

CITY of LANCASTER,

Pennsylvania

Adopted 2013 Budget



General Fund

Sewer Fund

Water Fund

Solid Waste & Recycling Fund

J. Richard Gray

Mayor

2013 BUDGET ADDRESS

J. Richard Gray, Mayor

November 27, 2012

Tonight, I present for your consideration, the proposed budget for Fiscal Year 2013. This budget is not a political document. Rather, like every budget we have presented, this proposal represents a responsible attempt to balance the interests and concerns of taxpayers with ever-increasing costs, particularly in the area of public safety personnel.

Since taking office in 2006, restoring the City's fiscal stability and credibility has been my top priority. In spite of increasing costs and declining revenues, tough choices over the past seven years have allowed us to achieve that stability and to establish credibility with bond rating agencies. Fortunately, today we are in much better financial condition than many other Third Class cities.

This is no accident, nor is it a matter of luck. We have reduced and reorganized our workforce to create more efficient operations, increased taxes, and drawn on reserve funds to balance our budget. We have weathered a severe financial storm. However, we continue to tread water. Looking ahead, deeper reductions in the City's workforce must be considered in order to balance our budget. Continued reliance on the use of reserve funds to balance the City's budget will effectively eliminate our fund balance, and annual property tax increases are neither acceptable nor sustainable in the long-run.

Clearly, the structure of municipal finance in Pennsylvania forces local government to rely on property taxes as our main source of revenue. The City does not have the power to create new revenue sources or to impose different taxes as a way to reduce the burden of property taxes. We get no share of state income taxes; no business taxes; and no funds from the County to support City operations or services. This puts an unfair burden on property owners who bear the full weight of all public safety, public works and public education costs.

To make matters worse, the past five years have brought an increase in successful assessment appeals that have all but eliminated any gain from our successful economic development efforts. In addition to downward assessments of taxable property, an estimated one-third of City properties are not taxed. The County's tax-exempt property alone represents \$1.2 million of lost revenue to the City, yet City taxpayers pay to provide police and fire services to every County government building in the City. It is clear that State government has forced the City and other local governments to depend on a revenue source that simply cannot keep pace with our increasing expenses.

I am often advised to run the government "like a business." To the extent possible, we have followed this advice. However, antiquated State laws and unfunded mandates continue to undermine every attempt at operating in a business-like fashion. For example, businesses can control personnel costs. Cities cannot. In fact, the greatest portion of the City's budget is allocated to police and fire personnel costs over which the City has no control. All too often, contracts with our public safety unions are determined behind closed doors through an arbitration process which penalizes cities such as Lancaster that are financially stable. Generous arbitration awards provide an incentive for NOT negotiating a contract, and to instead rely on arbitrators who establish costly salary and benefit levels that cannot be sustained.

Over the years, a series of arbitration awards have increased time off for firefighters, restricted our use of mutual aid from surrounding volunteer fire companies, mandated how personnel can be assigned and disallowed changes in scheduling. We are spending almost \$11 million dollars next year for Fire Bureau services and still cannot control schedules or set assignments without the consent of the Firefighters Union.

What would a business do when it can no longer afford to provide a product or service? As any business would do when faced with such challenges to the cost-effective delivery of a core service, we must explore new models to provide fire protection services to our customers – City taxpayers. Where this exploration will take us we don't yet know. But we do know that the current model is not working and we are doing a disservice to our taxpayers if we fail to explore every option to provide the same or improved level of service at a lower overall cost.

Over the past year, we have worked in partnership with the business community to advocate for changes in Pennsylvania laws that undermine the financial stability of our City. In spite of countless visits with Harrisburg lawmakers, and several appearances to deliver testimony before legislative committees, we have thus far seen little if any action coming from the General Assembly. Continued failure on the part of the State legislature to adopt common sense reforms, or to even update an arbitration process that is more than half-a-century old undermines Lancaster's success and impedes our progress every step of the way. This is wrong. We must continue to call on Harrisburg to provide solutions to problems that have been caused by the State legislature's refusal to address these issues.

Meanwhile, expenses continue to rise, primarily due to mandated increases in police and fire compensation packages. As we cautioned in last year's Budget Message, the City must pay approximately \$12.5 million for mandated police and fire benefits in 2013 -- an increase of more than \$2 million over our current budget. The City's annual payments for the Police and Fire pension funds alone will grow to over \$5 million in 2013. Thus, mandated police and fire benefits alone represents 25% of next year's General Fund expenses.

Of the \$3.4 million in pension benefit increases from 2006 to 2013, 96% is for Police and Fire pension plans. These long-term benefit and retirement costs are growing at a rate that is not sustainable. The legislature must evaluate how property owners alone can continue to bear the cost of mandated defined pension benefits for police and fire.

I do not want to recommend a tax increase. Nonetheless, reality leaves me with no other choice. This budget reflects the reality of being a municipality in Pennsylvania. Police and fire contracts produced through an "arbitrary arbitration" system, coupled with a pension system that would bankrupt a private entity, forces us to go to the public and ask for more revenue. The alternative would be massive public safety layoffs, which I am not prepared to implement at the present time.

We know from experience that waiting for Harrisburg to act won't solve our problems. Because State law also mandates that we balance our budget, the only place we can look for additional revenue is property owners. Thus, after two years without an increase in tax rates, we must raise our real estate tax rate by one mill **and** use \$2.3 million in General Fund reserves to balance next year's budget.

To put City taxes in perspective, keep in mind:

- A 1 mill tax increase represents an 8.3 percent increase in City property taxes.
- With this increase, City property taxes will still be only 32% of total property taxes.
- This proposed tax increase will raise an additional \$1.8 million – not even enough to offset mandated pension and salary increases for police and fire.
- The average City residential property assessed at \$75,000 will see a \$75 increase in property taxes next year.
- That \$75 in City property taxes will be used to provide fire and police protection, street cleaning, paving, and repairs, snow removal, street lighting, traffic signals, and park maintenance.
- The 2013 budget allows for the same level of service at a higher cost, primarily in police and fire personnel.

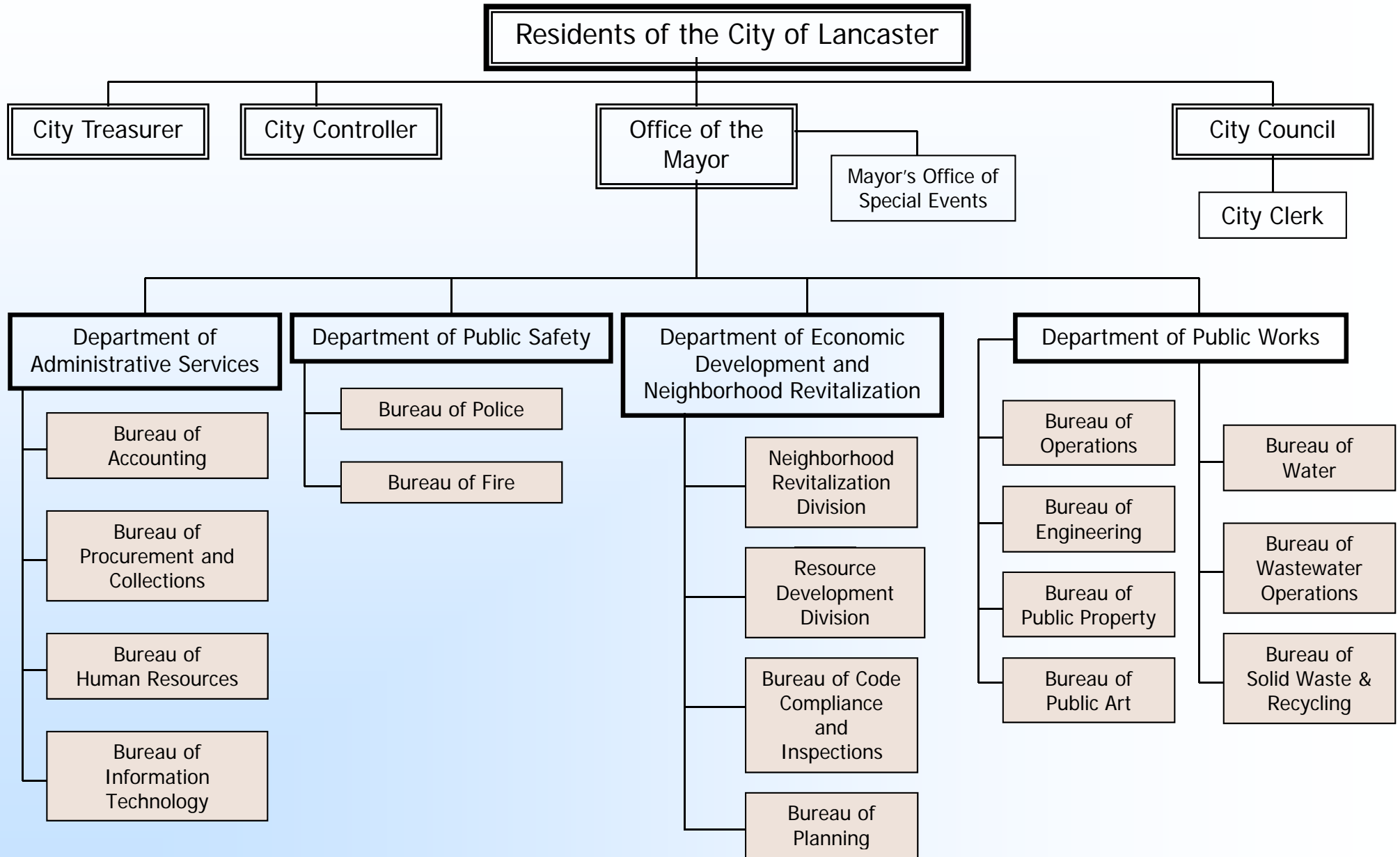
An alternative to raising taxes is to deplete more of our reserves and “kick the can down the road.” This is what Reading did. We could sell off public assets such as the water system, in effect selling our house to buy a meal, after which we would be both hungry and homeless. This is what Allentown is considering. Or, realizing that Lancaster City is thriving, we can continue to invest in adequate public safety, neighborhood improvements and economic development. To do so, we must be willing to develop new and innovative ways to not only provide services, but also to attract private investment and the economic activity that results.

This budget spells out our needs, quantifies what we can afford, and sets in motion the initiatives and corrective measures that will keep us on course and buy us some time. Looking to the future, significant policy changes at the State level must be accomplished in order to keep us on a stable and sustainable financial footing and to avoid substantial increases in property tax rates. At the same time, we must continue to objectively evaluate (1) What we need in the way of services; (2) What we get and can get for our money, and: (3) How can we best utilize the funds available?

Any budget reflects both the priorities of the organization and a balance of competing interests. With two-thirds of the proposed budget being spent on public safety, City government’s priority is clear. We have also balanced the interests of the taxpayer by cutting where we can, using our reserves where we can and proposing a tax increase only as a last resort. In the coming weeks I look forward to discussions with City Council and the public about our proposed budget and ways that we can continue to provide the highest level of service to our customers at a reasonable cost.

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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.

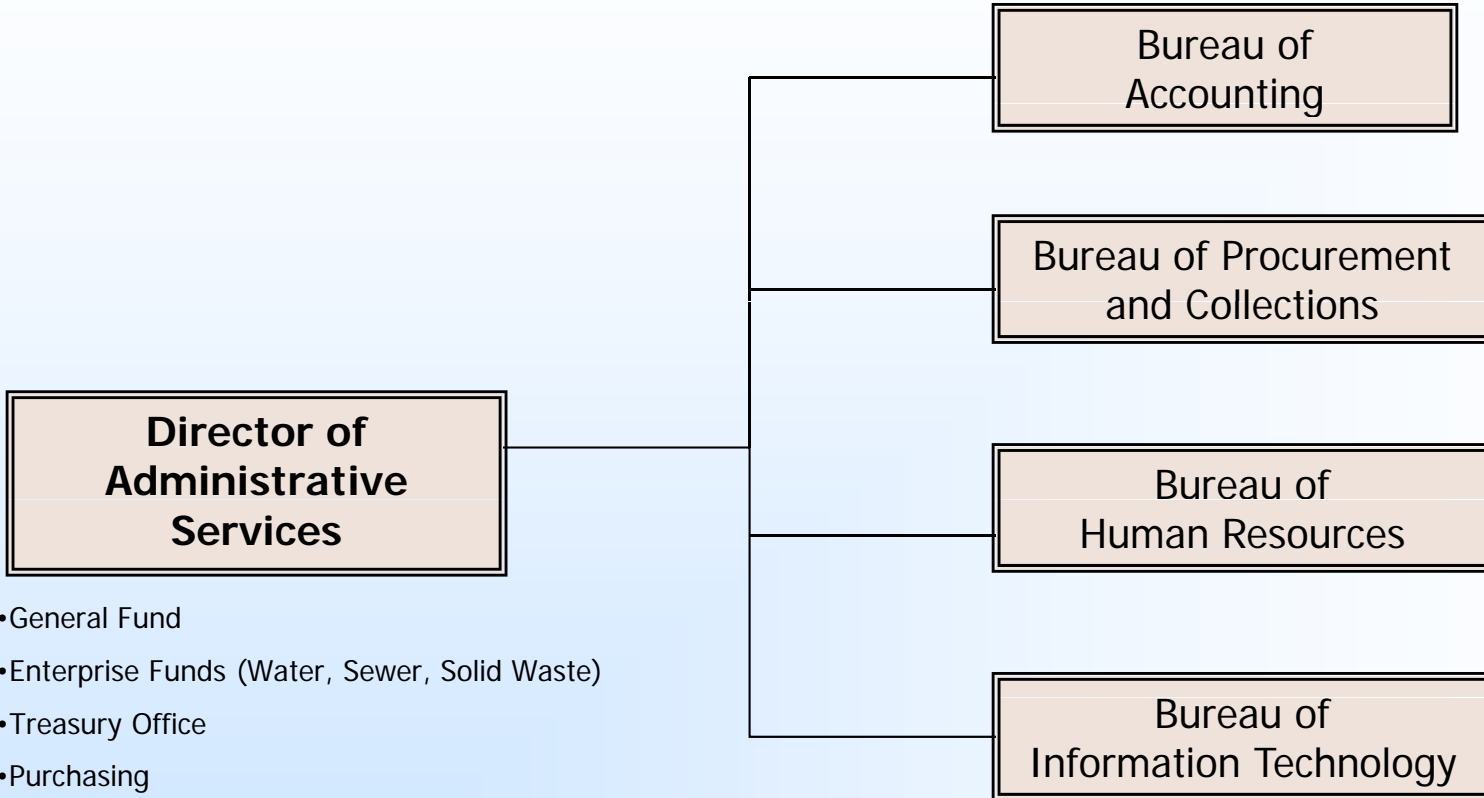
Two employees staff the Office of the Mayor: the Executive Secretary provides direct administrative support to the Mayor; and the Chief of Staff advances the Mayor's policy agenda and directives.

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 celebration, special events, and the arts. In addition, this office

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; marketing and promotion of arts, culture and tourism initiatives for the City of Lancaster through social media and other traditional media outlets.



- 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.

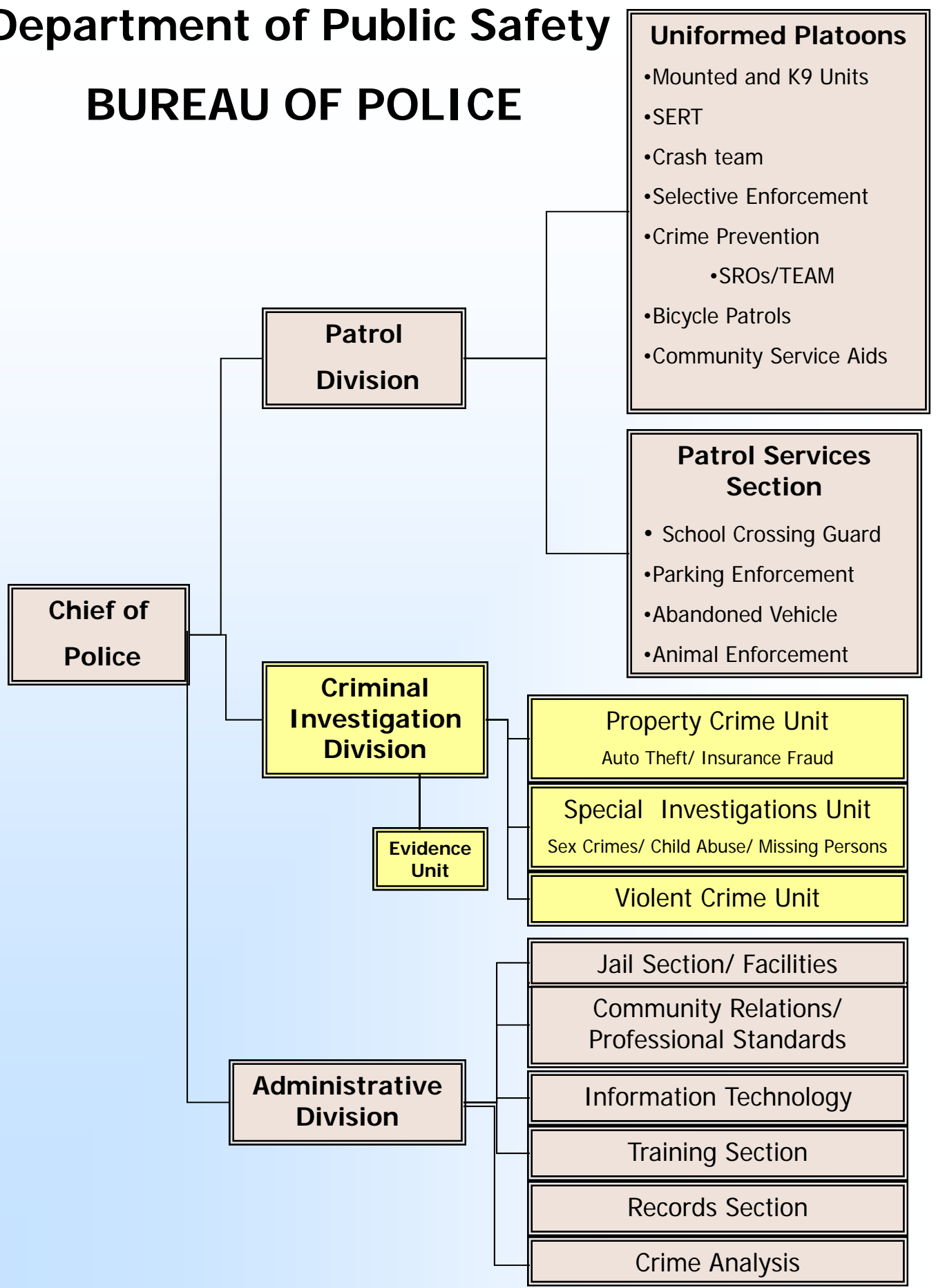
INFORMATION TECHNOLOGY SERVICES

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.

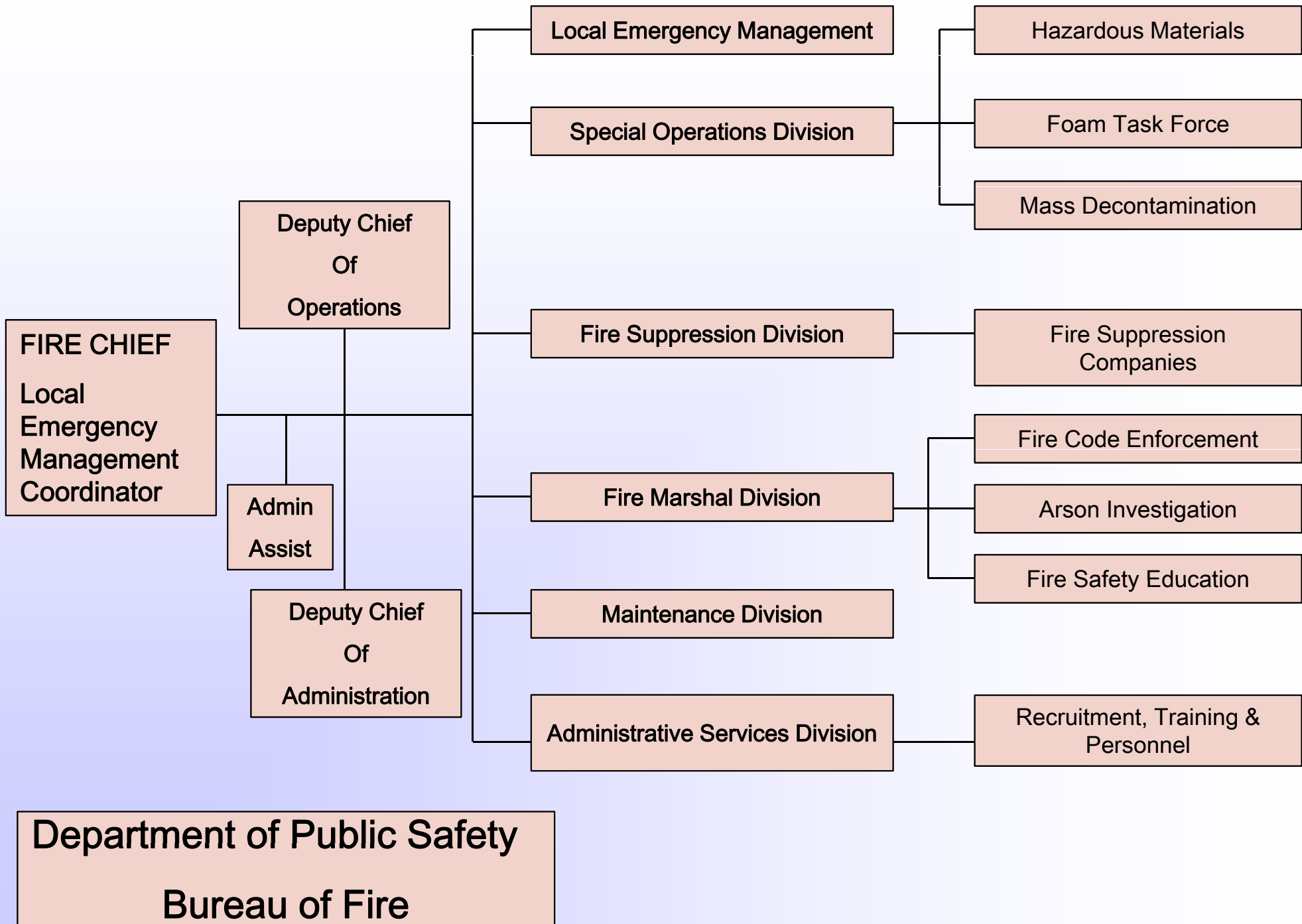
CRIMINAL INVESTIGATION DIVISION

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).



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

Neighborhood Revitalization Division

Housing Revitalization and Development

Resource Development Division

CDBG/ESG/DCED/RACP Grants

Bureau Code Compliance & Inspections

Property Maintenance

Health

Building Code/Permitting Residential/Commercial Construction Inspection

Bureau of Planning

Zoning

Historic Preservation

Land Development/Subdivisions

- 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
- Downtown Investment District Authority

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.

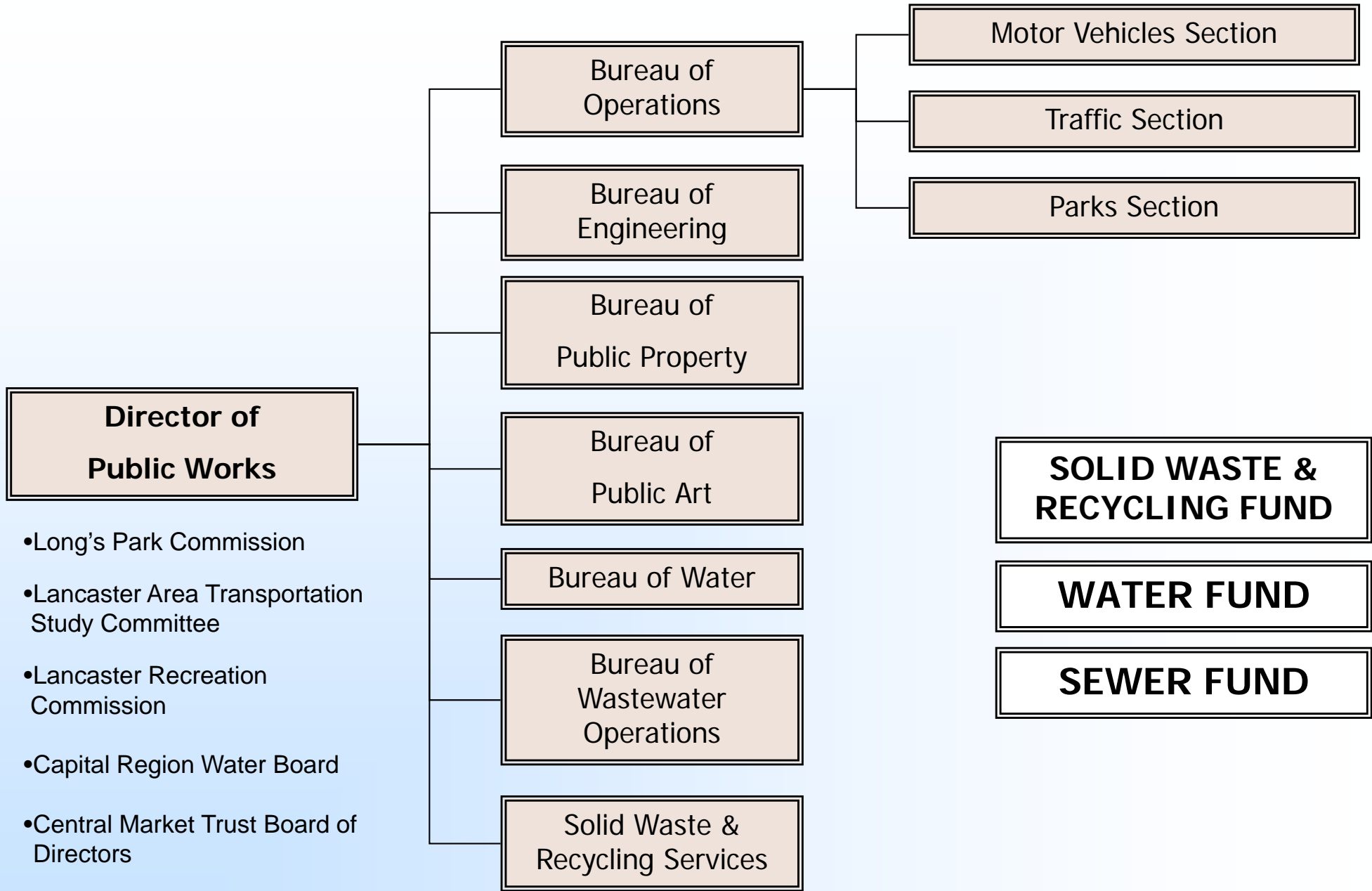
BUREAU OF PLANNING

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 including water and wastewater facilities; providing safe and clean streets; maintaining and improving public buildings and other public facilities; and enhancing recreational opportunities in the City's parks and open spaces for residents and for use by the Lancaster Recreation Commission. 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
- Lancaster County Clean Water Consortium
- The Green Infrastructure Advisory Committee
- EDC Finance Board

The Department of Public Works is comprised of six operating bureaus under the direction of six managers and a Deputy Director:

- Bureau of Operations (Motor Vehicles, Traffic, Parks)
- Bureau of Engineering (including Capital Programs)
- Bureau of Public Property
- Bureau of Water
- Bureau of Wastewater Operations
- Solid Waste and Recycling
- 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 13 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 123 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.

The Bureau's **Parks Section** is responsible for the maintenance of 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's **Tree Crew** 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 ENGINEERING

The Bureau of Engineering performs several mandated functions including maintenance of the Official City Plan, assignment of street addresses, and preparation of construction plans and specifications for various Public Works projects, and review of subdivisions and land development plans as required by the Municipalities Planning Code (MPC), Inspection services covering these projects are also provided, along with the maintenance of Public Works project drawings.

