

# CITY of LANCASTER

Pennsylvania

## Proposed 2015 Budget



General Fund  
Lancaster Office of Promotion Fund  
Stormwater Management Fund  
Sewer Fund  
Water Fund  
Solid Waste & Recycling Fund

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J. Richard Gray  
Mayor

## 2015 BUDGET ADDRESS

J. Richard Gray, Mayor – City of Lancaster  
November 25, 2014

In accordance with the Third Class City Code, it is my duty to propose for your consideration and review General Fund and Enterprise Fund Budgets for Fiscal Year 2015. Our goal as elected officials and as a community is to maintain the vibrancy of Lancaster and to sustain financial stability. The proposed 2015 Budget reflects our on-going commitment to provide high quality services to our residents while preserving our City's long-term financial viability. I present a budget for 2015 that maintains police and fire personnel at levels that continue to provide a safe environment in Lancaster. Because of a number of factors, we can only do this with an increase in the one source of revenue the General Assembly has given us the legal authority to adjust, property taxes. Therefore, I am proposing a tax increase in the 2015 Budget of .98 mills. This is a 7.5% increase and will amount to an increase of \$74 for the average city homeowner

For 2015, my proposed General Fund Budget includes total expenditures of \$52,668,000, reflecting an increase of 4.5% from the 2014 budget. Pension and public safety costs continue to drive increases in our General Fund Budget expenses. In 2015, the City's total pension costs will increase by nearly \$1 million dollars, with more than \$850,000 of that increase in the General Fund alone. In fact, pension contributions will consume 12 percent of next year's General Fund budget revenues.

Overall, costs for the Police and Fire Bureaus account for 65% of General Fund expenses in our proposed 2015 Budget. Property taxes continue to be our major source of revenue and represent 50% of the City's income. Consequently, property taxes do not generate enough revenue even to cover the cost of police and fire services.

As I have said in prior budget messages, Federal, State, and County policies continue to undermine the City's financial stability and threaten our ability to provide vital services. On the Federal level, we anticipate that cuts to the Community Development Block Grant Program will continue into next year's Federal appropriation. These CDBG funding cuts threaten to negatively impact our neighborhood revitalization efforts, including lead paint abatement, critical home repair programs, housing inspections, police overtime, and street paving.

At the State level, we, along with our sister cities, have asked the Commonwealth for relief and reforms. We have asked for relief from our over reliance on property taxes as a method of funding local governments. The time has long past when the mere ownership of property equates with an ability to pay an ever increasing share of the costs to provide necessary government services. And yet the General Assembly's failure to enact tax reform has forced property owners to bear most of the burden of funding police, fire, public works, schools and county government. Though we and many others have asked those in the state government to work with us to reform this system, the General Assembly appears to be unable to compromise to allow reasonable alternatives to property taxes

In addition, the exemption of between one-quarter and one-third of our property base from any tax results in those who must pay shouldering an ever greater burden. Further complicating this problem, the delay by the County in reassessment has led to regular reductions in the valuations of larger commercial properties; as a result, two thirds of the growth in our tax base since 2006 has been lost. At current tax rates, these downward reassessments have resulted in a loss of more than \$500,000 in annual revenue to the City.

As we all know, lack of tax reform isn't the only problem we face. As I noted earlier, our state mandated pension obligations will increase by nearly \$1,000,000 in 2015. In the last decade, our pension obligations have more tripled – increasing from \$1.9 million in 2006 to nearly \$6.4 million in 2015. If our pension obligations were the same in 2015 as they were when I first took office in 2006, I would be presenting you with a budget that cut property taxes by nearly 20%. Instead, these rising pension costs are the driving force behind the tax increase I am proposing.



Here too we have asked the General Assembly for some meaningful reforms. As in other reform efforts at the state level, pension discussions have been mired in partisan disputes. Though proposals have been made which would begin to address the long term funding of local pensions, I am sorry to say that my party has been less than helpful in addressing these problems or in putting forth suggestions for solutions.

These failures to act leave cities such as Lancaster with very difficult choices. Most of our spending is on personnel. Most of our personnel expenditures are for public safety. If we want to cut personnel costs we must cut public safety personnel. In view of the fact that our current staffing of the Bureaus of Police and Fire provide a level of services to assure public safety, under current circumstances I am unwilling to reduce that personnel.

Our relationship with our bargaining units, representing our municipal workforce, has shown that they too appreciate the fiscal precipice on which the City rests. Negotiations with AFSCME and police bargaining units have resulted in mutually beneficial contracts which are fair to our employees and to the public. Similarly, negotiations with the firefighters union are moving towards a fair resolution. To all of these public servants, we owe a debt of gratitude and we must continue to recognize not only the substantial costs of the provision of these services, but also the substantial good provided to our community by the Police, Fire, AFSCME and management employees who provide those services.

Lancaster has been an exception to the current problems plaguing Pennsylvania cities. York is in a crisis where it has proposed that 47 police officers, close to half of its police force,

be laid off. Lebanon is facing a twenty-eight percent tax increase. Scranton's 2015 budget includes a nineteen percent tax increase. Harrisburg has teetered on the edge of bankruptcy, and Reading's severe fiscal problems caused it to declare Act 47 distressed status in 2010.

The fact that Lancaster is currently fiscally sound is not by accident. In fact, the City's fiscal condition today is the result of our decision nearly a decade ago to be honest with taxpayers and to increase taxes incrementally as needed. Imagine where we would be today had we instead chosen to spend all of our reserve funds – our savings -- and sell all of our assets to avoid raising taxes. The result of the difficult decisions we've made in partnership with City Council are clear. We have the highest bond rating of any city in Pennsylvania. We have a reserve which we continue to maintain for use in budgeting. And we have preserved vital services for our residents, businesses and visitors.

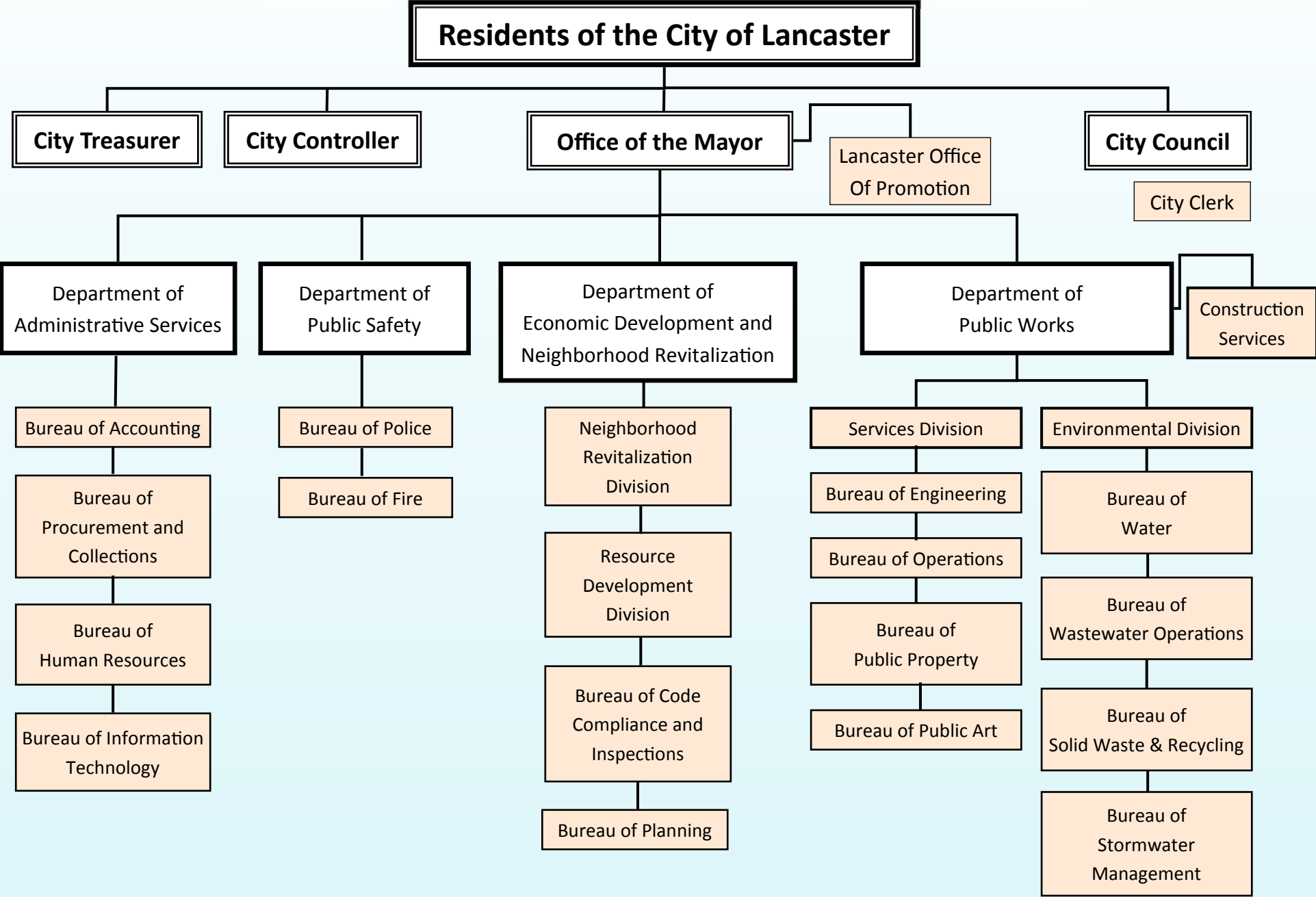
That said, if there are no reforms from Harrisburg our ultimate fate can be foretold by looking at the condition of other Central Pennsylvania cities. We may be an exception to the rule right now, but unless the state government begins to take non-partisan action, based on an objective view of the facts we face, Lancaster will no longer be that exception.

It has become increasingly apparent that the future of our nation resides in small cities like Lancaster. Yet in Pennsylvania, cities are struggling to survive. In Lancaster, this isn't happening because of failed local leadership or complacent residents. My administration, in partnership with local business leaders, has laid out a policy reform agenda. And our residents have spoken clearly to us - and to state lawmakers in Harrisburg - about the need to strike a balance between providing necessary services and overly burdensome taxes. In short, Lancaster has done its part. Now the state government needs to do its part too.

The policy agenda laid out in our Municipal Finance Task Force Report, "Prosper or Perish," must be given full consideration and be subject to fair debate. Harrisburg lawmakers must put aside regional differences, partisan squabbles, and the narrow demands of special interests to ensure that Pennsylvania cities are ready and able to participate in that bright future for small cities. We stand willing to work together for those goals for the good of both Lancaster and Pennsylvania.

J. Richard Gray  
Mayor  
City of Lancaster, PA

# 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.

## **CITY OF LANCASTER OFFICE OF PROMOTION (LOOP)**

The City of Lancaster Office of Promotion (formerly Mayor's Office of Special Events – MOOSE) continues the commitment established by MOOSE to enhance the quality of life, build community pride, and increase civic participation in the City of Lancaster through the development and promotion of cultural celebrations, 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.

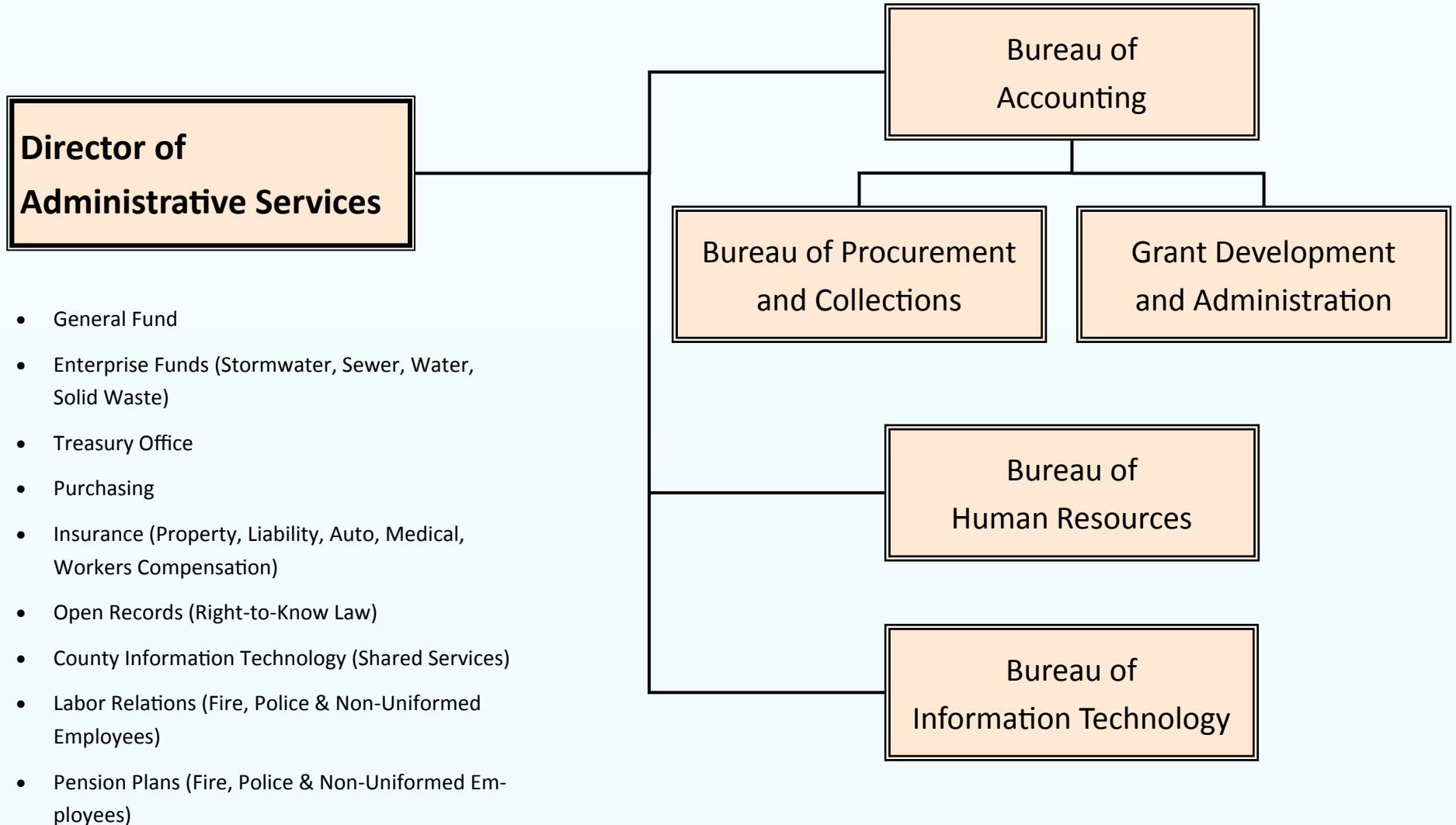
In 2014, the role of LOOP further expanded to include promotion of the arts and culture that is alive and well in the City. The City of Lancaster Office of Promotion exists to be the voice of the City and provide superior services to the residents, businesses, and visitors of Lancaster City. This new role will be enhanced in mid-2015 with the opening of a City Visitors Center in the Old City Hall building on Penn Square.

LOOP also 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 City of Lancaster Office of Promotion is incorporated as a 501(c)3 organization. As such, LOOP 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.

###

# 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**

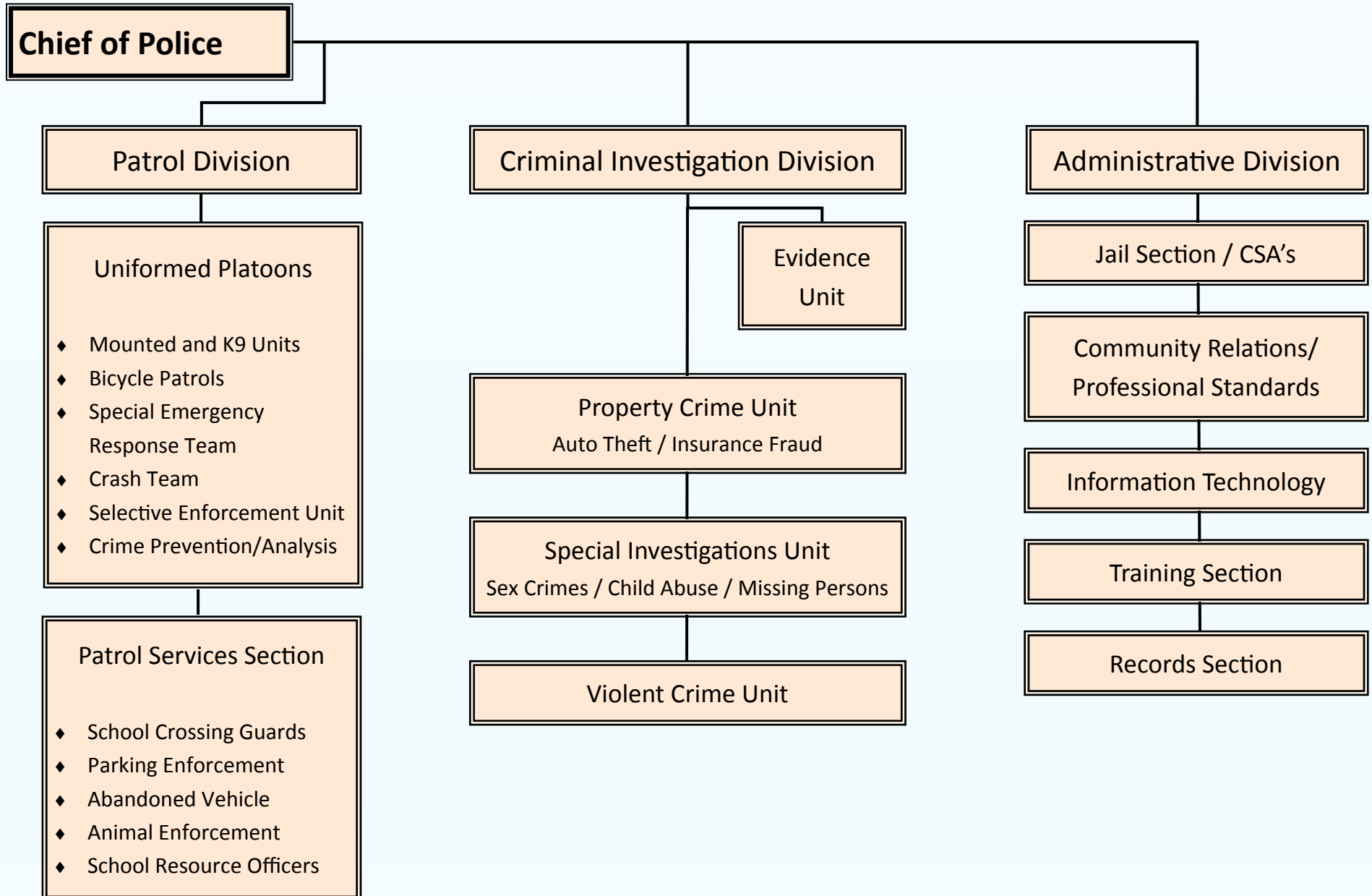
Information Technology Services provides technology support to all City operations; develops and maintains custom software programs; and supports and administers New World Systems Municipal software. In late 2009, Bureau of Information Technology staff began working in partnership with Lancaster County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

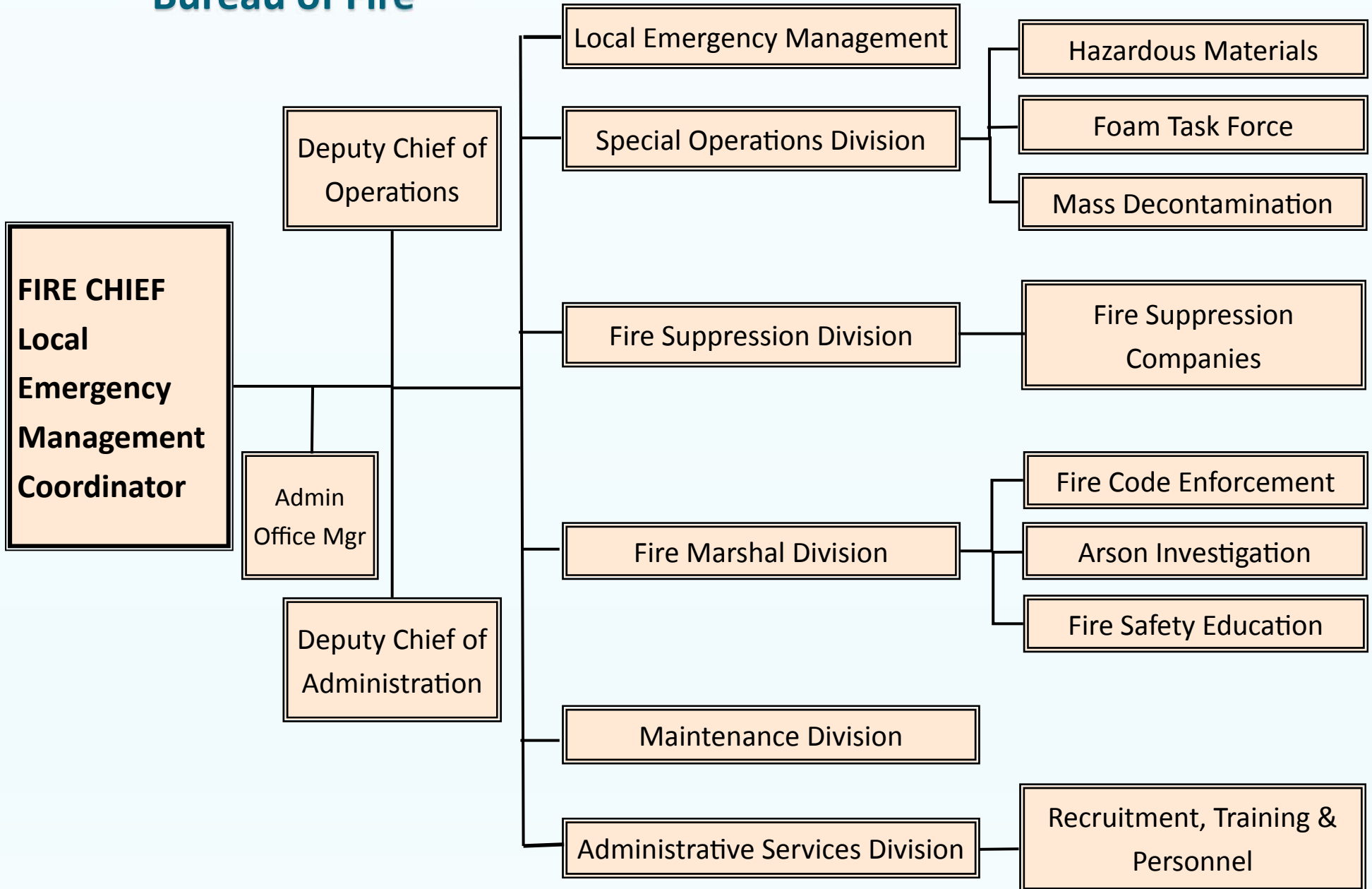
- **Records Section:** The Administrative Services Division provides support services for the other functions of the Police Bureau. The Records Section maintains the largest repository of Criminal History Information in Lancaster County. In addition to maintaining criminal history information, the Records 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).

###

# Department of Public Safety

## Bureau of Fire



## **BUREAU OF FIRE**

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



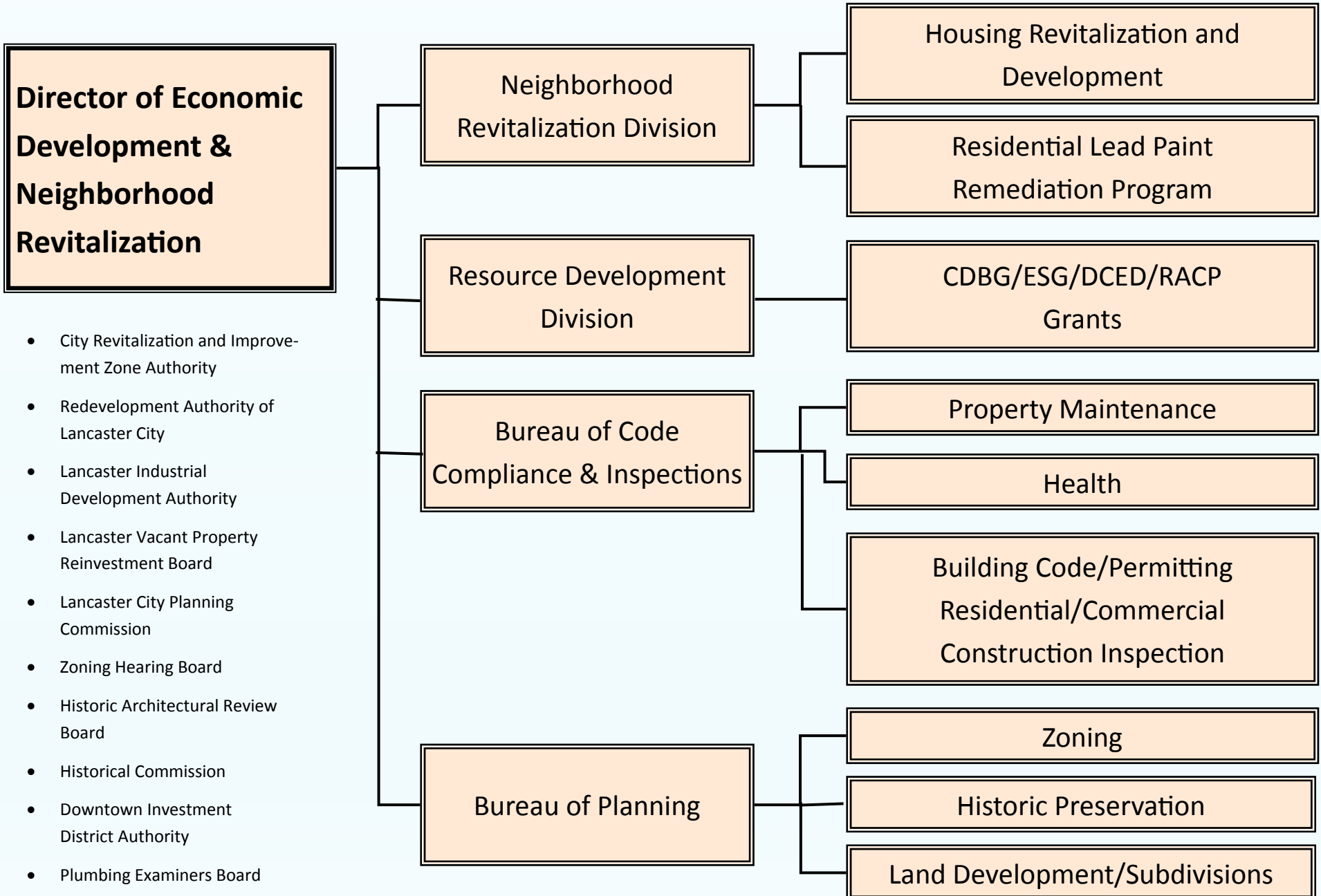
- **Hazardous Materials** – The Bureau has firefighters certified as Haz-Mat Technicians, allowing them to enter the hot zone of a chemical emergency. The entire bureau is certified at the Haz-Mat operations level enabling them to assist at the emergency scene.
- **Terrorism Task Force** - The Lancaster 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.

###

# 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.

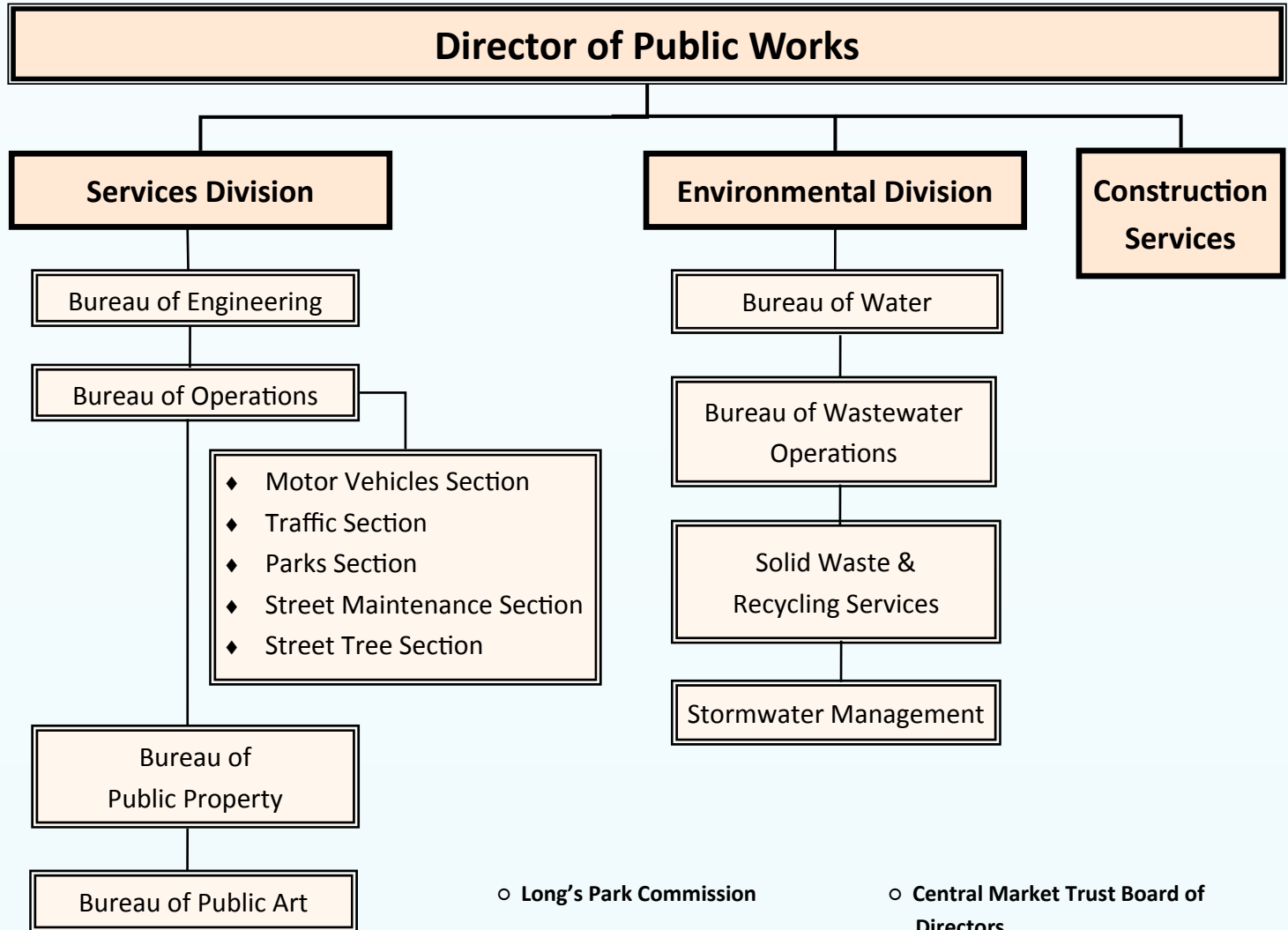
The Bureau of Planning also administers Lancaster's City's Certified Local Government Program -- the Federal grant program that provides financial and technical assistance to implement Lancaster's Historic District and Heritage Conservation District Ordinances. This grant program also supports the work 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.

