

CITY of LANCASTER,

Pennsylvania

Adopted 2014 Budget



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

J. Richard Gray
Mayor

2014 BUDGET ADDRESS
J. Richard Gray, Mayor -- City of Lancaster
November 26, 2013

The City of Lancaster boasts the highest credit rating of the state's 20 largest cities and is among the most fiscally healthy cities in Pennsylvania. Thus, I am pleased to report that our 2014 Budget proposal recommends no tax increase for 2014.

The City's fiscal condition is the result of having made difficult decisions that have gotten us through a period of the most challenging economic turmoil since the Great Depression. City taxpayers and the City's workforce deserve our gratitude and our recognition for having supported these decisions and for working with us to weather this economic storm. Because of their support, we managed to produce back-to-back budget surpluses of \$2 million in 2011 and 2012 and restored our reserves to 25 percent of the annual budget.

Some of our success can also be attributed to specific policy changes. The shift from providing third-party medical insurance coverage to self-insurance has allowed us to build a substantial reserve fund for future claims and, at the same time, will allow us to reduce our medical benefit expenditures in 2014.

City Council has also adopted a Right-of-Way Ordinance that is being used as a model by other Third Class Cities. That ordinance is currently being challenged by utility companies. Next month, City Council will be asked to consider some technical amendments to our Right-of-Way Ordinance so as to eliminate any objections that the PUC would have to imposing a Right-of-Way fee. When implemented as amended, the Right-of-Way Ordinance will assess fees to utility companies to recover the costs to manage public rights-of-way and to recoup the costs of damage caused by street openings and other excavation in the public right-of-way. These costs are currently borne by City taxpayers. Our proposed budget includes an estimated half million dollars of revenue that will be generated when the Right-of-Way Ordinance is fully implemented next year.

Our move to a single-hauler system continues to provide reliable and cost-effective solid waste and recycling collection services. Last month, we began a five year contract with a new private hauler, Penn Waste. The contract provides for increased recycling service and no increase in collection fees. We have also established a recycling drop-off center on New Holland Avenue, and will focus on increasing our recycling outreach to commercial customers in the coming year.

As reflected in our 2014 Budget proposal, services provided by the Mayor's Office of Special Events will continue to expand next year to include marketing and promotion of arts, culture and tourism initiatives for the City. The Office currently manages all permitting of community organization or neighborhood-sponsored events, and is responsible for all social media

initiatives. This year, MOOSE launched a new website for the City and continues to manage the site and its content. The MOOSE secures tax-deductible contributions through a sponsorship program to help produce and promote City-sponsored special events.

Looking ahead, City Council will be asked to consider adopting a stormwater ordinance next year. As we've reported, the City faces EPA fines of \$37,500 per day, retroactive to 2008, if we fail to comply with stormwater regulations and reduce our stormwater overflows. Our Green Infrastructure Plan provides the most cost effective approach to stormwater management, -- less than half the cost of the more traditional "gray infrastructure" approach. If adopted, the ordinance would establish a stormwater fee that would apply to all property owners, including non-profit institutions, and governmental units, such as County government. A stormwater fee would help finance green infrastructure investments and, at the same time, shift approximately a half-million dollars in street cleaning costs from the General Fund Budget to a stormwater fund. This would more equitably distribute the cost of reducing stormwater runoff by assessing a fee based on the amount of impervious surface area that exists on a property.

Our workforce is the City's most valuable resource. They get the job done in a professional and innovative manner and strive to deliver the highest level of service to our residents and visitors. We are currently engaged in collective bargaining with our police union and with AFSCME. Those negotiations appear close to resolution on compensation levels for 2014. Our contract with Firefighters will be negotiated next year, and our current relationship with the Firefighters Union bodes well for a contract that can be negotiated without the necessity of Arbitration.

The need for on-going capital investment in our aging water system will require an increase in water rates sometime next year. Even with a rate increase planned for all customers of the City's water system, water rates for City residents will continue to remain lower than rates charged to water customers living outside of the City. It is also likely that we will need to replace our water main on Lititz Pike from Roseville Road to the Lititz Pike bridge early next year. The cost to replace that water main will necessitate the issuance of bond payable out of our water fund. It is obvious that our aging infrastructure is in need of constant repair and replacement. Experience has shown that deferring these investments results in far greater problems with more costly solutions in the future. Should a bond be issued for water infrastructure improvements, we will assess the need for infrastructure investments Citywide.

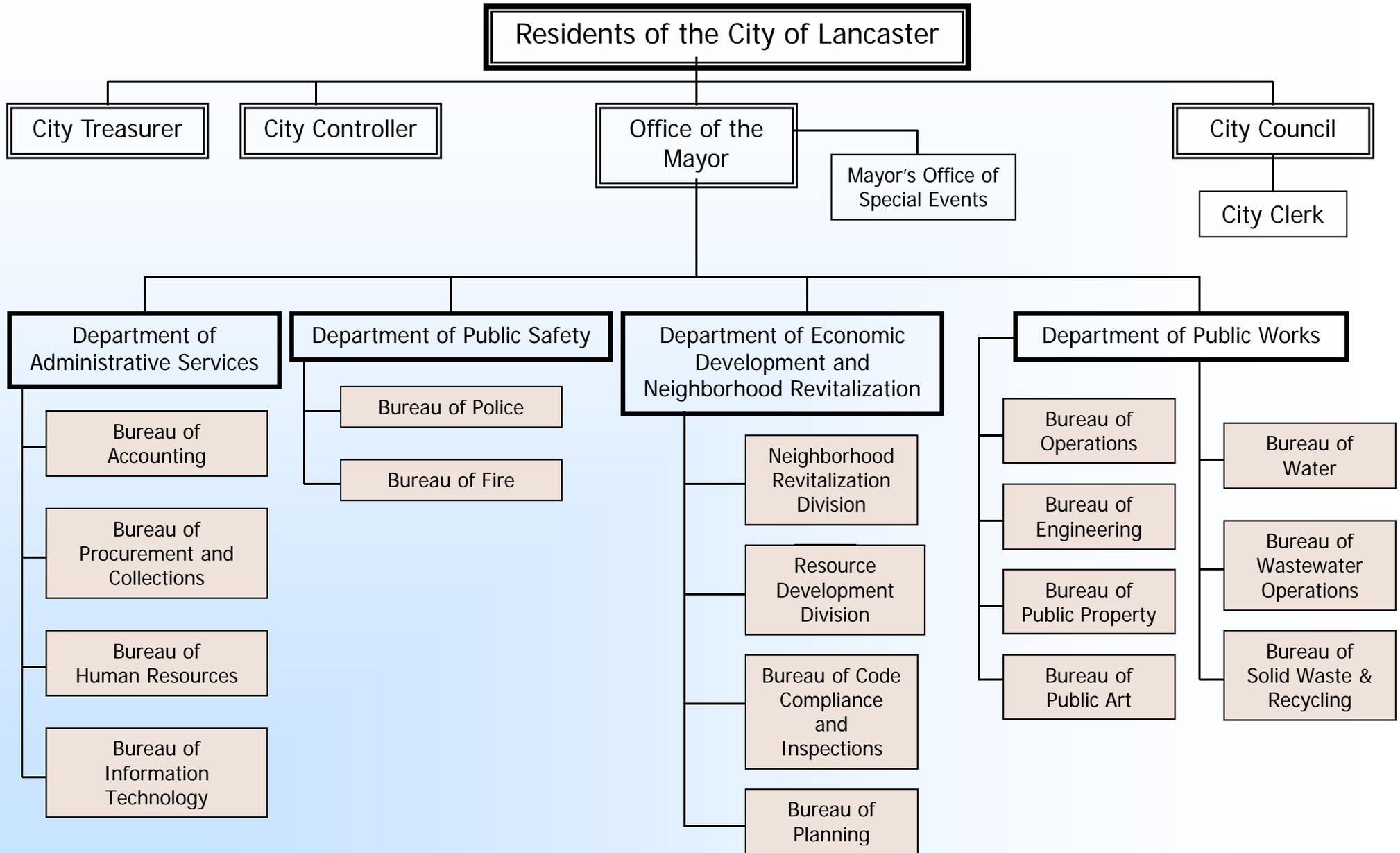
For the long term, the City's progress and financial stability continues to be hampered by policies established by County and State government officials, and by inaction at the Federal level. The County's decision to delay reassessment until 2017 has proven costly to both the City and School District. In spite of strong private investment in the City over the past few years, successful assessment appeals have quashed the revenue benefits of our economic development efforts such that we are, at best, in a holding pattern with respect to expanding our tax base. Our hope is that the Commissioners will move forward quickly with reassessment rather than delay the process for another three years.

On the State level, until the General Assembly deals with the systemic problems created by an over-reliance on property taxes to finance local government services; reduces costly and unfunded mandates; and lifts restrictions on the authority of local governments to generate revenue, the financial stability we have achieved will be short-lived. I encourage our business community and our residents to join me in asking candidates where they stand on these issues in next year's election, and in holding them accountable for their actions or inaction.

Thank you for your attention and your consideration. We look forward to further review and discussion of our proposed 2014 Budget.

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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.

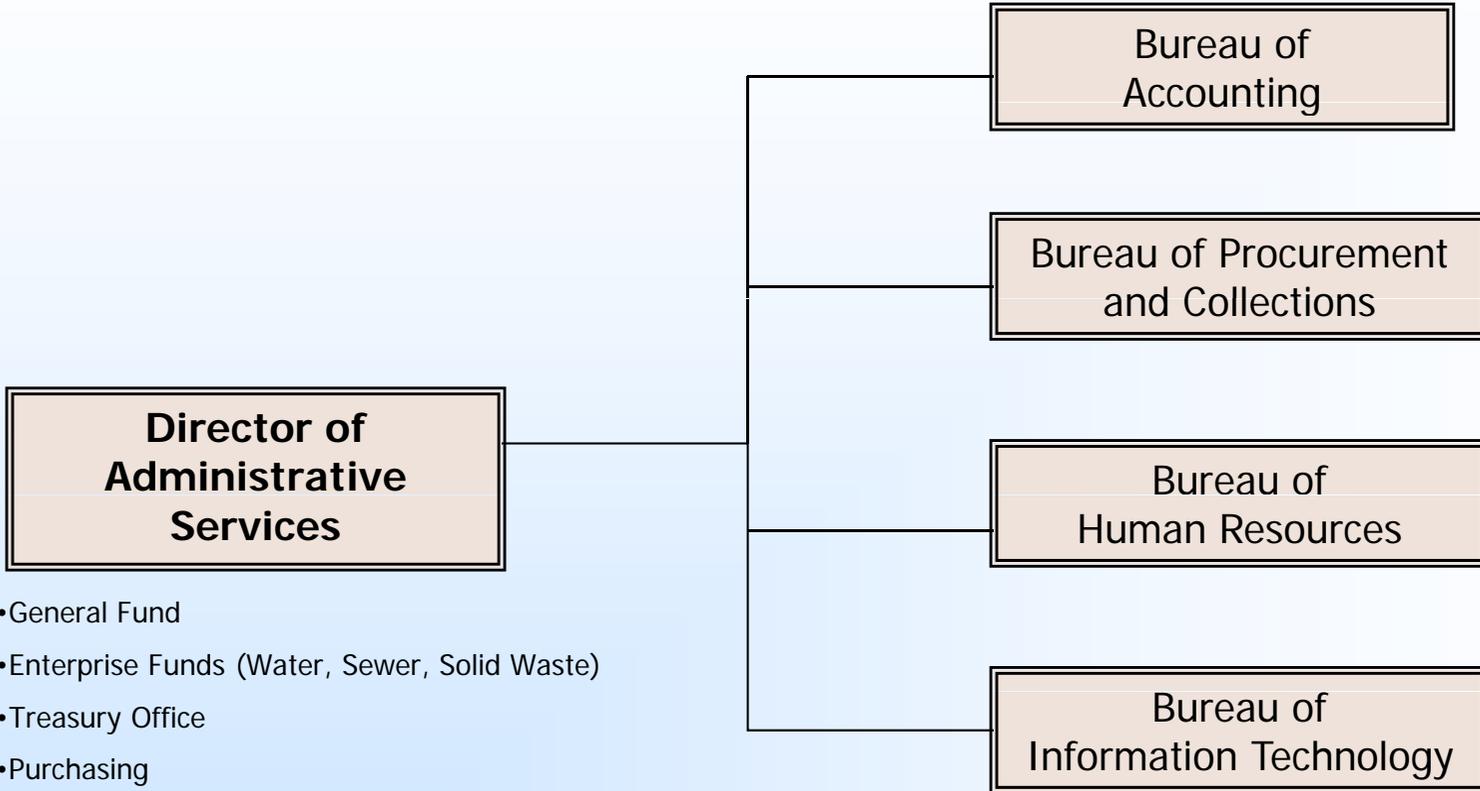
MAYOR'S OFFICE OF SPECIAL EVENTS

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 oversees the management of the City's social media initiatives including development and management of the City's web site, Facebook and Twitter social media channels.

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 track 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

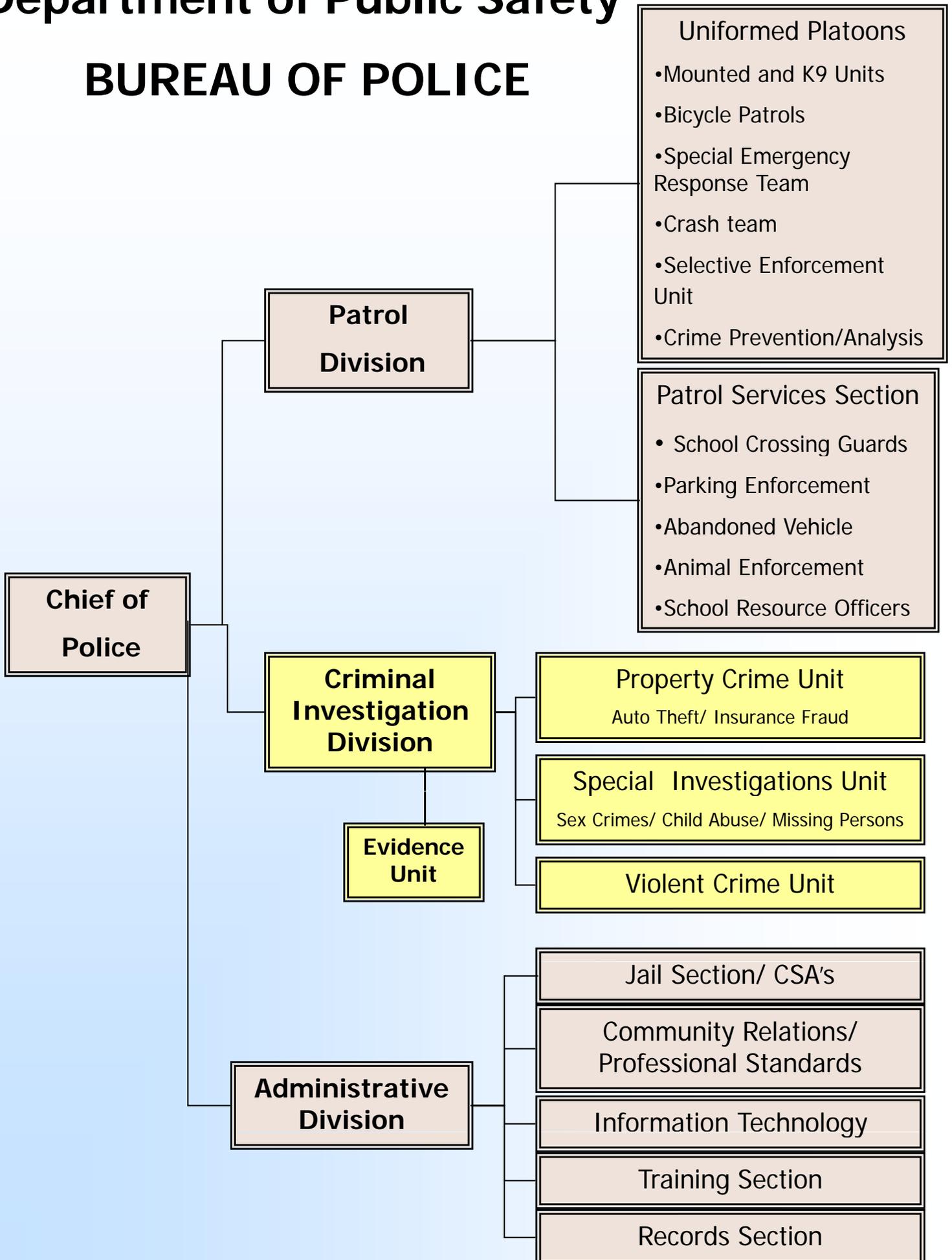
Information Technology Services provides technology support to all City operations; develops and maintains custom software programs; and supports and administers New World Systems Municipal software. In late 2009, Bureau of Information Technology staff began working in partnership with Lancaster County 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.

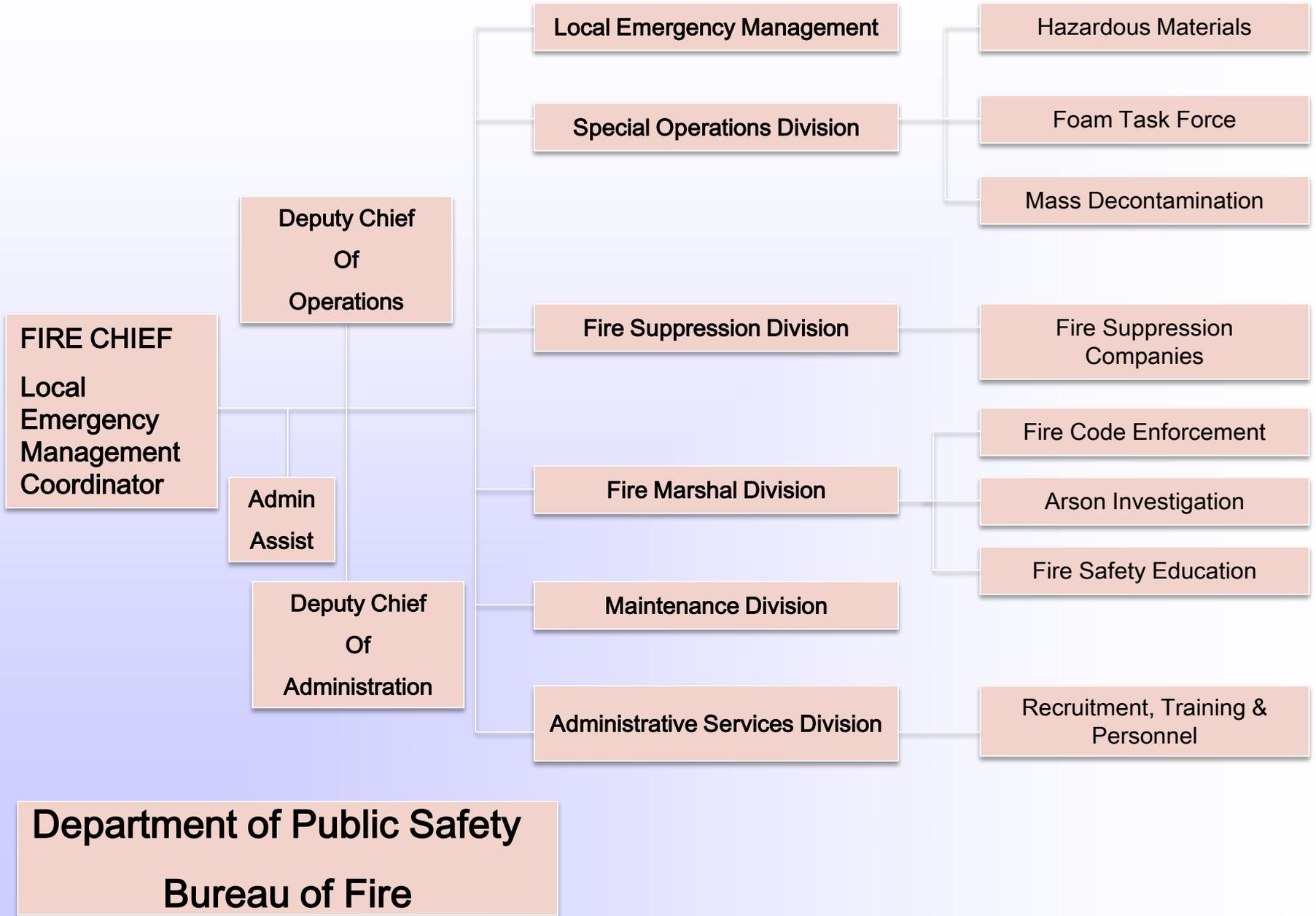
- **Property Crimes Unit:** The Property Crimes Section investigates crimes concerning the theft or destruction of property including burglary, auto theft, fraud, and other property crimes. A grant from the Pennsylvania Auto Theft and Insurance Fraud Authority provides funds for 3 officers who specialize 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 as 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 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.

FIRE MARSHAL DIVISION

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

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

SPECIAL OPERATIONS DIVISION

- **Emergency Medical Services** – In 2009 the fire bureau expanded the partnership with LEMSA (Lancaster Emergency Medical Services Assoc.). The nearest fire apparatus is dispatched to trauma calls to initiate emergency medical care in support of LEMSA paramedics. This expanded emergency response enhances public safety and, at the same time, increases productivity and better utilizes trained staff with the technical skills needed to respond. The City and Fire Bureau also benefit by receiving free training and supplies from LEMSA.

- **Hazardous Materials** – The Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency. The entire bureau is certified at the Haz-Mat operations level enabling them to assist at the emergency scene.
- **Terrorism Task Force** - The Lancaster Bureau of Fire is a member of the Central Pennsylvania Terrorism Task Force. The focus of this organization is to prepare the region for the possibility of terror attacks. Specialties that have emerged from this effort are the Foam Task Force, the Mass Decontamination Task Force, the Incident Management Team, and the Urban Search and Rescue Team.
- **Foam Task Force** – Members of Engine #2, housed on Fremont Street, have received specialized training and equipment that will enable them to use firefighting foam to mitigate flammable liquid emergencies.

MAINTENANCE DIVISION

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

###

Director of Economic Development & Neighborhood Revitalization

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

Neighborhood Revitalization Division

Housing Revitalization and Development

Residential Lead Paint Remediation Program

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

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 residential, commercial, industrial and manufacturing sites to attract new investment in the City.
- assists developers through the City's zoning, land development, subdivision, historical, construction and other City approval processes.

The Department Director provides management support for development of the City Revitalization and Improvement Zone and the City's Keystone Opportunity Zone, Enterprise Zone, and Lancaster Redevelopment Area Plan. The Director also staffs the City Revitalization and Improvement Authority, the Redevelopment Authority of the City of Lancaster and the Lancaster Industrial Development Authority. The Director serves on the Board of the Downtown Investment District Authority and the Lancaster City Alliance.

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 property code enforcement to confront nuisance crimes and other neighborhood disruptions;
- maintenance of the city's housing stock and to ensure the availability of 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
- facilitating 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, healthy homes, community gardening, eliminate blight, and increase home ownership. This Division 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. The Division also manages the City's Small Business Loan Fund and works closely with other economic development organizations such as the Community First Fund, the Economic Development Finance Company, ASSETS and SCORE to assist small neighborhood businesses to obtain financing for new projects or expansion.

RESOURCE DEVELOPMENT DIVISION

The Resource Development Division administers the City's Community Development Block Grant Program, the Emergency Shelter Grant Program and State grants provided through DCED and the Commonwealth's Redevelopment Assistance Capital 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. The Division assists city non-profit organizations in applying for and administering State grants where the City must act as a pass through for the grant to the non-profit.

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 and the Commonwealth of Pennsylvania through three operating units: Property Maintenance, Health and Building Code.

- The **PROPERTY MAINTENANCE UNIT** performs inspections to ensure that the City's housing stock is suitable for habitation.
- The **HEALTH UNIT** inspects eateries, tattoo businesses and other public facilities to ensure compliance with State health and food safety standards.

- The **BUILDING CODE 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 mechanical plans for new construction as well as for renovation or remodeling of existing buildings. The Bureau issues all building permits in the City and manages the use of third-party plan review and inspection firms in the City.

These units work with other City Departments and Bureaus including the Bureau of Planning, Bureau of Fire, Bureau of Police, Department of Public Works and the Pennsylvania Department of Labor and Industry, as well as the City's Building Codes Board of Appeals, Housing Appeals Boards, Plumbing Board of Examiners, Historical Architectural Review Board (HARB), Historical Commission, and Property Reinvestment Board. This interaction serves to protect the health, safety and welfare of the community.

BUREAU OF PLANNING

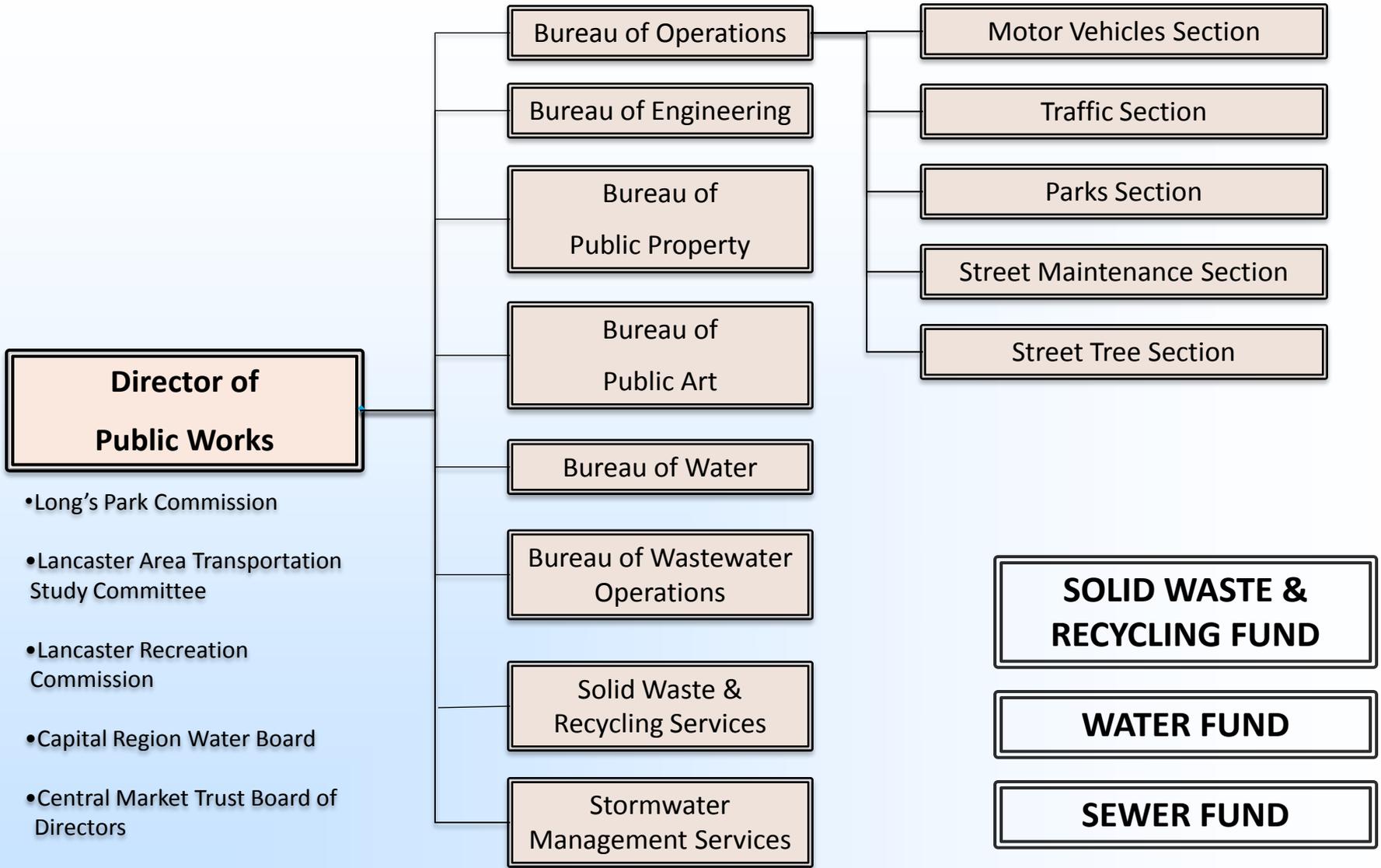
The Bureau of Planning is charged with implementing the City's Comprehensive Plan through zoning, land development planning and development of new ordinances or programs governing land development and subdivision practices guiding the growth and development of the City.

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 site improvements, rehabilitation of historic structures, and the requirements of City land use, development and subdivision 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.

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- 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 for the City and ten municipalities; providing safe and clean streets; maintaining and improving public buildings and other public facilities; enhancing recreational opportunities in the City's parks and open spaces for residents and for use by the Lancaster Recreation Commission; managing and coordinating the single hauler trash and recycling program; and a vibrant public art program. These services combine to ensure public health and safety and enhance the quality of life in the City. The Director of Public Works relies on 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 (County MPO)
- Lancaster Recreation Commission
- American Public Works Association
- 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 (Street Maintenance, 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 Program
- Public Art Program
- Bureau of Stormwater Management

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.

