



CITY OF
LANCASTER

Proposed 2025 Budgets

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

Danene Sorace
Mayor

**2025 Budget Address
City of Lancaster, PA
Danene Sorace, Mayor**

Perhaps for the first time in the City's history, two general fund budgets are being presented for Council consideration: a "regular" budget and a "Home Rule" Budget in addition to the water, sewer, stormwater, and solid waste and recycling budgets. This may also be the earliest that we have ever introduced the entirety of the City's budget.

There has and will continue to be a lot of conversation about Home Rule leading up to the election on November 5, 2024, and the ballot question. While the Home Rule charter does not, and will not ever, set a tax rate, it would allow flexibility in how we pay for essential services in the City of Lancaster. The charter, if passed, would also increase transparency and accountability relative to the budget process.

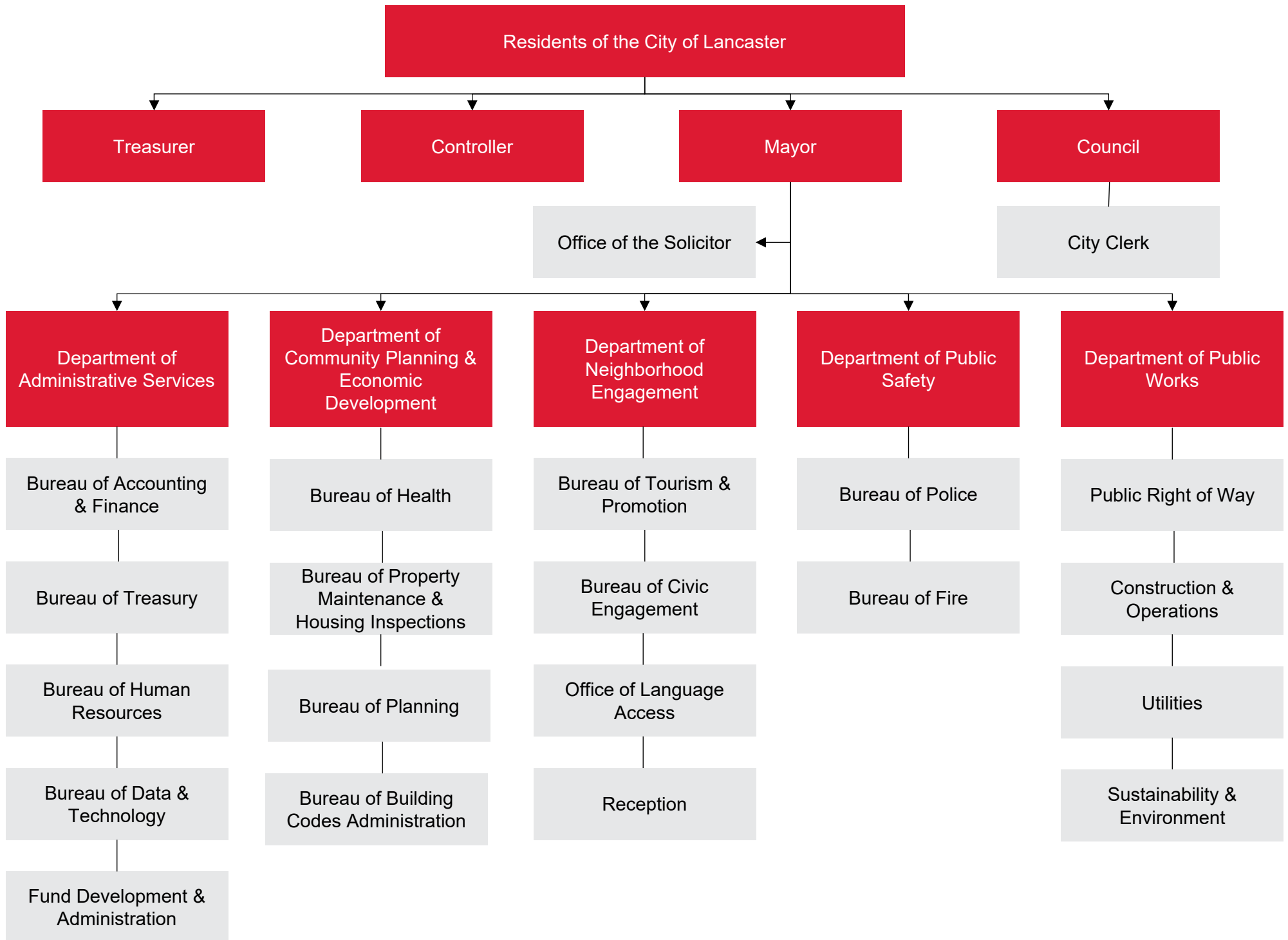
The two versions of the general fund do not have significant differences in terms of expenditures. They are both balanced, both include reductions in operating expenses, and both are higher than last year. The vast majority of expenses driving budget increases are pension and health care costs. Both will propose a tax increase – either a property tax increase or an increase in earned income tax, if the Home Rule Charter is adopted. The "regular" budget includes an 8% real estate tax increase. The "Home Rule" budget proposes raising the earned income tax rate by 0.3%. We are also exploring a scenario that raises the earned income tax rate by 0.5% to avoid the need for additional property tax increases over the next ten years.

There are no proposed fee increases in water or stormwater. There is a proposed 10% increase in solid waste and recycling that mirrors the increase in tipping and hauling fees and a 12 % increase in sewer fees. Please note that all of the recent fee increases in these funds are driven by external costs.

Another difference this year is that we will be presenting a comprehensive capital budget that encompasses the general fund as well as the four enterprise funds (i.e., water, sewer, stormwater, and solid waste and recycling). This has been a multi-year effort to build a capital budget that accurately reflects the future needs of the city's infrastructure as well as considers regulatory, and largely unfunded, federal mandates most especially related to water, sewer, and stormwater. The scope and scale of investment needed relative to maintain our existing infrastructure and to respond to federal mandates is breathtaking. I am deeply concerned about water affordability for our customers, most especially in the city, in the future. During the remainder of my term as Mayor, I will continue to advocate with state and federal governments to elevate these concerns.

With that, I present the 2025 proposed budgets and mark this historic occasion. Home Rule offers a new way forward that could bring less frequent tax increases, access to more revenue tools, and greater transparency to the budget process. I am eager to see the outcome of the November 5 Home Rule ballot question. And, as always, I appreciate the partnership with City Council to craft a budget that meets resident needs and is fiscally sound.

CITY OF LANCASTER ORGANIZATIONAL CHART



EXECUTIVE DEPARTMENT

OFFICE OF THE MAYOR

The Mayor is responsible for ensuring the implementation of all City Council policy decisions, efficiently directing the city's operations, and creating an organizational culture that upholds the core values of quality, teamwork, integrity and respect.

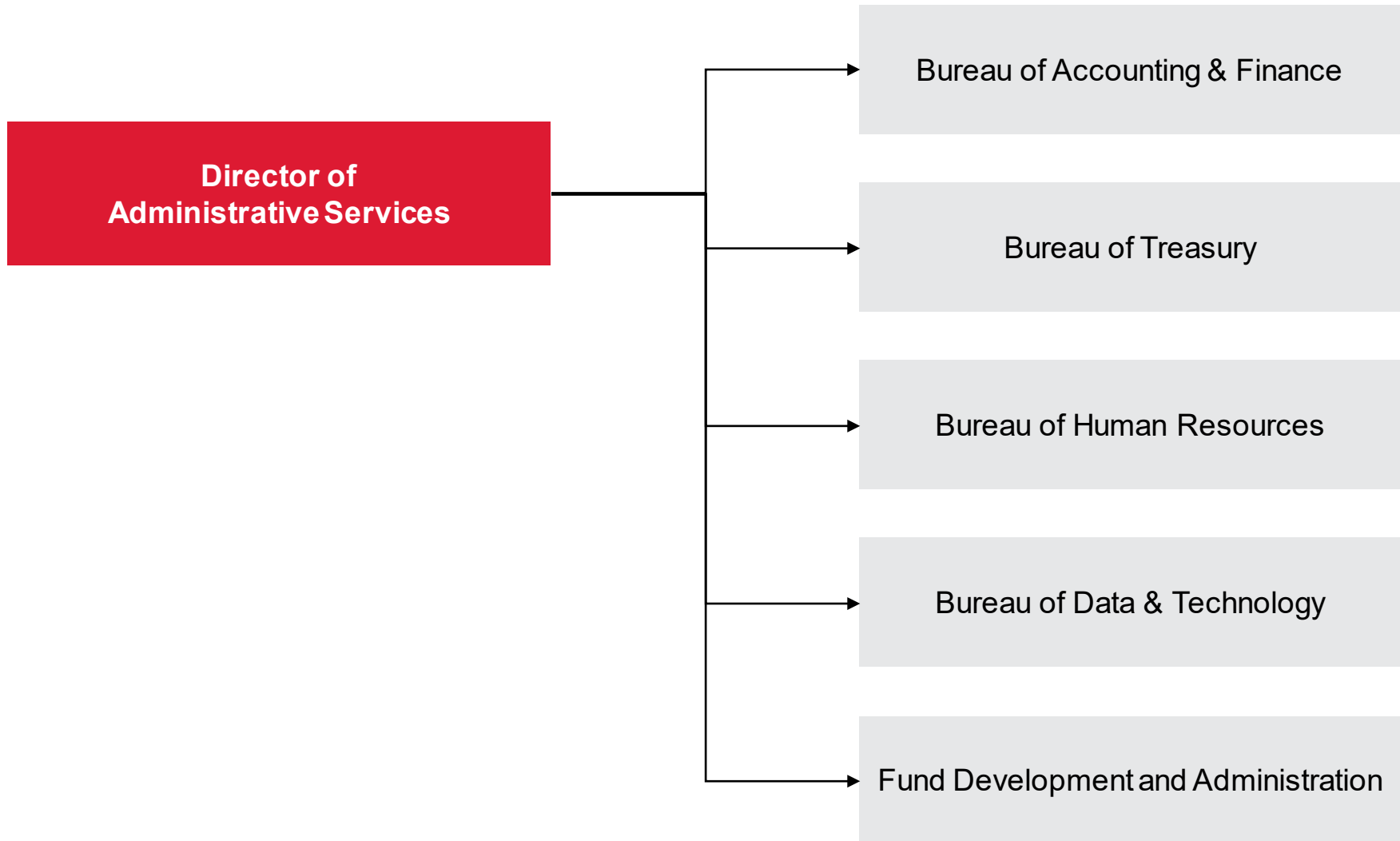
The Office of the Mayor directs and coordinates all City operations and services. Department Directors including Community Planning and Economic Development, Neighborhood Engagement, Administrative Services, and Public Works report directly to the Mayor. In addition, as Director of Public Safety, the Mayor serves as the top elected official presiding over the Bureaus of Police and Fire.

The Office of the Mayor is staffed by the Executive Secretary who provides direct administrative support to the Mayor; the Deputy Chief of Staff who manages overall communications and policy efforts as well as two Communications Managers who maintain the City website, social media channels, marketing material development, marketing implementation for the Lancaster Office of Promotion, and other department specific initiatives to advance public awareness and community engagement.

The Office of Solicitor includes a full-time, in-house attorney, paralegal and purchasing coordinator. The Solicitor directs and controls the legal affairs of the City, including, overseeing the preparation of bonds, obligations, contracts, leases, easements, and conveyances to which the City is a party, overseeing litigation by or against the City or its employees, overseeing the City's legal regulatory obligations including those with the Public Utility Commission, assisting Directors in the drafting and implementation of legislation and policy, assisting management with labor related issues, overseeing the procurement of goods and services, and performing any and all other services incident to the office as directed by the Mayor, City Council and City ordinances.

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CITY OF LANCASTER ORGANIZATIONAL CHART
DEPARTMENT OF ADMINISTRATIVE SERVICES



DEPARTMENT OF ADMINISTRATIVE SERVICES

The Department of Administrative Services provides fiscal management and operational support for all City departments. In addition, the Department of Administrative Services is responsible for managing the City's Community Involvement, Insurance, Fringe Benefits and Debt Service budgets. The Department of Administrative Services includes the Bureaus of Accounting and Finance, Treasury, Human Resources, and Data & Information Technology. In addition, the Department of Administrative Services oversees fund development including grant administration and sponsorship management.

OFFICE OF DIRECTOR

The Office of the Director of Administrative Services includes the Director of Administrative Services, 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.

BUREAU OF ACCOUNTING AND FINANCE

The Accounting and Finance Bureau uses a voucher system to review and authorize the processing, reviewing over 23,000 accounts payable invoices each year. The Bureau of Accounting processes payments for all of the City's fund types and account groups and prepares payroll for nearly 600 employees.

The Bureau maintains accounting records for the City's General Fund, four Enterprise Funds (Stormwater Management, Sewer, Water, and Solid Waste & Recycling) and nearly 40 Capital Project, Special Revenue, and Trust and Agency funds. The Accounting Bureau prepares billings and adjustments for various Police services, bulk sewer services, and industrial waste surcharge.

The Accounting and Finance Bureau prepares the City's regular financial statements, posts monthly journal entries, and reconciles bank statements and general ledger accounts on a monthly basis. This Bureau also provides work papers to the independent auditors for performance of the City's annual audit and creation of the Comprehensive Annual Financial Report (CAFR).

BUREAU OF TREASURY

The Bureau of Treasury manages approximately 85,000 utility and tax accounts for City property taxes, Stormwater Management, Water and Sewer, and Solid Waste & Recycling services. Account management responsibilities include data entry, billing, collection, and documentation of payments, and pursuing collection of delinquent accounts.

Each year, Bureau personnel respond to more than 100,000 telephone and email inquiries and process some 580,000 payment transactions made via mail delivery, through online options and in-person payments. The Bureau also operates the mailroom, processing all incoming and outgoing mail.

The Bureau offers paperless billing options for utilities to reduce overall volumes of printing and mailing and has online payment options for customers. The city also offers pay by phone for utility bills.

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.

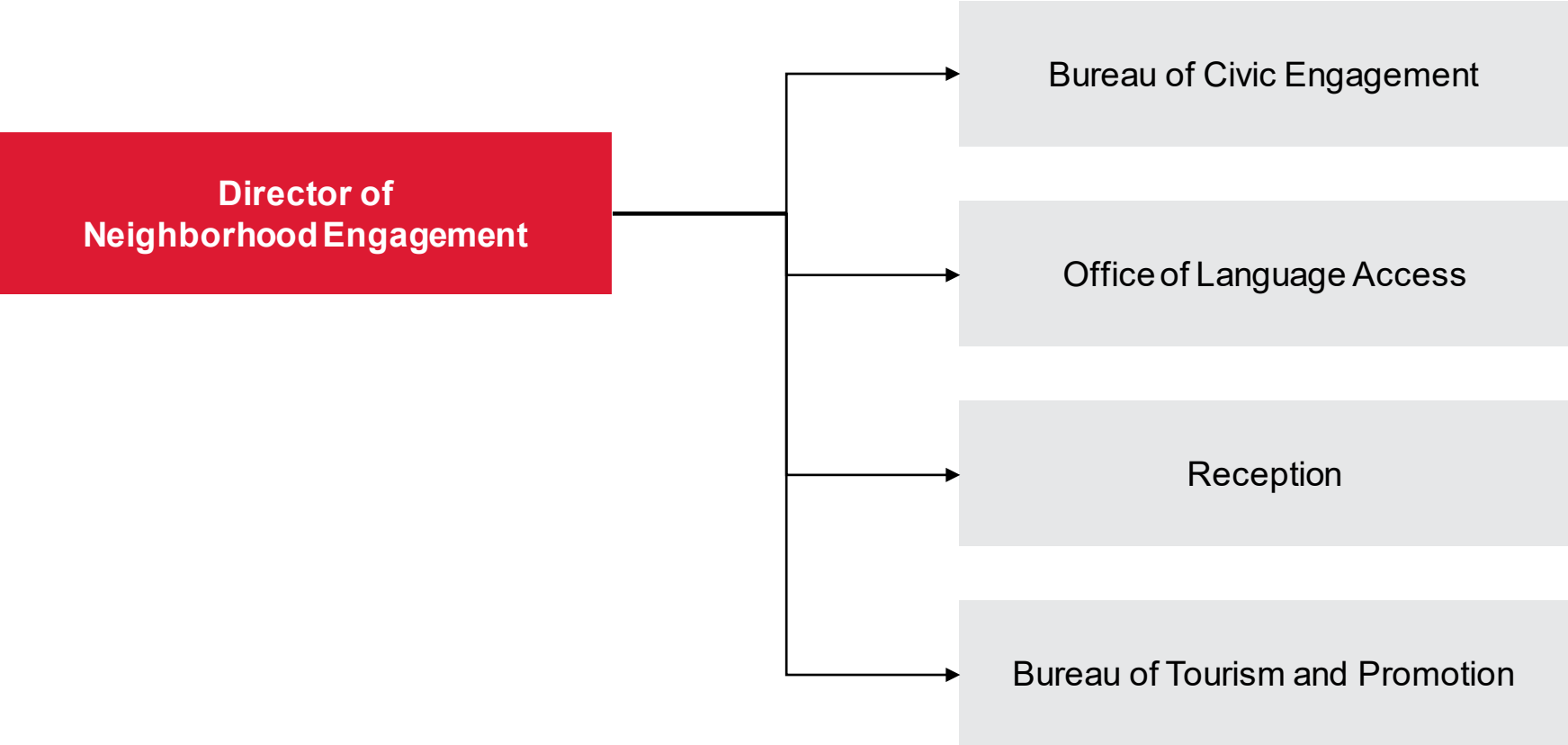
The Bureau of Human Resources has worked to improve efficiencies and improve the customer (applicants, employees and retirees) experience. One major enhancement in 2024 was the implementation of a ticketing system to ensure customers receive timely responses. Each request is assigned a ticket number and an HR staff member. Both the customer and the HR staff member are able to track the progress of the request using the ticket number creating a personalized experience.

BUREAU OF DATA AND INFORMATION TECHNOLOGY

The Bureau of Data and Information Technology provides technology support to all City operations; develops and maintains custom software programs; supports and administers the City’s Munis ERP software; and provides support to departments seeking new technology solutions to improve efficiencies and reduce expenses. In addition, in 2023, the Bureau received new leadership and has restructured to include the City’s data and information team. This team currently manages and makes available the Geographic Information System (GIS) data and information utilized Citywide and provides mapping, data visualization and other services. The data team intends to expand its service offerings to other departments by assisting in collecting, analyzing, and distributing valuable and timely business intelligence for the purpose of setting, measuring, and achieving the organization’s strategic goals.

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CITY OF LANCASTER ORGANIZATIONAL CHART
DEPARTMENT OF NEIGHBORHOOD ENGAGEMENT



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

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

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

BUREAU OF TOURISM & PROMOTIONS

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

This office is responsible for managing special events, marketing and tourism initiatives, event permitting, and the operations of the Welcome Center. The team is comprised of the Welcome Center Manager, Special Events and Programs Manager, Permit Coordinator for Special Events, and three travel consultants. In 2024, the Bureau of Tourism and Promotions initiated the city's first-ever Tourism Master Plan, setting the foundation for a strategic and comprehensive approach to enhancing Lancaster's tourism landscape.

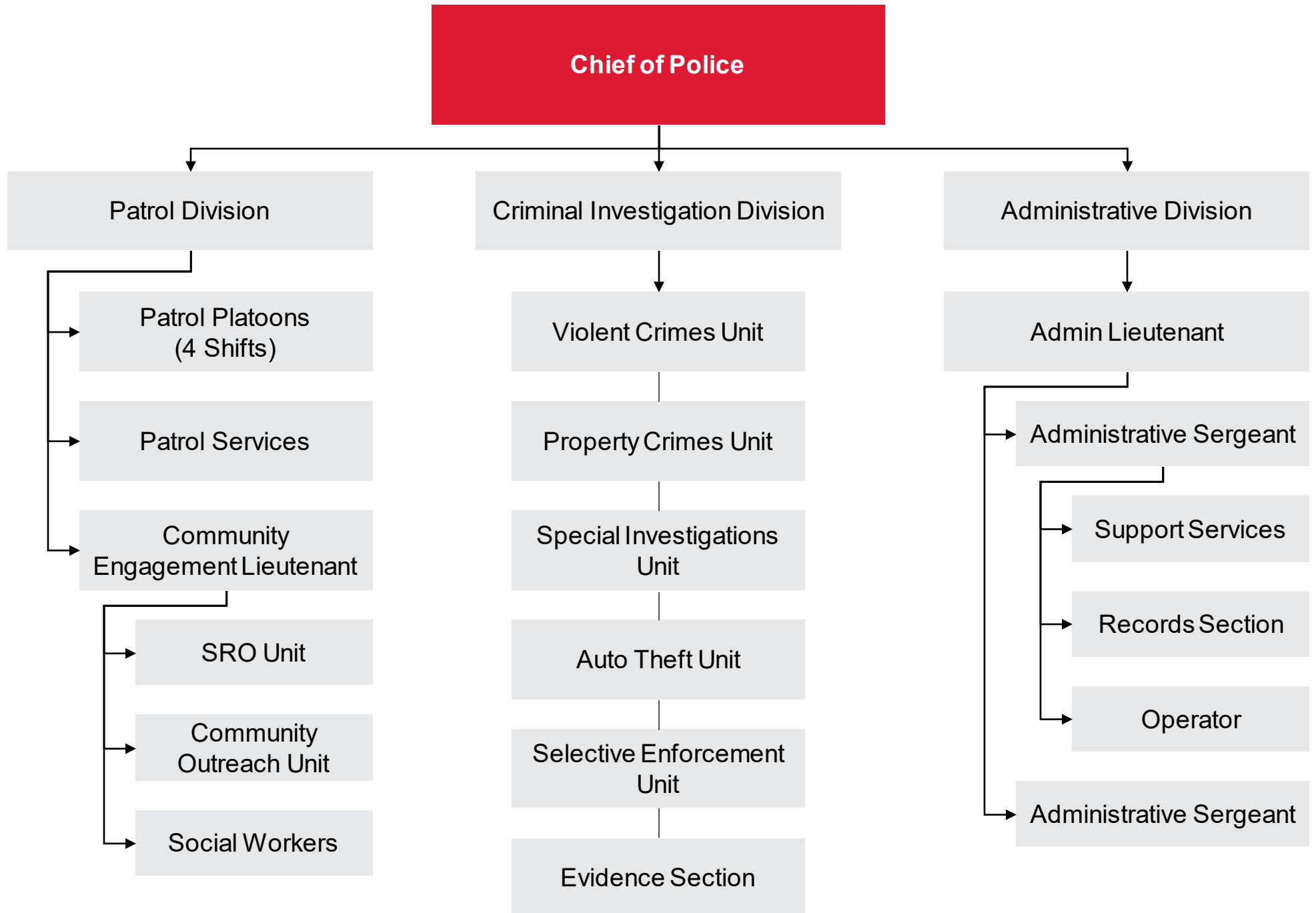
BUREAU OF CIVIC ENGAGEMENT

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. The staff responsible for this work are the Receptionist and Fix It! Coordinator.

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



BUREAU OF POLICE

The Lancaster Bureau of Police is a full-service police agency supplying police service to the City of Lancaster. The Police Bureau is responsible for a jurisdiction covering 7.3 square miles containing a population of approximately 60,000 residents and 30,000 commuters. The Police Bureau is divided into three divisions: Patrol Division, Criminal Investigation Division and the Administrative Services Division. Each Division is further divided into Sections and Units.

PATROL DIVISION

Uniformed Platoons

The Patrol Division is responsible for the delivery of uniformed police services, principally through the Division's four uniformed platoons. Platoon personnel work a fixed twelve-hour shift. Officers work 2 to 3 twelve-hour days and then have two to three days off. Patrol officers also participate in community engagement efforts including but not limited to developing community contacts, attending neighborhood organization meetings, participating in Police Athletic League activities, volunteering with different charitable events such as Shop with a Cop, St. Baldrick's, Special Olympics, school-based community events and Toys for Tots.

Community Service Aides

Community Service Aides are civilians employed to perform tasks once performed by police officers. CSAs are assigned to communications and jail functions where they attend to in-house dispatching duties and prisoner processing. When possible, Community Service Aides also answer non-priority calls for police service and take reports on minor crimes and problems both in the field and by telephone. This has helped the Bureau of Police improve its overall response times.

The Community Engagement Office

This section includes the Bureau Press Information Officer (PIO), a Lieutenant who works closely with the local media to develop public service announcements, publish press releases, and post bureau information to our social media platforms. The PIO is the liaison with Neighborhood Crime Watch groups and Crime Stoppers and works to develop and provide crime prevention education for the community while using the Crime Prevention through Environmental Design (CPTED) philosophy. This position is also responsible for coordinating the Bureau awards ceremonies and the Citizen's Police Academy. The Lieutenant directly supervises the two sergeant positions in the unit. This section's focus is managing community engagement including recruitment efforts for the Bureau.

The Community Engagement Sergeant is a direct liaison to the city's Director of Neighborhood Engagement and neighborhood stakeholders throughout the city. The sergeant oversees the police chaplaincy program and police cadet program. This position is responsible for managing community engagement efforts such as Coffee with a Cop, Paint with the Police, Story Time at the Lancaster County Public Library, Shop with a Cop, Toys for Tots toy collection and distribution, neighborhood meetings, etc.

Police Social Services primarily supports the Patrol division who come into contact with individuals who need additional services, especially those in crisis. Two case managers connect residents and their families (as appropriate) to available resources in Lancaster County through

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

The **SRO Sergeant** has the primary responsibility of being the direct safety and security liaison between the School District of Lancaster and the Bureau. This position directly supervises the officers assigned as School Resource Officers, TEAM Officer and the Police Athletic League. The position also works closely with the Community Outreach Sergeant and assists with community engagement and recruitment efforts.

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

School Resource Officers (SROs) are permanently assigned to the middle schools and high schools as part of a joint cooperative effort to reduce and prevent school-related violence and crimes committed by juveniles and young adults. By doing this, they create and maintain a safe and positive learning environment and reduce the number of youth formally referred to the juvenile justice system. There are five school resource officers.

The **POLICE ATHLETIC LEAGUE (PAL)** has been incorporated into the Community Outreach Section. One officer is currently assigned as the PAL Officer and works with SDoL children. The PAL officer is involved in community engagement projects with the children through different activities that include but are not limited to sports programs, fitness, and hunting and fishing. The officer also develops contacts with stakeholders within the community to help fund the various programs facilitated through PAL through donations and available grants.

Police Cadet Program is as a law enforcement apprenticeship program designed to provide young people ages 18-21 years, who are currently enrolled in and obtaining a degree. The cadet may be a student in a two year or four-year degree program of an established and accredited college or university with a concentration in Criminal Justice, Sociology, Psychology or other related field. Cadets will have a chance to experience the challenges and rewards of a police career. Cadets are paid to work part-time (15 to 19 Hours per week) mostly evenings and weekends year-round. The Cadet program is designed to assist cadets in transitioning into a position of a full-time officer at age 21 within the Lancaster City Bureau of Police, after passing the Civil Service testing and including extensive background investigation and oral interview.

The Patrol Services Section coordinates the maintenance of the Police Bureau's vehicle fleet, supervises the K-9 Teams, and the Selective Enforcement Unit. The Patrol Services Section includes the **School Crossing Guard Unit, Patrol Service Aides, Abandoned Vehicle Enforcement, and Animal Enforcement.** The Patrol Services Section manages the police protection and traffic control for the City of Lancaster’s special events; arranges for street closings and the posting of sworn officers and support staff at intersections and event locations to help ensure the safety and security of various parades, festivals, shows and other events. This unit manages in excess of twenty-five events every year. This unit is comprised of a lieutenant, a sergeant, a patrol officer, six patrol service aides, an Abandoned Vehicle Enforcement position and the Animal Enforcement Officer.

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

Special Emergency Response Team (SERT) is available to respond to high-risk situations including dignitary protection, high risk warrant service, civil unrest, and hostage/barricade situations. SERT is composed of specially trained officers assigned to each of the platoons and various other sections of the Police Bureau. The team's primary duty is to contain and defuse dangerous situations. In 2002, the Lancaster City SERT became the Lancaster County SERT, adding members from various municipalities and completing joint training and exercises.

CRIMINAL INVESTIGATION DIVISION

The Criminal Investigation Division is responsible for the follow-up investigation of crimes committed in Lancaster City. The Criminal Investigative Division (CID) has also undertaken proactive, investigative efforts to aggressively pursue and remove serial and habitual offenders from our streets. The division is divided into 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.

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 Uniform Crime Report. Records Personnel also maintain a day-time operator position.

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

Inventory Specialist is a civilian Quartermaster position with the responsibility to support the infrastructure of the police department's day to day operations related to supplies, equipment procurement, dissemination, inventory, equipment maintenance. The police quartermaster will also give support to Patrol Services Lieutenant, Training Sergeant, Administrative Lieutenant and Administrative Captain in matters of purchasing, inventory records and maintenance of equipment (repairs) and assist in budget preparation.

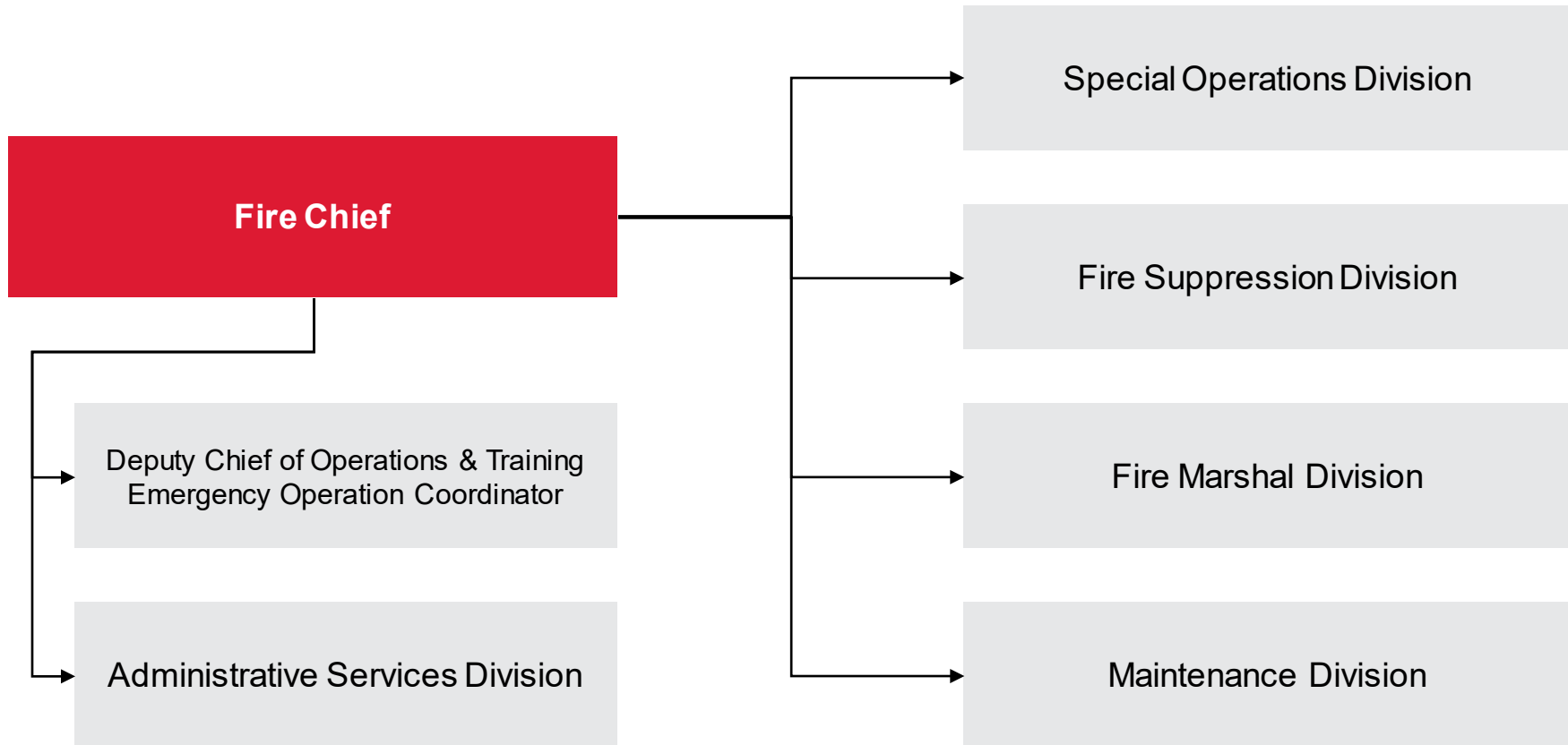
The Training Section is comprised of a Sergeant who coordinates all Bureau training. In addition to developing ongoing in-service training curriculums, the Training Section ensures that officers attend mandated state in-service training necessary to maintain police officer certification. The Training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

maintenance, all police range maintenance and qualifies officers to use the various weapons maintained by the Police Bureau. The Training Section assists with the hiring process of police officer candidates and supervises new officers while they attend the police academy. The training Sergeant assists with coordinating the promotional testing for Sergeants and Lieutenants within the Bureau of Police, under the direction of the Civil Service Board.

Background Investigations for New Officers is primarily handled by one detective and one officer, who were reassigned to focus on coordinating recruiting and hiring of new officers more efficiently. Their work is supported by approximately 20 other Detectives, Sergeants, and Officers also work on backgrounds of potential hires to ensure their core values, ethics, and morals are in line with those of the Lancaster Bureau of Police.

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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

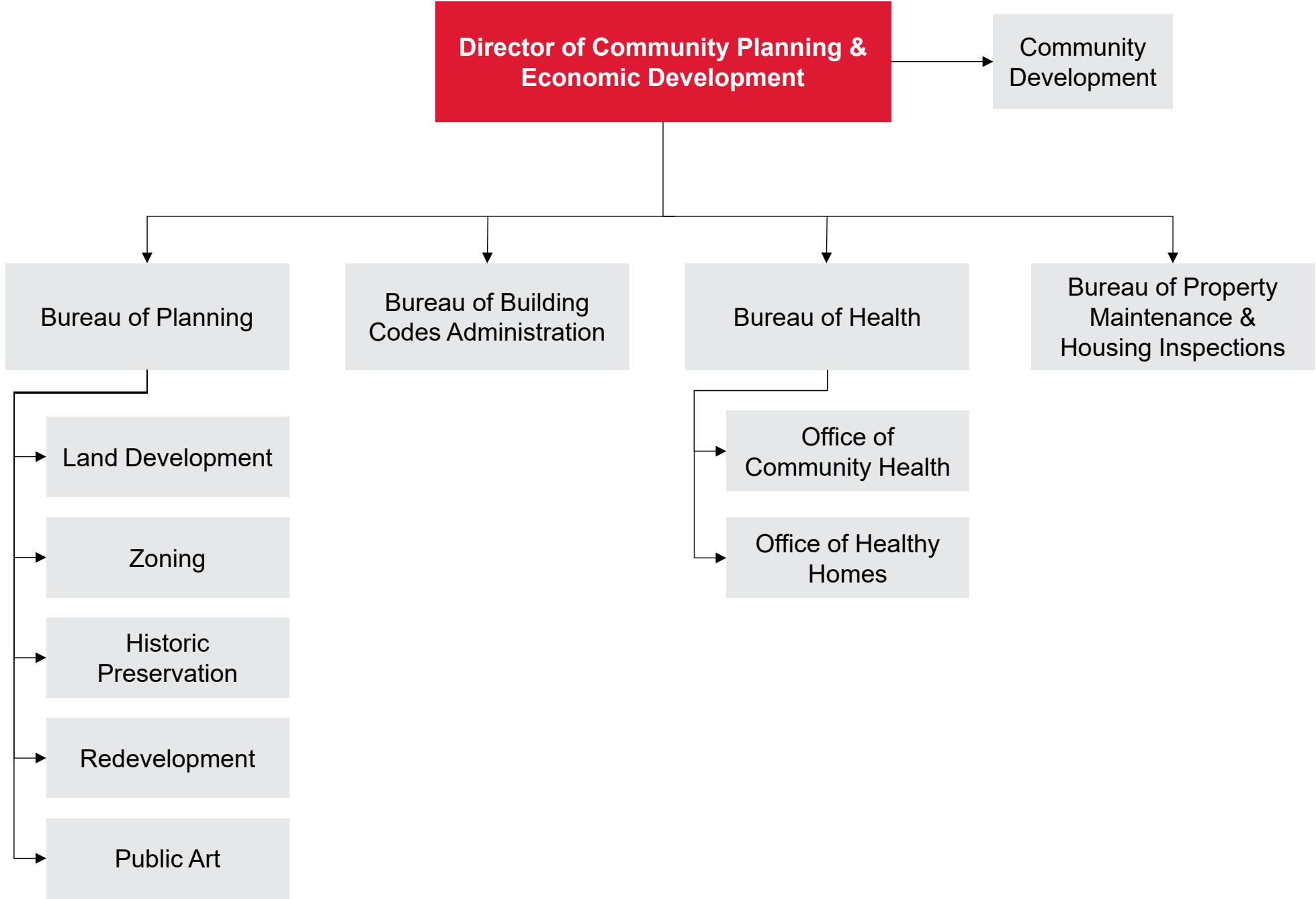
The Maintenance Division is responsible for the maintenance and administration of Fire Bureau apparatus fleet management. All Fire Bureau apparatus and equipment are serviced and maintained by the Maintenance Officer. Vendors do major repairs requiring specialized equipment. The Maintenance Officer also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

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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 a five-year, \$9.7 million grant from the U.S. Department of Housing and Urban Development to eliminate lead paint hazards in 435 low- and moderate-income homes located in the southern quadrants of the city.

BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS

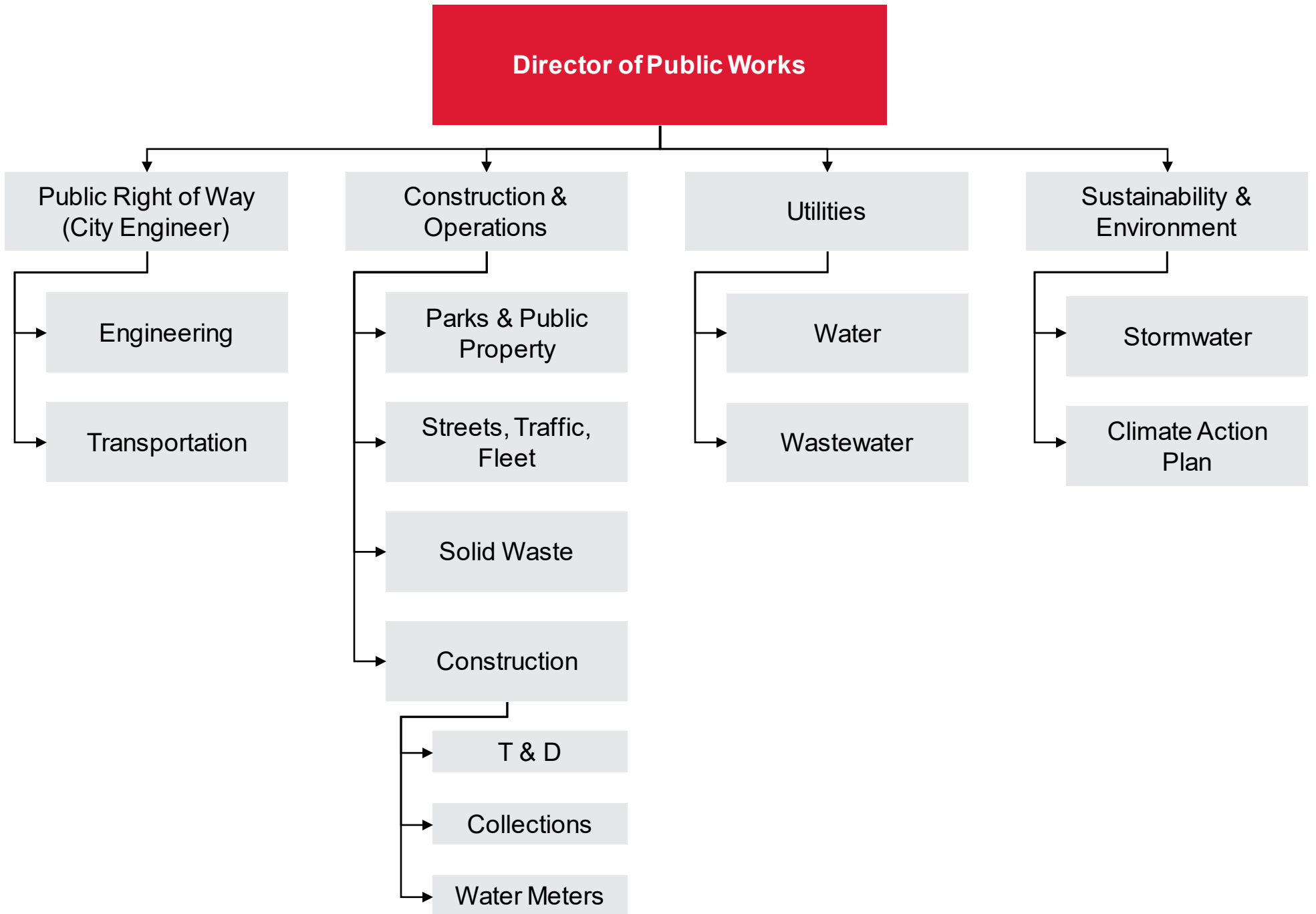
The Bureau of Property Maintenance and Housing Inspections is dedicated to preserving safe, quality homes in the city and plays a central role in protecting the stability and vitality of our neighborhoods by ensuring good property conditions.

Bureau personnel inspect properties to affirm that private property owners follow the City's Property Maintenance and Rental Property Ordinances and act where 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.

The Bureau also plays a central role in executing the City's Housing Strategy, initiating the blight remediation process when deemed necessary and supporting the ongoing improvement of housing assets of all types and sizes.

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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 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 Lancastrians with the local vs. state streets which traverse the city. It oversees policies related to street safety, signaling, signage and traffic management tools, as well as pavement planning, parking regulations and permitting and inspections.

UTILITIES DIVISION

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

BUREAU OF WATER

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

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

The Bureau also evaluates water capacity requests and reviews proposed water system extension plans for compliance with specifications and regulations. To ensure field compliance, construction inspection services and proper documentation are provided. The coordination of field activities among the various water sub-bureaus is important as a matter of public health and safety. The Water Bureau also coordinates with the Fire Bureau concerning flow tests and fire suppression system installations.

BUREAU OF WASTEWATER OPERATIONS

The City of Lancaster operates an Advanced Secondary Wastewater Treatment Facility with a design flow capacity of 30 million gallons per day. (Current flow rates average 20 MGD.) The facility is authorized to discharge to the Conestoga River under Federal EPA Permit Requirements.

The City Wastewater Treatment Facility utilizes approximately 48 employees to maintain the collection system, pumping stations and treatment facilities. The Bureau's staff also manages the Federal Industrial Waste Discharge requirements and works closely with approximately 51 industrial customers to promote growth within the service area while maintaining discharge requirements in a fair and efficient manner.

The Bureau also provides contract services to the Suburban Lancaster Sewer Authority for maintenance of their collection system and pumping stations. Also, through Inter-municipal agreements, the facility provides treatment services for the Lancaster Area Sewer Authority, Manor Township, East Lampeter Township, Suburban Lancaster Sewer Authority, Lancaster Township, the Borough of Strasburg, and the Leola Sewer Authority.

SUSTAINABILITY AND THE ENVIRONMENT DIVISION

Quality of Life is measured in relation to both the built environment and the natural environment. The Sustainability and Environment Division (S&E) 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

2025 BUDGETS

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024 BUDGET</u> (as amended)	<u>2024</u> <u>PROJECTED</u>	<u>2025 BUDGET</u> (proposed)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)	<u>2025 HOME</u> <u>Rule BUDGET</u> (proposed)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)
Tax Revenues	48,073,004	49,353,378	51,436,189	3,363,185	7.00%	52,535,589	4,462,585	8.49%
Regulatory Revenues	573,000	473,280	473,280	(99,720)	-17.40%	473,280	(99,720)	-21.07%
Public Safety Revenues	3,106,500	2,905,828	2,906,500	(200,000)	-6.44%	2,906,500	(200,000)	-6.88%
Health, Housing & Codes Revenues	2,265,000	2,362,635	2,470,000	205,000	9.05%	2,470,000	205,000	8.30%
Public Works Revenues	4,508,502	4,508,502	7,077,787	2,569,285	56.99%	7,077,787	2,569,285	36.30%
Other Revenues	14,947,052	12,262,139	12,003,423	(2,943,629)	-19.69%	12,029,365	(2,917,687)	-24.25%
Use of Fund Balance Reserves				-	#DIV/0!			
TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$73,473,058	\$71,865,762	\$76,367,179	\$2,894,121	3.94%	\$77,492,521	\$4,019,463	5.47%
Surplus/(Deficit)		(\$2,481,030)	\$16,392			\$108,957		

CITY OF LANCASTER
GENERAL FUND EXPENSE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024 BUDGET</u> (as amended)	<u>2024 PROJECTED</u>	<u>2025 BUDGET</u> (proposed)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)	<u>2025 HOME Rule BUDGET</u> (proposed)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)
DEPARTMENT								
BUREAU								
EXECUTIVE	780,285	800,973	808,536	28,251	3.6%	936,036	155,751	20.0%
Office of the Mayor	349,095	358,775	357,625	-1,150	-0.3%	362,125	63,030	18.0%
City Solicitor	431,190	442,198	450,911	8,713	2.0%	573,911	141,721	33.1%
LEGISLATIVE	162,643	145,693	159,120	(3,523)	-2.2%	159,120	(3,523)	-2.2%
City Council	74,900	65,700	69,700	4,800	6.4%	69,700	-5,200	-6.9%
City Clerk	87,743	79,993	89,420	11,427	13.0%	89,420	-8,323	-9.5%
CITY CONTROLLER/ CITY TREASURER	17,000	17,000	17,000	-	0.0%	8,500	(8,500)	-50.0%
DEPT. OF NEIGHBORHOOD ENGAGEMENT	960,242	873,606	877,177	(83,065)	-8.7%	985,670	25,428	2.6%
Director	312,068	310,519	293,563	-18,549	-5.9%	293,563	-18,505	-5.9%
Tourism & Promotions	395,633	335,382	397,245	2,613	0.7%	433,544	37,911	9.6%
Civic Engagement	252,541	227,705	186,369	-66,172	-26.2%	258,563	6,022	2.4%
ADMIN. SERVICES	15,761,827	16,472,265	19,167,133	3,405,306	21.6%	19,613,759	3,851,932	24.4%
Director	511,579	504,671	412,309	-92,262	-18.1%	488,059	-23,520	-4.6%
Accounting	593,350	582,180	641,369	59,189	10.0%	676,369	83,189	14.0%
Treasury	146,272	139,690	2,077,814	1,938,124	1326.5%	2,105,233	165,543	1339.3%
Data & Technology	1,420,684	1,365,172	2,273,137	907,965	63.8%	2,396,593	971,421	68.7%
Human Resources	889,184	772,765	839,236	-49,948	-5.6%	844,236	-44,948	-5.1%
Community Involvement	713,456	713,456	384,456	-329,000	-46.3%	564,456	-149,000	-20.9%
Insurance (Property & Liability)	775,500	882,100	829,350	53,850	6.9%	829,350	53,850	6.9%
Fringe Benefits	4,034,198	3,999,197	4,194,922	190,724	4.7%	4,194,922	160,724	4.0%
Debt Service	6,677,604	7,513,035	7,514,540	836,936	12.5%	7,514,540	836,936	12.5%
PUBLIC SAFETY	42,485,661	40,327,058	42,504,160	18,499	0.04%	42,629,482	143,821	0.3%
Police	29,252,234	26,793,156	28,800,962	-3,451,272	-11.8%	28,926,284	-3,326,252	-11.4%
Fire	13,233,426	13,533,902	13,703,198	469,772	3.5%	13,703,198	469,772	3.5%
COMMUNITY PLANNING & ECONOMIC DEVELOPMENT	4,912,302	4,739,160	4,570,168	(342,134)	-7.0%	4,785,470	(126,832)	-2.6%
Director of CPED	1,574,259	1,521,903	1,564,970	-42,356	-2.7%	1,629,970	55,711	3.5%
Planning	668,307	518,944	576,296	-149,363	-22.3%	608,510	-160,197	-24.0%
Building Code Administration	676,429	660,184	578,580	-87,849	-12.8%	635,437	-140,992	-20.7%
Property Maintenance	1,129,290	1,139,294	1,066,641	-62,649	-5.5%	1,095,796	-33,494	-3.0%
Bureau of Health Office of Healthy Homes	482,111	484,438	504,892	22,755	4.7%	504,892	22,755	4.7%
Bureau of Health Office of Community Health	381,906	414,398	278,788	-103,110	-27.0%	310,865	-270,341	-71.5%
PUBLIC WORKS	8,393,101	8,008,976	8,247,493	(145,608)	-1.7%	8,265,528	(127,573)	-1.5%
Director	1,694,135	1,689,760	1,763,416	69,281	4.1%	1,763,416	69,281	4.1%
Engineering	658,333	611,822	657,105	-46,228	-7.0%	675,140	16,817	2.6%
Streets	1,097,027	963,283	909,033	(187,994)	-17.1%	909,033	(187,994)	-17.1%
Traffic Section	1,104,010	1,038,240	1,119,575	15,565	1.4%	1,119,575	15,565	1.4%
Motor Vehicles Section	507,309	501,722	604,580	97,271	19.2%	604,580	97,271	19.2%
Parks & Public Property	3,332,287	3,204,150	3,193,783	-138,504	-4.2%	3,193,783	-138,504	-4.2%
TOTAL GENERAL FUND EXPENDITURES	73,473,060	71,384,732	76,350,787	2,877,226	3.9%	77,383,564	3,910,503	5.3%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

	<u>2025 Budget</u>	<u>2025 HOME Rule</u>
Fund Balance 12/31/2023 (Unaudited fund balance)	\$ 13,560,000	\$ 13,560,000
Projected Revenues: 2024	71,865,762	71,865,762
Projected Expenditures: 2024	(71,384,732)	(71,384,732)
Projected Current Operating Surplus/(Deficit) 2024 (Addition to Fund Balance)	481,030.18	481,030.18
Projected Fund Balance 12/31/2024	14,041,030	14,041,030
Proposed Revenues: 2025	76,367,179	77,492,521
Proposed Expenditures: 2025	(76,350,787)	(77,383,564)
Proposed Current Operating Surplus/(Deficit) 2025 (Reduction to Fund Balance)	16,392	108,957
Projected Fund Balance 12/31/2025	\$ 14,057,422	\$ 14,149,987

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

<u>Department Bureau</u>	<u>2025</u>		<u>2025 HOME Rule</u>		
	<u>Full-Time Employees</u>	<u>Part-Time Employees</u>	<u>Full-Time Employees</u>	<u>Part-Time Employees</u>	
Executive	7.5	0	8.5	0	
Mayor's Office	4.5		4.5		
Solicitor	3		4		
Legislative	1	7	1	7	
City Council		7		7	
City Clerk	1		1		
Administrative Services	42	0	43	1	
Director	4		4		
Accounting	7		7		
Treasury	17		17	1	
Data & Technology	8		9		
Human Resources	6		6		
Controller/Treasurer		2		1	
Neighborhood Engagement	9	2	11	1	
Director	2		2		
Tourism & Promotions	4	2	5	1	
Civic Engagement	3		4		
Public Safety	233	14	234	14	
Police	157	14	158	14	
Fire	76		76		
Comm Planning & Econ Deve	45	1	45.5	4	
Director	5		5		
Planning	7		7.1		
Building Code Administration	7	1	7.4	2	
Property Maint & Housing	14		14	1	
Health Office of Healthy Homes	8		8		
Health Office of Community Health	4		4	1	
Public Works	49.31		50.56		
Director	3.64		3.64		
Engineering	2.67		2.92		
Traffic	4		4		
Maintenance	9		9		
Motor Vehicles	5		5		
Parks & Public Property	25		26		
Total General Fund Employees		386.81	26	393.56	28

General Fund - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Tax Revenue								
1000001 400000	City Real Estate Taxes	32,661,660	32,550,000	32,550,000	31,313,954	32,875,500	35,505,540	32,875,500
Revenue is derived from the annual real estate tax collections of the City of Lancaster.								
1000001 400200	Real Estate Transfer	1,433,945	1,500,000	1,500,000	1,113,559	1,750,000	1,500,000	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	8,735,821	9,152,000	9,152,000	5,081,323	9,906,249	9,609,600	13,339,040
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	1,577,602	1,575,000	1,575,000	831,212	1,575,000	1,575,000	1,575,000
The Local Services Tax is a \$52 tax collected from each individual employed within the City, less a collection fee retained by the Lancaster County Tax Collection Bureau. \$5 of each \$52 account collected is allocated to the appropriate school district (SDoL, CV or LS).								
1000001 400500	Penalty Current Tax	125,085	120,000	120,000	50,522	120,000	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	971	300	300	580	580	0	0
Revenue is derived from interest assessed and costs associated with liening real estate for delinquent invoices, trash clean-up, and other services.								
1000001 401000	Payment in Lieu of Taxes	2,067,931	2,260,000	2,260,000	1,277,046	2,260,000	2,260,000	2,260,000
Revenue is derived from contributions received from tax-exempt organizations that own property in the City. Major contributors include Lancaster General Hospital, Franklin and Marshall College, Marriott and the Lancaster City Housing Authority.								
1000001 401100	Utility Tax Refund	37,284	39,250	39,250	0	39,250	39,250	39,250
Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1000001 401200	Real Estate Tax Lien Proc	876,545	876,454	876,454	826,799	826,799	826,799	826,799
Revenue is derived from the sale of prior year real estate tax claims to a third party.								
TOTAL	Tax Revenue	47,516,843	48,073,004	48,073,004	40,494,995	49,353,378	51,436,189	52,535,589

General Fund - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Regulatory License Fees								
1000002 401400	Franchise Fee	476,437	540,000	540,000	217,288	441,780	441,780	441,780
Revenue is derived from the Comcast cable television franchise fee.								
1000002 401500	Beverage License	31,450	33,000	33,000	31,450	31,500	31,500	31,500
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	507,887	573,000	573,000	248,738	473,280	473,280	473,280

General Fund - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Public Safety - Police Fees								
1501000 402600	District Judge Fines	312,931	300,000	300,000	194,079	250,000	250,000	250,000
Revenue is derived from fines and restitution collected by the Magisterial District Judge offices, the Commonwealth and Lancaster County and remitted to the City. Beginning in 2017, parking enforcement related fine revenues are transferred from the MDJ Offices to the Lancaster Parking Authority. These funds are then paid to the City as part of the City-LPA Parking Enforcement Agreement.								
1501000 402700	Parking Violations	1,345,237	1,600,000	1,600,000	824,621	1,500,000	1,500,000	1,500,000
Revenues are derived from payments made by the Lancaster Parking Authority to the City in accordance with the City-LPA Parking Enforcement Agreement.								
1501000 402800	Reproducing Police Report	37,770	40,000	40,000	24,268	35,000	35,000	35,000
Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.								
1501000 402900	Burglar Alarm Svc Fee	14,170	15,000	15,000	15,005	15,000	15,000	15,000
Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.								
1501000 403100	Police - School District	138,138	145,000	145,000	139,204	145,000	145,000	145,000
Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for school crossing guards and uniformed police officers at various locations before and after school.								
1501000 403300	Drug Task Force Reimb.	2,501	0	0	283	283	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	40,457	40,000	40,000	33,226	40,000	40,000	40,000
State reimbursement of Police Academy expenses for newly hired officers.								
1501000 403800	Warrant Squad Services	7,143	1,500	1,500	1,678	1,500	1,500	1,500
Revenue is derived from the Warrant Squad service fee received from the Magisterial District Judges for the serving of warrants by the Bureau of Police.								
1501000 404100	Police-Special Events OT	100,018	95,000	95,000	73,828	100,000	100,000	100,000
Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1501000 416700	Police - SDL - SRO	646,409	670,000	670,000	382,570	650,000	650,000	650,000
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	169,045	200,000	200,000	115,545	169,045	170,000	170,000
Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.								
TOTAL	Public Safety - Police Fees	2,813,820	3,106,500	3,106,500	1,804,307	2,905,828	2,906,500	2,906,500

General Fund - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Housing License Fees								
1601001 401700	Building Permits	882,265	860,000	860,000	903,338	860,000	950,000	950,000
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	25,373	30,000	30,000	10,370	15,000	25,000	25,000
Revenue is derived from the fees collected for plumbing licenses.								
1601001 402200	Housing License Multi-Fam	1,414,181	1,200,000	1,200,000	1,298,438	1,250,000	1,250,000	1,250,000
Revenue is derived from fees collected by the City for all rental housing licenses.								
1601001 402400	Zoning Permits	34,760	45,000	45,000	27,525	37,635	45,000	45,000
Revenue is derived from the fee collected for zoning permits.								
1601001 402500	Health Licenses & Permits	136,239	130,000	130,000	203,049	200,000	200,000	200,000
Revenue is derived from the license fee for food inspection.								
TOTAL	Housing License Fees	2,492,817	2,265,000	2,265,000	2,442,720	2,362,635	2,470,000	2,470,000

General Fund - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Public Works Fees								
1810001 404300	Tsfr'd From Utility Funds	2,000,000	2,000,000	2,000,000	1,500,000	2,000,000	4,000,000	4,000,000
Revenue is derived from interfund transfers to the General Fund from the Water Fund.								
1810001 404400	Rent of City Property	264,311	110,000	110,000	97,764	110,000	110,000	110,000
Revenue is derived from tower space to cell phone companies.								
1810001 404500	SF - Admin Indirect Costs	532,696	532,696	532,696	442,289	532,696	759,335	759,335
Revenue is derived from indirect costs applicable to the Sewer Fund per the full cost allocation plan for 2021.								
1810001 404600	WF - Admin Indirect Costs	1,035,743	1,035,743	1,035,743	787,042	1,035,743	1,337,773	1,337,773
Revenue is derived from indirect costs applicable to the Water Fund per the full cost allocation plan for 2021.								
1810001 404800	Right of Way Permit Fees	158,859	250,000	250,000	193,214	250,000	250,000	250,000
Revenue is derived from the fees collected for street opening and other associated permit fees charged to various utilities.								
1810001 405000	Sewer Vehicle Maintenance	22,510	14,500	14,500	17,718	14,500	14,500	14,500
Revenue is derived from the reimbursement from the Sewer Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Sewer Fund vehicles.								
1810001 405100	Water Vehicle Maintenance	15,636	20,000	20,000	17,874	20,000	20,000	20,000
Revenue is derived from the reimbursement by the Water Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Water Fund vehicles.								
1810001 417900	TF - Admin Indirect Costs	163,680	163,680	163,680	110,351	163,680	146,488	146,488
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	29,937	20,000	20,000	0	20,000	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.).								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1810001 420200	SWMF Admin Indirect Costs	361,883	361,883	361,883	250,277	361,883	419,691	419,691
Revenue is derived from indirect costs applicable to the Stormwater Management Fund per the full cost allocation plan for 2021.								
TOTAL	Public Works Fees	4,585,255	4,508,502	4,508,502	3,416,528	4,508,502	7,077,787	7,077,787

General Fund - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Other Income								
1000004 405500	Administrative Sundry	4,402	7,250	7,250	1,658	4,000	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	265,808	400,000	400,000	194,755	400,000	170,000	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	38,306	30,000	30,000	29,328	44,589	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	56,359	10,000	10,000	29,764	32,000	32,000	32,000
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	55,872	150,000	150,000	11,578	20,000	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	13,223	20,000	20,000	5,453	13,000	15,000	15,000
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	17,745	1,000	1,000	0	17,000	17,000	17,000
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	686,832	627,300	627,300	438,243	703,302	654,247	654,247
Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1000004 406601	Lead Reimb - Salaries	257,576	284,400	284,400	196,173	271,393	418,482	418,482
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 grants.								
1000004 406700	Federal Reimb-Fringes	470,265	323,550	323,550	219,411	346,728	319,112	319,112
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	135,798	145,800	145,800	99,953	133,797	206,312	206,312
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	51,528	45,000	45,000	0	45,000	48,947	48,947
Revenue is derived from indirect costs applicable to the CDBG program per the full cost allocation plan.								
1000004 407100	Pension State Fund	3,583,072	3,690,564	3,690,564	23,986	3,787,016	3,801,281	3,801,281
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	10,858	8,000	8,000	0	1,500	1,500	1,500
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.	70,869	200,000	200,000	53,115	70,000	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	321,865	350,000	350,000	180,470	258,114	220,724	220,724
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	63,013	223,173	223,173	2,873	26,000	26,000	26,000
Revenues are derived from anticipated grants and gifts during the year. 2024 includes the County Larval grant.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1000004 415501	ARPA Revenue Replacement	6,000,000	6,000,000	6,000,000	0	6,000,000	3,400,000	3,400,000
Revenue is derived from funds appropriated by the US Department of the Treasury to the City in accordance with the American Rescue Plan Act (ARPA). The amount of funding received is based on a calculation established by the US Treasury. ARPA Revenue Replacement funds may be received by the City in fiscal years 2021, 2022, 2023 and 2024.								
1000004 418100	Tax Certification Fees	73,023	80,000	80,000	57,308	80,000	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	5,520	15,000	15,000	1,000	1,000	1,000	1,000
Revenue is derived from advertising and marketing packages sold to local businesses by the Lancaster Office of Promotion (LOOP).								
1000004 419900	Merchandise Sales	17,627	40,000	40,000	9,245	7,700	12,000	12,000
Revenue is derived from merchandise sold by the Lancaster Office of Promotion (LOOP).								
1000004 430000	Treasury Allocation	0	0	0	0	0	1,965,819	1,991,761
Reimbursement from enterprise funds for direct costs.								
1000004 430400	IT Allocaiton	0	0	0	0	0	450,000	450,000
Reimbursement from enterprise funds for direct costs.								
1000004 499000	Fund Balance Reserve	0	2,296,015	2,296,015	0	0	0	0
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	12,199,561	14,947,052	14,947,052	1,506,342	12,262,139	12,003,423	12,029,365
TOTAL	General Fund - Revenues	70,116,183	73,473,058	73,473,058	49,913,631	71,865,762	76,367,179	77,492,521

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Mayor's Office Exp								
1101000 610500	Elected Official	95,654	99,119	99,119	72,369	99,119	103,084	103,084
Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06).								
1101000 611500	Salaried Personnel	378,088	237,676	237,676	180,617	247,006	251,491	251,491
The salary of the Chief of Staff, Mayor's Senior Staff Assistant, Grant Development Manger and Grant Writer Specialist, Policy Strategist, and an allocated portion of the Communications Specialist.								
1101000 732000	Dues & Subscriptions	555	700	700	283	700	700	700
Subscriptions to professional publications and dues to professional organizations.								
1101000 734000	Postage	968	700	700	704	700	700	700
Postage costs incurred in routine office mailings.								
1101000 735000	Printing	1,003	900	900	2,643	3,000	900	900
Printing costs of the Mayor's Office.								
1101000 736000	Telephone	3,785	3,000	3,000	2,356	3,000	0	0
Phone charges for Mayor's office.								
1101000 737000	Travel	2,158	2,500	2,500	732	1,500	0	1,500
Travel expenses relating to the Mayor's attendance at various meetings and conferences.								
1101000 741000	Professional Services	4,425	0	0	16,000	0	0	0
Professional Services expenses for the Mayor's Office.								
1101000 744500	Training & School	4,264	3,000	3,000	269	3,000	0	3,000
Expenses for registrations and trainings.								
1101000 760300	Office Supplies	1,473	1,500	1,500	76	750	750	750
Cost of general office supplies for the Mayor's Office.								
TOTAL	Mayor's Office Exp	492,372	349,095	349,095	276,049	358,775	357,625	362,125

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
OFFICE OF THE MAYOR						
1101000	610500	MAYOR	1.00	103,084	1.00	103,084
TOTAL 6105000 EMPLOYEES			1.00	103,084	1.00	103,084
1101000	611500	DEPUTY CHIEF OF STAFF	1.00	79,462	1.00	79,462
1101000	611500	COMM MANAGER - GENERALIST	0.75	52,791	0.75	52,791
1101000	611500	COMM MANAGER - MARKETING	0.75	53,306	0.75	53,306
1101000	611500	SECRETARY TO MAYOR	1.00	65,931	1.00	65,931
TOTAL 611500 EMPLOYEES			3.50	251,490	3.50	251,490
TOTAL EMPLOYEES			4.50	354,574	4.50	354,574

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Office of City Solicitor								
1102000 610900	Salary - Director	146,141	136,591	136,591	97,912	136,591	140,689	140,689
Salary of the City Solicitor.								
1102000 611500	Salary - Personnel	133,961	142,158	142,158	100,725	142,157	146,422	236,422
Salary of staff position to provide support services to the City Solicitor.								
1102000 731000	Advertising	320	2,000	2,000	1,848	2,000	2,000	2,000
Costs associated with legal advertisements as required by PA law.								
1102000 732000	Dues & Subscriptions	1,189	2,000	2,000	685	2,000	2,000	2,000
Dues and subscription expenses for the office of the City Solicitor.								
1102000 734000	Postage	71	250	250	11	250	250	250
Postage expenses of the City Solicitor's Office.								
1102000 735000	Printing	272	100	100	1,383	1,500	1,000	1,000
Printing and photocopying expenses of the City Solicitor's Office.								
1102000 736000	Telephone	453	300	300	484	300	300	300
Telephone expenses of the City Solicitor's Office.								
1102000 737000	Travel	250	250	250	0	200	250	250
Travel expenses of the City Solicitor's Office.								
1102000 741000	Professional Services	184,965	134,541	134,541	132,372	145,000	145,000	175,000
The cost of legal services provided by other law firms for specific issues, litigation, or if a conflict exists.								
1102000 744000	Contract Services	8,500	8,500	8,500	8,405	8,450	8,500	8,500
This line item covers the cost of annual fee for Bloomberg Law, a legal research service.								
1102000 744500	Training/Education	2,440	3,000	3,000	1,181	3,000	3,000	6,000
Training expenses of the City Solicitor's Office including CLE & Bar Association.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1102000 760300	Office Supplies	159	1,000	1,000	229	500	1,000	1,000
Office supplies for the City Solicitor's Office.								
1102000 820000	Minor Equipment	0	500	500	106	250	500	500
Minor equipment expenses of the City Solicitor's Office.								
TOTAL	Office of City Solicitor	478,719	431,190	431,190	345,342	442,198	450,911	573,911

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>OFFICE OF CITY SOLICITOR</u>						
1102000	610900	CITY SOLICITOR	1.00	140,689	1.00	140,689
TOTAL 6105000 EMPLOYEES			1.00	140,689	1.00	140,689
1102000	611500	PURCHASING COORD	1.00	59,007	1.00	59,007
1102000	611500	PARALEGAL	1.00	87,414	1.00	87,414
1102000	611500	ASSISTANT CITY SOLICITOR			1.00	90,000
TOTAL 611500 EMPLOYEES			2.00	146,422	3.00	236,422
TOTAL EMPLOYEES			3.00	287,110	4.00	377,110

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
City Council Exp								
1201000 610500	Elected Official	56,500	56,500	56,500	44,781	56,500	56,500	56,500
Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03).								
1201000 737000	Travel	656	5,000	5,000	0	2,000	5,000	5,000
This account provides funding for Council member travel expenses for Pennsylvania Municipal League and National League of Cities meetings, trainings and other meetings approved by the Council President.								
1201000 738000	Miscellaneous Expenses	4,995	5,200	5,200	5,141	5,200	5,200	5,200
This line item contains the City's annual membership dues in the National League of Cities. Costs of plaques for retiring members of City Council as well as awards to various organizations and individuals honored by City Council are also charged to this line.								
1201000 744500	Training	2,263	3,200	3,200	700	2,000	3,000	3,000
This account provides funding for Council members to attend training at Pennsylvania Municipal League and National League of Cities conferences and other training opportunities.								
1201000 820000	Minor Equip	0	5,000	5,000	0	0	0	0
Minor equipment expenses related to purchases for members of City Council.								
TOTAL	City Council Exp	64,414	74,900	74,900	50,622	65,700	69,700	69,700

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule		
		FTE	SALARY	FTE	SALARY	
<u>OFFICE OF CITY COUNCIL</u>						
1201000	610500	COUNCIL PRESIDENT	1.00	8,500	1.00	8,500
1201000	610500	COUNCILPERSON	1.00	8,000	1.00	8,000
1201000	610500	COUNCILPERSON	1.00	8,000	1.00	8,000
1201000	610500	COUNCILPERSON	1.00	8,000	1.00	8,000
1201000	610500	COUNCILPERSON	1.00	8,000	1.00	8,000
1201000	610500	COUNCILPERSON	1.00	8,000	1.00	8,000
1201000	610500	COUNCILPERSON	1.00	8,000	1.00	8,000
TOTAL 610500 EMPLOYEES			7.00	56,500	7.00	56,500
TOTAL EMPLOYEES			7.00	56,500	7.00	56,500

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
City Clerk Exp								
1202000 611500	Salaried Personnel	66,045	67,243	67,243	48,070	67,243	69,270	69,270
Salary of the City Clerk.								
1202000 612000	Salary Temporary	0	100	100	0	0	100	100
Salary for temporary help for the City Clerk.								
1202000 731000	Advertising	5,406	6,000	6,000	1,469	5,500	6,000	6,000
Newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.								
1202000 734000	Postage	15	100	100	97	125	100	100
Postage costs for general office mailings.								
1202000 735000	Printing	1,536	1,500	1,500	797	1,500	1,750	1,750
Photocopying for the City Clerk, and the binding of the annual year book.								
1202000 736000	Telephone	204	500	500	478	350	0	0
Line and call charges for phone lines of the City Clerk.								
1202000 737000	Travel	0	2,000	2,000	0	0	1,000	1,000
Travel expenses for attendance at PA Municipal League or other training.								
1202000 738000	Miscellaneous Expenses	225	1,000	1,000	225	225	500	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	12,882	8,000	8,000	3,893	5,000	10,000	10,000
This line reflects the cost to update both printed and online versions of the City's Codified Ordinances.								
1202000 744500	Training/Education	0	1,150	1,150	0	0	600	600
City Clerk professional training.								
1202000 760300	Office Supplies	0	150	150	32	50	100	100
General office supplies for the City Clerk.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
TOTAL	City Clerk Exp	86,314	87,743	87,743	55,060	79,993	89,420	89,420

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>OFFICE OF CITY CLERK</u>						
1202000	611500	CITY CLERK	1.00	69,270	1.00	69,270
TOTAL 611500 EMPLOYEES			1.00	69,270	1.00	69,270
TOTAL EMPLOYEES			1.00	69,270	1.00	69,270

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Controller/Treasurer Exp								
1403000 610500	Elected Official	17,000	17,000	17,000	13,056	17,000	17,000	8,500
Salaries of the City Controller and City Treasurer. These salaries are set by the Third Class City Code.								
TOTAL	Controller/Treasurer Exp	17,000	17,000	17,000	13,056	17,000	17,000	8,500

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule		
		FTE	SALARY	FTE	SALARY	
<u>CITY TREASURER & CONTROLLER</u>						
1403000	610500	CONTROLLER	1.00	8,500	1.00	8,500
1403000	610500	TREASURER	1.00	8,500		
TOTAL 610500 EMPLOYEES			2.00	17,000	1.00	8,500
TOTAL EMPLOYEES			2.00	17,000	1.00	8,500

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Neighborhood Engagement								
1300000 610900	Salary - Director	0	122,621	122,621	91,599	122,621	126,300	126,300
Salary of the Director of the Department of Neighborhood Engagement. Neighborhood Engagement.								
1300000 611500	Salary - Personnel	0	57,172	57,172	46,393	57,172	58,888	58,888
Salaries of the staff position in the Department of Neighborhood Engagement.								
1300000 612000	Salary Temporary	0	3,000	3,000	1,447	3,000	3,000	3,000
Salary for temporary help (if needed) in the Neighborhood Engagement. This line item also includes funding for internship opportunities.								
1300000 618500	Overtime	0	2,500	2,500	462	1,500	2,500	2,500
Overtime expenses for Department of Neighborhood Engagement staff.								
1300000 731000	Advertising	0	2,000	2,000	0	1,000	2,000	2,000
Expenses for advertising of services, programs, events, etc. provided by or sponsored by the Department of Neighborhood Engagement.								
1300000 732000	Dues & Subscriptions	0	4,500	4,500	581	4,500	4,500	4,500
Dues and subscriptions expenses of the Department of Neighborhood Engagement.								
1300000 734000	Postage	0	150	150	0	100	150	150
Postage expenses for the Department of Neighborhood Engagement.								
1300000 735000	Printing	0	500	500	924	1,000	500	500
Printing expenses including brochures, posters, and other printed materials to promote Department of Neighborhood Engagement services and events.								
1300000 736000	Telephone	0	1,800	1,800	1,999	1,800	1,800	1,800
Telephone and cell phone expenses for the staff of the Department of Neighborhood Engagement.								
1300000 737000	Travel	0	1,500	1,500	1,346	1,500	1,500	1,500
Travel and related expenses for Department of Neighborhood Engagement staff to attend conferences, training seminars, etc.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1300000 741000	Professional Services	0	63,500	63,500	22,550	63,500	40,000	40,000
	Expenses for engagement tools, and other professional services related to services for the all City Departments.							
1300000 741006	Language Access Services	0	40,000	40,000	13,617	40,000	40,000	40,000
	Expenses for translation services.							
1300000 744000	Contract Services	0	5,000	5,000	0	5,000	5,000	5,000
	Expenses for contracted services for Neighborhood Engagement programming.							
1300000 744500	Training/Education	0	1,250	1,250	90	1,250	1,250	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	0	900	900	699	900	500	500
	Office supply expenses of the Department of Neighborhood Engagement.							
1300000 820000	Minor Equipment	0	675	675	295	675	675	675
	Expenses for minor equipment to be purchased in Department of Neighborhood Engagement.							
1300000 853800	Marketing	0	5,000	5,000	4,961	5,000	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	0	312,068	312,068	186,964	310,519	293,563	293,563

