

CITY of LANCASTER,

Pennsylvania

Proposed 2009 Budget



General Fund

Sewer Fund

Water Fund

Solid Waste & Recycling Fund

J. Richard Gray

Mayor

MAYOR'S 2009 BUDGET MESSAGE

J. Richard Gray – November 25, 2008

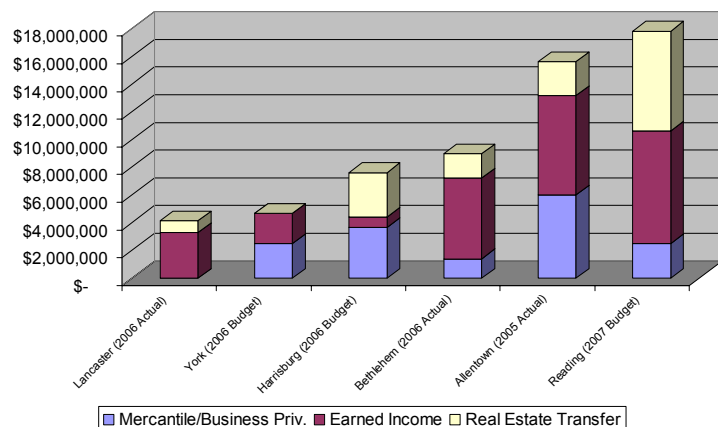
Our country is experiencing difficult economic times. Our City has been affected by the downturn in the economy and the increasing cost of goods and supplies. The City has had to accommodate these economic conditions in the proposed 2009 Budget.

When budgeting for the coming year, we have first looked to reducing the size of City government. Over the past three years, we have cut our operating costs, and reduced staff -- mainly through attrition, reorganization and consolidation of duties. We will continue to manage City operations with an emphasis on efficiencies, partnerships, and strong financial policies.

- We have slowed the growth of government spending from a high of 12.6% in 2005 to 1.8% in 2009.
- We have reduced the size of City government. In 2006, the City General Fund budgeted for a workforce of 439 full time employees. In 2009, we have reduced our workforce to 411 full time employees. Staffing levels will continue to decline in 2009.
- Proposed wage increases are below the current rate of inflation. Our 2009 budget includes a 3% increase for employees and a 2% increase for Department Directors and the Mayor. By ordinance, the Mayor is entitled to a 3% increase.
- For the first time, all City employees will make contributions to the cost of health insurance benefits. Department Directors and non-union employees will increase their contribution to a range between 4% to 8% of the costs of the insurance provided.

Still, with restrictions and mandates established by the State Constitution and the General Assembly, Cities in Pennsylvania are set up for financial failure.

Third Class City Revenues
Business Gross Receipts, Earned Income and Real Estate Transfer Taxes



With City revenues and state aid growing slowly at best, our revenues have simply been insufficient to keep pace with our rising operating costs. As reflected in the 2009 Budget: the three items that have the most detrimental impact on City finances are:

- Health insurance and mandated pension benefits
- A reliance on property taxes alone to fund City services;
- State restrictions that limit the City's ability to generate revenues by means other than the property tax.

State mandates require the City to maintain a defined benefit pension system – a system that has all but been abandoned in the private sector due to the inability of employers to fund such plans. We have legacy costs, pensions and retirement benefits, that increase the cost of doing business. This is not meant to suggest that retired City workers are overpaid. What it does mean is that under our current system, the present resident is paying for services long ago rendered while struggling to pay for current day services that must also be funded.

Health insurance and pension benefits have become a crisis that threatens the financial stability of our City. And while we can all agree that providing our retirees with adequate pensions is an important and necessary responsibility, there is no doubt that pension costs have played a key role in the widening gap between our expenses and revenues. In a 2007 study, entitled “Structuring Health Communities,” the Pennsylvania Economy League found that the fiscal distress of our municipalities is rarely due to mismanagement. Rather, this distress is more commonly due to the “crushing burden” of funding healthcare and pensions for their present and past employees. In 2009, we will spend 26% of our total General Fund budget on health care and pension benefits for employees and retirees.