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

The Bureau of Engineering issues permits and collects applicable fees for curb and sidewalk work, street excavations, driveway installations, utilization of public 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 City Hall, the Police Administration Building, Southern Market Center, Fire Stations and Central Market. This Bureau is also responsible for operating and maintaining the City's wading pools and Conestoga Pines Pool.

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 works closely with approximately 51 industrial customers to promote growth within the service area while maintaining discharge requirements in a fair and efficient manner.

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

New in 2013 is a Stormwater Program established to ensure compliance with mandates issued in an Administrative Order from United States Environmental Protection Agency and the US Department of Justice. A 25-year Green Infrastructure Plan has been adopted as an alternative to more expensive gray infrastructure investment as part of an update to our Long Term Control Plan (LTCP).

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 was pilot-funded through a three-year grant from the Lancaster County Community Foundation which ended in 2012. This program is proposed to be funded in the Director's budget in 2013.

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.

The Public Art program serves to boost Lancaster's reputation as an arts destination and to support the economic impact of the arts on our community.

CITY OF LANCASTER
GENERAL FUND



2013 BUDGET

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2012 BUDGET vs. 2013 BUDGET

<u>DESCRIPTION</u>	<u>2012 BUDGET</u> (as adopted)	<u>2013 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u>	<u>% INCREASE</u> <u>(DECREASE)</u>
Taxes	\$30,408,103	\$32,584,994	\$2,176,891	7%
Regulatory Licenses	\$558,000	\$549,000	(\$9,000)	-2%
EDNR Licenses/Permits	\$1,240,000	\$1,190,000	(\$50,000)	-4%
Public Safety Fees	\$3,914,000	\$3,816,000	(\$98,000)	-3%
Public Works Fees	\$4,108,177	\$4,307,917	\$199,740	5%
Miscellaneous Revenue	\$742,750	\$346,750	(\$396,000)	-53%
Other Income	\$4,220,504	\$4,520,543	\$300,039	7%
Use of Fund Balance Reserves	\$1,155,325	\$2,307,057	\$1,151,732	100%

TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$46,346,859	\$49,622,261	\$3,275,402	7%
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**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2012 BUDGET VS. 2013 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2012 BUDGET</u> (as adopted)	<u>2013 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
EXECUTIVE	\$555,063	\$556,193	\$1,130	0%
Office of the Mayor	\$205,063	\$206,193	\$1,130	1%
City Solicitor	\$350,000	\$350,000	\$0	0%
LEGISLATIVE	\$116,668	\$117,735	\$1,067	1%
City Council	\$57,000	\$57,000	\$0	0%
City Clerk	\$59,668	\$60,735	\$1,067	2%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$0	0%
ADMIN. SERVICES	\$7,855,045	\$8,385,064	\$530,019	7%
Director	\$304,593	\$315,839	\$11,246	4%
Accounting	\$276,589	\$331,846	\$55,257	20%
Procurement & Collections	\$136,326	\$137,848	\$1,522	1%
Human Resources	\$260,253	\$261,994	\$1,741	1%
Information Technology	\$431,262	\$429,852	(\$1,410)	0%
Community Involvement	\$466,500	\$459,754	(\$6,746)	-1%
Insurance	\$554,500	\$563,500	\$9,000	2%
Fringe Benefits	\$2,564,294	\$2,622,031	\$57,737	2%
Debt Service	\$2,860,728	\$3,262,400	\$401,672	14%
PUBLIC SAFETY	\$30,012,108	\$32,653,475	\$2,641,367	9%
Police	\$20,264,532	\$22,116,738	\$1,852,206	9%
Fire	\$9,747,576	\$10,536,737	\$789,161	8%

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2012 BUDGET VS. 2013 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2012 BUDGET</u> (as adopted)	<u>2013 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION	\$2,227,369	\$2,299,404	\$72,035	3%
Director	\$910,854	\$940,087	\$29,233	3%
Planning	\$248,698	\$252,687	\$3,989	2%
Code Compliance & Inspections	\$951,454	\$989,264	\$37,810	4%
Neighborhood Revitalization	\$116,363	\$117,366	\$1,003	1%
 PUBLIC WORKS	 \$5,563,606	 \$5,593,390	 \$29,784	 1%
Director	\$1,020,844	\$1,049,929	\$29,085	3%
Engineering	\$383,808	\$322,226	(\$61,582)	-16%
Streets	\$1,033,939	\$1,069,417	\$35,478	3%
Traffic Section	\$999,586	\$958,393	(\$41,193)	-4%
Motor Vehicles Section	\$193,008	\$199,720	\$6,712	3%
Parks & Public Property	\$1,932,421	\$1,993,705	\$61,284	3%
 TOTAL GENERAL FUND EXPENDITURES	 \$46,346,859	 \$49,622,261	 \$3,275,402	 7%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

Fund Balance 12/31/2011		\$ 10,595,953
Projected Revenues: 2012	45,036,954	
Projected Expenditures: 2012	<u>(45,563,550)</u>	
Projected Current Operating Surplus/(Deficit) 2012 (Addition to Fund Balance)		<u>(526,596)</u>
Projected Fund Balance 12/31/2012		10,069,357
Proposed Revenues: 2013	47,315,204	
Proposed Expenditures: 2013	<u>(49,622,261)</u>	
Proposed Current Operating Surplus/(Deficit) 2013 (Reduction to Fund Balance)		<u>(2,307,057)</u>
Use of Fund Balance Reserves		
Projected Fund Balance 12/31/2013		<u><u>\$ 7,762,300</u></u>

**CITY OF LANCASTER
2013 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>
Executive	3	0
Mayor's Office	3	
Legislative	1	7
City Council		7
City Clerk	1	
Administrative Services	17	0
Director	5	
Accounting	5	
Procurement & Collection	2	
Information Services	1	
Human Resources	4	
Controller/Treasurer		2
Public Safety	269	32
Police	193	32
Fire	76	
Econ Dev & Neigh Revit	32	
Director	5	
Planning	4	
Code Compliance & Inspections	20	
Neighborhood Revitalization	3	
Public Works	56	1
Director	3	
Engineering	4	
Streets	19	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	22	1
Total General Fund Employees	378	42

CITY OF LANCASTER
GENERAL FUND
REVENUES



2013 BUDGET

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
TAXES									
101 4000	CITY REAL ESTATE TAX	17,236,984	21,659,112	21,739,159	21,730,000	21,730,000	21,350,713	21,650,000	23,446,950
101 4001	OCCUP & PER CAPITA TAX	5,113	2,135	2,165	0	0	1,166	1,166	0
101 4002	REAL ESTATE TRANSFER	591,545	551,812	496,620	550,000	550,000	340,320	475,000	500,000
101 4003	EARNED INCOME TAX	4,519,765	4,249,810	4,470,791	3,725,000	3,725,000	3,494,967	4,250,000	4,200,000
101 4004	LOCAL SERVICES TAX	1,660,332	1,724,985	1,736,356	1,650,000	1,650,000	1,212,532	1,625,000	1,625,000
101 4005	PENALTY CURRENT TAX	148,212	89,214	84,849	90,000	90,000	41,231	85,000	85,000
101 4006	INT NET COMM DEL TAX	0	0	0	0	0	0	0	0
101 4007	DELIQ OCC&PER CAPITA	429	37	0	0	0	0	0	0
101 4008	DISCOUNTS EARNED	7,794	1,412	754	3,500	3,500	956	1,500	1,500
101 4009	LIEN INTEREST & COSTS	18,654	8,311	5,134	5,000	5,000	11,510	11,510	7,500
101 4010	PAYMENT IN LIEU OF TAXES	1,641,966	1,627,255	1,785,674	1,715,000	1,715,000	1,350,488	1,720,000	1,720,000
101 4011	UTILITY TAX REFUND	34,205	34,651	39,603	39,603	39,603	39,044	39,044	39,044
101 4012	REAL ESTATE TAX LIEN PROCEEDS	376,552	793,368	892,286	900,000	900,000	955,294	955,294	960,000
TOTAL TAXES		26,241,551	30,742,102	31,253,391	30,408,103	30,408,103	28,798,221	30,813,514	32,584,994

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.

101 4005 Penalty Current Tax

Revenue is derived from the penalty assessed on delinquent real estate billings collected by the City.

101 4006

Interest Net Commission Delinquent Tax

Revenue is derived from interest assessed on delinquent real estate taxes collected by Lancaster County and netted against the commission of 5% charged by the County for this service. These accounts are turned over to the County for collection on January 15 for the previous year.

101 4007

Delinquent Occupation & Per Capita Tax

Revenue is derived from outside collections of delinquent occupation and per capita tax billings.

101 4008

Discounts Earned

Revenue (savings) is earned by early payment of invoices to City vendors.

101 4009

Lien Interests & Costs

Revenue is derived from interest assessed and costs associated with liening real estate for delinquent taxes, trash clean-up, and other services.

101 4010

Payment in Lieu of Taxes

Revenue is derived from contributions received from tax-exempt organizations that own property in the City. Major contributors include Lancaster General Hospital, Franklin and Marshall College and the Lancaster City Housing Authority.

101 4011

Utility Tax Refund

Revenue is derived from the Commonwealth of Pennsylvania for payment in lieu of real estate taxes for property owned by public utilities (PURTA).

101 4012

Real Estate Tax Lien Proceeds

Revenue from the sale of real estate tax claims to a third party.

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
REGULATORY LICENSES/ PERMITS									
101 4013	MECH AMUSEMENT LICENSE	0	9,500	9,500	0	0	150	150	0
101 4014	CABLE FRANCHISE FEE	539,516	517,240	508,487	525,000	525,000	258,007	515,000	515,000
101 4015	BEVERAGE LICENSES	34,700	34,100	34,300	33,000	33,000	33,900	33,900	34,000
TOTAL REGULATORY LICENSES		574,216	560,840	552,287	558,000	558,000	292,057	549,050	549,000

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. These fees were eliminated in 2011.

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**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
EDNR LICENSES/PERMITS									
101 4017	BUILDING PERMITS	586,438	416,193	402,089	475,000	475,000	310,306	400,000	425,000
101 4019	PLUMBING LICENSES	21,181	36,582	42,749	25,000	25,000	14,235	25,000	25,000
101 4020	HOME IMPROVEMENT LICENSES	67,706	0	0	0	0	0	0	0
101 4022	HOUSING LICENSES	660,218	615,190	651,000	610,000	610,000	602,070	625,000	625,000
101 4024	ZONING PERMITS	32,805	28,475	32,248	40,000	40,000	23,500	25,000	25,000
101 4025	HEALTH LICENSES & PERMITS	105,125	33,959	115,221	90,000	90,000	66,461	90,000	90,000
TOTAL DECD LICENSES		1,473,473	1,130,399	1,243,307	1,240,000	1,240,000	1,016,572	1,165,000	1,190,000

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**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
PUBLIC SAFETY FEES									
101 4026	DISTRICT JUDGE FINES	1,073,759	945,283	1,019,356	1,050,000	1,050,000	746,393	1,000,000	1,000,000
101 4027	PARKING VIOLATIONS	1,468,314	1,501,701	1,451,725	1,600,000	1,600,000	1,293,141	1,600,000	1,600,000
101 4028	REPRODUCING POLICE REPORTS	36,804	32,833	31,307	35,000	35,000	29,359	30,500	28,000
101 4029	BURGLAR ALARM SERV FEE	35,720	37,155	32,525	44,000	44,000	19,825	25,000	25,000
101 4030	POLICE - LANCASTER TWP	1,505,095	1,982	0	0	0	0	0	0
101 4031	POLICE - SCHOOL DISTRICT OF LANC	117,437	110,664	108,308	110,000	110,000	106,195	110,000	110,000
101 4033	DRUG TASK FORCE-REIMB	147,625	149,242	146,606	135,000	135,000	74,684	145,000	145,000
101 4034	DRUG TASK FORCE O/T	4,474	7,313	8,609	10,000	10,000	4,871	8,000	8,000
101 4035	PA REIM POLICE RECRUIT	15,468	0	0	0	0	0	0	0
101 4038	WARRANT SQUAD SERVICE	55,381	30,003	16,748	30,000	30,000	13,025	20,000	20,000
101 4041	POLICE - MISC OVERTIME REIMB.	64,018	55,731	81,295	60,000	60,000	64,504	65,000	55,000
101 4042	FIRE INSPECTION	213,915	245,707	208,354	250,000	250,000	178,603	225,000	225,000
101 4154	POLICE - F&M	30,615	31,119	34,120	30,000	30,000	23,026	30,000	30,000
101 4167	POLICE - SDL - SRO	468,779	540,428	556,268	560,000	560,000	445,052	560,000	570,000
TOTAL PUBLIC SAFETY FEES		5,237,404	3,689,161	3,695,221	3,914,000	3,914,000	2,998,678	3,818,500	3,816,000

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**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
PUBLIC WORKS FEES									
101 4043	REVENUE FROM UTILITY FUNDS	2,000,000	2,300,000	2,300,000	2,300,000	2,300,000	1,916,666	2,300,000	2,500,000
101 4044	RENT CITY PROPERTY	265,174	251,419	258,416	250,000	300,400	278,617	300,400	300,400
101 4045	SF-ADMIN.-INDIRECT COST	330,713	328,805	384,231	374,708	374,708	312,257	374,708	374,490
101 4046	WF-ADMIN.-INDIRECT COST	560,145	559,663	559,087	614,372	614,372	511,977	614,372	610,127
101 4179	SOLID WASTE-ADMIN.-INDRCT COST	85,851	90,542	97,594	89,826	89,826	74,855	89,826	99,400
101 4047	POLE INSPECTION	871	871	871	871	871	0	0	0
101 4048	STREET OPEN PERMITS	9,086	10,583	12,013	400,000	400,000	12,873	15,000	400,000
101 4050	SEWER VEHICLE MAINTENANCE	7,178	6,009	6,865	8,000	8,000	5,697	7,500	7,500
101 4051	WATER VEHICLE MAINTENANCE	24,772	17,472	13,594	20,000	20,000	12,319	16,000	16,000
TOTAL PUBLIC WORKS FEES		3,283,790	3,565,364	3,632,671	4,057,777	4,108,177	3,125,261	3,717,806	4,307,917

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 2013, 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 2011, which is applicable to fiscal year 2013.

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 2011, which is applicable to fiscal year 2013.

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 2011, which is applicable to fiscal year 2013.

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**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
MISCELLANEOUS REVENUE									
101 4053	EXECUTIVE SUNDRY	1,000	750	750	750	750	750	750	750
101 4054	REFUND OF PRIOR YEAR EXP.	0	0	0	0	0	26,125	26,125	0
101 4055	ADMINISTRATIVE SUNDRIES	9,841	7,149	9,350	7,500	7,500	2,996	3,100	2,000
101 4056	AUCTION	14,500	877	3,651	0	0	7,428	7,428	0
101 4057	SALE CITY PROPERTY & SERVICES	5,136	19,386	14,314	357,500	357,500	359,296	359,296	8,000
101 4058	POLICE SUNDRY	219,616	225,309	166,134	200,000	200,000	117,940	160,000	160,000
101 4059	FIRE SUNDRY	3,981	970	2,472	1,000	1,000	315	500	500
101 4059-01	FIRE ADMINISTRATIVE TICKETS	17,865	5,665	520	1,000	1,000	387	500	500
101 4060	EDNR SUNDRY	50,093	27,780	28,910	35,000	35,000	29,376	35,000	35,000
101 4060-01	EDNR ADMINISTRATIVE TICKETS	41,692	51,133	50,847	50,000	50,000	40,972	45,000	45,000
101 4061	PUBLIC WORKS SUNDRY	32,962	39,929	47,805	30,000	30,000	35,141	36,000	35,000
101 4181	TAX CERTIFICATION FEES	31,923	65,169	52,217	60,000	60,000	50,017	60,000	60,000
TOTAL MISCELLANEOUS REVENUE		428,609	444,117	376,970	742,750	742,750	670,743	733,699	346,750

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**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
OTHER INCOME									
101 4063	INTEREST ON INVESTMENT	17,974	6,274	5,623	10,000	10,000	1,750	2,000	200
101 4064	INTEREST- RESERVED	36,052	5,321	0	0	0	0	0	0
101 4065	FULTON OPERA HOUSE LOAN	88,854	63,417	0	0	0	0	0	0
101 4066	FEDERAL REIMB. - SALARIES	321,440	353,101	389,620	378,350	378,350	347,544	378,350	340,000
101 4067	FEDERAL REIMB. - FRINGES	171,145	187,964	205,544	197,500	197,500	181,131	197,500	177,481
101 4069	FEDERAL REIMB. - INDIRECT COSTS	78,386	82,643	70,245	60,000	60,000	2,000	40,000	40,000
101 4188	RACL REIMB. - SALARIES/FRINGE	0	0	0	100,000	100,000	0	100,000	100,000
101 4070	INSURANCE RECOVERY	27,603	7,616	25,524	0	0	(80,298)	0	0
101 4071	PENSION STATE AID	2,384,258	2,340,371	3,852,040	2,283,996	2,283,996	2,277,595	2,277,595	2,425,381
101 4074	CLG GRANT (HARB)	12,247	14,166	14,728	14,000	14,000	7,755	14,000	14,000
101 4075	REIM-STATE GASOLINE	540,596	577,690	524,396	535,000	535,000	337,996	525,000	535,000
101 4151	AUTO THEFT GRANT	224,972	170,943	115,615	95,829	95,829	125,917	137,246	152,379
101 4155	MISCELLANEOUS GRANTS & GIFTS	64,549	44,586	413,318	425,000	450,000	349,230	432,000	415,000
101 4157	INSURANCE FRAUD GRANT	95,318	102,217	102,130	95,829	95,829	54,739	54,739	0
101 4193	FIRE SAFER GRANT	0	0	0	0	0	0	80,955	321,102
101 4166	FEDERAL REIMB - RDS	144,191	6,500	5,207	0	0	0	0	0
101 4990	USE OF FUND BALANCE RESERVES	0	0	0	1,155,325	1,155,325	0	0	2,307,057
TOTAL OTHER INCOME		4,207,585	3,962,809	5,723,990	5,350,829	5,375,829	3,605,359	4,239,385	6,827,600
TOTAL REVENUES		41,446,628	44,094,792	46,477,837	46,271,459	46,346,859	40,506,891	45,036,954	49,622,261

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 2011, which is applicable to fiscal year 2013.

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 2 investigators, 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.

101 4157

Insurance Fraud Grant

The Pennsylvania Insurance Fraud Prevention Authority has continued a grant to maintain Lancaster's Insurance Fraud Unit. This grant funded an investigator, training and related equipment, and expired in 2012.

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 4193

Fire SAFER Grant

Federal Department of Homeland Security grant for the retention of 5 firefighter positions. The grant period is August 2012 to August 2014.

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.

CITY OF LANCASTER
GENERAL FUND
EXPENSES



2013 BUDGET

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
OFFICE OF THE MAYOR									
101 1 101 6105	ELECTED OFFICIAL	77,176	77,236	77,932	77,932	77,932	62,945	77,932	77,932
101 1 101 6115	SALARIED PERSONNEL	111,927	111,976	118,023	120,506	120,506	95,297	121,234	121,711
101 1 101 6190	SICK LEAVE BONUS	100	0	0	0	0	0	0	0
101 1 101 7320	DUES & SUBSCRIPTIONS	919	307	160	300	300	175	300	300
101 1 101 7340	POSTAGE	461	502	715	700	700	574	700	700
101 1 101 7350	PRINTING	225	125	137	225	225	210	225	250
101 1 101 7360	TELEPHONE	3,008	4,099	3,605	3,300	3,300	2,672	3,300	3,300
101 1 101 7370	TRAVEL	543	1,365	149	750	225	225	350	550
101 1 101 7445	TRAINING & SCHOOL	200	680	335	250	374	374	400	250
101 1 101 7603	OFFICE SUPPLIES	852	920	1,189	1,100	1,501	1,432	1,432	1,200
TOTAL		195,411	197,210	202,245	205,063	205,063	163,904	205,873	206,193

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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
TOTAL 6105 EMPLOYEES			1.0000	\$ 77,932
101 1 101 6115	F	M	1.0000 Secretary to the Mayor	46,273
101 1 101 6115	F	M	1.0000 Chief of Staff	74,513
			Available for Merit	925
TOTAL 6115 EMPLOYEES			2.0000	\$ 121,711
TOTAL EMPLOYEES			3.0000	\$ 199,643

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
OFFICE OF THE CITY SOLICITOR									
101 1 102 7410	PROFESSIONAL SERVICES	277,729	295,836	374,149	350,000	350,000	286,615	350,000	350,000
TOTAL		277,729	295,836	374,149	350,000	350,000	286,615	350,000	350,000
TOTAL EXECUTIVE DEPARTMENT		473,140	493,046	576,394	555,063	555,063	450,519	555,873	556,193

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
OFFICE OF CITY COUNCIL									
101 2 201 6105	ELECTED OFFICIAL	56,500	56,500	56,500	56,500	56,500	45,633	56,500	56,500
101 2 201 7380	MISCELLANEOUS EXPENSE	770	125	376	500	500	402	500	500
TOTAL		57,270	56,625	56,876	57,000	57,000	46,035	57,000	57,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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
TOTAL 6105 EMPLOYEES						7.0000		\$ 56,500

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
OFFICE OF THE CITY CLERK									
101 2 202 6115	SALARY CITY CLERK	43,338	43,338	44,492	45,818	45,818	36,316	46,060	46,735
101 2 202 6120	TEMPORARY SALARY	0	0	0	0	1,000	932	1,000	750
101 2 202 7310	ADVERTISING	5,276	5,636	4,945	5,000	4,500	2,226	4,000	5,000
101 2 202 7340	POSTAGE	224	393	450	400	400	396	400	400
101 2 202 7350	PRINTING	899	251	205	700	700	238	500	700
101 2 202 7360	TELEPHONE	793	806	704	750	750	592	750	750
101 2 202 7380	MISCELLANEOUS EXPENSE	86	35	22	100	100	13	100	100
101 2 202 7425	ORDINANCE CODIFICATION	3,446	5,046	6,188	6,500	6,000	3,707	6,000	6,000
101 2 202 7603	OFFICE SUPPLIES	210	406	234	400	400	95	300	300
TOTAL		54,272	55,911	57,240	59,668	59,668	44,515	59,110	60,735
TOTAL LEGISLATIVE DEPT.		111,542	112,536	114,116	116,668	116,668	90,550	116,110	117,735

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	45,819 916
TOTAL 6115 EMPLOYEES							1.0000	\$	46,735

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.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
ADMINISTRATIVE SERVICES OFFICE OF THE DIRECTOR									
101 4 400 6109	SALARY - DIRECTOR	83,788	83,788	84,302	92,000	92,000	72,539	92,495	92,920
101 4 400 6115	SALARIED PERSONNEL	67,648	68,532	114,349	140,678	132,222	106,002	131,568	159,754
101 4 400 6120	SALARY TEMPORARY	1,292	2,267	12,116	0	3,051	2,851	2,851	0
101 4 400 6185	OVERTIME	0	0	0	0	0	107	107	0
101 4 400 6190	SICK LEAVE BONUS	200	0	0	0	0	0	0	0
101 4 400 7141	PC LEASE	11,435	11,435	11,435	11,435	11,435	11,435	11,435	11,435
101 4 400 7320	DUES & SUBSCRIPTIONS	198	13,516	7,076	7,100	6,791	6,692	6,700	7,000
101 4 400 7340	POSTAGE	0	51	20	30	30	0	30	30
101 4 400 7350	PRINTING	0	144	412	400	900	759	900	900
101 4 400 7360	TELEPHONE	604	629	843	900	900	729	900	900
101 4 400 7370	TRAVEL	306	475	484	500	1,433	1,433	1,433	500
101 4 400 7410	PROFESSIONAL SERVICES	63,007	33,442	29,027	50,000	43,576	23,996	30,000	40,000
101 4 400 7445	TRAINING	1,160	494	170	250	545	520	520	400
101 4 400 7603	OFFICE SUPPLIES	1,688	1,000	1,960	1,300	2,000	1,842	2,000	2,000
101 4 400 8200	MINOR EQUIPMENT	551	0	2,986	0	0	0	0	0
TOTAL		231,877	215,773	265,180	304,593	294,883	228,905	280,939	315,839

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	92,920
TOTAL 6109 EMPLOYEES			1.0000	\$ 92,920
101 4 400 6115	F	M	1.0000 Administrative Assistant	42,762
101 4 400 6115	F	M	1.0000 Development Administrator	56,343
101 4 400 6115	F	M	0.5400 Communications Specialist	17,651
101 4 400 6115	F	M	1.0000 Clerk Receptionist	31,130
			Available for Merit	11,871
TOTAL 6115 EMPLOYEES			3.5400	\$ 159,757
TOTAL EMPLOYEES			4.5400	\$ 252,677

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF ACCOUNTING									
101 4 401 6110	SALARY-BUREAU CHIEF	66,842	66,842	68,752	67,924	69,524	55,156	69,890	68,603
101 4 401 6115	SALARIED-PERSONNEL	135,242	127,524	133,480	132,390	135,040	107,554	149,725	187,518
101 4 401 6120	SALARY-TEMPORARY	0	3,990	0	0	0	0	0	0
101 4 401 6190	SICK LEAVE BONUS	450	0	0	0	0	0	0	0
101 4 401 7230	MAINTENANCE- EQUIPMENT	0	0	0	0	0	0	0	0
101 4 401 7310	ADVERTISING	846	1,580	1,169	1,350	3,965	3,964	3,964	1,500
101 4 401 7320	DUES & SUBSCRIPTIONS	1,143	1,207	1,247	1,400	1,400	1,307	1,307	1,400
101 4 401 7340	POSTAGE	4,014	3,757	4,462	5,425	5,425	3,345	5,150	5,425
101 4 401 7350	PRINTING	2,243	1,506	1,319	1,800	1,800	1,139	1,450	1,800
101 4 401 7360	TELEPHONE	1,198	1,236	1,191	1,300	1,300	1,003	1,195	1,300
101 4 401 7411	AUDITOR SERVICES	39,316	47,008	32,036	45,000	43,335	37,893	42,500	45,000
101 4 401 7430	BANK SERVICE CHARGE	9,737	6,229	6,322	8,500	8,350	5,176	6,800	8,000
101 4 401 7431	CREDIT CARD FEES	4,149	4,510	4,329	5,000	5,000	2,718	4,035	4,800
101 4 401 7445	TRAINING & SCHOOL	700	700	1,499	2,000	1,200	1,179	1,179	2,000
101 4 401 7603	OFFICE SUPPLIES	2,861	3,490	3,825	4,000	4,000	2,440	3,895	4,000
101 4 401 8200	MINOR EQUIPMENT	47	850	13	500	500	408	408	500
TOTAL		268,788	270,429	259,644	276,589	280,839	223,282	291,498	331,846

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	68,603
TOTAL 6110 EMPLOYEES			1.0000	\$ 68,603
101 4 401 6115	F	M	1.0000 Accountant II	48,928
101 4 401 6115	F	M	1.0000 Accountant I	44,480
101 4 401 6115	F	M	1.0000 Accounting Supervisor	53,000
101 4 401 6115	F	M	1.0000 Payroll Specialist	41,110
TOTAL 6115 EMPLOYEES			4.0000	\$ 187,518
TOTAL EMPLOYEES			5.0000	\$ 256,121

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 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 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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PROCUREMENT & COLLECTIONS									
101 4 402 6110	SALARY-BUREAU CHIEF	11,269	11,781	11,143	11,117	11,341	8,995	11,407	11,220
101 4 402 6115	SALARIED-PERSONNEL	99,623	101,839	90,119	87,954	86,042	64,292	81,963	89,150
101 4 402 6120	SALARY - TEMPORARY	638	1,760	1,251	0	0	0	0	0
101 4 402 6185	OVERTIME	0	0	0	250	250	0	0	0
101 4 402 6190	SICK LEAVE BONUS	19	0	0	0	0	0	0	0
101 4 402 7180	RENTAL OF UNIFORMS	0	0	0	82	82	0	0	88
101 4 402 7230	MAINTENANCE- EQUIPMENT	2,912	3,252	3,913	4,071	4,071	3,651	4,730	4,263
101 4 402 7290	VEHICLE MAINTENANCE	0	0	0	0	0	0	0	265
101 4 402 7320	DUES & SUBSCRIPTIONS	693	633	712	730	730	623	730	730
101 4 402 7340	POSTAGE	10,489	8,947	10,096	13,693	13,693	8,326	10,000	13,719
101 4 402 7350	PRINTING	3,924	3,214	2,507	3,429	3,429	2,001	2,001	2,973
101 4 402 7360	TELEPHONE	1,012	1,010	894	986	986	818	986	1,018
101 4 402 7370	TRAVEL	0	0	0	250	250	0	0	250
101 4 402 7380	MISCELLANEOUS EXPENSE	226	167	248	250	250	194	200	250
101 4 402 7410	PROFESSIONAL SERVICES	0	0	1,306	0	0	0	0	0
101 4 402 7445	TRAINING & SCHOOL	0	50	0	0	0	0	0	239
101 4 402 7603	OFFICE SUPPLIES	1,475	1,572	1,892	1,786	1,786	1,310	1,550	1,767
101 4 402 7654	GASOLINE	0	0	0	0	0	0	0	177
101 4 402 8200	MINOR EQUIPMENT	6,945	6,241	8,215	11,728	13,872	9,676	14,715	11,739
TOTAL		139,225	140,466	132,296	136,326	136,782	99,886	128,282	137,848

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

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

101	4	402	6110	F	M	0.1767	Bureau Chief	11,220
TOTAL 6110 EMPLOYEES						0.1767		\$ 11,220
101	4	402	6115	F	M	0.1767	Customer Service Supervisor	8,096
101	4	402	6115	F	M	0.1767	Admin Support Supervisor	7,372
101	4	402	6115	F	A	0.1767	Admin Support Clerk	5,712
101	4	402	6115	F	A	0.1767	Property Maintenance Coordinator	7,591
101	4	402	6115	F	A	0.1767	Billing Coordinator	6,426
101	4	402	6115	F	A	0.1767	Customer Care Coordinator	7,158
101	4	402	6115	F	A	0.1767	Customer Care Coordinator	7,372
101	4	402	6115	F	A	0.1767	Customer Care Coordinator	6,587
101	4	402	6115	F	A	0.1767	Customer Care Coordinator	6,587
101	4	402	6115	F	A	0.1767	Cashier/Service Clerk	6,585
101	4	402	6115	F	A	0.1767	Cashier/Service Clerk	5,712
101	4	402	6115	F	A	0.1767	Revenue Clerk	6,316
101	4	402	6115	F	A	0.1767	Mail & Print Operator	5,400
Subtotal Full-Time						2.2974		
101	4	402	6115	P	A	0.1767	Data Entry	2,234
Subtotal Part-Time						0.1767		
TOTAL 6115 EMPLOYEES						2.4741		\$ 89,150
TOTAL EMPLOYEES						2.6508		\$ 100,370

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 7290 Vehicle Maintenance

A new budget line time for 2013 to cover the cost of inspections, repairs, and general maintenance for the Mail Clerk's vehicle.

