

# CITY of LANCASTER,

Pennsylvania

## Adopted 2012 Budget



General Fund

Sewer Fund

Water Fund

Solid Waste & Recycling Fund

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J. Richard Gray

Mayor

**CITY OF LANCASTER**  
**2012 Proposed Budget**  
**J. Richard Gray, Mayor**

The following is my proposed 2012 Annual Budget for the City of Lancaster. As deliberations over this budget progress, I urge City Council to keep in mind that every budget is merely a single-year proposal. Thus, this budget is best evaluated in the context of a financial management process designed to create an on-going, multi-year plan for restoring and preserving the City's fiscal health into the future. That said, I'm pleased to propose a budget for 2012 that is balanced and, for the second consecutive year, contains no tax increase.

With this Budget we continue our commitment to infrastructure improvement. As shown by the sad state of much of our Country's infrastructure, ignoring the maintenance of sewer and water will result in more costly emergency repairs in the future. During the recent flooding, Lancaster City water customers did not have any "boil water advisories" as did many surrounding communities. One of the reasons for the lack of such precautions was due to our new filtration plants. Needless to say, such updating requires funds and the PUC has made an award increasing water rates for customers outside the City. Prior to the PUC award, City customers were paying 30% more than customers who lived outside the City. Because of the award, this is no longer the case. So to accurately reflect the costs of water to customers, we now propose an average increase of \$7 per quarter for City users. Though this is an increase, it is below the rate set by the PUC for water users outside the City and accurately reflects the lower cost of delivery of water to City customers. Further, in order to pay for necessary major system improvements required by the EPA and good engineering practices, it is proposed that the sewer rates increase an average of approximately \$16 per quarter to cover the costs of these improvements. Both of these proposed increases are the result of modernizations and infrastructure improvements that are necessary to continue to provide safe, environmentally appropriate, efficient and economical services in the future.

This continuing attention to the future state of our community and financial management practices over the past five years have been cited by Moody's as reasons for awarding the City an A1 Bond rating. Moody's noted that, "management has committed to decreasing the annual appropriation of reserves and increase recurring revenues, while holding down annual expenditure increases, which are key factors in the A1 rating affirmation." The bond-rating company went on to report that "Fiscal 2010 demonstrated management's commitment to return to structural balance through a much smaller appropriation of reserves (\$1.26 million) and a 25% property tax increase. The \$1.2 million appropriation was a result of a onetime charge for early retirements which will provide significant long term personnel and benefit cost savings for the City. The city was able to return the fund balance to positive levels in fiscal 2010. At a time when neighboring Third Class cities are struggling under the weight of excessive debt and diminishing revenues, and while the list of Third Class Cities designated as distressed under Act 47 continues to grow, we cannot overstate the significance of having been awarded an A1 bond rating by Moody's independent analysis.

Arriving at this point of financial stability has required a deliberate process over the past five years. Indeed, we have dramatically changed the way City government conducts business.

During this time, we have:

- Reduced the size of our workforce by 15 percent.
- Reduced the cost of technology needed to operate City government through a shared services agreement with Lancaster County;
- Amended our fee structure to assess fees based on cost recovery;
- Settled long-outstanding and costly worker's compensation claims;
- Increased employee contributions to medical benefits;
- Frozen salaries for non-union personnel;
- Left vacant positions unfilled;
- Established a one-time only Early Retirement Incentive Program to reduce long-term salary costs; and
- Completed a comprehensive operations audit to improve efficiency.

Over the past five years, we've also had to raise taxes and draw on reserves to balance the budget and stabilize City finances. As I've stated in prior reports, Lancaster's fiscal condition is the result of hard work by City employees, difficult and often unpopular decisions by City Council, and sacrifice by City taxpayers who continue to hope that the Pennsylvania legislature will someday deal with the inequity of property taxes.

Today, we can celebrate our return to financial stability and report that the City will end 2011 with a budget surplus of \$2.2 million dollars. This surplus is derived from

- An unexpected, one-time-only distribution of \$1.5 million in pension aid from the State;
- A one-time-only change in the Lancaster County Tax Collection Bureau's schedule for disbursing Earned Income Tax receipts; and
- A 2011 General Fund operating surplus of \$400,000.

Our celebration of success must be tempered, however, with a cautious optimism. City Council and the public are well-advised to view this surplus as funds already spent. As to the State's pension aid distribution, the Auditor General cautions that "... you should view this increased state aid award for 2011 as nothing more than an isolated or limited event that will serve to help secure your pension plans." The City's \$1.5 million distribution will be used to replenish reserve funds that paid for our 2010 Early Retirement Incentive Program. That Program reduced our salary costs by \$1.2 million for 2011 and every year thereafter.

Like the State's one-time only pension aid distribution, revenues from the Lancaster County Tax Collection Bureau does not represent increased revenues. Rather, these revenues reflect an isolated event whereby the schedule for disbursing Earned Income Tax receipts has changed for this year. Though we're receiving higher than projected income tax revenues for 2011, this will be offset by a lower revenue disbursement for 2012. The result is, at-best, a break-even rate of earned income tax receipts over the next two years.

Finally, we must keep in mind that the City faces significant uncertainty with respect to public safety costs for 2011 and 2012. The City's Police contract beginning in 2011 remains in arbitration. That arbitration ruling and any associated costs will be retroactive to January 2011. Our Fire Union contract beginning this January has gone to arbitration, with the first hearing

scheduled in February 2012. **The rulings in both contract arbitrations will determine sixty-five percent of the City's budget.** Looking ahead to 2013, we expect to see pension costs increase by nearly \$1.3 million and a rise in debt service payments.

The 2012 proposed budget varies little from prior years. We have held operating expenses to 13 percent of our total budget, and we've limited the rate of growth in our budget to 1.6 percent. For 2012, noteworthy changes from prior years include the following:

1. For the first time in 2012, the City Redevelopment Authority will reimburse the General Fund for City staff services provided to the Authority. The 2012 reimbursement will add \$100,000 of new revenue that will be paid by the Redevelopment Authority from funds it receives from Penn Square Partners' annual Minimum Participation Rent payment for the Marriott Hotel property.
2. The proposed budget includes a \$100,000 allocation to the Lancaster Community Safety Coalition. This amount of financial support from the City to the Coalition is not new, but this is the first time that City funding has been part of the City's General Fund budget proposal.
3. The increase in allocation to the Humane League is based upon a cost benefit analysis showing the savings derived from using Humane League services.

As budget deliberations proceed, City Council will be tempted to succumb to funding demands from various quarters. I would submit that the first obligation of government is public safety. Other services and programs once funded or initiated, become hard to reduce or eliminate. All too often, spending decisions that we make today, commit us to additional fixed costs for years to come.

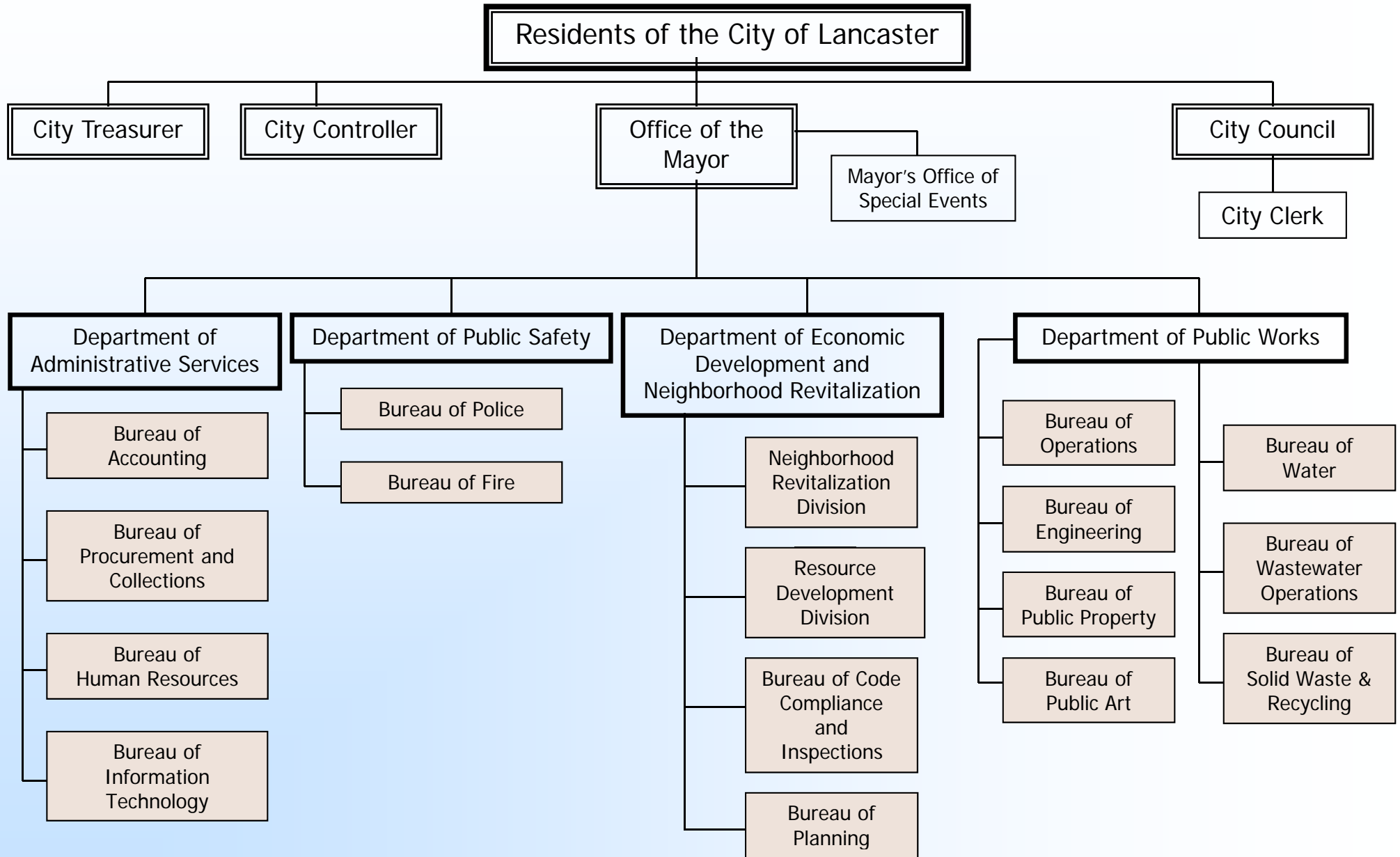
In spite of this year's surplus, we must continue to govern as if every dollar is our last. We also must recognize the uncertainties that threaten our fiscal health. Like personal savings, reserves provide the City with a cushion for unexpected future expenses. Understanding that, we must continue to resist the urge to spend our savings.

While today we can breathe a sigh of relief, we are not out of the woods. Unless and until the General Assembly finds the courage and political will to address property tax reform, to provide local taxing options, and to reform an arbitration process that has become outdated and unfair, Lancaster is living on borrowed time just like every other Third Class City.

Lawmakers have long-acknowledged that reliance on property taxes as the primary source of revenue fails to take into account the impact of a high concentration of non-profit entities that pay no property taxes. In Lancaster City, County-owned property alone represents \$1.2 million in lost tax revenue. City taxpayers – who also pay County taxes -- must fill this gap in revenues.

If reforms are implemented at the State level, there can be no doubt that our City will thrive as never before, and that we will continue to be able to meet the growing demand for core services that only local government can provide. We commit ourselves to pursuing these reforms, and to providing these services.

# City of Lancaster Organizational Chart



## **EXECUTIVE DEPARTMENT**

### **OFFICE OF THE MAYOR**

The Mayor is responsible for assuring the implementation of all City Council policy decisions, efficiently directing the city's operations, and creating an organizational culture that results in the delivery of excellent municipal services to residents of the City of Lancaster.

The Office of the Mayor is the primary source of direction and coordination for all City operations and services. Department Directors including Economic Development & Neighborhood Revitalization, 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.

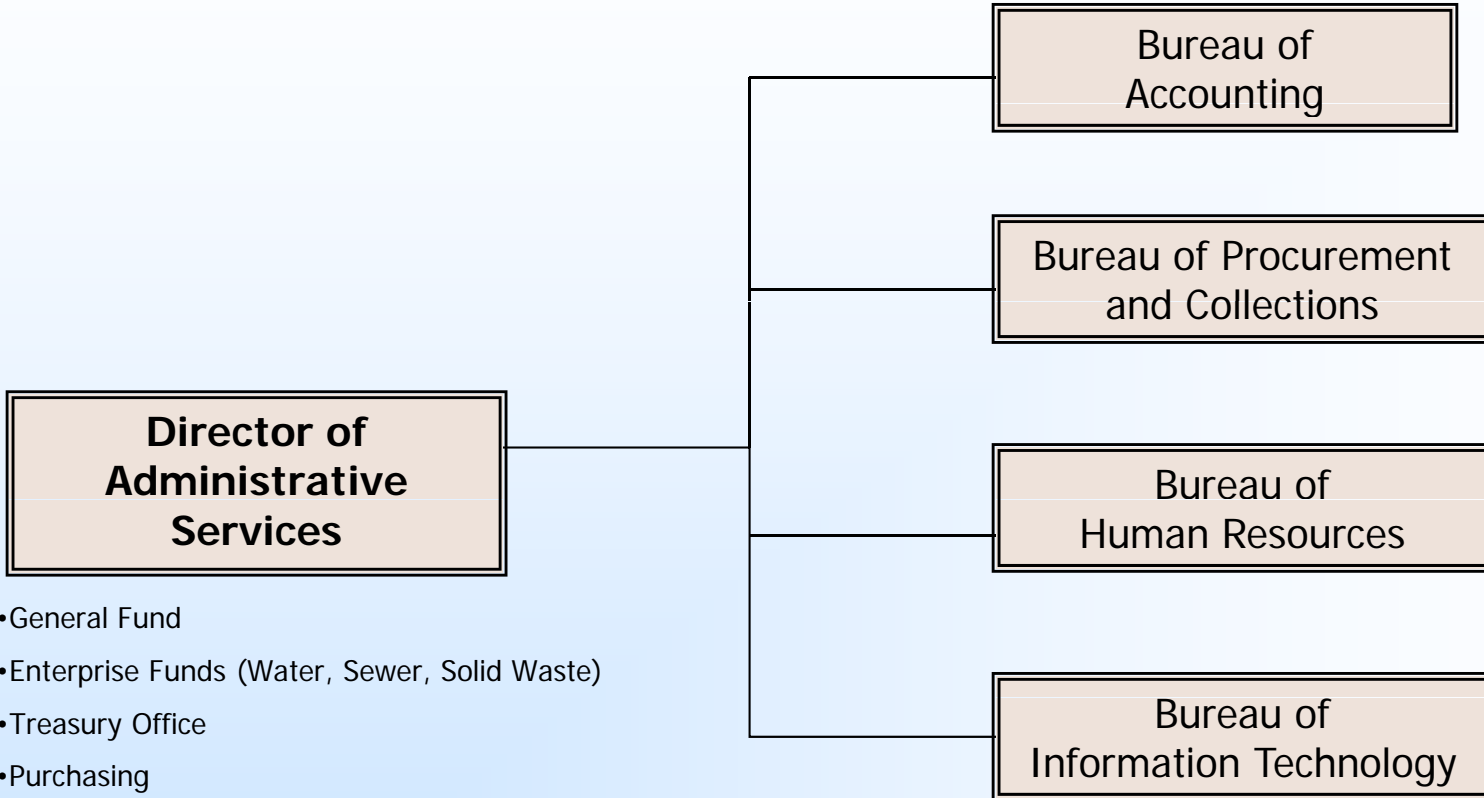
Two employees staff the Office of the Mayor: the Executive Secretary provides direct administrative support to the Mayor; and the Chief of Staff advances the Mayor's policy agenda and directives.

## **MAYOR'S OFFICE OF SPECIAL EVENTS**

The Mayor's Office of Special Events is committed to enhancing the quality of life, building community pride, and increasing civic participation in the City of Lancaster through the development and promotion of cultural celebrations and special events.

The Mayor's Office of Special Events produces and supports events that enhance the quality of life and image of the City of Lancaster. Through the development and promotion of a variety of special events, this Office fosters public participation in the arts and advances tourism for the City of Lancaster.

The Mayor's Office of Special Events is incorporated as a 501(c)3 organization. As such, the Office is authorized to secure charitable contributions through a sponsorship program that helps finance staffing and the functions of the office including: production and promotion of City-sponsored special events; permitting of community organization or neighborhood-sponsored events; and marketing and promotion of arts, culture and tourism initiatives for the City of Lancaster.



- General Fund
- Enterprise Funds (Water, Sewer, Solid Waste)
- Treasury Office
- Purchasing
- County Information Technology (Shared Services)
- Labor Contract Negotiations (Uniformed & AFSCME)

# 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 Bureau of Accounting, the Bureau of Procurement and Collection, the Bureau of Human Resources, and Information Services.

### **BUREAU OF ACCOUNTING**

The Accounting Bureau uses a voucher system to review and authorize the processing and tracking of the disbursement of more than 9,000 checks each year. The Bureau of Accounting processes payments for all of the City's fund types and account groups. In addition, the Bureau prepares payroll for nearly 600 employees, and processes benefit payments to more than 200 uniformed retirees.

The Bureau maintains accounting records for the City's General Fund, 3 Enterprise Funds (Sewer, Water, and Solid Waste and Recycling) and nearly 40 Capital Project, Special Revenue, and Trust and Agency funds. The Accounting Bureau prepares billings and adjustments of about 1,000 annual invoices, including those for various Police services, bulk sewage and industrial waste surcharge.

The Accounting Bureau prepares the City's monthly financial statements, posts monthly journal entries, and reconciles bank statements and general ledger accounts on a monthly basis. This Bureau also provides work papers to the independent auditors.

### **BUREAU OF PROCUREMENT AND COLLECTIONS**

The Bureau of Procurement and Collections manages approximately 350,000 utility and tax accounts for city property taxes, Water & Sewer usage, and Solid Waste & Recycling services. Account management responsibilities include data entry, billing, collection and documentation of payments, and pursuing collection of delinquent accounts.

Each year, Bureau personnel respond to more than 70,000 telephone inquiries and process some 100,000 payment transactions made via mail delivery, through online credit/debit card payments or by walk-in customers. The Bureau of Procurement and Collections is responsible for securing payments for an estimated 60,000 parking tickets each year. The Bureau also operates the mailroom, processes all incoming mail and nearly 6,000 pieces of outgoing mail each week.

Finally, the Bureau coordinates purchasing for all City Bureaus and administers the formal City contracts program. Large and major purchases are presented to this Bureau for input regarding vendor sourcing, competitive bidding and compliance with the Third Class City Code.

#### **BUREAU OF HUMAN RESOURCES**

The Bureau of Human Resources provides administrative support and management of benefits and issues that relate to City personnel. 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, worker's compensation, and deferred compensation.

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

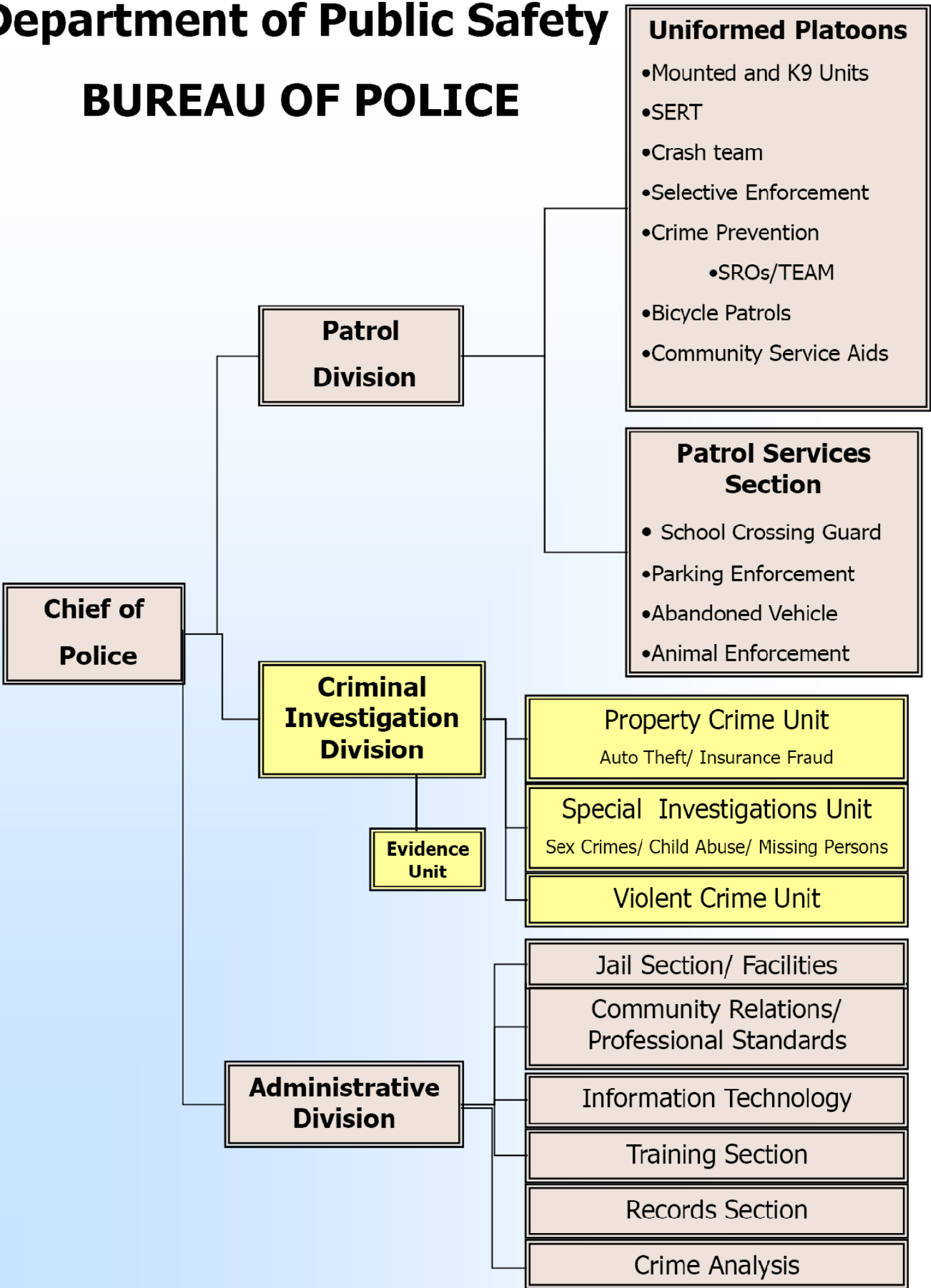
#### **INFORMATION TECHNOLOGY SERVICES**

Information Technology Services provides technology support to all City operations; develops and maintains custom software programs; and supports and administers New World Systems Municipal software. In late 2009, Bureau of Information Technology staff began working in partnership with Lancaster County Information Technology staff to implement the sharing of IT services and resources through the Shared Services Agreement signed by Mayor Gray and the County Commissioners in October 2009. This agreement has improved technology services provided to City Departments and employees at an overall reduced cost to City taxpayers.

Information Technology staff also generate reports, payments, billings, and mailings that require use of the City's databases. Information Technology Services works with Lancaster County to update the City's real estate tax database, and with the Pennsylvania Department of Transportation to generate warning notices for delinquent traffic violations.

# 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 nearly 60,000 residents. The Police Bureau is divided into three Divisions: the Patrol Division, the Criminal Investigation Division and the Administrative Services Division. Each Division is further divided into Sections and Units.

### PATROL DIVISION

The Patrol Division is responsible for primary service delivery principally through four uniformed platoons. At the present time, platoon personnel work a fixed twelve-hour shift. Officers work 2 to 3 twelve-hour days and then have two to three days off. In addition to the uniformed platoons, the Patrol Division includes the Mounted and K9 Units and encompasses the community oriented policing effort, which includes officers on bicycles.

- The **Special Emergency Response Team (SERT)** is trained to respond to high-risk situations. The teams are composed of 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 team became the Lancaster County SERT team, adding members from various municipalities and completing joint training and exercises.
- The **Selective Enforcement Unit** addresses quality of life violations such as drug dealing, prostitution, noise complaints, littering, and disorderly persons. The unit varies its hours and tactics, tackling tough problems to address disorder in neighborhoods
- **Motor Carrier Enforcement** (commercial vehicle regulation) has been incorporated into the Patrol Division. Officers with special PENNDOT certification enforce commercial vehicle regulations. This activity is designed to remove unsafe and overweight commercial vehicles that endanger the public and damage our streets.
- **Crime Prevention Section:** The Crime Prevention Section works with neighborhood groups to develop and provide crime prevention education for the community; and with the local media to develop public service advertisements and programming related to the role the public can play in the fight against crime. In addition, the Crime Prevention Unit compiles crime statistics used by other divisions and sections to help determine resource allocation and identify crime trends.

- **Patrol Services Section:** The Patrol Services Section includes the **School Crossing Guard Unit, Parking Enforcement, Abandoned Vehicle Enforcement, and Animal Enforcement.** The Patrol Services Section manages the City Residential Parking Permit Program, issues Load Zone and Handicap Parking Permits and prepares and schedules Traffic Commission business.

Finally, the Patrol Services Section spearheads the planning for special events; arranges for street closings and the posting of sworn officers and support staff at intersections and event locations to help insure the safety and security of various parades, festivals, shows, and other events. This unit manages in excess of twenty-five events every year.

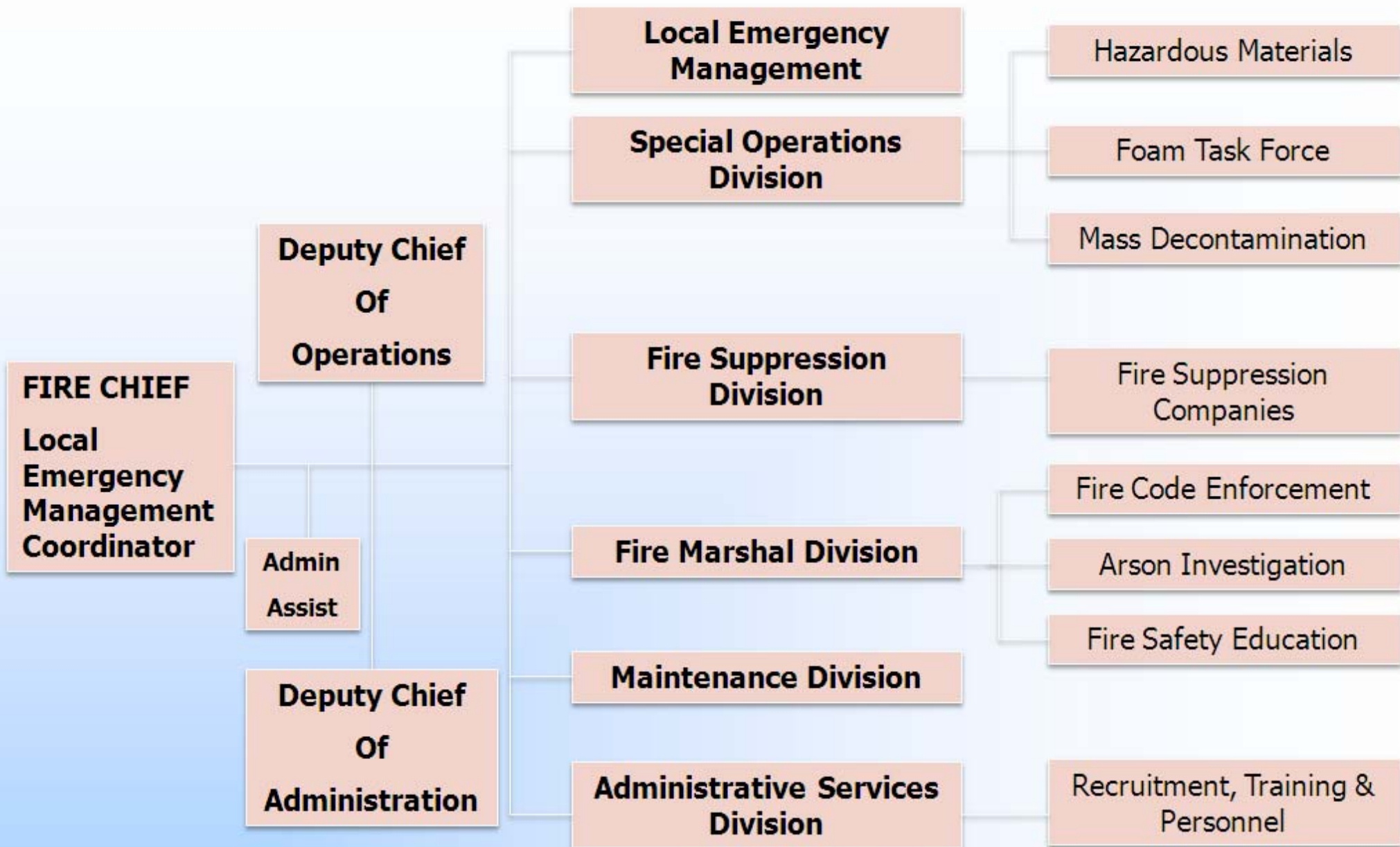
### **CRIMINAL INVESTIGATION DIVISION**

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

- **Property Crimes Unit:** The Property Crimes Section investigates crimes concerning the theft or destruction of property including burglary, auto theft, fraud, and other property crimes. A grant from the Pennsylvania Auto Theft and Insurance Fraud Authority provides funds for 3 officers who specialize in automobile theft and insurance fraud. In addition to solving these crimes, they engage in prevention and community awareness activities.
- **Special Investigations Unit:** 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. Additionally, this unit is tasked with administering 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.
- **Violent Crime Unit:** This Unit consists of two sections: the ***Gang and Violent Crimes Section*** and the ***Pattern Crimes Section***. The Gang and Violent Crime Section investigate gang-related and violent crime; the Pattern Crime Section investigates crimes committed by violent, serial offenders. The Violent Crime Unit's major responsibility is to investigate crimes such a homicide, aggravated assault and robbery. This Unit also reviews and analyzes crime data to identify patterns of criminal activity, potential suspects, and strategies to apprehend serial offenders.

## ADMINISTRATIVE SERVICES DIVISION

- **Records Section:** The Administrative Services Division provides support services for the other functions of the Police Bureau. The Records Section maintains the largest repository of Criminal History Information in Lancaster County. In addition to maintaining criminal history information, the Records Section records and maintains offense and accident reports, traffic citations, parking tickets and compiles the statistical information reported under the Uniform Crime Report.
- **Community Service Aides:** Community Service Aides are civilians employed to perform tasks once performed by police officers. CSA's are assigned to communications and jail functions where they attend to in-house dispatching duties and prisoner processing. When possible, Community Service Aides also answer non-priority calls for police service and take reports on minor crimes and problems both in the field and by telephone. This has helped the Bureau of Police improve its overall response times.
- **Community Relations Section:** The Community Relations Section serves as the Police Bureau's formal liaison with the community. The Community Relations Section is responsible for the investigation of civilian complaints of police misconduct in accordance with a court mandated complaint procedure. While directly reporting to the Administrative Services Captain, the Community Relations Section personnel also have direct access to the Chief of Police.
- **Training Section:** All training provided to Police Bureau personnel is coordinated through the Training Section. 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 qualifies officers to use the various weapons maintained by the Police Bureau. The Training Section helps coordinate regular training for the SERT Team and also conducts recruitment and testing of police officer candidates, under the direction of the Civil Service Board.
- **Information Service Section:** The Information Services Section administers the Police Bureau's Local Area Network (LAN) and the Bureau's connection with Lancaster County's Wide Area Network (WAN).



**DEPARTMENT OF PUBLIC SAFETY- BUREAU OF FIRE**

## **BUREAU OF FIRE**

The Fire Bureau includes the Office of Emergency Management. This Office is responsible for developing comprehensive emergency plans, coordinating emergency response efforts and acting as liaison with the Lancaster County Emergency Management Coordinator.

### **FIRE SUPPRESSION DIVISION**

In addition to structure fires, the Fire Suppression Division responds to a wide variety of emergency calls including: vehicle accidents, industrial and residential rescue, automatic external defibrillator calls, storm related emergencies, natural gas leaks, police incidents, and automatic fire alarms.

- **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. Finally, once a month, parents are invited to bring child car seats to Fire Station #3 to have them correctly installed and learn how to install them themselves.

### **FIRE MARSHAL DIVISION**

The Fire Marshal Division is responsible for fire code enforcement, building plan review, arson investigations, and public fire education. The Fire Marshall Division responds to complaints of Fire Code violations. Each complaint requires an initial inspection and a follow-up inspection to ensure code compliance. This Division also performs joint inspections with housing and building inspectors to deal with problem properties in the City.

The Fire Marshall Division is responsible for collecting, maintaining, and analyzing data for the Bureau of Fire. In order to maintain eligibility for Federal grant funds, all fire reports must be checked for quality control and reported to the county. Data is also used at the local level to identify problems and to formulate strategies for fire safety, prevention, education, and response. Fire Marshals are responsible for determining the cause and origin for all fires in the city.

When a fire results in a fatality or in extensive property damage, or if an incendiary device is employed in the fire, state police fire marshals are requested for the criminal investigation. A city police officer has also been trained in arson investigation.

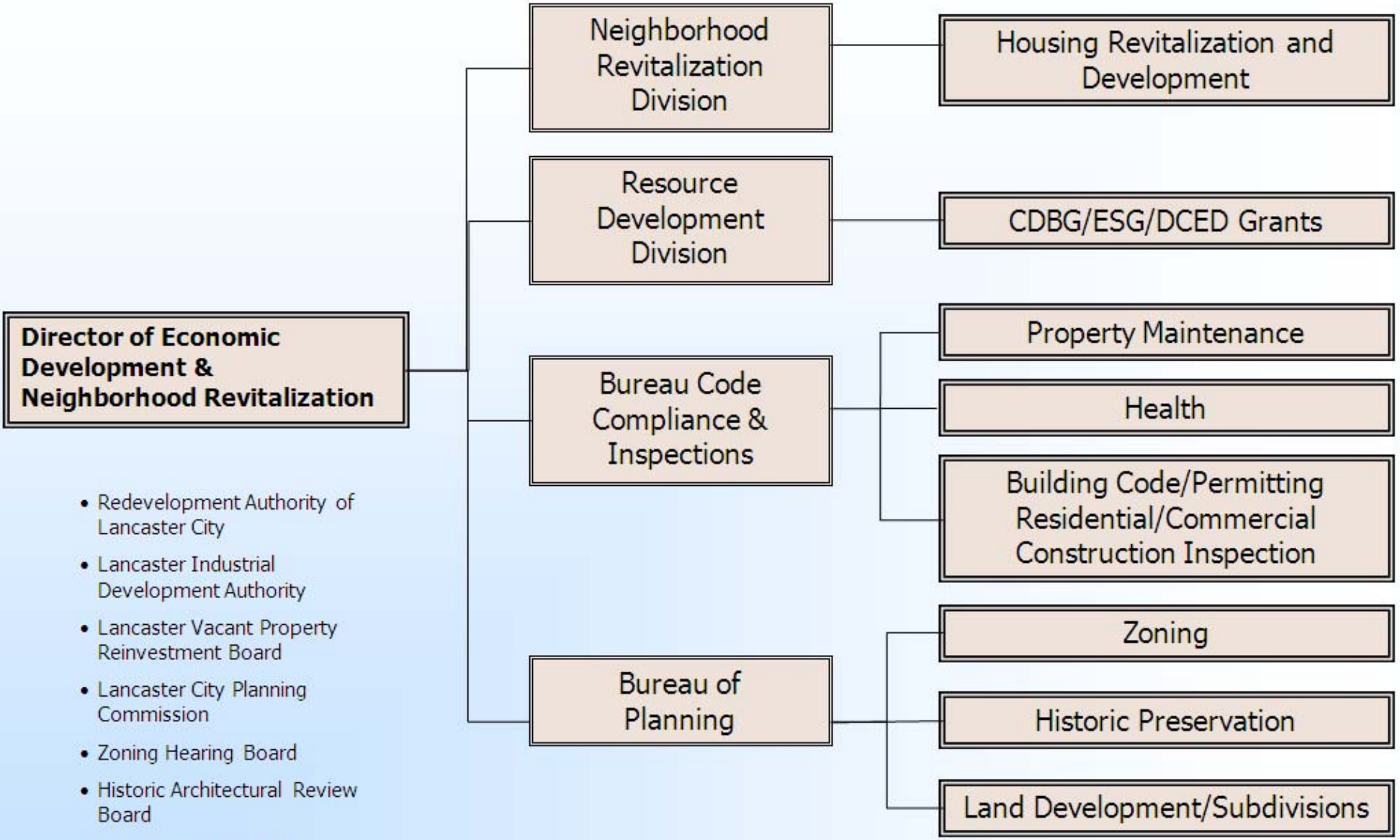


### **SPECIAL OPERATIONS DIVISION**

- **Emergency Medical Services** – In 2009 the fire bureau expanded the partnership with LEMSA (Lancaster Emergency Medical Services Assoc.). The nearest fire apparatus is dispatched to trauma calls to initiate emergency medical care in support of LEMSA paramedics. This expanded emergency response enhances public safety and, at the same time, increases productivity and better utilizes trained staff with the technical skills needed to respond. The City and Fire Bureau also benefit by receiving free training and supplies from LEMSA.
- **Hazardous Materials** – The Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency. The entire bureau is certified at the Haz-Mat operations level enabling them to assist at the emergency scene.
- **Terrorism Task Force** - The Lancaster Bureau of Fire is a member of the Central Pennsylvania Terrorism Task Force. The focus of this organization is to prepare the region for the possibility of terror attacks. Specialties that have emerged from this effort are the Foam Task Force, the Mass Decontamination Task Force, the Incident Management Team, and the Urban Search and Rescue Team.
- **Foam Task Force** – Members of Engine #2, housed on Fremont Street, have received specialized training and equipment that will enable them to use firefighting foam to mitigate flammable liquid emergencies.

### **MAINTENANCE DIVISION**

All Fire Bureau fleet and equipment are serviced and maintained by the Maintenance Officer. Vendors do major repairs requiring specialized equipment. The Maintenance Officer also responds to fire calls.



**Director of Economic Development & Neighborhood Revitalization**

- Redevelopment Authority of Lancaster City
- Lancaster Industrial Development Authority
- Lancaster Vacant Property Reinvestment Board
- Lancaster City Planning Commission
- Zoning Hearing Board
- Historic Architectural Review Board
- Historical Commission

Neighborhood Revitalization Division

Housing Revitalization and Development

Resource Development Division

CDBG/ESG/DCED Grants

Bureau Code Compliance & Inspections

Property Maintenance

Health

Building Code/Permitting Residential/Commercial Construction Inspection

Bureau of Planning

Zoning

Historic Preservation

Land Development/Subdivisions

**DEPARTMENT OF ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION**

## **DEPARTMENT OF ECONOMIC DEVELOPMENT and NEIGHBORHOOD REVITALIZATION**

The Department of Economic Development and Neighborhood Revitalization is charged with implementing an **economic development strategy** that:

- promotes the establishment, stabilization, and expansion of small businesses and micro-enterprises in the City;
- increases access to capital and credit financing for development activities, job creation and retention efforts;
- promotes minority and women-owned business development and participation; expands employment opportunities for City residents; and
- develops vacant and under-utilized industrial and manufacturing sites to attract new investment in the City.

The Department Director provides management support for development of the City's Keystone Opportunity Zone, Enterprise Zone, and the Lancaster Redevelopment Area Plan. The Director also staffs the Redevelopment Authority of the City of Lancaster and the Lancaster Industrial Development Authority.

The Department's **neighborhood revitalization strategy** focuses on enhancing the quality of life in our neighborhoods with:

- improved City parks and recreational facilities;
- pro-active code enforcement to confront nuisance crimes and other neighborhood disruptions;
- maintain the city's housing stock and ensure housing opportunities for all income levels;
- restoration and preservation of properties including those with historic or architectural significance;
- housing rehabilitation and maintenance, and promotion of homeownership; and
- encourage the active participation of neighborhood residents in the improvement of their neighborhoods.

The Department also provides staff support for the Lancaster Property Reinvestment Board and the Redevelopment Authority of the City of Lancaster's Vacant and Blighted Property Disposition Program. Through the auspices of these two Boards, the City is able to acquire, rehabilitate, and resell properties that have been condemned for more than sixty days and blighted residential properties that have been vacant for more than three months.

The Department of Economic Development and Neighborhood Revitalization includes the Neighborhood Revitalization Division, the Resource Development Division, the Bureau of Code Compliance and Inspections and the Bureau of Planning.

## **NEIGHBORHOOD REVITALIZATION DIVISION**

This Division works closely with non-profit organizations, neighborhood-based community development entities, individual block associations, businesses, churches and civic groups to develop and implement a neighborhood planning and assessment process that will identify strategies to enhance the quality of life in every neighborhood.

The Neighborhood Revitalization Division works with the **RESOURCE DEVELOPMENT DIVISION** to identify public and private sector funds to support neighborhood revitalization efforts, and to ensure the efficient and equitable allocation of these resources. The division serves as a liaison to maintain positive relationships and on-going communication between residents, neighborhood groups, community organizations, and government.

The Division partners with agencies, community leaders and residents to promote home improvement and rehabilitation, eliminate blight, and increase home ownership. This Unit promotes neighborhood revitalization and ensures the availability of safe and affordable housing through the Homeowner Rehabilitation Assistance Program, the Critical Repair Program, the ACCESS grant program, and the Lead Poison Prevention Program.

## **RESOURCE DEVELOPMENT DIVISION**

The Resource Development Division administers the City's Community Development Block Grant Program and the Emergency Shelter Grant Program. The Division is also responsible for researching and applying for other grant opportunities to assist the Department finance programs and projects focused on community, economic and housing development.

## **BUREAU OF CODE COMPLIANCE AND INSPECTIONS**

The Bureau of Code Compliance and Inspections provides for the safety, health and welfare of the general public who live, work and seek recreation in the City of Lancaster. The Bureau conducts inspections to assure compliance with applicable codes and ordinances adopted by the City of Lancaster through three operating units: Property Maintenance, Health and Structural Inspections.

- The **PROPERTY MAINTENANCE UNIT** performs inspections to ensure that the City's housing stock is suitable for habitation.
- The **HEALTH UNIT** inspects eateries and other public facilities to ensure compliance with State standards.
- The **STRUCTURAL INSPECTIONS UNIT** 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 heating plans for new construction as well as for renovation or remodeling of existing buildings.

These units work with the Bureau of Planning, Bureau of Fire, Bureau of Police, Department of Public Works, the Pennsylvania Department of Labor and Industry, as well as the Housing Appeals Boards, Historical Architectural Review Board (HARB), Historical Commission, Property Reinvestment Board and various social agencies. This interaction serves to protect the health, safety and welfare of the community.

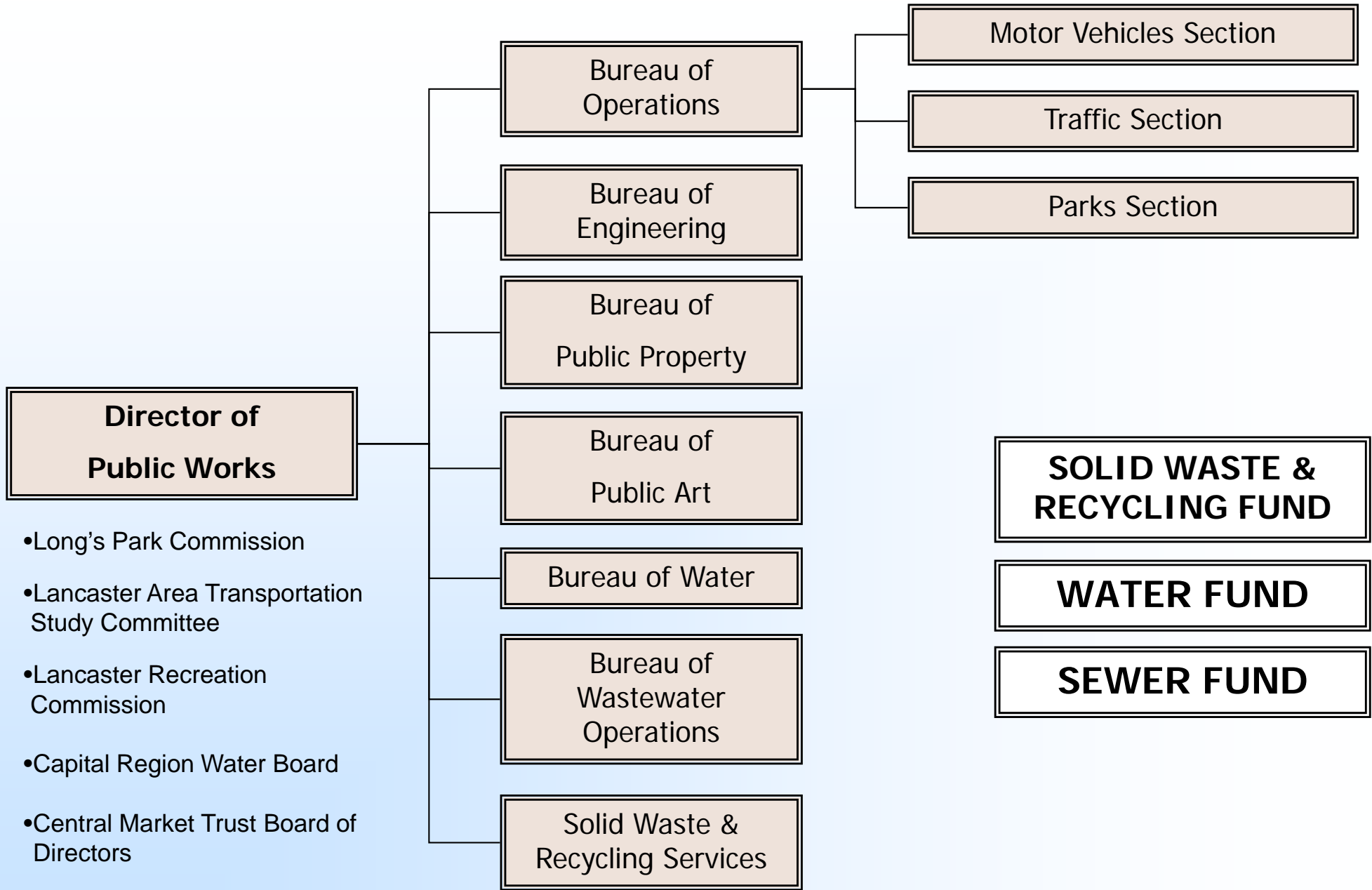
### **BUREAU OF PLANNING**

The Bureau of Planning is charged with implementing the City's Comprehensive Plan through zoning, strategic planning and development of new ordinances or programs.

The Bureau of Planning also administers Lancaster's City's Certified Local Government Program -- the Federal grant program that provides financial and technical assistance to implement Lancaster's Historic District and Heritage Conservation District Ordinances. This grant program also supports the work of the Historic Preservation Specialist who provides technical assistance to contractors and property owners who are rehabilitating older properties.