On the revenue side, the Financial Analysis and Operations Audit prepared by Management Partners and released last September, has guided City government in a number of high priority areas. We are exploring a partnership with Lancaster County to provide information technology services. We have unsuccessfully attempted to negotiate changes in shift schedules with the Firefighters Union, which, according to the Audit would have greatly reduced costs while maintaining an appropriate level of service. Our online bill payment service has helped reduce delinquent accounts in our Treasury Office. We have instituted a new fee structure that recovers the cost of providing non-essential services. Most of the 182 Management Partners recommendations have either been implemented or are in the process of being implemented. A few others were rejected because of conflict with State law or our inability to have our bargaining units agree with the changes.

Overall, personnel costs are the bulk of General Fund expenses. Salaries and fringe benefits for all General Fund employees constitute fully 81% of all expenditures. This past year, the City negotiated a new three-year contract with the Firefighters Union; and binding arbitration resulted in a three-year contract with the Police Association. Contracts with Police and Fire unions call for across-the-board salary and benefit increases. These costs are reflected in the 2009 budget. Salaries for Fire and Police Departments alone consume 99% of all property tax revenues. These two Bureaus represent 65% of all General Fund expenses. Thus, property taxes do not generate enough revenue to pay for the cost of basic public safety services.

At the same time, our property tax base is smaller than last year – largely due to appeals of tax assessments. With other assessment appeals pending, we can expect this trend to continue. Many City properties are assessed, and thus taxed, well below their current market value. Therefore, though we have seen an increase in the values of many properties in the City, until the County conducts a reassessment in 4 years, these increases in property value will not be reflected in increased revenues and our property tax base will, at best, remain stable.

These are the realities of the situation faced by every City in Pennsylvania. When we started preparing this budget, I had every intention of not increasing it over last year's. I gave directions that I wanted spending held to the same level as last year. I recognize that in these hard times, every bit helps in a family's budget. Yet after reviewing what such an approach would mean for present services and the resulting effect on our reserves, I have concluded that it would be irresponsible to not propose a modest increase in property taxes. Based on this, I am proposing a 5% property tax increase that will make it possible to:

- Provide an adequate level of service and programs to City residents;
- Utilize existing revenue streams to fund city services and programs; and
- Continue working towards restoring General Fund reserves, consistent with sound financial practices.

Even with such an increase, there will be further depletion of our reserves. To completely balance this budget without taking from reserves would require a property tax increase of approximately 25% and annual tax increases between 5 and 7 percent. This -- even with the previously noted reduction in personnel.

Although projected revenues and expenditures encompass only a twelve-month period, the proposed budget was once again developed with an emphasis on establishing long-term financial stability. Lancaster is in better financial condition than many other cities, but since 2002, we have been living off of our savings. This cannot continue much longer, or our savings will be depleted.

Many Pennsylvania Cities are already or close to Act 47 status. This "status" is the equivalent of government bankruptcy. The fact that so many cities are facing