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. 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.

BUREAU OF STORMWATER MANAGEMENT

New in 2014, the City's Stormwater Management Services comes in response to USEPA Federal regulations for the City's combined storm sewer system (CSS) together with stricter regulations on municipal separate storm sewer systems (MS4) that will meet the Chesapeake Bay clean up requirements. Pending City Council approval, a new impervious-area based fee or Stormwater Management Fee (SWMF) will take effect in the first quarter of 2014.

The Bureau of Stormwater Management works to develop the Nationally-recognized green infrastructure (GI) program through both public projects and private retrofit projects through grants and PENNVEST funding through the Pennsylvania State Revolving Loan Fund. The Green Infrastructure Plan of 2011 set forth the following goals:

- strengthen the City's economy and improve the health and quality of life for its residents by linking clean water solutions to community improvements (e.g. green streets);
- create green infrastructure programs that respond comprehensively to the multiple water quality drivers (e.g. TMDL, CSO and stormwater regulations) to maximize the value of City investments;
- use GI to reduce pollution and erosive flows from urban stormwater and combined sewer overflows to support the attainment of the Watershed Implementation Plan for the Chesapeake Bay and to improve water quality in the Conestoga River;
- achieve lower cost and higher benefit from the City's infrastructure investments; and

- establish Lancaster City as a national and statewide model in green infrastructure implementation.

Based on the five goals, a series of policy objectives were developed emphasizing a results-oriented, inclusionary process that involved partnerships of government, residents and businesses in effectively planning and implementing GI strategies and demonstration projects. Additional policies addressed the need to further reduce nutrient and sediment loads that ultimately flow into the Chesapeake Bay, and incorporate GI as a component of the City's Long Term CSO control plan and SWM programs.

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CITY OF LANCASTER
GENERAL FUND



2014 BUDGET

CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2013 BUDGET vs. 2014 BUDGET

<u>DESCRIPTION</u>	<u>2013 BUDGET</u> (as amended)	<u>2014 BUDGET</u> (proposed)	<u>\$ INCREASE</u> <u>(DECREASE)</u>	<u>% INCREASE</u> <u>(DECREASE)</u>
Taxes	\$33,284,994	\$33,682,937	\$397,943	1%
Regulatory Licenses	\$549,000	\$565,000	\$16,000	3%
EDNR Licenses/Permits	\$1,190,000	\$1,235,000	\$45,000	4%
Public Safety Fees	\$3,816,000	\$3,724,500	(\$91,500)	-2%
Public Works Fees	\$4,307,917	\$4,691,410	\$383,493	9%
Miscellaneous Revenue	\$346,750	\$379,550	\$32,800	9%
Other Income	\$4,520,543	\$4,432,258	(\$88,285)	-2%
Use of Fund Balance Reserves	\$2,797,057	\$1,689,975	(\$1,107,082)	-40%

TOTAL GENERAL FUND REVENUES & SOURCES OF FUNDS	\$50,812,261	\$50,400,630	(\$411,631)	-1%
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**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2013 BUDGET VS. 2014 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2013 BUDGET</u> (as amended)	<u>2014 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
EXECUTIVE	\$556,193	\$582,411	\$26,218	5%
Office of the Mayor	\$206,193	\$207,411	\$1,218	1%
City Solicitor	\$350,000	\$375,000	\$25,000	7%
LEGISLATIVE	\$117,685	\$118,203	\$518	0%
City Council	\$57,000	\$57,000	\$0	0%
City Clerk	\$60,685	\$61,203	\$518	1%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$0	0%
ADMIN. SERVICES	\$9,181,530	\$8,721,312	(\$460,218)	-5%
Director	\$326,996	\$292,883	(\$34,113)	-10%
Accounting	\$356,929	\$402,572	\$45,643	13%
Procurement & Collections	\$138,413	\$142,154	\$3,741	3%
Human Resources	\$269,715	\$289,411	\$19,696	7%
Information Technology	\$420,373	\$430,195	\$9,822	2%
Community Involvement	\$461,781	\$513,156	\$51,375	11%
Insurance	\$668,587	\$703,500	\$34,913	5%
Fringe Benefits	\$3,276,336	\$2,689,581	(\$586,755)	-18%
Debt Service	\$3,262,400	\$3,257,860	(\$4,540)	0%
PUBLIC SAFETY	\$32,507,059	\$33,280,292	\$773,233	2%
Police	\$22,080,604	\$22,565,349	\$484,745	2%
Fire	\$10,426,455	\$10,714,943	\$288,488	3%

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2013 BUDGET VS. 2014 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2013 BUDGET</u> (as amended)	<u>2014 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION	\$2,299,404	\$2,409,576	\$110,172	5%
Director	\$928,661	\$1,038,446	\$109,785	12%
Planning	\$256,598	\$253,385	(\$3,213)	-1%
Code Compliance & Inspections	\$996,779	\$997,287	\$508	0%
Neighborhood Revitalization	\$117,366	\$120,458	\$3,092	3%
PUBLIC WORKS	\$6,133,390	\$5,271,836	(\$861,554)	-14%
Director	\$1,024,749	\$978,841	(\$45,908)	-4%
Engineering	\$386,123	\$349,592	(\$36,531)	-9%
Streets	\$1,555,496	\$739,885	(\$815,611)	-52%
Traffic Section	\$956,493	\$965,901	\$9,408	1%
Motor Vehicles Section	\$199,720	\$204,793	\$5,073	3%
Parks & Public Property	\$2,010,809	\$2,032,824	\$22,015	1%
TOTAL GENERAL FUND EXPENDITURES	\$50,812,261	\$50,400,630	(\$411,631)	-1%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

Fund Balance 12/31/2012		\$ 12,408,643
Projected Revenues: 2013	47,772,806	
Projected Expenditures: 2013	<u>(50,055,141)</u>	
Projected Current Operating Surplus/(Deficit) 2013 (Reduction to Fund Balance)		<u>(2,282,335)</u>
Projected Fund Balance 12/31/2013		10,126,308
Proposed Revenues: 2014	48,710,655	
Proposed Expenditures: 2014	<u>(50,400,630)</u>	
Proposed Current Operating Surplus/(Deficit) 2014 (Reduction to Fund Balance)		<u>(1,689,975)</u>
Use of Fund Balance Reserves		
Projected Fund Balance 12/31/2014		<u>\$ 8,436,333</u>

**CITY OF LANCASTER
2014 GENERAL FUND BUDGET
FILLED POSITIONS**

<u>Department</u>	<u>Full-Time Part-Time</u>	
<u>Bureau</u>	<u>Employees</u>	<u>Employees</u>
Executive	3	0
Mayor's Office	3	
Legislative	1	7
City Council		7
City Clerk	1	
Administrative Services	16	0
Director	3	
Accounting	6	
Procurement & Collection	2	
Information Services	1	
Human Resources	4	
Controller/Treasurer		2
Public Safety	271	32
Police	195	32
Fire	76	
Econ Dev & Neigh Revit	32	
Director	5	
Planning	4	
Code Compliance & Inspections	20	
Neighborhood Revitalization	3	
Public Works	51	1
Director	3	
Engineering	5	
Streets	13	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	22	1
Total General Fund Employees	374	42

CITY OF LANCASTER
GENERAL FUND
REVENUES



2014 BUDGET

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
TAXES									
101 4000	CITY REAL ESTATE TAX	21,659,112	21,739,159	21,855,788	23,446,950	23,446,950	23,491,711	23,675,000	23,825,000
101 4001	OCCUP & PER CAPITA TAX	2,135	2,165	1,316	0	0	340	400	0
101 4002	REAL ESTATE TRANSFER	551,812	496,620	469,748	500,000	500,000	390,729	520,300	510,000
101 4003	EARNED INCOME TAX	4,249,810	4,470,791	5,808,710	4,200,000	4,900,000	3,004,851	4,900,000	4,900,000
101 4004	LOCAL SERVICES TAX	1,724,985	1,736,356	2,011,983	1,625,000	1,625,000	890,309	1,635,000	1,650,000
101 4005	PENALTY CURRENT TAX	89,214	84,849	93,529	85,000	85,000	57,761	87,500	90,000
101 4007	DELIQ OCC&PER CAPITA	37	0	0	0	0	1,525	1,525	0
101 4008	DISCOUNTS EARNED	1,412	754	1,165	1,500	1,500	1,126	1,500	1,500
101 4009	LIEN INTEREST & COSTS	8,311	5,134	11,775	7,500	7,500	7,779	8,000	8,000
101 4010	PAYMENT IN LIEU OF TAXES	1,627,255	1,785,674	1,691,302	1,720,000	1,720,000	1,194,296	1,700,000	1,710,000
101 4011	UTILITY TAX REFUND	34,651	39,603	39,043	39,044	39,044	38,437	38,437	38,437
101 4012	REAL ESTATE TAX LIEN PROCEEDS	793,368	892,286	955,294	960,000	960,000	938,091	938,091	950,000
TOTAL TAXES		30,742,102	31,253,391	32,939,653	32,584,994	33,284,994	30,016,955	33,505,753	33,682,937

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 and current revenues are derived from delinquent collections.

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 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 is derived from the sale of prior year real estate tax claims to a third party.

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
REGULATORY LICENSES/ PERMITS									
101 4013	MECH AMUSEMENT LICENSE	9,500	9,500	150	0	0	50	50	0
101 4014	CABLE FRANCHISE FEE	517,240	508,487	514,332	515,000	515,000	266,165	532,300	530,000
101 4015	BEVERAGE LICENSES	34,100	34,300	33,900	34,000	34,000	35,900	35,900	35,000
TOTAL REGULATORY LICENSES		560,840	552,287	548,382	549,000	549,000	302,115	568,250	565,000

GENERAL FUND REVENUE

CATEGORY: REGULATORY LICENSES/PERMITS

101 4013 Mechanical Amusement Licenses

Revenue was 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
EDNR LICENSES/PERMITS									
101 4017	BUILDING PERMITS	416,193	402,089	370,412	425,000	425,000	231,066	300,000	400,000
101 4019	PLUMBING LICENSES	36,582	42,749	37,510	25,000	25,000	16,847	27,500	28,000
101 4022	HOUSING LICENSES	615,190	651,000	675,640	625,000	625,000	623,320	690,000	690,000
101 4024	ZONING PERMITS	28,475	32,248	27,595	25,000	25,000	25,645	28,600	27,000
101 4025	HEALTH LICENSES & PERMITS	33,959	115,221	108,267	90,000	90,000	50,572	88,700	90,000
TOTAL DECD LICENSES		1,130,399	1,243,307	1,219,424	1,190,000	1,190,000	947,450	1,134,800	1,235,000

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. This account also reflects fees collected for plumbing permits, fixtures and piping fees, and fees collated for electrical permits.

101 4019 Plumbing Licenses

Revenue is derived from the fees collected for plumbing licenses.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
PUBLIC SAFETY FEES									
101 4026	DISTRICT JUDGE FINES	945,283	1,019,356	983,483	1,000,000	1,000,000	639,243	930,000	980,000
101 4027	PARKING VIOLATIONS	1,501,701	1,451,725	1,511,986	1,600,000	1,600,000	1,223,157	1,475,000	1,500,000
101 4028	REPRODUCING POLICE REPORTS	32,833	31,307	33,518	28,000	28,000	28,332	32,500	30,000
101 4029	BURGLAR ALARM SERV FEE	37,155	32,525	21,425	25,000	25,000	54,020	56,000	56,000
101 4030	POLICE - LANCASTER TWP	1,982	0	0	0	0	0	0	0
101 4031	POLICE - SCHOOL DISTRICT OF LANC	110,664	108,308	110,328	110,000	110,000	110,082	112,300	110,000
101 4033	DRUG TASK FORCE-REIMB	149,242	146,606	162,781	145,000	145,000	73,176	151,100	150,000
101 4034	DRUG TASK FORCE O/T	7,313	8,609	5,454	8,000	8,000	7,464	8,866	8,500
101 4038	WARRANT SQUAD SERVICE	30,003	16,748	15,630	20,000	20,000	14,727	18,500	20,000
101 4041	POLICE - MISC OVERTIME REIMB.	55,731	81,295	71,266	55,000	55,000	61,618	70,100	65,000
101 4042	FIRE INSPECTION	245,707	208,354	218,140	225,000	225,000	205,295	235,200	235,000
101 4154	POLICE - F&M	31,119	34,120	30,701	30,000	30,000	5,848	5,848	0
101 4167	POLICE - SDL - SRO	540,428	556,268	596,094	570,000	570,000	407,032	561,500	570,000
TOTAL PUBLIC SAFETY FEES		3,689,161	3,695,221	3,760,806	3,816,000	3,816,000	2,829,994	3,656,914	3,724,500

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 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 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 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 located in the City of Lancaster.

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
PUBLIC WORKS FEES									
101 4043	REVENUE FROM UTILITY FUNDS	2,300,000	2,300,000	2,300,000	2,500,000	2,500,000	2,083,333	2,500,000	2,750,000
101 4044	RENT CITY PROPERTY	251,419	258,416	324,901	300,400	300,400	138,734	275,000	250,000
101 4045	SF-ADMIN.-INDIRECT COST	328,805	384,231	374,708	374,490	374,490	312,075	374,490	424,224
101 4046	WF-ADMIN.-INDIRECT COST	559,663	559,087	614,372	610,127	610,127	508,439	610,127	632,431
101 4179	SOLID WASTE-ADMIN.-INDRCT COST	90,542	97,594	89,826	99,400	99,400	82,833	99,400	110,255
101 4127	DEGRADATION FEES	0	0	0	0	0	0	0	0
101 4047	POLE INSPECTION	871	871	0	0	0	0	0	0
101 4048	RIGHT OF WAY PERMIT FEES	10,583	12,013	14,353	400,000	400,000	75,879	121,175	500,000
101 4050	SEWER VEHICLE MAINTENANCE	6,009	6,865	7,393	7,500	7,500	6,589	8,000	8,000
101 4051	WATER VEHICLE MAINTENANCE	17,472	13,594	15,289	16,000	16,000	13,239	16,500	16,500
TOTAL PUBLIC WORKS FEES		3,565,364	3,632,671	3,740,842	4,307,917	4,307,917	3,221,121	4,004,692	4,691,410

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 2014, 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 polling place rental. This line also reflects rental income from Lancaster County Detectives for rental space in the 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 2012, which is applicable to fiscal year 2014.

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 2012, which is applicable to fiscal year 2014.

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 2012, which is applicable to fiscal year 2014.

101 4127 Degradation Fees

Revenue is derived from street degradation fees charged to utilities as part of the City's Right of Way management program.

101 4047 Pole Inspection

Revenue was derived from the pole inspection and utility license from Verizon Telephone. This fee was eliminated in 2012 to be replaced with Right of Way Permit fees.

101 4048

Right of Way Permit Fees

Revenue is derived from the fees collected for Right of Way fees charged to various utilities. The budget includes additional revenues anticipated from a proposed change to the Right of Way 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
MISCELLANEOUS REVENUE									
101 4053	EXECUTIVE SUNDRY	750	750	750	750	750	750	750	750
101 4054	REFUND OF PRIOR YEAR EXP.	0	0	26,124	0	0	0	0	0
101 4055	ADMINISTRATIVE SUNDRIES	7,149	9,350	3,247	2,000	2,000	3,930	5,000	3,500
101 4056	AUCTION	877	3,651	5,909	0	0	11,447	11,447	0
101 4057	SALE CITY PROPERTY & SERVICES	19,386	14,314	362,181	8,000	8,000	23,249	24,000	25,000
101 4058	POLICE SUNDRY	225,309	166,134	179,897	160,000	160,000	106,928	155,000	160,000
101 4059	FIRE SUNDRY	970	2,472	440	500	500	210	300	300
101 4059-01	FIRE ADMINISTRATIVE TICKETS	5,665	520	387	500	500	0	0	0
101 4060	EDNR SUNDRY	27,780	28,910	54,185	35,000	35,000	40,028	44,700	40,000
101 4060-01	EDNR ADMINISTRATIVE TICKETS	51,133	50,847	42,667	45,000	45,000	32,062	38,100	40,000
101 4061	PUBLIC WORKS SUNDRY	39,929	47,805	82,656	35,000	35,000	59,238	60,635	45,000
101 4181	TAX CERTIFICATION FEES	65,169	52,217	59,912	60,000	60,000	55,900	66,500	65,000
TOTAL MISCELLANEOUS REVENUE		444,117	376,970	818,355	346,750	346,750	333,742	406,432	379,550

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 minor rebates 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
OTHER INCOME									
101 4063	INTEREST ON INVESTMENT	6,274	5,623	1,793	200	200	341	350	350
101 4064	INTEREST- RESERVED	5,321	0	0	0	0	0	0	0
101 4065	FULTON OPERA HOUSE LOAN	63,417	0	0	0	0	0	0	0
101 4066	FEDERAL REIMB. - SALARIES	353,101	389,620	415,424	340,000	340,000	339,909	340,000	340,000
101 4067	FEDERAL REIMB. - FRINGES	187,964	205,544	216,428	177,481	177,481	179,512	212,680	177,481
101 4069	FEDERAL REIMB. - INDIRECT COSTS	82,643	70,245	56,444	40,000	40,000	0	40,000	40,000
101 4188	RACL REIMB. - SALARIES/FRINGE	0	0	90,770	100,000	100,000	0	100,000	0
101 4070	INSURANCE RECOVERY	7,616	25,524	4,392	0	0	9,608	2,442	0
101 4071	PENSION STATE AID	2,340,371	3,852,040	2,277,595	2,425,381	2,425,381	2,382,254	2,382,254	2,742,261
101 4074	CLG GRANT (HARB)	14,166	14,728	14,742	14,000	14,000	8,013	15,000	15,000
101 4075	REIM-STATE GASOLINE	577,690	524,396	436,559	535,000	535,000	383,059	469,180	525,000
101 4151	AUTO THEFT GRANT	170,943	115,615	168,181	152,379	152,379	166,506	180,913	180,729
101 4155	MISCELLANEOUS GRANTS & GIFTS	44,586	413,318	400,845	415,000	415,000	424,064	440,000	230,000
101 4157	INSURANCE FRAUD GRANT	102,217	102,130	54,739	0	0	0	0	0
101 4193	FIRE SAFER GRANT	0	0	75,159	321,102	321,102	264,869	313,146	181,437
101 4166	FEDERAL REIMB - RDS	6,500	5,207	0	0	0	0	0	0
101 4990	USE OF FUND BALANCE RESERVES	0	0	0	2,307,057	2,797,057	0	0	1,689,975
TOTAL OTHER INCOME		3,962,809	5,723,990	4,213,071	6,827,600	7,317,600	4,158,135	4,495,965	6,122,233
TOTAL REVENUES		44,094,792	46,477,837	47,240,533	49,622,261	50,812,261	41,809,512	47,772,806	50,400,630

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 4069 Federal Reimbursement-Indirect Costs

Revenue is derived from indirect costs applicable to the CDBG program, as per the cost allocation plan for 2012, which is applicable to fiscal year 2014.

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 revenue from a Federal COPS and Federal AFG 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



2014 BUDGET

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
OFFICE OF THE MAYOR									
101 1 101 6105	ELECTED OFFICIAL	77,236	77,932	77,932	77,932	77,932	62,945	77,932	77,932
101 1 101 6115	SALARIED PERSONNEL	111,976	118,023	121,061	121,711	121,711	95,776	122,250	122,929
101 1 101 7320	DUES & SUBSCRIPTIONS	307	160	175	300	185	185	185	300
101 1 101 7340	POSTAGE	502	715	622	700	700	415	700	700
101 1 101 7350	PRINTING	125	137	221	250	250	127	250	250
101 1 101 7360	TELEPHONE	4,099	3,605	3,077	3,300	3,300	2,087	3,300	3,300
101 1 101 7370	TRAVEL	1,365	149	264	550	836	796	836	550
101 1 101 7445	TRAINING & SCHOOL	680	335	374	250	79	79	79	250
101 1 101 7603	OFFICE SUPPLIES	920	1,189	1,432	1,200	1,200	448	1,200	1,200
101 1 101 8200	MINOR EQUIPMENT	0	0	944	0	0	0	0	0
TOTAL		197,210	202,245	206,102	206,193	206,193	162,858	206,732	207,411

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	46,736
101 1 101 6115	F	M	1.0000 Chief of Staff	75,258
			Available for Merit	935
TOTAL 6115 EMPLOYEES			2.0000	\$ 122,929
TOTAL EMPLOYEES			3.0000	\$ 200,861

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 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 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
OFFICE OF THE CITY SOLICITOR									
101 1 102 7410	PROFESSIONAL SERVICES	295,836	374,149	359,509	350,000	350,000	341,216	380,000	375,000
TOTAL		295,836	374,149	359,509	350,000	350,000	341,216	380,000	375,000
TOTAL EXECUTIVE DEPARTMENT		493,046	576,394	565,611	556,193	556,193	504,074	586,732	582,411

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
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	125	376	402	500	500	484	500	500
TOTAL		56,625	56,876	56,902	57,000	57,000	46,117	57,000	57,000

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
OFFICE OF THE CITY CLERK									
101 2 202 6115	SALARY CITY CLERK	43,338	44,492	45,991	46,735	46,735	35,943	45,988	47,203
101 2 202 6120	TEMPORARY SALARY	0	0	932	750	470	0	0	750
101 2 202 7310	ADVERTISING	5,636	4,945	3,745	5,000	4,950	4,004	4,300	5,000
101 2 202 7340	POSTAGE	393	450	467	400	400	335	400	400
101 2 202 7350	PRINTING	251	205	353	700	700	305	500	700
101 2 202 7360	TELEPHONE	806	704	714	750	750	595	750	750
101 2 202 7370	TRAVEL	0	0	0	0	280	280	280	0
101 2 202 7380	MISCELLANEOUS EXPENSE	35	22	13	100	100	13	100	100
101 2 202 7425	ORDINANCE CODIFICATION	5,046	6,188	3,707	6,000	6,000	5,014	6,000	6,000
101 2 202 7603	OFFICE SUPPLIES	406	234	211	300	300	176	300	300
TOTAL		55,911	57,240	56,133	60,735	60,685	46,665	58,618	61,203
TOTAL LEGISLATIVE DEPT.		112,536	114,116	113,035	117,735	117,685	92,782	115,618	118,203

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	46,277 926
TOTAL 6115 EMPLOYEES			1.0000	\$ 47,203

OFFICE OF THE CITY CLERK

101 2 202 6115 Salary - City Clerk

Salary of the City Clerk.

101 2 202 6120 Temporary Salary

Salary for temporary help for the City Clerk.

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 7370 Travel

Travel expenses incurred by City Council members for attendance at PA Municipal League meetings.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
ADMINISTRATIVE SERVICES OFFICE OF THE DIRECTOR									
101 4 400 6109	SALARY - DIRECTOR	83,788	84,302	92,354	92,920	92,920	72,906	93,277	95,708
101 4 400 6115	SALARIED PERSONNEL	68,532	114,349	137,192	159,754	125,989	103,817	150,693	109,054
101 4 400 6120	SALARY TEMPORARY	2,267	12,116	2,851	0	9,870	7,695	9,870	5,000
101 4 400 6185	OVERTIME	0	0	397	0	0	13	13	0
101 4 400 7141	PC LEASE	11,435	11,435	11,435	11,435	39,741	21,741	21,741	21,741
101 4 400 7320	DUES & SUBSCRIPTIONS	13,516	7,076	6,692	7,000	7,000	6,893	6,900	7,000
101 4 400 7340	POSTAGE	51	20	0	30	30	0	0	30
101 4 400 7350	PRINTING	144	412	806	900	900	237	300	500
101 4 400 7360	TELEPHONE	629	843	886	900	1,015	870	1,015	950
101 4 400 7370	TRAVEL	475	484	1,433	500	580	573	575	500
101 4 400 7410	PROFESSIONAL SERVICES	33,442	29,027	34,227	40,000	46,746	37,261	40,000	50,000
101 4 400 7445	TRAINING	494	170	545	400	205	205	205	400
101 4 400 7603	OFFICE SUPPLIES	1,000	1,960	1,842	2,000	2,000	1,134	1,900	2,000
101 4 400 8200	MINOR EQUIPMENT	0	2,986	0	0	0	0	0	0
TOTAL		215,773	265,180	290,660	315,839	326,996	253,345	326,489	292,883

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	95,708
TOTAL 6109 EMPLOYEES			1.0000	\$ 95,708
101 4 400 6115	F	M	1.0000 Administrative Assistant	45,692
101 4 400 6115	F	M	0.5400 Communications Specialist	17,828
101 4 400 6115	F	M	1.0000 Clerk Receptionist Available for Merit	31,442 14,104
TOTAL 6115 EMPLOYEES			2.5400	\$ 109,066
TOTAL EMPLOYEES			3.5400	\$ 204,774

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 and Administrative Assistant to the Business Administrator as well as the General Fund portion of the Communications Specialist in MOOSE. For 2014, the salary of the Development Administrator has been moved to the Bureau of Accounting due to a change in the reporting structure in Administrative Services.

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 6185 Overtime

Overtime required to be paid in accordance with the Fair Labor Standards Act.

101 4 400 7141 PC Lease

Annual state contract lease costs for PCs and laptop computers and annual software license fee for Office 365 for Administrative Services staff.

101 4 400 7320 Dues and Subscriptions

Dues for the US Conference of Mayors, PML 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 PML 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 PML 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF ACCOUNTING									
101 4 401 6110	SALARY-BUREAU CHIEF	66,842	68,752	69,785	68,603	70,203	57,273	71,415	75,750
101 4 401 6115	SALARIED-PERSONNEL	127,524	133,480	136,241	187,518	211,001	145,929	218,297	247,512
101 4 401 6120	SALARY-TEMPORARY	3,990	0	0	0	0	0	0	0
101 4 401 7310	ADVERTISING	1,580	1,169	3,965	1,500	2,383	2,382	2,382	2,500
101 4 401 7320	DUES & SUBSCRIPTIONS	1,207	1,247	1,307	1,400	1,308	1,307	1,307	1,400
101 4 401 7340	POSTAGE	3,757	4,462	3,846	5,425	5,425	3,399	4,106	5,000
101 4 401 7350	PRINTING	1,506	1,319	1,545	1,800	1,800	1,439	1,830	1,900
101 4 401 7360	TELEPHONE	1,236	1,191	1,218	1,300	1,300	1,086	1,278	1,310
101 4 401 7411	AUDITOR SERVICES	47,008	32,036	49,632	45,000	41,359	30,287	42,210	45,000
101 4 401 7430	BANK SERVICE CHARGE	6,229	6,322	7,401	8,000	11,850	8,624	11,345	10,000
101 4 401 7431	CREDIT CARD FEES	4,510	4,329	3,466	4,800	4,800	3,678	5,058	5,200
101 4 401 7445	TRAINING & SCHOOL	700	1,499	1,179	2,000	1,000	284	1,000	2,500
101 4 401 7603	OFFICE SUPPLIES	3,490	3,825	3,900	4,000	4,000	3,027	3,884	4,000
101 4 401 8200	MINOR EQUIPMENT	850	13	408	500	500	337	337	500
TOTAL		270,429	259,644	283,893	331,846	356,929	259,052	364,449	402,572

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	75,750
TOTAL 6110 EMPLOYEES			1.0000	\$ 75,750
101 4 401 6115	F	M	1.0000 Accountant II	49,417
101 4 401 6115	F	M	1.0000 Accountant I	44,925
101 4 401 6115	F	M	1.0000 Development Administrator	56,906
101 4 401 6115	F	M	1.0000 Accounting Supervisor	54,743
101 4 401 6115	F	M	1.0000 Payroll Specialist	41,521
TOTAL 6115 EMPLOYEES			5.0000	\$ 247,512
TOTAL EMPLOYEES			6.0000	\$ 323,262

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 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PROCUREMENT & COLLECTIONS									
101 4 402 6110	SALARY-BUREAU CHIEF	11,781	11,143	11,390	11,220	11,450	9,033	11,493	11,494
101 4 402 6115	SALARIED-PERSONNEL	101,839	90,119	81,462	89,150	89,485	71,044	88,793	92,637
101 4 402 6120	SALARY - TEMPORARY	1,760	1,251	0	0	0	0	0	0
101 4 402 7180	RENTAL OF UNIFORMS	0	0	0	88	88	0	0	54
101 4 402 7230	MAINTENANCE- EQUIPMENT	3,252	3,913	3,676	4,263	4,263	3,672	4,200	4,469
101 4 402 7290	VEHICLE MAINTENANCE	0	0	0	265	265	0	0	269
101 4 402 7320	DUES & SUBSCRIPTIONS	633	712	623	730	730	548	600	655
101 4 402 7340	POSTAGE	8,947	10,096	8,802	13,719	13,719	9,731	10,800	14,078
101 4 402 7350	PRINTING	3,214	2,507	2,759	2,973	2,973	2,643	2,900	2,988
101 4 402 7360	TELEPHONE	1,010	894	976	1,018	1,018	709	900	957
101 4 402 7370	TRAVEL	0	0	76	250	250	0	0	250
101 4 402 7380	MISCELLANEOUS EXPENSE	167	248	203	250	250	56	151	250
101 4 402 7410	PROFESSIONAL SERVICES	0	1,306	0	0	0	0	0	0
101 4 402 7445	TRAINING & SCHOOL	50	0	0	239	239	22	23	179
101 4 402 7603	OFFICE SUPPLIES	1,572	1,892	1,660	1,767	1,767	1,109	1,700	1,792
101 4 402 7654	GASOLINE	0	0	0	177	177	96	177	179
101 4 402 8200	MINOR EQUIPMENT	6,241	8,215	13,643	11,739	11,739	10,496	11,639	11,903
TOTAL		140,466	132,296	125,270	137,848	138,413	109,159	133,376	142,154

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

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

101	4	402	6110	F	M	0.1792	Bureau Chief	11,494
TOTAL 6110 EMPLOYEES						0.1792		\$ 11,494
101	4	402	6115	F	M	0.1792	Customer Service Supervisor	8,294
101	4	402	6115	F	M	0.1792	Admin Support Supervisor	7,552
101	4	402	6115	F	A	0.1792	Admin Support Clerk	5,938
101	4	402	6115	F	A	0.1792	Property Maintenance Coordinator	7,892
101	4	402	6115	F	A	0.1792	Billing Coordinator	6,680
101	4	402	6115	F	A	0.1792	Customer Care Coordinator	7,441
101	4	402	6115	F	A	0.1792	Customer Care Coordinator	7,664
101	4	402	6115	F	A	0.1792	Customer Care Coordinator	6,848
101	4	402	6115	F	A	0.1792	Customer Care Coordinator	6,848
101	4	402	6115	F	A	0.1792	Cashier/Service Clerk	6,846
101	4	402	6115	F	A	0.1792	Cashier/Service Clerk	6,051
101	4	402	6115	F	A	0.1792	Revenue Clerk	6,647
101	4	402	6115	F	A	0.1792	Mail & Print Operator	5,614
Subtotal Full-Time						2.3301		
101	4	402	6115	P	A	0.1792	Data Entry	2,321
Subtotal Part-Time						0.1792		
TOTAL 6115 EMPLOYEES						2.5094		\$ 92,637
TOTAL EMPLOYEES						2.6886		\$ 104,131

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 6120 Temporary Salary

Expenses for temporary employees in the Treasury office.