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE			2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>DEPT OF NEIGHBORHOOD ENGAGEMENT</u>						
1300000	610900	DIR. NEIGHBOR. ENG.	1.00	126,300	1.00	126,300
TOTAL 610900 EMPLOYEES			1.00	126,300	1.00	126,300
1300000	611500	LANGUAGE SERVICE COO	1.00	58,888	1.00	58,888
TOTAL 611500 EMPLOYEES			1.00	58,888	1.00	58,888
TOTAL EMPLOYEES			2.00	185,187	2.00	185,187

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Tourism & Promotions								
1301000 611000	Salary - Bureau Chief	0	83,115	83,115	54,923	54,923	85,609	85,609
Salary of the Bureau Chief of Tourism & Promotions.								
1301000 611500	Salary - Personnel	0	208,968	208,968	149,697	187,209	206,936	243,235
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 618500	Overtime	0	2,000	2,000	4,570	2,000	2,000	2,000
Required in the event staff choose Overtime pay as opposed to compensatory time.								
1301000 716000	Rental of Parking Lot	0	6,000	6,000	4,515	6,000	6,000	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	0	2,100	2,100	867	2,100	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	0	2,250	2,250	1,332	2,250	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	0	500	500	326	500	500	500
Postage costs associated with general operations. Visitor Center mailings include brochure packets to guests upon request though our website								
1301000 735000	Printing	0	450	450	38	450	450	450
Costs associated with general office printing and special event promotional materials including sandwich board signage, posters, postcards, fliers.								
1301000 736000	Telephone	0	1,500	1,500	1,376	1,500	2,500	2,500
Cost of telephone services to Bureau of Tourism & Promotions & Visitors Center.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1301000 741000	Professional Services	0	1,800	1,800	1,519	1,800	1,800	1,800
IT Services for Welcome Center and other professional services required to operate the Welcome Center and the Bureau of Tourism & Promotions operations.								
1301000 744500	Training/Education	0	1,350	3,850	2,254	1,350	2,000	2,000
Continued education and staff training related to social media outreach, marketing, tourism and events.								
1301000 760300	Office Supplies	0	1,800	1,800	773	1,800	1,800	1,800
Supplies and expenses of the Welcome Center and Bureau of Tourism & Promotions operations such as paper, pens, files, etc.								
1301000 820000	Minor Equipment	0	1,800	1,800	1,019	1,500	1,300	1,300
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 853800	Marketing	0	70,000	67,500	24,322	60,000	70,000	70,000
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	0	12,000	12,000	8,106	12,000	12,000	12,000
Purchase of City merchandise for retail sale at the Welcome Center								
TOTAL	Tourism & Promotions	0	395,633	395,633	255,637	335,382	397,245	433,544

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF TOURISM & PROMOTIONS</u>						
1301000	611000	BUREAU CHIEF - TOURISM & PROMOTIONS	1.00	85,608	1.00	85,608
TOTAL 611000 EMPLOYEES			1.00	85,608	1.00	85,608
1301000	611500	PERMIT COORDINATOR - SPECIAL EVENTS	1.00	58,350	1.00	58,350
1301000	611500	SOCIAL MEDIA SPECIALIST	1.00	53,045	1.00	53,045
1301000	611500	SPECIAL P EVENTS MGR	1.00	58,461	1.00	58,461
1301000	611500	TRAVEL CONSULTANT	1.00	19,879	1.00	19,879
1301000	611500	TRAVEL CONSULTANT	1.00	17,201	1.00	53,500
TOTAL 611500 EMPLOYEES			5.00	206,936	5.00	243,235
TOTAL EMPLOYEES			6.00	292,544	6.00	328,843

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Civic Engagement								
1302000 611000	Salary - Bureau Chief	0	76,525	76,525	0	0	0	72,194
Salaries of the staff position for Bureau of Civic Engagement.								
1302000 611500	Salary - Personnel	0	149,741	97,791	86,439	156,180	158,069	158,069
Salaries of the staff position for Bureau of Civic Engagement.								
1302000 612000	Salary Temporary	0	0	51,950	31,096	51,950	3,000	3,000
Temporary help for Civic Engagement.								
1302000 618500	Overtime	0	2,500	2,500	803	2,500	2,500	2,500
Overtime expenses for the Bureau of Civic Engagement.								
1302000 731000	Advertising	0	2,000	2,000	0	2,000	1,000	1,000
Expenses for advertising of services, programs, events, etc. provided by or sponsored by the Bureau of Civic Engagement.								
1302000 734000	Postage	0	150	150	0	100	100	100
Postage expenses for the Bureau of Civic Engagement.								
1302000 735000	Printing	0	500	500	450	500	500	500
Printing expenses including brochures, posters, and other printed materials to promote for Bureau of Civic Engagement.								
1302000 736000	Telephone	0	1,800	1,800	1,468	1,800	1,800	1,800
Telephone and cell phone expenses for the staff of Bureau of Civic Engagement.								
1302000 737000	Travel	0	1,500	1,500	400	1,500	1,500	1,500
Travel and related expenses for the Bureau of Civic Engagement staff to attend conferences, training seminars, etc.								
1302000 741000	Engagement Programming	0	10,000	10,000	1,000	5,000	10,000	10,000
Engagement Programming activities.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1302000 744500	Training/Education	0	1,250	1,250	0	0	1,000	1,000
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	0	900	900	0	500	900	900
Office supply expenses for the Bureau of Civic Engagement.								
1302000 820000	Minor Equipment	0	675	675	0	675	1,000	1,000
Expenses for minor equipment to be purchased for the Bureau of Civic Engagement.								
1302000 853800	Marketing	0	5,000	5,000	3,282	5,000	5,000	5,000
Marketing expenses to make City residents, neighborhood groups and others aware of the Bureau of Civic Engagement activities, events, programs, and services.								
TOTAL	Civic Engagement	0	252,541	252,541	124,938	227,705	186,369	258,563

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF CIVIC ENGAGEMENT</u>						
1302000	611000	BUREAU CHIEF			1.00	72,194
TOTAL 611000 EMPLOYEES			-	-	1.00	72,194
1302000	611500	ENGAGEMENT SPECIALIS	1.00	56,822	1.00	56,822
1302000	611500	CITY HALL RECEPTION	1.00	49,247	1.00	49,247
1302000	611500	FIXIT CORD	1.00	52,000	1.00	52,000
TOTAL 611500 EMPLOYEES			3.00	158,069	3.00	158,069
TOTAL EMPLOYEES			3.00	158,069	4.00	230,263

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Director Admin Services Exp								
1400000 610900	Salary - Director	137,829	133,900	133,900	95,809	133,900	137,917	137,917
Salary of the Business Administrator.								
1400000 611500	Salaried Personnel	51,271	181,579	181,579	114,704	177,071	219,542	219,542
Administrative Assistant to the Business Administrator.								
1400000 618500	Overtime	33	100	100	0	0	0	0
Overtime required to be paid in accordance with the Fair Labor Standards Act.								
1400000 714100	PC Lease	58,627	50,000	50,000	53,992	54,000	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	5,569	6,300	6,300	6,218	6,300	750	6,500
Dues for the US Conference of Mayors, GFOA, and subscriptions to professional journals and publications								
1400000 734000	Postage	99	250	250	0	0	100	100
Postage and express mail sent by the Director's Office.								
1400000 735000	Printing	1,158	1,000	1,000	602	1,000	1,000	1,000
Printing expenses of the Director's Office.								
1400000 736000	Telephone	367	650	650	917	650	0	0
Phone expenses for the Directors Office								
1400000 737000	Travel	0	500	500	153	500	1,500	1,500
Costs associated with travel and related expenses for the Director's Office								
1400000 741000	Professional Services	415,566	135,000	135,000	125,991	130,000	50,000	120,000
Professional services to include consultant fees related to Home Rule, Fee Study, Financial Consultation as well as various other professional services engagements.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1400000 744500	Training & School	64	500	500	580	500	500	500
Costs of various PML conferences.								
1400000 760300	Office Supplies	520	1,300	1,300	351	750	1,000	1,000
Office supplies for the Director's office								
1400000 820000	Minor Equipment	81	500	500	0	0	0	0
Purchase of office equipment.								
TOTAL	Director Admin Services Exp	671,182	511,579	511,579	399,317	504,671	412,309	488,059

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>DIRECTOR OF ADMINISTRATIVE SERVICES</u>						
1400000	610900	DIRECTOR ADMIN SERV	1.00	137,917	1.00	137,917
TOTAL 610900 EMPLOYEES			1.00	137,917	1.00	137,917
1400000	611500	COMM FUND DEVELOPMENT MANAGER	1.00	81,522	1.00	81,522
1400000	611500	FUND DEVELOPMENT SPECIALIST	1.00	72,100	1.00	72,100
1400000	611500	ADMIN SERVICES MGR - ADMIN SERVICES	1.00	65,920	1.00	65,920
TOTAL 611500 EMPLOYEES			3.00	219,542	3.00	219,542
TOTAL EMPLOYEES			4.00	357,459	4.00	357,459

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Accounting Exp								
1401000 611000	Salary - Bureau Chief	105,474	111,000	111,000	83,106	122,592	114,330	114,330
Salary of the Chief Accountant.								
1401000 611500	Salaried Personnel	332,824	341,850	341,850	210,346	302,388	389,539	417,039
Salaries of the staff of the Bureau of Accounting.								
1401000 612000	Salary Temporary	15,016	5,000	5,000	16,801	17,000	0	7,500
2025 Temporary help for the audit.								
1401000 732000	Dues & Subscriptions	0	600	600	0	0	0	0
Dues for the Government Finance Officers Association for the Bureau Chief.								
1401000 734000	Postage	4,939	5,000	5,000	3,788	5,000	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. Reduction in postage due to invoice payments processed as EFTs.								
1401000 735000	Printing	1,488	1,400	1,400	931	1,400	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	2,245	2,000	2,000	1,613	2,000	0	0
Line and call charge for the Accounting Office. Telephone expense moved to IT.								
1401000 737000	Travel	4,300	5,000	5,000	1,767	1,800	3,000	3,000
Travel and/or mileage reimbursement expenses for attendance at a training conference for staff in the Bureau of Accounting.								
1401000 741000	Professional Services	40,092	10,000	10,000	9,117	10,000	10,000	10,000
Professional Services for Bond Arbitrage calculations and other miscellaneous.								
1401000 741100	Audit Expense	69,813	71,500	71,500	49,988	71,500	71,500	71,500
This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits. This line item also includes the cost of the annual cost allocation study.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1401000 743000	Bank Service Charges	29,282	32,000	32,000	13,956	32,000	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	12,595	1,000	1,000	1,978	12,000	12,000	12,000
This account reflects the General Fund's share of credit card company fees.								
1401000 744500	Training & School	1,099	2,000	2,000	1,498	1,000	2,000	2,000
This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.								
1401000 760300	Office Supplies	5,343	4,000	4,000	1,992	3,000	3,000	3,000
General office supplies for the Accounting Office.								
1401000 820000	Minor Equipment	32	1,000	1,000	0	500	0	0
Minor equipment expenses for the Bureau of Accounting.								
TOTAL	Accounting Exp	624,543	593,350	593,350	396,881	582,180	641,369	676,369

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF ACCOUNTING & FINANCE</u>						
1401000	611000	BUREAU CHIEF ACCOUNTING & FINANCE	1.00	114,330		114,330
					1.00	
TOTAL 61100 EMPLOYEES			1.00	114,330	1.00	114,330
1401000	611500	PAYROLL/ACCT MANAGER	1.00	78,619	1.00	78,619
1401000	611500	STAFF ACCOUNTANT	1.00	67,989	1.00	67,989
1401000	611500	GENERAL ACCOUNTANT	1.00	72,000	1.00	72,000
1401000	611500	PAYROLL SPECIALIST	1.00	70,445	1.00	70,445
1401000	611500	DATA ANALYST	1.00	72,986	1.00	72,986
1401000	611500	STAFF ACCOUNTANT	1.00	27,500	1.00	55,000
TOTAL 611500 EMPLOYEES			6.00	389,539	6.00	417,039
TOTAL EMPLOYEES			7.00	503,869	7.00	531,369

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Treasury								
1402000 611000	Salary - Bureau Chief	6,599	7,608	7,608	6,439	8,436	108,610	108,610
This line covers a prorated share of the salary of the Bureau Chief.								
1402000 611500	Salaried Personnel	67,073	71,604	71,497	51,084	63,170	875,183	902,602
This line represents the General Fund's share of all other personnel.								
1402000 612000	Salary Temporary	6,026	0	107	0	0	0	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 618500	Overtime	0	100	100	0	0	0	0
Overtime expenses.								
1402000 718000	Rental of Uniforms	316	588	588	470	588	6,175	6,175
City Logo apparel for all Treasury personnel.								
1402000 723000	Maint. - Equipment	3,767	5,505	5,505	4,935	6,390	2,126	2,126
Annual amount for maintenance contracts of equipment needed.								
1402000 729000	Maint. - Vehicles	125	724	724	23	724	360	360
Covers the cost of annual vehicle inspections, repair, and general maintenance for the Mail Clerk's vehicle.								
1402000 731000	Advertising	868	86	86	0	86	1,000	1,000
Advertising costs related to the Bureau of Treasury.								
1402000 732000	Dues & Subscriptions	200	800	800	2	620	620	620
This line covers the cost of dues to various professional organizations.								
1402000 734000	Postage	22,428	32,365	32,365	26,270	32,365	868,854	868,854
Postage and permits required to mail utility and tax billings through a 3rd party vendor that was contracted for outsourcing in 2022. and for changes to be made by the Postal Service for undeliverable, returned mail.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1402000 735000	Printing	1,834	15,521	15,521	4,713	15,521	28,551	28,551
	Mailing and return envelopes and forms used in various billings and copy machine use.							
1402000 736000	Telephone	1,061	849	849	551	960	0	0
	Line and call charges for call center software, cellular, and internet lines.							
1402000 737000	Travel	1,875	405	510	508	405	4,500	4,500
	Travel expenses for seminars, and meetings attended by employees of the Bureau.							
1402000 738000	Miscellaneous Expenses	517	1,500	1,500	60	1,500	1,500	1,500
	Petty cash items used for miscellaneous office operations.							
1402000 744000	Contract Services	1,526	1,765	1,765	582	1,765	134,825	134,825
	Contract Services for the Treasury department, such as cash deposit transportation services and other miscellaneous services for the Treasury department. Brinks and Shred-It services.							
1402000 744500	Training & School	1,458	577	472	78	1,232	8,500	8,500
	Training and seminars for Bureau employees.							
1402000 760300	Office Supplies	950	1,524	1,524	902	1,524	19,400	19,400
	Office Supplies.							
1402000 765400	Gas Oil & Diesel	49	129	129	71	129	1,500	1,500
	Cost of fuel for the Mail Clerk's vehicle.							
1402000 820000	Minor Equipment	2,595	4,275	4,275	3,217	4,275	8,010	8,010
	This line reflects the continued costs for lease-purchase costs for the 2 remittance processor used to process customer payments on utility and tax accounts; a mail folder/insert machine to process city billings; cost for a mandatory shaped-based mail/digital postage meter; the annual cost for an automatic call distribution module for the customer service/cashier group; and an add-on mail stream enhancement module.							
1402000 827100	Vehicle Lease Purchase	0	347	347	0	0	8,100	8,100
	Lease payments on vehicle.							
TOTAL	Treasury	119,267	146,272	146,272	99,905	139,690	2,077,814	2,105,233

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF TREASURY</u>						
1402000	611000	BUREAU CHIEF OF TREASURY	1.00	108,610	1.00	108,610
TOTAL 611000 EMPLOYEES			1.00	108,610	1.00	108,610
1402000	611500	CUSTOMER CARE SUP	1.00	68,959	1.00	68,959
1402000	611500	CASHIER SERV CLERK	1.00	46,780	1.00	46,780
1402000	611500	CASHIER SERV CLERK	1.00	45,308	1.00	45,308
1402000	611500	CASHIER SERV CLERK	1.00	45,308	1.00	45,308
1402000	611500	CASHIER SERV CLERK	1.00	45,308	1.00	45,308
1402000	611500	ADMINISTRATIVE SUPPORT		-	0.50	27,420
1402000	611500	CUSTOMER CARE COORD	1.00	52,244	1.00	52,244
1402000	611500	CUSTOMER CARE COORD	1.00	57,313	1.00	57,313
1402000	611500	CUSTOMER CARE COORD	1.00	57,313	1.00	57,313
1402000	611500	CUSTOMER CARE COORD	1.00	61,990	1.00	61,990
1402000	611500	CUSTOMER CARE COORD	1.00	52,244	1.00	52,244
1402000	611500	BILLING COORD 2	1.00	53,942	1.00	53,942
1402000	611500	BILLING COORD 2	1.00	53,942	1.00	53,942
1402000	611500	BILLING COORD 2	1.00	53,942	1.00	53,942
1402000	611500	DATA ANALYST - TREASURY	1.00	72,986	1.00	72,986
1402000	611500	REVENUE COORDINATOR	1.00	55,911	1.00	55,911
1402000	611500	REVENUE COORDINATOR	1.00	51,692	1.00	51,692
TOTAL 611500 EMPLOYEES			16.00	875,183	16.50	902,603
TOTAL EMPLOYEES			17.00	983,793	17.50	1,011,213

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Information Services Exp								
1404000 611000	Salary - Bureau Chief	44,540	103,002	103,002	72,982	103,002	106,092	106,092
Salary for the Chief Data and Technology Officer.								
1404000 611500	Salaried Personnel	127,276	354,032	354,032	213,137	354,032	480,395	545,851
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	0	0	0	7,001	0	0	0
1404000 722000	Maint. - Communications	4,573	6,000	6,000	45	200	0	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	24,991	25,000	25,000	12,200	10,000	0	25,000
This line covers the service contracts on various high-speed printers, and other peripherals. Also covered are service contracts on the switches. Software support contracts from various IT vendors, and SSL certificates.								
1404000 734000	Postage	2	100	100	2	100	100	100
General mailings and shipping costs for returning equipment for repair.								
1404000 735000	Printing	52	50	50	21	50	50	50
Photocopying and any special printing needs.								
1404000 736000	Telephone	3,939	4,000	4,000	3,706	3,800	90,000	90,000
Line and call charges for Information Technology office phones and cell phones.								
1404000 737000	Travel	0	1,000	1,000	0	1,000	1,000	1,000
Covers transportation to and from job-related projects and training sessions.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1404000 741000	Professional Services	179,156	150,000	150,000	142,071	200,000	300,000	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	785,125	675,000	675,000	579,092	630,000	1,230,000	1,230,000
This line item covers shared services agreement charges from Lancaster County for Information Technology services based on an agreement ending in 2022. This line item also includes annual fees due for the Tyler Munis ERP SaaS System as well as expenses related to the implementation of CityView, a new permitting and code enforcement software package. For 2023, this line includes approx. \$300,000 in one-time expenses for the implementation of the CityView permitting and code enforcement software.								
1404000 744500	Training & School	0	5,000	5,000	70	5,000	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	577	500	500	63	100	500	500
General office supplies needed for Information Technology.								
1404000 760600	Operating Supplies	1,411	2,000	2,000	339	1,000	0	2,000
Purchasing of all forms, paper, and printing supplies. Also covers media used for server backup purposes.								
1404000 820000	Minor Equipment	6,149	10,000	10,000	2,660	2,000	0	0
Upgrades to hardware and software required because of failure or new version releases used by Information Technology.								
1404000 820500	MIS Projects	68,570	75,000	75,000	44,888	44,888	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	0	10,000	10,000	0	10,000	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	1,246,361	1,420,684	1,420,684	1,078,276	1,365,172	2,273,137	2,396,593

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF DATA & TECHNOLOGY</u>						
1404000	611000	BUREAU CHIEF OF DATA & TECH	1.00	106,092	1.00	106,092
TOTAL 611000 EMPLOYEES			1.00	106,092	1.00	106,092
1404000	611500	GIS ANALYST	1.00	65,405.06	1.00	65,405
1404000	611500	GIS COORDINATOR	1.00	81,424.59	1.00	81,425
1404000	611500	IT TECHNICIAN	1.00	56,821.80	1.00	56,822
1404000	611500	SYSTEMS NETWORK ADMINISTRATOR	1.00	92,830.19	1.00	92,830
1404000	611500	SYSTEMS ANALYST	1.00	65,456.48	1.00	65,456
1404000	611500	SYSTEMS ANALYST	1.00	65,456.48	1.00	65,456
1404000	611500	IT TECHNICIAN	1.00	53,000.00	1.00	53,000
1404000	611500	SYSTEMS ANALYST		0.00	1.00	65,456
TOTAL 611500 EMPLOYEES			7.00	480,395	8.00	545,851
TOTAL EMPLOYEES			8.00	586,487	9.00	651,943

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Human Resources Exp								
1405000 611000	Salary - Bureau Chief	83,535	113,300	113,300	80,279	113,300	116,699	116,699
Salary of the Bureau Chief of Human Resources.								
1405000 611500	Salaried Personnel	299,649	379,299	379,299	218,681	279,915	338,487	338,487
Salaries of the Human Resources Office staff, consisting of an Assistant Bureau Chief, two coordinators and two specialists.								
1405000 612000	Salary Temporary	6,681	5,000	5,000	4,489	5,000	5,000	5,000
Pay to an employment agency for temporary services required by the Bureau of Human Resources.								
1405000 622000	Employee Recognition	7,550	22,000	22,000	6,561	22,000	22,000	22,000
Expenses for annual employee picnic, annual December holiday party, and annual employee recognition event.								
1405000 723000	Maint. - Equipment	0	50	50	0	50	50	50
Maintenance of office equipment in the Bureau of Human Resources.								
1405000 731000	Advertising	1,386	1,000	1,000	0	650	1,000	1,000
Expenses incurred to advertise position vacancies within Human Resources via newspapers and employment magazines.								
1405000 732000	Dues & Subscriptions	2,344	5,435	5,435	1,341	2,750	5,000	5,000
Professional association dues for HR staff and additional reference materials.								
1405000 734000	Postage	540	2,500	2,500	802	3,000	2,500	2,500
Mailing from the Bureau of Human Resources.								
1405000 735000	Printing	1,133	3,500	3,500	631	1,000	3,500	3,500
Photocopy charges for the bureau.								
1405000 736000	Telephone	4,143	3,100	3,100	2,979	3,100	0	0
Line and call charges.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1405000 737000	Travel	7,824	6,500	6,500	1,216	4,000	6,000	6,000
	Travel expenses for seminar, training, and meetings.							
1405000 741000	Professional Services	235,884	260,000	260,000	256,220	255,000	260,000	260,000
	Expenses for the Employee Assistance Program, Third Party Administrator, Wellness Administrator services, Flexible Spending Account, employee new hire expenses. This line item also includes annual fees for the McLean HR advisory services, funding for other Human Resources consulting services, as well as funding for learning management software and services and other Leadership Development initiatives across all City departments.							
1405000 743500	Labor Relations Expense	8,793	3,500	8,500	16,084	9,000	8,500	9,000
	Expenses for labor relations with the non-uniformed bargaining unit (AFSCME), PELRAS dues, arbitrators fees and printing of collective bargaining agreements.							
1405000 744000	Contract Services	58,480	53,500	48,500	42,124	54,000	54,000	54,000
	Expenses related to enhancements to the Applicant Tracking System software (NeoGov) implemented in 2020, and new leave administration software that will be implemented by City Human Resources in 2021. A benefits administration platform was implemented in 2023.							
1405000 744500	Training & School	5,484	15,000	15,000	913	10,000	7,500	7,500
	Training of HR staff, in-house training programs to management and supervisors, and tuition reimbursements to HR staff.							
1405000 760300	Office Supplies	3,841	5,000	5,000	969	3,000	3,000	5,000
	Office supplies for the Bureau of Human Resources.							
1405000 760600	Operating Supplies	0	5,500	5,500	22	4,000	3,000	5,500
	Expenses associated with training, meetings and office expenses not covered by office supplies.							
1405000 820000	Minor Equipment	0	5,000	5,000	0	3,000	3,000	3,000
	Purchase of office and/or computer equipment.							
TOTAL	Human Resources Exp	727,267	889,184	889,184	633,309	772,765	839,236	844,236

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF HUMAN RESOURCES</u>						
1405000	611000	BUREAU CHIEF OF HUMAN RESOURCES	1.00	116,699	1.00	116,699
TOTAL 611000 EMPLOYEES			1.00	116,699	1.00	116,699
1405000	611500	ASST BUREAU CHIEF HUMAN RESOURCES	1.00	89,115.54	1.00	89,116
1405000	611500	HR BUSINESS PARTNER	1.00	68,295.70	1.00	68,296
1405000	611500	HR BUSINESS PARTNER	1.00	69,010.00	1.00	69,010
1405000	611500	HR COORDINATOR	1.00	55,414.25	1.00	55,414
1405000	611500	HR COORDINATOR	1.00	56,650.00	1.00	56,650
TOTAL 611500 EMPLOYEES			5.00	338,485	5.00	338,485
TOTAL EMPLOYEES			6.00	455,184	6.00	455,184

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Community Involvement Exp								
1406000 812000	Contributions	150,000	150,000	150,000	112,500	150,000	0	75,000
	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	1,221	1,300	1,300	1,121	1,300	1,300	1,300
	Dues for the Lancaster Intermunicipal Committee & Lancaster Co. Boroughs Association.							
1406000 813500	PA League of Cities	18,572	19,000	19,000	18,572	19,000	0	0
	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	110,000	110,000	82,500	110,000	0	55,000
	Operating support contribution to the Lancaster County Public Library.							
1406000 814300	Community Communications	44,351	75,000	75,000	33,481	75,000	75,000	75,000
	Costs for City Communications							
1406000 814500	Recreation Commission	305,656	305,656	305,656	229,242	305,656	305,656	305,656
	City's share of the annual funding for the Lancaster Recreation Commission. The balance is funded by the School District of Lancaster and Lancaster Township by written agreement.							
1406000 817500	Human Relation Commission	2,408	2,500	2,500	1,642	2,500	2,500	2,500
	Costs incurred by the City's Human Relations Commission including contract labor charges.							
1406000 851300	LOOP	0	50,000	50,000	0	50,000	0	50,000
	Funds appropriated to support City special events sponsored by the Lancaster Office of Promotion (LOOP) from the annual Lancaster General Hospital in-lieu-of-taxes contribution.							
TOTAL	Community Involvement Exp	632,208	713,456	713,456	479,059	713,456	384,456	564,456

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Insurance Package Exp								
1407000 772000	Insurance Package	728,017	775,000	775,000	881,504	882,000	829,250	829,250
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	500	500	100	100	100	100
Bonds required under the Third Class City Code for the Treasurer, Controller.								
TOTAL	Insurance Package Exp	728,117	775,500	775,500	881,604	882,100	829,350	829,350

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Fringe Benefits Exp								
1408000 620200	Medical Insurance	650,000	929,000	929,000	696,750	929,000	994,030	994,030
Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.								
1408000 620300	Dental/Vision	23,978	18,000	18,000	10,245	18,000	19,250	19,250
Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.								
1408000 620800	Social Security	1,167,053	1,199,950	1,199,950	838,748	1,199,950	1,235,950	1,235,950
The General Fund share of FICA and Medicare taxes for all employees.								
1408000 620900	Life Insurance	66,722	65,000	65,000	44,800	65,000	70,000	70,000
Expense of life insurance coverage for General Fund employees.								
1408000 623000	Pension Contribution	1,128,765	1,207,248	1,207,248	151,154	1,172,247	1,249,442	1,249,442
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	40,212	45,000	45,000	28,716	45,000	56,250	56,250
Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.								
1408000 625000	Workers Compensation	575,227	500,000	519,413	232,447	500,000	500,000	500,000
This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job.								
1408000 716000	Rental of Parking Lot	79,226	70,000	70,000	62,599	70,000	70,000	70,000
Expenses for parking or bus passes for General Fund employees.								
TOTAL	Fringe Benefits Exp	3,731,182	4,034,198	4,053,611	2,065,458	3,999,197	4,194,922	4,194,922

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Debt Service Exp								
1409000 923000	Paying Agent Fees	1,229	1,500	1,500	471	1,229	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	2,357,406	3,001,104	3,001,104	1,124,606	3,291,806	3,103,040	3,103,040
This account represents interest payments to be made on the General Fund portion of General Obligation Bonds and Notes.								
1409000 926000	Debt Service - Principal	3,247,000	3,675,000	3,675,000	575,000	4,220,000	4,410,000	4,410,000
This line reflects principal redemption payments to be made on the General Fund portion of General Obligation Bonds and Notes.								
TOTAL	Debt Service Exp	5,605,634	6,677,604	6,677,604	1,700,077	7,513,035	7,514,540	7,514,540
TOTAL	Administrative Services	14,085,761	15,761,827	15,781,240	7,733,886	16,472,265	19,167,133	19,613,759

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Police Bureau Exp								
1501001 611000	Salary - Bureau Chief	159,189	159,465	159,465	118,622	159,820	171,328	171,328
Salary of the Chief of Police.								
1501001 611500	Salaried Personnel	1,181,531	1,139,849	1,139,849	865,956	1,163,159	1,207,639	1,273,639
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	428,294	431,207	431,207	306,460	431,208	445,221	445,221
Salaries of the three Division Captains.								
1501001 613200	Police Lieutenants	1,029,096	1,138,393	1,138,393	803,935	1,130,393	1,167,130	1,167,130
Salaries of lieutenants.								
1501001 613300	Police Sergeants	3,870,214	4,056,169	4,054,533	2,590,528	3,346,044	3,855,492	3,855,492
Salaries of sergeants and detectives.								
1501001 614000	Patrolmen	6,040,743	6,196,110	6,187,926	3,949,180	4,937,437	5,258,296	5,258,296
Salaries of patrol officers.								
1501001 615000	School Crossing Guards	338,402	516,854	400,334	197,924	275,202	398,614	398,614
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	563,988	830,175	691,650	366,965	543,593	940,625	940,625
Salaries of Community Service Aides.								
1501001 618000	Police Acting Officers	53,737	30,000	30,000	31,798	30,000	30,000	30,000
This line covers payments for officers who serve in the acting supervisory or staff capacity.								
1501001 618500	Police Overtime	998,151	900,000	900,000	811,405	900,000	900,000	900,000
Covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1501001 618800	Police Cadet Training Program	7,168	60,000	60,000	21,302	62,400	64,272	64,272
Covers salaries of Cadets.								
1501001 619000	Police Sick Bonus	26,250	27,000	27,000	27,750	27,500	27,500	27,500
Covers payments for the sick leave incentive bonus program.								
1501001 620100	Educational Incentive	73,615	60,000	60,000	36,663	60,000	61,500	61,500
Covers payments for college educational incentive program.								
1501001 620200	Medical Insurance	3,150,000	3,250,000	3,250,000	2,437,500	3,250,000	3,477,500	3,477,500
Costs for health insurance for all active Police Bureau employees.								
1501001 620201	Medical Ins - Retirees	1,850,000	1,950,000	1,950,000	1,462,500	1,950,000	2,028,000	2,028,000
Covers the cost for health insurance for all retired Police Bureau employees.								
1501001 620300	Dental/Vision	148,310	140,000	140,000	111,400	140,000	149,800	149,800
Covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.								
1501001 621000	Uniform Maintenance Allow	57,150	60,000	60,000	54,575	60,000	72,225	72,225
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	5,088,742	5,091,422	5,091,422	0	5,091,422	5,231,019	5,231,019
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	68,052	50,000	50,000	56,446	50,000	0	0
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Police Bureau staff. In 2023, this line item also covers expenses for endpoint management, security and related services.								
1501001 716000	Rental of Parking Lot	83,522	100,000	100,000	60,885	100,000	100,000	100,000
Rental of parking spaces in the Water Street Garage.								
1501001 722000	Maint. - Communications	111,328	124,000	124,000	107,537	124,000	124,000	124,000

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
<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	39,949	67,320	67,320	8,586	67,320	67,320	67,320
<p>Costs associated with maintaining all other non-communications related equipment including computers, tablets (Mobile Data Terminals) audio/video recording suspect interviews and logging equipment, speed enforcement certifications and maintenance, polygraph maintenance, breath testing devices, automated fingerprint devices, document shredding, car wash, copier toner and other equipment. Includes lease for copiers & fax machines. Includes annual lead abatement and maintenance for the indoor police firearms range.</p>								
1501001 729000	Maint. - Vehicles	83,536	100,000	125,000	106,274	100,000	100,000	100,000
<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 729500	Maint. - Bicycles	73	0	0	0	0	0	0
<p>Removed in 2020 Used for maintaining bicycles and related equipment. These costs will be included in 820100 "Bicycles & Accessories" for the 2019 and future budgets.</p>								
1501001 732000	Dues & Subscriptions	187,792	160,000	180,000	148,489	160,000	260,000	260,000
<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	6,288	6,000	6,000	6,297	6,000	6,500	6,500
<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	9,871	10,000	10,000	8,762	10,000	10,000	10,000
<p>In-house and commercial printing which includes parking ticket books, evidence envelopes, booking invoices, citations, e-citation thermal paper, evidence cards, warning notices, accident exchanges forms, brochures, pamphlets and surveys, business card for Police Staff Chief and Captains.</p>								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1501001 736000	Telephone	118,260	105,000	105,000	93,351	105,000	105,000	105,000
	This line item includes local and long distance calling, cellular phones, cellular fees, C.L.E.A.N. computer terminal costs. Phone switch maintenance fees, MDT cellular air card fees, video conferencing fees, internet fees, email fees.							
1501001 737000	Travel	17,999	18,000	23,000	16,321	18,000	20,000	20,000
	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	5,259	6,000	6,000	4,833	6,000	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	1,070	5,000	4,755	700	5,000	5,000	5,000
	This is a new line-item for 2022. Funds will cover limited costs of running the Police Athletic League (PAL). Examples include, down payments for lodging and travel associated with PAL program events.							
1501001 741005	Prof Serv Community Engagement	4,771	5,000	5,000	3,104	5,000	5,000	5,000
	Covers events conducted by the bureau's Community Engagement Unit that directly relate to building positive relationships between the community and police.							
1501001 741000	Professional Services	127,660	115,000	228,525	217,751	115,000	115,000	115,000
	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	7,785	25,000	25,000	24,742	25,000	25,000	25,000
	Costs related to contract negotiations and grievance arbitration.							
1501001 743700	Laboratory Tests	2,124	5,000	6,520	6,520	5,000	5,000	5,000
	Costs incurred in the testing of blood by an independent medical laboratory for drug related D.U.I. investigations, DNA testing, random employee testing and reasonable suspicion testing.							