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

Finally, the Bureau of Planning coordinates interdepartmental reviews of applications for major housing, commercial, and neighborhood development projects; provides technical staff support to the City Planning Commission; ensures the City's compliance with the Pennsylvania Municipalities Planning Code on matters related to the City's Official Plan and land use/development ordinances; provides mapping services and technical assistance to other City departments and bureaus; and participates in transportation and traffic control planning with the County of Lancaster and Lancaster City Traffic Commission.



- Long’s Park Commission
- Lancaster Area Transportation Study Committee
- Lancaster Recreation Commission
- Capital Region Water Board
- Central Market Trust Board of Directors
- Public Art Advisory Committee
- EDC Finance Board

# Department of Public Works

## DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with maintaining the City infrastructure, ensuring clean streets, maintaining and improving public buildings and other public facilities, and enhancing recreational opportunities for residents with consistent maintenance and improvement to City parks and open spaces. These services combine to ensure public health and safety and enhance the quality of life in the City. The Director of Public Works relies on roughly 200 full-time employees to fulfill the Department's mission.

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

- Long's Park Commission
- Lancaster Area Transportation Study Committee
- Lancaster Recreation Commission
- American Public Works Association
- Capital Region Water Board
- Water Utility Council (American Water Works Assoc. – Pennsylvania seat)
- Central Market Trust Board of Directors
- Public Arts Advisory Committee

The Department of Public Works is comprised of six operating bureaus under the direction of four managers:

- Bureau of Operation (Motor Vehicles, Traffic, Parks)
- Bureau of Engineering
- Bureau of Public Property
- Bureau of Water
- Bureau of Wastewater Operations
- Bureau of Public Art (funded by the Lancaster County Community Foundation)

### BUREAU OF OPERATIONS

The Operations Bureau is responsible for maintaining approximately 100 miles of city streets and 130 miles of public alleys. These responsibilities include reconstruction, resurfacing, maintenance, and snow and ice control. The Bureau is also responsible for snow and ice control for an additional 20 miles of state roads within the City limits.

The Bureau cleans 250 lane miles of streets, plus public alleys and City-owned parking lots twice a month with Central Business District streets cleaning on a weekly basis. Each year, the **Streets Section** responds to an average of 300 police calls, 50 calls to remove dead animals in the street, 200 calls for debris in the street, 250 street-condition calls and approximately 2,000 calls from the general public. The Streets Section also repairs an average of 150 water trenches, 30 sewer trenches, 30 sinkholes and approximately 3,000 potholes per year.

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

The Bureau's **Traffic Section** is responsible for the maintenance of over 17,000 traffic signs; traffic signals at 108 intersections; flashers for 15 school safety zones; pavement markings; new sign manufacturing; and maintenance of decorative street lights. 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.

### **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. Inspection services covering these projects are also provided, along with the maintenance of Public Works project drawings.

Engineering staff administers PA One-Call utility location requests and data by collecting the requests and distributing them to the proper response Bureau. Engineering staff also review and analyze subdivision and land development plans and, if necessary, the City Engineer coordinates the activities of design and construction consultants when plans are implemented.

The Bureau of Engineering issues permits and collects applicable fees for curb and sidewalk work, street excavations, driveway installations, utilization of public right-of-ways 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.

### **BUREAU OF PUBLIC PROPERTY**

The Bureau of Public Property is responsible for the maintenance and improvement of 16 City-owned buildings including Southern Market Center and Central Market; 22 City parks and playgrounds including the 70-acre Long's Park, Petting Zoo and rental facilities; City Water and Wastewater Department grounds; public rest rooms; and 6 City swimming or wading pools.

The Bureau also administers the City's Shade Tree Ordinance and street tree planting program; 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 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 assure field compliance, construction inspection services and proper documentation are provided. The coordination of field activities among the various water sub-bureaus is important as a matter of public health and safety. The Water Bureau also coordinates with the Fire Bureau concerning flow tests and fire suppression system installations.

## **BUREAU OF WASTEWATER OPERATIONS**

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

The City Wastewater Treatment Facility utilizes 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 work 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.

### **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 17 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.

In addition, the Program 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.

### **BUREAU OF PUBLIC ART**

The City's Public Art Program is funded through a three-year grant from the Lancaster County Community Foundation. Through the public art program, Lancaster is able to boost its recognition as a destination to see and learn about public art.

The Public Art Program works to develop sound public art policies and infrastructure that can become a model for similar communities across the country. The goals of the public art program are to:

- create a centralized resource for public art in Lancaster;
- develop opportunities for a variety of public art projects;
- identify public art funding sources;
- implement national public art best practices that will work locally;
- create a greater appreciation of the value of public art, and;
- build capacity of local and regional artists who work in the field of public art.

CITY OF LANCASTER  
**GENERAL FUND**



2012 BUDGET

**CITY OF LANCASTER**  
**GENERAL FUND REVENUE SUMMARY**  
**2011 BUDGET vs. 2012 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2011 BUDGET</u></b> (as adopted)	<b><u>2012 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b>	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b>
Taxes	\$30,863,054	\$30,408,103	(\$454,951)	-1%
Regulatory Licenses	\$579,000	\$558,000	(\$21,000)	-4%
EDNR Licenses/Permits	\$1,371,000	\$1,240,000	(\$131,000)	-10%
Public Safety Fees	\$3,955,000	\$3,914,000	(\$41,000)	-1%
Public Works Fees	\$3,929,783	\$4,057,777	\$127,994	3%
Miscellaneous Revenue	\$475,250	\$742,750	\$267,500	56%
Other Income	\$4,339,494	\$4,195,504	(\$143,990)	-3%
Use of Fund Balance Reserves	\$0	\$1,143,325	\$1,143,325	0%

<b>TOTAL GENERAL FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$45,512,581</b>	<b>\$46,259,459</b>	<b>\$746,878</b>	<b>2%</b>
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**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2011 BUDGET VS. 2012 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2011 BUDGET</u> (as adopted)	<u>2012 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
<b>EXECUTIVE</b>	<b>\$508,993</b>	<b>\$555,063</b>	<b>\$46,070</b>	<b>9%</b>
Office of the Mayor	\$198,993	\$205,063	\$6,070	3%
City Solicitor	\$310,000	\$350,000	\$40,000	13%
<b>LEGISLATIVE</b>	<b>\$115,617</b>	<b>\$116,668</b>	<b>\$1,051</b>	<b>1%</b>
City Council	\$57,000	\$57,000	\$0	0%
City Clerk	\$58,617	\$59,668	\$1,051	2%
<b>CITY CONTROLLER/ CITY TREASURER</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$0</b>	<b>0%</b>
<b>ADMIN. SERVICES</b>	<b>\$7,975,833</b>	<b>\$7,843,045</b>	<b>(\$132,788)</b>	<b>-2%</b>
Director	\$255,826	\$304,593	\$48,767	19%
Accounting	\$275,533	\$276,589	\$1,056	0%
Procurement & Collections	\$146,085	\$136,326	(\$9,759)	-7%
Human Resources	\$245,656	\$260,253	\$14,597	6%
Information Technology	\$440,526	\$431,262	(\$9,264)	-2%
Community Involvement	\$456,656	\$454,500	(\$2,156)	0%
Insurance	\$609,500	\$554,500	(\$55,000)	-9%
Fringe Benefits	\$2,685,032	\$2,564,294	(\$120,738)	-4%
Debt Service	\$2,861,019	\$2,860,728	(\$291)	0%
<b>PUBLIC SAFETY</b>	<b>\$29,405,647</b>	<b>\$29,987,108</b>	<b>\$581,461</b>	<b>2%</b>
Police	\$19,717,128	\$20,239,532	\$522,404	3%
Fire	\$9,688,519	\$9,747,576	\$59,057	1%

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2011 BUDGET VS. 2012 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2011 BUDGET</u> (as adopted)	<u>2012 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
<b>ECONOMIC DEVELOPMENT &amp; NEIGHBORHOOD REVITALIZATION</b>	<b>\$2,172,839</b>	<b>\$2,227,369</b>	<b>\$54,530</b>	<b>3%</b>
Director	\$912,622	\$910,854	(\$1,768)	0%
Planning	\$236,963	\$248,698	\$11,735	5%
Code Compliance & Inspections	\$912,175	\$951,454	\$39,279	4%
Neighborhood Revitalization	\$111,079	\$116,363	\$5,284	5%
 <b>PUBLIC WORKS</b>	 <b>\$5,316,652</b>	 <b>\$5,513,206</b>	 <b>\$196,554</b>	 <b>4%</b>
Director	\$1,002,586	\$1,020,844	\$18,258	2%
Engineering	\$229,253	\$383,808	\$154,555	67%
Streets	\$996,080	\$1,033,939	\$37,859	4%
Traffic Section	\$1,050,290	\$999,586	(\$50,704)	-5%
Motor Vehicles Section	\$189,165	\$193,008	\$3,843	2%
Parks & Public Property	\$1,849,278	\$1,882,021	\$32,743	2%
 <b>TOTAL GENERAL FUND EXPENDITURES</b>	 <b>\$45,512,581</b>	 <b>\$46,259,459</b>	 <b>\$746,878</b>	 <b>2%</b>

**CITY OF LANCASTER**  
**FUND BALANCE PROJECTION**  
**GENERAL FUND**

Fund Balance 12/31/2010		\$ 7,577,850
Projected Revenues: 2011	46,189,083	
Projected Expenditures: 2011	<u>(44,045,355)</u>	
Projected Current Operating Surplus/(Deficit) 2011 (Addition to Fund Balance)		<u>2,143,728</u>
Projected Fund Balance 12/31/2011		9,721,578
Proposed Revenues: 2012	46,259,459	
Proposed Expenditures: 2012	<u>(46,259,459)</u>	
Proposed Current Operating Surplus/(Deficit) 2012 (Reduction to Fund Balance)		<u>-</u>
Use of Fund Balance Reserves		<u>(1,143,325)</u>
Projected Fund Balance 12/31/2012		<u>\$ 8,578,253</u>

**CITY OF LANCASTER  
2012 GENERAL FUND BUDGET  
FILLED POSITIONS**

<u>Department</u> <u>Bureau</u>	<u>Full-Time</u> <u>Employees</u>	<u>Part-Time</u> <u>Employees</u>
<b>Executive</b>	<b>3</b>	<b>0</b>
Mayor's Office	3	
<b>Legislative</b>	<b>1</b>	<b>7</b>
City Council		7
City Clerk	1	
<b>Administrative Services</b>	<b>15</b>	<b>0</b>
Director	4	
Accounting	4	
Procurement & Collection	2	
Information Services	1	
Human Resources	4	
<b>Controller/Treasurer</b>		<b>2</b>
<b>Public Safety</b>	<b>269</b>	<b>32</b>
Police	193	32
Fire	76	
<b>Econ Dev &amp; Neigh Revit</b>	<b>32</b>	
Director	5	
Planning	4	
Code Compliance & Inspections	20	
Neighborhood Revitalization	3	
<b>Public Works</b>	<b>55</b>	<b>1</b>
Director	3	
Engineering	4	
Streets	19	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	21	1
<b>Total General Fund Employees</b>	<b>375</b>	<b>42</b>



CITY OF LANCASTER  
**GENERAL FUND**  
REVENUES



2012 BUDGET

**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>RECEIVED YTD 10/31/11</b>	<b>PROJECTED REVENUE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>TAXES</b>									
101 4000	CITY REAL ESTATE TAX	16,833,903	17,236,984	21,659,112	21,730,000	21,730,000	21,346,440	21,670,000	21,730,000
101 4001	OCCUP & PER CAPITA TAX	18,418	5,113	2,135	0	0	1,860	1,750	0
101 4002	REAL ESTATE TRANSFER	848,826	591,545	551,812	585,000	585,000	404,012	530,000	550,000
101 4003	EARNED INCOME TAX	4,797,516	4,519,765	4,249,810	4,005,000	4,005,000	2,905,431	4,350,000	3,725,000
101 4004	LOCAL SERVICES TAX	1,653,576	1,660,332	1,724,985	1,775,000	1,775,000	980,165	1,580,000	1,650,000
101 4005	PENALTY CURRENT TAX	118,266	148,212	89,214	113,403	113,403	44,761	90,000	90,000
101 4006	INT NET COMM DEL TAX	20,354	0	0	0	0	0	0	0
101 4007	DELIQ OCC&PER CAPITA	1,018	429	37	0	0	0	0	0
101 4008	DISCOUNTS EARNED	24,378	7,794	1,412	5,000	5,000	626	2,500	3,500
101 4009	LIEN INTEREST & COSTS	28,010	18,654	8,311	15,000	15,000	4,841	5,000	5,000
101 4010	PAYMENT IN LIEU OF TAXES	1,540,943	1,641,966	1,627,255	1,640,000	1,640,000	1,331,336	1,675,000	1,715,000
101 4011	UTILITY TAX REFUND	31,766	34,205	34,651	34,651	34,651	39,603	39,603	39,603
101 4012	REAL ESTATE TAX LIEN PROCEEDS	444,818	376,552	793,368	960,000	960,000	892,286	892,286	900,000
<b>TOTAL TAXES</b>		<b>26,361,793</b>	<b>26,241,551</b>	<b>30,742,102</b>	<b>30,863,054</b>	<b>30,863,054</b>	<b>27,951,361</b>	<b>30,836,139</b>	<b>30,408,103</b>

# GENERAL FUND REVENUE

**CATEGORY: TAXES**

**101 4000 City Real Estate Tax**

Revenue is derived from the annual real estate tax collections of the City of Lancaster.

**101 4001 Per Capita Tax**

The Per Capita Tax was eliminated in 2008. Previously, revenue was derived from the annual \$10 per capita tax. Approximately 26,000 residents received these tax bills each year. All uncollected billings were referred for collection.

**101 4002 Real Estate Transfer Tax**

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.

**101 4003 Earned Income Tax**

Revenue is derived from the Earned Income Tax of 1.1% 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.

**101 4004 Local Services Tax**

Effective January 1, 2008 the Emergency & Municipal Services Tax (EMST) was renamed the Local Services Tax. The \$52 tax is collected from each individual employed within the City, less a 2.5% collection fee retained by the Lancaster County Tax Collection Bureau. \$5 of each \$52 account collected is allocated to the appropriate school district.



**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>RECEIVED YTD 10/31/11</b>	<b>PROJECTED REVENUE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>REGULATORY LICENSES/ PERMITS</b>									
101 4013	MECH AMUSEMENT LICENSE	11,180	0	9,500	14,000	14,000	8,800	8,800	0
101 4014	CABLE FRANCHISE FEE	433,570	539,516	517,240	530,000	530,000	258,499	525,000	525,000
101 4015	BEVERAGE LICENSES	34,150	34,700	34,100	35,000	35,000	34,300	34,300	33,000
<b>TOTAL REGULATORY LICENSES</b>		<b>478,900</b>	<b>574,216</b>	<b>560,840</b>	<b>579,000</b>	<b>579,000</b>	<b>301,599</b>	<b>568,100</b>	<b>558,000</b>

# GENERAL FUND REVENUE

**CATEGORY: REGULATORY LICENSES/PERMITS**

**101 4013 Mechanical Amusement Licenses**

Revenue is derived from the license fees of \$50 for each amusement device and juke box located within the City.

**101 4014 Cable Franchise Fee**

Revenue is derived from the Comcast cable television franchise fee.

**101 4015 Beverage Licenses**

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.

**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>RECEIVED YTD 10/31/11</b>	<b>PROJECTED REVENUE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>EDNR LICENSES/PERMITS</b>									
101 4017	BUILDING PERMITS	591,565	586,438	416,193	500,000	500,000	371,199	450,000	475,000
101 4019	PLUMBING LICENSES	20,856	21,181	36,582	26,000	26,000	14,908	25,000	25,000
101 4020	HOME IMPROVEMENT LICENSES	73,680	67,706	0	0	0	0	0	0
101 4022	HOUSING LICENSES	560,680	660,218	615,190	710,000	710,000	578,925	620,000	610,000
101 4024	ZONING PERMITS	43,970	32,805	28,475	45,000	45,000	30,478	38,000	40,000
101 4025	HEALTH LICENSES & PERMITS	74,437	105,125	33,959	90,000	90,000	87,758	110,000	90,000
<b>TOTAL DECD LICENSES</b>		<b>1,365,188</b>	<b>1,473,473</b>	<b>1,130,399</b>	<b>1,371,000</b>	<b>1,371,000</b>	<b>1,083,268</b>	<b>1,243,000</b>	<b>1,240,000</b>

# GENERAL FUND REVENUE

**CATEGORY: EDNR LICENSES/PERMITS**

**101 4017 Building Permits**

Revenue is derived from building permit fees based on the cost of each building project within the City boundaries; fees collected for plumbing permits, fixtures and piping fees; fees collated for electrical permits.

**101 4019 Plumbing Licenses**

Revenue is derived from the fees collected for plumbing licenses.

**101 4020 Home Improvement Licenses**

Revenue is derived from the fees collected for home improvement licenses issued to contractors. Effective July 1, 2009, licensing of home improvement contractors was taken over by the Commonwealth of PA.

**101 4022 Housing Licenses**

Revenue is derived from fees collected by the City for housing licenses for multi-unit, and 1 and 2 unit dwellings.

**101 4024 Zoning Permits**

Revenue is derived from the fee collected for zoning permits.

**101 4025 Health Licenses and Permits**

Revenue is derived from the license fee for food inspection.



**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>RECEIVED YTD 10/31/11</b>	<b>PROJECTED REVENUE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>PUBLIC SAFETY FEES</b>									
101 4026	DISTRICT JUDGE FINES	1,093,326	1,073,759	945,283	1,100,000	1,100,000	756,263	1,050,000	1,050,000
101 4027	PARKING VIOLATIONS	1,499,962	1,468,314	1,501,701	1,600,000	1,600,000	1,221,945	1,500,000	1,600,000
101 4028	REPRODUCING POLICE REPORTS	40,568	36,804	32,833	40,000	40,000	27,332	32,000	35,000
101 4029	BURGLAR ALARM SERV FEE	38,055	35,720	37,155	40,000	40,000	31,945	43,000	44,000
101 4030	POLICE - LANCASTER TWP	1,427,669	1,505,095	1,982	0	0	0	0	0
101 4031	POLICE - SCHOOL DISTRICT OF LANC	113,285	117,437	110,664	110,000	110,000	104,174	110,000	110,000
101 4033	DRUG TASK FORCE-REIMB	126,176	147,625	149,242	135,000	135,000	64,426	135,000	135,000
101 4034	DRUG TASK FORCE O/T	8,583	4,474	7,313	10,000	10,000	7,371	8,000	10,000
101 4035	PA REIM POLICE RECRUIT	32,858	15,468	0	0	0	0	0	0
101 4038	WARRANT SQUAD SERVICE	58,443	55,381	30,003	55,000	55,000	14,107	30,000	30,000
101 4039	POLICE - PARK CITY	114,318	0	0	0	0	0	0	0
101 4041	POLICE - MISC OVERTIME REIMB.	35,612	64,018	55,731	60,000	60,000	74,685	75,000	60,000
101 4042	FIRE INSPECTION	167,766	213,915	245,707	260,000	260,000	177,774	250,000	250,000
101 4153	POLICE - LGH	15,566	0	0	0	0	0	0	0
101 4154	POLICE - F&M	29,203	30,615	31,119	30,000	30,000	23,026	30,000	30,000
101 4167	POLICE - SDL - SRO	409,957	468,779	540,428	515,000	515,000	414,191	560,000	560,000
<b>TOTAL PUBLIC SAFETY FEES</b>		<b>5,211,346</b>	<b>5,237,404</b>	<b>3,689,161</b>	<b>3,955,000</b>	<b>3,955,000</b>	<b>2,917,239</b>	<b>3,823,000</b>	<b>3,914,000</b>

# GENERAL FUND REVENUE

**CATEGORY: PUBLIC SAFETY FEES**

**101 4026 District Judge Fines**

Revenue is derived from fines and restitution collected by the Magisterial District Judge offices, the Commonwealth and Lancaster County and remitted to the City.

**101 4027 Parking Violations**

Revenue is derived from fees for parking violations issued by the Police Bureau.

**101 4028 Reproduction of Police Reports**

Revenue is derived from fees charged for the reproduction of police reports and is collected by the Police Bureau.

**101 4029 Burglar Alarm Service Fee**

Revenue is derived from the fee collected for alarm monitoring by the Police Bureau.

**101 4030 Police-Lancaster Township**

Revenue is derived from services provided by the Police Bureau to Lancaster Township. The City's contract with Lancaster Township was not renewed for 2010.

**101 4031 Police-School District**

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.

**101 4033 Drug Task Force Reimbursement**

Revenue is derived from the reimbursement of salaries from the District Attorney's office for three officers assigned to the Drug Task Force (DTF).

**101 4034**

**Drug Task Force-Overtime**

Revenue is derived from the reimbursement for overtime from the District Attorney's office for three police officers assigned to the Drug Task Force.

**101 4035**

**PA Reimbursement-Police Recruit**

Revenue is derived from the Commonwealth of Pennsylvania as partial reimbursement of Police Officer Recruit training costs.

**101 4038**

**Warrant Squad Service**

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.

**101 4039**

**Police Service-Park City**

Revenue is derived from a contract with Park City Mall for two police officers to patrol the mall area. This contract was not renewed in 2009.

**101 4041**

**Police - Overtime Reimbursements**

Revenue is derived from other sources, not specifically listed above, for reimbursement to the City for overtime services of the Bureau of Police.

**101 4042**

**Fire Inspection**

Revenue is derived from the fees collected by the Fire Bureau for each fire hazard inspection.

**101 4153**

**Police-LGH**

Revenue is derived from traffic control services provided by the Police Bureau to Lancaster General Hospital. This contract was not renewed in 2009.

**101 4154**

**Police-F&M**

Revenue is derived from a contract with F&M College for policing services.

**101 4166**

**Police - SDL - SRO**

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.

**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>RECEIVED YTD 10/31/11</b>	<b>PROJECTED REVENUE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>PUBLIC WORKS FEES</b>									
101 4043	REVENUE FROM UTILITY FUNDS	2,000,000	2,000,000	2,300,000	2,300,000	2,300,000	1,916,667	2,300,000	2,300,000
101 4044	RENT CITY PROPERTY	263,734	265,174	251,419	250,000	250,000	185,238	250,000	250,000
101 4045	SF-ADMIN.-INDIRECT COST	403,251	330,713	328,805	384,231	384,231	320,193	384,231	374,708
101 4046	WF-ADMIN.-INDIRECT COST	641,449	560,145	559,663	559,087	559,087	465,906	559,087	614,372
101 4179	SOLID WASTE-ADMIN.-INDRCT COST	83,775	85,851	90,542	97,594	97,594	81,328	97,894	89,826
101 4047	POLE INSPECTION	871	871	871	871	871	871	871	871
101 4048	STREET OPEN PERMITS	11,267	9,086	10,583	310,000	310,000	10,987	15,000	400,000
101 4050	SEWER VEHICLE MAINTENANCE	6,936	7,178	6,009	8,000	8,000	5,428	8,000	8,000
101 4051	WATER VEHICLE MAINTENANCE	20,162	24,772	17,472	20,000	20,000	11,104	20,000	20,000
<b>TOTAL PUBLIC WORKS FEES</b>		<b>3,431,445</b>	<b>3,283,790</b>	<b>3,565,364</b>	<b>3,929,783</b>	<b>3,929,783</b>	<b>2,997,722</b>	<b>3,635,083</b>	<b>4,057,777</b>

# GENERAL FUND REVENUE

**CATEGORY: PUBLIC WORKS FEES**

**101 4043 Revenue Transferred from Utility Funds**

Revenue is derived from interfund transfers to the General Fund from the Sewer Fund and the Water Fund. For 2012, the interfund transfer is only from the Water Fund.

**101 4044 Rent of City Property**

Revenue is derived from the reimbursement for use of space by Community Development Block Grant Fund at City Hall and Southern Market, the rental of other Southern Market space, and poll rental. This line also reflects rental income from Lancaster County Detectives for rental space in the new police station.

**101 4045 Sewer -Administrative Indirect Costs**

Revenue is derived from indirect costs applicable to the Sewer Fund, as per the full cost allocation plan for 2010, which is applicable to fiscal year 2012.

**101 4046 Water-Administrative Indirect Costs**

Revenue is derived from indirect costs applicable to the Water Fund, as per the full cost allocation plan for 2010, which is applicable to fiscal year 2012.

**101 4179 Solid Waste-Administrative Indirect Costs**

Revenue is derived from indirect costs applicable to the Solid Waste & Recycling Fund, as per the full cost allocation plan for 2010, which is applicable to fiscal year 2012.

**101 4047 Pole Inspection**

Revenue is derived from the pole inspection and utility license from Verizon Telephone.

**101 4048 Street Opening Permits**

Revenue is derived from the fees collected for street opening permits granted to various utilities. The budget includes additional revenues anticipated from a proposed change to the Street Opening Permit fees.

**101 4050**

**Sewer-Vehicle Maintenance**

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.

**101 4051**

**Water-Vehicle Maintenance**

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.

**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>RECEIVED YTD 10/31/11</b>	<b>PROJECTED REVENUE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>MISCELLANEOUS REVENUE</b>									
101 4053	EXECUTIVE SUNDRY	750	1,000	750	750	750	750	750	750
101 4054	REFUND OF PRIOR YEAR EXP.	0	0	0	0	0	0	0	0
101 4055	ADMINISTRATIVE SUNDRIES	8,472	9,841	7,149	10,000	10,000	6,598	7,500	7,500
101 4056	AUCTION	16,428	14,500	877	15,000	15,000	4,981	4,981	0
101 4057	SALE CITY PROPERTY & SERVICES	101,901	5,136	19,386	7,500	7,500	13,895	14,000	357,500
101 4058	POLICE SUNDRY	203,128	219,616	225,309	200,000	200,000	121,232	200,000	200,000
101 4059	FIRE SUNDRY	7,263	3,981	970	5,000	5,000	1,377	1,400	1,000
101 4059-01	FIRE ADMINISTRATIVE TICKETS	0	17,865	5,665	10,000	10,000	520	1,000	1,000
101 4060	EDNR SUNDRY	49,149	50,093	27,780	45,000	45,000	25,699	35,000	35,000
101 4060-01	EDNR ADMINISTRATIVE TICKETS	0	41,692	51,133	50,000	50,000	43,362	50,000	50,000
101 4061	PUBLIC WORKS SUNDRY	71,603	32,962	39,929	61,000	61,000	21,128	25,000	30,000
101 4181	TAX CERTIFICATION FEES	0	31,923	65,169	71,000	71,000	44,420	55,000	60,000
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>458,693</b>	<b>428,609</b>	<b>444,117</b>	<b>475,250</b>	<b>475,250</b>	<b>283,962</b>	<b>394,631</b>	<b>742,750</b>



# GENERAL FUND REVENUE

**CATEGORY: MISCELLANEOUS REVENUE**

**101 4053 Executive Sundry**

Revenue is derived from miscellaneous items in the Mayor's and City Clerk's office, e.g. notary services.

**101 4054 Refund of Prior Years' Expenditures**

Reimbursements received in the current year for expenditures made in prior years for insurance, legal, etc.

**101 4055 Administrative Sundries**

Revenue is derived from miscellaneous reimbursements and fees charged by bureaus within the Department of Administrative Services.

**101 4056 Auction**

Revenue is derived from the sale of obsolete property, salvage equipment, and other miscellaneous items at the annual City auction and County auction.

**101 4057 Sale of City Property & Services**

Revenue is derived from the sale of miscellaneous items and services.

**101 4058 Police Sundry**

Revenue is derived from the reimbursement for miscellaneous police receipts, such as witness fees.

**101 4059 Fire Sundry**

Revenue is derived from reimbursements for miscellaneous fire receipts, such as the sale of fire code books.

**101 4059 01 Fire Property Violations**

Revenue is derived from fines paid by residents and property owners for violations of the City's Fire Code.

**101 4060**

**EDNR Sundry**

Revenue is derived from City code letters, the sale of City code books, land development ordinances and filing fees for land development and subdivision plans.

**101 4060 01**

**EDNR Property Violations**

Revenue is derived from fines paid by residents and property owners for violations of the City's property maintenance code.

**101 4061**

**Public Works Sundry**

Revenue is derived from the reimbursement of labor costs for accident repairs, clean-up and other miscellaneous fees. This line also reflects the rebate from the Lancaster County Solid Waste Management Authority, and access parking at Central Market.

**101 4181**

**Tax Certification Fees**

Revenue is derived from a \$20 fee charged for tax certifications provided to settlement companies for real estate sale closings.

**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>RECEIVED YTD 10/31/11</b>	<b>PROJECTED REVENUE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>OTHER INCOME</b>									
101 4063	INTEREST ON INVESTMENT	161,756	17,974	6,274	10,000	10,000	5,353	9,000	10,000
101 4064	INTEREST- RESERVED	268,894	36,052	5,321	5,000	5,000	0	0	0
101 4065	FULTON OPERA HOUSE LOAN	89,020	88,854	63,417	0	0	0	0	0
101 4066	FEDERAL REIMB. - SALARIES	209,026	321,440	353,101	415,000	415,000	327,314	415,000	378,350
101 4067	FEDERAL REIMB. - FRINGES	220,547	171,145	187,964	221,195	221,195	172,747	221,194	197,500
101 4068	FEDERAL REIMB. - IND. SAL COST	34,660	0	0	0	0	0	0	0
101 4069	FEDERAL REIMB. - INDIRECT COSTS	80,000	78,386	82,643	60,000	60,000	0	60,000	60,000
101 4188	RACL REIMB. - SALARIESFRINGE	0	0	0	0	0	0	0	100,000
101 4070	INSURANCE RECOVERY	136,559	27,603	7,616	0	0	39,174	5,000	0
101 4071	PENSION STATE AID	2,493,767	2,384,258	2,340,371	2,390,641	2,390,641	3,852,040	3,852,040	2,283,996
101 4074	CLG GRANT (HARB)	0	12,247	14,166	10,000	10,000	7,483	12,000	14,000
101 4075	REIM-STATE GASOLINE	476,654	540,596	577,690	525,000	525,000	420,275	530,000	535,000
101 4151	ANTI-CAR THEFT GRANT	203,584	224,972	170,943	95,829	95,829	83,072	88,817	95,829
101 4155	MISCELLANEOUS GRANTS & GIFTS	30,000	64,549	44,586	511,000	511,000	299,565	410,000	425,000
101 4157	INSURANCE FRAUD GRANT	100,584	95,318	102,217	95,829	95,829	72,582	80,872	95,829
101 4166	FEDERAL REIMB - RDS	138,066	144,191	6,500	0	0	5,207	5,207	0
101 4990	USE OF FUND BALANCE RESERVES	0	0	0	0	0	0	0	1,155,325
<b>TOTAL OTHER INCOME</b>		<b>4,643,117</b>	<b>4,207,585</b>	<b>3,962,809</b>	<b>4,339,494</b>	<b>4,339,494</b>	<b>5,284,812</b>	<b>5,689,130</b>	<b>5,350,829</b>
<b>TOTAL REVENUES</b>		<b>41,950,481</b>	<b>41,446,628</b>	<b>44,094,792</b>	<b>45,512,581</b>	<b>45,512,581</b>	<b>40,819,963</b>	<b>46,189,083</b>	<b>46,271,459</b>

# GENERAL FUND REVENUE

**CATEGORY: OTHER INCOME**

**101 4063 Interest on Investment**

Revenue is derived from interest earned on General Fund cash invested on a short term basis during the fiscal year.

**101 4064 Interest – Reserved**

Revenue is derived from interest earned on the proceeds of the sale of sewer capacity to Suburban Lancaster Sewer Authority in 1996. This line reflects that portion of interest earnings which is reserved in accordance with local legislation. The account was closed in 2010.

**101 4065 Fulton Opera House Loan**

Revenue is derived from the reimbursement of annual bond payments from the Fulton Opera House Foundation for the \$1,000,000 loan made by the City in August of 1992. This loan was paid in full during 2010.

**101 4066 Federal Reimbursement-Salaries**

Revenue is derived from the reimbursement of Federal funds to the General Fund for Federally-funded activities performed by General Fund employees.

**101 4067 Federal Reimbursement-Fringe**

This line represents the amount of fringe benefits, correlative to salaries, that are reimbursed to the General Fund by Federal program funds.

**101 4068 Federal Reimbursement-Indirect Salary Costs**

Through 2008, indirect costs related to Federally-reimbursed employees were charged to the CDBG Program and appeared here as revenue to the General Fund. Beginning in 2009, these reimbursements will be accounted for in the Federal Reimbursement-Salaries and Federal Reimbursement-Fringe line items.

**101 4069**

**Federal Reimbursement-Indirect Costs**

Revenue is derived from indirect costs applicable to the CDBG program, as per the cost allocation plan for 2010, which is applicable to fiscal year 2012.

**101 4188**

**RACL Reimbursement – Salaries/Fringes**

Revenue is derived from payment by the Redevelopment Authority of the City of Lancaster for staffing services provided by the Director and various staff of the Department of Economic Development and Neighborhood Revitalization.

**101 4070**

**Insurance Recovery**

Revenue is derived from insurance recovery reimbursements for damages caused to City-owned property and equipment by accidents, etc.

**101 4071**

**Pension State Aid**

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.

**101 4074**

**Certified Local government (CLG) Grant**

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.

**101 4075**

**Reimbursement-State Gasoline**

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.

**101 4151**

**Anti-Car Theft Grant**

The Pennsylvania Auto Theft Prevention Authority has continued a grant to assist Lancaster's Auto Theft Unit. The grant funds an investigator, training and related equipment.

**101 4155**

**Miscellaneous Grants & Gifts**

This account reflects a contribution from the Lancaster Community Foundation to offset the salary of the Public Arts Manager. Additional revenue is anticipated from a Federal COPS grant and a Pennsylvania Commission on Crime and Delinquency grant.

**101 4157**

**Insurance Fraud Grant**

The Pennsylvania Insurance Fraud Prevention Authority has continued a grant to maintain Lancaster's Insurance Fraud Unit. The grant funds an investigator, training and related equipment.

**101 4166**

**Federal Reimbursement - RDS**

This line reflects revenue from the City's participation in the Medicare Retiree Drug Subsidy program. The City's involvement in the RDS program ended in 2010.

**101 4990**

**Fund Balance Reserve**

The City is required by law to adopt a balanced (revenue = expenditure) budget. When excess fund balance is available, it may be used as a source of "revenue" to balance the budget. For 2012, \$1,143,325 use of fund balance reserves is included in the budget.

CITY OF LANCASTER  
**GENERAL FUND**  
EXPENSES



2012 BUDGET

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>OFFICE OF THE MAYOR</b>									
101 1 101 6105	ELECTED OFFICIAL	75,578	77,176	77,236	77,932	77,932	62,945	77,932	77,932
101 1 101 6115	SALARIED PERSONNEL	109,090	111,927	111,976	113,511	113,511	93,276	118,023	120,506
101 1 101 6190	SICK LEAVE BONUS	50	100	0	0	0	0	0	0
101 1 101 7320	DUES & SUBSCRIPTIONS	0	919	307	300	300	160	300	300
101 1 101 7340	POSTAGE	689	461	502	500	800	644	775	700
101 1 101 7350	PRINTING	904	225	125	250	250	128	200	225
101 1 101 7360	TELEPHONE	3,622	3,008	4,099	3,300	3,300	2,724	3,300	3,300
101 1 101 7370	TRAVEL	1,359	543	1,365	1,500	1,500	105	250	750
101 1 101 7445	TRAINING & SCHOOL	1,031	200	680	700	400	334	305	250
101 1 101 7603	OFFICE SUPPLIES	1,658	852	920	1,000	1,300	1,189	1,300	1,100
101 1 101 7606	OPERATING SUPPLIES	0	0	0	0	0	0	0	0
101 1 101 8200	MINOR EQUIPMENT	0	0	0	0	0	0	0	0
<b>TOTAL</b>		<b>193,981</b>	<b>195,411</b>	<b>197,210</b>	<b>198,993</b>	<b>199,293</b>	<b>161,505</b>	<b>202,385</b>	<b>205,063</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**OFFICE OF THE MAYOR**

101 1 101 6105	F	M	1.0000 Mayor	77,932
<b>TOTAL 6105 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 77,932</b>
101 1 101 6115	F	M	1.0000 Secretary to the Mayor	45,815
101 1 101 6115	F	M	1.0000 Chief of Staff	73,775
			Available for Merit	916
<b>TOTAL 6115 EMPLOYEES</b>			<b>2.0000</b>	<b>\$ 120,506</b>
<b>TOTAL EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 198,438</b>

# OFFICE OF THE MAYOR

**101 1 101 6105**                      **Elected Official**

Salary of the Mayor. The Mayor's salary is established by City Ordinance (Article 123.06)

**101 1 101 6115**                      **Salaried Personnel**

The salary of the Chief of Staff and Mayor's secretary.

**101 1 101 6190**                      **Sick Leave Bonus**

Sick leave bonus earned by the Mayor's Office staff for attendance in the prior year.

**101 1 101 7320**                      **Dues & Subscriptions**

Subscriptions to professional publications and dues to professional organizations.

**101 1 101 7340**                      **Postage**

Postage costs incurred in routine office mailings.

**101 1 101 7350**                      **Printing**

Photocopying costs of the Mayor's Office.

**101 1 101 7360**                      **Telephone**

Line and call charges for phone and fax lines, and the Mayor's cellular phone.

**101 1 101 7370**                      **Travel**

Travel expenses relating to the Mayor's attendance at various meetings and conferences.

**101 1 101 7445**                      **Training and School**

Expenses for registrations and training.

**101 1 101 7603                      Office Supplies**

Cost of general office supplies for the Mayor's Office.

**101 1 101 7606                      Operating Supplies**

Cost of operating supplies for the Mayor's Office.

**101 1 101 8200                      Minor Equipment**

This line is used to purchase furnishings and computer equipment.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>OFFICE OF THE CITY SOLICITOR</b>									
101 1 102 7410	PROFESSIONAL SERVICES	319,303	277,729	295,836	310,000	309,700	247,918	309,700	350,000
<b>TOTAL</b>		<b>319,303</b>	<b>277,729</b>	<b>295,836</b>	<b>310,000</b>	<b>309,700</b>	<b>247,918</b>	<b>309,700</b>	<b>350,000</b>
<b>TOTAL EXECUTIVE DEPARTMENT</b>		<b>513,284</b>	<b>473,140</b>	<b>493,046</b>	<b>508,993</b>	<b>508,993</b>	<b>409,423</b>	<b>512,085</b>	<b>555,063</b>

# **OFFICE OF THE SOLICITOR**

**101 1 102 7410**

## **Professional Services**

The cost of legal services provided to the City by the City Solicitor, Assistant City Solicitor, and various other law firms. The City Solicitor handles all general legal matters of the City including reviews of proposed ordinances, defense of the City against lawsuits and maintenance of the City's lien docket. Various other law firms provide services to the City for specific issues, or where a conflict of interest exists with the City Solicitor.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>OFFICE OF CITY COUNCIL</b>									
101 2 201 6105	ELECTED OFFICIAL	56,498	56,500	56,500	56,500	56,500	45,633	56,500	56,500
101 2 201 7380	MISCELLANEOUS EXPENSE	1,219	770	125	500	500	70	350	500
<b>TOTAL</b>		<b>57,717</b>	<b>57,270</b>	<b>56,625</b>	<b>57,000</b>	<b>57,000</b>	<b>45,703</b>	<b>56,850</b>	<b>57,000</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**OFFICE OF CITY COUNCIL**

101	2	201	6105	P	E	1.0000	Council President	8,500
101	2	201	6105	P	E	1.0000	Councilperson	8,000
101	2	201	6105	P	E	1.0000	Councilperson	8,000
101	2	201	6105	P	E	1.0000	Councilperson	8,000
101	2	201	6105	P	E	1.0000	Councilperson	8,000
101	2	201	6105	P	E	1.0000	Councilperson	8,000
101	2	201	6105	P	E	1.0000	Councilperson	8,000
<b>TOTAL 6105 EMPLOYEES</b>						<b>7.0000</b>		<b>\$ 56,500</b>

# **OFFICE OF CITY COUNCIL**

**101 2 201 6105**

## **Elected Official**

Salaries of the seven City Council members. These salaries are set by City Ordinance (Article 111.03)

**101 2 201 7380**

## **Miscellaneous Expense**

Costs of plaques for retiring members of City Council as well as awards to various organizations and individuals honored by City Council are charged to this line. Funds are also used for attendance at PA League of Cities functions.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>OFFICE OF THE CITY CLERK</b>									
101 2 202 6115	SALARY CITY CLERK	42,237	43,338	43,338	44,467	44,467	35,243	44,467	45,818
101 2 202 6120	TEMPORARY SALARY	3,881	0	0	0	0	0	0	0
101 2 202 7230	MAINTENANCE- EQUIPMENT	0	0	0	0	0	0	0	0
101 2 202 7310	ADVERTISING	4,067	5,276	5,636	5,500	5,500	2,313	4,500	5,000
101 2 202 7340	POSTAGE	549	224	393	400	400	354	400	400
101 2 202 7350	PRINTING	756	899	251	1,000	976	170	600	700
101 2 202 7360	TELEPHONE	779	793	806	750	750	586	750	750
101 2 202 7380	MISCELLANEOUS EXPENSE	224	86	35	100	100	13	100	100
101 2 202 7425	ORDINANCE CODIFICATION	7,076	3,446	5,046	6,000	6,190	6,188	6,200	6,500
101 2 202 7603	OFFICE SUPPLIES	322	210	406	400	234	234	400	400
101 2 202 8200	MINOR EQUIPMENT	124	0	0	0	0	0	0	0
<b>TOTAL</b>		<b>60,015</b>	<b>54,272</b>	<b>55,911</b>	<b>58,617</b>	<b>58,617</b>	<b>45,101</b>	<b>57,417</b>	<b>59,668</b>
<b>TOTAL LEGISLATIVE DEPT.</b>		<b>117,732</b>	<b>111,542</b>	<b>112,536</b>	<b>115,617</b>	<b>115,617</b>	<b>90,804</b>	<b>114,267</b>	<b>116,668</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**OFFICE OF THE CITY CLERK**

101 2 202 6115	F	M	1.0000 City Clerk Available for Merit	44,920 898
<b>TOTAL 6115 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 45,818</b>

# OFFICE OF THE CITY CLERK

**101 2 202 6110                      Salary - City Clerk**

Salary of the City Clerk.

**101 2 202 7230                      Maintenance - Equipment**

Maintenance contract for office equipment.

**101 2 202 7310                      Advertising**

Costs of newspaper advertising for all public meetings of City Council, City Council committee meetings, and proposed ordinances.

**101 2 202 7340                      Postage**

Postage costs for general office mailings.

**101 2 202 7350                      Printing**

Photocopying costs for the City Clerk, and the cost of binding minute books.

**101 2 202 7360                      Telephone**

Line and call charges for phone lines of the City Clerk and City Controller.

**101 2 202 7380                      Miscellaneous Expense**

Miscellaneous expenses incurred by the City Clerk.

**101 2 202 7425                      Ordinance Codification**

Each year, the City Clerk has the City's Codified Ordinances updated to reflect legislation enacted. This line reflects the cost to update both hard-copy and computerized versions, during the year, of the City's Codified Ordinances.

**101 2 202 7603                      Office Supplies**

General office supplies for the City Clerk.

**101 2 202 8200**

**Minor Equipment**

There are no minor equipment purchases anticipated for 2012.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>ADMINISTRATIVE SERVICES OFFICE OF THE DIRECTOR</b>									
101 4 400 6109	SALARY - DIRECTOR	82,461	83,788	83,788	84,302	84,302	66,469	84,302	92,000
101 4 400 6115	SALARIED PERSONNEL	60,722	67,648	68,532	136,739	128,212	87,614	115,007	140,678
101 4 400 6120	SALARY TEMPORARY	2,857	1,292	2,267	0	12,116	12,116	12,116	0
101 4 400 6190	SICK LEAVE BONUS	200	200	0	0	0	0	0	0
101 4 400 7141	PC LEASE	0	11,435	11,435	11,435	11,435	11,435	11,435	11,435
101 4 400 7320	DUES & SUBSCRIPTIONS	370	198	13,516	5,500	7,076	7,076	7,076	7,100
101 4 400 7340	POSTAGE	0	0	51	50	50	20	30	30
101 4 400 7350	PRINTING	1,992	0	144	100	573	346	400	400
101 4 400 7360	TELEPHONE	1,526	604	629	700	860	705	900	900
101 4 400 7370	TRAVEL	358	306	475	500	500	484	484	500
101 4 400 7410	PROFESSIONAL SERVICES	45,262	63,007	33,442	15,000	51,500	22,812	50,000	50,000
101 4 400 7445	TRAINING	300	1,160	494	500	200	170	170	250
101 4 400 7603	OFFICE SUPPLIES	437	1,688	1,000	1,000	2,000	1,798	1,900	1,300
101 4 400 8200	MINOR EQUIPMENT	3,925	551	0	0	0	0	0	0
<b>TOTAL</b>		<b>200,411</b>	<b>231,877</b>	<b>215,773</b>	<b>255,826</b>	<b>298,824</b>	<b>211,045</b>	<b>283,820</b>	<b>304,593</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**DIRECTOR OF ADMINISTRATIVE SERVICES**

101 4 400 6109	F	M	1.0000 Director-Administrative Services	92,000
<b>TOTAL 6109 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 92,000</b>
101 4 400 6115	F	M	1.0000 Administrative Assistant	42,339
101 4 400 6115	F	M	1.0000 Development Administrator	55,785
101 4 400 6115	F	M	1.0000 Clerk Receptionist	30,822
			Available for Merit	11,741
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 140,687</b>
<b>TOTAL EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 232,687</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU:                   OFFICE OF THE DIRECTOR**

**101 4 400 6109                   Salary-Director**

Salary of the Business Administrator.

**101 4 400 6115                   Salaried Personnel**

Salaries of the City Hall Receptionist, Administrative Assistant to the Business Administrator and the Development Administrator.

**101 4 400 6120                   Salary Temporary**

Costs of temporary personnel to fill in during extended absence of City Hall Receptionist or other Director's Office personnel.

**101 4 400 6190                   Sick Leave Bonus**

Sick leave bonus for the Administrative Services Director and staff.

**101 4 400 7141                   PC Lease**

Annual state contract lease costs for PCs and laptop computers for Administrative Services staff.

**101 4 400 7320                   Dues and Subscriptions**

Dues for the US Conference of Mayors, PLCM PELRAS, Lancaster County Boroughs Association, Government Finance Officers Association and subscriptions to professional journals and publications.

**101 4 400 7340                   Postage**

Postage and express mail sent by the Director's Office.

**101 4 400 7350                   Printing**

Photocopying expenses of the Director's office.

**101 4 400 7360                   Telephone**

Line and call charges for the Director's Office phones.

**101 4 400 7370**                      **Travel**

Costs associated with travel to various PLCM conferences.