###

# Department of Public Works



**SOLID WASTE & RECYCLING FUND**

**WATER FUND**

**SEWER FUND**

**STORMWATER MANAGEMENT FUND**

- 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

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**

# 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) 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.

###

CITY OF LANCASTER  
**GENERAL FUND**



2015 BUDGET

**CITY OF LANCASTER**  
**GENERAL FUND REVENUE SUMMARY**  
**2014 BUDGET vs. 2015 BUDGET**

<b><u>DESCRIPTION</u></b>	<b><u>2014 BUDGET</u></b> (as amended)	<b><u>2015 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE</u></b> <b><u>(DECREASE)</u></b>	<b><u>% INCREASE</u></b> <b><u>(DECREASE)</u></b>
Taxes	\$33,682,937	\$35,882,938	\$2,200,001	7%
Regulatory Licenses	\$565,000	\$593,000	\$28,000	5%
EDNR Licenses/Permits	\$1,235,000	\$1,217,000	(\$18,000)	-1%
Public Safety Fees	\$3,724,500	\$3,528,500	(\$196,000)	-5%
Public Works Fees	\$4,691,410	\$5,258,910	\$567,500	12%
Miscellaneous Revenue	\$379,550	\$384,650	\$5,100	1%
Other Income	\$4,432,258	\$4,261,149	(\$171,109)	-4%
Use of Fund Balance Reserves	\$1,689,975	\$1,541,912	(\$148,063)	-9%

<b>TOTAL GENERAL FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$50,400,630</b>	<b>\$52,668,059</b>	<b>\$2,267,429</b>	<b>4%</b>
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**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2014 BUDGET VS. 2015 BUDGET**

<b><u>DEPARTMENT</u></b> <b><u>BUREAU</u></b>	<b><u>2014 BUDGET</u></b> (as amended)	<b><u>2015 BUDGET</u></b> (proposed)	<b><u>\$ INCREASE/ (DECREASE)</u></b>	<b><u>% INCREASE/ (DECREASE)</u></b>
<b>EXECUTIVE</b>	<b>\$582,411</b>	<b>\$590,232</b>	<b>\$7,821</b>	<b>1%</b>
Office of the Mayor	\$208,236	\$215,232	\$6,996	3%
City Solicitor	\$374,175	\$375,000	\$825	0%
<b>LEGISLATIVE</b>	<b>\$128,203</b>	<b>\$131,178</b>	<b>\$2,975</b>	<b>2%</b>
City Council	\$57,809	\$62,000	\$4,191	7%
City Clerk	\$70,394	\$69,178	(\$1,216)	-2%
<b>CITY CONTROLLER/ CITY TREASURER</b>	<b>\$17,000</b>	<b>\$17,000</b>	<b>\$0</b>	<b>0%</b>
<b>ADMIN. SERVICES</b>	<b>\$8,750,494</b>	<b>\$9,478,704</b>	<b>\$728,210</b>	<b>8%</b>
Director	\$316,905	\$329,068	\$12,163	4%
Accounting	\$408,122	\$416,270	\$8,148	2%
Procurement & Collections	\$142,871	\$130,606	(\$12,265)	-9%
Human Resources	\$292,861	\$333,700	\$40,839	14%
Information Technology	\$424,653	\$437,746	\$13,093	3%
Community Involvement	\$516,051	\$548,156	\$32,105	6%
Insurance	\$738,085	\$786,500	\$48,415	7%
Fringe Benefits	\$2,653,086	\$2,787,457	\$134,371	5%
Debt Service	\$3,257,860	\$3,709,201	\$451,341	14%
<b>PUBLIC SAFETY</b>	<b>\$33,245,695</b>	<b>\$34,289,231</b>	<b>\$1,043,536</b>	<b>3%</b>
Police	\$22,544,600	\$22,803,113	\$258,513	1%
Fire	\$10,701,095	\$11,486,118	\$785,023	7%

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE SUMMARY  
2014 BUDGET VS. 2015 BUDGET**

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2014 BUDGET</u> (as amended)	<u>2015 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
<b>ECONOMIC DEVELOPMENT &amp; NEIGHBORHOOD REVITALIZATION</b>	<b>\$2,409,576</b>	<b>\$2,733,566</b>	<b>\$323,990</b>	<b>13%</b>
Director	\$1,067,188	\$1,306,883	\$239,695	22%
Planning	\$258,085	\$265,377	\$7,292	3%
Code Compliance & Inspections	\$963,845	\$1,036,932	\$73,087	8%
Neighborhood Revitalization	\$120,458	\$124,374	\$3,916	3%
<b>PUBLIC WORKS</b>	<b>\$5,267,251</b>	<b>\$5,428,148</b>	<b>\$160,897</b>	<b>3%</b>
Director	\$948,621	\$1,045,594	\$96,973	10%
Engineering	\$409,652	\$422,909	\$13,257	3%
Streets	\$684,125	\$666,295	(\$17,830)	-3%
Traffic Section	\$965,401	\$973,659	\$8,258	1%
Motor Vehicles Section	\$206,793	\$213,311	\$6,518	3%
Parks & Public Property	\$2,052,659	\$2,106,380	\$53,721	3%
<b>TOTAL GENERAL FUND EXPENDITURES</b>	<b>\$50,400,630</b>	<b>\$52,668,059</b>	<b>\$2,267,429</b>	<b>4%</b>

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

Fund Balance 12/31/2013		\$ 11,033,851
Projected Revenues: 2014	48,507,661	
Projected Expenditures: 2014	<u>(49,313,187)</u>	
Projected Current Operating Surplus/(Deficit) 2014 (Reduction to Fund Balance)		<u>(805,526)</u>
Projected Fund Balance 12/31/2014		10,228,325
Proposed Revenues: 2015	51,126,147	
Proposed Expenditures: 2015	<u>(52,668,059)</u>	
Proposed Current Operating Surplus/(Deficit) 2015 (Reduction to Fund Balance)		<u>(1,541,912)</u>
Use of Fund Balance Reserves		
Projected Fund Balance 12/31/2015		<u>\$ 8,686,413</u>



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

<u>Department</u> <u>Bureau</u>	<u>Full-Time</u> <u>Employees</u>	<u>Part-Time</u> <u>Employees</u>
<b>Executive</b>	<b>3</b>	<b>0</b>
Mayor's Office	3	
<b>Legislative</b>	<b>1</b>	<b>7</b>
City Council		7
City Clerk	1	
<b>Administrative Services</b>	<b>16</b>	<b>0</b>
Director	3	
Accounting	6	
Procurement & Collection	2	
Information Services	1	
Human Resources	4	
<b>Controller/Treasurer</b>		<b>2</b>
<b>Public Safety</b>	<b>272</b>	<b>34</b>
Police	195	34
Fire	77	
<b>Econ Dev &amp; Neigh Revit</b>	<b>32</b>	
Director	5	
Planning	4	
Code Compliance & Inspections	20	
Neighborhood Revitalization	3	
<b>Public Works</b>	<b>50</b>	<b>1</b>
Director	3	
Engineering	5	
Streets	12	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	22	1
<b>Total General Fund Employees</b>	<b>374</b>	<b>44</b>

CITY OF LANCASTER  
**GENERAL FUND**  
REVENUES



2015 BUDGET

**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>RECEIVED YTD 10/31/14</b>	<b>PROJECTED REVENUE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>TAXES</b>									
101 4000	CITY REAL ESTATE TAX	21,739,159	21,855,788	23,937,732	23,825,000	23,825,000	23,584,344	23,925,000	25,720,000
101 4001	OCCUP & PER CAPITA TAX	2,165	1,316	440	0	0	15	15	0
101 4002	REAL ESTATE TRANSFER	496,620	469,748	531,810	510,000	510,000	362,408	490,000	510,000
101 4003	EARNED INCOME TAX	4,470,791	5,808,710	5,068,230	4,900,000	4,900,000	2,946,786	5,250,000	5,250,000
101 4004	LOCAL SERVICES TAX	1,736,356	2,011,983	1,612,613	1,650,000	1,650,000	934,940	1,675,000	1,700,000
101 4005	PENALTY CURRENT TAX	84,849	93,529	98,440	90,000	90,000	53,801	87,000	90,000
101 4007	DELIQ OCC&PER CAPITA	0	0	1,525	0	0	0	0	0
101 4008	DISCOUNTS EARNED	754	1,165	1,225	1,500	1,500	1,042	1,500	1,500
101 4009	LIEN INTEREST & COSTS	5,134	11,775	7,876	8,000	8,000	2,742	3,000	7,000
101 4010	PAYMENT IN LIEU OF TAXES	1,785,674	1,691,302	1,742,108	1,710,000	1,710,000	1,268,117	1,740,000	1,740,000
101 4011	UTILITY TAX REFUND	39,603	39,043	38,437	38,437	38,437	39,438	39,438	39,438
101 4012	REAL ESTATE TAX LIEN PROCEEDS	892,286	955,294	938,091	950,000	950,000	806,907	806,907	825,000
<b>TOTAL TAXES</b>		<b>31,253,391</b>	<b>32,939,653</b>	<b>33,978,527</b>	<b>33,682,937</b>	<b>33,682,937</b>	<b>30,000,540</b>	<b>34,017,860</b>	<b>35,882,938</b>

# GENERAL FUND REVENUE

**CATEGORY: TAXES**

**101 4000 City Real Estate Tax**

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

**101 4001 Per Capita Tax**

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

The Local Services Tax is a \$52 tax collected from each individual employed within the City, less a collection fee retained by the Lancaster County Tax Collection Bureau. \$5 of each \$52 account collected is allocated to the appropriate school district (SDoL, CV or LS).

**101 4005 Penalty Current Tax**

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



**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>RECEIVED YTD 10/31/14</b>	<b>PROJECTED REVENUE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>REGULATORY LICENSES/ PERMITS</b>									
101 4013	MECH AMUSEMENT LICENSE	9,500	150	50	0	0	0	0	0
101 4014	CABLE FRANCHISE FEE	508,487	514,332	534,045	530,000	530,000	280,107	556,000	560,000
101 4015	BEVERAGE LICENSES	34,300	33,900	35,900	35,000	35,000	30,300	30,300	33,000
<b>TOTAL REGULATORY LICENSES</b>		<b>552,287</b>	<b>548,382</b>	<b>569,995</b>	<b>565,000</b>	<b>565,000</b>	<b>310,407</b>	<b>586,300</b>	<b>593,000</b>

# 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**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>RECEIVED YTD 10/31/14</b>	<b>PROJECTED REVENUE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>EDNR LICENSES/PERMITS</b>									
101 4017	BUILDING PERMITS	402,089	370,412	259,990	400,000	400,000	220,308	304,000	375,000
101 4019	PLUMBING LICENSES	42,749	37,510	45,678	28,000	28,000	15,298	30,000	30,000
101 4022	HOUSING LICENSES	651,000	675,640	699,095	690,000	690,000	613,895	685,000	690,000
101 4024	ZONING PERMITS	32,248	27,595	28,890	27,000	27,000	26,755	27,000	27,000
101 4025	HEALTH LICENSES & PERMITS	115,221	108,267	101,821	90,000	90,000	46,875	95,000	95,000
<b>TOTAL DECD LICENSES</b>		<b>1,243,307</b>	<b>1,219,424</b>	<b>1,135,474</b>	<b>1,235,000</b>	<b>1,235,000</b>	<b>923,131</b>	<b>1,141,000</b>	<b>1,217,000</b>



# GENERAL FUND REVENUE

**CATEGORY: EDNR LICENSES/PERMITS**

**101 4017 Building Permits**

Revenue is derived from building permit fees based on the cost of each building project within the City boundaries. 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 rental housing licenses for multi-unit, and 1 and 2 unit dwellings.

**101 4024 Zoning Permits**

Revenue is derived from the fee collected for zoning permits.

**101 4025 Health Licenses and Permits**

Revenue is derived from the license fee for food inspection.

**CITY OF LANCASTER  
GENERAL FUND REVENUE HISTORY**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>RECEIVED YTD 10/31/14</b>	<b>PROJECTED REVENUE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>PUBLIC SAFETY FEES</b>									
101 4026	DISTRICT JUDGE FINES	1,019,356	983,483	838,628	980,000	980,000	584,752	925,000	950,000
101 4027	PARKING VIOLATIONS	1,451,725	1,511,986	1,417,437	1,500,000	1,500,000	1,103,039	1,301,000	1,425,000
101 4028	REPRODUCING POLICE REPORTS	31,307	33,518	32,987	30,000	30,000	28,102	32,000	32,000
101 4029	BURGLAR ALARM SERV FEE	32,525	21,425	56,115	56,000	56,000	18,660	25,000	50,000
101 4031	POLICE - SCHOOL DISTRICT OF LANC	108,308	110,328	114,391	110,000	110,000	112,981	115,000	112,000
101 4033	DRUG TASK FORCE-REIMB	146,606	162,781	155,901	150,000	150,000	45,403	85,000	90,000
101 4034	DRUG TASK FORCE O/T	8,609	5,454	8,804	8,500	8,500	3,704	4,000	4,500
101 4038	WARRANT SQUAD SERVICE	16,748	15,630	15,707	20,000	20,000	7,282	12,000	15,000
101 4041	POLICE - MISC OVERTIME REIMB.	81,295	71,266	65,239	65,000	65,000	43,051	50,000	60,000
101 4042	FIRE INSPECTION	208,354	218,140	232,123	235,000	235,000	168,536	225,000	230,000
101 4154	POLICE - F&M	34,120	30,701	5,848	0	0	0	0	0
101 4167	POLICE - SDL - SRO	556,268	596,094	538,319	570,000	570,000	401,467	525,000	560,000
<b>TOTAL PUBLIC SAFETY FEES</b>		<b>3,695,221</b>	<b>3,760,806</b>	<b>3,481,499</b>	<b>3,724,500</b>	<b>3,724,500</b>	<b>2,516,977</b>	<b>3,299,000</b>	<b>3,528,500</b>

# GENERAL FUND REVENUE

**CATEGORY: PUBLIC SAFETY FEES**

**101 4026 District Judge Fines**

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

**101 4027 Parking Violations**

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

**101 4028 Reproduction of Police Reports**

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

**101 4029 Burglar Alarm Service Fee**

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

**101 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**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>RECEIVED YTD 10/31/14</b>	<b>PROJECTED REVENUE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>PUBLIC WORKS FEES</b>									
101 4043	REVENUE FROM UTILITY FUNDS	2,300,000	2,300,000	2,500,000	2,750,000	2,750,000	2,250,000	2,750,000	3,500,000
101 4044	RENT CITY PROPERTY	258,416	324,901	273,497	250,000	250,000	226,742	250,000	225,000
101 4045	SF-ADMIN.-INDIRECT COST	384,231	374,708	374,490	424,224	424,224	353,520	424,224	424,224
101 4046	WF-ADMIN.-INDIRECT COST	559,087	614,372	610,127	632,431	632,431	527,026	632,431	632,431
101 4179	SOLID WASTE-ADMIN.-INDRCT COST	97,594	89,826	99,400	110,255	110,255	91,879	110,255	110,255
101 4200	SEWER - DIRECT COSTS (GROUNDS)	0	0	0	0	0	0	25,000	30,000
101 4047	POLE INSPECTION	871	0	0	0	0	0	0	0
101 4048	RIGHT OF WAY PERMIT FEES	12,013	14,353	108,486	500,000	500,000	257,521	300,000	310,000
101 4050	SEWER VEHICLE MAINTENANCE	6,865	7,393	8,723	8,000	8,000	9,664	10,000	10,000
101 4051	WATER VEHICLE MAINTENANCE	13,594	15,289	17,254	16,500	16,500	15,341	17,000	17,000
<b>TOTAL PUBLIC WORKS FEES</b>		<b>3,632,671</b>	<b>3,740,842</b>	<b>3,991,977</b>	<b>4,691,410</b>	<b>4,691,410</b>	<b>3,731,693</b>	<b>4,518,910</b>	<b>5,258,910</b>

# GENERAL FUND REVENUE

**CATEGORY: PUBLIC WORKS FEES**

**101 4043 Revenue Transferred from Utility Funds**

Revenue is derived from interfund transfers to the General Fund from the Sewer Fund and the Water Fund. For 2015, 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 2013, which is applicable to fiscal year 2015.

**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 2013, which is applicable to fiscal year 2015.

**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 2013, which is applicable to fiscal year 2015.

**101 4200 Sewer Fund – Direct Costs**

Revenues in this account include directly billed Salary, Fringe Benefit, and Operating Supplies and Equipment expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).

**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**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>RECEIVED YTD 10/31/14</b>	<b>PROJECTED REVENUE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>MISCELLANEOUS REVENUE</b>									
101 4053	EXECUTIVE SUNDRY	750	750	750	750	750	750	750	750
101 4054	REFUND OF PRIOR YEAR EXPENSES	0	26,124	0	0	0	0	0	0
101 4055	ADMINISTRATIVE SUNDRIES	9,350	3,247	6,292	3,500	3,500	1,977	3,500	3,500
101 4056	AUCTION	3,651	5,909	8,219	0	0	22,272	22,272	0
101 4057	SALE CITY PROPERTY & SERVICES	14,314	362,181	28,110	25,000	25,000	215,678	220,000	25,000
101 4058	POLICE SUNDRY	166,134	179,897	174,756	160,000	160,000	92,654	150,000	160,000
101 4059	FIRE SUNDRY	2,472	440	230	300	300	460	500	400
101 4059-01	FIRE PROPERTY VIOLATIONS	520	387	0	0	0	35	35	0
101 4060	EDNR SUNDRY	28,910	54,185	62,976	40,000	40,000	64,096	66,000	50,000
101 4060-01	EDNR PROPERTY VIOLATIONS	50,847	42,667	38,336	40,000	40,000	38,761	40,000	40,000
101 4061	PUBLIC WORKS SUNDRY	47,805	82,656	71,040	45,000	45,000	24,126	35,000	40,000
101 4181	TAX CERTIFICATION FEES	52,217	59,912	64,799	65,000	65,000	50,716	60,100	65,000
<b>TOTAL MISCELLANEOUS REVENUE</b>		<b>376,970</b>	<b>818,355</b>	<b>455,508</b>	<b>379,550</b>	<b>379,550</b>	<b>511,525</b>	<b>598,157</b>	<b>384,650</b>



# GENERAL FUND REVENUE

**CATEGORY: MISCELLANEOUS REVENUE**

**101 4053 Executive Sundry**

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

**101 4054 Refund of Prior Year 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**

<b>LEDGER CODE</b>	<b>REVENUE TITLE</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>RECEIVED YTD 10/31/14</b>	<b>PROJECTED REVENUE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>OTHER INCOME</b>									
101 4063	INTEREST ON INVESTMENT	5,623	1,793	277	350	350	125	300	350
101 4066	FEDERAL REIMB. - SALARIES	389,620	415,424	400,788	340,000	340,000	330,958	375,000	350,000
101 4067	FEDERAL REIMB. - FRINGES	205,544	216,428	212,386	177,481	177,481	180,527	185,000	190,000
101 4069	FEDERAL REIMB. - INDIRECT COSTS	70,245	56,444	53,383	40,000	40,000	0	40,000	40,000
101 4188	RACL REIMB. - SALARIES/FRINGE	0	90,770	100,000	0	0	0	0	0
101 4070	INSURANCE RECOVERY	25,524	4,392	11,505	0	0	70,441	70,441	0
101 4071	PENSION STATE AID	3,852,040	2,277,595	2,382,254	2,742,261	2,742,261	2,420,483	2,420,483	2,671,180
101 4074	CLG GRANT (HARB)	14,728	14,742	17,453	15,000	15,000	5,560	15,000	15,000
101 4075	REIM-STATE GASOLINE	524,396	436,559	534,335	525,000	525,000	551,180	555,000	525,000
101 4151	AUTO THEFT GRANT	115,615	168,181	212,839	180,729	180,729	172,142	251,646	295,250
101 4155	MISCELLANEOUS GRANTS & GIFTS	413,318	400,845	479,633	230,000	230,000	31,923	50,000	75,000
101 4157	INSURANCE FRAUD GRANT	102,130	54,739	0	0	0	0	0	0
101 4193	FIRE SAFER GRANT	0	75,159	331,311	181,437	181,437	329,714	383,564	99,369
101 4166	FEDERAL REIMB - RDS	5,207	0	0	0	0	0	0	0
101 4990	USE OF FUND BALANCE RESERVES	0	0	0	1,689,975	1,689,975	0	0	1,541,912
<b>TOTAL OTHER INCOME</b>		<b>5,723,990</b>	<b>4,213,071</b>	<b>4,736,164</b>	<b>6,122,233</b>	<b>6,122,233</b>	<b>4,093,053</b>	<b>4,346,434</b>	<b>5,803,061</b>
<b>TOTAL REVENUES</b>		<b>46,477,837</b>	<b>47,240,533</b>	<b>48,349,144</b>	<b>50,400,630</b>	<b>50,400,630</b>	<b>42,087,326</b>	<b>48,507,661</b>	<b>52,668,059</b>

# GENERAL FUND REVENUE

**CATEGORY: OTHER INCOME**

**101 4063 Interest on Investment**

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

**101 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 April 2015.

**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



2015 BUDGET

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>OFFICE OF THE MAYOR</b>									
101 1 101 6105	ELECTED OFFICIAL	77,932	77,932	77,932	77,932	77,932	65,942	77,932	77,932
101 1 101 6115	SALARIED PERSONNEL	118,023	121,061	122,256	122,929	122,929	98,682	121,631	130,250
101 1 101 7320	DUES & SUBSCRIPTIONS	160	175	185	300	300	232	300	300
101 1 101 7340	POSTAGE	715	622	539	700	700	523	700	700
101 1 101 7350	PRINTING	137	221	134	250	250	165	250	250
101 1 101 7360	TELEPHONE	3,605	3,077	2,484	3,300	2,900	1,428	3,300	3,300
101 1 101 7370	TRAVEL	149	264	812	550	1,276	1,186	1,200	951
101 1 101 7445	TRAINING & SCHOOL	335	374	79	250	349	349	349	349
101 1 101 7603	OFFICE SUPPLIES	1,189	1,432	527	1,200	1,600	1,573	1,600	1,200
101 1 101 8200	MINOR EQUIPMENT	0	944	0	0	0	0	0	0
<b>TOTAL</b>		<b>202,245</b>	<b>206,102</b>	<b>204,948</b>	<b>207,411</b>	<b>208,236</b>	<b>170,080</b>	<b>207,262</b>	<b>215,232</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

101 1 101 6105	F	M	1.0000 Mayor	77,932
<b>TOTAL 6105 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 77,932</b>
101 1 101 6115	F	M	1.0000 Secretary to the Mayor	48,691
101 1 101 6115	F	M	1.0000 Chief of Staff	80,585
			Available for Merit	974
<b>TOTAL 6115 EMPLOYEES</b>			<b>2.0000</b>	<b>\$ 130,250</b>
<b>TOTAL EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 208,182</b>



# OFFICE OF THE MAYOR

**101 1 101 6105                      Elected Official**

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

**101 1 101 6115                      Salaried Personnel**

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

**101 1 101 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>OFFICE OF THE CITY SOLICITOR</b>									
101 1 102 7410	PROFESSIONAL SERVICES	374,149	359,509	426,352	375,000	374,175	166,638	375,000	375,000
<b>TOTAL</b>		<b>374,149</b>	<b>359,509</b>	<b>426,352</b>	<b>375,000</b>	<b>374,175</b>	<b>166,638</b>	<b>375,000</b>	<b>375,000</b>
<b>TOTAL EXECUTIVE DEPARTMENT</b>		<b>576,394</b>	<b>565,611</b>	<b>631,300</b>	<b>582,411</b>	<b>582,411</b>	<b>336,718</b>	<b>582,262</b>	<b>590,232</b>

# **OFFICE OF THE SOLICITOR**

**101 1 102 7410**

## **Professional Services**

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

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>OFFICE OF CITY COUNCIL</b>									
101 2 201 6105	ELECTED OFFICIAL	56,500	56,500	56,498	56,500	56,500	47,806	56,500	56,500
101 2 201 7370	TRAVEL	0	0	0	0	0	0	0	1,000
101 2 201 7380	MISCELLANEOUS EXPENSE	376	402	484	500	1,309	1,298	1,339	500
101 2 201 7445	TRAINING	0	0	0	0	0	0	0	500
101 2 201 8200	MINOR EQUIPMENT	0	0	0	0	0	0	0	3,500
<b>TOTAL</b>		<b>56,876</b>	<b>56,902</b>	<b>56,982</b>	<b>57,000</b>	<b>57,809</b>	<b>49,104</b>	<b>57,839</b>	<b>62,000</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

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

# OFFICE OF CITY COUNCIL

**101 2 201 6105                      Elected Official**

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

**101 2 201 7380                      Miscellaneous Expense**

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

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>OFFICE OF THE CITY CLERK</b>									
101 2 202 6115	SALARY CITY CLERK	44,492	45,991	45,988	47,203	47,203	38,266	47,072	48,603
101 2 202 6120	TEMPORARY SALARY	0	932	0	750	30	28	0	0
101 2 202 7310	ADVERTISING	4,945	3,745	5,053	5,000	4,911	4,859	4,900	4,500
101 2 202 7340	POSTAGE	450	467	366	400	400	314	400	400
101 2 202 7350	PRINTING	205	353	359	700	700	326	700	700
101 2 202 7360	TELEPHONE	704	714	716	750	750	489	750	1,425
101 2 202 7370	TRAVEL	0	0	280	0	0	0	0	500
101 2 202 7380	MISCELLANEOUS EXPENSE	22	13	15	100	100	44	100	250
101 2 202 7425	ORDINANCE CODIFICATION	6,188	3,707	5,558	6,000	15,750	11,774	14,000	12,000
101 2 202 7445	TRAINING	0	0	0	0	0	0	0	250
101 2 202 7603	OFFICE SUPPLIES	234	211	500	300	550	405	550	550
<b>TOTAL</b>		<b>57,240</b>	<b>56,133</b>	<b>58,835</b>	<b>61,203</b>	<b>70,394</b>	<b>56,505</b>	<b>68,472</b>	<b>69,178</b>
<b>TOTAL LEGISLATIVE DEPT.</b>		<b>114,116</b>	<b>113,035</b>	<b>115,817</b>	<b>118,203</b>	<b>128,203</b>	<b>105,609</b>	<b>126,311</b>	<b>131,178</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	47,650 953
<b>TOTAL 6115 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 48,603</b>



# 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 7445                      Training**

Costs relating to training for new City Clerk.

**101 2 202 7603**

**Office Supplies**

General office supplies for the City Clerk.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>ADMINISTRATIVE SERVICES OFFICE OF THE DIRECTOR</b>									
101 4 400 6109	SALARY - DIRECTOR	84,302	92,354	93,277	95,708	95,708	78,407	96,039	98,579
101 4 400 6115	SALARIED PERSONNEL	114,349	137,192	124,086	109,054	97,520	78,122	97,626	114,109
101 4 400 6120	SALARY TEMPORARY	12,116	2,851	7,784	5,000	6,486	5,686	5,700	5,000
101 4 400 6185	OVERTIME	0	397	120	0	0	16,343	16,343	0
101 4 400 7141	PC LEASE	11,435	11,435	21,741	21,741	26,408	26,408	26,408	24,300
101 4 400 7320	DUES & SUBSCRIPTIONS	7,076	6,692	6,892	7,000	6,708	6,707	6,707	7,000
101 4 400 7340	POSTAGE	20	0	0	30	30	0	30	30
101 4 400 7350	PRINTING	412	806	313	500	500	406	500	500
101 4 400 7360	TELEPHONE	843	886	1,003	950	950	564	950	950
101 4 400 7370	TRAVEL	484	1,433	573	500	650	636	636	650
101 4 400 7410	PROFESSIONAL SERVICES	29,027	34,227	61,848	50,000	78,000	74,250	78,000	75,000
101 4 400 7445	TRAINING	170	545	205	400	435	435	435	450
101 4 400 7603	OFFICE SUPPLIES	1,960	1,842	1,401	2,000	1,944	1,209	1,900	2,000
101 4 400 8200	MINOR EQUIPMENT	2,986	0	472	0	1,566	813	1,500	500
<b>TOTAL</b>		<b>265,180</b>	<b>290,660</b>	<b>319,715</b>	<b>292,883</b>	<b>316,905</b>	<b>289,986</b>	<b>332,774</b>	<b>329,068</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	98,579
<b>TOTAL 6109 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 98,579</b>
101	4	400	6115	F	M	1.0000	Administrative Assistant	47,779
101	4	400	6115	F	M	0.5400	Communications Specialist	19,268
101	4	400	6115	F	M	1.0000	Clerk Receptionist Available for Merit	32,581 14,642
<b>TOTAL 6115 EMPLOYEES</b>						<b>2.5400</b>		<b>\$ 114,270</b>
<b>TOTAL EMPLOYEES</b>						<b>3.5400</b>		<b>\$ 212,849</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

**BUREAU: OFFICE OF THE DIRECTOR**

**101 4 400 6109 Salary-Director**

Salary of the Business Administrator.

**101 4 400 6115 Salaried Personnel**

Salaries of the City Hall Receptionist and Administrative Assistant to the Business Administrator as well as the General Fund portion of the Communications Specialist in LOOP.

**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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF ACCOUNTING</b>									
101 4 401 6110	SALARY-BUREAU CHIEF	68,752	69,785	73,715	75,750	77,350	63,511	77,467	79,537
101 4 401 6115	SALARIED-PERSONNEL	133,480	136,241	199,067	247,512	251,462	184,552	253,286	252,573
101 4 401 7310	ADVERTISING	1,169	3,965	2,382	2,500	5,000	4,958	5,000	3,500
101 4 401 7320	DUES & SUBSCRIPTIONS	1,247	1,307	1,308	1,400	1,450	1,441	1,450	1,500
101 4 401 7340	POSTAGE	4,462	3,846	3,867	5,000	5,000	3,810	5,000	5,000
101 4 401 7350	PRINTING	1,319	1,545	1,827	1,900	1,900	1,515	1,900	1,900
101 4 401 7360	TELEPHONE	1,191	1,218	1,327	1,310	1,310	907	1,200	1,310
101 4 401 7370	TRAVEL	0	0	0	0	2,000	1,607	2,000	0
101 4 401 7411	AUDITOR SERVICES	32,036	49,632	32,937	45,000	38,450	32,356	38,450	44,000
101 4 401 7430	BANK SERVICE CHARGE	6,322	7,401	11,774	10,000	10,000	8,510	11,900	12,250
101 4 401 7431	CREDIT CARD FEES	4,329	3,466	4,490	5,200	5,200	3,507	5,560	6,000
101 4 401 7445	TRAINING & SCHOOL	1,499	1,179	284	2,500	1,400	1,141	1,141	2,500
101 4 401 7603	OFFICE SUPPLIES	3,825	3,900	3,817	4,000	6,000	5,145	6,000	5,000
101 4 401 8200	MINOR EQUIPMENT	13	408	337	500	1,600	1,147	1,200	1,200
<b>TOTAL</b>		<b>259,644</b>	<b>283,893</b>	<b>337,132</b>	<b>402,572</b>	<b>408,122</b>	<b>314,107</b>	<b>411,554</b>	<b>416,270</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	79,537
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 79,537</b>
101 4 401 6115	F	M	1.0000 Assistant Bureau Chief	60,000
101 4 401 6115	F	M	1.0000 Accountant I	47,171
101 4 401 6115	F	M	1.0000 Development Administrator	52,000
101 4 401 6115	F	M	1.0000 Accounting Supervisor	49,980
101 4 401 6115	F	M	1.0000 Payroll Specialist	43,422
<b>TOTAL 6115 EMPLOYEES</b>			<b>5.0000</b>	<b>\$ 252,573</b>
<b>TOTAL EMPLOYEES</b>			<b>6.0000</b>	<b>\$ 332,110</b>



# DEPARTMENT OF ADMINISTRATIVE SERVICES

## **BUREAU:            ACCOUNTING**

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

Salary of the Chief Accountant.

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

Salaries of the staff of the Bureau of Accounting

### **101 4 401 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PROCUREMENT &amp; COLLECTIONS</b>									
101 4 402 6110	SALARY-BUREAU CHIEF	11,143	11,390	11,493	11,494	11,745	10,101	12,318	10,991
101 4 402 6115	SALARIED-PERSONNEL	90,119	81,462	89,083	92,637	92,903	74,813	90,692	84,390
101 4 402 6120	SALARY - TEMPORARY	1,251	0	0	0	0	0	0	0
101 4 402 6185	OVERTIME	0	0	0	0	0	58	0	0
101 4 402 7180	RENTAL OF UNIFORMS	0	0	0	54	54	32	47	47
101 4 402 7230	MAINTENANCE- EQUIPMENT	3,913	3,676	3,693	4,469	4,669	4,451	4,500	4,417
101 4 402 7290	VEHICLE MAINTENANCE	0	0	0	269	269	0	269	236
101 4 402 7320	DUES & SUBSCRIPTIONS	712	623	548	655	655	561	665	657
101 4 402 7340	POSTAGE	10,096	8,802	10,329	14,078	14,078	8,458	9,349	14,061
101 4 402 7350	PRINTING	2,507	2,759	3,512	2,988	2,988	2,012	2,782	2,817
101 4 402 7360	TELEPHONE	894	976	793	957	957	447	573	840
101 4 402 7370	TRAVEL	0	76	0	250	250	0	0	250
101 4 402 7380	MISCELLANEOUS EXPENSE	248	203	60	250	250	65	250	250
101 4 402 7410	PROFESSIONAL SERVICES	1,306	0	0	0	0	0	0	0
101 4 402 7445	TRAINING & SCHOOL	0	0	22	179	179	0	0	275
101 4 402 7603	OFFICE SUPPLIES	1,892	1,660	1,282	1,792	1,792	1,299	1,782	1,572
101 4 402 7654	GASOLINE	0	0	131	179	179	114	150	157
101 4 402 8200	MINOR EQUIPMENT	8,215	13,643	14,053	11,903	11,903	9,944	11,495	9,646
<b>TOTAL</b>		<b>132,296</b>	<b>125,270</b>	<b>134,999</b>	<b>142,154</b>	<b>142,871</b>	<b>112,355</b>	<b>134,872</b>	<b>130,606</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

101	4	402	6110	F	M	0.1572	Bureau Chief	10,991
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.1572</b>		<b>\$ 10,991</b>
101	4	402	6115	F	M	0.1572	Customer Service Supervisor	7,588
101	4	402	6115	F	M	0.1572	Admin Support Supervisor	7,005
101	4	402	6115	F	A	0.1572	Admin Support Clerk	5,377
101	4	402	6115	F	A	0.1572	Property Maintenance Coordinator	7,146
101	4	402	6115	F	A	0.1572	Billing Coordinator	6,235
101	4	402	6115	F	A	0.1572	Customer Care Coordinator	6,738
101	4	402	6115	F	A	0.1572	Customer Care Coordinator	6,941
101	4	402	6115	F	A	0.1572	Customer Care Coordinator	6,201
101	4	402	6115	F	A	0.1572	Customer Care Coordinator	6,201
101	4	402	6115	F	A	0.1572	Cashier/Service Clerk	6,200
101	4	402	6115	F	A	0.1572	Cashier/Service Clerk	5,552
101	4	402	6115	F	A	0.1572	Revenue Clerk	6,019
101	4	402	6115	F	A	0.1572	Mail & Print Operator	5,084
Subtotal Full-Time						2.0436		
101	4	402	6115	P	A	0.1572	Data Entry	2,103
Subtotal Part-Time						0.1572		
<b>TOTAL 6115 EMPLOYEES</b>						<b>2.2008</b>		<b>\$ 84,390</b>
<b>TOTAL EMPLOYEES</b>						<b>2.3580</b>		<b>\$ 95,381</b>

# DEPARTMENT OF ADMINISTRATIVE SERVICES

## **BUREAU:                   PROCUREMENT & COLLECTION**

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

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

### **101 4 402 6115                   Salaried Personnel**

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

### **101 4 402 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 2015, this line reflects the continued costs for lease-purchase costs for the remittance processor, which is used to process customer payments on utility and tax accounts; a mail folder/insert machine to process city billings; cost for a mandatory shaped-based mail/digital postage meter; the annual cost for an automatic call distribution module for the customer service/cashier group; and an add-on mail stream enhancement module.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF INFORMATION TECHNOLOGY</b>									
101 4 404 6115	SALARIED PERSONNEL	34,126	34,643	35,034	34,645	35,195	29,207	35,652	36,246
101 4 404 7220	MAINTENANCE - COMMUNICATION	10,158	10,001	9,188	12,000	12,000	6,255	10,000	12,000
101 4 404 7230	MAINTENANCE- EQUIPMENT	131,270	101,599	97,354	115,000	115,000	51,987	90,000	115,000
101 4 404 7340	POSTAGE	0	50	63	500	500	18	50	250
101 4 404 7350	PRINTING	0	0	0	50	50	1	0	50
101 4 404 7360	TELEPHONE	2,544	2,985	1,610	2,800	2,800	1,069	1,700	2,500
101 4 404 7370	TRAVEL	0	0	0	200	200	0	0	200
101 4 404 7410	PROFESSIONAL SERVICES	94,784	82,589	85,002	100,000	100,000	55,783	90,000	100,000
101 4 404 7440	CONTRACT SERVICES	68,909	82,876	82,876	86,000	86,000	85,659	86,000	90,000
101 4 404 7445	TRAINING - SCHOOL	149	0	149	5,000	5,000	3,119	3,200	5,000
101 4 404 7603	OFFICE SUPPLIES	0	63	140	500	500	62	300	500
101 4 404 7606	OPERATING SUPPLIES	12,918	18,247	17,017	25,000	25,000	10,321	17,000	25,000
101 4 404 8200	MINOR EQUIPMENT	1,114	1,220	2,820	6,000	6,000	2,423	5,000	6,000
101 4 404 8205	IT PROJECTS	13,856	2,440	30,340	42,500	36,408	26,296	30,000	45,000
<b>TOTAL</b>		<b>369,828</b>	<b>336,713</b>	<b>361,593</b>	<b>430,195</b>	<b>424,653</b>	<b>272,200</b>	<b>368,902</b>	<b>437,746</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	36,246
<b>TOTAL 6115 EMPLOYEES</b>			<b>0.5000</b>	<b>\$ 36,246</b>
<b>TOTAL EMPLOYEES</b>			<b>0.5000</b>	<b>\$ 36,246</b>



# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU:                    INFORMATION TECHNOLOGY**

**101 4 404 6115                    Salaried Personnel**

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

**101 4 404 7220                    Maintenance – Communication**

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

**101 4 404 7230                    Maintenance of Equipment**

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

**101 4 404 7340                    Postage**

This line covers general mailings 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF HUMAN RESOURCES</b>									
101 4 405 6110	SALARY-BUREAU CHIEF	76,900	78,051	78,918	77,993	79,593	64,895	79,464	81,185
101 4 405 6115	SALARIED PERSONNEL	110,554	119,668	111,798	146,998	145,822	113,895	143,931	157,349
101 4 405 6120	SALARY TEMPORARY	15,910	6,420	22,820	11,000	14,168	13,012	14,000	13,000
101 4 405 6185	OVERTIME	75	232	0	200	200	0	0	200
101 4 405 6220	EMPLOYEE RECOGNITION	7,070	6,935	7,220	7,550	7,550	4,841	7,000	7,550
101 4 405 7230	MAINTENANCE- EQUIPMENT	35	13	13	50	50	0	50	50
101 4 405 7310	ADVERTISING	0	135	220	1,000	500	0	700	500
101 4 405 7320	DUES & SUBSCRIPTIONS	2,068	714	1,253	1,975	1,975	1,138	1,900	2,000
101 4 405 7340	POSTAGE	1,976	1,881	1,693	1,900	1,900	1,822	1,900	2,252
101 4 405 7350	PRINTING	786	1,432	732	2,000	2,000	1,011	1,900	2,000
101 4 405 7360	TELEPHONE	1,611	1,463	1,567	2,000	2,000	847	1,200	2,000
101 4 405 7370	TRAVEL	846	3,217	588	2,745	2,745	1,191	1,500	2,014
101 4 405 7410	PROFESSIONAL SERVICES	24,682	21,077	16,037	21,000	21,000	17,599	21,000	51,000
101 4 405 7435	LABOR RELATIONS EXPENSE	7,024	6,006	12,631	7,000	7,000	4,077	5,000	5,000
101 4 405 7445	TRAINING - SCHOOL	1,330	4,040	1,641	2,000	2,000	1,253	2,000	2,000
101 4 405 7603	OFFICE SUPPLIES	2,285	1,948	2,479	2,500	2,858	2,813	2,858	2,700
101 4 405 7606	OPERATING SUPPLIES	437	700	623	1,000	1,000	963	1,000	1,200
101 4 405 8200	MINOR EQUIPMENT	1,710	234	1,148	500	500	260	500	1,700
<b>TOTAL</b>		<b>255,299</b>	<b>254,166</b>	<b>261,381</b>	<b>289,411</b>	<b>292,861</b>	<b>229,617</b>	<b>285,903</b>	<b>333,700</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	81,185
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 81,185</b>
101 4 405 6115	F	M	1.0000 Human Resource Generalist	56,087
101 4 405 6115	F	M	1.0000 Human Resource Tech/Rep	37,636
101 4 405 6115	F	M	1.0000 Assistant Bureau Chief	63,626
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 157,349</b>
<b>TOTAL EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 238,534</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

## **BUREAU: HUMAN RESOURCES**

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

Salary of the Bureau Chief of Human Resources.