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1501001 744500	Training & School	85,023	93,000	88,000	41,111	93,000	110,000	110,000
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.								
1501001 747200	K-9 Patrol	696	5,000	5,245	4,545	5,000	5,000	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	1,076	1,000	1,000	610	1,000	1,000	1,000
Covers miscellaneous costs associated with the Civil Service Board as it relates to the police bureau.								
1501001 760300	Office Supplies	9,451	10,000	10,000	6,717	10,000	10,000	10,000
General office and paper supplies.								
1501001 760600	Operating Supplies	49,984	50,000	50,000	38,957	50,000	50,000	50,000
All general operating supplies, automatic defibrillator unit batteries, PPEs, and all rental vehicles used by the Police Bureau for undercover operations conducted by the (Selective Enforcement Unit).								
1501001 761200	Uniforms	85,866	100,000	100,000	56,646	100,000	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	7,950	12,000	12,000	7,667	9,000	9,000	9,000
This line covers the cost of crime scene processing supplies and chemicals, evidence packaging supplies, BEAST evidence software, latex gloves for evidence techs, and digital cameras. Also includes ever other year (even numbered years) costs for replacement of drying cabinet filters.								
1501001 763000	Ammunition	37,851	40,000	40,000	30,124	40,000	42,000	42,000
Cost of all ammunition used by the Police Bureau for service and training ammunition and cartridges for specialty weapons.								
1501001 763300	Less Lethal Equip	5,497	10,000	5,000	2,331	5,000	5,000	5,000
Supplies for less lethal weapons include Taser cartridges and batteries, Oleoresin Capsicum (OC) and less lethal ammunition.								
1501001 763400	Weapons	7,815	15,000	15,000	9,448	15,000	20,000	20,000
Periodic replacement of obsolete or damaged weapons, accessories, parts and weapon repairs.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1501001 765400	Gas Oil & Diesel	95,524	130,000	105,000	59,433	130,000	130,000	130,000
This account provides for gasoline and oil, Compressed Natural Gas (CNG) needed to operate the vehicles used by the Bureau of Police.								
1501001 772000	Insurance Package	385,146	400,000	400,000	380,877	549,581	428,000	428,000
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	2,351	5,000	5,000	873	5,000	5,000	5,000
Utility and maintenance costs at the Lancaster County SPCA animal shelter property on South Prince Street.								
1501001 816000	Drug Task Force Assmnt	58,039	59,322	59,322	58,039	59,322	0	59,322
Per capita contribution toward the operation of the Lancaster County Task Force.								
1501001 816100	Community Safety Coalitio	337,500	337,500	337,500	253,125	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	406,449	320,000	345,000	324,714	325,000	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	11,110	5,000	5,000	525	5,000	5,000	5,000
Purchasing and repairs of bicycles and related equipment / accessories.								
1501001 827000	Vehicles	282,927	100,000	100,000	97,026	100,000	100,000	100,000
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	24,421	140,000	240,000	44,522	140,000	196,500	196,500
Lease payments on vehicles.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1501001 924000	Debt Service - Interest	181,991	167,474	167,474	83,737	123,229	156,485	156,485
	Interest payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
1501001 926000	Debt Service - Principal	414,792	313,975	313,975	0	231,026	325,497	325,497
	Principal payment for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
TOTAL	Police Bureau Exp	28,431,379	29,252,234	29,242,414	16,566,088	26,793,156	28,800,962	28,926,284

**CITY OF LANCASTER
STAFFING SCHEDULE**

			2025 BUDGET		2025 HOME Rule	
APPROPRIATION CODE		POSITION	FTE	SALARY	FTE	SALARY
<u>POLICE</u>						
1501001	611000	POLICE CHIEF	1.00	171,328	1.00	171,328
TOTAL 611000 EMPLOYEES			1.00	171,328	1.00	171,328
1501001	611500	DEPT. OFFICE MANAGER			1.00	66,000
1501001	611500	POL. BUR. SOCIAL WKR	1.00	72,275.06	1.00	72,275
1501001	611500	POL. BUR. SOCIAL WKR	1.00	71,981.65	1.00	71,982
1501001	611500	COMMUNICATIONS MANAGER	1.00	64,716.55	1.00	64,717
1501001	611500	CRIME ANALYST - NIBRS	1.00	58,658.91	1.00	58,659
1501001	611500	EVIDENCE SUPERVISOR	1.00	71,027.26	1.00	71,027
1501001	611500	RECORDS SUPERVISOR	1.00	68,958.50	1.00	68,959
1501001	611500	EVIDENCE SPECIALIST	1.00	62,668.41	1.00	62,668
1501001	611500	HAZ ABAND VEH OFFICR	1.00	59,314.60	1.00	59,315
1501001	611500	ANIMAL ENFORCE OFFIC	1.00	55,890.11	1.00	55,890
1501001	611500	PATROL SERVICE AIDE	1.00	53,220.04	1.00	53,220
1501001	611500	ADMIN ASST PATROL SERVICES	1.00	61,990.29	1.00	61,990
1501001	611500	ADMIN ASST CID	1.00	61,990.29	1.00	61,990
1501001	611500	ADMIN ASST CID	1.00	64,469.91	1.00	64,470
1501001	611500	RECORDS PROCESSOR	1.00	51,692.36	1.00	51,692
1501001	611500	RECORDS PROCESSOR	1.00	49,704.22	1.00	49,704
1501001	611500	RECORDS PROCESSOR	1.00	49,704.22	1.00	49,704
1501001	611500	RECORDS PROCESSOR	1.00	55,910.59	1.00	55,911
1501001	611500	REC PROC SPECIALIST	1.00	56,320.02	1.00	56,320
1501001	611500	REC PROC SPECIALIST	1.00	58,572.82	1.00	58,573
1501001	611500	PD INVENTORY SPEC	1.00	58,572.82	1.00	58,573
TOTAL 611500 EMPLOYEES			20.00	1,207,639	21.00	1,273,639
1501001	613100	POLICE CAPTAIN	1.00	147,260	1.00	147,260
1501001	613100	POLICE CAPTAIN	1.00	148,981	1.00	148,981
1501001	613100	POLICE CAPTAIN	1.00	148,981	1.00	148,981
TOTAL 613100 EMPLOYEES			3.00	445,222	3.00	445,222
1501001	613200	POL LT 8 HR	1.00	129,249	1.00	129,249
1501001	613200	POL LT 8 HR	1.00	128,052	1.00	128,052
1501001	613200	POL LT 8 HR	1.00	130,446	1.00	130,446
1501001	613200	POL LT 8 HR	1.00	127,155	1.00	127,155
1501001	613200	POL LT 12HR	1.00	129,548	1.00	129,548
1501001	613200	POL LT 12HR	1.00	131,643	1.00	131,643
1501001	613200	POL LT 12HR	1.00	129,847	1.00	129,847
1501001	613200	POL LT 12HR	1.00	131,643	1.00	131,643
1501001	613200	POL LT 12HR	1.00	129,548	1.00	129,548
TOTAL 613200 EMPLOYEES			9.00	1,167,131	9.00	1,167,131
1501001	613300	POL SGT 8HR	1.00	108,231	1.00	108,231.42
1501001	613300	POL SGT 8HR	1.00	112,654	1.00	112,654.33
1501001	613300	POL SGT 8HR	1.00	112,654	1.00	112,654.33
1501001	613300	POL SGT 8HR	1.00	111,093	1.00	111,093.30
1501001	613300	POL SGT 8HR	1.00	110,573	1.00	110,572.96
1501001	613300	POL SGT 8HR	1.00	110,573	1.00	110,572.96
1501001	613300	POL SGT 8HR	1.00	113,435	1.00	113,434.85
1501001	613300	POL SGT 8HR	1.00	110,573	1.00	110,572.96
1501001	613300	POL SGT 8HR	1.00	109,012	1.00	109,011.93
1501001	613300	POL SGT 12HR	1.00	111,353	1.00	111,353.47
1501001	613300	POL SGT 12HR	1.00	110,833	1.00	110,833.13
1501001	613300	POL SGT 12HR	1.00	108,752	1.00	108,751.76

1501001	613300	POL SGT 12HR	1.00	111,353	1.00	111,353.47
1501001	613300	POL SGT 12HR	1.00	108,232	1.00	108,231.73
1501001	613300	POL SGT 12HR	1.00	110,833	1.00	110,833.13
1501001	613300	POL SGT 12HR	1.00	114,476	1.00	114,475.54
1501001	613300	POL SGT 12HR	1.00	110,833	1.00	110,833.13
1501001	613300	POL SGT 12HR	1.00	114,476	1.00	114,475.54
1501001	613300	POL SGT 12HR	1.00	108,752	1.00	108,751.76
1501001	613300	POL SGT 12HR	1.00	106,410	1.00	106,410.21
1501001	613300	POL SGT 12HR	1.00	109,012	1.00	109,011.93
1501001	613300	POL SGT 12HR	1.00	112,394	1.00	112,394.16
1501001	613300	POL SGT 12HR	1.00	111,093	1.00	111,093.30
1501001	613300	POL DET 8HR	1.00	101,168	1.00	101,168.24
1501001	613300	POL DET 8HR	1.00	101,168	1.00	101,168.24
1501001	613300	POL DET 8HR	1.00	98,980	1.00	98,979.51
1501001	613300	POL DET 8HR	1.00	103,600	1.00	103,600.17
1501001	613300	POL DET 8HR	1.00	103,843	1.00	103,843.36
1501001	613300	POL DET 8HR	1.00	98,980	1.00	98,979.51
1501001	613300	POL DET 8HR	1.00	99,466	1.00	99,465.89
1501001	613300	POL DET 8HR	1.00	98,980	1.00	98,979.51
1501001	613300	POL DET 8HR	1.00	98,980	1.00	98,979.51
1501001	613300	POL DET 8HR	1.00	98,980	1.00	98,979.51
1501001	613300	POL DET 8HR	1.00	98,980	1.00	98,979.51
1501001	613300	POL DET 8HR	1.00	98,980	1.00	98,979.51
1501001	613300	POL DET 8HR	1.00	101,168	1.00	101,168.24
1501001	613300	POL DET 8HR	1.00	103,600	1.00	103,600.17

TOTAL 613300 EMPLOYEES **36.00** **3,855,493** **36.00** **3,855,493**

1501001	614000	POL OFFICER 12HR	1.00	92,525	1.00	92,525
1501001	614000	POL OFFICER 12HR	1.00	83,046	1.00	83,046
1501001	614000	POL OFFICER 12HR	1.00	83,046	1.00	83,046
1501001	614000	POL OFFICER 12HR	1.00	92,525	1.00	92,525
1501001	614000	POL OFFICER 12HR	1.00	70,500	1.00	70,500
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	75,435	1.00	75,435
1501001	614000	POL OFFICER 12HR	1.00	75,435	1.00	75,435
1501001	614000	POL OFFICER 12HR	1.00	66,510	1.00	66,510
1501001	614000	POL OFFICER 12HR	1.00	92,298	1.00	92,298
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	91,620	1.00	91,620
1501001	614000	POL OFFICER 12HR	1.00	94,108	1.00	94,108
1501001	614000	POL OFFICER 12HR	1.00	94,334	1.00	94,334
1501001	614000	POL OFFICER 12HR	1.00	83,046	1.00	83,046
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	75,435	1.00	75,435
1501001	614000	POL OFFICER 12HR	1.00	83,046	1.00	83,046
1501001	614000	POL OFFICER 12HR	1.00	96,596	1.00	96,596
1501001	614000	POL OFFICER 12HR	1.00	66,510	1.00	66,510
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	91,846	1.00	91,846
1501001	614000	POL OFFICER 12HR	1.00	96,822	1.00	96,822
1501001	614000	POL OFFICER 12HR	1.00	96,369	1.00	96,369
1501001	614000	POL OFFICER 12HR	1.00	95,917	1.00	95,917
1501001	614000	POL OFFICER 12HR	1.00	75,435	1.00	75,435
1501001	614000	POL OFFICER 12HR	1.00	75,435	1.00	75,435
1501001	614000	POL OFFICER 12HR	1.00	75,435	1.00	75,435
1501001	614000	POL OFFICER 12HR	1.00	91,846	1.00	91,846
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	92,298	1.00	92,298
1501001	614000	POL OFFICER 12HR	1.00	70,500	1.00	70,500
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFFICER 12HR	1.00	75,435	1.00	75,435
1501001	614000	POL OFFICER 12HR	1.00	98,405	1.00	98,405

1501001	614000	POL OFFICER 12HR	1.00	91,620	1.00	91,620
1501001	614000	POL OFFICER 12HR	1.00	91,846	1.00	91,846
1501001	614000	POL OFFICER 12HR	1.00	98,405	1.00	98,405
1501001	614000	POL OFFICER 12HR	1.00	96,822	1.00	96,822
1501001	614000	POL OFFICER 12HR	1.00	92,072	1.00	92,072
1501001	614000	POL OFFICER 12HR	1.00	95,917	1.00	95,917
1501001	614000	POL OFFICER 12HR	1.00	92,298	1.00	92,298
1501001	614000	POL OFFICER 12HR	1.00	92,298	1.00	92,298
1501001	614000	POL OFFICER 12HR	1.00	92,072	1.00	92,072
1501001	614000	POL OFFICER 12HR	1.00	92,298	1.00	92,298
1501001	614000	POL OFFICER 12HR	1.00	92,072	1.00	92,072
1501001	614000	POL OFFICER 12HR	1.00	83,046	1.00	83,046
1501001	614000	POL OFFICER 12HR	1.00	83,046	1.00	83,046
1501001	614000	POL OFFICER 12HR	1.00	91,620	1.00	91,620
1501001	614000	POL OFFICER 12HR	1.00	90,489	1.00	90,489
1501001	614000	POL OFFICER 12HR	1.00	92,072	1.00	92,072
1501001	614000	POL OFF 8HR	1.00	96,822	1.00	96,822
1501001	614000	POL OFF 8HR	1.00	97,953	1.00	97,953
1501001	614000	POL OFF 10HR	1.00	94,561	1.00	94,561
1501001	614000	POL OFF 10HR	1.00	92,525	1.00	92,525
1501001	614000	POL OFF 10HR	1.00	98,632	1.00	98,632
1501001	614000	POL OFF 10HR	1.00	97,953	1.00	97,953
1501001	614000	POL OFF 10HR	1.00	63,342	1.00	63,342
1501001	614000	POL OFF 10HR	1.00	63,342	1.00	63,342

TOTAL 614000 EMPLOYEES **63.00** **5,258,295** **63.00** **5,258,295**

1501001	615000	SCH CROSS GUARD	1.00	8,603	1.00	8,603
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	8,097	1.00	8,097
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	SCH CROSS GUARD	1.00	7,842	1.00	7,842
1501001	615000	PATROL SERVICE AIDE	1.00	57,563	1.00	57,563
1501001	615000	PATROL SERVICE AIDE	1.00	57,563	1.00	57,563
1501001	615000	PATROL SERVICE AIDE	1.00	57,563	1.00	57,563
1501001	615000	PATROL SERVICE AIDE	1.00	57,563	1.00	57,563
1501001	615000	PATROL SERVICE AIDE	1.00	57,563	1.00	57,563

TOTAL 615000 EMPLOYEES **19.00** **398,614** **19.00** **398,614**

1501001	615200	COMMUNITY SERV AIDE	1.00	54,153	1.00	54,153
1501001	615200	COMMUNITY SERV AIDE	1.00	58,573	1.00	58,573
1501001	615200	COMMUNITY SERV AIDE	1.00	58,573	1.00	58,573
1501001	615200	COMMUNITY SERV AIDE	1.00	58,573	1.00	58,573
1501001	615200	COMMUNITY SERV AIDE	1.00	54,153	1.00	54,153
1501001	615200	COMMUNITY SERV AIDE	1.00	48,066	1.00	48,066
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	56,320	1.00	56,320
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	58,573	1.00	58,573
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364

1501001	615200	COMMUNITY SERV AIDE	1.00	49,364	1.00	49,364
TOTAL 615200 EMPLOYEES			18.00	940,625	18.00	940,625
1501001	618800	POLICE CADET	1.00	32,136	1.00	32,136
1501001	618800	Police Cadet	1.00	32,136	1.00	32,136
TOTAL 618800 EMPLOYEES			2.00	64,272	2.00	64,272
TOTAL EMPLOYEES			171.00	13,508,619	172.00	13,574,619

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Fire Bureau Exp								
1502001 611000	Salary - Bureau Chief	131,095	134,818	134,818	95,625	134,964	139,013	139,013
Salary of the Fire Chief.								
1502001 611500	Salaried Personnel	156,444	185,979	184,224	118,765	125,870	99,710	99,710
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	56,510	120,577	120,577	85,432	120,577	124,194	124,194
Salary of Deputy Fire Chief.								
1502001 613100	Fire Captains	846,522	900,697	900,697	621,415	866,132	990,651	990,651
Salaries of (4) Battalion Chiefs, (4) Suppression Captains, (1) Fire Marshal Captain.								
1502001 613200	Fire Lieutenants	1,499,304	1,428,006	1,423,819	1,007,058	1,404,311	1,517,105	1,517,105
Salaries of (3) Assistant Fire Marshals, (1) Maintenance Officer and (11) Suppression Lieutenants.								
1502001 614100	Firefighters	4,152,814	3,602,167	3,598,516	2,638,796	3,761,132	3,840,249	3,840,249
Salaries of (49) Firefighters.								
1502001 618500	Fire Overtime	342,363	450,000	450,000	476,275	600,000	450,000	450,000
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.								
1502001 619000	Fire Sick Bonus	3,900	7,500	7,500	2,650	2,650	6,000	6,000
This line item includes costs associated with the Fire CBA Article 21 (Sick Leave Bonus) for the Sick Leave incentive bonus program.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1502001 620100	Educational Incentive	38,817	41,000	41,000	44,759	44,760	44,000	44,000
This line item includes costs associated with the Fire CBA Article 26 (Education and Certification Bonus) providing incentive payments to firefighters who have achieved advanced degrees in the Fire Science and specific nationally recognized Fire/EMS certifications.								
1502001 620200	Medical Insurance	1,300,000	1,355,000	1,355,000	1,016,250	1,355,000	1,449,850	1,449,850
Costs for health care for all active Fire Bureau employees, including administrative staff.								
1502001 620201	Medical Ins - Retirees	1,500,000	1,565,000	1,565,000	1,173,750	1,565,000	1,627,600	1,627,600
Covers the cost for health insurance for all retired Fire Bureau employees.								
1502001 620300	Dental/Vision	106,511	105,000	105,000	117,668	105,000	112,350	112,350
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	6,000	22,800	22,800	35,000	35,000	36,000	36,000
CBA Article 36 Accessory Uniform Allowance: \$200.00 annual shoe allowance. \$300.00 annual clothing allowance.								
1502001 623000	Pension Contribution	1,993,190	1,945,460	1,945,460	0	1,945,460	1,902,941	1,902,941
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	29,561	20,000	20,000	25,797	20,000	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	900	900	900	675	900	900	900
Covers the expense of a parking space rented through the Lancaster Parking Authority.								
1502001 722000	Maint. - Communications	5,965	5,000	5,000	4,272	5,000	5,000	5,000
Cost to maintain the radio system of remote, vehicle, portable and televised alerting units and communication equipment.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1502001 723000	Maint. - Equipment	23,369	20,000	20,770	13,790	20,000	25,000	25,000
	Cost of maintenance of fire station incident management systems, technology and specialized software such as Emergency Reporting, Active 911, and PowerTime.							
1502001 729000	Maint. - Vehicles	85,676	75,000	75,000	25,510	75,000	75,000	75,000
	Labor and associated costs from outside vendors who perform maintenance and repair work on fleet vehicles.							
1502001 734000	Postage	2,775	2,000	2,000	822	2,000	2,000	2,000
	Postage costs for Fire Bureau.							
1502001 735000	Printing	1,020	1,000	1,000	759	1,000	1,000	1,000
	Cost of external printing of materials.							
1502001 736000	Telephone	11,766	15,000	15,000	8,158	13,000	14,000	14,000
	Telephone and cellular systems of the Fire Bureau including two stations, personnel and apparatus cell phones and devices.							
1502001 737000	Travel	12,793	15,000	15,000	13,580	15,000	15,000	15,000
	Expenditures for mileage, hotels, meals, tolls, etc., when fire personnel attend training seminars, conferences, and meetings.							
1502001 738000	Miscellaneous Expenses	10,335	13,000	13,000	6,340	11,800	13,000	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	7,608	10,000	10,000	0	6,000	10,000	10,000
	Cost of professional services required for psychological and medical exams, specialized services such as grants and consultants when necessary.							
1502001 743500	Labor Relations Expense	21,957	20,000	20,000	19,366	20,000	20,000	20,000
	Funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.							
1502001 744500	Training & School	40,820	83,000	80,435	36,461	73,000	80,000	80,000
	Cost of training registration, equipment and materials, and tuition for Fire Academy for new hires.							

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1502001 749000	Civil Service Board	4,538	12,000	12,000	3,900	4,500	12,000	12,000
Cost of Civil Service entrance and promotional exams, advertising, test administrative and associated costs.								
1502001 760300	Office Supplies	3,586	5,000	5,000	671	1,500	3,000	3,000
Cost of office supplies.								
1502001 760600	Operating Supplies	7,701	8,000	8,000	3,807	8,000	8,000	8,000
Cost of operating supplies for two fire stations.								
1502001 761200	Uniforms	16,460	25,000	25,000	13,094	25,000	25,000	25,000
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	5,695	5,000	5,000	1,133	5,000	5,000	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	88,091	55,000	55,000	28,583	55,000	78,000	78,000
Purchase of required protective clothing for firefighters which is replaced every five years.								
1502001 765400	Gas Oil & Diesel	38,488	42,500	42,500	30,737	42,500	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	26,435	25,000	25,000	10,892	25,000	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	84,704	85,000	84,230	35,779	85,000	85,000	85,000
Cost of breathing apparatus, hardware and hose necessary to keep the apparatus fully equipped and compatible with the accessories, specialized extinguishing agents, fixtures and other equipment needed to combat fires and handle a variety of emergencies specific to the fire service.								
1502001 820200	Safety Equipment	5,287	5,000	5,000	2,934	5,000	5,000	5,000
Cost of AED equipment, first aid and safety supplies, etc.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1502001 822000	Communication Equipment	7,147	15,000	15,000	4,916	13,000	15,000	15,000
	Cost of radios, mics, pagers, modems, internet connections, communication equipment batteries, and other communication based items used by the Bureau of Fire in its daily 24-hour operation.							
1502001 823000	Furniture & Equipment	3,161	5,000	5,000	3,746	4,000	4,000	4,000
	Office equipment and furniture.							
1502001 827100	Vehicle-Lease Purchase	394,280	439,767	439,767	380,461	439,831	440,489	440,489
	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	133,911	123,229	123,229	61,614	167,474	115,143	115,143
	Interest payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
1502001 926000	Debt Service - Principal	305,208	231,026	231,026	0	313,975	239,504	239,504
	Principal payments for the 2006 Pension Bonds (refinanced in 2015) issued to cover the plan's unfunded actuarial liability.							
1502001 940000	Grants Match	0	8,000	10,565	10,565	10,565	0	0
	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	13,512,707	13,233,426	13,223,833	8,181,805	13,533,902	13,703,198	13,703,198
TOTAL	Public Safety	41,944,085	42,485,661	42,466,247	24,747,893	40,327,058	42,504,160	42,629,482

**CITY OF LANCASTER
STAFFING SCHEDULE**

			2025 BUDGET		2025 HOME Rule	
APPROPRIATION CODE		POSITION	FTE	SALARY	FTE	SALARY
<u>FIRE</u>						
1502001	611000	FIRE CHIEF	1.00	139,013	1.00	139,013
TOTAL 611000 EMPLOYEES			1.00	139,013	1.00	139,013
1502001	611500	ADMINISTRATIVE SERVICES MGR - FIRE	1.00	71,467	1.00	71,467
1502001	611500	PERMIT CORD	0.50	28,242	0.50	28,242
TOTAL 611500 EMPLOYEES			1.50	99,709	1.50	99,709
1502001	613000	FIRE DEPT DEP CHIEF	1.00	124,194	1.00	124,194
TOTAL 613000 EMPLOYEES			1.00	124,194	1.00	124,194
1502001	613100	FIRE MARSH CAPT	1.00	107,600	1.00	107,600
1502001	613100	BATTALION CHIEF	1.00	111,727	1.00	111,727
1502001	613100	BATTALION CHIEF	1.00	111,992	1.00	111,992
1502001	613100	BATTALION CHIEF	1.00	111,727	1.00	111,727
1502001	613100	BATTALION CHIEF	1.00	111,727	1.00	111,727
1502001	613100	FIRE CAPTAIN	1.00	107,092	1.00	107,092
1502001	613100	FIRE CAPTAIN	1.00	104,802	1.00	104,802
1502001	613100	FIRE CAPTAIN	1.00	109,080	1.00	109,080
1502001	613100	FIRE CAPTAIN	1.00	114,904	1.00	114,904
TOTAL 613100 EMPLOYEES			9.00	990,651	9.00	990,651
1502001	613200	ASST FIRE MARSHALL	1.00	96,019	1.00	96,019
1502001	613200	ASST FIRE MARSHALL	1.00	107,600	1.00	107,600
1502001	613200	ASST FIRE MARSHALL	1.00	96,019	1.00	96,019
1502001	613200	FIRE LIEUTENANT	1.00	103,785	1.00	103,785
1502001	613200	FIRE LIEUTENANT	1.00	96,013	1.00	96,013
1502001	613200	FIRE LIEUTENANT	1.00	95,545	1.00	95,545
1502001	613200	FIRE LIEUTENANT	1.00	104,548	1.00	104,548
1502001	613200	FIRE LIEUTENANT	1.00	99,050	1.00	99,050
1502001	613200	FIRE LIEUTENANT	1.00	95,312	1.00	95,312
1502001	613200	FIRE LIEUTENANT	1.00	106,837	1.00	106,837
1502001	613200	FIRE LIEUTENANT	1.00	107,600	1.00	107,600
1502001	613200	FIRE LIEUTENANT	1.00	104,293	1.00	104,293
1502001	613200	FIRE LIEUTENANT	1.00	95,078	1.00	95,078
1502001	613200	FIRE LIEUTENANT	1.00	103,785	1.00	103,785
1502001	613200	FIRE MAINT OFFICER	1.00	105,621	1.00	105,621
TOTAL 613200 EMPLOYEES			15.00	1,517,105	15.00	1,517,105
1502001	614100	FIREFIGHTER	1.00	98,816	1.00	98,816
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	101,386	1.00	101,386
1502001	614100	FIREFIGHTER	1.00	62,296	1.00	62,296
1502001	614100	FIREFIGHTER	1.00	84,307	1.00	84,307
1502001	614100	FIREFIGHTER	1.00	74,755	1.00	74,755
1502001	614100	FIREFIGHTER	1.00	62,296	1.00	62,296
1502001	614100	FIREFIGHTER	1.00	74,755	1.00	74,755
1502001	614100	FIREFIGHTER	1.00	85,137	1.00	85,137
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	62,296	1.00	62,296
1502001	614100	FIREFIGHTER	1.00	84,307	1.00	84,307
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	87,053	1.00	87,053
1502001	614100	FIREFIGHTER	1.00	66,448	1.00	66,448

1502001	614100	FIREFIGHTER	1.00	74,755	1.00	74,755
1502001	614100	FIREFIGHTER	1.00	88,044	1.00	88,044
1502001	614100	FIREFIGHTER	1.00	99,050	1.00	99,050
1502001	614100	FIREFIGHTER	1.00	90,245	1.00	90,245
1502001	614100	FIREFIGHTER	1.00	98,816	1.00	98,816
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	74,755	1.00	74,755
1502001	614100	FIREFIGHTER	1.00	74,755	1.00	74,755
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	95,312	1.00	95,312
1502001	614100	FIREFIGHTER	1.00	84,515	1.00	84,515
1502001	614100	FIREFIGHTER	1.00	86,414	1.00	86,414
1502001	614100	FIREFIGHTER	1.00	66,448	1.00	66,448
1502001	614100	FIREFIGHTER	1.00	89,394	1.00	89,394
1502001	614100	FIREFIGHTER	1.00	92,374	1.00	92,374
1502001	614100	FIREFIGHTER	1.00	91,367	1.00	91,367
1502001	614100	FIREFIGHTER	1.00	93,651	1.00	93,651
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	96,247	1.00	96,247
1502001	614100	FIREFIGHTER	1.00	96,247	1.00	96,247
1502001	614100	FIREFIGHTER	1.00	86,414	1.00	86,414
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FIREFIGHTER	1.00	87,479	1.00	87,479
1502001	614100	FIREFIGHTER	1.00	96,013	1.00	96,013
1502001	614100	FIREFIGHTER	1.00	62,296	1.00	62,296
1502001	614100	FIREFIGHTER	1.00	87,479	1.00	87,479
1502001	614100	FIREFIGHTER	1.00	87,266	1.00	87,266
1502001	614100	FIREFIGHTER	1.00	66,449	1.00	66,449
1502001	614100	FD RECRUIT	1.00	58,143	1.00	58,143
1502001	614100	FD RECRUIT	1.00	58,143	1.00	58,143
1502001	614100	FD RECRUIT	1.00	58,143	1.00	58,143
1502001	614100	FD RECRUIT	1.00	58,143	1.00	58,143
TOTAL 614100 EMPLOYEES			49.00	3,840,250	49.00	3,840,250
TOTAL EMPLOYEES			76.50	6,710,922	76.50	6,710,922

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Director - CPED Exp								
1601000 610900	Salary - Director	156,171	160,407	160,407	113,656	160,407	165,220	165,220
Salary of the Director of the Department of Community Planning and Economic Development (CPED).								
1601000 611000	Salary - Bureau Chief	103,938	110,000	110,000	78,892	109,901	113,199	113,199
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	39,385	177,477	177,477	110,644	176,095	198,921	198,921
Salary of the Staff Assistant to the CPED Director and Bureau Chiefs. Also the CPED portion of AFSCME and Non-Bargaining staff merit payments.								
1601000 612000	Salary Temporary	900	675	675	0	0	0	0
Covers cost associated with the hiring of interns from local colleges and universities as well as need for temp employees during extended absence of key personnel.								
1601000 618500	Overtime	0	500	500	0	0	0	0
Overtime pay for relevant staff to fulfill Board and Commission duties, such as evening meetings for RACL, Land Bank, LIDA, Reinvestment Board or others when necessary.								
1601000 620200	Medical Insurance	875,000	944,000	944,000	708,000	944,000	1,010,080	1,010,080
Costs of health care for all Department of Community Planning and Economic Development employees.								
1601000 620300	Dental/Vision	25,262	25,000	25,000	15,633	25,000	26,750	26,750
Costs of dental and vision care for all Department of Community Planning and Economic Development employees.								
1601000 714100	PC Lease	32,318	30,000	30,000	29,450	30,000	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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1601000 731000	Advertising	2,110	250	250	194	500	500	500
Legal notices for appeals, employment ads, grant programs, and public hearings. Notifications of Requests for Proposals that the City of Lancaster may issue for projects.								
1601000 732000	Dues & Subscriptions	985	1,000	1,000	948	1,000	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	87	300	300	42	300	300	300
Mailing costs, express mail charges and Federal Express/UPS charges.								
1601000 735000	Printing	2,147	2,000	2,000	1,462	2,000	2,000	2,000
Cost of printing community planning and economic development publications, marketing items letterhead, envelopes, newsletters, reports, and photocopying.								
1601000 736000	Telephone	4,636	4,000	4,000	2,478	3,500	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	0	1,500	1,500	143	0	1,500	1,500
Travel costs necessary for staff attendance at conferences and training seminars, local travel for official duties, as well as in-State travel, not covered by Federal grants.								
1601000 741000	Professional Services	15,309	50,000	50,000	913	10,000	20,000	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	353	4,000	4,000	189	3,000	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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1601000 760300	Office Supplies	613	1,000	1,000	231	500	1,000	1,000
	Routine office materials such as notebooks, report covers, files, paper, pens, etc.							
1601000 760600	Operating Supplies	278	1,000	1,000	308	300	500	500
	Various operating supplies and expenses of the department including printer cartridges.							
1601000 765400	Gas Oil & Diesel	0	150	150	0	0	0	0
	Fuel costs for shared Department vehicle.							
1601000 811000	Contributions to Econ Dev	53,500	60,000	60,000	7,400	55,000	20,000	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.							
1601000 820000	Minor Equipment	69	1,000	1,000	0	400	0	0
	Purchase of office equipment and furniture as needed by the Department.							
TOTAL	Director - CPED Exp	1,313,061	1,574,259	1,574,259	1,070,582	1,521,903	1,564,970	1,629,970

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>CPED - OFFICE OF THE DIRECTOR</u>						
1601000	610900	DIRECTOR CPED	1.00	165,219	1.00	165,219
TOTAL 610900 EMPLOYEES			1.00	165,219	1.00	165,219
1601000	611000	DEP DIR HLT HOU & CD	1.00	113,198	1.00	113,198
TOTAL 611000 EMPLOYEES			1.00	113,198	1.00	113,198
1601000	611500	PROGRAM ADMINISTRATO	1.00	69,781	1.00	69,781
1601000	611500	COMMUNITY DEVELOPMENT ADMINSTRATC	1.00	65,279	1.00	65,279
1601000	611500	DEPARTMENT OFFICE MANAGER	1.00	63,860	1.00	63,860
TOTAL 611500 EMPLOYEES			3.00	198,921	3.00	198,921
TOTAL EMPLOYEES			5.00	477,338	5.00	477,338

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Planning Exp								
1602000 611000	Salary - Bureau Chief	106,325	103,000	103,000	60,948	51,500	106,090	106,090
Salary of the Bureau Chief of Planning.								
1602000 611500	Salaried Personnel	360,243	411,827	411,827	272,441	407,494	412,506	419,720
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 618500	Overtime	0	150	150	0	0	0	0
Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.								
1602000 723000	Maint. - Equipment	503	1,800	1,800	578	600	1,000	1,000
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	8,265	16,000	16,000	10,743	15,000	16,000	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	8,366	8,500	8,500	3,392	3,500	5,000	5,000
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	100	500	500
Costs of computerized mapping, purchase of cartridges for color printer, and other map reproduction and printing costs.								
1602000 734000	Postage	603	800	800	526	450	800	800
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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1602000 735000	Printing	3,707	3,000	3,000	2,294	3,000	3,000	3,000
	In-house costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.							
1602000 736000	Telephone	5,085	5,000	5,000	3,425	5,000	0	0
	Bureau's shared expenses related to telephone and voice mail. Includes monthly billing for cellular phones assigned to Bureau staff.							
1602000 737000	Travel	48	2,000	2,000	0	500	2,000	2,000
	Travel costs to attend planning-related meetings, conferences and training opportunities for staff.							
1602000 741000	Professional Services	77,851	100,000	100,000	12,547	30,000	25,000	50,000
	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	108	2,000	2,000	400	1,000	2,000	2,000
	Registration costs to attend conferences, workshops, webinars and other training opportunities to improve technical skills.							
1602000 760300	Office Supplies	74	1,000	1,000	15	300	800	800
	Cost of paper, envelopes, tablets, file folders, pens and other office supplies.							
1602000 760600	Operating Supplies	113	750	750	0	0	500	500
	Graphic materials, computer-related components, ink cartridges, and other operating materials and supplies other than office supplies.							
1602000 765400	Gas Oil & Diesel	464	700	700	257	300	500	500
	Fuel and oil replacement costs for two vehicles assigned to the Bureau of Planning.							
1602000 820000	Minor Equipment	182	900	900	39	200	600	600
	Purchase of small office equipment, furniture, and technology as needed.							
1602000 827100	Vehicle Lease Purchase	0	10,380	10,380	0	0	0	0
	This line item includes the annual payments of a lease-purchase for vehicle #704 used by Planning Bureau staff.							
TOTAL	Planning Exp	571,710	668,307	668,307	367,605	518,944	576,296	608,510

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF PLANNING</u>						
1602000	611000	BC PLANNING COMM DEV	1.00	106,090	1.00	106,090
TOTAL 611000 EMPLOYEES			1.00	106,090	1.00	106,090
1602000	611500	ZONING OFFICER	1.00	63,652	1.00	63,652
1602000	611500	SENIOR PLANNER	1.00	74,263	1.00	74,263
1602000	611500	SENIOR PLANNER	1.00	72,100	1.00	72,100
1602000	611500	HIST PRESERVATN SPEC	1.00	66,171	1.00	66,171
1602000	611500	PUBLIC ART MANAGER	1.00	73,214	1.00	73,214
1602000	611500	PERMIT SUPERVISOR			0.10	7,214
1602000	611500	REDEVELOPMENT ADMINISTRATOR	1.00	63,106	1.00	63,106
TOTAL 611500 EMPLOYEES			6.00	412,505	6.10	419,719
TOTAL EMPLOYEES			7.00	518,595	7.10	525,809