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 7654 Vehicle Fuel

This is a new line item for 2013 and covers the cost of fuel for the Mail Clerk's vehicle.

101 4 402 8200 Minor Equipment

This line reflects the purchase of printers and other small equipment. In 2013, 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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF INFORMATION TECHNOLOGY									
101 4 404 6110	SALARY BUREAU CHIEF	53,716	4,462	0	0	0	0	0	0
101 4 404 6115	SALARIED PERSONNEL	59,741	44,034	34,126	33,962	34,512	27,328	34,695	34,302
101 4 404 6185	OVERTIME	199	0	0	0	0	0	0	0
101 4 404 6190	SICK LEAVE BONUS	120	0	0	0	0	0	0	0
101 4 404 7220	MAINTENANCE - COMMUNICATION	0	11,952	10,158	12,000	12,000	8,324	10,000	12,000
101 4 404 7230	MAINTENANCE- EQUIPMENT	98,230	114,441	131,270	115,000	115,000	94,483	110,000	115,000
101 4 404 7340	POSTAGE	44	1	0	50	50	50	50	500
101 4 404 7350	PRINTING	0	0	0	50	50	0	25	50
101 4 404 7360	TELEPHONE	16,986	4,216	2,544	6,000	6,000	2,520	2,800	2,800
101 4 404 7370	TRAVEL	131	0	0	200	200	0	0	200
101 4 404 7410	PROFESSIONAL SERVICES	158,868	283,796	94,784	130,000	129,624	57,246	63,000	100,000
101 4 404 7440	CONTRACT SERVICES	0	66,000	68,909	82,500	82,876	82,876	82,876	86,000
101 4 404 7445	TRAINING - SCHOOL	636	81	149	5,000	5,000	0	0	5,000
101 4 404 7603	OFFICE SUPPLIES	60	13	0	500	500	26	200	500
101 4 404 7606	OPERATING SUPPLIES	19,201	17,511	12,918	25,000	25,000	13,102	20,000	25,000
101 4 404 8200	MINOR EQUIPMENT	4,484	334	1,114	6,000	6,000	621	1,500	6,000
101 4 404 8205	MIS PROJECTS	45,855	25,900	13,856	15,000	15,000	1,212	1,212	42,500
TOTAL		458,271	572,741	369,828	431,262	431,812	287,788	326,358	429,852

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	34,302
TOTAL 6115 EMPLOYEES			0.5000	\$ 34,302
TOTAL EMPLOYEES			0.5000	\$ 34,302

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 and shipping costs for returning equipment for repair.

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF HUMAN RESOURCES									
101 4 405 6110	SALARY-BUREAU CHIEF	53,852	61,978	76,900	76,457	77,757	61,583	78,168	77,221
101 4 405 6115	SALARIED PERSONNEL	105,110	116,496	110,554	120,760	120,413	93,889	121,283	121,968
101 4 405 6120	SALARY TEMPORARY	2,906	396	15,910	5,000	6,525	6,420	6,420	7,000
101 4 405 6185	OVERTIME	186	259	75	0	0	103	200	200
101 4 405 6220	EMPLOYEE RECOGNITION	7,000	7,043	7,070	7,211	7,211	1,716	7,211	7,220
101 4 405 7230	MAINTENANCE- EQUIPMENT	0	0	35	100	100	13	50	100
101 4 405 7310	ADVERTISING	2,056	0	0	2,000	2,000	110	1,000	2,000
101 4 405 7320	DUES & SUBSCRIPTIONS	190	375	2,068	2,100	2,100	714	2,000	2,200
101 4 405 7340	POSTAGE	2,736	1,400	1,976	1,620	1,620	1,592	1,800	1,800
101 4 405 7350	PRINTING	3,220	1,533	786	2,000	2,000	1,154	1,154	2,000
101 4 405 7360	TELEPHONE	1,647	1,953	1,611	1,800	1,800	1,247	1,800	1,900
101 4 405 7370	TRAVEL	1,012	500	846	3,665	3,665	3,056	3,200	2,050
101 4 405 7410	PROFESSIONAL SERVICES	15,457	21,423	24,682	23,240	23,240	16,789	23,000	23,000
101 4 405 7435	LABOR RELATIONS EXPENSE	4,098	5,559	7,024	7,500	7,500	1,081	1,500	6,650
101 4 405 7445	TRAINING - SCHOOL	328	1,398	1,330	3,850	3,850	3,806	3,850	2,935
101 4 405 7603	OFFICE SUPPLIES	3,396	2,425	2,285	2,000	2,000	1,526	2,000	2,000
101 4 405 7606	OPERATING SUPPLIES	0	248	437	700	700	556	556	700
101 4 405 8200	MINOR EQUIPMENT	0	318	1,710	250	250	150	415	1,050
TOTAL		203,194	223,304	255,299	260,253	262,731	195,505	255,607	261,994

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	77,221
TOTAL 6110 EMPLOYEES			1.0000	\$ 77,221
101 4 405 6115	F	M	1.0000 Human Resource Assistant	32,687
101 4 405 6115	F	M	1.0000 Employment Coordinator	36,037
101 4 405 6115	F	M	1.0000 Human Resource Generalist	53,244
TOTAL 6115 EMPLOYEES			3.0000	\$ 121,968
TOTAL EMPLOYEES			4.0000	\$ 199,189

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: Employment Coordinator; HR Associate; 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 6220 Employee Recognition

Expenses for annual employee picnic, 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 Third Party Administrator services for the Flexible Spending Account.

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 associated with training, meetings and office expenses not covered by office supplies.

101 4 405 8200

Minor Equipment

Cost of for scanner/printer/copier and large file cabinet for Human Resources.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
COMMUNITY INVOLVEMENT									
101 4 406 8120	CONTRIBUTIONS - LEMSA	30,000	30,000	15,000	15,000	15,000	15,000	15,000	20,000
101 4 406 8125	LANC INTERMUNI COMMITTEE	11,813	9,090	9,502	13,000	13,000	7,922	11,156	13,000
101 4 406 8135	PA LEAGUE OF CITIES DUES	22,089	22,648	22,088	23,000	23,254	23,254	23,254	23,254
101 4 406 8140	PUBLIC LIBRARY	100,000	100,000	50,000	62,000	62,000	46,500	62,000	50,000
101 4 406 8142	MEDICAL LEGAL PARTNERSHIP	25,000	0	0	0	0	0	0	0
101 4 406 8143	COMMUNITY COMMUNICATIONS	7,935	6,017	1,776	5,000	5,000	0	5,000	5,000
101 4 406 8145	RECREATION COMMISSION	287,044	295,656	295,656	296,000	296,000	295,656	296,000	296,000
101 4 406 8175	HUMAN RELATIONS COMMISSION	2,631	2,145	989	2,500	2,500	1,592	2,025	2,500
101 4 406 8513	MOOSE	50,000	50,000	50,000	50,000	50,000	0	50,000	50,000
TOTAL		536,512	515,556	445,011	466,500	466,754	389,924	464,435	459,754

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
INSURANCE									
101 4 407 7720	INSURANCE PACKAGE PLAN	559,643	519,141	553,077	550,500	550,500	535,342	550,000	560,000
101 4 407 7740	PUBLIC OFFICIALS' BOND	2,919	3,438	2,919	4,000	4,000	2,919	3,500	3,500
TOTAL		562,562	522,579	555,996	554,500	554,500	538,261	553,500	563,500

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
FRINGE BENEFITS									
101 4 408 6202	MEDICAL INSURANCE	698,846	652,053	613,667	753,960	753,960	628,339	753,960	779,039
101 4 408 6203	DENTAL/VISION	3,872	3,710	6,037	6,300	8,300	6,737	8,100	11,680
101 4 408 6208	SOCIAL SECURITY	686,515	681,646	687,608	759,109	757,109	567,275	743,603	776,112
101 4 408 6209	LIFE INSURANCE	70,095	57,745	60,563	64,700	64,700	54,263	58,240	60,187
101 4 408 6230	PENSION CONTRIBUTION	303,433	300,742	297,663	320,725	320,725	308,415	320,725	413,013
101 4 408 6240	UNEMPLOYMENT COMPENSATION	115,397	89,171	62,623	75,000	75,000	16,044	75,000	50,000
101 4 408 6250	WORKERS' COMP - SELF-INSURED	861,069	265,298	110,037	550,000	585,012	395,901	500,000	500,000
101 4 408 7160	RENTAL OF PARKING LOT	27,221	31,063	28,490	34,500	34,500	23,863	28,036	32,000
TOTAL		2,766,448	2,081,428	1,866,688	2,564,294	2,599,306	2,000,837	2,487,664	2,622,031

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
DEBT SERVICE									
101 4 409 9230	PAYING AGENT/ADMIN. FEES	2,975	1,754	1,755	3,500	3,500	754	2,500	2,500
101 4 409 9240	INTEREST-BONDS	1,614,699	1,418,181	1,483,981	1,465,628	1,465,628	1,445,908	1,465,628	1,644,100
101 4 409 9260	PRINCIPAL - BONDS	1,187,149	1,178,552	1,352,000	1,391,600	1,391,600	1,391,600	1,391,600	1,615,800
TOTAL		2,804,823	2,598,487	2,837,736	2,860,728	2,860,728	2,838,262	2,859,728	3,262,400
TOTAL ADMIN. SERVICES DEPT.		7,971,700	7,140,763	6,987,678	7,855,045	7,888,335	6,802,650	7,648,011	8,385,064

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
OFFICE OF THE CITY CONTROLLER									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,500	8,500	8,500	6,865	8,500	8,500
TOTAL		8,500	8,500	8,500	8,500	8,500	6,865	8,500	8,500

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
OFFICE OF THE CITY TREASURER									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,500	8,500	8,500	6,865	8,500	8,500
TOTAL		8,500	8,500	8,500	8,500	8,500	6,865	8,500	8,500

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
2013 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
TOTAL 6105 EMPLOYEES							2.0000		\$ 17,000

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF POLICE									
101 5 501 6110	SALARY BUREAU CHIEF	98,673	97,920	98,899	101,866	101,866	80,317	102,414	112,885
101 5 501 6115	SALARIED PERSONNEL	923,578	808,911	826,734	873,280	871,067	669,035	857,808	905,087
101 5 501 6120	SALARIED TEMPORARY	83	0	0	0	0	0	0	0
101 5 501 6131	POLICE-CAPTAINS	293,200	292,533	306,125	283,479	283,479	234,769	299,432	310,443
101 5 501 6132	POLICE-LIEUTENANTS	793,982	821,530	587,980	600,146	600,146	610,378	781,525	821,593
101 5 501 6133	POLICE-SERGEANTS	3,001,218	3,214,337	3,142,497	3,316,367	3,315,917	2,617,691	3,332,500	3,558,425
101 5 501 6140	POLICE-PATROLMEN	5,603,051	5,467,476	5,195,341	5,327,064	5,323,322	4,312,267	5,433,088	5,586,802
101 5 501 6150	SALARY-SCH CROSS GUARDS&PEA'S	453,210	412,238	408,652	495,197	444,650	313,392	409,319	511,867
101 5 501 6152	SALARY-COMMUNITY SERVICE AIDES	485,487	513,409	548,070	567,457	567,457	445,848	553,509	590,148
101 5 501 6180	ACTING OFFICERS	24,537	15,895	20,572	25,000	25,000	16,404	20,500	25,000
101 5 501 6185	OVERTIME	569,024	489,561	501,915	435,229	460,229	373,809	520,000	460,229
101 5 501 6188	CADET TRAINING PROGRAM	10,655	0	23,138	0	0	0	0	0
101 5 501 6190	SICK LEAVE BONUS	26,800	25,750	21,600	28,300	25,350	25,350	25,350	24,250
101 5 501 6201	EDUCATIONAL INCENTIVE	52,736	49,080	47,744	48,000	48,000	39,857	48,000	50,000
101 5 501 6202	MEDICAL INSURANCE - ACTIVE	2,883,429	2,997,727	2,853,092	3,150,961	3,099,500	2,497,277	3,058,485	3,119,655
101 5 501 6202	MEDICAL INSURANCE - RETIREES	1,113,562	1,210,290	1,123,506	1,220,710	1,220,710	1,017,258	1,220,710	1,245,124
101 5 501 6203	DENTAL-VISION	154,054	145,354	131,596	150,000	150,000	109,704	133,768	162,860
101 5 501 6210	UNIFORM MAINT. ALLOWANCE	67,011	66,225	72,675	72,675	72,675	72,750	72,750	72,750
101 5 501 6230	PENSION CONTRIBUTION	1,565,272	2,588,199	1,732,970	1,718,841	1,718,841	1,718,841	1,718,841	2,427,282
101 5 501 7141	PC LEASE	0	0	0	0	15,540	15,540	15,540	23,390
101 5 501 7160	RENTAL OF PARKING LOT	104,364	95,761	93,627	100,000	100,000	85,244	94,462	100,000
101 5 501 7220	MAINTENANCE- COMMUNICATION	32,380	22,542	13,523	30,000	30,000	8,572	26,000	30,000
101 5 501 7230	MAINTENANCE- EQUIPMENT	96,048	92,323	58,816	80,000	80,000	53,348	75,000	106,443
101 5 501 7290	MAINTENANCE- VEHICLES	111,978	109,325	126,259	110,000	110,000	86,986	110,000	110,000
101 5 501 7295	MAINTENANCE - BICYCLES	0	0	70	500	500	412	500	500
101 5 501 7320	DUES & SUBSCRIPTIONS	4,533	3,685	5,425	4,700	5,700	5,275	5,700	4,700
101 5 501 7340	POSTAGE	24,381	19,464	20,964	24,300	24,300	16,874	22,000	24,300
101 5 501 7350	PRINTING	21,512	15,241	22,236	25,000	25,000	9,267	21,000	25,000
101 5 501 7360	TELEPHONE	81,044	74,196	75,022	95,000	95,000	61,179	80,000	95,000
101 5 501 7370	TRAVEL	14,607	10,882	7,335	14,850	14,850	14,572	14,850	14,850

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
101 5 501 7380	MISCELLANEOUS EXPENSE	4,151	895	2,898	5,000	5,000	883	3,000	5,000
101 5 501 7410	PROFESSIONAL SERVICES	28,512	22,457	16,827	23,000	22,000	5,662	10,000	20,000
101 5 501 7435	LABOR RELATIONS	2,625	3,648	68,253	40,000	5,026	3,982	3,982	40,000
101 5 501 7437	LABORATORY-TESTS	2,372	1,105	2,507	7,500	10,153	4,392	11,000	7,500
101 5 501 7440	COUNTY COMPUTER SYSTEM FEE	5,635	5,635	5,635	5,635	5,932	5,932	5,932	5,932
101 5 501 7445	TRAINING - SCHOOL	9,224	17,440	24,849	30,000	39,507	37,074	41,000	30,000
101 5 501 7472	K-9 PATROL	2,641	4,181	6,175	5,000	5,000	4,417	5,000	5,000
101 5 501 7603	OFFICE SUPPLIES	10,835	10,282	10,564	12,000	12,000	7,762	11,000	12,000
101 5 501 7606	OPERATING SUPPLIES	17,361	16,346	14,589	18,000	18,000	8,825	17,000	18,000
101 5 501 7612	UNIFORMS	62,549	80,809	66,504	85,000	85,000	26,990	75,000	85,000
101 5 501 7624	PHOTOGRAPHY	629	1,000	1,000	1,000	1,000	608	1,000	1,000
101 5 501 7627	EVIDENCE SUPPLIES	6,584	5,622	4,551	6,000	6,000	3,537	6,000	6,000
101 5 501 7630	AMMUNITION	18,349	20,211	26,926	30,000	30,000	13,462	28,000	30,000
101 5 501 7633	LESS THAN LETHAL EQUIPMENT	2,892	2,390	2,194	3,000	3,000	1,104	3,000	3,000
101 5 501 7634	WEAPONS	2,595	4,455	6,059	11,000	11,000	9,000	11,000	11,000
101 5 501 7654	GASOLINE	139,027	156,753	206,219	170,000	207,500	175,190	190,000	180,000
101 5 501 8150	SHELTER EXPENSE	16,904	33,809	34,936	46,432	46,432	46,432	46,432	150,000
101 5 501 8160	DRUG TASK FORCE ASSESSMENT	56,348	56,348	56,348	56,348	59,322	59,322	59,322	59,322
101 5 501 8161	COMMUNITY SAFETY COALITION	0	0	25,000	100,000	100,000	100,000	100,000	100,000
101 5 501 8200	MINOR EQUIPMENT	5,115	6,059	6,130	10,000	61,461	3,282	10,000	85,511
101 5 501 8201	BICYCLES & ACCESSORIES	0	174	1,000	1,000	1,000	440	1,000	1,000
101 5 501 8270	VEHICLES	124,618	74,271	31,150	78,000	78,000	74,831	78,000	145,000
101 5 501 8271	VEHICLE LEASE	6,619	0	0	0	0	0	0	0
101 5 501 9240	PENSION DEBT - INTEREST	420,362	411,433	402,071	392,179	392,179	392,179	392,179	381,852
101 5 501 9260	PENSION DEBT - PRINCIPAL	178,591	187,233	195,874	204,516	204,516	204,516	204,516	216,038
TOTAL		19,734,947	20,782,410	19,284,642	20,239,532	20,238,127	16,702,038	20,366,414	22,116,738

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	112,885
TOTAL 6110 EMPLOYEES						1.0000		\$ 112,885
101	5	501	6115	F	M	1.0000	Administrative Assistant	42,908
101	5	501	6115	F	M	1.0000	Records Supervisor	46,225
101	5	501	6115	F	M	1.0000	Crime Analyst	49,078
101	5	501	6115	F	A	1.0000	Administrative Assistant - Patrol Division	42,956
101	5	501	6115	F	A	1.0000	Administrative Assistant	40,503
101	5	501	6115	F	A	1.0000	Evidence Specialist	44,709
101	5	501	6115	F	A	1.0000	Network IT System Adm.	46,041
101	5	501	6115	F	A	1.0000	Animal Enforcement Officer	39,497
101	5	501	6115	F	A	1.0000	Hazardous/Abandoned Vehicles	38,382
101	5	501	6115	F	A	1.0000	Police Patrol Clerk	29,748
101	5	501	6115	F	A	1.0000	Records Processor Specialist	35,406
101	5	501	6115	F	A	1.0000	Records Processor	35,477
101	5	501	6115	F	A	1.0000	Records Processor	34,542
101	5	501	6115	F	A	1.0000	Records Processor	34,396
101	5	501	6115	F	A	1.0000	Records Processor	33,739
101	5	501	6115	F	A	1.0000	Records Processor	33,520
101	5	501	6115	F	A	1.0000	Records Processor	33,374
101	5	501	6115	F	A	1.0000	Records Processor	33,374
101	5	501	6115	F	A	1.0000	Records Processor	33,374
101	5	501	6115	F	A	1.0000	Records Processor	33,374
101	5	501	6115	F	A	1.0000	Records Processor	32,323
101	5	501	6115	F	A	1.0000	Mail Clerk	32,327

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist	34,183
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist Available for Merit	31,455 2,764
Subtotal Full-Time						24.0000		
101	5	501	6115	P	A	1.0000	Police Patrol Clerk	11,412
Subtotal Part-Time						1.0000		
TOTAL 6115 EMPLOYEES						25.0000		\$ 905,087
101	5	501	6131	F	P	1.0000	Police Captain	104,043
101	5	501	6131	F	P	1.0000	Police Captain	104,006
101	5	501	6131	F	P	1.0000	Police Captain	102,394
TOTAL 6131 EMPLOYEES						3.0000		\$ 310,443
101	5	501	6132	F	P	1.0000	Police Lieutenant	92,272
101	5	501	6132	F	P	1.0000	Police Lieutenant	90,330
101	5	501	6132	F	P	1.0000	Police Lieutenant	90,330
101	5	501	6132	F	P	1.0000	Police Lieutenant	89,914
101	5	501	6132	F	P	1.0000	Police Lieutenant	89,778
101	5	501	6132	F	P	1.0000	Police Lieutenant	90,330
101	5	501	6132	F	P	1.0000	Police Lieutenant	88,875
101	5	501	6132	F	P	1.0000	Police Lieutenant	88,875
101	5	501	6132	F	P	1.0000	Police Lieutenant	87,412
101	5	501	6132				Shift Differential	13,477

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
TOTAL 6132 EMPLOYEES						9.0000	\$ 821,593	
101	5	501	6133	F	P	1.0000	Detective	74,405
101	5	501	6133	F	P	1.0000	Detective	73,365
101	5	501	6133	F	P	1.0000	Detective	73,365
101	5	501	6133	F	P	1.0000	Detective	73,313
101	5	501	6133	F	P	1.0000	Detective	73,313
101	5	501	6133	F	P	1.0000	Detective	73,255
101	5	501	6133	F	P	1.0000	Detective	72,073
101	5	501	6133	F	P	1.0000	Detective	71,845
101	5	501	6133	F	P	1.0000	Detective	71,670
101	5	501	6133	F	P	1.0000	Detective	70,949
101	5	501	6133	F	P	1.0000	Detective	70,942
101	5	501	6133	F	P	1.0000	Detective	70,890
101	5	501	6133	F	P	1.0000	Detective	70,780
101	5	501	6133	F	P	1.0000	Detective	70,780
101	5	501	6133	F	P	1.0000	Detective	70,611
101	5	501	6133	F	P	1.0000	Detective	70,611
101	5	501	6133	F	P	1.0000	Detective	70,468
101	5	501	6133	F	P	1.0000	Detective	70,468
101	5	501	6133	F	P	1.0000	Detective	70,273
101	5	501	6133	F	P	1.0000	Detective	70,273
101	5	501	6133	F	P	1.0000	Detective	70,611
101	5	501	6133	F	P	1.0000	Detective	70,273
101	5	501	6133	F	P	1.0000	Police Sergeant	80,239
101	5	501	6133	F	P	1.0000	Police Sergeant	79,787
101	5	501	6133	F	P	1.0000	Police Sergeant	79,489
101	5	501	6133	F	P	1.0000	Police Sergeant	78,071

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6133	F	P	1.0000	Police Sergeant	78,550
101	5	501	6133	F	P	1.0000	Police Sergeant	78,550
101	5	501	6133	F	P	1.0000	Police Sergeant	78,488
101	5	501	6133	F	P	1.0000	Police Sergeant	78,488
101	5	501	6133	F	P	1.0000	Police Sergeant	78,432
101	5	501	6133	F	P	1.0000	Police Sergeant	78,369
101	5	501	6133	F	P	1.0000	Police Sergeant	78,369
101	5	501	6133	F	P	1.0000	Police Sergeant	78,369
101	5	501	6133	F	P	1.0000	Police Sergeant	78,189
101	5	501	6133	F	P	1.0000	Police Sergeant	77,348
101	5	501	6133	F	P	1.0000	Police Sergeant	77,285
101	5	501	6133	F	P	1.0000	Police Sergeant	77,278
101	5	501	6133	F	P	1.0000	Police Sergeant	76,861
101	5	501	6133	F	P	1.0000	Police Sergeant	76,806
101	5	501	6133	F	P	1.0000	Police Sergeant	76,124
101	5	501	6133	F	P	1.0000	Police Sergeant	75,895
101	5	501	6133	F	P	1.0000	Police Sergeant	75,839
101	5	501	6133	F	P	1.0000	Police Sergeant	75,784
101	5	501	6133	F	P	1.0000	Police Sergeant	75,784
101	5	501	6133	F	P	1.0000	Police Sergeant	75,582
101	5	501	6133	F	P	1.0000	Police Sergeant	75,568
101	5	501	6133				Shift Differential	44,348
TOTAL 6133 EMPLOYEES						47.0000		\$ 3,558,425
101	5	501	6140	F	P	1.0000	Police Officer IV	68,299
101	5	501	6140	F	P	1.0000	Police Officer IV	68,299
101	5	501	6140	F	P	1.0000	Police Officer IV	68,251

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	68,251
101	5	501	6140	F	P	1.0000	Police Officer IV	68,251
101	5	501	6140	F	P	1.0000	Police Officer IV	68,251
101	5	501	6140	F	P	1.0000	Police Officer IV	68,196
101	5	501	6140	F	P	1.0000	Police Officer IV	68,142
101	5	501	6140	F	P	1.0000	Police Officer IV	67,985
101	5	501	6140	F	P	1.0000	Police Officer IV	67,985
101	5	501	6140	F	P	1.0000	Police Officer IV	67,955
101	5	501	6140	F	P	1.0000	Police Officer IV	67,253
101	5	501	6140	F	P	1.0000	Police Officer IV	67,199
101	5	501	6140	F	P	1.0000	Police Officer IV	67,199
101	5	501	6140	F	P	1.0000	Police Officer IV	67,199
101	5	501	6140	F	P	1.0000	Police Officer IV	67,187
101	5	501	6140	F	P	1.0000	Police Officer IV	67,181
101	5	501	6140	F	P	1.0000	Police Officer IV	66,407
101	5	501	6140	F	P	1.0000	Police Officer IV	66,407
101	5	501	6140	F	P	1.0000	Police Officer IV	66,190
101	5	501	6140	F	P	1.0000	Police Officer IV	66,190
101	5	501	6140	F	P	1.0000	Police Officer IV	65,990
101	5	501	6140	F	P	1.0000	Police Officer IV	65,942
101	5	501	6140	F	P	1.0000	Police Officer IV	65,942
101	5	501	6140	F	P	1.0000	Police Officer IV	65,942
101	5	501	6140	F	P	1.0000	Police Officer IV	65,894
101	5	501	6140	F	P	1.0000	Police Officer IV	65,839
101	5	501	6140	F	P	1.0000	Police Officer IV	65,839
101	5	501	6140	F	P	1.0000	Police Officer IV	65,839
101	5	501	6140	F	P	1.0000	Police Officer IV	65,791
101	5	501	6140	F	P	1.0000	Police Officer IV	65,682

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	64,510
101	5	501	6140	F	P	1.0000	Police Officer IV	64,510
101	5	501	6140	F	P	1.0000	Police Officer IV	64,510
101	5	501	6140	F	P	1.0000	Police Officer IV	64,419
101	5	501	6140	F	P	1.0000	Police Officer IV	64,419
101	5	501	6140	F	P	1.0000	Police Officer IV	64,371
101	5	501	6140	F	P	1.0000	Police Officer IV	64,353
101	5	501	6140	F	P	1.0000	Police Officer IV	64,347
101	5	501	6140	F	P	1.0000	Police Officer IV	64,268
101	5	501	6140	F	P	1.0000	Police Officer IV	64,268
101	5	501	6140	F	P	1.0000	Police Officer IV	64,189
101	5	501	6140	F	P	1.0000	Police Officer IV	64,189
101	5	501	6140	F	P	1.0000	Police Officer IV	64,189
101	5	501	6140	F	P	1.0000	Police Officer IV	64,189
101	5	501	6140	F	P	1.0000	Police Officer IV	64,147
101	5	501	6140	F	P	1.0000	Police Officer IV	64,014
101	5	501	6140	F	P	1.0000	Police Officer IV	64,014
101	5	501	6140	F	P	1.0000	Police Officer IV	64,014
101	5	501	6140	F	P	1.0000	Police Officer IV	62,419
101	5	501	6140	F	P	1.0000	Police Officer IV	62,419
101	5	501	6140	F	P	1.0000	Police Officer II	49,319
101	5	501	6140	F	P	1.0000	Police Officer II	49,319
101	5	501	6140	F	P	1.0000	Police Officer I	43,998
101	5	501	6140	F	P	1.0000	Police Officer I	43,998
101	5	501	6140	F	P	1.0000	Police Officer I	43,998
101	5	501	6140	F	P	1.0000	Police Officer I	43,998
101	5	501	6140				Shift Differential	129,698

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,674
					Subtotal Part-Time	31.0000		
TOTAL 6150 EMPLOYEES						39.0000		\$ 511,867
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	40,601
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,270
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,270
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,270
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,270
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,873
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,157
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,362
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,362

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,362
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,789
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,694
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,217
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,217
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,217
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	35,217
TOTAL 6152 EMPLOYEES						16.0000		\$ 590,148
Total Full -Time						193.00		
Total Part-Time						32.00		
TOTAL EMPLOYEES						225.0000		\$ 12,397,250

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 7141 PC Lease

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

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 machines, 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 (2) fax lease with toner and ink and (1) fax maintenance. 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. The contract with the Lancaster County Humane League will expire on January 31, 2013. Alternatives for the shelter of stray animals are being reviewed by the Administration.