### **101 4 405 6115 Salaried Personnel**

Salary of the Human Resources Office staff, consisting of three HR Staff: 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, Third Party Administrator, Wellness Administrator services and 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>COMMUNITY INVOLVEMENT</b>									
101 4 406 8120	CONTRIBUTIONS - LEMSA	15,000	15,000	20,000	25,000	25,000	25,000	25,000	30,000
101 4 406 8125	LANC INTERMUNI COMMITTEE	9,502	10,266	10,894	11,000	11,000	6,431	11,000	11,000
101 4 406 8135	PA LEAGUE OF CITIES DUES	22,088	23,254	23,254	24,000	23,255	23,254	23,255	24,000
101 4 406 8140	PUBLIC LIBRARY	50,000	62,000	50,000	60,000	60,000	45,000	60,000	65,000
101 4 406 8143	COMMUNITY COMMUNICATIONS	1,776	28,440	9,471	10,000	13,640	12,630	13,640	10,000
101 4 406 8145	RECREATION COMMISSION	295,656	295,656	295,656	305,656	305,656	305,656	305,656	305,656
101 4 406 8175	HUMAN RELATIONS COMMISSION	989	1,920	2,632	2,500	2,500	1,437	2,500	2,500
101 4 406 8513	LOOP - SPECIAL EVENTS	50,000	50,000	50,000	75,000	75,000	0	75,000	50,000
101 4 406 8513-	LOOP - OPERATING	0	0	0	0	0	0	0	50,000
<b>TOTAL</b>		<b>445,011</b>	<b>486,536</b>	<b>461,907</b>	<b>513,156</b>	<b>516,051</b>	<b>419,408</b>	<b>516,051</b>	<b>548,156</b>



# DEPARTMENT OF ADMINISTRATIVE SERVICES

**BUREAU: COMMUNITY INVOLVEMENT**

**101 4 406 8120 Contributions - LEMSA**

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

**101 4 406 8125 Lancaster Intermunicipal Committee**

Dues for the Lancaster Intermunicipal Committee.

**101 4 406 8135 PA Municipal League 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**

**LOOP – Special Events**

Funds appropriated to support City special events sponsored by the Lancaster Office of Promotion (LOOP). \$25,000 of this line item is from the Lancaster General Hospital in-lieu-of-taxes contribution.

**101 4 406 8513-1**

**LOOP – OPERATING**

Funds appropriated to support the LOOP Operating Budget.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>INSURANCE</b>									
101 4 407 7720	INSURANCE PACKAGE PLAN	553,077	581,236	738,984	700,000	734,585	725,829	750,000	783,000
101 4 407 7740	PUBLIC OFFICIALS' BOND	2,919	2,919	2,667	3,500	3,500	2,992	3,000	3,500
<b>TOTAL</b>		<b>555,996</b>	<b>584,155</b>	<b>741,651</b>	<b>703,500</b>	<b>738,085</b>	<b>728,821</b>	<b>753,000</b>	<b>786,500</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU: INSURANCE**

**101 4 407 7720 Insurance Package Plan**

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

**101 4 407 7740 Public Officials Bond**

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

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>FRINGE BENEFITS</b>									
101 4 408 6202	MEDICAL INSURANCE	613,667	753,960	661,953	716,716	691,716	584,756	716,716	780,000
101 4 408 6203	DENTAL/VISION	6,037	8,129	10,374	11,850	11,850	11,555	11,980	12,000
101 4 408 6208	SOCIAL SECURITY	687,608	714,188	741,774	810,547	807,547	599,750	757,288	844,281
101 4 408 6209	LIFE INSURANCE	60,563	58,421	58,086	59,375	59,375	61,003	66,060	68,050
101 4 408 6230	PENSION CONTRIBUTION	297,663	315,322	411,548	434,093	434,093	424,095	434,093	526,126
101 4 408 6240	UNEMPLOYMENT COMPENSATION	62,623	31,539	35,465	25,000	29,425	27,843	34,600	25,000
101 4 408 6250	WORKERS' COMP - SELF-INSURED	110,037	416,193	1,113,144	600,000	587,080	357,555	525,000	500,000
101 4 408 7160	RENTAL OF PARKING LOT	28,490	27,426	29,543	32,000	32,000	27,502	29,590	32,000
<b>TOTAL</b>		<b>1,866,688</b>	<b>2,325,178</b>	<b>3,061,887</b>	<b>2,689,581</b>	<b>2,653,086</b>	<b>2,094,059</b>	<b>2,575,327</b>	<b>2,787,457</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

## **BUREAU: FRINGE BENEFITS**

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

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

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

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

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

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

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

Expense of life insurance coverage for General Fund employees.

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

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

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

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

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

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

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

Expenses for parking or bus passes for General Fund employees.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>DEBT SERVICE</b>									
101 4 409 9230	PAYING AGENT/ADMIN. FEES	1,755	1,821	1,821	2,500	2,500	754	2,500	2,500
101 4 409 9240	INTEREST-BONDS	1,483,981	1,446,690	1,625,424	1,589,961	1,589,961	1,578,670	1,589,961	1,816,702
101 4 409 9260	PRINCIPAL - BONDS	1,352,000	1,391,600	1,615,800	1,665,399	1,665,399	1,665,400	1,665,400	1,889,999
<b>TOTAL</b>		<b>2,837,736</b>	<b>2,840,111</b>	<b>3,243,045</b>	<b>3,257,860</b>	<b>3,257,860</b>	<b>3,244,824</b>	<b>3,257,861</b>	<b>3,709,201</b>
<b>TOTAL ADMIN. SERVICES DEPT.</b>		<b>6,987,678</b>	<b>7,526,682</b>	<b>8,923,310</b>	<b>8,721,312</b>	<b>8,750,494</b>	<b>7,705,377</b>	<b>8,636,244</b>	<b>9,478,704</b>

# **DEPARTMENT OF ADMINISTRATIVE SERVICES**

**BUREAU: DEBT SERVICE**

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

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

**101 4 409 9240 Interest-Bonds**

This account represents interest payments to be made on all general obligation debt of the City: the General Fund portion of the 2007, 2009, 2010, 2011 and 2014 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, 2011 and 2014 General Obligation Bonds.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>OFFICE OF THE CITY CONTROLLER</b>									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,500	8,500	8,500	7,192	8,500	8,500
<b>TOTAL</b>		<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>7,192</b>	<b>8,500</b>	<b>8,500</b>

# **OFFICE OF THE CITY CONTROLLER**

**101 4 403 6105**

**Elected Official**

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

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>OFFICE OF THE CITY TREASURER</b>									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,500	8,500	8,500	7,192	8,500	8,500
<b>TOTAL</b>		<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>8,500</b>	<b>7,192</b>	<b>8,500</b>	<b>8,500</b>

# **OFFICE OF THE CITY TREASURER**

**101 4 403 6105**

**Elected Official**

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

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

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

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ORIGINAL BUDGET 2014	CURRENT BUDGET 2014	EXPENDED YTD 10/31/14	PROJECTED EXPENSE 2014	PROPOSED BUDGET 2015
<b>BUREAU OF POLICE</b>									
101 5 501 6110	SALARY BUREAU CHIEF	98,899	102,258	113,319	116,271	116,271	95,253	116,673	119,759
101 5 501 6115	SALARIED PERSONNEL	826,734	833,886	899,364	1,039,716	1,039,716	779,951	958,162	1,080,198
101 5 501 6131	POLICE-CAPTAINS	306,125	298,893	311,549	325,152	325,152	277,082	332,359	334,177
101 5 501 6132	POLICE-LIEUTENANTS	587,980	778,185	830,078	850,933	850,933	680,878	839,896	965,937
101 5 501 6133	POLICE-SERGEANTS	3,142,497	3,326,512	3,463,160	3,676,472	3,676,472	2,815,787	3,457,772	3,474,524
101 5 501 6140	POLICE-PATROLMEN	5,195,341	5,444,947	5,352,915	5,746,174	5,730,425	4,626,740	5,687,285	5,980,532
101 5 501 6150	SALARY-SCH CROSS GUARDS&PEA'S	408,652	391,478	419,096	525,783	525,783	328,672	468,915	539,627
101 5 501 6152	SALARY-COMMUNITY SERVICE AIDES	548,070	549,934	561,569	607,135	607,135	439,847	559,554	623,020
101 5 501 6180	ACTING OFFICERS	20,572	23,567	22,230	25,000	25,000	14,517	23,000	25,000
101 5 501 6185	OVERTIME	501,915	542,662	452,578	460,000	460,000	332,445	460,000	460,000
101 5 501 6188	CADET TRAINING PROGRAM	23,138	0	12,744	0	0	0	0	30,000
101 5 501 6190	SICK LEAVE BONUS	21,600	25,350	24,100	25,150	25,150	23,850	23,850	23,950
101 5 501 6201	EDUCATIONAL INCENTIVE	47,744	50,648	51,512	51,000	51,000	39,800	47,000	48,500
101 5 501 6202	MEDICAL INSURANCE - ACTIVE	2,853,092	2,957,024	3,087,159	2,870,083	2,850,054	2,381,721	2,850,054	2,365,000
101 5 501 6202	MEDICAL INSURANCE - RETIREES	1,123,506	1,220,710	1,245,124	1,245,124	1,245,124	1,037,603	1,245,124	1,520,000
101 5 501 6203	DENTAL-VISION	131,596	131,578	152,674	163,500	163,500	151,262	162,648	163,000
101 5 501 6210	UNIFORM MAINT. ALLOWANCE	72,675	72,750	73,075	73,075	78,225	78,225	78,225	78,875
101 5 501 6230	PENSION CONTRIBUTION	1,732,970	1,718,841	2,427,282	2,439,350	2,439,350	2,439,350	2,439,350	2,748,596
101 5 501 7141	PC LEASE	0	15,540	55,886	55,886	75,915	75,914	75,914	75,300
101 5 501 7160	RENTAL OF PARKING LOT	93,627	92,962	91,443	100,000	97,425	83,281	98,900	100,000
101 5 501 7220	MAINTENANCE- COMMUNICATION	13,523	9,879	11,534	30,000	30,000	13,119	25,000	30,000
101 5 501 7230	MAINTENANCE- EQUIPMENT	58,816	61,929	89,863	106,443	103,868	63,571	90,400	103,000
101 5 501 7290	MAINTENANCE- VEHICLES	126,259	101,501	114,120	110,000	110,000	107,885	125,000	110,000
101 5 501 7295	MAINTENANCE - BICYCLES	70	479	236	500	500	457	500	500
101 5 501 7320	DUES & SUBSCRIPTIONS	5,425	5,205	5,685	4,700	5,400	5,200	5,400	4,700
101 5 501 7340	POSTAGE	20,964	20,568	20,903	24,300	24,300	15,885	22,000	24,300
101 5 501 7350	PRINTING	22,236	10,427	14,232	25,000	25,000	10,954	17,000	25,000
101 5 501 7360	TELEPHONE	75,022	75,230	77,337	95,000	95,000	62,871	85,000	95,000
101 5 501 7370	TRAVEL	7,335	15,950	11,847	14,850	14,850	6,981	14,850	14,850
101 5 501 7380	MISCELLANEOUS EXPENSE	2,898	1,006	1,513	5,000	4,300	1,449	5,000	5,000

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
101 5 501 7410	PROFESSIONAL SERVICES	16,827	12,619	15,244	20,000	20,000	12,816	18,000	18,000
101 5 501 7435	LABOR RELATIONS	68,253	4,682	14,958	15,000	10,000	9,965	10,000	15,000
101 5 501 7437	LABORATORY-TESTS	2,507	5,139	3,753	7,500	7,500	2,245	6,000	7,500
101 5 501 7440	COUNTY COMPUTER SYSTEM FEE	5,635	5,932	8,898	8,898	8,898	8,898	8,898	8,899
101 5 501 7445	TRAINING - SCHOOL	24,849	34,620	29,542	46,200	46,200	37,279	46,200	46,200
101 5 501 7472	K-9 PATROL	6,175	4,652	4,980	5,000	5,000	4,778	5,000	5,000
101 5 501 7603	OFFICE SUPPLIES	10,564	11,059	8,070	12,000	12,000	6,730	11,000	12,000
101 5 501 7606	OPERATING SUPPLIES	14,589	11,141	13,541	18,000	18,000	13,720	14,000	18,000
101 5 501 7612	UNIFORMS	66,504	46,186	44,583	85,000	85,000	69,944	80,000	85,000
101 5 501 7624	PHOTOGRAPHY	1,000	833	843	1,000	1,000	84	1,000	1,000
101 5 501 7627	EVIDENCE SUPPLIES	4,551	4,335	5,607	9,000	9,000	6,551	9,000	6,000
101 5 501 7630	AMMUNITION	26,926	26,606	13,204	30,000	30,000	16,236	30,000	30,000
101 5 501 7633	LESS THAN LETHAL EQUIPMENT	2,194	1,763	3,000	3,000	3,000	1,545	3,000	3,000
101 5 501 7634	WEAPONS	6,059	9,000	5,313	11,000	11,000	5,187	8,000	8,000
101 5 501 7654	GASOLINE	206,219	206,938	177,097	185,000	185,000	131,566	180,000	185,000
101 5 501 8150	SHELTER EXPENSE	34,936	46,432	119,282	150,000	150,000	141,296	150,000	50,000
101 5 501 8160	DRUG TASK FORCE ASSESSMENT	56,348	59,322	59,322	59,322	59,322	59,322	59,322	59,322
101 5 501 8161	COMMUNITY SAFETY COALITION	25,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000
101 5 501 8200	MINOR EQUIPMENT	6,130	58,317	107,420	133,000	133,000	28,107	105,222	105,222
101 5 501 8201	BICYCLES & ACCESSORIES	1,000	538	914	1,000	1,000	850	1,000	1,000
101 5 501 8270	VEHICLES	31,150	77,999	146,883	255,330	255,330	240,738	255,330	272,093
101 5 501 9240	PENSION DEBT - INTEREST	402,071	392,180	381,851	370,942	370,942	370,942	370,942	359,450
101 5 501 9260	PENSION DEBT - PRINCIPAL	195,874	204,515	216,038	227,560	227,560	227,560	227,560	239,082
<b>TOTAL</b>		<b>19,284,642</b>	<b>20,204,707</b>	<b>21,474,470</b>	<b>22,565,349</b>	<b>22,544,600</b>	<b>18,486,909</b>	<b>22,014,305</b>	<b>22,803,113</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	119,759
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 119,759</b>
101	5	501	6115	F	M	1.0000	Sr. Staff Assistant - Police	47,336
101	5	501	6115	F	M	1.0000	Records Supervisor	49,875
101	5	501	6115	F	M	1.0000	Crime Analyst	53,574
101	5	501	6115	F	A	1.0000	Administrative Assistant - Patrol Division	45,461
101	5	501	6115	F	A	1.0000	Administrative Assistant	44,152
101	5	501	6115	F	A	1.0000	Evidence Specialist	47,316
101	5	501	6115	F	A	1.0000	Evidence Specialist	47,316
101	5	501	6115	F	A	1.0000	Network IT System Adm.	48,854
101	5	501	6115	F	A	1.0000	Network IT System Adm.	47,316
101	5	501	6115	F	A	1.0000	Animal Enforcement Officer	41,801
101	5	501	6115	F	A	1.0000	Hazardous/Abandoned Vehicles	41,840
101	5	501	6115	F	A	1.0000	Administrative Assistant	40,567
101	5	501	6115	F	A	1.0000	Records Processor Specialist	40,503
101	5	501	6115	F	A	1.0000	Records Processor	38,290
101	5	501	6115	F	A	1.0000	Records Processor	37,174
101	5	501	6115	F	A	1.0000	Records Processor	37,174
101	5	501	6115	F	A	1.0000	Records Processor	37,174
101	5	501	6115	F	A	1.0000	Records Processor	37,174
101	5	501	6115	F	A	1.0000	Records Processor	37,174
101	5	501	6115	F	A	1.0000	Records Processor	35,861
101	5	501	6115	F	A	1.0000	Records Processor	35,475
101	5	501	6115	F	A	1.0000	Records Processor	34,208



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6115	F	A	1.0000	Civilian Quartermaster	35,000
101	5	501	6115	F	A	1.0000	Mail Clerk	34,213
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist	36,176
101	5	501	6115	F	A	1.0000	Police Bureau Receptionist Available for Merit	34,372 3,016
Subtotal Full-Time						26.0000		
101	5	501	6115	P	A	1.0000	Police Patrol Clerk	11,806
Subtotal Part-Time						1.0000		
<b>TOTAL 6115 EMPLOYEES</b>						<b>27.0000</b>		<b>\$ 1,080,198</b>
101	5	501	6131	F	P	1.0000	Police Captain	112,322
101	5	501	6131	F	P	1.0000	Police Captain	112,322
101	5	501	6131	F	P	1.0000	Police Captain	109,533
<b>TOTAL 6131 EMPLOYEES</b>						<b>3.0000</b>		<b>\$ 334,177</b>
101	5	501	6132	F	P	1.0000	Police Lieutenant	97,892
101	5	501	6132	F	P	1.0000	Police Lieutenant	96,128
101	5	501	6132	F	P	1.0000	Police Lieutenant	96,128
101	5	501	6132	F	P	1.0000	Police Lieutenant	95,907
101	5	501	6132	F	P	1.0000	Police Lieutenant	95,687
101	5	501	6132	F	P	1.0000	Police Lieutenant	95,687
101	5	501	6132	F	P	1.0000	Police Lieutenant	93,482
101	5	501	6132	F	P	1.0000	Police Lieutenant	95,246
101	5	501	6132	F	P	1.0000	Police Lieutenant	93,703

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6132	F	P	1.0000	Police Lieutenant	92,600
101	5	501	6132				Shift Differential	13,477
<b>TOTAL 6132 EMPLOYEES</b>						<b>10.0000</b>		<b>\$ 965,937</b>
101	5	501	6133	F	P	1.0000	Detective	78,137
101	5	501	6133	F	P	1.0000	Detective	78,137
101	5	501	6133	F	P	1.0000	Detective	78,137
101	5	501	6133	F	P	1.0000	Detective	77,958
101	5	501	6133	F	P	1.0000	Detective	76,524
101	5	501	6133	F	P	1.0000	Detective	76,345
101	5	501	6133	F	P	1.0000	Detective	75,986
101	5	501	6133	F	P	1.0000	Detective	75,986
101	5	501	6133	F	P	1.0000	Detective	75,986
101	5	501	6133	F	P	1.0000	Detective	75,986
101	5	501	6133	F	P	1.0000	Detective	75,269
101	5	501	6133	F	P	1.0000	Detective	75,269
101	5	501	6133	F	P	1.0000	Detective	75,269
101	5	501	6133	F	P	1.0000	Detective	75,090
101	5	501	6133	F	P	1.0000	Detective	75,090
101	5	501	6133	F	P	1.0000	Detective	74,911
101	5	501	6133	F	P	1.0000	Detective	74,911
101	5	501	6133	F	P	1.0000	Detective	74,911
101	5	501	6133	F	P	1.0000	Police Sergeant	85,126
101	5	501	6133	F	P	1.0000	Police Sergeant	84,934
101	5	501	6133	F	P	1.0000	Police Sergeant	84,551
101	5	501	6133	F	P	1.0000	Police Sergeant	83,592
101	5	501	6133	F	P	1.0000	Police Sergeant	83,592

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6133	F	P	1.0000	Police Sergeant	83,592
101	5	501	6133	F	P	1.0000	Police Sergeant	80,524
101	5	501	6133	F	P	1.0000	Police Sergeant	83,400
101	5	501	6133	F	P	1.0000	Police Sergeant	83,400
101	5	501	6133	F	P	1.0000	Police Sergeant	83,209
101	5	501	6133	F	P	1.0000	Police Sergeant	83,209
101	5	501	6133	F	P	1.0000	Police Sergeant	83,017
101	5	501	6133	F	P	1.0000	Police Sergeant	82,825
101	5	501	6133	F	P	1.0000	Police Sergeant	82,825
101	5	501	6133	F	P	1.0000	Police Sergeant	82,058
101	5	501	6133	F	P	1.0000	Police Sergeant	81,867
101	5	501	6133	F	P	1.0000	Police Sergeant	81,675
101	5	501	6133	F	P	1.0000	Police Sergeant	81,483
101	5	501	6133	F	P	1.0000	Police Sergeant	81,291
101	5	501	6133	F	P	1.0000	Police Sergeant	81,291
101	5	501	6133	F	P	1.0000	Police Sergeant	81,291
101	5	501	6133	F	P	1.0000	Police Sergeant	81,291
101	5	501	6133	F	P	1.0000	Police Sergeant	80,524
101	5	501	6133	F	P	1.0000	Police Sergeant	79,949
101	5	501	6133	F	P	1.0000	Police Sergeant	79,758
101	5	501	6133				Shift Differential	44,348
<b>TOTAL 6133 EMPLOYEES</b>						<b>43.0000</b>		<b>\$ 3,474,524</b>
101	5	501	6140	F	P	1.0000	Police Officer IV	72,683
101	5	501	6140	F	P	1.0000	Police Officer IV	72,683
101	5	501	6140	F	P	1.0000	Police Officer IV	72,683
101	5	501	6140	F	P	1.0000	Police Officer IV	72,683

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	72,683
101	5	501	6140	F	P	1.0000	Police Officer IV	72,683
101	5	501	6140	F	P	1.0000	Police Officer IV	72,683
101	5	501	6140	F	P	1.0000	Police Officer IV	72,517
101	5	501	6140	F	P	1.0000	Police Officer IV	72,350
101	5	501	6140	F	P	1.0000	Police Officer IV	72,350
101	5	501	6140	F	P	1.0000	Police Officer IV	72,350
101	5	501	6140	F	P	1.0000	Police Officer IV	72,017
101	5	501	6140	F	P	1.0000	Police Officer IV	72,017
101	5	501	6140	F	P	1.0000	Police Officer IV	72,017
101	5	501	6140	F	P	1.0000	Police Officer IV	72,017
101	5	501	6140	F	P	1.0000	Police Officer IV	70,850
101	5	501	6140	F	P	1.0000	Police Officer IV	70,850
101	5	501	6140	F	P	1.0000	Police Officer IV	70,850
101	5	501	6140	F	P	1.0000	Police Officer IV	70,850
101	5	501	6140	F	P	1.0000	Police Officer IV	70,850
101	5	501	6140	F	P	1.0000	Police Officer IV	70,850
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,683
101	5	501	6140	F	P	1.0000	Police Officer IV	70,016
101	5	501	6140	F	P	1.0000	Police Officer IV	70,016
101	5	501	6140	F	P	1.0000	Police Officer IV	69,849
101	5	501	6140	F	P	1.0000	Police Officer IV	69,849
101	5	501	6140	F	P	1.0000	Police Officer IV	69,849

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION		POSITION	SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	69,849
101	5	501	6140	F	P	1.0000	Police Officer IV	69,683
101	5	501	6140	F	P	1.0000	Police Officer IV	69,683
101	5	501	6140	F	P	1.0000	Police Officer IV	69,683
101	5	501	6140	F	P	1.0000	Police Officer IV	69,683
101	5	501	6140	F	P	1.0000	Police Officer IV	69,683
101	5	501	6140	F	P	1.0000	Police Officer IV	69,683
101	5	501	6140	F	P	1.0000	Police Officer IV	69,683
101	5	501	6140	F	P	1.0000	Police Officer IV	69,516
101	5	501	6140	F	P	1.0000	Police Officer IV	69,516
101	5	501	6140	F	P	1.0000	Police Officer IV	69,516
101	5	501	6140	F	P	1.0000	Police Officer IV	69,516
101	5	501	6140	F	P	1.0000	Police Officer IV	69,516
101	5	501	6140	F	P	1.0000	Police Officer IV	69,516
101	5	501	6140	F	P	1.0000	Police Officer IV	69,516
101	5	501	6140	F	P	1.0000	Police Officer IV	69,349
101	5	501	6140	F	P	1.0000	Police Officer IV	69,349
101	5	501	6140	F	P	1.0000	Police Officer IV	69,349
101	5	501	6140	F	P	1.0000	Police Officer IV	69,349
101	5	501	6140	F	P	1.0000	Police Officer IV	69,349
101	5	501	6140	F	P	1.0000	Police Officer IV	69,349
101	5	501	6140	F	P	1.0000	Police Officer IV	68,682
101	5	501	6140	F	P	1.0000	Police Officer IV	68,682
101	5	501	6140	F	P	1.0000	Police Officer IV	68,682
101	5	501	6140	F	P	1.0000	Police Officer IV	68,682
101	5	501	6140	F	P	1.0000	Police Officer IV	68,516
101	5	501	6140	F	P	1.0000	Police Officer IV	68,516
101	5	501	6140	F	P	1.0000	Police Officer IV	68,516
101	5	501	6140	F	P	1.0000	Police Officer IV	68,516





**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
101	5	501	6150	P	A	1.0000	School Crossing Guard	6,943
						31.0000	Subtotal Part-Time	
<b>TOTAL 6150 EMPLOYEES</b>						<b>39.0000</b>		<b>\$ 539,627</b>
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	42,969
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	41,718
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	40,502
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	40,502
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	40,502
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,819
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,482



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,482
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,482
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	38,482
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,523
101	5	501	6152	F	A	1.0000	Community Service Aide - Cert	37,473
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
<b>TOTAL 6152 EMPLOYEES</b>						<b>16.0000</b>		<b>\$ 623,020</b>
101	5	501	6188	P		1.0000	Cadet	15,000
101	5	501	6188	P		1.0000	Cadet	15,000
Subtotal Part-Time						2.0000		
<b>TOTAL 6188 EMPLOYEES</b>						<b>2.0000</b>		<b>\$ 30,000</b>
Total Full -Time						195.00		
Total Part-Time						34.00		
<b>TOTAL EMPLOYEES</b>						<b>229.0000</b>		<b>\$ 13,147,774</b>

# DEPARTMENT OF PUBLIC SAFETY

**BUREAU: POLICE**

**101 5 501 6110                      Salary Bureau Chief**

This line covers the salary of the Chief of Police.

**101 5 501 6115                      Salary Civilian Personnel**

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

**101 5 501 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.

**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 contract lease costs for 107 PCs and laptop computers for Police Department staff and 16 PC's for city computer training room. Annual license fees of Microsoft 365 for Police Bureau email.

**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/video 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, citations, evidence cards 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. Phone switch maintenance fees, MDT cellular air card fees, and video conferencing fee and internet fees.

**101 5 501 7370**

**Travel**

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

**101 5 501 7380**

**Miscellaneous Expenses**

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

**101 5 501 7410**

**Professional Services**

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

**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 fee's to the Lancaster County SPCA animal shelter to cover the cost of stray animals taken to the shelter by Police Bureau personnel.

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

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

**101 5 501 8161**

**Community Safety Coalition**

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

**101 5 501 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. The yearly maintenance fees for CODY Records Management System, I-2 Crime Analyst Notebook. CODY Software Lease 2012-2016.

**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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF FIRE</b>									
101 5 502 6110	SALARY BUREAU CHIEF	90,456	93,331	100,871	106,611	106,611	87,227	106,868	109,809
101 5 502 6115	SALARIED PERSONNEL	84,631	123,634	151,884	93,797	92,270	86,258	93,819	89,849
101 5 502 6130	SALARY DEPUTY CHIEF	116,964	166,169	176,525	184,832	186,359	186,606	220,655	190,362
101 5 502 6131	FIRE-CAPTAINS	582,901	434,783	431,056	422,394	422,394	293,417	394,752	476,775
101 5 502 6132	FIRE-LIEUTENANTS	1,268,139	1,206,139	1,290,996	1,356,022	1,337,174	1,110,263	1,378,401	1,369,766
101 5 502 6141	FIREFIGHTERS	2,700,684	2,746,199	2,758,095	3,100,581	3,095,581	2,475,092	2,988,786	3,197,708
101 5 502 6180	ACTING OFFICERS	28,791	25,725	21,164	35,000	25,300	26,042	29,652	34,500
101 5 502 6185	OVERTIME	215,887	221,082	289,427	250,000	250,000	220,540	257,784	650,000
101 5 502 6190	SICK LEAVE BONUS	6,300	5,800	8,100	7,200	6,200	6,200	6,200	7,700
101 5 502 6201	EDUCATIONAL INCENTIVE	20,820	20,650	20,225	23,000	23,700	23,700	23,700	24,750
101 5 502 6202	MEDICAL INSURANCE - ACTIVE	1,299,556	1,386,480	1,320,922	1,347,993	1,327,331	1,114,354	1,327,331	1,150,000
101 5 502 6202	MEDICAL INSURANCE - RETIREES	996,506	1,042,695	1,063,549	1,063,549	1,063,549	886,291	1,063,549	1,040,000
101 5 502 6203	DENTAL-VISION	105,007	106,380	125,956	133,700	133,700	131,075	142,658	143,000
101 5 502 6210	UNIFORM MAINT. ALLOWANCE	24,771	24,167	28,400	28,400	30,000	30,000	30,000	30,000
101 5 502 6230	PENSION CONTRIBUTION	1,154,230	1,075,765	1,623,453	1,623,658	1,623,658	1,623,658	1,623,658	2,059,043
101 5 502 7141	PC LEASE	8,933	8,933	17,005	17,005	20,667	20,667	20,667	19,100
101 5 502 7160	RENTAL OF PARKING LOT	1,098	1,134	1,362	1,000	2,000	1,669	2,000	2,650
101 5 502 7220	MAINTENANCE- COMMUNICATION	4,598	9,587	11,313	12,000	12,000	1,698	12,000	12,000
101 5 502 7230	MAINTENANCE- EQUIPMENT	4,754	3,341	6,414	7,500	7,500	5,770	7,500	7,500
101 5 502 7290	MAINTENANCE- VEHICLES	29,918	24,734	36,355	25,000	35,000	34,315	47,000	35,000
101 5 502 7340	POSTAGE	2,141	2,957	3,119	3,800	3,800	2,457	3,000	3,800
101 5 502 7350	PRINTING	48	107	86	200	200	95	50	200
101 5 502 7360	TELEPHONE	9,937	11,745	12,625	16,000	15,300	10,484	12,000	14,000
101 5 502 7370	TRAVEL	1,860	562	360	1,000	1,000	948	1,000	1,300
101 5 502 7380	MISCELLANEOUS EXPENSE	2,289	2,199	3,693	3,500	3,500	3,395	3,500	3,500
101 5 502 7410	PROFESSIONAL SERVICES	2,432	1,898	16,622	2,000	3,500	2,534	2,600	10,500
101 5 502 7435	LABOR RELATIONS	26,942	107,183	48,676	8,000	49,600	49,574	49,600	10,000
101 5 502 7445	TRAINING - SCHOOL	10,304	34,880	38,348	30,000	30,000	9,891	30,000	30,000
101 5 502 7490	CIVIL SERVICE BOARD	647	10,918	12,403	8,000	5,500	2,639	3,000	8,000
101 5 502 7603	OFFICE SUPPLIES	5,435	5,865	3,409	5,500	5,500	3,388	4,600	5,500

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
101 5 502 7606	OPERATING SUPPLIES	5,056	5,947	5,953	6,000	7,000	6,683	7,000	6,000
101 5 502 7612	UNIFORMS	26,545	26,265	22,787	30,000	29,000	19,734	22,000	28,000
101 5 502 7642	FIRE PREVENTION SUPPLIES	1,395	2,009	2,676	3,000	3,000	2,649	3,000	3,000
101 5 502 7645	PROTECTIVE CLOTHING	40,071	81,319	79,897	80,000	70,000	34,734	66,000	75,000
101 5 502 7654	GASOLINE	39,699	37,209	43,773	40,000	40,000	29,078	33,233	40,000
101 5 502 7672	MISC-VEHICLE PARTS	24,589	20,003	26,805	25,000	25,000	15,322	22,681	26,000
101 5 502 8200	MINOR EQUIPMENT	61,945	83,963	79,952	67,000	77,000	27,258	77,000	87,000
101 5 502 8202	SAFETY EQUIPMENT	1,359	1,239	2,813	3,000	3,000	2,820	2,820	3,000
101 5 502 8220	COMMUNICATION EQUIPMENT	7,034	4,443	16,629	21,000	11,000	4,908	11,000	11,000
101 5 502 8230	FURNITURE/EQUIPMENT	600	80	0	0	0	0	0	0
101 5 502 8271	VEHICLE LEASE	12,082	18,854	26,318	32,318	36,818	26,318	36,318	30,400
101 5 502 9240	PENSION DEBT - INTEREST	295,848	288,570	280,970	272,942	272,942	272,942	272,942	264,487
101 5 502 9260	PENSION DEBT - PRINCIPAL	144,126	150,485	158,963	167,441	167,441	167,441	167,441	175,919
101 5 502 9400	GRANTS MATCH	0	0	0	50,000	40,000	0	10,600	0
<b>TOTAL</b>		<b>9,467,328</b>	<b>9,625,428</b>	<b>10,369,949</b>	<b>10,714,943</b>	<b>10,701,095</b>	<b>9,060,134</b>	<b>10,618,365</b>	<b>11,486,118</b>
<b>TOTAL PUBLIC SAFETY</b>		<b>28,751,970</b>	<b>29,830,135</b>	<b>31,844,419</b>	<b>33,280,292</b>	<b>33,245,695</b>	<b>27,547,043</b>	<b>32,632,670</b>	<b>34,289,231</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	109,809
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 109,809</b>
101 5 502 6115	F	A	1.0000 File Clerk III	41,840
101 5 502 6115	F	M	1.0000 Sr. Staff Assistant - Fire Available for Merit	43,335 4,674
<b>TOTAL 6115 EMPLOYEES</b>			<b>2.0000</b>	<b>\$ 89,849</b>
101 5 502 6130	F	F	0.0000 Fire Deputy Chief	95,181
101 5 502 6130	F	F	1.0000 Fire Deputy Chief	95,181
<b>TOTAL 6130 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 190,362</b>
101 5 502 6131	F	F	1.0000 Batallion Chief	88,383
101 5 502 6131	F	F	0.0000 Batallion Chief	13,000
101 5 502 6131	F	F	0.0000 Batallion Chief	13,000
101 5 502 6131	F	F	0.0000 Batallion Chief	13,000
101 5 502 6131	F	F	1.0000 Fire Captain	84,848
101 5 502 6131	F	F	1.0000 Fire Captain	84,848
101 5 502 6131	F	F	1.0000 Fire Captain	84,848
101 5 502 6131	F	F	0.0000 Fire Captain	10,000
101 5 502 6131	F	F	1.0000 Fire Marshall	84,848
<b>TOTAL 6131 EMPLOYEES</b>			<b>5.0000</b>	<b>\$ 476,775</b>





**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
101	5	502	6141	F	F	1.0000	Firefighter III	65,564
101	5	502	6141	F	F	1.0000	Firefighter III	65,564
101	5	502	6141	F	F	1.0000	Firefighter III	65,564
101	5	502	6141	F	F	1.0000	Firefighter III	65,564
101	5	502	6141	F	F	1.0000	Firefighter I	57,851
101	5	502	6141	F	F	1.0000	Firefighter I	57,851
101	5	502	6141	F	F	1.0000	Firefighter I	57,851
101	5	502	6141	F	F	1.0000	Firefighter I	57,851
101	5	502	6141	F	F	1.0000	Firefighter I	50,352
101	5	502	6141	F	F	1.0000	Firefighter Recruit	48,209
101	5	502	6141	F	F	1.0000	Firefighter Recruit	48,209
101	5	502	6141	F	F	1.0000	Firefighter Recruit	48,209
101	5	502	6141	F	F	1.0000	Firefighter Recruit	48,209
101	5	502	6141	F	F	1.0000	Firefighter Recruit	48,209
101	5	502	6141	F	F	1.0000	Firefighter Candidate	33,674
101	5	502	6141	F	F	1.0000	Firefighter Candidate	33,674
<b>TOTAL 6141 EMPLOYEES</b>						<b>50.0000</b>		<b>\$ 3,197,708</b>
<b>TOTAL EMPLOYEES</b>						<b>77.0000</b>		<b>\$ 5,434,269</b>

# DEPARTMENT OF PUBLIC SAFETY

**BUREAU: FIRE**

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

Salary of the Fire Chief.