**101 4 400 7410**                      **Professional Services**

Professional services to include consultant fees related to implementation of Information Technology software changes as well as various legal services relating to labor relations.

**101 4 400 7445**                      **Training**

Costs of various PLCM conferences.

**101 4 400 7603**                      **Office Supplies**

Office supplies for the Office of the Director

**101 4 400 8200**                      **Minor Equipment**

Purchase of office and/or computer equipment.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF ACCOUNTING</b>									
101 4 401 6110	SALARY-BUREAU CHIEF	65,144	66,842	66,842	67,252	68,752	54,525	68,744	67,924
101 4 401 6115	SALARIED-PERSONNEL	133,111	135,242	127,524	131,081	133,481	105,752	133,481	132,390
101 4 401 6120	SALARY-TEMPORARY	0	0	3,990	0	0	0	0	0
101 4 401 6190	SICK LEAVE BONUS	350	450	0	0	0	0	0	0
101 4 401 7230	MAINTENANCE- EQUIPMENT	248	0	0	0	0	0	0	0
101 4 401 7310	ADVERTISING	822	846	1,580	2,000	2,000	1,169	1,169	1,350
101 4 401 7320	DUES & SUBSCRIPTIONS	1,088	1,143	1,207	1,400	1,400	1,247	1,247	1,400
101 4 401 7340	POSTAGE	4,691	4,014	3,757	5,300	5,300	3,868	5,150	5,425
101 4 401 7350	PRINTING	1,838	2,243	1,506	2,200	2,200	1,062	1,750	1,800
101 4 401 7360	TELEPHONE	1,153	1,198	1,236	1,350	1,350	995	1,250	1,300
101 4 401 7411	AUDITOR SERVICES	48,044	39,316	47,008	45,000	45,000	32,036	42,500	45,000
101 4 401 7430	BANK SERVICE CHARGE	9,041	9,737	6,229	9,500	9,500	4,873	7,300	8,500
101 4 401 7431	CREDIT CARD FEES	3,695	4,149	4,510	5,000	5,000	3,475	4,850	5,000
101 4 401 7445	TRAINING & SCHOOL	0	700	700	700	799	799	799	2,000
101 4 401 7603	OFFICE SUPPLIES	4,016	2,861	3,490	4,000	4,000	3,141	3,950	4,000
101 4 401 8200	MINOR EQUIPMENT	1,189	47	850	750	651	13	13	500
<b>TOTAL</b>		<b>274,430</b>	<b>268,788</b>	<b>270,429</b>	<b>275,533</b>	<b>279,433</b>	<b>212,955</b>	<b>272,203</b>	<b>276,589</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF ACCOUNTING**

101 4 401 6110	F	M	1.0000 Chief Accountant	67,924
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 67,924</b>
101 4 401 6115	F	M	1.0000 Accountant II	47,648
101 4 401 6115	F	M	1.0000 Accountant I	44,039
101 4 401 6115	F	M	1.0000 Payroll Specialist	40,703
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 132,390</b>
<b>TOTAL EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 200,314</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## **BUREAU:            ACCOUNTING**

### **101 4 401 6110            Salary - Bureau Chief**

Salary of the Chief Accountant.

### **101 4 401 6115            Salaried Personnel**

Salaries of the staff of the Bureau of Accounting

### **101 4 401 6120            Salary - Temporary**

Payments to an employment agency to fill temporary accounting positions.

### **101 4 401 6190            Sick Leave Bonus**

Sick leave bonus earned by Accounting staff for attendance during the prior year.

### **101 4 401 7230            Equipment Maintenance**

This code is used to record expenditures to maintain miscellaneous office equipment.

### **101 4 401 7310            Advertising**

Funds are required in order to publish the results of the annual City audit in the Lancaster City newspaper, and advertise open positions.

### **101 4 401 7320            Dues and Subscriptions**

Dues for the Government Finance Officers Association, (CCH) Commerce Clearing House Payroll Registers, and other miscellaneous dues.

### **101 4 401 7340            Postage**

This code is used to record postage expenses related to accounts payable mailings, miscellaneous invoice mailing and other financial operations mailings.

**101 4 401 7350                      Printing**

Copying charges for the Accounting office. The printing of the City's annual budget is also charged to this line item.

**101 4 401 7360                      Telephone**

Line and call charges for the Accounting Office.

**101 4 401 7370                      Travel**

This code is used to record travel expenses related to continuing education and various other training programs.

**101 4 401 7411                      Audit Services**

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.

**101 4 401 7430                      Bank Service Charges**

This code is used to record the General Fund's share of bank service charges for the City's central depository account.

**101 4 401 7431                      Credit Card Fees**

This account reflects the General Fund's share of credit card company fees.

**101 4 401 7445                      Training and School**

This code is used to record training expenses and the cost of educational materials for the Accounting Office staff.

**101 4 401 7603                      Office Supplies**

General office supplies for the Accounting office.

**101 4 401 8200                      Minor Equipment**

This line is used to record the purchase of miscellaneous small equipment and furnishings for the Accounting Office.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PROCUREMENT &amp; COLLECTIONS</b>									
101 4 402 6110	SALARY-BUREAU CHIEF	11,121	11,269	11,781	10,845	11,008	8,827	11,147	11,117
101 4 402 6115	SALARIED-PERSONNEL	99,752	99,623	101,839	99,991	100,154	76,685	98,919	87,954
101 4 402 6120	SALARY - TEMPORARY	0	638	1,760	1,742	1,742	1,169	1,742	0
101 4 402 6185	OVERTIME	0	0	0	250	250	0	0	250
101 4 402 6190	SICK LEAVE BONUS	38	19	0	0	0	0	0	0
101 4 402 7180	RENTAL OF UNIFORMS	0	0	0	36	36	0	36	82
101 4 402 7230	MAINTENANCE- EQUIPMENT	5,579	2,912	3,252	4,073	5,262	4,034	4,200	4,071
101 4 402 7320	DUES & SUBSCRIPTIONS	625	693	633	745	745	700	730	730
101 4 402 7340	POSTAGE	8,458	10,489	8,947	13,871	11,221	8,425	10,500	13,693
101 4 402 7350	PRINTING	2,690	3,924	3,214	3,171	3,171	1,817	3,728	3,429
101 4 402 7360	TELEPHONE	854	1,012	1,010	971	971	742	900	986
101 4 402 7370	TRAVEL	0	0	0	250	250	245	245	250
101 4 402 7380	MISCELLANEOUS EXPENSE	250	226	167	250	250	0	0	250
101 4 402 7410	PROFESSIONAL SERVICES	4,900	0	0	0	1,307	1,307	1,307	0
101 4 402 7445	TRAINING & SCHOOL	0	0	50	0	0	0	0	0
101 4 402 7603	OFFICE SUPPLIES	1,534	1,475	1,572	1,815	3,575	1,578	1,700	1,786
101 4 402 8200	MINOR EQUIPMENT	9,132	6,945	6,241	8,075	8,965	6,699	8,972	11,728
<b>TOTAL</b>		<b>144,935</b>	<b>139,225</b>	<b>140,466</b>	<b>146,085</b>	<b>148,907</b>	<b>112,228</b>	<b>144,126</b>	<b>136,326</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PROCUREMENT AND COLLECTION**

101	4	402	6110	F	M	0.1786	Bureau Chief	11,117
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.1786</b>		<b>\$ 11,117</b>
101	4	402	6115	F	M	0.1786	Customer Service Supervisor	8,101
101	4	402	6115	F	M	0.1786	Admin Support Supervisor	7,377
101	4	402	6115	F	A	0.1786	Admin Support Clerk	5,660
101	4	402	6115	F	A	0.1786	Property Maintenance Coordinator	7,378
101	4	402	6115	F	A	0.1786	Billing Coordinator	6,247
101	4	402	6115	F	A	0.1786	Customer Care Coordinator	6,957
101	4	402	6115	F	A	0.1786	Customer Care Coordinator	7,078
101	4	402	6115	F	A	0.1786	Customer Care Coordinator	7,096
101	4	402	6115	F	A	0.1786	Customer Care Coordinator	6,526
101	4	402	6115	F	A	0.1786	Cashier/Service Clerk	6,277
101	4	402	6115	F	A	0.1786	Cashier/Service Clerk	5,660
101	4	402	6115	F	A	0.1786	Revenue Clerk	6,033
101	4	402	6115	F	A	0.1786	Mail Clerk	5,351
Subtotal Full-Time						2.3218		
101	4	402	6115	P	A	0.1786	Data Entry	2,214
Subtotal Part-Time						0.1786		
<b>TOTAL 6115 EMPLOYEES</b>						<b>2.5004</b>		<b>\$ 87,954</b>
<b>TOTAL EMPLOYEES</b>						<b>2.6790</b>		<b>\$ 99,071</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

**BUREAU:                   PROCUREMENT & COLLECTION**

**101 4 402 6110                   Salary - Bureau Chief**

This line covers a prorated share of the salary of the Bureau Chief of Procurement and Collection.

**101 4 402 6115                   Salaried Personnel**

This line represents the General Fund's share of all other personnel in the Bureau of Procurement and Collection.

**101 4 402 6190                   Sick Leave Bonus**

Sick leave bonus earned by Bureau employees for attendance during the prior year.

**101 4 402 7230                   Maintenance of Equipment**

Annual amount for maintenance contracts on the following: telephone system, remittance processor, copiers, check endorser, time clock, calculators, folder/insert mail machine, and the drive-in window mechanism.

**101 4 402 7320                   Dues & Subscriptions**

This line covers the cost to various professional organizations.

**101 4 402 7340                   Postage**

Postage and permits required to mail tax billings, etc., and for charges to be made by the Postal Service for undeliverable, returned mail.

**101 4 402 7350                   Printing**

Mailing and return envelopes and forms used in various billings and copy machine use.

**101 4 402 7360                   Telephone**

Line and call charges for phone, fax, cellular, and Internet lines.

**101 4 402 7370**

**Travel**

Travel expenses for seminars, auctions, and meetings attended by employees of the Bureau.

**101 4 402 7380**

**Miscellaneous Expenses**

Petty cash items used for miscellaneous office operations.

**101 4 402 7410**

**Professional Services**

This line covers expenses for professional services such as the Employee Assistance Program.

**101 4 402 7445**

**Training & School**

Schools and seminars for Bureau employees.

**101 4 402 7603**

**Office Supplies**

Paper tapes used by the cash registers, calculators, and the remittance processor, printer toner cartridges, file storage boxes, bond paper, etc.

**101 4 402 8200**

**Minor Equipment**

This line reflects the purchase of printers and other small equipment. In 2012, this line reflects the continued costs for lease-purchase costs for the remittance processor, which is 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.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF INFORMATION TECHNOLOGY</b>									
101 4 404 6110	SALARY BUREAU CHIEF	52,351	53,716	4,462	0	0	0	0	0
101 4 404 6115	SALARIED PERSONNEL	92,307	59,741	44,034	33,626	34,126	27,013	34,126	33,962
101 4 404 6185	OVERTIME	0	199	0	0	0	0	0	0
101 4 404 6190	SICK LEAVE BONUS	100	120	0	0	0	0	0	0
101 4 404 7220	MAINTENANCE - COMMUNICATION	0	0	11,952	12,000	12,000	8,481	11,000	12,000
101 4 404 7230	MAINTENANCE- EQUIPMENT	94,018	98,230	114,441	130,000	130,000	124,457	125,000	115,000
101 4 404 7340	POSTAGE	2	44	1	50	50	0	10	50
101 4 404 7350	PRINTING	33	0	0	50	50	0	10	50
101 4 404 7360	TELEPHONE	12,823	16,986	4,216	10,000	10,000	2,043	3,500	6,000
101 4 404 7370	TRAVEL	118	131	0	200	200	0	0	200
101 4 404 7410	PROFESSIONAL SERVICES	142,307	158,868	283,796	132,000	132,000	75,344	90,000	130,000
101 4 404 7440	CONTRACT SERVICES	0	0	66,000	70,000	70,000	49,500	66,000	82,500
101 4 404 7445	TRAINING - SCHOOL	0	636	81	5,000	5,000	149	149	5,000
101 4 404 7603	OFFICE SUPPLIES	71	60	13	600	600	0	250	500
101 4 404 7606	OPERATING SUPPLIES	11,685	19,201	17,511	26,000	26,000	10,944	20,000	25,000
101 4 404 8200	MINOR EQUIPMENT	5,760	4,484	334	6,000	6,800	978	2,000	6,000
101 4 404 8205	MIS PROJECTS	98,268	45,855	25,900	15,000	15,000	13,855	15,000	15,000
<b>TOTAL</b>		<b>509,843</b>	<b>458,271</b>	<b>572,741</b>	<b>440,526</b>	<b>441,826</b>	<b>312,764</b>	<b>367,045</b>	<b>431,262</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF INFORMATION TECHNOLOGY**

101 4 404 6115	F	M	0.5000 Information Services Manager	33,962
<b>TOTAL 6115 EMPLOYEES</b>			<b>0.5000</b>	<b>\$ 33,962</b>
<b>TOTAL EMPLOYEES</b>			<b>0.5000</b>	<b>\$ 33,962</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU: INFORMATION TECHNOLOGY**

**101 4 404 6115 Salaried Personnel**

This line covers a prorated share of the employee in Information Technology. The Solid Waste, Water and Wastewater Fund Budgets also cover proportional shares of these salaries.

**101 4 404 7220 Maintenance – Communication**

This line item covers the cost of the Metro-Ethernet connection for County/Internet connectivity and the DNS cost for ci.lancaster.pa.us which is used for the Housing, Billing, Email, Intranet sites and 5250 emulation.

**101 4 404 7230 Maintenance of Equipment**

This line covers the lease and service contracts on the IBM AS/400 ISeries and peripherals as well as the New World Systems support contract. Also covered are service contracts on the CISCO switches. Software support contracts from vendors on the ISeries. The SSL certificates and VISA compliance scan are also funded by this line item.

**101 4 404 7340 Postage**

This line covers general mailings.

**101 4 404 7350 Printing**

This line covers photocopying and any special printing needs.

**101 4 404 7360 Telephone**

Line and call charges for Information Technology office phones and cell phones. The lines connecting the AS/400 to IBM and New World Systems to dial into the AS/400 System for maintenance.

**101 4 404 7370 Travel**

This line covers transportation to and from job-related projects and schools.

**101 4 404 7410 Professional Services**

This line covers expenses for specialty technology vendors as well as outside services that are not covered under warranty or contracts on computer equipment. Also the IBM AS400 ISeries contracted programmers.

**101 4 404 7440 Contract Services**

This line covers shared services agreement charges from Lancaster County for Information Technology services.

**101 4 404 7445 Training School**

This line covers 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.

**101 4 404 7603 Office Supplies**

General office supplies needed for Information Technology.

**101 4 404 7606 Operating Supplies**

This line covers purchasing of all forms, paper, and printing supplies. This also covers media used for backup purposes of the ISeries and Servers.

**101 4 404 8200 Minor Equipment**

Upgrades to hardware and software required because of failure or new version releases used by Information Technology.

**101 4 404 8205 MIS Projects**

This line item covers the cost of replacement or new application software and hardware upgrades. This also covers consulting fees for new projects led by Information Technology.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF HUMAN RESOURCES</b>									
101 4 405 6110	SALARY-BUREAU CHIEF	76,236	53,852	61,978	75,700	76,900	60,886	76,900	76,457
101 4 405 6115	SALARIED PERSONNEL	68,152	105,110	116,496	117,271	118,929	91,705	122,165	120,760
101 4 405 6120	SALARY TEMPORARY	773	2,906	396	0	12,300	9,395	11,000	5,000
101 4 405 6185	OVERTIME	0	186	259	0	0	2	2	0
101 4 405 6190	SICK LEAVE BONUS	200	0	0	0	0	0	0	0
101 4 405 6220	EMPLOYEE RECOGNITION	6,810	7,000	7,043	7,070	7,070	2,067	0	7,211
101 4 405 7230	MAINTENANCE- EQUIPMENT	82	0	0	100	100	35	50	100
101 4 405 7310	ADVERTISING	4,879	2,056	0	2,500	2,300	0	1,500	2,000
101 4 405 7320	DUES & SUBSCRIPTIONS	0	190	375	2,885	2,885	2,028	2,200	2,100
101 4 405 7340	POSTAGE	919	2,736	1,400	1,000	1,800	1,538	1,555	1,620
101 4 405 7350	PRINTING	2,340	3,220	1,533	2,100	2,100	738	1,500	2,000
101 4 405 7360	TELEPHONE	2,064	1,647	1,953	2,000	2,000	1,399	1,600	1,800
101 4 405 7370	TRAVEL	2,655	1,012	500	825	1,025	846	1,000	3,665
101 4 405 7410	PROFESSIONAL SERVICES	32,431	15,457	21,423	20,000	20,000	19,747	20,000	23,240
101 4 405 7435	LABOR RELATIONS EXPENSE	2,134	4,098	5,559	4,000	6,500	5,418	7,694	7,500
101 4 405 7445	TRAINING - SCHOOL	1,472	328	1,398	3,605	3,605	1,191	1,363	3,850
101 4 405 7603	OFFICE SUPPLIES	3,792	3,396	2,425	4,000	4,000	1,098	1,500	2,000
101 4 405 7606	OPERATING SUPPLIES	1,306	0	248	700	700	436	1,000	700
101 4 405 8200	MINOR EQUIPMENT	6,837	0	318	1,900	1,900	106	1,900	250
<b>TOTAL</b>		<b>213,082</b>	<b>203,194</b>	<b>223,304</b>	<b>245,656</b>	<b>264,114</b>	<b>198,635</b>	<b>252,929</b>	<b>260,253</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF HUMAN RESOURCES**

101 4 405 6110	F	M	1.0000 Chief-Human Resources	76,457
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 76,457</b>
101 4 405 6115	F	M	1.0000 Human Resource Assistant	32,363
101 4 405 6115	F	M	1.0000 Employment Coordinator	35,681
101 4 405 6115	F	M	1.0000 Human Resource Generalist	52,716
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 120,760</b>
<b>TOTAL EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 197,217</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU: HUMAN RESOURCES**

**101 4 405 6110 Salary - Bureau Chief**

Salary of the Bureau Chief of Human Resources.

**101 4 405 6115 Salaried Personnel**

Salary of the Human Resources Office staff, consisting of three HR Staff: HR Asst; HR Assoc; HR Generalist.

**101 4 405 6120 Salary - Temporary**

Pay to an employment agency for temporary services required by the Bureau of Human Resources.

**101 4 405 6185 Overtime**

This line reflects overtime pay to staff members of the bureau.

**101 4 405 6190 Sick Leave Bonus**

Sick leave bonus earned by the Bureau's employees for attendance during the prior year.

**101 4 405 6220 Employee Recognition**

Expenses for annual December holiday party/employee recognition event to honor employees' years of service; United Way expenses and service awards.

**101 4 405 7230 Maintenance of Equipment**

This line is used to record expenses for the maintenance of office equipment in the Bureau of Human Resources.

**101 4 405 7310 Advertising**

Expenses incurred to advertise position vacancies within Human Resources, in newspapers and employment magazines.

**101 4 405 7320**                      **Dues & Subscriptions**

Expenses for professional association dues for HR staff and additional reference materials.

**101 4 405 7340**                      **Postage**

This line covers expenses for mailings from the Bureau of Human Resources.

**101 4 405 7350**                      **Printing**

Photocopy charges for the Human Resource Office are charged to this line; includes cost for printing training materials.

**101 4 405 7360**                      **Telephone**

This line covers expenses for telephone usage within the Bureau.

**101 4 405 7370**                      **Travel**

This line covers travel expenses for the Human Resources staff.

**101 4 405 7410**                      **Professional Services**

This line covers expenses for professional services for the Employee Assistance Program and TPA services for the FSA program.

**101 4 405 7435**                      **Labor Relations Expense**

Expenses for labor relations with the non-uniformed bargaining unit (AFSCME). This line is also used to record PELRAS dues, arbitrators expenses and the cost to print collective bargaining agreements.

**101 4 405 7445**                      **Training-School**

This line covers expenses for the training of staff in the Human Resources Bureau, in-house training programs provided to management and supervisors, and tuition reimbursements to HR staff.

**101 4 405 7603**                      **Office Supplies**

This line covers expenses of miscellaneous office supplies used on a daily basis.



**101 4 405 7606**

**Operating Supplies**

Expenses for Human Resource Manuals, Employee Handbooks and office expenses not covered by office supplies.

**101 4 405 8200**

**Minor Equipment**

Cost of printer for the Bureau of Human Resources.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>COMMUNITY INVOLVEMENT</b>									
101 4 406 8120	CONTRIBUTIONS - LEMSA	30,000	30,000	30,000	15,000	15,000	15,000	15,000	15,000
101 4 406 8125	LANC INTERMUNI COMMITTEE	11,731	11,813	9,090	10,000	9,502	7,127	9,502	13,000
101 4 406 8135	PA LEAGUE OF CITIES DUES	22,088	22,089	22,648	23,000	22,088	22,088	22,088	23,000
101 4 406 8140	PUBLIC LIBRARY	100,000	100,000	100,000	50,000	50,000	37,500	50,000	62,000
101 4 406 8142	MEDICAL LEGAL PARTNERSHIP	25,000	25,000	0	0	0	0	0	0
101 4 406 8143	COMMUNITY COMMUNICATIONS	34,042	7,935	6,017	10,000	10,000	1,776	10,000	5,000
101 4 406 8145	RECREATION COMMISSION	278,684	287,044	295,656	295,656	295,656	295,656	295,656	296,000
101 4 406 8175	HUMAN RELATIONS COMMISSION	1,096	2,631	2,145	3,000	3,000	771	2,000	2,500
101 4 406 8513	MOOSE	50,000	50,000	50,000	50,000	50,000	0	50,000	50,000
<b>TOTAL</b>		<b>552,642</b>	<b>536,512</b>	<b>515,556</b>	<b>456,656</b>	<b>455,246</b>	<b>379,918</b>	<b>454,246</b>	<b>466,500</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

**BUREAU: COMMUNITY INVOLVEMENT**

**101 4 406 8120 Contributions - LEMSA**

Operating support contribution to the Lancaster Emergency Medical Services Association (LEMSA) for the life-saving services LEMSA provides in the City of Lancaster.

**101 4 406 8125 Lancaster Intermunicipal Committee**

Dues for the Lancaster Intermunicipal Committee.

**101 4 406 8135 PA League of Cities Dues**

This line item is for the City's membership in the Pennsylvania League of Cities and Municipalities. The PLCM aids the City through educational programs and lobbying at the state government level on behalf of cities. PLCM also provides educational meetings and training seminars for City employees and elected officials.

**101 4 406 8140 Public Library**

Operating support contribution to the Lancaster County Public Library.

**101 4 406 8142 Medical Legal Partnership**

The Medical–Legal Partnership was a \$30,000 per year pilot program for two years to fund a Mid-Penn Legal Services attorney to work exclusively with South East Lancaster Health Services and collaborate with medical personnel to identify and handle patient's legal issues. Funds appropriated from the Lancaster General Hospital in-lieu-of-taxes contribution were used to support this two-year pilot program in 2008 and 2009.

**101 4 406 8143 Community Communications**

Costs to design, print and mail newsletters and other informational materials to City residents.

**101 4 406 8145 Recreation Commission**

City 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.

**101 4 406 8175**

**Human Relations Commission**

Costs incurred by the City's Human Relations Commission including contract labor charges.

**101 4 406 8513**

**MOOSE**

Funds appropriated from the Lancaster General Hospital in-lieu-of-taxes contribution to support City special events.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>INSURANCE</b>									
101 4 407 7720	INSURANCE PACKAGE PLAN	552,562	559,643	519,141	605,000	604,200	513,273	530,535	550,500
101 4 407 7740	PUBLIC OFFICIALS' BOND	4,176	2,919	3,438	4,500	4,500	2,919	3,500	4,000
<b>TOTAL</b>		<b>556,738</b>	<b>562,562</b>	<b>522,579</b>	<b>609,500</b>	<b>608,700</b>	<b>516,192</b>	<b>534,035</b>	<b>554,500</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU: INSURANCE**

**101 4 407 7720 Insurance Package Plan**

General Fund expenditures for various insurance policies (auto, liability, etc.) held by the City of Lancaster.

**101 4 407 7740 Public Officials Bond**

Bonds required under the Third Class City Code for the Treasurer, Controller, Health Officer, Engineer and Mayor.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>FRINGE BENEFITS</b>									
101 4 408 6202	MEDICAL INSURANCE	504,320	698,846	652,053	782,703	780,207	599,373	718,057	753,960
101 4 408 6203	DENTAL/VISION	7,103	3,872	3,710	6,030	6,030	5,203	6,150	6,300
101 4 408 6208	SOCIAL SECURITY	682,616	686,515	681,646	740,836	740,836	550,253	720,228	759,109
101 4 408 6209	LIFE INSURANCE	61,930	70,095	57,745	64,700	64,700	56,466	63,800	64,700
101 4 408 6230	PENSION CONTRIBUTION	301,365	303,433	300,742	307,263	307,263	290,386	307,263	320,725
101 4 408 6240	UNEMPLOYMENT COMPENSATION	57,171	115,397	89,171	100,000	100,000	44,180	47,637	75,000
101 4 408 6250	WORKERS' COMP - SELF-INSURED	1,367,861	861,069	265,298	650,000	658,601	363,053	525,000	550,000
101 4 408 7160	RENTAL OF PARKING LOT	29,987	27,221	31,063	33,500	33,500	25,435	33,283	34,500
<b>TOTAL</b>		<b>3,012,353</b>	<b>2,766,448</b>	<b>2,081,428</b>	<b>2,685,032</b>	<b>2,691,137</b>	<b>1,934,349</b>	<b>2,421,418</b>	<b>2,564,294</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

## **BUREAU: FRINGE BENEFITS**

### **101 4 408 6202 Medical Insurance**

Costs for health care costs for Mayor's Office, Legislative and all Administrative Services employees, and all General Fund retirees.

### **101 4 408 6203 Dental/Vision**

Costs for dental/vision care for Mayor's Office, Legislative and all Administrative Services employees.

### **101 4 408 6208 Social Security**

The General Fund share of FICA and Medicare taxes for all employees.

### **101 4 408 6209 Life Insurance**

Expense of life insurance coverage for General Fund employees.

### **101 4 408 6230 Pension Contribution**

This code is used to record the General Fund pension costs for non-uniformed employees, for both the Cash Balance and Supplemental Plans.

### **101 4 408 6240 Unemployment Compensation**

Unemployment compensation claims paid to the Commonwealth of Pennsylvania for General Fund employees.

### **101 4 408 6250 Workers' Compensation-Self Insured**

This insurance expenditure is mandated by the Commonwealth of PA to cover the wages and medical expenses for workers injured on the job. This line also reflects various assessments paid to the Commonwealth under this program, and premiums for the excess claims policy.

### **101 4 408 7160 Rental of Parking Lot**

Expenses for parking or bus passes for General Fund employees.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>DEBT SERVICE</b>									
101 4 409 9230	PAYING AGENT/ADMIN. FEES	2,101	2,975	1,754	4,000	4,000	754	2,000	3,500
101 4 409 9240	INTEREST-BONDS	1,703,170	1,614,699	1,418,181	1,505,019	1,505,019	1,485,192	1,505,019	1,465,628
101 4 409 9260	PRINCIPAL - BONDS	1,129,770	1,187,149	1,178,552	1,352,000	1,352,000	1,352,000	1,352,000	1,391,600
<b>TOTAL</b>		<b>2,835,041</b>	<b>2,804,823</b>	<b>2,598,487</b>	<b>2,861,019</b>	<b>2,861,019</b>	<b>2,837,946</b>	<b>2,859,019</b>	<b>2,860,728</b>
<b>TOTAL ADMIN. SERVICES DEPT.</b>		<b>8,299,475</b>	<b>7,971,700</b>	<b>7,140,763</b>	<b>7,975,833</b>	<b>8,049,206</b>	<b>6,716,032</b>	<b>7,588,841</b>	<b>7,855,045</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU: DEBT SERVICE**

**101 4 409 9230 Paying Agent/Administrative Fees**

This account represents payments to banks for maintenance of bond registration, and payments of interest and principal.

**101 4 409 9240 Interest-Bonds**

This account represents interest payments to be made on all general obligation debt of the City: the General Fund portion of the 2007, 2009 and 2010 General Obligation Bonds.

**101 4 409 9260 Principal-Bonds**

This account represents principal redemption on all general obligation debt of the City: the General Fund portion of 2007, 2009 and 2010 General Obligation Bonds.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>OFFICE OF THE CITY CONTROLLER</b>									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,500	8,500	8,500	6,865	8,500	8,500
<b>TOTAL</b>		<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>6,865</b>	<b>8,500</b>	<b>8,500</b>

# **OFFICE OF THE CITY CONTROLLER**

**101 4 403 6105**

**Elected Official**

Salary of the City Controller. This salary is set by the Third Class City Code.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>OFFICE OF THE CITY TREASURER</b>									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,500	8,500	8,500	6,866	8,500	8,500
<b>TOTAL</b>		<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>6,866</b>	<b>8,500</b>	<b>8,500</b>

# **OFFICE OF THE CITY TREASURER**

**101 4 403 6105**

**Elected Official**

Salary of the City Treasurer. This salary is set by the Third Class City Code.

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**CITY TREASURER/CONTROLLER**

101	4	403	6105	P	E		1.0000	Treasurer	8,500
101	4	403	6105	P	E		1.0000	Controller	8,500
<b>TOTAL 6105 EMPLOYEES</b>							<b>2.0000</b>		<b>\$ 17,000</b>

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	ORIGINAL BUDGET 2011	CURRENT BUDGET 2011	EXPENDED YTD 10/31/11	PROJECTED EXPENSE 2011	PROPOSED BUDGET 2012
<b>BUREAU OF POLICE</b>									
101 5 501 6110	SALARY BUREAU CHIEF	91,601	98,673	97,920	98,899	98,899	77,978	98,899	101,866
101 5 501 6115	SALARIED PERSONNEL	871,437	923,578	808,911	877,038	877,038	670,697	835,565	873,280
101 5 501 6120	SALARIED TEMPORARY	6,461	83	0	0	0	0	0	0
101 5 501 6131	POLICE-CAPTAINS	235,677	293,200	292,533	278,349	278,349	244,003	303,295	283,479
101 5 501 6132	POLICE-LIEUTENANTS	754,242	793,982	821,530	600,968	600,968	460,210	584,530	600,146
101 5 501 6133	POLICE-SERGEANTS	2,573,404	3,001,218	3,214,337	3,139,063	3,139,009	2,431,386	3,037,565	3,316,367
101 5 501 6140	POLICE-PATROLMEN	5,943,946	5,603,051	5,467,476	5,289,070	5,269,261	4,075,261	5,222,268	5,327,064
101 5 501 6150	SALARY-SCH CROSS GUARDS&PEA'S	471,297	453,210	412,238	481,119	469,603	328,512	425,303	495,197
101 5 501 6152	SALARY-COMMUNITY SERVICE AIDES	509,314	485,487	513,409	549,834	549,834	447,823	558,692	567,457
101 5 501 6180	ACTING OFFICERS	22,928	24,537	15,895	25,000	25,000	16,126	20,500	25,000
101 5 501 6185	OVERTIME	607,519	569,024	489,561	435,229	435,229	403,615	435,000	435,229
101 5 501 6188	CADET TRAINING PROGRAM	29,752	10,655	0	0	23,138	23,138	23,138	0
101 5 501 6190	SICK LEAVE BONUS	27,350	26,800	25,750	27,600	21,600	21,600	21,600	28,300
101 5 501 6201	EDUCATIONAL INCENTIVE	49,687	52,736	49,080	49,000	49,000	37,587	46,000	48,000
101 5 501 6202	MEDICAL INSURANCE - ACTIVE	2,656,892	2,883,429	2,997,727	3,046,281	2,981,281	2,621,170	2,880,745	3,150,961
101 5 501 6202	MEDICAL INSURANCE - RETIREES	866,185	1,113,562	1,210,290	1,207,734	1,207,734	1,034,797	1,162,582	1,220,710
101 5 501 6203	DENTAL-VISION	160,568	154,054	145,354	157,785	157,785	116,285	140,365	150,000
101 5 501 6210	UNIFORM MAINT. ALLOWANCE	58,963	67,011	66,225	71,525	72,675	72,675	72,675	72,675
101 5 501 6230	PENSION CONTRIBUTION	1,542,197	1,565,272	2,588,199	1,732,970	1,732,970	1,732,970	1,732,970	1,718,841
101 5 501 7160	RENTAL OF PARKING LOT	106,826	104,364	95,761	110,000	110,000	85,877	95,480	100,000
101 5 501 7220	MAINTENANCE- COMMUNICATION	37,782	32,380	22,542	30,000	30,000	12,868	30,000	30,000
101 5 501 7230	MAINTENANCE- EQUIPMENT	96,052	96,048	92,323	80,000	80,000	45,292	70,000	80,000
101 5 501 7290	MAINTENANCE- VEHICLES	151,098	111,978	109,325	110,000	110,000	105,178	110,000	110,000
101 5 501 7295	MAINTENANCE - BICYCLES	0	0	0	500	500	70	500	500
101 5 501 7320	DUES & SUBSCRIPTIONS	3,954	4,533	3,685	3,500	5,100	4,785	4,785	4,700
101 5 501 7340	POSTAGE	25,996	24,381	19,464	24,300	24,300	17,056	20,000	24,300
101 5 501 7350	PRINTING	21,043	21,512	15,241	25,000	25,000	16,421	25,000	25,000
101 5 501 7360	TELEPHONE	79,326	81,044	74,196	95,000	95,000	57,625	88,000	95,000
101 5 501 7370	TRAVEL	20,091	14,607	10,882	15,000	14,850	8,316	10,000	14,850
101 5 501 7380	MISCELLANEOUS EXPENSE	2,789	4,151	895	5,000	5,000	2,803	4,700	5,000



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
101 5 501 7410	PROFESSIONAL SERVICES	41,873	28,512	22,457	25,000	21,550	9,960	23,000	23,000
101 5 501 7435	LABOR RELATIONS	43,690	2,625	3,648	40,000	40,000	34,271	40,000	40,000
101 5 501 7437	LABORATORY-TESTS	0	2,372	1,105	2,500	3,200	2,507	2,507	7,500
101 5 501 7440	COUNTY COMPUTER SYSTEM FEE	5,635	5,635	5,635	5,635	5,635	5,635	5,635	5,635
101 5 501 7445	TRAINING - SCHOOL	23,064	9,224	17,440	30,000	30,000	24,425	30,000	30,000
101 5 501 7472	K-9 PATROL	3,030	2,641	4,181	5,000	5,000	4,014	5,000	5,000
101 5 501 7603	OFFICE SUPPLIES	11,521	10,835	10,282	12,000	12,000	8,434	11,000	12,000
101 5 501 7606	OPERATING SUPPLIES	19,511	17,361	16,346	18,000	18,000	12,417	17,000	18,000
101 5 501 7612	UNIFORMS	68,899	62,549	80,809	90,000	90,000	15,387	85,000	85,000
101 5 501 7624	PHOTOGRAPHY	842	629	1,000	1,000	1,000	1,000	1,000	1,000
101 5 501 7627	EVIDENCE SUPPLIES	2,635	6,584	5,622	6,000	6,000	3,013	6,000	6,000
101 5 501 7630	AMMUNITION	17,275	18,349	20,211	30,000	30,000	24,667	30,000	30,000
101 5 501 7633	LESS THAN LETHAL EQUIPMENT	2,397	2,892	2,390	3,000	3,000	1,444	3,000	3,000
101 5 501 7634	WEAPONS	3,234	2,595	4,455	8,000	8,000	2,760	8,000	11,000
101 5 501 7654	GASOLINE	192,755	139,027	156,753	150,000	215,000	161,046	170,000	170,000
101 5 501 8150	SHELTER EXPENSE	26,250	16,904	33,809	34,936	34,936	34,936	34,936	46,432
101 5 501 8160	DRUG TASK FORCE ASSESSMENT	56,348	56,348	56,348	56,348	56,348	56,348	56,348	56,348
101 5 501 8161	COMMUNITY SAFETY COALITION	0	0	0	0	0	0	0	100,000
101 5 501 8200	MINOR EQUIPMENT	13,310	5,115	6,059	10,000	10,000	5,924	10,000	10,000
101 5 501 8201	BICYCLES & ACCESSORIES	0	0	174	1,000	1,000	1,000	1,000	1,000
101 5 501 8270	VEHICLES	116,307	124,618	74,271	25,000	31,150	31,150	31,150	78,000
101 5 501 8271	VEHICLE LEASE	6,619	6,619	0	0	0	0	0	0
101 5 501 9240	PENSION DEBT - INTEREST	420,514	420,362	411,433	402,071	402,071	402,071	402,071	392,179
101 5 501 9260	PENSION DEBT - PRINCIPAL	2,881	178,591	187,233	195,874	195,874	195,874	195,874	204,516
<b>TOTAL</b>		<b>19,102,967</b>	<b>19,734,947</b>	<b>20,782,410</b>	<b>19,717,128</b>	<b>19,708,887</b>	<b>16,210,407</b>	<b>19,228,678</b>	<b>20,239,532</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF POLICE**

101	5	501	6110	F	P	1.0000	Chief Of Police	101,866
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 101,866</b>
101	5	501	6115	F	M	1.0000	Administrative Assistant	40,124
101	5	501	6115	F	M	1.0000	Records Supervisor	44,920
101	5	501	6115	F	M	1.0000	Crime Analyst	51,566
101	5	501	6115	F	A	1.0000	Administrative Assistant - Patrol Division	41,309
101	5	501	6115	F	A	1.0000	Administrative Assistant	38,951
101	5	501	6115	F	A	1.0000	Evidence Specialist	43,832
101	5	501	6115	F	A	1.0000	Network IT System Adm.	43,832
101	5	501	6115	F	A	1.0000	Animal Enforcement Officer	36,201
101	5	501	6115	F	A	1.0000	Hazardous/Abandoned Vehicles	36,552
101	5	501	6115	F	A	1.0000	Police Patrol Clerk	29,164
101	5	501	6115	F	A	1.0000	Records Processor Specialist	33,618
101	5	501	6115	F	A	1.0000	Records Processor	33,779
101	5	501	6115	F	A	1.0000	Records Processor	32,402
101	5	501	6115	F	A	1.0000	Records Processor	32,402
101	5	501	6115	F	A	1.0000	Records Processor	32,402
101	5	501	6115	F	A	1.0000	Records Processor	32,402
101	5	501	6115	F	A	1.0000	Records Processor	32,402
101	5	501	6115	F	A	1.0000	Records Processor	32,402
101	5	501	6115	F	A	1.0000	Records Processor	32,373
101	5	501	6115	F	A	1.0000	Records Processor	31,897
101	5	501	6115	F	A	1.0000	Records Processor	32,283
101	5	501	6115	F	A	1.0000	Mail Clerk	31,088

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist	32,872
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist Available for Merit	30,838 2,732
Subtotal Full-Time						24.0000		
101	5	501	6115	P	A	1.0000	Police Patrol Clerk	10,937
Subtotal Part-Time						1.0000		
<b>TOTAL 6115 EMPLOYEES</b>						<b>25.0000</b>		<b>\$ 873,280</b>
101	5	501	6131	F	P	1.0000	Police Captain	95,007
101	5	501	6131	F	P	1.0000	Police Captain	94,974
101	5	501	6131	F	P	1.0000	Police Captain	93,498
<b>TOTAL 6131 EMPLOYEES</b>						<b>3.0000</b>		<b>\$ 283,479</b>
101	5	501	6132	F	P	1.0000	Police Lieutenant	86,115
101	5	501	6132	F	P	1.0000	Police Lieutenant	84,116
101	5	501	6132	F	P	1.0000	Police Lieutenant	84,116
101	5	501	6132	F	P	1.0000	Police Lieutenant	83,526
101	5	501	6132	F	P	1.0000	Police Lieutenant	83,019
101	5	501	6132	F	P	1.0000	Police Lieutenant	83,019
101	5	501	6132	F	P	1.0000	Police Lieutenant	82,758
101	5	501	6132				Shift Differential	13,477
<b>TOTAL 6132 EMPLOYEES</b>						<b>7.0000</b>		<b>\$ 600,146</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6133	F	P	1.0000	Detective	69,033
101	5	501	6133	F	P	1.0000	Detective	68,318
101	5	501	6133	F	P	1.0000	Detective	68,318
101	5	501	6133	F	P	1.0000	Detective	68,318
101	5	501	6133	F	P	1.0000	Detective	68,269
101	5	501	6133	F	P	1.0000	Detective	68,269
101	5	501	6133	F	P	1.0000	Detective	68,215
101	5	501	6133	F	P	1.0000	Detective	67,111
101	5	501	6133	F	P	1.0000	Detective	66,899
101	5	501	6133	F	P	1.0000	Detective	66,390
101	5	501	6133	F	P	1.0000	Detective	66,390
101	5	501	6133	F	P	1.0000	Detective	66,062
101	5	501	6133	F	P	1.0000	Detective	66,056
101	5	501	6133	F	P	1.0000	Detective	66,008
101	5	501	6133	F	P	1.0000	Detective	65,904
101	5	501	6133	F	P	1.0000	Detective	65,904
101	5	501	6133	F	P	1.0000	Detective	65,747
101	5	501	6133	F	P	1.0000	Detective	65,747
101	5	501	6133	F	P	1.0000	Detective	65,613
101	5	501	6133	F	P	1.0000	Detective	65,613
101	5	501	6133	F	P	1.0000	Detective	64,958
101	5	501	6133	F	P	1.0000	Detective	64,958
101	5	501	6133	F	P	1.0000	Police Sergeant	74,891
101	5	501	6133	F	P	1.0000	Police Sergeant	74,301
101	5	501	6133	F	P	1.0000	Police Sergeant	73,535
101	5	501	6133	F	P	1.0000	Police Sergeant	73,146
101	5	501	6133	F	P	1.0000	Police Sergeant	73,146
101	5	501	6133	F	P	1.0000	Police Sergeant	73,146

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6133	F	P	1.0000	Police Sergeant	73,088
101	5	501	6133	F	P	1.0000	Police Sergeant	73,036
101	5	501	6133	F	P	1.0000	Police Sergeant	72,978
101	5	501	6133	F	P	1.0000	Police Sergeant	72,978
101	5	501	6133	F	P	1.0000	Police Sergeant	72,978
101	5	501	6133	F	P	1.0000	Police Sergeant	72,634
101	5	501	6133	F	P	1.0000	Police Sergeant	72,024
101	5	501	6133	F	P	1.0000	Police Sergeant	71,966
101	5	501	6133	F	P	1.0000	Police Sergeant	71,966
101	5	501	6133	F	P	1.0000	Police Sergeant	71,959
101	5	501	6133	F	P	1.0000	Police Sergeant	71,570
101	5	501	6133	F	P	1.0000	Police Sergeant	70,726
101	5	501	6133	F	P	1.0000	Police Sergeant	70,700
101	5	501	6133	F	P	1.0000	Police Sergeant	70,668
101	5	501	6133	F	P	1.0000	Police Sergeant	70,616
101	5	501	6133	F	P	1.0000	Police Sergeant	70,564
101	5	501	6133	F	P	1.0000	Police Sergeant	70,564
101	5	501	6133	F	P	1.0000	Police Sergeant	70,376
101	5	501	6133	F	P	1.0000	Police Sergeant	70,363
101	5	501	6133				Shift Differential	44,348
<b>TOTAL 6133 EMPLOYEES</b>						<b>47.0000</b>		<b>\$ 3,316,367</b>
101	5	501	6140	F	P	1.0000	Police Officer IV	64,610
101	5	501	6140	F	P	1.0000	Police Officer IV	63,605
101	5	501	6140	F	P	1.0000	Police Officer IV	63,605
101	5	501	6140	F	P	1.0000	Police Officer IV	63,560
101	5	501	6140	F	P	1.0000	Police Officer IV	63,560

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	63,560
101	5	501	6140	F	P	1.0000	Police Officer IV	63,560
101	5	501	6140	F	P	1.0000	Police Officer IV	63,509
101	5	501	6140	F	P	1.0000	Police Officer IV	63,459
101	5	501	6140	F	P	1.0000	Police Officer IV	63,459
101	5	501	6140	F	P	1.0000	Police Officer IV	63,160
101	5	501	6140	F	P	1.0000	Police Officer IV	63,160
101	5	501	6140	F	P	1.0000	Police Officer IV	63,047
101	5	501	6140	F	P	1.0000	Police Officer IV	62,629
101	5	501	6140	F	P	1.0000	Police Officer IV	62,579
101	5	501	6140	F	P	1.0000	Police Officer IV	62,579
101	5	501	6140	F	P	1.0000	Police Officer IV	62,579
101	5	501	6140	F	P	1.0000	Police Officer IV	62,567
101	5	501	6140	F	P	1.0000	Police Officer IV	62,562
101	5	501	6140	F	P	1.0000	Police Officer IV	61,552
101	5	501	6140	F	P	1.0000	Police Officer IV	61,552
101	5	501	6140	F	P	1.0000	Police Officer IV	61,501
101	5	501	6140	F	P	1.0000	Police Officer IV	61,501
101	5	501	6140	F	P	1.0000	Police Officer IV	61,450
101	5	501	6140	F	P	1.0000	Police Officer IV	61,405
101	5	501	6140	F	P	1.0000	Police Officer IV	61,405
101	5	501	6140	F	P	1.0000	Police Officer IV	61,405
101	5	501	6140	F	P	1.0000	Police Officer IV	61,360
101	5	501	6140	F	P	1.0000	Police Officer IV	61,309
101	5	501	6140	F	P	1.0000	Police Officer IV	61,309
101	5	501	6140	F	P	1.0000	Police Officer IV	61,309
101	5	501	6140	F	P	1.0000	Police Officer IV	61,264
101	5	501	6140	F	P	1.0000	Police Officer IV	61,163

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	61,163
101	5	501	6140	F	P	1.0000	Police Officer IV	61,163
101	5	501	6140	F	P	1.0000	Police Officer IV	61,039
101	5	501	6140	F	P	1.0000	Police Officer IV	61,039
101	5	501	6140	F	P	1.0000	Police Officer IV	61,039
101	5	501	6140	F	P	1.0000	Police Officer IV	61,039
101	5	501	6140	F	P	1.0000	Police Officer IV	61,039
101	5	501	6140	F	P	1.0000	Police Officer IV	60,993
101	5	501	6140	F	P	1.0000	Police Officer IV	60,993
101	5	501	6140	F	P	1.0000	Police Officer IV	60,429
101	5	501	6140	F	P	1.0000	Police Officer IV	60,429
101	5	501	6140	F	P	1.0000	Police Officer IV	60,429
101	5	501	6140	F	P	1.0000	Police Officer IV	60,429
101	5	501	6140	F	P	1.0000	Police Officer IV	60,429
101	5	501	6140	F	P	1.0000	Police Officer IV	60,429
101	5	501	6140	F	P	1.0000	Police Officer IV	60,429
101	5	501	6140	F	P	1.0000	Police Officer IV	60,356
101	5	501	6140	F	P	1.0000	Police Officer IV	60,356
101	5	501	6140	F	P	1.0000	Police Officer IV	60,356
101	5	501	6140	F	P	1.0000	Police Officer IV	60,356
101	5	501	6140	F	P	1.0000	Police Officer IV	60,356
101	5	501	6140	F	P	1.0000	Police Officer IV	60,356
101	5	501	6140	F	P	1.0000	Police Officer IV	60,209
101	5	501	6140	F	P	1.0000	Police Officer IV	60,209
101	5	501	6140	F	P	1.0000	Police Officer IV	60,136
101	5	501	6140	F	P	1.0000	Police Officer IV	60,136
101	5	501	6140	F	P	1.0000	Police Officer IV	60,136
101	5	501	6140	F	P	1.0000	Police Officer IV	60,136

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	60,068
101	5	501	6140	F	P	1.0000	Police Officer IV	60,068
101	5	501	6140	F	P	1.0000	Police Officer IV	60,068
101	5	501	6140	F	P	1.0000	Police Officer IV	60,068
101	5	501	6140	F	P	1.0000	Police Officer IV	59,984
101	5	501	6140	F	P	1.0000	Police Officer IV	59,984
101	5	501	6140	F	P	1.0000	Police Officer IV	59,939
101	5	501	6140	F	P	1.0000	Police Officer IV	59,922
101	5	501	6140	F	P	1.0000	Police Officer IV	59,916
101	5	501	6140	F	P	1.0000	Police Officer IV	59,843
101	5	501	6140	F	P	1.0000	Police Officer IV	59,843
101	5	501	6140	F	P	1.0000	Police Officer IV	59,549
101	5	501	6140	F	P	1.0000	Police Officer IV	59,549
101	5	501	6140	F	P	1.0000	Police Officer IV	59,549
101	5	501	6140	F	P	1.0000	Police Officer IV	59,549
101	5	501	6140	F	P	1.0000	Police Officer IV	59,391
101	5	501	6140	F	P	1.0000	Police Officer III	58,263
101	5	501	6140	F	P	1.0000	Police Officer III	58,263
101	5	501	6140	F	P	1.0000	Police Officer III	58,263
101	5	501	6140	F	P	1.0000	Police Officer II	51,899
101	5	501	6140	F	P	1.0000	Police Officer II	51,899
101	5	501	6140	F	P	1.0000	Police Officer I	41,068
101	5	501	6140	F	P	1.0000	Police Officer I	41,068
101	5	501	6140	F	P	1.0000	Police Officer I	41,068
101	5	501	6140	F	P	1.0000	Police Officer I	41,068
101	5	501	6140	F	P	1.0000	Police Officer I	41,068
101	5	501	6140				Shift Differential	129,698





**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,544
					Subtotal Part-Time	31.0000		
<b>TOTAL 6150 EMPLOYEES</b>						<b>39.0000</b>		<b>\$ 495,197</b>
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,290
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,803
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,803
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,803
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,803
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,303
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,303
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	34,526
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	34,526

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert 34,979
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert 34,656
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert 34,526
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert 34,526
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert 34,558
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert 34,526
101	5	501	6152	F	A	1.0000	Community Service Aide 34,526
<b>TOTAL 6152 EMPLOYEES</b>						<b>16.0000</b>	<b>\$ 567,457</b>
Total Full -Time						193.00	
Total Part-Time						32.00	
<b>TOTAL EMPLOYEES</b>						<b>225.0000</b>	<b>\$ 11,564,856</b>

# DEPARTMENT OF PUBLIC SAFETY

## BUREAU: POLICE

### **101 5 501 6110                      Salary Bureau Chief**

This line covers the salary of the Chief of Police.