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Building Code Administration								
1603000 611000	Salary - Bureau Chief	123,946	127,308	127,308	90,204	127,308	131,128	131,128
Salary of the Chief of the Bureau of Code Compliance & Inspections.								
1603000 611500	Salaried Personnel	411,025	439,865	404,865	288,327	402,726	385,952	442,809
Salaries of Building Inspectors and administrative support staff.								
1603000 612000	Salary Temporary	19,909	0	35,000	27,163	30,000	0	0
Building Code will require temporary services during possible extended absences of administrative staff.								
1603000 618500	Overtime	0	500	500	364	0	0	0
Overtime for permit clerks if additional hours are needed above the 40 hour work week.								
1603000 620100	Educational Incentive	7,900	9,950	9,950	8,250	8,250	5,000	5,000
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	4,851	7,500	7,500	1,633	7,000	5,000	5,000
Replacement, Repair, service costs for office equipment including shared copiers at City Hall offices.								
1603000 731000	Advertising	650	1,000	1,000	0	200	1,000	1,000
Cost of advertising public notices and legal ads for Building Code Appeals, Plumbing Board meetings and employee positions advertised to the public.								
1603000 732000	Dues & Subscriptions	2,668	4,000	2,500	1,740	3,500	4,000	4,000
Membership fees for professional code enforcement organizations (ICC). State certification registrations and subscriptions to trade publications.								
1603000 734000	Postage	1,401	3,000	3,000	516	1,500	2,000	2,000
Mailing of permits, notices and enforcement orders.								
1603000 735000	Printing	6,211	6,000	6,000	3,354	4,500	6,000	6,000
Purchasing forms such as: certificates, placards, inspection reports, posters, letterhead and business cards, and purchasing ink for printers								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1603000 736000	Telephone	3,884	8,600	8,600	4,016	8,600	0	0
Bureau share of phone, mobile phone and air card charges.								
1603000 737000	Travel	1,317	2,500	500	0	2,000	2,000	2,000
Travel cost for Building Inspectors or Permit Coordinator to attend a seminars or conferences.								
1603000 740500	Abatement of Nuisances	239	1,000	1,000	0	0	1,000	1,000
Costs for an emergency hazard abatement such as: structural bracing, boarding-up of a property or perimeter fencing.								
1603000 741000	Professional Services	11,740	7,500	4,000	1,636	6,500	6,500	6,500
Cost for: Stenographer attendance at building code appeals board hearings. Expenses associated with using a third party agencies. Costs associated with pre-employment testing and background checks.								
1603000 744000	Contract Services	1,711	2,500	2,500	844	2,500	2,500	2,500
Costs associated with copier and printer contracts.								
Clothing allowance for staff.								
1603000 744500	Training & School	9,584	8,000	11,500	8,560	8,300	10,000	10,000
Costs for employees to attend training events, seminars, and take ICC exams in order to achieve or maintain UCC certifications.								
1603000 748500	Plumbing Board	232	500	500	0	100	500	500
Costs associated with the Plumbing Board including providing current code information to Board members.								
1603000 760300	Office Supplies	2,644	3,000	6,500	3,339	5,000	5,000	5,000
Routine office supply costs such as report covers, files, paper, pens, etc.								
1603000 760600	Operating Supplies	1,095	3,000	3,000	1,763	2,500	3,000	3,000
Miscellaneous operating supplies for Building Code Administration.								
1603000 765400	Gas Oil & Diesel	2,186	3,500	3,500	1,157	3,500	3,000	3,000
Fuel costs for Building Code vehicles.								
1603000 820000	Minor Equipment	2,411	6,000	6,000	2,108	5,000	5,000	5,000
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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1603000 827100	Vehicle Lease Purchase	15,857	31,206	31,206	14,923	31,200	0	0
Cost of lease-purchase of a vehicle for Building Code Department								
TOTAL	Building Code Administration	631,462	676,429	676,429	459,900	660,184	578,580	635,437

**CITY OF LANCASTER
STAFFING SCHEDULE**

			2025 BUDGET		2025 HOME Rule	
APPROPRIATION CODE		POSITION	FTE	SALARY	FTE	SALARY
<u>BUREAU OF BUILDING CODES ADMINISTRATION</u>						
1603000	611000	BC CODE COMP INSPECT	1.00	131,127	1.00	131,127
TOTAL 611000 EMPLOYEES			1.00	131,127	1.00	131,127
1603000	611500	PERMIT SUPERVISOR			0.40	28,856
1603000	611500	BUILDING SAFETY & COMPLIANCE	1.00	27,928	1.00	27,928
1603000	611500	BUILDING SAFETY & COMPLIANCE	-	-	1.00	28,000
1603000	611500	RESIDENTIAL CODE OFF	1.00	47,730	1.00	47,730
1603000	611500	RESIDENTIAL CODE OFF	1.00	58,210	1.00	58,210
1603000	611500	COMMERCIAL CODES OFF	1.00	66,950	1.00	66,950
1603000	611500	COMMERCIAL CODES OFF	1.00	77,250	1.00	77,250
1603000	611500	BUILD PLUMB CLERK	1.00	53,942	1.00	53,942
1603000	611500	BUILD PLUMB CLERK	1.00	53,942	1.00	53,942
TOTAL 611500 EMPLOYEES			7.00	385,952	8.40	442,808
TOTAL EMPLOYEES			8.00	517,079	9.40	573,936

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Property Maintenance								
1604000 611000	Salary - Bureau Chief	84,993	91,252	91,252	68,310	91,252	93,990	93,990
Salary of the Bureau Chief of Property Maintenance and Housing Inspections.								
1604000 611500	Salary - Personnel	823,354	811,206	811,206	643,003	836,310	805,751	834,906
Salaries of Housing Supervisor, 8 Housing Inspectors and 6 administrative support staff.								
1604000 612000	Salary Temporary	0	10,000	6,000	0	5,500	0	0
Property Maintenance occasionally requires temporary staffing during extended absences or special projects.								
1604000 618500	Overtime	1,321	500	500	0	500	1,000	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	14,900	22,000	22,000	9,400	22,000	22,000	22,000
Bargaining Unit Housing Inspectors receive a \$1,000.00 incentive payment to obtain and retain their International Property Maintenance Code certification as well as \$1,200.00 incentive payment to obtain and retain the Lead Inspector certification.								
1604000 723000	Maint. - Equipment	2,500	4,600	4,600	3,577	4,600	4,600	4,600
Repair and service costs for office equipment, including shared equipment; maintenance costs associated with laptop and other equipment used by the Housing Inspectors and Clerks when in the field or working from home. Includes maintenance cost of city vehicles assigned to inspectors.								
1604000 731000	Advertising	1,843	5,600	3,600	913	4,000	3,000	3,000
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	716	1,700	1,700	495	1,700	800	800
Membership fees for professional code enforcement organizations, costs associated with renewing code certifications for housing inspectors, code enforcement materials and periodical subscriptions to keep up to date on code enforcement topics.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1604000 734000	Postage	4,731	6,000	12,000	8,990	14,000	14,000	14,000
	Mailing of rental housing licenses, billing associated with rental housing licensing, health permits, notices of violation, PVNs, enforcement orders, correspondence, etc.							
1604000 735000	Printing	6,408	10,200	10,200	7,429	10,200	8,000	8,000
	Printing of licenses, applications, certificates, envelopes, placards, inspection forms and citation forms.							
1604000 736000	Telephone	7,209	10,000	10,000	5,592	8,000	6,500	6,500
	Shared costs associated with office phones, mobile phones for inspectors and administrative staff.							
1604000 737000	Travel	1,454	6,000	6,000	0	3,000	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	228,754	40,000	40,000	28,042	40,000	35,000	35,000
	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	28,900	25,000	25,000	12,609	20,000	41,500	41,500
	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	0	500	500	0	500	0	0
	Costs associated with the use of outside code enforcement professionals for third-party verifications and departmental subscription costs.							
1604000 744500	Training/Education	2,695	12,000	12,000	7,697	10,000	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	1,637	6,500	6,500	868	6,500	3,000	3,000
	Office supply costs including letterhead, envelopes, files, paper, pens, etc.							

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1604000 760600	Operating Supplies	6,412	10,000	10,000	5,915	8,000	7,500	7,500
Costs associated with office supply forms, supplies for digital equipment, printer supplies and purchase of protective gear, uniforms and products for inspectors when in the field.								
1604000 765400	Gas Oil & Diesel	4,725	8,000	8,000	2,419	7,000	5,000	5,000
Fuel costs for housing inspectors' vehicles for field work and other work associated travel.								
1604000 820000	Minor Equipment	2,029	8,000	8,000	865	6,000	6,000	6,000
Purchase and/or replacement of equipment required by Housing Inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as needed.								
1604000 827100	Vehicle Lease Purchase	14,232	40,232	40,232	24,737	40,232	0	0
Cost of lease-purchase of existing fleet vehicles for Housing/Health Inspectors.								
TOTAL	Property Maintenance	1,238,815	1,129,290	1,129,290	830,860	1,139,294	1,066,641	1,095,796

**CITY OF LANCASTER
STAFFING SCHEDULE**

			2025 BUDGET		2025 HOME Rule	
APPROPRIATION CODE		POSITION	FTE	SALARY	FTE	SALARY
<u>BUREAU OF PROPERTY MAINTENANCE AND HOUSING INSPECTIONS</u>						
1604000	611000	BUR. CHF, PROP/HOUS	1.00	93,989	1.00	93,989
TOTAL 611000 EMPLOYEES			1.00	93,989	1.00	93,989
1604000	611500	HOUSING INSPECTOR 2	1.00	75,135	1.00	75,135
1604000	611500	HOUSING INSPECTOR	1.00	69,187	1.00	69,187
1604000	611500	HOUSING INSPECTOR	1.00	60,205	1.00	60,205
1604000	611500	HOUSING INSPECTOR	1.00	69,187	1.00	69,187
1604000	611500	HOUSING INSPECTOR	1.00	63,967	1.00	63,967
1604000	611500	HOUSING INSPECTOR	1.00	66,526	1.00	66,526
1604000	611500	HOUSING INSPECTOR	1.00	63,967	1.00	63,967
1604000	611500	HOUSING INSPECTOR	1.00	71,955	1.00	71,955
1604000	611500	HOUSING INSPECTOR	-	-	1.00	29,155
1604000	611500	ADMINISTRATIVE ASSISTANT II	1.00	61,990	1.00	61,990
1604000	611500	CLERK TYPIST 2	1.00	44,092	1.00	44,092
1604000	611500	CLERK TYPIST 2	1.00	54,409	1.00	54,409
1604000	611500	CLERK TYPIST 2	1.00	45,524	1.00	45,524
1604000	611500	BILLING CLRK HOUSING	1.00	59,606	1.00	59,606
TOTAL 611500 EMPLOYEES			13.00	805,751	14.00	834,906
TOTAL EMPLOYEES			14.00	899,740	15.00	928,895

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Health Off Healthy Homes								
1605000 611000	Salary - Bureau Chief	84,984	91,252	91,252	64,656	91,252	93,989	93,989
Salary of the Bureau Chief of Lead Safety and Community Development. This position is funded by CDBG, ESG and HUD Lead grant.								
1605000 611500	Salaried Personnel	476,197	390,859	390,859	230,109	393,186	410,903	410,903
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	57	0	0	31	0	0	0
Overtime expenses for Lead Safety and Community Development staff.								
1605000 734000	Postage	11	0	0	2	0	0	0
This line item accounts for postage expenses charged to the Lead Safety & Community Development program.								
TOTAL	Health Off Healthy Homes	561,249	482,111	482,111	294,798	484,438	504,892	504,892

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF HEALTH OFFICE OF HEALTHY HOMES</u>						
1605000	611000	BC LEAD SAFE. AND CD	1.00	93,989	1.00	93,989
TOTAL 611000 EMPLOYEES			1.00	93,989	1.00	93,989
1605000	611500	PROG COOR LEAD	1.00	57,368	1.00	57,368
1605000	611500	HOUSING REHAB LEAD SPECIALIST	1.00	66,200	1.00	66,200
1605000	611500	HOUSING REHAB LEAD SPECIALIST	1.00	64,272	1.00	64,272
1605000	611500	OUTREACH & EDUCATION SPECIALIST, LEAD	1.00	56,228	1.00	56,228
1605000	611500	ADMINISTRATIVE ASST	1.00	49,364	1.00	49,364
1605000	611500	PROGRAM MANAGER	1.00	71,947	1.00	71,947
1605000	611500	CLERK TYPIST 2	1.00	45,524	1.00	45,524
TOTAL 611500 EMPLOYEES			7.00	410,903	7.00	410,903
TOTAL EMPLOYEES			8.00	504,892	8.00	504,892

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Health Off Comm Health								
1607000 611000	Salary - Bureau Chief	84,252	44,000	44,000	74,765	74,765	0	0
Salary of the Bureau Chief of the Bureau of Health.								
1607000 611500	Salary - Personnel	284,368	292,552	292,552	208,593	293,429	238,078	270,155
Salaries of the Bureau of Health staff.								
1607000 618500	Overtime	0	200	200	0	200	200	200
Clerk overtime expenses for performing clerical duties at public meetings outside of scheduled work hours.								
1607000 723000	Maint. - Equipment	56	1,000	1,000	195	1,000	1,000	1,000
Repair and service costs for office equipment, including shared equipment. Includes maintenance costs associated with laptop and other equipment used by health officers when in the field.								
1607000 729000	Maint. - Vehicles	388	1,500	1,500	684	1,000	1,000	1,000
Maintenance for four vehicles utilized by Health Bureau staff.								
1607000 731000	Advertising	116	450	450	0	450	1,000	1,000
Cost associated with advertising public meeting notices, legal ads and employee positions.								
1607000 732000	Dues & Subscriptions	0	0	0	0	0	600	600
Dues and subscription expenses for the Bureau of Health.								
1607000 734000	Postage	4,132	3,000	3,000	1,903	3,000	4,500	4,500
Mailing of health permits, notices, enforcement orders, official correspondence, etc.								
1607000 735000	Printing	2,115	2,000	2,000	2,232	2,000	3,500	3,500
Printing of health licenses, applications, certificates, placards, inspection forms and citation forms.								
1607000 736000	Telephone	2,271	2,500	2,500	2,360	2,500	2,500	2,500
Shared costs associated with office phones and mobile phones for Health Bureau staff.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1607000 737000	Travel	28	400	1,750	1,503	1,750	2,000	2,000
Costs for Health Bureau staff to travel to trainings and conferences.								
1607000 740500	Abatement of Nuisances	0	1,000	1,000	0	1,000	1,500	1,500
Costs for the abatement of health hazards including exterminations of properties.								
1607000 741000	Professional Services	0	300	300	0	300	500	500
Costs for attorneys and stenographers at Board of Health license revocation hearings or other proceedings, when required.								
1607000 744000	Contract Services	0	100	100	0	100	5,000	5,000
Costs associated with the use of outside public health professionals and consultants, including third-party verifications and supportive professional services.								
1607000 744500	Training/Education	140	1,500	1,500	725	1,500	3,000	3,000
Registration costs for employees to participate in webinars, attend training seminars, and conferences to expand their understanding and expertise and to stay abreast of best practices in the industry.								
1607000 760300	Office Supplies	1,673	4,500	4,500	830	4,500	4,500	4,500
Costs associated with office supplies for Health Bureau staff.								
1607000 760600	Operating Supplies	1,047	1,900	1,900	791	1,900	2,160	2,160
Costs associated with new employees/ uniforms and protective gear and products for Health Bureau staff when in the field.								
1607000 765400	Gas Oil & Diesel	1,584	2,750	2,750	446	2,750	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	124	4,000	2,650	122	4,000	5,000	5,000
Purchase and/or replacement of equipment required by health inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as needed for new employees. Purchase supplies for vector control activities.								
1607000 827100	Vehicle Lease Purchase	14,264	18,254	18,254	14,355	18,254	0	0
Costs for 4 vehicles utilized by Health Bureau staff.								
TOTAL	Health Off Comm Health	396,559	381,906	381,906	309,504	414,398	278,788	310,865
TOTAL	CPED	4,712,855	4,912,302	4,912,302	3,333,250	4,739,160	4,570,168	4,785,470

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule	
		FTE	SALARY	FTE	SALARY
<u>BUREAU OF HEALTH OFFICE OF COMMUNITY HEALTH</u>					
1607000	611500 HEALTH OFFICER	1.00	61,738	1.00	61,738
1607000	611500 HEALTH OFFICER	1.00	63,686	1.00	63,686
1607000	611500 HEALTH OFFICER	1.00	57,815	1.00	57,815
1607000	611500 HEALTH & HOUSING SOCIAL WORKER	-	-	1.00	32,077
1607000	611500 CLERK 3 HEALTH HOUSE	1.00	54,840	1.00	54,840
TOTAL 611500 EMPLOYEES		4.00	238,078	5.00	270,155
TOTAL EMPLOYEES		4.00	238,078	5.00	270,155

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Director Public Works Exp								
1810000 610900	Salary - Director	159,896	164,232	164,232	118,146	166,732	171,734	171,734
Salary of the Director of Public Works.								
1810000 611000	Salary - Bureau Chief	173,038	177,909	177,909	126,058	177,909	183,247	183,247
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	53,770	55,044	55,044	39,001	55,043	56,695	56,695
Salary of the Department Director's assistant and the General Fund portion of Public Works merit payment funds.								
1810000 618500	Overtime	1,522	0	0	278	300	0	0
1810000 620200	Medical Insurance	1,400,000	1,207,000	1,207,000	905,250	1,207,000	1,291,490	1,291,490
Costs for health care for all General Fund Public Works employees.								
1810000 620300	Dental/Vision	32,678	35,000	35,000	21,639	35,000	37,450	37,450
Costs for dental/vision care for all General Fund Public Works employees.								
1810000 714100	PC Lease	28,628	25,000	25,000	24,542	25,000	0	0
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for General Fund Public Works Department staff. In 2023, this line item also covers expenses for endpoint management, security and related services.								
1810000 731000	Advertising	10,473	10,500	10,500	5,795	10,000	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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1810000 732000	Dues & Subscriptions	2,101	500	500	154	500	500	500
	Subscription for City members in the American Public Works Association. The membership fee entitles the Department to 10 memberships. This item also covers the cost of miscellaneous Public Works subscriptions, membership and professional fees.							
1810000 734000	Postage	285	350	350	75	250	250	250
	Postage and express mail sent by the Director's Office.							
1810000 735000	Printing	1,034	750	750	1,531	2,000	2,000	2,000
	Daily printing expenses, including distribution copies to the Department's five Bureaus.							
1810000 736000	Telephone	367	700	700	806	325	350	350
	Telephone costs for the Director's Office. This line item also includes two cell phones previously budgeted under the administration services budget.							
1810000 737000	Travel	1,506	1,600	1,600	1,085	1,400	1,500	1,500
	Travel and Staff Appreciation/Condolence related expenses for the Director of Public Works.							
1810000 741000	Professional Services	13,895	13,750	13,750	3,050	7,500	8,000	8,000
	Professional Services contracted by Director's Office.							
1810000 744500	Training & School	0	1,200	1,200	927	200	600	600
	Training costs for Public Works Director and assistant.							
1810000 760300	Office Supplies	831	600	600	389	600	600	600
	Office supplies for the office of the Director.							
TOTAL	Director Public Works Exp	1,880,024	1,694,135	1,694,135	1,248,726	1,689,760	1,763,416	1,763,416

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>DIRECTOR OF PUBLIC WORKS</u>						
1810000	610900	DIRECTOR PUBLIC WORK	1.00	171,734	1.00	171,734
TOTAL 610900 EMPLOYEES			1.00	171,734	1.00	171,734
1810000	611000	DEP DIRECTOR PW CONS	0.09	13,905	0.09	13,905
1810000	611000	MGR PRKS AND PUB PRY	0.80	87,792	0.80	87,792
1810000	611000	OPERATIONS MANAGER	0.75	81,550	0.75	81,550
TOTAL 611000 EMPLOYEES			1.64	183,247	1.64	183,247
1810000	611500	STAFF ASST PUB WORKS	1.00	56,695	1.00	56,695
TOTAL 611500 EMPLOYEES			1.00	56,695	1.00	56,695
TOTAL EMPLOYEES			3.64	411,676	3.64	411,676

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Engineering Exp								
1820000 611000	Salary - Bureau Chief	26,513	24,459	24,459	17,300	24,404	25,136	25,136
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	190,822	202,224	202,224	147,230	202,268	192,644	210,679
Salaries of the Engineering Bureau staff.								
1820000 612000	Salary Temporary	18,000	20,000	20,000	15,873	20,000	20,000	20,000
Salaries of the Engineering Bureau temporary staff intern(s).								
1820000 618500	Overtime	2,079	0	0	1,386	2,000	2,000	2,000
Overtime expenses for eligible Engineering staff.								
1820000 718000	Rental of Uniforms	125	1,000	1,000	350	1,000	1,175	1,175
Clothing allowance for inspectors and permitting staff.								
1820000 729000	Maint. - Vehicles	2,495	3,500	3,500	713	3,500	3,500	3,500
Routine maintenance and repairs to vehicles #727 and #720 including any emissions monitoring/control requirements.								
1820000 732000	Dues & Subscriptions	4,725	4,500	4,500	1,526	4,500	4,500	4,500
Dues for professional organizations, manuals, publications, licensing fees, etc. Subscriptions services for software, AutoCAD, Bluebeam								
1820000 734000	Postage	3,633	2,500	2,500	3,003	3,500	3,500	3,500
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	3,290	5,000	5,000	3,093	5,000	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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1820000 736000	Telephone	5,200	4,500	4,500	4,703	5,000	5,500	5,500
Includes monthly desk and cell telephone charges, including field tablets.								
1820000 737000	Travel	608	1,500	1,500	428	1,500	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	247,775	273,000	273,000	239,729	273,000	300,000	300,000
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	3,295	100,000	100,000	12,488	50,000	75,000	75,000
Expenses related to implementation of a new Work Order and Asset Management system and software during 2024.								
1820000 744500	Training & School	1,634	3,150	3,150	970	3,150	3,150	3,150
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	921	1,500	1,500	598	1,500	1,500	1,500
Office supplies for the engineering office.								
1820000 760600	Operating Supplies	0	5,000	5,000	2,836	5,000	5,000	5,000
Supplies needed for public engagement.								
1820000 765400	Gas Oil & Diesel	1,368	2,000	2,000	623	2,000	2,000	2,000
Fuel for (3) Engineering Inspector Vehicles								
1820000 820000	Minor Equipment	1,530	3,000	3,000	100	3,000	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	782	1,500	1,500	201	1,500	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	514,794	658,333	658,333	453,151	611,822	657,105	675,140

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF ENGINEERING</u>						
1820000	611000	DEP DIR ENGINEERING	0.17	25,136	0.17	25,136
TOTAL 611000 EMPLOYEES			0.17	25,136	0.17	25,136
1820000	611500	ENGINEER	0.25	21,579	0.25	21,579
1820000	611500	ENGINEER	0.25	18,025	0.25	18,025
1820000	611500	TRANSPORTATION PLANNER	0.50	39,784	0.50	39,784
1820000	611500	PW ENVIRON PLANNER	0.50	40,845	0.50	40,845
1820000	611500	PERMIT SUPERVISOR			0.25	18,035
1820000	611500	PW CONSTRUCTION SUPE	0.25	24,139	0.25	24,139
1820000	611500	PW PROJECT MANAGER	0.25	21,441	0.25	21,441
1820000	611500	ENG CUST SERV COOR	0.50	26,832	0.50	26,832
TOTAL 611500 EMPLOYEES			2.50	192,645	2.75	210,680
TOTAL EMPLOYEES			2.67	217,780	2.92	235,816

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Streets Administration Exp								
1841000 620100	Educational Incentive	1,842	3,150	3,150	1,100	3,150	3,150	3,150
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture and the IMSA certification for Operations Manager and Traffic.								
1841000 718000	Rental of Uniforms	4,995	5,665	5,665	4,914	5,665	5,665	5,665
City uniform/safety shoe allowance in the Streets Bureau.								
1841000 723000	Maint. - Equipment	269	300	300	0	300	300	300
Maintenance contract for small equipment such as time clock and copy machines.								
1841000 729000	Maint. - Vehicles	84,993	80,000	80,000	62,300	80,000	85,000	85,000
Vehicle maintenance and repairs.								
1841000 735000	Printing	854	750	750	2,484	1,500	2,000	2,000
Printing expenses for items such as logs, various reports and no parking signs.								
1841000 736000	Telephone	5,708	6,000	6,000	2,760	5,000	6,000	6,000
Telephone, internet and cell phone expenses for the Bureau. Additional expenses for service fees for 2 tablets used for Lucity CMMS.								
1841000 737000	Travel	825	1,500	1,500	1,110	1,500	1,500	1,500
Travel expenses for attendance at miscellaneous seminars and special conference concerning Street, Traffic, Fleet or Parks.								
1841000 744000	Contract Services	1,447	1,500	1,500	1,117	1,500	2,000	2,000
Drug testing under the mandatory CDL rules and regulations through NoveCare.								
1841000 744500	Training & School	1,304	2,000	2,000	1,847	2,000	2,500	2,500
Reimburse department personnel for upgrading their Pennsylvania drivers license under the Commercial Drivers License Act and training incidental to same. Employee Assistance Program and staff meeting expenses are also covered by this code.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1841000 760300	Office Supplies	414	600	600	441	600	600	600
General office supplies needed by the Bureau.								
1841000 760600	Operating Supplies	4,500	4,500	4,500	1,040	4,500	4,500	4,500
First aid supplies, out-of-pocket expenses and copy machine material. Pre employment testing and newspaper ads.								
1841000 765400	Gas Oil & Diesel	46,896	47,000	47,000	26,577	47,000	50,000	50,000
Gasoline, diesel and oil for the Bureau vehicles.								
1841000 820000	Minor Equipment	4,000	4,000	4,000	330	4,000	4,000	4,000
Purchase of radios, computer equipment and the updating of existing radio communications. United States flag purchases for the Uptown Business District.								
1841000 820200	Safety Equipment	1,000	1,000	1,000	0	1,000	1,000	1,000
Purchase of miscellaneous safety equipment for the Bureau. Safety shoe purchases for Streets, Motor Vehicles, and Traffic Bureau employees (32 employees @ \$100.00 each)								
TOTAL	Streets Administration Exp	159,047	157,965	157,965	106,020	157,715	168,215	168,215

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Street Maintenance Exp								
1843000 611500	Salaried Personnel	369,267	670,053	670,053	280,669	539,059	469,263	469,263
Salaries for the street maintenance personnel.								
1843000 618500	Overtime	23,938	25,000	25,000	12,410	23,000	25,000	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	9,950	10,000	10,000	5,354	9,500	10,000	10,000
Operating supplies, i.e., rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.								
1843000 768400	Road Paving Materials	13,000	13,000	13,000	5,118	13,000	13,000	13,000
Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.								
1843000 769000	Construction Material	2,250	2,250	2,250	0	2,250	3,500	3,500
Purchase of traffic signs, sand, cement, pipe, cones and barricades.								
1843000 820000	Minor Equipment	18,912	19,000	19,000	3,052	19,000	19,000	19,000
Equipment Purchases for Streets Paving and Maintenance								
1843000 826000	Construction/Resurfacing	9,354	15,000	15,000	219	15,000	15,000	15,000
Paving and maintenance expenses for City owned parking lots.								
1843000 827100	Vehicle-Lease Purchase	62,427	184,759	184,759	134,292	184,759	186,055	186,055
Vehicle and Equipment Lease Payments								
TOTAL	Street Maintenance Exp	509,098	939,062	939,062	441,114	805,568	740,818	740,818

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule	
		FTE	SALARY	FTE	SALARY
<u>BUREAU OF STREETS: MAINTENANCE</u>					
1843000	611500	LABORER	1.00	44,092	1.00 44,092
1843000	611500	LABORER	1.00	44,092	1.00 44,092
1843000	611500	EO 1	1.00	48,281	1.00 48,281
1843000	611500	EO 1	1.00	53,770	1.00 53,770
1843000	611500	EO 1	1.00	48,275	1.00 48,275
1843000	611500	EO 1	1.00	52,938	1.00 52,938
1843000	611500	EO 2	1.00	63,077	1.00 63,077
1843000	611500	EO 2	1.00	60,867	1.00 60,867
1843000	611500	EO 2	1.00	53,872	1.00 53,872
TOTAL 611500 EMPLOYEES			9.00	469,263	9.00 469,263
TOTAL EMPLOYEES			9.00	469,263	9.00 469,263

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Traffic Exp								
1830000 611500	Salaried Personnel	210,966	305,158	305,158	164,376	247,240	245,625	245,625
Salaries of the employees of the Traffic Section.								
1830000 618500	Overtime	1,254	2,500	2,500	2,218	2,500	12,500	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	1,213	2,700	2,700	993	2,200	2,700	2,700
Uniforms for five Traffic Section personnel under this program.								
1830000 723000	Maint. - Equipment	113	1,350	1,350	743	850	1,350	1,350
Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.								
1830000 729000	Maint. - Vehicles	7,497	7,500	7,500	5,392	7,300	7,500	7,500
Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.								
1830000 736000	Telephone	1,413	2,000	2,000	786	1,500	2,000	2,000
Covers cell phone service and land based calls needed for daily operations, including phone service drops to traffic signal controllers. Cell phone purchases and accessories are also covered by this line item as well as the service fees for two additional tablets used for Lucy								
1830000 737000	Travel	0	850	850	850	850	850	850
Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.								
1830000 741000	Professional Services	13,666	18,500	18,500	0	13,500	18,500	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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1830000 744000	Contract Services	42,296	137,000	137,000	80,145	132,000	147,000	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	289	1,800	1,800	1,800	1,800	1,800	1,800
	Professional development in traffic-related areas, and computer training for new software use.							
1830000 754000	Street Lighting	282,313	300,000	300,000	106,313	275,000	300,000	300,000
	Electrical power for street lights owned by either the City and PPL. Also provides for replacement parts and spare fixture inventory, including upgrading to LED when possible.							
1830000 754500	Traffic Signals	29,025	32,250	32,250	32,230	32,250	32,250	32,250
	Electrical power for school flashers and warning devices.							
1830000 760300	Office Supplies	875	900	900	642	900	900	900
	Office supplies for the traffic section.							
1830000 760600	Operating Supplies	4,481	4,500	4,500	3,973	5,000	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	6,929	10,000	10,000	4,522	6,750	10,000	10,000
	Gasoline, diesel, lubricants and motor oil.							
1830000 767800	Sign Materials	65,445	70,000	70,000	53,207	68,000	70,000	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	94,977	100,000	100,000	81,325	124,000	125,000	125,000

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
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	19,182	23,000	23,000	20,279	63,000	63,000	63,000
Electronic, mechanical components, and hardware required for replacement of damaged or defective traffic signal parts.								
1830000 820000	Minor Equipment	17,909	20,000	20,000	5,379	23,000	25,000	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	0	3,600	3,600	3,600
Spare street light standards with fixtures for Old Towne and North Market Street.								
1830000 827100	Vehicle-Lease Purchase	40,232	60,402	60,402	17,575	27,000	45,000	45,000
Lease purchase payments for vehicles used by Traffic and Sign Shop personnel.								
TOTAL	Traffic Exp	840,074	1,104,010	1,104,010	582,749	1,038,240	1,119,575	1,119,575

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF STREETS: TRAFFIC SECTION</u>						
1830000	611500	SUPERVISOR TRAF SIGN	1.00	85,137	1.00	85,137
1830000	611500	TRAFFIC SIGNAL & STR	1.00	62,668	1.00	62,668
1830000	611500	TRAF SIGN MRKFAB INS	1.00	51,173	1.00	51,173
1830000	611500	TRAF SIGN MRKFAB INS	1.00	46,647	1.00	46,647
TOTAL 611500 EMPLOYEES			4.00	245,626	4.00	245,626
TOTAL EMPLOYEES			4.00	245,626	4.00	245,626

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Motor Vehicles Exp								
1850000 611500	Salaried Personnel	302,508	311,537	311,537	213,643	311,756	323,400	323,400
Salaries for the motor vehicle personnel.								
1850000 618500	Overtime	8,923	6,000	6,000	6,300	6,000	0	0
Overtime expenses anticipated for snow and ice emergency operations.								
1850000 620100	Educational Incentive	3,422	2,970	2,970	1,450	2,970	3,500	3,500
Expenses for Certification Incentive Program for four mechanics.								
1850000 718000	Rental of Uniforms	2,002	2,280	2,280	1,422	2,280	2,280	2,280
Uniform and Safety Shoe allowance for Motor Vehicle Employees.								
1850000 723000	Maint. - Equipment	92	450	450	0	450	450	450
Maintenance of Minor Equipment of the Bureau								
1850000 729000	Maint. - Vehicles	3,978	4,000	4,000	3,816	4,000	17,320	17,320
Repairs for Motor Vehicles and Administrative fleet.								
1850000 735000	Printing	15	450	450	0	450	450	450
Contracted printing required by the Motor Vehicles Section. (work orders - Police, Public Works & outside Municipalities)								
1850000 736000	Telephone	0	900	900	42	100	900	900
Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.								
1850000 737000	Travel	0	6	6	0	0	0	0
1850000 744500	Training & School	675	725	725	160	725	725	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)								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1850000 760300	Office Supplies	419	625	625	319	625	625	625
Expenses for miscellaneous office and copier supplies.								
1850000 760600	Operating Supplies	5,631	5,700	5,700	4,383	5,700	6,000	6,000
Chemicals, soaps, hardware, etc., which are considered shop expenses.								
1850000 765400	Gas Oil & Diesel	4,207	6,000	6,000	2,303	6,000	6,000	6,000
Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.								
1850000 766300	Tires & Batteries	1,542	1,600	1,600	796	1,600	1,600	1,600
Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administrative fleet.								
1850000 767200	Misc. Vehicle Parts	28,799	38,000	38,000	15,362	33,000	38,000	38,000
Miscellaneous parts to repair cars and truck for Motor Vehicles and administrative fleet.								
1850000 820000	Minor Equipment	76,499	76,500	76,500	17,164	76,500	78,000	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	2,334	49,566	49,566	39,478	49,566	125,330	125,330
Lease purchases of vehicles for Motor Vehicles Bureau.								
TOTAL	Motor Vehicles Exp	441,046	507,309	507,309	227,681	501,722	604,580	604,580

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule	
		FTE	SALARY	FTE	SALARY
<u>BUREAU OF STREETS: MOTOR VEHICLES</u>					
1850000	611500	HEAV EQUIPMENT MECHA	1.00	59,855	1.00 59,855
1850000	611500	AUTO MECHANIC 2	1.00	64,715	1.00 64,715
1850000	611500	AUTO MECHANIC 2	1.00	55,408	1.00 55,408
1850000	611500	ADMINISTRATIVE ASSIS	1.00	66,222	1.00 66,222
1850000	611500	FLEET SUPERVISOR	1.00	77,200	1.00 77,200
TOTAL 611500 EMPLOYEES			5.00	323,400	5.00 323,400
TOTAL EMPLOYEES			5.00	323,400	5.00 323,400

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Parks Administration Exp								
1860000 611500	Salaried Personnel	0	0	0	6,513	0	0	0
Salaried personnel costs of personnel allocated to the Bureau of Parks & Public Property.								
1860000 620100	Educational Incentive	5,845	9,750	9,750	3,375	7,000	7,500	7,500
Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.								
1860000 718000	Rental of Uniforms	15,567	18,360	18,360	11,929	18,000	18,360	18,360
Annual uniform & apparel allocation for P&PP employees.								
1860000 729000	Maint. - Vehicles	28,913	27,000	27,000	25,000	27,000	38,610	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	116	300	300	0	200	300	300
Advertising the annual Arbor Day Celebrations, public bids/RFP solicitations, and other materials requiring advertising with outside media.								
1860000 734000	Postage	97	250	250	106	120	250	250
All Bureau mailings, including street tree notices and pavilion rental permits.								
1860000 735000	Printing	0	0	0	93	93	0	0
1860000 736000	Telephone	4,682	7,200	7,200	5,134	5,500	12,120	12,120
Mobile device and data expenses for P&PP personnel.								
1860000 737000	Travel	300	630	630	30	450	630	630
Travel expenses for the Bureau professional staff.								
1860000 744000	Contract Services	27,916	170,976	170,976	109,117	140,000	170,722	170,722
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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1860000 744500	Training & School	987	2,100	2,100	1,541	2,100	1,500	1,500
	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	15,813	36,000	36,000	19,350	20,000	30,000	30,000
	Tipping fees at the Lancaster Transfer Station for materials collected during rounds by the City-owned trash truck.							
1860000 760300	Office Supplies	861	1,000	1,000	568	800	1,000	1,000
	Miscellaneous office supplies, i.e., paper, binders, pencils, pens, manila folders, etc.							
1860000 765400	Gas Oil & Diesel	47,447	50,000	50,000	33,666	50,000	51,500	51,500
	Vehicle and equipment fuel for the Bureau.							
1860000 820000	Minor Equipment	379	1,000	1,000	0	400	23,100	23,100
	Office equipment, software licenses, and other technological needs for P&PP staff.							
TOTAL	Parks Administration Exp	148,923	324,566	324,566	216,422	271,663	355,592	355,592

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Parks - Buildings Exp								
1861000 611500	Salaried Personnel	750,491	798,516	798,516	570,552	814,460	803,429	803,429
Salaries of the full-time supervisory, maintenance and custodial staff in the Facilities division.								
1861000 618500	Overtime	6,066	5,000	5,000	7,760	5,000	5,000	5,000
Overtime contingency expense due to building and specialty trades maintenance performed after regular business hours and emergencies. Includes custodial.								
1861000 721000	Maint. - Buildings	68,994	70,000	70,000	50,051	65,000	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	61,800	48,400	48,400	48,277	50,000	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	55,870	90,964	90,964	17,729	40,000	8,300	8,300
Landline telephone service to City-owned facilities and costs affiliated with telecom system maintenance.								
1861000 740400	Hazardous Waste Removal	0	7,000	7,000	35	35	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	177,622	203,055	203,055	174,786	203,000	188,450	188,450
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	435	1,500	1,500	720	1,200	1,500	1,500
Training and continuing education for building maintenance personnel.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1861000 752000	Power Electric	91,666	261,000	261,000	55,632	260,000	268,830	268,830
Electricity expenses for all City-owned buildings.								
1861000 760600	Operating Supplies	90,636	87,900	87,900	66,905	87,900	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	34,913	35,000	35,000	29,570	35,000	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	40,677	109,200	109,200	25,935	105,000	111,380	111,380
Purchasing of contracted heating system fuel (natural gas and oil) for all City-owned buildings.								
1861000 820000	Minor Equipment	34,692	6,000	6,000	403	5,000	5,000	5,000
Purchase and replacement of minor equipment used for building maintenance.								
1861000 827000	Vehicles	13,960	110,395	110,395	31,232	110,395	55,755	55,755
Lease purchase and replacement of vehicles used for public building maintenance.								
1861000 829000	Capital Outlay	23,711	20,000	20,000	14,515	19,000	29,000	29,000
Capital expenses for in-house improvements/repairs at City properties during 2025.								
TOTAL	Parks - Buildings Exp	1,451,532	1,853,930	1,853,930	1,094,102	1,800,990	1,726,644	1,726,644