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 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 2013.

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF FIRE									
101 5 502 6110	SALARY BUREAU CHIEF	88,739	89,871	90,456	93,165	93,165	73,457	93,667	94,096
101 5 502 6115	SALARIED PERSONNEL	94,698	82,340	84,631	89,178	89,178	90,600	90,600	92,015
101 5 502 6120	SALARY TEMPORARY	2,733	0	0	0	0	0	0	0
101 5 502 6130	SALARY DEPUTY CHIEF	130,992	81,092	116,964	164,720	164,720	129,876	165,608	169,662
101 5 502 6131	FIRE-CAPTAINS	645,515	631,614	582,901	467,215	442,215	345,082	424,806	407,925
101 5 502 6132	FIRE-LIEUTENANTS	1,301,661	1,312,830	1,268,139	1,308,905	1,296,235	935,343	1,186,273	1,383,382
101 5 502 6141	FIREFIGHTERS	3,027,612	2,765,422	2,700,684	2,810,315	2,771,104	2,130,615	2,762,441	2,946,209
101 5 502 6180	ACTING OFFICERS	35,682	51,000	28,791	55,000	54,000	20,760	25,000	35,000
101 5 502 6185	OVERTIME	200,657	161,586	215,887	155,000	155,000	156,947	190,000	180,000
101 5 502 6190	SICK LEAVE BONUS	8,550	7,200	6,300	7,450	5,850	5,800	5,800	8,650
101 5 502 6201	EDUCATIONAL INCENTIVE	25,925	23,575	20,820	24,000	21,000	20,650	20,650	21,000
101 5 502 6202	MEDICAL INSURANCE - ACTIVE	1,308,945	1,328,127	1,299,556	1,436,480	1,436,480	1,197,067	1,436,480	1,465,210
101 5 502 6202	MEDICAL INSURANCE - RETIREES	989,469	891,619	996,506	1,042,695	1,042,695	868,913	1,042,695	1,063,549
101 5 502 6203	DENTAL-VISION	123,088	117,429	105,007	125,000	125,000	88,721	110,724	135,320
101 5 502 6210	UNIFORM MAINT. ALLOWANCE	28,710	25,080	24,771	30,000	24,200	24,167	24,167	25,000
101 5 502 6230	PENSION CONTRIBUTION	1,002,631	1,183,751	1,154,230	1,075,765	1,075,765	1,075,765	1,075,765	1,623,453
101 5 502 7141	PC LEASE	8,933	8,933	8,933	8,933	8,933	8,933	8,933	8,933
101 5 502 7160	RENTAL OF PARKING LOT	4,200	1,830	1,098	1,000	1,000	907	1,300	1,500
101 5 502 7220	MAINTENANCE- COMMUNICATION	11,914	2,853	4,598	10,000	10,000	8,500	12,000	12,000
101 5 502 7230	MAINTENANCE- EQUIPMENT	4,616	4,966	4,754	7,000	7,000	3,341	7,000	7,500
101 5 502 7290	MAINTENANCE- VEHICLES	23,474	50,187	29,918	30,000	30,000	16,176	23,000	25,000
101 5 502 7340	POSTAGE	2,242	2,705	2,141	3,000	3,000	2,523	2,300	2,700
101 5 502 7350	PRINTING	0	0	48	200	200	107	150	200
101 5 502 7360	TELEPHONE	11,791	10,288	9,937	12,000	12,000	9,449	11,900	12,000
101 5 502 7370	TRAVEL	155	823	1,860	1,400	1,400	562	562	1,000
101 5 502 7380	MISCELLANEOUS EXPENSE	2,969	1,230	2,289	2,500	2,500	1,499	1,900	2,500
101 5 502 7410	PROFESSIONAL SERVICES	3,239	382	2,432	2,000	2,000	1,898	1,990	2,000
101 5 502 7435	LABOR RELATIONS	200	1,500	26,942	6,000	84,400	82,102	82,102	8,000
101 5 502 7445	TRAINING - SCHOOL	6,927	6,782	10,304	75,000	38,700	38,580	38,580	50,000
101 5 502 7490	CIVIL SERVICE BOARD	511	117	647	2,000	11,500	10,306	10,306	8,000

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
101 5 502 7603	OFFICE SUPPLIES	7,434	5,586	5,435	5,500	6,500	5,403	6,000	6,000
101 5 502 7606	OPERATING SUPPLIES	5,797	5,537	5,056	6,500	6,500	5,534	5,800	6,000
101 5 502 7612	UNIFORMS	16,083	16,265	26,545	24,000	24,000	6,445	30,000	27,000
101 5 502 7642	FIRE PREVENTION SUPPLIES	2,261	2,814	1,395	3,000	3,000	1,114	1,200	3,000
101 5 502 7645	PROTECTIVE CLOTHING	31,197	44,112	40,071	47,000	73,300	69,971	71,000	80,000
101 5 502 7654	GASOLINE	26,081	31,596	39,699	37,000	37,000	31,228	37,000	40,000
101 5 502 7672	MISC-VEHICLE PARTS	24,861	21,417	24,589	25,000	25,000	14,578	20,000	25,000
101 5 502 8200	MINOR EQUIPMENT	29,344	35,802	61,945	70,000	80,000	14,648	70,000	67,000
101 5 502 8202	SAFETY EQUIPMENT	1,492	515	1,359	3,000	3,000	1,143	1,200	3,000
101 5 502 8220	COMMUNICATION EQUIPMENT	26,038	10,192	7,034	21,000	17,500	3,073	8,000	21,000
101 5 502 8230	FURNITURE/EQUIPMENT	3,646	0	600	600	600	80	80	0
101 5 502 8271	VEHICLE LEASE	0	0	12,082	20,000	19,000	18,854	18,854	27,000
101 5 502 9240	PENSION DEBT - INTEREST	309,306	302,736	295,848	288,570	288,570	288,570	288,570	280,970
101 5 502 9260	PENSION DEBT - PRINCIPAL	131,409	137,768	144,126	150,485	150,485	150,485	150,485	158,963
TOTAL		9,711,727	9,459,472	9,467,328	9,747,576	9,743,695	7,959,772	9,564,888	10,536,737
TOTAL PUBLIC SAFETY		29,446,674	30,241,882	28,751,970	29,987,108	29,981,822	24,661,810	29,931,302	32,653,475

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	94,096
TOTAL 6110 EMPLOYEES			1.0000	\$ 94,096
101 5 502 6115	F	A	1.0000 File Clerk III	39,534
101 5 502 6115	F	M	1.0000 Fire Bureau Administrator Available for Merit	48,125 4,356
TOTAL 6115 EMPLOYEES			2.0000	\$ 92,015
101 5 502 6130	F	F	1.0000 Fire Deputy Chief	84,831
101 5 502 6130	F	F	1.0000 Fire Deputy Chief	84,831
TOTAL 6130 EMPLOYEES			2.0000	\$ 169,662
101 5 502 6131	F	F	1.0000 Fire Captain (BC)	84,549
101 5 502 6131	F	F	1.0000 Fire Captain	81,167
101 5 502 6131	F	F	1.0000 Fire Captain	81,167
101 5 502 6131	F	F	1.0000 Fire Captain	79,875
101 5 502 6131	F	F	1.0000 Fire Marshall	81,167
TOTAL 6131 EMPLOYEES			5.0000	\$ 407,925
101 5 502 6132	F	F	1.0000 Fire Lieutenant	74,403
101 5 502 6132	F	F	1.0000 Fire Lieutenant	74,403
101 5 502 6132	F	F	1.0000 Fire Lieutenant	74,403

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	502	6132	F	F	1.0000	Fire Lieutenant	74,403
101	5	502	6132	F	F	1.0000	Fire Lieutenant	74,403
101	5	502	6132	F	F	1.0000	Fire Lieutenant	73,219
101	5	502	6132	F	F	1.0000	Fire Lieutenant	72,712
101	5	502	6132	F	F	1.0000	Fire Lieutenant	72,712
101	5	502	6132	F	F	1.0000	Fire Lieutenant	72,712
101	5	502	6132	F	F	1.0000	Fire Lieutenant	71,528
101	5	502	6132	F	F	1.0000	Fire Lieutenant	71,528
101	5	502	6132	F	F	1.0000	Fire Lieutenant	70,006
101	5	502	6132	F	F	1.0000	Fire Lieutenant	69,837
101	5	502	6132	F	F	1.0000	Fire Lieutenant	69,668
101	5	502	6132	F	F	1.0000	Fire Lieutenant	69,668
101	5	502	6132	F	F	1.0000	Fire Lieutenant	69,668
101	5	502	6132	F	F	1.0000	Assistant Fire Marshall	76,500
101	5	502	6132	F	F	1.0000	Assistant Fire Marshall	75,109
101	5	502	6132	F	F	1.0000	Maintenance Officer	76,500
TOTAL 6132 EMPLOYEES						19.0000		\$ 1,383,382
101	5	502	6141	F	F	1.0000	Driver Operator	69,330
101	5	502	6141	F	F	1.0000	Driver Operator	69,330
101	5	502	6141	F	F	1.0000	Driver Operator	69,330
101	5	502	6141	F	F	1.0000	Driver Operator	69,330
101	5	502	6141	F	F	1.0000	Driver Operator	69,330
101	5	502	6141	F	F	1.0000	Driver Operator	69,330
101	5	502	6141	F	F	1.0000	Driver Operator	68,385
101	5	502	6141	F	F	1.0000	Driver Operator	68,385
101	5	502	6141	F	F	1.0000	Driver Operator	68,069

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	502	6141	F	F	1.0000	Firefighter III	62,412
101	5	502	6141	F	F	1.0000	Firefighter III	62,412
101	5	502	6141	F	F	1.0000	Firefighter III	62,412
101	5	502	6141	F	F	1.0000	Firefighter III	62,412
101	5	502	6141	F	F	1.0000	Firefighter III	62,412
101	5	502	6141	F	F	1.0000	Firefighter Recruit	43,045
101	5	502	6141	F	F	1.0000	Firefighter Recruit	43,045
101	5	502	6141	F	F	1.0000	Firefighter Recruit	43,045
101	5	502	6141	F	F	1.0000	Firefighter Recruit	43,045
101	5	502	6141	F	F	1.0000	Firefighter Recruit	43,045
TOTAL 6141 EMPLOYEES						47.0000		\$ 2,946,209
TOTAL EMPLOYEES						76.0000		\$ 5,093,289

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 Marshals, 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, and FireHouse maintenance.

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 required psychological and physical exams, 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 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 emergencies peculiar to the fire service. This code is also used to record the cost of fixtures.

101 5 502 8202 **Safety Equipment**

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

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 8271 **Vehicle Lease**

This line reflects the cost to lease vehicles.

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

This line reflects the 2013 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 2013 principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION OFFICE OF THE DIRECTOR									
101 6 601 6109	SALARY-DIRECTOR	103,197	103,197	103,829	106,944	106,944	84,321	107,520	120,478
101 6 601 6110	SALARY BUREAU CHIEF	0	60,364	65,193	64,077	65,357	51,802	65,702	64,718
101 6 601 6115	SALARIED PERSONNEL	199,677	161,825	128,245	150,223	140,533	109,536	138,355	153,698
101 6 601 6185	OVERTIME	480	434	632	750	750	557	750	750
101 6 601 6190	SICK LEAVE BONUS	550	0	0	0	0	0	0	0
101 6 601 6202	MEDICAL INSURANCE	399,162	437,820	419,077	468,132	468,132	390,110	468,132	477,495
101 6 601 6203	DENTAL-VISION	17,342	16,815	14,353	17,000	17,000	11,336	14,741	18,620
101 6 601 7141	PC LEASE	11,228	11,228	11,228	11,228	11,228	11,228	11,228	11,228
101 6 601 7230	MAINTENANCE- EQUIPMENT	171	0	13	500	500	76	100	500
101 6 601 7310	ADVERTISING	877	2,022	267	1,000	1,000	0	0	1,000
101 6 601 7320	DUES & SUBSCRIPTIONS	1,293	749	710	1,000	1,300	1,286	1,500	1,500
101 6 601 7340	POSTAGE	377	487	855	750	750	777	1,000	750
101 6 601 7350	PRINTING	1,144	636	539	750	750	672	750	750
101 6 601 7360	TELEPHONE	2,884	3,168	2,863	3,000	3,000	2,474	3,000	3,000
101 6 601 7370	TRAVEL	126	8	202	1,500	1,500	0	0	1,500
101 6 601 7410	PROFESSIONAL SERVICES	9,528	9,565	5,780	10,000	10,000	348	6,000	10,000
101 6 601 7445	TRAINING & SCHOOL	1,115	1,381	1,914	2,000	2,000	1,437	2,000	2,000
101 6 601 7603	OFFICE SUPPLIES	517	760	704	750	750	746	800	850
101 6 601 7606	OPERATING SUPPLIES	458	376	93	500	500	93	400	500
101 6 601 7654	GASOLINE	0	0	0	500	500	109	250	500
101 6 601 8110	CONTRIBUTION TO ECON DEVELOP.	37,224	59,330	42,681	70,000	66,700	22,434	55,000	70,000
101 6 601 8200	MINOR EQUIPMENT	148	0	0	250	250	0	0	250
TOTAL		787,498	870,165	799,178	910,854	899,444	689,342	877,228	940,087

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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DIRECTOR OF ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION

101 6 601 6109	F	M	1.0000 Dir. Economic Dev. & Neigh. Revitalization	120,478
TOTAL 6109 EMPLOYEES			1.0000	\$ 120,478
101 6 601 6110	F	M	1.0000 Deputy Director, EDNR	64,718
TOTAL 6110 EMPLOYEES			1.0000	\$ 64,718
101 6 601 6115	F	M	1.0000 Senior Grants Administrator	46,273
101 6 601 6115	F	M	1.0000 Housing & Economic Development Administ	53,589
101 6 601 6115	F	A	1.0000 Secretary I	39,534
			Available for Merit	14,302
TOTAL 6115 EMPLOYEES			4.0000	\$ 153,698
TOTAL EMPLOYEES			5.0000	\$ 338,894

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 7141 PC Lease

Annual state contract leases for PCs and laptop computers for Economic Development and Neighborhood Revitalization staff.

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 Council of Development Finance Agencies, the Lancaster Chamber of Commerce and subscriptions to economic development periodicals, newsletters, and technical publications to remain current on practices in the field of community and economic development.

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, conferences and webcasts, 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. Membership fees and contributions to 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, 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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PLANNING									
101 6 602 6110	SALARY BUREAU CHIEF	66,842	66,842	69,252	69,283	70,673	56,017	71,046	70,668
101 6 602 6115	SALARIED PERSONNEL	89,377	144,571	148,454	149,715	151,965	120,295	152,771	151,719
101 6 602 6185	OVERTIME	0	43	83	0	0	47	75	75
101 6 602 6190	SICK LEAVE BONUS	900	0	0	0	0	0	0	0
101 6 602 7230	MAINTENANCE- EQUIPMENT	0	36	0	500	500	128	400	750
101 6 602 7310	ADVERTISING	381	9,847	11,273	14,000	14,000	8,000	9,000	14,000
101 6 602 7320	DUES & SUBSCRIPTIONS	185	195	642	1,000	1,000	275	500	600
101 6 602 7330	MAP REPRODUCTION	208	0	399	300	300	64	400	400
101 6 602 7340	POSTAGE	427	1,620	2,140	1,900	1,900	1,394	1,900	2,000
101 6 602 7350	PRINTING	704	691	919	2,000	1,800	1,167	2,000	2,500
101 6 602 7360	TELEPHONE	796	834	1,010	900	900	878	1,100	1,100
101 6 602 7370	TRAVEL	122	422	25	1,000	1,000	7	400	400
101 6 602 7410	PROFESSIONAL SERVICES	120	3,223	3,455	4,500	4,500	3,227	4,500	4,500
101 6 602 7445	TRAINING & SCHOOL	0	130	700	850	850	285	850	850
101 6 602 7495	ZONING BOARD EXPENSES	0	116	0	250	250	0	200	200
101 6 602 7603	OFFICE SUPPLIES	411	721	644	1,000	1,000	851	1,100	1,200
101 6 602 7606	OPERATING SUPPLIES	683	507	111	500	700	507	800	825
101 6 602 7654	GASOLINE	0	0	0	500	500	387	500	400
101 6 602 8200	MINOR EQUIPMENT	148	0	22	500	500	0	200	500
TOTAL		161,304	229,798	239,129	248,698	252,338	193,529	247,742	252,687

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	70,668
TOTAL 6110 EMPLOYEES			1.0000	\$ 70,668
101 6 602 6115	F	M	1.0000 Senior Planner	51,572
101 6 602 6115	F	M	1.0000 Zoning Officer II	56,343
101 6 602 6115	F	M	1.0000 Historic Preservation Specialist	43,804
TOTAL 6115 EMPLOYEES			3.0000	\$ 151,719
TOTAL EMPLOYEES			4.0000	\$ 222,387

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 6185 Overtime

Overtime pay for employees of the planning department.

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, print heads, 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. Printing of index maps for use by new Police and Fire recruits as well as 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 2013, 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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF CODE COMPLIANCE & INSPECTIONS									
101 6 603 6110	SALARY BUREAU CHIEF	61,866	68,857	72,449	70,649	72,064	57,119	72,444	71,355
101 6 603 6115	SALARIED PERSONNEL	771,954	693,190	748,053	790,455	793,810	632,695	796,063	820,789
101 6 603 6185	OVERTIME	193	143	0	0	0	0	0	0
101 6 603 6190	SICK LEAVE BONUS	200	0	0	0	0	0	0	0
101 6 603 6201	EDUCATIONAL INCENTIVE	0	375	375	1,500	1,500	544	1,500	5,270
101 6 603 7230	MAINTENANCE- EQUIPMENT	3,821	3,430	1,802	1,000	1,800	1,378	1,700	3,000
101 6 603 7310	ADVERTISING	10,072	945	1,462	1,500	1,500	734	1,200	1,500
101 6 603 7320	DUES & SUBSCRIPTIONS	402	1,031	389	1,000	500	440	500	1,000
101 6 603 7340	POSTAGE	3,882	3,195	2,638	4,000	4,000	3,959	3,600	4,000
101 6 603 7350	PRINTING	4,004	1,084	2,496	3,000	3,200	2,501	2,501	3,000
101 6 603 7360	TELEPHONE	10,401	9,916	8,815	9,000	9,000	7,557	9,100	9,000
101 6 603 7370	TRAVEL	3,500	94	247	1,150	1,150	368	500	1,150
101 6 603 7405	ABATEMENT OF NUISANCES	33,788	37,088	44,013	40,000	40,000	26,422	30,000	40,000
101 6 603 7410	PROFESSIONAL SERVICES	10,448	17,653	7,447	10,000	8,000	4,514	10,000	10,000
101 6 603 7440	CONTRACT SERVICES	4,764	4,875	1,116	800	2,800	947	1,100	800
101 6 603 7445	TRAINING/SCHOOL	1,526	4,580	5,461	5,000	5,000	4,064	4,500	4,000
101 6 603 7485	PLUMBING BD. EXPENSE	200	0	186	200	200	0	0	200
101 6 603 7495	ZONING BOARD EXPENSE	168	1,304	1,652	0	0	0	0	0
101 6 603 7603	OFFICE SUPPLIES	2,029	5,511	3,128	3,200	3,200	1,591	2,500	3,200
101 6 603 7606	OPERATING SUPPLIES	6,208	3,345	4,391	3,000	3,000	2,484	3,000	3,000
101 6 603 7654	GASOLINE	0	0	0	4,000	6,500	5,578	6,200	6,500
101 6 603 8200	MINOR EQUIPMENT	6,595	1,237	764	2,000	2,000	1,665	1,750	1,500
TOTAL		936,021	857,853	906,884	951,454	959,224	754,560	948,158	989,264

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	71,355
TOTAL 6110 EMPLOYEES							1.0000		\$ 71,355
101	6	603	6115	F	M		1.0000	Chief Building Code Official	58,598
101	6	603	6115	F	M		1.0000	Health Inspector	44,237
101	6	603	6115	F	M		1.0000	Health Inspector	46,872
101	6	603	6115	F	M		1.0000	Housing Inspector II	43,804
101	6	603	6115	F	M		1.0000	Commercial Code Inspector	63,246
101	6	603	6115	F	A		1.0000	Housing/Building Inspector	47,107
101	6	603	6115	F	A		1.0000	Housing Inspector I	44,138
101	6	603	6115	F	A		1.0000	Housing Inspector I	44,138
101	6	603	6115	F	A		1.0000	Housing Inspector I	41,604
101	6	603	6115	F	A		1.0000	Housing Inspector I	41,604
101	6	603	6115	F	A		1.0000	Housing Inspector I	41,604
101	6	603	6115	F	A		1.0000	Housing Inspector I	41,086
101	6	603	6115	F	A		1.0000	Housing Inspector I	39,114
101	6	603	6115	F	A		1.0000	Bld/Plumbing Clerk IV	41,718
101	6	603	6115	F	A		1.0000	Technology Coordinator	39,497
101	6	603	6115	F	A		1.0000	Secretary I	39,532
101	6	603	6115	F	A		1.0000	Clerk Typist II	34,524
101	6	603	6115	F	A		1.0000	Clerk Typist II	34,183
101	6	603	6115	F	A		1.0000	Clerk Typist II	34,183
TOTAL 6115 EMPLOYEES							19.0000		\$ 820,789
TOTAL EMPLOYEES							20.0000		\$ 892,144

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 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 6201 Educational Incentive

Housing Inspectors receive a \$750.00 incentive payment per year to obtain and retain their International Property Maintenance Certification.

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
NEIGHBORHOOD REVITALIZATION UNIT									
101 6 605 6110	SALARY-MANAGER	39,730	0	0	0	0	0	0	0
101 6 605 6115	SALARIED PERSONNEL	87,935	102,307	100,791	115,613	115,613	84,262	106,618	117,116
101 6 605 7310	ADVERTISING	111	0	0	0	0	0	0	0
101 6 605 7340	POSTAGE	68	0	0	250	250	128	250	250
101 6 605 7350	PRINTING	43	0	0	250	250	0	0	0
101 6 605 7360	TELEPHONE	565	252	114	250	250	0	0	0
101 6 605 7370	TRAVEL	32	0	0	0	0	0	0	0
101 6 605 7603	OFFICE SUPPLIES	15	0	0	0	0	0	0	0
TOTAL		128,499	102,559	100,905	116,363	116,363	84,390	106,868	117,366
TOTAL ECON DEV & NEIGH REVIT		2,013,322	2,060,375	2,046,096	2,227,369	2,227,369	1,721,821	2,179,996	2,299,404

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	50,157
101	6	605	6115	F	A	1.00	HNRU Assistant	38,079
101	6	605	6115	F	A	1.00	Clerk Typist I	28,880
TOTAL 6115 EMPLOYEES						3.0000		\$ 117,116
TOTAL EMPLOYEES						3.0000		\$ 117,116

DEPARTMENT OF ECONOMIC DEVELOPMENT AND NEIGHBORHOOD REVITALIZATION

BUREAU: NEIGHBORHOOD REVITALIZATION DIVISION

101 6 605 6110 Salary – Manager

Neighborhood Revitalization Administrator position eliminated in 2013.

101 6 605 6115 Salaried Personnel

Salary of the Neighborhood Revitalization staff including Housing Rehab/Lead Paint Specialist, HNRU Assistant and Clerk Typist.