### **101 5 501 6115                      Salary Civilian Personnel**

This line covers the salaries of civilian personnel which include Administrative Assistants, Clerk/Typists, Records Supervisor, Dog Law Enforcement Officer, Computer System Administrators, Crime Analyst, Hazardous and Abandoned Vehicle Officer, Evidence Specialist, and Receptionists.

### **101 5 501 6120                      Salary Temporary**

Salaries of temporary civilian personnel in the Police Bureau.

### **101 5 501 6131                      Salary Captains**

This line covers the salaries of the three Division Captains.

### **101 5 501 6132                      Salary Lieutenants**

This line covers the salaries of lieutenants.

### **101 5 501 6133                      Salary Sergeants and Detectives**

This line covers the salaries of sergeants and detectives.

### **101 5 501 6140                      Salary Patrol Officers**

This line covers the salaries of patrol officers.

### **101 5 501 6150                      Salary School Crossing Guards, Parking Enforcement Aides**

This line covers the salaries of the School Crossing Guards and the Parking Enforcement Aides. The School District of Lancaster reimburses a portion of the salaries of the School Crossing Guards to the City.

**101 5 501 6152                      Salary Community Service Aides**

This line covers the salaries of Community Service Aides.

**101 5 501 6180                      Salary Acting Officer**

This line covers payments for officers who serve in acting supervisory or staff capacity.

**101 5 501 6185                      Overtime**

This line covers all overtime, including overtime for which reimbursement is reflected as General Fund Revenue.

**101 5 501 6188                      Cadet Training Program**

This line covers the salaries of cadets and the reimbursement of a cadet's college expenses.

**101 5 501 6190                      Sick Leave Bonus**

This line covers payments for the sick leave incentive bonus program.

**101 5 501 6201                      Educational Incentive**

This line covers payments for the college educational incentive program.

**101 5 501 6202                      Medical Insurance**

This line covers the costs for health insurance for all Police Bureau employees and uniformed police retirees.

**101 5 501 6203                      Dental and Vision**

This line covers the premium costs associated with dental and vision insurance coverage for police officers and non-uniformed personnel.

**101 5 501 6210                      Uniform Maintenance Allowance**

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.

**101 5 501 6230 Pension Contribution**

This line 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.

**101 5 501 7160 Rental of Parking**

This line covers the rental of parking spaces in the Water Street Garage.

**101 5 501 7220 Communication Maintenance**

This line covers the costs associated with maintaining all radio communication equipment, police vehicle emergency lighting/sirens, and in-car computers (MDTs) utilized by the Police Bureau.

**101 5 501 7230 Equipment Maintenance**

This line covers the costs associated with maintaining all other non-communications related equipment including computers, typewriters, fax machine, audio recording and logging equipment, speed enforcement certification and maintenance, polygraph, breath testing devices, automated fingerprint device and other equipment requiring state mandated maintenance contract (i.e. Live Scan/CPIN and AFIS terminal). Includes (6) copier and (1) fax leases as well as toner and ink. Also includes lead abatement and maintenance for the indoor police firearms range.

**101 5 501 7290 Vehicle Maintenance**

This line covers the costs associated with maintaining all vehicles utilized by the Police Bureau including inspection, general maintenance, repairs, and bodywork. This line item also covers the cost of towing police vehicles and those needed for police investigations.

**101 5 501 7295 Maintenance - Bicycles**

This line covers the costs associated with maintaining bicycles and related equipment.

**101 5 501 7320**                      **Dues and Subscriptions**

This line covers the cost of dues for various professional organizations IPMBA, IACP, PA Chiefs of Police and subscriptions to various professional publications IACP NET as well as the cost of yearly updates to the Pennsylvania Crimes Code and Vehicle Code.

**101 5 501 7340**                      **Postage**

This line covers all postage costs incurred by the Police Bureau including but not limited to crime prevention, block watch, neighborhood surveys and warrant service mailings. Includes UPS and Fed Ex. Also additional expenditures vouchered by Bureau of Procurement for printing needs.

**101 5 501 7350**                      **Printing**

This line covers costs associated with both in-house and commercial printing which includes parking tickets, handheld computer paper, assignment cards, citations, and warning notices, brochures, pamphlets and surveys.

**101 5 501 7360**                      **Telephone**

This line covers all telephone costs including local and long distance calling, cellular fees, the C.L.E.A.N. computer terminal, and Lancaster County Data Processing T-1 communications line costs. Includes phone switch maintenance contract fees, MDT cellular card fees, and video conferencing fee.

**101 5 501 7370**                      **Travel**

This line covers all travel related expenses including expenses incurred by recruit officers during training, investigations, and seminars and fuel costs for the police chaplain.

**101 5 501 7380**                      **Miscellaneous Expenses**

This line covers miscellaneous expenses such as awards and trophies for the annual "Crime Stoppers" luncheon, advertising for contracts, hiring, ordinances and hazardous vehicles, Crime Prevention programs, petty cash, and prisoner meal costs.

**101 5 501 7410 Professional Services**

This line covers legal and other costs associated with the Civil Service Board for the recruitment and promotion processes (credit reports, med and psych evaluation), grant writing fees, LMA fees, court approved interpretation services for deaf and non-English speaking suspects, victims, and witnesses, employee counseling, and services of a professional grant writer.

**101 5 501 7435 Labor Relations**

This line covers the cost of contract negotiations and grievance arbitration.

**101 5 501 7437 Laboratory Testing**

This line covers costs incurred in the testing of blood by an independent medical laboratory for drug related D.U.I. investigations, DNA testing and random employee testing and reasonable suspicion testing.

**101 5 501 7440 County Police Computer System Maintenance**

This line covers the subscription fee, maintenance fee and communications line charges for the Lancaster County computer system. This is a per capita based fee charged by Lancaster County.

**101 5 501 7445 Training**

This line covers the cost of all training attended by Police Bureau personnel including yearly state mandated in-service training and specialized training for the canine, mounted and SERT officers, and Police Academy for new recruit officers.

**101 5 501 7472 Canine Unit Expenses**

This line covers costs associated with the care and feeding of the Police Bureau's canines, and other expenses associated with the Canine Program.

**101 5 501 7603 Office Supplies**

This line covers all costs for general office and paper supplies.



**101 5 501 7606                      Operating Supplies**

This line covers the cost of general operating supplies, Automatic Defibrillator Unit Batteries and rental vehicles used by the Police Bureau undercover operations.

**101 5 501 7612                      Uniforms and Clothing**

This line covers the cost of all uniforms, clothing, ballistic armor, badges, and duty accessories used by Police Bureau personnel.

**101 5 501 7624                      Photography**

This line covers the cost of film, photo paper, ink cartridges and any items used in production or reproduction of all photographs, 35mm, digital and video.

**101 5 501 7627                      Evidence Supplies**

This line covers the cost of specialty films, the cost of all digital cameras used by the Bureau for photographing of crime scenes. The cost of latent and inked fingerprint processing supplies and crime scene processing supplies and chemicals as well as "BEAST" evidence software and Identikit lease and maintenance fees.

**101 5 501 7630                      Ammunition**

This line covers the cost of all ammunition used by the Police Bureau for service and training including ammunition and cartridges for specialty weapons.

**101 5 501 7633                      Less Lethal**

This line covers the cost of maintaining all supplies for less lethal weapons to include Taser cartridges and batteries, and oleoresin capsicum, less lethal shotgun ammunition.

**101 5 501 7634                      Weapons**

This line covers the cost of the periodic replacement of obsolete or damaged weapons, accessories and the cost of parts and weapon repairs.

**101 5 501 7654                      Gasoline**

This account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Police.

**101 5 501 8150                      Humane League Shelter**

This line reflects a per capita or per animal fee to the Lancaster County Humane League animal shelter to cover the cost of stray animals taken to the shelter by Police Bureau personnel.

**101 5 501 8160                      Lancaster County Drug Task Force Assessment**

This line covers the per capita contribution of the City toward the operation of the Lancaster County Drug Task Force.

**101 5 501 8161                      Community Safety Coalition**

This line represents 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 from private contributors.

**101 5 501 8171                      Contributions - Safe Neighborhoods**

Support of the Safe Neighborhoods Program, formerly referred to as Operation Cease Fire.

**101 5 501 8200                      Minor Equipment**

This line covers the cost of minor equipment used by the Police Bureau including radio equipment and weapon cases, firing range hearing and eye protection, flares and other equipment.

**101 5 501 8201                      Bicycles and Accessories**

This line covers the cost of purchasing and replacing bicycles and related equipment.

**101 5 501 8270                      Vehicles**

This line covers the cost of replacing vehicles and accessories installed in marked vehicles such as security screens, emergency lighting and sirens.

**101 5 501 8271**

**Vehicle Lease Purchase**

This expense covers lease purchase of department vehicles. None is anticipated for 2012.

**101 5 501 9240**

**Pension Debt – Interest**

This line reflects the interest payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.

**101 5 501 9260**

**Pension Debt – Principal**

This line reflects the principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF FIRE</b>									
101 5 502 6110	SALARY BUREAU CHIEF	88,914	88,739	89,871	90,451	90,451	71,317	90,451	93,165
101 5 502 6115	SALARIED PERSONNEL	78,502	94,698	82,340	85,952	85,952	67,656	84,631	89,178
101 5 502 6120	SALARY TEMPORARY	4,714	2,733	0	0	0	0	0	0
101 5 502 6130	SALARY DEPUTY CHIEF	78,460	130,992	81,092	81,544	109,544	82,461	116,961	164,720
101 5 502 6131	FIRE-CAPTAINS	619,149	645,515	631,614	699,750	667,849	487,365	575,285	467,215
101 5 502 6132	FIRE-LIEUTENANTS	1,244,558	1,301,661	1,312,830	1,307,306	1,292,361	991,973	1,267,974	1,308,905
101 5 502 6141	FIREFIGHTERS	2,950,748	3,027,612	2,765,422	2,711,268	2,670,214	2,129,739	2,659,695	2,810,315
101 5 502 6180	ACTING OFFICERS	34,471	35,682	51,000	60,000	51,500	23,421	36,000	55,000
101 5 502 6185	OVERTIME	105,698	200,657	161,586	155,000	151,000	83,974	115,000	155,000
101 5 502 6190	SICK LEAVE BONUS	9,750	8,550	7,200	8,350	6,300	6,300	6,300	7,450
101 5 502 6201	EDUCATIONAL INCENTIVE	17,775	25,925	23,575	29,000	22,900	20,820	21,820	24,000
101 5 502 6202	MEDICAL INSURANCE - ACTIVE	1,176,204	1,308,945	1,328,127	1,374,966	1,374,966	1,194,599	1,358,550	1,436,480
101 5 502 6202	MEDICAL INSURANCE - RETIREES	862,278	989,469	891,619	1,000,000	1,000,000	912,140	990,280	1,042,695
101 5 502 6203	DENTAL-VISION	123,641	123,088	117,429	127,655	127,655	93,293	123,200	125,000
101 5 502 6210	UNIFORM MAINT. ALLOWANCE	27,280	28,710	25,080	30,280	24,771	24,771	24,771	30,000
101 5 502 6230	PENSION CONTRIBUTION	980,923	1,002,631	1,183,751	1,154,230	1,154,230	1,154,230	1,154,230	1,075,765
101 5 502 7141	PC LEASE	0	8,933	8,933	8,933	8,933	8,933	8,933	8,933
101 5 502 7160	RENTAL OF PARKING LOT	3,960	4,200	1,830	1,100	1,100	594	648	1,000
101 5 502 7220	MAINTENANCE- COMMUNICATION	11,985	11,914	2,853	12,000	12,000	4,020	4,723	10,000
101 5 502 7230	MAINTENANCE- EQUIPMENT	4,014	4,616	4,966	5,000	5,000	3,754	6,844	7,000
101 5 502 7290	MAINTENANCE- VEHICLES	25,873	23,474	50,187	30,000	30,000	19,088	25,000	30,000
101 5 502 7340	POSTAGE	2,304	2,242	2,705	3,100	3,100	1,743	2,000	3,000
101 5 502 7350	PRINTING	140	0	0	200	200	48	48	200
101 5 502 7360	TELEPHONE	7,091	11,791	10,288	11,000	11,000	7,104	9,950	12,000
101 5 502 7370	TRAVEL	1,173	155	823	1,400	2,900	2,040	2,200	1,400
101 5 502 7380	MISCELLANEOUS EXPENSE	3,204	2,969	1,230	2,500	2,500	2,493	2,493	2,500
101 5 502 7410	PROFESSIONAL SERVICES	145	3,239	382	1,800	3,314	1,847	2,000	2,000
101 5 502 7435	LABOR RELATIONS	0	200	1,500	5,000	8,853	6,474	7,000	6,000
101 5 502 7445	TRAINING - SCHOOL	6,854	6,927	6,782	20,000	15,500	7,559	10,000	75,000
101 5 502 7490	CIVIL SERVICE BOARD	600	511	117	500	647	647	647	2,000

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
101 5 502 7603	OFFICE SUPPLIES	7,277	7,434	5,586	6,000	6,000	4,258	5,000	5,500
101 5 502 7606	OPERATING SUPPLIES	6,310	5,797	5,537	6,800	6,800	4,149	5,500	6,500
101 5 502 7612	UNIFORMS	21,892	16,083	16,265	24,000	28,500	2,903	20,000	24,000
101 5 502 7624	PHOTO LABORATORY	260	0	0	260	260	0	0	0
101 5 502 7642	FIRE PREVENTION SUPPLIES	2,760	2,261	2,814	3,000	3,000	1,395	2,200	3,000
101 5 502 7645	PROTECTIVE CLOTHING	37,152	31,197	44,112	48,600	48,600	7,606	37,000	47,000
101 5 502 7654	GASOLINE	40,963	26,081	31,596	30,000	37,000	30,003	37,000	37,000
101 5 502 7672	MISC-VEHICLE PARTS	27,551	24,861	21,417	25,000	25,000	15,776	18,500	25,000
101 5 502 8200	MINOR EQUIPMENT	27,705	29,344	35,802	62,000	62,000	20,493	61,000	70,000
101 5 502 8202	SAFETY EQUIPMENT	1,469	1,492	515	3,000	3,000	1,359	2,000	3,000
101 5 502 8220	COMMUNICATION EQUIPMENT	21,662	26,038	10,192	21,000	21,000	6,456	8,500	21,000
101 5 502 8230	FURNITURE/EQUIPMENT	0	3,646	0	600	600	600	600	600
101 5 502 8271	VEHICLE LEASE	0	0	0	0	12,145	12,082	12,082	20,000
101 5 502 9240	PENSION DEBT - INTEREST	309,418	309,306	302,736	295,848	295,848	295,848	295,848	288,570
101 5 502 9260	PENSION DEBT - PRINCIPAL	2,120	131,409	137,768	144,126	144,126	144,126	144,126	150,485
101 5 502 9400	GRANTS MATCH	0	0	0	0	0	0	0	0
<b>TOTAL</b>		<b>8,976,947</b>	<b>9,711,727</b>	<b>9,459,472</b>	<b>9,688,519</b>	<b>9,628,619</b>	<b>7,957,457</b>	<b>9,356,990</b>	<b>9,747,576</b>
<b>TOTAL PUBLIC SAFETY</b>		<b>28,079,914</b>	<b>29,446,674</b>	<b>30,241,882</b>	<b>29,405,647</b>	<b>29,337,506</b>	<b>24,167,864</b>	<b>28,585,668</b>	<b>29,987,108</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF FIRE**

101	5	502	6110	F	F	1.0000	Fire Chief	93,165
<b>TOTAL 6110 EMPLOYEES</b>							<b>1.0000</b>	<b>\$ 93,165</b>
101	5	502	6115	F	A	1.0000	File Clerk III	37,283
101	5	502	6115	F	M	1.0000	Fire Bureau Administrator Available for Merit	47,648 4,247
<b>TOTAL 6115 EMPLOYEES</b>							<b>2.0000</b>	<b>\$ 89,178</b>
101	5	502	6130	F	F	1.0000	Fire Deputy Chief	82,360
101	5	502	6131	F	F	1.0000	Fire Deputy Chief	82,360
<b>TOTAL 6130 EMPLOYEES</b>							<b>2.0000</b>	<b>\$ 164,720</b>
101	5	502	6131	F	F	1.0000	Fire Captain (BC)	79,695
101	5	502	6131	F	F	1.0000	Fire Captain (BC)	79,695
101	5	502	6131	F	F	1.0000	Fire Captain (BC)	79,695
101	5	502	6131	F	F	1.0000	Fire Captain	76,507
101	5	502	6131	F	F	1.0000	Fire Captain	75,116
101	5	502	6131	F	F	1.0000	Fire Marshall	76,507
<b>TOTAL 6131 EMPLOYEES</b>							<b>6.0000</b>	<b>\$ 467,215</b>
101	5	502	6132	F	F	1.0000	Fire Lieutenant	70,132
101	5	502	6132	F	F	1.0000	Fire Lieutenant	70,132



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	502	6141	F	F	1.0000	Driver Operator	65,350
101	5	502	6141	F	F	1.0000	Driver Operator	64,310
101	5	502	6141	F	F	1.0000	Driver Operator	64,310
101	5	502	6141	F	F	1.0000	Driver Operator	64,013
101	5	502	6141	F	F	1.0000	Driver Operator	62,677
101	5	502	6141	F	F	1.0000	Driver Operator	62,677
101	5	502	6141	F	F	1.0000	Driver Operator	62,677
101	5	502	6141	F	F	1.0000	Driver Operator	62,528
101	5	502	6141	F	F	1.0000	Firefighter III	63,756
101	5	502	6141	F	F	1.0000	Firefighter III	62,742
101	5	502	6141	F	F	1.0000	Firefighter III	62,742
101	5	502	6141	F	F	1.0000	Firefighter III	61,438
101	5	502	6141	F	F	1.0000	Firefighter III	61,148
101	5	502	6141	F	F	1.0000	Firefighter III	61,003
101	5	502	6141	F	F	1.0000	Firefighter III	59,989
101	5	502	6141	F	F	1.0000	Firefighter III	59,844
101	5	502	6141	F	F	1.0000	Firefighter III	59,844
101	5	502	6141	F	F	1.0000	Firefighter III	59,844
101	5	502	6141	F	F	1.0000	Firefighter III	59,699
101	5	502	6141	F	F	1.0000	Firefighter III	59,699
101	5	502	6141	F	F	1.0000	Firefighter III	58,974
101	5	502	6141	F	F	1.0000	Firefighter III	58,974
101	5	502	6141	F	F	1.0000	Firefighter III	58,974
101	5	502	6141	F	F	1.0000	Firefighter III	58,974
101	5	502	6141	F	F	1.0000	Firefighter III	58,974
101	5	502	6141	F	F	1.0000	Firefighter III	58,865
101	5	502	6141	F	F	1.0000	Firefighter III	58,829
101	5	502	6141	F	F	1.0000	Firefighter III	58,829



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	502	6141	F	F	1.0000	Firefighter III	58,829
101	5	502	6141	F	F	1.0000	Firefighter III	58,829
101	5	502	6141	F	F	1.0000	Firefighter III	58,829
101	5	502	6141	F	F	1.0000	Firefighter III	58,829
101	5	502	6141	F	F	1.0000	Firefighter III	58,829
101	5	502	6141	F	F	1.0000	Firefighter III	58,685
101	5	502	6141	F	F	1.0000	Firefighter III	58,685
101	5	502	6141	F	F	1.0000	Firefighter III	58,685
101	5	502	6141	F	F	1.0000	Firefighter II	52,816
101	5	502	6141	F	F	1.0000	Firefighter II	52,816
<b>TOTAL 6141 EMPLOYEES</b>						<b>46.0000</b>		<b>\$ 2,810,315</b>
<b>TOTAL EMPLOYEES</b>						<b>76.0000</b>		<b>\$ 4,933,498</b>

# DEPARTMENT OF PUBLIC SAFETY

**BUREAU: FIRE**

**101 5 502 6110 Salary - Bureau Chief**

Salary of the Fire Chief.

**101 5 502 6115 Salaried Personnel**

Salaries of the 2 non-uniformed personnel assigned to the Bureau of Fire.

**101 5 502 6120 Fire – Salary Temporary**

Salary for summer help or temporary personnel.

**101 5 502 6130 Salary - Deputy Chief**

Salary of the Deputy Chiefs.

**101 5 502 6131 Fire - Captains**

Salaries of Fire Marshal and Captains.

**101 5 502 6132 Fire - Lieutenants**

Salaries of Assistant Fire Marshal, Maintenance Officer and Lieutenants.

**101 5 502 6141 Firefighters**

Salaries of Firefighters I, II and III.

**101 5 502 6180 Acting Officers**

This code is used to record expenditures of personnel serving out of rank when they are required to assume additional, substantially different duties and responsibilities than required by their normal rank. This incremental pay is required by the contract with the uniformed firefighter's union.

**101 5 502 6185****Overtime**

This code is used to record expenditures to provide a reasonable level of personnel for operations in fire suppression, rescue, and other emergencies that occur regularly within the City, and special operations such as SERT, Foam Task Force and Haz Mat. In addition, personnel working fireworks detail and the recall of off-duty personnel for major incidents are covered by this account. Holiday pay for several holidays that firefighters work is funded from this account as per contract.

**101 5 502 6190****Sick Leave Bonus**

This account provides for the payment of incentive bonuses to personnel who have taken no more than three days sick leave within the prior calendar year.

**101 5 502 6201****Educational Incentive**

This code is used to record the costs of incentive pay to personnel who have achieved certification of an Associate Degree in a fire related field, certificate of Fire Science Technology, Emergency Medical Technicians (EMT) and/or First Aid Instructors, Haz Mat Techs and personnel holding Bachelor degrees.

**101 5 502 6202****Medical Insurance**

Costs for health care for all Fire Bureau employees and uniformed retirees.

**101 5 502 6203****Dental - Vision**

This code is used to record the cost of dental and vision coverage for Bureau of Fire personnel. This coverage is mandated by a contract between the City of Lancaster and Lancaster Uniformed Firefighters Association Local 319.

**101 5 502 6210****Uniform Maintenance Allowance**

This code is used to record payment, under provisions of the collective bargaining agreement, of \$250 per year per firefighter as a clothing maintenance allowance, and \$80 per year per firefighter as a shoe allowance.

**101 5 502 6230                      Pension Contribution**

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, adjusted annually for pay increases, for all firefighters such that there are sufficient assets in the Fund, upon an employee's retirement, to pay benefits. The amount is calculated by an actuary.

**101 5 502 7141                      PC Lease**

Annual state contract lease costs for PCs and laptop computers for Fire Department staff.

**101 5 502 7160                      Rental of Parking Lot**

This line item is used to cover expenses for parking spaces in the Central Parking Garage.

**101 5 502 7220                      Maintenance of Communication Equipment**

This code is used to record expenditures to maintain the fire radio system of remote, vehicle, portable and alerting units and cell phones.

**101 5 502 7230                      Maintenance of Equipment**

This code is used for maintenance of equipment such as copier, computers, printers, fax machines.

**101 5 502 7290                      Maintenance Vehicles**

This line item is for services provided to the Bureau of Fire by outside businesses to perform work and repairs on vehicles and apparatus that Fire Bureau personnel are unable to accomplish. Also, maintenance of Self Contained Breathing Apparatus equipment, air cylinders, etc. are paid for from this line item.

**101 5 502 7340                      Postage**

This code is for the cost of U.S. postage for the Bureau of Fire and all its divisions.

**101 5 502 7350**

**Printing**

This code is used to record the costs of in-house printing of training, Fire Marshal Division material, special interest bulletins, rescue and hazardous material information, and the annual report.

**101 5 502 7360**

**Telephone**

This code is for the required telephone systems of the Bureau and its five station facilities. Line costs and phone service are included. Cell phones and service is also included in this line item.

**101 5 502 7370**

**Travel**

This code is used to record expenditures for mileage, hotels, tolls, etc. when personnel attend meetings, conferences, functions and seminars.

**101 5 502 7380**

**Miscellaneous Expenses**

This code is used to record expenditures of membership dues to organizations, trade magazines and journals, hot and cold drinks for major incidents according to agreement, petty cash and personal effects stolen or damaged during the performance of duties for all Bureau of Fire personnel, as per contract.

**101 5 502 7410**

**Professional Services**

This code is used to record expenditures for professional services such as consultants for diversity training, computer software training, etc. It is also used to record costs of medical exams, Hepatitis shots, etc.

**101 5 502 7435**

**Labor Relations**

This code provides funding for City labor attorneys and arbitrators to settle grievances between the City and IAFF.

**101 5 502 7445**

**Training - School**

This code is used to record expenditures in training, such as equipment, manuals and, recruit tuition and schooling of Bureau of Fire personnel.

**101 5 502 7490                      Civil Service Board**

This code is used to record expenditures of the Lancaster City Bureau of Fire Civil Service Board such as Civil Service entrance and promotional exams, ads, etc.

**101 5 502 7603                      Office Supplies**

This code is used to record expenditures of miscellaneous office supplies.

**101 5 502 7606                      Operating Supplies**

This code is used to record expenditures of operating supplies for four fire stations.

**101 5 502 7612                      Uniforms**

This code is used to record expenditures of all uniforms issued by the Bureau of Fire, including all dress and work uniforms for the Chief Officers, Fire Suppression, Fire Marshals and Administrative Divisions. All badges, name plates, retirement plaques and uniform shoulder patches are charged to this line.

**101 5 502 7624                      Photo Laboratory**

This code is used to record expenditures of supplies and services of photographs used to prosecute perpetrators of arson fires, code violations and activities.

**101 5 502 7642                      Fire Prevention Supplies**

This code is used to record expenditures of educational fire prevention books and promotional materials to educate the public in fire and burn prevention.

**101 5 502 7645                      Protective Clothing**

This code is used to record the purchase of protective clothing that is required for firefighting. Each firefighter's turn out gear is replaced on a five year schedule.

**101 5 502 7654**

**Gasoline/Diesel**

This code is used to record expenditures of gasoline for vehicles and portable equipment (saws, rescue equipment, generators, etc.). It is used to record the cost of oil used to maintain our vehicles in good working order. It is also used to record the cost of fuel used for apparatus equipped with diesel engines.

**101 5 502 7672**

**Miscellaneous Vehicle Parts**

This code is used to record the cost of maintenance and repair of apparatus and vehicles. Included are normal preventive maintenance, purchase of tires, batteries, brakes and the specialized parts that are procured locally or obtained from businesses that specialize in manufacturing or repairs of fire apparatus.

**101 5 502 8200**

**Minor Equipment**

This code is used to record the cost of breathing apparatus, hardware and hose necessary to keep the Bureau's apparatus fully equipped, and compatible with the accessories, specialized extinguishing agents, and other equipment needed to combat fires and handle a variety of emergency situations peculiar to the fire service. This code is also used to record the cost of furniture and fixtures, as well as dormitory items broken or worn out, obtained through private vendors.

**101 5 502 8202**

**Safety Equipment**

This line item is use to record the cost of AED equipment and first aid supplies.

**101 5 502 8220**

**Communication Equipment**

This code is used to record the cost of Minitor pagers, modems, internet connections and chargers, communication equipment batteries and items used by the Bureau of Fire in its daily 24-hour operation.

**101 5 502 8230**

**Furniture/Equipment**

This code is to record the cost of office equipment and office furniture.

**101 5 502 8270                      Vehicles**

This line reflects the cost to replace vehicles.

**101 5 502 8271                      Vehicle Lease**

This line reflects the cost to lease vehicles.

**101 5 502 9240                      Pension Debt - Interest**

This line reflects the 2012 interest payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability

**101 5 502 9260                      Pension Debt - Principal**

This line reflects the 2012 principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability

**101 5 502 9400                      Grants Match**

This line reflects the local match requirement (20-30%) for future grant applications through the Federal Emergency Management Agency (FEMA). No grants match is requested for 2012.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>ECONOMIC DEVELOPMENT &amp; NEIGHBORHOOD REVITALIZATION OFFICE OF THE DIRECTOR</b>									
101 6 601 6109	SALARY-DIRECTOR	101,562	103,197	103,197	103,829	103,829	81,865	103,829	106,944
101 6 601 6110	SALARY BUREAU CHIEF	0	0	60,364	62,162	63,912	51,772	65,193	64,077
101 6 601 6115	SALARIED PERSONNEL	71,329	199,677	161,825	139,236	130,036	101,910	128,097	150,223
101 6 601 6185	OVERTIME	494	480	434	500	500	544	700	750
101 6 601 6190	SICK LEAVE BONUS	0	550	0	0	0	0	0	0
101 6 601 6202	MEDICAL INSURANCE	373,868	399,162	437,820	483,077	483,077	388,326	445,840	468,132
101 6 601 6203	DENTAL-VISION	17,973	17,342	16,815	19,340	19,340	12,909	16,500	17,000
101 6 601 7141	PC LEASE	0	11,228	11,228	11,228	11,228	11,228	11,228	11,228
101 6 601 7230	MAINTENANCE- EQUIPMENT	267	171	0	500	500	13	50	500
101 6 601 7310	ADVERTISING	2,607	877	2,022	1,500	1,336	0	500	1,000
101 6 601 7320	DUES & SUBSCRIPTIONS	860	1,293	749	1,500	1,500	710	750	1,000
101 6 601 7340	POSTAGE	343	377	487	750	750	767	767	750
101 6 601 7350	PRINTING	1,559	1,144	636	1,000	1,000	441	500	750
101 6 601 7360	TELEPHONE	1,681	2,884	3,168	3,500	3,500	2,134	2,700	3,000
101 6 601 7370	TRAVEL	1,891	126	8	1,500	1,500	202	300	1,500
101 6 601 7380	MISCELLANEOUS EXPENSE	0	0	0	0	0	0	0	0
101 6 601 7410	PROFESSIONAL SERVICES	5,248	9,528	9,565	10,000	9,750	5,813	7,500	10,000
101 6 601 7445	TRAINING & SCHOOL	1,415	1,115	1,381	1,500	1,914	1,709	1,750	2,000
101 6 601 7603	OFFICE SUPPLIES	107	517	760	750	1,000	603	700	750
101 6 601 7606	OPERATING SUPPLIES	463	458	376	500	500	60	200	500
101 6 601 7654	GASOLINE	0	0	0	0	0	0	0	500
101 6 601 8110	CONTRIBUTION TO ECON DEVELOP.	235,989	37,224	59,330	70,000	69,250	25,379	50,000	70,000
101 6 601 8200	MINOR EQUIPMENT	705	148	0	250	250	0	0	250
<b>TOTAL</b>		<b>818,361</b>	<b>787,498</b>	<b>870,165</b>	<b>912,622</b>	<b>904,672</b>	<b>686,385</b>	<b>837,104</b>	<b>910,854</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION					POSITION	SALARY
<b><u>DIRECTOR OF ECONOMIC DEVELOPMENT &amp; NEIGHBORHOOD REVITALIZATION</u></b>								
101	6	601	6109	F	M	1.0000	Dir. Economic Dev. & Neigh. Revitalization	106,944
<b>TOTAL 6109 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 106,944</b>
101	6	601	6110	F	M	1.0000	Deputy Director, EDNR	64,077
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 64,077</b>
101	6	601	6115	F	M	1.0000	Senior Grants Administrator	45,815
101	6	601	6115	F	M	1.0000	Housing & Economic Development Administ	53,058
101	6	601	6115	F	A	1.0000	Secretary I	37,283
							Available for Merit	14,067
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 150,223</b>
<b>TOTAL EMPLOYEES</b>						<b>5.0000</b>		<b>\$ 321,244</b>

# **DEPARTMENT OF ECONOMIC DEVELOP. & NEIGHBORHOOD REVITALIZATION**

**BUREAU:                   OFFICE OF THE DIRECTOR**

**101 6 601 6109                   Salary Director**

Salary of the Director of the Department of Economic Development and Neighborhood Revitalization (DEDNR).

**101 6 601 6110                   Salary Bureau Chief**

Salary of the Deputy Director of Economic Development and Neighborhood Revitalization.

**101 6 601 6115                   Salaries Personnel**

Salaries of the Housing and Economic Development Administrator, Senior Grants Administrator and Secretarial positions in the Office of the Director.

**101 6 601 6185                   Overtime**

Overtime pay for the salary of the secretarial position in the Office of the Director, primarily for RACL Board duties.

**101 6 601 6190                   Sick Leave Bonus**

Sick leave bonus for eligible employees of the Director's office earned for excellent attendance during the prior year.

**101 6 601 6202                   Medical Insurance**

Costs for health care for all Economic Development and Neighborhood Revitalization employees.

**101 6 601 6203                   Dental/Vision**

Costs for dental/vision care for all Economic Development and Neighborhood Revitalization employees.

**101 6 601 7230                   Maintenance of Equipment**

For typewriter, fax, computer, printer and Department vehicle repairs.

**101 6 601 7310                      Advertising**

Legal notices for appeals, employment ads and public notices, including economic development grant public hearings and notifications of Requests for Proposals that the City of Lancaster may issue for projects.

**101 6 601 7320                      Dues and Subscriptions**

Annual dues for professional organizations including the International Economic Development Council, Pennsylvania Economic Development Association, 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.

**101 6 601 7340                      Postage**

Mailing costs, express mail charges and Federal Express charges.

**101 6 601 7350                      Printing**

Cost of printing economic development marketing items for the City of Lancaster, highlighting the benefits and incentive programs that accrue to business or industrial expansion within the City, including the Enterprise Zone and the Keystone Opportunity Zone. Also, costs associated with printing of newsletters, report printing, and photocopying.

**101 6 601 7360                      Telephone**

Share of phone and voice mail system, mobile phone expenses for Department staff.

**101 6 601 7370                      Travel**

Travel costs necessary for staff attendance at conference and training seminars, local travel for official duties, as well as in-State travel.

**101 6 601 7410                      Professional Services**

Professional services associated with redevelopment of land and buildings, including appraisal and environmental assessment costs, subdivision and land development expenses, and the operation of established economic development programs.

**101 6 601 7445                      Training and School**

Registration costs for professional training sponsored by organizations engaged in economic, community, and housing development. Costs of workshops and conferences, which enable the staff to remain abreast of current community and economic development trends, legislation, financing, and implementation practices.

**101 6 601 7603                      Office Supplies**

Routine office materials such as report covers, files, paper, pens, etc.

**101 6 601 7606                      Operating Supplies**

Various operating supplies and expenses of the department including printer cartridges.

**101 6 601 7654                      Gasoline**

Fuel costs for Department vehicle.

**101 6 601 8110                      Contribution to Economic Development**

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, retail recruitment and retention and developing a tourism development program for the City; costs associated with redevelopment of specific properties within the City including clean-up costs, maintenance costs and holding costs associated with properties acquired by the City for future redevelopment by private developers; costs associated with engaging a consultant to assist the City to amend its Zoning Ordinance and costs associated with the possible implementation of a form based zoning overlay to the current zoning districts as a means of encouraging economic development in the City. Membership fees and contributions organizations assisting the City in its economic development efforts including the Lancaster Economic Development Company, the Pennsylvania Dutch Convention and Visitors Bureau, the James Street Investment District, LancasterArts and the Regional Economic Development District Initiative (providing access to federal Economic Development Administration funding) are also included.

**101 6 601 8200                      Minor Equipment**

Funds required to purchase small office equipment as needed.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PLANNING</b>									
101 6 602 6110	SALARY BUREAU CHIEF	65,144	66,842	66,842	67,252	69,252	55,025	69,252	69,283
101 6 602 6115	SALARIED PERSONNEL	47,540	89,377	144,571	144,611	145,811	117,304	148,454	149,715
101 6 602 6185	OVERTIME	0	0	43	0	0	36	36	0
101 6 602 6190	SICK LEAVE BONUS	700	900	0	0	0	0	0	0
101 6 602 7230	MAINTENANCE- EQUIPMENT	0	0	36	100	100	0	100	500
101 6 602 7310	ADVERTISING	378	381	9,847	11,000	11,000	9,980	12,000	14,000
101 6 602 7320	DUES & SUBSCRIPTIONS	185	185	195	700	700	419	500	1,000
101 6 602 7330	MAP REPRODUCTION	294	208	0	400	400	221	300	300
101 6 602 7340	POSTAGE	293	427	1,620	1,900	1,900	1,813	1,900	1,900
101 6 602 7350	PRINTING	396	704	691	2,500	2,500	828	1,000	2,000
101 6 602 7360	TELEPHONE	794	796	834	900	900	794	900	900
101 6 602 7370	TRAVEL	207	122	422	500	500	25	300	1,000
101 6 602 7410	PROFESSIONAL SERVICES	0	120	3,223	3,500	3,500	2,840	3,200	4,500
101 6 602 7445	TRAINING & SCHOOL	275	0	130	1,350	1,350	370	500	850
101 6 602 7495	ZONING BOARD EXPENSES	0	0	116	250	250	0	200	250
101 6 602 7603	OFFICE SUPPLIES	223	411	721	1,000	1,000	557	850	1,000
101 6 602 7606	OPERATING SUPPLIES	502	683	507	500	500	43	400	500
101 6 602 7654	GASOLINE	0	0	0	0	0	0	0	500
101 6 602 8200	MINOR EQUIPMENT	643	148	0	500	500	0	400	500
<b>TOTAL</b>		<b>117,573</b>	<b>161,304</b>	<b>229,798</b>	<b>236,963</b>	<b>240,163</b>	<b>190,255</b>	<b>240,292</b>	<b>248,698</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PLANNING**

101 6 602 6110	F	M	1.0000 Ch Bureau Of Planning	69,283
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 69,283</b>
101 6 602 6115	F	M	1.0000 Senior Planner	50,560
101 6 602 6115	F	M	1.0000 Zoning Officer II	55,785
101 6 602 6115	F	M	1.0000 Historic Preservation Specialist	43,370
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 149,715</b>
<b>TOTAL EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 218,998</b>

# **DEPARTMENT OF ECONOMIC DEVELOPMENT AND NEIGHBORHOOD REVITALIZATION**

## **BUREAU: PLANNING**

### **101 6 602 6110 Salary - Bureau Chief**

Salary of the Bureau Chief of Planning.

### **101 6 602 6115 Salaried Personnel**

Salary of the Planning Bureau staff, including Senior Planner, Zoning Officer and Historic Preservation Specialist.

### **101 6 602 6190 Sick Leave Bonus**

Sick leave bonus for Bureau staff has been eliminated.

### **101 6 602 7230 Maintenance of Equipment**

Repair and service costs for office equipment and use of a City vehicle for Bureau business.

### **101 6 602 7310 Advertising**

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 and Official Map, and other notices as required by law.

### **101 6 602 7320 Dues and Subscriptions**

Subscriptions to professional planning publications and document purchases. Dues to professional organizations such as the American Planning Association.

### **101 6 602 7330 Map Reproduction**

Costs of computerized mapping, including cartridges, printheads, rolls of paper, and other supplies for printer-plotter, purchase of cartridges and other supplies for color printer, and other map reproduction costs. Printing of Zoning maps for sale to public.



**101 6 602 7340**

**Postage**

Mailing costs for items such as Planning Commission, HARB and Historical Commission agendas and minutes, Zoning agendas, documents requested by developers and property owners, information requested by citizens, and notices required by law.

**101 6 602 7350**

**Printing**

In-house printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary. Printing of an amended Zoning Ordinance for sale to professional firms and the public is anticipated in 2012, with sale price based on actual printing cost.

**101 6 602 7360**

**Telephone**

Cost of telephone use and voice mail.

**101 6 602 7370**

**Travel**

Travel for attendance at planning-related meetings, training opportunities, and for inspections of land development sites.

**101 6 602 7410**

**Professional Services**

Fees for court stenographer attending Zoning Hearing Board and Planning Commission meetings, as required by State law. Costs of professional consulting fees.

**101 6 602 7445**

**Training and School**

Training to improve technical skills, and participation at conferences/seminars/workshops.

**101 6 602 7495**

**Zoning Board Expense**

Cost of light meals for members of Zoning Hearing Board when agendas, which begin at 4:00 p.m., include a 7:00 p.m. session.

**101 6 602 7603**

**Office Supplies**

Cost of paper, envelopes, tablets, file folders, pens and other office supplies.

**101 6 602 7606**

**Operating Supplies**

Cost of graphic materials, computer-related components, ink cartridges, and other operating components and materials.

**101 6 602 7654**

**Gasoline**

Fuel costs for Department vehicle.

**101 6 602 8200**

**Minor Equipment**

Purchase of upgrade components and software to improve computer operations, annual maintenance of computer mapping program. Purchase of new office equipment to replace nonrepairable equipment.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF CODE COMPLIANCE &amp; INSPECTIONS</b>									
101 6 603 6110	SALARY BUREAU CHIEF	118,182	61,866	68,857	69,949	72,449	57,652	72,449	70,649
101 6 603 6115	SALARIED PERSONNEL	725,652	771,954	693,190	740,526	742,276	603,453	768,881	790,455
101 6 603 6120	SALARY TEMPORARY	8,566	0	0	0	0	0	0	0
101 6 603 6185	OVERTIME	234	193	143	0	0	0	0	0
101 6 603 6190	SICK LEAVE BONUS	250	200	0	0	0	0	0	0
101 6 603 6201	EDUCATIONAL INCENTIVE	0	0	375	500	500	188	375	1,500
101 6 603 7230	MAINTENANCE- EQUIPMENT	881	3,821	3,430	4,000	4,000	1,182	1,400	1,000
101 6 603 7310	ADVERTISING	9,028	10,072	945	1,000	1,500	1,127	1,500	1,500
101 6 603 7320	DUES & SUBSCRIPTIONS	777	402	1,031	1,250	1,250	330	1,000	1,000
101 6 603 7340	POSTAGE	3,608	3,882	3,195	7,000	7,000	2,303	3,500	4,000
101 6 603 7350	PRINTING	3,234	4,004	1,084	3,500	3,500	608	3,000	3,000
101 6 603 7360	TELEPHONE	11,339	10,401	9,916	9,000	9,000	6,664	9,000	9,000
101 6 603 7370	TRAVEL	9,394	3,500	94	1,150	1,150	115	1,150	1,150
101 6 603 7405	ABATEMENT OF NUISANCES	9,476	33,788	37,088	40,000	40,000	36,837	40,000	40,000
101 6 603 7410	PROFESSIONAL SERVICES	3,920	10,448	17,653	10,000	9,750	6,480	10,000	10,000
101 6 603 7440	CONTRACT SERVICES	3,229	4,764	4,875	4,200	2,200	998	1,500	800
101 6 603 7445	TRAINING/SCHOOL	678	1,526	4,580	6,000	6,000	5,251	6,000	5,000
101 6 603 7485	PLUMBING BD. EXPENSE	200	200	0	200	200	186	186	200
101 6 603 7495	ZONING BOARD EXPENSE	169	168	1,304	0	0	0	0	0
101 6 603 7603	OFFICE SUPPLIES	1,701	2,029	5,511	1,500	1,750	1,544	3,000	3,200
101 6 603 7606	OPERATING SUPPLIES	1,908	6,208	3,345	5,400	5,400	2,154	3,000	3,000
101 6 603 7654	GASOLINE	0	0	0	3,000	5,000	3,495	4,000	4,000
101 6 603 8200	MINOR EQUIPMENT	4,358	6,595	1,237	4,000	4,000	764	1,200	2,000
<b>TOTAL</b>		<b>916,783</b>	<b>936,021</b>	<b>857,853</b>	<b>912,175</b>	<b>916,925</b>	<b>731,331</b>	<b>931,141</b>	<b>951,454</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF CODE COMPLIANCE & INSPECTIONS**

101	6	603	6110	F	M	1.0000	Bureau Chief CC&I	70,649
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 70,649</b>
101	6	603	6115	F	M	1.0000	Chief Building Code Official	58,018
101	6	603	6115	F	M	1.0000	Health Inspector	43,370
101	6	603	6115	F	M	1.0000	Health Inspector	43,370
101	6	603	6115	F	M	1.0000	Housing Inspector II	43,370
101	6	603	6115	F	M	1.0000	Commercial Code Inspector	62,620
101	6	603	6115	F	A	1.0000	Housing/Building Inspector	45,301
101	6	603	6115	F	A	1.0000	Housing Inspector I	41,626
101	6	603	6115	F	A	1.0000	Housing Inspector I	41,626
101	6	603	6115	F	A	1.0000	Housing Inspector I	39,996
101	6	603	6115	F	A	1.0000	Housing Inspector I	40,009
101	6	603	6115	F	A	1.0000	Housing Inspector I	38,378
101	6	603	6115	F	A	1.0000	Housing Inspector I	40,010
101	6	603	6115	F	A	1.0000	Housing Inspector I	37,533
101	6	603	6115	F	A	1.0000	Bld/Plumbing Clerk IV	40,524
101	6	603	6115	F	A	1.0000	Technology Coordinator	37,983
101	6	603	6115	F	A	1.0000	Secretary I	37,283
101	6	603	6115	F	A	1.0000	Clerk Typist II	32,872
101	6	603	6115	F	A	1.0000	Clerk Typist II	32,872
101	6	603	6115	F	A	1.0000	Clerk Typist II	33,694
<b>TOTAL 6115 EMPLOYEES</b>						<b>19.0000</b>		<b>\$ 790,455</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**TOTAL EMPLOYEES**

**20.0000**

**\$ 861,104**

# **DEPARTMENT OF ECONOMIC DEVELOPMENT AND NEIGHBORHOOD REVITALIZATION**

**BUREAU: CODE COMPLIANCE & INSPECTIONS**

**101 6 603 6110 Salary - Bureau Chief**

Salary of the Chief of the Bureau of Code Compliance & Inspections.