**101 5 502 6115 Salaried Personnel**

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

**101 5 502 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 \$300 per year per firefighter as a clothing maintenance allowance, and \$100 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 2015 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 2015 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. None for 2015.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>ECONOMIC DEVELOPMENT &amp; NEIGHBORHOOD REVITALIZATION OFFICE OF THE DIRECTOR</b>									
101 6 601 6109	SALARY-DIRECTOR	103,829	107,355	120,750	124,092	124,092	100,606	123,668	127,815
101 6 601 6110	SALARY BUREAU CHIEF	65,193	65,603	66,261	65,365	66,865	54,483	66,526	68,202
101 6 601 6115	SALARIED PERSONNEL	128,245	138,145	141,777	155,870	143,870	119,596	145,672	161,966
101 6 601 6185	OVERTIME	632	649	487	500	500	463	500	500
101 6 601 6202	MEDICAL INSURANCE	419,077	468,132	467,416	439,295	434,511	363,687	434,511	640,000
101 6 601 6203	DENTAL-VISION	14,353	13,620	15,581	18,250	18,250	16,441	21,000	21,000
101 6 601 7141	PC LEASE	11,228	11,228	21,624	21,624	26,408	26,408	26,408	24,300
101 6 601 7230	MAINTENANCE- EQUIPMENT	13	76	13	500	500	0	0	250
101 6 601 7310	ADVERTISING	267	195	388	500	500	481	500	500
101 6 601 7320	DUES & SUBSCRIPTIONS	710	1,286	1,500	1,500	1,500	1,220	1,500	1,500
101 6 601 7340	POSTAGE	855	829	1,128	1,000	1,300	1,000	1,200	1,000
101 6 601 7350	PRINTING	539	759	926	1,000	1,000	776	1,000	1,000
101 6 601 7360	TELEPHONE	2,863	3,171	3,345	3,500	3,200	2,294	2,800	3,000
101 6 601 7370	TRAVEL	202	41	1,390	1,000	1,000	44	250	1,000
101 6 601 7410	PROFESSIONAL SERVICES	5,780	260	4,165	100,000	189,242	168,007	176,000	150,000
101 6 601 7445	TRAINING & SCHOOL	1,914	1,967	1,982	2,000	1,900	1,647	1,700	2,000
101 6 601 7603	OFFICE SUPPLIES	704	740	978	1,200	1,200	806	1,200	1,200
101 6 601 7606	OPERATING SUPPLIES	93	337	285	500	500	0	250	500
101 6 601 7654	GASOLINE	0	110	0	500	500	0	0	150
101 6 601 8110	CONTRIBUTION TO ECON DEVELOP.	42,681	39,604	92,300	100,000	50,000	13,523	30,000	100,000
101 6 601 8200	MINOR EQUIPMENT	0	0	129	250	350	317	317	1,000
<b>TOTAL</b>		<b>799,178</b>	<b>854,107</b>	<b>942,425</b>	<b>1,038,446</b>	<b>1,067,188</b>	<b>871,799</b>	<b>1,035,002</b>	<b>1,306,883</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	127,815
<b>TOTAL 6109 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 127,815</b>
101 6 601 6110	F	M	1.0000 Deputy Director, EDNR	68,202
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 68,202</b>
101 6 601 6115	F	M	1.0000 Senior Grants Administrator	48,793
101 6 601 6115	F	M	1.0000 Housing & Economic Development Administ	56,125
101 6 601 6115	F	A	1.0000 Secretary I Available for Merit	41,841 15,207
<b>TOTAL 6115 EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 161,966</b>
<b>TOTAL EMPLOYEES</b>			<b>5.0000</b>	<b>\$ 357,983</b>

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

**BUREAU: OFFICE OF THE DIRECTOR**

**101 6 601 6109 Salary Director**

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

**101 6 601 6110 Salary Bureau Chief**

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

**101 6 601 6115 Salaries Personnel**

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

**101 6 601 6185 Overtime**

Overtime pay for the salary of the secretarial position in the Office of the Director, primarily for RACL 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 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/UPS 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 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, and the operation of established economic development programs.



**101 6 601 7445                      Training and School**

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

**101 6 601 7603                      Office Supplies**

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

**101 6 601 7606                      Operating Supplies**

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

**101 6 601 7654                      Gasoline**

Fuel costs for 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, LOOP and regional economic development initiatives (including those providing access to federal Economic Development Administration funding) are included.

**101 6 601 8200                      Minor Equipment**

Purchase of small office equipment and furniture as needed by the Department.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PLANNING</b>									
101 6 602 6110	SALARY BUREAU CHIEF	69,252	70,939	72,166	71,375	73,075	60,123	73,400	75,240
101 6 602 6115	SALARIED PERSONNEL	148,454	152,541	154,968	153,235	156,235	129,480	157,789	160,262
101 6 602 6185	OVERTIME	83	47	79	75	75	145	175	175
101 6 602 7230	MAINTENANCE- EQUIPMENT	0	130	12	400	400	317	400	400
101 6 602 7310	ADVERTISING	11,273	9,900	9,615	12,000	11,750	2,667	11,000	12,000
101 6 602 7320	DUES & SUBSCRIPTIONS	642	524	564	600	600	235	600	600
101 6 602 7330	MAP REPRODUCTION	399	145	243	400	400	162	400	400
101 6 602 7340	POSTAGE	2,140	1,752	1,742	2,000	2,000	1,450	2,000	2,500
101 6 602 7350	PRINTING	919	1,320	1,137	2,000	2,000	1,109	1,600	2,000
101 6 602 7360	TELEPHONE	1,010	1,095	1,035	1,200	1,200	733	1,100	1,100
101 6 602 7370	TRAVEL	25	7	0	400	400	60	300	300
101 6 602 7410	PROFESSIONAL SERVICES	3,455	3,798	2,368	4,400	4,400	1,740	3,500	4,000
101 6 602 7445	TRAINING & SCHOOL	700	285	118	500	500	250	400	500
101 6 602 7495	ZONING BOARD EXPENSES	0	0	0	200	200	72	150	200
101 6 602 7603	OFFICE SUPPLIES	644	1,000	1,100	1,700	1,700	812	900	1,200
101 6 602 7606	OPERATING SUPPLIES	111	648	617	700	700	0	630	650
101 6 602 7654	GASOLINE	0	470	569	700	950	700	850	850
101 6 602 8200	MINOR EQUIPMENT	22	0	0	1,500	1,500	74	1,000	3,000
<b>TOTAL</b>		<b>239,129</b>	<b>244,601</b>	<b>246,333</b>	<b>253,385</b>	<b>258,085</b>	<b>200,129</b>	<b>256,194</b>	<b>265,377</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	75,240
<b>TOTAL 6110 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 75,240</b>
101 6 602 6115	F	M	1.0000 Senior Planner	54,775
101 6 602 6115	F	M	1.0000 Zoning Officer II	59,200
101 6 602 6115	F	M	1.0000 Historic Preservation Specialist	46,287
<b>TOTAL 6115 EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 160,262</b>
<b>TOTAL EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 235,502</b>

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

## **BUREAU: PLANNING**

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

Salary of the Bureau Chief of Planning.

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

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

### **101 6 602 6185 Overtime**

Overtime pay for non-exempt employees of the Planning Bureau to attend meetings outside of normal business hours.

### **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, 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 to Commission and Board members, 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 costs of using copiers, printing of agendas, minutes, letters, and other materials. Outside printing of ordinances or other documents when necessary. Printing of 30 copies of the Zoning Ordinance is anticipated in 2015.

**101 6 602 7360**                      **Telephone**

Cost of telephone use and voice mail.

**101 6 602 7370**                      **Travel**

Travel for attendance at planning-related meetings, conferences and other training opportunities.

**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 required for development and review of City plans and those submitted by developers and property owners.

**101 6 602 7445**                      **Training and School**

Registration costs to attend conference, workshops, webinars and other training opportunities to improve technical skills.

**101 6 602 7495**                      **Zoning Board Expense**

Cost of light meals for members of Zoning Hearing Board when necessary for agendas, which begin at 4:00 p.m. and 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 Bureau vehicles.

**101 6 602 8200**

**Minor Equipment**

Purchase of upgrade components and software to improve computer operations and maintenance of computer mapping program. Purchase of small office equipment and furniture as needed by the Bureau.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF CODE COMPLIANCE &amp; INSPECTIONS</b>									
101 6 603 6110	SALARY BUREAU CHIEF	72,449	72,336	72,810	72,069	73,669	60,035	73,412	75,142
101 6 603 6115	SALARIED PERSONNEL	748,053	789,695	777,986	826,898	791,856	636,841	788,736	862,340
101 6 603 6185	OVERTIME	0	0	0	0	0	36	0	0
101 6 603 6201	EDUCATIONAL INCENTIVE	375	2,280	4,123	5,270	5,270	1,475	5,250	5,250
101 6 603 7230	MAINTENANCE- EQUIPMENT	1,802	1,414	1,444	3,000	3,000	2,961	3,000	3,000
101 6 603 7310	ADVERTISING	1,462	993	1,106	1,500	1,500	65	750	1,500
101 6 603 7320	DUES & SUBSCRIPTIONS	389	440	606	1,000	1,000	557	1,000	1,000
101 6 603 7340	POSTAGE	2,638	4,958	7,409	6,700	6,200	3,238	6,700	6,700
101 6 603 7350	PRINTING	2,496	2,586	1,518	3,000	3,500	2,993	3,000	3,000
101 6 603 7360	TELEPHONE	8,815	9,491	9,462	10,500	10,500	6,705	10,500	10,500
101 6 603 7370	TRAVEL	247	368	833	1,150	1,150	600	1,150	3,000
101 6 603 7405	ABATEMENT OF NUISANCES	44,013	28,208	33,455	40,000	40,000	28,288	40,000	40,000
101 6 603 7410	PROFESSIONAL SERVICES	7,447	4,614	1,308	5,000	5,000	524	3,000	2,500
101 6 603 7440	CONTRACT SERVICES	1,116	1,006	755	1,300	1,300	869	1,000	1,100
101 6 603 7445	TRAINING/SCHOOL	5,461	4,544	2,031	4,000	4,000	2,714	4,000	4,000
101 6 603 7485	PLUMBING BD. EXPENSE	186	0	189	200	200	0	200	200
101 6 603 7495	ZONING BOARD EXPENSE	1,652	0	0	0	0	0	0	0
101 6 603 7603	OFFICE SUPPLIES	3,128	1,902	3,190	3,200	4,700	3,295	3,400	3,200
101 6 603 7606	OPERATING SUPPLIES	4,391	2,996	2,987	4,000	3,000	1,658	4,000	4,000
101 6 603 7654	GASOLINE	0	6,388	5,779	7,000	6,500	4,648	7,000	7,000
101 6 603 8200	MINOR EQUIPMENT	764	1,822	981	1,500	1,500	795	1,500	3,500
<b>TOTAL</b>		<b>906,884</b>	<b>936,041</b>	<b>927,972</b>	<b>997,287</b>	<b>963,845</b>	<b>758,297</b>	<b>957,598</b>	<b>1,036,932</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	75,142
<b>TOTAL 6110 EMPLOYEES</b>							<b>1.0000</b>		<b>\$ 75,142</b>
101	6	603	6115	F	M		1.0000	Chief Building Code Official	60,980
101	6	603	6115	F	M		1.0000	Senior Health Officer	54,916
101	6	603	6115	F	M		1.0000	Health Inspector	45,538
101	6	603	6115	F	M		1.0000	Housing Inspector II	48,765
101	6	603	6115	F	M		1.0000	Commercial Code Inspector	66,380
101	6	603	6115	F	A		1.0000	Housing Inspector I	46,713
101	6	603	6115	F	A		1.0000	Housing Inspector I	45,352
101	6	603	6115	F	A		1.0000	Housing Inspector I	44,031
101	6	603	6115	F	A		1.0000	Housing Inspector I	44,031
101	6	603	6115	F	A		1.0000	Housing Inspector I	41,835
101	6	603	6115	F	A		1.0000	Housing Inspector I	40,518
101	6	603	6115	F	A		1.0000	Housing Inspector I	39,242
101	6	603	6115	F	A		1.0000	Housing/Building Inspector	49,854
101	6	603	6115	F	A		1.0000	Bld/Plumbing Clerk IV	44,152
101	6	603	6115	F	A		1.0000	Technology Coordinator	41,801
101	6	603	6115	F	A		1.0000	Permit Clerk III	38,618
101	6	603	6115	F	A		1.0000	Clerk Typist II	37,262
101	6	603	6115	F	A		1.0000	Clerk Typist II	36,176
101	6	603	6115	F	A		1.0000	Clerk Typist II	36,176
<b>TOTAL 6115 EMPLOYEES</b>							<b>19.0000</b>		<b>\$ 862,340</b>
<b>TOTAL EMPLOYEES</b>							<b>20.0000</b>		<b>\$ 937,482</b>



# **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 shared copiers at City Hall offices of the Bureau. Annual maintenance costs for handheld or tablet 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, placards, inspection reports, posters and business cards.

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

Bureau share of phone lines and mobile phone and air card 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 hazard abatement, 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**

Registration 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, housing/property maintenance inspectors and building inspector vehicles.

**101 6 603 8200                      Minor Equipment**

Purchase of equipment required by inspectors to properly perform inspections in the field. Purchase of small office equipment and furniture as needed by the Department.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>NEIGHBORHOOD REVITALIZATION UNIT</b>									
101 6 605 6115	SALARIED PERSONNEL	100,791	106,444	117,534	120,458	120,458	99,088	121,365	124,374
101 6 605 7340	POSTAGE	0	128	0	0	0	0	0	0
101 6 605 7360	TELEPHONE	114	0	0	0	0	0	0	0
<b>TOTAL</b>		<b>100,905</b>	<b>106,572</b>	<b>117,534</b>	<b>120,458</b>	<b>120,458</b>	<b>99,088</b>	<b>121,365</b>	<b>124,374</b>
<b>TOTAL ECON DEV &amp; NEIGH REVIT</b>		<b>2,046,096</b>	<b>2,141,321</b>	<b>2,234,264</b>	<b>2,409,576</b>	<b>2,409,576</b>	<b>1,929,313</b>	<b>2,370,159</b>	<b>2,733,566</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	53,083
101	6	605	6115	F	A		1.00	HNRU Assistant	40,727
101	6	605	6115	F	A		1.00	Clerk Typist I	30,564
<b>TOTAL 6115 EMPLOYEES</b>								<b>3.0000</b>	<b>\$ 124,374</b>
<b>TOTAL EMPLOYEES</b>								<b>3.0000</b>	<b>\$ 124,374</b>

# **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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>PUBLIC WORKS OFFICE OF THE DIRECTOR</b>									
101 8 810 6109	SALARY-DIRECTOR	111,418	115,202	120,892	124,114	124,114	101,668	124,534	127,837
101 8 810 6115	SALARIED PERSONNEL	92,740	100,652	84,266	99,496	90,076	76,652	92,867	104,557
101 8 810 6202	MEDICAL INSURANCE	707,992	746,500	756,171	700,516	675,953	569,180	675,953	760,000
101 8 810 6203	DENTAL-VISION	24,206	24,947	28,905	32,100	31,800	25,175	29,076	29,100
101 8 810 7141	PC LEASE	5,739	5,739	11,215	11,215	13,778	13,778	13,778	12,700
101 8 810 7230	MAINTENANCE- EQUIPMENT	32	32	0	100	100	0	50	100
101 8 810 7310	ADVERTISING	1,033	2,206	70	2,000	3,200	2,831	2,831	2,000
101 8 810 7320	DUES & SUBSCRIPTIONS	642	449	557	600	600	452	500	600
101 8 810 7340	POSTAGE	362	713	319	600	600	280	350	600
101 8 810 7350	PRINTING	279	510	281	500	500	268	350	500
101 8 810 7360	TELEPHONE	1,766	1,956	1,463	2,000	2,000	799	1,400	2,000
101 8 810 7370	TRAVEL	2,364	2,087	1,477	5,000	4,161	1,688	2,600	4,500
101 8 810 7445	TRAINING	0	0	0	0	239	239	239	0
101 8 810 7603	OFFICE SUPPLIES	567	314	1,000	600	1,500	1,049	1,150	1,100
<b>TOTAL</b>		<b>949,140</b>	<b>1,001,307</b>	<b>1,006,616</b>	<b>978,841</b>	<b>948,621</b>	<b>794,059</b>	<b>945,678</b>	<b>1,045,594</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	127,837
<b>TOTAL 6109 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 127,837</b>
101 8 810 6115	F	M	1.0000 Secretary II	41,507
101 8 810 6115	F	M	1.0000 Public Arts Manager Available for Merit	50,680 12,370
<b>TOTAL 6115 EMPLOYEES</b>			<b>2.0000</b>	<b>\$ 104,557</b>
<b>TOTAL EMPLOYEES</b>			<b>3.0000</b>	<b>\$ 232,394</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU: OFFICE OF THE DIRECTOR**

**101 8 810 6109 Salary Director**

Salary of the Director of Public Works.

**101 8 810 6115 Salaried Personnel**

Salary of the Department Director's secretary and the public art manager.

**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 2015 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.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF ENGINEERING</b>									
101 8 820 6110	SALARY BUREAU CHIEF	60,570	61,993	64,558	61,396	62,656	49,032	60,844	54,779
101 8 820 6115	SALARIED PERSONNEL	119,429	123,903	131,263	161,419	161,419	109,932	135,219	191,413
101 8 820 6120	TEMPORARY HELP	0	0	7,612	5,200	5,200	2,326	2,326	6,240
101 8 820 7180	RENTAL OF UNIFORMS	411	503	420	420	420	282	420	420
101 8 820 7230	MAINTENANCE- EQUIPMENT	853	1,246	1,343	1,500	1,500	951	1,500	1,800
101 8 820 7290	MAINTENANCE- VEHICLES	318	500	695	900	1,900	1,148	1,900	1,900
101 8 820 7320	DUES & SUBSCRIPTIONS	0	0	175	200	200	0	0	200
101 8 820 7340	POSTAGE	1,274	1,870	1,055	800	1,400	1,072	1,200	1,200
101 8 820 7350	PRINTING	692	520	884	1,000	500	139	150	500
101 8 820 7360	TELEPHONE	2,909	3,415	4,025	3,800	3,300	2,435	3,300	3,500
101 8 820 7370	TRAVEL	973	524	1,927	2,500	1,900	373	1,000	1,500
101 8 820 7410	PROFESSIONAL SERVICES	31,073	78,480	181,464	100,000	158,800	136,420	140,000	150,000
101 8 820 7445	TRAINING - SCHOOL	1,688	1,779	2,572	4,500	4,500	2,392	3,000	3,000
101 8 820 7603	OFFICE SUPPLIES	984	1,043	1,144	1,200	1,200	933	1,400	1,800
101 8 820 7606	OPERATING SUPPLIES	488	1,458	1,280	1,300	1,300	910	1,000	1,300
101 8 820 7654	GASOLINE	3,110	3,467	2,975	2,957	2,957	1,938	2,957	2,957
101 8 820 8200	MINOR EQUIPMENT	375	0	69	100	100	0	0	100
101 8 820 8202	SAFETY EQUIPMENT	195	268	445	400	400	260	300	300
<b>TOTAL</b>		<b>225,352</b>	<b>280,969</b>	<b>403,906</b>	<b>349,592</b>	<b>409,652</b>	<b>310,543</b>	<b>356,516</b>	<b>422,909</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

101 8 820 6110	F	M	0.6000 Deputy Director/City Engineer	54,779
<b>TOTAL 6110 EMPLOYEES</b>			<b>0.6000</b>	<b>\$ 54,779</b>
101 8 820 6115	F	M	1.0000 PW Construction Inspector	53,025
101 8 820 6115	F	A	1.0000 Engineering Aide III/Draftsman	51,196
101 8 820 6115	F	A	1.0000 Engineering Aide II/Draftsman	45,352
101 8 820 6115	F	A	1.0000 Secretary I	41,840
<b>TOTAL 6115 EMPLOYEES</b>			<b>4.0000</b>	<b>\$ 191,413</b>
<b>TOTAL EMPLOYEES</b>			<b>4.6000</b>	<b>\$ 246,192</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: ENGINEERING**

**101 8 820 6110 Salary Bureau Chief**

Salary of the City Engineer.

**101 8 820 6115 Salaried Personnel**

Salaries of the Engineering Bureau staff.

**101 8 820 6120 Salaried Temporary Personnel**

Salaries of the Engineering Bureau temporary staff intern.

**101 8 820 7180 Rental of Uniforms**

Uniform rental costs for two Bureau employees.

**101 8 820 7230 Maintenance Equipment**

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

**101 8 820 7290 Maintenance of Vehicles**

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

**101 8 820 7320 Dues and Subscriptions**

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

**101 8 820 7340 Postage**

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

**101 8 820 7350**

**Printing**

Printing of forms, scanning of plans, specifications, permits, notices and other correspondence during the course of the year. Includes operating costs of copier machine. Publication of revised Engineering 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF STREETS - ADMINISTRATION</b>									
101 8 841 6115	SALARIED PERSONNEL	0	0	0	64,046	65,546	53,230	65,029	66,857
101 8 841 6120	TEMPORARY HELP	600	0	0	0	0	0	0	0
101 8 841 6201	EDUCATIONAL INCENTIVE	0	0	0	0	687	311	687	750
101 8 841 7180	RENTAL OF UNIFORMS	4,497	4,444	4,615	5,400	5,400	2,692	5,400	3,000
101 8 841 7230	MAINTENANCE- EQUIPMENT	0	32	36	300	300	0	300	300
101 8 841 7290	MAINTENANCE- VEHICLES	91,644	95,299	91,342	70,000	80,000	79,893	80,000	50,000
101 8 841 7350	PRINTING	0	0	0	200	200	114	200	200
101 8 841 7360	TELEPHONE	3,157	3,657	3,428	4,900	4,900	2,768	4,900	5,500
101 8 841 7370	TRAVEL	40	528	1,200	1,200	1,200	922	1,200	1,200
101 8 841 7440	CONTRACT SERVICES	1,036	846	820	850	850	849	850	850
101 8 841 7445	TRAINING & SCHOOL	475	492	113	500	500	471	500	500
101 8 841 7603	OFFICE SUPPLIES	480	543	595	600	600	444	600	600
101 8 841 7606	OPERATING SUPPLIES	3,822	4,370	3,400	3,400	3,400	2,713	3,400	4,500
101 8 841 7654	GASOLINE	83,408	85,956	87,245	80,000	80,000	65,320	80,000	50,000
101 8 841 8200	MINOR EQUIPMENT	1,274	3,510	3,000	3,000	2,313	1,199	3,000	3,000
101 8 841 8202	SAFETY EQUIPMENT	3,200	3,152	3,434	3,200	3,200	2,597	3,200	3,200
<b>TOTAL</b>		<b>193,633</b>	<b>202,829</b>	<b>199,228</b>	<b>237,596</b>	<b>249,096</b>	<b>213,523</b>	<b>249,266</b>	<b>190,457</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	66,857
<b>TOTAL 6115 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 66,857</b>
<b>TOTAL EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 66,857</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                   STREETS - ADMINISTRATION**

**101 8 841 6115                   Salaried Personnel**

Salary for the operations manager.

**101 8 841 6201                   Educational Incentive**

Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.

**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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF STREETS - STREET MAINTENANCE</b>									
101 8 843 6115	SALARIED PERSONNEL	262,943	312,357	328,877	460,725	384,225	186,067	227,002	435,703
101 8 843 6185	OVERTIME	15,348	12,262	16,471	17,500	25,518	20,765	23,100	17,500
101 8 843 7606	OPERATING SUPPLIES	4,351	3,078	3,480	3,500	3,500	3,256	3,500	3,500
101 8 843 7684	ROAD MATERIALS	536	0	1,442	1,500	4,822	4,822	4,822	1,500
101 8 843 7690	CONSTRUCTION MATERIALS	1,827	1,457	1,799	2,100	0	0	2,100	2,100
101 8 843 8270	VEHICLES	0	0	0	10,834	10,834	10,833	10,833	0
101 8 843 8271	VEHICLE LEASE PURCHASE	0	0	6,130	6,130	6,130	6,130	6,130	15,535
101 8 843 8260	CONSTRUCTION/RESURFACING	0	0	540,000	0	0	0	0	0
<b>TOTAL</b>		<b>285,005</b>	<b>329,154</b>	<b>898,199</b>	<b>502,289</b>	<b>435,029</b>	<b>231,873</b>	<b>277,487</b>	<b>475,838</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	50,772
101	8	843	6115	F	A	1.0000	Equipment Operator II	39,863
101	8	843	6115	F	A	1.0000	Equipment Operator II	39,863
101	8	843	6115	F	A	1.0000	Equipment Operator II	39,863
101	8	843	6115	F	A	1.0000	Equipment Operator I	37,618
101	8	843	6115	F	A	1.0000	Equipment Operator I	39,593
101	8	843	6115	F	A	1.0000	Equipment Operator I	39,989
101	8	843	6115	F	A	1.0000	Equipment Operator I	40,781
101	8	843	6115	F	A	1.0000	Equipment Operator I	40,781
101	8	843	6115	F	A	1.0000	Laborer	33,290
101	8	843	6115	F	A	1.0000	Laborer	33,290

**TOTAL 6115 EMPLOYEES**

**11.0000**

**\$**

**435,703**

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                   STREETS - STREET MAINTENANCE**

**101 8 843 6115                   Salaried - Personnel**

Salaries for the street maintenance personnel.

**101 8 843 6185                   Overtime**

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

**101 8 843 7606                   Operating Supplies**

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

**101 8 843 7684                   Road Materials**

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

**101 8 843 7690                   Construction Materials**

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

**101 8 843 8271                   Vehicle Lease Purchase**

Second payment on a 5 year Lease Purchase for a 2013 Ford Explorer for Operations - #100 Truck : 2015, 2016, 2017. The first of a 5 year Lease Purchase payment for a 2016 Bi-Fuel Crew Cab (gas/CNG) #115.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF STREETS TRAFFIC SECTION</b>									
101 8 830 6115	SALARIED PERSONNEL	157,072	162,559	169,449	173,901	174,901	144,896	177,210	181,006
101 8 830 6185	OVERTIME	1,667	684	1,557	2,000	2,000	1,446	2,000	2,000
101 8 830 7180	RENTAL OF UNIFORMS	800	755	809	850	850	540	850	850
101 8 830 7230	MAINTENANCE- EQUIPMENT	982	291	304	1,000	19	19	1,000	1,000
101 8 830 7290	MAINTENANCE-VEHICLES	2,665	2,258	3,192	3,200	3,590	3,237	3,350	3,200
101 8 830 7360	TELEPHONE	979	1,157	1,254	1,200	1,200	1,180	1,500	2,800
101 8 830 7370	TRAVEL	0	520	807	850	460	460	850	850
101 8 830 7410	CONSULTANT SERVICES	29,706	7,387	11,706	8,000	10,500	8,939	9,500	8,000
101 8 830 7440	CONTRACT SERVICES	12,488	15,117	13,744	20,000	18,500	16,514	20,000	20,000
101 8 830 7445	TRAINING - SCHOOL	137	675	80	800	800	572	800	800
101 8 830 7540	STREET LIGHTING-ELECTRICITY	704,585	652,496	700,712	690,000	686,900	526,316	690,000	685,000
101 8 830 7545	TRAFFIC SIGNALS ELECTRICITY	495	884	589	600	600	432	600	600
101 8 830 7603	OFFICE SUPPLIES	210	285	300	300	300	201	525	525
101 8 830 7606	OPERATING SUPPLIES	4,182	3,794	4,204	4,200	3,450	3,303	3,450	2,500
101 8 830 7654	GASOLINE	9,401	9,557	8,889	9,500	9,500	7,741	10,000	10,000
101 8 830 7678	SIGN MATERIALS	20,904	17,241	18,010	18,000	15,000	14,398	18,000	18,000
101 8 830 7681	MARKING MATERIAL	11,979	11,672	13,562	14,000	15,781	15,709	19,000	14,000
101 8 830 7687	TRAFFIC SIGNAL PARTS	6,706	5,734	7,992	6,000	10,300	10,452	10,452	11,000
101 8 830 8200	MINOR EQUIPMENT	6,775	3,824	2,485	2,500	1,723	1,309	2,500	2,500
101 8 830 8245	ST. LIGHT STANDARDS	616	1,791	0	2,000	2,000	10	2,000	2,000
101 8 830 8271	VEHICLE LEASE PURCHASE	0	0	0	7,000	7,027	7,027	7,028	7,028
<b>TOTAL</b>		<b>972,349</b>	<b>898,681</b>	<b>959,645</b>	<b>965,901</b>	<b>965,401</b>	<b>764,701</b>	<b>980,615</b>	<b>973,659</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	51,893
101	8	830	6115	F	A	1.0000	Alarm & Signal Technician II	51,419
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	39,421
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	38,273
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 181,006</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU: STREETS - TRAFFIC SECTION**

**101 8 830 6115 Salaried Personnel**

Salaries of the employees of the Traffic Section.

**101 8 830 6185 Overtime**

Emergency calls during the year for traffic signals that are damaged by an accident or storm. In addition, special activities, concerts, parades, etc., require posting and removal of detour and other signs by the sign crew. Line painting assistance on weekends is also required and manual traffic counts during rush hours.

**101 8 830 7180 Rental of Uniforms**

Uniforms for four Traffic Section personnel under this program.

**101 8 830 7230 Maintenance of Equipment**

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

**101 8 830 7290 Maintenance of Vehicles**

Maintenance of Traffic Section fleet vehicles by the City Bureau of Motor Vehicles or outside services, including emissions monitoring/control requirements. Annual lift truck certification is included.

**101 8 830 7360 Telephone**

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

**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                      School Flasher - 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**

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

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF STREETS MOTOR VEHICLES SECTION</b>									
101 8 850 6115	SALARIED PERSONNEL	145,424	156,997	163,620	167,018	167,018	138,097	168,985	173,536
101 8 850 6185	OVERTIME	1,908	727	2,239	2,000	4,000	3,985	4,500	4,000
101 8 850 6201	EDUCATIONAL INCENTIVE	2,661	3,100	3,300	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	95	0	0	150	150	0	150	150
101 8 850 7290	MAINTENANCE- VEHICLES	3,236	3,942	3,622	4,000	4,000	1,742	4,000	4,000
101 8 850 7350	PRINTING	500	500	451	500	500	500	500	500
101 8 850 7360	TELEPHONE	603	618	622	1,000	1,000	425	1,000	1,000
101 8 850 7445	TRAINING - SCHOOL	180	90	220	500	500	293	500	500
101 8 850 7603	OFFICE SUPPLIES	525	503	525	525	525	525	525	525
101 8 850 7606	OPERATING SUPPLIES	2,574	2,490	2,498	2,500	2,500	2,495	2,500	2,500
101 8 850 7654	GAS,OIL,DIESEL	12,861	14,084	10,224	10,000	10,000	7,312	10,000	10,000
101 8 850 7663	TIRES & BATTERIES	1,244	890	1,300	1,300	1,300	292	1,300	1,300
101 8 850 7672	VEHICLE PARTS	2,673	2,652	2,698	2,700	2,700	2,685	2,700	2,700
101 8 850 8200	MINOR EQUIPMENT	16,143	9,040	9,200	9,200	9,200	7,025	9,200	9,200
<b>TOTAL</b>		<b>190,627</b>	<b>195,633</b>	<b>200,519</b>	<b>204,793</b>	<b>206,793</b>	<b>167,026</b>	<b>209,260</b>	<b>213,311</b>
<b>TOTAL BUREAU OF STREETS</b>		<b>2,040,997</b>	<b>2,036,459</b>	<b>2,675,701</b>	<b>1,910,579</b>	<b>1,856,319</b>	<b>1,377,123</b>	<b>1,716,628</b>	<b>1,853,265</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	49,343
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	41,835
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	40,518
101	8	850	6115	F	A	1.0000	Secretary I	41,840
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 173,536</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                   STREETS - MOTOR VEHICLES SECTION**

**101 8 850 6115                   Salaried Personnel**

Salaries for the motor vehicles personnel.

**101 8 850 6185                   Overtime**

Overtime expenses anticipated for snow and ice emergency operations.

**101 8 850 6201                   Educational Incentive**

Expenses for Certification Incentive Program for three mechanics.

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

Radio maintenance for the Motor Vehicles Section.

**101 8 850 7230                   Maintenance of Equipment**

Expenses to maintain a typewriter, calculator and adding machine.

**101 8 850 7290                   Maintenance of Vehicles**

Repairs for Motor Vehicles and Administrative fleet.