101 6 605 7310 Advertising

Cost of advertising neighborhood association alerts, neighborhood meeting notices incorporated into Director's budget for 2013. Remaining costs for Division are 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 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 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 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 are 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 are covered by grant resources to the City through the federal CDBG Program or State grants.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
PUBLIC WORKS OFFICE OF THE DIRECTOR									
101 8 810 6109	SALARY-DIRECTOR	110,739	110,739	111,418	114,761	114,761	90,485	115,379	120,499
101 8 810 6115	SALARIED PERSONNEL	67,541	77,633	92,740	114,594	105,779	83,478	105,963	116,226
101 8 810 6190	SICK LEAVE BONUS	300	0	0	0	0	0	0	0
101 8 810 6202	MEDICAL INSURANCE	606,330	699,059	707,992	746,500	746,500	622,083	746,500	761,430
101 8 810 6203	DENTAL-VISION	27,202	29,061	24,206	27,500	27,500	21,036	26,640	33,835
101 8 810 7141	PC LEASE	5,739	5,739	5,739	5,739	5,739	5,739	5,739	5,739
101 8 810 7230	MAINTENANCE- EQUIPMENT	0	69	32	150	150	32	32	100
101 8 810 7310	ADVERTISING	0	2,314	1,033	2,000	2,260	2,141	2,500	2,500
101 8 810 7320	DUES & SUBSCRIPTIONS	436	319	642	1,000	1,000	450	670	1,000
101 8 810 7340	POSTAGE	206	285	362	400	975	634	800	1,000
101 8 810 7350	PRINTING	627	253	279	500	500	433	450	500
101 8 810 7360	TELEPHONE	1,548	1,938	1,766	2,500	2,240	1,586	1,900	2,500
101 8 810 7370	TRAVEL	1,035	2,392	2,364	4,000	3,425	2,039	2,040	4,000
101 8 810 7603	OFFICE SUPPLIES	691	686	567	700	700	176	400	600
101 8 810 8200	MINOR EQUIPMENT	0	0	0	500	500	0	500	0
TOTAL		822,394	930,487	949,140	1,020,844	1,012,029	830,312	1,009,513	1,049,929

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	120,499
TOTAL 6109 EMPLOYEES			1.0000	\$ 120,499
101 8 810 6115	F	M	1.0000 Secretary II	39,139
101 8 810 6115	F	M	1.0000 Public Arts Manager Available for Merit	65,936 11,151
TOTAL 6115 EMPLOYEES			2.0000	\$ 116,226
TOTAL EMPLOYEES			3.0000	\$ 236,725

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.

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 7310 Advertising

Costs for advertising for vacant positions within supervisory staffing.

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 or assistant director will attend the 2013 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.

101 8 810 8200 **Minor Equipment**

There is no minor equipment scheduled to be purchased in 2013.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF ENGINEERING									
101 8 820 6110	SALARY BUREAU CHIEF	5,446	59,227	60,570	60,186	61,761	49,030	62,085	60,788
101 8 820 6115	SALARIED PERSONNEL	113,345	116,059	119,429	124,555	124,555	99,636	124,093	130,761
101 8 820 6120	TEMPORARY HELP	0	0	0	0	0	0	0	4,400
101 8 820 7180	RENTAL OF UNIFORMS	411	414	411	420	420	402	522	420
101 8 820 7230	MAINTENANCE- EQUIPMENT	840	1,140	853	1,400	1,400	1,247	1,746	1,800
101 8 820 7290	MAINTENANCE- VEHICLES	500	451	318	700	700	326	700	700
101 8 820 7320	DUES & SUBSCRIPTIONS	0	0	0	200	200	0	0	200
101 8 820 7340	POSTAGE	1,054	1,730	1,274	2,000	2,000	1,769	1,800	2,000
101 8 820 7350	PRINTING	505	459	692	900	900	341	500	1,200
101 8 820 7360	TELEPHONE	2,018	3,010	2,909	3,600	3,600	2,776	3,800	3,800
101 8 820 7370	TRAVEL	739	1,231	973	2,500	1,800	0	500	2,500
101 8 820 7410	PROFESSIONAL SERVICES	108,315	3,845	31,073	178,347	174,847	52,114	78,000	103,000
101 8 820 7445	TRAINING - SCHOOL	745	484	1,688	3,500	2,500	1,500	2,000	4,500
101 8 820 7603	OFFICE SUPPLIES	735	1,017	984	1,200	1,370	951	1,500	1,200
101 8 820 7606	OPERATING SUPPLIES	394	1,217	488	1,000	1,830	1,422	1,500	1,500
101 8 820 7654	GASOLINE	0	2,000	3,110	2,800	3,500	3,128	2,957	2,957
101 8 820 8200	MINOR EQUIPMENT	1,066	0	375	100	100	0	100	100
101 8 820 8202	SAFETY EQUIPMENT	150	290	195	400	400	188	400	400
TOTAL		236,263	192,574	225,352	383,808	381,883	214,830	282,203	322,226

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	60,788
TOTAL 6110 EMPLOYEES			0.7000	\$ 60,788
101 8 820 6115	F	A	1.0000 Engineering Aide III/Draftsman	48,374
101 8 820 6115	F	A	1.0000 Engineering Aide II/Draftsman	42,853
101 8 820 6115	F	A	1.0000 Secretary I	39,534
TOTAL 6115 EMPLOYEES			3.0000	\$ 130,761
TOTAL EMPLOYEES			3.7000	\$ 191,549

DEPARTMENT OF PUBLIC WORKS

BUREAU: ENGINEERING

101 8 820 6110 Salary Bureau Chief

Salary of the City Engineer.

101 8 820 6115 Salaried Personnel

Salaries of the Engineering Bureau staff.

101 8 820 6120 Salaried Temporary Personnel

Salaries of the Engineering Bureau temporary staff intern.

101 8 820 7180 Rental of Uniforms

Uniform rental costs for two Bureau employees.

101 8 820 7230 Maintenance Equipment

Annual maintenance of engineering plan print machine, computer printers, computer equipment and fax machine. Cleaning and calibration of survey instruments.

101 8 820 7290 Maintenance of Vehicles

Routine maintenance and repairs to vehicles #701, #720, #722, including any emissions monitoring/control requirements.

101 8 820 7320 Dues and Subscriptions

Dues for professional organizations, manuals, publications, licensing fees, etc.

101 8 820 7340 Postage

Mailing costs for general correspondence and various notices including curb and sidewalk notices, and certified mail.

101 8 820 7350

Printing

Printing of forms, scanning of plans, 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 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.

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. Software support is included.

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF STREETS - ADMINISTRATION									
101 8 841 6120	TEMPORARY HELP	0	1,944	600	0	0	0	0	0
101 8 841 7180	RENTAL OF UNIFORMS	4,849	4,881	4,497	5,400	5,400	3,351	5,400	5,400
101 8 841 7230	MAINTENANCE- EQUIPMENT	291	0	0	300	300	32	300	300
101 8 841 7290	MAINTENANCE- VEHICLES	84,737	108,812	91,644	70,000	78,403	74,084	78,403	70,000
101 8 841 7350	PRINTING	198	194	0	200	200	0	200	200
101 8 841 7360	TELEPHONE	3,809	3,829	3,157	4,870	4,870	2,890	4,870	4,870
101 8 841 7370	TRAVEL	1,122	174	40	1,200	1,200	0	1,200	1,200
101 8 841 7440	CONTRACT SERVICES	842	834	1,036	850	850	846	850	850
101 8 841 7445	TRAINING & SCHOOL	465	368	475	500	500	440	500	500
101 8 841 7603	OFFICE SUPPLIES	594	496	480	595	595	393	595	595
101 8 841 7606	OPERATING SUPPLIES	4,235	3,891	3,822	5,400	5,400	1,291	5,400	3,400
101 8 841 7654	GASOLINE	49,197	63,867	83,408	60,000	69,000	66,274	69,000	62,000
101 8 841 8200	MINOR EQUIPMENT	677	534	1,274	3,000	3,510	3,510	3,510	3,000
101 8 841 8202	SAFETY EQUIPMENT	3,351	2,565	3,200	3,200	3,200	3,152	3,200	3,200
TOTAL		154,367	192,389	193,633	155,515	173,428	156,263	173,428	155,515

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF STREETS - STREET CLEANING									
101 8 842 6115	SALARIED PERSONNEL	296,624	320,803	285,654	310,324	311,324	219,197	274,996	282,946
101 8 842 6185	OVERTIME	11,266	11,621	9,001	13,000	13,000	3,277	8,000	13,000
101 8 842 7450	SOLID WASTE DISPOSAL	42,547	60,304	45,662	53,350	50,350	38,138	50,000	50,000
101 8 842 7606	OPERATING SUPPLIES	1,999	2,656	1,337	2,000	2,000	1,075	2,000	2,000
101 8 842 8256	EQUIPMENT-LEASE PURCHASE	57,829	57,829	57,729	76,964	76,061	76,061	76,964	88,719
TOTAL		410,265	453,213	399,383	455,638	452,735	337,748	411,960	436,665

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	63,412
101	8	842	6115	F	A	1.0000	Equipment Operator II	42,058
101	8	842	6115	F	A	1.0000	Equipment Operator II	40,833
101	8	842	6115	F	A	1.0000	Equipment Operator II	36,579
101	8	842	6115	F	A	1.0000	Equipment Operator I	34,426
101	8	842	6115	F	A	1.0000	Laborer	34,183
101	8	842	6115	F	A	1.0000	Laborer	31,455
TOTAL 6115 EMPLOYEES						7.0000		\$ 282,946

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 2011, one in 2012 and one in 2013 which will replace Street Sweeper #118 which is being traded in and a 2013 Pick-up Truck replacing #116 which is used for all three (3) shifts.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF STREETS - STREET MAINTENANCE									
101 8 843 6115	SALARIED PERSONNEL	297,129	248,623	262,943	398,459	390,209	227,734	371,158	446,737
101 8 843 6185	OVERTIME	13,457	11,399	15,348	17,500	14,500	7,004	12,500	17,500
101 8 843 7606	OPERATING SUPPLIES	4,724	3,467	4,351	3,500	3,500	2,606	3,500	3,500
101 8 843 7684	ROAD MATERIALS	1,685	892	536	1,500	0	0	1,500	1,500
101 8 843 7690	CONSTRUCTION MATERIALS	836	352	1,827	1,827	1,827	917	1,827	1,800
101 8 843 8271	VEHICLE LEASE PURCHASE	0	0	0	0	0	0	0	6,200
TOTAL		317,831	264,733	285,005	422,786	410,036	238,261	390,485	477,237

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	48,293	
101	8	843	6115	F	A	1.0000	Equipment Operator II	42,058	
101	8	843	6115	F	A	1.0000	Equipment Operator II	39,644	
101	8	843	6115	F	A	1.0000	Maintenance Worker	38,366	
101	8	843	6115	F	A	1.0000	Maintenance Worker	33,641	
101	8	843	6115	F	A	1.0000	Equipment Operator I	38,300	
101	8	843	6115	F	A	1.0000	Equipment Operator I	37,411	
101	8	843	6115	F	A	1.0000	Equipment Operator I	34,426	
101	8	843	6115	F	A	1.0000	Sweeper Operator II	36,480	
101	8	843	6115	F	A	1.0000	Laborer	35,208	
101	8	843	6115	F	A	1.0000	Laborer	31,455	
101	8	843	6115	F	A	1.0000	Laborer	31,455	
TOTAL 6115 EMPLOYEES							12.0000		\$ 446,737

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.

101 8 843 8271 Vehicle Lease Purchase

5 year Lease Purchase for a 2013 Ford Explorer for Operations.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF STREETS TRAFFIC SECTION									
101 8 830 6115	SALARIED PERSONNEL	153,901	156,820	157,072	159,686	160,686	130,251	162,235	166,493
101 8 830 6185	OVERTIME	1,311	2,411	1,667	2,000	1,000	491	2,000	2,000
101 8 830 6190	SICK LEAVE BONUS	350	0	0	0	0	0	0	0
101 8 830 7180	RENTAL OF UNIFORMS	822	831	800	850	850	566	850	850
101 8 830 7230	MAINTENANCE- EQUIPMENT	386	957	982	1,000	500	291	1,000	1,000
101 8 830 7290	MAINTENANCE-VEHICLES	5,247	2,954	2,665	3,200	2,700	1,838	3,200	3,200
101 8 830 7360	TELEPHONE	1,180	1,188	979	1,200	1,200	913	1,200	1,200
101 8 830 7370	TRAVEL	0	0	0	850	850	0	850	850
101 8 830 7410	CONSULTANT SERVICES	9,545	8,000	29,706	8,000	7,500	1,930	5,000	8,000
101 8 830 7440	CONTRACT SERVICES	39,819	17,468	12,488	25,000	25,000	12,570	15,000	20,000
101 8 830 7445	TRAINING - SCHOOL	199	437	137	800	800	80	500	800
101 8 830 7540	STREET LIGHTING-ELECTRICITY	682,251	744,532	704,585	730,000	730,000	483,344	690,000	690,000
101 8 830 7545	TRAFFIC SIGNALS ELECTRICITY	7,223	432	495	500	500	382	500	500
101 8 830 7603	OFFICE SUPPLIES	565	215	210	300	300	285	300	300
101 8 830 7606	OPERATING SUPPLIES	4,199	4,124	4,182	4,200	4,200	3,099	4,200	4,200
101 8 830 7654	GASOLINE	5,831	7,772	9,401	7,500	10,000	7,435	9,500	9,500
101 8 830 7678	SIGN MATERIALS	17,557	19,023	20,904	22,000	22,000	15,061	22,000	22,000
101 8 830 7681	MARKING MATERIAL	14,687	20,317	11,979	22,000	20,500	11,672	17,000	17,000
101 8 830 7687	TRAFFIC SIGNAL PARTS	5,460	8,669	6,706	6,000	6,000	3,268	6,000	6,000
101 8 830 8200	MINOR EQUIPMENT	2,500	2,745	6,775	2,500	4,000	3,824	3,900	2,500
101 8 830 8245	ST. LIGHT STANDARDS	0	2,055	616	2,000	2,000	1,791	2,000	2,000
TOTAL		953,033	1,000,950	972,349	999,586	1,000,586	679,091	947,235	958,393

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	48,553
101	8	830	6115	F	A	1.0000	Alarm & Signal Technician I	46,364
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	35,412
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	36,164
TOTAL 6115 EMPLOYEES						4.0000		\$ 166,493

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 IV 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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF STREETS MOTOR VEHICLES SECTION									
101 8 850 6115	SALARIED PERSONNEL	137,704	148,729	145,424	156,233	156,233	126,338	157,111	162,945
101 8 850 6185	OVERTIME	1,128	1,150	1,908	2,000	2,000	442	2,000	2,000
101 8 850 6201	EDUCATIONAL INCENTIVE	2,250	3,249	2,661	3,300	3,300	1,450	3,300	3,300
101 8 850 7220	MAINTENANCE- COMMUNICATIONS	100	0	0	100	100	0	100	100
101 8 850 7230	MAINTENANCE- EQUIPMENT	0	0	95	150	150	0	150	150
101 8 850 7290	MAINTENANCE- VEHICLES	3,996	3,999	3,236	4,000	4,000	3,290	4,000	4,000
101 8 850 7350	PRINTING	500	500	500	500	500	500	500	500
101 8 850 7360	TELEPHONE	769	891	603	1,000	1,000	511	1,000	1,000
101 8 850 7445	TRAINING - SCHOOL	200	386	180	500	500	90	500	500
101 8 850 7603	OFFICE SUPPLIES	515	525	525	525	525	476	525	525
101 8 850 7606	OPERATING SUPPLIES	2,499	2,500	2,574	2,500	2,500	2,491	2,500	2,500
101 8 850 7654	GAS,OIL,DIESEL	9,450	9,891	12,861	9,000	12,500	12,236	12,500	9,000
101 8 850 7663	TIRES & BATTERIES	1,300	931	1,244	1,300	1,300	801	1,300	1,300
101 8 850 7672	VEHICLE PARTS	2,656	2,700	2,673	2,700	2,700	2,195	2,700	2,700
101 8 850 7674	TRANSMISSION/HYDRAULIC	800	0	0	0	0	0	0	0
101 8 850 8200	MINOR EQUIPMENT	9,956	9,793	16,143	9,200	9,200	7,608	9,200	9,200
TOTAL		173,823	185,244	190,627	193,008	196,508	158,428	197,386	199,720
TOTAL BUREAU OF STREETS		2,009,319	2,096,529	2,040,997	2,226,533	2,233,293	1,569,791	2,120,494	2,227,530

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	45,597
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	39,529
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	38,285
101	8	850	6115	F	A	1.0000	Secretary I	39,534
TOTAL 6115 EMPLOYEES						4.0000		\$ 162,945

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 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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PARKS - ADMINISTRATION									
101 8 860 6115	SALARIED PERSONNEL	33,939	34,753	35,658	36,826	33,822	25,164	32,250	39,534
101 8 860 6185	OVERTIME	3	0	0	0	0	0	0	0
101 8 860 6190	SICK LEAVE BONUS	500	0	0	0	0	0	0	0
101 8 860 7180	RENTAL OF UNIFORMS	4,633	4,352	3,719	6,100	6,100	2,492	5,000	5,000
101 8 860 7290	VEHICLE MAINTENANCE	25,994	20,883	16,340	20,000	20,000	18,337	20,000	20,000
101 8 860 7310	ADVERTISING	1,769	68	394	400	400	0	400	400
101 8 860 7340	POSTAGE	351	331	235	360	360	194	360	360
101 8 860 7360	TELEPHONE	2,855	2,667	2,065	2,800	2,800	1,763	2,800	2,800
101 8 860 7370	TRAVEL	250	381	700	700	700	0	700	700
101 8 860 7440	CONTRACTED SERVICES	10,512	26,273	26,934	27,000	27,000	2,234	27,000	27,000
101 8 860 7450	SOLID WASTE DISPOSAL	9,794	10,625	10,625	10,625	10,625	10,625	10,625	10,625
101 8 860 7455	RECYCLING CONTRACT	544	0	0	0	0	0	0	0
101 8 860 7603	OFFICE SUPPLIES	1,305	1,379	1,620	1,400	1,400	1,115	1,400	1,400
101 8 860 7654	GASOLINE	29,409	35,530	45,991	35,000	45,143	41,616	43,000	36,100
101 8 860 8200	MINOR EQUIPMENT	1,078	936	705	1,100	1,100	115	1,100	1,100
TOTAL		122,936	138,178	144,986	142,311	149,450	103,655	144,635	145,019

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	39,534
TOTAL 6115 EMPLOYEES			1.0000	\$ 39,534
TOTAL EMPLOYEES			1.0000	\$ 39,534

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 7290 Vehicle Maintenance

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

101 8 860 7310 Advertising

This code is used for such things as advertising the annual Arbor Day Celebration, the Tree Revitalize Program from DCNR and tree inventory.

101 8 860 7340 Postage

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

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PARKS - BUILDINGS									
101 8 861 6110	SALARY BUREAU CHIEF	35,307	45,143	46,260	45,874	46,774	37,070	47,021	46,333
101 8 861 6115	SALARIED PERSONNEL	284,109	303,637	301,007	317,152	317,252	233,555	292,015	328,830
101 8 861 6185	OVERTIME	16,635	5,603	10,691	10,000	10,000	4,492	5,278	10,000
101 8 861 7210	MAINTENANCE- BUILDINGS	56,242	27,509	28,264	24,384	24,384	6,009	10,107	24,384
101 8 861 7230	MAINTENANCE- EQUIPMENT	26,248	25,328	21,385	19,000	34,000	28,927	38,403	34,000
101 8 861 7360	TELEPHONE	15,027	14,484	12,616	15,000	15,000	10,833	13,320	15,000
101 8 861 7440	CONTRACT SERVICES	44,335	48,131	54,760	65,000	60,000	31,710	46,757	60,000
101 8 861 7445	TRAINING - SCHOOL	255	491	100	500	500	203	348	500
101 8 861 7520	POWER ELECTRIC	240,688	256,586	240,567	269,100	259,100	168,985	183,293	259,100
101 8 861 7606	OPERATING SUPPLIES	22,110	62,467	56,249	65,000	65,000	46,726	63,249	65,000
101 8 861 7607	CUSTODIAL SUPPLIES	27,873	22,341	35,341	27,000	27,000	18,763	21,000	27,000
101 8 861 7660	HEATING FUEL	153,548	118,160	101,770	130,000	130,000	65,143	97,584	130,000
101 8 861 8200	MINOR EQUIPMENT	4,078	2,796	2,806	4,000	4,000	3,702	4,155	4,000
101 8 861 8270	VEHICLES	0	0	10,428	12,000	12,000	10,428	12,000	12,000
101 8 861 8290	CAPITAL OUTLAY	10,221	18,247	6,537	17,000	17,000	1,260	15,000	19,300
TOTAL		936,676	950,923	928,781	1,021,010	1,022,010	667,806	849,530	1,035,447

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	46,333
TOTAL 6110 EMPLOYEES						0.6000		\$ 46,333
101	8	861	6115	F	M	0.5000	Building Maintenance Supervisor	21,379
101	8	861	6115	F	A	0.5000	Maintenance Technician	21,662
101	8	861	6115	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	42,243
101	8	861	6115	F	A	1.0000	Maintenance Carpenter	42,956
101	8	861	6115	F	A	1.0000	Senior Custodian	39,534
101	8	861	6115	F	A	1.0000	Parks Maintenance Worker	36,164
101	8	861	6115	F	A	1.0000	Custodian II	31,455
101	8	861	6115	F	A	1.0000	Custodian I	30,715
101	8	861	6115	F	A	1.0000	Laborer	30,838
101	8	861	6115	F	A	0.1500	Laborer	4,808
Subtotal Full-Time						8.1500		
101	8	861	6115	P	A	1.0000	Maintenance Technician	27,077
Subtotal Part-Time						1.0000		
TOTAL 6115 EMPLOYEES						9.1500		\$ 328,830
TOTAL EMPLOYEES						9.7500		\$ 375,163

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.

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 8271**Vehicle Lease Purchase**

This code is for the lease purchase and replacement of vehicles used for Public Building Maintenance

101 8 861 8290**Capital Outlay**

For 2013, 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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PARKS - PARKS									
101 8 862 6115	SALARIED PERSONNEL	166,008	180,696	188,582	191,660	190,660	147,558	189,636	198,160
101 8 862 6120	SALARY TEMPORARY	15,898	0	0	0	0	0	0	0
101 8 862 6185	OVERTIME	5,116	5,052	7,105	12,000	7,000	2,462	12,000	12,000
101 8 862 7230	MAINTENANCE EQUIPMENT	8,358	12,324	11,987	12,000	11,000	6,529	12,000	12,000
101 8 862 7270	MAINTENANCE PARKS	41,089	41,112	39,872	40,000	40,000	33,318	40,000	40,000
101 8 862 7275	MAINTENANCE POOLS	10,694	6,236	7,147	10,000	9,357	9,357	10,000	10,000
101 8 862 7445	TRAINING	755	786	833	800	800	464	500	800
101 8 862 7520	POWER ELECTRIC	28,920	34,464	37,350	35,200	35,200	29,914	35,200	35,200
101 8 862 7606	OPERATING SUPPLIES	23,008	18,018	20,102	18,000	19,990	19,722	20,000	20,000
101 8 862 7607	CUSTODIAL SUPPLIES	3,600	3,923	3,938	4,000	4,000	4,000	4,000	4,000
101 8 862 8200	MINOR EQUIPMENT	3,481	6,099	11,022	8,000	8,000	7,884	8,000	8,000
101 8 862 8271	VEHICLE - LEASE PURCHASE	7,019	7,019	0	0	0	0	0	0
101 8 862 8290	CAPITAL OUTLAY	0	0	7,675	7,440	7,440	6,705	7,400	8,000
TOTAL		313,946	315,729	335,613	339,100	333,447	267,913	338,736	348,160

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	41,718
101	8	862	6115	F	M	1.0000	Longs Park Maintenance Supv.	42,973
101	8	862	6115	F	A	1.0000	Utility Operator	38,382
101	8	862	6115	F	A	1.0000	Utility Operator	37,823
101	8	862	6115	F	A	1.0000	Utility Operator	37,264
TOTAL 6115 EMPLOYEES						5.0000		\$ 198,160

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 for Landscape Design work and irrigation systems installed at the entrances to City owned Parks. eg. Musser, Linier and Long's Park were designed in 2012.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PARKS - TREES									
101 8 863 6115	SALARIED PERSONNEL	108,301	110,504	112,288	119,024	117,024	92,425	116,300	155,626
101 8 863 6185	OVERTIME	697	1,770	1,716	2,500	2,500	1,204	2,500	2,500
101 8 863 7230	MAINTENANCE- EQUIPMENT	4,727	7,745	4,922	2,000	929	929	2,000	2,000
101 8 863 7320	DUES & SUBSCRIPTIONS	95	75	10	100	100	90	100	100
101 8 863 7440	CONTRACT SERVICES	64	0	2,895	700	700	329	700	700
101 8 863 7445	TRAINING - SCHOOL	150	60	180	200	200	100	200	200
101 8 863 7606	OPERATING SUPPLIES	6,996	8,942	31,424	9,000	9,637	8,537	9,000	9,000
101 8 863 8100	SPECIAL EVENTS	206	229	214	250	250	122	250	250
101 8 863 8200	MINOR EQUIPMENT	7,522	5,975	2,910	3,200	3,200	2,039	3,200	3,200
101 8 863 8271	VEHICLE - LEASE PURCHASE	0	0	0	10,742	11,176	11,176	11,176	11,176
TOTAL		128,758	135,300	156,559	147,716	145,716	116,951	145,426	184,752

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	47,306	
101	8	863	6115	F	A		1.0000	Tree Trimmer	40,503	
101	8	863	6115	F	A		1.0000	Tree Climber	36,362	
101	8	863	6115	F	A		1.0000	Laborer	31,455	
TOTAL 6115 EMPLOYEES								4.0000	\$	155,626

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 the second year lease purchase payment of a new smaller stump grinder needed in the 22 City owned parks.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PARKS - CENTRAL MARKET/HERITAGE									
101 8 864 6110	SALARY BUREAU CHIEF	8,827	11,286	11,565	11,469	11,694	9,268	11,755	11,583
101 8 864 6115	SALARIED PERSONNEL	33,393	38,332	35,024	40,880	40,900	32,477	40,591	40,442
101 8 864 6185	OVERTIME	811	955	939	500	2,500	873	1,272	500
101 8 864 7210	MAINTENANCE- BUILDINGS	1,789	3,192	11,669	8,000	10,700	5,618	6,519	10,700
101 8 864 7230	MAINTENANCE - EQUIPMENT	0	0	0	0	0	0	0	6,000
101 8 864 7383	REAL ESTATE TAXES	0	0	0	0	2,500	2,313	3,965	2,500
101 8 864 7440	CONTRACT SERVICES	0	0	0	0	11,200	1,591	4,000	5,200
101 8 864 7520	POWER ELECTRIC	0	0	0	0	14,000	3,165	6,000	15,000
101 8 864 7606	OPERATING SUPPLIES	1,261	1,206	2,469	2,000	2,000	101	200	2,000
101 8 864 7607	CUSTODIAL SUPPLIES	0	0	0	0	0	0	0	2,000
101 8 864 7660	HEATING FUEL	0	0	0	0	18,000	7,050	11,726	17,000
TOTAL		46,081	54,971	61,666	62,849	113,494	62,456	86,028	112,925

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

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

101 8 864 6110	F	M	0.1500 Facilities Manager	11,583
TOTAL 6110 EMPLOYEES			0.1500	\$ 11,583
101 8 864 6115	F	M	0.1000 Building Maintenance Supervisor	4,276
101 8 864 6115	F	A	0.1000 Maintenance Technician	4,332
101 8 864 6115	F	A	0.6000 Parks Maintenance Worker	20,616
101 8 864 6115	F	A	0.3500 Laborer	11,218
TOTAL 6115 EMPLOYEES			1.1500	\$ 40,442
TOTAL EMPLOYEES			1.3000	\$ 52,025

DEPARTMENT OF PUBLIC WORKS

BUREAU: PARKS & PUBLIC PROPERTY - CENTRAL MARKET/HERITAGE CENTER

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 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 8 864 7383 Real Estate Taxes

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

101 8 864 7440

Contract Services

This code is for building maintenance contracts needed at Central Market and Heritage Center:

101 8 864 7450

Solid Waste Disposal

Expenses for removal of solid waste at Heritage Center and/or Central Market.