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

This line covers the cost of annual vehicle inspections, repairs, and general maintenance for the Mail Clerk's vehicle.

101 4 402 7320 Dues & Subscriptions

This line covers the cost of dues 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 line item 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 2014, 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF INFORMATION TECHNOLOGY									
101 4 404 6110	SALARY BUREAU CHIEF	4,462	0	0	0	0	0	0	0
101 4 404 6115	SALARIED PERSONNEL	44,034	34,126	34,643	34,302	34,902	27,514	35,034	34,645
101 4 404 7220	MAINTENANCE - COMMUNICATION	11,952	10,158	10,001	12,000	12,000	7,936	10,000	12,000
101 4 404 7230	MAINTENANCE- EQUIPMENT	114,441	131,270	101,599	115,000	115,000	94,616	110,000	115,000
101 4 404 7340	POSTAGE	1	0	50	500	500	63	100	500
101 4 404 7350	PRINTING	0	0	0	50	50	0	0	50
101 4 404 7360	TELEPHONE	4,216	2,544	2,985	2,800	2,800	1,296	2,000	2,800
101 4 404 7370	TRAVEL	0	0	0	200	200	0	0	200
101 4 404 7410	PROFESSIONAL SERVICES	283,796	94,784	82,589	100,000	100,000	55,976	80,000	100,000
101 4 404 7440	CONTRACT SERVICES	66,000	68,909	82,876	86,000	86,000	82,876	86,000	86,000
101 4 404 7445	TRAINING - SCHOOL	81	149	0	5,000	5,000	149	149	5,000
101 4 404 7603	OFFICE SUPPLIES	13	0	63	500	500	0	100	500
101 4 404 7606	OPERATING SUPPLIES	17,511	12,918	18,247	25,000	25,000	12,271	20,000	25,000
101 4 404 8200	MINOR EQUIPMENT	334	1,114	1,220	6,000	6,000	2,586	3,500	6,000
101 4 404 8205	MIS PROJECTS	25,900	13,856	2,440	42,500	32,421	22,112	30,000	42,500
TOTAL		572,741	369,828	336,713	429,852	420,373	307,395	376,883	430,195

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	34,645
TOTAL 6115 EMPLOYEES			0.5000	\$ 34,645
TOTAL EMPLOYEES			0.5000	\$ 34,645

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF HUMAN RESOURCES									
101 4 405 6110	SALARY-BUREAU CHIEF	61,978	76,900	78,051	77,221	78,621	61,989	78,918	77,993
101 4 405 6115	SALARIED PERSONNEL	116,496	110,554	119,668	121,968	123,289	91,576	114,630	146,998
101 4 405 6120	SALARY TEMPORARY	396	15,910	6,420	7,000	11,756	10,559	18,000	11,000
101 4 405 6185	OVERTIME	259	75	232	200	200	0	200	200
101 4 405 6220	EMPLOYEE RECOGNITION	7,043	7,070	6,935	7,220	7,220	2,482	7,220	7,550
101 4 405 7230	MAINTENANCE- EQUIPMENT	0	35	13	100	100	13	50	50
101 4 405 7310	ADVERTISING	0	0	135	2,000	664	221	1,000	1,000
101 4 405 7320	DUES & SUBSCRIPTIONS	375	2,068	714	2,200	1,800	1,233	1,800	1,975
101 4 405 7340	POSTAGE	1,400	1,976	1,881	1,800	1,800	1,464	1,850	1,900
101 4 405 7350	PRINTING	1,533	786	1,432	2,000	1,100	721	1,100	2,000
101 4 405 7360	TELEPHONE	1,953	1,611	1,463	1,900	1,900	1,357	1,900	2,000
101 4 405 7370	TRAVEL	500	846	3,217	2,050	588	588	1,050	2,745
101 4 405 7410	PROFESSIONAL SERVICES	21,423	24,682	21,077	23,000	22,470	12,136	21,000	21,000
101 4 405 7435	LABOR RELATIONS EXPENSE	5,559	7,024	6,006	6,650	12,316	12,316	12,316	7,000
101 4 405 7445	TRAINING - SCHOOL	1,398	1,330	4,040	2,935	1,641	1,641	2,000	2,000
101 4 405 7603	OFFICE SUPPLIES	2,425	2,285	1,948	2,000	2,500	2,451	2,500	2,500
101 4 405 7606	OPERATING SUPPLIES	248	437	700	700	700	394	700	1,000
101 4 405 8200	MINOR EQUIPMENT	318	1,710	234	1,050	1,050	0	0	500
TOTAL		223,304	255,299	254,166	261,994	269,715	201,141	266,234	289,411

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	77,993
TOTAL 6110 EMPLOYEES			1.0000	\$ 77,993
101 4 405 6115	F	M	1.0000 Human Resource Generalist	50,000
101 4 405 6115	F	M	1.0000 Human Resource Tech/Rep	36,398
101 4 405 6115	F	M	1.0000 Assistant Bureau Chief	60,600
TOTAL 6115 EMPLOYEES			3.0000	\$ 146,998
TOTAL EMPLOYEES			4.0000	\$ 224,991

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: Assistant Bureau Chief and 2 HR Generalists.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
COMMUNITY INVOLVEMENT									
101 4 406 8120	CONTRIBUTIONS - LEMSA	30,000	15,000	15,000	20,000	20,000	20,000	20,000	25,000
101 4 406 8125	LANC INTERMUNI COMMITTEE	9,090	9,502	10,266	13,000	10,900	5,447	10,900	11,000
101 4 406 8135	PA LEAGUE OF CITIES DUES	22,648	22,088	23,254	23,254	23,254	23,254	23,254	24,000
101 4 406 8140	PUBLIC LIBRARY	100,000	50,000	62,000	50,000	50,000	37,500	50,000	60,000
101 4 406 8143	COMMUNITY COMMUNICATIONS	6,017	1,776	28,440	5,000	9,471	9,471	9,500	10,000
101 4 406 8145	RECREATION COMMISSION	295,656	295,656	295,656	296,000	295,656	295,656	295,656	305,656
101 4 406 8175	HUMAN RELATIONS COMMISSION	2,145	989	1,920	2,500	2,500	1,754	2,000	2,500
101 4 406 8513	MOOSE 50,000		50,000	50,000	50,000	50,000	0	50,000	75,000
TOTAL		515,556	445,011	486,536	459,754	461,781	393,082	461,310	513,156

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 Municipal of Cities Dues

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

101 4 406 8140 Public Library

Operating support contribution to the Lancaster County Public Library.

101 4 406 8143 Community Communications

Costs to design, print and mail newsletters and other informational materials to City residents, including hosting fees for the City website.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
INSURANCE									
101 4 407 7720	INSURANCE PACKAGE PLAN	519,141	553,077	581,236	560,000	665,087	646,842	625,777	700,000
101 4 407 7740	PUBLIC OFFICIALS' BOND	3,438	2,919	2,919	3,500	3,500	2,667	3,500	3,500
TOTAL		522,579	555,996	584,155	563,500	668,587	649,509	629,277	703,500

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
FRINGE BENEFITS									
101 4 408 6202	MEDICAL INSURANCE	652,053	613,667	753,960	779,039	661,952	622,837	661,952	716,716
101 4 408 6203	DENTAL/VISION	3,710	6,037	8,129	11,680	11,680	9,393	11,278	11,850
101 4 408 6208	SOCIAL SECURITY	681,646	687,608	714,188	776,112	776,112	584,805	774,217	810,547
101 4 408 6209	LIFE INSURANCE	57,745	60,563	58,421	60,187	60,187	54,067	57,634	59,375
101 4 408 6230	PENSION CONTRIBUTION	300,742	297,663	315,322	413,013	413,013	403,812	413,013	434,093
101 4 408 6240	UNEMPLOYMENT COMPENSATION	89,171	62,623	31,539	50,000	23,747	21,798	35,000	25,000
101 4 408 6250	WORKERS' COMP - SELF-INSURED	265,298	110,037	416,193	500,000	1,297,645	1,118,520	1,350,000	600,000
101 4 408 7160	RENTAL OF PARKING LOT	31,063	28,490	27,426	32,000	32,000	24,228	30,050	32,000
TOTAL		2,081,428	1,866,688	2,325,178	2,622,031	3,276,336	2,839,460	3,333,144	2,689,581

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
DEBT SERVICE									
101 4 409 9230	PAYING AGENT/ADMIN. FEES	1,754	1,755	1,821	2,500	2,500	754	2,200	2,500
101 4 409 9240	INTEREST-BONDS	1,418,181	1,483,981	1,446,690	1,644,100	1,644,100	1,626,559	1,644,100	1,589,961
101 4 409 9260	PRINCIPAL - BONDS	1,178,552	1,352,000	1,391,600	1,615,800	1,615,800	1,615,800	1,615,800	1,665,399
TOTAL		2,598,487	2,837,736	2,840,111	3,262,400	3,262,400	3,243,113	3,262,100	3,257,860
TOTAL ADMIN. SERVICES DEPT.		7,140,763	6,987,678	7,526,682	8,385,064	9,181,530	8,255,256	9,153,262	8,721,312

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, 2010 and 2011 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, 2010 and 2011 General Obligation Bonds.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
OFFICE OF THE CITY TREASURER									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,500	8,500	8,500	6,866	8,500	8,500
TOTAL		8,500	8,500	8,500	8,500	8,500	6,866	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
2014 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF POLICE									
101 5 501 6110	SALARY BUREAU CHIEF	97,920	98,899	102,258	112,885	112,885	88,571	113,319	116,271
101 5 501 6115	SALARIED PERSONNEL	808,911	826,734	833,886	905,087	905,087	713,949	898,431	1,039,716
101 5 501 6131	POLICE-CAPTAINS	292,533	306,125	298,893	310,443	310,443	243,620	311,626	325,152
101 5 501 6132	POLICE-LIEUTENANTS	821,530	587,980	778,185	821,593	821,593	639,217	818,353	850,933
101 5 501 6133	POLICE-SERGEANTS	3,214,337	3,142,497	3,326,512	3,558,425	3,548,833	2,684,304	3,431,154	3,676,472
101 5 501 6140	POLICE-PATROLMEN	5,467,476	5,195,341	5,444,947	5,586,802	5,534,797	4,192,952	5,344,830	5,746,174
101 5 501 6150	SALARY-SCH CROSS GUARDS&PEA'S	412,238	408,652	391,478	511,867	495,807	335,845	471,955	525,783
101 5 501 6152	SALARY-COMMUNITY SERVICE AIDES	513,409	548,070	549,934	590,148	590,148	455,673	573,503	607,135
101 5 501 6180	ACTING OFFICERS	15,895	20,572	23,567	25,000	25,000	15,551	23,000	25,000
101 5 501 6185	OVERTIME	489,561	501,915	542,662	460,229	460,229	331,609	450,000	460,000
101 5 501 6188	CADET TRAINING PROGRAM	0	23,138	0	0	12,744	12,744	12,744	0
101 5 501 6190	SICK LEAVE BONUS	25,750	21,600	25,350	24,250	24,250	24,100	24,100	25,150
101 5 501 6201	EDUCATIONAL INCENTIVE	49,080	47,744	50,648	50,000	50,000	40,635	50,000	51,000
101 5 501 6202	MEDICAL INSURANCE - ACTIVE	2,997,727	2,853,092	2,957,024	3,119,655	3,087,160	2,599,713	3,087,160	2,870,083
101 5 501 6202	MEDICAL INSURANCE - RETIREES	1,210,290	1,123,506	1,220,710	1,245,124	1,245,124	1,037,603	1,245,124	1,245,124
101 5 501 6203	DENTAL-VISION	145,354	131,596	131,578	162,860	162,860	138,533	155,236	163,500
101 5 501 6210	UNIFORM MAINT. ALLOWANCE	66,225	72,675	72,750	72,750	72,750	73,075	73,075	73,075
101 5 501 6230	PENSION CONTRIBUTION	2,588,199	1,732,970	1,718,841	2,427,282	2,427,282	2,427,282	2,427,282	2,439,350
101 5 501 7141	PC LEASE	0	0	15,540	23,390	59,277	55,886	55,886	55,886
101 5 501 7160	RENTAL OF PARKING LOT	95,761	93,627	92,962	100,000	100,000	81,133	97,975	100,000
101 5 501 7220	MAINTENANCE- COMMUNICATION	22,542	13,523	9,879	30,000	30,000	5,897	20,000	30,000
101 5 501 7230	MAINTENANCE- EQUIPMENT	92,323	58,816	61,929	106,443	106,443	80,482	106,443	106,443
101 5 501 7290	MAINTENANCE- VEHICLES	109,325	126,259	101,501	110,000	110,000	94,737	110,000	110,000
101 5 501 7295	MAINTENANCE - BICYCLES	0	70	479	500	500	236	500	500
101 5 501 7320	DUES & SUBSCRIPTIONS	3,685	5,425	5,205	4,700	5,800	4,575	4,700	4,700
101 5 501 7340	POSTAGE	19,464	20,964	20,568	24,300	24,300	16,805	22,500	24,300
101 5 501 7350	PRINTING	15,241	22,236	10,427	25,000	25,000	13,280	17,000	25,000
101 5 501 7360	TELEPHONE	74,196	75,022	75,230	95,000	95,000	61,699	80,000	95,000
101 5 501 7370	TRAVEL	10,882	7,335	15,950	14,850	14,850	8,842	14,850	14,850
101 5 501 7380	MISCELLANEOUS EXPENSE	895	2,898	1,006	5,000	5,050	1,388	5,000	5,000

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
101 5 501 7410	PROFESSIONAL SERVICES	22,457	16,827	12,619	20,000	17,034	13,194	20,000	20,000
101 5 501 7435	LABOR RELATIONS	3,648	68,253	4,682	40,000	40,000	8,484	10,000	15,000
101 5 501 7437	LABORATORY-TESTS	1,105	2,507	5,139	7,500	7,500	3,434	7,500	7,500
101 5 501 7440	COUNTY COMPUTER SYSTEM FEE	5,635	5,635	5,932	5,932	8,898	8,898	8,898	8,898
101 5 501 7445	TRAINING - SCHOOL	17,440	24,849	34,620	30,000	30,000	27,558	30,000	46,200
101 5 501 7472	K-9 PATROL	4,181	6,175	4,652	5,000	5,000	4,980	5,000	5,000
101 5 501 7603	OFFICE SUPPLIES	10,282	10,564	11,059	12,000	12,000	6,210	12,000	12,000
101 5 501 7606	OPERATING SUPPLIES	16,346	14,589	11,141	18,000	18,000	8,676	16,000	18,000
101 5 501 7612	UNIFORMS	80,809	66,504	46,186	85,000	83,115	33,579	70,000	85,000
101 5 501 7624	PHOTOGRAPHY	1,000	1,000	833	1,000	1,000	172	1,000	1,000
101 5 501 7627	EVIDENCE SUPPLIES	5,622	4,551	4,335	6,000	6,000	4,466	6,000	9,000
101 5 501 7630	AMMUNITION	20,211	26,926	26,606	30,000	28,900	5,685	30,000	30,000
101 5 501 7633	LESS THAN LETHAL EQUIPMENT	2,390	2,194	1,763	3,000	3,000	2,335	3,000	3,000
101 5 501 7634	WEAPONS	4,455	6,059	9,000	11,000	11,000	3,708	10,000	11,000
101 5 501 7654	GASOLINE	156,753	206,219	206,938	180,000	180,000	138,306	180,000	185,000
101 5 501 8150	SHELTER EXPENSE	33,809	34,936	46,432	150,000	150,000	113,658	150,000	150,000
101 5 501 8160	DRUG TASK FORCE ASSESSMENT	56,348	56,348	59,322	59,322	59,322	59,322	59,322	59,322
101 5 501 8161	COMMUNITY SAFETY COALITION	0	25,000	100,000	100,000	100,000	100,000	100,000	100,000
101 5 501 8200	MINOR EQUIPMENT	6,059	6,130	58,317	85,511	110,848	29,662	85,511	133,000
101 5 501 8201	BICYCLES & ACCESSORIES	174	1,000	538	1,000	1,000	914	1,000	1,000
101 5 501 8270	VEHICLES	74,271	31,150	77,999	145,000	146,885	133,183	145,000	255,330
101 5 501 9240	PENSION DEBT - INTEREST	411,433	402,071	392,180	381,852	381,852	381,852	381,852	370,942
101 5 501 9260	PENSION DEBT - PRINCIPAL	187,233	195,874	204,515	216,038	216,038	216,038	216,038	227,560
TOTAL		20,782,410	19,284,642	20,204,707	22,116,738	22,080,604	17,784,250	21,593,867	22,565,349

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	116,271
TOTAL 6110 EMPLOYEES							1.0000	\$ 116,271
101	5	501	6115	F	M	1.0000	Sr. Staff Assistant - Police	45,450
101	5	501	6115	F	M	1.0000	Records Supervisor	46,688
101	5	501	6115	F	M	1.0000	Crime Analyst	51,566
101	5	501	6115	F	A	1.0000	Administrative Assistant - Patrol Division	44,030
101	5	501	6115	F	A	1.0000	Administrative Assistant	42,450
101	5	501	6115	F	A	1.0000	Evidence Specialist	45,826
101	5	501	6115	F	A	1.0000	Evidence Specialist	45,826
101	5	501	6115	F	A	1.0000	Network IT System Adm.	47,316
101	5	501	6115	F	A	1.0000	Network IT System Adm.	45,826
101	5	501	6115	F	A	1.0000	Animal Enforcement Officer	40,485
101	5	501	6115	F	A	1.0000	Hazardous/Abandoned Vehicles	39,440
101	5	501	6115	F	A	1.0000	Administrative Assistant	38,203
101	5	501	6115	F	A	1.0000	Records Processor Specialist	37,270
101	5	501	6115	F	A	1.0000	Records Processor	37,084
101	5	501	6115	F	A	1.0000	Records Processor	36,004
101	5	501	6115	F	A	1.0000	Records Processor	36,004
101	5	501	6115	F	A	1.0000	Records Processor	36,004
101	5	501	6115	F	A	1.0000	Records Processor	36,004
101	5	501	6115	F	A	1.0000	Records Processor	35,854
101	5	501	6115	F	A	1.0000	Records Processor	35,854
101	5	501	6115	F	A	1.0000	Records Processor	34,208
101	5	501	6115	F	A	1.0000	Records Processor	34,208

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6115	F	A	1.0000	Records Processor	32,323
101	5	501	6115	F	A	1.0000	Mail Clerk	33,136
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist	35,037
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist Available for Merit	32,940 2,874
Subtotal Full-Time						26.0000		
101	5	501	6115	P	A	1.0000	Police Patrol Clerk	11,806
Subtotal Part-Time						1.0000		
TOTAL 6115 EMPLOYEES						27.0000		\$ 1,039,716
101	5	501	6131	F	P	1.0000	Police Captain	108,971
101	5	501	6131	F	P	1.0000	Police Captain	108,933
101	5	501	6131	F	P	1.0000	Police Captain	107,248
TOTAL 6131 EMPLOYEES						3.0000		\$ 325,152
101	5	501	6132	F	P	1.0000	Police Lieutenant	95,040
101	5	501	6132	F	P	1.0000	Police Lieutenant	93,254
101	5	501	6132	F	P	1.0000	Police Lieutenant	93,254
101	5	501	6132	F	P	1.0000	Police Lieutenant	93,254
101	5	501	6132	F	P	1.0000	Police Lieutenant	93,175
101	5	501	6132	F	P	1.0000	Police Lieutenant	93,175
101	5	501	6132	F	P	1.0000	Police Lieutenant	92,826
101	5	501	6132	F	P	1.0000	Police Lieutenant	92,686
101	5	501	6132	F	P	1.0000	Police Lieutenant	90,792

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6132				Shift Differential	13,477
TOTAL 6132 EMPLOYEES						9.0000		\$ 850,933
101	5	501	6133	F	P	1.0000	Detective	76,811
101	5	501	6133	F	P	1.0000	Detective	75,740
101	5	501	6133	F	P	1.0000	Detective	75,687
101	5	501	6133	F	P	1.0000	Detective	75,687
101	5	501	6133	F	P	1.0000	Detective	75,627
101	5	501	6133	F	P	1.0000	Detective	74,409
101	5	501	6133	F	P	1.0000	Detective	74,175
101	5	501	6133	F	P	1.0000	Detective	73,994
101	5	501	6133	F	P	1.0000	Detective	73,773
101	5	501	6133	F	P	1.0000	Detective	73,746
101	5	501	6133	F	P	1.0000	Detective	73,532
101	5	501	6133	F	P	1.0000	Detective	73,077
101	5	501	6133	F	P	1.0000	Detective	73,077
101	5	501	6133	F	P	1.0000	Detective	72,903
101	5	501	6133	F	P	1.0000	Detective	72,903
101	5	501	6133	F	P	1.0000	Detective	72,903
101	5	501	6133	F	P	1.0000	Detective	72,756
101	5	501	6133	F	P	1.0000	Detective	72,756
101	5	501	6133	F	P	1.0000	Detective	72,555
101	5	501	6133	F	P	1.0000	Detective	72,555
101	5	501	6133	F	P	1.0000	Detective	72,555
101	5	501	6133	F	P	1.0000	Detective	75,740
101	5	501	6133	F	P	1.0000	Police Sergeant	82,646
101	5	501	6133	F	P	1.0000	Police Sergeant	82,367

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6133	F	P	1.0000	Police Sergeant	82,081
101	5	501	6133	F	P	1.0000	Police Sergeant	81,093
101	5	501	6133	F	P	1.0000	Police Sergeant	81,093
101	5	501	6133	F	P	1.0000	Police Sergeant	81,028
101	5	501	6133	F	P	1.0000	Police Sergeant	81,028
101	5	501	6133	F	P	1.0000	Police Sergeant	80,971
101	5	501	6133	F	P	1.0000	Police Sergeant	80,907
101	5	501	6133	F	P	1.0000	Police Sergeant	80,907
101	5	501	6133	F	P	1.0000	Police Sergeant	80,907
101	5	501	6133	F	P	1.0000	Police Sergeant	80,720
101	5	501	6133	F	P	1.0000	Police Sergeant	80,599
101	5	501	6133	F	P	1.0000	Police Sergeant	80,413
101	5	501	6133	F	P	1.0000	Police Sergeant	80,155
101	5	501	6133	F	P	1.0000	Police Sergeant	80,126
101	5	501	6133	F	P	1.0000	Police Sergeant	79,353
101	5	501	6133	F	P	1.0000	Police Sergeant	79,296
101	5	501	6133	F	P	1.0000	Police Sergeant	78,981
101	5	501	6133	F	P	1.0000	Police Sergeant	78,895
101	5	501	6133	F	P	1.0000	Police Sergeant	78,666
101	5	501	6133	F	P	1.0000	Police Sergeant	78,437
101	5	501	6133	F	P	1.0000	Police Sergeant	78,437
101	5	501	6133	F	P	1.0000	Police Sergeant	78,036
101	5	501	6133	F	P	1.0000	Police Sergeant	78,021
101	5	501	6133				Shift Differential	44,348
TOTAL 6133 EMPLOYEES						47.0000		\$ 3,676,472
101	5	501	6140	F	P	1.0000	Police Officer IV	70,510

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6140	F	P	1.0000	Police Officer IV	70,510
101	5	501	6140	F	P	1.0000	Police Officer IV	70,460
101	5	501	6140	F	P	1.0000	Police Officer IV	70,460
101	5	501	6140	F	P	1.0000	Police Officer IV	70,460
101	5	501	6140	F	P	1.0000	Police Officer IV	70,460
101	5	501	6140	F	P	1.0000	Police Officer IV	70,460
101	5	501	6140	F	P	1.0000	Police Officer IV	70,404
101	5	501	6140	F	P	1.0000	Police Officer IV	70,348
101	5	501	6140	F	P	1.0000	Police Officer IV	70,187
101	5	501	6140	F	P	1.0000	Police Officer IV	70,187
101	5	501	6140	F	P	1.0000	Police Officer IV	70,155
101	5	501	6140	F	P	1.0000	Police Officer IV	69,919
101	5	501	6140	F	P	1.0000	Police Officer IV	69,695
101	5	501	6140	F	P	1.0000	Police Officer IV	69,695
101	5	501	6140	F	P	1.0000	Police Officer IV	69,695
101	5	501	6140	F	P	1.0000	Police Officer IV	69,645
101	5	501	6140	F	P	1.0000	Police Officer IV	69,620
101	5	501	6140	F	P	1.0000	Police Officer IV	68,730
101	5	501	6140	F	P	1.0000	Police Officer IV	68,730
101	5	501	6140	F	P	1.0000	Police Officer IV	68,674
101	5	501	6140	F	P	1.0000	Police Officer IV	68,674
101	5	501	6140	F	P	1.0000	Police Officer IV	68,599
101	5	501	6140	F	P	1.0000	Police Officer IV	68,400
101	5	501	6140	F	P	1.0000	Police Officer IV	68,400
101	5	501	6140	F	P	1.0000	Police Officer IV	68,400
101	5	501	6140	F	P	1.0000	Police Officer IV	68,201
101	5	501	6140	F	P	1.0000	Police Officer IV	67,977
101	5	501	6140	F	P	1.0000	Police Officer IV	67,977
101	5	501	6140	F	P	1.0000	Police Officer IV	67,977

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	67,927
101	5	501	6140	F	P	1.0000	Police Officer IV	67,815
101	5	501	6140	F	P	1.0000	Police Officer IV	67,815
101	5	501	6140	F	P	1.0000	Police Officer IV	67,678
101	5	501	6140	F	P	1.0000	Police Officer IV	67,678
101	5	501	6140	F	P	1.0000	Police Officer IV	67,678
101	5	501	6140	F	P	1.0000	Police Officer IV	67,678
101	5	501	6140	F	P	1.0000	Police Officer IV	67,678
101	5	501	6140	F	P	1.0000	Police Officer IV	67,678
101	5	501	6140	F	P	1.0000	Police Officer IV	67,647
101	5	501	6140	F	P	1.0000	Police Officer IV	67,647
101	5	501	6140	F	P	1.0000	Police Officer IV	67,491
101	5	501	6140	F	P	1.0000	Police Officer IV	67,491
101	5	501	6140	F	P	1.0000	Police Officer IV	67,491
101	5	501	6140	F	P	1.0000	Police Officer IV	67,491
101	5	501	6140	F	P	1.0000	Police Officer IV	67,491
101	5	501	6140	F	P	1.0000	Police Officer IV	67,491
101	5	501	6140	F	P	1.0000	Police Officer IV	67,410
101	5	501	6140	F	P	1.0000	Police Officer IV	67,410
101	5	501	6140	F	P	1.0000	Police Officer IV	67,410
101	5	501	6140	F	P	1.0000	Police Officer IV	67,410
101	5	501	6140	F	P	1.0000	Police Officer IV	67,410
101	5	501	6140	F	P	1.0000	Police Officer IV	67,410
101	5	501	6140	F	P	1.0000	Police Officer IV	67,006
101	5	501	6140	F	P	1.0000	Police Officer IV	67,006
101	5	501	6140	F	P	1.0000	Police Officer IV	66,682
101	5	501	6140	F	P	1.0000	Police Officer IV	66,682
101	5	501	6140	F	P	1.0000	Police Officer IV	66,682
101	5	501	6140	F	P	1.0000	Police Officer IV	66,682
101	5	501	6140	F	P	1.0000	Police Officer IV	66,682

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	66,607
101	5	501	6140	F	P	1.0000	Police Officer IV	66,607
101	5	501	6140	F	P	1.0000	Police Officer IV	66,607
101	5	501	6140	F	P	1.0000	Police Officer IV	66,607
101	5	501	6140	F	P	1.0000	Police Officer IV	66,514
101	5	501	6140	F	P	1.0000	Police Officer IV	66,514
101	5	501	6140	F	P	1.0000	Police Officer IV	66,464
101	5	501	6140	F	P	1.0000	Police Officer IV	66,445
101	5	501	6140	F	P	1.0000	Police Officer IV	66,439
101	5	501	6140	F	P	1.0000	Police Officer IV	66,358
101	5	501	6140	F	P	1.0000	Police Officer IV	66,358
101	5	501	6140	F	P	1.0000	Police Officer IV	66,277
101	5	501	6140	F	P	1.0000	Police Officer IV	66,277
101	5	501	6140	F	P	1.0000	Police Officer IV	66,277
101	5	501	6140	F	P	1.0000	Police Officer IV	66,234
101	5	501	6140	F	P	1.0000	Police Officer IV	66,171
101	5	501	6140	F	P	1.0000	Police Officer IV	66,171
101	5	501	6140	F	P	1.0000	Police Officer IV	66,171
101	5	501	6140	F	P	1.0000	Police Officer IV	65,935
101	5	501	6140	F	P	1.0000	Police Officer IV	65,935
101	5	501	6140	F	P	1.0000	Police Officer III	54,531
101	5	501	6140	F	P	1.0000	Police Officer III	54,531
101	5	501	6140	F	P	1.0000	Police Officer III	47,707
101	5	501	6140	F	P	1.0000	Police Officer III	47,717
101	5	501	6140	F	P	1.0000	Police Officer III	47,707
101	5	501	6140	F	P	1.0000	Police Officer II	46,135
101	5	501	6140	F	P	1.0000	Police Officer II	46,135
101	5	501	6140	F	P	1.0000	Police Officer I	45,318

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,807
						31.0000	Subtotal Part-Time	
TOTAL 6150 EMPLOYEES						39.0000		\$ 525,783
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	41,616
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	39,521
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	39,227
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	39,227
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	39,227
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,271
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	39,227

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,271
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,271
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,271
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,271
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,271
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,173
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,097
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,097
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	36,097
TOTAL 6152 EMPLOYEES						16.0000		\$ 607,135
Total Full -Time						195.00		
Total Part-Time						32.00		
TOTAL EMPLOYEES						227.0000		\$ 12,887,636

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 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 and annual software license fee for Office 365 for Police Department staff and City Computer Training room.