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule	
		FTE	SALARY	FTE	SALARY
<u>BUREAU OF PARKS & PUBLIC PROPERTY: BUILDINGS</u>					
1861000	611500	ASSISTAND MANAGER	1.00	85,000	1.00 85,000
1861000	611500	SENIOR CUSTODIAN	-	-	1.00
1861000	611500	CUSTODIAN 2	1.00	45,524	1.00 45,524
1861000	611500	CUSTODIAN 2	1.00	45,524	1.00 45,524
1861000	611500	CUSTODIAN 2	1.00	50,305	1.00 50,305
1861000	611500	CUSTODIAN 2	1.00	44,092	1.00 44,092
1861000	611500	CUSTODIAN 2	1.00	52,317	1.00 52,317
1861000	611500	PARKS MAINT WORKER	1.00	57,563	1.00 57,563
1861000	611500	MAINTENANCE CARPENTR	1.00	68,374	1.00 68,374
1861000	611500	MAIN TECH-ELECTRICIA	1.00	64,522	1.00 64,522
1861000	611500	MAINT TEC HVAC	1.00	58,815	1.00 58,815
1861000	611500	BUILDING MAINT MECH	1.00	63,675	1.00 63,675
1861000	611500	MAINTENANCE PAINTER	0.80	44,327	0.80 44,327
1861000	611500	ADMINISTRATIVE ASSIS	1.00	58,871	1.00 58,871
1861000	611500	MAINT TECH PLUMBING	1.00	64,522	1.00 64,522
TOTAL 611500 EMPLOYEES			13.80	803,429	14.80 803,429
TOTAL EMPLOYEES			13.80	803,429	14.80 803,429

General Fund - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Parks - Parks Exp								
1862000 611500	Salaried Personnel	664,154	616,110	616,110	429,327	598,816	638,786	638,786
Salaries of full-time Parks maintenance employees.								
1862000 612000	Salary Temporary	0	24,000	24,000	0	24,000	24,000	24,000
Seasonal labor for Parks Maintenance.								
1862000 618500	Overtime	28,063	20,000	20,000	30,111	30,000	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	10,571	12,000	12,000	10,240	12,000	12,000	12,000
Supplies and parts to maintain and repair small lawn and grounds maintenance equipment, i.e. tractors and mowers, weed wackers, blowers, chainsaws and graffiti machine.								
1862000 727000	Maint-Parks	87,306	78,000	78,000	34,922	75,000	78,000	78,000
Maintenance, repair, improvement and replacement of park assets such as tables, benches, water fountains, play surfaces, playground equipment and fences, litter receptacles and park buildings.								
1862000 727500	Maint-Pools	12,000	32,000	32,000	25,980	32,000	21,500	21,500
Chemicals, filters, paint, and other supplies/materials and contracted services required for the operation and maintenance of the City's six wading pools.								
1862000 744500	Training & School	881	900	900	0	900	900	900
Training and continuing education for Parks maintenance personnel.								
1862000 752000	Power Electric	18,325	28,000	28,000	15,776	20,000	28,000	28,000
Electric service to City-owned Park facilities and site lighting.								
1862000 760600	Operating Supplies	40,490	63,500	63,500	41,345	60,000	63,500	63,500
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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
1862000 760700	Custodial Supplies	3,590	3,600	3,600	2,623	3,600	3,600	3,600
Supplies required for the custodial maintenance of Parks, including public restrooms and pet waste stations.								
1862000 820000	Minor Equipment	4,870	6,000	6,000	3,106	5,500	6,000	6,000
Purchase minor equipment, such as push mowers, augers, weed whackers, blowers, etc., for Parks maintenance.								
1862000 827100	Vehicle-Lease Purchase	96,135	129,681	129,681	84,770	129,681	105,261	105,261
Lease payments for vehicles and large equipment employed by the Parks Department for staff transportation and grounds maintenance.								
1862000 829000	Capital Outlay	104,840	140,000	140,000	67,401	140,000	100,000	100,000
Capital projects aimed at preserving and enhancing parks properties.								
TOTAL	Parks - Parks Exp	1,071,223	1,153,791	1,153,791	745,599	1,131,497	1,111,547	1,111,547
TOTAL	Public Works	7,015,761	8,393,101	8,393,101	5,115,564	8,008,976	8,247,493	8,265,528
TOTAL	General Fund - Expenses	69,830,947	73,473,060	73,473,060	42,238,262	71,384,732	76,350,786	77,383,564

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule	
		FTE	SALARY	FTE	SALARY
<u>BUREAU OF PARKS & PUBLIC PROPERTY: PARKS</u>					
1862000	611500	LONGS PARK MAINT SUP	1.00	73,390	1.00 73,390
1862000	611500	GREENSCAPES MAINT SUP	1.00	67,523	1.00 67,523
1862000	611500	PRKS MTN AND CON. SU	0.20	13,516	0.20 13,516
1862000	611500	LABOR SUPERVISOR 1	0.70	50,248	0.70 50,248
1862000	611500	UTILITY OPERATOR	1.00	59,314	1.00 59,314
1862000	611500	UTILITY OPERATOR	0.50	26,365	0.50 26,365
1862000	611500	UTILITY OPERATOR	1.00	52,730	1.00 52,730
1862000	611500	UTILITY OPERATOR	0.60	35,589	0.60 35,589
1862000	611500	UTILITY OPERATOR	1.00	49,629	1.00 49,629
1862000	611500	PARKS MAINT MECHANIC	1.00	58,871	1.00 58,871
1862000	611500	LABORER	1.00	48,370	1.00 48,370
1862000	611500	LABORER	1.00	44,092	1.00 44,092
1862000	611500	MAINTENANCE PAINTER	0.20	11,082	0.20 11,082
1862000	611500	UTILITY OPERATOR	1.00	48,066	1.00 48,066
TOTAL 611500 EMPLOYEES			11.20	638,786	11.20 638,786
TOTAL EMPLOYEES			11.20	638,786	11.20 638,786

STORMWATER MANAGEMENT FUND



**CITY OF
LANCASTER**

2025 BUDGETS

CITY OF LANCASTER
STORMWATER FUND REVENUE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024</u> <u>BUDGET</u> <small>(as amended)</small>	<u>2024</u> <u>PROJECTED</u>	<u>2025</u> <u>BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>2025 HOME</u> <u>Rule BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>
Fees for Services	\$5,260,000	\$4,951,254	\$5,091,082	(\$168,918)	-3.2%	\$5,091,082	(\$168,918)	-3.2%
Miscellaneous Revenue	\$4,000	\$77,000	\$4,000	\$0	0.0%	\$4,000	\$0	0.0%
Other Income	\$82,042	\$75,499	\$77,764	(\$4,278)	-5.2%	\$77,764	(\$4,278)	-5.2%
TOTAL SWM FUND REVENUES & SOURCES OF FUNDS	\$5,346,042	\$5,103,753	\$5,172,846	(\$173,196)	-3.2%	\$5,172,846	(\$173,196)	-3.2%
Surplus/(Deficit)	(\$906,506)	(\$971,444)	(\$1,099,570)			(\$1,147,524)		

CITY OF LANCASTER
STORMWATER FUND EXPENSE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024 BUDGET</u> (as amended)	<u>2024 PROJECTED</u>	<u>2025 BUDGET</u> (proposed)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)	<u>2025 HOME Rule BUDGET</u> (proposed)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE (DECREASE)</u> (vs. 2024 Budget)
Administration	\$4,498,275	\$4,360,638	\$4,542,398	\$44,123	1.0%	\$4,563,169	\$64,894	1.4%
Street Cleaning	\$1,025,782	\$1,015,428	\$1,096,658	\$70,876	6.9%	\$1,123,841	\$98,059	9.6%
Trees	\$437,321	\$402,663	\$358,844	(\$78,477)	-17.9%	\$358,844	(\$78,477)	-17.9%
Grounds Maintenance	\$291,170	\$296,467	\$274,516	(\$16,654)	-5.7%	\$274,516	(\$16,654)	-5.7%

TOTAL STORMWATER MANAGEMENT FUND EXPENSES	\$6,252,548	\$6,075,197	\$6,272,416	\$19,868	0.32%	\$6,320,370	\$67,822	1.1%
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Stormwater Management - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
SWM Revenue								
56000000 407100	Pension State Fund	79,652	82,042	82,042	0	75,499	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	3,680	4,000	4,000	76,399	77,000	4,000	4,000
Revenue is derived from income received from miscellaneous items.								
56000000 408101	Stormwater Mgmt Fee	5,069,973	5,260,000	5,260,000	3,535,685	4,951,254	5,091,082	5,091,082
Revenue is derived from stormwater management fees charged to property owners in the City.								
56000000 420000	Swr Grnds Exp Reimb	83	0	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	5,153,389	5,346,042	5,346,042	3,612,085	5,103,753	5,172,846	5,172,846
TOTAL	Stormwater Management - Revenues	5,153,389	5,346,042	5,346,042	3,612,085	5,103,753	5,172,846	5,172,846

Stormwater Management - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
SWM Admin Exp								
56088600 611000	Salary - Bureau Chief	43,093	168,454	168,454	112,653	158,985	163,755	163,755
Salary expenses for the Deputy Director Sustainability & Environment Division								
56088600 611500	Salaried Personnel	605,566	634,003	634,003	406,105	587,169	496,926	514,961
Bureau of Stormwater staff salaries. The Bureau also utilizes the City's Bureau of Treasury to prepare stormwater invoices.								
56088600 612000	Salary Temporary	18,027	20,000	20,000	6,930	12,000	16,000	16,000
Expenses for temporary employees to perform clean-up and maintenance of green infrastructure projects. Also includes expenses for paid interns.								
56088600 618500	Overtime	280	0	0	78	100	0	0
Overtime expenses for eligible administrative staff in the Stormwater Management Fund.								
56088600 620200	Medical Insurance	375,000	362,000	362,000	271,500	362,000	387,340	387,340
Account covers health benefits of employees in this fund.								
56088600 620300	Dental/Vision	5,290	13,000	13,000	3,674	13,000	13,910	13,910
Account covers dental and vision insurance costs for all employees in this fund.								
56088600 620800	Social Security	121,342	99,395	99,395	99,070	99,395	102,377	102,377
Account covers social security for Bureau employees.								
56088600 620900	Life Insurance	2,482	3,000	3,000	1,787	3,000	3,000	3,000
Account covers Bureau employees' life insurance.								
56088600 623000	Pension Contribution	96,992	117,000	117,000	16,465	117,000	184,222	184,222
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.								
56088600 624000	Unemployment Compensation	922	2,500	2,500	0	2,500	2,500	2,500
Unemployment compensation expenses related to Stormwater Management Fund employees.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56088600 625000	Workers Compensation	21,311	20,000	20,000	23,025	20,000	20,000	20,000
Account covers all Bureau employees for on the job injury claims.								
56088600 714100	PC Lease	4,964	6,117	6,117	4,908	6,117	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	7,516	8,000	8,000	6,915	9,626	8,000	8,000
Account pays the Bureau cost of rental space for employees.								
56088600 718000	Rental of Uniforms	1,176	2,500	2,500	115	1,300	1,300	1,300
Account pays for rental of uniforms for employees.								
56088600 723000	Maint. - Equipment	7,035	10,000	10,000	9,236	11,000	11,000	11,000
Maintenance for miscellaneous office equipment and Stormwater inspection/monitoring equipment								
56088600 729000	Maint. - Vehicles	134	1,500	1,500	764	1,232	1,000	1,000
Maintenance of Stormwater vehicle #328								
56088600 731000	Advertising	1,731	20,000	20,000	135	10,000	10,000	10,000
Account pays for newspaper advertising of contracts, bids, and job vacancies.								
56088600 734000	Postage	59,389	128,000	128,000	47,691	90,000	90,000	90,000
Account covers all of the postage for billing and miscellaneous office mailings.								
56088600 735000	Printing	3,647	10,000	10,000	2,088	2,800	4,000	4,000
Account covers printing costs for the City's print shop and office photocopying, plotting.								
56088600 736000	Telephone	5,670	6,000	6,000	5,414	6,000	6,000	6,000
Account covers telephone service in the Bureau.								
56088600 737000	Travel	120	7,500	7,500	4,863	7,000	7,000	7,000
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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56088600 741000	Professional Services	544,716	400,000	400,000	94,731	400,000	350,000	350,000
Account covers outside professional consultants, legal counsel, auditors and engineering consultants.								
56088600 741003	Prof. Services-Consent Decree	50,000	100,000	100,000	25,879	100,000	60,000	60,000
Professional Services related to compliance with Consent Decree								
56088600 743100	Credit Card Fees	12,809	1,300	1,300	1,809	4,000	4,000	4,000
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	32,655	100,000	100,000	22,978	100,000	80,000	80,000
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	2,936	6,000	6,000	1,485	5,000	5,000	5,000
Account covers courses for operating license, certifications, state correspondence courses, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops.								
56088600 760300	Office Supplies	2,701	4,000	4,000	956	3,000	3,000	3,000
Account pays for all supplies necessary for daily office operations and a portion of billing office operations.								
56088600 765400	Gas Oil & Diesel	910	1,500	1,500	377	800	1,000	1,000
Fuel for stormwater vehicle.								
56088600 772000	Insurance Package	24,493	22,000	22,000	23,077	23,000	0	0
Property and liability coverage for all Bureau facilities and vehicles.								
56088600 820000	Minor Equipment	5,127	16,000	16,000	6,147	10,000	10,000	10,000
Account reflects the cost of miscellaneous office equipment.								
56088600 820200	Safety Equipment	218	1,200	1,200	0	500	500	500
Account pays the cost of minor safety equipment for the bureau.								
56088600 825000	Computer Equip/Software	41,827	40,000	40,000	0	30,000	30,000	30,000
Account pays for purchase of GIS software/equipment, utility mapping software, public works CMMS software, etc.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56088600 827100	Vehicle Lease Purchase	0	2,547	2,547	0	1,000	0	0
Annual purchase payment for Stormwater vehicle - 2019 Ford Escape for use in stormwater management inspection.								
56088600 911000	Indirect Costs	361,883	333,703	333,703	250,277	333,703	419,691	419,691
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	0	0	0	0	207,366	210,102
56088600 913000	IT Allocaiton	0	0	0	0	0	15,000	15,000
56088600 923000	Paying Agent Fees	152	56	56	56	150	150	150
This account represents payments to banks for maintenance of bond registration and payments of interest and principal.								
56088600 924000	Debt Service - Interest	503,517	1,003,000	1,003,000	286,650	1,002,126	969,590	969,590
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	828,000	828,000	166,073	827,135	858,771	858,771
This line reflects principal redemption on the Stormwater Management portion of General Obligation Bonds and Pennvest Green Infrastructure loan.								
TOTAL	SWM Admin Exp	2,965,628	4,498,275	4,498,275	1,903,912	4,360,638	4,542,398	4,563,169

**CITY OF LANCASTER
STAFFING SCHEDULE**

		2025 BUDGET		2025 HOME Rule	
APPROPRIATION CODE	POSITION	FTE	SALARY	FTE	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: ADMINISTRATION</u>					
56088600	611000 DEPUPTY DIRECTOR SUSTAINABILITY & ENVIRONME	1.00	142,590	1.00	142,590
56088600	611000 DEP DIR ENGINEERING	0.07	10,350	0.07	10,350
56088600	611000 DEP DIRECTOR PW CONS	0.07	10,815	0.07	10,815
TOTAL 611000 EMPLOYEES		1.14	163,755	1.14	163,755
56088600	611500 COMMUNICATIONS MANAGER - GENERALIST	0.03	1,760	0.03	1,760
56088600	611500 COMMUNICATIONS MANAGER - MARKETING	0.03	1,777	0.03	1,777
56088600	611500 GI ASSET COORDINATOR	1.00	67,035	1.00	67,035
56088600	611500 ENGINEER	0.25	21,579	0.25	21,579
56088600	611500 JR ENGINEER	0.25	18,025	0.25	18,025
56088600	611500 TRANSPORTATION PLANNER	0.50	39,784	0.50	39,784
56088600	611500 WATER RESOURCES ENG	1.00	100,000	1.00	100,000
56088600	611500 PW ENVIRON PLANNER	0.50	40,845	0.50	40,845
56088600	611500 PERMIT SUPERVISOR			0.25	18,035
56088600	611500 PW PROJECT MANAGER	0.50	42,882	0.50	42,882
56088600	611500 GI ASSET TECHNICIAN	1.00	55,408	1.00	55,408
56088600	611500 ENG CUST SERV COOR	0.50	26,832	0.50	26,832
56088600	611500 URBAN FORESTER	1.00	81,000	1.00	81,000
TOTAL 611500 EMPLOYEES		6.55	496,926	6.80	514,962
TOTAL EMPLOYEES		7.69	660,681	7.94	678,717

Stormwater Management - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
SWM Street Cleaning Exp								
56084200 611000	Salary - Bureau Chief	25,695	26,392	26,392	18,700	26,392	27,184	27,184
This line item accounts for an allocated portion of Operations Manager salary that is shared by General Fund.								
56084200 611500	Salaried Personnel	498,665	583,178	583,178	389,537	583,325	602,474	629,657
Salaries for the street cleaning personnel.								
56084200 618500	Overtime	34,739	25,000	25,000	9,855	20,000	20,000	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	3,137	5,665	5,665	1,236	5,665	5,665	5,665
City uniform/safety shoe allowance in the Stormwater Street Cleaning Bureau employees.								
56084200 729000	Maint. - Vehicles	53,195	65,000	85,000	75,204	65,000	70,000	70,000
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	47,522	48,000	48,000	41,198	48,000	48,000	48,000
Disposal of street sweepings, leaves, and the disposal of other materials picked up from the city streets, i.e. refrigerators, automobile tires and mattresses.								
56084200 760600	Operating Supplies	1,816	2,000	2,000	603	1,500	2,000	2,000
Purchase of Bureau operating supplies, i.e. rakes, brooms, scrapers, shovels, gloves, water coolers, rain gear, locks and keys.								
56084200 765400	Gas Oil & Diesel	28,486	35,000	35,000	17,234	30,000	35,000	35,000
Gasoline, Diesel and oil for Stormwater Management vehicles.								
56084200 825600	Mach/Equip Lease Purch	769	235,547	215,547	175,325	235,547	286,335	286,335
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	692,486	1,025,782	1,025,782	728,891	1,015,428	1,096,658	1,123,841

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING</u>						
56084200	611000	OPERATIONS MANAGER	0.25	27,183	0.25	27,183
TOTAL 611000 EMPLOYEES			0.25	27,183	0.25	27,183
56084200	611500	PAVING/STREETS FOREM	1.00	86,326	1.00	86,326
56084200	611500	LABORER	1.00	44,092	1.00	44,092
56084200	611500	LABORER	1.00	46,647	1.00	46,647
56084200	611500	MAINTENANCE WORKER	1.00	48,163	1.00	48,163
56084200	611500	MAINTENANCE WORKER	1.00	48,162	1.00	48,162
56084200	611500	MAINTENANCE WORKER	1.00	46,647	1.00	46,647
56084200	611500	EO 2	1.00	59,166	1.00	59,166
56084200	611500	EO 2	1.00	63,909	1.00	63,909
56084200	611500	SWEEPER OPERATOR 2	1.00	63,285	1.00	63,285
56084200	611500	SWEEPER OPERATOR 2	1.00	51,987	1.00	51,987
56084200	611500	LABORER	1.00	44,092	1.00	44,092
TOTAL 611500 EMPLOYEES			11.00	602,474	11.00	602,474
TOTAL EMPLOYEES			11.25	629,658	11.25	629,658

Stormwater Management - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
SWM Grounds Maint Exp								
56088700 611000	Salary - Bureau Chief	10,373	10,654	10,654	7,549	10,654	10,974	10,974
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	133,094	191,292	191,292	163,070	203,762	172,305	172,305
Salaries of the Stormwater - Grounds Maintenance employees.								
56088700 618500	Overtime	4,094	2,000	2,000	3,340	4,200	2,000	2,000
Overtime generated by emergencies such as snow & ice and other weather related emergencies.								
56088700 718000	Rental of Uniforms	428	3,780	3,780	636	2,500	3,780	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	1,272	3,200	3,200	904	2,500	3,200	3,200
This code is for repair and maintenance of equipment allocated to the maintenance of SWM assets.								
56088700 729000	Maint. - Vehicles	9,568	9,000	4,900	1,357	9,000	9,000	9,000
Maintenance costs for vehicles allocated to stormwater management activities. e.g. Green Infrastructure.								
56088700 744000	Contract Services	1,140	6,000	6,000	0	3,000	6,000	6,000
This code is used for contracting professionals for planting and consulting on stormwater installations.								
56088700 760600	Operating Supplies	19,405	25,000	25,000	12,099	22,000	25,000	25,000
This code is the expense for general supplies such as hand tools, water quality/storm inlet filter socks, and other items needed for the maintenance of various rain gardens, green roof and porous pavement projects.								
56088700 820000	Minor Equipment	2,840	3,000	3,000	0	3,000	3,000	3,000
This code is to purchase minor equipment for stormwater and green infrastructure maintenance.								
56088700 822500	Landscaping Trees etc	13,412	20,000	20,000	4,285	14,000	18,000	18,000
This code is the expense to purchase landscape plants for the maintenance and upkeep of rain gardens throughout the City.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56088700 827100	Vehicle-Lease Purchase	16,493	17,244	21,344	20,174	21,851	21,257	21,257
Expenses for annual lease-purchase payments on vehicles servicing the Green Infrastructure division of Parks & Public Property.								
TOTAL	SWM Grounds Maint Exp	179,133	291,170	291,170	213,414	296,467	274,516	274,516

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE</u>						
56088700	611000	MGR PRKS AND PUB PRY	0.10	10,974	0.10	10,974
TOTAL 611000 EMPLOYEES			0.10	10,974	0.10	10,974
56088700	611500	PRKS MTN AND CON. SU	0.20	13,516	0.20	13,516
56088700	611500	UTILITY OPERATOR	0.50	26,365	0.50	26,365
56088700	611500	LABORER	1.00	42,807	1.00	42,807
56088700	611500	LABORER	1.00	44,092	1.00	44,092
56088700	611500	LABORER - GREEN INFRASTRUCTURE	1.00	45,524	1.00	45,524
TOTAL 611500 EMPLOYEES			3.70	172,305	3.70	172,305
TOTAL EMPLOYEES			3.80	183,279	3.80	183,279

Stormwater Management - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
SWM Trees Exp								
56088800 611000	Salary - Bureau Chief	10,373	10,654	10,654	7,549	10,654	10,974	10,974
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	207,836	236,083	236,083	163,777	224,659	231,399	231,399
Salary for Trees Bureau employees. These expenses were moved from the General Fund beginning in 2022.								
56088800 612000	Salary Temporary	0	10,000	10,000	0	0	0	0
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.								
56088800 618500	Overtime	1,607	3,000	3,000	6,339	6,000	6,000	6,000
Overtime expenses for City tree personnel responding to emergency calls, e.g. downed limbs, post-storm cleanup, etc.								
56088800 723000	Maint. - Equipment	776	2,000	2,000	1,740	1,500	2,000	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	0	850	850	185	850	850	850
City Arborist and staff membership in professional organizations related to arboriculture.								
56088800 744000	Contract Services	0	6,000	6,000	0	2,500	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	475	3,000	3,000	1,780	2,000	2,000	2,000
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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56088800 760600	Operating Supplies	9,748	15,000	15,000	11,490	15,000	15,000	15,000
	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.							
56088800 810000	Special Events	0	1,000	1,000	0	0	0	0
	Annual Arbor Day celebration and Shade Tree Commission award, as well as general promotion of the City's tree program.							
56088800 820000	Minor Equipment	2,732	3,200	3,200	1,333	3,000	3,200	3,200
	Purchase of minor equipment for the tree crew such as chain saws, ropes, blowers, etc.							
56088800 822500	Landscaping Trees etc	59,899	80,000	80,000	23,011	70,000	30,000	30,000
	Expenses related to the City's tree planting and maintenance program throughout the City.							
56088800 827100	Vehicle Lease Purchase	19,607	66,534	66,534	44,711	66,500	53,421	53,421
	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	313,053	437,321	437,321	261,914	402,663	358,844	358,844
TOTAL	Stormwater Management - Expenses	4,150,300	6,252,548	6,252,548	3,108,131	6,075,197	6,272,416	6,320,370

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
BUREAU OF STORMWATER MANAGEMENT: TREES						
56088800	611000	MGR PRKS AND PUB PRY	0.10	10,974	0.10	10,974
TOTAL 611000 EMPLOYEES			0.10	10,974	0.10	10,974
56088800	611500	CITY ARBORIST	1.00	80,098	1.00	80,098
56088800	611500	TREE CLIMBER	1.00	50,968	1.00	50,968
56088800	611500	TREE CLIMBER	1.00	50,968	1.00	50,968
56088800	611500	TREE CLIMBER	1.00	49,364	1.00	49,364
TOTAL 611500 EMPLOYEES			4.00	231,398	4.00	231,398
TOTAL EMPLOYEES			4.10	242,372	4.10	242,372

CITY OF LANCASTER

SEWER FUND



CITY OF
LANCASTER

2025 BUDGETS

CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024</u> <u>BUDGET</u> <small>(as amended)</small>	<u>2024</u> <u>PROJECTED</u> <small>(proposed)</small>	<u>2025</u> <u>BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>2025 HOME</u> <u>Rule BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>
Fees for Services	\$23,340,000	\$23,977,895	\$25,595,138	\$2,255,138	9.7%	\$25,595,138	\$2,255,138	9.7%
Miscellaneous Revenue	\$98,692	\$149,955	\$134,168	\$35,476	35.9%	\$134,168	\$35,476	35.9%
Other Income	\$233,612	\$276,828	\$285,133	\$51,521	22.1%	\$285,133	\$51,521	22.1%
TOTAL SW&R FUND REVENUES & SOURCES OF FUNDS	\$23,672,304	\$24,404,678	\$26,014,439	\$2,342,135	9.9%	\$26,014,439	\$2,342,135	9.9%
Surplus/(Deficit)	\$1,136,299	\$2,736,776	\$1,269,014			\$1,265,639		

CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2024 BUDGET vs. 2025 BUDGET

DESCRIPTION	2024 BUDGET (as amended)	2024 PROJECTED	2025 BUDGET (proposed)	INCREASE (DECREASE) (vs. 2024 Budget)	INCREASE (DECREASE) (vs. 2024 Budget)	2025 HOME Rule BUDGET (proposed)	INCREASE (DECREASE) (vs. 2024 Budget)	INCREASE (DECREASE) (vs. 2024 Budget)
Administration	\$10,469,330	\$9,790,752	\$10,771,773	\$302,443	2.9%	\$10,775,148	\$305,818	2.9%
Collections	\$3,075,349	\$2,866,332	\$3,033,083	(\$42,266)	-1.4%	\$3,033,083	-\$42,266	-1.4%
Pumping Stations	\$1,877,393	\$1,716,779	\$2,038,559	\$161,166	8.6%	\$2,038,559	\$161,166	8.6%
Treatment	\$7,075,533	\$7,255,639	\$8,863,610	\$1,788,077	25.3%	\$8,863,610	\$1,788,077	25.3%
Grounds Maintenance	\$38,400	\$38,400	\$38,400	\$0	0.0%	\$38,400	\$0	0.0%
TOTAL SEWER FUND EXPENSES	\$22,536,005	\$21,667,902	\$24,745,425	\$2,209,420	9.8%	\$24,748,800	\$2,212,795	9.8%

Wastewater - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Wastewater Revenue								
56100000 400900	Lien Interest & Costs	0	0	0	3,376	3,376	0	0
Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.								
56100000 404400	Rent of City Property	40,711	40,692	40,692	33,434	44,579	43,168	43,168
Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.								
56100000 406300	Interest on Investment	36,015	21,000	21,000	0	21,000	30,000	30,000
Revenue is derived from the interest earned on idle funds.								
56100000 407100	Pension State Fund	226,808	233,612	233,612	0	276,828	285,133	285,133
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniform employee Pension Plan. The amount in this line item is the share attributed to Sewer Fund employees.								
56100000 408000	Miscellaneous Revenue	17,247	24,000	24,000	450	24,000	24,000	24,000
Revenue is derived from income received from miscellaneous items. In 2020, this account includes payments from two of the City's municipal sewer partners for nutrient credit purchases.								
56100000 408100	Sewage Treatment	15,034,010	18,615,000	18,615,000	12,382,356	19,252,895	20,870,138	20,870,138
Revenue is derived from sewer fees charged to retail customers.								
56100000 408200	Industrial Waste Surchg	581,619	550,000	550,000	355,055	550,000	550,000	550,000
Revenue is derived from surcharges to businesses that discharge high amounts of contaminants into the sewer system. This line item also accounts for revenue derived from the Water Bureau for the treatment of sludge created by Water Bureau operations.								
56100000 408300	Bulk Sewage Treatment	4,720,504	4,000,000	4,000,000	1,472,859	4,000,000	4,000,000	4,000,000
Revenue is derived from bulk rates charged to suburban customers, and shared debt service.								
56100000 408400	SLSA Operating Charges	187,786	175,000	175,000	107,310	175,000	175,000	175,000
Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56100000 408600	Industrial Waste Permits	7,500	10,000	10,000	25,000	25,000	10,000	10,000
Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.								
56100000 408700	Industrial Waste Penalty	27,000	3,000	3,000	32,000	32,000	27,000	27,000
Revenue is derived from the penalty assessed for the dumping of unauthorized waste into the sewer system.								
TOTAL	Wastewater Revenue	20,879,200	23,672,304	23,672,304	14,411,840	24,404,678	26,014,439	26,014,439
TOTAL	Wastewater - Revenues	20,879,200	23,672,304	23,672,304	14,411,840	24,404,678	26,014,439	26,014,439

Wastewater - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Sewer Administration Exp								
56188000 611000	Salary - Bureau Chief	151,093	156,046	156,046	111,093	156,046	160,728	160,728
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	335,726	360,256	360,134	265,311	188,950	189,934	189,934
The Bureau utilizes the City's Bureau of Treasury to prepare sewer service invoices for the Bureau's Customers. The partial salaries for the Utility Supervisor, Customers 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	17,522	20,000	20,122	4,842	20,000	20,000	20,000
This line item pays for the salary of temporary employees, including interns or co-operative college students in the Bureau.								
56188000 618500	Overtime	5	1,000	1,000	0	200	1,000	1,000
Overtime expenses paid to administrative staff in the Sewer Fund.								
56188000 619200	OPEB Contribution	3,104	33,000	33,000	21,600	33,000	33,000	33,000
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).								
56188000 620100	Educational Incentive	18,238	18,400	18,400	9,507	19,015	22,400	22,400
This account covers certification bonus pay for the PADEP Wastewater License certification for union bargaining unit and management employees with an "A" and "E" license in the Wastewater Bureau.								
56188000 620200	Medical Insurance	1,160,000	1,445,000	1,445,000	1,083,750	1,445,000	1,546,150	1,546,150
Account covers health benefits of Bureau employees.								
56188000 620300	Dental/Vision	28,796	35,000	35,000	22,954	35,000	37,450	37,450
Account covers dental and vision insurance costs for all employees of this fund.								
56188000 620800	Social Security	283,677	275,010	275,010	225,647	275,010	283,260	283,260
Account covers social security for Bureau employees.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56188000 620900	Life Insurance	8,011	7,500	7,500	6,279	8,600	8,600	8,600
Account covers Bureau employees' life insurance.								
56188000 623000	Pension Contribution	279,553	305,000	305,000	45,013	304,580	316,445	316,445
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Bureau employees.								
56188000 624000	Unemployment Compensation	13,995	20,000	20,000	0	14,000	20,000	20,000
Account covers state unemployment for Bureau employees.								
56188000 625000	Workers Compensation	68,300	63,000	69,111	31,422	61,100	65,000	65,000
Account covers all Bureau employees for on the job injury claims.								
56188000 714100	PC Lease	19,857	15,000	15,000	19,633	19,000	20,000	20,000
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Wastewater staff. In 2023, this line item also covers expenses for endpoint management, security and related services.								
56188000 716000	Rental of Parking Lot	4,054	5,000	5,000	2,759	3,800	5,000	5,000
This account pays the Bureau cost of rental space for customer service employees.								
56188000 718000	Rental of Uniforms	17,100	38,000	38,000	14,565	19,500	26,020	26,020
This account pays for rental of uniforms for employees.								
56188000 723000	Maint. - Equipment	10,518	11,000	11,000	10,896	11,000	12,000	12,000
Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.								
56188000 731000	Advertising	3,013	5,000	5,000	1,741	3,000	5,000	5,000
This account pays for newspaper advertising of contracts, bids, and job vacancies.								
56188000 734000	Postage	69,954	200,000	200,000	56,730	200,000	225,000	225,000
This account covers all of the postage for bills, and miscellaneous office mailings.								
56188000 735000	Printing	6,360	14,300	14,300	2,285	5,000	14,300	14,300
This account covers printing costs for the City's print shop and office photocopying copier rental.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56188000 736000	Telephone	54,922	65,000	65,000	48,298	62,400	73,100	73,100
This account covers telephone and field tablet service in the Bureau, including service lines for computer modems for Wastewater Operations.								
56188000 737000	Travel	2,854	7,000	7,000	3,158	7,000	7,000	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	0	27,500	27,500	0	27,500	27,500	27,500
This was a new line item for 2020 to provide funding for a Utility Assistance Program (UAP) administered by the Community Action Partnership (CAP). The UAP will be funded with \$50,000, split between Sewer Fund (55%) and Water (45%) based on an average total City Water/Sewer bill for residential customers. The UAP will also have matching funds provided by non-profit organizations and foundations to provide assistance to City resident water customers who are at risk of service termination due to non-payment. Through the UAP, CAP will provide additional financial planning and other services to these customers to assist in their becoming financially stable.								
56188000 740100	Nutrient Credit Purchase	0	250,000	0	0	0	250,000	250,000
Expenses related to Nutrient Credit purchases that may be required to meet US EPA and PA DEP Chesapeake Bay targets.								
56188000 741000	Professional Services	189,024	743,000	731,000	490,614	623,100	1,005,000	1,005,000
This account covers outside professional consultants, legal counsel, auditors, and engineering consultants.								
56188000 743000	Bank Service Charges	13,404	18,400	18,400	8,298	12,500	18,000	18,000
This line item is for the Bureau's portion of bank service charges.								
56188000 743100	Credit Card Fees	15,359	7,000	7,000	2,177	13,000	13,000	13,000
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	67,155	171,000	118,000	50,191	108,500	146,000	146,000
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	16,551	40,000	40,000	24,582	31,200	40,000	40,000

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
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	6,403	5,000	5,000	2,694	4,500	5,000	5,000
Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.								
56188000 772000	Insurance Package	252,642	270,000	270,000	248,174	252,000	278,000	278,000
Property and liability coverage for all Bureau facilities and vehicles as well as deductible expenses.								
56188000 820000	Minor Equipment	7,920	8,500	8,500	7,102	8,000	8,500	8,500
Account reflects the Sewer Fund's share of a remittance processor and mail folder/inserter machine to process billings.								
56188000 820200	Safety Equipment	25,143	30,000	30,000	27,012	27,000	30,000	30,000
Account pays the cost of minor safety equipment for the Bureau.								
56188000 825000	Computer Equip/Software	3,241	20,000	20,000	4,833	14,400	20,000	20,000
Account pays for purchase of computer equipment and software.								
56188000 911000	Indirect Costs	532,696	589,718	589,718	442,289	589,718	759,335	759,335
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	0	0	0	0	255,779	259,154
56188000 913000	IT Allocaiton	0	0	0	0	0	165,000	165,000
56188000 923000	Paying Agent Fees	956	700	700	661	700	1,000	1,000
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.								
56188000 924000	Debt Service - Interest	1,733,541	1,871,000	1,871,000	995,639	1,870,372	1,771,624	1,771,624
Account pays interest payments on the Sewer Fund portion of General Obligation bonds and Pennvest loans.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56188000 926000	Debt Service - Principal	0	3,318,000	3,318,000	2,851,848	3,317,061	2,886,648	2,886,648
This line reflects principal redemption on the Sewer Fund portion of General Obligation Bonds and Pennvest loans.								
TOTAL	Sewer Administration Exp	5,420,687	10,469,330	10,160,442	7,143,594	9,790,752	10,771,773	10,775,148