101 8 864 7520

Power Electric

This code is the electric expense at the Heritage Center.

101 8 864 7606

Operating Supplies

This code is for all supplies used by City Staff to maintain and / or repair Central Market and / or Heritage Center 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 8 864 7607

Custodial Supplies

This code is for supplies, used by City Staff for the custodial maintenance of City buildings.

101 8 864 7660

Fuel Oil

This code is purchase of contracted fuel (gas and oil) for Heritage Center and / or Central Market.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF PARKS - SOUTHERN MARKET									
101 8 866 6110	SALARY BUREAU CHIEF	8,827	11,286	11,565	11,469	11,694	9,268	11,755	11,583
101 8 866 6115	SALARIED PERSONNEL	49,353	54,308	36,164	56,336	56,356	46,096	57,413	56,089
101 8 866 6185	OVERTIME	882	335	647	2,000	2,000	468	468	500
101 8 866 7210	MAINTENANCE- BUILDINGS	22,637	2,382	227	8,000	8,000	0	0	8,000
101 8 866 7230	MAINTENANCE - EQUIPMENT	0	0	1,756	5,000	5,000	1,871	3,207	5,000
101 8 866 7383	REAL ESTATE TAXES	21,879	22,660	23,470	25,000	25,000	23,544	23,544	25,000
101 8 866 7440	CONTRACT SERVICES	16,212	9,107	10,725	15,000	15,000	7,419	11,042	12,000
101 8 866 7450	SOLID WASTE DISPOSAL	117	0	0	0	0	0	0	0
101 8 866 7520	POWER ELECTRIC	33,605	30,379	33,836	33,000	33,000	26,712	28,378	33,000
101 8 866 7606	OPERATING SUPPLIES	236	6,590	5,196	7,300	7,300	1,137	369	7,300
101 8 866 7660	CUSTODIAL SUPPLIES	0	0	0	0	0	0	0	3,000
101 8 866 7660	HEATING FUEL	6,051	4,165	1,412	5,930	5,930	1,512	2,517	5,930
TOTAL		159,799	141,212	124,998	169,035	169,280	118,027	138,693	167,402
TOTAL BUREAU OF PARKS		1,708,196	1,736,313	1,752,603	1,882,021	1,933,397	1,336,808	1,703,048	1,993,705
TOTAL PUBLIC WORKS DEPT.		4,776,172	4,955,903	4,968,092	5,513,206	5,560,602	3,951,741	5,115,258	5,593,390
TOTAL GENERAL FUND EXPENDITURES		44,809,550	45,021,505	43,461,346	46,271,459	46,346,859	37,692,821	45,563,550	49,622,261

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	11,583
TOTAL 6110 EMPLOYEES						0.1500		\$ 11,583
101	8	866	6115	F	M	0.1000	Building Maintenance Supervisor	4,276
101	8	866	6115	F	A	0.1000	Maintenance Technician	4,332
101	8	866	6115	F	A	1.0000	Custodian II	31,455
101	8	866	6115	F	A	0.5000	Laborer	16,026
TOTAL 6115 EMPLOYEES						1.7000		\$ 56,089
TOTAL EMPLOYEES						1.8500		\$ 67,672

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 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 8 866 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 7607 Custodial Supplies

This code is for supplies, used by City Staff for the custodial maintenance of Southern Market building.

101 8 866 7660 Heating Fuel

This code is for contracted heating fuel.

CITY OF LANCASTER
SEWER FUND



2013 BUDGET

**CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2012 BUDGET VS. 2013 BUDGET**

<u>DESCRIPTION</u>	<u>2012 BUDGET</u> (as amended)	<u>2013 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$11,659,767	\$11,985,000	\$325,233	2.8%
Miscellaneous Revenue	\$103,246	\$92,246	(\$11,000)	-10.7%
Other Income	\$85,704	\$104,586	\$18,882	22.0%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$11,848,717	\$12,181,832	\$333,115	2.8%
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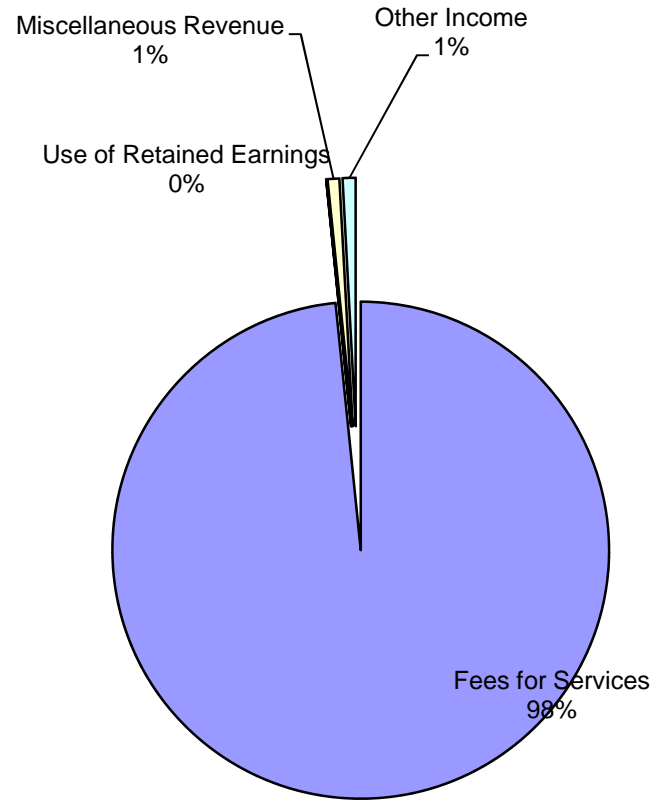
**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2012 BUDGET VS. 2013 BUDGET**

<u>BUREAU</u>	<u>2012 BUDGET</u> (as amended)	<u>2013 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$5,184,244.00	\$5,521,391.00	\$337,147	6.5%
Transfer to General Fund	\$0	\$0	\$0	0.0%
Collections	\$703,673	\$965,144	\$261,471	37.2%
Pumping Stations	\$1,124,734	\$1,101,465	(\$23,269)	-2.1%
Treatment	\$4,709,929	\$4,468,239	(\$241,690)	-5.1%
Grounds Maintenance	\$126,137	\$125,593	(\$544)	-0.4%
TOTAL SEWER FUND EXPENSES	\$11,848,717	\$12,181,832	\$333,115	2.8%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SEWER FUND

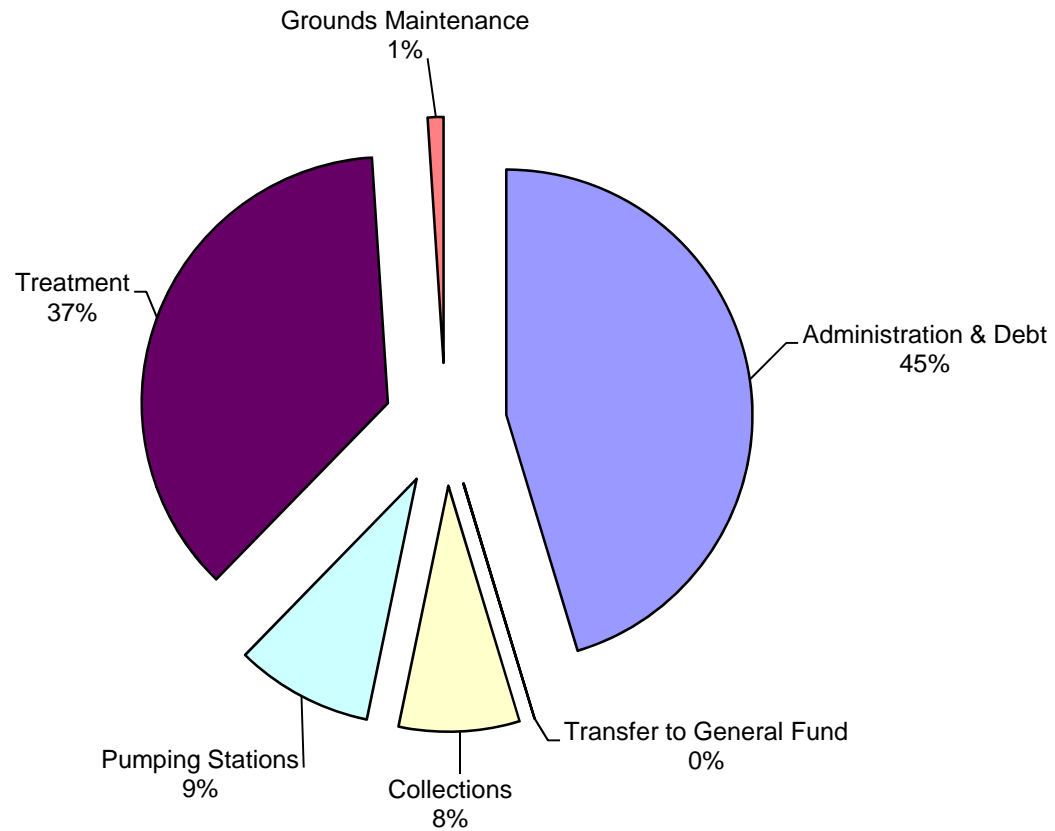
Retained Earnings 12/31/2011		\$ 9,909,795
Projected Revenues: 2012	11,792,152	
Projected Expenditures: 2012	<u>(11,685,045)</u>	
Projected Current Operating Surplus/(Deficit) 2012 (Reduction to Retained Earnings)		<u>107,107</u>
Projected Retained Earnings 12/31/2012		10,016,902
Proposed Revenues: 2013	12,181,832	
Proposed Expenditures: 2013	<u>(12,181,832)</u>	
Proposed Current Operating Surplus/(Deficit) 2013 (Reduction to Retained Earnings)		<u>-</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2013		<u>\$ 10,016,902</u>

**CITY OF LANCASTER
SEWER FUND REVENUES
2013 BUDGET**



TOTAL REVENUES \$12,181,832

**CITY OF LANCASTER
SEWER FUND EXPENSES
2013 BUDGET**



TOTAL EXPENSES \$12,181,832

**CITY OF LANCASTER
SEWER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
FEES FOR SERVICES									
561 4081	SEWAGE TREATMENT	5,480,215	5,775,636	6,250,170	7,592,267	7,592,267	6,632,989	7,600,000	8,000,000
561 4082	INDUSTRIAL WASTE SURCHARGE	414,124	288,830	422,829	475,000	475,000	223,312	450,000	475,000
561 4083	BULK SEWAGE TREATMENT	3,573,474	3,374,835	4,194,242	3,400,000	3,400,000	2,399,828	3,300,000	3,300,000
561 4084	SLSA OPERATING CHARGES	181,598	179,186	191,213	190,000	190,000	149,738	190,000	190,000
561 4085	SEWER ENTRANCE	2,125	2,752	1,879	2,500	2,500	1,512	2,000	20,000
TOTAL FEES FOR SERVICES		9,651,536	9,621,239	11,060,333	11,659,767	11,659,767	9,407,379	11,542,000	11,985,000
MISCELLANEOUS REVENUE									
561 4009	LIEN INTEREST & COSTS	3,549	1,789	7,597	5,500	5,500	2,752	3,000	3,500
561 4044	RENTAL INCOME	31,246	31,246	31,246	31,246	31,246	25,604	31,246	31,246
561 4056	AUCTION INCOME	0	0	0	0	0	0	0	0
561 4057	SALE OF CITY PROPERTY	8,319	3,361	7,249	0	0	14,612	14,612	0
561 4063	INTEREST INCOME	19,309	301,632	3,282	1,500	1,500	2,083	3,050	2,500
561 4080	MISCELLANEOUS INCOME	5,662	34,702	40,860	50,000	50,000	18,213	30,000	30,000
561 4086	INDUSTRIAL WASTE PERMITS	5,250	12,500	10,000	10,000	10,000	20,000	25,000	25,000
561 4087	INDUSTRIAL WASTE PENALTY	4,750	1,000	92,000	5,000	5,000	0	0	0
TOTAL MISC. REVENUE		78,085	386,230	192,234	103,246	103,246	83,264	106,908	92,246
OTHER INCOME									
561 4054	REFUND OF PRIOR YEAR EXP.	0	80,000	125,000	0	0	1,260	1,260	0
561 4070	INSURANCE RECOVERY	0	737	0	0	0	56,280	56,280	0
561 4071	PENSION STATE AID	72,931	76,728	79,942	85,704	85,704	85,704	85,704	104,586
561 4104	EPA GRANT	856,016	0	0	0	0	0	0	0
561 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME		928,947	157,465	204,942	85,704	85,704	143,244	143,244	104,586
TOTAL REVENUE		10,658,568	10,164,934	11,457,509	11,848,717	11,848,717	9,633,887	11,792,152	12,181,832

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
ADMINISTRATION									
561 8 880 6110	SALARY BUREAU CHIEF	0	0	0	24,727	20,000	1,800	20,000	78,000
561 8 880 6115	SALARIED PERSONNEL	273,906	273,076	278,648	284,161	279,284	215,131	280,306	345,458
561 8 880 6120	SALARY - TEMPORARY	684	1,836	1,701	0	0	0	0	0
561 8 880 6185	OVERTIME	0	0	59	0	0	49	31	0
561 8 880 6190	SICK LEAVE BONUS	1,158	0	0	0	0	0	0	0
561 8 880 6201	EDUCATIONAL INCENTIVE	10,342	11,297	10,435	11,000	11,000	5,897	11,500	12,000
561 8 880 6202	MEDICAL INSURANCE	662,992	782,521	841,925	883,050	883,050	735,875	883,050	900,711
561 8 880 6203	DENTAL/VISION	26,659	27,833	24,850	30,000	30,000	19,313	25,385	32,335
561 8 880 6208	SOCIAL SECURITY	157,934	159,717	165,760	173,285	166,285	130,308	166,954	185,445
561 8 880 6209	LIFE INSURANCE	5,288	5,492	5,579	5,625	5,625	5,143	5,625	5,800
561 8 880 6230	PENSION CONTRIBUTION	86,631	90,014	93,829	101,386	101,386	97,126	101,386	120,962
561 8 880 6240	UNEMPLOYMENT COMPENSATION	1,128	1,710	3,660	3,000	3,000	557	3,600	3,000
561 8 880 6250	WORKERS COMPENSATION	18,751	7,897	47,913	75,000	80,708	59,458	70,000	75,000
561 8 880 7141	PC LEASE	752	752	752	782	782	752	752	782
561 8 880 7160	RENTAL OF PARKING LOT	1,455	1,643	1,773	2,000	2,000	1,753	1,910	2,000
561 8 880 7180	RENTAL OF UNIFORMS	8,297	7,860	7,723	8,000	8,000	5,408	7,300	8,000
561 8 880 7230	MAINTENANCE OF EQUIPMENT	3,092	4,203	4,557	5,000	5,119	4,140	5,000	5,000
561 8 880 7310	ADVERTISING	2,285	1,905	2,583	3,000	6,381	6,088	6,600	5,000
561 8 880 7340	POSTAGE	24,254	31,678	31,191	33,000	33,000	28,187	33,000	35,000
561 8 880 7350	PRINTING	6,066	4,233	5,820	10,000	10,000	9,733	10,000	11,500
561 8 880 7360	TELEPHONE	20,234	20,627	22,076	21,000	33,000	23,628	26,000	26,000
561 8 880 7370	TRAVEL	45	3,069	2,537	4,000	5,700	3,356	5,250	4,000
561 8 880 7409	BAD DEBT EXPENSE	1,331,109	1,620,538	1,068,621	0	0	0	0	0
561 8 880 7410	PROFESSIONAL SERVICES	298,979	265,673	630,237	500,000	514,856	507,180	520,000	550,000
561 8 880 7430	BANK SERVICE CHARGES	5,754	3,642	3,805	5,000	5,000	3,072	4,200	5,000
561 8 880 7431	CREDIT CARD FEES	4,687	5,433	5,711	7,000	7,000	4,465	5,829	7,000
561 8 880 7440	CONTRACT SERVICES	4,193	4,898	18,675	15,000	15,000	13,670	14,700	50,000
561 8 880 7445	TRAINING - SCHOOL	4,818	8,430	9,302	6,000	11,750	11,384	14,000	12,000
561 8 880 7603	OFFICE SUPPLIES	1,820	1,798	2,134	2,500	2,000	1,723	2,000	2,500
561 8 880 7720	INSURANCE PACKAGE	216,409	183,218	180,014	195,500	193,300	182,572	190,345	210,000

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
561 8 880 8200	MINOR EQUIPMENT	7,277	6,364	9,699	10,000	13,364	10,766	13,000	13,100
561 8 880 8202	SAFETY ITEMS	6,077	9,731	5,689	6,000	7,000	6,991	7,000	8,000
561 8 880 8250	COMPUTER APPLICATIONS	5,846	4,270	42,552	10,000	40,144	21,350	40,000	20,000
561 8 880 9110	ADMINISTRATIVE- INDIRECT COST	330,713	328,805	384,231	374,708	374,708	312,449	374,708	374,490
561 8 880 9140	REVENUE TRF'D TO CITY	500,000	500,000	0	0	0	0	0	0
561 8 880 9230	FISCAL AGENT FEES	101	256	256	1,500	1,500	256	500	1,000
561 8 880 9240	BOND INTEREST EXPENSE	1,103,490	945,027	1,001,606	979,302	979,302	959,723	979,302	1,037,308
561 8 880 9260	BOND PRINCIPAL EXPENSE	1,144,202	1,255,000	1,295,000	1,335,000	1,335,000	1,335,000	1,335,000	1,375,000
TOTAL ADMINISTRATION		6,277,428	6,580,446	6,210,903	5,125,526	5,184,244	4,724,303	5,164,233	5,521,391

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

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

561	8	880	6110	F	M	1.0000	Stormwater Program Manager	78,000
TOTAL 6110 EMPLOYEES							1.0000	\$ 78,000
561	8	880	6115	F	M	1.0000	Project Engineer	68,603
561	8	880	6115	F	M	0.8180	Utilities Supervisor	53,936
561	8	880	6115	F	M	1.0000	Environmental Planner	52,000
561	8	880	6115	F	M	0.1979	Bureau Chief Proc. & Collections	12,566
561	8	880	6115	F	M	0.1979	Customer Service Supervisor	9,068
561	8	880	6115	F	M	0.1979	Admin Support Supervisor	8,257
561	8	880	6115	F	M	0.2500	Information Services Manager	17,151
561	8	880	6115	F	M	0.1400	Communications Specialist	4,576
561	8	880	6115	F	A	0.1979	Admin Support Clerk	6,397
561	8	880	6115	F	A	0.3049	Utility Service Coordinator	10,738
561	8	880	6115	F	A	0.5000	Secretary I	17,146
561	8	880	6115	F	A	0.1979	Cashier/Service Clerk	6,397
561	8	880	6115	F	A	0.1979	Customer Care Coordinator	8,257
561	8	880	6115	F	A	0.1979	Customer Care Coordinator	8,502
561	8	880	6115	F	A	0.1979	Customer Care Coordinator	7,377
561	8	880	6115	F	A	0.1979	Customer Care Coordinator	7,377
561	8	880	6115	F	A	0.1979	Revenue Clerk	7,074
561	8	880	6115	F	A	0.1979	Billing Clerk	8,016
561	8	880	6115	F	A	0.1979	Cashier/Service Clerk	7,375
561	8	880	6115	F	A	0.1979	Billing Coordinator	7,198
561	8	880	6115	F	A	0.1979	Mail & Print Operator	6,048
							Available for Merit	8,897

Subtotal Full-Time 6.7838

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
561 8 880 6115	P	A	0.1979 Data Entry Operator I	2,502
			Subtotal Part-Time 0.1979	
TOTAL 6115 EMPLOYEES			6.9817	\$ 345,458
TOTAL EMPLOYEES			7.9817	\$ 423,458

DEPARTMENT OF PUBLIC WORKS

BUREAU: WASTEWATER OPERATIONS - ADMINISTRATION

561 8 880 6110 Salary Bureau Chief

Salary expenses for a newly created stormwater program manager due to increased Federal and State regulatory requirements for our long term control plan and Municipal Separate Storm Sewer System (MS4) requirements.

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 vacancies.

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. Costs associated for IT contract service is also charged to this account.

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 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 and Lancaster Area Sewer Authority.

561 8 880 7410

Professional Services

Account covers outside professional consultants, legal counsel, auditors and engineering consultants. Included for 2012 and 2013 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 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, 2009 and 2011 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, 2009 and 2011 bonds.

561 8 880 9260

Bond Principal Expense

Account pays principal redemption on the Series 2007, 2009 and 2011 bonds.

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
COLLECTIONS									
561 8 881 6115	SALARIED PERSONNEL	360,188	377,422	377,063	443,151	418,381	317,505	395,689	499,849
561 8 881 6185	OVERTIME	7,792	6,301	12,108	6,000	6,000	2,892	5,000	6,000
561 8 881 7290	MAINTENANCE- VEHICLES	32,804	16,615	38,626	16,000	52,000	48,508	52,000	40,000
561 8 881 7440	CONTRACT SERVICES	26,812	60,275	49,451	50,000	41,500	39,191	50,000	50,000
561 8 881 7470	TRENCH-PAVING	9,964	15,744	26,072	15,000	25,000	24,810	25,000	15,000
561 8 881 7606	OPERATING SUPPLIES	75,340	61,405	60,496	50,000	58,500	55,939	58,500	50,000
561 8 881 7654	GASOLINE	19,403	20,403	31,374	25,000	43,000	33,582	37,000	30,000
561 8 881 8200	MINOR EQUIPMENT	0	0	0	0	0	0	0	15,000
561 8 881 8270	VEHICLE PURCHASE	0	0	0	0	0	0	0	200,000
561 8 881 8271	VEHICLE LEASE PURCHASE	55,116	34,296	59,292	59,292	59,292	59,292	59,292	59,295
TOTAL COLLECTIONS		587,419	592,461	654,482	664,443	703,673	581,719	682,481	965,144

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	59,085
561	8	881	6115	F	A	1.0000	Equipment Operator I	37,411
561	8	881	6115	F	A	1.0000	Equipment Operator I	37,411
561	8	881	6115	F	A	1.0000	Equipment Operator I	37,411
561	8	881	6115	F	A	1.0000	Equipment Operator II	36,480
561	8	881	6115	F	A	1.0000	Equipment Operator II	37,666
561	8	881	6115	F	A	1.0000	Equipment Operator III	43,003
561	8	881	6115	F	A	1.0000	Mark-Out Serviceperson I	41,604
561	8	881	6115	F	A	1.0000	Sewer Technician	44,138
561	8	881	6115	F	A	1.0000	Sewer Technician	41,751
561	8	881	6115	F	A	1.0000	Sewer Technician	38,285
561	8	881	6115	F	A	1.0000	TV Technician	45,604
TOTAL 6115 EMPLOYEES						12.0000		\$ 499,849

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 8200

Minor Equipment

Compressor to replace current compressor circa 1987 (325), this also includes new jack hammer.

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
PUMPING STATIONS									
561 8 882 6115	SALARIED PERSONNEL	494,503	533,370	578,223	608,569	610,169	455,846	568,622	583,985
561 8 882 6185	OVERTIME	27,155	20,336	39,220	20,000	30,000	23,307	30,000	20,000
561 8 882 7210	MAINTENANCE- BUILDINGS	890	763	0	1,000	1,000	340	1,000	1,000
561 8 882 7230	MAINTENANCE- EQUIPMENT	122,014	119,699	168,714	125,000	94,000	60,376	90,000	100,000
561 8 882 7520	POWER ELECTRIC	380,241	352,559	448,601	375,000	351,000	288,251	340,000	375,000
561 8 882 7606	OPERATING SUPPLIES	689	382	338	500	1,000	843	1,000	1,000
561 8 882 7660	HEATING FUEL	4,700	2,290	9,956	7,500	7,000	2,272	7,000	7,000
561 8 882 8271	VEHICLE LEASE PURCHASE	17,122	17,122	18,409	30,565	30,565	30,536	30,536	13,480
TOTAL PUMPING STATIONS		1,047,314	1,046,521	1,263,461	1,168,134	1,124,734	861,771	1,068,158	1,101,465

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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.	53,649
561	8	882	6115	F	M	1.0000	Electrical/Mechanical Supervisor	45,994
561	8	882	6115	F	A	1.0000	Instrument Technician	49,976
561	8	882	6115	F	A	1.0000	Instrument Technician	43,759
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	41,604
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	39,529
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	39,529
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	39,426
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	36,346
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	36,346
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	36,690
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic -Tr	38,285
561	8	882	6115	F	A	1.0000	Maintenance Electrician II - Tr	39,529
561	8	882	6115	F	A	1.0000	Maintenance Electrician II	43,323
TOTAL 6115 EMPLOYEES						14.0000		\$ 583,985

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.

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 8271

Vehicle – Lease Purchase

This line covers the annual payments required under a five-year lease Vehicle #326 that goes through 2015 and for #310 with payment that goes through 2016.

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
TREATMENT									
561 8 883 6115	SALARIED PERSONNEL	762,446	735,533	728,233	719,329	712,936	558,852	722,981	720,817
561 8 883 6185	OVERTIME	26,583	23,810	31,893	20,000	35,000	29,588	35,000	25,000
561 8 883 7210	MAINTENANCE- BUILDINGS	31,070	9,334	7,227	8,000	8,000	7,997	10,000	10,000
561 8 883 7230	MAINTENANCE- EQUIPMENT	270,717	242,858	270,065	250,000	350,000	299,553	325,000	250,000
561 8 883 7290	MAINTENANCE- VEHICLES	17,061	13,041	21,749	17,000	21,000	14,709	15,000	15,000
561 8 883 7460	METER EXPENSE	185,188	176,598	218,444	300,000	250,000	191,006	250,000	367,328
561 8 883 7465	WATER UTILITY EXPENSE	28,360	22,051	129,214	35,000	57,000	47,114	53,000	40,000
561 8 883 7480	SLUDGE	1,609,522	1,370,367	1,139,000	1,075,000	1,065,000	730,222	975,000	1,000,000
561 8 883 7520	POWER ELECTRIC	753,022	958,962	1,180,840	1,000,000	1,000,000	824,040	970,000	1,000,000
561 8 883 7606	OPERATING SUPPLIES	35,803	12,369	15,260	15,000	14,000	13,994	15,000	15,000
561 8 883 7615	LABORATORY-SUPPLIES	32,746	34,507	45,892	60,000	45,000	33,564	40,000	50,000
561 8 883 7618	CHEMICALS	369,027	424,202	501,735	525,000	487,000	384,567	505,000	525,000
561 8 883 7654	GASOLINE	19,474	28,184	33,355	25,000	25,000	23,291	26,000	30,000
561 8 883 7660	HEATING FUEL	77,347	64,246	63,287	90,000	70,000	36,223	75,000	80,000
561 8 883 8200	MINOR EQUIPMENT	0	0	0	18,100	18,100	17,982	17,982	0
561 8 883 8271	VEHICLE LEASE PURCHASE	0	0	29,142	29,143	29,143	29,142	29,142	29,143
561 8 883 8290	CAPITAL OUTLAY	156,578	127,918	552,715	583,000	522,750	396,626	583,000	310,951
TOTAL TREATMENT		4,374,944	4,243,980	4,968,051	4,769,572	4,709,929	3,638,470	4,647,105	4,468,239

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	52,076
561	8	883	6115	F	M	1.0000	Wastewater Operations Supervisor	56,343
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	48,374
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	46,965
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	44,245
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II	42,278
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician	40,743
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician-C	41,959
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician-C	41,959
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	45,572
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	45,572
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	45,572
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	44,245
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician - Uncert.	40,503
561	8	883	6115	F	A	1.0000	Laboratory Technician I	42,970
561	8	883	6115	F	A	1.0000	Laboratory Technician I	41,441
TOTAL 6115 EMPLOYEES						16.0000		\$ 720,817

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 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 H₂O 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 O₂ plant and instrumentation. Mixers, aerators, gearboxes, motors, fuses, contacts and relays.