**101 8 850 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PARKS - ADMINISTRATION</b>									
101 8 860 6115	SALARIED PERSONNEL	35,658	32,477	39,684	40,522	40,522	33,358	40,852	41,840
101 8 860 6185	OVERTIME	0	0	43	0	0	0	0	0
101 8 860 6201	EDUCATIONAL INCENTIVE	0	0	0	0	2,061	933	2,061	2,250
101 8 860 7180	RENTAL OF UNIFORMS	3,719	3,448	4,369	5,000	5,000	3,076	5,000	5,000
101 8 860 7290	VEHICLE MAINTENANCE	16,340	19,867	19,981	20,000	20,000	19,089	20,000	20,000
101 8 860 7310	ADVERTISING	394	65	372	400	400	0	400	400
101 8 860 7340	POSTAGE	235	211	256	360	970	381	500	360
101 8 860 7360	TELEPHONE	2,065	2,130	2,070	2,800	2,800	1,287	1,620	9,800
101 8 860 7370	TRAVEL	700	575	200	700	700	394	700	700
101 8 860 7440	CONTRACTED SERVICES	26,934	4,982	34,369	35,000	27,760	27,760	35,000	35,000
101 8 860 7450	SOLID WASTE DISPOSAL	10,625	10,986	12,030	15,000	15,000	14,294	15,000	15,000
101 8 860 7603	OFFICE SUPPLIES	1,620	1,231	1,272	1,400	1,400	1,386	1,400	1,400
101 8 860 7654	GASOLINE	45,991	47,908	52,624	45,000	45,000	42,209	45,000	45,000
101 8 860 8200	MINOR EQUIPMENT	705	556	781	1,100	1,100	439	1,100	1,100
<b>TOTAL</b>		<b>144,986</b>	<b>124,436</b>	<b>168,051</b>	<b>167,282</b>	<b>162,713</b>	<b>144,606</b>	<b>168,633</b>	<b>177,850</b>



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	41,840
<b>TOTAL 6115 EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 41,840</b>
<b>TOTAL EMPLOYEES</b>			<b>1.0000</b>	<b>\$ 41,840</b>

# DEPARTMENT OF PUBLIC WORKS

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

**101 8 860 6115                    Salaried Personnel**

Salary of the Parks department secretary.

**101 8 860 6185                    Overtime**

Overtime expenses for the Parks Administration staff.

**101 8 860 6201                    Educational Incentive**

Incentive for obtaining a Public Pesticide Applicators Certification from the Pennsylvania Department of Agriculture along with recertification credits.

**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 cell phone expenses.

As well as email service connections including the internet.

**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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PARKS - BUILDINGS</b>									
101 8 861 6110	SALARY BUREAU CHIEF	46,260	46,950	47,471	46,796	47,756	39,117	47,738	48,711
101 8 861 6115	SALARIED PERSONNEL	301,007	290,675	302,494	341,580	337,495	242,197	305,387	334,098
101 8 861 6185	OVERTIME	10,691	5,463	5,284	8,000	8,000	6,100	6,500	8,000
101 8 861 7125	SPACE RENT	0	0	7,628	9,500	8,890	0	0	0
101 8 861 7210	MAINTENANCE- BUILDINGS	28,264	19,561	38,257	40,000	40,000	29,664	33,374	43,000
101 8 861 7230	MAINTENANCE- EQUIPMENT	21,385	43,805	30,786	34,000	34,000	31,388	32,000	41,300
101 8 861 7360	TELEPHONE	12,616	13,372	11,559	20,000	20,000	7,941	15,000	13,500
101 8 861 7440	CONTRACT SERVICES	54,760	46,029	59,804	60,000	59,143	51,282	58,929	64,000
101 8 861 7445	TRAINING - SCHOOL	100	203	73	500	500	159	200	500
101 8 861 7520	POWER ELECTRIC	240,567	218,157	217,380	230,000	230,000	184,904	192,542	230,000
101 8 861 7606	OPERATING SUPPLIES	56,249	60,238	72,778	75,000	75,000	57,393	63,720	80,000
101 8 861 7607	CUSTODIAL SUPPLIES	35,341	23,936	24,069	25,995	25,995	21,631	22,000	25,995
101 8 861 7660	HEATING FUEL	101,770	89,365	86,442	120,000	120,000	89,008	132,490	120,000
101 8 861 8200	MINOR EQUIPMENT	2,806	3,702	3,240	4,000	4,000	3,334	5,133	4,028
101 8 861 8270	VEHICLES	10,428	10,428	10,458	11,000	11,857	11,856	11,856	15,172
101 8 861 8290	CAPITAL OUTLAY	6,537	46,610	14,347	25,000	25,000	18,212	20,000	28,500
<b>TOTAL</b>		<b>928,781</b>	<b>918,494</b>	<b>932,070</b>	<b>1,051,371</b>	<b>1,047,636</b>	<b>794,186</b>	<b>946,869</b>	<b>1,056,804</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	48,711
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.6000</b>		<b>\$ 48,711</b>
101	8	861	6115	F	M	0.5000	Building Maintenance Supervisor	24,176
101	8	861	6115	F	A	0.5000	Maintenance Technician	24,129
101	8	861	6115	F	A	1.0000	Maintenance Technician - HVAC & Plumbing	45,850
101	8	861	6115	F	A	1.0000	Maintenance Carpenter	46,138
101	8	861	6115	F	A	1.0000	Senior Custodian	41,840
101	8	861	6115	F	A	1.0000	Parks Maintenance Worker	38,273
101	8	861	6115	F	A	1.0000	Parks Maintenance Worker	38,273
101	8	861	6115	F	A	1.0000	Custodian II	34,372
101	8	861	6115	F	A	1.0000	Custodian I	35,621
101	8	861	6115	F	A	0.1500	Laborer	5,426
Subtotal Full-Time						8.1500		
<b>TOTAL 6115 EMPLOYEES</b>						<b>8.1500</b>		<b>\$ 334,098</b>
<b>TOTAL EMPLOYEES</b>						<b>8.7500</b>		<b>\$ 382,809</b>

# DEPARTMENT OF PUBLIC WORKS

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

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

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

**101 8 861 6115                    Salaried Personnel**

Salaries of the park's buildings employees.

**101 8 861 6185                    Overtime**

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

**101 8 861 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 2014, the amount requested is for high priority materials and equipment. For 2015 the following are included:

Police – Replace Cell Intercom System - These funds would be used to upgrade intercom which is part of the jail cell control panel. \$50,000 has been allotted to this project in the bond fund, but I believe it will cost more than \$50,000 to upgrade intercom as well as cell controls. This is in addition to Bond Fund.

Binns Park Fountain - This work is needed as a pro active maintenance initiative on the Binns Park fountain. We can perform this work during the off-season if these funds are appropriated.

Binns Park Mechanical Room Dehumidifier - The mechanical room under Binns Park is a very humid space. It has been so humid that we needed mold remediation last year. This dehumidifier would be added to an existing one, and it would be used to condition the space.

Portable Generator - This generator would be used for power tools where electricity is not available, including parks and other such out-of-the-way places. It can also be used in an emergency situation.



**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PARKS - PARKS</b>									
101 8 862 6115	SALARIED PERSONNEL	188,582	180,183	200,718	197,164	198,684	140,962	178,918	250,096
101 8 862 6185	OVERTIME	7,105	4,464	4,513	12,000	12,000	7,113	12,000	5,000
101 8 862 7230	MAINTENANCE EQUIPMENT	11,987	11,008	11,983	12,000	12,000	8,334	12,000	12,000
101 8 862 7270	MAINTENANCE PARKS	39,872	40,570	53,601	40,000	40,000	34,312	40,000	40,000
101 8 862 7275	MAINTENANCE POOLS	7,147	9,357	6,221	10,000	10,000	7,026	8,000	10,000
101 8 862 7445	TRAINING	833	558	1,390	1,400	1,400	1,219	1,400	1,400
101 8 862 7520	POWER ELECTRIC	37,350	38,404	31,941	35,200	35,200	26,397	35,200	35,200
101 8 862 7606	OPERATING SUPPLIES	20,102	19,809	20,897	20,000	20,000	19,367	20,000	20,000
101 8 862 7607	CUSTODIAL SUPPLIES	3,938	4,000	6,000	6,000	6,000	5,969	6,000	6,000
101 8 862 8200	MINOR EQUIPMENT	11,022	7,884	3,766	8,000	6,806	3,681	8,000	8,000
101 8 862 8271	VEHICLE - LEASE PURCHASE	0	0	0	0	0	0	0	9,405
101 8 862 8290	CAPITAL OUTLAY	7,675	6,705	0	8,000	8,000	6,815	8,000	8,000
<b>TOTAL</b>		<b>335,613</b>	<b>322,942</b>	<b>341,030</b>	<b>349,764</b>	<b>350,090</b>	<b>261,195</b>	<b>329,518</b>	<b>405,101</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	43,685
101	8	862	6115	F	M	1.0000	Longs Park Maintenance Supv.	46,024
101	8	862	6115	F	M	1.0000	Labor Supervisor	42,131
101	8	862	6115	F	A	1.0000	Utility Operator	41,459
101	8	862	6115	F	A	1.0000	Utility Operator	40,621
101	8	862	6115	F	A	1.0000	Laborer	36,176
<b>TOTAL 6115 EMPLOYEES</b>						<b>5.8000</b>		<b>\$ 250,096</b>

# DEPARTMENT OF PUBLIC WORKS

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

**101 8 862 6115                    Salaried Personnel**

Salaries of the parks maintenance employees.

**101 8 862 6185                    Overtime**

This code is for overtime to perform services after regular hours for seasonal cleanup; spring mowing, tree planting; storm damage and snow removal; time-definite project completion; and all City special events and activities.

**101 8 862 7230                    Maintenance of Equipment**

This code is for supplies and parts to maintain and repair small equipment, i.e. tractors and mowers, weed wackers, 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, Lancaster Square, Binn's Park, S. Duke Street Mall Park and South End Park.

**101 8 862 7606                      Operating Supplies**

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

**101 8 862 7607                      Custodial Supplies**

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

**101 8 862 8200                      Minor Equipment**

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

**101 8 862 8271                      Vehicle Lease Purchase**

This code will be used for a 5 year lease purchase of a new bi-fuel (gas/CNG) crew cab #402.

**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, Buchanan Park and the Dog Park.

**CITY OF LANCASTER  
GENERAL FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PARKS - TREES</b>									
101 8 863 6115	SALARIED PERSONNEL	112,288	116,053	142,618	158,808	164,808	135,624	167,174	172,334
101 8 863 6185	OVERTIME	1,716	1,619	1,246	2,500	2,500	2,106	2,500	2,500
101 8 863 7230	MAINTENANCE- EQUIPMENT	4,922	929	1,692	2,000	2,000	1,519	2,000	2,000
101 8 863 7320	DUES & SUBSCRIPTIONS	10	90	40	100	100	90	55	100
101 8 863 7440	CONTRACT SERVICES	2,895	329	0	700	700	250	700	700
101 8 863 7445	TRAINING - SCHOOL	180	175	170	200	200	77	200	200
101 8 863 7606	OPERATING SUPPLIES	31,424	12,586	9,986	9,000	9,000	7,283	9,000	9,000
101 8 863 8100	SPECIAL EVENTS	214	137	122	250	250	198	250	200
101 8 863 8200	MINOR EQUIPMENT	2,910	3,039	2,312	3,200	3,200	208	3,200	3,200
101 8 863 8271	VEHICLE - LEASE PURCHASE	0	11,176	10,742	10,742	10,742	10,742	10,742	0
<b>TOTAL</b>		<b>156,559</b>	<b>146,133</b>	<b>168,928</b>	<b>187,500</b>	<b>193,500</b>	<b>158,097</b>	<b>195,821</b>	<b>190,234</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	52,369
101	8	863	6115	F	A	1.0000	Tree Trimmer	42,865
101	8	863	6115	F	A	1.0000	Tree Climber	39,829
101	8	863	6115	F	A	1.0000	Laborer	37,271
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 172,334</b>

# DEPARTMENT OF PUBLIC WORKS

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

**101 8 863 6115                    Salaried Personnel**

Salaries for the parks - trees employees.

**101 8 863 6185                    Overtime**

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

**101 8 863 7230                    Maintenance of Equipment**

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

**101 8 863 7320                    Dues and Subscriptions**

This code is for City Arborist membership in professional organizations.

**101 8 863 7440                    Contract Services**

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

**101 8 863 7445                    Training and School**

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

**101 8 863 7606                    Operating Supplies**

This code is for supplies and materials to maintain City trees, shrubbery, and flowers, including, pesticides, fertilizers, mulch, peat moss, topsoil, tree wrap, tree stakes, small hand equipment and miscellaneous supplies. This line item will also supply monies for the planting and maintaining of

the new streetscape flower containers.

**101 8 863 8100                      Special Events**

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

**101 8 863 8200                      Minor Equipment**

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

**101 8 863 8271                      Vehicle Lease**

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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PARKS - CENTRAL MARKET/HERITAGE</b>									
101 8 864 6110	SALARY BUREAU CHIEF	11,565	11,738	11,868	11,699	11,939	9,779	11,935	12,178
101 8 864 6115	SALARIED PERSONNEL	35,024	40,548	41,495	42,933	43,033	34,956	43,033	60,122
101 8 864 6185	OVERTIME	939	1,446	2,277	2,500	2,500	1,701	1,965	2,500
101 8 864 7210	MAINTENANCE- BUILDINGS	11,669	11,753	3,881	11,000	3,000	314	2,000	11,000
101 8 864 7230	MAINTENANCE - EQUIPMENT	0	0	10,586	11,000	6,879	2,318	3,564	11,000
101 8 864 7383	REAL ESTATE TAXES	0	2,312	2,456	2,500	2,500	1,809	3,101	2,500
101 8 864 7440	CONTRACT SERVICES	0	1,328	4,850	5,200	5,200	3,372	3,655	5,200
101 8 864 7520	POWER ELECTRIC	0	3,773	4,486	8,000	5,500	2,985	3,406	8,000
101 8 864 7606	OPERATING SUPPLIES	2,469	225	4,374	3,000	6,000	3,074	4,627	5,000
101 8 864 7660	HEATING FUEL	0	8,433	7,849	15,383	12,004	5,910	8,925	12,000
101 8 864 8230	FURNITURE & FIXTURES	0	0	0	0	22,000	21,357	21,357	0
101 8 864 8290	CAPITAL OUTLAY	0	0	0	0	15,000	13,154	13,154	0
<b>TOTAL</b>		<b>61,666</b>	<b>81,556</b>	<b>94,122</b>	<b>113,215</b>	<b>135,555</b>	<b>100,729</b>	<b>120,722</b>	<b>129,500</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	12,178
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.1500</b>		<b>\$ 12,178</b>
101	8	864	6115	F	M	0.1000	Building Maintenance Supervisor	4,835
101	8	864	6115	F	A	0.1000	Maintenance Technician	4,826
101	8	864	6115	F	A	1.0000	Parks Maintenance Worker	37,796
101	8	864	6115	F	A	0.3500	Laborer	12,665
<b>TOTAL 6115 EMPLOYEES</b>						<b>1.5500</b>		<b>\$ 60,122</b>
<b>TOTAL EMPLOYEES</b>						<b>1.7000</b>		<b>\$ 72,300</b>

# DEPARTMENT OF PUBLIC WORKS

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

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

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

### **101 8 864 6115                      Salaried Personnel**

Salary of 2 full-time maintenance workers (equivalent 80hr/week with position split to cover market hours) and some building maintenance. These employees 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF PARKS - SOUTHERN MARKET</b>									
101 8 866 6110	SALARY BUREAU CHIEF	11,565	11,738	11,868	11,699	11,939	9,779	11,935	12,178
101 8 866 6115	SALARIED PERSONNEL	36,164	57,339	57,994	59,457	59,557	46,789	54,562	61,044
101 8 866 6185	OVERTIME	647	627	1,835	1,000	1,000	1,520	1,600	1,000
101 8 866 7210	MAINTENANCE- BUILDINGS	227	0	5,025	7,000	6,133	75	75	3,133
101 8 866 7230	MAINTENANCE - EQUIPMENT	1,756	1,871	6,085	7,000	7,000	2,617	3,000	3,000
101 8 866 7383	REAL ESTATE TAXES	23,470	23,544	24,324	25,000	25,000	24,945	42,763	25,000
101 8 866 7440	CONTRACT SERVICES	10,725	9,057	8,837	11,000	11,000	6,625	8,463	6,000
101 8 866 7520	POWER ELECTRIC	33,836	34,070	35,460	28,000	28,000	27,523	31,622	25,000
101 8 866 7606	OPERATING SUPPLIES	5,196	1,343	12,129	7,536	7,536	5,508	7,930	5,536
101 8 866 7660	HEATING FUEL	1,412	2,174	3,850	6,000	6,000	3,718	6,206	5,000
<b>TOTAL</b>		<b>124,998</b>	<b>141,763</b>	<b>167,407</b>	<b>163,692</b>	<b>163,165</b>	<b>129,099</b>	<b>168,156</b>	<b>146,891</b>
<b>TOTAL BUREAU OF PARKS</b>		<b>1,752,603</b>	<b>1,735,324</b>	<b>1,871,608</b>	<b>2,032,824</b>	<b>2,052,659</b>	<b>1,587,912</b>	<b>1,929,719</b>	<b>2,106,380</b>
<b>TOTAL PUBLIC WORKS DEPT.</b>		<b>4,968,092</b>	<b>5,054,059</b>	<b>5,957,831</b>	<b>5,271,836</b>	<b>5,267,251</b>	<b>4,069,637</b>	<b>4,948,541</b>	<b>5,428,148</b>
<b>TOTAL GENERAL FUND EXPENDITURES</b>		<b>43,461,346</b>	<b>45,247,843</b>	<b>49,723,941</b>	<b>50,400,630</b>	<b>50,400,630</b>	<b>41,708,081</b>	<b>49,313,187</b>	<b>52,668,059</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	12,178
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.1500</b>		<b>\$ 12,178</b>
101	8	866	6115	F	M	0.1000	Building Maintenance Supervisor	4,835
101	8	866	6115	F	A	0.1000	Maintenance Technician	4,826
101	8	866	6115	F	A	1.0000	Custodian II	33,290
101	8	866	6115	F	A	0.5000	Laborer	18,094
<b>TOTAL 6115 EMPLOYEES</b>						<b>1.7000</b>		<b>\$ 61,044</b>
<b>TOTAL EMPLOYEES</b>						<b>1.8500</b>		<b>\$ 73,222</b>

# DEPARTMENT OF PUBLIC WORKS

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

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

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

**101 8 866 6115                    Salaried Personnel**

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

**101 8 866 6185                    Overtime**

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

**101 8 866 7210                    Maintenance of Building**

This code is for maintenance and minor building repairs.

**101 8 866 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 7660**

**Heating Fuel**

This code is for contracted heating fuel.



CITY OF LANCASTER

# LANCASTER OFFICE OF PROMOTION



2015 BUDGET



# **LANCASTER OFFICE OF PROMOTION REVENUE**

## **CATEGORY: OPERATING FEES**

### **249 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-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Lancaster Office of Promotion employees.

### **249 4174 RACL Funding**

Annual contribution from the Redevelopment Authority of the City of Lancaster (RACL). The \$100,000 annual contribution from RACL is split, with \$75,000 supporting the LOOP Operating Budget and \$25,000 supporting Police Overtime expenses related to downtown special events.

### **249 4174 01 RACL Prior Year Funding**

The RACL's annual contribution to LOOP (formerly to the Mayor's Office of Special Events) has not been fully expended in previous years. The resulting fund balance is available to support the LOOP Operating Budget.

### **249 4196 Marketing Partnerships**

Revenue is derived from marketing sponsorships from private sector partners supporting LOOP efforts.

### **249 4198 City Contribution – Operating Expenses**

Revenue from the City's General Fund to support the LOOP Operating Budget.

### **249 4199 Merchandise Sales**

Revenue is derived from merchandise sales at special events and the Visitors' Center.

**CITY OF LANCASTER  
LOOP FUND EXPENDITURE HISTORY**

<b>LEDGER CODE</b>				<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>LOOP OPERATING EXPENSES</b>												
249	1	101	6110	SALARY - DIRECTOR								70,031
249	1	101	6115	SALARIED PERSONNEL								112,770
249	1	101	6202	MEDICAL INSURANCE								30,000
249	1	101	6203	DENTAL/VISION								2,170
249	1	101	6208	SOCIAL SECURITY								14,000
249	1	101	6209	LIFE INSURANCE								245
249	1	101	6230	PENSION CONTRIBUTION								7,626
249	1	101	7160	RENTAL OF PARKING LOT								5,500
249	1	101	7220	MAINTENANCE - COMMUNICATION								1,800
249	1	101	7320	DUES & SUBSCRIPTIONS								355
249	1	101	7340	POSTAGE								600
249	1	101	7350	PRINTING								1,500
249	1	101	7360	TELEPHONE								700
249	1	101	7410	PROFESSIONAL SERVICES								11,500
249	1	101	7445	TRAINING/SCHOOL								2,300
249	1	101	7603	OFFICE SUPPLIES								2,000
249	1	101	8200	MINOR EQUIPMENT								600
249	1	101	8538	MARKETING								100,320
<b>TOTAL OPERATING EXPENSES</b>												
<b>364,017</b>												

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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**LANCASTER OFFICE OF PROMOTION**

249	1	101	6110	F	M		1.00	LOOP Director	70,031
<b>TOTAL 6110 EMPLOYEES</b>							<b>1.0000</b>		<b>\$ 70,031</b>
249	1	101	6115	F	M		1.00	Manager of Visitor Experiences	43,480
249	1	101	6115	F	M		1.00	Special Events Manager	41,000
								Available for Merit	3,090
						Subtotal Full-Time	2.0000		
249	1	101	6115	P	M		1.00	Visitor Center Staffperson	6,300
249	1	101	6115	P	M		1.00	Visitor Center Staffperson	6,300
249	1	101	6115	P	M		1.00	Visitor Center Staffperson	6,300
249	1	101	6115	P	M		1.00	Visitor Center Staffperson	6,300
						Subtotal Part-Time	4.0000		
<b>TOTAL 6115 EMPLOYEES</b>							<b>6.0000</b>		<b>\$ 112,770</b>
<b>TOTAL EMPLOYEES</b>							<b>7.0000</b>		<b>\$ 182,801</b>

# CITY OF LANCASTER OFFICE OF PROMOTION

**249 1 101 6110                      Salary Director**

Salary of the Director of the City of Lancaster Office of Promotion

**249 1 101 6115                      Salaried Personnel**

Salary of the Manager of Visitor Experiences, Special Events Manager and four part-time staff at the Visitors' Center.

**249 1 101 6202                      Medical Insurance**

Costs for health care for all City of Lancaster Office of Promotion employees.

**249 1 101 6203                      Dental/Vision**

Costs for dental/vision care for all City of Lancaster Office of Promotion employees.

**249 4 408 6208                      Social Security**

The share of FICA and Medicare taxes for LOOP employees.

**249 4 408 6209                      Life Insurance**

Expense of life insurance coverage for LOOP employees.

**249 4 408 6230                      Pension Contribution**

This code is used to record the pension costs for LOOP employees, for both the Cash Balance and Supplemental Plans.

**249 1 101 7160                      Rental of Parking Lot**

Rental of parking spaces in the Central Parking Garage for all LOOP staff.

**249 1 101 7220                      Maintenance – Communication**

Charges from the Comcast for high-speed internet service to LOOP offices.

**249 1 101 7320                      Dues and Subscriptions**

Annual dues for professional organizations including the International Festival and Event Association, Pennsylvania Association of Travel and Tourism, Rotary Club of Lancaster and the Public Relations Society of America.

**249 1 101 7340**                      **Postage**

Mailing costs, express mail charges and Federal Express charges.

**249 1 101 7350**                      **Printing**

Costs associated with printing of newsletters, report printing, and photocopying.

**249 1 101 7360**                      **Telephone**

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

**249 1 101 7410**                      **Professional Services**

Professional services associated with the LOOP audit, fees to the Commonwealth of Pennsylvania's Bureau of Charitable Organizations, web site hosting services and sponsor preview event.

**249 1 101 7445**                      **Training and School**

Registration costs for professional training sponsored by organizations engaged in special events, public relations, marketing, social media tourism and travel. Costs of workshops, conferences and webcasts, which enable the staff to remain abreast of current marketing, tourism and social media practices.

**249 1 101 7603**                      **Office Supplies**

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

**249 1 101 8200**                      **Minor Equipment**

Funds required to purchase small office equipment as needed.

**249 1 101 8538**                      **Marketing**

Costs associated with creative services for marketing pieces, distribution of the In-The-LOOP e-newsletter, media buys (non-event related), merchandise expense and City Visitors Guide.

CITY OF LANCASTER

# STORMWATER MANAGEMENT FUND



2015 BUDGET



**CITY OF LANCASTER**  
**RETAINED EARNINGS PROJECTION**  
**STORMWATER MANAGEMENT FUND**

Retained Earnings 12/31/2013		\$ -
Projected Revenues: 2014	1,355,600	
Projected Expenditures: 2014	<u>(1,596,326)</u>	
Projected Current Operating Surplus/(Deficit) 2014 (Reduction to Retained Earnings)		<u>(240,726)</u>
Projected Retained Earnings 12/31/2014		(240,726)
Proposed Revenues: 2015	2,218,395	
Proposed Expenditures: 2015	<u>(2,218,395)</u>	
Proposed Current Operating Surplus/(Deficit) 2015		<u>-</u>
Projected Retained Earnings 12/31/2015		<u>\$ (240,726)</u>

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

LEDGER CODE	REVENUE TITLE	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ORIGINAL BUDGET 2014	CURRENT BUDGET 2014	RECEIVED YTD 10/31/14	PROJECTED REVENUE 2014	PROPOSED BUDGET 2015
<b>FEES FOR SERVICES</b>									
560 4081-01	STORMWATER MANAGEMENT FEES				1,950,000	1,950,000	1,116,660	1,350,000	2,181,420
<b>TOTAL FEES FOR SERVICES</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,950,000</b>	<b>1,950,000</b>	<b>1,116,660</b>	<b>1,350,000</b>	<b>2,181,420</b>
<b>MISCELLANEOUS REVENUE</b>									
560 4009	LIEN INTEREST & COSTS				500	500	0	0	0
560 4063	INTEREST INCOME				250	250	0	0	0
560 4080	MISCELLANEOUS INCOME				500	500	515	550	500
560 4200	SEWER - DIRECT COSTS (GROUNDS)				0	0	0	5,050	7,500
<b>TOTAL MISC. REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,250</b>	<b>1,250</b>	<b>515</b>	<b>5,600</b>	<b>8,000</b>
<b>OTHER INCOME</b>									
560 4071	PENSION STATE AID	0	0	0	0	0	0	0	28,975
560 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
<b>TOTAL OTHER INCOME</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>28,975</b>
<b>TOTAL REVENUE</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>1,951,250</b>	<b>1,951,250</b>	<b>1,117,175</b>	<b>1,355,600</b>	<b>2,218,395</b>

# **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.

# **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.

**560 4200 Sewer Fund – Direct Costs**

Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.)

# **STORMWATER MANAGEMENT FUND REVENUE**

**CATEGORY:           OTHER INCOME**

**560 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-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Stormwater Management Fund employees.

**560 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  
STORMWATER MANAGEMENT FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>ADMINISTRATION</b>									
560 8 886 6110	SALARY BUREAU CHIEF				83,446	48,056	18,231	36,000	86,365
560 8 886 6115	SALARIED PERSONNEL				103,899	105,559	68,308	92,914	221,508
560 8 886 6120	SALARY - TEMPORARY				0	10,000	10,120	12,000	20,800
560 8 886 6202	MEDICAL INSURANCE				215,000	215,000	179,167	215,000	125,000
560 8 886 6203	DENTAL/VISION				8,400	8,400	5,322	7,088	7,100
560 8 886 6208	SOCIAL SECURITY				52,695	52,695	32,626	44,578	76,181
560 8 886 6209	LIFE INSURANCE				1,100	1,100	937	1,041	1,072
560 8 886 6230	PENSION CONTRIBUTION				8,100	8,100	1,565	8,100	31,458
560 8 886 6250	WORKERS COMPENSATION				10,000	38,035	37,318	56,723	30,000
560 8 886 7141	PC LEASE				2,000	2,000	0	2,000	2,000
560 8 886 7160	RENTAL OF PARKING LOT				2,000	2,000	530	750	2,100
560 8 886 7180	RENTAL OF UNIFORMS				3,500	3,500	434	500	3,000
560 8 886 7230	MAINTENANCE OF EQUIPMENT				1,000	1,000	0	0	4,100
560 8 886 7310	ADVERTISING				1,000	1,000	444	666	1,000
560 8 886 7340	POSTAGE				500	7,500	7,203	7,500	25,500
560 8 886 7350	PRINTING				250	250	186	250	4,600
560 8 886 7360	TELEPHONE				1,200	1,200	511	750	4,000
560 8 886 7370	TRAVEL				2,500	1,969	931	1,200	4,000
560 8 886 7410	PROFESSIONAL SERVICES				100,000	90,000	54,644	60,000	100,000
560 8 886 7431	CREDIT CARD FEES				2,500	2,500	255	500	1,500
560 8 886 7440	CONTRACT SERVICES				2,000	12,000	7,032	12,000	2,000
560 8 886 7445	TRAINING - SCHOOL				1,000	1,000	250	263	1,500
560 8 886 7463	COLLECTION SYSTEM EXPENSE				250,000	250,000	219,582	250,000	150,000
560 8 886 7603	OFFICE SUPPLIES				500	500	403	500	2,000
560 8 886 7720	INSURANCE PACKAGE				5,000	8,200	7,611	8,200	8,200
560 8 886 8200	MINOR EQUIPMENT				1,000	2,770	2,762	2,762	5,800
560 8 886 8202	SAFETY ITEMS				2,500	2,500	0	0	2,500
560 8 886 8250	COMPUTER APPLICATIONS				10,000	10,000	8,394	12,591	1,000
560 8 886 9240	BOND INTEREST EXPENSE				104,700	97,700	8,941	15,000	122,550
560 8 886 9260	BOND PRINCIPAL EXPENSE				0	0	0	0	40,000
560 8 886 9401	PRIVATE PROPERTY GRANT				0	0	0	1,500	0

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

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
	<b>TOTAL ADMINISTRATION</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>975,790</b>	<b>984,534</b>	<b>673,707</b>	<b>850,376</b>	<b>1,086,834</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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 Merit	80,580 5,785
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 86,365</b>
560	8	886	6115	F	M	1.0000	Environmental Planner	58,656
560	8	886	6115	F	M	1.0000	GIC Coordinator	58,548
560	8	886	6115	F	M	0.2000	GIS Analyst	9,384
560	8	886	6115	F	M	0.1560	Bureau Chief Proc. & Collections	10,907
560	8	886	6115	F	M	0.1560	Customer Service Supervisor	7,457
560	8	886	6115	F	M	0.1560	Admin Support Supervisor	6,750
560	8	886	6115	F	A	0.1560	Admin Support Clerk	5,336
560	8	886	6115	F	A	0.1560	Cashier/Service Clerk	5,510
560	8	886	6115	F	A	0.1560	Customer Care Coordinator	6,888
560	8	886	6115	F	A	0.1560	Property Maintenance Coordinator	7,092
560	8	886	6115	F	A	0.1560	Customer Care Coordinator	6,153
560	8	886	6115	F	A	0.1560	Customer Care Coordinator	6,153
560	8	886	6115	F	A	0.1560	Revenue Clerk	5,973
560	8	886	6115	F	A	0.1560	Customer Care Coordinator	6,687
560	8	886	6115	F	A	0.1560	Cashier/Service Clerk	6,152
560	8	886	6115	F	A	0.1560	Billing Coordinator	6,187
560	8	886	6115	F	A	0.1560	Mail & Print Operator	5,045
Subtotal Full-Time						4.3840		
560	8	886	6115	P	A	0.1965	Data Entry Operator I	2,629
Subtotal Part-Time						0.1965		
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.5805</b>		<b>\$ 221,508</b>
<b>TOTAL EMPLOYEES</b>						<b>5.5805</b>		<b>\$ 307,873</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU:                   STORMWATER MANAGEMENT - ADMINISTRATION**

**560 8 886 6110                   Salary Bureau Chief**

Salary expenses for the stormwater program manager.

**560 8 886 6115                   Salaried Personnel**

The salaries for the Environmental Planner, GIS technician and 20% of the GIS Analyst are charged to the Bureau. The Bureau also utilizes the City's Bureau of Procurement and Collections to prepare stormwater invoices.

**560 8 886 6120                   Salary - Temporary**

Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.

**560 8 886 6202                   Medical Insurance**

Account covers health benefits of employees in this fund.

**560 8 886 6203                   Dental/Vision**

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

**560 8 886 6208                   Social Security**

Account covers social security for Bureau employees.

**560 8 886 6209                   Life Insurance**

Account covers Bureau employees' life insurance.

**560 8 886 6230                   Pension Contribution**

Account covers the City pension plan costs for Bureau employees.

**560 8 886 6250                   Workers' Compensation**

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

**560 8 886 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 8 886 7160**

**Rental of Parking Lot**

Account pays the Bureau cost of rental space for employees.

**560 8 886 7180**

**Rental of Uniforms**

Account pays for rental of uniforms for employees.

**560 8 886 7230**

**Maintenance of Equipment**

Maintenance for miscellaneous office equipment.

**560 8 886 7310**

**Advertising**

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

**560 8 886 7340**

**Postage**

Account covers all of the postage for miscellaneous office mailings.

**560 8 886 7350**

**Printing**

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

**560 8 886 7360**

**Telephone**

Account covers telephone service in the Bureau.

**560 8 886 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 8 886 7410**

**Professional Services**

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

**560 8 886 7431                      Credit Card Fees**

Bureau's portion of credit card company fees.

**560 8 886 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 8 886 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 8 886 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 8 886 7603                      Office Supplies**

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

**560 8 886 7720                      Insurance Package**

Property and liability coverage for all Bureau facilities and vehicles.

**560 8 886 8200                      Minor Equipment**

Account reflects the cost of miscellaneous office equipment.

**560 8 886 8202                      Safety Items**

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

**560 8 886 8250**

**Computer Applications**

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

**560 8 886 9240**

**Bond Interest Expense**

This line reflects interest payments on the 2014 General Obligation bonds and the Pennvest Green Infrastructure loan.

**560 8 886 9260**

**Bond Principal Expense**

This line reflects principal redemption on the 2014 General Obligation bonds and Pennvest Green Infrastructure loan.

**560 8 886 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  
STORMWATER MANAGEMENT FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>STREETS - STREET CLEANING</b>									
560 8 842 6115	SALARIED PERSONNEL				371,431	370,396	267,980	333,721	430,538
560 8 842 6185	OVERTIME				13,000	13,000	11,392	13,000	13,000
560 8 842 7180	RENTAL OF UNIFORMS				0	0	0	0	2,000
560 8 842 7290	MAINTENANCE - VEHICLES				0	0	0	0	30,000
560 8 842 7450	SOLID WASTE DISPOSAL				50,000	65,000	50,945	60,000	60,000
560 8 842 7606	OPERATING SUPPLIES				2,000	2,000	1,740	2,000	2,000
560 8 842 7654	GAS, DIESEL				0	0	0	0	30,000
560 8 842 8256	EQUIPMENT-LEASE PURCHASE				88,388	88,388	88,388	88,389	88,389
<b>TOTAL</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>524,819</b>	<b>538,784</b>	<b>420,445</b>	<b>497,110</b>	<b>655,927</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

560	8	842	6115	F	M	1.0000	Labor Supervisor	46,024
560	8	842	6115	F	A	1.0000	Equipment Operator II	44,511
560	8	842	6115	F	A	1.0000	Equipment Operator II	44,511
560	8	842	6115	F	A	1.0000	Sweeper Operator II	41,956
560	8	842	6115	F	A	1.0000	Sweeper Operator II	38,608
560	8	842	6115	F	A	1.0000	Maintenance Worker	40,604
560	8	842	6115	F	A	1.0000	Maintenance Worker	35,219
560	8	842	6115	F	A	1.0000	Laborer	38,379
560	8	842	6115	F	A	1.0000	Laborer	34,146
560	8	842	6115	F	A	1.0000	Laborer	33,290
560	8	842	6115	F	A	1.0000	Laborer	33,290
<b>TOTAL 6115 EMPLOYEES</b>						<b>11.0000</b>		<b>\$ 430,538</b>

# 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 7180                   Rental of Uniforms**

Uniforms for Bureau employees.