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF SEWERS: ADMINISTRATION</u>						
56188000	611000	DEP DIR ENGINEERING	0.28	41,400	0.28	41,400
56188000	611000	DEP DIRECTOR PW CONS	0.28	43,259	0.28	43,259
56188000	611000	DEP DIR UTILITIES	0.50	76,069	0.50	76,069
TOTAL 611000 EMPLOYEES			1.06	160,728	1.06	160,728
56188001	611500	COMMUNICATIONS MANAGER - GENERALIST	0.03	1,760	0.03	1,760
56188002	611500	COMMUNICATIONS MANAGER - MARKETING	0.03	1,777	0.03	1,777
56188000	611500	ENGINEER	0.25	21,579	0.25	21,579
56188000	611500	JR ENGINEER	0.25	18,025	0.25	18,025
56188000	611500	SEN PROJ MGR UTILITY	1.00	104,672	1.00	104,672
56188000	611500	UTILITY SERV COORD	0.30	15,290	0.30	15,290
56188000	611500	ADMINISTRATIVE ASSISTANT - UTILITIES	0.50	26,832	0.50	26,832
TOTAL 611500 EMPLOYEES			2.35	189,935	2.35	189,935
TOTAL EMPLOYEES			3.41	350,663	3.41	350,663

Wastewater - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Sewer Collections Exp								
56188100 611500	Salaried Personnel	1,087,342	1,263,283	1,263,283	880,085	1,212,624	1,285,583	1,285,583
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	13,668	60,000	60,000	14,036	60,000	60,000	60,000
Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.								
56188100 729000	Maint. - Vehicles	88,731	157,500	157,500	70,059	157,500	164,500	164,500
Account provides for maintenance and repairs to motor vehicles and equipment that maintain the sewer collection system.								
56188100 744000	Contract Services	84,127	170,000	170,000	83,748	170,000	200,000	200,000
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	100,129	300,000	300,000	55,585	300,000	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	1,445	1,500	2,200	1,734	1,500	3,000	3,000
Cost of miscellaneous office supplies for Sewer Collections.								
56188100 760600	Operating Supplies	320,716	650,000	647,300	235,078	650,000	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	45,786	80,000	80,000	37,344	80,000	80,000	80,000
Account provides for gasoline, diesel and oil required to operate the vehicles by Collection employees to maintain the sewer system.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56188100 820000	Minor Equipment	6,986	10,000	12,000	9,447	10,000	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	7,609	383,066	383,066	216,682	224,708	280,000	280,000
This line covers the annual payments required under a five-year lease purchase agreements to purchase vehicles and equipment.								
TOTAL	Sewer Collections Exp	1,741,320	3,075,349	3,075,349	1,603,800	2,866,332	3,033,083	3,033,083

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF SEWERS: COLLECTIONS</u>						
56188100	611500	PRKS MTN AND CON. SU	0.10	6,758	0.10	6,758
56188100	611500	LABOR SUPERVISOR 1	1.00	73,968	1.00	73,968
56188100	611500	LABOR SUPERVISOR 1	1.00	67,772	1.00	67,772
56188100	611500	LABOR SUPERVISOR 2	1.00	79,567	1.00	79,567
56188100	611500	COLL SYS SUPERVISOR	1.00	86,464	1.00	86,464
56188100	611500	LABORER	1.00	45,524	1.00	45,524
56188100	611500	SEWER TECHNICIAN	1.00	66,222	1.00	66,222
56188100	611500	UTILITY LOCATOR	1.00	66,222	1.00	66,222
56188100	611500	CCTV	1.00	67,764	1.00	67,764
56188100	611500	CCTV	1.00	70,475	1.00	70,475
56188100	611500	CCTV	1.00	62,652	1.00	62,652
56188100	611500	CCTV	1.00	70,475	1.00	70,475
56188100	611500	EO 1	1.00	53,146	1.00	53,146
56188100	611500	EO 1	1.00	50,461	1.00	50,461
56188100	611500	EO 1	1.00	55,256	1.00	55,256
56188100	611500	EO 1	1.00	50,669	1.00	50,669
56188100	611500	EO 1	1.00	50,669	1.00	50,669
56188100	611500	EO 1	1.00	50,045	1.00	50,045
56188100	611500	EO 2	1.00	59,166	1.00	59,166
56188100	611500	EO 2	1.00	59,166	1.00	59,166
56188100	611500	UTILITY ENGINEERING TECHNICIAN	0.50	40,000	0.50	40,000
56188100	611500	SEWER TECHNICIAN	1.00	53,141	1.00	53,141
TOTAL 611500 EMPLOYEES			20.60	1,285,582	20.60	1,285,582
TOTAL EMPLOYEES			20.60	1,285,582	20.60	1,285,582

Wastewater - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Sewer Pumping Stations Exp								
56188200 611500	Salaried Personnel	915,055	952,658	946,547	711,178	878,744	939,604	939,604
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	7,239	29,000	29,000	6,643	12,000	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	1,263	2,500	5,500	4,608	5,000	30,000	30,000
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	101,172	250,000	250,000	122,214	200,000	250,000	250,000
This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, Steven's Avenue Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station, Grofftown Pump Station and the Sunnyside Pump Station, as well as the Engleside Diversion Chamber, three air relief pits, and the Sunnyside Grinder Pumps.								
56188200 752000	Power Electric-Main PS	340,260	430,000	430,000	217,037	360,000	430,000	430,000
This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system.								
56188200 760600	Operating Supplies	52,186	2,400	2,400	1,727	2,200	2,400	2,400
This account provides for supplies required to operate pumping stations including cleaners, and paper supplies.								
56188200 766000	Heating Oil	16,743	40,000	40,000	8,661	17,000	40,000	40,000
This account provides for diesel fuel, gasoline, propane, and natural gas and for fuel to test and operate standby emergency engines for emergency power at the major pump stations.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56188200 820000	Minor Equipment	1,830	5,000	5,000	3,189	4,000	5,000	5,000
	Tools and minor equipment							
56188200 827100	Vehicle-Lease Purchase	6,133	95,835	95,835	69,127	95,835	102,555	102,555
	This account covers the current annual payments required under a lease purchase agreement.							
56188200 829000	Capital Outlay	0	70,000	170,000	0	142,000	210,000	210,000
	Pump Replacement							
TOTAL	Sewer Pumping Stations Exp	1,337,509	1,877,393	1,974,282	1,144,385	1,716,779	2,038,559	2,038,559

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule		
		FTE	SALARY	FTE	SALARY	
BUREAU OF SEWERS: PUMPING STATIONS						
56188200	611500	ELEC MECH SUPERVISOR	1.00	83,811	1.00	83,811
56188200	611500	WW MAINT SUPERVISOR	1.00	88,002	1.00	88,002
56188200	611500	MAINTENANCE ELEC 3	1.00	66,658	1.00	66,658
56188200	611500	MAINTENANCE ELEC 3	1.00	60,762	1.00	60,762
56188200	611500	INSTRUMENT TECH	1.00	69,324	1.00	69,324
56188200	611500	INSTRUMENT TECH	1.00	66,658	1.00	66,658
56188200	611500	MAINTENANCE WORKER	1.00	53,220	1.00	53,220
56188200	611500	PLANT MAINT MECHANIC	1.00	33,964	1.00	33,964
56188200	611500	PLANT MAINT MECHANIC	1.00	55,408	1.00	55,408
56188200	611500	PLANT MAINT MECHANIC	1.00	50,947	1.00	50,947
56188200	611500	PLANT MAINT MECH 3	1.00	64,522	1.00	64,522
56188200	611500	PLANT MAINT MECH 3	1.00	64,522	1.00	64,522
56188200	611500	PLANT MAINT MECH 3	1.00	67,102	1.00	67,102
56188200	611500	PLANT MAINT MECHANIC	1.00	55,890	1.00	55,890
56188200	611500	PLANT MAINT MECH 3	1.00	58,815	1.00	58,815
TOTAL 611500 EMPLOYEES			15.00	939,605	15.00	939,605
TOTAL EMPLOYEES			15.00	939,605	15.00	939,605

Wastewater - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Sewer Treatment Exp								
56188300 611500	Salaried Personnel	1,112,011	1,162,204	1,162,204	878,894	1,200,110	1,235,127	1,235,127
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	29,245	45,000	45,000	38,614	48,500	50,000	50,000
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	36,148	45,000	51,500	48,244	45,000	116,000	116,000
This account provides for up-keep and repair of buildings located in the wastewater treatment plant. This line item has been increased to address increased maintenance, including interior maintenance and painting, as the plant buildings are from 1932, 1972, and 1984.								
56188300 723000	Maint. - Equipment	684,563	700,000	800,000	516,725	750,000	875,000	875,000
This account provides for maintenance of mechanical and electrical equipment at the AWWTP.								
56188300 729000	Maint. - Vehicles	18,794	18,000	33,000	28,310	24,000	20,000	20,000
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	219,588	300,000	300,000	144,974	223,000	350,000	350,000
This account pays the Water Fund the Bureau of Sewers' 35% share of Water Meter Shop expenses.								
56188300 746500	Water Utility Expense	187,375	164,800	164,800	92,232	187,000	205,200	205,200
This account is for the water bill for the plant and pumping stations. This is the cost of water used in wastewater treatment operations.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56188300 748000	Sludge	1,830,428	2,050,000	2,325,000	1,429,228	2,500,000	3,140,000	3,140,000
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	643,527	1,100,000	1,008,500	553,809	768,000	1,100,000	1,100,000
This account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions and plant loadings. Combined sewers transport sanitary waste and storm water to the treatment plant. As rainfall increases, power costs increase.								
56188300 760600	Operating Supplies	47,869	50,000	50,000	34,722	50,000	51,500	51,500
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	82,167	95,000	105,000	63,953	95,500	133,000	133,000
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	966,730	1,082,000	1,082,000	685,285	1,108,000	1,261,000	1,261,000
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	14,867	20,000	20,000	10,152	17,000	20,000	20,000
This account pays for gasoline and oil for vehicles used in wastewater treatment operations.								
56188300 766000	Heating Oil	50,367	70,000	70,000	34,182	71,000	74,500	74,500
This account pays for natural gas for heating of the control building, maintenance buildings and the Lime Stabilization process, and for fuel oil for the emergency generator at Main Pump Station.								
56188300 820000	Minor Equipment	7,693	25,000	25,000	19,036	25,000	25,000	25,000
Minor equipment purchases including tools, wastewater samplers, and laboratory equipment.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56188300 827100	Vehicle-Lease Purchase	4,250	23,529	30,529	27,755	23,529	22,283	22,283
This account covers the annual payments required under a lease purchase agreement for the following vehicles:								
56188300 829000	Capital Outlay	18,568	125,000	15,000	3,110	120,000	185,000	185,000
This line accounts for expenditures made for new and replacement equipment.								
TOTAL	Sewer Treatment Exp	5,945,689	7,075,533	7,287,533	4,609,225	7,255,639	8,863,610	8,863,610

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
BUREAU OF SEWERS: TREATMENT						
56188300	611500	FOG INSPECTOR	1.00	69,324	1.00	69,324
56188300	611500	WASTEWTR QUALITY SUP	1.00	84,413	1.00	84,413
56188300	611500	WWATER QUAL ANALYST	1.00	59,410	1.00	59,410
56188300	611500	WW UTILITY TREATMENT MANAGER	1.00	99,405	1.00	99,405
56188300	611500	LABORATORY TECH 1	1.00	64,470	1.00	64,470
56188300	611500	SLUDGE DEWATER TECH	1.00	57,313	1.00	57,313
56188300	611500	SLUDGE DEWATER TECH	1.00	59,606	1.00	59,606
56188300	611500	SLUDGE DEWATER TECH	1.00	58,815	1.00	58,815
56188300	611500	SLUDGE DEWATER TECH	1.00	59,606	1.00	59,606
56188300	611500	SLUDGE DEWATER TECH	1.00	64,522	1.00	64,522
56188300	611500	WASTEWATER OPER TECH	1.00	57,209	1.00	57,209
56188300	611500	WASTEWATER OPER TECH	1.00	55,408	1.00	55,408
56188300	611500	WASTEWATER OPER TECH	1.00	67,102	1.00	67,102
56188300	611500	WASTEWATER OPER TECH	1.00	57,209	1.00	57,209
56188300	611500	WASTEWATER OPER TECH	1.00	64,522	1.00	64,522
56188300	611500	WASTEWATER OPER TECH	1.00	64,522	1.00	64,522
56188300	611500	WASTEWATER OPER TECH	1.00	60,726	1.00	60,726
56188300	611500	WASTEWATER OPER TECH	1.00	58,967	1.00	58,967
56188300	611500	WASTEWATER PLANT OP	1.00	72,578	1.00	72,578
TOTAL 611500 EMPLOYEES			19.00	1,235,127	19.00	1,235,127
TOTAL EMPLOYEES			19.00	1,235,127	19.00	1,235,127

Wastewater - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Sewer Grounds Maintenance Exp								
56188400 611501	Salary - Direct Invoice	13,770	12,000	12,000	0	12,000	12,000	12,000
Salaries of Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Salary expenses charges to this account are based on time sheets completed for each ground maintenance project.								
56188400 629901	Fringe - Direct Invoice	7,184	8,400	8,400	0	8,400	8,400	8,400
Fringe expenses for Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastwater facilities (plant, pump stations, etc.) Fringe expenses charged to this account are based on time sheets completed for each ground maintenance project.								
56188400 760601	Equip/Op Supplies Direct Invoi	22,249	18,000	18,000	9,015	18,000	18,000	18,000
Equipment, operating supplies and other expenses that are directly billed to the Wastewater Fund for work performed maintaining the grounds at Wastewater facilities (plant, pump stations, etc.) Expenses charged to this account are based on time sheets completed for each ground maintenance project.								
TOTAL	Sewer Grounds Maintenance Exp	43,202	38,400	38,400	9,015	38,400	38,400	38,400
TOTAL	Wastewater - Expenses	14,488,407	22,536,005	22,536,005	14,510,019	21,667,902	24,745,425	24,748,800

CITY OF LANCASTER

WATER FUND



CITY OF
LANCASTER

2025 BUDGETS

CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024</u> <u>BUDGET</u> <small>(as amended)</small>	<u>2024</u> <u>PROJECTED</u>	<u>2025</u> <u>BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>2025 HOME</u> <u>Rule BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>
Fees for Services	\$35,500,000	\$35,500,000	\$38,870,064	\$3,370,064	9.5%	\$38,870,064	\$3,370,064	9.5%
Miscellaneous Revenue	\$489,000	\$440,973	\$439,000	(\$50,000)	-10.2%	\$439,000	(\$50,000)	-10.2%
Other Income	\$439,216	\$364,910	\$375,858	(\$63,358)	-14.4%	\$375,858	(\$63,358)	-14.4%
TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$36,428,216	\$36,305,883	\$39,684,922	\$3,256,706	8.9%	\$39,684,922	\$3,256,706	8.9%
Surplus/(Deficit)	(\$890,664)	\$1,262,742	(\$3,137,515)			(\$3,154,361)		

CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024</u> <u>BUDGET</u> <small>(as amended)</small>	<u>2024</u> <u>PROJECTED</u>	<u>2025</u> <u>BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>2025 HOME Rule</u> <u>BUDGET</u> <small>(proposed)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>	<u>INCREASE</u> <u>(DECREASE)</u> <small>(vs. 2024 Budget)</small>
Administration	\$23,878,219	\$22,495,496	\$28,128,899	\$4,250,680	17.8%	\$28,145,745	\$4,267,526	17.9%
Transfer to General Fund	\$2,000,000	\$2,000,000	\$4,000,000	\$2,000,000	100%	\$4,000,000	\$2,000,000	100%
Susquehanna Treatment Plant	\$4,395,485	\$4,057,716	\$4,539,478	\$143,993	3.3%	\$4,539,478	\$143,993	3.3%
Conestoga Treatment Plant	\$3,512,226	\$3,250,276	\$4,090,877	\$578,651	16.5%	\$4,090,877	\$578,651	16.5%
Transmission & Distribution	\$3,887,503	\$3,748,926	\$4,281,619	\$394,116	10.1%	\$4,281,619	\$394,116	10.1%
Meter Shop	\$813,721	\$683,413	\$831,596	\$17,875	2.2%	\$831,596	\$17,875	2.2%
Grounds Maintenance	\$382,150	\$365,658	\$356,717	(\$25,433)	-6.7%	\$356,717	(\$25,433)	-6.7%
Laboratory	\$449,576	\$441,656	\$593,251	\$143,675	32.0%	\$593,251	\$143,675	32.0%
TOTAL WATER FUND EXPENSES	\$37,318,880	\$35,043,141	\$42,822,437	\$7,503,557	20.1%	\$42,839,283	\$5,520,403	14.8%

Water - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME	
Water Revenue									
56200000	400900	Lien Interest & Costs	0	0	0	3,376	3,376	0	0
Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.									
56200000	404400	Rent of City Property	196,593	250,000	250,000	145,423	193,897	200,000	200,000
Revenue is derived from rental of space to cellular service providers for antennas.									
56200000	407100	Pension State Fund	426,423	439,216	439,216	0	364,910	375,858	375,858
Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Water Fund employees.									
56200000	407700	Water Rents	34,847,654	35,500,000	35,500,000	25,670,578	35,500,000	38,870,064	38,870,064
Revenue is derived from the billings for metered water usage for approximately 45,500 customers.									
56200000	407900	Reimb. - Meter Labor	219,588	195,000	195,000	144,974	195,000	195,000	195,000
Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.									
56200000	408000	Miscellaneous Revenue	10,867	40,000	40,000	44,700	44,700	40,000	40,000
Revenues of the water system not otherwise credited.									
56200000	420000	Swr Grnds Exp Reimb	4,465	4,000	4,000	0	4,000	4,000	4,000
Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).									
TOTAL	Water Revenue	35,705,589	36,428,216	36,428,216	26,009,051	36,305,883	39,684,922	39,684,922	
TOTAL	Water - Revenues	35,705,589	36,428,216	36,428,216	26,009,051	36,305,883	39,684,922	39,684,922	

Water - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Water Administration Exp								
56289000 611000	Salary - Bureau Chief	209,521	214,755	214,755	148,704	214,756	221,198	221,198
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.								
56289000 611500	Salaried Personnel	707,239	753,286	753,130	495,749	730,070	378,397	378,397
This line item accounts for the salaries of the Administration Section of the Bureau of Water. Treasury's salary included in the account Treasury Office Allocation account.								
56289000 612000	Salary Temporary	29,886	170,000	170,156	0	100,000	170,000	170,000
This line item pays for the salary of temporary employees								
56289000 618500	Overtime	5	1,000	1,000	0	400	1,000	1,000
Overtime expenses paid to administrative staff in the Water Bureau.								
56289000 619200	OPEB Contribution	434,444	393,000	393,000	277,936	416,904	500,000	500,000
This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).								
56289000 620100	Educational Incentive	23,621	30,000	30,000	10,350	20,700	30,000	30,000
This account provides for bonuses per collective bargaining agreement with AFSCME for operators with State Certification by examination. This line item also provides a bonus for each employee that obtains a PA Dep transmission and distribution license ("E" certifications).								
56289000 620200	Medical Insurance	2,100,000	2,534,000	2,534,000	1,900,500	2,534,000	2,711,380	2,711,380
This line item accounts for medical insurance for employees in the Bureau of Water.								
56289000 620300	Dental/Vision	53,012	50,000	50,000	27,705	50,000	53,500	53,500
This line item accounts for employee dental and eye insurance premiums.								
56289000 620800	Social Security	424,453	427,450	427,450	311,497	427,450	440,275	440,275
This line item accounts for Social Security payments made for Bureau of Water employees.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289000 620900	Life Insurance	11,461	12,400	12,400	8,088	12,000	13,000	13,000
This line item accounts for life insurance expenses for Bureau of Water employees.								
56289000 623000	Pension Contribution	506,921	521,839	521,839	60,534	464,427	456,019	456,019
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.								
56289000 624000	Unemployment Compensation	10,292	10,000	10,000	21,443	21,442	10,000	10,000
Unemployment claims paid to the Commonwealth of PA for Water Fund employees.								
56289000 625000	Workers Compensation	90,721	92,000	92,000	25,092	30,000	92,000	92,000
This line item accounts for workers' compensation claims for Bureau of Water employees.								
56289000 714100	PC Lease	29,785	35,000	35,000	29,500	46,700	50,000	50,000
Annual lease costs for PCs and laptop computers and annual software license fees for Office 365 for Public Works Water staff. This line item also covers expenses for endpoint management, security and related services.								
56289000 716000	Rental of Parking Lot	7,339	9,300	9,300	5,749	9,400	9,400	9,400
This line item accounts for parking space rental for Water Bureau employees in the Bureau of Treasury.								
56289000 718000	Rental of Uniforms	23,619	36,000	36,000	21,344	25,000	27,520	27,520
Account pays for uniforms for all employees in the Bureau of Water.								
56289000 723000	Maint. - Equipment	19,504	22,000	25,000	24,615	25,000	1,000	1,000
Expense is now included in the Treasury office allocation.								
56289000 731000	Advertising	2,068	5,000	5,000	904	2,200	5,000	5,000
This line item accounts for advertising contracts and replacement employees within the Bureau of Water.								
56289000 734000	Postage	157,923	400,000	400,000	130,248	200,000	400,000	400,000
This account covers the postage for Water bills, the Safe Drinking Water Act requirement to annually distribute a Consumer Confidence Report, and the distribution of other public awareness information.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289000 735000	Printing	9,996	25,000	25,000	6,684	10,000	25,000	25,000
This account covers expenses for in-house and contracted printing, and the cost to print the Consumer Confidence Report (CCR) as required under the Safe Drinking Water Act (SDWA), and other public awareness information. This also includes rental fees for copiers.								
56289000 736000	Telephone	118,282	174,400	174,400	127,484	175,300	184,400	184,400
This account covers telephone services, including cellular phones and leased fiber lines.								
56289000 737000	Travel	3,043	7,000	7,000	3,575	2,000	7,000	7,000
This account pays for all travel expenses incurred by personnel attending AWWA conferences on regional, state and national levels. This account also includes travel for the Director to attend AWWA and other water related conferences. Also pays for water bureau staff to travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.								
56289000 738000	Miscellaneous Expenses	29,783	1,200	21,200	16,218	18,000	20,000	20,000
This account covers items not specifically budgeted elsewhere, including customer relations.								
56289000 740000	Utility Assistance Program	0	22,500	22,500	0	22,500	22,500	22,500
This was a new line item for 2020 to provide funding for a Utility Assistance Program (UAP) administered by the Community Action Partnership (CAP). The UAP will be funded with \$50,000, split between Water (45%) and Sewer Fund (55%) based on an average total City Water/Sewer bill for residential customers. The UAP will also have matching funds provided by non-profit organizations and foundations to provide assistance to City resident water customers who are at risk of service termination due to non-payment. Through the UAP, CAP will provide additional financial planning and other services to these customers to assist in their becoming financially stable.								
56289000 741000	Professional Services	533,111	818,000	808,000	233,919	600,000	990,000	990,000
This account pays for outside services including legal counsel, auditing, engineering consultation, and PUC rate case preparations. Also included are consulting services that address EPA requirements to perform additional studies and other projects related to the Safe Drinking Water Act.								
56289000 741001	Professional Services - D&E	255,780	750,000	745,000	104,517	200,000	0	0
This line item was created with the 2023 Budget to begin funding of design and engineering expenses related to planned Water Fund capital projects. This funding will allow for ongoing design and engineering to ensure that planned capital projects are ready to construct when capital project funding is available.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289000 743000	Bank Service Charges	24,979	35,000	35,000	15,464	23,280	35,000	35,000
This line item accounts for the Water Fund's share of bank service charges.								
56289000 743100	Credit Card Fees	34,506	6,000	6,000	4,891	11,800	12,000	12,000
This line item accounts for the Water Fund's share of credit card company fees.								
56289000 744000	Contract Services	87,842	255,200	230,700	7,686	80,000	162,000	162,000
Account pays for special project services and software support contract for the CMMS/Asset Management software for the water operations, the emergency notification system, and the Civil 3D license for the engineering staff to design water line replacements in house to save on consultant services, and right of way tree clearing of water main easements.								
56289000 744500	Training & School	16,217	20,000	30,500	29,146	25,000	30,500	30,500
This account covers courses for operating licenses, state correspondence courses, training material, books, magazines, and related training expenses for Bureau of Water personnel. This line also covers employee tuition reimbursement and membership in the American Water Works Association. Also included is training needed by operators for compliance with the EPA's Safe Drinking Water Act (SDWA). This line item also covers professional memberships.								
56289000 760300	Office Supplies	3,671	15,000	15,000	3,085	6,200	15,000	15,000
Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.								
56289000 772000	Insurance Package	270,192	330,000	330,000	268,765	330,000	339,000	339,000
This line item accounts for the insurance package for the Bureau of Water.								
56289000 820000	Minor Equipment	12,871	15,000	18,000	16,099	15,000	15,000	15,000
This line item accounts for the purchase of minor equipment.								
56289000 820200	Safety Equipment	12,340	55,000	55,000	6,355	18,500	55,000	55,000
This line accounts for safety equipment, tools, and supplies for all sections within the Water Bureau. Additional signage and personnel protective gear and trench safety shoring are needed to comply with PennDot regulations and industry standard trenching practices, respectively.								
56289000 825000	Computer Equip/Software	20,276	50,000	50,000	18,278	46,800	50,000	50,000
This line item accounts for purchase of computer equipment and software.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289000 911000	Indirect Costs	1,035,743	1,049,389	1,049,389	787,042	1,049,389	1,337,773	1,337,773
This account pays for City support services, such as administrative services, legal services, fringe benefits and insurance. The amount charged to this line item is based upon calculations performed annually during an independent cost allocation plan.								
56289000 912000	Treasury Allocaiton	0	0	0	0	0	1,276,609	1,293,455
56289000 913000 IT Allocaiton 0 0 0 0 0 165,000 165,000								
56289000 914000	Revenue Tsfr'd to City	2,000,000	2,000,000	2,000,000	1,500,000	2,000,000	4,000,000	4,000,000
This line reflects that portion of the "profits" of the water system which are paid to the City's General Fund as a return on investment.								
56289000 923000	Paying Agent Fees	1,664	1,500	1,500	1,312	1,500	1,700	1,700
This accounts represents payments to banks for maintenance of bond registration and payments of interest and principal.								
56289000 924000	Debt Service - Interest	7,266,519	7,449,000	7,449,000	3,755,006	7,467,428	8,514,696	8,514,696
This line reflects interest payments on the Water Fund portion of General Obligation Bonds and Notes and Pennvest loans.								
56289000 926000	Debt Service - Principal	0	5,082,000	5,082,000	1,178,876	5,062,350	5,301,032	5,301,032
This line reflects principal redemption on the Water Fund portion of General Obligation Bonds and Notes and Pennvest loans.								
TOTAL	Water Administration Exp	16,578,629	23,878,219	23,875,219	11,584,358	22,495,496	28,128,899	28,145,745

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
BUREAU OF WATER: ADMINISTRATION						
56289000	611000	DEP DIR ENGINEERING	0.48	70,971	0.48	70,971
56289000	611000	DEP DIRECTOR PW CONS	0.48	74,159	0.48	74,159
56289000	611000	DEP DIR UTILITIES	0.50	76,069	0.50	76,069
TOTAL 611000 EMPLOYEES			1.46	221,198	1.46	221,198
56289000	611500	COMMUNICATIONS MANAGER - GENERALIST	0.15	10,558	0.15	10,558
56289000	611500	COMMUNICATIONS MANAGER - MARKETING	0.15	10,661	0.15	10,661
56289000	611500	ENGINEER	0.25	21,579	0.25	21,579
56289000	611500	JR ENGINEER	0.25	18,025	0.25	18,025
56289000	611500	SEN PROJ MGR UTILITY	1.00	99,045	1.00	99,045
56289000	611500	UTILITY ENGINEER	1.00	92,292	1.00	92,292
56289000	611500	ADMINISTRATIVE ASSISTANT - UTILITIES	0.50	26,832	0.50	26,832
56289000	611500	UTILITIES SENIOR MANAGER	1.00	99,405	1.00	99,405
TOTAL 611500 EMPLOYEES			4.30	378,398	4.30	378,398
TOTAL EMPLOYEES			5.76	599,596	5.76	599,596

Water - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Water Susquehanna Trmt Plant E								
56289100 611500	Salaried Personnel	1,090,257	1,107,779	1,107,779	872,690	1,115,070	1,148,485	1,148,485
This line item accounts for salaries at the SWTP.								
56289100 612000	Salary Temporary	4,216	7,200	7,200	4,842	4,800	7,200	7,200
Expense for interns from Thaddeus Stephens Water/Wastewater program.								
56289100 618500	Overtime	193,947	200,000	200,000	115,740	200,000	200,000	200,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.								
56289100 721000	Maint. - Buildings	39,476	170,000	160,000	72,305	100,000	190,000	190,000
This account provides for the general upkeep of all buildings at Susquehanna Water Treatment Plant including low and high service pumping stations, centrifuge building, filter building, membrane building, the Oyster Point Reservoir, and all roads on these properties.								
56289100 722000	Maint. - Communications	5,295	12,000	12,000	1,675	500	30,000	30,000
This account covers repairs on the SCADA System at the SWTP.								
56289100 723000	Maint. - Equipment	234,997	400,000	472,950	208,612	450,000	450,000	450,000
This line item provides for the maintenance of equipment used in the purification of water at the SWTP. Items included are instruments, clarifiers, centrifuges, chemical feeders, filters, chemical feed valves, valve motor and mixer expenses. The overhaul maintenance program for all pumps and continued repairs on the grit machines are necessary due to foreign objects being periodically drawn in from the river.								
56289100 729000	Maint. - Vehicles	6,533	15,000	25,000	14,469	18,000	15,000	15,000
This line provides for repair and maintenance of all vehicles used by the SWTP for the maintenance and operation of equipment, and that is shared with other sub-bureaus.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289100 746500	Water Utility Expense	16,157	17,000	19,200	17,002	28,400	30,000	30,000
Account provides for water taken from Lake Clarke in the Susquehanna River for treatment. Payments are made to Safe Harbor on the basis of millions of gallons pumped per month. Account also includes Columbia Borough water used for lube water at the low service pumping station.								
56289100 748000	Sludge	91,020	120,000	120,000	68,828	120,000	125,000	125,000
This is the cost to haul and properly dispose of the sludge byproduct. This account also includes sewage disposal to LASA for the membrane plant.								
56289100 752000	Power Electric	658,177	800,000	787,800	457,878	700,000	800,000	800,000
Account provides for electricity to operate all pumping stations and Susquehanna Filter Plant.								
56289100 760600	Operating Supplies	11,323	12,000	17,000	12,007	12,000	12,000	12,000
This line item accounts for items required to maintain buildings and all pump stations. This would include paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.								
56289100 761800	Chemicals	713,047	971,060	971,060	567,864	840,000	998,463	998,463
This account provides for all chemicals employed in the purification of drinking water at the Susquehanna Filter Plant. The optimum daily production capacity at the SWTP is 17 million gallons per day.								
56289100 765400	Gas Oil & Diesel	14,014	100,500	100,500	5,956	90,000	100,500	100,500
Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - SWTP. Recommendation is based on past usage.								
56289100 766000	Heating Oil	51,020	70,000	70,000	26,594	66,000	70,000	70,000
This account provides for fuel for heating the SWTP filter Building at a minimum, High and Low Service Buildings, and the Membrane Building.								
56289100 820000	Minor Equipment	9,674	10,000	15,000	11,649	10,000	10,000	10,000
This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.								
56289100 827000	Vehicles	9,228	51,946	51,946	43,253	51,946	52,830	52,830
This line accounts for expenditures made for new and replacement equipment including lease-purchase payments for seven vehicles.								
56289100 829000	Capital Outlay	1,120	331,000	258,050	71,095	251,000	300,000	300,000
This line accounts for expenditures made for new and replacement equipment.								
TOTAL	Water Susquehanna Trmt Plant E	3,131,045	4,395,485	4,395,485	2,572,461	4,057,716	4,539,478	4,539,478

**CITY OF LANCASTER
STAFFING SCHEDULE**

		2025 BUDGET		2025 HOME Rule	
APPROPRIATION CODE	POSITION	FTE	SALARY	FTE	SALARY
BUREAU OF WATER: SUSQUEHANNA TREATMENT PLANT					
56289100	611500 PLANT MAINT SUPERVIS	1.00	83,811	1.00	83,811
56289100	611500 WATER PLANT SUPERVIS	1.00	91,155	1.00	91,155
56289100	611500 INSTRUMENT TECH	1.00	60,762	1.00	60,762
56289100	611500 PLANT MAINT MECHANIC	1.00	52,602	1.00	52,602
56289100	611500 PLANT MAINT MECH 3	1.00	67,310	1.00	67,310
56289100	611500 PLANT MAINT MECH 3	1.00	67,934	1.00	67,934
56289100	611500 PLANT MAINT MECH 3	1.00	69,995	1.00	69,995
56289100	611500 WATER PLANT OP 2	1.00	64,522	1.00	64,522
56289100	611500 WATER PLANT OP 2	1.00	67,102	1.00	67,102
56289100	611500 WATER PLANT OP 2	1.00	67,102	1.00	67,102
56289100	611500 WATER PLANT OP 2	1.00	67,102	1.00	67,102
56289100	611500 WATER PLANT OP 2	1.00	55,408	1.00	55,408
56289100	611500 WATER PLANT OP 2	1.00	69,787	1.00	69,787
56289100	611500 WATER PLANT OP 2	1.00	67,102	1.00	67,102
56289100	611500 WATER PLANT OP 2	1.00	72,578	1.00	72,578
56289100	611500 WATER PLANT OP 2	1.00	67,102	1.00	67,102
56289100	611500 WATER PLANT OP 2	1.00	57,110	1.00	57,110
TOTAL 611500 EMPLOYEES		17.00	1,148,485	17.00	1,148,485
TOTAL EMPLOYEES		17.00	1,148,485	17.00	1,148,485

Water - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Water Conestoga Trmt Plant Exp								
56289200 611500	Salaried Personnel	971,668	1,071,740	1,071,740	648,431	1,023,199	1,079,616	1,079,616
This line item accounts for the salaries of personnel at the CWTP.								
56289200 612000	Salary Temporary	4,344	7,200	7,200	4,988	7,200	7,200	7,200
Expense for interns from the Thaddeus-Stephens Water/Wastewater Program								
56289200 618500	Overtime	61,554	70,000	70,000	31,812	50,000	70,000	70,000
This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance repairs, and operator shortages. The treatment plant operates 24 hours per day, seven days a week and must be staffed at those times.								
56289200 620100	Educational Incentive	600	0	0	855	855	0	0
56289200 721000	Maint. - Buildings	126,810	185,000	185,000	93,420	170,000	225,000	225,000
Account provides for the general upkeep of roofs, boilers, painting, HVAC units of all buildings at CWTP and storm water fees for Conestoga. This includes pumping stations, sludge building, dam, meter shop, membrane building and the old filter plant. Also included are the water tanks at Blossom Hill, Neffsville, Lampeter, Willow Street, and Reservoir Park; the pumping stations are Hess Boulevard, Lampeter, Willow Street, Northwest, East and all roads on these properties.								
56289200 722000	Maint. - Communications	0	12,000	14,000	1,216	14,000	30,000	30,000
This account provides for repairs on the SCADA System at the CWTP.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289200 723000	Maint. - Equipment	198,763	268,000	368,000	205,627	325,000	325,000	325,000
<p>This line item accounts for maintenance of equipment used at CWTP and pump stations. Items included are instruments, strainers, chemical feeders, membranes, chemical feed valves, valve motors and mixers, raw water stations, and pump stations. Minor repairs include charts, recorders, etc. Major expenses include repairing, rebuilding and/or replacing pumps and motors, air release valves, electrical systems, blowers, air compressors, valves, chemical pumps and SCADA systems. There are 186 Bray valves alone. The valve consists of a valve, an operator, an indicator, a positioner, a solenoid and control parts. These valves operate continuously with some opening and closing every twenty seconds. While not all these valves are critical, many are. Without them we cannot operate the plant. We must have either spare valves, spare components or rebuild kits.</p>								
56289200 729000	Maint. - Vehicles	18,281	33,000	33,000	12,535	18,000	33,000	33,000
<p>Line item provides for general maintenance, repairs, inspections, etc., of all vehicles used by the CWTP. This account also provides for emission testing.</p>								
56289200 748000	Sludge	58,944	100,000	100,000	19,492	80,000	100,000	100,000
<p>Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Wastewater Fund for excess suspended solids, which are pumped daily to the Wastewater system from the equalization tank at the CWTP. We take a representative sample of our total suspended solids (TSS) weekly.</p>								
56289200 752000	Power Electric	457,986	600,000	500,000	404,152	595,000	610,000	610,000
<p>Account provides for electricity to operate all pumping stations and Conestoga Filter Plant.</p>								
56289200 760600	Operating Supplies	21,688	20,000	20,000	12,141	20,000	20,000	20,000
<p>Account provides for items required for maintaining the buildings and pump stations. This includes paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.</p>								
56289200 761800	Chemicals	545,061	766,964	764,964	360,998	568,700	702,700	702,700
<p>This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filer Plant.</p>								
56289200 765400	Gas Oil & Diesel	15,749	78,000	78,000	27,654	78,000	88,000	88,000
<p>Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - CWTP. Requested budget is based upon past usage.</p>								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289200 766000	Heating Oil	51,539	65,000	65,000	32,846	65,000	65,000	65,000
This account provides for fuel for heating at the Conestoga Filter Plant, Membrane Filter Plant, Strainer/Carbon Feed Building, Administration Building and Beaver Street Garage. The Filter Plants and Strainer/Carbon feed buildings use natural gas while the Beaver Street and the Admin Building heat with oil.								
56289200 827000	Vehicles	132	75,322	75,322	68,161	75,322	102,861	102,861
This account covers the annual payments under a lease purchase agreement for the following vehicles:								
56289200 829000	Capital Outlay	1,650	160,000	160,000	2,600	160,000	632,500	632,500
This line accounts for expenditures made for new and replacement equipment.								
TOTAL	Water Conestoga Trmt Plant Exp	2,534,505	3,512,226	3,512,226	1,926,929	3,250,276	4,090,877	4,090,877

