



CITY OF
LANCASTER

2026 BUDGET

Long's Park - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Longs Park Revenue							
66200000 404400	Rent of City Property	94,238	130,000	130,000	135,417	162,500	162,500
Revenue from billboard rentals.							
66200000 408000	Miscellaneous Revenue	0	1,000	1,000	0	0	0
Remove from budget.							
66200000 409000	Contributions	30,000	30,000	30,000	30,000	30,000	30,000
Contribution from High Real Estate Group.							
66200000 409400	Petting Zoo Income	589	300	300	384	400	400
Revenue from Petting Zoo.							
66200000 409500	Pavilion Rentals	24,850	28,000	28,000	29,450	29,350	29,000
Pavilion Rentals revenue. Approximately over 250 rentals a year.							
66200000 409600	Concession Revenues	916	500	500	544	544	500
Concession revenue.							
66200000 413500	Invest Rev-Mutual Funds	56,330	5,000	5,000	10,566	5,000	5,000
Investment revenue.							
66200000 416300	Realized Gains	0	7,000	7,000	0	0	7,000
66200000 418400	Interest - Money Market	6,753	0	0	7,485	0	0
TOTAL	Longs Park Revenue	213,677	201,800	201,800	198,876	227,794	234,400
TOTAL	Long's Park - Revenues	213,677	201,800	201,800	198,876	227,794	234,400

Long's Park - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Longs Park Exp							
66286200 612000	Salary Temporary	28,003	39,000	39,000	32,824	39,000	39,000
Seasonal labor for Long's Parks Maintenance, onboarded to provide support in grounds maintenance, event setup and cleanup, pavilion upkeep and management, and petting zoo operations.							
66286200 618500	Overtime	1,801	2,000	2,000	0	0	2,000
Overtime costs for staff related to park maintenance and event support.							
66286200 721000	Maint. - Buildings	1,394	2,000	2,000	1,990	2,000	5,000
This line item is used for repairs to smaller buildings located in Long's Park, including the Catherine Long residence, park restroom facilities, and petting farm barns.							
66286200 723000	Maint. - Equipment	8,960	9,000	9,000	6,767	8,500	12,000
This line item is used for the maintenance and repair of mowers, weed whackers, blowers, etc.							
66286200 727000	Maint. - Parks	29,305	30,000	30,000	20,019	30,000	60,000
This line item is used for the maintenance of Long's Park play structures, mulch, picnic tables, fencing, grass seed, maintaining the lake fountains and lake water algae, petting zoo, etc.							
66286200 736000	Telephone	538	900	900	97	700	900
This line item is for telephone and computer internet to Long's Park.							
66286200 738100	Investment Expenses	5,006	10,000	10,000	5,635	11,300	12,000
Investment expense.							
66286200 739000	Real Gain/Loss on Invest	636	0	0	0	0	0
66286200 739100	Unreal Gain/Loss Invest	104,387	0	0	45,831	0	0

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
66286200 741000	Professional Services	15,492	5,000	5,000	4,830	5,000	14,000
This line item is used to pay for professional veterinary care for all animals at the petting zoo, professional aquatic services for the treatment of algae and other detritus in the pond and wetlands, contracted services with the USDA for professional management of wildlife such as Canada Geese, and other professional services as may be needed.							
66286200 752000	Power Electric	16,995	14,000	14,000	12,550	14,000	28,000
This line item is used for the electric service to all of Long's Park.							
66286200 760600	Operating Supplies	12,880	15,000	15,000	11,889	15,000	25,000
This line item is used for all operating supplies such as tools, hardware, rakes, shovels, etc. for the entire park.							
66286200 766000	Heating Oil	8,754	15,000	15,000	6,746	12,000	15,000
Fuel for heating systems throughout Long's Park, including the Catherine Long house and outbuildings.							
66286200 769500	Supplies - Petting Zoo	837	3,000	3,000	145	3,000	9,000
This line item pays for all hay/straw as well as food for all animals of the petting zoo.							
66286200 825500	Machinery & Equipment	32,461	31,560	31,560	31,515	31,515	42,900
Purchase and maintenance of motorized equipment used for staff transport and grounds maintenance in Long's Park.							
66286200 829000	Capital Outlay	0	0	0	0	0	15,000
Largest capital investment in 2026 will be the restoration of the envelope of the Catherine Long House, which will be funded by capital bond proceeds. Capital discussion on Amphitheater needs, primarily the roof, will be required as part of the 2026 budgeting process.							
66286200 913000	IT Allocaiton	0	0	0	0	0	14,422
Information Technology allocation.							
TOTAL	Longs Park Exp	57,402	176,460	176,460	77,904	172,015	294,222
TOTAL	Long's Park - Expenses	57,402	176,460	176,460	77,904	172,015	294,222