**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 7654                   Gas, Diesel**

Gasoline, Diesel and oil for Stormwater Management vehicles.

**560 8 842 8256                   Equipment-Lease Purchase**

Sweeper #129: 2 payments (2015, 2016)  
Sweeper #111: 1 payment (2015)  
Sweeper #118: 3 payments (2015, 2016, 2017)  
Truck #116: 3 payments (2015, 2016, 2017)

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

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>GROUNDS MAINTENANCE</b>									
560 8 887 6115	SALARY-PERSONNEL				77,837	74,597	49,191	63,029	148,879
560 8 887 6120	SALARY - TEMPORARY				0	0	0	2,622	5,800
560 8 887 6185	OVERTIME				0	2,000	1,263	3,284	5,000
560 8 887 7180	RENTAL OF UNIFORMS				1,000	1,000	56	202	1,000
560 8 887 7230	MAINTENANCE EQUIPMENT				2,000	2,000	1,504	2,000	3,200
560 8 887 7440	CONTRACT SERVICES				50,000	50,000	12,466	20,000	30,000
560 8 887 7606	OPERATING SUPPLIES				75,000	58,105	54,782	58,000	56,300
560 8 887 8200	MINOR EQUIPMENT				500	7,000	6,144	7,000	3,000
560 8 887 8225	LANDSCAPE SUPPLIES				75,000	60,000	2,442	75,000	75,000
560 8 887 8262	CONTRACTED PROJECTS				164,304	164,304	8,777	8,777	135,454
560 8 887 8271	VEHICLE LEASE PURCHASE				5,000	8,926	8,926	8,926	12,001

<b>TOTAL GROUNDS MAINTENANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>450,641</b>	<b>427,932</b>	<b>145,551</b>	<b>248,840</b>	<b>475,634</b>
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<b>TOTAL STORMWATER MANAGEMENT FUND EXPENSES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,951,250</b>	<b>1,951,250</b>	<b>1,239,703</b>	<b>1,596,326</b>	<b>2,218,395</b>
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**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

560	8	887	6115	F	M	0.2000	GI & Parks Maintenance Supervisor	10,921
560	8	887	6115	F	A	1.0000	Utility Operator	35,148
560	8	887	6115	F	A	1.0000	Utility Operator	35,148
560	8	887	6115	F	A	1.0000	Laborer	34,372
560	8	887	6115	F	A	1.0000	Laborer	33,290
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.2000</b>		<b>\$ 148,879</b>

# DEPARTMENT OF PUBLIC WORKS

## BUREAU: STORMWATER MANAGEMENT - GROUNDS MAINTENANCE

**560 8 887 6115 Salaried Personnel**

Salaries of the Stormwater - Grounds Maintenance employees.

**560 8 887 6115 Salary – Temporary**

Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.

**560 8 887 6185 Overtime**

Overtime generated by emergencies such as snow & ice and all other weather related emergencies.

**560 8 887 7180 Rental of Uniforms**

Uniforms for Bureau employees.

**560 8 887 7230 Maintenance of Equipment**

This code is for repair and maintenance of equipment.

**560 8 887 7440 Contract Services**

This code is used for contracting raingarden professionals for plantings and consulting.

**560 8 887 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 8 887 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 8 887 8225**

**Landscape Supplies**

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

**560 8 887 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 8 887 8271**

**Vehicle Lease Purchase**

Second of a 5 year lease purchase payment for the purchase of a new John Deere 1445 Series II Commercial Front Mower and for the second payment of a 5 year lease purchase for Truck #432 used in stormwater management.

CITY OF LANCASTER  
**SEWER FUND**



2015 BUDGET

**CITY OF LANCASTER  
SEWER FUND REVENUE SUMMARY  
2014 BUDGET VS. 2015 BUDGET**

<u>DESCRIPTION</u>	<u>2014 BUDGET</u> (as amended)	<u>2015 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$13,541,000	\$14,952,035	\$1,411,035	10.4%
Miscellaneous Revenue	\$99,933	\$109,933	\$10,000	10.0%
Other Income	\$113,371	\$141,570	\$28,199	24.9%
Use of Retained Earnings	\$191,642	\$0	(\$191,642)	0.0%

<b>TOTAL SEWER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$13,945,946</b>	<b>\$15,203,538</b>	<b>\$1,257,592</b>	<b>9.0%</b>
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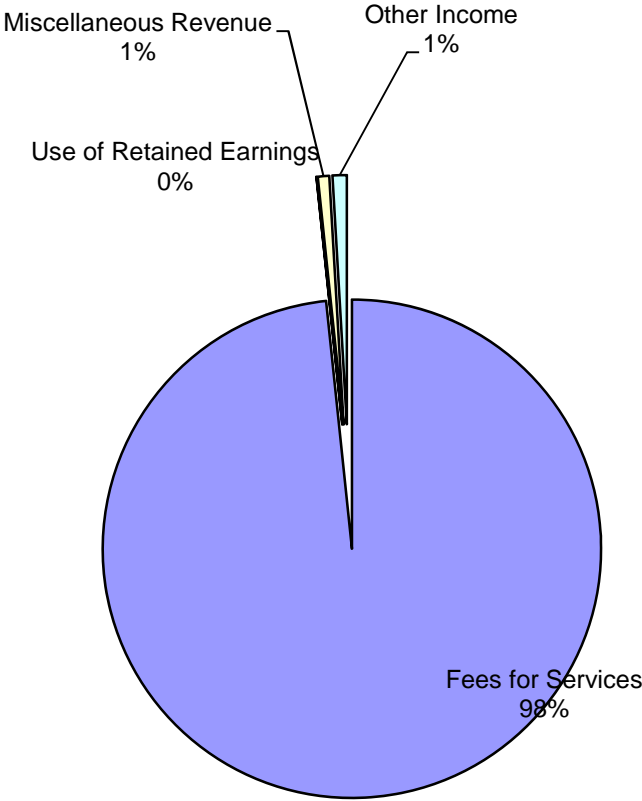
**CITY OF LANCASTER  
SEWER FUND EXPENSE SUMMARY  
2014 BUDGET VS. 2015 BUDGET**

<u>BUREAU</u>	<u>2014 BUDGET</u> (as amended)	<u>2015 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$6,849,079.00	\$7,226,776.00	\$377,697	5.5%
Transfer to General Fund	\$0	\$0	\$0	0.0%
Collections	\$1,175,441	\$1,460,224	\$284,783	24.2%
Pumping Stations	\$1,169,330	\$1,236,923	\$67,593	5.8%
Treatment	\$4,618,885	\$5,219,615	\$600,730	13.0%
Grounds Maintenance	\$133,211	\$60,000	(\$73,211)	-55.0%
<b>TOTAL SEWER FUND EXPENSES</b>	<b>\$13,945,946</b>	<b>\$15,203,538</b>	<b>\$1,257,592</b>	<b>9.0%</b>

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

Retained Earnings 12/31/2013		\$ 22,391,673
Projected Revenues: 2014	13,808,352	
Projected Expenditures: 2014	<u>(13,971,695)</u>	
Projected Current Operating Surplus/(Deficit) 2014 (Reduction to Retained Earnings)		<u>(163,343)</u>
Projected Retained Earnings 12/31/2014		22,228,330
Proposed Revenues: 2015	15,203,538	
Proposed Expenditures: 2015	<u>(15,203,538)</u>	
Proposed Current Operating Surplus/(Deficit) 2015 (Reduction to Retained Earnings)		<u>-</u>
Use of Retained Earnings		
Projected Retained Earnings 12/31/2015		<u>\$ 22,228,330</u>

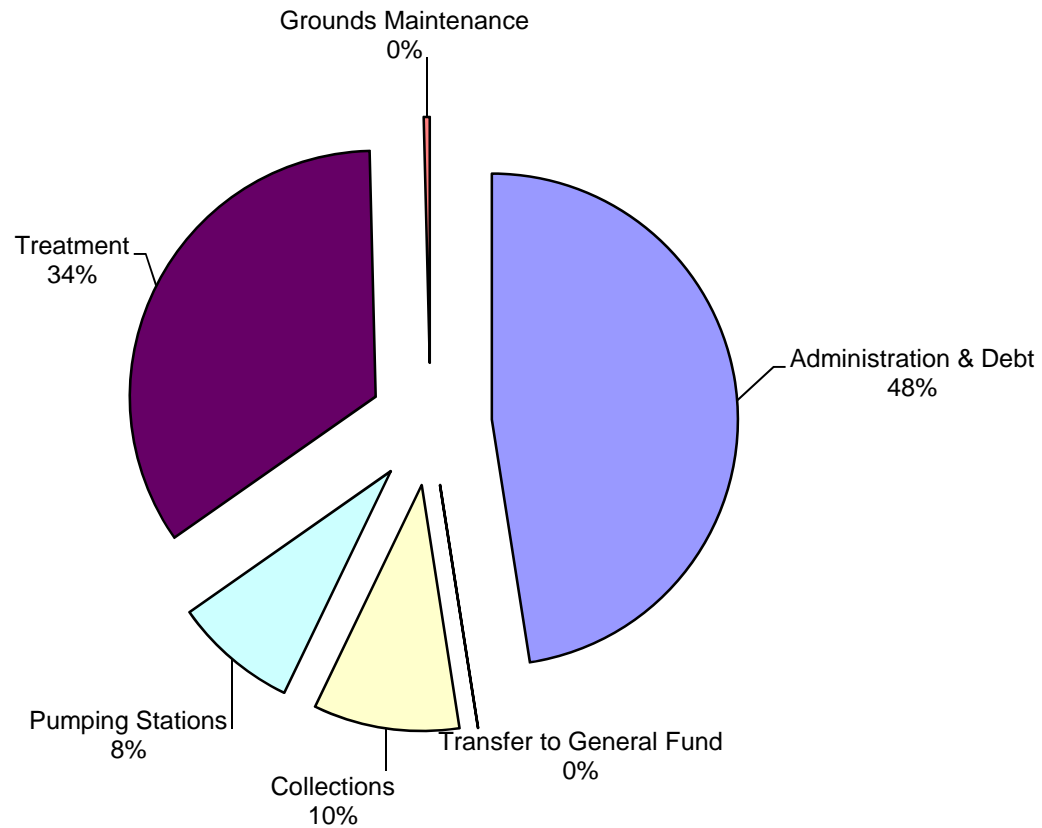
**CITY OF LANCASTER  
SEWER FUND REVENUES  
2015 BUDGET**



TOTAL REVENUES \$15,203,538



**CITY OF LANCASTER  
SEWER FUND EXPENSES  
2015 BUDGET**



**TOTAL EXPENSES \$15,203,538**

**CITY OF LANCASTER  
SEWER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ORIGINAL BUDGET 2014	CURRENT BUDGET 2014	RECEIVED YTD 10/31/14	PROJECTED REVENUE 2014	PROPOSED BUDGET 2015
<b>FEES FOR SERVICES</b>									
561 4081	SEWAGE TREATMENT	6,250,170	8,155,986	8,357,748	8,400,000	8,400,000	6,880,878	8,232,704	8,361,035
561 4082	INDUSTRIAL WASTE SURCHARGE	422,829	499,064	487,930	500,000	500,000	338,972	405,000	500,000
561 4083	BULK SEWAGE TREATMENT	4,194,242	3,949,079	3,807,634	4,200,000	4,200,000	3,325,916	4,500,000	5,750,000
561 4084	SLSA OPERATING CHARGES	191,213	192,011	183,022	190,000	190,000	138,373	195,000	190,000
561 4085	SEWER CONNECTIONS	1,879	756	0	1,000	1,000	0	0	1,000
561 4195	COLLECTION SYS REIMBURSEMENT	0	0	0	250,000	250,000	0	250,000	150,000
<b>TOTAL FEES FOR SERVICES</b>		<b>11,060,333</b>	<b>12,796,896</b>	<b>12,836,334</b>	<b>13,541,000</b>	<b>13,541,000</b>	<b>10,684,139</b>	<b>13,582,704</b>	<b>14,952,035</b>
<b>MISCELLANEOUS REVENUE</b>									
561 4009	LIEN INTEREST & COSTS	7,597	4,236	3,098	3,500	3,500	2,640	2,100	3,500
561 4044	RENTAL INCOME	31,246	31,246	31,330	35,933	35,933	28,507	35,933	35,933
561 4056	AUCTION INCOME	0	0	949	0	0	0	0	0
561 4057	SALE OF CITY PROPERTY	7,249	14,612	722	0	0	0	0	0
561 4063	INTEREST INCOME	3,282	2,190	240	500	500	378	400	500
561 4080	MISCELLANEOUS INCOME	40,860	47,375	40,797	35,000	35,000	10,296	35,000	35,000
561 4086	INDUSTRIAL WASTE PERMITS	10,000	20,000	15,000	25,000	25,000	41,000	35,000	35,000
561 4087	INDUSTRIAL WASTE PENALTY	92,000	1,000	0	0	0	0	0	0
<b>TOTAL MISC. REVENUE</b>		<b>192,234</b>	<b>120,659</b>	<b>92,136</b>	<b>99,933</b>	<b>99,933</b>	<b>82,821</b>	<b>108,433</b>	<b>109,933</b>
<b>OTHER INCOME</b>									
561 4054	REFUND OF PRIOR YEAR EXP.	125,000	1,260	0	0	0	2,502	2,502	0
561 4070	INSURANCE RECOVERY	0	125,638	7,624	0	0	1,342	1,342	0
561 4071	PENSION STATE AID	79,942	85,704	104,586	113,371	113,371	113,371	113,371	141,570
561 4990	USE OF RETAINED EARNINGS	0	0	0	191,642	191,642	0	0	0
<b>TOTAL OTHER INCOME</b>		<b>204,942</b>	<b>212,602</b>	<b>112,210</b>	<b>305,013</b>	<b>305,013</b>	<b>117,215</b>	<b>117,215</b>	<b>141,570</b>
<b>TOTAL REVENUE</b>		<b>11,457,509</b>	<b>13,130,157</b>	<b>13,040,680</b>	<b>13,945,946</b>	<b>13,945,946</b>	<b>10,884,175</b>	<b>13,808,352</b>	<b>15,203,538</b>

# **SEWER FUND REVENUE**

**CATEGORY: FEES FOR SERVICE**

**561 4081 Sewage Treatment**

Revenue is derived from sewer fees charged to retail customers.

**561 4082 Industrial Waste Surcharge**

Revenue is derived from surcharges to businesses that discharge high amounts of contaminants into the sewer system. This line item also accounts for revenue derived from the Water Bureau for the treatment of sludge created by Water Bureau operations.

**561 4083 Bulk Sewage Treatment**

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

**561 4084 SLSA Operating Charges**

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

**561 4085 Sewer Entrance**

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

**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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>	
<b>ADMINISTRATION</b>										
561 8 880 6110	SALARY BUREAU CHIEF	0	18,600	79,483	87,000	87,000	81,054	97,266	90,576	
561 8 880 6115	SALARIED PERSONNEL	278,648	276,815	294,858	244,030	238,930	186,881	238,188	260,315	
561 8 880 6120	SALARY - TEMPORARY	1,701	0	1,500	0	4,800	4,966	4,967	5,000	
561 8 880 6185	OVERTIME	59	142	35	0	0	113	113	0	
561 8 880 6192	OPEB EXPENSE	0	0	0	100,000	100,000	0	100,000	100,000	
561 8 880 6201	EDUCATIONAL INCENTIVE	10,435	11,624	12,718	12,000	15,100	7,381	14,764	15,000	
561 8 880 6202	MEDICAL INSURANCE	841,925	883,050	900,711	856,675	856,675	713,896	856,675	900,000	
561 8 880 6203	DENTAL/VISION	24,850	23,312	27,692	31,650	31,650	26,856	31,155	31,200	
561 8 880 6208	SOCIAL SECURITY	165,760	166,054	177,029	186,642	186,642	147,443	185,431	201,220	
561 8 880 6209	LIFE INSURANCE	5,579	5,711	6,085	6,325	6,325	5,402	6,176	6,361	
561 8 880 6230	PENSION CONTRIBUTION	93,829	99,593	118,609	129,650	129,650	126,106	129,650	159,231	
561 8 880 6240	UNEMPLOYMENT COMPENSATION	3,660	1,111	7,791	3,000	3,000	1,855	3,000	5,000	
561 8 880 6250	WORKERS COMPENSATION	47,913	57,052	30,710	75,000	73,172	20,428	75,000	60,000	
561 8 880 7125	SPACE RENTAL	0	0	5,548	0	0	0	0	0	
561 8 880 7141	PC LEASE	752	752	1,754	1,754	2,296	2,296	2,296	2,296	
561 8 880 7160	RENTAL OF PARKING LOT	1,773	2,039	2,783	2,921	2,921	1,896	2,377	2,495	
561 8 880 7180	RENTAL OF UNIFORMS	7,723	7,342	7,853	8,000	8,000	5,488	7,032	8,000	
561 8 880 7230	MAINTENANCE OF EQUIPMENT	4,557	4,162	4,262	5,000	5,000	4,953	5,000	5,000	
561 8 880 7310	ADVERTISING	2,583	6,946	3,730	5,000	5,000	2,684	2,685	5,000	
561 8 880 7340	POSTAGE	31,191	31,349	44,760	35,000	35,000	31,267	37,900	35,000	
561 8 880 7350	PRINTING	5,820	11,246	8,051	6,000	6,000	4,010	6,800	6,000	
561 8 880 7360	TELEPHONE	22,076	28,543	24,905	26,000	26,000	21,404	25,500	26,000	
561 8 880 7370	TRAVEL	2,537	5,682	6,396	4,000	4,000	3,668	4,000	4,000	
561 8 880 7409	BAD DEBT EXPENSE	1,068,621	803,241	478,701	0	0	0	0	0	
561 8 880 7410	PROFESSIONAL SERVICES	630,237	712,162	461,904	700,000	650,000	621,715	650,000	600,000	
561 8 880 7430	BANK SERVICE CHARGES	3,805	4,368	7,026	7,195	7,195	5,132	7,150	7,510	
561 8 880 7431	CREDIT CARD FEES	5,711	6,251	8,877	9,000	9,000	7,367	10,712	11,248	
561 8 880 7440	CONTRACT SERVICES	18,675	14,927	65,635	11,000	56,200	45,251	58,000	55,000	
561 8 880 7445	TRAINING - SCHOOL	9,302	11,657	17,197	12,000	17,000	14,922	15,000	12,000	
561 8 880 7603	OFFICE SUPPLIES	2,134	2,250	2,673	3,000	3,000	1,773	2,000	2,000	

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
561 8 880 7720	INSURANCE PACKAGE	180,014	183,638	193,468	210,000	210,000	207,146	212,445	229,450
561 8 880 8200	MINOR EQUIPMENT	9,699	17,721	13,258	13,200	14,486	14,414	17,000	15,000
561 8 880 8202	SAFETY ITEMS	5,689	9,000	3,878	6,000	6,000	4,222	6,000	6,000
561 8 880 8250	COMPUTER APPLICATIONS	42,552	40,144	13,289	20,000	20,000	14,940	18,000	20,000
561 8 880 9110	ADMINISTRATIVE- INDIRECT COST	384,231	374,708	374,490	424,224	424,224	353,520	424,224	457,829
561 8 880 9230	FISCAL AGENT FEES	256	545	545	750	750	257	750	750
561 8 880 9240	BOND INTEREST EXPENSE	1,001,606	960,500	913,753	1,894,063	1,894,063	1,882,851	1,894,063	2,117,295
561 8 880 9260	BOND PRINCIPAL EXPENSE	1,295,000	1,335,000	1,375,000	1,710,000	1,710,000	1,710,000	1,710,000	1,765,000
<b>TOTAL ADMINISTRATION</b>		<b>6,210,903</b>	<b>6,117,237</b>	<b>5,696,957</b>	<b>6,846,079</b>	<b>6,849,079</b>	<b>6,283,557</b>	<b>6,861,319</b>	<b>7,226,776</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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 Utility Manager	90,576
<b>TOTAL 6110 EMPLOYEES</b>							<b>1.0000</b>	<b>\$ 90,576</b>
561	8	880	6115	F	M	1.0000	Project Engineer	72,511
561	8	880	6115	F	M	0.3641	Rate Analyst	21,726
561	8	880	6115	F	M	0.1685	Bureau Chief Proc. & Collections	11,781
561	8	880	6115	F	M	0.1685	Customer Service Supervisor	8,133
561	8	880	6115	F	M	0.1685	Admin Support Supervisor	7,508
561	8	880	6115	F	M	0.2500	Information Services Manager	18,123
561	8	880	6115	F	M	0.1400	Communications Specialist	4,995
561	8	880	6115	F	A	0.1685	Admin Support Clerk	5,764
561	8	880	6115	F	A	0.3027	Utility Service Coordinator	11,282
561	8	880	6115	F	A	0.5000	Secretary I	18,735
561	8	880	6115	F	A	0.1685	Cashier/Service Clerk	5,951
561	8	880	6115	F	A	0.1685	Customer Care Coordinator	7,440
561	8	880	6115	F	A	0.1685	Property Maintenance Coordinator	7,660
561	8	880	6115	F	A	0.1685	Customer Care Coordinator	6,646
561	8	880	6115	F	A	0.1685	Customer Care Coordinator	6,646
561	8	880	6115	F	A	0.1685	Revenue Clerk	6,452
561	8	880	6115	F	A	0.1685	Customer Care Coordinator	7,223
561	8	880	6115	F	A	0.1685	Cashier/Service Clerk	6,645
561	8	880	6115	F	A	0.1685	Billing Coordinator	6,683
561	8	880	6115	F	A	0.1685	Mail & Print Operator	5,449
							Available for Merit	10,705
						Subtotal Full-Time	4.9158	



**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
561 8 880 6115	P	A	0.1685 Data Entry Operator I	2,255
		Subtotal	Part-Time 0.1685	
<b>TOTAL 6115 EMPLOYEES</b>			<b>5.0843</b>	<b>\$ 260,315</b>
<b>TOTAL EMPLOYEES</b>			<b>6.0843</b>	<b>\$ 350,891</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WASTEWATER OPERATIONS - ADMINISTRATION**

**561 8 880 6110 Salary Bureau Chief**

Salary expenses for the wastewater operations/utility 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 6120 Salary Temporary**

Expenses for temporary employees to preform clean-up and maintenance of green infrastructure projects.

**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 2015 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 9230**

**Fiscal Agent Fees**

Account pays agent fees on the Series 2007, 2009, 2011 and 2014 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, 2011 and 2014 bonds.

**561 8 880 9260**

**Bond Principal Expense**

Account pays principal redemption on the Series 2007, 2009, 2011 and 2014 bonds.

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>COLLECTIONS</b>									
561 8 881 6115	SALARIED PERSONNEL	377,063	406,145	454,012	517,076	518,896	392,791	485,401	716,777
561 8 881 6185	OVERTIME	12,108	4,586	17,158	16,000	31,000	26,206	31,430	32,000
561 8 881 7290	MAINTENANCE- VEHICLES	38,626	53,085	73,042	40,000	50,000	43,207	50,000	48,000
561 8 881 7440	CONTRACT SERVICES	49,451	39,441	21,263	50,000	67,840	14,183	20,000	50,000
561 8 881 7470	TRENCH-PAVING	26,072	24,809	45,257	50,000	54,318	52,092	54,318	70,000
561 8 881 7606	OPERATING SUPPLIES	60,496	74,073	86,143	100,000	139,000	111,519	142,676	200,000
561 8 881 7654	GASOLINE	31,374	39,513	36,412	40,000	55,000	39,149	41,615	55,000
561 8 881 8200	MINOR EQUIPMENT	0	0	9,557	15,000	0	0	15,000	30,000
561 8 881 8270	VEHICLE PURCHASE	0	0	197,501	40,000	40,000	0	40,000	0
561 8 881 8271	VEHICLE LEASE PURCHASE	59,292	59,292	59,887	217,705	219,387	83,561	219,387	258,447
<b>TOTAL COLLECTIONS</b>		<b>654,482</b>	<b>700,944</b>	<b>1,000,232</b>	<b>1,085,781</b>	<b>1,175,441</b>	<b>762,708</b>	<b>1,099,827</b>	<b>1,460,224</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	62,196
561	8	881	6115	F	M	0.2000	GI & Parks Maintenance Supervisor	10,921
561	8	881	6115	F	A	1.0000	Equipment Operator II	41,956
561	8	881	6115	F	A	1.0000	Equipment Operator II	38,506
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Equipment Operator I	36,434
561	8	881	6115	F	A	1.0000	Sewer Technician	46,422
561	8	881	6115	F	A	1.0000	Mark-Out Serviceperson I	42,644
561	8	881	6115	F	A	1.0000	WW Collection System Technician	46,713
561	8	881	6115	F	A	1.0000	Sewer Technician	45,180
561	8	881	6115	F	A	1.0000	Sewer Technician	44,186
561	8	881	6115	F	A	1.0000	Maintenance Worker	35,219
561	8	881	6115	F	A	1.0000	TV Technician	47,796
<b>TOTAL 6115 EMPLOYEES</b>						<b>17.2000</b>		<b>\$ 716,777</b>



# 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 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**

This line includes the purchase of a trench box shoring system and two grease cutting attachments, one for each vactor truck.

**561 8 881 8270**

**Vehicle Purchase**

For 2015, no vehicles will be purchased.

**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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>PUMPING STATIONS</b>									
561 8 882 6115	SALARIED PERSONNEL	578,223	569,983	554,947	607,676	608,676	482,350	595,851	638,393
561 8 882 6185	OVERTIME	39,220	30,751	19,012	20,000	20,000	17,772	20,000	20,000
561 8 882 7210	MAINTENANCE- BUILDINGS	0	726	836	1,500	1,500	922	1,500	1,500
561 8 882 7230	MAINTENANCE- EQUIPMENT	168,714	77,978	100,403	100,000	85,000	74,765	81,725	85,000
561 8 882 7520	POWER ELECTRIC	448,601	359,228	405,835	408,000	408,000	330,999	412,786	450,000
561 8 882 7606	OPERATING SUPPLIES	338	966	956	2,000	2,000	592	1,015	1,500
561 8 882 7660	HEATING FUEL	9,956	4,925	6,059	9,000	24,000	10,372	12,000	12,000
561 8 882 8200	MINOR EQUIPMENT	0	0	0	0	0	0	3,000	3,000
561 8 882 8271	VEHICLE LEASE PURCHASE	18,409	30,536	20,154	20,154	20,154	20,154	20,154	25,530
<b>TOTAL PUMPING STATIONS</b>		<b>1,263,461</b>	<b>1,075,093</b>	<b>1,108,202</b>	<b>1,168,330</b>	<b>1,169,330</b>	<b>937,926</b>	<b>1,148,031</b>	<b>1,236,923</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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.	57,783
561	8	882	6115	F	M	1.0000	Electrical/Mechanical Supervisor	54,060
561	8	882	6115	F	A	1.0000	Instrument Technician	52,891
561	8	882	6115	F	A	1.0000	Instrument Technician	47,368
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	44,031
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	44,031
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	42,259
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	41,835
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	40,518
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	41,835
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	41,835
561	8	882	6115	F	A	1.0000	Maintenance Electrician II	43,225
561	8	882	6115	F	A	1.0000	Maintenance Electrician II	48,257
<b>TOTAL 6115 EMPLOYEES</b>						<b>14.0000</b>		<b>\$ 638,393</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WASTEWATER OPERATIONS - PUMPING STATIONS**

**561 8 882 6115 Salaried Personnel**

This account pays for the salaries of the employees who are responsible for maintaining the Bureau's pump stations and the Advanced Wastewater Treatment Plant's (AWWTP) equipment in a safe and operable condition.

**561 8 882 6185 Overtime**

This account covers overtime work done on an emergency basis for repairs at the AWWTP and the pumping stations.

**561 8 882 7210 Maintenance - Buildings**

This 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**

This account provides for up-keep and repair of pump station equipment including the North Pump Station, Main Pump Station, Steven's Avenue Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station, Grofftown Pump Station, and the Sunnyside Pump Station, as well as the Engleside Diversion Chamber, three air relief pits, and the Sunnyside Grinder Pumps. This includes:

- 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 sewage pumps, 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) Computers, servers, and maintenance of SCADA controls between pump stations and the AWWTP.

**561 8 882 7520**

**Power Electric**

This account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), the Engleside Diversion Chamber, and three air relief pits. This account will vary depending on rainfall in a given year as flows increase in wet weather in the combined sewer system. In 2014, \$408,000 was budgeted and for 2015, an increase of \$42,000 is requested to pump the flows in a wet year, as in 2011, the cost of electricity was \$444,601. For 2015, a budget of \$450,000 is requested.

**561 8 882 7606**

**Operating Supplies**

This account provides for supplies required to operate pumping stations including tools, cleaners, and paper supplies.

**561 8 882 7660**

**Heating Fuel**

This account provides for diesel fuel, gasoline, propane, and natural gas to test and operate standby emergency engines for emergency power at major pump stations. This account was reduced in 2015 based on recent usage.

**561 8 882 8271**

**Vehicle – Lease Purchase**

This account covers the annual payments required under a five-year lease purchase agreement, as indicated, for the following vehicle:

#310 Truck with utility body, through 2016

In addition, for 2015, this account is for the purchase of a new pick-up truck with utility body to replace vehicle #314, a 2001 pick-up truck with utility body.

NOTE: Vehicle #326 (pick-up truck) was transferred to Collections account #561-8-881-8271 as this truck is used in this department.

**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>TREATMENT</b>									
561 8 883 6115	SALARIED PERSONNEL	728,233	689,206	723,564	735,017	737,117	602,814	739,058	762,657
561 8 883 6185	OVERTIME	31,893	42,321	23,238	25,000	25,000	17,191	23,427	25,000
561 8 883 7210	MAINTENANCE- BUILDINGS	7,227	10,751	9,989	10,000	30,000	21,525	28,000	30,000
561 8 883 7230	MAINTENANCE- EQUIPMENT	270,065	421,164	406,560	350,000	480,000	349,723	443,721	425,000
561 8 883 7290	MAINTENANCE- VEHICLES	21,749	18,954	17,759	18,000	18,000	14,244	17,561	18,000
561 8 883 7460	METER EXPENSE	218,444	220,076	226,709	363,565	225,465	183,262	242,154	336,115
561 8 883 7465	WATER UTILITY EXPENSE	129,214	63,209	64,326	60,000	60,000	43,096	62,000	65,000
561 8 883 7480	SLUDGE	1,139,000	965,815	941,845	1,200,000	1,112,160	749,639	1,150,000	1,360,000
561 8 883 7520	POWER ELECTRIC	1,180,840	1,104,338	1,105,648	1,100,000	1,100,000	868,238	1,200,000	1,200,000
561 8 883 7606	OPERATING SUPPLIES	15,260	16,010	18,536	17,000	17,000	15,610	16,551	17,000
561 8 883 7615	LABORATORY-SUPPLIES	45,892	43,944	41,846	55,000	55,000	37,520	48,000	55,000
561 8 883 7618	CHEMICALS	501,735	458,617	375,748	420,000	420,000	219,984	380,000	420,000
561 8 883 7654	GASOLINE	33,355	30,409	28,400	30,000	30,000	19,793	23,873	30,000
561 8 883 7660	HEATING FUEL	63,287	46,022	51,875	80,000	60,000	43,588	60,000	65,000
561 8 883 8200	MINOR EQUIPMENT	0	18,073	0	0	0	0	0	24,000
561 8 883 8271	VEHICLE LEASE PURCHASE	29,142	29,142	29,142	29,143	29,143	29,142	29,143	29,143
561 8 883 8290	CAPITAL OUTLAY	552,715	508,948	80,544	220,000	220,000	111,779	220,000	357,700
<b>TOTAL TREATMENT</b>		<b>4,968,051</b>	<b>4,686,999</b>	<b>4,145,729</b>	<b>4,712,725</b>	<b>4,618,885</b>	<b>3,327,148</b>	<b>4,683,488</b>	<b>5,219,615</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	55,192	
561	8	883	6115	F	M	1.0000	Wastewater Operations Supervisor	59,752	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	50,698	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	46,825	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II/ TR	45,461	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician	44,406	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician	45,850	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician-C	44,406	
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator Technician-C	44,406	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	48,230	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	48,230	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	48,230	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	46,825	
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	42,865	
561	8	883	6115	F	A	1.0000	Wastewater Analyst	45,805	
561	8	883	6115	F	A	1.0000	Laboratory Technician I	45,476	
<b>TOTAL 6115 EMPLOYEES</b>							<b>16.0000</b>	<b>\$</b>	<b>762,657</b>



# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WASTEWATER OPERATIONS - TREATMENT**

**561 8 883 6115 Salaried Personnel**

This account pays for the salaries of the employees who provide services for the continuous and efficient operation of an advanced wastewater treatment facility, including monitoring and analyzing the wastewater before discharge to the Conestoga River, and the biosolids dewatering and stabilization operations. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the Pa. Department of Environmental Protection (PADEP) and PADEP and U.S. Environmental Protection Agency (EPA) regulations.

**561 8 883 6185 Overtime**

This account provides for coverage of wastewater operations, laboratory, and biosolids handling personnel, 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**

This account provides for up-keep and repair of buildings located in the wastewater treatment plant. This line item has been increased to address increased maintenance, including interior maintenance and painting, as the plant buildings are from 1932, 1972, and 1984.

**561 8 883 7230 Maintenance - Equipment**

This account provides for maintenance of mechanical and electrical equipment at the AWWTP. The budget request is based on recent year's spending. In 2012, \$421,164 was spent. A 2015 budget of \$425,000 is requested. The 2014 budget is currently at \$480,000, but is expected to be less than that based on recent activity.

- 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
- Preliminary Treatment  
Maintenance of equipment at screening buildings and grit collectors, chain, oil seals and shoes, motors and electrical maintenance.
- Primary Treatment  
Maintenance of six primary clarifiers, primary sludge pumps, repair chain scraper blades, gearboxes, motors and electrical maintenance.
- Secondary treatment  
Cost of maintaining North and South Anoxic/Oxic (A/O) system including:
  - 75 mixers and aerators, gear boxes, 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, H<sub>2</sub>O softeners, solenoids, filters
  - Air compressors
  - Water softeners
  - Filters
  - Pump repair parts and replacement pumps
  - Air filters four times a year, thermostats, relays and control cleaning
  - Equipment included in solids handling, including belt presses and controls, conveyors, augers, hydraulic units, pumps, belts, blowers, dryer, lime stabilization system equipment, solid state controls, and instrumentation.
- Final treatment  
Maintenance of five final clarifiers, gear boxes, skimmers, chlorine tanks, chlorinators, process water pumps, chlorine booster pumps, return and waste activated sludge pumps, plant process water filters, motors, gear boxes.

**561 8 883 7290**

**Maintenance – Vehicles**

This 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**

This account pays into the Water Fund, the sewer funds' 35% share of Water Meter Shop expenses. This account was reduced for 2015 based on recent activity over the last four years.

**561 8 883 7465**

**Water Utility Expense**

This account is for the water bill for the plant. This is the cost of water used in wastewater treatment operations. The request was increased over last year due to water bill rate increases.

**561 8 883 7480**

**Biosolids, Grit, and Screenings Removal**

This account provides for biosolids removal from the treatment plant. The wastewater treatment operation generates biosolids (sludge) as well as grit and screenings that must be disposed of in accordance with state and federal regulations. The 2015 contract for biosolids removal allows for the land application, landfill, and incineration of the biosolids. The biosolids removal contract was bid in 2104 and new rates started in May 1, 2014. The rates for the new contract increased from 2014.

This account also provides for the landfill disposal of grit and screenings generated from preliminary treatment and the Engleside diversion chamber, as well as through sewer cleaning operations from Vactor operations and sewer excavations. The disposal pad resides at the treatment plant.