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, 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, and employee counseling.

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 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 Equipment

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 Fuels to include gasoline and oil and natural gas needed to operate the vehicles used by the Bureau of Police.

101 5 501 8150 LCSPCA Shelter

This line reflects costs related to the Lancaster County SPCA animal shelter and to cover the cost of stray animals taken to the shelter by Police Bureau personnel.

101 5 501 8160

Lancaster County Drug Task Force Assessment

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

101 5 501 8161

Community Safety Coalition

This line represents the City's contribution to the Lancaster Community Safety Coalition (LCSC) in recognition of the services provided by the LCSC to the Lancaster Bureau of Police. Additional contributions to the LCSC are anticipated from the Lancaster County District Attorney's Office and from private contributors.

101 5 501 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. Yearly Maintenance fees for "CODY" Records Management System and lease purchase.

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, push bars, computer mounts.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF FIRE									
101 5 502 6110	SALARY BUREAU CHIEF	89,871	90,456	93,331	94,096	94,096	78,065	94,655	106,611
101 5 502 6115	SALARIED PERSONNEL	82,340	84,631	123,634	92,015	142,015	93,921	142,015	93,797
101 5 502 6130	SALARY DEPUTY CHIEF	81,092	116,964	166,169	169,662	169,662	137,927	176,695	184,832
101 5 502 6131	FIRE-CAPTAINS	631,614	582,901	434,783	407,925	407,925	332,444	408,425	422,394
101 5 502 6132	FIRE-LIEUTENANTS	1,312,830	1,268,139	1,206,139	1,383,382	1,332,354	1,000,378	1,277,360	1,356,022
101 5 502 6141	FIREFIGHTERS	2,765,422	2,700,684	2,746,199	2,946,209	2,791,435	2,141,104	2,797,206	3,100,581
101 5 502 6180	ACTING OFFICERS	51,000	28,791	25,725	35,000	35,000	17,265	23,000	35,000
101 5 502 6185	OVERTIME	161,586	215,887	221,082	180,000	205,000	203,375	277,482	250,000
101 5 502 6190	SICK LEAVE BONUS	7,200	6,300	5,800	8,650	8,100	8,100	8,100	7,200
101 5 502 6201	EDUCATIONAL INCENTIVE	23,575	20,820	20,650	21,000	21,000	20,225	20,225	23,000
101 5 502 6202	MEDICAL INSURANCE - ACTIVE	1,328,127	1,299,556	1,386,480	1,465,210	1,416,922	1,212,542	1,424,810	1,347,993
101 5 502 6202	MEDICAL INSURANCE - RETIREES	891,619	996,506	1,042,695	1,063,549	1,063,549	886,291	1,063,549	1,063,549
101 5 502 6203	DENTAL-VISION	117,429	105,007	106,380	135,320	135,136	114,656	127,331	133,700
101 5 502 6210	UNIFORM MAINT. ALLOWANCE	25,080	24,771	24,167	25,000	28,400	28,400	28,400	28,400
101 5 502 6230	PENSION CONTRIBUTION	1,183,751	1,154,230	1,075,765	1,623,453	1,623,453	1,623,453	1,623,453	1,623,658
101 5 502 7141	PC LEASE	8,933	8,933	8,933	8,933	17,005	17,005	17,005	17,005
101 5 502 7160	RENTAL OF PARKING LOT	1,830	1,098	1,134	1,500	1,500	1,259	1,300	1,000
101 5 502 7220	MAINTENANCE- COMMUNICATION	2,853	4,598	9,587	12,000	12,000	10,960	12,000	12,000
101 5 502 7230	MAINTENANCE- EQUIPMENT	4,966	4,754	3,341	7,500	7,500	6,414	7,000	7,500
101 5 502 7290	MAINTENANCE- VEHICLES	50,187	29,918	24,734	25,000	31,000	22,418	22,418	25,000
101 5 502 7340	POSTAGE	2,705	2,141	2,957	2,700	2,700	2,736	3,800	3,800
101 5 502 7350	PRINTING	0	48	107	200	200	85	86	200
101 5 502 7360	TELEPHONE	10,288	9,937	11,745	12,000	12,000	9,069	11,500	16,000
101 5 502 7370	TRAVEL	823	1,860	562	1,000	1,000	360	360	1,000
101 5 502 7380	MISCELLANEOUS EXPENSE	1,230	2,289	2,199	2,500	7,500	3,020	3,500	3,500
101 5 502 7410	PROFESSIONAL SERVICES	382	2,432	1,898	2,000	17,120	16,622	17,000	2,000
101 5 502 7435	LABOR RELATIONS	1,500	26,942	107,183	8,000	18,000	15,236	16,500	8,000
101 5 502 7445	TRAINING - SCHOOL	6,782	10,304	34,880	50,000	45,000	27,644	37,000	30,000
101 5 502 7490	CIVIL SERVICE BOARD	117	647	10,918	8,000	16,000	12,403	14,000	8,000
101 5 502 7603	OFFICE SUPPLIES	5,586	5,435	5,865	6,000	6,000	3,218	5,500	5,500

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
101 5 502 7606	OPERATING SUPPLIES	5,537	5,056	5,947	6,000	6,000	5,111	5,800	6,000
101 5 502 7612	UNIFORMS	16,265	26,545	26,265	27,000	27,000	18,465	27,000	30,000
101 5 502 7642	FIRE PREVENTION SUPPLIES	2,814	1,395	2,009	3,000	3,000	2,678	3,000	3,000
101 5 502 7645	PROTECTIVE CLOTHING	44,112	40,071	81,319	80,000	80,000	31,949	80,000	80,000
101 5 502 7654	GASOLINE	31,596	39,699	37,209	40,000	40,000	31,772	40,000	40,000
101 5 502 7672	MISC-VEHICLE PARTS	21,417	24,589	20,003	25,000	28,000	25,040	28,000	25,000
101 5 502 8200	MINOR EQUIPMENT	35,802	61,945	83,963	67,000	82,400	19,573	66,000	67,000
101 5 502 8202	SAFETY EQUIPMENT	515	1,359	1,239	3,000	3,000	76	3,000	3,000
101 5 502 8220	COMMUNICATION EQUIPMENT	10,192	7,034	4,443	21,000	21,000	16,104	19,000	21,000
101 5 502 8230	FURNITURE/EQUIPMENT	0	600	80	0	0	0	0	0
101 5 502 8271	VEHICLE LEASE	0	12,082	18,854	27,000	27,550	26,318	26,318	32,318
101 5 502 9240	PENSION DEBT - INTEREST	302,736	295,848	288,570	280,970	280,970	280,970	280,970	272,942
101 5 502 9260	PENSION DEBT - PRINCIPAL	137,768	144,126	150,485	158,963	158,963	158,963	158,963	167,441
101 5 502 9400	GRANTS MATCH	0	0	0	0	0	0	0	50,000
TOTAL		9,459,472	9,467,328	9,625,428	10,536,737	10,426,455	8,663,614	10,399,726	10,714,943
TOTAL PUBLIC SAFETY		30,241,882	28,751,970	29,830,135	32,653,475	32,507,059	26,447,864	31,993,593	33,280,292

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	106,611
TOTAL 6110 EMPLOYEES			1.0000	\$ 106,611
101 5 502 6115	F	A	1.0000 File Clerk III	40,522
101 5 502 6115	F	M	1.0000 Sr. Staff Assistant - Fire Available for Merit	48,606 4,669
TOTAL 6115 EMPLOYEES			2.0000	\$ 93,797
101 5 502 6130	F	F	0.0000 Fire Deputy Chief	92,416
101 5 502 6130	F	F	1.0000 Fire Deputy Chief	92,416
TOTAL 6130 EMPLOYEES			1.0000	\$ 184,832
101 5 502 6131	F	F	1.0000 Fire Captain (BC)	87,508
101 5 502 6131	F	F	1.0000 Fire Captain	84,008
101 5 502 6131	F	F	1.0000 Fire Captain	84,008
101 5 502 6131	F	F	1.0000 Fire Captain	82,862
101 5 502 6131	F	F	1.0000 Fire Marshall	84,008
TOTAL 6131 EMPLOYEES			5.0000	\$ 422,394
101 5 502 6132	F	F	1.0000 Fire Lieutenant	77,007
101 5 502 6132	F	F	1.0000 Fire Lieutenant	77,007
101 5 502 6132	F	F	1.0000 Fire Lieutenant	77,007

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	502	6132	F	F	1.0000	Fire Lieutenant	77,007
101	5	502	6132	F	F	1.0000	Fire Lieutenant	75,957
101	5	502	6132	F	F	1.0000	Fire Lieutenant	75,432
101	5	502	6132	F	F	1.0000	Fire Lieutenant	75,432
101	5	502	6132	F	F	1.0000	Fire Lieutenant	75,432
101	5	502	6132	F	F	1.0000	Fire Lieutenant	74,206
101	5	502	6132	F	F	1.0000	Fire Lieutenant	74,206
101	5	502	6132	F	F	1.0000	Fire Lieutenant	73,506
101	5	502	6132	F	F	1.0000	Fire Lieutenant	72,456
101	5	502	6132	F	F	1.0000	Fire Lieutenant	72,281
101	5	502	6132	F	F	1.0000	Fire Lieutenant	71,581
101	5	502	6132	F	F	1.0000	Fire Lieutenant	71,231
101	5	502	6132	F	F	1.0000	Assistant Fire Marshall	79,178
101	5	502	6132	F	F	1.0000	Assistant Fire Marshall	77,918
101	5	502	6132	F	F	1.0000	Maintenance Officer	79,178
TOTAL 6132 EMPLOYEES						18.0000		\$ 1,356,022
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	71,756
101	5	502	6141	F	F	1.0000	Driver Operator	70,615
101	5	502	6141	F	F	1.0000	Driver Operator	70,289

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	502	6141	F	F	1.0000	Driver Operator	69,147
101	5	502	6141	F	F	1.0000	Driver Operator	69,147
101	5	502	6141	F	F	1.0000	Driver Operator	69,147
101	5	502	6141	F	F	1.0000	Driver Operator	68,984
101	5	502	6141	F	F	1.0000	Driver Operator	68,984
101	5	502	6141	F	F	1.0000	Driver Operator	67,516
101	5	502	6141	F	F	1.0000	Firefighter III	70,006
101	5	502	6141	F	F	1.0000	Firefighter III	67,461
101	5	502	6141	F	F	1.0000	Firefighter III	66,983
101	5	502	6141	F	F	1.0000	Firefighter III	66,824
101	5	502	6141	F	F	1.0000	Firefighter III	66,824
101	5	502	6141	F	F	1.0000	Firefighter III	66,824
101	5	502	6141	F	F	1.0000	Firefighter III	65,869
101	5	502	6141	F	F	1.0000	Firefighter III	65,074
101	5	502	6141	F	F	1.0000	Firefighter III	65,074
101	5	502	6141	F	F	1.0000	Firefighter III	65,074
101	5	502	6141	F	F	1.0000	Firefighter III	65,074
101	5	502	6141	F	F	1.0000	Firefighter III	64,915
101	5	502	6141	F	F	1.0000	Firefighter III	64,915
101	5	502	6141	F	F	1.0000	Firefighter III	64,915
101	5	502	6141	F	F	1.0000	Firefighter III	64,915
101	5	502	6141	F	F	1.0000	Firefighter III	64,915
101	5	502	6141	F	F	1.0000	Firefighter III	64,915
101	5	502	6141	F	F	1.0000	Firefighter III	64,915
101	5	502	6141	F	F	1.0000	Firefighter III	64,756
101	5	502	6141	F	F	1.0000	Firefighter III	64,756
101	5	502	6141	F	F	1.0000	Firefighter III	64,756
101	5	502	6141	F	F	1.0000	Firefighter III	64,756

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	502	6141	F	F	1.0000	Firefighter III	64,756
101	5	502	6141	F	F	1.0000	Firefighter I	50,914
101	5	502	6141	F	F	1.0000	Firefighter I	50,914
101	5	502	6141	F	F	1.0000	Firefighter I	50,914
101	5	502	6141	F	F	1.0000	Firefighter I	50,914
101	5	502	6141	F	F	1.0000	Firefighter Recruit	44,551
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						49.0000		\$ 3,100,581
TOTAL EMPLOYEES						76.0000		\$ 5,264,237

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 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 and annual software license fee for Office 365 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. Apparatus is equipped with laptops requiring air cards.

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 2014 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 2014 principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.

101 5 502 9400 **Grants Match**

This line reflects potential City match requirements for various state and federal grants the Fire Bureau has applied or anticipates applying for in 2014.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION OFFICE OF THE DIRECTOR									
101 6 601 6109	SALARY-DIRECTOR	103,197	103,829	107,355	120,478	120,478	94,337	120,750	124,092
101 6 601 6110	SALARY BUREAU CHIEF	60,364	65,193	65,603	64,718	66,012	52,073	66,261	65,365
101 6 601 6115	SALARIED PERSONNEL	161,825	128,245	138,145	153,698	143,178	111,977	142,777	155,870
101 6 601 6185	OVERTIME	434	632	649	750	750	409	500	500
101 6 601 6202	MEDICAL INSURANCE	437,820	419,077	468,132	477,495	467,416	397,912	477,495	439,295
101 6 601 6203	DENTAL-VISION	16,815	14,353	13,620	18,620	18,303	14,406	17,377	18,250
101 6 601 7141	PC LEASE	11,228	11,228	11,228	11,228	21,624	21,624	21,624	21,624
101 6 601 7230	MAINTENANCE- EQUIPMENT	0	13	76	500	500	13	250	500
101 6 601 7310	ADVERTISING	2,022	267	195	1,000	1,000	0	0	500
101 6 601 7320	DUES & SUBSCRIPTIONS	749	710	1,286	1,500	1,500	1,180	1,500	1,500
101 6 601 7340	POSTAGE	487	855	829	750	750	798	1,000	1,000
101 6 601 7350	PRINTING	636	539	759	750	750	759	900	1,000
101 6 601 7360	TELEPHONE	3,168	2,863	3,171	3,000	3,000	2,652	3,500	3,500
101 6 601 7370	TRAVEL	8	202	41	1,500	1,500	1,390	1,500	1,000
101 6 601 7410	PROFESSIONAL SERVICES	9,565	5,780	260	10,000	7,800	4,100	10,000	100,000
101 6 601 7445	TRAINING & SCHOOL	1,381	1,914	1,967	2,000	2,000	1,982	2,000	2,000
101 6 601 7603	OFFICE SUPPLIES	760	704	740	850	1,050	803	1,200	1,200
101 6 601 7606	OPERATING SUPPLIES	376	93	337	500	300	0	500	500
101 6 601 7654	GASOLINE	0	0	110	500	500	0	500	500
101 6 601 8110	CONTRIBUTION TO ECON DEVELOP.	59,330	42,681	39,604	70,000	70,000	27,991	70,000	100,000
101 6 601 8200	MINOR EQUIPMENT	0	0	0	250	250	0	0	250
TOTAL		870,165	799,178	854,107	940,087	928,661	734,406	939,634	1,038,446

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	124,092
TOTAL 6109 EMPLOYEES			1.0000	\$ 124,092
101 6 601 6110	F	M	1.0000 Deputy Director, EDNR	65,365
TOTAL 6110 EMPLOYEES			1.0000	\$ 65,365
101 6 601 6115	F	M	1.0000 Senior Grants Administrator	46,736
101 6 601 6115	F	M	1.0000 Housing & Economic Development Administ	54,125
101 6 601 6115	F	A	1.0000 Secretary I	40,522
			Available for Merit	14,487
TOTAL 6115 EMPLOYEES			4.0000	\$ 155,870
TOTAL EMPLOYEES			5.0000	\$ 345,327

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 and LIDA Board duties.

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 and annual software license fee for Office 365 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 the implementation of the CRIZ, the redevelopment of land and buildings, including appraisal and environmental assessment costs, subdivision and land development expenses, the operation of established economic development programs, and the City's share of web site services provided by other organizations such as the PA Dutch Convention and Visitors Bureau.

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 shared 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; developing a tourism development and marketing program for the City as a tourism destination; 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 City Alliance, the Lancaster Economic Development Company, the Pennsylvania Dutch Convention and Visitors Bureau, MOOSE and the Regional Economic Development District Initiative (providing access to federal Economic Development Administration funding) are 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PLANNING									
101 6 602 6110	SALARY BUREAU CHIEF	66,842	69,252	70,939	70,668	71,905	56,674	72,166	71,375
101 6 602 6115	SALARIED PERSONNEL	144,571	148,454	152,541	151,719	154,393	121,707	154,968	153,235
101 6 602 6185	OVERTIME	43	83	47	75	75	32	75	75
101 6 602 7230	MAINTENANCE- EQUIPMENT	36	0	130	750	750	12	300	400
101 6 602 7310	ADVERTISING	9,847	11,273	9,900	14,000	13,700	8,426	11,000	12,000
101 6 602 7320	DUES & SUBSCRIPTIONS	195	642	524	600	600	285	600	600
101 6 602 7330	MAP REPRODUCTION	0	399	145	400	400	243	400	400
101 6 602 7340	POSTAGE	1,620	2,140	1,752	2,000	2,000	1,404	2,000	2,000
101 6 602 7350	PRINTING	691	919	1,320	2,500	2,500	781	1,500	2,000
101 6 602 7360	TELEPHONE	834	1,010	1,095	1,100	1,100	835	1,100	1,200
101 6 602 7370	TRAVEL	422	25	7	400	400	0	400	400
101 6 602 7410	PROFESSIONAL SERVICES	3,223	3,455	3,798	4,500	4,500	1,971	4,400	4,400
101 6 602 7445	TRAINING & SCHOOL	130	700	285	850	850	118	500	500
101 6 602 7495	ZONING BOARD EXPENSES	116	0	0	200	200	0	200	200
101 6 602 7603	OFFICE SUPPLIES	721	644	1,000	1,200	1,200	1,073	1,200	1,700
101 6 602 7606	OPERATING SUPPLIES	507	111	648	825	825	0	700	700
101 6 602 7654	GASOLINE	0	0	470	400	700	483	700	700
101 6 602 8200	MINOR EQUIPMENT	0	22	0	500	500	0	500	1,500
TOTAL		229,798	239,129	244,601	252,687	256,598	194,044	252,709	253,385

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	71,375
TOTAL 6110 EMPLOYEES			1.0000	\$ 71,375
101 6 602 6115	F	M	1.0000 Senior Planner	52,087
101 6 602 6115	F	M	1.0000 Zoning Officer II	56,906
101 6 602 6115	F	M	1.0000 Historic Preservation Specialist	44,242
TOTAL 6115 EMPLOYEES			3.0000	\$ 153,235
TOTAL EMPLOYEES			4.0000	\$ 224,610

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 Bureau.

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, Subdivision and Land Development 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 and other maps for sale to public.

101 6 602 7340 Postage

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

101 6 602 7350 Printing

In-house printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary.

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 vehicles.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF CODE COMPLIANCE & INSPECTIONS									
101 6 603 6110	SALARY BUREAU CHIEF	68,857	72,449	72,336	71,355	72,604	57,167	72,810	72,069
101 6 603 6115	SALARIED PERSONNEL	693,190	748,053	789,695	820,789	824,855	626,722	799,696	826,898
101 6 603 6185	OVERTIME	143	0	0	0	0	0	0	0
101 6 603 6201	EDUCATIONAL INCENTIVE	375	375	2,280	5,270	5,270	1,875	5,270	5,270
101 6 603 7230	MAINTENANCE- EQUIPMENT	3,430	1,802	1,414	3,000	3,000	655	3,000	3,000
101 6 603 7310	ADVERTISING	945	1,462	993	1,500	1,500	779	1,500	1,500
101 6 603 7320	DUES & SUBSCRIPTIONS	1,031	389	440	1,000	1,000	556	1,000	1,000
101 6 603 7340	POSTAGE	3,195	2,638	4,958	4,000	6,200	6,503	6,503	6,700
101 6 603 7350	PRINTING	1,084	2,496	2,586	3,000	3,000	1,433	3,000	3,000
101 6 603 7360	TELEPHONE	9,916	8,815	9,491	9,000	9,000	7,504	9,000	10,500
101 6 603 7370	TRAVEL	94	247	368	1,150	1,150	802	1,150	1,150
101 6 603 7405	ABATEMENT OF NUISANCES	37,088	44,013	28,208	40,000	40,000	30,488	40,000	40,000
101 6 603 7410	PROFESSIONAL SERVICES	17,653	7,447	4,614	10,000	10,000	625	10,000	5,000
101 6 603 7440	CONTRACT SERVICES	4,875	1,116	1,006	800	800	755	800	1,300
101 6 603 7445	TRAINING/SCHOOL	4,580	5,461	4,544	4,000	4,000	1,424	4,000	4,000
101 6 603 7485	PLUMBING BD. EXPENSE	0	186	0	200	200	189	200	200
101 6 603 7495	ZONING BOARD EXPENSE	1,304	1,652	0	0	0	0	0	0
101 6 603 7603	OFFICE SUPPLIES	5,511	3,128	1,902	3,200	3,200	1,981	3,200	3,200
101 6 603 7606	OPERATING SUPPLIES	3,345	4,391	2,996	3,000	3,000	2,619	3,000	4,000
101 6 603 7654	GASOLINE	0	0	6,388	6,500	6,500	4,720	6,500	7,000
101 6 603 8200	MINOR EQUIPMENT	1,237	764	1,822	1,500	1,500	720	1,500	1,500
TOTAL		857,853	906,884	936,041	989,264	996,779	747,517	972,129	997,287

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	72,069
TOTAL 6110 EMPLOYEES						1.0000		\$ 72,069
101	6	603	6115	F	M	1.0000	Chief Building Code Official	59,184
101	6	603	6115	F	M	1.0000	Health Inspector	44,242
101	6	603	6115	F	M	1.0000	Health Inspector	47,341
101	6	603	6115	F	M	1.0000	Housing Inspector II	46,809
101	6	603	6115	F	M	1.0000	Commercial Code Inspector	63,879
101	6	603	6115	F	A	1.0000	Housing/Building Inspector	48,285
101	6	603	6115	F	A	1.0000	Housing Inspector I	45,242
101	6	603	6115	F	A	1.0000	Housing Inspector I	43,071
101	6	603	6115	F	A	1.0000	Housing Inspector I	42,644
101	6	603	6115	F	A	1.0000	Housing Inspector I	42,644
101	6	603	6115	F	A	1.0000	Housing Inspector I	40,517
101	6	603	6115	F	A	1.0000	Housing Inspector I	39,242
101	6	603	6115	F	A	1.0000	Housing Inspector I	39,242
101	6	603	6115	F	A	1.0000	Bld/Plumbing Clerk IV	42,761
101	6	603	6115	F	A	1.0000	Technology Coordinator	40,485
101	6	603	6115	F	A	1.0000	Permit Clerk III	35,148
101	6	603	6115	F	A	1.0000	Clerk Typist II	36,088
101	6	603	6115	F	A	1.0000	Clerk Typist II	35,037
101	6	603	6115	F	A	1.0000	Clerk Typist II	35,037
TOTAL 6115 EMPLOYEES						19.0000		\$ 826,898

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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TOTAL EMPLOYEES

20.0000

\$ 898,967

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 administrative 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 6201 Educational Incentive

Bargaining Unit Building and Housing Inspectors receive a \$750.00 incentive payment per year to obtain and retain their International Code Council required certifications.

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 advertising public notices and legal ads for property maintenance code and building code appeals, Housing Appeals Board meetings, Plumbing Board meetings and for employee positions advertised to the public.

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**

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.

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 for attorney and stenographer attendance at Housing Appeals Board and Building Code Appeals Board hearings, when required. Costs to cover expenses associated with using a Third Party Code Official to cover inspections for city staff when necessary. Costs associated with pre-employment testing and background checks.

101 6 603 7440 **Contract Services**

Costs associated with copier and printer contracts.

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 **Plumbing Board/Building Code Board of Appeals Expenses**

Other costs associated with the Plumbing Board and Building Code Board of Appeals, including providing current code information to 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
NEIGHBORHOOD REVITALIZATION UNIT									
101 6 605 6115	SALARIED PERSONNEL	102,307	100,791	106,444	117,116	117,116	94,030	117,534	120,458
101 6 605 7340	POSTAGE	0	0	128	250	250	0	0	0
101 6 605 7360	TELEPHONE	252	114	0	0	0	0	0	0
TOTAL		102,559	100,905	106,572	117,366	117,366	94,030	117,534	120,458
TOTAL ECON DEV & NEIGH REVIT		2,060,375	2,046,096	2,141,321	2,299,404	2,299,404	1,769,997	2,282,006	2,409,576

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	51,411
101	6	605	6115	F	A	1.00	HNRU Assistant	39,445
101	6	605	6115	F	A	1.00	Clerk Typist I	29,602
TOTAL 6115 EMPLOYEES						3.0000		\$ 120,458
TOTAL EMPLOYEES						3.0000		\$ 120,458

DEPARTMENT OF ECONOMIC DEVELOPMENT AND NEIGHBORHOOD REVITALIZATION

BUREAU: NEIGHBORHOOD REVITALIZATION DIVISION

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 7340 Postage

Costs for Division are covered through grant resources to the City through
the federal CDBG Program.