Specialty gas for O₂ Plant
 O₂ Plant instrumentation and compressor parts
 Overhaul plant air compressors
 O₂ and combination cells for North and South A/O controls
 Calibrate and repair flow meters
 Plant PLCs'
 Miscellaneous plant instrumentation maintenance
 O₂ Plant turn-around
 Plant odor control - maintain QUAD odor control units and chemical feed pumps, H₂O 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 2013 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 2013 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-press) - 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

No minor equipment purchases are anticipated for 2013.

561 8 883 8271 Vehicle Lease Purchase

This line covers the annual payments required under a five-year lease for vehicle #335 that goes through 2015.

561 8 883 8290

Capital Outlay

Replace lighting to T4 lighting due to regulation	25,000 ¹
Replace Chlorinator Pumps (2) includes install	20,000 ²
Replace V349N Valve (Oxygen Plant)	15,000 ³
Chlorine Residual Analyzers	30,000 ⁴

Total= \$ 90,000

¹ Replace lighting to T4 in North A.O tank building, North R.A.S and South R.A.S. buildings. We will also receive a rebate from PPL for efficient fixtures.

² Chlorinator Water Pumps are required to mix with gas chlorine and feed the chemical to reduce the Fecal Coliform in the Final Effluent required by our NPDES Permit, the pumps are also original and in need of replacement to insure we meet our discharge permit limits.

³ The V349N was found to be in desperate need of replacement, during this years turnaround the contractor could not calibrate the valve.

⁴ This purchase will allow us to monitor the chlorine residual in the mixing chamber and also in the outfall to the Conestoga, the operators will have the ability to monitor it 24/7 on SCADA. This also will insure that we are properly chlorinating and dechlorinating the Final Effluent. This should save us money on chemical usage as well.

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
GROUNDS MAINTENANCE									
561 8 884 6110	SALARY-BUREAU CHIEF	2,942	3,762	3,855	3,823	3,898	3,089	3,918	3,861
561 8 884 6115	SALARY-PERSONNEL	91,092	96,943	99,679	102,069	102,089	81,130	100,170	107,782
561 8 884 6120	SALARY - TEMPORARY	5,889	3,941	5,576	5,800	11,977	11,977	10,830	5,800
561 8 884 6185	OVERTIME	504	2,012	1,801	3,700	2,523	2,150	2,500	2,500
561 8 884 7180	RENTAL OF UNIFORMS	616	616	612	650	650	454	650	650
561 8 884 7230	MAINTENANCE EQUIPMENT	816	1,099	167	1,200	1,200	526	1,200	1,200
561 8 884 7606	OPERATING SUPPLIES	1,218	3,115	1,277	1,300	1,300	1,296	1,300	1,300
561 8 884 8200	MINOR EQUIPMENT	952	887	981	2,500	2,500	2,495	2,500	2,500

TOTAL GROUNDS MAINTENANCE	104,029	112,375	113,948	121,042	126,137	103,117	123,068	125,593
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TOTAL SEWER FUND EXPENSES	12,391,134	12,575,783	13,210,845	11,848,717	11,848,717	9,909,380	11,685,045	12,181,832
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**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	3,861
TOTAL 6110 EMPLOYEES			0.0500	\$ 3,861
561 8 884 6115	F	M	0.1000 Building Maintenance Supervisor	4,276
561 8 884 6115	F	A	0.1000 Maintenance Technician	4,332
561 8 884 6115	F	A	1.0000 Laborer	36,264
561 8 884 6115	F	A	1.0000 Laborer	31,455
561 8 884 6115	F	A	1.0000 Laborer	31,455
TOTAL 6115 EMPLOYEES			3.2000	\$ 107,782
TOTAL EMPLOYEES			3.2500	\$ 111,643

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



2013 BUDGET

**CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2012 BUDGET VS. 2013 BUDGET**

<u>DESCRIPTION</u>	<u>2012 BUDGET</u> (as amended)	<u>2013 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$21,800,206	\$22,792,338	\$992,132	4.6%
Miscellaneous Revenue	\$782,162	\$801,421	\$19,259	2.5%
Other Income	\$139,983	\$168,041	\$28,058	20.0%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$22,722,351	\$23,761,800	\$1,039,449	4.6%
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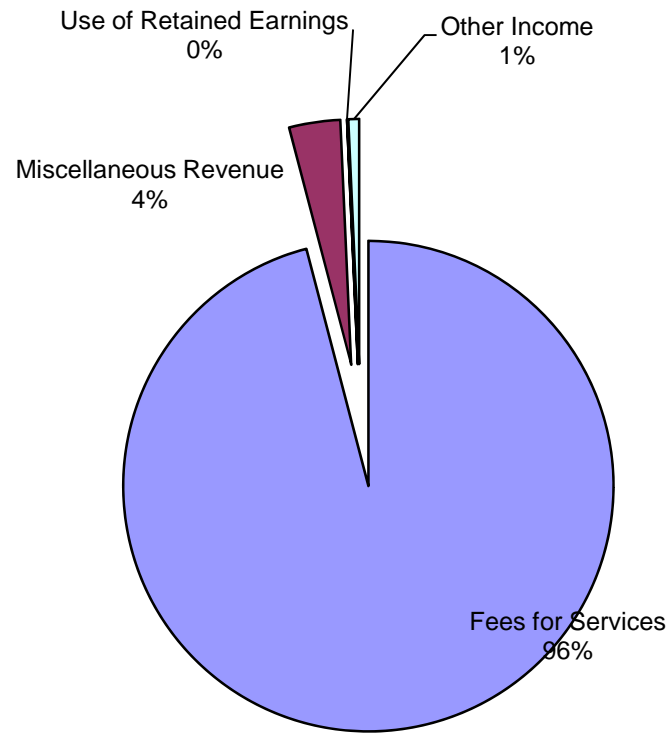
**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2012 BUDGET VS. 2013 BUDGET**

<u>BUREAU</u>	<u>2012 BUDGET</u> (as amended)	<u>2013 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$11,486,584	\$12,731,229.00	\$1,244,645	10.8%
Transfer to General Fund	\$2,300,000	\$2,500,000	\$200,000	8.7%
Susquehanna Treatment Plant	\$2,724,226	\$2,639,780	(\$84,446)	-3.1%
Conestoga Treatment Plant	\$2,398,789	\$2,148,186	(\$250,603)	-10.4%
Transmission & Distribution	\$2,075,834	\$1,939,396	(\$136,438)	-6.6%
Meter Shop	\$1,064,346	\$1,049,508	(\$14,838)	-1.4%
Grounds Maintenance	\$425,121	\$464,998	\$39,877	9.4%
Laboratory	\$247,451	\$288,703	\$41,252	16.7%
TOTAL WATER FUND EXPENSES	\$22,722,351	\$23,761,800	\$1,039,449	4.6%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
WATER FUND

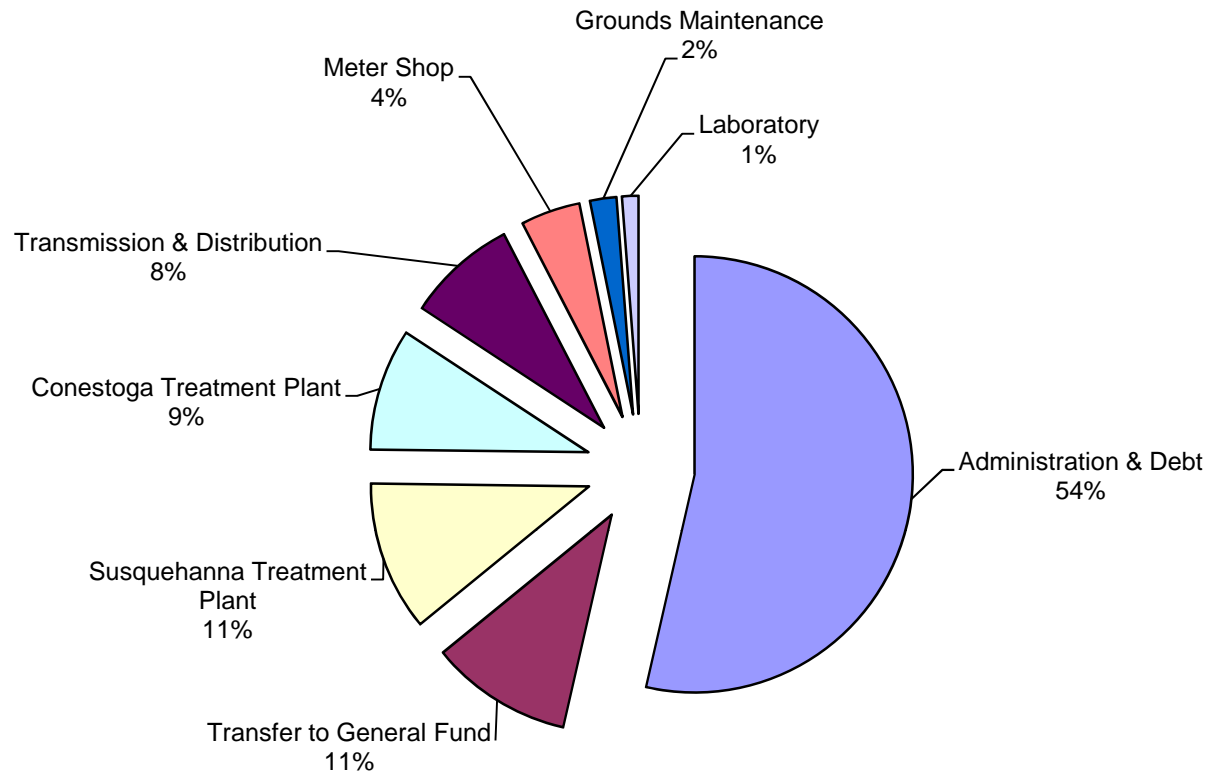
Retained Earnings 12/31/2011		\$ 21,759,031
Projected Revenues: 2012	21,329,006	
Projected Expenditures: 2012	<u>(21,155,422)</u>	
Projected Current Operating Surplus/(Deficit) 2012 (Reduction to Retained Earnings)		<u>173,584</u>
Projected Retained Earnings 12/31/2012		21,932,615
Proposed Revenues: 2013	23,761,800	
Proposed Expenditures: 2013	<u>(23,761,800)</u>	
Proposed Current Operating Surplus/(Deficit) 2013 (Reduction to Retained Earnings)		<u>-</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2013		<u>\$ 21,932,615</u>

**CITY OF LANCASTER
WATER FUND REVENUES
2013 BUDGET**



TOTAL REVENUES \$23,761,800

**CITY OF LANCASTER
WATER FUND EXPENSES
2013 BUDGET**



TOTAL EXPENSES \$23,761,800

**CITY OF LANCASTER
WATER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
FEES FOR SERVICES									
562 4077	WATER RENTS	12,362,033	13,338,938	15,141,484	21,800,206	21,800,206	17,019,127	20,500,000	22,792,338
TOTAL FEES FOR SERVICES		12,362,033	13,338,938	15,141,484	21,800,206	21,800,206	17,019,127	20,500,000	22,792,338
MISCELLANEOUS REVENUE									
562 4009	LIEN INTEREST & COSTS	3,633	1,576	6,674	3,500	3,500	3,197	3,500	3,500
562 4044	RENTAL INCOME	239,910	278,792	308,647	322,863	322,863	253,554	322,863	317,404
562 4054	REFUND OF PRIOR YR EXP.	0	0	0	0	0	0	0	0
562 4056	AUCTION INCOME	1,250	3,224	1,330	0	0	0	0	0
562 4057	SALE OF CITY PROPERTY	0	75,665	3,499	0	0	0	0	0
562 4063	INTEREST INCOME	13,237	491	393	1,500	1,500	42	250	1,000
562 4078	METERS	3,611	1,925	2,776	3,000	3,000	708	2,500	2,500
562 4079	REIMBURSEMENT - METER LABOR	185,188	176,598	218,443	371,299	371,299	191,006	234,053	367,017
562 4080	MISCELLANEOUS REVENUE	80,438	75,885	95,328	80,000	80,000	96,582	110,000	110,000
562 4147	TAPPING FEES	42,000	64,000	0	0	0	0	0	0
TOTAL MISC. REVENUE		569,267	678,156	637,090	782,162	782,162	545,089	673,166	801,421
OTHER INCOME									
562 4070	INSURANCE RECOVERY	8,045	7,418	6,130	0	0	15,857	15,857	0
562 4071	PENSION STATE AID	128,357	144,779	145,758	139,983	139,983	139,983	139,983	168,041
562 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME		136,402	152,197	151,888	139,983	139,983	155,840	155,840	168,041
TOTAL REVENUE		13,067,702	14,169,291	15,930,462	22,722,351	22,722,351	17,720,056	21,329,006	23,761,800

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. Collection of these fees expired in 2010.

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
ADMINISTRATION									
562 8 890 6110	SALARY BUREAU CHIEF	2,334	25,383	25,959	131,739	119,514	21,013	39,127	86,676
562 8 890 6115	SALARIED PERSONNEL	495,114	458,609	382,660	478,621	513,227	345,661	445,924	517,914
562 8 890 6120	SALARY - TEMPORARY	1,525	4,130	2,881	3,000	3,000		0	0
562 8 890 6185	OVERTIME	0	0	12	0	0	75	75	0
562 8 890 6190	SICK LEAVE BONUS	3,483	0	0	0	0	0	0	0
562 8 890 6192	OPEB EXPENSE	0	0	0	800,000	800,000	0	666,667	800,000
562 8 890 6201	EDUCATIONAL INCENTIVE	15,119	12,498	12,600	13,000	13,000	5,700	13,000	13,000
562 8 890 6202	MEDICAL INSURANCE	1,276,445	1,430,338	1,413,715	1,499,576	1,499,576	1,249,647	1,499,576	1,574,555
562 8 890 6203	DENTAL/VISION	49,753	47,473	39,612	46,000	46,000	31,839	41,050	51,055
562 8 890 6208	SOCIAL SECURITY	291,466	289,355	283,563	321,730	320,520	230,531	295,972	320,723
562 8 890 6209	LIFE INSURANCE	11,822	10,792	9,958	11,000	11,000	8,713	10,769	11,095
562 8 890 6230	PENSION CONTRIBUTION	158,467	174,711	181,124	174,577	174,577	162,648	174,577	200,982
562 8 890 6240	UNEMPLOYMENT COMPENSATION	448	1,470	16,751	3,000	3,000	1,238	5,000	3,000
562 8 890 6250	WORKERS COMPENSATION	17,417	112,541	179,684	125,000	132,655	86,115	135,000	125,000
562 8 890 7141	PC LEASE	9,398	9,398	9,398	9,398	9,398	9,397	9,398	9,398
562 8 890 7160	RENTAL OF PARKING LOT	3,062	4,053	4,526	5,000	7,400	5,894	5,925	6,200
562 8 890 7180	RENTAL OF UNIFORMS	12,856	12,097	11,944	14,000	14,000	8,740	12,000	12,000
562 8 890 7230	MAINTENANCE OF EQUIPMENT	7,335	7,771	10,883	10,000	11,000	10,056	12,000	12,000
562 8 890 7310	ADVERTISING	1,581	1,063	1,628	2,000	4,000	3,098	4,000	2,000
562 8 890 7340	POSTAGE	60,062	64,035	78,304	75,000	75,000	51,077	60,000	80,000
562 8 890 7350	PRINTING	13,607	16,827	16,812	21,000	21,000	9,380	12,500	26,000
562 8 890 7360	TELEPHONE	29,061	29,377	26,498	25,000	33,000	28,306	32,000	32,000
562 8 890 7370	TRAVEL	3,048	4,775	2,256	6,000	6,000	2,510	4,000	6,000
562 8 890 7380	MISCELLANEOUS EXPENSE	333	1,141	953	1,200	1,200	555	1,000	1,200
562 8 890 7410	PROFESSIONAL SERVICES	276,955	734,462	601,087	457,100	403,042	340,202	405,000	500,000
562 8 890 7430	BANK SERVICE CHARGES	10,723	6,787	7,092	9,000	9,000	5,724	8,086	9,000
562 8 890 7431	CREDIT CARD FEES	6,372	7,449	7,558	8,100	8,100	5,728	7,650	8,100
562 8 890 7440	CONTRACT SERVICES	0	0	5,133	6,000	6,000	437	1,000	100,000
562 8 890 7445	TRAINING - SCHOOL	14,241	10,696	22,892	15,000	17,500	15,311	16,500	15,000
562 8 890 7603	OFFICE SUPPLIES	6,954	6,251	5,146	6,000	6,000	3,685	5,200	6,000

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
562 8 890 7720	INSURANCE PACKAGE	129,976	175,990	170,366	176,910	178,121	177,958	181,435	200,000
562 8 890 8200	MINOR EQUIPMENT	19,865	17,819	20,841	20,000	32,892	24,306	29,000	30,000
562 8 890 8202	SAFETY EQUIPMENT	6,878	7,889	9,847	10,000	10,000	6,936	10,000	10,000
562 8 890 8250	COMPUTER APPLICATIONS	154	4,190	82,751	20,000	74,058	37,061	70,000	50,000
562 8 890 9110	ADMINISTRATIVE-INDIRECT COST	560,145	559,663	559,087	614,372	614,372	511,977	614,372	610,127
562 8 890 9140	REVENUE TRFD TO CITY	1,500,000	1,800,000	2,300,000	2,300,000	2,300,000	1,916,666	2,300,000	2,500,000
562 8 890 9230	FISCAL AGENT FEES	1,936	2,027	989	3,000	3,000	989	2,500	2,500
562 8 890 9240	BOND INTEREST EXPENSE	1,710,389	5,009,769	2,778,008	4,952,658	4,952,658	4,928,464	4,952,658	5,383,955
562 8 890 9260	BOND PRINCIPAL EXPENSE	890,730	991,755	1,032,238	1,353,774	1,353,774	1,348,115	1,353,774	1,915,749
TOTAL ADMINISTRATION		7,599,054	12,052,584	10,314,756	13,727,755	13,786,584	11,595,752	13,436,735	15,231,229

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	26,052
562	8	890	6110	F	M	1.0000	Utility Engineer	60,624
TOTAL 6110 EMPLOYEES						1.3000		\$ 86,676
562	8	890	6115	F	M	1.0000	Project Manager - Utilities	58,592
562	8	890	6115	F	M	0.1820	Utilities Supervisor	12,000
562	8	890	6115	F	M	1.0000	Capital Improvements Manager	77,221
562	8	890	6115	F	M	1.0000	GIS Analyst	48,486
562	8	890	6115	F	M	0.4512	Bureau Chief Proc. & Collections	28,648
562	8	890	6115	F	M	0.2500	Information Services Manager	17,151
562	8	890	6115	F	M	0.2700	Communications Specialist	8,825
562	8	890	6115	F	M	0.4512	Customer Service Supervisor	20,672
562	8	890	6115	F	M	0.4512	Admin Support Supervisor	18,824
562	8	880	6115	F	A	0.5000	Secretary I	17,146
562	8	890	6115	F	A	0.4512	Billing Clerk	18,276
562	8	890	6115	F	A	0.4512	Billing Coordinator	16,407
562	8	890	6115	F	A	0.4512	Cashier/Service Clerk	14,585
562	8	890	6115	F	A	0.4512	Cashier/Service Clerk	16,815
562	8	890	6115	F	A	0.4512	Admin Support Clerk	14,585
562	8	890	6115	F	A	0.4512	Customer Care Coordinator	19,383
562	8	890	6115	F	A	0.4512	Customer Care Coordinator	18,824
562	8	890	6115	F	A	0.4512	Customer Care Coordinator	16,818
562	8	890	6115	F	A	0.4512	Customer Care Coordinator	16,818
562	8	890	6115	F	A	0.4512	Mail & Print Operator	13,788
562	8	890	6115	F	A	0.4512	Revenue Clerk	16,127

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
			Available for Merit	22,219
			Subtotal Full-Time 10.5191	
562	8	890	6115	P A
			0.4512	Data Entry Operator I
			Subtotal Part-Time 0.4512	5,705
TOTAL 6115 EMPLOYEES			10.9703	\$ 517,914
TOTAL EMPLOYEES			12.2703	\$ 604,590

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 water bureau staff to travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.

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 2013 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. Also includes IT technical staff and water contractors' fees.

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, 2010 and 2011 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, 2010 and 2011 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, 2010 and 2011 General Obligation bonds, and Guaranteed Revenue Note of 2001 (Pennvest).

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
SUSQUEHANNA TREATMENT PLANT									
562 8 891 6115	SALARIED PERSONNEL	733,667	677,735	625,005	774,476	777,226	525,462	650,540	704,230
562 8 891 6185	OVERTIME	50,104	106,899	94,735	65,000	65,000	49,828	61,000	60,000
562 8 891 7210	MAINTENANCE- BUILDINGS	7,530	14,374	24,827	30,000	31,500	30,784	36,500	35,000
562 8 891 7220	MAINTENANCE- COMMUNIC.	127	36	295	1,000	1,000	164	1,000	1,500
562 8 891 7230	MAINTENANCE- EQUIPMENT	43,800	33,593	92,333	95,000	135,000	93,867	125,000	125,000
562 8 891 7290	MAINTENANCE- VEHICLES	14,287	8,945	12,635	12,000	12,000	6,700	7,500	7,500
562 8 891 7465	WATER UTILITY EXPENSE	5,754	6,419	7,410	6,500	9,000	7,500	9,000	10,000
562 8 891 7480	SLUDGE	88,754	68,950	73,658	90,000	86,000	38,374	55,000	80,000
562 8 891 7520	POWER ELECTRIC	471,358	527,914	727,268	790,000	790,000	655,974	800,000	850,000
562 8 891 7606	OPERATING SUPPLIES	3,776	4,660	5,417	6,500	6,500	3,550	6,500	7,000
562 8 891 7618	CHEMICALS	408,049	409,041	505,054	750,000	729,500	364,532	500,000	674,000
562 8 891 7654	GASOLINE	6,098	7,882	10,998	11,000	11,000	8,878	10,500	11,000
562 8 891 7660	HEATING FUEL	63,605	56,631	52,486	85,000	65,000	24,303	35,000	40,000
562 8 891 8200	MINOR EQUIPMENT	2,707	2,475	2,533	5,000	5,500	5,175	5,175	5,500
562 8 891 8270	VEHICLES	0	0	2,795	0	0	0	0	29,050
562 8 891 8290	CAPITAL OUTLAY	35,296	0	0	0	0	0	0	0
TOTAL SUSQUEHANNA PLANT		1,934,912	1,925,554	2,237,449	2,721,476	2,724,226	1,815,091	2,302,715	2,639,780

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	52,081
562	8	891	6115	F	M	1.0000	Plant Maintenance Supervisor	48,293
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	48,374
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	43,323
562	8	891	6115	F	A	1.0000	Instrument Technician	47,107
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic	41,604
562	8	891	6115	F	A	1.0000	Water Plant Operator II	44,276
562	8	891	6115	F	A	1.0000	Water Plant Operator II	39,529
562	8	891	6115	F	A	1.0000	Water Plant Operator II	42,068
562	8	891	6115	F	A	1.0000	Water Plant Operator II	42,068
562	8	891	6115	F	A	1.0000	Water Plant Operator II	45,597
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	43,323
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	45,572
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	40,743
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	40,743
562	8	891	6115	F	A	1.0000	Water Plant Operator II	39,529
TOTAL 6115 EMPLOYEES						16.0000		\$ 704,230

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	4,000
Replacement filters for low service	<u>3000</u>

Total \$ 35,000

562 8 891 7220 Maintenance - Communications

This account provides for repairs on the 2-way radios at the SWTP.

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 continue developing 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
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	22,500
Spare Quincy Air Dryer	7,500
Hart Monitor Transmitter (calibrate transmitters)	5,000
Pipe Cutter/Threader	5,000
Low service screen chain installation	<u>15,000</u>
	Total \$125,000

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 1/2-ton pickup (203), one 1/2-ton van (213), two 3/4-ton utility trucks (253 and 260), one 1-ton pickup (225), one loader (224), an Engineer's vehicle (721) and a Supervisor's vehicle (229).

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 2013.

562 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)	285,000
Stony Battery Road	400
Water Altitude Valve House	700
Stony Battery Road & Rt. 30	600
Membrane Plant & HS Pumping Station	<u>555,000</u>
	Total \$ 850,000

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 The past 12 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 2013 is \$674,000.

Chemical Estimated Consumption - 2013 - SWTP				
Chemical	Unit Cost	Unit of Measure	Estimated Annual Usage	Estimated Annual Expense
Cl ₂ - 15% Sodium Hypochlorite - Bulk > 4000 gal	\$ 0.879	gals	151,000	\$ 133,000
Hach				\$ 5700
Fluoride (23.8% acid)	\$ 0.286	lbs.	105,000	\$ 30,000
Soda, caustic, 25% - Bulk	\$ 0.99	gals	40,000	\$ 39,600
Sodium Bisulfite, 38% - Totes	\$ 1.893	gals	3,500	\$ 6,600
Sulfuric Acid, 93%	\$ 1.59	gals	10,000	\$ 15,900
DelPac 20/20 - polyaluminum chloride	\$ 0.1439	lbs.	1,500,000	\$ 216,000
Citric acid	\$ 6.44	gals	5,500	\$ 35,500
Orthophosphate	\$ 0.715	lbs.	79,000	\$ 56,500
Polymer	\$ 2.10	lbs.	49,000	\$ 103,000
Five per cent increase				\$ 32,200
Total - 2012				\$ 674,000

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

The 5 year plan for vehicle replacement calls for the replacement of vehicle #261, a 1987, 7 ton dump truck that is costly to maintain and is becoming a safety concern. We use this vehicle to plow snow, spread salt, and pull sludge rolloffs.

562 8 891 8290

Capital Outlay

This line accounts for expenditures made for new and replacement equipment. In 2013, we do not anticipate any capital purchases.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
CONESTOGA TREATMENT PLANT									
562 8 892 6115	SALARIED PERSONNEL	679,385	626,142	671,043	711,698	670,745	512,857	656,707	734,686
562 8 892 6185	OVERTIME	84,804	103,998	128,000	85,000	125,000	95,212	120,000	85,000
562 8 892 7210	MAINTENANCE- BUILDINGS	41,188	20,915	30,388	40,000	40,000	20,221	25,000	30,000
562 8 892 7220	MAINTENANCE- COMMUNIC.	500	0	123	500	615	565	565	500
562 8 892 7230	MAINTENANCE- EQUIPMENT	39,380	72,983	78,157	70,000	89,885	64,420	70,000	70,000
562 8 892 7290	MAINTENANCE- VEHICLES	35,330	20,005	10,630	20,000	20,000	14,741	18,700	20,000
562 8 892 7480	SLUDGE	188,491	78,410	131,224	200,000	180,000	58,742	140,000	150,000
562 8 892 7520	POWER ELECTRIC	440,507	585,189	559,235	650,000	645,000	364,012	450,000	475,000
562 8 892 7606	OPERATING SUPPLIES	3,138	2,967	3,472	3,000	3,000	2,616	3,000	3,000
562 8 892 7618	CHEMICALS	506,302	353,053	468,112	450,000	450,000	338,975	425,000	480,000
562 8 892 7654	GASOLINE	13,768	16,261	20,731	20,000	20,000	15,825	20,000	20,000
562 8 892 7660	HEATING FUEL	44,603	54,570	53,409	50,000	50,000	26,449	35,000	50,000
562 8 892 8270	VEHICLES	41,693	41,693	48,942	40,044	40,044	40,044	40,044	0
562 8 892 8290	CAPITAL OUTLAY	89,863	17,264	0	70,000	64,500	0	25,000	30,000
TOTAL CONESTOGA PLANT		2,208,952	1,993,450	2,203,466	2,410,242	2,398,789	1,554,679	2,029,016	2,148,186

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	53,123	
562	8	892	6115	F	M	1.0000	Water Production Supervisor	69,251	
562	8	892	6115	F	M	1.0000	Chief Water Plant Operator	45,994	
562	8	892	6115	F	A	1.0000	Instrument Technician	43,438	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic III	46,965	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	48,374	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	48,374	
562	8	892	6115	F	A	1.0000	Water Plant Operator II	45,572	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	44,138	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	44,138	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	41,604	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	40,743	
562	8	892	6115	F	A	1.0000	Water Plant Operator II/TR	40,743	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-GF/TR	40,743	
562	8	892	6115	F	A	1.0000	Water Plant Operator I-GR/TR	40,743	
562	8	892	6115	F	A	1.0000	Water Plant Operator I-GR/TR	40,743	
TOTAL 6115 EMPLOYEES							16.0000	\$	734,686

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. 2012 saw the completion of two new booster pumping stations, Northwest Pumping Station and a replacement for Willow Street Pumping Station.