**101 6 603 6115 Salaried Personnel**

Salaries of the Code Compliance & Inspection staff, including Building Inspectors, Housing Inspectors, Health Officers and clerical support staff.

**101 6 603 6120 Salary Temporary**

Pay to an employment agency for temporary services required by the Bureau of Code Compliance & Inspections.

**101 6 603 6185 Overtime**

Overtime for bureau staff for responding to calls for assistance outside of normal business hours.

**101 6 603 6190 Sick Leave Bonus**

Sick leave bonus for Bureau staff earned for attendance in the prior year.

**101 6 603 7230 Maintenance – Equipment**

Repair and service costs for office equipment including copier at Southern Market and City Hall offices of the Bureau. Annual maintenance costs for handheld units used by housing inspectors for code enforcement. Costs associated with maintenance of Bureau vehicles.

**101 6 603 7310 Advertising**

Cost of required public notices and legal ads for property maintenance code and housing appeals, building code appeals and plumbing board meetings.

**101 6 603 7320**                      **Dues and Subscriptions**

Membership fees for professional code enforcement organizations (ICC), State certification registrations and subscriptions to trade publications.

**101 6 603 7340**                      **Postage**

Mailing of licenses, permits, notices and enforcement orders.

**101 6 603 7350**                      **Printing**

For the printing of licenses, applications, certificates, posters and business cards.

**101 6 603 7360**                      **Telephone**

Bureau share of phone line and mobile phone charges.

**101 6 603 7370**                      **Travel**

Costs for employees to attend code training seminars (statewide building code mandates certification of building inspectors). Travel for Building Inspector and Housing Inspector testing and training is often at remote sites.

**101 6 603 7405**                      **Abatement of Nuisances**

Costs for the clean-up, mowing, and/or boarding-up of properties.

**101 6 603 7410**                      **Professional Services**

Cost of legal fees and stenographer for Appeals Board hearings. Costs associated with using Associated Building Inspections, Inc. for residential 1 and 2 unit properties inspections.

**101 6 603 7440**                      **Contract Services**

Costs associated with contracted services related to property maintenance and building code compliance.

**101 6 603 7445**                      **Training/School**

Costs for employees to attend training events, seminars and testing as mandated by the statewide building code to maintain State certifications. Training for Housing Inspectors to attain certification for implementing the International Property Maintenance Code.

**101 6 603 7485                      Building Appeals/Plumbing Boards Expenses**

Costs for updating Plumbing Code Books and Uniform Construction Code Manuals for Board members.

**101 6 603 7603                      Office Supplies**

Routine office supply costs such as report covers, files, paper, pens, etc.

**101 6 603 7606                      Operating Supplies**

Purchase office forms. Supplies for digital camera operation. Supplies for printers for support staff. Purchase and maintenance of protective gear for inspectors.

**101 6 603 7654                      Gasoline**

Fuel costs for health officers, property maintenance inspectors and building inspector vehicles.

**101 6 603 8200                      Minor Equipment**

Purchase of scales, tape measures, cameras, and other miscellaneous office equipment required by inspectors.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>NEIGHBORHOOD REVITALIZATION UNIT</b>									
101 6 605 6110	SALARY-MANAGER	43,436	39,730	0	0	0	0	0	0
101 6 605 6115	SALARIED PERSONNEL	503	87,935	102,307	110,329	110,329	85,421	110,855	115,613
101 6 605 7310	ADVERTISING	11	111	0	0	0	0	0	0
101 6 605 7340	POSTAGE	93	68	0	250	250	0	0	250
101 6 605 7350	PRINTING	165	43	0	250	250	0	0	250
101 6 605 7360	TELEPHONE	703	565	252	250	250	114	200	250
101 6 605 7370	TRAVEL	205	32	0	0	0	0	0	0
101 6 605 7445	TRAINING & SCHOOL	0	0	0	0	0	0	0	0
101 6 605 7603	OFFICE SUPPLIES	83	15	0	0	0	0	0	0
<b>TOTAL</b>		<b>45,199</b>	<b>128,499</b>	<b>102,559</b>	<b>111,079</b>	<b>111,079</b>	<b>85,535</b>	<b>111,055</b>	<b>116,363</b>
<b>TOTAL ECON DEV &amp; NEIGH REVIT</b>		<b>1,897,916</b>	<b>2,013,322</b>	<b>2,060,375</b>	<b>2,172,839</b>	<b>2,172,839</b>	<b>1,693,506</b>	<b>2,119,592</b>	<b>2,225,293</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**NEIGHBORHOOD REVITALIZATION UNIT**

101	6	605	6115	F	A	1.00	Rehab / Lead Specialist III	48,235
101	6	605	6115	F	A	1.00	Clerk II - EDNR	30,838
101	6	605	6115	F	A	1.00	HNRU Assistant	36,540
<b>TOTAL 6115 EMPLOYEES</b>						<b>3.0000</b>		<b>\$ 115,613</b>
<b>TOTAL EMPLOYEES</b>						<b>3.0000</b>		<b>\$ 115,613</b>

# DEPARTMENT OF ECONOMIC DEVELOPMENT AND NEIGHBORHOOD REVITALIZATION

## **BUREAU: NEIGHBORHOOD REVITALIZATION DIVISION**

### **101 6 605 6110 Salary – Manager**

Neighborhood Revitalization Administrator position eliminated in 2010.

### **101 6 605 6115 Salaried Personnel**

Salary of the Neighborhood Revitalization staff including Housing Rehab/Lead Paint Specialist, HNRU Assistant and Clerk Typist. The majority of this cost is covered by Federal and State grants.

### **101 6 605 7310 Advertising**

Cost of advertising neighborhood association alerts, neighborhood meeting notices incorporated into Director's budget for 2012. Remaining costs for Division are now covered through grant resources to the City through the federal CDBG Program or State grants.

### **101 6 605 7340 Postage**

Postage costs to mail neighborhood association alerts, neighborhood meeting notices, etc. Remaining costs for Division are now covered through grant resources to the City through the federal CDBG Program or State grants.

### **101 6 605 7350 Printing**

Cost of printing for neighborhood association alerts, neighborhood meeting notices, etc. Remaining costs for Division are now covered through grant resources to the City through the federal CDBG Program or State grants.

### **101 6 605 7360 Telephone**

Share of cost of phone lines for business associated with neighborhood associations. Remaining costs for Division are now covered through grant resources to the City through the federal CDBG Program or State grants.

**101 6 605 7370**

**Travel**

Line item costs associated with staff travel to training opportunities or local travel now covered through grant resources to the City through the federal CDBG Program or State grants.

**101 6 605 7445**

**Training and School**

Registration costs for professional training opportunities for staff related to housing rehabilitation and lead paint remediation now covered through grant resources to the City through the federal CDBG Program or State grants.

**101 6 605 7603**

**Office Supplies**

Paper, pens, tablets, folders, copy paper, etc. associated with the daily office and operating costs of the division now covered by grant resources to the City through the federal CDBG Program or State grants.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>PUBLIC WORKS OFFICE OF THE DIRECTOR</b>									
101 8 810 6109	SALARY-DIRECTOR	108,984	110,739	110,739	111,418	111,418	87,849	111,418	114,761
101 8 810 6115	SALARIED PERSONNEL	36,062	67,541	77,633	112,378	106,698	71,187	92,614	114,594
101 8 810 6190	SICK LEAVE BONUS	0	300	0	0	0	0	0	0
101 8 810 6202	MEDICAL INSURANCE	592,001	606,330	699,059	731,641	728,641	647,259	710,940	746,500
101 8 810 6203	DENTAL-VISION	29,165	27,202	29,061	32,910	32,910	21,419	26,393	27,500
101 8 810 7141	PC LEASE	0	5,739	5,739	5,739	5,739	5,739	5,739	5,739
101 8 810 7230	MAINTENANCE- EQUIPMENT	0	0	69	150	150	32	130	150
101 8 810 7310	ADVERTISING	0	0	2,314	2,000	1,533	1,033	2,000	2,000
101 8 810 7320	DUES & SUBSCRIPTIONS	303	436	319	450	642	642	642	1,000
101 8 810 7340	POSTAGE	205	206	285	200	360	316	360	400
101 8 810 7350	PRINTING	286	627	253	500	500	237	350	500
101 8 810 7360	TELEPHONE	1,102	1,548	1,938	3,000	2,162	1,383	2,100	2,500
101 8 810 7370	TRAVEL	1,443	1,035	2,392	1,500	4,850	2,361	2,500	4,000
101 8 810 7603	OFFICE SUPPLIES	359	691	686	700	678	357	600	700
101 8 810 8200	MINOR EQUIPMENT	0	0	0	0	0	0	500	500
<b>TOTAL</b>		<b>769,909</b>	<b>822,394</b>	<b>930,487</b>	<b>1,002,586</b>	<b>996,281</b>	<b>839,814</b>	<b>956,286</b>	<b>1,020,844</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**DIRECTOR OF PUBLIC WORKS**

101 8 810 6109	F	M	1.0000 Director Of Public Works	114,761
<b>TOTAL 6109 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 114,761</b>
101 8 810 6115	F	M	1.0000 Secretary II	38,371
101 8 810 6115	F	M	1.0000 Public Arts Manager Available for Merit	65,283 10,940
<b>TOTAL 6115 EMPLOYEES</b>			<b>2.0000</b>	<b>\$ 114,594</b>
<b>TOTAL EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 229,355</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: OFFICE OF THE DIRECTOR**

**101 8 810 6109 Salary Director**

Salary of the Director of Public Works.

**101 8 810 6115 Salaried Personnel**

Salary of the Department Director's secretary and the public art manager, with revenue from Lancaster County Community Foundation to reimburse the City for the public art manager salary.

**101 8 810 6202 Medical Insurance**

Costs for health care for all General Fund Public Works employees.

**101 8 810 6203 Dental/Vision**

Costs for dental/vision care for all General Fund Public Works employees.

**101 8 810 7141 PC Lease**

Annual state contract lease costs for PCs and laptop computers for all General Fund Public Works staff.

**101 8 810 7230 Maintenance of Equipment**

Maintenance on one electronic typewriter and fax machine (shared by other departments).

**101 8 810 7320 Dues & Subscriptions**

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, memberships and professional fees.

**101 8 810 7340 Postage**

Postage and express mail sent by the Director's office.

**101 8 810 7350**

**Printing**

Daily printing expenses, including distribution copies to the Department's five Bureaus.

**101 8 810 7360**

**Telephone**

Telephone costs for the Director's Office and the phones installed in the Emergency Operations Center, located in City Hall, as required by the Emergency Management Plan. This line item also includes two cell phones previously budget under the administration services budget.

**101 8 810 7370**

**Travel**

The Director is a member in the American Public Works Association (APWA). The Director will attend the 2012 APWA Congress and Equipment Show. This national conference covers new concepts in various public works fields through educational sessions, new types of equipment and materials on the market, and provides opportunity to exchange ideas with other Public Works officials. This item also covers any additional travel costs incurred for meetings with State and Federal Agencies and industry conferences to implement developing regulations.

**101 8 810 7603**

**Office Supplies**

Office supplies for the office of the Director. Software purchase budgeted for in 2012 for tracking of public art assets currently owned and maintained by the City in parks and buildings.

**101 8 810 8200**

**Minor Equipment**

There is no minor equipment scheduled to be purchased in 2012.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF ENGINEERING</b>									
101 8 820 6110	SALARY BUREAU CHIEF	0	5,446	59,227	59,590	60,570	47,965	60,570	60,186
101 8 820 6115	SALARIED PERSONNEL	110,578	113,345	116,059	119,443	119,443	96,368	119,043	124,555
101 8 820 6185	OVERTIME	0	0	0	0	0	10	10	0
101 8 820 7180	RENTAL OF UNIFORMS	411	411	414	420	420	311	420	420
101 8 820 7230	MAINTENANCE- EQUIPMENT	840	840	1,140	1,500	1,500	853	1,500	1,400
101 8 820 7290	MAINTENANCE- VEHICLES	500	500	451	700	700	179	700	700
101 8 820 7320	DUES & SUBSCRIPTIONS	0	0	0	200	200	0	100	200
101 8 820 7340	POSTAGE	1,373	1,054	1,730	1,800	1,800	1,161	1,600	2,000
101 8 820 7350	PRINTING	329	505	459	800	800	672	900	900
101 8 820 7360	TELEPHONE	1,792	2,018	3,010	3,800	3,800	2,225	3,600	3,600
101 8 820 7370	TRAVEL	793	739	1,231	1,000	1,000	950	1,000	2,500
101 8 820 7410	PROFESSIONAL SERVICES	67,277	108,315	3,845	32,500	31,073	20,641	32,500	178,347
101 8 820 7445	TRAINING - SCHOOL	100	745	484	3,000	1,643	1,643	2,800	3,500
101 8 820 7603	OFFICE SUPPLIES	784	735	1,017	1,200	1,200	886	1,100	1,200
101 8 820 7606	OPERATING SUPPLIES	412	394	1,217	800	800	431	600	1,000
101 8 820 7654	FUEL	0	0	2,000	2,000	3,357	2,541	2,600	2,800
101 8 820 8200	MINOR EQUIPMENT	0	1,066	0	100	100	0	100	100
101 8 820 8202	SAFETY EQUIPMENT	150	150	290	400	400	195	400	400
<b>TOTAL</b>		<b>185,338</b>	<b>236,263</b>	<b>192,574</b>	<b>229,253</b>	<b>228,806</b>	<b>177,031</b>	<b>229,543</b>	<b>383,808</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF ENGINEERING**

101 8 820 6110	F	M	0.7000 Deputy Director/City Engineer	60,186
<b>TOTAL 6110 EMPLOYEES</b>			<b>0.7000</b>	<b>\$ 60,186</b>
101 8 820 6115	F	A	1.0000 Engineering Aide III/Draftsman	46,762
101 8 820 6115	F	A	1.0000 Engineering Aide II/Draftsman	40,510
101 8 820 6115	F	A	1.0000 Secretary I	37,283
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 124,555</b>
<b>TOTAL EMPLOYEES</b>			<b>3.7000</b>	<b>\$ 184,741</b>



**101 8 820 7350                      Printing**

Printing of forms, specifications, permits, notices and other correspondence during the course of the year. Includes operating costs of copier machine. Publication of revised Engineering Curb and Sidewalk Specifications along with adopted Streetscape Guidelines.

**101 8 820 7360                      Telephone**

Includes monthly desk and cell telephone charges.

**101 8 820 7370                      Travel**

Attendance by staff at workshops, seminars, conferences relative to storm water management, engineering computer use, highway maintenance, public works issues sponsored by American Society of Civil Engineers, APWA and LTAP by the Deputy Director of Public Works.

**101 8 820 7410                      Professional Services**

Outside consultant, intern and surveying services required to augment City engineering staff when required. Traffic studies and reviews associated with Traffic Commission actions and land development are included in this item and implementation of CMMS program.

**101 8 820 7445                      Training & School**

This item covers course work for employees to become proficient as inspectors and engineers. Supplemental computer training may be required. Software support is included.

**101 8 820 7603                      Office Supplies**

Office supplies for the engineering office, including printer cartridges.

**101 8 820 7606                      Operating Supplies**

Print machine toner cartridges, paper, fax machine supplies, drafting materials, tools, survey supplies, markout paint and petty cash.

**101 8 820 7654                      Fuel for Vehicles**

Fuel for (3) Engineering Vehicles including Curb/Sidewalk Inspector, Street Opening Inspector, and Public Works Utility Inspector.

**101 8 820 8200**

**Minor Equipment**

Replacement of printers and other small equipment and purchase of cell phone equipment.

**101 8 820 8202**

**Safety Equipment**

Includes the purchase of safety shoes for 3 employees, traffic cones, safety vests, hard hats and other items associated with safety.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF STREETS - ADMINISTRATION</b>									
101 8 841 6115	SALARIED PERSONNEL	25,331	0	0	0	0	0	0	0
101 8 841 6185	OVERTIME	0	0	0	0	0	0	0	0
101 8 841 6120	TEMPORARY HELP	0	0	1,944	0	600	600	600	0
101 8 841 7180	RENTAL OF UNIFORMS	5,088	4,849	4,881	5,400	5,400	3,412	5,400	5,400
101 8 841 7230	MAINTENANCE- EQUIPMENT	210	291	0	300	300	0	300	300
101 8 841 7290	MAINTENANCE- VEHICLES	73,590	84,737	108,812	70,000	70,000	62,717	70,000	70,000
101 8 841 7350	PRINTING	136	198	194	200	200	0	200	200
101 8 841 7360	TELEPHONE	3,978	3,809	3,829	4,870	4,870	2,306	4,870	4,870
101 8 841 7370	TRAVEL	1,105	1,122	174	1,200	40	40	1,200	1,200
101 8 841 7440	CONTRACT SERVICES	788	842	834	850	850	781	850	850
101 8 841 7445	TRAINING & SCHOOL	370	465	368	500	500	475	500	500
101 8 841 7603	OFFICE SUPPLIES	595	594	496	595	595	358	595	595
101 8 841 7606	OPERATING SUPPLIES	1,790	4,235	3,891	5,400	3,900	2,797	5,400	5,400
101 8 841 7654	GASOLINE	62,232	49,197	63,867	60,000	70,000	58,897	65,000	60,000
101 8 841 8200	MINOR EQUIPMENT	1,121	677	534	1,500	1,500	1,274	1,500	3,000
101 8 841 8202	SAFETY EQUIPMENT	2,631	3,351	2,565	3,200	3,200	2,929	3,200	3,200
<b>TOTAL</b>		<b>178,966</b>	<b>154,367</b>	<b>192,389</b>	<b>154,015</b>	<b>161,955</b>	<b>136,586</b>	<b>159,615</b>	<b>155,515</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                    STREETS - ADMINISTRATION**

**101 8 841 7180                    Rental of Uniforms**

City uniforms in the Streets and Motor Vehicles Bureau.

**101 8 841 7230                    Maintenance of Equipment**

Maintenance contract for typewriter, calculator, time clock and copy machine.

**101 8 841 7290                    Vehicle Maintenance**

Vehicle maintenance and repairs.

**101 8 841 7350                    Printing**

Printing expenses for items such as logs and various reports.

**101 8 841 7360                    Telephone**

Telephone, internet and cell phone expenses for the Bureau.

**101 8 841 7370                    Travel**

Travel expenses for attendance at miscellaneous seminars, special conferences concerning Streets, Traffic, Fleet or Parks.

**101 8 841 7440                    Contract Services**

Drug testing under the mandatory CDL rules and regulations through NovaCare.

**101 8 841 7445                    Training and School**

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.

**101 8 841 7603                      Office Supplies**

General office supplies needed by the Bureau.

**101 8 841 7606                      Operating Supplies**

First aid supplies, out-of-pocket expenses and copy machine material.

**101 8 841 7654                      Gasoline**

Gasoline, Diesel and oil for the Streets Department vehicles.

**101 8 841 8200                      Minor Equipment**

Purchase of radios, computer equipment and the updating of existing radio communications.

**101 8 841 8202                      Safety Equipment**

Purchase of miscellaneous safety equipment for the streets department.  
Safety shoe purchases for Streets, Motor Vehicles and Traffic  
Department Employees.    32 employees @ \$100.00 each



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF STREETS - STREET CLEANING</b>									
101 8 842 6115	SALARIED PERSONNEL	278,868	296,624	320,803	306,683	307,583	233,044	289,410	310,324
101 8 842 6185	OVERTIME	6,489	11,266	11,621	13,000	13,000	7,929	12,000	13,000
101 8 842 7450	SOLID WASTE DISPOSAL	45,974	42,547	60,304	53,350	53,350	36,475	56,000	53,350
101 8 842 7606	OPERATING SUPPLIES	1,364	1,999	2,656	2,000	2,000	1,260	2,000	2,000
101 8 842 8256	EQUIPMENT-LEASE PURCHASE	57,829	57,829	57,829	57,829	57,829	57,729	57,729	76,964
<b>TOTAL</b>		<b>390,525</b>	<b>410,265</b>	<b>453,213</b>	<b>432,862</b>	<b>433,762</b>	<b>336,437</b>	<b>417,139</b>	<b>455,638</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS: CLEANING**

101	8	842	6115	F	M	1.0000	Operations Supervisor	62,784
101	8	842	6115	F	A	1.0000	Equipment Operator II	39,664
101	8	842	6115	F	A	1.0000	Equipment Operator II	38,886
101	8	842	6115	F	A	1.0000	Equipment Operator II	35,765
101	8	842	6115	F	A	1.0000	Equipment Operator II	35,765
101	8	842	6115	F	A	1.0000	Equipment Operator I	33,750
101	8	842	6115	F	A	1.0000	Laborer	32,872
101	8	842	6115	F	A	1.0000	Laborer	30,838
<b>TOTAL 6115 EMPLOYEES</b>						<b>8.0000</b>		<b>\$ 310,324</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                   STREETS - STREET CLEANING**

**101 8 842 6115                   Salaried Personnel**

Salaries for the street cleaning personnel.

**101 8 842 6185                   Overtime**

Street cleaning personnel overtime expenses generated by snow and ice emergencies. Also for the coverage of the nightman for vacation and sick hours.

**101 8 842 7450                   Solid Waste Disposal**

Disposal of street sweepings, leaves, and the disposal of other materials picked up from the city streets, i.e. refrigerators, automobile tires and mattresses.

**101 8 842 7606                   Operating Supplies**

Purchase of Bureau operating supplies, i.e. rakes, brooms, scrapers, shovels, gloves, water coolers, rain gear, locks and keys.

**101 8 842 8256                   Equipment-Lease Purchase**

Annual obligations under 5-year leases for three street sweepers, one procured in 2008, one in 2011 and one in 2012 which will be needed for the new areas throughout the City with porous pavement.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF STREETS - STREET MAINTENANCE</b>									
101 8 843 6115	SALARIED PERSONNEL	332,715	297,129	248,623	385,703	375,703	194,329	328,220	398,459
101 8 843 6185	OVERTIME	7,274	13,457	11,399	17,500	17,500	12,803	15,500	17,500
101 8 843 7606	OPERATING SUPPLIES	3,016	4,724	3,467	3,500	5,624	3,447	3,500	3,500
101 8 843 7684	ROAD MATERIALS	111	1,685	892	1,500	536	536	1,500	1,500
101 8 843 7690	CONSTRUCTION MATERIALS	685	836	352	1,000	1,827	1,827	1,827	1,827
<b>TOTAL</b>		<b>343,801</b>	<b>317,831</b>	<b>264,733</b>	<b>409,203</b>	<b>401,190</b>	<b>212,942</b>	<b>350,547</b>	<b>422,786</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS: MAINTENANCE**

101	8	843	6115	F	M	1.0000	Labor Supervisor II	47,815
101	8	843	6115	F	A	1.0000	Equipment Operator II	39,664
101	8	843	6115	F	A	1.0000	Equipment Operator II	38,124
101	8	843	6115	F	A	1.0000	Maintenance Worker	36,182
101	8	843	6115	F	A	1.0000	Equipment Operator I	35,977
101	8	843	6115	F	A	1.0000	Equipment Operator I	35,977
101	8	843	6115	F	A	1.0000	Equipment Operator I	33,750
101	8	843	6115	F	A	1.0000	Maintenance Worker	35,765
101	8	843	6115	F	A	1.0000	Laborer	33,529
101	8	843	6115	F	A	1.0000	Laborer	30,838
101	8	843	6115	F	A	1.0000	Laborer	30,838

<b>TOTAL 6115 EMPLOYEES</b>	<b>11.0000</b>				<b>\$ 398,459</b>
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# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                   STREETS - STREET MAINTENANCE**

**101 8 843 6115                   Salaried - Personnel**

Salaries for the street maintenance personnel.

**101 8 843 6185                   Overtime**

Street maintenance personnel overtime expenses generated by snow and ice storm emergencies and for the replacement of the night man for vacation and sick leave.

**101 8 843 7606                   Operating Supplies**

Operating supplies, i.e. rakes, brooms, scrapers, shovels, gloves, water coolers, locks and keys.

**101 8 843 7684                   Road Materials**

Stone and bituminous materials purchased to repair potholes, fill gutters, and repair City-owned parking lots and alleys.

**101 8 843 7690                   Construction Materials**

Purchase of traffic signs, sand, cement, pipe, cones and barricades.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF STREETS TRAFFIC SECTION</b>									
101 8 830 6115	SALARIED PERSONNEL	149,070	153,901	156,820	159,390	160,090	125,921	163,370	159,686
101 8 830 6185	OVERTIME	2,565	1,311	2,411	2,000	2,000	1,340	2,000	2,000
101 8 830 6190	SICK LEAVE BONUS	350	350	0	0	0	0	0	0
101 8 830 7180	RENTAL OF UNIFORMS	828	822	831	850	850	588	850	850
101 8 830 7230	MAINTENANCE- EQUIPMENT	807	386	957	1,000	1,000	482	1,000	1,000
101 8 830 7290	MAINTENANCE-VEHICLES	2,763	5,247	2,954	3,200	3,200	1,255	2,200	3,200
101 8 830 7320	DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	0
101 8 830 7360	TELEPHONE	1,127	1,180	1,188	1,200	1,200	710	1,200	1,200
101 8 830 7370	TRAVEL	850	0	0	850	0	0	500	850
101 8 830 7410	CONSULTANT SERVICES	5,507	9,545	8,000	8,000	8,000	4,049	8,000	8,000
101 8 830 7440	CONTRACT SERVICES	56,278	39,819	17,468	25,000	20,000	1,254	25,000	25,000
101 8 830 7445	TRAINING - SCHOOL	750	199	437	800	137	137	400	800
101 8 830 7540	STREET LIGHTING-ELECTRICITY	713,504	682,251	744,532	781,000	777,000	534,420	730,000	730,000
101 8 830 7545	TRAFFIC SIGNALS ELECTRICITY	1,078	7,223	432	500	500	353	500	500
101 8 830 7603	OFFICE SUPPLIES	283	565	215	300	300	211	300	300
101 8 830 7606	OPERATING SUPPLIES	2,442	4,199	4,124	4,200	4,200	2,990	4,200	4,200
101 8 830 7654	GASOLINE	9,697	5,831	7,772	7,500	8,663	7,324	9,000	7,500
101 8 830 7678	SIGN MATERIALS	24,096	17,557	19,023	22,000	22,000	14,232	20,000	22,000
101 8 830 7681	MARKING MATERIAL	10,521	14,687	20,317	22,000	17,000	11,979	22,000	22,000
101 8 830 7687	TRAFFIC SIGNAL PARTS	10,191	5,460	8,669	6,000	6,000	5,439	6,000	6,000
101 8 830 8200	MINOR EQUIPMENT	965	2,500	2,745	2,500	7,500	6,316	7,000	2,500
101 8 830 8245	ST. LIGHT STANDARDS	2,258	0	2,055	2,000	2,000	350	1,000	2,000
<b>TOTAL</b>		<b>995,932</b>	<b>953,033</b>	<b>1,000,950</b>	<b>1,050,290</b>	<b>1,041,640</b>	<b>719,350</b>	<b>1,004,520</b>	<b>999,586</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS  
Traffic Section**

101	8	830	6115	F	M	1.0000	Super. Of Traf Signs & Markings	46,732
101	8	830	6115	F	A	1.0000	Alarm & Signal Technician I	44,818
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	33,359
101	8	830	6115	F	A	1.0000	Traffic Sign & Markings	34,777
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 159,686</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU: STREETS - TRAFFIC SECTION**

**101 8 830 6115 Salaried Personnel**

Salaries of the employees of the Traffic Section.

**101 8 830 6185 Overtime**

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.

**101 8 830 7180 Rental of Uniforms**

Uniforms for four Traffic Section personnel under this program.

**101 8 830 7230 Maintenance of Equipment**

Repairs to office equipment, power tools, paint machine, etc. are covered under this line item.

**101 8 830 7290 Maintenance of Vehicles**

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.

**101 8 830 7360 Telephone**

Covers long distance, cell phone service and land based calls needed for daily operations, including phone service drops to traffic signal controllers. Cell phones purchases and accessories are included.

**101 8 830 7370 Travel**

Registration fees, mileage reimbursement, lodging, and other miscellaneous expense incurred when attending meetings, seminars, etc.

**101 8 830 7410                      Consultant Services**

Professional services to supplement in-house capability, and to accommodate increased number of requests for traffic studies by the City Traffic Commission.

**101 8 830 7440                      Contract Services**

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. This line item also pays monthly contractor bills for Signal repairs due to knock downs and pole repairs from vehicular accidents.

**101 8 830 7445                      Training - School**

Professional development in traffic-related areas, and computer training for new software use.

**101 8 830 7540                      Street Lighting - Electricity**

Electrical power for street lights.

**101 8 830 7545                      Traffic Signals Electricity**

Electrical power for school flashers and warning devices.

**101 8 830 7603                      Office Supplies**

Office supplies for the traffic section.

**101 8 830 7606                      Operating Supplies**

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. Janitorial supplies for sign shop. Petty cash is included.

**101 8 830 7654                      Gasoline**

Gasoline, diesel, lubricants and motor oil.

**101 8 830 7678**

**Sign Materials**

Sign blanks, reflective sheeting, ink, letters, silk screening supplies, and the refurbishing of old sign blanks, and channel posts.

- Continuing update of street cleaning signs to reflect bimonthly cleaning schedule.
- Installation of tow-away/fine plaques for reserved handicap parking spaces.
- To replace worn out or damaged signs. (estimated 7% of City's 17,000 signs)
- To upgrade regulatory signs to meet federal and state standards, and to comply with the PA Vehicle Code and PennDOT Publication 203 and adopted, modified MUTCD.

**101 8 830 7681**

**Marking Materials**

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. Monies also budgeted for Phase III of Five phases of the New Crosswalk Project which will be using plastic application instead of paint.

**101 8 830 7687**

**Traffic Signal Parts**

Electronic, mechanical components and hardware required for replacements of damaged or defective traffic signal parts.

**101 8 830 8200**

**Minor Equipment**

Minor equipment such as loop detectors, cabinet filters, modems etc.

**101 8 830 8245**

**Street Light Standards**

Spare street light standards with fixtures for Old Towne and North Market Street.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF STREETS MOTOR VEHICLES SECTION</b>									
101 8 850 6115	SALARIED PERSONNEL	145,386	137,704	148,729	152,390	147,135	116,119	145,500	156,233
101 8 850 6185	OVERTIME	662	1,128	1,150	2,000	2,000	1,737	2,000	2,000
101 8 850 6201	EDUCATIONAL INCENTIVE	2,333	2,250	3,249	3,300	2,700	1,212	3,300	3,300
101 8 850 7220	MAINTENANCE- COMMUNICATIONS	8	100	0	100	100	0	100	100
101 8 850 7230	MAINTENANCE- EQUIPMENT	0	0	0	150	150	95	150	150
101 8 850 7290	MAINTENANCE- VEHICLES	3,999	3,996	3,999	4,000	4,000	2,479	4,000	4,000
101 8 850 7340	POSTAGE	50	0	0	0	0	0	0	0
101 8 850 7350	PRINTING	500	500	500	500	500	500	500	500
101 8 850 7360	TELEPHONE	841	769	891	1,000	1,000	503	1,000	1,000
101 8 850 7445	TRAINING - SCHOOL	90	200	386	500	500	180	500	500
101 8 850 7603	OFFICE SUPPLIES	525	515	525	525	525	497	525	525
101 8 850 7606	OPERATING SUPPLIES	2,489	2,499	2,500	2,500	2,500	2,467	2,500	2,500
101 8 850 7654	GAS,OIL,DIESEL	12,742	9,450	9,891	9,000	15,100	10,392	12,000	9,000
101 8 850 7663	TIRES & BATTERIES	1,127	1,300	931	1,300	1,300	1,244	1,300	1,300
101 8 850 7672	VEHICLE PARTS	2,686	2,656	2,700	2,700	2,700	2,673	2,700	2,700
101 8 850 7674	TRANSMISSION/HYDRAULIC	525	800	0	0	0	0	0	0
101 8 850 8200	MINOR EQUIPMENT	9,873	9,956	9,793	9,200	9,200	8,004	9,200	9,200
101 8 850 8270	VEHICLE PURCHASE		0	0	0	0	0	0	0
<b>TOTAL</b>		<b>183,836</b>	<b>173,823</b>	<b>185,244</b>	<b>189,165</b>	<b>189,410</b>	<b>148,102</b>	<b>185,275</b>	<b>193,008</b>
<b>TOTAL BUREAU OF STREETS</b>		<b>2,093,059</b>	<b>2,009,319</b>	<b>2,096,529</b>	<b>2,235,535</b>	<b>2,227,957</b>	<b>1,553,417</b>	<b>2,117,096</b>	<b>2,226,533</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF STREETS  
Motor Vehicles Section**

101	8	850	6115	F	A	1.0000	Automotive Mechanic III	43,849
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	37,568
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	37,533
101	8	850	6115	F	A	1.0000	Secretary I	37,283
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 156,233</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                   STREETS - MOTOR VEHICLES SECTION**

**101 8 850 6115                   Salaried Personnel**

Salaries for the motor vehicles personnel.

**101 8 850 6185                   Overtime**

Overtime expenses anticipated for snow and ice emergency operations.

**101 8 850 6201                   Educational Incentive**

Expenses for Certification Incentive Program for three mechanics.

**101 8 850 7220                   Maintenance of Communications Equipment**

Radio maintenance for the Motor Vehicles Section.

**101 8 850 7230                   Maintenance of Equipment**

Expenses to maintain a typewriter, calculator and adding machine.

**101 8 850 7290                   Maintenance of Vehicles**

Repairs for Motor Vehicles and Administrative fleet.

**101 8 850 7340                   Postage**

Postage expenses for the Motor Vehicles Section.

**101 8 850 7350                   Printing**

Contracted printing required by the Motor Vehicles Section.

**101 8 850 7360                   Telephone**

Expenses for two telephone lines and mandatory emissions line in the Motor Vehicles Section. Also internet access charges.

**101 8 850 7445                      Training - School**

Training seminars and to upgrade employees' Commercial Drivers License, State Inspection License and Emissions Certifications

**101 8 850 7603                      Office Supplies**

Expenses for miscellaneous office and copier supplies.

**101 8 850 7606                      Operating Supplies**

Chemicals, soaps, hardware, etc., which are considered shop expenses.

**101 8 850 7654                      Gas, Oil, Grease, Anti Freeze and Diesel**

Gasoline for Motor Vehicles. Other automotive fluids are provided for over 180 vehicles/equipment.

**101 8 850 7663                      Tires and Batteries**

Tires, recaps, alignments, balancing, flat repairs and batteries for Motor Vehicles and Administration fleet.

**101 8 850 7672                      Vehicle Parts**

Miscellaneous parts to repair cars and truck for Motor Vehicles, Administration and Lancaster Recreation.

**101 8 850 7674                      Transmission/Hydraulic**

Expenses of outside transmission and hydraulic repairs.

**101 8 850 8200                      Minor Equipment**

Annual fee for the All Data Computer System, Emissions Machine and Diagnostic up dates. Monies will also be used to purchase items needed for new facility.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PARKS - ADMINISTRATION</b>									
101 8 860 6115	SALARIED PERSONNEL	33,186	33,939	34,753	35,661	35,661	28,800	35,658	36,826
101 8 860 6185	OVERTIME	133	3	0	0	0	0	0	0
101 8 860 6190	SICK LEAVE BONUS	300	500	0	0	0	0	0	0
101 8 860 7180	RENTAL OF UNIFORMS	5,222	4,633	4,352	6,100	6,100	2,897	6,100	6,100
101 8 860 7290	VEHICLE MAINTENANCE	20,604	25,994	20,883	20,000	20,000	14,424	20,000	20,000
101 8 860 7310	ADVERTISING	3,249	1,769	68	0	400	326	400	400
101 8 860 7340	POSTAGE	327	351	331	360	360	221	360	360
101 8 860 7360	TELEPHONE	2,588	2,855	2,667	2,800	2,800	1,714	2,800	2,800
101 8 860 7370	TRAVEL	801	250	381	700	700	700	700	700
101 8 860 7410	PROFESSIONAL SERVICES	0	0	0	0	0	0	0	0
101 8 860 7440	CONTRACTED SERVICES	670	10,512	26,273	25,800	26,934	26,934	26,934	27,000
101 8 860 7450	SOLID WASTE DISPOSAL	28,188	9,794	10,625	10,625	10,625	10,625	10,625	10,625
101 8 860 7455	RECYCLING CONTRACT	1,538	544	0	0	0	0	0	0
101 8 860 7603	OFFICE SUPPLIES	1,624	1,305	1,379	1,000	1,700	1,620	1,700	1,400
101 8 860 7654	GASOLINE	44,656	29,409	35,530	30,000	39,800	36,342	38,000	35,000
101 8 860 8200	MINOR EQUIPMENT	759	1,078	936	1,500	800	705	1,100	1,100
<b>TOTAL</b>		<b>143,844</b>	<b>122,936</b>	<b>138,178</b>	<b>134,546</b>	<b>145,880</b>	<b>125,308</b>	<b>144,377</b>	<b>142,311</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: ADMINISTRATION**

101 8 860 6115	F	A	1.0000 Secretary I	36,826
<b>TOTAL 6115 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 36,826</b>
<b>TOTAL EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 36,826</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                    PARKS AND PUBLIC PROPERTY - ADMINISTRATION**

**101 8 860 6115                    Salaried Personnel**

Salary of the Parks department secretary.

**101 8 860 7180                    Rental of Uniforms**

This code is for uniform rental expense for 24 employees.

**101 8 860 7230                    Maintenance of Equipment**

This code is for maintenance expense on the following office equipment:

Copier  
Printer(s)  
Typewriter  
Time Clocks; Parks Garage and City Hall

**101 8 860 7290                    Vehicle Maintenance**

This code is for maintenance and repair expense of the Parks Bureau vehicles, inc. body repairs and painting.

**101 8 860 7340                    Postage**

This code is for all Bureau mailings, including street tree notices and pavilion rental permits.

**101 8 860 7350                    Printing**

This code is for printing of bureau materials.

**101 8 860 7360                    Telephone**

This code covers the Bureau's telephone expense, and includes email service connections including the internet and cell phone bills.

**101 8 860 7370                      Travel**

This code is for the travel expenses of the bureau professional staff.

**101 8 860 7440                      Contract Services**

This code is for the expense of a monthly line charge for DSL service to the Park's garage to provide network connectivity to the City system. Concrete planters that have been installed as part of the streetscape phase I project will be contracted to a local landscaper to plant seasonal plantings to coordinate with the Convention Center container plantings.

**101 8 860 7450                      Solid Waste Disposal**

This code is for tipping fees at the Lancaster Transfer Station.

**101 8 860 7603                      Office Supplies**

This code is for miscellaneous office supplies, i.e. paper, binders, pencils, pens, toner cartridges, manila folders, etc.

**101 8 860 7654                      Gasoline**

This code is for vehicle fuel for the bureaus equipment and vehicles.

**101 8 860 8200                      Minor Equipment**

This code is for the annual copier payment and any upgrade of office equipment.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PARKS - BUILDINGS</b>									
101 8 861 6110	SALARY BUREAU CHIEF	30,058	35,307	45,143	45,420	46,260	36,652	46,260	45,874
101 8 861 6115	SALARIED PERSONNEL	252,602	284,109	303,637	310,300	305,166	242,065	310,670	317,152
101 8 861 6185	OVERTIME	12,666	16,635	5,603	10,000	10,000	9,358	10,000	10,000
101 8 861 7210	MAINTENANCE- BUILDINGS	70,686	56,242	27,509	21,374	33,129	21,048	35,453	24,384
101 8 861 7230	MAINTENANCE- EQUIPMENT	2,937	26,248	25,328	20,038	17,038	8,560	15,000	19,000
101 8 861 7360	TELEPHONE	15,882	15,027	14,484	13,515	13,515	9,495	10,949	15,000
101 8 861 7404	HAZARDOUS WASTE REMOVAL	578	0	0	0	0	0	0	0
101 8 861 7440	CONTRACT SERVICES	18,318	44,335	48,131	63,008	63,008	40,799	49,833	65,000
101 8 861 7445	TRAINING - SCHOOL	45	255	491	312	312	100	171	500
101 8 861 7520	POWER ELECTRIC	252,893	240,688	256,586	260,886	260,886	190,706	260,000	269,100
101 8 861 7606	OPERATING SUPPLIES	7,984	22,110	62,467	61,495	61,495	39,811	42,132	65,000
101 8 861 7607	CUSTODIAL SUPPLIES	9,332	27,873	22,341	27,576	27,576	22,365	26,000	27,000
101 8 861 7660	HEATING FUEL	163,458	153,548	118,160	148,908	148,908	80,177	125,328	130,000
101 8 861 8200	MINOR EQUIPMENT	2,697	4,078	2,796	2,482	3,482	2,719	3,500	4,000
101 8 861 8270	VEHICLES	0	0	0	11,390	11,390	10,428	12,000	12,000
101 8 861 8290	CAPITAL OUTLAY	0	10,221	18,247	18,500	18,500	3,406	18,500	17,000
<b>TOTAL</b>		<b>840,137</b>	<b>936,676</b>	<b>950,923</b>	<b>1,015,204</b>	<b>1,020,665</b>	<b>717,689</b>	<b>965,796</b>	<b>1,021,010</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: BUILDINGS**

101	8	861	6110	F	M	0.6000	Facilities Manager	45,874
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.6000</b>		<b>\$ 45,874</b>
101	8	861	6115	F	M	0.5000	Building Maintenance Supervisor	20,960
101	8	861	6115	F	A	0.5000	Maintenance Technician	21,031
101	8	861	6115	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	41,136
101	8	861	6115	F	A	1.0000	Maintenance Carpenter	41,309
101	8	861	6115	F	A	1.0000	Senior Custodian	37,283
101	8	861	6115	F	A	1.0000	Parks Maintenance Worker	33,065
101	8	861	6115	F	A	1.0000	Custodian II	30,838
101	8	861	6115	F	A	1.0000	Custodian I	29,273
101	8	861	6115	F	A	1.0000	Laborer	30,838
101	8	861	6115	F	A	0.1500	Laborer	5,130
Subtotal Full-Time						8.1500		
101	8	861	6115	P	A	1.0000	Maintenance Technician	26,289
Subtotal Part-Time						1.0000		
<b>TOTAL 6115 EMPLOYEES</b>						<b>9.1500</b>		<b>\$ 317,152</b>
<b>TOTAL EMPLOYEES</b>						<b>9.7500</b>		<b>\$ 363,026</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                    PARKS AND PUBLIC PROPERTY - BUILDINGS**

**101 8 861 6110                    Salary – Bureau Chief**

This line item accounts for sixty percent (60%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.

**101 8 861 6115                    Salaried Personnel**

Salaries of the park's buildings employees.

**101 8 861 6185                    Overtime**

This code is for overtime expense due to maintenance performed after regular business hours and emergencies.

**101 8 861 7210                    Maintenance of Buildings**

This code is for contracted maintenance of City-owned buildings:

- Central Garage and Warehouse
- Conestoga Pines Barn
- Firestations #1, #3, #4, and #6
- Lancaster Recreation Center
- City Hall
- Parks Garage
- Police Station
- Traffic and Sign Shop
- Most Buildings at City owned Parks.

**101 8 861 7230                    Maintenance of Equipment**

This code is used to record expenses for contracted maintenance of the following equipment: air conditioners; oil and gas heating systems; water coolers; air compressors; emergency generators; automatic overhead doors; miscellaneous electrical equipment.

**101 8 861 7360                    Telephone**

This code is for telephone maintenance and services.

**101 8 861 7404**

**Hazardous Waste Removal**

This code is for disposal costs of hazardous materials. Not used in 2012.

**101 8 861 7440**

**Contract Services**

This code is for building maintenance contracts:

- Temperature Control System - City Hall
- Carpet Cleaning at Municipal Building and throw rugs at all buildings
- Water pumps and emergency generator at Police Station
- Window cleaning at City Hall, Treasury Building, Police Station, Lancaster Recreation Center, and Rodney Park
- Elevators at Police Station and Lancaster Recreation Center
- Fire alarms, extinguishers and sprinkler systems at City Hall, Police Station, Traffic Sign Shop, Rodney Park Community Center, Lancaster Recreation Center
- Pest control contract for all buildings
- Security Alarms

**101 8 861 7445**

**Training**

This code is for training and continuing education for building maintenance personnel.

**101 8 861 7520**

**Power - Electric**

This code is the electric expense for all City-owned buildings.

**101 8 861 7606**

**Operating Supplies**

This code is for all supplies used by City Staff to maintain and / or repair properties. It would include electrical and plumbing supplies, roofing materials, wood and other structural repair materials, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.

**101 8 861 7607**

**Custodial Supplies**

This code is for supplies, used by City Staff for the custodial maintenance of City buildings, including additional expense due to past underfunding.