In summary, this line item is based on an average of 1700 tons of biosolids generated per month for five months at \$54.70 per ton and seven months at \$55.70 per ton for a sub-total of \$1,127,780; grit and screenings disposal at an average of \$5,000 per month or \$60,000 annually, and a \$50,000 allowance for sewer cleaning and excavations. Based on the variability of this line item, and if the PADEP prohibits the land application of sludge, a 10% contingency was also included in the estimate. (\$1,360,000)

**561 8 883 7520**

**Power Electric**

This account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions. Combined sewers transport sanitary waste and storm water to the treatment plant. As rainfall increase, power costs increase. This line item is budgeted on a wet year at \$1,200,000. For comparison purposes, in 2011, the power cost was \$1,180,840. The 2014 budget was set at \$1,100,000, which may be exceeded if recent weather patterns persist. Shortfalls in 2014 will be covered through an expected surplus in the chemical account.

**561 8 883 7606**

### **Operating Supplies**

This account provides for incidentals: charts, paint brushes, lights, tools, gloves, cleaning supplies, batteries, soaps, paper products, printer paper, etc., required to maintain plant operations.

**561 8 883 7615**

### **Laboratory - Supplies**

This account provides for laboratory services to support facility operations and the EPA mandated Industrial Pretreatment Program. Federal and state regulations require wastewater and solid waste analysis to maintain water quality and solids suitable for EPA Class A and B biosolids classifications, respectively. Chemicals, equipment and supplies for in-house testing and costs incurred from outside laboratory services are covered by this account. Land Application monitoring for Biosolids is also included.

- Laboratory Services  
Laboratory supplies and chemicals for in-house analyses  
Equipment maintenance and repair (service contracts)  
Annual priority pollutants analysis (effluent and biosolids quality)  
Whole Effluent Toxicity Testing (WETT)  
Coliform testing  
Quarterly solid waste analyses (agricultural utilization criteria)  
Total nitrogen testing
  
- Industrial Pretreatment Program  
Sampler maintenance and sampler purchase  
Industrial monitoring (outside laboratory testing)  
Computer software and maintenance  
Newspaper notices (for industrial users (IU's) in Significant non-compliance (SNC) and publication of sewer use ordinance changes)

**561 8 883 7618**

### **Chemicals**

This account covers chemicals required to operate the Wastewater Treatment Plant to meet the NPDES Permit and for odor control. The chemical budget is variable based on the needs of the plant. The budget request is the same as 2014.

The following chemicals are used in the plant and pump stations:

Chlorine -for disinfection of the wastewater.

- ALUM -for Phosphorous removal.
- Polymer –used in the dewatering operation to increase solids retention in the belt filter presses.
- VX-456- for odor control in the dewatering operation.
- Liquid oxygen - used when oxygen plant is off-line for maintenance
- Cooling tower chemicals – to prevent scaling.

- Sodium bisulfite - chemical for de-chlorination of the wastewater.
- Defoamer FD410 – used as needed when foaming is excessive in the aeration process.
- Bioxide – used to prevent sulfide formation at the pump stations to control odors.
- Quick Lime - for stabilization of biosolids in the dewatering process.
- Polymers – used in the secondary clarifiers to improve settling.

**561 8 883 7654                      Gasoline**

This account pays for gasoline and oil for vehicles used in wastewater treatment operations.

**561 8 883 7660                      Heating Fuel**

This account pays for natural gas and fuel oil for heating of the control building, maintenance buildings and the Lime Stabilization process. This account was reduced by \$5,000 based on annual usage over the last few years.

**561 8 883 8200                      Minor Equipment**

For 2015, this account would provide for four new refrigerated automatic samplers for NPDES permit and process monitoring. The existing samplers have reached the end of their useful life.

**561 8 883 8270                      Vehicle Purchase**

For 2015, no vehicles will be purchased.

**561 8 883 8271                      Vehicle Lease Purchase**

This account covers the annual payments required under a five-year lease purchase agreement, as indicated, for the following vehicle:

Vehicle #335 (dump truck) through 2015.

**561 8 883 8290                      Capital Outlay**

For 2015, the following projects are proposed under this line item:

Replace Lighting and Conduit around North Primary Clarifiers #5 and #6

Replace Lighting around North Secondary Clarifiers 4, #5, and #6.

Install Vault and Automated Valve Actuator for South Primary Scum and Sludge Transfer

Replace Piping for North Primary #5 and #6 Clarifier Scum Removal System

SCADA System Computer Replacement and Programming Upgrades.  
(In 2014 two SCADA servers were replaced and the software was upgraded.)

Oxygen System – Replace Single and Dual Loop Controllers with a PLC-based system. The single loop Controllers are no longer manufactured.

Solenoid Operated Vent Valve for the Oxygen System

(4) Centrifugal Pumps for use as Water Booster Pumps in the Sludge Dewatering Operation

TOTAL	\$357,700.00
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**CITY OF LANCASTER  
SEWER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>GROUNDS MAINTENANCE</b>									
561 8 884 6110	SALARY-BUREAU CHIEF	3,855	3,913	3,956	3,900	3,980	3,260	3,978	0
561 8 884 6115	SALARY-PERSONNEL	99,679	107,526	121,028	111,481	111,581	96,039	114,946	0
561 8 884 6115-01	SALARY - DIRECT INVOICES	0	0	0	0	0	0	15,000	20,000
561 8 884 6120	SALARY - TEMPORARY	5,576	11,977	5,430	5,800	5,800	4,817	5,000	0
561 8 884 6185	OVERTIME	1,801	2,890	3,160	2,500	3,000	3,725	3,800	0
561 8 884 6299-01	FRINGES - DIRECT INVOICES	0	0	0	0	0	0	7,500	10,000
561 8 884 7180	RENTAL OF UNIFORMS	612	608	628	650	650	202	202	0
561 8 884 7230	MAINTENANCE EQUIPMENT	167	996	1,118	1,200	1,200	0	0	0
561 8 884 7606	OPERATING SUPPLIES	1,277	1,296	0	1,300	1,300	0	0	0
561 8 884 7606-01	EQUIP/OPERATING EXP - DIRECT INV	0	0	0	0	0	0	25,000	30,000
561 8 884 8200	MINOR EQUIPMENT	981	5,995	3,800	2,500	2,000	0	0	0
561 8 884 8271	VEHICLE LEASE PURCHASE	0	0	0	3,700	3,700	3,604	3,604	0

<b>TOTAL GROUNDS MAINTENANCE</b>	<b>113,948</b>	<b>135,201</b>	<b>139,120</b>	<b>133,031</b>	<b>133,211</b>	<b>111,647</b>	<b>179,030</b>	<b>60,000</b>
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<b>TOTAL SEWER FUND EXPENSES</b>	<b>13,210,845</b>	<b>12,715,474</b>	<b>12,090,240</b>	<b>13,945,946</b>	<b>13,945,946</b>	<b>11,422,986</b>	<b>13,971,695</b>	<b>15,203,538</b>
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# 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 8 884 6115 01                  Salaried Personnel – Direct Billed**

Salaries of Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Salary expenses charged to this account are based on time sheets completed for each ground maintenance project.

### **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 6299 01                  Fringe Expense – Direct Billed**

Fringe expenses for Grounds Maintenance employees that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.) Fringe expenses charged to this account are based on time sheets completed for each ground maintenance project.

### **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 7606 01                      Operating Supplies & Expenses – Direct Billed**

Operating supplies and expenses that are directly billed to the Wastewater Fund for work performed at Wastewater facilities (plant, pump stations, etc.). Expenses charged to this account are based on time sheets completed for each ground maintenance project.

**61 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**

Lease purchase payments for the purchase of mowers used during snow and ice control as well as mowing season.

CITY OF LANCASTER  
**WATER FUND**



2015 BUDGET

**CITY OF LANCASTER  
WATER FUND REVENUE SUMMARY  
2014 BUDGET VS. 2015 BUDGET**

<u>DESCRIPTION</u>	<u>2014 BUDGET</u> (as amended)	<u>2015 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$23,371,526	\$25,401,870	\$2,030,344	8.7%
Miscellaneous Revenue	\$800,307	\$840,173	\$39,866	5.0%
Other Income	\$182,707	\$231,929	\$49,222	26.9%
Use of Retained Earnings	\$0	\$0	\$0	0.0%

<b>TOTAL WATER FUND  REVENUES &amp;  SOURCES OF FUNDS</b>	<b>\$24,354,540</b>	<b>\$26,473,972</b>	<b>\$2,119,432</b>	<b>8.7%</b>
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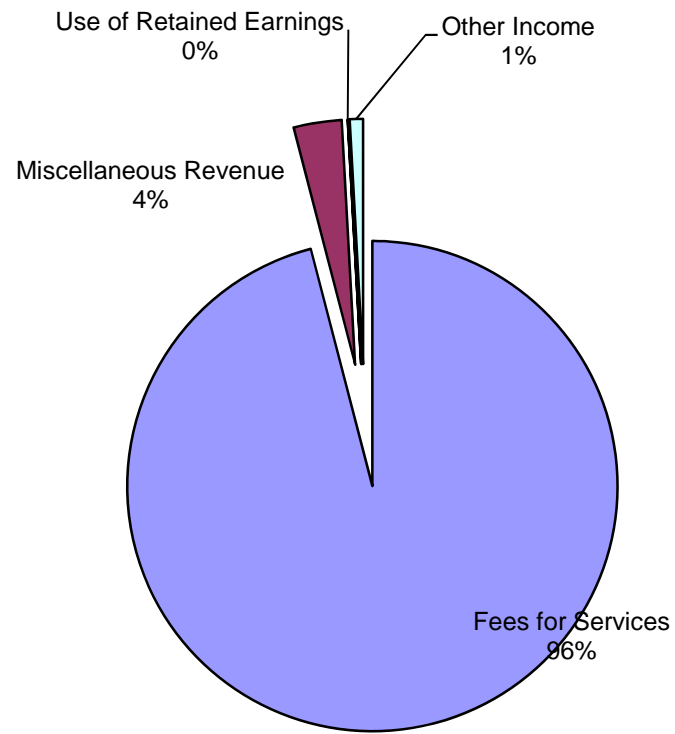
**CITY OF LANCASTER  
WATER FUND EXPENSE SUMMARY  
2014 BUDGET VS. 2015 BUDGET**

<u>BUREAU</u>	<u>2014 BUDGET</u> (as amended)	<u>2015 BUDGET</u> (proposed)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$12,853,211	\$13,987,836.00	\$1,134,625	8.8%
Transfer to General Fund	\$2,750,000	\$3,500,000	\$750,000	27.3%
Susquehanna Treatment Plant	\$2,649,010	\$2,831,033	\$182,023	6.9%
Conestoga Treatment Plant	\$2,432,257	\$2,499,964	\$67,707	2.8%
Transmission & Distribution	\$1,916,454	\$1,971,005	\$54,551	2.8%
Meter Shop	\$1,040,757	\$960,328	(\$80,429)	-7.7%
Grounds Maintenance	\$447,159	\$453,464	\$6,305	1.4%
Laboratory	\$265,692	\$270,342	\$4,650	1.8%
<b>TOTAL WATER FUND EXPENSES</b>	<b>\$24,354,540</b>	<b>\$26,473,972</b>	<b>\$2,119,432</b>	<b>8.7%</b>

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

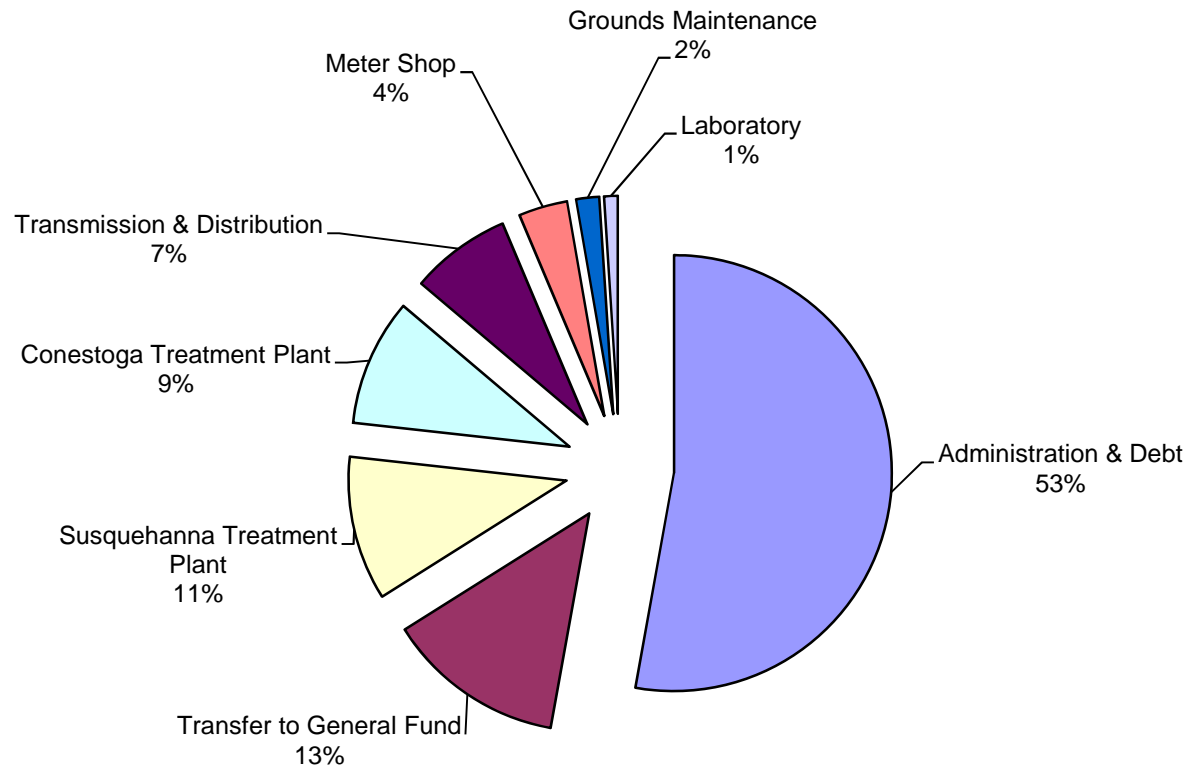
Retained Earnings 12/31/2013		\$ 17,629,548
Projected Revenues: 2014	21,877,178	
Projected Expenditures: 2014	<u>(23,859,098)</u>	
Projected Current Operating Surplus/(Deficit) 2014 (Reduction to Retained Earnings)		<u>(1,981,920)</u>
Projected Retained Earnings 12/31/2014		15,647,628
Proposed Revenues: 2015	26,473,972	
Proposed Expenditures: 2015	<u>(26,473,972)</u>	
Proposed Current Operating Surplus/(Deficit) 2015		<u>-</u>
Use of Retained Earnings		<u>-</u>
Projected Retained Earnings 12/31/2015		<u>\$ 15,647,628</u>

**CITY OF LANCASTER  
WATER FUND REVENUES  
2015 BUDGET**



**TOTAL REVENUES \$26,473,972**

# CITY OF LANCASTER WATER FUND EXPENSES 2015 BUDGET



TOTAL EXPENSES \$26,473,972

**CITY OF LANCASTER  
WATER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ORIGINAL BUDGET 2014	CURRENT BUDGET 2014	RECEIVED YTD 10/31/14	PROJECTED REVENUE 2014	PROPOSED BUDGET 2015
<b>FEES FOR SERVICES</b>									
562 4077	WATER RENTS	15,141,484	20,307,303	20,098,781	23,371,526	23,371,526	16,829,430	21,000,000	25,401,870
<b>TOTAL FEES FOR SERVICES</b>		<b>15,141,484</b>	<b>20,307,303</b>	<b>20,098,781</b>	<b>23,371,526</b>	<b>23,371,526</b>	<b>16,829,430</b>	<b>21,000,000</b>	<b>25,401,870</b>
<b>MISCELLANEOUS REVENUE</b>									
562 4009	LIEN INTEREST & COSTS	6,674	3,197	1,861	3,500	3,500	1,287	2,500	3,500
562 4044	RENTAL INCOME	308,647	305,560	317,414	320,242	320,242	295,238	320,242	362,708
562 4056	AUCTION INCOME	1,330	1,519	2,278	0	0	0	0	0
562 4057	SALE OF CITY PROPERTY	3,499	0	8,445	0	0	10,609	10,700	0
562 4063	INTEREST INCOME	393	45	8	500	500	0	250	350
562 4078	METERS	2,776	764	1,162	2,500	2,500	6,010	7,000	7,500
562 4079	REIMBURSEMENT - METER LABOR	218,443	220,076	226,709	363,565	363,565	183,262	242,154	336,115
562 4080	MISCELLANEOUS REVENUE	95,328	137,302	131,178	110,000	110,000	74,459	95,000	110,000
562 4200	SEWER - DIRECT COSTS (GROUNDS)	0	0	0	0	0	0	15,000	20,000
<b>TOTAL MISC. REVENUE</b>		<b>637,090</b>	<b>668,463</b>	<b>689,055</b>	<b>800,307</b>	<b>800,307</b>	<b>570,865</b>	<b>692,846</b>	<b>840,173</b>
<b>OTHER INCOME</b>									
562 4070	INSURANCE RECOVERY	6,130	16,021	16,502	0	0	1,625	1,625	0
562 4071	PENSION STATE AID	145,758	139,983	168,044	182,707	182,707	182,707	182,707	231,929
562 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
<b>TOTAL OTHER INCOME</b>		<b>151,888</b>	<b>156,004</b>	<b>184,546</b>	<b>182,707</b>	<b>182,707</b>	<b>184,332</b>	<b>184,332</b>	<b>231,929</b>
<b>TOTAL REVENUE</b>		<b>15,930,462</b>	<b>21,131,770</b>	<b>20,972,382</b>	<b>24,354,540</b>	<b>24,354,540</b>	<b>17,584,627</b>	<b>21,877,178</b>	<b>26,473,972</b>



# **WATER FUND REVENUE**

**CATEGORY: FEES FOR SERVICE**

**562 4077 Water Rents**

Revenue is derived from the billings for metered water usage for approximately 45,500 customers.

# **WATER FUND REVENUE**

**CATEGORY: MISCELLANEOUS REVENUE**

**562 4009 Lien Interest & Cost**

Revenue is derived from the interest and costs associated with liening properties for delinquent water billings.

**562 4044 Rental Income**

Revenue is derived from rental of space to cellular service providers for antennas.

**562 4063 Interest Income**

Revenue is derived from the interest earned on idle funds.

**562 4078 Meters**

Revenue is derived from the reimbursement of meter repair costs by customers.

**562 4079 Reimbursement-Meter Shop**

Revenue is derived from the reimbursement by the Sewer Fund of its share (35%) of the Meter Shop budget.

**562 4080 Miscellaneous Revenue**

Revenues of the water system not otherwise credited.

**560 4200 Sewer Fund – Direct Costs**

Revenues in this account include directly billed Salary and Fringe Benefit expenses related to Grounds Maintenance at Wastewater facilities (plant, pump stations, etc.).

# **WATER FUND REVENUE**

**CATEGORY: OTHER INCOME**

**562 4070 Insurance Recovery**

Revenue is derived from insurance payments for damages done to water system property.

**562 4071 Act 205 Pension State Aid**

Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniformed employee Pension Plan. The amount indicated in this account is the share attributed to Water Fund employees.

**562 4990 Use of Retained Earnings**

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

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>ADMINISTRATION</b>									
562 8 890 6110	SALARY BUREAU CHIEF	25,959	26,568	78,706	80,089	81,829	67,067	81,822	92,595
562 8 890 6115	SALARIED PERSONNEL	382,660	445,596	484,994	507,881	478,261	366,612	466,170	540,507
562 8 890 6120	SALARY - TEMPORARY	2,881	0	0	0	0	0	0	0
562 8 890 6185	OVERTIME	12	238	60	0	0	213	204	0
562 8 890 6192	OPEB EXPENSE	0	635,218	583,366	726,204	726,204	0	726,204	726,204
562 8 890 6201	EDUCATIONAL INCENTIVE	12,600	11,564	12,902	13,000	13,000	5,459	11,000	13,000
562 8 890 6202	MEDICAL INSURANCE	1,413,715	1,499,576	1,574,555	1,653,283	1,653,283	1,377,736	1,653,283	1,820,000
562 8 890 6203	DENTAL/VISION	39,612	38,397	44,128	51,050	51,050	45,730	50,830	51,000
562 8 890 6208	SOCIAL SECURITY	283,563	289,477	299,757	333,912	328,912	252,449	318,025	337,630
562 8 890 6209	LIFE INSURANCE	9,958	9,529	9,500	9,675	9,675	8,994	9,850	10,150
562 8 890 6230	PENSION CONTRIBUTION	181,124	167,408	196,700	216,436	216,223	207,414	216,436	266,415
562 8 890 6240	UNEMPLOYMENT COMPENSATION	16,751	1,463	19,086	3,000	13,000	8,710	13,000	5,000
562 8 890 6250	WORKERS COMPENSATION	179,684	100,239	293,875	125,000	121,117	64,938	125,000	100,000
562 8 890 7125	SPACE RENTAL	0	0	7,628	0	0	0	0	0
562 8 890 7141	PC LEASE	9,398	9,398	17,932	17,932	21,815	21,815	21,815	21,815
562 8 890 7160	RENTAL OF PARKING LOT	4,526	6,535	7,160	7,518	7,518	6,150	7,300	7,500
562 8 890 7180	RENTAL OF UNIFORMS	11,944	11,657	12,318	12,000	12,000	8,795	11,200	12,000
562 8 890 7230	MAINTENANCE OF EQUIPMENT	10,883	10,120	10,362	12,000	12,000	11,711	13,200	13,000
562 8 890 7310	ADVERTISING	1,628	3,098	1,398	2,000	4,200	4,149	4,200	2,000
562 8 890 7340	POSTAGE	78,304	59,097	62,501	81,000	81,000	64,224	77,000	78,000
562 8 890 7350	PRINTING	16,812	13,174	21,988	15,000	19,000	18,087	19,000	13,000
562 8 890 7360	TELEPHONE	26,498	33,507	33,291	33,000	33,000	26,340	32,500	33,000
562 8 890 7370	TRAVEL	2,256	2,517	4,853	6,000	6,000	1,877	2,500	4,000
562 8 890 7380	MISCELLANEOUS EXPENSE	953	567	1,110	1,200	1,210	1,203	1,210	1,200
562 8 890 7410	PROFESSIONAL SERVICES	601,087	471,382	500,385	675,000	667,003	483,617	660,000	500,000
562 8 890 7430	BANK SERVICE CHARGES	7,092	8,140	13,094	13,401	13,401	9,565	13,539	14,000
562 8 890 7431	CREDIT CARD FEES	7,558	7,748	10,593	11,194	11,194	8,443	12,437	13,000
562 8 890 7440	CONTRACT SERVICES	5,133	513	100,000	15,000	15,000	14,418	15,000	15,000
562 8 890 7445	TRAINING - SCHOOL	22,892	16,548	5,345	15,000	17,000	14,964	15,000	15,000
562 8 890 7603	OFFICE SUPPLIES	5,146	4,565	3,459	5,000	5,000	4,329	5,000	5,000

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
562 8 890 7720	INSURANCE PACKAGE	170,366	191,529	196,349	207,375	207,375	196,807	204,536	220,900
562 8 890 8200	MINOR EQUIPMENT	20,841	34,494	39,646	30,000	35,000	30,367	40,000	30,000
562 8 890 8202	SAFETY EQUIPMENT	9,847	9,520	24,282	25,000	25,000	19,666	25,000	25,000
562 8 890 8250	COMPUTER APPLICATIONS	82,751	41,356	35,900	40,000	40,000	18,548	25,000	30,000
562 8 890 9110	ADMINISTRATIVE-INDIRECT COST	559,087	614,372	610,127	632,431	632,431	527,026	632,431	638,723
562 8 890 9140	REVENUE TRFD TO CITY	2,300,000	2,300,000	2,500,000	2,750,000	2,750,000	2,250,000	2,750,000	3,500,000
562 8 890 9230	FISCAL AGENT FEES	989	1,134	1,134	2,500	2,500	989	2,000	2,500
562 8 890 9240	BOND INTEREST EXPENSE	2,778,008	4,931,531	5,362,160	5,319,643	5,319,643	5,305,241	5,319,643	6,301,670
562 8 890 9260	BOND PRINCIPAL EXPENSE	1,032,238	1,353,774	1,915,750	1,972,367	1,972,367	1,966,319	1,972,367	2,029,027
<b>TOTAL ADMINISTRATION</b>		<b>10,314,756</b>	<b>13,361,549</b>	<b>15,096,394</b>	<b>15,621,091</b>	<b>15,603,211</b>	<b>13,419,972</b>	<b>15,553,702</b>	<b>17,487,836</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

562	8	890	6110	F	M	0.4000	Deputy Director/City Engineer	36,520
562	8	890	6110	F	M	1.0000	Utility Engineer	56,075
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.4000</b>		<b>\$ 92,595</b>
562	8	890	6115	F	M	1.0000	Project Manager - Utilities	59,179
562	8	890	6115	F	M	1.0000	Capital Improvements Manager	100,573
562	8	890	6115	F	M	0.8000	GIS Analyst	37,536
562	8	890	6115	F	M	0.6359	Rate Analyst	37,944
562	8	890	6115	F	M	0.3910	Bureau Chief Proc. & Collections	27,338
562	8	890	6115	F	M	0.2500	Information Services Manager	18,123
562	8	890	6115	F	M	0.2700	Communications Specialist	9,634
562	8	890	6115	F	M	0.3910	Customer Service Supervisor	18,894
562	8	890	6115	F	M	0.3910	Admin Support Supervisor	17,423
562	8	880	6115	F	A	0.3910	Secretary I	14,651
562	8	890	6115	F	A	0.3910	Customer Care Coordinator	16,760
562	8	890	6115	F	A	0.3910	Billing Coordinator	15,507
562	8	890	6115	F	A	0.3910	Cashier/Service Clerk	13,810
562	8	890	6115	F	A	0.3910	Cashier/Service Clerk	15,420
562	8	890	6115	F	A	0.3910	Admin Support Clerk	12,986
562	8	890	6115	F	A	0.3910	Property Maintenance Coordinator	17,775
562	8	890	6115	F	A	0.3910	Customer Care Coordinator	17,263
562	8	890	6115	F	A	0.3910	Customer Care Coordinator	15,423
562	8	890	6115	F	A	0.3910	Customer Care Coordinator	15,423
562	8	890	6115	F	A	0.3910	Mail & Print Operator	12,645
562	8	890	6115	F	A	0.3910	Revenue Clerk	14,971

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
			Available for Merit	25,996
			Subtotal Full-Time      9.8209	
562	8	890	6115	P    A
			0.3910      Data Entry Operator I	5,232
			Subtotal Part-Time      0.3910	
<b>TOTAL 6115 EMPLOYEES</b>			<b>10.2119</b>	<b>\$    540,507</b>
<b>TOTAL EMPLOYEES</b>			<b>11.6119</b>	<b>\$    633,102</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER - ADMINISTRATION**

**562 8 890 6110 Salary Bureau Chief**

This line item accounts for forty percent (40%) 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 2015 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, 2011 and 2014 General Obligation bonds.

**562 8 890 9240                      Bond Interest Expense**

This line reflects interest payments on the 2007, 2009, 2010, 2011 and 2014 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, 2011 and 2014 General Obligation bonds, and Guaranteed Revenue Note of 2001 (Pennvest).

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>SUSQUEHANNA TREATMENT PLANT</b>									
562 8 891 6115	SALARIED PERSONNEL	625,005	655,166	703,360	766,160	768,460	636,347	779,513	798,303
562 8 891 6185	OVERTIME	94,735	64,881	68,490	60,000	60,000	57,130	68,000	65,000
562 8 891 7210	MAINTENANCE- BUILDINGS	24,827	32,064	45,670	35,000	35,000	13,073	35,000	35,000
562 8 891 7220	MAINTENANCE- COMMUNIC.	295	164	1,066	1,500	1,500	1,000	1,500	1,500
562 8 891 7230	MAINTENANCE- EQUIPMENT	92,333	149,465	178,981	215,000	215,000	148,075	201,000	215,000
562 8 891 7290	MAINTENANCE- VEHICLES	12,635	8,342	14,330	7,500	17,500	15,909	17,500	17,500
562 8 891 7465	WATER UTILITY EXPENSE	7,410	9,398	9,091	8,000	8,000	7,848	8,400	8,000
562 8 891 7480	SLUDGE	73,658	58,531	49,572	75,000	75,000	66,113	90,000	75,000
562 8 891 7520	POWER ELECTRIC	727,268	827,689	765,127	750,000	750,000	710,800	858,000	900,000
562 8 891 7606	OPERATING SUPPLIES	5,417	4,376	6,839	5,500	5,500	4,289	5,500	5,500
562 8 891 7618	CHEMICALS	505,054	480,709	450,947	635,000	615,000	386,575	525,000	625,000
562 8 891 7654	GASOLINE	10,998	11,956	13,322	13,000	13,000	11,542	15,500	20,000
562 8 891 7660	HEATING FUEL	52,486	36,629	40,775	50,000	50,000	28,602	50,000	50,000
562 8 891 8200	MINOR EQUIPMENT	2,533	5,288	5,142	6,000	6,000	4,915	6,000	6,000
562 8 891 8270	VEHICLES	2,795	0	29,049	29,050	29,050	29,050	29,050	9,230
<b>TOTAL SUSQUEHANNA PLANT</b>		<b>2,237,449</b>	<b>2,344,658</b>	<b>2,381,761</b>	<b>2,656,710</b>	<b>2,649,010</b>	<b>2,121,268</b>	<b>2,689,963</b>	<b>2,831,033</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	56,559
562	8	891	6115	F	M	1.0000	Plant Maintenance Supervisor	53,449
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	51,196
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	48,257
562	8	891	6115	F	A	1.0000	Instrument Technician	49,854
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic	44,141
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic	41,801
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	45,494
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	44,521
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	45,690
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	48,257
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	48,257
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	43,120
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	48,230
562	8	891	6115	F	A	1.0000	Water Plant Operator II - Cert	44,406
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	43,237
562	8	891	6115	F	A	1.0000	Water Plant Operator II - TR	41,834
<b>TOTAL 6115 EMPLOYEES</b>						<b>17.0000</b>		<b>\$ 798,303</b>

# DEPARTMENT OF PUBLIC WORKS

## BUREAU: WATER - SUSQUEHANNA WATER TREATMENT PLANT: SWTP

### **562 8 891 6115                      Salaried Personnel**

This line item accounts for salaries at the SWTP.

### **562 8 891 6185                      Overtime**

This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance, repairs, and operator shortages.

### **562 8 891 7210                      Maintenance of Buildings**

This account provides for the general upkeep of all buildings at Susquehanna Water Treatment Plant including low and high service pumping stations, centrifuge building, filter building, membrane building, the Oyster Point Reservoir, and all roads on these properties. The buildings maintenance estimate is \$35,000.

### **562 8 891 7220                      Maintenance - Communications**

This account provides for repairs on the SCADA System 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 (261), one ½-ton pickup (203), one ½-ton van (213), two ¾-ton utility trucks (253 and 260), one 1-ton pickup (225), one loader (224), an Engineer’s vehicle (721) and a Supervisor’s vehicle (229).

**562 8 891 7465****Water Utility Expenses**

Account provides for water taken from Lake Clarke in the Susquehanna River for treatment. Payments are made to Safe Harbor on the basis of millions of gallons pumped per month. And provides for Columbia Borough water used for lube water at the low service pumping station. Increase is due to anticipated increase in Columbia water rates in 2014.

**562 8 891 7480****Sludge**

This is the cost to haul and properly dispose of the sludge byproduct. This will be the fourth year (commencing Oct. 1, 2011) of a 3 year contract. This account also includes sewage disposal to LASA for the new membrane plant. Cost is an estimate.

**562 8 891 7520****Power - Electric**

Account provides for electricity to operate all pumping stations, filter plant and auxiliary equipment associated with the SWTP. Price is locked in at \$0.071001 per kWh. Increase is because we are now pumping 15.5 million gallons per day (mgd) compared to 13.5 mgd and 14.5 mgd the past two years.

Oyster Point Road #4	1,800
Prospect Valley Valve House	360
St. Ann’s Surge Tank	3,600
St Ann’s Valve Pit	600
Strickler’s Run Surge Tank	3,600
Susquehanna Pumping Station (Low Service)	300,000
Stony Battery Road	480
Water Altitude Valve House	840
Stony Battery Road & Rt. 30	720
Membrane Plant & HS Pumping Station	<u>588,000</u>
	Total \$ 900,000



**562 8 891 7606****Operating Supplies**

This line item accounts for items required to maintain buildings and all pump stations. This would include paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.

**562 8 891 7618****Chemicals**

This account provides for all chemicals employed in the purification of drinking water at the Susquehanna Filter Plant. The optimum daily production capacity at SWTP is 14 million gallons per day. Based on The past 12 months operation of the new membrane filtration plant, engineering estimates, proposed treatment technique (enhanced coagulation) and an estimated five percent increase in chemical expenses. The chemical estimate for 2015 is \$625,000.

Chemical Estimated Consumption - 2013 - SWTP				
Chemical	Unit Cost	Unit of Measure	Estimated Annual Usage	Estimated Annual Expense
Cl <sub>2</sub> - 15% Sodium Hypochlorite - Bulk > 4000 gal	\$ 0.75	gals	152,000	\$ 114,000
Hach				\$ 6,000
Fluoride (23.8% acid)	\$ 0.23	lbs.	160,000	\$ 36,800
Soda, caustic, 25% - Bulk	\$ 0.79	gals	101,000	\$ 80,000
Sodium Bisulfite, 38% - Totes	\$ 1.82	gals	2,060	\$ 3,750
Sulfuric Acid, 93%	\$ 1.72	gals	30,000	\$ 51,700
DelPac 20/20 - polyaluminum chloride	\$ 0.13	lbs.	1,250,000	\$ 163,500
Citric acid	\$ 6.45	gals	6,800	\$ 44,000
Orthophosphate	\$ 0.75	lbs.	42,000	\$ 31,500
Polymer	\$ 2.13	lbs.	29,000	\$ 61,500
Five per cent increase				\$ 32,250
Total - 2014				\$ 625,000

**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 5,250 gallons of gas and 200 gallons of diesel at @\$3.65/gallon and \$4.09/gallon respectively. Increase due to increased checks on distribution system (tanks and pumping stations).

**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 \$9,230 as the first payment of a 5 year lease to purchase agreement on a new replacement pickup truck which we are to receive in 2015.