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. Also in 2013 the CWTP will operate two new water distribution pumping stations – the Northwest Pumping Station and the new Willow Valley Pumping Station.

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 last twelve months operating the membrane plant averaged 1345 mg/L with a flow averaging 121,000 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 2013, CWTP based its electric cost on an average of the past twelve months operating the new plant with no increase in demand. Also in 2013 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 2013 is \$480,000.

Chemical Estimated Consumption - 2013 - CWTP				
Chemical	Unit Cost	Unit of Measure	Estimated Annual Usage	Estimated Annual Expense
Cl ₂ - 15% Sodium Hypochlorite - Bulk > 4000 gal	\$ 0.82	gals	85,000	\$ 69,870
Cl ₂ - 15% Sodium Hypochlorite - < 4000 gal	\$ 1.24	gals	3,600	\$ 4,464
HTH	\$ 1.58	lbs.	1,600	\$ 2,528
Fluoride (23.8% acid)	\$ 0.36	lbs.	92,000	\$ 32,660
Soda, caustic, 25% - Bulk	\$ 0.74	gals	150,000	\$ 111,360
Sodium Bisulfite, 38% - Totes	\$ 1.78	gals	2,000	\$ 3,564
Sulfuric Acid, 93%	\$ 1.30	gals	55,000	\$ 71,335
DelPac 20/20 - polyaluminum chloride	\$ 0.13	lbs.	925,000	\$ 120,990
Citric acid	\$ 7.97	gals	1,500	\$ 11,955
Orthophosphate	\$ 0.75	lbs.	35,000	\$ 26,250
Activated Carbon	\$ 1.07	lbs.	4,000	\$ 4,280
Five per cent increase				\$ 22,963
Total - 2013				\$ 482,218

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 completed a 5-year lease purchase (\$27,018.00) for a 5-ton dump truck (# 261) with plow and salter in 2008. CWTP will not purchase any vehicles in 2013.

562 8 892 8290

Capital Outlay

This line accounts for expenditures made for new and replacement equipment. Major expenses for 2013 include distribution pumping station upgrades. Upgrades include instrumentation and emergency generation at our remote pumping stations.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
TRANSMISSION & DISTRIBUTION									
562 8 894 6115	SALARIED PERSONNEL	783,341	824,298	755,592	811,618	756,147	601,483	756,369	743,148
562 8 894 6120	SALARY TEMPORARY	12,166	15,954	13,773	14,000	24,000	23,971	24,000	24,000
562 8 894 6185	OVERTIME	31,364	36,255	32,648	35,000	35,000	21,900	35,000	35,000
562 8 894 7230	MAINTENANCE- EQUIPMENT	3,608	5,040	1,662	5,000	5,000	4,366	5,000	5,000
562 8 894 7250	MAINTENANCE- MAINS	74,377	93,755	129,227	140,000	140,000	78,990	140,000	128,000
562 8 894 7280	MAINTENANCE- SERVICE LINES	42,412	53,464	45,024	51,000	46,000	30,629	51,000	43,800
562 8 894 7290	MAINTENANCE- VEHICLES	50,315	46,722	37,272	40,000	55,000	50,625	55,000	40,000
562 8 894 7410	PROFESSIONAL SERVICES	3,896	3,281	2,698	4,000	4,000	2,162	4,000	4,000
562 8 894 7440	CONTRACT SERVICES	11,116	8,917	13,784	15,000	15,000	7,492	15,000	15,000
562 8 894 7470	TRENCH PAVING	111,099	169,105	190,942	170,000	170,000	168,726	170,000	170,000
562 8 894 7475	SIDEWALK REPLACEMENT	33,140	53,199	0	87,900	77,900	0	65,000	45,000
562 8 894 7606	OPERATING SUPPLIES	7,873	9,124	11,157	11,000	11,000	6,687	11,000	11,000
562 8 894 7654	GASOLINE	34,869	45,333	58,984	60,000	60,000	46,743	54,626	57,000
562 8 894 8200	MINOR EQUIPMENT	10,770	8,982	9,833	10,000	10,000	7,080	10,000	27,000
562 8 894 8240	HYDRANTS	37,618	35,947	34,125	40,000	40,000	20,357	38,000	40,000
562 8 894 8270	VEHICLES	0	0	0	55,000	55,000	54,547	54,547	0
562 8 894 8271	VEHICLE LEASE PURCHASE	60,222	60,222	55,933	81,787	81,787	75,894	75,894	51,448
562 8 894 8290	CAPITAL OUTLAY	427,530	420,000	68,914	500,000	490,000	231,275	490,000	500,000
TOTAL TRANSMISSION & DIST.		1,735,716	1,889,598	1,461,568	2,131,305	2,075,834	1,432,927	2,054,436	1,939,396

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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 Distribution Supervisor	54,170
562	8	894	6115	F	M	1.0000	Labor Supervisor II	52,155
562	8	894	6115	F	M	1.0000	Labor Supervisor I	42,762
562	8	894	6115	F	M	1.0000	Labor Supervisor I	42,131
562	8	894	6115	F	M	1.0000	Labor Supervisor I	42,973
562	8	894	6115	F	M	1.0000	Engineering Tech Specialist	56,343
562	8	894	6115	F	A	1.0000	Mark-Out Serviceperson II	44,138
562	8	894	6115	F	A	1.0000	Equipment Operator II	42,058
562	8	894	6115	F	A	1.0000	Equipment Operator II	39,693
562	8	894	6115	F	A	1.0000	Equipment Operator I	39,689
562	8	894	6115	F	A	1.0000	Equipment Operator I	34,291
562	8	894	6115	F	A	1.0000	Equipment Operator I	37,411
562	8	894	6115	F	A	1.0000	Maintenance Worker	38,366
562	8	894	6115	F	A	1.0000	Maintenance Worker	36,164
562	8	894	6115	F	A	1.0000	Maintenance Worker	37,249
562	8	894	6115	F	A	1.0000	Maintenance Worker	35,638
562	8	894	6115	F	A	1.0000	Maintenance Worker	36,164
562	8	894	6115	F	A	1.0000	Laborer	31,753
TOTAL 6115 EMPLOYEES						18.0000		\$ 743,148

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. Also the hire of college interns for data entry for the bureau of Engineering.

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 2013 will be 30 +/-.

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- (15)	1600.00
Mueller B-101	
Drill and tap machine (2)	5900.00
Light towers(2)	17000.00
Trench wacker (1)	2,500.00
Total	27,000.00

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

No vehicle purchases are anticipated in 2013.

562 8 894 8271 Vehicle Lease Purchase

This line item establishes the annual lease payment for the Vehicle # 214, Lease complete in 2013. Vehicle # 221, lease complete in 2016. 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 2013, along with water storage tank painting projects, and water line replacement on Pendot Street Improvement Projects: (Lititz Pk. Bridge replacement, New Holland Pk. Main replacement, N. Duke St. main relocation.)

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
METER SHOP									
562 8 895 6115	SALARIED PERSONNEL	390,596	391,325	455,141	478,406	480,156	370,209	482,470	491,149
562 8 895 6120	SALARIES - TEMPORARY	4,685	3,802	0	9,245	9,245	4,601	4,601	9,245
562 8 895 6185	OVERTIME	438	1,209	605	2,000	2,000	195	1,000	1,000
562 8 895 7260	MAINTENANCE- METERS	25,370	17,551	31,245	45,701	39,101	24,151	26,000	32,022
562 8 895 7290	MAINTENANCE- VEHICLES	12,371	9,715	7,549	10,000	11,700	11,328	11,700	10,000
562 8 895 7654	GASOLINE	10,533	13,316	18,504	14,500	19,400	16,458	18,000	14,500
562 8 895 8235	METERS	84,015	67,649	111,080	478,229	478,229	114,935	123,000	486,127
562 8 895 8270	VEHICLES	42,960	0	64,512	24,515	24,515	5,451	5,451	0
562 8 895 8271	VEHICLE LEASE PURCHASE	0	0	0	0	0	0	0	5,465
TOTAL METER SHOP		570,968	504,567	688,636	1,062,596	1,064,346	547,328	672,222	1,049,508

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	47,666
562	8	895	6115	F	M	1.0000	Assistant Meter Supervisor	42,973
562	8	895	6115	F	A	1.0000	Backflow/Cross Connection	38,285
562	8	895	6115	F	A	0.6951	Utility Service Coordinator	24,479
562	8	895	6115	F	A	1.0000	Water Service Clerk	40,601
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	39,534
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	39,534
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	38,382
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	37,870
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	36,722
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	35,406
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	34,291
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	35,406

TOTAL 6115 EMPLOYEES

12.6951

\$

491,149

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.
(Summer employees to assist with reading)

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 \$ 3,000
- Annual Meter reading software support \$ 1,906
- Sensus House & pit pad replacement (500 pads)
(Out of warranty over 5 year old) \$ 9,500
- Cleaner, parts, paint, tools, washers, water hoses, etc. \$ 2,900
- 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
- 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
 - Clammers (used to clean out curb stops) \$ 700
 - Printer/copier for Linda and billing station \$ 1,000
- TOTAL: \$ 32,022**

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), one Ford Eclipse (238), one GMC Savanna cargo van (212), 6 Dodge Grand Caravans (218, 239, 243, 249, 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 2013.

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. (Price increase is due to new meter contract.)

REPLACEMENT PROGRAM (5,990 meters)	\$ 427,127.00
NEW AND DAMAGED METERS (400 meters)	<u>\$ 59,000.00</u>
TOTAL	\$ 486,127.00

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
• 5/8 =	4,095	X \$ 54.00 =	\$ 221,130.00
• 5/8 x 3/4 =	308	X \$ 54.00 =	\$ 16,632.00
• 3/4 =	862	X \$ 92.50 =	\$ 79,735.00
• 1x3/4=	157	X \$ 92.50 =	\$ 14,522.00
• 1 =	405	X \$ 147.50 =	\$ 59,737.00
• 1-1/2 =	60	X \$ 288.00 =	\$ 17,280.00

• 2" Turbines = 45 X \$ 402.00 = \$ 18,090.00
Total Meters = 5,932 Total Cost = \$ **427,127.00**

New and replace meters that are damaged due to theft, freeze and dash problems 400 meters Est. Cost by using 1" size cost. @ \$147.50 EACH=**\$59,000**

562 8 895 8270

Vehicles

This account reflects the cost of replacement vehicles.

562 8 895 8271

Vehicle Lease Purchase

This code is for the lease purchase and replacement of vehicles used for the Meter Shop.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
GROUNDS MAINTENANCE									
562 8 896 6110	SALARY-BUREAU CHIEF	2,942	3,762	3,855	3,823	3,898	3,089	3,918	3,861
562 8 896 6115	SALARY-PERSONNEL	324,978	295,093	294,844	359,702	360,722	266,328	338,463	400,860
562 8 896 6120	SALARY-TEMPORARY	9,180	9,631	7,700	9,180	9,180	8,158	9,180	9,180
562 8 896 6185	OVERTIME	8,564	12,028	11,777	12,000	12,000	5,910	10,000	12,000
562 8 896 7180	RENTAL OF UNIFORMS	1,232	1,232	1,225	1,600	1,600	909	1,200	1,400
562 8 896 7210	MAINTENANCE- BUILDINGS	272	756	0	1,100	1,100	0	500	1,100
562 8 896 7230	MAINTENANCE- EQUIPMENT	985	1,702	1,827	1,850	1,850	138	1,850	1,850
562 8 896 7290	MAINTENANCE- VEHICLES	4,079	4,241	1,935	4,500	3,200	1,438	4,500	4,500
562 8 896 7440	CONTRACT SERVICES	6,075	0	0	0	0	0	0	0
562 8 896 7606	OPERATING SUPPLIES	1,526	2,273	1,491	1,530	1,530	1,043	3,619	1,530
562 8 896 7654	GASOLINE	3,878	5,078	6,320	4,000	7,300	6,259	7,300	4,000
562 8 896 8200	MINOR EQUIPMENT	5,540	5,221	6,024	7,500	5,500	4,924	7,500	7,500
562 8 896 8271	VEHICLE LEASE PURCHASE	0	0	7,327	17,241	17,241	17,217	17,217	17,217
TOTAL GROUNDS MAINTENANCE		369,251	341,017	344,325	424,026	425,121	315,413	405,247	464,998

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	3,861
TOTAL 6110 EMPLOYEES						0.0500		\$ 3,861
562	8	896	6115	F	M	1.0000	Labor Supervisor I	41,718
562	8	896	6115	F	M	0.1000	Building Maintenance Supervisor	4,276
562	8	896	6115	F	A	1.0000	Bldg Maintenance Specialist	39,529
562	8	896	6115	F	A	0.1000	Maintenance Technician	4,332
562	8	896	6115	F	A	1.0000	Utility Operator	37,264
562	8	896	6115	F	A	1.0000	Utility Operator	37,264
562	8	896	6115	F	A	1.0000	Custodian I	32,327
562	8	896	6115	F	A	0.4000	Parks Maintenance Worker	13,744
562	8	896	6115	F	A	1.0000	Laborer	31,455
562	8	896	6115	F	A	1.0000	Laborer	33,046
562	8	896	6115	F	A	1.0000	Laborer	31,455
562	8	896	6115	F	A	1.0000	Laborer	31,455
562	8	896	6115	F	A	1.0000	Laborer	31,455
562	8	896	6115	F	A	1.0000	Laborer	31,540
TOTAL 6115 EMPLOYEES						11.6000		\$ 400,860
TOTAL EMPLOYEES						11.6500		\$ 404,721

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
LABORATORY									
562 8 898 6115	SALARIED PERSONNEL	177,749	177,739	190,616	192,653	195,153	153,232	201,753	196,151
562 8 898 6120	TEMPORARY HELP	0	0	5,136	0	0	0	0	0
562 8 898 6185	OVERTIME	0	0	137	0	0	0	0	0
562 8 898 7230	MAINTENANCE- EQUIPMENT	244	58	0	400	400	195	400	400
562 8 898 7440	CONTRACT SERVICES	20,985	10,256	19,167	19,448	19,448	17,960	20,448	50,500
562 8 898 7615	LABORATORY-SUPPLIES	27,345	29,286	28,541	32,450	32,450	26,438	32,450	41,652
		0							
TOTAL LABORATORY		226,323	217,339	243,597	244,951	247,451	197,825	255,051	288,703
TOTAL WATER FUND EXPENSES		14,645,176	18,924,109	17,493,797	22,722,351	22,722,351	17,459,015	21,155,422	23,761,800

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	58,598
562	8	898	6115	F	M	1.0000	Water Quality Analyst	48,293
562	8	898	6115	F	M	1.0000	Laboratory Technician II	45,122
562	8	898	6115	F	A	1.0000	Laboratory Technician I	44,138
TOTAL 6115 EMPLOYEES						4.0000		\$ 196,151

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, distilled water suitability and testing to determine the presence of Marcellus Shale wastewater in the Susquehanna River. 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. Environmental Protection Agency regulations require testing contaminants listed under the Unregulated Contaminant Monitoring Rule III. 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 and the reservoir. Includes replacement supplies to make high purity water for the Water Quality Laboratory and the two water treatment plants.

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



2013 BUDGET

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SOLID WASTE & RECYCLING FUND

Retained Earnings 12/31/2011		\$ 106,592
Projected Revenues: 2012	3,961,398	
Projected Expenditures: 2012	<u>(3,837,213)</u>	
Projected Current Operating Surplus/(Deficit) 2012 (Addition to Retained Earnings)		<u>124,185</u>
Projected Retained Earnings 12/31/2012		230,777
Proposed Revenues: 2013	4,060,191	
Proposed Expenditures: 2013	<u>(4,060,191)</u>	
Proposed Current Operating Surplus/(Deficit) 2013 (Reduction to Retained Earnings)		<u>-</u>
Projected Retained Earnings 12/31/2013		<u><u>\$ 230,777</u></u>

**CITY OF LANCASTER
SOLID WASTE & RECYCLING FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	RECEIVED YTD 10/31/12	PROJECTED REVENUE 2012	PROPOSED BUDGET 2013
FEES FOR SERVICES									
563 4172	COLLECTION FEES	2,807,569	3,163,396	3,365,177	3,486,048	3,486,048	3,658,894	3,600,000	3,690,617
TOTAL FEES FOR SERVICES		2,807,569	3,163,396	3,365,177	3,486,048	3,486,048	3,658,894	3,600,000	3,690,617
MISCELLANEOUS REVENUE									
563 4005	TRASH FEE PENALTY	45,907	56,873	53,861	60,000	60,000	49,003	62,100	60,000
563 4026	TRASH FINES & PENALTIES	15,465	21,797	32,427	35,000	35,000	18,335	21,700	25,000
563 4063	INTEREST INCOME	589	0	283	1,500	1,500	127	500	500
563 4073	RECYCLING GRANT	145,683	137,668	146,960	90,000	90,000	88,934	88,934	90,000
563 4080	MISCELLANEOUS REVENUE	0	0	5	24,000	24,000	0	0	0
563 4173	LCSWMA REBATE	157,459	165,077	174,230	185,000	185,000	89,321	180,000	183,835
TOTAL MISC. REVENUE		365,103	381,415	407,766	395,500	395,500	245,720	353,234	359,335
OTHER INCOME									
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	7,232	7,685	7,796	8,164	8,164	8,164	8,164	10,239
563 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME		7,232	7,685	7,796	8,164	8,164	8,164	8,164	10,239
TOTAL REVENUE		3,179,904	3,552,496	3,780,739	3,889,712	3,889,712	3,912,778	3,961,398	4,060,191

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**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
BUREAU OF SOLID WASTE AND RECYCLING									
563 8 870 6110	SALARY BUREAU CHIEF	66,842	66,872	68,722	67,924	69,674	55,306	70,040	68,603
563 8 870 6115	SALARIED PERSONNEL	187,029	171,117	185,823	254,914	236,064	170,603	214,233	264,834
563 8 870 6120	SALARY TEMPORARY	516	1,156	1,042	7,000	7,000	0	0	12,500
563 8 870 6185	OVERTIME	54	16	0	8,000	500	10	3	5,400
563 8 870 6190	SICK LEAVE BONUS	20	0	0	0	0	0	0	0
563 8 870 6202	MEDICAL INSURANCE	61,363	61,706	67,087	85,328	85,328	71,107	85,328	87,035
563 8 870 6203	DENTAL/VISION	2,824	2,672	2,436	3,000	3,000	2,259	2,814	3,450
563 8 870 6208	SOCIAL SECURITY	19,427	18,207	19,473	27,280	27,280	17,283	23,747	27,925
563 8 870 6209	LIFE INSURANCE	473	522	549	550	550	559	600	618
563 8 870 6230	PENSION CONTRIBUTION	9,014	10,121	8,611	11,161	11,161	10,436	11,161	13,490
563 8 870 6250	WORKERS COMPENSATION	500	13,756	(6,346)	5,000	5,000	1,508	4,000	5,000
563 8 870 7141	PC LEASE	1,504	1,504	1,504	1,504	1,504	1,504	1,504	1,504
563 8 870 7160	RENTAL OF PARKING LOT	2,116	2,707	2,999	3,250	3,250	3,195	3,525	3,700
563 8 870 7180	RENTAL OF UNIFORMS	244	168	217	700	700	112	600	600
563 8 870 7230	MAINTENANCE - EQUIPMENT	3,345	2,962	4,427	8,000	28,000	17,280	23,000	40,000
563 8 870 7290	MAINTENANCE OF VEHICLES	809	212	107	2,500	2,500	342	1,000	2,800
563 8 870 7310	ADVERTISING	59	1,996	5,864	7,000	7,000	20	1,500	9,000
563 8 870 7320	DUES & SUBSCRIPTIONS	809	846	1,059	1,300	1,300	1,186	1,186	1,400
563 8 870 7340	POSTAGE	22,611	23,155	20,862	32,500	32,500	20,691	32,500	33,500
563 8 870 7350	PRINTING	6,368	3,675	3,931	7,000	7,000	2,349	7,000	10,800
563 8 870 7360	TELEPHONE	5,029	5,002	4,694	6,000	6,000	3,764	6,000	6,000
563 8 870 7370	TRAVEL	1,220	477	1,526	3,500	3,500	1,117	1,800	3,000
563 8 870 7410	PROFESSIONAL SERVICES	138	2,500	17,033	10,000	10,000	9,731	10,000	10,000
563 8 870 7431	CREDIT CARD FEES	2,951	3,623	3,735	4,800	4,800	3,109	4,200	4,800
563 8 870 7445	TRAINING - SCHOOL	924	831	1,207	3,000	3,000	2,743	3,000	3,300
563 8 870 7451	HAULING FEES	1,685,508	1,635,973	1,685,485	1,790,000	1,790,000	1,338,431	1,790,000	1,867,707
563 8 870 7452	TIPPING FEES	1,095,978	1,230,392	1,300,371	1,375,000	1,375,000	1,008,909	1,375,000	1,395,000
563 8 870 7520	ELECTRIC POWER	0	0	0	5,000	3,850	34	4,650	5,000
563 8 870 7603	OFFICE SUPPLIES	2,304	2,876	2,961	3,000	3,500	2,995	3,000	3,500
563 8 870 7606	OPERATING SUPPLIES	9,373	16,412	31,115	15,000	17,350	15,300	15,300	15,000

**CITY OF LANCASTER
SOLID WASTE AND RECYCLING FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2009	ACTUAL 2010	ACTUAL 2011	ORIGINAL BUDGET 2012	CURRENT BUDGET 2012	EXPENDED YTD 10/31/12	PROJECTED EXPENSE 2012	PROPOSED BUDGET 2013
563 8 870 7654	GASOLINE	1,945	1,668	3,163	6,500	6,500	6,250	5,000	6,700
563 8 870 7660	HEATING FUEL	0	0	0	5,000	5,000	0	5,000	5,000
563 8 870 7720	INSURANCE PACKAGE	2,190	2,298	2,535	2,675	3,475	3,463	3,450	3,625
563 8 870 8200	MINOR EQUIPMENT	8,362	4,706	6,861	11,500	13,600	9,066	13,000	15,000
563 8 870 8270	VEHICLES	0	0	0	25,000	25,000	24,246	24,246	25,000
563 8 870 9110	ADMINISTRATIVE- INDIRECT COST	85,851	90,542	97,594	89,826	89,826	74,855	89,826	99,400

TOTAL SOLID WASTE & RECYCLING FUND EXPENSES	3,287,700	3,380,670	3,546,647	3,889,712	3,889,712	2,879,763	3,837,213	4,060,191
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**CITY OF LANCASTER
STAFFING SCHEDULE
2013 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	68,603
TOTAL 6110 EMPLOYEES						1.0000		\$ 68,603
563	8	870	6115	F	M	0.1741	Bureau Chief Proc. & Collections	11,056
563	8	870	6115	F	M	0.1741	Lead Customer Service Coordinator	7,978
563	8	870	6115	F	M	0.1741	Admin Support Supervisor	7,265
563	8	870	6115	F	M	0.0500	Communications Specialist	1,634
563	8	870	6115	F	A	0.1741	Admin Support Clerk	5,629
563	8	870	6115	F	A	1.0000	Customer Service Coordinator	42,970
563	8	870	6115	F	A	1.0000	SWEEP Officer	41,604
563	8	870	6115	F	A	1.0000	SWEEP Officer	44,138
563	8	870	6115	F	A	1.0000	Operator I	33,751
563	8	870	6115	F	A	0.1741	Customer Care Coordinator	7,480
563	8	870	6115	F	A	0.1741	Cashier/Service Clerk	5,629
563	8	870	6115	F	A	0.1741	Customer Care Coordinator	7,265
563	8	870	6115	F	A	0.1741	Customer Care Coordinator	6,491
563	8	870	6115	F	A	0.1741	Customer Care Coordinator	6,491
563	8	870	6115	F	A	0.1741	Cashier/Service Clerk	6,489
563	8	870	6115	F	A	0.1741	Billing Coordinator	6,332
563	8	870	6115	F	A	0.1741	Revenue Clerk	6,224
563	8	870	6115	F	A	0.1741	Billing Clerk	6,988
563	8	870	6115	F	A	0.1741	Mail & Print Operator	5,321
							Available for Merit	1,898
						Subtotal Full-Time	6.4880	

**CITY OF LANCASTER
STAFFING SCHEDULE
2013 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
563 8 870 6115	P	A	0.1741 Data Entry Operator I	2,202
			Subtotal Part-Time 0.1741	
TOTAL 6115 EMPLOYEES			6.6621	\$ 264,834
TOTAL EMPLOYEES			7.6621	\$ 333,437

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 (PAC) to prepare solid waste collection service invoices for the Bureau's customers. The allocated salaries for the Customer Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. The salaries for the Bureau of Solid Waste and Recycling Customer Service Coordinator, Solid Waste Education and Enforcement Program (SWEEP) Officers, and the Recycling Center Operator 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 at PAC and for the Recycling Center.

563 8 870 6185 Overtime

Overtime paid to staff for Saturday, extra hours and holiday hours worked at the Recycling Center and/or collecting Yard Waste/Recyclable Materials.

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 7141

PC Lease

Annual state contract lease costs for PCs and laptop computers for the Program Staff.

563 8 870 7160

Rental of Parking Lot

Parking space rental for Program Staff.

563 8 870 7180

Rental of Uniforms

Weekly rental costs of uniforms for Program Staff.

563 8 870 7230

Maintenance of Equipment

PAC's portion of the costs for the maintenance contract for mail insertion machine, which processes solid waste bills; the mail extractor machine used in processing remittances; and other office equipment. Also includes: maintenance of the CN3 handheld ticketing devices used by SWEEP officers, maintenance of equipment at the Recycling Center, and repair/replacement of the roof at the Recycling Center.

563 8 870 7290

Maintenance – Vehicles

Maintenance parts and repairs to motor vehicles used by Program Staff.

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 and 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 Electricity

Electricity to operate the Recycling Center.

563 8 870 7603 Office Supplies

Forms, cards, office supplies, etc. that is required in billing, bookkeeping, and operating the offices supporting Program Staff.

563 8 870 7606 Operating Supplies

Supplies needed in the field to perform essential functions to enforce the solid waste ordinance and petty cash expenditures. Includes costs to purchase recycling containers and yard waste bags and supplies needed for the operation of the Recycling Center.

563 8 870 7654 Gasoline

Fuel and oil needed to operate collection vehicles (rear-load compactor truck) and vehicles used by Program Staff to conduct field inspections.

563 8 870 7660 Heating Fuel

Natural Gas to heat the Recycling Center.

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 Program Staff.

563 8 870 8270

Vehicle

Vehicle lease payments for the rear load compactor truck purchased in 2012 for use in collecting litter and trash by the Bureau of Streets to allow dedicated use of the DEP-funded compactor truck for the collection of yard waste and other recyclable materials.

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.