**101 8 861 7660****Heating Fuel**

This code is purchase of contracted fuel (gas and oil) for all City-owned buildings.

Central Garage & Warehouse	Natural Gas
Firestation #1	Fuel Oil/Natural Gas
Firestation #3	Fuel Oil/Natural Gas
Firestation #4	Natural Gas
Firestation #6	Natural Gas
City Hall	Natural Gas
Parks Garage	Natural Gas
Police Station	Fuel Oil/Natural Gas
Traffic and Sign Shop	Natural Gas
Southern Market	Natural Gas

**101 8 861 8200****Minor Equipment**

This code is for the purchase and replacement of minor equipment used for building maintenance.

**101 8 861 8290****Capital Outlay**

For 2012, the amount requested is for high priority materials and equipment. All items are less than \$5,000/item.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PARKS - PARKS</b>									
101 8 862 6115	SALARIED PERSONNEL	226,773	166,008	180,696	183,131	184,131	151,147	188,884	191,660
101 8 862 6120	SALARY TEMPORARY	15,141	15,898	0	0	0	0	0	0
101 8 862 6185	OVERTIME	15,731	5,116	5,052	12,000	8,000	5,212	12,000	12,000
101 8 862 7230	MAINTENANCE EQUIPMENT	7,232	8,358	12,324	12,000	12,000	11,987	12,000	12,000
101 8 862 7270	MAINTENANCE PARKS	33,344	41,089	41,112	40,000	39,765	38,269	40,000	40,000
101 8 862 7275	MAINTENANCE POOLS	6,403	10,694	6,236	10,000	7,200	7,147	10,000	10,000
101 8 862 7445	TRAINING	798	755	786	800	833	833	833	800
101 8 862 7520	POWER ELECTRIC	29,922	28,920	34,464	35,200	35,200	30,571	35,200	35,200
101 8 862 7606	OPERATING SUPPLIES	26,100	23,008	18,018	18,000	17,967	17,955	18,000	18,000
101 8 862 7607	CUSTODIAL SUPPLIES	14,988	3,600	3,923	4,000	4,000	3,937	4,000	4,000
101 8 862 8200	MINOR EQUIPMENT	6,269	3,481	6,099	6,500	11,500	11,021	11,500	8,000
101 8 862 8271	VEHICLE - LEASE PURCHASE	0	7,019	7,019	0	0	0	0	0
101 8 862 8290	CAPITAL OUTLAY	17,092	0	0	7,440	7,675	0	7,440	7,440
<b>TOTAL</b>		<b>399,793</b>	<b>313,946</b>	<b>315,729</b>	<b>329,071</b>	<b>328,271</b>	<b>278,079</b>	<b>339,857</b>	<b>339,100</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: PARKS**

101	8	862	6115	F	M	1.0000	Labor Supervisor	41,305
101	8	862	6115	F	M	1.0000	Longs Park Maintenance Supv.	42,131
101	8	862	6115	F	A	1.0000	Utility Operator	36,552
101	8	862	6115	F	A	1.0000	Utility Operator	35,836
101	8	862	6115	F	A	1.0000	Utility Operator	35,836
<b>TOTAL 6115 EMPLOYEES</b>						<b>5.0000</b>		<b>\$ 191,660</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:            PARKS AND PUBLIC PROPERTY – PARKS MAINTENANCE**

**101 8 862 6115                    Salaried Personnel**

Salaries of the parks maintenance employees.

**101 8 862 6185                    Overtime**

This code is for 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.

**101 8 862 7230                    Maintenance of Equipment**

This code is for supplies and parts to maintain and repair small equipment, i.e. tractors and mowers, weed whackers, blowers, chainsaws and graffiti machine.

**101 8 862 7270                    Maintenance of Parks**

This code is for the maintenance, repair, improvement and replacement of tables, benches, water fountains, play surfaces, playground equipment and fences, rubbish containers and park buildings.

**101 8 862 7275                    Maintenance of Pools**

The code is for the chemicals, filters, paint, and other supplies/materials and contracted services required for the operation and maintenance of the City's six wading pools.

**101 8 862 7445                    Training**

This code is for training and continuing education for parks maintenance personnel and contracted interpretive services.

**101 8 862 7520**                      **Power - Electric**

This code is for electric service to City-park facilities at: Brandon Park, Buchanan Park, Conestoga Pines, Conlin Field, Crystal Park, Farnum Park, Harrisburg Pike Mini Park, Lancaster Square, Reservoir Park, Rodney Park, Sixth Ward Park and South End Park.

**101 8 862 7606**                      **Operating Supplies**

This code is for expenses to purchase fertilizer, mulch, landscape supplies, hand tools, ice melt, ball field lights, basketball and tennis nets, trash receptacles and liners and miscellaneous supplies for all City parks, including City-sponsored activities and volunteer service days

**101 8 862 7607**                      **Custodial Supplies**

This code is for supplies required for the custodial maintenance of Parks facilities including public restrooms.

**101 8 862 8200**                      **Minor Equipment**

This code is used to purchase minor equipment, such as hand mowers, weed whackers, blowers, etc. for Parks maintenance. Replacement requested for 7 weed wackers, and 6 blowers. This code will also be used to update existing radio communications.

**101 8 862 8290**                      **Capital Outlay**

This code will be used to hire a private contractor to treat rust and paint the stage and columns at Binns Park.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PARKS - TREES</b>									
101 8 863 6115	SALARIED PERSONNEL	103,662	108,301	110,504	111,706	112,407	94,444	118,085	119,024
101 8 863 6185	OVERTIME	1,199	697	1,770	2,500	2,500	1,214	2,500	2,500
101 8 863 7230	MAINTENANCE- EQUIPMENT	12,394	4,727	7,745	10,000	5,100	3,538	7,100	2,000
101 8 863 7320	DUES & SUBSCRIPTIONS	15	95	75	100	100	0	100	100
101 8 863 7440	CONTRACT SERVICES	694	64	0	700	700	174	700	700
101 8 863 7445	TRAINING - SCHOOL	183	150	60	200	200	135	200	200
101 8 863 7606	OPERATING SUPPLIES	8,326	6,996	8,942	9,000	6,000	4,346	9,000	9,000
101 8 863 8100	SPECIAL EVENTS	248	206	229	250	250	114	250	250
101 8 863 8200	MINOR EQUIPMENT	1,030	7,522	5,975	6,000	3,000	1,887	6,000	3,200
101 8 863 8271	VEHICLE - LEASE PURCHASE	10,825	0	0	0	0	0	0	10,742
<b>TOTAL</b>		<b>138,575</b>	<b>128,758</b>	<b>135,300</b>	<b>140,456</b>	<b>130,257</b>	<b>105,852</b>	<b>143,935</b>	<b>147,716</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: TREES**

101	8	863	6115	F	M	1.0000	City Arborist	44,237
101	8	863	6115	F	A	1.0000	Tree Trimmer	38,951
101	8	863	6115	F	A	1.0000	Utility Operator	35,836
<b>TOTAL 6115 EMPLOYEES</b>						<b>3.0000</b>		<b>\$ 119,024</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                    PARKS AND PUBLIC PROPERTY - TREES**

**101 8 863 6115                    Salaried Personnel**

Salaries for the parks - trees employees.

**101 8 863 6185                    Overtime**

This code is the expense for overtime to respond to emergency call-ins for fallen trees from storms, high winds, or vehicle accidents.

**101 8 863 7230                    Maintenance of Equipment**

This code is for repair and maintenance of all tree equipment: stump grinder, chipper, chipper blades, chain saws, cement saw and for aerial bucket truck certification.

**101 8 863 7320                    Dues and Subscriptions**

This code is for City Arborist membership in professional organizations.

**101 8 863 7440                    Contract Services**

This code is for contracting with a commercial tub grinder operator to dispose of accumulated tree waste twice a year. (Eliminates solid waste disposal expense.)

**101 8 863 7445                    Training and School**

This code is for the City Arborist to attend conferences and seminars to acquire knowledge of current urban forestry practices and procedures.

**101 8 863 7606                    Operating Supplies**

This code is for 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. This line item will also supply monies for the planting and maintaining of the new streetscape flower containers.

**101 8 863 8100**

**Special Events**

This code is for the annual Arbor Day celebration and Shade Tree Commission award.

**101 8 863 8200**

**Minor Equipment**

This code is for the purchase of minor equipment for the tree crew, such as chain saws.

**101-8-863-8271**

**Vehicle Lease Purchase**

This code is for a three (3) year lease purchase payment of a new smaller stump grinder needed in the 22 City owned parks.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PARKS - CENTRAL MARKET</b>									
101 8 864 6110	SALARY BUREAU CHIEF	7,515	8,827	11,286	11,355	11,566	9,163	11,565	11,469
101 8 864 6115	SALARIED PERSONNEL	36,761	33,393	38,332	39,034	39,054	27,426	29,145	40,880
101 8 864 6185	OVERTIME	1,773	811	955	2,000	478	284	478	500
101 8 864 7210	MAINTENANCE- BUILDINGS	7,766	1,789	3,192	8,000	10,522	10,364	10,522	8,000
101 8 864 7440	CONTRACT SERVICES	0	0	0	0	0	0	0	0
101 8 864 7450	SOLID WASTE DISPOSAL	0	0	0	0	0	0	0	0
101 8 864 7606	OPERATING SUPPLIES	192	1,261	1,206	2,000	4,000	1,816	2,339	2,000
<b>TOTAL</b>		<b>54,007</b>	<b>46,081</b>	<b>54,971</b>	<b>62,389</b>	<b>65,620</b>	<b>49,053</b>	<b>54,049</b>	<b>62,849</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: CENTRAL MARKET**

101 8 864 6110	F	M	0.1500 Facilities Manager	11,469
<b>TOTAL 6110 EMPLOYEES</b>			<b>0.1500</b>	<b>\$ 11,469</b>
101 8 864 6115	F	M	0.1000 Building Maintenance Supervisor	4,192
101 8 864 6115	F	A	0.1000 Maintenance Technician	4,206
101 8 864 6115	F	A	0.6000 Parks Maintenance Worker	20,512
101 8 864 6115	F	A	0.3500 Laborer	11,970
<b>TOTAL 6115 EMPLOYEES</b>			<b>1.1500</b>	<b>\$ 40,880</b>
<b>TOTAL EMPLOYEES</b>			<b>1.3000</b>	<b>\$ 52,348</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                    PARKS AND PUBLIC PROPERTY - CENTRAL MARKET**

**101 8 864 6110                    Salary – Bureau Chief**

This line item accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.

**101 8 864 6115                    Salaried Personnel**

Salary of 2 full-time maintenance workers (equivalent 80hr/week with position split to cover market hours) and some building maintenance. These employees will remain the responsibility of the city after Central Market Trust (CMT) assumes the management of the market. The salary of the market master will be paid for by the Central Market Trust

**101 8 864 6185                    Overtime**

Overtime pay as needed for any additional coverage of the maintenance workers.

**101 8 864 7210                    Maintenance of Building**

This code is for plumbing, heating, electrical, roof, window, door, painting, and fire and security alarm system repair and maintenance as required under the terms of the management agreement with Central Market Trust.

**101 8 864 7606                    Operating Supplies**

This code is for supplies used for routine maintenance of heating systems and fans.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF PARKS - SOUTHERN MARKET</b>									
101 8 866 6110	SALARY BUREAU CHIEF	7,515	8,827	11,286	11,355	11,566	9,163	11,565	11,469
101 8 866 6115	SALARIED PERSONNEL	52,764	49,353	54,308	55,027	55,047	25,374	55,831	56,336
101 8 866 6185	OVERTIME	2,174	882	335	2,000	2,000	296	1,000	2,000
101 8 866 7210	MAINTENANCE- BUILDINGS	16,515	22,637	2,382	8,000	8,000	0	8,000	8,000
101 8 866 7230	MAINTENANCE - EQUIPMENT	0	0	0	5,000	5,000	1,756	5,000	5,000
101 8 866 7383	REAL ESTATE TAXES	21,231	21,879	22,660	23,725	23,725	23,471	23,725	25,000
101 8 866 7440	CONTRACT SERVICES	7,232	16,212	9,107	15,000	15,000	9,012	13,426	15,000
101 8 866 7450	SOLID WASTE DISPOSAL	2,018	117	0	0	0	0	0	0
101 8 866 7520	POWER ELECTRIC	33,579	33,605	30,379	30,505	30,505	26,488	30,391	33,000
101 8 866 7606	OPERATING SUPPLIES	1,105	236	6,590	9,000	8,840	5,016	6,000	7,300
101 8 866 7660	HEATING FUEL	5,623	6,051	4,165	8,000	8,000	1,225	2,025	5,930
101 8 866 9290	TRANSFER TO SO MKT RESERVE	7,905	0	0	0	0	0	0	0
<b>TOTAL</b>		<b>157,659</b>	<b>159,799</b>	<b>141,212</b>	<b>167,612</b>	<b>167,683</b>	<b>101,801</b>	<b>156,963</b>	<b>169,035</b>
<b>TOTAL BUREAU OF PARKS</b>		<b>1,734,015</b>	<b>1,708,196</b>	<b>1,736,313</b>	<b>1,849,278</b>	<b>1,858,376</b>	<b>1,377,782</b>	<b>1,804,977</b>	<b>1,882,021</b>
<b>TOTAL PUBLIC WORKS DEPT.</b>		<b>4,782,321</b>	<b>4,776,172</b>	<b>4,955,903</b>	<b>5,316,652</b>	<b>5,311,420</b>	<b>3,948,044</b>	<b>5,107,902</b>	<b>5,513,206</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>43,707,643</b>	<b>44,809,550</b>	<b>45,021,505</b>	<b>45,512,581</b>	<b>45,512,581</b>	<b>37,039,404</b>	<b>44,045,355</b>	<b>46,271,459</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF PARKS & PUBLIC PROPERTY: SOUTHERN MARKET CENTER**

101 8 866 6110	F	M	0.1500 Facilities Manager	11,469
<b>TOTAL 6110 EMPLOYEES</b>			<b>0.1500</b>	<b>\$ 11,469</b>
101 8 866 6115	F	M	0.1000 Building Maintenance Supervisor	4,192
101 8 866 6115	F	A	0.1000 Maintenance Technician	4,206
101 8 866 6115	F	A	1.0000 Custodian II	30,838
101 8 866 6115	F	A	0.5000 Laborer	17,100
<b>TOTAL 6115 EMPLOYEES</b>			<b>1.7000</b>	<b>\$ 56,336</b>
<b>TOTAL EMPLOYEES</b>			<b>1.8500</b>	<b>\$ 67,805</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                    PARKS AND PUBLIC PROPERTY - SOUTHERN MARKET**

**101 8 866 6110                    Salary – Bureau Chief**

This line item accounts for fifteen percent (15%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.

**101 8 866 6115                    Salaried Personnel**

Salaries of the parks - southern market employees. Additional expense due a portion of the total expense of building maintenance personnel charged to this account.

**101 8 866 6185                    Overtime**

This code is for emergency call-ins and weekend maintenance projects.

**101 8 866 7210                    Maintenance of Building**

This code is for maintenance and minor building repairs.

**101 8 866 7383                    Real Estate Taxes**

Payment of real estate taxes to Lancaster County and School District.

**101 8 866 7440                    Contract Services**

This code is for building maintenance contracts for carpet cleaning/mats, window cleaning, elevator maintenance and inspection, plant maintenance, pest control and fire alarm system.

**101 8 866 7450                    Solid Waste Disposal**

This code is the cost for tipping fees at the Lancaster Transfer Station.

**101 8 866 7520                    Power - Electric**

This code for electrical services for the building at Meter #1 (basement); Meter #2 (boiler room and first floor); and Meter #3 (tenant space).

**101 8 866 7606**

**Operating Supplies**

This code is the expense of custodial supplies, floor care chemicals, trash receptacles, light bulbs and miscellaneous supplies.

**101 8 866 7660**

**Heating Fuel**

This code is for contracted heating fuel.

**101 8 866 9290**

**Transfer to Southern Market Reserve**

This code is for the City's share of reserve requirements for capital projects under the terms of the lease for Southern Market.

CITY OF LANCASTER  
**SEWER FUND**



2012 BUDGET



**CITY OF LANCASTER  
SEWER FUND REVENUE SUMMARY  
2011 BUDGET VS. 2012 BUDGET**

<u>DESCRIPTION</u>	<u>2011 BUDGET</u> (as amended)	<u>2012 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$10,787,000	\$11,659,767	\$872,767	8.1%
Miscellaneous Revenue	\$53,246	\$103,246	\$50,000	93.9%
Other Income	\$79,942	\$85,704	\$5,762	7.2%
Use of Retained Earnings	\$1,461,592	\$0	(\$1,461,592)	-100.0%

<b>TOTAL SEWER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$12,381,780</b>	<b>\$11,848,717</b>	<b>(\$533,063)</b>	<b>-4.3%</b>
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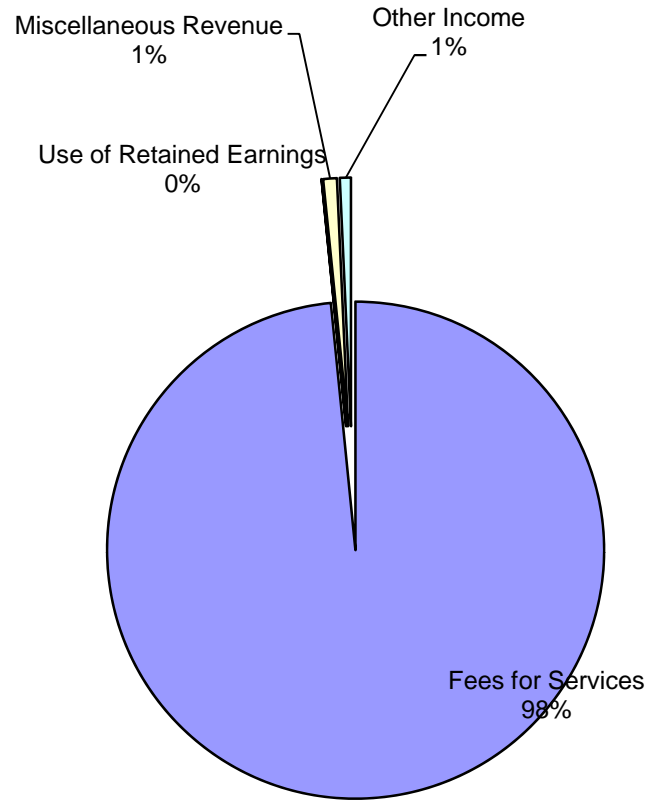
**CITY OF LANCASTER  
SEWER FUND EXPENSE SUMMARY  
2011 BUDGET VS. 2012 BUDGET**

<u>BUREAU</u>	<u>2011 BUDGET</u> (as amended)	<u>2012 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$4,928,048.00	\$5,125,526.00	\$197,478	4.0%
Transfer to General Fund	\$0	\$0	\$0	#DIV/0!
Collections	\$659,973	\$664,443	\$4,470	0.7%
Pumping Stations	\$1,293,795	\$1,168,134	(\$125,661)	-9.7%
Treatment	\$5,383,266	\$4,769,572	(\$613,694)	-11.4%
Grounds Maintenance	\$116,698	\$121,042	\$4,344	3.7%
<b>TOTAL SEWER FUND EXPENSES</b>	<b>\$12,381,780</b>	<b>\$11,848,717</b>	<b>(\$533,063)</b>	<b>-4.3%</b>

**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**SEWER FUND**

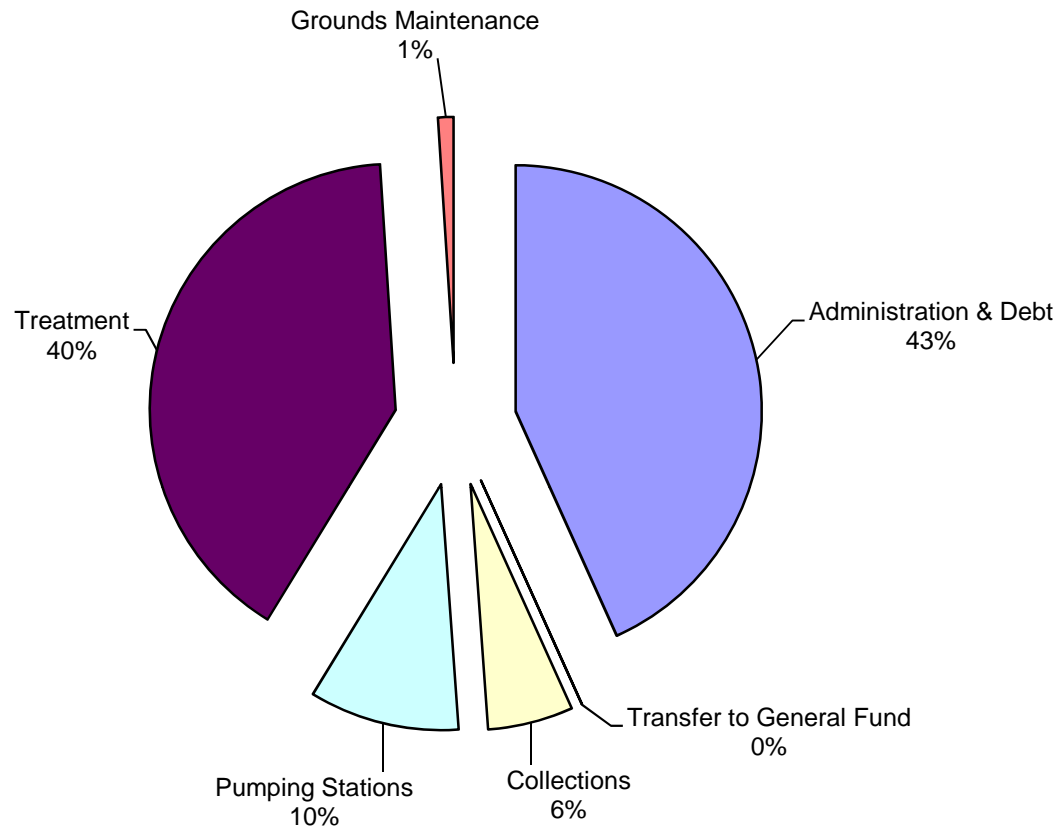
Retained Earnings 12/31/2010		\$ 12,090,525
Projected Revenues: 2011	10,392,937	
Projected Expenditures: 2011	<u>(11,735,788)</u>	
Projected Current Operating Surplus/(Deficit) 2011 (Reduction to Retained Earnings)		<u>(1,342,851)</u>
Projected Retained Earnings 12/31/2011		10,747,674
Proposed Revenues: 2012	11,848,717	
Proposed Expenditures: 2012	<u>(11,848,717)</u>	
Proposed Current Operating Surplus/(Deficit) 2012 (Reduction to Retained Earnings)		<u>-</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2012		<u>\$ 10,747,674</u>

**CITY OF LANCASTER  
SEWER FUND REVENUES  
2012 BUDGET**



**TOTAL REVENUES \$11,848,717**

**CITY OF LANCASTER  
SEWER FUND EXPENSES  
2012 BUDGET**



**TOTAL EXPENSES \$11,848,717**

**CITY OF LANCASTER  
SEWER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	ORIGINAL BUDGET 2011	CURRENT BUDGET 2011	RECEIVED YTD 10/31/11	PROJECTED REVENUE 2011	PROPOSED BUDGET 2012
<b>FEES FOR SERVICES</b>									
561 4081	SEWAGE TREATMENT	5,327,010	5,480,215	5,775,636	6,875,000	6,875,000	5,076,043	6,200,000	7,592,267
561 4082	INDUSTRIAL WASTE SURCHARGE	621,928	414,124	288,830	435,000	435,000	344,096	450,000	475,000
561 4083	BULK SEWAGE TREATMENT	3,534,448	3,573,474	3,374,835	3,300,000	3,300,000	3,122,455	3,300,000	3,400,000
561 4084	SLSA OPERATING CHARGES	174,974	181,598	179,186	175,000	175,000	152,348	185,000	190,000
561 4085	SEWER ENTRANCE	2,288	2,125	2,752	2,000	2,000	1,625	2,500	2,500
<b>TOTAL FEES FOR SERVICES</b>		<b>9,660,647</b>	<b>9,651,536</b>	<b>9,621,239</b>	<b>10,787,000</b>	<b>10,787,000</b>	<b>8,696,567</b>	<b>10,137,500</b>	<b>11,659,767</b>
<b>MISCELLANEOUS REVENUE</b>									
561 4009	LIEN INTEREST & COSTS	6,485	3,549	1,789	5,000	5,000	4,599	5,500	5,500
561 4044	RENTAL INCOME	22,112	31,246	31,246	31,246	31,246	26,038	31,246	31,246
561 4056	AUCTION INCOME	4,204	0	0	0	0	0	0	0
561 4057	SALE OF CITY PROPERTY	0	8,319	3,361	0	0	7,249	7,249	0
561 4063	INTEREST INCOME	57,152	19,309	301,632	5,000	5,000	2,283	2,500	1,500
561 4080	MISCELLANEOUS INCOME	12,050	5,662	34,702	2,500	2,500	30,989	32,000	50,000
561 4086	INDUSTRIAL WASTE PERMITS	1,250	5,250	12,500	7,500	7,500	10,000	10,000	10,000
561 4087	INDUSTRIAL WASTE PENALTY	2,000	4,750	1,000	2,000	2,000	87,000	87,000	5,000
<b>TOTAL MISC. REVENUE</b>		<b>105,254</b>	<b>78,085</b>	<b>386,230</b>	<b>53,246</b>	<b>53,246</b>	<b>168,158</b>	<b>175,495</b>	<b>103,246</b>
<b>OTHER INCOME</b>									
561 4054	REFUND OF PRIOR YEAR EXP.	0	0	80,000	0	0	0	0	0
561 4070	INSURANCE RECOVERY	0	0	737	0	0	916	0	0
561 4071	PENSION STATE AID	67,392	72,931	76,728	79,942	79,942	79,942	79,942	85,704
561 4104	EPA GRANT	0	856,016	0	0	0	0	0	0
561 4990	USE OF RETAINED EARNINGS	0	0	0	1,461,592	1,461,592	0	1,342,851	0
<b>TOTAL OTHER INCOME</b>		<b>67,392</b>	<b>928,947</b>	<b>157,465</b>	<b>1,541,534</b>	<b>1,541,534</b>	<b>80,858</b>	<b>1,422,793</b>	<b>85,704</b>
<b>TOTAL REVENUE</b>		<b>9,833,293</b>	<b>10,658,568</b>	<b>10,164,934</b>	<b>12,381,780</b>	<b>12,381,780</b>	<b>8,945,583</b>	<b>11,735,788</b>	<b>11,848,717</b>

# **SEWER FUND REVENUE**

**CATEGORY: FEES FOR SERVICE**

**561 4081 Sewage Treatment**

Revenue is derived from sewer fees charged to retail customers.

**561 4082 Industrial Waste Surcharge**

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.

**561 4083 Bulk Sewage Treatment**

Revenue is derived from bulk rates charged to suburban customers, and shared debt service.

**561 4084 SLSA Operating Charges**

Revenue is derived from an operating agreement between the City of Lancaster and the Suburban Lancaster Sewer Authority.

**561 4085 Sewer Entrance**

Revenue is derived from fees charged to connect to the sanitary sewer system. These are allocated on a 50/50 basis with the General Fund.

# **SEWER FUND REVENUE**

**CATEGORY: MISCELLANEOUS REVENUE**

**561 4009 Lien Interest & Costs**

Revenue is derived from the interest and costs associated with liening property for delinquent sewer billings.

**561 4044 Rental Income**

Revenue is derived from rental charges for cellular equipment located on Sewer Fund property.

**561 4063 Interest Income**

Revenue is derived from the interest earned on idle funds.

**561 4080 Miscellaneous Income**

Revenue is derived from income received from miscellaneous items.

**561 4086 Industrial Waste Permits**

Revenue is derived from the fees charged for permits for industrial customers to dump industrial waste into the sewer system.

**561 4087 Industrial Waste Penalty**

Revenue is derived from the penalty assessed for the dumping of unauthorized waste into the sewer system.



# **SEWER FUND REVENUE**

**CATEGORY: OTHER INCOME**

**561 4054 Refund of Prior Years' Expenditures**

Reimbursements received in the current year for expenditures made in the prior years, primarily from the retrospective refund premium basis of the dental/vision insurance policy.

**561 4070 Insurance Recovery**

Reimbursements for damage to City facilities caused by third parties.

**561 4071 Pension State Aid**

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.

**561 4990 Use of Retained Earnings**

The City is required to adopt balanced budgets, where revenues are equal to expenditures. When expenditures exceed revenues, the City may use retained earnings (accumulated surpluses from prior years) to "balance" the budget.

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>ADMINISTRATION</b>									
561 8 880 6110	SALARY BUREAU CHIEF	0	0	0	24,482	2,982	0	0	24,727
561 8 880 6115	SALARIED PERSONNEL	226,696	273,906	273,076	279,936	275,666	221,049	281,779	284,161
561 8 880 6120	SALARY - TEMPORARY	0	684	1,836	0	1,500	1,608	1,608	0
561 8 880 6185	OVERTIME	0	0	0	0	0	47	47	0
561 8 880 6190	SICK LEAVE BONUS	963	1,158	0	0	0	0	0	0
561 8 880 6201	EDUCATIONAL INCENTIVE	9,569	10,342	11,297	12,000	12,000	5,250	10,500	11,000
561 8 880 6202	MEDICAL INSURANCE	555,522	662,992	782,521	829,918	829,918	761,937	847,032	883,050
561 8 880 6203	DENTAL/VISION	25,491	26,659	27,833	31,095	28,270	22,143	27,998	30,000
561 8 880 6208	SOCIAL SECURITY	149,804	157,934	159,717	175,144	175,144	134,185	165,650	173,285
561 8 880 6209	LIFE INSURANCE	5,487	5,288	5,492	5,600	5,600	5,125	5,620	5,625
561 8 880 6230	PENSION CONTRIBUTION	81,989	86,631	90,014	95,337	95,337	90,311	95,337	101,386
561 8 880 6240	UNEMPLOYMENT COMPENSATION	4,947	1,128	1,710	3,000	3,000	1,910	3,000	3,000
561 8 880 6250	WORKERS COMPENSATION	557,004	18,751	7,897	75,000	50,000	28,389	75,000	75,000
561 8 881 7141	PC LEASE	0	752	752	782	782	752	782	782
561 8 880 7160	RENTAL OF PARKING LOT	1,672	1,455	1,643	2,000	2,000	1,601	1,905	2,000
561 8 880 7180	RENTAL OF UNIFORMS	7,654	8,297	7,860	8,000	8,000	5,936	7,400	8,000
561 8 880 7230	MAINTENANCE OF EQUIPMENT	6,624	3,092	4,203	6,000	7,346	4,693	4,693	5,000
561 8 880 7310	ADVERTISING	1,347	2,285	1,905	3,000	3,000	2,393	3,000	3,000
561 8 880 7340	POSTAGE	27,987	24,254	31,678	35,000	35,000	26,720	30,000	33,000
561 8 880 7350	PRINTING	3,896	6,066	4,233	7,000	7,000	3,840	7,000	10,000
561 8 880 7360	TELEPHONE	20,604	20,234	20,627	21,000	21,000	17,083	21,000	21,000
561 8 880 7370	TRAVEL	487	45	3,069	30,000	10,000	890	3,000	4,000
561 8 880 7409	BAD DEBT EXPENSE	400,000	1,331,109	1,620,538	0	0	0	0	0
561 8 880 7410	PROFESSIONAL SERVICES	180,479	298,979	265,673	370,000	354,379	286,501	350,000	500,000
561 8 880 7430	BANK SERVICE CHARGES	5,376	5,754	3,642	5,800	5,800	2,895	4,270	5,000
561 8 880 7431	CREDIT CARD FEES	4,493	4,687	5,433	7,000	7,000	4,380	6,240	7,000
561 8 880 7440	CONTRACT SERVICES	4,163	4,193	4,898	10,000	12,100	11,124	15,000	15,000
561 8 880 7445	TRAINING - SCHOOL	1,827	4,818	8,430	6,000	8,500	7,816	8,000	6,000
561 8 880 7603	OFFICE SUPPLIES	1,394	1,820	1,798	2,000	2,000	1,810	2,000	2,500
561 8 880 7720	INSURANCE PACKAGE	226,139	216,409	183,218	220,000	219,100	176,268	183,975	195,500

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
561 8 880 8200	MINOR EQUIPMENT	8,213	7,277	6,364	10,000	10,900	7,982	9,300	10,000
561 8 880 8202	SAFETY ITEMS	7,840	6,077	9,731	6,000	6,000	5,689	6,000	6,000
561 8 880 8250	COMPUTER APPLICATIONS	11,295	5,846	4,270	10,000	25,000	23,375	25,000	10,000
561 8 880 9110	ADMINISTRATIVE- INDIRECT COST	403,251	330,713	328,805	384,231	384,231	320,192	384,231	374,708
561 8 880 9140	REVENUE TRF'D TO CITY	500,000	500,000	500,000	0	0	0	0	0
561 8 880 9230	FISCAL AGENT FEES	1,059	101	256	2,000	2,000	256	1,000	1,500
561 8 880 9240	BOND INTEREST EXPENSE	1,135,582	1,103,490	945,027	1,022,493	1,022,493	1,002,807	1,022,493	979,302
561 8 880 9260	BOND PRINCIPAL EXPENSE	1,085,724	1,144,202	1,255,000	1,295,000	1,295,000	1,295,000	1,295,000	1,335,000
<b>TOTAL ADMINISTRATION</b>		<b>5,664,581</b>	<b>6,277,428</b>	<b>6,580,446</b>	<b>4,994,818</b>	<b>4,928,048</b>	<b>4,481,957</b>	<b>4,904,860</b>	<b>5,125,526</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: ADMINISTRATION**

561	8	880	6110	F	M	0.3500	Water/Wastewater Utilities Manager	24,727
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.3500</b>		<b>\$ 24,727</b>
561	8	880	6115	F	M	1.0000	Project Engineer	67,924
561	8	880	6115	F	M	0.8180	Utilities Supervisor	53,401
561	8	880	6115	F	M	0.1971	Bureau Chief Proc. & Collections	12,266
561	8	880	6115	F	M	0.1971	Customer Service Supervisor	8,939
561	8	880	6115	F	M	0.1971	Admin Support Supervisor	8,140
561	8	880	6115	F	M	0.2500	Information Services Manager	16,981
561	8	880	6115	F	M	0.1971	Admin Support Clerk	6,245
561	8	880	6115	F	A	0.3049	Utility Service Coordinator	10,527
561	8	880	6115	F	A	0.5000	Secretary I	16,809
561	8	880	6115	F	A	0.1971	Cashier/Service Clerk	6,245
561	8	880	6115	F	A	0.1971	Customer Care Coordinator	7,810
561	8	880	6115	F	A	0.1971	Customer Care Coordinator	8,140
561	8	880	6115	F	A	0.1971	Customer Care Coordinator	7,829
561	8	880	6115	F	A	0.1971	Customer Care Coordinator	7,201
561	8	880	6115	F	A	0.1971	Revenue Clerk	6,656
561	8	880	6115	F	A	0.1971	Billing Clerk	7,676
561	8	880	6115	F	A	0.1971	Cashier/Service Clerk	6,925
561	8	880	6115	F	A	0.1971	Billing Coordinator	6,893
561	8	880	6115	F	A	0.1971	Mail & Print Operator	5,904
							Available for Merit	9,207
Subtotal Full-Time						5.6317		

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
561 8 880 6115	P	A	0.1971 Data Entry Operator I	2,443
			Subtotal Part-Time 0.1971	
<b>TOTAL 6115 EMPLOYEES</b>			<b>5.8288</b>	<b>\$ 284,161</b>
<b>TOTAL EMPLOYEES</b>			<b>6.1788</b>	<b>\$ 308,888</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WASTEWATER OPERATIONS - ADMINISTRATION**

**561 8 880 6110 Salary Bureau Chief**

This line item accounts for thirty-five percent (35%) of the Utility Manager salary that is shared by the Water Fund and Sewer Fund.

**561 8 880 6115 Salaried Personnel**

The Bureau utilizes the City's Bureau of Procurement and Collection to prepare sewer service invoices for the Bureau's customers. The partial salaries for the Utility Supervisor, Customer 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.

**561 8 880 6185 Overtime**

Overtime expenses paid to administrative staff in the Sewer Fund.

**561 8 880 6190 Sick Leave Bonus**

Account covers monetary bonus for salaried employees of the Bureau who did not use sick leave in the prior year.

**561 8 880 6201 Educational Incentive**

Account covers certification bonus pay for the new PaDEP requirements and union bargaining unit employees with an "A" and "E" certificate in the Wastewater Bureau.

**561 8 880 6202 Medical Insurance**

Account covers health benefits of Bureau employees.

**561 8 880 6203 Dental/Vision**

Account covers dental and vision insurance costs for all employees of this fund.

**561 8 880 6208 Social Security**

Account covers social security for Bureau employees.

**561 8 880 6209**

**Life Insurance**

Account covers Bureau employees' life insurance.

**561 8 880 6230**

**Pension Contribution**

Account covers the City pension plan costs for Bureau employees.

**561 8 880 6240**

**Unemployment Compensation**

Account covers state unemployment for Bureau employees.

**561 8 880 6250**

**Workers' Compensation**

Account covers all Bureau employees for on the job injury claims.

**560 8 880 7141**

**PC Lease**

Annual state contract lease costs for PCs and laptop computers for the Sewer Department staff.

**561 8 880 7160**

**Rental of Parking Lot**

Account pays the Bureau cost of rental space for customer service employees. Increase needed for added rental costs.

**561 8 880 7180**

**Rental of Uniforms**

Account pays for rental of uniforms for employees.

**561 8 880 7230**

**Maintenance of Equipment**

Maintenance contract for mail insertion machine, which processes sewer bills, and the mail extractor machine used in processing remittances.

**561 8 880 7310**

**Advertising**

Account pays for newspaper advertising of contracts, bids, and job openings.

**561 8 880 7340**

**Postage**

Account covers all of the postage for bills, and miscellaneous office mailings.

**561 8 880 7350**

**Printing**

Account covers printing costs for the City's print shop and office photocopying.

**561 8 880 7360**

**Telephone**

Account covers telephone service in the Bureau, including service lines for computer modems for Wastewater Operations.

**561 8 880 7370**

**Travel**

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.

**561 8 880 7409**

**Bad Debt Expense**

This line reflects revenue written off for uncollectible bulk sewer treatment charges for East Lampeter Township.

**561 8 880 7410**

**Professional Services**

Account covers outside professional consultants, legal counsel, auditors and engineering consultants. Included for 2012 are funds to perform a PUC rate study.

**561 8 880 7430**

**Bank Service Charge**

Bureau's portion of banks service charges.

**561 8 880 7431**

**Credit Card Fees**

Bureau's portion of credit card company fees.

**561 8 880 7440**

**Contract Services**

Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the sewer operations.



**561 8 880 7445                      Training - School**

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 needed under the new PaDEP certification laws and continuation education requirement.

**561 8 880 7603                      Office Supplies**

Account pays for all supplies necessary for sewer billing, i.e., paper and envelopes.

**561 8 880 7720                      Insurance Package**

Property and liability coverage for all Bureau facilities and vehicles.

**561 8 880 8200                      Minor Equipment**

Account reflects the Sewer Fund's share of a remittance processor and mail folder/insert machine to process billings.

**561 8 880 8202                      Safety Items**

Account pays the cost of minor safety equipment for the bureau.

**561 8 880 8250                      Computer Applications**

Accounts pays for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.

**561 8 880 9110                      Administrative Indirect Costs**

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.

**561 8 880 9140                      Revenue Transferred to City**

Account pays that portion of the "profits" of the sewer system which are paid to the City's General Fund as a return on investment.

**561 8 880 9230**

**Fiscal Agent Fees**

Account pays agent fees on the Series 2007 and 2009 bonds, and escrow fees on various refunded issues of the Lancaster Municipal Authority.

**561 8 880 9240**

**Bond Interest Expense**

Account pays interest payments on the Series 2007 and 2009 bonds.

**561 8 880 9260**

**Bond Principal Expense**

Account pays principal redemption on the Series 2007 and 2009 bonds.

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>COLLECTIONS</b>									
561 8 881 6115	SALARIED PERSONNEL	360,741	360,188	377,422	385,073	385,973	311,421	389,375	443,151
561 8 881 6185	OVERTIME	3,358	7,792	6,301	6,000	16,000	11,035	12,000	6,000
561 8 881 7290	MAINTENANCE- VEHICLES	17,204	32,804	16,615	20,000	35,000	29,241	31,000	16,000
561 8 881 7440	CONTRACT SERVICES	2,494	26,812	60,275	70,000	57,500	19,963	50,000	50,000
561 8 881 7470	TRENCH-PAVING	7,422	9,964	15,744	15,000	25,000	22,177	25,000	15,000
561 8 881 7606	OPERATING SUPPLIES	52,205	75,340	61,405	60,000	47,500	40,759	45,000	50,000
561 8 881 7654	GASOLINE	29,642	19,403	20,403	20,000	32,000	22,196	27,000	25,000
561 8 881 8270	VEHICLE PURCHASE	0	0	0	0	0	0	0	0
561 8 881 8271	VEHICLE LEASE PURCHASE	0	55,116	34,296	61,000	61,000	59,292	59,292	59,292
<b>TOTAL COLLECTIONS</b>		<b>473,067</b>	<b>587,419</b>	<b>592,461</b>	<b>637,073</b>	<b>659,973</b>	<b>516,084</b>	<b>638,667</b>	<b>664,443</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: COLLECTIONS**

561	8	881	6115	F	M	1.0000	Collections System Supervisor	55,000
561	8	881	6115	F	A	1.0000	Equipment Operator I	35,977
561	8	881	6115	F	A	1.0000	Equipment Operator I	35,977
561	8	881	6115	F	A	1.0000	Equipment Operator I	35,977
561	8	881	6115	F	A	1.0000	Equipment Operator II	35,765
561	8	881	6115	F	A	1.0000	Equipment Operator III	41,772
561	8	881	6115	F	A	1.0000	Equipment Operator III	40,953
561	8	881	6115	F	A	1.0000	Mark-Out Serviceperson I	40,009
561	8	881	6115	F	A	1.0000	Sewer Technician	41,626
561	8	881	6115	F	A	1.0000	Sewer Technician	40,150
561	8	881	6115	F	A	1.0000	TW Technician	39,945
<b>TOTAL 6115 EMPLOYEES</b>						<b>11.0000</b>		<b>\$ 443,151</b>

# DEPARTMENT OF PUBLIC WORKS

## **BUREAU:                    WASTEWATER OPERATIONS - COLLECTIONS**

### **561 8 881 6115                    Salaried Personnel**

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.

### **561 8 881 6185                    Overtime**

Account covers any emergency overtime that is required after working hours due to breaks and blockages in the sewer collection system and snow emergencies.

### **561 8 881 7290                    Maintenance - Vehicles**

Account provides for maintenance parts and repairs to motor vehicles and equipment that maintain the sewer collection system in good repair.

### **561 8 881 7440                    Contract Services**

Account provides for outside services beyond the scope of work of the Collections Crew. This fund covers the cost of manhole rehabilitation services needed for some of the older manholes in the sewer system. Contract Television of Collection System.

### **561 8 881 7470                    Trench Paving**

Cost of materials and labor from the Bureau of Streets for paving sewer trenches after repairs by Sewer Collections or damage by cave-ins.

### **561 8 881 7606                    Operating Supplies**

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.

**561 8 881 7654**

**Gasoline**

Account provides for gasoline and oil required to operate the vehicles by Collection employees to maintain the sewer system.

**561 8 881 8270**

**Vehicle Purchase**

There are no vehicle purchases anticipated for 2012.

**561 8 881 8271**

**Vehicle – Lease Purchase**

This line covers the annual payments required under a five-year lease purchase agreement for Vehicle #324 Vac-Truck, through 2015.

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>PUMPING STATIONS</b>									
561 8 882 6115	SALARIED PERSONNEL	502,755	494,503	533,370	590,844	593,044	468,309	573,480	608,569
561 8 882 6185	OVERTIME	10,386	27,155	20,336	20,000	40,000	35,078	36,000	20,000
561 8 882 7210	MAINTENANCE- BUILDINGS	130	890	763	1,000	1,000	0	1,000	1,000
561 8 882 7230	MAINTENANCE- EQUIPMENT	38,321	122,014	119,699	150,000	150,000	114,638	120,000	125,000
561 8 882 7520	POWER ELECTRIC	377,884	380,241	352,559	485,000	475,000	267,900	350,000	375,000
561 8 882 7606	OPERATING SUPPLIES	485	689	382	500	500	271	500	500
561 8 882 7660	HEATING FUEL	1,888	4,700	2,290	4,500	11,000	9,192	9,192	7,500
561 8 882 8270	VEHICLES	0	0	0	0	0	0	0	0
561 8 882 8271	VEHICLE LEASE PURCHASE	0	17,122	17,122	23,251	23,251	18,409	18,409	30,565
<b>TOTAL PUMPING STATIONS</b>		<b>931,849</b>	<b>1,047,314</b>	<b>1,046,521</b>	<b>1,275,095</b>	<b>1,293,795</b>	<b>913,797</b>	<b>1,108,581</b>	<b>1,168,134</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: PUMPING STATIONS**

561	8	882	6115	F	M	1.0000	Waste Wtr Plant Maint Supv.	52,597
561	8	882	6115	F	M	1.0000	Electrical/Mechanical Supervisor	45,538
561	8	882	6115	F	M	1.0000	Labor Supervisor I	44,305
561	8	882	6115	F	A	1.0000	Instrument Technician	47,131
561	8	882	6115	F	A	1.0000	Instrument Technician	39,945
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	40,009
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	38,378
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	37,885
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	37,533
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	35,633
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	35,633
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	37,534
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic -Tr	35,633
561	8	882	6115	F	A	1.0000	Maintenance Electrician II - Tr	38,753
561	8	882	6115	F	A	1.0000	Maintenance Electrician II	42,062

**TOTAL 6115 EMPLOYEES**

**15.0000**

**\$**

**608,569**



# DEPARTMENT OF PUBLIC WORKS

## **BUREAU:                    WASTEWATER OPERATIONS - PUMPING STATIONS**

### **561 8 882 6115                    Salaried Personnel**

The employees in this classification are responsible for maintaining the Bureau's pump stations' and AWWTP's equipment in a safe and operable condition. The employees are under the direct supervision of the Wastewater Maintenance Supervisor and are assigned work through a computerized work order system.

### **561 8 882 6185                    Overtime**

Fund covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.

### **561 8 882 7210                    Maintenance - Buildings**

Account provides for up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.

### **561 8 882 7230                    Maintenance - Equipment**

Account provides for up-keep and repair of pump station equipment including North Pump Station, Main Pump Station, Steven's Avenue Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station and 3 auxiliary pump stations, Engleside Diversion Chamber, air relief pits and Sunnyside Grinder Pumps.