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
BUREAU OF WATER: CONESTOGA TREATMENT PLANT						
56289200	611500	PLANT MAINT SUPERVIS	1.00	81,370	1.00	81,370
56289200	611500	WATER PLANT SUPERVIS	1.00	91,155	1.00	91,155
56289200	611500	LABORER	1.00	50,305	1.00	50,305
56289200	611500	INSTRUMENT TECH	1.00	66,658	1.00	66,658
56289200	611500	PLANT MAINT MECHANIC	1.00	50,946	1.00	50,946
56289200	611500	PLANT MAINT MECH 3	1.00	73,618	1.00	73,618
56289200	611500	PLANT MAINT MECH 3	1.00	67,310	1.00	67,310
56289200	611500	PLANT MAINT MECH	1.00	50,946	1.00	50,946
56289200	611500	WATER PLANT OP 2	1.00	64,522	1.00	64,522
56289200	611500	WATER PLANT OP 2	1.00	67,102	1.00	67,102
56289200	611500	WATER PLANT OP 2	1.00	64,522	1.00	64,522
56289200	611500	WATER PLANT OP 2	1.00	55,408	1.00	55,408
56289200	611500	WATER PLANT OP 2	1.00	60,726	1.00	60,726
56289200	611500	WATER PLANT OP 2	1.00	57,110	1.00	57,110
56289200	611500	WATER PLANT OP 2	1.00	67,102	1.00	67,102
56289100	611500	WATER PLANT OP 2	1.00	55,408	1.00	55,408
56289200	611500	WATER PLANT OP 2	1.00	55,408	1.00	55,408
TOTAL 611500 EMPLOYEES			17.00	1,079,616	17.00	1,079,616
TOTAL EMPLOYEES			17.00	1,079,616	17.00	1,079,616

Water - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Water Transmission/Dist Exp								
56289400 611500	Salaried Personnel	1,215,172	1,452,900	1,452,900	956,207	1,314,323	1,414,258	1,414,258
Covers salaries of the Bureau of Water - T & D employees.								
56289400 612000	Salary Temporary	0	24,000	24,000	10,039	24,000	24,000	24,000
Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program also the yellow painting of curbs in front of fire hydrants.								
56289400 618500	Overtime	34,705	60,000	60,000	36,767	60,000	60,000	60,000
The weather, the age of the system, and the increased size of the system were considered in estimating the overtime budget. This line also covers crews performing special flushing and maintenance duties, along with special assignments and assisting with City snow plowing.								
56289400 723000	Maint. - Equipment	2,960	7,000	7,000	3,863	7,000	7,000	7,000
This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, pumps, paving saw, and pipe saws.								
56289400 725000	Maint. - Mains	150,444	210,000	190,223	134,415	210,000	210,000	210,000
This line item covers the purchase of water pipe, valves, roadway value boxes, repair clamps, and valve box raisers for paving projects, automatic flushing devices, installation of PRVs, and other water line appurtenances/services.								
56289400 728000	Maint. - Service Lines	65,582	130,000	130,000	70,113	130,000	130,000	130,000
Cost of materials for the installation of new service lines and the replacement of old broken service lines, and lead service lines.								
56289400 729000	Maint. - Vehicles	58,724	100,000	100,000	71,849	100,000	100,000	100,000
The Motor Vehicle Section maintains construction equipment and vehicles such as backhoes, loaders, compressor trucks, dump trucks and pick-up trucks. This item covers the cost of maintaining these vehicles at outside repair facilities and the City's Central Garage, including any emissions monitoring/control requirements. Also the payment of GPS tracking on several vehicles used for winter road maintenance.								
56289400 741000	Professional Services	1,719	26,000	26,000	6,050	26,000	26,000	26,000
This line item covers professional services for the Transmission and Distribution system, including Leak Detection.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289400 744000	Contract Services	24,457	51,000	51,000	42,240	51,000	81,567	81,567
This account covers PA One Call System, contracted Master Plumbing services, Maintenance Agreements on equipment, office equipment maintenance, and environmental, geological, and/or engineering services as needed for the T&D system.								
56289400 747000	Trench Paving	239,338	490,000	490,000	174,868	490,000	490,000	490,000
This line item covers the cost of restoring street surfaces at water trench excavations. Excavations are located throughout the water system. This trench restoration work is performed by outside contract and by city forces.								
56289400 747500	Curb & Sidewalk	0	130,000	130,000	0	130,000	130,000	130,000
This line item covers the cost of replacing sidewalks removed during the installation of water service lines, maintenance operations and fire hydrants. Work to be done by outside contract and City forces.								
56289400 748200	Stone	79,917	110,000	110,000	73,065	110,000	110,000	110,000
Purchase of stone for trench repairs.								
56289400 748400	Spoil Removal	9,629	20,000	20,000	7,452	20,000	20,000	20,000
Costs of removal of debris, etc. from trench digging and repair. Also the cost of removal of debris from the vactor pit at WWTP to the landfill.								
56289400 760600	Operating Supplies	89,098	193,000	193,000	94,306	193,000	193,000	193,000
The purchase of items such as grease, lubricants, motor oil, gasket materials, drafting supplies, rental of acetylene/oxygen tanks, print paper, meal tickets, hand tools, fax and copier and computer supplies, janitorial supplies, CDL reimbursement, and saw blades. also used for purchase of material for new pipe construction crew								
56289400 765400	Gas Oil & Diesel	62,511	72,000	72,000	43,758	72,000	72,000	72,000
Gasoline, diesel and CNG fuels are included in this line item.								
56289400 820000	Minor Equipment	19,743	39,000	39,000	1,042	39,000	39,000	39,000
This item covers the purchase of minor equipment.								
56289400 824000	Hydrants	85,280	87,000	106,777	91,576	87,000	87,000	87,000
This line item covers the repair, replacement and purchase of new fire hydrants, and the purchase of fire hydrant security devices. These devices are approved by the City Fire Department and recommended to prevent terrorism, vandalism and unauthorized flushing. This line item also covers the cost of painting materials for summer hydrant painting reinstated in 2006.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289400 827100	Vehicle-Lease Purchase	6,918	215,603	215,603	122,299	215,603	347,794	347,794
This line item establishes the annual lease payment for Vehicle # 211 lease complete in 2023, Vehicle # 207 lease complete in 2024, Vehicle # 701 lease complete in 2024, vehicle # 206 lease complete 2026 ,vehicle # 245 lease complete 2026. Vehicle # 217 lease complete N/A backhoe not received yet.								
56289400 829000	Capital Outlay	100,000	470,000	470,000	307,027	470,000	470,000	470,000
This line item covers the relining and/or replacement of distribution mains due to age and deterioration that result in broken mains and brown water complaints. This line item also includes lease payments on the East Pump Station, school district lease payment for south tank, and Millersville Borough water line replacement								
56289400 829100	PUC Lead Line Replacements	0	0	0	0	0	75,000	75,000
Lead line replacements (City owned side) This line item is for expenditures related to the replacement of the City owned potion of the water service line in areas outside the City limits and regulated by the PUC.								
56289400 829200	PUC Customer Reimbursement	0	0	0	0	0	60,000	60,000
This line item is for expenditures related to the replacement of the customer owned potion of the water service line in areas outside the City limits and regulated by the PUC.								
56289400 829300	City Lead Line Replacement	0	0	0	0	0	75,000	75,000
This line item is for expenditures related to the replacement of the City owned potion of the water service line in the City								
56289400 829400	City Customer Reimbursement	0	0	0	0	0	60,000	60,000
This line item is for expenditures related to the replacement of the customer owned potion of the water service line in the City								
TOTAL	Water Transmission/Dist Exp	2,232,361	3,887,503	3,887,503	2,246,937	3,748,926	4,281,619	4,281,619

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule		
		FTE	SALARY	FTE	SALARY	
BUREAU OF WATER: TRANSMISSION & DISTRIBUTION						
56289400	611500	MGR WATER DISTRIBUTION	1.00	95,481	1.00	95,481
56289400	611500	PRKS MTN AND CON. SU	0.50	33,791	0.50	33,791
56289400	611500	LABOR SUPERVISOR 1	1.00	78,026	1.00	78,026
56289400	611500	LABOR SUPERVISOR 1	1.00	78,026	1.00	78,026
56289400	611500	LABOR SUPERVISOR 2	1.00	84,153	1.00	84,153
56289400	611500	CONSTRUCTION FOREMAN	1.00	66,950	1.00	66,950
56289400	611500	PW CONSTRUCTION SUPE	0.75	72,416	0.75	72,416
56289400	611500	PW PROJECT MANAGER	0.25	21,441	0.25	21,441
56289400	611500	PIPELAYER	1.00	58,815	1.00	58,815
56289400	611500	MAINTENANCE WORKER	1.00	48,163	1.00	48,163
56289400	611500	MAINTENANCE WORKER	1.00	55,349	1.00	55,349
56289400	611500	MAINTENANCE WORKER	1.00	51,173	1.00	51,173
56289400	611500	MAINTENANCE WORKER	1.00	55,349	1.00	55,349
56289400	611500	UTILITY LOCATOR	1.00	66,222	1.00	66,222
56289400	611500	UTILITY LOCATOR	1.00	66,222	1.00	66,222
56289400	611500	EO 1	1.00	50,669	1.00	50,669
56289400	611500	EO 1	1.00	57,449	1.00	57,449
56289400	611500	EO 1	1.00	59,523	1.00	59,523
56289400	611500	EO 1	1.00	55,256	1.00	55,256
56289400	611500	EO 2	1.00	61,491	1.00	61,491
56289400	611500	EO 2	1.00	50,294	1.00	50,294
56289400	611500	EO 2	1.00	63,909	1.00	63,909
56289400	611500	LABORER	1.00	44,092	1.00	44,092
56289400	611500	UTILITY ENGINEERING TECHNICIAN	0.50	40,000	0.50	40,000
TOTAL 611500 EMPLOYEES			22.00	1,414,259	22.00	1,414,259
TOTAL EMPLOYEES			22.00	1,414,259	22.00	1,414,259

Water - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Water Meter Shop Exp								
56289500 611500	Salaried Personnel	465,911	557,145	557,145	321,023	434,837	450,213	450,213
This account provides for the salaries of the Meter Shop.								
56289500 618500	Overtime	2,268	10,000	10,000	250	2,000	10,000	10,000
This account provides for emergency meter repairs, leak repairs, temporary services and other associated problems. Cost is based on past trends.								
56289500 726000	Maint. - Meters	55,578	85,000	85,000	47,956	85,000	85,000	85,000
This account covers all field and office supplies needed for Meter Shop repairs and installations.								
56289500 729000	Maint. - Vehicles	12,157	15,000	15,000	6,783	15,000	15,000	15,000
This account provides for maintenance parts and repair of vehicles used by Water Meter personnel and Treasury. Budget is based on past vehicle reliability and maintenance history.								
56289500 744000	Contract Services	0	0	0	0	0	65,000	65,000
56289500 765400	Gas Oil & Diesel	9,149	15,000	15,000	5,615	15,000	15,000	15,000
This account provides for gas and oil for vehicles utilized in Meter Shop operations and vehicle 723 assigned to Treasury- Utility Service Coordinator.								
56289500 823500	Meters	70,114	85,000	85,000	46,815	85,000	140,000	140,000
This account covers new meters installed in the system as well as replacements of all meters for PUC regulated 20 years and older which include straight read and remote. It also includes frozen, damaged and 1993 dash problem meters.								
56289500 827000	Vehicles	0	3,838	3,838	0	3,838	3,838	3,838
Vehicle Lease.								
56289500 827100	Vehicle-Lease Purchase	17,880	42,738	42,738	24,204	42,738	47,545	47,545
This code is for the lease purchase and replacement of vehicles used for the Meter Shop, Engineering and part of Treasury vehicle.								
TOTAL	Water Meter Shop Exp	597,297	813,721	813,721	452,645	683,413	831,596	831,596

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF WATER: METER SHOP</u>						
56289500	611500	WATER METER SUPER	1.00	68,959	1.00	68,959
56289500	611500	UTILITY SERV COORD	0.70	35,678	0.70	35,678
56289500	611500	WATER SERVICE CLERK	1.00	60,916	1.00	60,916
56289500	611500	WATER METER TECH	1.00	54,840	1.00	54,840
56289500	611500	WATER METER TECH	1.00	57,033	1.00	57,033
56289500	611500	WATER METER TECH	1.00	57,033	1.00	57,033
56289500	611500	WATER METER TECH	1.00	54,840	1.00	54,840
56289500	611500	WATER ACCNT ANALYST	1.00	60,916	1.00	60,916
TOTAL 611500 EMPLOYEES			7.70	450,214	7.70	450,214
TOTAL EMPLOYEES			7.70	450,214	7.70	450,214

Water - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Water Grounds Maintenance Exp								
56289600 611500	Salaried Personnel	281,647	268,350	268,350	161,165	267,758	275,790	275,790
Salaries of the Water - Grounds Maintenance personnel.								
56289600 612000	Salary Temporary	19,138	15,000	15,000	26,518	15,000	15,000	15,000
This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).								
56289600 618500	Overtime	3,983	8,500	8,500	3,565	4,500	8,500	8,500
This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.								
56289600 718000	Rental of Uniforms	90	3,240	3,240	90	3,240	3,240	3,240
This code is the expense of uniform rental of nine employees.								
56289600 721000	Maint. - Buildings	0	500	500	0	500	500	500
This code is the expense for grounds maintenance repairs around buildings.								
56289600 723000	Maint. - Equipment	2,000	5,000	5,000	2	2,000	2,000	2,000
This code is for the repair and maintenance of all grounds maintenance equipment.								
56289600 729000	Maint. - Vehicles	5,430	18,000	18,000	6,185	12,600	18,000	18,000
This code is for vehicle repair and maintenance of motor vehicles.								
56289600 760600	Operating Supplies	863	1,500	1,500	0	1,000	1,500	1,500
This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.								
56289600 765400	Gas Oil & Diesel	5,913	9,000	9,000	3,899	6,000	9,000	9,000
This code is the gasoline expenses for equipment and vehicles.								
56289600 820000	Minor Equipment	794	0	0	0	0	0	0
This code is to purchase minor equipment for water grounds maintenance								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56289600 827100	Vehicle-Lease Purchase	0	53,060	53,060	26,698	53,060	23,187	23,187
This covers the annual payments required under a lease payment agreements.								
TOTAL	Water Grounds Maintenance Exp	319,858	382,150	382,150	228,121	365,658	356,717	356,717

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE	POSITION	2025 BUDGET		2025 HOME Rule		
		FTE	SALARY	FTE	SALARY	
<u>BUREAU OF WATER: GROUNDS MAINTENANCE</u>						
56289600	611500	LABOR SUPERVISOR 1	0.30	21,535	0.30	21,535
56289600	611500	UTILITY OPERATOR	1.00	52,730	1.00	52,730
56289600	611500	UTILITY OPERATOR	0.40	23,726	0.40	23,726
56289600	611500	LABORER	1.00	44,092	1.00	44,092
56289600	611500	LABORER	1.00	44,092	1.00	44,092
56289600	611500	LABORER	1.00	45,524	1.00	45,524
56289600	611500	LABORER	1.00	44,092	1.00	44,092
TOTAL 611500 EMPLOYEES			5.70	275,791	5.70	275,791
TOTAL EMPLOYEES			5.70	275,791	5.70	275,791

Water - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Water Laboratory Exp~								
56289800 611500	Salaried Personnel	315,274	329,540	329,540	268,038	326,920	459,309	459,309
This line item accounts for the salaries of the Water Quality Laboratory.								
56289800 618500	Overtime	3,966	5,000	5,000	6,937	5,000	5,000	5,000
This account covers any testing that may be required in the time of emergency or to fill in for long-term illness.								
56289800 723000	Maint. - Equipment	200	1,000	1,000	0	700	1,000	1,000
This budget covers repairs and calibration of instruments used in the lab and the Laboratory Information Management System (LIMS) that is used to compile laboratory data,								
56289800 744000	Contract Services	50,046	50,000	50,000	24,123	45,000	50,000	50,000
This account provides for tests required by PA DEP/EPA regulations, to be analyzed by a certified laboratory. The provisions of the Safe Drinking Water Act relative to the Disinfection By-Product Stage 1 & 2 Rules and LT2 Enhanced Surface Water Treatment Rule regulations require analysis for HAAs, TTHMs, TOC, UV-254 and alkalinity.								
56289800 761500	Laboratory Supplies	83,995	55,000	58,000	35,138	55,000	60,000	60,000
This account provides for all chemicals, equipment, repairs and materials necessary to operate the Chemistry and Microbiology Laboratories. Includes Chemistry and Microbiology Lab DEP certification fees.								
56289800 827000	Vehicles	0	9,036	9,036	579	9,036	17,942	17,942
This account is for the lease/purchase of a new vehicles for the water laboratory.								
TOTAL	Water Laboratory Exp~	453,481	449,576	452,576	334,815	441,656	593,251	593,251
TOTAL	Water - Expenses	25,847,175	37,318,880	37,318,880	19,346,265	35,043,141	42,822,437	42,839,283

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
<u>BUREAU OF WATER: LABORATORY</u>						
56289800	611500	WATER QUALITY ANALYS	1.00	59,410	1.00	59,410
56289800	611500	WATER QUALITY ANALYS	1.00	66,698	1.00	66,698
56289800	611500	UTILITIES SENIOR MANAGER	1.00	99,405	1.00	99,406
56289800	611500	UTILITY LAB COMP MANAGER	0.50	101,351	0.50	101,351
56289800	611500	WATER LAB TECH 1	1.00	66,222	1.00	66,222
56289800	611500	WTR PLT OP 1	1.00	66,222	1.00	66,222
TOTAL 611500 EMPLOYEES			5.50	459,309	5.50	459,309
TOTAL EMPLOYEES			5.50	459,309	5.50	459,309

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



CITY OF
LANCASTER

2025 BUDGETS

CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND EXPENSE SUMMARY
2024 BUDGET vs. 2025 BUDGET

<u>DESCRIPTION</u>	<u>2024</u> <u>BUDGET</u> (as amended)	<u>2024</u> <u>PROJECTED</u> (proposed)	<u>2025</u> <u>BUDGET</u> (proposed)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)	<u>2025 HOME</u> <u>Rule BUDGET</u> (proposed)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)	<u>INCREASE</u> <u>(DECREASE)</u> (vs. 2024 Budget)
Administration	\$6,415,932	\$6,502,597	\$6,784,646	\$368,714	5.4%	\$6,787,629	\$371,697	5.8%
TOTAL SW&R FUND EXPENSES	\$6,415,932	\$6,502,597	\$6,784,646	\$368,714	5.7%	\$6,787,629	\$371,697	5.8%

Solid Waste & Recycling - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
SWR Revenue								
56300000	400500	Penalty Current Tax	108,727	100,000	100,000	74,004	100,000	100,000
Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.								
56300000	402600	SWR Admin Tickets	25	0	0	0	0	0
Revenue is derived from fines paid by residents and property owners for violations of the City's solid waste and recycling ordinance.								
56300000	407100	Pension State Fund	25,394	26,156	26,156	0	37,749	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	168,196	160,000	160,000	0	151,513	151,513
DEP Section 904 Performance Grant based on documented tons of recycled materials.								
56300000	408000	Miscellaneous Revenue	83,455	90,000	90,000	81,483	80,000	60,000
Revenue is derived from the sale of miscellaneous recyclable materials.								
56300000	413600	Discounts Taken (contra)	51,482	0	0	34,072	0	0
Discounts earned for early payment are recognized as revenues in Munis.								
56300000	417200	Trash Fees	5,662,379	5,630,600	5,630,600	5,635,042	5,630,600	6,193,660
Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.								
56300000	417300	LCSWMA Rebate	140,195	195,840	195,840	91,270	140,200	195,840
Revenue is derived from a rebate based on the total tons of waste disposed of at the Lancaster County Solid Waste Management Authority.								
TOTAL	SWR Revenue		6,136,890	6,202,596	6,202,596	5,847,728	6,140,062	6,739,895
TOTAL	Solid Waste & Recycling - Revenues		6,136,890	6,202,596	6,202,596	5,847,728	6,140,062	6,739,895

Solid Waste & Recycling - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
SWR Expenses								
56387000 611000	Salary - Bureau Chief	11,529	127,000	127,000	8,503	12,000	12,360	12,360
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	484,210	516,123	515,955	382,079	516,827	419,643	419,643
The Bureau utilizes the City's Bureau of Treasury to prepare solid waste collection service invoices for the Bureau's customers. The allocated salaries for the Customer Service Coordinators, Credit and Collection personnel, Information Services, and other staff support positions are charged to the Bureau. The full salaries for the Supervisor, Customer Service Coordinator, Solid Waste Education and Enforcement Program (SWEEP) Officers (two), Recyclable Materials Coordinator, and full-time and part-time Recycling Program Aides (three), are included in this line item. These are all referred to as Program Staff.								
56387000 612000	Salary Temporary	9,519	0	168	0	0	0	0
Expenses paid to an employment agency or contractors for temporary services required by Program Staff at PAC, the Recycling Center or other program initiatives, including internships.								
56387000 618500	Overtime	1,715	3,000	3,000	485	2,500	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	175,000	128,000	128,000	96,000	128,000	136,960	136,960
Medical insurance for Program Staff.								
56387000 620300	Dental/Vision	3,255	6,000	6,000	2,169	6,000	6,420	6,420
Dental and eye insurance premiums for Program Staff.								
56387000 620800	Social Security	36,404	44,290	44,290	28,376	44,290	45,619	45,619
Social security payments for Program Staff.								
56387000 620900	Life Insurance	1,117	1,300	1,300	864	1,300	1,300	1,300
Life insurance expenses for Program Staff.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56387000 623000	Pension Contribution	33,551	34,000	34,000	6,714	33,133	39,125	39,125
This line item accounts for pension contributions to the Cash Balance and Supplemental Plans for Program Staff.								
56387000 624000	Unemployment Compensation	0	2,000	2,000	0	2,000	2,000	2,000
Costs for Unemployment Compensation for eligible City staff.								
56387000 625000	Workers Compensation	7,299	4,500	4,500	1,885	4,500	4,500	4,500
Workers' compensation claims for Program Staff.								
56387000 712500	Space Rental	51,810	54,672	54,672	53,262	55,000	56,958	56,958
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	2,482	2,000	2,000	2,454	2,000	3,000	3,000
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	1,922	2,000	2,000	1,444	2,000	2,000	2,000
Parking space rental for Program Staff.								
56387000 718000	Rental of Uniforms	2,925	6,028	6,028	1,495	6,028	6,028	6,028
Weekly rental costs of uniforms for Program Staff.								
56387000 723000	Maint. - Equipment	5,952	20,000	20,000	8,815	15,000	20,000	20,000
PAC's portion of the costs for the maintenance contract for mail insertion machine, which processes solid waste bills; the mail extractor machine used in processing remittances; and other office equipment. Also includes: maintenance of computer tablets used for PVN ticketing by SWEEP officers, maintenance of balers, forklift and other equipment used at the Recycling Center, and fuel for the forklift.								
56387000 729000	Maint. - Vehicles	17,830	12,940	12,940	5,976	10,940	13,000	13,000
Maintenance parts and repairs and GPS monitoring services for motor vehicles used by Program Staff								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56387000 731000	Advertising	14,498	10,400	10,400	571	8,900	10,400	10,400
Advertising and promotion expense for newsletters, meetings and publicity materials paid for current and new recycling program initiatives, including special collections for White Goods, Yard Waste, Leaves and Christmas Trees.								
56387000 732000	Dues & Subscriptions	707	11,700	11,700	600	11,700	11,700	11,700
Membership dues for professional organizations and subscriptions to trade journals. Also Departments share of Asset Management Software costs.								
56387000 734000	Postage	57,302	74,790	74,790	42,503	74,790	76,000	76,000
Postage costs for general correspondence and various mailings including educational materials, annual newsletter, bills, certified mail, new customer startup packets and the annual newsletter.								
56387000 735000	Printing	8,111	8,000	8,000	2,054	8,000	8,000	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	7,722	9,850	9,850	6,834	9,850	10,000	10,000
Desk, cellular, and tablet telephone charges for Program Staff and internet/security service at Recycling Center.								
56387000 737000	Travel	668	3,150	3,150	1,090	3,150	3,150	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	24,558	25,000	25,000	19,563	25,000	0	0
External services including legal counsel and auditing.								
56387000 743100	Credit Card Fees	12,370	3,500	3,500	1,801	3,500	3,500	3,500
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	1,115	4,000	4,000	2,743	3,000	4,000	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	2,599,171	2,747,436	2,747,436	1,809,213	2,747,436	2,853,970	2,853,970
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	2,307,316	2,202,200	2,202,200	1,557,391	2,449,200	2,478,900	2,478,900

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Tipping fees charged to dispose of the Contract Waste collected by Penn Waste, Inc. at LCSWMA Facilities; for Recyclable Materials collected and delivered to LCSWMA and other Recycling Facilities; and for contract services for White Goods collection.								
56387000 752000	Power Electric	2,796	3,000	3,000	2,194	3,000	3,000	3,000
Electricity to operate the Recycling Center.								
56387000 760300	Office Supplies	2,088	3,600	3,600	2,025	3,600	3,600	3,600
Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.								
56387000 760600	Operating Supplies	70,620	75,000	75,000	41,331	75,000	83,400	83,400
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	8,197	10,000	10,000	5,370	8,500	10,000	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	3,975	5,000	5,000	2,379	3,000	5,000	5,000
Natural Gas to heat the Recycling Center.								
56387000 772000	Insurance Package	8,302	9,000	9,000	8,809	9,000	9,000	9,000
Property and liability coverage for all Bureau facilities and vehicles.								
56387000 820000	Minor Equipment	8,000	8,500	8,500	5,081	6,500	8,500	8,500
Incidental equipment needed for Program Staff.								
56387000 827100	Vehicle-Lease Purchase	5,666	90,819	90,819	3,215	60,819	53,060	53,060
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	163,680	147,134	147,134	110,351	147,134	146,488	146,488
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.								

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
56387000 912000	Treasury Allocaiton	0	0	0	0	0	226,066	229,049
56387000 913000	IT Allocaiton	0	0	0	0	0	5,000	5,000
56387000 924000	Debt Service - Interest	700	0	0	0	0	0	0
Interest expenses related to lease-purchase of equipment in the Solid Waste and Recycling Fund.								
TOTAL	SWR Expenses	6,142,751	6,415,932	6,415,932	4,225,637	6,502,597	6,784,646	6,787,629
TOTAL	Solid Waste & Recycling - Expenses	6,142,751	6,415,932	6,415,932	4,225,637	6,502,597	6,784,646	6,787,629

**CITY OF LANCASTER
STAFFING SCHEDULE**

APPROPRIATION CODE		POSITION	2025 BUDGET		2025 HOME Rule	
			FTE	SALARY	FTE	SALARY
BUREAU OF WASTE AND RECYCLING: ADMINISTRATION						
56387000	611000	DEP DIRECTOR PW CONS	0.08	12,360	0.08	12,360
TOTAL 611000 EMPLOYEES			0.08	12,360	0.08	12,360
56387000	611500	COMMUNICATIONS MANAGER - GENERALIST	0.05	3,519	0.05	3,519
56387000	611500	COMMUNICATIONS MANAGER - MARKETING	0.05	3,554	0.05	3,554
56387000	611500	SUPERVISOR - SUSTAINABILITY & SOLID WASTE	1.00	72,039	1.00	72,039
56387000	611500	SWEEP OFFICER	1.00	61,226	1.00	61,226
56387000	611500	SWEEP OFFICER	1.00	66,222	1.00	66,222
56387000	611500	SOLWSTE REC CS COORD	1.00	64,470	1.00	64,470
56387000	611500	RECYCLG LABORER	1.00	45,524	1.00	45,524
56387000	611500	LABORER - SOLID WASTE AND RECYCLING	1.00	45,524	1.00	45,524
56387000	611500	MAINTENANCE WORKER	1.00	57,563	1.00	57,563
TOTAL 611500 EMPLOYEES			7.10	419,642	7.10	419,642
TOTAL EMPLOYEES			7.18	432,002	7.18	432,002

CITY OF LANCASTER

LONG'S PARK



CITY OF
LANCASTER

2025 BUDGET

Long's Park - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Longs Park Revenue								
66200000	404400							
	Rent of City Property	123,204	0	130,000	100,208	130,000	130,000	130,000
Revenue from two billboard rentals.								
66200000	408000							
	Miscellaneous Revenue	0	0	1,000	0	1,000	1,000	1,000
Revenue from miscellaneous.								
66200000	408900							
	Amphitheater Concession	250	0	0	0	0	0	0
66200000	409000							
	Contributions	30,000	0	30,000	30,000	30,000	30,000	30,000
Contribution from High Real Estate Group.								
66200000	409100							
	Civitas Revenue	0	0	2,500	0	0	0	0
66200000	409200							
	Amphitheater Revenue	0	0	5,000	0	0	0	0
66200000	409400							
	Petting Zoo Income	531	0	300	523	300	300	300
Revenue from Petting Zoo.								
66200000	409500							
	Pavilion Rentals	28,050	0	28,000	24,650	28,000	28,000	28,000
Pavilion Rentals revenue. Approximately over 250 rentals a year.								
66200000	409600							
	Concession Revenues	500	0	6,720	554	500	500	500
Concession revenue.								
66200000	413500							
	Invest Rev-Mutual Funds	9,179	0	5,000	37,347	5,000	5,000	5,000
66200000	416300							
	Realized Gains	0	0	7,000	0	7,000	7,000	7,000

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
66200000 418400	Interest - Money Market	3,070	0	0	2,854	0	0	0
TOTAL	Longs Park Revenue	194,785	0	215,520	121,441	201,800	201,800	201,800
TOTAL	Long's Park - Revenues	194,785	0	215,520	121,441	201,800	201,800	201,800

Long's Park - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Longs Park Exp								
66286200 612000	Salary Temporary	30,992	0	32,000	26,450	32,000	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	1,164	0	0	1,801	1,800	2,000	2,000
Overtime costs for staff related to park maintenance and event support.								
66286200 721000	Maint. - Buildings	2,073	0	2,000	761	2,000	2,000	2,000
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	11,356	0	9,000	8,705	9,000	9,000	9,000
This line item is used for the Maintenance and repairs to mowers, weed whackers, blowers, etc.								
66286200 727000	Maint. - Parks	37,391	0	30,000	10,030	28,000	30,000	30,000
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	793	0	900	441	900	900	900
This line item is for telephone and computer internet to Long's Park.								
66286200 738100	Investment Expenses	9,676	0	10,000	5,081	10,000	10,000	10,000
Investment expense.								
66286200 739000	Real Gain/Loss on Invest	0	0	0	636	0	0	0
66286200 739100	Unreal Gain/Loss Invest	52,431	0	0	70,472	0	0	0

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
66286200 741000	Professional Services	4,017	0	17,000	7,903	5,000	5,000	5,000
This line item is used to pay for 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, and other professional services as may be needed.								
66286200 752000	Power Electric	16,219	0	13,000	12,935	14,000	14,000	14,000
This line item is used for the electric service to all of Long's Park.								
66286200 760600	Operating Supplies	24,914	0	13,000	12,243	13,000	15,000	15,000
This line item is used for all operating supplies such as tools, hardware, rakes, shovels, etc. for the entire park.								
66286200 766000	Heating Oil	14,392	0	15,000	5,829	14,500	15,000	15,000
Fuel for heating systems throughout Long's Park, including the Catherine Long house and outbuildings.								
66286200 769500	Supplies - Petting Zoo	0	0	3,000	300	1,500	3,000	3,000
This line item pays for all hay/straw as well as food for all animals of the petting zoo.								
66286200 825500	Machinery & Equipment	42,302	0	32,500	32,461	32,461	31,560	31,560
Purchase and maintenance of motorized equipment used for staff transport and grounds maintenance in Long's Park.								
TOTAL	Longs Park Exp	142,858	0	177,400	53,831	164,161	176,460	176,460
TOTAL	Long's Park - Expenses	142,858	0	177,400	53,831	164,161	176,460	176,460

CITY OF LANCASTER

LIQUID FUELS



CITY OF
LANCASTER

2025 BUDGET

Liquid Fuels - Revenues

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Liquid Fuels Revenue								
26500000 406300	Interest on Investment	4,341	0	0	0	0	0	0
26500000 412400	Liquid Fuels Allocation	1,334,143	0	1,313,061	1,326,439	1,326,439	1,300,000	1,300,000
State Allocation.								
26500000 412500	Snow Removal	91,322	0	91,000	0	90,000	90,000	90,000
Snow Removal funds from the State.								
26500000 412600	Liquid Fuels Turnback	8,000	0	8,000	8,000	8,000	8,000	8,000
26500000 499000	Fund Balance Reserve	0	0	952,939	0	480,561	730,000	730,000
TOTAL	Liquid Fuels Revenue	1,437,806	0	2,365,000	1,334,439	1,905,000	2,128,000	2,128,000
TOTAL	Liquid Fuels - Revenues	1,437,806	0	2,365,000	1,334,439	1,905,000	2,128,000	2,128,000

Liquid Fuels - Expenses

		2023 ACTUAL	2024 ORIGINAL BUDGET	2024 AMENDED BUDGET	RECEIVED YTD 10/1/2024	2024 PROJECTED	2025 PROPOSED	2025 PROPOSED HOME
Liquid Fuels Expenses								
26584100 723500	Maint. - Roads & Bridges	58,544	0	100,000	10,694	75,000	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	16,255	0	20,000	10,689	20,000	20,000	20,000
Cost of repairs and maintenance of equipment of the Streets Bureau								
26584100 749900	Snow Removal/Fencing	3,257	0	225,000	154,830	225,000	225,000	225,000
Cost of Snow Removal including salt, overtime, labor of others, and contracted services as needed.								
26584100 754000	Street Lighting	274,510	0	350,000	103,411	290,000	310,000	310,000
Electricity Costs for City Street Lights (split 50/50 with Traffic/General Fund)								
26584100 754500	Traffic Signals	32,197	0	60,000	35,600	60,000	63,000	63,000
Electricity Costs for Traffic Signals and School Flashers								
26584100 768100	Marking Materials	201,557	0	250,000	0	125,000	125,000	125,000
Pavement Marking Materials. Includes Thermoplastic and Waterborne Markings. Also includes Vision Zero and High-Injury Network material support.								
26584100 825500	Machinery & Equipment	193,299	0	260,000	189,977	260,000	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	705,689	0	800,000	310,109	750,000	750,000	750,000
Resurfacing of City Streets by the Bureau of Streets								
26584100 840800	Intersectn Sidewalk Ramps	100,000	0	300,000	0	100,000	300,000	300,000
ADA Curb Ramps in advance of annual street paving								
TOTAL	Liquid Fuels Expenses	1,585,309	0	2,365,000	815,310	1,905,000	2,128,000	2,128,000
TOTAL	Liquid Fuels - Expenses	1,585,309	0	2,365,000	815,310	1,905,000	2,128,000	2,128,000