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>CONESTOGA TREATMENT PLANT</b>									
562 8 892 6115	SALARIED PERSONNEL	671,043	629,759	678,622	785,357	788,757	627,768	779,106	816,738
562 8 892 6185	OVERTIME	128,000	134,196	74,353	85,000	85,000	30,284	50,000	65,000
562 8 892 7210	MAINTENANCE- BUILDINGS	30,388	22,452	34,710	40,000	80,000	52,135	60,000	50,000
562 8 892 7220	MAINTENANCE- COMMUNIC.	123	565	0	500	500	500	500	500
562 8 892 7230	MAINTENANCE- EQUIPMENT	78,157	80,458	121,212	135,000	175,000	147,225	175,000	210,000
562 8 892 7290	MAINTENANCE- VEHICLES	10,630	17,230	26,375	25,000	25,000	22,535	25,000	25,000
562 8 892 7480	SLUDGE	131,224	157,078	192,595	200,000	140,000	79,659	150,000	150,000
562 8 892 7520	POWER ELECTRIC	559,235	535,581	545,298	500,000	500,000	333,097	550,000	575,000
562 8 892 7606	OPERATING SUPPLIES	3,472	2,891	3,798	3,000	3,000	1,715	3,000	3,000
562 8 892 7618	CHEMICALS	468,112	410,949	416,088	450,000	440,000	221,214	375,000	400,000
562 8 892 7654	GASOLINE	20,731	19,360	18,770	20,000	20,000	19,646	20,000	20,000
562 8 892 7660	HEATING FUEL	53,409	48,969	48,698	50,000	50,000	45,366	60,000	50,000
562 8 892 8270	VEHICLES	48,942	40,044	0	0	0	0	0	34,726
562 8 892 8290	CAPITAL OUTLAY	0	44,731	117,324	125,000	125,000	0	100,000	100,000
<b>TOTAL CONESTOGA PLANT</b>		<b>2,203,466</b>	<b>2,144,263</b>	<b>2,277,843</b>	<b>2,418,857</b>	<b>2,432,257</b>	<b>1,581,144</b>	<b>2,347,606</b>	<b>2,499,964</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	55,849	
562	8	892	6115	F	M	1.0000	Water Production Supervisor	76,488	
562	8	892	6115	F	M	1.0000	Chief Water Plant Operator	54,383	
562	8	892	6115	F	A	1.0000	Instrument Technician	45,877	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic III	45,027	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	51,196	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	51,196	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	48,230	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	39,716	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	46,713	
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	45,022	
562	8	892	6115	F	A	1.0000	Custodian I	34,854	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-TR	44,521	
562	8	892	6115	F	A	1.0000	Water Plant Operator II/TR	44,521	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-TR	41,834	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	45,850	
562	8	892	6115	F	A	1.0000	Water Plant Operator II-TR	45,461	
<b>TOTAL 6115 EMPLOYEES</b>							<b>17.0000</b>	<b>\$</b>	<b>816,738</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER – CONESTOGA WATER TREATMENT PLANT - CWTP**

**562 8 892 6115 Salaried Personnel**

This line item accounts for the salaries of personnel at the CWTP.

**562 8 892 6185 Overtime**

This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance repairs, and operator shortages. The 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. Proposed for 2015:

○ Roof replaced on Filter Building	\$ 5,000
○ Electrical Repair at water tanks	\$ 5,000
○ General Maintenance (HVAC, plumbing, etc.)	\$20,000
○ Coating containment area at chemical loading dock	\$20,000
<b>Total</b>	<b>\$50,000</b>

**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 repairing, rebuilding and/or replacing pumps and motors, air release valve, electrical systems, blowers, air compressors, valves, chemical pumps and SCADA systems. There are 186 Bray valves alone. The valve consists of a valve, an operator, an indicator, a positioner, a solenoid and control parts. These valves operate continuously with some opening and closing every twenty seconds. While not all these valves are

critical, many are. Without them we can not operate the plant. We must have either spare valves, spare components or rebuild kits. These spare parts run from \$700 to \$1500. For 2015 we look to replace or rebuild twenty five per cent of our critical valves. Proposed for 2015:

○ Maintenance, repair, replacement of Bray Valves	\$35,000
○ General Membrane equipment maintenance (Morin Valves, solenoids, piping, etc.)	\$25,000
○ Chemical feed system in membrane building (servicing all pumps, etc.)	\$25,000
○ UV system (lamps, etc.)	\$ 5,500
○ Rebuilding #4 permeate pump for spare	\$ 6,500
○ Purchase Spare 2 <sup>nd</sup> stage permeate pump	\$ 8,000
○ High Service pump overhaul	\$16,000
○ Low Service pump overhaul (both have oil leaks)	\$12,000
○ Quarterly plant and pumping vibration equipment vibration analysis	\$ 6,500
○ 2 <sup>nd</sup> Gorman-Rupp pump for sludge pumping, & VFD	\$ 8,500
○ Plant electrical maintenance, including High voltage	\$15,000
○ Replacement of high voltage switching pole	\$20,000
○ Pumping chemical feeding system (pumps, injectors)	\$ 5,000
○ Plant and pumping station generator servicing	\$ 5,000
○ Gear box's/pumps oil change	\$ 5,000
○ Misc. expenses (packing, Lowes, Home Depot, etc.)	\$12,000
<b>Total</b>	<b>\$210,000</b>

**562 8 892 7290**

**Maintenance - Vehicles**

Line item provides for general maintenance, repairs, inspections, etc., of all vehicles used by the CWTP. Vehicles covered include a 5-ton dump truck w/plow (261), a dump truck w/plow (200), two 1-ton pickup w/plows (229, 246), a 1-ton van (212), a 3/4-ton pickup (252), a 3/4-ton pickup w/plow (232), a front end loader (235), a 1/4-ton pickup (237) and one car (258). This account also provides for emission testing.

**562 8 892 7480**

**Sludge**

Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Wastewater Fund for excess suspended solids, which are pumped daily to the Wastewater system from the equalization tank at the CWTP. We take a representative sample of our total suspended solids (TSS) weekly. Total suspended solids are now less while the flow is increased. TSS for the last twelve months operating the membrane plant averaged 1493 mg/L with a flow averaging 88,000 gallons per day.

**562 8 892 7520****Power - Electric**

Account provides for electricity to operate all pumping stations and Conestoga Filter Plant. CWTP now has twelve months operating experience for the new Membrane Filtration Plant. The City of Lancaster locked in an energy price of \$0.071001/k/Wh. For 2015, CWTP based its electric cost on an average of the past twelve months operating the new plant with a slight increase in demand. In 2015 the CWTP will operate a new water distribution pumping stations – the East Pumping Station. This pumping station does not replace an old station so it will be a new expense.

**562 8 892 7606****Operating Supplies**

Account provides for items required for maintaining the buildings and pump stations. This includes paper tissue, cleaners, tools, gloves, brooms, soap, and other items that pertain to maintenance of all buildings.

**562 8 892 7618****Chemicals**

This account provides for all chemicals employed in the purification of drinking water at the Conestoga Filter Plant. With SWTP operating at their optimum capacity daily production at CWTP has been lowered to 9 to 10 million gallons. Based on twelve months operation of the new membrane filtration plant, engineering estimates, proposed treatment technique (enhanced coagulation), and an estimated five percent increase in chemical expenses. The chemical estimate for 2015 is \$400,000:

Chemical Estimated Consumption - 2015 - CWTP				
Chemical	Unit Cost	Unit of Measure	Estimated Annual Usage	Estimated Annual Expense
Cl <sub>2</sub> - 15% Sodium Hypochlorite - Bulk > 4000 gal	\$ 0.75	gals	75,000	\$ 56,100.00
Cl <sub>2</sub> - 15% Sodium Hypochlorite - < 4000 gal	\$ 1.09	gals	5,000	\$ 5,445.00
HTH	\$ 2.48	lbs.	2,400	\$ 5,952.00
Fluoride (23.8% acid)	\$ 0.23	lbs.	50,000	\$ 11,550.00
Soda, caustic, 25% - Bulk	\$ 0.79	gals	90,000	\$ 70,920.00
Sodium Bisulfite, 38% - Totes	\$ 1.82	gals	4,500	\$ 8,190.00
Sulfuric Acid, 93%	\$ 1.72	gals	45,000	\$ 77,521.50
DelPac 20/20 - polyaluminum chloride	\$ 0.13	lbs.	900,000	\$ 115,200.00
Citric acid	\$ 6.45	gals	2,000	\$ 12,900.00
Orthophosphate	\$ 0.75	lbs.	20,000	\$ 15,000.00
Activated Carbon	\$ 1.07	lbs.	750	\$ 802.50
Five per cent increase/other chemicals				\$ 20,419.00
Total - 2015				\$ 400,000.00

**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 will start two, 5-year lease purchases (\$29,728.55) to replace a dump truck (#200) with plow and salter and pick up truck with utility body and plow (#252) in 2015.

**562 8 892 8290**

**Capital Outlay**

This line accounts for expenditures made for new and replacement equipment. Major expenses for 2015 include covering our outside tank equalization tanks. Upgrades also include instrumentation and security at our remote pumping stations.



**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>TRANSMISSION &amp; DISTRIBUTION</b>									
562 8 894 6115	SALARIED PERSONNEL	755,592	750,846	768,913	739,454	746,454	660,623	781,974	757,237
562 8 894 6120	SALARY TEMPORARY	13,773	25,891	9,853	24,000	11,000	10,354	18,702	24,000
562 8 894 6185	OVERTIME	32,648	30,729	23,222	35,000	48,000	43,267	44,000	35,000
562 8 894 7230	MAINTENANCE- EQUIPMENT	1,662	4,366	3,501	5,000	5,000	3,420	5,000	5,000
562 8 894 7250	MAINTENANCE- MAINS	129,227	105,941	92,382	130,000	130,000	111,792	130,000	130,000
562 8 894 7280	MAINTENANCE- SERVICE LINES	45,024	34,501	32,766	45,000	43,600	34,999	43,600	45,000
562 8 894 7290	MAINTENANCE- VEHICLES	37,272	57,718	32,568	40,000	36,206	32,376	36,206	40,000
562 8 894 7410	PROFESSIONAL SERVICES	2,698	2,162	3,749	4,000	4,000	3,737	4,000	4,000
562 8 894 7440	CONTRACT SERVICES	13,784	15,147	14,274	15,000	15,000	12,917	15,000	15,000
562 8 894 7470	TRENCH PAVING	190,942	175,016	150,056	170,000	190,000	134,012	170,000	200,000
562 8 894 7475	SIDEWALK REPLACEMENT	0	63,894	3,363	30,000	50,000	29,908	50,000	30,000
562 8 894 7606	OPERATING SUPPLIES	11,157	8,909	14,045	11,000	11,000	11,311	11,000	13,000
562 8 894 7654	GASOLINE	58,984	58,013	54,884	55,000	55,000	45,951	60,000	55,000
562 8 894 8200	MINOR EQUIPMENT	9,833	7,080	25,195	25,000	26,400	26,324	26,324	16,000
562 8 894 8240	HYDRANTS	34,125	22,694	32,583	40,000	40,000	30,773	40,000	40,000
562 8 894 8270	VEHICLES	0	54,547	0	0	0	0	0	0
562 8 894 8271	VEHICLE LEASE PURCHASE	55,933	75,894	51,447	41,000	44,794	32,493	44,077	61,768
562 8 894 8290	CAPITAL OUTLAY	68,914	320,312	373,534	500,000	460,000	450,216	460,000	500,000
<b>TOTAL TRANSMISSION &amp; DIST.</b>		<b>1,461,568</b>	<b>1,813,660</b>	<b>1,686,335</b>	<b>1,909,454</b>	<b>1,916,454</b>	<b>1,674,473</b>	<b>1,939,883</b>	<b>1,971,005</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	60,626
562	8	894	6115	F	M	1.0000	Labor Supervisor II	57,413
562	8	894	6115	F	M	1.0000	Labor Supervisor I	47,714
562	8	894	6115	F	M	1.0000	Labor Supervisor I	47,265
562	8	894	6115	F	M	1.0000	Engineering Tech Specialist	59,269
562	8	894	6115	F	A	1.0000	Mark-Out Serviceperson II	46,713
562	8	894	6115	F	A	1.0000	Equipment Operator II	44,511
562	8	894	6115	F	A	1.0000	Equipment Operator II	43,214
562	8	894	6115	F	A	1.0000	Equipment Operator I	42,004
562	8	894	6115	F	A	1.0000	Equipment Operator I	40,781
562	8	894	6115	F	A	1.0000	Equipment Operator I	39,593
562	8	894	6115	F	A	1.0000	Maintenance Worker	40,604
562	8	894	6115	F	A	1.0000	Maintenance Worker	38,273
562	8	894	6115	F	A	1.0000	Maintenance Worker	39,421
562	8	894	6115	F	A	1.0000	Maintenance Worker	38,273
562	8	894	6115	F	A	1.0000	Maintenance Worker	38,273
562	8	894	6115	F	A	1.0000	Laborer	33,290
<b>TOTAL 6115 EMPLOYEES</b>						<b>17.0000</b>		<b>\$ 757,237</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER TRANSMISSION & DISTRIBUTION (T&D)**

**562 8 894 6115 Salaried Personnel**

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

**562 8 894 6120 Salary Temporary**

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

**562 8 894 6185 Overtime**

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

**562 8 894 7230 Maintenance of Equipment**

This line item covers the maintenance of equipment such as tapping machine, boring equipment, jackhammers, hoe-ram, tampers, 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 2015 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. Also the payment of GPS tracking on several vehicles used for winter road maintenance.

**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 outside contract.

**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, diesel and cng 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)	2,600.00
2" dewatering pumps (2)	2,400.00
Drill and tap machine (2)	6,000.00
Trench wacker (2)	5,000.00
Total .....	16,000.00

**562 8 894 8240                      Hydrants**

This line item covers the repair, replacement and purchase of new fire hydrants, and the purchase of fire hydrant security devices. These devices are approved by the City's Fire Department and recommended to prevent terrorism, vandalism and unauthorized flushing. This line item also covers the cost of painting materials for summer hydrant painting reinstated in 2006.

**562 8 894 8270                      Vehicles**

No vehicle purchases are anticipated in 2015.

**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. Vehicle # 210 lease complete in 2019.

**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 2015, along with water storage tank painting projects, and water line replacement on Penndot, and Lancaster City Street Improvement Projects: (Rt. 501 Lititz Pk. Manheim twp main replacement) ( Rt. 462 King St. Lancaster City Main replacement) (Rt. 999 Manor St. Lancaster City main replacement) (N. Mulberry St. Lancaster City main replacement)

**CITY OF LANCASTER  
WATER FUND EXPENSE HISTORY**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>METER SHOP</b>									
562 8 895 6115	SALARIED PERSONNEL	455,141	452,670	441,756	502,792	504,792	371,580	470,903	520,121
562 8 895 6120	SALARIES - TEMPORARY	0	4,601	9,180	9,500	9,500	2,969	9,500	9,500
562 8 895 6185	OVERTIME	605	324	359	1,000	1,000	742	1,000	1,000
562 8 895 7260	MAINTENANCE- METERS	31,245	24,920	21,670	35,000	35,000	17,946	35,000	39,690
562 8 895 7290	MAINTENANCE- VEHICLES	7,549	11,911	10,026	10,000	10,000	9,942	10,000	10,000
562 8 895 7654	GASOLINE	18,504	19,428	24,202	25,000	25,000	15,198	25,000	25,000
562 8 895 8235	METERS	111,080	114,935	140,548	450,000	450,000	99,777	135,000	349,552
562 8 895 8270	VEHICLES	64,512	19,410	0	0	0	0	0	0
562 8 895 8271	VEHICLE LEASE PURCHASE	0	0	5,451	5,465	5,465	5,451	5,465	5,465
<b>TOTAL METER SHOP</b>		<b>688,636</b>	<b>648,199</b>	<b>653,192</b>	<b>1,038,757</b>	<b>1,040,757</b>	<b>523,605</b>	<b>691,868</b>	<b>960,328</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	50,686
562	8	895	6115	F	M	1.0000	Assistant Meter Supervisor	45,608
562	8	895	6115	F	A	1.0000	Backflow/Cross Connection	39,242
562	8	895	6115	F	A	0.6973	Utility Service Coordinator	25,989
562	8	895	6115	F	A	1.0000	Water Service Clerk	42,969
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	41,840
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	41,840
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	41,840
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	37,470
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	39,438
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	39,438
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	37,470
562	8	895	6115	F	A	1.0000	Wtr Meter Technician	36,291

**TOTAL 6115 EMPLOYEES**

**12.6973**

**\$**

**520,121**

# 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), 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.

**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. – 20 year program would be an additional 6,450 meters.)

**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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>GROUNDS MAINTENANCE</b>									
562 8 896 6110	SALARY-BUREAU CHIEF	3,855	3,912	3,956	3,900	3,980	3,260	3,978	8,119
562 8 896 6115	SALARY-PERSONNEL	294,844	338,035	344,618	383,042	384,142	279,138	353,458	385,801
562 8 896 6120	SALARY-TEMPORARY	7,700	8,158	8,315	4,240	4,836	4,765	4,836	4,240
562 8 896 6185	OVERTIME	11,777	8,423	16,310	12,000	12,000	8,983	12,000	12,000
562 8 896 7180	RENTAL OF UNIFORMS	1,225	1,217	1,256	1,400	1,400	924	1,400	2,000
562 8 896 7210	MAINTENANCE- BUILDINGS	0	0	0	1,100	0	0	1,100	1,100
562 8 896 7230	MAINTENANCE- EQUIPMENT	1,827	1,638	850	1,850	1,850	791	1,850	1,850
562 8 896 7290	MAINTENANCE- VEHICLES	1,935	2,125	3,038	4,500	4,500	1,167	4,500	4,500
562 8 896 7606	OPERATING SUPPLIES	1,491	1,043	139	1,530	1,030	113	1,530	1,530
562 8 896 7654	GASOLINE	6,320	7,395	7,474	4,000	7,600	5,719	7,600	4,000
562 8 896 8200	MINOR EQUIPMENT	6,024	8,924	7,080	7,500	5,000	3,517	7,500	7,500
562 8 896 8271	VEHICLE LEASE PURCHASE	7,327	17,217	17,217	20,917	20,821	20,821	20,824	20,824
<b>TOTAL GROUNDS MAINTENANCE</b>		<b>344,325</b>	<b>398,087</b>	<b>410,253</b>	<b>445,979</b>	<b>447,159</b>	<b>329,198</b>	<b>420,576</b>	<b>453,464</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

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

562	8	896	6110	F	M	0.1000	Facilites Manager	8,119
<b>TOTAL 6110 EMPLOYEES</b>						<b>0.1000</b>		<b>\$ 8,119</b>
562	8	896	6115	F	M	1.0000	Labor Supervisor I	44,241
562	8	896	6115	F	M	0.2000	Building Maintenance Supervisor	9,670
562	8	896	6115	F	A	1.0000	Laborer	33,290
562	8	896	6115	F	A	1.0000	Laborer	33,290
562	8	896	6115	F	A	1.0000	Laborer	33,290
562	8	896	6115	F	A	1.0000	Laborer	33,290
562	8	896	6115	F	A	1.0000	Laborer	33,290
562	8	896	6115	F	A	1.0000	Laborer	33,290
562	8	896	6115	F	A	0.2000	Maintenance Technician	9,651
562	8	896	6115	F	A	1.0000	Utility Operator	40,621
562	8	896	6115	F	A	1.0000	Utility Operator	39,438
562	8	896	6115	F	A	1.0000	Utility Operator	39,438
562	8	896	6115	F	A	1.0000	Utility Operator	36,291
<b>TOTAL 6115 EMPLOYEES</b>						<b>10.4000</b>		<b>\$ 385,801</b>
<b>TOTAL EMPLOYEES</b>						<b>10.5000</b>		<b>\$ 393,919</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER - GROUNDS MAINTENANCE**

**562 8 896 6110 Salary – Bureau Chief**

This line item accounts for Ten percent (10%) of the Facility Manager salary that is shared by the Water 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 last of a five year lease purchase payments for truck #204 and the 4th of five (5) payments on a 2012 3500 Series Dump truck #430 needed for hauling mulch, dirt, trees, etc. Also the Second 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**

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>LABORATORY</b>									
562 8 898 6115	SALARIED PERSONNEL	190,616	193,719	190,341	198,292	200,292	123,431	160,100	199,942
562 8 898 6120	TEMPORARY HELP	5,136	0	8,172	0	0	0	0	0
562 8 898 6185	OVERTIME	137	147	77	0	0	0	0	0
562 8 898 7230	MAINTENANCE- EQUIPMENT	0	195	0	400	400	176	400	400
562 8 898 7440	CONTRACT SERVICES	19,167	19,425	25,470	20,000	20,000	17,116	18,000	25,000
562 8 898 7615	LABORATORY-SUPPLIES	28,541	32,747	38,528	45,000	45,000	32,526	37,000	45,000
<b>TOTAL LABORATORY</b>		<b>243,597</b>	<b>246,233</b>	<b>262,588</b>	<b>263,692</b>	<b>265,692</b>	<b>173,249</b>	<b>215,500</b>	<b>270,342</b>
<b>TOTAL WATER FUND EXPENSES</b>		<b>17,493,797</b>	<b>20,956,649</b>	<b>22,768,366</b>	<b>24,354,540</b>	<b>24,354,540</b>	<b>19,822,909</b>	<b>23,859,098</b>	<b>26,473,972</b>

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	55,000
562	8	898	6115	F	M	1.0000	Water Quality Analyst	50,279
562	8	898	6115	F	M	1.0000	Laboratory Technician II	47,950
562	8	898	6115	F	A	1.0000	Laboratory Technician I	46,713
<b>TOTAL 6115 EMPLOYEES</b>						<b>4.0000</b>		<b>\$ 199,942</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: WATER - LABORATORY**

**562 8 898 6115 Salaried Personnel**

This line item accounts for the salaries of the Water Quality Laboratory Department.

**562 8 898 6120 Temporary Help**

Account provides for temporary help to sample and test water from plants, reservoir and distribution system.

**562 8 898 6185 Overtime**

This account covers any testing that may be required in the time of emergency or to fill in for long-term illness.

**562 8 898 7230 Maintenance - Equipment**

This budget covers repairs, as required, of instruments used in the lab.

**562 8 898 7440 Contract Services**

This account provides for tests required by PA DEP/ EPA regulations to be analyzed by outside contract laboratory services. Lead and copper testing will be performed. Other tests include 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



2017 BUDGET

**CITY OF LANCASTER  
SOLID WASTE & RECYCLING FUND REVENUE SUMMARY  
2014 BUDGET VS. 2015 BUDGET**

<u>DESCRIPTION</u>	<u>2014 BUDGET</u> (as amended)	<u>2015 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$3,651,580	\$3,681,129	\$29,549	0.8%
Miscellaneous Revenue	\$353,300	\$355,131	\$1,831	0.5%
Other Income	\$9,198	\$15,630	\$6,432	69.9%
Use of Retained Earnings	\$0	\$0	\$0	#DIV/0!

<b>TOTAL WATER FUND REVENUES &amp; SOURCES OF FUNDS</b>	<b>\$4,014,078</b>	<b>\$4,051,890</b>	<b>\$37,812</b>	<b>0.9%</b>
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**CITY OF LANCASTER  
SOLID WASTE & RECYCLING FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2011	ACTUAL 2012	ACTUAL 2013	ORIGINAL BUDGET 2014	CURRENT BUDGET 2014	RECEIVED YTD 10/31/14	PROJECTED REVENUE 2014	PROPOSED BUDGET 2015
<b>FEES FOR SERVICES</b>									
563 4172	COLLECTION FEES	3,365,177	3,608,461	3,612,509	3,651,580	3,651,580	3,722,555	3,706,000	3,681,129
<b>TOTAL FEES FOR SERVICES</b>		<b>3,365,177</b>	<b>3,608,461</b>	<b>3,612,509</b>	<b>3,651,580</b>	<b>3,651,580</b>	<b>3,722,555</b>	<b>3,706,000</b>	<b>3,681,129</b>
<b>MISCELLANEOUS REVENUE</b>									
563 4005	TRASH FEE PENALTY	53,861	60,083	60,652	60,000	60,000	55,533	60,000	60,000
563 4026	TRASH FINES & PENALTIES	32,427	19,395	8,820	15,000	15,000	14,710	14,000	15,000
563 4063	INTEREST INCOME	283	129	25	300	300	29	50	50
563 4073	RECYCLING GRANT	146,960	88,934	93,362	90,000	90,000	81,916	81,916	90,000
563 4080	MISCELLANEOUS REVENUE	5	0	7,254	8,000	8,000	8,787	10,000	15,081
563 4173	LCSWMA REBATE	174,230	179,743	176,943	180,000	180,000	85,889	175,000	175,000
<b>TOTAL MISC. REVENUE</b>		<b>407,766</b>	<b>348,284</b>	<b>347,056</b>	<b>353,300</b>	<b>353,300</b>	<b>246,864</b>	<b>340,966</b>	<b>355,131</b>
<b>OTHER INCOME</b>									
563 4054	REFUND OF PRIOR YEAR EXP.	0	0	0	0	0	0	0	0
563 4070	INSURANCE RECOVERY	0	0	0	0	0	0	0	0
563 4071	PENSION STATE AID	7,796	8,164	10,239	9,198	9,198	9,198	9,198	15,630
563 4990	USE OF RETAINED EARNINGS	0	0	0	0	0	0	0	0
<b>TOTAL OTHER INCOME</b>		<b>7,796</b>	<b>8,164</b>	<b>10,239</b>	<b>9,198</b>	<b>9,198</b>	<b>9,198</b>	<b>9,198</b>	<b>15,630</b>
<b>TOTAL REVENUE</b>		<b>3,780,739</b>	<b>3,964,909</b>	<b>3,969,804</b>	<b>4,014,078</b>	<b>4,014,078</b>	<b>3,978,617</b>	<b>4,056,164</b>	<b>4,051,890</b>

# **SOLID WASTE & RECYCLING FUND REVENUE**

**CATEGORY: FEES FOR SERVICE**

**563 4172 Trash Collection Fees**

Revenue is derived from trash collection fees charged to property owners in the City of Lancaster.

# **SOLID WASTE & RECYCLING FUND REVENUE**

**CATEGORY: MISCELLANEOUS REVENUE**

**563 4005 Trash Fee Penalty**

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

**563 4026 Trash Fines & Penalties**

Revenue is derived from fines paid by residents and property owners for violations of the City's solid waste and recycling ordinance.

**563 4063 Interest Income**

Revenue is derived from the interest earned on idle funds.

**563 4073 Recycling Grant**

DEP Section 904 Performance Grant based on tons of recyclable materials that are documented.

**563 4080 Miscellaneous Revenue**

Revenue is derived from the sale of Miscellaneous recyclable materials.

**563 4173 LCSWMA Rebate**

Revenue is derived from a rebate based on the total volume of waste disposed of through the Lancaster County Solid Waste Management Authority.

# **SOLID WASTE & RECYCLING FUND REVENUE**

**CATEGORY:           OTHER INCOME**

**563 4071                           Pension State Aid**

This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of employees in the Solid Waste and Recycling Fund.

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

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
<b>BUREAU OF SOLID WASTE AND RECYCLING</b>									
563 8 870 6110	SALARY BUREAU CHIEF	68,722	69,935	70,467	69,289	69,289	59,582	72,604	73,831
563 8 870 6115	SALARIED PERSONNEL	185,823	214,250	240,032	312,518	312,518	222,708	267,933	356,640
563 8 870 6120	SALARY TEMPORARY	1,042	0	0	0	0	0	0	0
563 8 870 6185	OVERTIME	0	37	1,042	5,400	3,050	1,137	3,000	5,000
563 8 870 6202	MEDICAL INSURANCE	67,087	85,328	87,035	91,387	91,387	76,156	91,387	90,000
563 8 870 6203	DENTAL/VISION	2,436	2,797	3,062	3,100	3,950	3,539	3,785	4,288
563 8 870 6208	SOCIAL SECURITY	19,473	21,743	23,833	30,208	30,208	21,682	28,281	36,309
563 8 870 6209	LIFE INSURANCE	549	612	597	600	600	561	618	640
563 8 870 6230	PENSION CONTRIBUTION	8,611	10,929	13,123	12,746	12,746	11,680	12,746	19,022
563 8 870 6250	WORKERS COMPENSATION	(6,346)	1,683	1,882	5,000	4,398	1,942	5,000	5,000
563 8 870 7141	PC LEASE	1,504	1,504	2,843	2,843	3,445	3,445	3,445	3,445
563 8 870 7160	RENTAL OF PARKING LOT	2,999	3,498	2,910	3,500	3,500	3,265	3,573	3,750
563 8 870 7180	RENTAL OF UNIFORMS	217	149	104	800	800	165	400	400
563 8 870 7230	MAINTENANCE - EQUIPMENT	4,427	43,149	13,102	30,000	30,000	5,987	10,000	20,000
563 8 870 7290	MAINTENANCE OF VEHICLES	107	1,934	1,032	3,000	3,000	2,894	3,000	4,000
563 8 870 7310	ADVERTISING	5,864	4,704	1,130	9,000	9,000	403	4,000	13,000
563 8 870 7320	DUES & SUBSCRIPTIONS	1,059	1,185	1,296	1,500	1,500	1,307	1,500	1,700
563 8 870 7340	POSTAGE	20,862	28,447	28,467	34,000	34,000	18,984	34,000	34,000
563 8 870 7350	PRINTING	3,931	3,640	5,919	7,000	7,000	3,244	4,000	7,000
563 8 870 7360	TELEPHONE	4,694	4,746	5,407	8,000	8,000	3,473	6,000	6,000
563 8 870 7370	TRAVEL	1,526	1,735	2,161	5,000	5,000	1,291	2,000	7,000
563 8 870 7410	PROFESSIONAL SERVICES	17,033	9,886	18,127	10,000	12,800	11,007	11,500	10,000
563 8 870 7431	CREDIT CARD FEES	3,735	3,564	5,020	6,800	6,800	4,370	6,790	7,200
563 8 870 7445	TRAINING - SCHOOL	1,207	2,956	2,548	4,300	4,300	1,968	2,500	4,500
563 8 870 7451	HAULING FEES	1,685,485	1,791,328	1,771,066	1,695,000	1,695,000	1,239,365	1,695,000	1,715,000
563 8 870 7452	TIPPING FEES	1,300,371	1,341,757	1,320,914	1,458,169	1,455,369	982,523	1,358,169	1,370,000
563 8 870 7520	ELECTRIC POWER	0	34	871	2,400	2,400	1,172	1,500	1,800
563 8 870 7603	OFFICE SUPPLIES	2,961	3,467	3,058	4,000	4,000	2,185	3,500	3,600
563 8 870 7606	OPERATING SUPPLIES	31,115	17,334	16,803	25,000	19,400	18,187	19,400	55,000
563 8 870 7654	GASOLINE	3,163	8,018	8,344	7,000	12,600	9,663	12,600	14,000



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

<b>LEDGER CODE</b>	<b>TITLE APPROPRIATION</b>	<b>ACTUAL 2011</b>	<b>ACTUAL 2012</b>	<b>ACTUAL 2013</b>	<b>ORIGINAL BUDGET 2014</b>	<b>CURRENT BUDGET 2014</b>	<b>EXPENDED YTD 10/31/14</b>	<b>PROJECTED EXPENSE 2014</b>	<b>PROPOSED BUDGET 2015</b>
563 8 870 7660	HEATING FUEL	0	0	3,075	5,000	5,000	3,300	5,000	6,000
563 8 870 7720	INSURANCE PACKAGE	2,535	3,466	4,968	5,263	6,763	5,993	6,300	6,805
563 8 870 8200	MINOR EQUIPMENT	6,861	13,275	17,083	15,000	15,000	8,478	15,000	18,000
563 8 870 8270	VEHICLES	0	24,246	24,322	31,000	31,000	30,471	31,000	31,000
563 8 870 9110	ADMINISTRATIVE- INDIRECT COST	97,594	89,826	99,400	110,255	110,255	91,879	110,255	117,960

<b>TOTAL SOLID WASTE &amp; RECYCLING FUND EXPENSES</b>	<b>3,546,647</b>	<b>3,811,162</b>	<b>3,801,043</b>	<b>4,014,078</b>	<b>4,014,078</b>	<b>2,854,006</b>	<b>3,835,786</b>	<b>4,051,890</b>
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**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 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	73,831
<b>TOTAL 6110 EMPLOYEES</b>						<b>1.0000</b>		<b>\$ 73,831</b>
563	8	870	6115	F	M	1.0000	Supervisor	47,500
563	8	870	6115	F	M	0.1273	Bureau Chief Proc. & Collections	8,901
563	8	870	6115	F	M	0.1273	Customer Service Supervisor	6,145
563	8	870	6115	F	M	0.1273	Admin Support Supervisor	5,618
563	8	870	6115	F	M	0.0500	Communications Specialist	1,784
563	8	870	6115	F	A	0.1273	Admin Support Clerk	4,228
563	8	870	6115	F	A	1.0000	Customer Service Coordinator	45,476
563	8	870	6115	F	A	1.0000	Recyclable Materials Coordinator	44,186
563	8	870	6115	F	A	1.0000	Program Officer, SW Edu & Enf	42,567
563	8	870	6115	F	A	1.0000	Program Officer, SW Edu & Enf	40,518
563	8	870	6115	F	A	1.0000	Operator I	38,379
563	8	870	6115	F	A	0.1273	Property Maintenance Coordinator	5,787
563	8	870	6115	F	A	0.1273	Cashier/Service Clerk	4,496
563	8	870	6115	F	A	0.1273	Customer Care Coordinator	5,621
563	8	870	6115	F	A	0.1273	Customer Care Coordinator	5,021
563	8	870	6115	F	A	0.1273	Customer Care Coordinator	5,021
563	8	870	6115	F	A	0.1273	Cashier/Service Clerk	5,020
563	8	870	6115	F	A	0.1273	Billing Coordinator	5,049
563	8	870	6115	F	A	0.1273	Revenue Clerk	4,874
563	8	870	6115	F	A	0.1273	Customer Care Coordinator	5,457
563	8	870	6115	F	A	0.1273	Mail & Print Operator	4,117
							Available for Merit	2,662
						7.8322	Subtotal Full-Time	

**CITY OF LANCASTER  
STAFFING SCHEDULE  
2015 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY	
563	8	870	6115	P	A	0.1273	Data Entry Operator I	1,703
563	8	870	6115	P	A	1.0000	Recycling Program Aide	8,255
563	8	870	6115	P	A	1.0000	Recycling Program Aide	8,255
Subtotal Part-Time						2.1273		
<b>TOTAL 6115 EMPLOYEES</b>						<b>9.9595</b>		<b>\$ 356,640</b>
<b>TOTAL EMPLOYEES</b>						<b>10.9595</b>		<b>\$ 430,471</b>

# DEPARTMENT OF PUBLIC WORKS

**BUREAU: SOLID WASTE AND RECYCLING**

**563 8 870 6110 Salary Bureau Chief**

Salary of the Manger of Solid Waste and Recycling.

**563 8 870 6115 Salaried Personnel**

The Bureau utilizes the City's Bureau of Procurement and Collection (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, two Solid Waste Education and Enforcement Program (SWEEP) Officers, the Recyclable Materials Coordinator, and a part-time Recycling Program Aide are also included in this line item. In 2015, a supervisor's position and an additional part-time Recycling Program Aide will be added. An existing laborer position will be transferred from the Bureau of Streets. The Operator position included in the 2014 budget will be eliminated. 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 and maintenance of equipment at the Recycling Center.

**563 8 870 7290**

**Maintenance – Vehicles**

Maintenance, parts and repairs to motor vehicles and compactor trucks used by Program Staff. Includes installation and operation costs for GPS tracking equipment.

**563 8 870 7310                      Advertising**

Advertising and promotion expenses for newsletters, meetings and publicity materials paid for current and new recycling program initiatives, including special collections for White Goods, Yard Waste, Leaves and Christmas Trees.

**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 collected and delivered to 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.

**563 8 870 7654                      Gasoline**

Fuel and oil needed to operate collection vehicles used by Program Staff to conduct field inspections and collect trash and recyclable materials.

**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. Includes the purchase of two portable cameras for illegal dumping surveillance and computer tablets for GIS customer and property inventory initiative.

**563 8 870 8270**

**Vehicle**

Vehicle lease payments for the rear load compactor truck purchased in 2012 used to collect 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. Includes lease of a half-ton pickup truck used by the Recycling Center to pick up supplies, distribute recycling containers and yard waste bags, collect recyclable materials at city facilities, deliver materials to market and collect 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.