- 1) Oil and grease for pump station equipment including motors, pumps, gear drives, compressors, etc.
- 2) Packing for all pump stations' pumps.
- 3) Maintenance and spare parts for 23 sewage pumps, 13 grinder pumps, bar screens, grit collectors, compressors, emergency generators and engines.
- 4) Maintenance, repairs and spare parts for flow-matcher controls, motor brushes, and electrical components.
- 5) Calibration and repair of station flow meters.
- 6) Maintain SCADA controls between pump stations and the AWWTP.
- 7) Potential rebuilds of the two North P.S. comminutors.

**561 8 882 7520**

**Power Electric**

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.), Engleside Diversion Chamber and 4 vent pits. Increase needed to cover new rates due to deregulation of power suppliers.

**561 8 882 7606**

**Operating Supplies**

Account provides for supplies required to operate pumping stations including rags, paper supplies, cleaners and tools.

**561 8 882 7660**

**Heating Fuel**

Account provides for diesel fuel, gasoline, propane, and natural gas to test and operate standby emergency engines for emergency power at major pump stations.

**561 8 882 8270**

**Vehicles**

There are no vehicle purchases anticipated for 2012.

**561 8 882 8271**

**Vehicle – Lease Purchase**

This line covers the annual payments required under a five-year lease purchase agreement for Vehicle #302 (last payment), Vehicle #326 that goes through 2015 and a replacement for #310 with a payment that goes through 2016 a bucket truck for the electrical and maintenance department. The vehicle can also serve the Streets Department with traffic signal repair. The current 310 has over 160k miles on it and is a Mercury Tracer Car.

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>TREATMENT</b>									
561 8 883 6115	SALARIED PERSONNEL	712,210	762,446	735,533	797,644	798,744	589,110	750,102	719,329
561 8 883 6185	OVERTIME	26,478	26,583	23,810	25,000	25,000	22,465	23,000	20,000
561 8 883 7210	MAINTENANCE- BUILDINGS	7,740	31,070	9,334	9,000	9,000	6,252	8,500	8,000
561 8 883 7220	MAINTENANCE- COMMUNICATION	1,013	0	0	500	500	0	0	0
561 8 883 7230	MAINTENANCE- EQUIPMENT	278,542	270,717	242,858	260,000	260,000	226,513	240,000	250,000
561 8 883 7290	MAINTENANCE- VEHICLES	24,309	17,061	13,041	15,000	30,000	17,861	18,000	17,000
561 8 883 7460	METER EXPENSE	173,065	185,188	176,598	311,722	311,722	201,816	275,769	300,000
561 8 883 7465	WATER UTILITY EXPENSE	29,947	28,360	22,051	30,000	73,600	53,966	53,966	35,000
561 8 883 7480	SLUDGE	1,679,526	1,609,522	1,370,367	1,500,000	1,456,400	920,371	1,400,000	1,075,000
561 8 883 7520	POWER ELECTRIC	715,974	753,022	958,962	910,000	910,000	871,870	880,000	1,000,000
561 8 883 7606	OPERATING SUPPLIES	9,072	35,803	12,369	12,000	16,000	13,040	14,000	15,000
561 8 883 7615	LABORATORY-SUPPLIES	28,194	32,746	34,507	45,000	45,000	35,609	50,000	60,000
561 8 883 7618	CHEMICALS	441,394	369,027	424,202	515,000	540,000	339,666	515,000	525,000
561 8 883 7654	GASOLINE	27,011	19,474	28,184	23,000	23,000	22,858	24,000	25,000
561 8 883 7660	HEATING FUEL	68,558	77,347	64,246	90,000	90,000	51,873	85,000	90,000
561 8 883 8200	MINOR EQUIPMENT	0	0	0	0	0	0	0	18,100
561 8 883 8271	VEHICLE LEASE PURCHASE	0	0	0	30,300	30,300	29,142	29,143	29,143
561 8 883 8290	CAPITAL OUTLAY	40,141	156,578	127,918	784,000	764,000	321,032	600,000	583,000
<b>TOTAL TREATMENT</b>		<b>4,263,172</b>	<b>4,374,944</b>	<b>4,243,980</b>	<b>5,358,166</b>	<b>5,383,266</b>	<b>3,723,444</b>	<b>4,966,480</b>	<b>4,769,572</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: TREATMENT**

561	8	883	6115	F	M	1.0000	Wastewater Qual Supervisor	51,055	
561	8	883	6115	F	M	1.0000	Wastewater Operations Supervisor	55,785	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	45,621	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	44,726	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	42,136	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	39,625	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician	39,945	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician	39,945	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator I-GF/TR	38,742	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	42,978	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	42,978	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	42,978	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	42,136	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician - Uncert.	38,951	
561	8	883	6115	F	A	1.0000	Laboratory Technician I	40,524	
561	8	883	6115	F	A	1.0000	Laboratory Technician I	39,730	
561	8	883	6115	F	A	1.0000	Laborer	31,474	
<b>TOTAL 6115 EMPLOYEES</b>							<b>17.0000</b>		<b>\$ 719,329</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                    WASTEWATER OPERATIONS - TREATMENT**

**561 8 883 6115                    Salaried Personnel**

Bureau employees provide services for the continuous and efficient operation of an advanced wastewater treatment facility. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the Pa. DEP and the US EPA.

**561 8 883 6185                    Overtime**

Account provides for coverage of laboratory, biosolids handling, and wastewater operations personnel who are on sick leave, vacations, holidays, workers' compensation, and open shifts. This also covers emergency labor, and overtime caused by vacant positions.

**561 8 883 7210                    Maintenance - Buildings**

Account provides for up-keep and repair of buildings located in the wastewater treatment plant, including grounds.

**561 8 883 7220                    Maintenance - Communications**

Account provides for radio maintenance for base stations, mobile radios and walkie-talkies for Wastewater Bureau.

**561 8 883 7230                    Maintenance - Equipment**

Account provides for maintenance of mechanical and electrical equipment at the AWWTP.

- Oil and Grease Requirements
  - Plant gear boxes
  - All plant air compressors
  - North and South A/O
  - Grease for all equipment
  - Oil for plunger pumps
  - Cost to dispose of spent oil
- Packing
  - Packing to repack all plant pumps - 200lbs

- Preliminary Treatment  
Maintenance of equipment at screen building and grit collectors, chain, oil seals and shoes, motors and electrical maintenance.
- Primary Treatment  
Maintenance of 6 P.C., primary sludge pumps, repair chain scraper blades, gearboxes, motors and electrical maintenance.
- Final treatment  
Final clarifiers, chlorine tanks and chlorinators, process water pumps and chlorine booster pumps, return and waste activated sludge pumps, plant process H<sub>2</sub>O filters, motors, gear boxes and chain shoes.
- Secondary treatment  
Cost of maintaining North and South A/O including 75 mixers and aerators, gearboxes, 5 motors, return sludge pumps, 8 flow meters as well as system O<sub>2</sub> plant and instrumentation. Mixers, aerators, gearboxes, motors, fuses, contacts and relays.

Specialty gas for O<sub>2</sub> Plant  
 O<sub>2</sub> Plant instrumentation and compressor parts  
 Overhaul plant air compressors  
 O<sub>2</sub> and combination cells for North and South A/O controls  
 Calibrate and repair flow meters  
 Plant PLCs'  
 Miscellaneous plant instrumentation maintenance  
 O<sub>2</sub> Plant turn-around  
 Plant odor control - maintain QUAD odor control units and chemical feed pumps, H<sub>2</sub>O softeners, solenoids, filters  
 Air compressors  
 Water softeners  
 500 filters  
 Pump repair parts and replacement pumps  
 Air filters four times a year, thermostats, relays and control cleaning  
 Belt-filter press dewatering belts  
 Equipment included in solids handling, belt presses and controls, including conveyors, hydraulic units, pumps, blowers, dryer and solid state controls and instrumentation.

**561 8 883 7290**

**Maintenance – Vehicles**

Account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspection, tires, outside services, major engine and drive train repairs etc.

**561 8 883 7460**                      **Meter Expense**

Account pays into the Water Fund 35% share of Water Meter Shop expenses.

**561 8 883 7465**                      **Water Utility Expense**

Cost of water used in wastewater treatment operations.

**561 8 883 7480**                      **Sludge**

The operational plan for 2012 calls for the pick-up and land application disposal of all wastewater treatment sludge.

**561 8 883 7520**                      **Power Electric**

Account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions. Combined sewers transport storm water and sanitary waste to the treatment plant. If rainfall exceeds normal parameters, power costs increase. An increase is needed to cover new rates due to deregulation of electric suppliers.

**561 8 883 7606**                      **Operating Supplies**

Account includes charts, paint brushes, lights, tools, gloves, cleaning gear, batteries, soaps, copy paper, computer paper, etc., required to maintain plant operations.

**561 8 883 7615**                      **Laboratory - Supplies**

Account provides for laboratory services to support facility operations and the Industrial Pretreatment Program. Federal 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. Additional total nitrogen testing associated with the BNR upgrade is included in the 2012 budget as required by PaDEP. Also, there is the potential for a two-time (dry and wet weather) stream study required as part of the CSO program under the NPDES permit. Land Application monitoring for Biosolids is also included.

- Laboratory Services  
Laboratory supplies and chemicals  
Equipment maintenance and repair (service contracts)

Office and janitorial supplies  
Annual priority pollutants analysis (effluent and biosolids quality)  
Toxic testing  
Coliform testing  
Quarterly solid waste analyses (agricultural utilization criteria)  
Total nitrogen testing

- Industrial Pretreatment Program  
Sampler maintenance and additional sampler purchase  
Industrial monitoring (outside laboratory testing)  
Computer software and maintenance  
Newspaper notices (IU's in SNC and ordinance changes)

**561 8 883 7618                      Chemicals**

Account covers chemicals required to operate the Wastewater Treatment Plant to meet the NPDES Permit and for odor control. The following is a chemical usage summary based on operating data:

Chlorine - 400 lbs/day  
ALUM – Phosphorous Removal Plant  
Polymer (Belt - ertpress) - 175 lbs/day  
VX-456 odor control BDP  
Liquid oxygen - 28,000 gallons/year  
Cooling tower chemicals - 5 lbs/day  
Sodium bisulfite - chemical for dechlorination  
Defoamer FD410  
Bioxide  
Quick Lime for sludge handling process.

**561 8 883 7654                      Gasoline**

Account pays for gasoline and oil for vehicles used in wastewater and sludge operations.

**561 8 883 7660                      Heating Fuel**

Account pays for natural gas and fuel oil for heating of control, dewatering and other buildings. An increase is needed to heat the new Lime Stabilization Building.

**561 8 883 8200                      Minor Equipment**

A John Deere Gator is included in this years budget, the gator will be utilized by staff to collect samples during inclement weather throught the facility and to check Engleside Bar Screens. Currently the Operation staff



utilize a pickup truck that wastes fuel and is costly to maintain and operate. This would be a one-time payment purchase.

**561 8 883 8290**

**Capital Outlay**

Factory rebuild of #2 Oxygen Plant Compressor	100,000
Electric Front Slide Gate (Security)	15,000
24 Hour Composite Sampler (Final Clarifier)	7,500
Replace Roofs on De-watering and Maint.	250,000
North Final Scum Pump	30,000
Perlite (for cold box at O2 Plant)	18,500
Chlorination System (WWTF)	35,000
Godwin Pump with piping	100,000
Replace lighting to T4 lighting due to regulation	27,000

Total= \$ 583,000

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>GROUNDS MAINTENANCE</b>									
561 8 884 6110	SALARY-BUREAU CHIEF	2,505	2,942	3,762	3,785	3,855	3,055	3,855	3,823
561 8 884 6115	SALARY-PERSONNEL	92,913	91,092	96,943	99,193	99,193	80,288	99,695	102,069
561 8 884 6120	SALARY - TEMPORARY	5,732	5,889	3,941	5,800	5,800	5,576	5,800	5,800
561 8 884 6185	OVERTIME	3,919	504	2,012	3,700	3,700	1,365	3,700	3,700
561 8 884 7180	RENTAL OF UNIFORMS	616	616	616	650	650	460	650	650
561 8 884 7230	MAINTENANCE EQUIPMENT	590	816	1,099	1,200	1,200	1,167	1,200	1,200
561 8 884 7606	OPERATING SUPPLIES	625	1,218	3,115	1,300	1,300	1,277	1,300	1,300
561 8 884 8200	MINOR EQUIPMENT	1,000	952	887	1,000	1,000	981	1,000	2,500

<b>TOTAL GROUNDS MAINTENANCE</b>	<b>107,900</b>	<b>104,029</b>	<b>112,375</b>	<b>116,628</b>	<b>116,698</b>	<b>94,169</b>	<b>117,200</b>	<b>121,042</b>
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<b>TOTAL SEWER FUND EXPENSES</b>	<b>11,440,569</b>	<b>12,391,134</b>	<b>12,575,783</b>	<b>12,381,780</b>	<b>12,381,780</b>	<b>9,729,451</b>	<b>11,735,788</b>	<b>11,848,717</b>
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**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF SEWERS: GROUNDS MAINTENANCE**

561 8 884 6110	F	M	0.0500 Facilites Manager	3,823
<b>TOTAL 6110 EMPLOYEES</b>			<b>0.0500</b>	<b>\$ 3,823</b>
561 8 884 6115	F	M	0.1000 Building Maintenance Supervisor	4,192
561 8 884 6115	F	A	0.1000 Maintenance Technician	4,206
561 8 884 6115	F	A	1.0000 Laborer	31,532
561 8 884 6115	F	A	1.0000 Laborer	31,301
561 8 884 6115	F	A	1.0000 Laborer	30,838
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.2000</b>	<b>\$ 102,069</b>
<b>TOTAL EMPLOYEES</b>			<b>3.2500</b>	<b>\$ 105,892</b>

# DEPARTMENT OF PUBLIC WORKS

## BUREAU: WASTEWATER OPERATIONS - GROUNDS MAINTENANCE

### **561 8 884 6110                      Salary – Bureau Chief**

This line item accounts for five percent (5%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.

### **561 8 884 6115                      Salaried Personnel**

Salaries of the Wastewater - Grounds Maintenance employees.

### **561 8 896 6120                      Salary - Temporary**

This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).

### **561 8 884 6185                      Overtime**

This code is for overtime expense relating to snow removal and sewer grounds maintenance emergencies.

### **561 8 884 7180                      Rental of Uniforms**

Uniforms for three employees.

### **561 8 884 7230                      Maintenance of Equipment**

This code is for repair and maintenance of equipment.

### **561 8 884 7606                      Operating Supplies**

This code is the expense for fertilizer, landscape supplies, hand tools, and the recycling program.

### **561 8 884 8200                      Minor Equipment**

This code is to purchase minor equipment for sewer grounds maintenance. This code will also be used to update existing radio communications.

CITY OF LANCASTER  
**WATER FUND**



2012 BUDGET

**CITY OF LANCASTER  
WATER FUND REVENUE SUMMARY  
2011 BUDGET VS. 2012 BUDGET**

<u>DESCRIPTION</u>	<u>2011 BUDGET</u> (as amended)	<u>2012 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$20,349,825	\$21,800,206	\$1,450,381	7.1%
Miscellaneous Revenue	\$759,711	\$782,162	\$22,451	3.0%
Other Income	\$145,758	\$139,983	(\$5,775)	-4.0%
Use of Retained Earnings	\$0	\$0	\$0	0%

<b>TOTAL WATER FUND  REVENUES &amp;  SOURCES OF FUNDS</b>	<b>\$21,255,294</b>	<b>\$22,722,351</b>	<b>\$1,467,057</b>	<b>6.9%</b>
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**CITY OF LANCASTER  
WATER FUND EXPENSE SUMMARY  
2011 BUDGET VS. 2012 BUDGET**

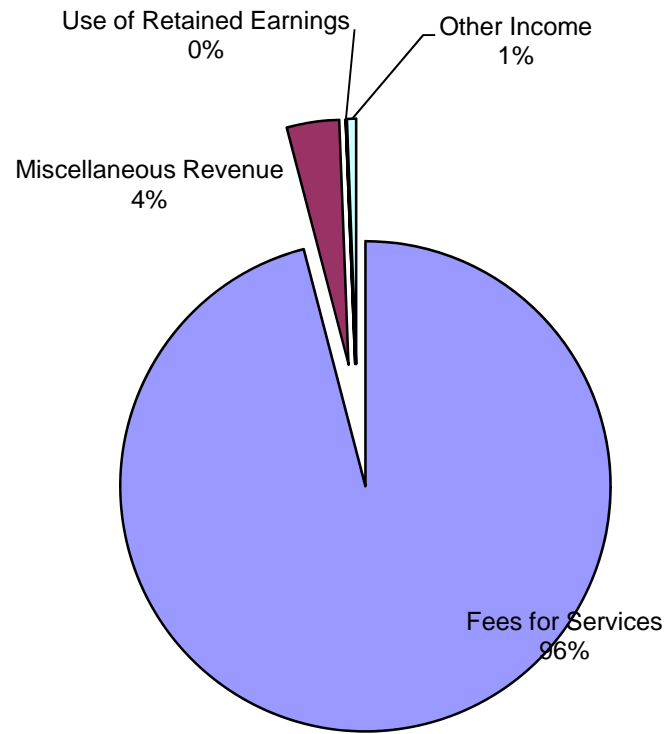
<u>BUREAU</u>	<u>2011 BUDGET</u> (as amended)	<u>2012 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$10,343,302	\$11,427,755.00	\$1,084,453	10.5%
Transfer to General Fund	\$2,300,000	\$2,300,000	\$0	0.0%
Susquehanna Treatment Plant	\$2,364,084	\$2,721,476	\$357,392	15.1%
Conestoga Treatment Plant	\$2,556,461	\$2,410,242	(\$146,219)	-5.7%
Transmission & Distribution	\$2,151,902	\$2,131,305	(\$20,597)	-1.0%
Meter Shop	\$894,760	\$1,062,596	\$167,836	18.8%
Grounds Maintenance	\$403,704	\$424,026	\$20,322	5.0%
Laboratory	\$241,081	\$244,951	\$3,870	1.6%
<b>TOTAL WATER FUND EXPENSES</b>	<b>\$21,255,294</b>	<b>\$22,722,351</b>	<b>\$1,467,057</b>	<b>6.9%</b>

**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**WATER FUND**

Retained Earnings 12/31/2010		\$ 23,036,806
Projected Revenues: 2011	16,808,457	
Projected Expenditures: 2011	<u>(20,340,686)</u>	
Projected Current Operating Surplus/(Deficit) 2011 (Reduction to Retained Earnings)		<u>(3,532,229)</u>
Projected Retained Earnings 12/31/2011		19,504,577
Proposed Revenues: 2012	22,722,351	
Proposed Expenditures: 2012	<u>(22,722,351)</u>	
Proposed Current Operating Surplus/(Deficit) 2012 (Reduction to Retained Earnings)		<u>-</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2012		<u>\$ 19,504,577</u>

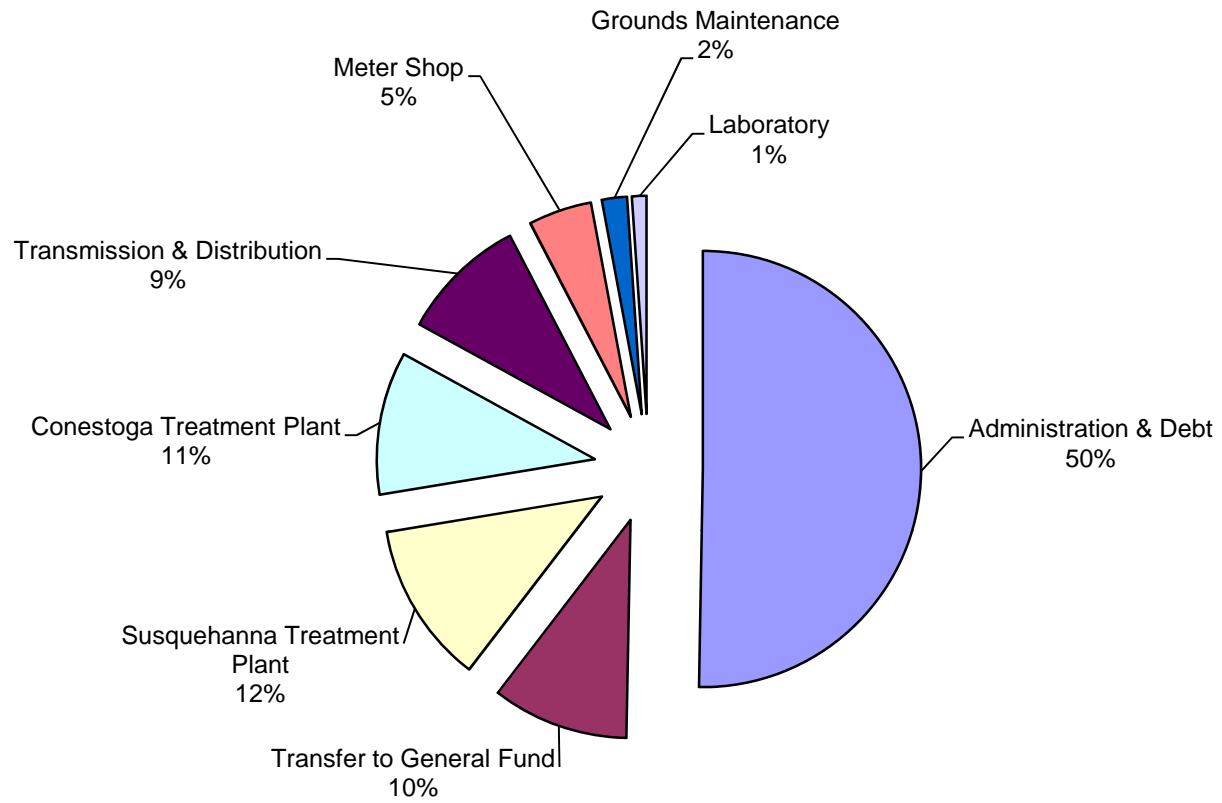


**CITY OF LANCASTER  
WATER FUND REVENUES  
2012 BUDGET**



TOTAL REVENUES \$22,722,351

**CITY OF LANCASTER  
WATER FUND EXPENSES  
2012 BUDGET**



**TOTAL EXPENSES \$22,722,351**

**CITY OF LANCASTER  
WATER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	ORIGINAL BUDGET 2011	CURRENT BUDGET 2011	RECEIVED YTD 10/31/11	PROJECTED REVENUE 2011	PROPOSED BUDGET 2012
<b>FEES FOR SERVICES</b>									
562 4077	WATER RENTS	12,440,371	12,362,033	13,338,938	20,349,825	20,349,825	11,688,222	16,000,000	21,800,206
<b>TOTAL FEES FOR SERVICES</b>		<b>12,440,371</b>	<b>12,362,033</b>	<b>13,338,938</b>	<b>20,349,825</b>	<b>20,349,825</b>	<b>11,688,222</b>	<b>16,000,000</b>	<b>21,800,206</b>
<b>MISCELLANEOUS REVENUE</b>									
562 4009	LIEN INTEREST & COSTS	5,467	3,633	1,576	2,500	2,500	3,949	4,500	3,500
562 4044	RENTAL INCOME	236,978	239,910	278,792	310,989	310,989	256,904	310,989	322,863
562 4054	REFUND OF PRIOR YR EXP.	0	0	0	0	0	0	0	0
562 4056	AUCTION INCOME	6,674	1,250	3,224	0	0	0	0	0
562 4057	SALE OF CITY PROPERTY	0	0	75,665	0	0	300	300	0
562 4063	INTEREST INCOME	145,919	13,237	491	5,000	5,000	1	1,000	1,500
562 4078	METERS	1,642	3,611	1,925	4,500	4,500	2,453	3,000	3,000
562 4079	REIMBURSEMENT - METER LABOR	173,065	185,188	176,598	311,722	311,722	201,817	267,910	371,299
562 4080	MISCELLANEOUS REVENUE	69,494	80,438	75,885	75,000	75,000	73,754	75,000	80,000
562 4147	TAPPING FEES	94,000	42,000	64,000	50,000	50,000	0	0	0
<b>TOTAL MISC. REVENUE</b>		<b>733,239</b>	<b>569,267</b>	<b>678,156</b>	<b>759,711</b>	<b>759,711</b>	<b>539,178</b>	<b>662,699</b>	<b>782,162</b>
<b>OTHER INCOME</b>									
562 4070	INSURANCE RECOVERY	0	8,045	7,418	0	0	4,397	0	0
562 4071	PENSION STATE AID	123,887	128,357	144,779	145,758	145,758	145,758	145,758	139,983
562 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	3,532,229	0
<b>TOTAL OTHER INCOME</b>		<b>123,887</b>	<b>136,402</b>	<b>152,197</b>	<b>145,758</b>	<b>145,758</b>	<b>150,155</b>	<b>3,677,987</b>	<b>139,983</b>
<b>TOTAL REVENUE</b>		<b>13,297,496</b>	<b>13,067,702</b>	<b>14,169,291</b>	<b>21,255,294</b>	<b>21,255,294</b>	<b>12,377,555</b>	<b>20,340,686</b>	<b>22,722,351</b>

# **WATER FUND REVENUE**

**CATEGORY: FEES FOR SERVICE**

**562 4077 Water Rents**

Revenue is derived from the billings for metered water usage for approximately 45,500 customers.

# **WATER FUND REVENUE**

**CATEGORY: MISCELLANEOUS REVENUE**

**562 4009 Lien Interest & Cost**

Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.

**562 4044 Rental Income**

Revenue is derived from rental of space to cellular service providers for antennas.

**562 4063 Interest Income**

Revenue is derived from the interest earned on idle funds.

**562 4078 Meters**

Revenue is derived from the reimbursement of meter repair costs by customers.

**562 4079 Reimbursement-Meter Shop**

Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.

**562 4080 Miscellaneous Revenue**

Revenues of the water system not otherwise credited.

**562 4147 Tapping Fees**

Fees charged for connection to the water system in West Lampeter Township.

# **WATER FUND REVENUE**

**CATEGORY: OTHER INCOME**

**562 4070 Insurance Recovery**

Revenue is derived from insurance payments for damages done to water system property.

**562 4071 Act 205 Pension State Aid**

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.

**562 4990 Use of Retained Earnings**

The City is required to adopt balanced budgets, where revenues are equal to expenditures. When expenditures exceed revenues, the City may use retained earnings (accumulated surpluses from prior years) to "balance" the budget.

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>ADMINISTRATION</b>									
562 8 890 6110	SALARY BUREAU CHIEF	0	2,334	25,383	71,006	47,359	20,556	25,960	131,739
562 8 890 6115	SALARIED PERSONNEL	432,924	495,114	458,609	424,813	408,123	305,602	393,101	478,621
562 8 890 6120	SALARY - TEMPORARY	0	1,525	4,130	0	3,000	2,672	3,000	3,000
562 8 890 6185	OVERTIME	0	0	0	0	0	0	0	0
562 8 890 6190	SICK LEAVE BONUS	2,109	3,483	0	0	0	0	0	0
562 8 890 6192	OPEB EXPENSE	0	0	0	0	0	0	0	800,000
562 8 890 6201	EDUCATIONAL INCENTIVE	13,559	15,119	12,498	13,000	13,000	6,300	12,800	13,000
562 8 890 6202	MEDICAL INSURANCE	1,034,537	1,276,445	1,430,338	1,496,447	1,490,092	1,284,181	1,428,168	1,499,576
562 8 890 6203	DENTAL/VISION	43,538	49,753	47,473	53,215	53,215	35,131	45,765	46,000
562 8 890 6208	SOCIAL SECURITY	269,224	291,466	289,355	319,620	319,620	227,458	286,705	321,730
562 8 890 6209	LIFE INSURANCE	11,387	11,822	10,792	12,525	12,525	9,170	10,680	11,000
562 8 890 6230	PENSION CONTRIBUTION	155,359	158,467	174,711	179,916	179,916	172,117	179,916	174,577
562 8 890 6240	UNEMPLOYMENT COMPENSATION	3,710	448	1,470	3,000	19,000	14,121	19,000	3,000
562 8 890 6250	WORKERS COMPENSATION	75,946	17,417	112,541	125,000	190,617	162,784	180,000	125,000
562 8 890 7141	PC LEASE	0	9,398	9,398	9,398	9,398	9,398	9,398	9,398
562 8 890 7160	RENTAL OF PARKING LOT	3,449	3,062	4,053	3,940	4,340	4,085	4,577	5,000
562 8 890 7180	RENTAL OF UNIFORMS	13,230	12,856	12,097	14,000	14,000	9,097	13,500	14,000
562 8 890 7230	MAINTENANCE OF EQUIPMENT	12,200	7,335	7,771	10,000	13,028	11,191	12,000	10,000
562 8 890 7310	ADVERTISING	839	1,581	1,063	2,000	2,000	886	1,000	2,000
562 8 890 7340	POSTAGE	53,320	60,062	64,035	75,000	75,000	69,885	78,000	75,000
562 8 890 7350	PRINTING	10,024	13,607	16,827	18,000	18,000	12,625	21,000	21,000
562 8 890 7360	TELEPHONE	28,567	29,061	29,377	30,000	30,000	20,316	25,000	25,000
562 8 890 7370	TRAVEL	7,716	3,048	4,775	6,000	4,127	1,861	3,000	6,000
562 8 890 7380	MISCELLANEOUS EXPENSE	1,137	333	1,141	1,200	1,105	940	1,200	1,200
562 8 890 7410	PROFESSIONAL SERVICES	158,091	276,955	734,462	630,000	556,227	468,620	500,000	457,100
562 8 890 7430	BANK SERVICE CHARGES	10,018	10,723	6,787	10,000	10,000	5,395	8,025	9,000
562 8 890 7431	CREDIT CARD FEES	6,392	6,372	7,449	8,000	8,000	5,916	8,000	8,100
562 8 890 7440	CONTRACT SERVICES	0	0	0	0	5,133	5,133	5,133	6,000
562 8 890 7445	TRAINING - SCHOOL	12,361	14,241	10,696	15,000	22,229	20,859	21,000	15,000
562 8 890 7603	OFFICE SUPPLIES	6,009	6,954	6,251	6,000	6,000	4,458	5,000	6,000

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
562 8 890 7720	INSURANCE PACKAGE	125,674	129,976	175,990	173,780	171,750	163,446	171,750	176,910
562 8 890 8200	MINOR EQUIPMENT	20,149	19,865	17,819	15,000	19,530	17,765	18,000	20,000
562 8 890 8202	SAFETY EQUIPMENT	6,153	6,878	7,889	10,000	9,940	8,432	10,000	10,000
562 8 890 8250	COMPUTER APPLICATIONS	1,527	154	4,190	23,000	48,000	43,553	48,000	20,000
562 8 890 9110	ADMINISTRATIVE-INDIRECT COST	641,449	560,145	559,663	559,087	559,087	465,906	559,087	614,372
562 8 890 9140	REVENUE TRFD TO CITY	1,500,000	1,500,000	1,800,000	2,300,000	2,300,000	1,916,667	2,300,000	2,300,000
562 8 890 9230	FISCAL AGENT FEES	2,874	1,936	2,027	4,000	4,000	989	2,949	3,000
562 8 890 9240	BOND INTEREST EXPENSE	1,702,988	1,710,389	5,009,769	4,983,703	4,983,703	4,959,181	4,983,703	4,952,658
562 8 890 9260	BOND PRINCIPAL EXPENSE	935,562	890,730	991,755	1,032,238	1,032,238	1,026,787	1,032,238	1,353,774
<b>TOTAL ADMINISTRATION</b>		<b>7,302,024</b>	<b>7,599,054</b>	<b>12,052,584</b>	<b>12,637,888</b>	<b>12,643,302</b>	<b>11,493,483</b>	<b>12,426,655</b>	<b>13,727,755</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: ADMINISTRATION**

562	8	890	6110	F	M	0.3000	Deputy Director/City Engineer	25,794
562	8	890	6110	F	M	1.0000	Project Manager - Utilities	60,024
562	8	890	6110	F	M	0.6500	Water/Wastewater Utilities Mgr.	45,921

<b>TOTAL 6110 EMPLOYEES</b>	<b>1.9500</b>		<b>\$</b>	<b>131,739</b>
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562	8	890	6115	F	M	1.0000	Project Manager - Utilities	57,444
562	8	890	6115	F	M	0.1820	Utilities Supervisor	11,882
562	8	890	6115	F	M	1.0000	Capital Improvements Manager	76,457
562	8	890	6115	F	M	0.4493	Bureau Chief Proc. & Collections	27,964
562	8	890	6115	F	M	0.2500	Information Services Manager	16,981
562	8	890	6115	F	M	0.4493	Customer Service Supervisor	20,378
562	8	890	6115	F	M	0.4493	Admin Support Supervisor	18,556
562	8	880	6115	F	A	0.5000	Secretary I	16,809
562	8	880	6115	F	A	0.6951	Utility Service Coordinator	23,999
562	8	890	6115	F	A	0.4493	Billing Clerk	17,499
562	8	890	6115	F	A	0.4493	Billing Coordinator	15,714
562	8	890	6115	F	A	0.4493	Cashier/Service Clerk	14,236
562	8	890	6115	F	A	0.4493	Cashier/Service Clerk	15,788
562	8	890	6115	F	A	0.4493	Admin Support Clerk	14,236
562	8	890	6115	F	A	0.4493	Customer Care Coordinator	18,558
562	8	890	6115	F	A	0.4493	Customer Care Coordinator	17,805
562	8	890	6115	F	A	0.4493	Customer Care Coordinator	17,849
562	8	890	6115	F	A	0.4493	Customer Care Coordinator	16,416
562	8	890	6115	F	A	0.4493	Mail & Print Operator	13,459
562	8	890	6115	F	A	0.4493	Revenue Clerk	15,175

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
			Available for Merit	25,846
			Subtotal Full-Time      9.9166	
562	8	890	6115	P   A
			0.4493      Data Entry Operator I	5,568
			Subtotal Part-Time      0.4493	
<b>TOTAL 6115 EMPLOYEES</b>			<b>10.3659</b>	<b>\$      478,621</b>
<b>TOTAL EMPLOYEES</b>			<b>12.3159</b>	<b>\$      610,360</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER - ADMINISTRATION**

**562 8 890 6110 Salary Bureau Chief**

This line item accounts for sixty-five percent (65%) of the Utility Manager salary, thirty percent (30%) of the Public Works Deputy Director/City Engineer salary that are shared by the Water Fund and Sewer Fund and a Project Manager.

**562 8 890 6115 Salary Personnel**

This line item accounts for the salaries of the Administration Section of the Bureau of Water.

**562 8 890 6185 Overtime**

Overtime expenses paid to administrative staff in the Water Bureau.

**562 8 890 6190 Sick Leave Bonus**

This line item accounts for sick leave bonuses paid to individuals who do not use any sick leave or only use one sick day in the prior year.

**562 8 892 6192 OPEB Expense**

This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).

**562 8 890 6201 Educational Incentive**

This account provides for bonuses per collective bargaining agreement with AFSCME for operators with State Certification by examination. There are currently fourteen employees with "A" certifications. This line item also provides a bonus for each employee that obtains a PaDEP transmission and distribution license ("E" certifications).

**562 8 890 6202 Medical Insurance**

This line item accounts for medical insurance for employees in the Bureau of Water.

**562 8 890 6203                      Dental & Vision**

This line item accounts for employee dental and eye insurance premiums.

**562 8 890 6208                      Social Security**

This line item accounts for Social Security payments made for Bureau of Water employees.

**562 8 890 6209                      Life Insurance**

This line item accounts for life insurance expenses for Bureau of Water employees.

**562 8 890 6230                      Pension Contribution**

This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.

**562 8 890 6240                      Unemployment Compensation**

Unemployment claims paid to the Commonwealth of PA for Water Fund employees.

**562 8 890 6250                      Workers' Compensation**

This line item accounts for workers' compensation claims for Bureau of Water employees.

**562 8 890 7141                      PC Lease**

Annual state contract lease costs for PCs and laptop computers for the Water Department staff.

**562 8 890 7160                      Rental of Parking Lot**

This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.

**562 8 890 7180                      Rental of Uniforms**

Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.

**562 8 890 7230                      Maintenance of Equipment**

Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.

**562 8 890 7310                      Advertising**

This line item accounts for advertising contracts and replacement employees within the Bureau of Water.

**562 8 890 7340                      Postage**

This account covers 69% of 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.

**562 8 890 7350                      Printing**

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.

**562 8 890 7360                      Telephone**

This account covers telephone services, including cellular phones.

**562 8 890 7370                      Travel**

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 travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.

**562 8 890 7380                      Miscellaneous Expenses**

This account covers items not specifically budgeted elsewhere, including customer relations and license fees.

**562 8 890 7410                      Professional Services**

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 reauthorization of the Safe Drinking Water Act. Started in 2011 and continuing in 2012 is the software support contract for the CMMS/Asset Management software for the sewer operations.

**562 8 890 7430                      Bank Service Charges**

This line item accounts for the Water Fund's share of bank service charges.

**562 8 890 7431                      Credit Card Fees**

This line item accounts for the Water Fund's share of credit card company fees.

**562 8 890 7440                      Contract Services**

Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the water operations.

**562 8 890 7445                      Training - School**

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). It is necessary to emphasize newly hired employees and current employees needing training to improve their qualifications to operate the aging facilities to meet the new regulations. The operators certification act now require more certified operators, including all who make process changes at the water treatment plants, and it requires continuing education for all certified operators. This continues to increase our training requirements. This line item also covers manager attendance at the AWWA annual conference.

**562 8 890 7603                      Office Supplies**

Account pays for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting the Bureau of Water.

**562 8 890 7720                      Insurance Package**

This line item accounts for the insurance package for the Bureau of Water.

**562 8 890 8200**                      **Minor Equipment**

This line item accounts for the purchase of minor equipment and copier rental charges.

**562 8 890 8202**                      **Safety Equipment**

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.

**562 8 890 8250**                      **Computer Applications**

This line item accounts for purchase of GIS equipment, public works CMMS software and water model program update.

**562 8 890 9110**                      **Administrative - Indirect Costs**

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.

**562 8 890 9140**                      **Revenue Transferred to City**

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.

**562 8 890 9230**                      **Fiscal Agent Fees**

This line reflects paying agent fees on the 2007, 2009 and 2010 General Obligation bonds, and escrow fees on various refunded issues of the Metropolitan Lancaster Authority.

**562 8 890 9240**                      **Bond Interest Expense**

This line reflects interest payments on the 2007, 2009 and 2010 General Obligation bonds, and Guaranteed Revenue Note of 2001 (Pennvest).

**562 8 890 9260**                      **Bond Principal Expense**

This line reflects principal redemption on the 2007, 2009 and 2010 General Obligation bonds, and Guaranteed Revenue Note of 2001 (Pennvest).

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>SUSQUEHANNA TREATMENT PLANT</b>									
562 8 891 6115	SALARIED PERSONNEL	685,934	733,667	677,735	787,679	750,651	500,118	605,755	774,476
562 8 891 6185	OVERTIME	85,342	50,104	106,899	65,000	95,000	74,660	85,000	65,000
562 8 891 7210	MAINTENANCE- BUILDINGS	10,072	7,530	14,374	15,000	25,000	18,691	30,000	30,000
562 8 891 7220	MAINTENANCE- COMMUNIC.	134	127	36	500	500	295	500	1,000
562 8 891 7230	MAINTENANCE- EQUIPMENT	47,017	43,800	33,593	45,000	83,456	70,059	75,000	95,000
562 8 891 7290	MAINTENANCE- VEHICLES	8,315	14,287	8,945	10,000	17,000	10,589	14,000	12,000
562 8 891 7465	WATER UTILITY EXPENSE	4,395	5,754	6,419	6,000	6,000	5,381	6,000	6,500
562 8 891 7480	SLUDGE	90,118	88,754	68,950	90,000	90,000	60,231	70,000	90,000
562 8 891 7520	POWER ELECTRIC	499,980	471,358	527,914	600,000	600,000	586,070	692,000	790,000
562 8 891 7606	OPERATING SUPPLIES	3,162	3,776	4,660	4,000	6,000	4,041	6,000	6,500
562 8 891 7618	CHEMICALS	345,351	408,049	409,041	650,000	580,977	364,920	440,000	750,000
562 8 891 7654	GASOLINE	9,477	6,098	7,882	7,500	13,500	8,266	10,000	11,000
562 8 891 7660	HEATING FUEL	59,990	63,605	56,631	90,000	90,000	40,538	81,000	85,000
562 8 891 8200	MINOR EQUIPMENT	2,320	2,707	2,475	3,000	3,000	2,420	3,000	5,000
562 8 891 8270	VEHICLES	0	0	0	0	3,000	2,795	3,000	0
562 8 891 8290	CAPITAL OUTLAY	0	35,296	0	0	0	0	0	0
<b>TOTAL SUSQUEHANNA PLANT</b>		<b>1,851,608</b>	<b>1,934,912</b>	<b>1,925,554</b>	<b>2,373,679</b>	<b>2,364,084</b>	<b>1,749,074</b>	<b>2,121,255</b>	<b>2,721,476</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: SUSQUEHANNA TREATMENT PLANT**

562	8	891	6115	F	M	1.0000	Water Plant Supervisor	51,566
562	8	891	6115	F	M	1.0000	Project Manager - Utilities	53,634
562	8	891	6115	F	M	1.0000	Plant Maintenance Supervisor	47,815
562	8	891	6115	F	M	1.0000	Chief Water Plant Operator	45,087
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	45,621
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	42,062
562	8	891	6115	F	A	1.0000	Instrument Technician	42,498
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic	40,009
562	8	891	6115	F	A	1.0000	Water Plant Operator II	42,579
562	8	891	6115	F	A	1.0000	Water Plant Operator II	39,945
562	8	891	6115	F	A	1.0000	Water Plant Operator II	40,394
562	8	891	6115	F	A	1.0000	Water Plant Operator II	40,843
562	8	891	6115	F	A	1.0000	Water Plant Operator II	39,945
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	42,062
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	42,978
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	38,753
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	38,753
562	8	891	6115	F	A	1.0000	Water Plant Operator II	39,932
<b>TOTAL 6115 EMPLOYEES</b>						<b>18.0000</b>		<b>\$ 774,476</b>

# DEPARTMENT OF PUBLIC WORKS

## BUREAU: WATER - SUSQUEHANNA WATER TREATMENT PLANT: SWTP-

### 562 8 891 6115                      Salaried Personnel

This line item accounts for salaries at the SWTP.

### 562 8 891 6185                      Overtime

This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.

### 562 8 891 7210                      Maintenance of Buildings

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. Following is an estimate on how this money may be utilized.

Underground Storage Tank Indemnification Fund	\$ 500
Columbia High Service	5,000
Columbia Low Service	5,000
Septic Tanks	1,000
Security	5,000
Valve House Heaters	2,000
Buildings and Grounds Equipment	2,500
Centrifuge building	2,500
Membrane Building	2,500
Hazardous Waste Removal	2,000
HVAC filters at all buildings	<u>2,000</u>

Total \$ 30,000

### 562 8 891 7220                      Maintenance - Communications

This account provides for repairs on the 2-way radios at the SWTP. For 2012 we will move the base station from the old plant to the new one.

**562 8 891 7230****Maintenance of Equipment**

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. This fund will also be used to develop an inventory of spare parts for the new membrane equipment. Following is an estimate on how this money may be utilized.

Instrumentation/Charts, Computer Equip.	\$ 3,000
Repairs to the Chemical Feed Equipment	2,000
Centrifuge Repairs	1,000
Operating Equipment	1,000
Sub Yard Maintenance	3,000
Crane Maintenance	2,000
Air Release Valves on the 42" Main	2,000
Maintenance of HVAC Systems	2,000
Augers, inside and out at low service	5,000
Spare return pump, WEG 25 HP	10,000
Spare valve actuator, strainer drains	2,000
Spare CIP Pump	15,000
Spare Jenny Air Compressor	7,000
Spare Moyno polymer pump and motor	10,000
Spare Solids Clarifier and/or Rapid Mix Motors	10,000
Miscellaneous Unplanned Repairs & Parts	<u>20,000</u>
	Total \$95,000

**562 8 891 7290****Maintenance - Vehicles**

This line provides for repair and maintenance of all vehicles used by the SWTP for the maintenance and operation of equipment, and that is shared with other sub-bureaus. Vehicles covered include one 7-ton dump truck (261), one ½-ton pickup (203), one ½-ton van (213), two ¾-ton utility trucks (253 and 260), one 1-ton pickup (225), one loader (224), and a Supervisor's vehicle (721).

**562 8 891 7465**

**Water Utility Expenses**

Account provides for water taken from Lake Clarke in the Susquehanna River for treatment. Payments are made to Safe Harbor on the basis of millions of gallons pumped per month. And provides for Columbia Borough water used for lube water at the low service pumping station. Increase is due to anticipated increase in water pumpage in 2012.

**62 8 891 7480**

**Sludge**

This is the cost to haul and properly dispose of the sludge byproduct. This will be the second year (commencing Oct. 1, 2011) of a 3 year contract. This account also includes sewage disposal to LASA for the new membrane plant. Cost is an estimate.

**562 8 891 7520**

**Power - Electric**

Account provides for electricity to operate all pumping stations, filter plant and auxiliary equipment associated with the SWTP. Price is locked in at \$0.071001 per kWh.

Oyster Point Road #4	\$ 1,500
Prospect Valley Valve House	300
St. Ann's Surge Tank	3,000
St Ann's Valve Pit	500
Strickler's Run Surge Tank	3,000
Susquehanna Pumping Station (Low Service)	260,000
Stony Battery Road	400
Water Altitude Valve House	700
Stony Battery Road & Rt. 30	600
Membrane Plant & HS Pumping Station	<u>520,000</u>
	Total \$ 790,000

**562 8 891 7606**

**Operating Supplies**

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.

**562 8 891 7618****Chemicals**

This account provides for all chemicals employed in the purification of drinking water at the Susquehanna Filter Plant. The optimum daily production capacity at SWTP is 14 million gallons per day. Based on eight months operation of the new membrane filtration plant, engineering estimates, proposed treatment technique (enhanced coagulation) and an estimated five percent increase in chemical expenses. The chemical estimate for 2012 is \$750,000.

Chemical Estimated Consumption - 2012 - SWTP				
Chemical	Unit Cost	Unit of Measure	Estimated Annual Usage	Estimated Annual Expense
Cl <sub>2</sub> - 15% Sodium Hypochlorite - Bulk > 4000 gal	\$ 0.82	gals	150,000	\$ 123,300
Cl <sub>2</sub> - 15% Sodium Hypochlorite - < 4000 gal				
Fluoride (23.8% acid)	\$ 0.36	lbs.	120,000	\$ 42,600
Soda, caustic, 25% - Bulk	\$ 0.74	gals	150,000	\$ 111,360
Sodium Bisulfite, 38% - Totes	\$ 1.78	gals	3,000	\$ 5,345
Sulfuric Acid, 93%	\$ 1.30	gals	80,000	\$ 103,760
DelPac 20/20 - polyaluminum chloride	\$ 0.13	lbs.	1,800,000	\$ 235,440
Citric acid	\$ 7.97	gals	4,500	\$ 35,865
Orthophosphate	\$ 0.75	lbs.	66,500	\$ 49,875
Various other chemical				\$ 5,000
Five per cent increase				\$ 35,627
Total - 2012				\$ 748,173

**562 8 891 7654****Gasoline**

Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - SWTP. Recommendation is based on past usage. Estimate is based on 3,000 gallons of gas and 200 gallons of diesel at @\$3.335/gallon and \$3.544/gallon respectively

**562 8 891 7660****Heating Fuel**

This account provides for fuel for heating the SWTP Filter Building at a minimum, High and Low Service Buildings, and the new Membrane Building.