CITY OF LANCASTER

LIQUID FUELS



CITY OF
LANCASTER

2026 BUDGET

Liquid Fuels - Revenues

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Liquid Fuels Revenue							
26500000 406300	Interest on Investment	42,648	0	0	0	0	0
State Allocation.							
26500000 412400	Liquid Fuels Allocation	1,326,439	1,300,000	1,300,000	1,327,293	1,326,000	1,300,000
Snow Removal funds from the State.							
26500000 412500	Snow Removal	94,057	90,000	90,000	71,770	71,770	80,000
Maintenance payments from the state's Liquid Fuels Tax program for local highways that were previously maintained by the state but were then "turned back" to municipal responsibility							
26500000 412600	Liquid Fuels Turnback	8,000	8,000	8,000	8,000	8,000	8,000
26500000 499000	Fund Balance Reserve	0	730,000	730,000	0	434,230	1,367,000
TOTAL	Liquid Fuels Revenue	1,471,143	2,128,000	2,128,000	1,407,063	1,840,000	2,755,000
TOTAL	Liquid Fuels - Revenues	1,471,143	2,128,000	2,128,000	1,407,063	1,840,000	2,755,000

Liquid Fuels - Expenses

		2024 ACTUAL	2025 ORIGINAL BUDGET	2025 AMENDED BUDGET	ACTUAL YTD 10/6/2025	2025 PROJECTED	2026 PROPOSED
Liquid Fuels Expenses							
26584100 723500	Maint. - Roads & Bridges	13,761	75,000	75,000	25,449	75,000	75,000
Cost of temporary repairs and maintenance, such as Cold Patch for pothole filling in the winter or other minor (non-resurfacing) repairs such as patching or crack-sealing.							
26584100 724000	Maint. - Tools/Machinery	15,941	20,000	20,000	8,748	20,000	20,000
Cost of repairs and maintenance of equipment of the Streets Bureau							
26584100 749900	Snow Removal/Fencing	159,185	225,000	225,000	180,071	275,000	275,000
Cost of Snow Removal including salt, overtime, labor of others, and contracted services as needed.							
26584100 754000	Street Lighting	164,317	310,000	310,000	104,129	180,000	350,000
Electricity Costs for City Street Lights (split 50/50 with Traffic/General Fund)							
26584100 754500	Traffic Signals	52,896	63,000	63,000	18,961	55,000	100,000
Electricity Costs for Traffic Signals and School Flashers							
26584100 768100	Marking Materials	0	125,000	125,000	0	75,000	125,000
Pavement Marking Materials. Includes Thermoplastic and Waterborne Markings. Also includes Vision Zero and High-Injury Network material support.							
26584100 825500	Machinery & Equipment	237,630	260,000	260,000	169,611	260,000	260,000
Equipment Lease and Purchase for Road Maintenance, Paving, and Snow Removal. Includes Dump Trucks, Paving Equipment (paver and rollers), plows, salters, etc.							
26584100 826000	Construction/Resurfacing	469,558	750,000	750,000	520,679	750,000	1,250,000
Resurfacing of City Streets by the Bureau of Streets							
26584100 840800	Intersectn Sidewalk Ramps	0	300,000	300,000	0	150,000	300,000
ADA Curb Ramps in advance of annual street paving							
TOTAL	Liquid Fuels Expenses	1,113,288	2,128,000	2,128,000	1,027,649	1,840,000	2,755,000
TOTAL	Liquid Fuels - Expenses	1,113,288	2,128,000	2,128,000	1,027,649	1,840,000	2,755,000