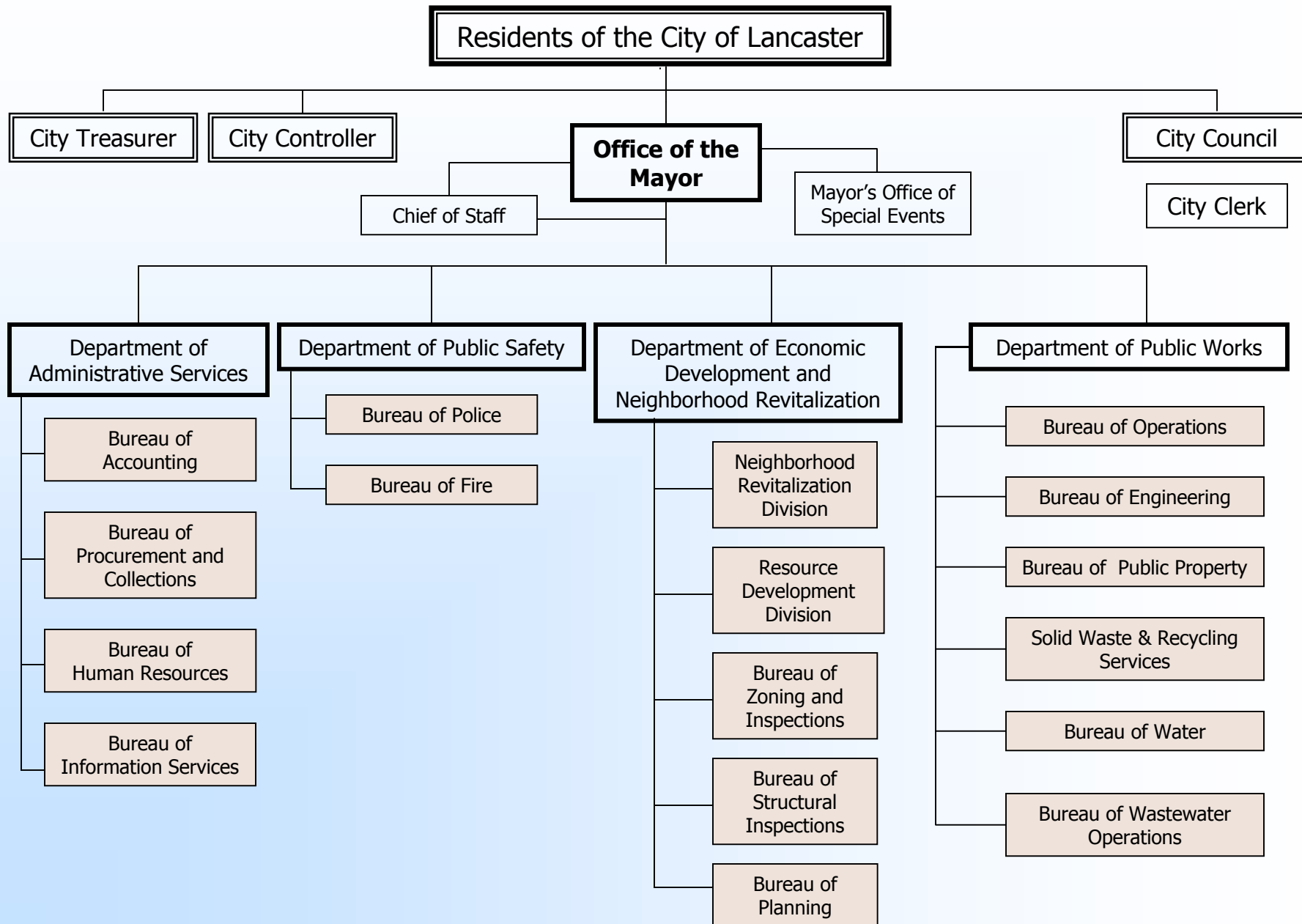
this challenge speaks volumes about the need for real reform in Pennsylvania. The question is, can we stem this trend while there is still time? Or a better question is, given the hand cities are dealt in Pennsylvania, are the cities just playing out a terminal fiscal game? There is still time for change, but it must come from Harrisburg before it can come to Lancaster, Reading, York, etc. In the coming year, we will continue to do our best to reduce the City's reliance on savings to balance the budget, and will continue to streamline the City's operations.

With all of the wonderful things happening in every part of the City, we cannot let the fiscal condition of our government be a drawback. The City of Lancaster has many advantages and assets that are not found in other cities of similar size. The October 15th edition of Forbes Magazine named the City of Lancaster as one of the Top 10 Best Places to Ride Out the Recession. This is a shared accomplishment for our entire community. We enjoy strong partnerships between City government and the private sector; our residents are talented and committed to the City; and our neighborhoods are working together to build a strong community. We are fired-up and moving ahead!

This budget has reductions, curtailments and adjustments that fit the times. We will continue to monitor events, and make necessary further adjustments as 2009 unfolds. Major capital investments will be made to benefit our common future, and the range of City services will be efficiently provided with competency and courtesy. With continued support and commitment from our residents, our business owners, and our workforce, the City of Lancaster is bound to succeed. And with a positive focus on our many assets and strengths, Lancaster will continue to flourish.

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City of Lancaster Organizational Chart



EXECUTIVE DEPARTMENT

OFFICE OF THE MAYOR

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

The Office of the Mayor is the primary source of direction and coordination for all City operations and services. Department Directors including Economic Development & Neighborhood Revitalization, Administrative Services, and Public Works report directly to the Mayor. In addition, as Director of Public Safety, the Mayor serves as the top elected official presiding over the Bureaus of Police and Fire.