101 6 605 7360 Telephone

Costs for Division are covered through grant resources to the City through
the federal CDBG Program.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
PUBLIC WORKS OFFICE OF THE DIRECTOR									
101 8 810 6109	SALARY-DIRECTOR	110,739	111,418	115,202	120,499	120,499	94,475	120,892	124,114
101 8 810 6115	SALARIED PERSONNEL	77,633	92,740	100,652	116,226	97,546	67,507	86,612	99,496
101 8 810 6202	MEDICAL INSURANCE	699,059	707,992	746,500	761,430	756,171	634,525	756,171	700,516
101 8 810 6203	DENTAL-VISION	29,061	24,206	24,947	33,835	31,618	26,305	30,567	32,100
101 8 810 7141	PC LEASE	5,739	5,739	5,739	5,739	11,215	11,215	11,215	11,215
101 8 810 7230	MAINTENANCE- EQUIPMENT	69	32	32	100	100	0	50	100
101 8 810 7310	ADVERTISING	2,314	1,033	2,206	2,500	500	527	527	2,000
101 8 810 7320	DUES & SUBSCRIPTIONS	319	642	449	1,000	1,000	299	400	600
101 8 810 7340	POSTAGE	285	362	713	1,000	1,000	237	300	600
101 8 810 7350	PRINTING	253	279	510	500	500	1,224	1,900	500
101 8 810 7360	TELEPHONE	1,938	1,766	1,956	2,500	2,200	1,477	1,500	2,000
101 8 810 7370	TRAVEL	2,392	2,364	2,087	4,000	1,500	0	0	5,000
101 8 810 7603	OFFICE SUPPLIES	686	567	314	600	900	627	800	600
101 8 810 8200	MINOR EQUIPMENT	0	0	0	0	0	0	0	0
TOTAL		930,487	949,140	1,001,307	1,049,929	1,024,749	838,418	1,010,934	978,841

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	124,114
TOTAL 6109 EMPLOYEES			1.0000	\$ 124,114
101 8 810 6115	F	M	1.0000 Secretary II	39,530
101 8 810 6115	F	M	1.0000 Public Arts Manager Available for Merit	48,486 11,480
TOTAL 6115 EMPLOYEES			2.0000	\$ 99,496
TOTAL EMPLOYEES			3.0000	\$ 223,610

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 and annual software license fee for Office 365 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. 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 2014 APWA International Congress. 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. The Public Art Manager will also attend the Public Art Network pre-conference at the Americans for the Arts Annual Convention. This conference provides networking opportunities that are critical to build relationships with funders that will help with future grants applications.

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 2014.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF ENGINEERING									
101 8 820 6110	SALARY BUREAU CHIEF	59,227	60,570	61,993	60,788	61,978	48,885	62,212	61,396
101 8 820 6115	SALARIED PERSONNEL	116,059	119,429	123,903	130,761	130,761	105,111	131,263	161,419
101 8 820 6120	TEMPORARY HELP	0	0	0	4,400	7,700	6,157	7,700	5,200
101 8 820 7180	RENTAL OF UNIFORMS	414	411	503	420	420	317	420	420
101 8 820 7230	MAINTENANCE- EQUIPMENT	1,140	853	1,246	1,800	1,800	878	1,000	1,500
101 8 820 7290	MAINTENANCE- VEHICLES	451	318	500	700	700	695	900	900
101 8 820 7320	DUES & SUBSCRIPTIONS	0	0	0	200	200	175	100	200
101 8 820 7340	POSTAGE	1,730	1,274	1,870	2,000	2,000	985	1,000	800
101 8 820 7350	PRINTING	459	692	520	1,200	1,200	841	1,000	1,000
101 8 820 7360	TELEPHONE	3,010	2,909	3,415	3,800	3,800	3,175	3,800	3,800
101 8 820 7370	TRAVEL	1,231	973	524	2,500	1,200	1,111	1,200	2,500
101 8 820 7410	PROFESSIONAL SERVICES	3,845	31,073	78,480	103,000	163,707	148,360	160,000	100,000
101 8 820 7445	TRAINING - SCHOOL	484	1,688	1,779	4,500	4,500	2,302	4,000	4,500
101 8 820 7603	OFFICE SUPPLIES	1,017	984	1,043	1,200	1,200	1,133	1,200	1,200
101 8 820 7606	OPERATING SUPPLIES	1,217	488	1,458	1,500	1,300	1,280	1,300	1,300
101 8 820 7654	GASOLINE	2,000	3,110	3,467	2,957	2,957	2,538	2,957	2,957
101 8 820 8200	MINOR EQUIPMENT	0	375	0	100	100	0	0	100
101 8 820 8202	SAFETY EQUIPMENT	290	195	268	400	600	355	500	400
TOTAL		192,574	225,352	280,969	322,226	386,123	324,298	380,552	349,592

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	61,396
TOTAL 6110 EMPLOYEES			0.7000	\$ 61,396
101 8 820 6115	F	M	1.0000 Right of Way Infrastructure Inspector	27,390
101 8 820 6115	F	A	1.0000 Engineering Aide III/Draftsman	49,583
101 8 820 6115	F	A	1.0000 Engineering Aide II/Draftsman	43,924
101 8 820 6115	F	A	1.0000 Secretary I	40,522
TOTAL 6115 EMPLOYEES			4.0000	\$ 161,419
TOTAL EMPLOYEES			4.7000	\$ 222,815

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 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, ADA Tactile Domes, 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 Engineering Technical Specialist.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF STREETS - ADMINISTRATION									
101 8 841 6115	SALARIED PERSONNEL	0	0	0	0	0	0	0	64,046
101 8 841 6120	TEMPORARY HELP	1,944	600	0	0	0	0	0	0
101 8 841 7180	RENTAL OF UNIFORMS	4,881	4,497	4,444	5,400	5,400	3,399	5,400	5,400
101 8 841 7230	MAINTENANCE- EQUIPMENT	0	0	32	300	300	0	300	300
101 8 841 7290	MAINTENANCE- VEHICLES	108,812	91,644	95,299	70,000	70,000	52,866	70,000	70,000
101 8 841 7350	PRINTING	194	0	0	200	200	0	200	200
101 8 841 7360	TELEPHONE	3,829	3,157	3,657	4,870	4,870	2,606	4,870	4,900
101 8 841 7370	TRAVEL	174	40	528	1,200	1,200	1,200	1,200	1,200
101 8 841 7440	CONTRACT SERVICES	834	1,036	846	850	850	671	877	850
101 8 841 7445	TRAINING & SCHOOL	368	475	492	500	500	103	500	500
101 8 841 7603	OFFICE SUPPLIES	496	480	543	595	595	574	595	600
101 8 841 7606	OPERATING SUPPLIES	3,891	3,822	4,370	3,400	3,400	3,046	3,400	3,400
101 8 841 7654	GASOLINE	63,867	83,408	85,956	62,000	62,000	57,723	82,000	80,000
101 8 841 8200	MINOR EQUIPMENT	534	1,274	3,510	3,000	3,000	3,000	3,000	3,000
101 8 841 8202	SAFETY EQUIPMENT	2,565	3,200	3,152	3,200	4,400	2,337	3,200	3,200
TOTAL		192,389	193,633	202,829	155,515	156,715	127,525	175,542	237,596

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

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

101 8 841 6115	F	M	1.0000 Operations Manager	64,046
TOTAL 6115 EMPLOYEES			1.0000	\$ 64,046
TOTAL EMPLOYEES			1.0000	\$ 64,046

DEPARTMENT OF PUBLIC WORKS

BUREAU: STREETS - ADMINISTRATION

101 8 841 6115 Salaried Personnel

Salary for the operations manager.

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. United States Flag purchases for Uptown Business District.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF STREETS - STREET CLEANING									
101 8 842 6115	SALARIED PERSONNEL	320,803	285,654	273,023	282,946	275,046	212,796	271,050	0
101 8 842 6185	OVERTIME	11,621	9,001	5,870	13,000	11,800	5,627	11,800	0
101 8 842 7450	SOLID WASTE DISPOSAL	60,304	45,662	53,225	50,000	48,800	33,475	48,800	0
101 8 842 7606	OPERATING SUPPLIES	2,656	1,337	1,983	2,000	2,000	941	2,000	0
101 8 842 8256	EQUIPMENT-LEASE PURCHASE	57,829	57,729	76,061	88,719	88,719	88,388	88,388	0
TOTAL		453,213	399,383	410,162	436,665	426,365	341,227	422,038	0

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF STREETS - STREET MAINTENANCE									
101 8 843 6115	SALARIED PERSONNEL	248,623	262,943	312,357	446,737	404,416	236,159	415,249	460,725
101 8 843 6185	OVERTIME	11,399	15,348	12,262	17,500	15,000	10,036	17,500	17,500
101 8 843 7606	OPERATING SUPPLIES	3,467	4,351	3,078	3,500	3,500	3,237	3,500	3,500
101 8 843 7684	ROAD MATERIALS	892	536	0	1,500	1,500	1,442	1,500	1,500
101 8 843 7690	CONSTRUCTION MATERIALS	352	1,827	1,457	1,800	1,800	1,799	1,800	2,100
101 8 843 8270	VEHICLES	0	0	0	0	0	0	0	10,834
101 8 843 8271	VEHICLE LEASE PURCHASE	0	0	0	6,200	6,200	6,130	6,130	6,130
101 8 843 8260	CONSTRUCTION/RESURFACING	0	0	0	0	540,000	4,784	350,000	0
TOTAL		264,733	285,005	329,154	477,237	972,416	263,587	795,679	502,289

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	48,776
101	8	843	6115	F	A	1.0000	Equipment Operator II	43,109
101	8	843	6115	F	A	1.0000	Maintenance Worker	39,325
101	8	843	6115	F	A	1.0000	Maintenance Worker	34,094
101	8	843	6115	F	A	1.0000	Equipment Operator I	39,497
101	8	843	6115	F	A	1.0000	Equipment Operator I	38,346
101	8	843	6115	F	A	1.0000	Equipment Operator I	38,346
101	8	843	6115	F	A	1.0000	Sweeper Operator II	40,635
101	8	843	6115	F	A	1.0000	Sweeper Operator II	37,392
101	8	843	6115	F	A	1.0000	Laborer	36,720
101	8	843	6115	F	A	1.0000	Laborer	32,242
101	8	843	6115	F	A	1.0000	Laborer	32,242

TOTAL 6115 EMPLOYEES

12.0000

\$

460,724

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.

101-8-843-8270 Vehicles

Purchase of a Hot Patch Machine used for keeping blacktop hot in the winter months. Recycles millings and reclaims blacktop

101 8 843 8271 Vehicle Lease Purchase

5 year Lease Purchase for a 2013 Ford Explorer for Operations.
#100 Truck: 4 Payments (2014, 2015, 2016, 2017)

101 8 843 8260 Construction/Resurfacing

Expenses for street maintenance, construction and resurfacing not covered by Liquid Fuels or CDBG funding.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF STREETS TRAFFIC SECTION									
101 8 830 6115	SALARIED PERSONNEL	156,820	157,072	162,559	166,493	167,493	134,867	167,864	173,901
101 8 830 6185	OVERTIME	2,411	1,667	684	2,000	2,000	1,414	2,000	2,000
101 8 830 7180	RENTAL OF UNIFORMS	831	800	755	850	850	598	850	850
101 8 830 7230	MAINTENANCE- EQUIPMENT	957	982	291	1,000	1,000	0	1,000	1,000
101 8 830 7290	MAINTENANCE-VEHICLES	2,954	2,665	2,258	3,200	3,200	3,102	3,200	3,200
101 8 830 7360	TELEPHONE	1,188	979	1,157	1,200	1,200	914	1,200	1,200
101 8 830 7370	TRAVEL	0	0	520	850	850	807	850	850
101 8 830 7410	CONSULTANT SERVICES	8,000	29,706	7,387	8,000	10,100	8,672	12,000	8,000
101 8 830 7440	CONTRACT SERVICES	17,468	12,488	15,117	20,000	15,000	13,043	20,000	20,000
101 8 830 7445	TRAINING - SCHOOL	437	137	675	800	800	80	800	800
101 8 830 7540	STREET LIGHTING-ELECTRICITY	744,532	704,585	652,496	690,000	690,000	522,361	690,000	690,000
101 8 830 7545	TRAFFIC SIGNALS ELECTRICITY	432	495	884	500	500	440	600	600
101 8 830 7603	OFFICE SUPPLIES	215	210	285	300	300	292	300	300
101 8 830 7606	OPERATING SUPPLIES	4,124	4,182	3,794	4,200	4,200	3,451	4,200	4,200
101 8 830 7654	GASOLINE	7,772	9,401	9,557	9,500	9,500	6,926	9,500	9,500
101 8 830 7678	SIGN MATERIALS	19,023	20,904	17,241	22,000	22,000	16,855	22,000	18,000
101 8 830 7681	MARKING MATERIAL	20,317	11,979	11,672	17,000	17,000	13,562	17,000	14,000
101 8 830 7687	TRAFFIC SIGNAL PARTS	8,669	6,706	5,734	6,000	6,000	2,686	6,000	6,000
101 8 830 8200	MINOR EQUIPMENT	2,745	6,775	3,824	2,500	2,500	2,485	2,500	2,500
101 8 830 8245	ST. LIGHT STANDARDS	2,055	616	1,791	2,000	2,000	0	2,000	2,000
101 8 830 8271	VEHICLE LEASE PURCHASE	0	0	0	0	0	0	0	7,000
TOTAL		1,000,950	972,349	898,681	958,393	956,493	732,555	963,864	965,901

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	49,038
101	8	830	6115	F	A	1.0000	Alarm & Signal Technician II	49,800
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	37,995
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	37,068
TOTAL 6115 EMPLOYEES						4.0000		\$ 173,901

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.

101 8 830 8271

Vehicle Lease Purchase

First of 5 payments for a F-250 Utility Truck used for Sign Installer and Pavement Marking Employees.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF STREETS MOTOR VEHICLES SECTION									
101 8 850 6115	SALARIED PERSONNEL	148,729	145,424	156,997	162,945	162,945	131,034	163,643	167,018
101 8 850 6185	OVERTIME	1,150	1,908	727	2,000	2,000	1,130	2,000	2,000
101 8 850 6201	EDUCATIONAL INCENTIVE	3,249	2,661	3,100	3,300	3,300	1,650	3,300	3,300
101 8 850 7220	MAINTENANCE- COMMUNICATIONS	0	0	0	100	100	0	100	100
101 8 850 7230	MAINTENANCE- EQUIPMENT	0	95	0	150	150	0	150	150
101 8 850 7290	MAINTENANCE- VEHICLES	3,999	3,236	3,942	4,000	4,000	2,771	4,000	4,000
101 8 850 7350	PRINTING	500	500	500	500	500	451	500	500
101 8 850 7360	TELEPHONE	891	603	618	1,000	1,000	517	1,000	1,000
101 8 850 7445	TRAINING - SCHOOL	386	180	90	500	500	220	500	500
101 8 850 7603	OFFICE SUPPLIES	525	525	503	525	525	525	525	525
101 8 850 7606	OPERATING SUPPLIES	2,500	2,574	2,490	2,500	2,500	2,493	2,500	2,500
101 8 850 7654	GAS,OIL,DIESEL	9,891	12,861	14,084	9,000	9,000	8,012	10,000	10,000
101 8 850 7663	TIRES & BATTERIES	931	1,244	890	1,300	1,300	1,223	1,300	1,300
101 8 850 7672	VEHICLE PARTS	2,700	2,673	2,652	2,700	2,700	2,187	2,700	2,700
101 8 850 8200	MINOR EQUIPMENT	9,793	16,143	9,040	9,200	9,200	8,998	9,200	9,200
TOTAL		185,244	190,627	195,633	199,720	199,720	161,211	201,418	204,793
TOTAL BUREAU OF STREETS		2,096,529	2,040,997	2,036,459	2,227,530	2,711,709	1,626,105	2,558,541	1,910,579

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	46,737
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	40,517
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	39,242
101	8	850	6115	F	A	1.0000	Secretary I	40,522
TOTAL 6115 EMPLOYEES						4.0000		\$ 167,018

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 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PARKS - ADMINISTRATION									
101 8 860 6115	SALARIED PERSONNEL	34,753	35,658	32,477	39,534	39,534	31,777	39,684	40,522
101 8 860 6185	OVERTIME	0	0	0	0	0	43	43	0
101 8 860 7180	RENTAL OF UNIFORMS	4,352	3,719	3,448	5,000	5,000	3,142	5,000	5,000
101 8 860 7290	VEHICLE MAINTENANCE	20,883	16,340	19,867	20,000	20,000	19,435	20,000	20,000
101 8 860 7310	ADVERTISING	68	394	65	400	400	302	400	400
101 8 860 7340	POSTAGE	331	235	211	360	360	154	360	360
101 8 860 7360	TELEPHONE	2,667	2,065	2,130	2,800	2,800	1,718	2,800	2,800
101 8 860 7370	TRAVEL	381	700	575	700	700	200	700	700
101 8 860 7440	CONTRACTED SERVICES	26,273	26,934	4,982	27,000	34,400	31,975	34,757	35,000
101 8 860 7450	SOLID WASTE DISPOSAL	10,625	10,625	10,986	10,625	11,825	10,708	15,000	15,000
101 8 860 7603	OFFICE SUPPLIES	1,379	1,620	1,231	1,400	1,400	1,066	1,400	1,400
101 8 860 7654	GASOLINE	35,530	45,991	47,908	36,100	48,500	42,067	45,000	45,000
101 8 860 8200	MINOR EQUIPMENT	936	705	556	1,100	800	710	1,100	1,100
TOTAL		138,178	144,986	124,436	145,019	165,719	143,297	166,244	167,282

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	40,522
TOTAL 6115 EMPLOYEES			1.0000	\$ 40,522
TOTAL EMPLOYEES			1.0000	\$ 40,522

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 6185 Overtime

Overtime expenses for the Parks Administration staff.

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 and 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PARKS - BUILDINGS									
101 8 861 6110	SALARY BUREAU CHIEF	45,143	46,260	46,950	46,333	47,293	37,313	47,471	46,796
101 8 861 6115	SALARIED PERSONNEL	303,637	301,007	290,675	328,830	329,080	241,594	307,018	341,580
101 8 861 6185	OVERTIME	5,603	10,691	5,463	10,000	10,000	4,238	8,000	8,000
101 8 861 7125	SPACE RENT	0	0	0	0	9,014	6,934	9,500	9,500
101 8 861 7210	MAINTENANCE- BUILDINGS	27,509	28,264	19,561	24,384	34,384	29,564	39,000	40,000
101 8 861 7230	MAINTENANCE- EQUIPMENT	25,328	21,385	43,805	34,000	34,000	18,764	32,000	34,000
101 8 861 7360	TELEPHONE	14,484	12,616	13,372	15,000	15,000	14,745	21,425	20,000
101 8 861 7440	CONTRACT SERVICES	48,131	54,760	46,029	60,000	55,000	47,558	70,000	60,000
101 8 861 7445	TRAINING - SCHOOL	491	100	203	500	500	73	450	500
101 8 861 7520	POWER ELECTRIC	256,586	240,567	218,157	259,100	254,100	165,642	220,000	230,000
101 8 861 7606	OPERATING SUPPLIES	62,467	56,249	60,238	65,000	65,000	64,486	73,586	75,000
101 8 861 7607	CUSTODIAL SUPPLIES	22,341	35,341	23,936	27,000	27,000	18,900	22,000	25,995
101 8 861 7660	HEATING FUEL	118,160	101,770	89,365	130,000	130,000	53,517	120,000	120,000
101 8 861 8200	MINOR EQUIPMENT	2,796	2,806	3,702	4,000	4,000	3,240	5,218	4,000
101 8 861 8270	VEHICLES	0	10,428	10,428	12,000	12,000	10,458	12,000	11,000
101 8 861 8290	CAPITAL OUTLAY	18,247	6,537	46,610	19,300	19,300	2,269	20,000	25,000
TOTAL		950,923	928,781	918,494	1,035,447	1,045,671	719,295	1,007,668	1,051,371

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	46,796
TOTAL 6110 EMPLOYEES						0.6000		\$ 46,796
101	8	861	6115	F	M	0.5000	Building Maintenance Supervisor	22,972
101	8	861	6115	F	A	0.5000	Maintenance Technician	22,883
101	8	861	6115	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	44,406
101	8	861	6115	F	A	1.0000	Maintenance Carpenter	44,030
101	8	861	6115	F	A	1.0000	Senior Custodian	40,522
101	8	861	6115	F	A	1.0000	Parks Maintenance Worker	37,068
101	8	861	6115	F	A	1.0000	Custodian II	32,504
101	8	861	6115	F	A	1.0000	Custodian I	31,483
101	8	861	6115	F	A	1.0000	Laborer	31,609
101	8	861	6115	F	A	0.1500	Laborer	5,256
Subtotal Full-Time						8.1500		
101	8	861	6115	P	A	1.0000	Maintenance Technician	28,847
Subtotal Part-Time						1.0000		
TOTAL 6115 EMPLOYEES						9.1500		\$ 341,580
TOTAL EMPLOYEES						9.7500		\$ 388,375

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 7125 Space Rent

Costs associated with additional office space for employees and equipment.

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 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
SW&R Center	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 8270**Vehicles**

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

101 8 861 8290**Capital Outlay**

For 20 14, the amount requested is for high priority materials and equipment.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PARKS - PARKS									
101 8 862 6115	SALARIED PERSONNEL	180,696	188,582	180,183	198,160	199,760	160,240	199,537	197,164
101 8 862 6185	OVERTIME	5,052	7,105	4,464	12,000	8,100	2,770	8,100	12,000
101 8 862 7230	MAINTENANCE EQUIPMENT	12,324	11,987	11,008	12,000	12,000	11,331	12,000	12,000
101 8 862 7270	MAINTENANCE PARKS	41,112	39,872	40,570	40,000	51,600	46,623	41,000	40,000
101 8 862 7275	MAINTENANCE POOLS	6,236	7,147	9,357	10,000	8,000	6,173	10,000	10,000
101 8 862 7445	TRAINING	786	833	558	800	1,400	1,290	1,400	1,400
101 8 862 7520	POWER ELECTRIC	34,464	37,350	38,404	35,200	35,200	24,857	35,200	35,200
101 8 862 7606	OPERATING SUPPLIES	18,018	20,102	19,809	20,000	20,900	18,966	20,000	20,000
101 8 862 7607	CUSTODIAL SUPPLIES	3,923	3,938	4,000	4,000	6,000	6,000	6,000	6,000
101 8 862 8200	MINOR EQUIPMENT	6,099	11,022	7,884	8,000	3,800	3,364	8,000	8,000
101 8 862 8271	VEHICLE - LEASE PURCHASE	7,019	0	0	0	0	0	0	0
101 8 862 8290	CAPITAL OUTLAY	0	7,675	6,705	8,000	0	0	8,000	8,000
TOTAL		315,729	335,613	322,942	348,160	346,760	281,614	349,237	349,764

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

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

101	8	862	6115	F	M	0.8000	GI & Parks Maintenance Supervisor	41,788
101	8	862	6115	F	M	1.0000	Longs Park Maintenance Supv.	43,403
101	8	862	6115	F	A	1.0000	Utility Operator	39,342
101	8	862	6115	F	A	1.0000	Utility Operator	39,342
101	8	862	6115	F	A	1.0000	Laborer	33,289
TOTAL 6115 EMPLOYEES						4.8000		\$ 197,164

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 whackers, 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 and Gateways. eg. Musser, Linear and Buchanan Parks.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PARKS - TREES									
101 8 863 6115	SALARIED PERSONNEL	110,504	112,288	116,053	155,626	146,626	110,621	142,784	158,808
101 8 863 6185	OVERTIME	1,770	1,716	1,619	2,500	2,500	357	2,500	2,500
101 8 863 7230	MAINTENANCE- EQUIPMENT	7,745	4,922	929	2,000	2,000	244	2,000	2,000
101 8 863 7320	DUES & SUBSCRIPTIONS	75	10	90	100	100	40	100	100
101 8 863 7440	CONTRACT SERVICES	0	2,895	329	700	700	0	700	700
101 8 863 7445	TRAINING - SCHOOL	60	180	175	200	200	70	200	200
101 8 863 7606	OPERATING SUPPLIES	8,942	31,424	12,586	9,000	9,000	8,109	9,000	9,000
101 8 863 8100	SPECIAL EVENTS	229	214	137	250	250	122	250	250
101 8 863 8200	MINOR EQUIPMENT	5,975	2,910	3,039	3,200	3,200	1,972	3,200	3,200
101 8 863 8271	VEHICLE - LEASE PURCHASE	0	0	11,176	11,176	11,176	10,742	10,742	10,742
TOTAL		135,300	156,559	146,133	184,752	175,752	132,277	171,476	187,500

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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		47,779
101	8	863	6115	F	A	1.0000	Tree Trimmer		41,516
101	8	863	6115	F	A	1.0000	Tree Climber		37,271
101	8	863	6115	F	A	1.0000	Laborer		32,242
TOTAL 6115 EMPLOYEES						4.0000			\$ 158,808

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 Third 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PARKS - CENTRAL MARKET/HERITAGE									
101 8 864 6110	SALARY BUREAU CHIEF	11,286	11,565	11,738	11,583	11,823	9,328	11,868	11,699
101 8 864 6115	SALARIED PERSONNEL	38,332	35,024	40,548	40,442	40,492	33,107	41,126	42,933
101 8 864 6185	OVERTIME	955	939	1,446	500	500	1,829	2,071	2,500
101 8 864 7210	MAINTENANCE- BUILDINGS	3,192	11,669	11,753	10,700	7,700	4,668	6,000	11,000
101 8 864 7230	MAINTENANCE - EQUIPMENT	0	0	0	6,000	14,000	5,480	7,700	11,000
101 8 864 7383	REAL ESTATE TAXES	0	0	2,312	2,500	2,500	1,843	1,843	2,500
101 8 864 7440	CONTRACT SERVICES	0	0	1,328	5,200	7,200	4,111	5,500	5,200
101 8 864 7520	POWER ELECTRIC	0	0	3,773	15,000	12,000	3,557	7,500	8,000
101 8 864 7606	OPERATING SUPPLIES	1,206	2,469	225	2,000	5,700	4,314	4,300	3,000
101 8 864 7607	CUSTODIAL SUPPLIES	0	0	0	2,000	300	0	0	0
101 8 864 7660	HEATING FUEL	0	0	8,433	17,000	11,000	5,029	15,000	15,383
TOTAL		54,971	61,666	81,556	112,925	113,215	73,266	102,908	113,215

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	11,699
TOTAL 6110 EMPLOYEES			0.1500	\$ 11,699
101 8 864 6115	F	M	0.1000 Building Maintenance Supervisor	4,594
101 8 864 6115	F	A	0.1000 Maintenance Technician	4,577
101 8 864 6115	F	A	0.6000 Parks Maintenance Worker	21,131
101 8 864 6115	F	A	0.3500 Laborer	12,631
TOTAL 6115 EMPLOYEES			1.1500	\$ 42,933
TOTAL EMPLOYEES			1.3000	\$ 54,632

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 positions split to cover market hours) and some building maintenance. These employees remained the responsibility of the City after Central Market Trust (CMT) assumed the management of the market.

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 for the taxable retail portions of the Heritage Center property.