**562 8 891 8200****Minor Equipment**

This account reflects the cost of small equipment and tools. The new membranes and associated piping will require specialized tools.

**562 8 891 8270**

**Vehicles**

No new vehicles anticipated.

**562 8 891 8290**

**Capital Outlay**

This line accounts for expenditures made for new and replacement equipment. In 2012, we do not anticipate any capital purchases.

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>CONESTOGA TREATMENT PLANT</b>									
562 8 892 6115	SALARIED PERSONNEL	649,085	679,385	626,142	726,027	707,913	539,677	679,828	711,698
562 8 892 6185	OVERTIME	101,415	84,804	103,998	85,000	105,000	95,079	105,000	85,000
562 8 892 7210	MAINTENANCE- BUILDINGS	28,529	41,188	20,915	40,000	40,000	26,357	40,000	40,000
562 8 892 7220	MAINTENANCE- COMMUNIC.	1,140	500	0	500	500	123	500	500
562 8 892 7230	MAINTENANCE- EQUIPMENT	45,657	39,380	72,983	70,000	95,000	68,346	70,000	70,000
562 8 892 7290	MAINTENANCE- VEHICLES	21,723	35,330	20,005	25,000	25,000	8,847	15,000	20,000
562 8 892 7480	SLUDGE	339,862	188,491	78,410	200,000	200,000	99,828	200,000	200,000
562 8 892 7520	POWER ELECTRIC	427,453	440,507	585,189	650,000	650,000	397,181	600,000	650,000
562 8 892 7606	OPERATING SUPPLIES	2,694	3,138	2,967	3,000	3,300	2,744	3,000	3,000
562 8 892 7618	CHEMICALS	405,577	506,302	353,053	550,000	514,230	298,001	400,000	450,000
562 8 892 7654	GASOLINE	22,662	13,768	16,261	20,000	20,000	15,433	18,000	20,000
562 8 892 7660	HEATING FUEL	50,083	44,603	54,570	50,000	50,000	38,223	50,000	50,000
562 8 892 8270	VEHICLES	1,717	41,693	41,693	49,018	49,018	48,942	48,942	40,044
562 8 892 8290	CAPITAL OUTLAY	5,569	89,863	17,264	100,000	96,500	0	60,000	70,000
<b>TOTAL CONESTOGA PLANT</b>		<b>2,103,165</b>	<b>2,208,952</b>	<b>1,993,450</b>	<b>2,568,545</b>	<b>2,556,461</b>	<b>1,638,781</b>	<b>2,290,270</b>	<b>2,410,242</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: CONESTOGA TREATMENT PLANT**

562	8	892	6115	F	M	1.0000	Plant Maint Supervisor	52,597	
562	8	892	6115	F	M	1.0000	Water Production Supervisor	64,077	
562	8	892	6115	F	M	1.0000	Chief Water Plant Operator	45,538	
562	8	892	6115	F	A	1.0000	Instrument Technician	45,301	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic III	44,726	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	45,621	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	45,621	
562	8	892	6115	F	A	1.0000	Water Plant Operator II	42,978	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	41,626	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	41,626	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	40,009	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	43,849	
562	8	892	6115	F	A	1.0000	Water Plant Operator II/TR	39,945	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-GF/TR	40,431	
562	8	892	6115	F	A	1.0000	Water Plant Operator I-GR/TR	39,945	
562	8	892	6115	F	A	1.0000	Water Plant Operator I-GR/TR	37,808	
<b>TOTAL 6115 EMPLOYEES</b>							<b>16.0000</b>	<b>\$</b>	<b>711,698</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER – CONESTOGA WATER TREATMENT PLANT - CWTP**

**562 8 892 6115 Salaried Personnel**

This line item accounts for the salaries of personnel at the CWTP.

**562 8 892 6185 Overtime**

This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance repairs, and operator shortages. The CWTP staff also performs snow removal for a portion of the eastside of the City, which increases overtime.

**562 8 892 7210 Maintenance of Buildings**

Account provides for the general upkeep of roofs, boilers, painting, HVAC units of all buildings at CWTP and T&D Beaver Street. This includes pumping stations, sludge building, dam, meter shop, and the filter building. Also included are the water tanks at Blossom Hill, Neffsville, Lampeter, Willow Street, and Reservoir Park; the pumping stations at Hess Boulevard, Lampeter, Willow Street, Kissel Hill, and all roads on these properties. In 2010 CWTP completed construction of two new buildings – the membrane filtration building and the strainer building. While these buildings are new, they add considerable more assets in the form of HVAC, security and SCADA systems and roofing to maintain.

**562 8 892 7220 Maintenance - Communications**

This account provides for repairs on all 2-way radios at the CWTP.

**562 8 892 7230 Maintenance of Equipment**

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 pump and motor rebuilds and air release valve repairs. 2011 will see a need to continue creation of an inventory of spare parts for the equipment related to the new Membrane Filter Plant and new Carbon Feed system. 2010 saw the completion of the new membrane filtration plan. This added considerable more equipment to

maintain including electrical systems, blowers, air compressors, valves, chemical pumps and SCADA systems.

**562 8 892 7290                      Maintenance - Vehicles**

Line item provides for general maintenance, repairs, inspections, etc., of all vehicles used by the CWTP. Vehicles covered include a 5-ton dump truck w/plow (261), a dump truck w/plow (200), two 1-ton pickup w/plows (229, 246), a 1-ton van, a 3/4-ton pickup (252), a 3/4-ton pickup w/plow (232), a front end loader (235), a 1/4-ton pickup (237) and one car (258). Also provides for new emission testing. CWTP personnel are responsible for snow removal on city streets east of Broad Street, increasing the maintenance issues for our older trucks.

**562 8 892 7480                      Sludge**

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. The construction of the membrane filtration facility created a new process for handling sludge. Total suspended solids are now less while the flow is increased. TSS for the first twelve months operating the membrane plant averaged 1490 mg/L with a flow averaging 104,000 gallons per day.

**562 8 892 7520                      Power - Electric**

Account provides for electricity to operate all pumping stations and Conestoga Filter Plant. CWTP now has twelve months operating experience for the new Membrane Filtration Plant. The City of Lancaster locked in an energy price of \$0.071001/k/Wh. For 2012, CWTP based its electric cost on an average of the past twelve months operating the new plant with no increase in demand. Also in 2012 the CWTP will operate two new water distribution pumping stations – the Northwest Pumping Station and the new Willow Valley Pumping Station.

**562 8 892 7606                      Operating Supplies**

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.

562 8 892 7618

**Chemicals**

This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filter Plant. With SWTP operating at their optimum capacity daily production at CWTP has been lowered to 9 to 10 million gallons. Based on twelve months operation of the new membrane filtration plant, engineering estimates, proposed treatment technique (enhanced coagulation), and an estimated five percent increase in chemical expenses. The chemical estimate for 2012 is \$450,000.

Chemical Estimated Consumption - 2012 - CWTP				
Chemical	Unit Cost	Unit of Measure	Estimated Annual Usage	Estimated Annual Expense
Cl <sub>2</sub> - 15% Sodium Hypochlorite - Bulk > 4000 gal	\$ 0.82	gals	120,000	\$ 98,640
Cl <sub>2</sub> - 15% Sodium Hypochlorite - < 4000 gal				
HTH	\$ 1.58	lbs.	4,800	\$ 7,584
Fluoride (23.8% acid)	\$ 0.36	lbs.	92,000	\$ 32,660
Soda, caustic, 25% - Bulk	\$ 0.74	gals	65,000	\$ 48,256
Sodium Bisulfite, 38% - Totes	\$ 1.78	gals	3,000	\$ 5,345
Sulfuric Acid, 93%	\$ 1.30	gals	40,000	\$ 51,880
DelPac 20/20 - polyaluminum chloride	\$ 0.13	lbs.	900,000	\$ 117,720
Citric acid	\$ 7.97	gals	3,000	\$ 23,910
Orthophosphate	\$ 0.75	lbs.	47,000	\$ 35,250
Activated Carbon	\$ 1.07	lbs.	4,000	\$ 4,280
Five per cent increase				\$ 21,276
Total - 2012				\$ 446,802

562 8 892 7654

**Gasoline**

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. Estimate is based on 6,000 gallons of gas and 500 gallons of diesel at @\$3.335/gallon and \$3.544/gallon respectively.

562 8 892 7660

**Heating Fuel**

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. Estimates are for 3,000 gallons of heating oil and 6,000 million cubic feet of natural gas.

**562 8 892 8270**

**Vehicles**

Cost of replacement vehicles at the CWTP. CWTP started a 5-year lease purchase (\$27,018.00) for a 5-ton dump truck (# 261) with plow and salter in 2008. 2012 will be the final year on this lease. CWTP will purchase a utility vehicle to operate on the grounds in 2012.

**562 8 892 8290**

**Capital Outlay**

This line accounts for expenditures made for new and replacement equipment. Major expenses for 2012 include distribution pumping station upgrades. Upgrades include instrumentation and emergency generation at our remote pumping stations.

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>TRANSMISSION &amp; DISTRIBUTION</b>									
562 8 894 6115	SALARIED PERSONNEL	651,021	783,341	824,298	823,423	794,572	611,101	792,508	811,618
562 8 894 6120	SALARY TEMPORARY	18,368	12,166	15,954	16,000	16,000	13,773	13,773	14,000
562 8 894 6185	OVERTIME	24,817	31,364	36,255	35,000	35,000	26,276	35,000	35,000
562 8 894 7230	MAINTENANCE- EQUIPMENT	3,946	3,608	5,040	5,000	5,000	976	5,000	5,000
562 8 894 7250	MAINTENANCE- MAINS	77,559	74,377	93,755	105,800	125,800	100,396	125,800	140,000
562 8 894 7280	MAINTENANCE- SERVICE LINES	29,743	42,412	53,464	51,000	51,000	39,824	51,000	51,000
562 8 894 7290	MAINTENANCE- VEHICLES	41,347	50,315	46,722	40,000	40,000	33,695	40,000	40,000
562 8 894 7410	PROFESSIONAL SERVICES	5,267	3,896	3,281	4,000	4,000	2,197	4,000	4,000
562 8 894 7440	CONTRACT SERVICES	9,245	11,116	8,917	15,000	15,000	11,606	15,000	15,000
562 8 894 7470	TRENCH PAVING	97,045	111,099	169,105	183,700	168,700	164,986	166,000	170,000
562 8 894 7475	SIDEWALK REPLACEMENT	30,059	33,140	53,199	42,900	42,900	0	30,000	87,900
562 8 894 7606	OPERATING SUPPLIES	10,918	7,873	9,124	11,000	11,000	9,192	11,000	11,000
562 8 894 7654	GASOLINE	45,792	34,869	45,333	35,000	60,000	45,053	60,000	60,000
562 8 894 8200	MINOR EQUIPMENT	5,426	10,770	8,982	10,000	10,000	4,270	8,700	10,000
562 8 894 8240	HYDRANTS	40,848	37,618	35,947	39,000	39,000	31,854	39,000	40,000
562 8 894 8270	VEHICLES	0	0	0	0	0	0	0	55,000
562 8 894 8271	VEHICLE LEASE PURCHASE	22	60,222	60,222	58,930	58,930	55,933	55,933	81,787
562 8 894 8290	CAPITAL OUTLAY	5,859	427,530	420,000	675,000	675,000	68,914	675,000	500,000
<b>TOTAL TRANSMISSION &amp; DIST.</b>		<b>1,097,282</b>	<b>1,735,716</b>	<b>1,889,598</b>	<b>2,150,753</b>	<b>2,151,902</b>	<b>1,220,046</b>	<b>2,127,714</b>	<b>2,131,305</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: TRANSMISSION & DISTRIBUTION**

562	8	894	6115	F	M	1.0000	Water GIS Modeler	57,444
562	8	894	6115	F	M	1.0000	Water Distribution Supervisor	53,634
562	8	894	6115	F	M	1.0000	Labor Supervisor II	48,772
562	8	894	6115	F	M	1.0000	Labor Supervisor I	42,339
562	8	894	6115	F	M	1.0000	Labor Supervisor I	41,305
562	8	894	6115	F	M	1.0000	Labor Supervisor I	42,131
562	8	894	6115	F	M	1.0000	Engineering Tech Specialist	55,785
562	8	894	6115	F	A	1.0000	Mark-Out Serviceperson II	41,626
562	8	894	6115	F	A	1.0000	Equipment Operator II	39,664
562	8	894	6115	F	A	1.0000	Equipment Operator II	38,124
562	8	894	6115	F	A	1.0000	Equipment Operator II	36,570
562	8	894	6115	F	A	1.0000	Equipment Operator I	37,430
562	8	894	6115	F	A	1.0000	Equipment Operator I	36,049
562	8	894	6115	F	A	1.0000	Equipment Operator I	35,977
562	8	894	6115	F	A	1.0000	Maintenance Worker	36,182
562	8	894	6115	F	A	1.0000	Maintenance Worker	34,777
562	8	894	6115	F	A	1.0000	Maintenance Worker	34,835
562	8	894	6115	F	A	1.0000	Maintenance Worker	33,359
562	8	894	6115	F	A	1.0000	Maintenance Worker	34,777
562	8	894	6115	F	A	1.0000	Laborer	30,838
<b>TOTAL 6115 EMPLOYEES</b>						<b>20.0000</b>		<b>\$ 811,618</b>

# DEPARTMENT OF PUBLIC WORKS

## BUREAU: WATER TRANSMISSION & DISTRIBUTION (T&D)

### **562 8 894 6115 Salaried Personnel**

Covers salaries of the Bureau of Water – T & D employees.

### **562 8 894 6120 Salary Temporary**

Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program.

### **562 8 894 6185 Overtime**

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.

### **562 8 894 7230 Maintenance of Equipment**

This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, answering machine, pumps, paving saw, and pipe saws.

### **562 8 894 7250 Maintenance Mains**

This line item covers the purchase of water pipe, valves, roadway valve boxes, repair clamps, and valve box risers for paving projects, automatic flushing devices, installation of PRVs, and other water line appurtenances/services.

### **562 8 894 7280 Maintenance of Service Lines**

Cost of materials for the installation of new service lines and the replacement of old or broken service lines. Due to proposed street work it is estimated the number of services to be replaced in 2012 will be 50 +/-.

**562 8 894 7290**

**Maintenance Vehicles**

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.

**562 8 894 7410**

**Professional Services**

This line item covers surveying, design, computer services support, plan reviews and computer modeling.

**562 8 894 7440**

**Contract Services**

- 1) One Call System for utility locates.
- 2) Plumbing contractor assistance contract.
- 3) Heavy construction equipment and trackhoe services.
- 4) Photocopier and computer maintenance services.
- 5) Leak detection, geological scans & cathodic protection services.

**562 8 894 7470**

**Trench Paving**

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 the Streets Bureau, with assistance from Water T/D.

**562 8 894 7475**

**Sidewalk Replacement**

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.

**562 8 894 7606**

**Operating Supplies**

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.

**562 8 894 7654**

**Gasoline**

Gasoline and diesel fuels are included in this line item.



**562 8 894 8200**

**Minor Equipment**

This item covers the purchase of equipment such as :

Push rods-40 each @ 107.50	4,300.00
2" dewatering pump(2)	2,400.00
14" chain saw (2)	800.00
Trench wacker (1)	2,500.00
Total .....	10,000.00

**562 8 894 8240**

**Hydrants**

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's 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.

**562 8 894 8270**

**Vehicles**

This line item covers the cost of replacement of a 26yr. old trench Roller, also the replacement of Streets Bureau paving roller and trailer.

**562 8 894 8271**

**Vehicle Lease Purchase**

This line item establishes the annual lease payment for the Vehicle # 214, Lease complete in 2013. Vehicle # 208, lease complete in 2012. Vehicle # 221, lease complete in 2014. Vehicle # 202, lease complete in 2016.

**562 8 894 8290**

**Capital Outlay**

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. Relining projects are ongoing for 2012, along with water storage tank painting projects, and water line replacement on Pendot Street Improvement Project. ( Orange St.- Broad to King sts.)

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>METER SHOP</b>									
562 8 895 6115	SALARIED PERSONNEL	375,383	390,596	391,325	497,647	498,208	367,839	472,183	478,406
562 8 895 6120	SALARIES - TEMPORARY	3,704	4,685	3,802	9,245	5,423	0	6,878	9,245
562 8 895 6185	OVERTIME	409	438	1,209	2,000	2,000	605	1,000	2,000
562 8 895 7260	MAINTENANCE- METERS	18,587	25,370	17,551	36,116	34,724	29,189	32,642	45,701
562 8 895 7290	MAINTENANCE- VEHICLES	10,681	12,371	9,715	10,000	10,000	6,913	10,000	10,000
562 8 895 7654	GASOLINE	12,976	10,533	13,316	14,500	19,122	14,481	19,122	14,500
562 8 895 8235	METERS	72,730	84,015	67,649	260,771	260,771	93,080	155,890	478,229
562 8 895 8270	VEHICLES	0	42,960	0	67,742	64,512	64,512	67,742	24,515
<b>TOTAL METER SHOP</b>		<b>494,471</b>	<b>570,968</b>	<b>504,567</b>	<b>898,021</b>	<b>894,760</b>	<b>576,619</b>	<b>765,457</b>	<b>1,062,596</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: METER SHOP**

562	8	895	6115	F	M	1.0000	Water Meter Supervisor	46,731
562	8	895	6115	F	M	1.0000	Assistant Meter Supervisor	42,131
562	8	895	6115	F	A	1.0000	Backflow/Cross Connection	41,626
562	8	895	6115	F	A	0.6923	Utility Service Coordinator	23,902
562	8	895	6115	F	A	1.0000	Water Service Clerk	38,290
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	37,283
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	37,283
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	36,552
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	35,836
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	34,375
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	34,186
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	35,836
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	34,375
<b>TOTAL 6115 EMPLOYEES</b>						<b>12.6923</b>		<b>\$ 478,406</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER - METER SHOP**

**562 8 895 6115 Salaried Personnel**

This account provides for the salaries of the Meter Shop.

**562 8 895 6120 Salaries-Temporary**

This account provides for temporary help in the Meter Shop.  
(to help train other employees and still get reads)

**562 8 895 6185 Overtime**

This account provides for emergency meter repairs, leak repairs, temporary service and other associated problems. Cost is based on past trends.

**562 8 895 7260 Maintenance – Meters**

This account covers water meter repairs, updating and replacing broken register heads, outside reading devices (pads), degreaser, and paint and repairs to reading equipment. Items used for meter installation include wire fasteners, drill bits, tools, electrical tape, nuts and bolts, gaskets, meters' couplings and flange kits. This account also includes items for computer programming, software support for the reading equipment, calibrating the gas and oxygen sensor and backflow tester, vehicle radio maintenance, meter bench testing and calibrating. It also includes office supplies, meter replacement cards, new account cards and card stock etc and damage to piping during meter installation.

- Meter reading equipment repair \$2,000
- Annual Meter reading software support \$1,420
- Neptune House & pit pad replacement ( 500 pads)  
(Out of warranty over 5 year old) \$7,500
- Cleaner, parts, paint, tools, washers, water hoses,etc \$1,900
- Meter couplings (3/4 through 2" flanges) \$5,566
- Damage to piping during meter installation \$ 500
- Office Supplies (pens, paper, etc) \$2,000
- Meter replacement cards \$2,000

• Computer Programming from MIS	\$1,500
• Vehicle Radio Replacement (x2)	\$1,200
• Radio Repair for meter shop and vehicles	\$ 800
• PUC Bench Testing and calibrating (X2)	\$ 450
• Calibrating Backflow Tester (x2)	\$ 300
• Calibrating Gas and Oxygen Sensor	\$ 200
• <b>Upgrading</b> Sensus non-repairable reading equipment	\$ 6,200
• Metal Detectors	\$ 1,700
• Printer/copier for meter clerk and billing station	\$ 1,000
• 70 Sensus Radio Read transmitters (mxu's)	\$ 9,500
• TOTAL:	\$ 45,701

**562 8 895 7290 Maintenance – Vehicles**

This account provides for maintenance parts and repair of vehicles used by Water Meter personnel. Budget is based on past vehicle reliability and maintenance history. Vehicles during 2012 include 1-ton van (255 ), one Metro (247), and one Plymouth Neon (249), one Ford Eclipse (238), one GMC Savanna cargo van (212), 5 Dodge Grand Caravans (218, 239, 243, 256 and 257).

**562 8 895 7654 Gasoline**

This account provides for gas and oil for vehicles utilized in the Meter Shop operations. A price increase is anticipated for 2012.

**562 8 895 8235 Meters**

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. 2012 expected 10% price increase due to a new meter contract.

	Current + 10%
REPLACEMENT PROGRAM (6,337 meters)	\$396,754 = \$ 436,429
NEW AND DAMAGED METERS (400 meters)	<u>\$ 38,000 = \$ 41,800</u>
TOTAL	\$ 434,754 = \$ 478,229

Programs and calculations below:

- Replacement Program
  - All Remote, straight read and Touch read meters 1986 to 12/31/1992  
(Per P.U.C 52 section: 65.8 (b))

Size	# Meters	Cost each	Total Cost	+10%
• 5/8 =	4,357	X \$55.00=	\$239,635=	\$263,598
• 5/8 x 3/4	337	X \$55.00=	\$ 18,535=	\$ 20,388
• 3/4 =	917	X \$78.00=	\$ 71,526=	\$ 78,678
• 1x3/4=	169	X \$78.00=	\$ 13,182=	\$ 14,400
• 1 =	439	X \$95.00=	\$ 41,705=	\$ 45,875
• 1-1/2 =	68	X \$227.00=	\$ 15,356=	\$ 16,891
• 2" Turbines	50	X \$307.00=	\$ 15,350=	\$ 16,885
Total Meters =	6,337	Total Cost =	<b>\$396,754</b>	= \$456,715

New and replace meters that are damaged due to theft, freeze and dash problems 400 meters Est. Cost by using 1" size cost. @ \$95.00 EACH=**\$38,000**  
(2012) Plus 10% increase = **\$41,800**

### 562 8 895 8270

### Vehicles

This account reflects the cost of replacement vehicles.

Replace 249-Plymouth Neon to be replaced with a van that is set up for reading and servicing water meters.

1 - Vehicles to be ordered – Dodge Grand Caravan \$24,515

Adrin #1 Cargo package – X1

(Shelving, floor matting and rear flashers for beacon light.)

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>GROUNDS MAINTENANCE</b>									
562 8 896 6110	SALARY-BUREAU CHIEF	2,692	2,942	3,762	3,785	3,855	3,054	3,855	3,823
562 8 896 6115	SALARY-PERSONNEL	283,174	324,978	295,093	349,889	350,589	239,137	306,870	359,702
562 8 896 6120	SALARY-TEMPORARY	8,872	9,180	9,631	9,180	7,700	7,700	8,000	9,180
562 8 896 6185	OVERTIME	8,185	8,564	12,028	12,000	10,700	10,424	12,000	12,000
562 8 896 7180	RENTAL OF UNIFORMS	1,232	1,232	1,232	1,600	1,600	920	1,600	1,600
562 8 896 7210	MAINTENANCE- BUILDINGS	595	272	756	1,100	0	0	1,100	1,100
562 8 896 7230	MAINTENANCE- EQUIPMENT	1,781	985	1,702	1,850	1,850	1,827	1,850	1,850
562 8 896 7290	MAINTENANCE- VEHICLES	5,499	4,079	4,241	4,500	4,500	1,919	4,500	4,500
562 8 896 7440	CONTRACT SERVICES	0	6,075	0	0	0	0	345	0
562 8 896 7606	OPERATING SUPPLIES	1,382	1,526	2,273	1,530	3,158	1,492	1,530	1,530
562 8 896 7654	GASOLINE	3,839	3,878	5,078	4,000	6,400	4,832	6,000	4,000
562 8 896 8200	MINOR EQUIPMENT	3,849	5,540	5,221	6,000	6,025	6,024	6,024	7,500
562 8 896 8271	VEHICLE LEASE PURCHASE	0	0	0	7,500	7,327	7,327	7,327	17,241
<b>TOTAL GROUNDS MAINTENANCE</b>		<b>321,098</b>	<b>369,251</b>	<b>341,017</b>	<b>402,934</b>	<b>403,704</b>	<b>284,656</b>	<b>361,001</b>	<b>424,026</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: GROUNDS MAINTENANCE**

562	8	896	6110	F	M	0.0500	Facilities Manager	3,823
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.0500</b>		<b>\$ 3,823</b>
562	8	896	6115	F	M	1.0000	Labor Supervisor I	41,305
562	8	896	6115	F	M	0.1000	Building Maintenance Supervisor	4,192
562	8	896	6115	F	A	1.0000	Bldg Maintenance Specialist	38,753
562	8	896	6115	F	A	0.1000	Maintenance Technician	4,206
562	8	896	6115	F	A	1.0000	Utility Operator	35,836
562	8	896	6115	F	A	1.0000	Utility Operator	34,375
562	8	896	6115	F	A	1.0000	Custodian I	31,088
562	8	896	6115	F	A	0.4000	Parks Maintenance Worker	13,674
562	8	896	6115	F	A	1.0000	Laborer	31,532
562	8	896	6115	F	A	1.0000	Laborer	31,532
562	8	896	6115	F	A	1.0000	Laborer	31,532
562	8	896	6115	F	A	1.0000	Laborer	30,838
562	8	896	6115	F	A	1.0000	Laborer	30,838
<b>TOTAL 6115 EMPLOYEES</b>						<b>10.6000</b>		<b>\$ 359,702</b>
<b>TOTAL EMPLOYEES</b>						<b>10.6500</b>		<b>\$ 363,524</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER - GROUNDS MAINTENANCE**

**562 8 896 6110 Salary – Bureau Chief**

This line item accounts for five percent (5%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.

**562 8 896 6115 Salary - Personnel**

Salaries of the Water - Grounds Maintenance personnel.

**562 8 896 6120 Salary - Temporary**

This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).

**562 8 896 6185 Overtime**

This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.

**562 8 896 7180 Rental of Uniforms**

This code is the expense of uniform rental for eight employees.

**562 8 896 7210 Maintenance of Buildings**

This code is the expense for grounds maintenance repairs around all water buildings and for the recycling program.

**562 8 896 7230 Maintenance of Equipment**

This code is for the repair and maintenance of all grounds maintenance equipment.

**562 8 896 7290 Maintenance of Vehicles**

This code is for vehicle repair and maintenance of motor vehicles.

**562 8 896 8271**

**Vehicle – Lease Purchase**

This code is for the second of five year lease purchase payments for truck #204 and the first of five (5) payments on a 2012 3500 Series Dump truck needed for hauling mulch, dirt, trees, etc.

**562 8 896 7606**

**Operating Supplies**

This code is for fertilizer, landscape supplies, hand tools, and miscellaneous supplies.

**562 8 896 7654**

**Gasoline**

This code is the gasoline expenses for equipment and vehicles.

**562 8 896 8200**

**Minor Equipment**

This code is to purchase minor equipment for water grounds maintenance. This code will also be used to update existing radio communications.

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>LABORATORY</b>									
562 8 898 6115	SALARIED PERSONNEL	172,759	177,749	177,739	180,274	182,274	151,410	190,362	192,653
562 8 898 6120	TEMPORARY HELP	0	0	0	0	5,137	3,699	3,812	0
562 8 898 6185	OVERTIME	0	0	0	0	300	0	0	0
562 8 898 7230	MAINTENANCE- EQUIPMENT	97	244	58	400	100	0	0	400
562 8 898 7440	CONTRACT SERVICES	18,546	20,985	10,256	12,800	23,270	16,105	22,900	19,448
562 8 898 7615	LABORATORY-SUPPLIES	28,481	27,345	29,286	30,000	30,000	26,006	31,260	32,450
562 8 898 8270	VEHICLES	0	0	0	0	0	0	0	0
<b>TOTAL LABORATORY</b>		<b>219,883</b>	<b>226,323</b>	<b>217,339</b>	<b>223,474</b>	<b>241,081</b>	<b>197,220</b>	<b>248,334</b>	<b>244,951</b>
<b>TOTAL WATER FUND EXPENSES</b>		<b>13,389,533</b>	<b>14,645,176</b>	<b>18,924,109</b>	<b>21,255,294</b>	<b>21,255,294</b>	<b>17,159,879</b>	<b>20,340,686</b>	<b>22,722,351</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WATER: LABORATORY**

562	8	898	6115	F	M	1.0000	Water Quality Supervisor	58,018
562	8	898	6115	F	M	1.0000	Water Quality Analyst	48,772
562	8	898	6115	F	M	1.0000	Laboratory Technician II	44,237
562	8	898	6115	F	A	1.0000	Laboratory Technician I	41,626
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 192,653</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER - LABORATORY**

**562 8 898 6115 Salaried Personnel**

This line item accounts for the salaries of the Water Quality Laboratory Department.

**562 8 898 6120 Temporary Help**

Account provides for temporary help to sample and test water from plants, reservoir and distribution system.

**562 8 898 6185 Overtime**

This account covers any testing that may be required in the time of emergency or to fill in for long-term illness.

**562 8 898 7230 Maintenance - Equipment**

This budget covers repairs, as required, of instruments used in the lab.

**562 8 898 7440 Contract Services**

This account provides for tests required by PA DEP/ EPA regulations to be analyzed by outside contract laboratory services. Lead and copper testing will be performed. Other tests include trihalomethanes, nitrates, synthetic/volatile organic chemicals, and distilled water suitability. 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 haloacetic acids, trihalomethanes, total/dissolved organic carbon, UV-254 and alkalinity. This line item also covers disposal of old, unusable chemicals and emergency response supplies.

**562 8 898 7615 Laboratory Supplies**

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. Also addresses reagents required by plant operators to run hourly tests and

chemicals for automatic chlorine analyzers at water plants. Includes replacement supplies to make high purity water for the Water Laboratory and the two treatment plants.

**562 8 898 8270**

**Vehicles**

There are no vehicles scheduled to be replaced in 2012.

CITY OF LANCASTER

# SOLID WASTE & RECYCLING FUND



2012 BUDGET

**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**SOLID WASTE & RECYCLING FUND**

Retained Earnings 12/31/2010		\$ (125,472)
Projected Revenues: 2011	3,782,834	
Projected Expenditures: 2011	<u>(3,696,188)</u>	
Projected Current Operating Surplus/(Deficit) 2011 (Addition to Retained Earnings)		<u>86,646</u>
Projected Retained Earnings 12/31/2011		(38,826)
Proposed Revenues: 2012	3,889,712	
Proposed Expenditures: 2012	<u>(3,889,712)</u>	
Proposed Current Operating Surplus/(Deficit) 2012 (Reduction to Retained Earnings)		<u>-</u>
Projected Retained Earnings 12/31/2012		<u><u>\$ (38,826)</u></u>



**CITY OF LANCASTER  
SOLID WASTE & RECYCLING FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010	ORIGINAL BUDGET 2011	CURRENT BUDGET 2011	RECEIVED YTD 10/31/11	PROJECTED REVENUE 2011	PROPOSED BUDGET 2012
<b>FEES FOR SERVICES</b>									
563 4172	COLLECTION FEES	2,689,980	2,807,569	3,163,396	3,375,366	3,375,366	3,397,273	3,384,323	3,486,048
<b>TOTAL FEES FOR SERVICES</b>		<b>2,689,980</b>	<b>2,807,569</b>	<b>3,163,396</b>	<b>3,375,366</b>	<b>3,375,366</b>	<b>3,397,273</b>	<b>3,384,323</b>	<b>3,486,048</b>
<b>MISCELLANEOUS REVENUE</b>									
563 4005	TRASH FEE PENALTY	48,793	45,907	56,873	55,000	55,000	40,866	53,000	60,000
563 4026	TRASH FINES & PENALTIES	0	15,465	21,797	30,000	30,000	28,657	30,000	35,000
563 4063	INTEREST INCOME	4,785	589	0	2,500	2,500	269	750	1,500
563 4073	RECYCLING GRANT	106,480	145,683	137,668	125,000	125,000	146,960	146,960	90,000
563 4080	MISCELLANEOUS REVENUE	0	0	0	0	0	5	5	24,000
563 4173	LCSWMA REBATE	145,630	157,459	165,077	175,000	175,000	83,450	160,000	185,000
<b>TOTAL MISC. REVENUE</b>		<b>305,689</b>	<b>365,103</b>	<b>381,415</b>	<b>387,500</b>	<b>387,500</b>	<b>300,207</b>	<b>390,715</b>	<b>395,500</b>
<b>OTHER INCOME</b>									
563 4054	REFUND OF PRIOR YEAR EXP.	0	0	0	0	0	0	0	0
563 4070	INSURANCE RECOVERY	0	0	0	0	0	0	0	0
563 4071	PENSION STATE AID	3,932	7,232	7,685	7,796	7,796	7,796	7,796	8,164
563 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
<b>TOTAL OTHER INCOME</b>		<b>3,932</b>	<b>7,232</b>	<b>7,685</b>	<b>7,796</b>	<b>7,796</b>	<b>7,796</b>	<b>7,796</b>	<b>8,164</b>
<b>TOTAL REVENUE</b>		<b>2,999,601</b>	<b>3,179,904</b>	<b>3,552,496</b>	<b>3,770,662</b>	<b>3,770,662</b>	<b>3,705,276</b>	<b>3,782,834</b>	<b>3,889,712</b>

# **SOLID WASTE & RECYCLING FUND REVENUE**

**CATEGORY: FEES FOR SERVICE**

**563 4172 Trash Collection Fees**

Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.

# **SOLID WASTE & RECYCLING FUND REVENUE**

**CATEGORY: MISCELLANEOUS REVENUE**

**563 4005 Trash Fee Penalty**

Revenue is derived from the penalty assessed on delinquent trash billings collected by the City.

**563 4026 Trash Fines & Penalties**

Revenue is derived from fines paid by residents and property owners for violations of the City's solid waste and recycling ordinance.

**563 4063 Interest Income**

Revenue is derived from the interest earned on idle funds.

**563 4073 Recycling Grant**

Revenue is derived from State Act 101 funding and is based on tonnage of recycled materials collected in the city of Lancaster.

**563 4173 LCSWMA Rebate**

Revenue is derived from a rebate based on the total volume of waste disposed of through the Lancaster County Solid Waste Management Authority.

# **SOLID WASTE & RECYCLING FUND REVENUE**

**CATEGORY:           OTHER INCOME**

**563 4071                           Pension State Aid**

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.

**CITY OF LANCASTER  
SOLID WASTE AND RECYCLING FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
<b>BUREAU OF SOLID WASTE AND RECYCLING</b>									
563 8 870 6110	SALARY BUREAU CHIEF	45,653	66,842	66,872	67,252	68,752	54,496	68,722	67,924
563 8 870 6115	SALARIED PERSONNEL	194,158	187,029	171,117	187,700	186,200	148,517	182,000	254,914
563 8 870 6120	SALARY TEMPORARY	0	516	1,156	26,500	26,500	973	5,000	7,000
563 8 870 6185	OVERTIME	0	54	16	0	0	0	0	8,000
563 8 870 6190	SICK LEAVE BONUS	39	20	0	0	0	0	0	0
563 8 870 6202	MEDICAL INSURANCE	44,087	61,363	61,706	74,614	72,535	61,618	68,884	85,328
563 8 870 6203	DENTAL/VISION	2,308	2,824	2,672	3,000	3,000	2,156	2,793	3,000
563 8 870 6208	SOCIAL SECURITY	18,349	19,427	18,207	23,531	23,531	15,530	19,180	27,280
563 8 870 6209	LIFE INSURANCE	540	473	522	545	545	503	550	550
563 8 870 6230	PENSION CONTRIBUTION	5,568	9,014	10,121	10,547	10,547	8,480	10,547	11,161
563 8 870 6250	WORKERS COMPENSATION	555	500	13,756	5,000	4,585	1,258	4,585	5,000
563 8 870 7141	PC LEASE	0	1,504	1,504	1,504	1,504	1,504	1,504	1,504
563 8 870 7160	RENTAL OF PARKING LOT	2,252	2,116	2,707	3,000	3,000	2,733	2,975	3,250
563 8 870 7180	RENTAL OF UNIFORMS	183	244	168	300	300	180	300	700
563 8 870 7230	MAINTENANCE - EQUIPMENT	5,306	3,345	2,962	15,000	15,991	4,528	5,000	8,000
563 8 870 7290	MAINTENANCE OF VEHICLES	498	809	212	1,000	1,000	87	500	2,500
563 8 870 7310	ADVERTISING	1,802	59	1,996	10,000	9,941	1,718	2,300	7,000
563 8 870 7320	DUES & SUBSCRIPTIONS	488	809	846	1,000	1,059	1,059	1,059	1,300
563 8 870 7340	POSTAGE	19,296	22,611	23,155	31,000	31,000	16,497	27,000	32,500
563 8 870 7350	PRINTING	6,248	6,368	3,675	7,000	7,000	2,716	7,000	7,000
563 8 870 7360	TELEPHONE	4,659	5,029	5,002	7,000	7,000	3,480	6,000	6,000
563 8 870 7370	TRAVEL	797	1,220	477	3,500	3,500	1,332	1,500	3,500
563 8 870 7410	PROFESSIONAL SERVICES	3,705	138	2,500	23,000	22,313	13,781	20,000	10,000
563 8 870 7431	CREDIT CARD FEES	2,559	2,951	3,623	4,500	4,500	3,208	4,855	4,800
563 8 870 7445	TRAINING - SCHOOL	612	924	831	3,000	3,000	1,177	1,500	3,000
563 8 870 7451	HAULING FEES	1,585,692	1,685,508	1,635,973	1,700,000	1,700,000	1,238,917	1,700,000	1,790,000
563 8 870 7452	TIPPING FEES	1,013,700	1,095,978	1,230,392	1,400,000	1,400,000	964,421	1,400,000	1,375,000
563 8 870 7520	ELECTRIC POWER	0	0	0	0	0	0	0	5,000
563 8 870 7603	OFFICE SUPPLIES	3,168	2,304	2,876	3,000	3,000	2,300	3,000	3,000
563 8 870 7606	OPERATING SUPPLIES	6,250	9,373	16,412	40,000	40,000	30,837	35,000	15,000

**CITY OF LANCASTER  
SOLID WASTE AND RECYCLING FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2008</b>	<b>ACTUAL 2009</b>	<b>ACTUAL 2010</b>	<b>ORIGINAL BUDGET 2011</b>	<b>CURRENT BUDGET 2011</b>	<b>EXPENDED YTD 10/31/11</b>	<b>PROJECTED EXPENSE 2011</b>	<b>PROPOSED BUDGET 2012</b>
563 8 870 7654	GASOLINE	1,500	1,945	1,668	2,000	3,600	2,484	3,600	6,500
563 8 870 7660	HEATING FUEL	0	0	0	0	0	0	0	5,000
563 8 870 7720	INSURANCE PACKAGE	2,164	2,190	2,298	2,575	2,500	2,496	2,575	2,675
563 8 870 8200	MINOR EQUIPMENT	29,538	8,362	4,706	10,000	10,665	5,579	10,665	11,500
563 8 870 8270	VEHICLES	0	0	0	6,000	6,000	0	0	25,000
563 8 870 9110	ADMINISTRATIVE- INDIRECT COST	83,775	85,851	90,542	97,594	97,594	81,328	97,594	89,826

<b>TOTAL SOLID WASTE &amp; RECYCLING FUND EXPENSES</b>	<b>3,085,448</b>	<b>3,287,700</b>	<b>3,380,670</b>	<b>3,770,662</b>	<b>3,770,662</b>	<b>2,675,893</b>	<b>3,696,188</b>	<b>3,889,712</b>
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**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**BUREAU OF WASTE AND RECYCLING: ADMINISTRATION**

563	8	870	6110	F	M	1.0000	Solid Waste & Recycling Manager	67,924
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 67,924</b>
563	8	870	6115	F	M	0.1751	Bureau Chief Proc. & Collections	10,899
563	8	870	6115	F	M	0.1751	Lead Customer Service Coordinator	7,942
563	8	870	6115	F	M	0.1751	Admin Support Supervisor	7,232
563	8	870	6115	F	A	0.1751	Admin Support Clerk	5,548
563	8	870	6115	F	A	1.0000	Customer Service Coordinator	40,524
563	8	870	6115	F	A	1.0000	SWEEP Officer	40,009
563	8	870	6115	F	A	1.0000	SWEEP Officer	41,626
563	8	870	6115	F	A	1.0000	Operator I	33,751
563	8	870	6115	F	A	0.1751	Customer Care Coordinator	7,233
563	8	870	6115	F	A	0.1751	Cashier/Service Clerk	5,548
563	8	870	6115	F	A	0.1751	Customer Care Coordinator	6,939
563	8	870	6115	F	A	0.1751	Customer Care Coordinator	6,956
563	8	870	6115	F	A	0.1751	Customer Care Coordinator	6,398
563	8	870	6115	F	A	0.1751	Cashier/Service Clerk	6,153
563	8	870	6115	F	A	0.1751	Billing Coordinator	6,124
563	8	870	6115	F	A	0.1751	Revenue Clerk	5,914
563	8	870	6115	F	A	0.1751	Billing Clerk	6,820
563	8	870	6115	F	A	0.1751	Mail & Print Operator	5,246
							Available for Merit	1,880
						Subtotal Full-Time	6.4513	

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2012 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
563 8 870 6115	P	A	0.1751 Data Entry Operator I	2,170
			Subtotal Part-Time 0.1751	
<b>TOTAL 6115 EMPLOYEES</b>			<b>6.6264</b>	<b>\$ 254,914</b>
<b>TOTAL EMPLOYEES</b>			<b>7.6264</b>	<b>\$ 322,838</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU: SOLID WASTE AND RECYCLING**

**563 8 870 6110 Salary Bureau Chief**

Salary of the Manger of Solid Waste and Recycling.

**563 8 870 6115 Salaried Personnel**

The Bureau utilizes the City's Bureau of Procurement and Collection to prepare solid waste collection service invoices for the Bureau's customers. The allocated salaries for the Customer Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. The salaries for the Bureau's Customer Service staff, Operator 1 and Solid Waste Education and Enforcement Program (SWEEP) Officers are also included in this line item. These are all referred to as Program Staff.

**563 8 870 6120 Salary – Temporary**

Expenses paid to an employment agency or contractors for temporary services required by Program Staff in Treasury and for the Drop-Off Recycling Facility.

**563 8 870 6190 Sick Leave Bonus**

Sick leave bonus paid to Program Staff for attendance the previous year.

**563 8 870 6202 Medical Insurance**

Medical insurance for Program Staff.

**563 8 870 6203 Dental & Vision**

Dental and eye insurance premiums for Program Staff.

**563 8 870 6208 Social Security**

Social security payments for Program Staff.

**563 8 870 6209 Life Insurance**

Life insurance expenses for Program Staff.

**563 8 870 6230 Pension Contribution**

City pension plan costs for Program Staff.

**563 8 870 6250 Workers' Compensation**

Workers' compensation claims for Program Staff.

**563 8 870 7160 Rental of Parking Lot**

Parking space rental for Program Staff.

**563 8 870 7180 Uniforms**

Weekly rental costs of uniforms for SWEEP Officers and Operator 1.

**563 8 870 7230 Maintenance of Equipment**

Bureau'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. (\$3,746). Also includes the CN3 handheld ticketing devices used by SWEEP officers. Includes maintenance of equipment at Recycling Drop-Off Facility.

**563 8 870 7290 Maintenance – Vehicles**

Maintenance parts and repairs to motor vehicles used by Bureau SWEEP Officers and recyclable materials collection vehicles.

**563 8 870 7310 Advertising**

Advertising and promotion expenses paid for current and new recycling program initiatives, including special collections for White Goods, Yard Waste, Leaves and Christmas Trees; includes expenses for newsletters, meetings and publicity materials.

**563 8 870 7320 Dues and Subscriptions**

Membership dues for professional organizations such as the Professional Recyclers of Pennsylvania (PROP) and the Keystone Chapter of SWANA. Also, subscriptions to trade journals.

**563 8 870 7340**                      **Postage**

Postage costs for general correspondence and various mailings including educational materials, bills, certified mail, and new customer startup packets.

**563 8 870 7350**                      **Printing**

Paper for printing of forms, bills, notices, general correspondence, newsletters and other materials for the education and outreach conducted by the Bureau. Also includes shared costs for paper and operation of copier machines.

**563 8 870 7360**                      **Telephone**

Monthly desk and cellular telephone charges for Program Staff.

**563 8 870 7370**                      **Travel**

Costs for Program Staff to attend workshops, seminars, and conferences at regional, state and national forums in the solid waste and recycling industry.

**563 8 870 7410**                      **Professional Services**

External services including legal counsel and auditing.

**563 8 870 7431**                      **Credit Card Fees**

Bureau's portion of credit card fees charged based on revenue collected.

**563 8 870 7445**                      **Training & School**

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.

**563 8 870 7451**                      **Hauling Fees**

Service fees specified in the Solid Waste Collection Contract with York Waste Disposal for collection of Refuse and Recyclable Materials from Residential Units, Eligible Commercial Establishments and Municipal Facilities.

**563 8 870 7452                      Tipping Fees**

Tipping fees charged to dispose of the Contract Waste collected by York Waste Disposal at LCSWMA Facilities and for Recyclable Materials tipped at LCSWMA or other Recycling Facilities.

**563 8 870 7520                      Electric Power**

Electricity for the recycling drop-off building.

**563 8 870 7603                      Office Supplies**

Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting the Bureau.

**563 8 870 7606                      Operating Supplies**

Supplies needed in the field to perform essential functions to enforce the solid waste ordinance, operate the drop-off facility and make petty cash expenditures.

**563 8 870 7654                      Gasoline**

Fuel and oil needed to operate collection vehicles (rear-load compactor truck) and vehicles used by the SWEEP Officers and Manager to conduct field inspections.

**563 8 870 7660                      Heating Fuel**

Natural gas to heat the recycling drop-off building.

**563 8 870 7720                      Insurance Package**

Property and liability coverage for all Bureau facilities and vehicles.

**563 8 870 8200                      Minor Equipment**

Incidental equipment needed for Bureau staff.

**563 8 870 8270                      Vehicle**

The vehicle being requested in 2012 is the lease purchase of a compactor truck to be used to collect litter from street containers and illegally dumped trash in public areas.

**563 8 870 9110**

**Administrative – Indirect Cost**

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.