101 8 864 7440 Contract Services

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

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF PARKS - SOUTHERN MARKET									
101 8 866 6110	SALARY BUREAU CHIEF	11,286	11,565	11,738	11,583	11,823	9,329	11,868	11,699
101 8 866 6115	SALARIED PERSONNEL	54,308	36,164	57,339	56,089	56,139	46,305	57,562	59,457
101 8 866 6185	OVERTIME	335	647	627	500	500	1,291	1,291	1,000
101 8 866 7210	MAINTENANCE- BUILDINGS	2,382	227	0	8,000	4,000	3,645	4,294	7,000
101 8 866 7230	MAINTENANCE - EQUIPMENT	0	1,756	1,871	5,000	4,000	2,885	3,000	7,000
101 8 866 7383	REAL ESTATE TAXES	22,660	23,470	23,544	25,000	25,000	24,324	24,324	25,000
101 8 866 7440	CONTRACT SERVICES	9,107	10,725	9,057	12,000	8,000	7,234	10,346	11,000
101 8 866 7520	POWER ELECTRIC	30,379	33,836	34,070	33,000	33,000	26,835	30,336	28,000
101 8 866 7606	OPERATING SUPPLIES	6,590	5,196	1,343	7,300	15,100	14,018	11,849	7,536
101 8 866 7607	CUSTODIAL SUPPLIES	0	0	0	3,000	200	0	0	0
101 8 866 7660	HEATING FUEL	4,165	1,412	2,174	5,930	5,930	2,679	4,500	6,000
TOTAL		141,212	124,998	141,763	167,402	163,692	138,545	159,370	163,692
TOTAL BUREAU OF PARKS		1,736,313	1,752,603	1,735,324	1,993,705	2,010,809	1,488,294	1,956,903	2,032,824
TOTAL PUBLIC WORKS DEPT.		4,955,903	4,968,092	5,054,059	5,593,390	6,133,390	4,277,115	5,906,930	5,271,836
TOTAL GENERAL FUND EXPENDITURES		45,021,505	43,461,346	45,247,843	49,622,261	50,812,261	41,360,819	50,055,141	50,400,630

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	11,699
TOTAL 6110 EMPLOYEES			0.1500	\$ 11,699
101 8 866 6115	F	M	0.1000 Building Maintenance Supervisor	4,594
101 8 866 6115	F	A	0.1000 Maintenance Technician	4,577
101 8 866 6115	F	A	1.0000 Custodian II	32,242
101 8 866 6115	F	A	0.5000 Laborer	18,044
TOTAL 6115 EMPLOYEES			1.7000	\$ 59,457
TOTAL EMPLOYEES			1.8500	\$ 71,156

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. A 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 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

STORMWATER MANAGEMENT FUND



2014 BUDGET

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
STORMWATER MANAGEMENT FUND

Retained Earnings 12/31/2012		\$ -
Projected Revenues: 2013		
Projected Expenditures: 2013		
Projected Current Operating Surplus/(Deficit) 2013		<u>-</u>
Projected Retained Earnings 12/31/2013		-
Proposed Revenues: 2014	1,951,250	
Proposed Expenditures: 2014	<u>(1,951,250)</u>	
Proposed Current Operating Surplus/(Deficit) 2014		<u>-</u>
Projected Retained Earnings 12/31/2014		<u><u>\$ -</u></u>

STORMWATER MANAGEMENT FUND REVENUE

CATEGORY: FEES FOR SERVICE

560 4081 01 Stormwater Management Fees

Revenue is derived from stormwater management fees charged to retail customers. The revenue for 2014 is based on an estimated effective date for stormwater management fees of April 1, 2014, pending City Council approval.

STOWMWATER MANAGEMENT FUND REVENUE

CATEGORY: MISCELLANEOUS REVENUE

560 4009 Lien Interest & Costs

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

560 4063 Interest Income

Revenue is derived from the interest earned on idle funds.

560 4080 Miscellaneous Income

Revenue is derived from income received from miscellaneous items.

**CITY OF LANCASTER
STORMWATER MANAGEMENT FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 09/30/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
	TOTAL ADMINISTRATION	0	0	0	0	0	0	0	975,790

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

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

560	8	880	6110	F	M	1.0000	Stormwater Program Manager Available for Marit	79,568 3,878
TOTAL 6110 EMPLOYEES						1.0000		\$ 83,446
560	8	880	6115	F	M	1.0000	Environmental Planner	56,105
561	8	880	6115	F	M	1.0000	GIS Analyst Technician	38,000
560	8	880	6115	F	M	0.2000	GIS Analyst	9,794
TOTAL 6115 EMPLOYEES						2.2000		\$ 103,899
TOTAL EMPLOYEES						3.2000		\$ 187,345

DEPARTMENT OF PUBLIC WORKS

BUREAU: STORMWATER MANAGEMENT - ADMINISTRATION

560 8 880 6110 Salary Bureau Chief

Salary expenses for the stormwater program manager.

560 8 880 6115 Salaried Personnel

The salaries for the Environmental Planner, GIS technician and 20% of the GIS Analyst are charged to the Bureau.

560 8 880 6202 Medical Insurance

Account covers health benefits of employees in this fund.

560 8 880 6203 Dental/Vision

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

560 8 880 6208 Social Security

Account covers social security for Bureau employees.

560 8 880 6209 Life Insurance

Account covers Bureau employees' life insurance.

560 8 880 6230 Pension Contribution

Account covers the City pension plan costs for Bureau employees.

560 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 and annual software license fee for Office 365 for the Stormwater Management staff.

560 8 880 7160 Rental of Parking Lot

Account pays the Bureau cost of rental space for employees.

560 8 880 7180 Rental of Uniforms

Account pays for rental of uniforms for employees.

560 8 880 7230 Maintenance of Equipment

Maintenance for miscellaneous office equipment.

560 8 880 7310 Advertising

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

560 8 880 7340 Postage

Account covers all of the postage for miscellaneous office mailings.

560 8 880 7350 Printing

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

560 8 880 7360 Telephone

Account covers telephone service in the Bureau.

560 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.

560 8 880 7410 Professional Services

Account covers outside professional consultants, legal counsel, auditors and engineering consultants.

560 8 880 7431 Credit Card Fees

Bureau's portion of credit card company fees.

560 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 stormwater management program. Costs associated for IT contract service is also charged to this account. Started in 2011 and continuing in 2014 is the software support contract for the CMMS/Asset Management software for the stormwater management program.

560 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.

560 8 880 7463

Collection System Expense

The Stormwater Management Fund will reimburse the Sewer Fund for labor and equipment charges related to maintenance on stormwater portions of the combined sewer system such as stormwater inlets.

560 8 880 7603

Office Supplies

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

560 8 880 7720

Insurance Package

Property and liability coverage for all Bureau facilities and vehicles.

560 8 880 8200

Minor Equipment

Account reflects the cost of miscellaneous office equipment.

560 8 880 8202

Safety Items

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

560 8 880 8250

Computer Applications

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

560 8 880 9240

Bond Interest Expense

In 2014, interest expense is related to the Pennvest Green Infrastructure loan.

560 8 880 9401

Private Property Grant

After Pennvest funding is exhausted, this line item will cover grants for private property owners for green infrastructure retrofits on their properties.

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF STORMWATER MANAGEMENT: STREET CLEANING

560	8	842	6115	F	A	1.0000	Equipment Operator II	43,109
560	8	842	6115	F	A	1.0000	Laborer	36,720
560	8	842	6115	F	A	1.0000	Laborer	32,547
560	8	842	6115	F	A	1.0000	Laborer	32,242
560	8	842	6115	F	A	1.0000	Laborer	32,242
560	8	842	6115	F	A	1.0000	Maintenance Worker	39,325
560	8	842	6115	F	A	1.0000	Maintenance Worker	34,110
560	8	842	6115	F	A	1.0000	Sweeper Operator II	43,109
560	8	842	6115	F	A	1.0000	Sweeper Operator II	40,635
560	8	842	6115	F	A	1.0000	Sweeper Operator II	37,392
TOTAL 6115 EMPLOYEES						10.0000		\$ 371,431

DEPARTMENT OF PUBLIC WORKS

BUREAU: STORMWATER MANAGEMENT - STREET CLEANING

560 8 842 6115 Salaried Personnel

Salaries for the street cleaning personnel.

560 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.

560 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.

560 8 842 7606 Operating Supplies

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

560 8 842 8256 Equipment-Lease Purchase

Sweeper #129: 3 payments (2014, 2015, 2016)

Sweeper #111: 2 payments (2014, 2015)

Sweeper #118: 4 payments (2014, 2015, 2016, 2017)

Truck #116: 4 payments (2014, 2015, 2016, 2017)

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF STORMWATER MANAGEMENT: GROUNDS MAINTENANCE

560	8	884	6115	F	M	0.2000	GI & Parks Maintenance Supervisor	10,447
560	8	884	6115	F	A	1.0000	Utility Operator	35,148
560	8	884	6115	F	A	1.0000	Laborer	32,242
TOTAL 6115 EMPLOYEES						2.2000		\$ 77,837

DEPARTMENT OF PUBLIC WORKS

BUREAU: STORMWATER MANAGEMENT - GROUNDS MAINTENANCE

560 8 884 6115 Salaried Personnel

Salaries of the Stormwater - Grounds Maintenance employees.

560 8 884 7180 Rental of Uniforms

Uniforms for Bureau employees.

560 8 884 7230 Maintenance of Equipment

This code is for repair and maintenance of equipment.

560 8 884 7606 Operating Supplies

This code is the expense for general supplies such as hand tools, water quality/storm inlet filter socks, and other items needed for the maintenance of various rain gardens and porous pavement projects.

560 8 884 8200 Minor Equipment

This code is to purchase minor equipment for stormwater maintenance. This code will also be used to update existing radio communications

560 8 884 8225 Landscape Supplies

This code is the expense to purchase landscape plants for the maintenance of rain gardens throughout the City.

560 8 884 8262 Contracted Projects

This code is the expense to complete smaller projects and materials for in-house projects that are not expensed through PENNVEST funding.

560 8 884 8271 Vehicle Lease Purchase

This code is to purchase a vehicle for the landscape crew to maintain green infrastructure BMPs.

CITY OF LANCASTER
SEWER FUND



2016 BUDGET

**CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2013 BUDGET VS. 2014 BUDGET**

<u>DESCRIPTION</u>	<u>2013 BUDGET</u> (as amended)	<u>2014 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$11,985,000	\$13,541,000	\$1,556,000	13.0%
Miscellaneous Revenue	\$92,246	\$99,933	\$7,687	8.3%
Other Income	\$104,586	\$113,371	\$8,785	8.4%
Use of Retained Earnings	\$0	\$191,642	\$191,642	0.0%

TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$12,181,832	\$13,945,946	\$1,764,114	14.5%
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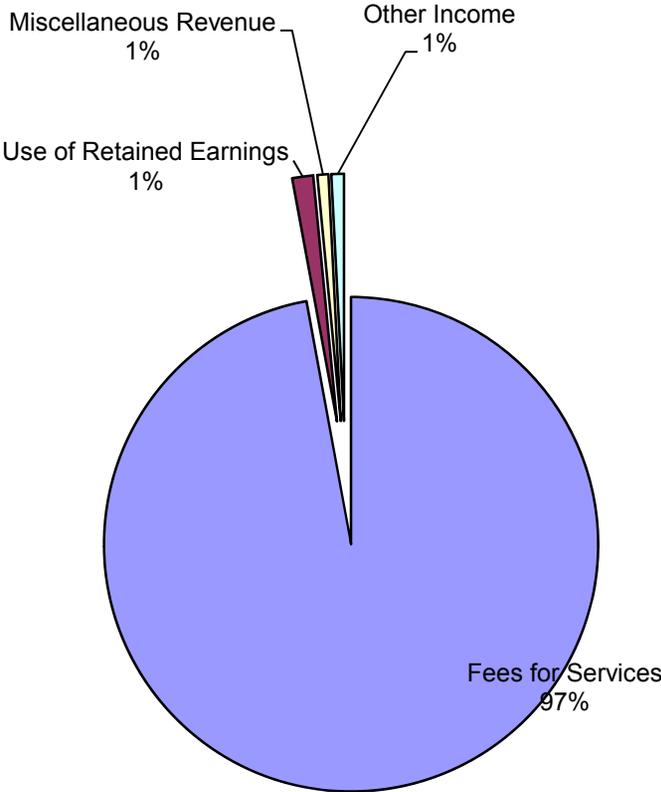
**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2013 BUDGET VS. 2014 BUDGET**

<u>BUREAU</u>	<u>2013 BUDGET</u> (as amended)	<u>2014 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$5,509,061.00	\$6,846,079.00	\$1,337,018	24.3%
Transfer to General Fund	\$0	\$0	\$0	0.0%
Collections	\$990,144	\$1,085,781	\$95,637	9.7%
Pumping Stations	\$1,108,939	\$1,168,330	\$59,391	5.4%
Treatment	\$4,447,965	\$4,712,725	\$264,760	6.0%
Grounds Maintenance	\$125,723	\$133,031	\$7,308	5.8%
TOTAL SEWER FUND EXPENSES	\$12,181,832	\$13,945,946	\$1,764,114	14.5%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SEWER FUND

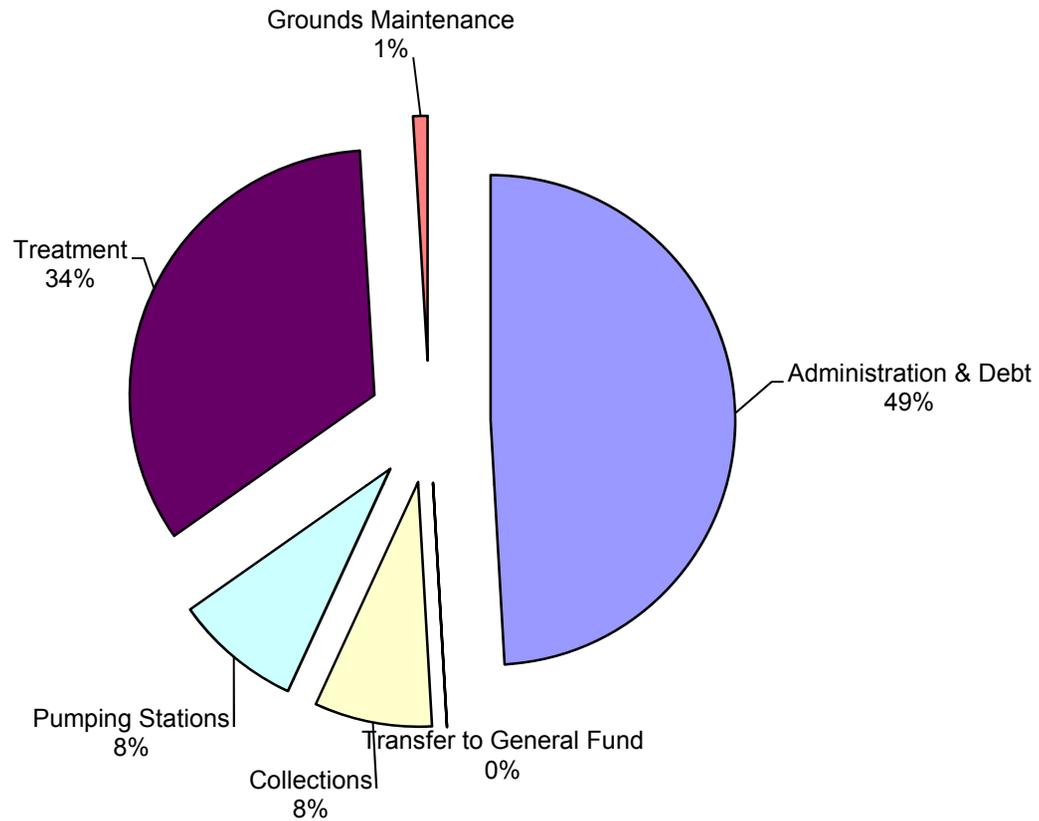
Retained Earnings 12/31/2012		\$ 17,193,983
Projected Revenues: 2013	13,122,702	
Projected Expenditures: 2013	<u>(11,779,861)</u>	
Projected Current Operating Surplus/(Deficit) 2013 (Addition to Retained Earnings)		<u>1,342,841</u>
Projected Retained Earnings 12/31/2013		18,536,824
Proposed Revenues: 2014	13,754,304	
Proposed Expenditures: 2014	<u>(13,945,946)</u>	
Proposed Current Operating Surplus/(Deficit) 2014 (Reduction to Retained Earnings)		<u>(191,642)</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2014		<u>\$ 18,345,182</u>

**CITY OF LANCASTER
SEWER FUND REVENUES
2014 BUDGET**



TOTAL REVENUES \$13,945,946

**CITY OF LANCASTER
SEWER FUND EXPENSES
2014 BUDGET**



TOTAL EXPENSES \$13,945,946

**CITY OF LANCASTER
SEWER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
FEES FOR SERVICES									
561 4081	SEWAGE TREATMENT	5,775,636	6,250,170	8,155,986	8,000,000	8,000,000	6,779,368	8,225,000	8,400,000
561 4082	INDUSTRIAL WASTE SURCHARGE	288,830	422,829	499,064	475,000	475,000	386,143	491,600	500,000
561 4083	BULK SEWAGE TREATMENT	3,374,835	4,194,242	3,949,079	3,300,000	3,300,000	3,192,622	4,030,000	4,200,000
561 4084	SLSA OPERATING CHARGES	179,186	191,213	192,011	190,000	190,000	139,457	189,270	190,000
561 4085	SEWER ENTRANCE	2,752	1,879	756	20,000	20,000	0	1,000	1,000
561 4195	COLLECTION SYS REIMBURSEMENT	0	0	0	0	0	0	0	250,000
TOTAL FEES FOR SERVICES		9,621,239	11,060,333	12,796,896	11,985,000	11,985,000	10,497,590	12,936,870	13,541,000
MISCELLANEOUS REVENUE									
561 4009	LIEN INTEREST & COSTS	1,789	7,597	4,236	3,500	3,500	3,098	3,500	3,500
561 4044	RENTAL INCOME	31,246	31,246	31,246	31,246	31,246	26,038	31,246	35,933
561 4056	AUCTION INCOME	0	0	0	0	0	0	0	0
561 4057	SALE OF CITY PROPERTY	3,361	7,249	14,612	0	0	722	1,000	0
561 4063	INTEREST INCOME	301,632	3,282	2,190	2,500	2,500	179	500	500
561 4080	MISCELLANEOUS INCOME	34,702	40,860	47,375	30,000	30,000	43,455	20,000	35,000
561 4086	INDUSTRIAL WASTE PERMITS	12,500	10,000	20,000	25,000	25,000	15,000	25,000	25,000
561 4087	INDUSTRIAL WASTE PENALTY	1,000	92,000	1,000	0	0	0	0	0
TOTAL MISC. REVENUE		386,230	192,234	120,659	92,246	92,246	88,492	81,246	99,933
OTHER INCOME									
561 4054	REFUND OF PRIOR YEAR EXP.	80,000	125,000	1,260	0	0	0	0	0
561 4070	INSURANCE RECOVERY	737	0	125,638	0	0	70,095	0	0
561 4071	PENSION STATE AID	76,728	79,942	85,704	104,586	104,586	104,586	104,586	113,371
561 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	191,642
TOTAL OTHER INCOME		157,465	204,942	212,602	104,586	104,586	174,681	104,586	305,013
TOTAL REVENUE		10,164,934	11,457,509	13,130,157	12,181,832	12,181,832	10,760,763	13,122,702	13,945,946

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.

561 4195 Collection System Reimbursement

Reimbursement from the Stormwater Management Fund for labor and equipment charges related to maintenance on stormwater portions of the combined sewer system such as stormwater inlets.

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.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
ADMINISTRATION									
561 8 880 6110	SALARY BUREAU CHIEF	0	0	18,600	78,000	78,400	62,212	79,740	87,000
561 8 880 6115	SALARIED PERSONNEL	273,076	278,648	276,815	345,458	339,945	234,357	294,925	244,030
561 8 880 6120	SALARY - TEMPORARY	1,836	1,701	0	0	1,500	1,500	1,500	0
561 8 880 6185	OVERTIME	0	59	142	0	0	7	7	0
561 8 880 6192	OPEB EXPENSE	0	0	0	0	0	0	100,000	100,000
561 8 880 6201	EDUCATIONAL INCENTIVE	11,297	10,435	11,624	12,000	12,000	5,673	11,400	12,000
561 8 880 6202	MEDICAL INSURANCE	782,521	841,925	883,050	900,711	900,711	750,593	900,711	856,675
561 8 880 6203	DENTAL/VISION	27,833	24,850	23,312	32,335	32,239	25,365	30,138	31,650
561 8 880 6208	SOCIAL SECURITY	159,717	165,760	166,054	185,445	185,445	141,627	144,488	186,642
561 8 880 6209	LIFE INSURANCE	5,492	5,579	5,711	5,800	5,800	5,578	6,137	6,325
561 8 880 6230	PENSION CONTRIBUTION	90,014	93,829	99,593	120,962	120,962	116,074	120,962	129,650
561 8 880 6240	UNEMPLOYMENT COMPENSATION	1,710	3,660	1,111	3,000	3,000	2,597	3,000	3,000
561 8 880 6250	WORKERS COMPENSATION	7,897	47,913	57,052	75,000	71,824	23,397	45,000	75,000
561 8 880 7125	SPACE RENTAL	0	0	0	0	6,010	5,085	6,010	0
561 8 880 7141	PC LEASE	752	752	752	782	1,754	1,754	1,754	1,754
561 8 880 7160	RENTAL OF PARKING LOT	1,643	1,773	2,039	2,000	2,783	2,319	2,782	2,921
561 8 880 7180	RENTAL OF UNIFORMS	7,860	7,723	7,342	8,000	8,000	5,909	7,967	8,000
561 8 880 7230	MAINTENANCE OF EQUIPMENT	4,203	4,557	4,162	5,000	5,000	4,237	5,000	5,000
561 8 880 7310	ADVERTISING	1,905	2,583	6,946	5,000	5,000	3,730	4,500	5,000
561 8 880 7340	POSTAGE	31,678	31,191	31,349	35,000	42,000	39,249	42,000	35,000
561 8 880 7350	PRINTING	4,233	5,820	11,246	11,500	11,500	6,346	7,500	6,000
561 8 880 7360	TELEPHONE	20,627	22,076	28,543	26,000	26,000	20,565	24,000	26,000
561 8 880 7370	TRAVEL	3,069	2,537	5,682	4,000	4,424	4,424	4,424	4,000
561 8 880 7409	BAD DEBT EXPENSE	1,620,538	1,068,621	803,241	0	0	0	0	0
561 8 880 7410	PROFESSIONAL SERVICES	265,673	630,237	712,162	550,000	527,576	357,001	425,000	700,000
561 8 880 7430	BANK SERVICE CHARGES	3,642	3,805	4,368	5,000	7,300	5,153	6,850	7,195
561 8 880 7431	CREDIT CARD FEES	5,433	5,711	6,251	7,000	7,000	6,930	8,547	9,000
561 8 880 7440	CONTRACT SERVICES	4,898	18,675	14,927	50,000	50,000	4,082	5,000	11,000
561 8 880 7445	TRAINING - SCHOOL	8,430	9,302	11,657	12,000	17,500	9,500	11,600	12,000
561 8 880 7603	OFFICE SUPPLIES	1,798	2,134	2,250	2,500	2,500	2,479	3,260	3,000

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
561 8 880 7720	INSURANCE PACKAGE	183,218	180,014	183,638	210,000	210,000	192,408	197,250	210,000
561 8 880 8200	MINOR EQUIPMENT	6,364	9,699	17,721	13,100	13,100	11,786	13,200	13,200
561 8 880 8202	SAFETY ITEMS	9,731	5,689	9,000	8,000	8,000	3,878	4,000	6,000
561 8 880 8250	COMPUTER APPLICATIONS	4,270	42,552	40,144	20,000	13,990	13,289	15,500	20,000
561 8 880 9110	ADMINISTRATIVE- INDIRECT COST	328,805	384,231	374,708	374,490	374,490	312,075	374,490	424,224
561 8 880 9140	REVENUE TRF'D TO CITY	500,000	0	0	0	0	0	0	0
561 8 880 9230	FISCAL AGENT FEES	256	256	545	1,000	1,000	257	750	750
561 8 880 9240	BOND INTEREST EXPENSE	945,027	1,001,606	960,500	1,037,308	1,037,308	914,541	1,037,308	1,894,063
561 8 880 9260	BOND PRINCIPAL EXPENSE	1,255,000	1,295,000	1,335,000	1,375,000	1,375,000	1,375,000	1,375,000	1,710,000
TOTAL ADMINISTRATION		6,580,446	6,210,903	6,117,237	5,521,391	5,509,061	4,670,977	5,321,700	6,846,079

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

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

561	8	880	6110	F	M	1.0000	Wastewater Operations Manager	87,000
TOTAL 6110 EMPLOYEES						1.0000		\$ 87,000
561	8	880	6115	F	M	1.0000	Project Engineer	69,289
561	8	880	6115	F	M	0.1965	Bureau Chief Proc. & Collections	12,598
561	8	880	6115	F	M	0.1965	Customer Service Supervisor	9,091
561	8	880	6115	F	M	0.1965	Admin Support Supervisor	8,278
561	8	880	6115	F	M	0.2500	Information Services Manager	17,322
561	8	880	6115	F	M	0.1400	Communications Specialist	4,622
561	8	880	6115	F	A	0.1965	Admin Support Clerk	6,509
561	8	880	6115	F	A	0.3027	Utility Service Coordinator	10,927
561	8	880	6115	F	A	0.5000	Secretary I	18,003
561	8	880	6115	F	A	0.1965	Cashier/Service Clerk	6,632
561	8	880	6115	F	A	0.1965	Customer Care Coordinator	8,401
561	8	880	6115	F	A	0.1965	Property Maintenance Coordinator	8,650
561	8	880	6115	F	A	0.1965	Customer Care Coordinator	7,505
561	8	880	6115	F	A	0.1965	Customer Care Coordinator	7,505
561	8	880	6115	F	A	0.1965	Revenue Clerk	7,286
561	8	880	6115	F	A	0.1965	Customer Care Coordinator	8,156
561	8	880	6115	F	A	0.1965	Cashier/Service Clerk	7,504
561	8	880	6115	F	A	0.1965	Billing Coordinator	7,322
561	8	880	6115	F	A	0.1965	Mail & Print Operator	6,154
							Available for Merit	9,730
						Subtotal Full-Time	4.9431	

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
561 8 880 6115	P	A	0.1965 Data Entry Operator I	2,546
			Subtotal Part-Time 0.1965	
TOTAL 6115 EMPLOYEES			5.1396	\$ 244,030
TOTAL EMPLOYEES			6.1396	\$ 331,030

DEPARTMENT OF PUBLIC WORKS

BUREAU: WASTEWATER OPERATIONS - ADMINISTRATION

561 8 880 6110 Salary Bureau Chief

Salary expenses for the wastewater operations manager

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 6192 OPEB Expense

This line item accounts for the annual funding requirement for other than pension post employment benefits (OPEB).

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 and annual software license fee for Office 365 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 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.

561 8 880 7430 Bank Service Charge

Bureau's portion of banks service charges.

561 8 880 7431 Credit Card Fees

Bureau's portion of credit card company fees.

561 8 880 7440 Contract Services

Account pays for the PA One Call System, special project services and software support contract for the CMMS/Asset Management software for the sewer operations. Costs associated for IT contract service is also charged to this account. Started in 2011 and continuing in 2014 is the software support contract for the CMMS/Asset Management software for the sewer operations. Also new this year will be the Civil 3D license for

the engineering staff to design sewer line replacements in house to save on consultant services.

561 8 880 7445 Training - School

Account covers courses for operating license, state correspondence courses, training materials, books, magazines, and related training expenses for Bureau personnel. Account also covers EPA and PA DEP regulatory seminars and workshops. Training is needed under the new PaDEP certification laws and continuation education requirement.

561 8 880 7603 Office Supplies

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

561 8 880 7720 Insurance Package

Property and liability coverage for all Bureau facilities and vehicles.

561 8 880 8200 Minor Equipment

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

561 8 880 8202 Safety Items

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

561 8 880 8250 Computer Applications

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

561 8 880 9110 Administrative Indirect Costs

Account pays for City support services, such as administrative services, legal services, personnel services, and executive services. The account also includes fringe benefits. This amount is determined annually by the cost allocation plan.

561 8 880 9140 Revenue Transferred to City

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

561 8 880 9230

Fiscal Agent Fees

Account pays agent fees on the Series 2007, 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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
COLLECTIONS									
561 8 881 6115	SALARIED PERSONNEL	377,422	377,063	406,145	499,849	493,849	368,176	465,468	517,076
561 8 881 6185	OVERTIME	6,301	12,108	4,586	6,000	16,000	13,634	16,000	16,000
561 8 881 7290	MAINTENANCE- VEHICLES	16,615	38,626	53,085	40,000	40,000	34,116	40,000	40,000
561 8 881 7440	CONTRACT SERVICES	60,275	49,451	39,441	50,000	23,099	23,005	23,099	50,000
561 8 881 7470	TRENCH-PAVING	15,744	26,072	24,809	15,000	46,900	44,034	46,900	50,000
561 8 881 7606	OPERATING SUPPLIES	61,405	60,496	74,073	50,000	73,401	66,671	70,000	100,000
561 8 881 7654	GASOLINE	20,403	31,374	39,513	30,000	30,000	26,771	30,000	40,000
561 8 881 8200	MINOR EQUIPMENT	0	0	0	15,000	9,600	9,557	15,000	15,000
561 8 881 8270	VEHICLE PURCHASE	0	0	0	200,000	198,000	2,876	200,000	40,000
561 8 881 8271	VEHICLE LEASE PURCHASE	34,296	59,292	59,292	59,295	59,295	59,292	59,295	217,705
TOTAL COLLECTIONS		592,461	654,482	700,944	965,144	990,144	648,132	965,762	1,085,781

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	59,676
561	8	881	6115	F	A	1.0000	Equipment Operator I	38,346
561	8	881	6115	F	A	1.0000	Equipment Operator I	38,346
561	8	881	6115	F	A	1.0000	Equipment Operator I	38,346
561	8	881	6115	F	A	1.0000	Equipment Operator II	38,506
561	8	881	6115	F	A	1.0000	Equipment Operator II	38,506
561	8	881	6115	F	A	1.0000	Sewer Technician	44,078
561	8	881	6115	F	A	1.0000	Mark-Out Serviceperson I	42,644
561	8	881	6115	F	A	1.0000	Sewer Technician	45,242
561	8	881	6115	F	A	1.0000	Sewer Technician	42,795
561	8	881	6115	F	A	1.0000	Sewer Technician	42,795
561	8	881	6115	F	A	1.0000	TV Technician	47,796
TOTAL 6115 EMPLOYEES						12.0000		\$ 517,076

DEPARTMENT OF PUBLIC WORKS

BUREAU: SEWER FUND - 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 includes items such as the cost of manhole rehabilitation services needed for some of the older manholes in the sewer 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 sinkholes.

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, diesel 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 8270

Vehicle Purchase

For 2014, this line is for the purchase of a new dump truck.

561 8 881 8271

Vehicle – Lease Purchase

This line covers the annual payments required under a five-year lease purchase agreement for the following vehicles. Vehicle #324 Vactor, truck through 2015; new Vactor truck; new CCTV van and camera; new John Deere 410J backhoe with hoe-ram; new Ford F-350 4WD truck with utility body

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
PUMPING STATIONS									
561 8 882 6115	SALARIED PERSONNEL	533,370	578,223	569,983	583,985	584,785	443,966	553,090	607,676
561 8 882 6185	OVERTIME	20,336	39,220	30,751	20,000	20,000	17,582	21,346	20,000
561 8 882 7210	MAINTENANCE- BUILDINGS	763	0	726	1,000	1,000	836	1,000	1,500
561 8 882 7230	MAINTENANCE- EQUIPMENT	119,699	168,714	77,978	100,000	100,000	72,563	100,000	100,000
561 8 882 7520	POWER ELECTRIC	352,559	448,601	359,228	375,000	375,000	308,133	375,000	408,000
561 8 882 7606	OPERATING SUPPLIES	382	338	966	1,000	1,000	920	1,200	2,000
561 8 882 7660	HEATING FUEL	2,290	9,956	4,925	7,000	7,000	3,468	7,000	9,000
561 8 882 8271	VEHICLE LEASE PURCHASE	17,122	18,409	30,536	13,480	20,154	20,154	20,154	20,154
TOTAL PUMPING STATIONS		1,046,521	1,263,461	1,075,093	1,101,465	1,108,939	867,622	1,078,790	1,168,330

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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.	54,185	
561	8	882	6115	F	M	1.0000	Electrical/Mechanical Supervisor	46,454	
561	8	882	6115	F	A	1.0000	Instrument Technician	51,225	
561	8	882	6115	F	A	1.0000	Instrument Technician	45,876	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	42,644	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	42,290	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	40,517	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	40,517	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	39,242	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	39,880	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	38,465	
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	39,242	
561	8	882	6115	F	A	1.0000	Maintenance Electrician II	41,762	
561	8	882	6115	F	A	1.0000	Maintenance Electrician II	45,377	
TOTAL 6115 EMPLOYEES							14.0000		\$ 607,676

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
TREATMENT									
561 8 883 6115	SALARIED PERSONNEL	735,533	728,233	689,206	720,817	722,717	576,070	722,616	735,017
561 8 883 6185	OVERTIME	23,810	31,893	42,321	25,000	25,000	18,033	25,000	25,000
561 8 883 7210	MAINTENANCE- BUILDINGS	9,334	7,227	10,751	10,000	10,000	9,989	10,000	10,000
561 8 883 7230	MAINTENANCE- EQUIPMENT	242,858	270,065	421,164	250,000	385,000	321,700	421,708	350,000
561 8 883 7290	MAINTENANCE- VEHICLES	13,041	21,749	18,954	15,000	18,000	15,733	18,274	18,000
561 8 883 7460	METER EXPENSE	176,598	218,444	220,076	367,328	367,328	189,758	235,120	363,565
561 8 883 7465	WATER UTILITY EXPENSE	22,051	129,214	63,209	40,000	60,000	50,088	60,430	60,000
561 8 883 7480	SLUDGE	1,370,367	1,139,000	965,815	1,000,000	1,000,000	727,519	925,226	1,200,000
561 8 883 7520	POWER ELECTRIC	958,962	1,180,840	1,104,338	1,000,000	1,000,000	811,901	930,000	1,100,000
561 8 883 7606	OPERATING SUPPLIES	12,369	15,260	16,010	15,000	18,000	16,320	23,084	17,000
561 8 883 7615	LABORATORY-SUPPLIES	34,507	45,892	43,944	50,000	50,000	30,481	50,000	55,000
561 8 883 7618	CHEMICALS	424,202	501,735	458,617	525,000	525,000	269,463	400,000	420,000
561 8 883 7654	GASOLINE	28,184	33,355	30,409	30,000	30,000	23,090	30,000	30,000
561 8 883 7660	HEATING FUEL	64,246	63,287	46,022	80,000	80,000	34,416	80,000	80,000
561 8 883 8200	MINOR EQUIPMENT	0	0	18,073	0	0	0	0	0
561 8 883 8271	VEHICLE LEASE PURCHASE	0	29,142	29,142	29,143	29,143	29,143	29,143	29,143
561 8 883 8290	CAPITAL OUTLAY	127,918	552,715	508,948	310,951	127,777	60,709	310,951	220,000
TOTAL TREATMENT		4,243,980	4,968,051	4,686,999	4,468,239	4,447,965	3,184,413	4,271,552	4,712,725

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	52,597	
561	8	883	6115	F	M	1.0000	Wastewater Operations Supervisor	56,906	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	48,139	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	45,351	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II/ TR	44,030	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician	43,008	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician	43,882	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician-C	43,008	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician-C	43,008	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	46,711	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	46,711	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	46,711	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	45,351	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	41,516	
561	8	883	6115	F	A	1.0000	Laboratory Technician I	44,044	
561	8	883	6115	F	A	1.0000	Laboratory Technician I	44,044	
TOTAL 6115 EMPLOYEES							16.0000	\$	735,017

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 2014 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 2014.

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

Modify and upgrade existing P&H Crane in Dewatering building which is out of service	\$ 29,000.00
Replace two remaining buildings with T4 lighting- North return and North A/O	21,000.00
South primary sludge pump	20,000.00
Repair/replace North A/O Aerators	60,000.00
Oxygen plant cold box perlite replacement	44,000.00
Cold box check valve replacement	26,000.00
Oxygen plant main compressor inlet valves	20,000.00
Total	\$220,000.00

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
GROUNDS MAINTENANCE									
561 8 884 6110	SALARY-BUREAU CHIEF	3,762	3,855	3,913	3,861	3,941	3,110	3,956	3,900
561 8 884 6115	SALARY-PERSONNEL	96,943	99,679	107,526	107,782	107,832	99,599	122,851	111,481
561 8 884 6120	SALARY - TEMPORARY	3,941	5,576	11,977	5,800	5,800	5,430	5,800	5,800
561 8 884 6185	OVERTIME	2,012	1,801	2,890	2,500	2,500	1,995	2,500	2,500
561 8 884 7180	RENTAL OF UNIFORMS	616	612	608	650	650	462	650	650
561 8 884 7230	MAINTENANCE EQUIPMENT	1,099	167	996	1,200	1,200	1,118	1,200	1,200
561 8 884 7606	OPERATING SUPPLIES	3,115	1,277	1,296	1,300	0	0	1,300	1,300
561 8 884 8200	MINOR EQUIPMENT	887	981	5,995	2,500	3,800	3,800	3,800	2,500
561 8 884 8271	VEHICLE LEASE PURCHASE	0	0	0	0	0	0	0	3,700

TOTAL GROUNDS MAINTENANCE	112,375	113,948	135,201	125,593	125,723	115,514	142,057	133,031
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TOTAL SEWER FUND EXPENSES	12,575,783	13,210,845	12,715,474	12,181,832	12,181,832	9,486,658	11,779,861	13,945,946
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**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	3,900
TOTAL 6110 EMPLOYEES			0.0500	\$ 3,900
561 8 884 6115	F	M	0.1000 Building Maintenance Supervisor	4,594
561 8 884 6115	F	A	0.1000 Maintenance Technician	4,577
561 8 884 6115	F	A	1.0000 Laborer	37,171
561 8 884 6115	F	A	1.0000 Laborer	32,242
561 8 884 6115	F	A	1.0000 Laborer	32,897
TOTAL 6115 EMPLOYEES			3.2000	\$ 111,481
TOTAL EMPLOYEES			3.2500	\$ 115,381

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 four 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.

561-8-884-8271

Vehicle Lease Purchase

First of a 5 year lease purchase payment for the purchase of a new John Deere 1445 Series II Commercial Front Mower used during snow and ice control as well as mowing season.

CITY OF LANCASTER
WATER FUND



2016 BUDGET

**CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2013 BUDGET VS. 2014 BUDGET**

<u>DESCRIPTION</u>	<u>2013 BUDGET</u> (as amended)	<u>2014 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$22,792,338	\$23,371,526	\$579,188	2.5%
Miscellaneous Revenue	\$801,421	\$800,307	(\$1,114)	-0.1%
Other Income	\$168,041	\$182,707	\$14,666	8.7%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$23,761,800	\$24,354,540	\$592,740	2.5%
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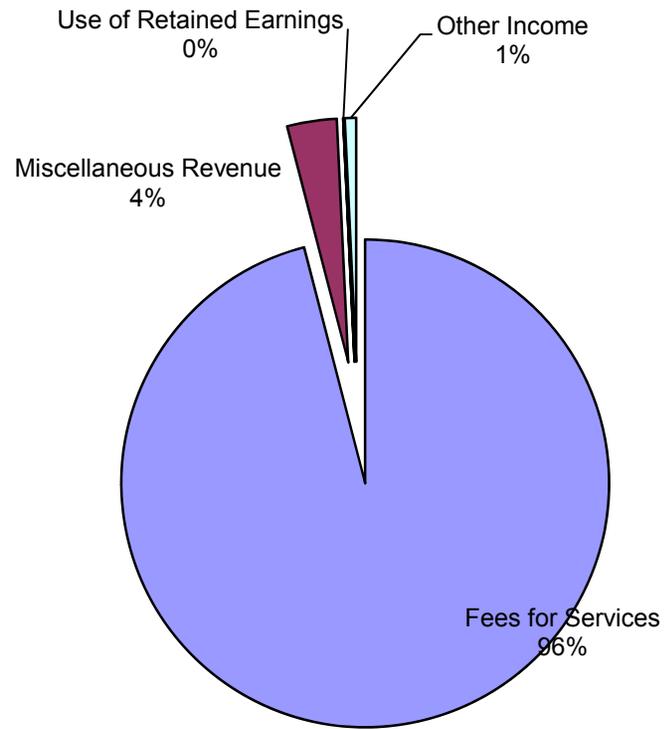
**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2013 BUDGET VS. 2014 BUDGET**

<u>BUREAU</u>	<u>2013 BUDGET</u> (as amended)	<u>2014 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$12,725,727	\$12,871,091.00	\$145,364	1.1%
Transfer to General Fund	\$2,500,000	\$2,750,000	\$250,000	10.0%
Susquehanna Treatment Plant	\$2,496,480	\$2,656,710	\$160,230	6.4%
Conestoga Treatment Plant	\$2,301,086	\$2,418,857	\$117,771	5.1%
Transmission & Distribution	\$1,931,196	\$1,909,454	(\$21,742)	-1.1%
Meter Shop	\$1,051,408	\$1,038,757	(\$12,651)	-1.2%
Grounds Maintenance	\$465,600	\$445,979	(\$19,621)	-4.2%
Laboratory	\$290,303	\$263,692	(\$26,611)	-9.2%
TOTAL WATER FUND EXPENSES	\$23,761,800	\$24,354,540	\$592,740	2.5%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
WATER FUND

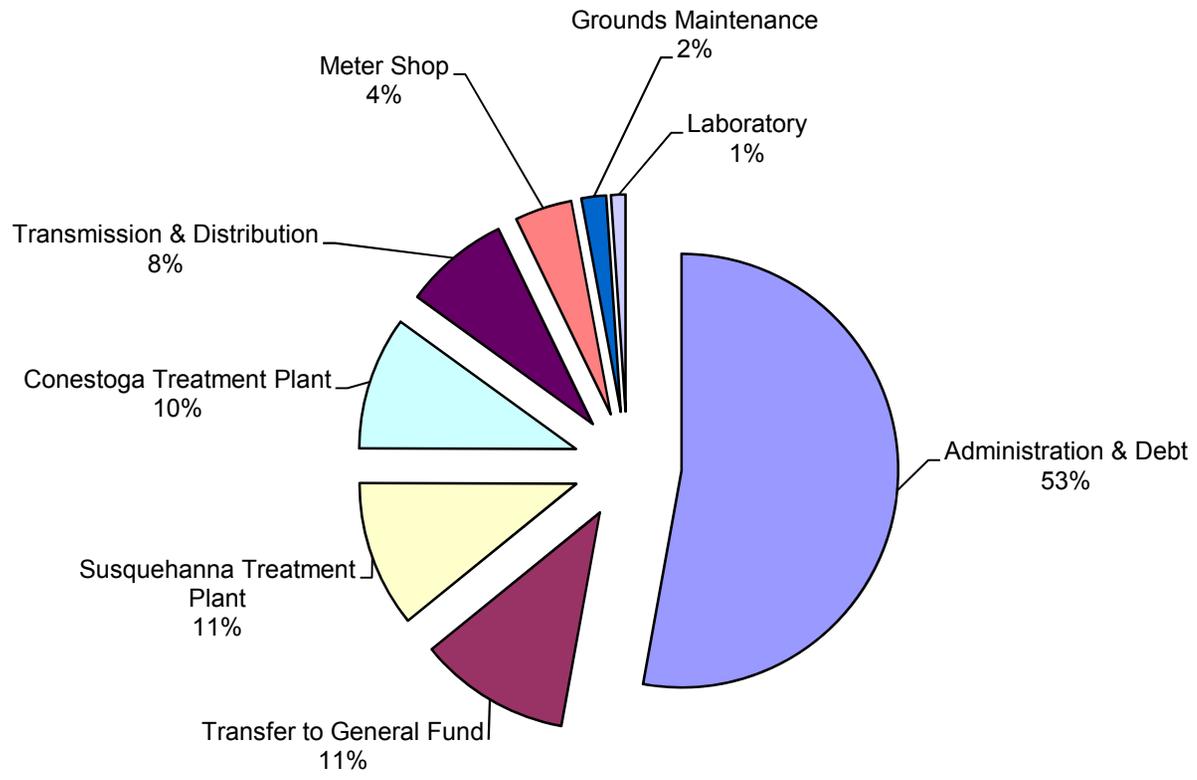
Retained Earnings 12/31/2012		\$ 20,579,447
Projected Revenues: 2013	22,892,763	
Projected Expenditures: 2013	<u>(22,680,920)</u>	
Projected Current Operating Surplus/(Deficit) 2013 (Addition to Retained Earnings)		<u>211,843</u>
Projected Retained Earnings 12/31/2013		20,791,290
Proposed Revenues: 2014	24,354,540	
Proposed Expenditures: 2014	<u>(24,354,540)</u>	
Proposed Current Operating Surplus/(Deficit) 2014		<u>-</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2014		<u>\$ 20,791,290</u>

**CITY OF LANCASTER
WATER FUND REVENUES
2014 BUDGET**



TOTAL REVENUES \$24,354,540

**CITY OF LANCASTER
WATER FUND EXPENSES
2014 BUDGET**



TOTAL EXPENSES \$24,354,540

**CITY OF LANCASTER
WATER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
FEES FOR SERVICES									
562 4077	WATER RENTS	13,338,938	15,141,484	20,307,303	22,792,338	22,792,338	16,855,993	22,050,000	23,371,526
TOTAL FEES FOR SERVICES		13,338,938	15,141,484	20,307,303	22,792,338	22,792,338	16,855,993	22,050,000	23,371,526
MISCELLANEOUS REVENUE									
562 4009	LIEN INTEREST & COSTS	1,576	6,674	3,197	3,500	3,500	1,734	1,500	3,500
562 4044	RENTAL INCOME	278,792	308,647	305,560	317,404	317,404	264,361	317,404	320,242
562 4054	REFUND OF PRIOR YR EXP.	0	0	0	0	0	0	0	0
562 4056	AUCTION INCOME	3,224	1,330	1,519	0	0	0	0	0
562 4057	SALE OF CITY PROPERTY	75,665	3,499	0	0	0	8,445	8,445	0
562 4063	INTEREST INCOME	491	393	45	1,000	1,000	8	250	500
562 4078	METERS	1,925	2,776	764	2,500	2,500	1,162	2,000	2,500
562 4079	REIMBURSEMENT - METER LABOR	176,598	218,443	220,076	367,017	367,017	189,758	235,120	363,565
562 4080	MISCELLANEOUS REVENUE	75,885	95,328	137,302	110,000	110,000	94,414	110,000	110,000
562 4147	TAPPING FEES	64,000	0	0	0	0	0	0	0
TOTAL MISC. REVENUE		678,156	637,090	668,463	801,421	801,421	559,882	674,719	800,307
OTHER INCOME									
562 4070	INSURANCE RECOVERY	7,418	6,130	16,021	0	0	9,689	0	0
562 4071	PENSION STATE AID	144,779	145,758	139,983	168,041	168,041	168,044	168,044	182,707
562 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME		152,197	151,888	156,004	168,041	168,041	177,733	168,044	182,707
TOTAL REVENUE		14,169,291	15,930,462	21,131,770	23,761,800	23,761,800	17,593,608	22,892,763	24,354,540

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
ADMINISTRATION									
562 8 890 6110	SALARY BUREAU CHIEF	25,383	25,959	26,568	86,676	82,186	61,322	77,369	80,089
562 8 890 6115	SALARIED PERSONNEL	458,609	382,660	445,596	517,914	493,574	387,480	489,054	507,881
562 8 890 6120	SALARY - TEMPORARY	4,130	2,881	0	0	0	0	0	0
562 8 890 6185	OVERTIME	0	12	238	0	0	6	6	0
562 8 890 6192	OPEB EXPENSE	0	0	635,218	800,000	800,000	0	726,204	726,204
562 8 890 6201	EDUCATIONAL INCENTIVE	12,498	12,600	11,564	13,000	13,000	6,452	13,000	13,000
562 8 890 6202	MEDICAL INSURANCE	1,430,338	1,413,715	1,499,576	1,574,555	1,574,555	1,312,129	1,574,555	1,653,283
562 8 890 6203	DENTAL/VISION	47,473	39,612	38,397	51,055	46,547	40,337	48,573	51,050
562 8 890 6208	SOCIAL SECURITY	289,355	283,563	289,477	320,723	320,723	237,748	306,389	333,912
562 8 890 6209	LIFE INSURANCE	10,792	9,958	9,529	11,095	11,095	8,722	9,384	9,675
562 8 890 6230	PENSION CONTRIBUTION	174,711	181,124	167,408	200,982	200,982	191,585	200,982	216,436
562 8 890 6240	UNEMPLOYMENT COMPENSATION	1,470	16,751	1,463	3,000	16,000	11,997	16,000	3,000
562 8 890 6250	WORKERS COMPENSATION	112,541	179,684	100,239	125,000	117,001	46,381	75,000	125,000
562 8 890 7125	SPACE RENTAL	0	0	0	0	9,015	6,934	8,322	0
562 8 890 7141	PC LEASE	9,398	9,398	9,398	9,398	17,932	17,932	17,932	17,932
562 8 890 7160	RENTAL OF PARKING LOT	4,053	4,526	6,535	6,200	6,200	5,985	7,160	7,518
562 8 890 7180	RENTAL OF UNIFORMS	12,097	11,944	11,657	12,000	12,000	9,124	12,000	12,000
562 8 890 7230	MAINTENANCE OF EQUIPMENT	7,771	10,883	10,120	12,000	12,000	10,306	10,500	12,000
562 8 890 7310	ADVERTISING	1,063	1,628	3,098	2,000	2,000	1,398	2,000	2,000
562 8 890 7340	POSTAGE	64,035	78,304	59,097	80,000	80,000	52,397	60,275	81,000
562 8 890 7350	PRINTING	16,827	16,812	13,174	26,000	26,000	16,533	21,000	15,000
562 8 890 7360	TELEPHONE	29,377	26,498	33,507	32,000	32,000	27,446	33,000	33,000
562 8 890 7370	TRAVEL	4,775	2,256	2,517	6,000	6,000	4,832	5,000	6,000
562 8 890 7380	MISCELLANEOUS EXPENSE	1,141	953	567	1,200	1,200	1,110	1,200	1,200
562 8 890 7410	PROFESSIONAL SERVICES	734,462	601,087	471,382	500,000	486,679	354,933	360,000	675,000
562 8 890 7430	BANK SERVICE CHARGES	6,787	7,092	8,140	9,000	13,300	9,603	12,763	13,401
562 8 890 7431	CREDIT CARD FEES	7,449	7,558	7,748	8,100	8,100	8,272	10,661	11,194
562 8 890 7440	CONTRACT SERVICES	0	5,133	513	100,000	100,000	88,434	100,000	15,000
562 8 890 7445	TRAINING - SCHOOL	10,696	22,892	16,548	15,000	15,000	4,937	7,000	15,000
562 8 890 7603	OFFICE SUPPLIES	6,251	5,146	4,565	6,000	6,000	3,018	4,500	5,000

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
562 8 890 7720	INSURANCE PACKAGE	175,990	170,366	191,529	200,000	200,000	179,598	195,636	207,375
562 8 890 8200	MINOR EQUIPMENT	17,819	20,841	34,494	30,000	30,000	27,193	30,000	30,000
562 8 890 8202	SAFETY EQUIPMENT	7,889	9,847	9,520	10,000	25,000	23,390	24,000	25,000
562 8 890 8250	COMPUTER APPLICATIONS	4,190	82,751	41,356	50,000	49,307	35,900	40,000	40,000
562 8 890 9110	ADMINISTRATIVE-INDIRECT COST	559,663	559,087	614,372	610,127	610,127	508,439	610,127	632,431
562 8 890 9140	REVENUE TRF'D TO CITY	1,800,000	2,300,000	2,300,000	2,500,000	2,500,000	2,083,333	2,500,000	2,750,000
562 8 890 9230	FISCAL AGENT FEES	2,027	989	1,134	2,500	2,500	989	2,500	2,500
562 8 890 9240	BOND INTEREST EXPENSE	5,009,769	2,778,008	4,931,531	5,383,955	5,383,955	5,361,415	5,383,955	5,319,643
562 8 890 9260	BOND PRINCIPAL EXPENSE	991,755	1,032,238	1,353,774	1,915,749	1,915,749	1,909,908	1,915,749	1,972,367
TOTAL ADMINISTRATION		12,052,584	10,314,756	13,361,549	15,231,229	15,225,727	13,057,518	14,911,796	15,621,091

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	26,313
562	8	890	6110	F	M	1.0000	Utility Engineer	53,776
TOTAL 6110 EMPLOYEES						1.3000		\$ 80,089
562	8	890	6115	F	M	1.0000	Project Manager - Utilities	59,179
562	8	890	6115	F	M	1.0000	Capital Improvements Manager	77,993
562	8	890	6115	F	M	0.8000	GIS Analyst	39,177
562	8	890	6115	F	M	0.4526	Bureau Chief Proc. & Collections	29,022
562	8	890	6115	F	M	0.2500	Information Services Manager	17,322
562	8	890	6115	F	M	0.2700	Communications Specialist	8,914
562	8	890	6115	F	M	0.4526	Customer Service Supervisor	20,942
562	8	890	6115	F	M	0.4526	Admin Support Supervisor	19,069
562	8	880	6115	F	A	0.5000	Secretary I	18,003
562	8	890	6115	F	A	0.4526	Customer Care Coordinator	18,789
562	8	890	6115	F	A	0.4526	Billing Coordinator	16,868
562	8	890	6115	F	A	0.4526	Cashier/Service Clerk	15,278
562	8	890	6115	F	A	0.4526	Cashier/Service Clerk	17,287
562	8	890	6115	F	A	0.4526	Admin Support Clerk	14,994
562	8	890	6115	F	A	0.4526	Property Maintenance Coordinator	19,927
562	8	890	6115	F	A	0.4526	Customer Care Coordinator	19,352
562	8	890	6115	F	A	0.4526	Customer Care Coordinator	17,290
562	8	890	6115	F	A	0.4526	Customer Care Coordinator	17,290
562	8	890	6115	F	A	0.4526	Mail & Print Operator	14,175
562	8	890	6115	F	A	0.4526	Revenue Clerk	16,783
							Available for Merit	24,354

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
			Subtotal Full-Time	10.1560
562 8 890 6115	P	A	0.4526 Data Entry Operator I	5,865
			Subtotal Part-Time	0.4526
TOTAL 6115 EMPLOYEES			10.6086	\$ 507,871
TOTAL EMPLOYEES			11.9086	\$ 587,960

DEPARTMENT OF PUBLIC WORKS

BUREAU: WATER - ADMINISTRATION

562 8 890 6110 Salary Bureau Chief

This line item accounts for thirty percent (30%) of the Public Works Deputy Director/City Engineer salary that are shared by the Water Fund and Sewer Fund and a Utility Engineer 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 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 and annual software license fee for Office 365 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 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.

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. Started in 2011 and continuing in 2014 is the software support contract for the CMMS/Asset Management software for the sewer operations. Also new this year will be the Civil 3D license for the engineering staff to design water line replacements in house to save on consultant services.

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.

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
SUSQUEHANNA TREATMENT PLANT									
562 8 891 6115	SALARIED PERSONNEL	677,735	625,005	655,166	704,230	706,430	557,690	685,552	766,160
562 8 891 6185	OVERTIME	106,899	94,735	64,881	60,000	60,000	48,732	57,418	60,000
562 8 891 7210	MAINTENANCE- BUILDINGS	14,374	24,827	32,064	35,000	45,000	33,073	35,000	35,000
562 8 891 7220	MAINTENANCE- COMMUNIC.	36	295	164	1,500	1,500	1,066	1,500	1,500
562 8 891 7230	MAINTENANCE- EQUIPMENT	33,593	92,333	149,465	125,000	151,000	105,471	160,000	215,000
562 8 891 7290	MAINTENANCE- VEHICLES	8,945	12,635	8,342	7,500	9,500	8,129	8,500	7,500
562 8 891 7465	WATER UTILITY EXPENSE	6,419	7,410	9,398	10,000	10,000	6,529	8,000	8,000
562 8 891 7480	SLUDGE	68,950	73,658	58,531	80,000	68,000	39,040	50,000	75,000
562 8 891 7520	POWER ELECTRIC	527,914	727,268	827,689	850,000	754,500	560,734	666,000	750,000
562 8 891 7606	OPERATING SUPPLIES	4,660	5,417	4,376	7,000	7,000	4,611	5,500	5,500
562 8 891 7618	CHEMICALS	409,041	505,054	480,709	674,000	598,000	372,833	580,000	635,000
562 8 891 7654	GASOLINE	7,882	10,998	11,956	11,000	11,000	9,506	12,750	13,000
562 8 891 7660	HEATING FUEL	56,631	52,486	36,629	40,000	40,000	26,996	45,000	50,000
562 8 891 8200	MINOR EQUIPMENT	2,475	2,533	5,288	5,500	5,500	4,256	5,500	6,000
562 8 891 8270	VEHICLES	0	2,795	0	29,050	29,050	29,049	29,050	29,050
TOTAL SUSQUEHANNA PLANT		1,925,554	2,237,449	2,344,658	2,639,780	2,496,480	1,807,715	2,349,770	2,656,710

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	52,602
562	8	891	6115	F	M	1.0000	Plant Maintenance Supervisor	51,301
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	49,583
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	45,960
562	8	891	6115	F	A	1.0000	Instrument Technician	48,285
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic	42,644
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic	39,242
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	45,383
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	41,875
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	43,119
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	46,737
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	45,669
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	41,762
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	46,711
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	43,008
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	41,762
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	40,517
TOTAL 6115 EMPLOYEES						17.0000		\$ 766,160

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. The buildings maintenance estimate is \$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. The maintenance of equipment estimate is \$215,000.

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

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 2014 is \$635,000.

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	\$ 0.82	gals	120,000	\$ 98,400
Hach				\$ 6000
Fluoride (23.8% acid)	\$ 0.298	lbs.	120,000	\$ 35,800
Soda, caustic, 25% - Bulk	\$ 0.925	gals	87,000	\$ 80,500
Sodium Bisulfite, 38% - Totes	\$ 1.87	gals	2,000	\$ 3,750
Sulfuric Acid, 93%	\$ 1.7227	gals	30,000	\$ 51,700
DelPac 20/20 - polyaluminum chloride	\$ 0.128	lbs.	1,250,000	\$ 160,000
Citric acid	\$ 5.97	gals	6,250	\$ 37,500
Orthophosphate	\$ 0.7263	lbs.	63,000	\$ 45,800
Polymer	\$ 2.13	lbs.	40,000	\$ 85,200
Five per cent increase				\$ 30,250
Total - 2014				\$ 635,000

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 3,250 gallons of gas and 200 gallons of diesel at @\$3.65/gallon and \$4.09/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

This line accounts for expenditures made for new and replacement equipment. We anticipate an expense of \$29,050 as the second payment of a 5 year lease to purchase agreement on a new replacement dump truck which we are to receive in 2013.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
CONESTOGA TREATMENT PLANT									
562 8 892 6115	SALARIED PERSONNEL	626,142	671,043	629,759	734,686	738,086	538,192	679,587	785,357
562 8 892 6185	OVERTIME	103,998	128,000	134,196	85,000	85,000	62,278	85,000	85,000
562 8 892 7210	MAINTENANCE- BUILDINGS	20,915	30,388	22,452	30,000	34,000	26,868	30,000	40,000
562 8 892 7220	MAINTENANCE- COMMUNIC.	0	123	565	500	500	0	500	500
562 8 892 7230	MAINTENANCE- EQUIPMENT	72,983	78,157	80,458	70,000	114,000	95,447	100,000	135,000
562 8 892 7290	MAINTENANCE- VEHICLES	20,005	10,630	17,230	20,000	30,000	22,418	25,000	25,000
562 8 892 7480	SLUDGE	78,410	131,224	157,078	150,000	200,000	165,140	200,000	200,000
562 8 892 7520	POWER ELECTRIC	585,189	559,235	535,581	475,000	475,000	453,889	495,000	500,000
562 8 892 7606	OPERATING SUPPLIES	2,967	3,472	2,891	3,000	3,000	1,863	3,000	3,000
562 8 892 7618	CHEMICALS	353,053	468,112	410,949	480,000	440,000	315,385	350,000	450,000
562 8 892 7654	GASOLINE	16,261	20,731	19,360	20,000	20,000	13,877	15,000	20,000
562 8 892 7660	HEATING FUEL	54,570	53,409	48,969	50,000	44,000	33,321	45,000	50,000
562 8 892 8270	VEHICLES	41,693	48,942	40,044	0	0	0	0	0
562 8 892 8290	CAPITAL OUTLAY	17,264	0	44,731	30,000	117,500	117,324	125,000	125,000
TOTAL CONESTOGA PLANT		1,993,450	2,203,466	2,144,263	2,148,186	2,301,086	1,846,002	2,153,087	2,418,857

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	53,654
562	8	892	6115	F	M	1.0000	Water Production Supervisor	69,944
562	8	892	6115	F	M	1.0000	Chief Water Plant Operator	51,301
562	8	892	6115	F	A	1.0000	Instrument Technician	44,432
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic III	48,139
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	49,583
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	49,583
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	46,711
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	42,644
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	45,242
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	42,644
562	8	892	6115	F	A	1.0000	Custodian I	33,136
562	8	892	6115	F	A	1.0000	Water Plant Operator II-TR	40,846
562	8	892	6115	F	A	1.0000	Water Plant Operator II/TR	43,119
562	8	892	6115	F	A	1.0000	Water Plant Operator II-TR	40,517
562	8	892	6115	F	A	1.0000	Water Plant Operator I-TR	43,119
562	8	892	6115	F	A	1.0000	Water Plant Operator II-TR	40,743
TOTAL 6115 EMPLOYEES						17.0000		\$ 785,357

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 treatment plant operates 24 hours per day, seven days a week and must be staffed at those times.

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, Northwest, and all roads on these properties. In 2010 CWTP completed construction of two new buildings – the membrane filtration building and the strainer building. In 2014 we will bring a new East Pumping station online.

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. 2010 saw the completion of the new membrane filtration plan. This added considerably more equipment to maintain including electrical systems, blowers, air compressors, valves, chemical pumps and SCADA systems. There are 186 Bray valves alone. The valve consists of a valve, an operator, an indicator, a positioner, a solenoid and control parts. These valves operate continuously with some opening and closing every

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 2014 is \$450,000:

Chemical Estimated Consumption - 2014 - CWTP				
Chemical	Unit Cost	Unit of Measure	Estimated Annual Usage	Estimated Annual Expense
Cl ₂ - 15% Sodium Hypochlorite - Bulk > 4000 gal	\$ 0.82	gals	80,000	\$ 65,600.00
Cl ₂ - 15% Sodium Hypochlorite - < 4000 gal	\$ 1.23	gals	5,000	\$ 6,145.00
HTH	\$ 2.10	lbs.	2,400	\$ 5,040.00
Fluoride (23.8% acid)	\$ 0.29	lbs.	50,000	\$ 14,590.00
Soda, caustic, 25% - Bulk	\$ 0.93	gals	100,000	\$ 92,500.00
Sodium Bisulfite, 38% - Totes	\$ 1.87	gals	3,000	\$ 5,610.00
Sulfuric Acid, 93%	\$ 1.72	gals	45,000	\$ 77,521.50
DelPac 20/20 - polyaluminum chloride	\$ 0.13	lbs.	1,000,000	\$ 128,000.00
Citric acid	\$ 5.97	gals	3,000	\$ 17,910.00
Orthophosphate	\$ 0.75	lbs.	20,000	\$ 15,000.00
Activated Carbon	\$ 1.07	lbs.	1,200	\$ 1,284.00
Five per cent increase				\$ 21,460.03
Total - 2014				\$ 450,660.53

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.

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 2,500 gallons of heating oil and 8,000 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 2014.

562 8 892 8290

Capital Outlay

This line accounts for expenditures made for new and replacement equipment. Major expenses for 2014 include repair to Walnut St. Bridge. Upgrades also include instrumentation and security at our remote pumping stations.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
TRANSMISSION & DISTRIBUTION									
562 8 894 6115	SALARIED PERSONNEL	824,298	755,592	750,846	743,148	748,948	612,681	762,773	739,454
562 8 894 6120	SALARY TEMPORARY	15,954	13,773	25,891	24,000	21,000	9,853	24,000	24,000
562 8 894 6185	OVERTIME	36,255	32,648	30,729	35,000	35,000	15,746	33,210	35,000
562 8 894 7230	MAINTENANCE- EQUIPMENT	5,040	1,662	4,366	5,000	5,000	3,239	5,000	5,000
562 8 894 7250	MAINTENANCE- MAINS	93,755	129,227	105,941	128,000	128,000	71,852	128,000	130,000
562 8 894 7280	MAINTENANCE- SERVICE LINES	53,464	45,024	34,501	43,800	43,800	32,534	43,000	45,000
562 8 894 7290	MAINTENANCE- VEHICLES	46,722	37,272	57,718	40,000	40,000	26,287	40,000	40,000
562 8 894 7410	PROFESSIONAL SERVICES	3,281	2,698	2,162	4,000	4,000	3,749	4,000	4,000
562 8 894 7440	CONTRACT SERVICES	8,917	13,784	15,147	15,000	15,000	11,440	15,000	15,000
562 8 894 7470	TRENCH PAVING	169,105	190,942	175,016	170,000	170,000	141,999	170,000	170,000
562 8 894 7475	SIDEWALK REPLACEMENT	53,199	0	63,894	45,000	45,000	3,363	25,000	30,000
562 8 894 7606	OPERATING SUPPLIES	9,124	11,157	8,909	11,000	14,000	10,730	11,000	11,000
562 8 894 7654	GASOLINE	45,333	58,984	58,013	57,000	57,000	39,925	54,996	55,000
562 8 894 8200	MINOR EQUIPMENT	8,982	9,833	7,080	27,000	27,000	22,837	27,000	25,000
562 8 894 8240	HYDRANTS	35,947	34,125	22,694	40,000	36,000	32,583	40,000	40,000
562 8 894 8270	VEHICLES	0	0	54,547	0	0	0	0	0
562 8 894 8271	VEHICLE LEASE PURCHASE	60,222	55,933	75,894	51,448	51,448	51,447	51,447	41,000
562 8 894 8290	CAPITAL OUTLAY	420,000	68,914	320,312	500,000	490,000	126,425	490,000	500,000
TOTAL TRANSMISSION & DIST.		1,889,598	1,461,568	1,813,660	1,939,396	1,931,196	1,216,690	1,924,426	1,909,454

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	54,712
562	8	894	6115	F	M	1.0000	Labor Supervisor II	52,676
562	8	894	6115	F	M	1.0000	Labor Supervisor I	43,403
562	8	894	6115	F	M	1.0000	Labor Supervisor I	42,552
562	8	894	6115	F	M	1.0000	Labor Supervisor I	41,718
562	8	894	6115	F	M	1.0000	Engineering Tech Specialist	56,906
562	8	894	6115	F	A	1.0000	Mark-Out Serviceperson II	45,242
562	8	894	6115	F	A	1.0000	Equipment Operator II	43,109
562	8	894	6115	F	A	1.0000	Equipment Operator II	41,854
562	8	894	6115	F	A	1.0000	Equipment Operator I	40,682
562	8	894	6115	F	A	1.0000	Equipment Operator I	16,256
562	8	894	6115	F	A	1.0000	Equipment Operator I	38,346
562	8	894	6115	F	A	1.0000	Maintenance Worker	39,325
562	8	894	6115	F	A	1.0000	Maintenance Worker	37,068
562	8	894	6115	F	A	1.0000	Maintenance Worker	38,180
562	8	894	6115	F	A	1.0000	Maintenance Worker	37,068
562	8	894	6115	F	A	1.0000	Maintenance Worker	37,068
562	8	894	6115	F	A	1.0000	Laborer	33,289
TOTAL 6115 EMPLOYEES						18.0000		\$ 739,454

DEPARTMENT OF PUBLIC WORKS

BUREAU: WATER TRANSMISSION & DISTRIBUTION (T&D)

562 8 894 6115 Salaried Personnel

Covers salaries of the Bureau of Water – T & D employees.

562 8 894 6120 Salary Temporary

Summer help for labor assistance to augment regular work force that will be used primarily for the fire hydrant preventive maintenance and painting program.

562 8 894 6185 Overtime

The weather, the age of the system, and the increased size of the system were considered in estimating the overtime budget. This line also covers crews performing special flushing and maintenance duties, along with special assignments and assisting with City snow plowing.

562 8 894 7230 Maintenance of Equipment

This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, answering machine, pumps, paving saw, and pipe saws.

562 8 894 7250 Maintenance Mains

This line item covers the purchase of water pipe, valves, roadway valve boxes, repair clamps, and valve box risers for paving projects, automatic flushing devices, installation of PRVs, and other water line appurtenances/services.

562 8 894 7280 Maintenance of Service Lines

Cost of materials for the installation of new service lines and the replacement of old or broken service lines. Due to proposed street work it is estimated the number of services to be replaced in 2014 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- (20)	2600.00
2" dewatering pumps(2)	2400.00
Drill and tap machine (2)	6000.00
Asphalt recycling patcher	10833.33
Trench wacker (1)	2,500.00
Total	24,400.00

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 2014.

562 8 894 8271

Vehicle Lease Purchase

This line item establishes the annual lease payment for the Vehicle # 221, lease complete in 2016. Vehicle # 202, lease complete in 2016. Vehicle # 209, lease complete in 2018.

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: ,(Rt 23 New Holland Pk. Manheim twp. main relocation) (Rt. 501 Lititz Pk. Manheim twp. main replacement) (Rt. 3029 Frederick St. Millersville. main replacement) .

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
METER SHOP									
562 8 895 6115	SALARIED PERSONNEL	391,325	455,141	452,670	491,149	493,049	349,026	428,574	502,792
562 8 895 6120	SALARIES - TEMPORARY	3,802	0	4,601	9,245	9,245	8,963	9,245	9,500
562 8 895 6185	OVERTIME	1,209	605	324	1,000	1,000	166	1,000	1,000
562 8 895 7260	MAINTENANCE- METERS	17,551	31,245	24,920	32,022	22,622	17,731	32,022	35,000
562 8 895 7290	MAINTENANCE- VEHICLES	9,715	7,549	11,911	10,000	10,000	9,099	10,000	10,000
562 8 895 7654	GASOLINE	13,316	18,504	19,428	14,500	23,900	19,403	23,900	25,000
562 8 895 8235	METERS	67,649	111,080	114,935	486,127	486,127	132,326	147,279	450,000
562 8 895 8270	VEHICLES	0	64,512	19,410	0	0	0	0	0
562 8 895 8271	VEHICLE LEASE PURCHASE	0	0	0	5,465	5,465	5,452	5,465	5,465
TOTAL METER SHOP		504,567	688,636	648,199	1,049,508	1,051,408	542,166	657,485	1,038,757

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	48,142
562	8	895	6115	F	M	1.0000	Assistant Meter Supervisor	43,403
562	8	895	6115	F	A	1.0000	Backflow/Cross Connection	39,242
562	8	895	6115	F	A	0.6973	Utility Service Coordinator	25,170
562	8	895	6115	F	A	1.0000	Water Service Clerk	41,616
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	40,522
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	40,522
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	39,735
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	36,291
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	38,196
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	36,847
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	35,148
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	37,958

TOTAL 6115 EMPLOYEES

12.6973

\$

502,792

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.

562 8 895 7290 Maintenance – Vehicles

This account provides for maintenance parts and repair of vehicles used by Water Meter personnel and Customer Service. Budget is based on past vehicle reliability and maintenance history. Vehicles include 1-ton van (255), one Metro (247), one Ford Eclipse (238), one Ford Taurus (723), 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, and vehicle 723 assigned to Customer Service Turn off/on Technician. A price increase is anticipated for 2014.

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 increased 1.5% due to extension of current contract.)

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 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
GROUNDS MAINTENANCE									
562 8 896 6110	SALARY-BUREAU CHIEF	3,762	3,855	3,912	3,861	3,941	3,110	3,956	3,900
562 8 896 6115	SALARY-PERSONNEL	295,093	294,844	338,035	400,860	401,382	278,153	353,582	383,042
562 8 896 6120	SALARY-TEMPORARY	9,631	7,700	8,158	9,180	9,180	8,315	9,180	4,240
562 8 896 6185	OVERTIME	12,028	11,777	8,423	12,000	12,000	10,793	12,000	12,000
562 8 896 7180	RENTAL OF UNIFORMS	1,232	1,225	1,217	1,400	1,400	924	1,400	1,400
562 8 896 7210	MAINTENANCE- BUILDINGS	756	0	0	1,100	0	0	1,100	1,100
562 8 896 7230	MAINTENANCE- EQUIPMENT	1,702	1,827	1,638	1,850	1,850	850	1,850	1,850
562 8 896 7290	MAINTENANCE- VEHICLES	4,241	1,935	2,125	4,500	3,500	687	4,500	4,500
562 8 896 7606	OPERATING SUPPLIES	2,273	1,491	1,043	1,530	230	139	1,530	1,530
562 8 896 7654	GASOLINE	5,078	6,320	7,395	4,000	7,600	5,658	7,600	4,000
562 8 896 8200	MINOR EQUIPMENT	5,221	6,024	8,924	7,500	7,300	7,246	7,500	7,500
562 8 896 8271	VEHICLE LEASE PURCHASE	0	7,327	17,217	17,217	17,217	17,217	17,217	20,917
TOTAL GROUNDS MAINTENANCE		341,017	344,325	398,087	464,998	465,600	333,092	421,415	445,979

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	3,900
TOTAL 6110 EMPLOYEES						0.0500		\$ 3,900
562	8	896	6115	F	M	1.0000	Labor Supervisor I	42,135
562	8	896	6115	F	M	0.1000	Building Maintenance Supervisor	4,594
562	8	896	6115	F	A	1.0000	Bldg Maintenance Specialist	40,517
562	8	896	6115	F	A	1.0000	Laborer	33,289
562	8	896	6115	F	A	1.0000	Laborer	32,242
562	8	896	6115	F	A	1.0000	Laborer	32,242
562	8	896	6115	F	A	1.0000	Laborer	32,242
562	8	896	6115	F	A	1.0000	Laborer	32,242
562	8	896	6115	F	A	0.1000	Maintenance Technician	4,577
562	8	896	6115	F	A	0.4000	Parks Maintenance Worker	14,088
562	8	896	6115	F	A	1.0000	Utility Operator	38,482
562	8	896	6115	F	A	1.0000	Utility Operator	38,196
562	8	896	6115	F	A	1.0000	Utility Operator	38,196
TOTAL 6115 EMPLOYEES						10.6000		\$ 383,042
TOTAL EMPLOYEES						10.6500		\$ 386,941

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 nine 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 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.

562 8 896 8271 Vehicle – Lease Purchase

This code is for the fourth of five year lease purchase payments for truck #204 and the Third of five (5) payments on a 2012 3500 Series Dump truck needed for hauling mulch, dirt, trees, etc. Also the First of a 5 year lease for a John Deere Commercial Front Mower used for snow & ice control and mowing season.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
LABORATORY									
562 8 898 6115	SALARIED PERSONNEL	177,739	190,616	193,719	196,151	190,688	148,820	198,506	198,292
562 8 898 6120	TEMPORARY HELP	0	5,136	0	0	7,063	7,062	4,000	0
562 8 898 6185	OVERTIME	0	137	147	0	0	35	35	0
562 8 898 7230	MAINTENANCE- EQUIPMENT	58	0	195	400	400	0	400	400
562 8 898 7440	CONTRACT SERVICES	10,256	19,167	19,425	50,500	50,500	20,582	25,000	20,000
562 8 898 7615	LABORATORY-SUPPLIES	29,286	28,541	32,747	41,652	41,652	29,381	35,000	45,000
TOTAL LABORATORY		217,339	243,597	246,233	288,703	290,303	205,880	262,941	263,692
TOTAL WATER FUND EXPENSES		18,924,109	17,493,797	20,956,649	23,761,800	23,761,800	19,009,063	22,680,920	24,354,540

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	59,184
562	8	898	6115	F	M	1.0000	Water Quality Analyst	48,293
562	8	898	6115	F	M	1.0000	Laboratory Technician II	45,573
562	8	898	6115	F	A	1.0000	Laboratory Technician I	45,242
TOTAL 6115 EMPLOYEES						4.0000		\$ 198,292

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, 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 3. 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



2016 BUDGET

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SOLID WASTE & RECYCLING FUND

Retained Earnings 12/31/2012		\$ 496,804
Projected Revenues: 2013	4,000,851	
Projected Expenditures: 2013	<u>(3,861,244)</u>	
Projected Current Operating Surplus/(Deficit) 2013 (Addition to Retained Earnings)		<u>139,607</u>
Projected Retained Earnings 12/31/2013		636,411
Proposed Revenues: 2014	4,014,078	
Proposed Expenditures: 2014	<u>(4,014,078)</u>	
Proposed Current Operating Surplus/(Deficit) 2014		<u>-</u>
Projected Retained Earnings 12/31/2014		<u><u>\$ 636,411</u></u>

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

LEDGER CODE	REVENUE TITLE	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	RECEIVED YTD 10/31/13	PROJECTED REVENUE 2013	PROPOSED BUDGET 2014
FEES FOR SERVICES									
563 4172	COLLECTION FEES	3,163,396	3,365,177	3,608,461	3,690,617	3,690,617	3,683,818	3,650,000	3,651,580
TOTAL FEES FOR SERVICES		3,163,396	3,365,177	3,608,461	3,690,617	3,690,617	3,683,818	3,650,000	3,651,580
MISCELLANEOUS REVENUE									
563 4005	TRASH FEE PENALTY	56,873	53,861	60,083	60,000	60,000	48,336	60,000	60,000
563 4026	TRASH FINES & PENALTIES	21,797	32,427	19,395	25,000	25,000	7,735	10,000	15,000
563 4063	INTEREST INCOME	0	283	129	500	500	24	250	300
563 4073	RECYCLING GRANT	137,668	146,960	88,934	90,000	90,000	93,362	93,362	90,000
563 4080	MISCELLANEOUS REVENUE	0	5	0	0	0	5,449	7,000	8,000
563 4173	LCSWMA REBATE	165,077	174,230	179,743	183,835	183,835	87,217	170,000	180,000
TOTAL MISC. REVENUE		381,415	407,766	348,284	359,335	359,335	242,123	340,612	353,300
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	7,685	7,796	8,164	10,239	10,239	10,239	10,239	9,198
563 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
TOTAL OTHER INCOME		7,685	7,796	8,164	10,239	10,239	10,239	10,239	9,198
TOTAL REVENUE		3,552,496	3,780,739	3,964,909	4,060,191	4,060,191	3,936,180	4,000,851	4,014,078

STORMWATER MANAGEMENT FUND REVENUE

CATEGORY: FEES FOR SERVICE

560 4081 01 Stormwater Management Fees

Revenue is derived from stormwater management fees charged to retail customers. The revenue for 2014 is based on an estimated effective date for stormwater management fees of April 1, 2014, pending City Council approval.

STOWMWATER MANAGEMENT FUND REVENUE

CATEGORY: MISCELLANEOUS REVENUE

560 4009 Lien Interest & Costs

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

560 4063 Interest Income

Revenue is derived from the interest earned on idle funds.

560 4080 Miscellaneous Income

Revenue is derived from income received from miscellaneous items.

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

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
BUREAU OF SOLID WASTE AND RECYCLING									
563 8 870 6110	SALARY BUREAU CHIEF	66,872	68,722	69,935	68,603	70,203	55,427	70,694	69,289
563 8 870 6115	SALARIED PERSONNEL	171,117	185,823	214,250	264,834	257,634	188,854	213,132	312,518
563 8 870 6120	SALARY TEMPORARY	1,156	1,042	0	12,500	6,185	0	0	0
563 8 870 6185	OVERTIME	16	0	37	5,400	5,400	995	2,000	5,400
563 8 870 6202	MEDICAL INSURANCE	61,706	67,087	85,328	87,035	87,035	72,529	87,035	91,387
563 8 870 6203	DENTAL/VISION	2,672	2,436	2,797	3,450	3,026	2,781	2,950	3,100
563 8 870 6208	SOCIAL SECURITY	18,207	19,473	21,743	27,925	27,925	18,764	22,904	30,208
563 8 870 6209	LIFE INSURANCE	522	549	612	618	618	546	570	600
563 8 870 6230	PENSION CONTRIBUTION	10,121	8,611	10,929	13,490	13,490	12,660	13,490	12,746
563 8 870 6250	WORKERS COMPENSATION	13,756	(6,346)	1,683	5,000	2,000	1,757	3,000	5,000
563 8 870 7141	PC LEASE	1,504	1,504	1,504	1,504	2,843	2,843	2,843	2,843
563 8 870 7160	RENTAL OF PARKING LOT	2,707	2,999	3,498	3,700	3,700	2,329	3,122	3,500
563 8 870 7180	RENTAL OF UNIFORMS	168	217	149	600	600	67	150	800
563 8 870 7230	MAINTENANCE - EQUIPMENT	2,962	4,427	43,149	40,000	40,000	3,667	15,000	30,000
563 8 870 7290	MAINTENANCE OF VEHICLES	212	107	1,934	2,800	2,800	1,023	1,500	3,000
563 8 870 7310	ADVERTISING	1,996	5,864	4,704	9,000	9,000	1,130	6,000	9,000
563 8 870 7320	DUES & SUBSCRIPTIONS	846	1,059	1,185	1,400	1,400	1,296	1,300	1,500
563 8 870 7340	POSTAGE	23,155	20,862	28,447	33,500	33,500	21,997	30,000	34,000
563 8 870 7350	PRINTING	3,675	3,931	3,640	10,800	10,800	4,384	7,000	7,000
563 8 870 7360	TELEPHONE	5,002	4,694	4,746	6,000	6,000	4,257	7,000	8,000
563 8 870 7370	TRAVEL	477	1,526	1,735	3,000	3,000	2,045	2,045	5,000
563 8 870 7410	PROFESSIONAL SERVICES	2,500	17,033	9,886	10,000	20,500	15,777	15,777	10,000
563 8 870 7431	CREDIT CARD FEES	3,623	3,735	3,564	4,800	4,800	4,465	6,732	6,800
563 8 870 7445	TRAINING - SCHOOL	831	1,207	2,956	3,300	3,300	2,231	2,500	4,300
563 8 870 7451	HAULING FEES	1,635,973	1,685,485	1,791,328	1,867,707	1,867,707	1,358,660	1,775,000	1,695,000
563 8 870 7452	TIPPING FEES	1,230,392	1,300,371	1,341,757	1,395,000	1,395,000	1,003,525	1,395,000	1,458,169
563 8 870 7520	ELECTRIC POWER	0	0	34	5,000	5,000	871	2,400	2,400
563 8 870 7603	OFFICE SUPPLIES	2,876	2,961	3,467	3,500	3,500	2,700	3,500	4,000
563 8 870 7606	OPERATING SUPPLIES	16,412	31,115	17,334	15,000	15,000	10,928	20,000	25,000
563 8 870 7654	GASOLINE	1,668	3,163	8,018	6,700	8,300	6,414	6,700	7,000

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

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2010	ACTUAL 2011	ACTUAL 2012	ORIGINAL BUDGET 2013	CURRENT BUDGET 2013	EXPENDED YTD 10/31/13	PROJECTED EXPENSE 2013	PROPOSED BUDGET 2014
563 8 870 7660	HEATING FUEL	0	0	0	5,000	5,000	1,940	2,500	5,000
563 8 870 7720	INSURANCE PACKAGE	2,298	2,535	3,466	3,625	5,525	4,968	5,000	5,263
563 8 870 8200	MINOR EQUIPMENT	4,706	6,861	13,275	15,000	15,000	9,841	10,000	15,000
563 8 870 8270	VEHICLES	0	0	24,246	25,000	25,000	24,322	25,000	31,000
563 8 870 9110	ADMINISTRATIVE- INDIRECT COST	90,542	97,594	89,826	99,400	99,400	82,833	99,400	110,255

TOTAL SOLID WASTE & RECYCLING FUND EXPENSES	3,380,670	3,546,647	3,811,162	4,060,191	4,060,191	2,928,826	3,861,244	4,014,078
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**CITY OF LANCASTER
STAFFING SCHEDULE
2014 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	69,289
TOTAL 6110 EMPLOYEES						1.0000		\$ 69,289
563	8	870	6115	F	M	0.1717	Bureau Chief Proc. & Collections	11,012
563	8	870	6115	F	M	0.1717	Customer Service Supervisor	7,946
563	8	870	6115	F	M	0.1717	Admin Support Supervisor	7,236
563	8	870	6115	F	M	0.0500	Communications Specialist	1,651
563	8	870	6115	F	A	0.1717	Admin Support Clerk	5,690
563	8	870	6115	F	A	1.0000	Customer Service Coordinator	44,044
563	8	870	6115	F	A	1.0000	Recyclable Materials Coordinator	42,795
563	8	870	6115	F	A	1.0000	SWEEP Officer	40,517
563	8	870	6115	F	A	1.0000	SWEEP Officer	39,242
563	8	870	6115	F	A	1.0000	Operator I	34,595
563	8	870	6115	F	A	0.1717	Property Maintenance Coordinator	7,561
563	8	870	6115	F	A	0.1717	Cashier/Service Clerk	5,797
563	8	870	6115	F	A	0.1717	Customer Care Coordinator	7,343
563	8	870	6115	F	A	0.1717	Customer Care Coordinator	6,561
563	8	870	6115	F	A	0.1717	Customer Care Coordinator	6,561
563	8	870	6115	F	A	0.1717	Cashier/Service Clerk	6,560
563	8	870	6115	F	A	0.1717	Billing Coordinator	6,401
563	8	870	6115	F	A	0.1717	Revenue Clerk	6,368
563	8	870	6115	F	A	0.1717	Customer Care Coordinator	7,130
563	8	870	6115	F	A	0.1717	Mail & Print Operator	5,379
							Available for Merit	1,910
						Subtotal Full-Time	7.4542	

**CITY OF LANCASTER
STAFFING SCHEDULE
2014 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
563	8	870	6115	P	A	0.1717	Data Entry Operator I	2,225
563	8	870	6115	P	A	1.0000	Recycling Program Aide	7,995
						0.1717	Subtotal Part-Time	
TOTAL 6115 EMPLOYEES						8.6260		\$ 312,518
TOTAL EMPLOYEES						9.6260		\$ 381,807

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, the Recyclable Materials Coordinator, Equipment Operator and a part-time Recycling Program Aide 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 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 and annual license fee for Office 365 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.

563 8 870 7290

Maintenance – Vehicles

Maintenance parts and repairs to motor vehicles used by Program Staff, including the rear load compactor truck.

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 Penn Waste, Inc. 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 Penn Waste, Inc. 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, operate the recycling drop-off center and fund petty cash expenditures. Includes costs to purchase recycling containers and yard waste bags, along with 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. Additionally, a ½ ton pickup truck is needed at the Recycling Center for picking up supplies, collecting recyclables at city facilities, delivering materials to market and/or collecting illegally dumped waste and 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.