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

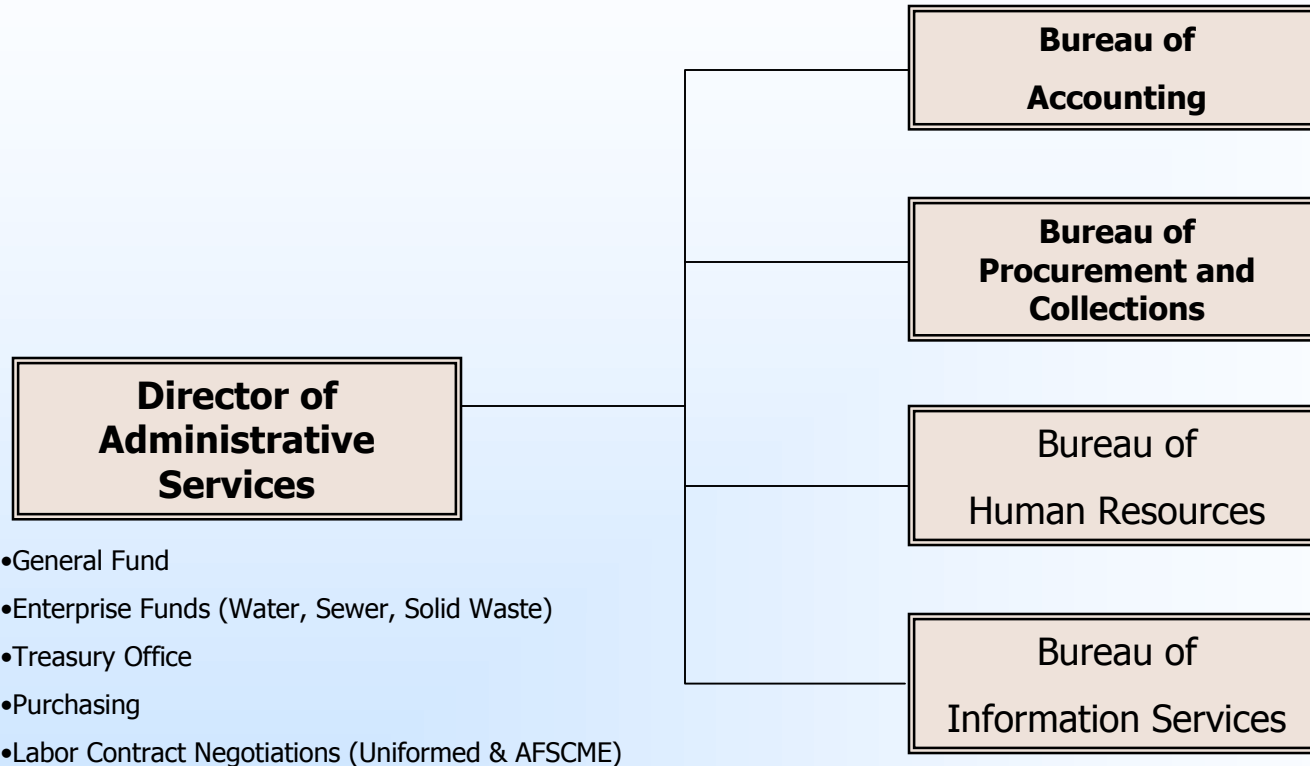
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MAYOR'S OFFICE OF SPECIAL EVENTS

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

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

The Mayor's Office of Special Events has recently been incorporated as a 501(c)3 organization. As such, in 2007 the Office will be authorized to secure charitable contributions through a sponsorship program that will finance staffing and 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; and development and maintenance of the City's web site.



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 the Bureau of Information Services.

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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 & 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 provides 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 INFORMATION SERVICES

The Bureau of Information Services provides technology support to all City operations; develops and maintains custom software programs; and supports and administers New World Systems Municipal software. The Bureau also generates reports, payments, billings, and mailings that require use of one of the City's databases. Finally, the Bureau of Information 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.

The Bureau of Information Services maintains operation of the City's technology and communications infrastructure including the City website; a T1 line that connects the AS/400 server in City Hall with the Public Safety Building; fiber optics that connect City Hall with the Fire Bureau Administration in Southern Market; internet service that connects City Hall with Water, Wastewater, Parks, and Streets Bureaus; and a Virtual Private Network (VPN) that uses cable modems to connect City Hall with remote Fire Stations.

BUREAU OF HUMAN RESOURCES

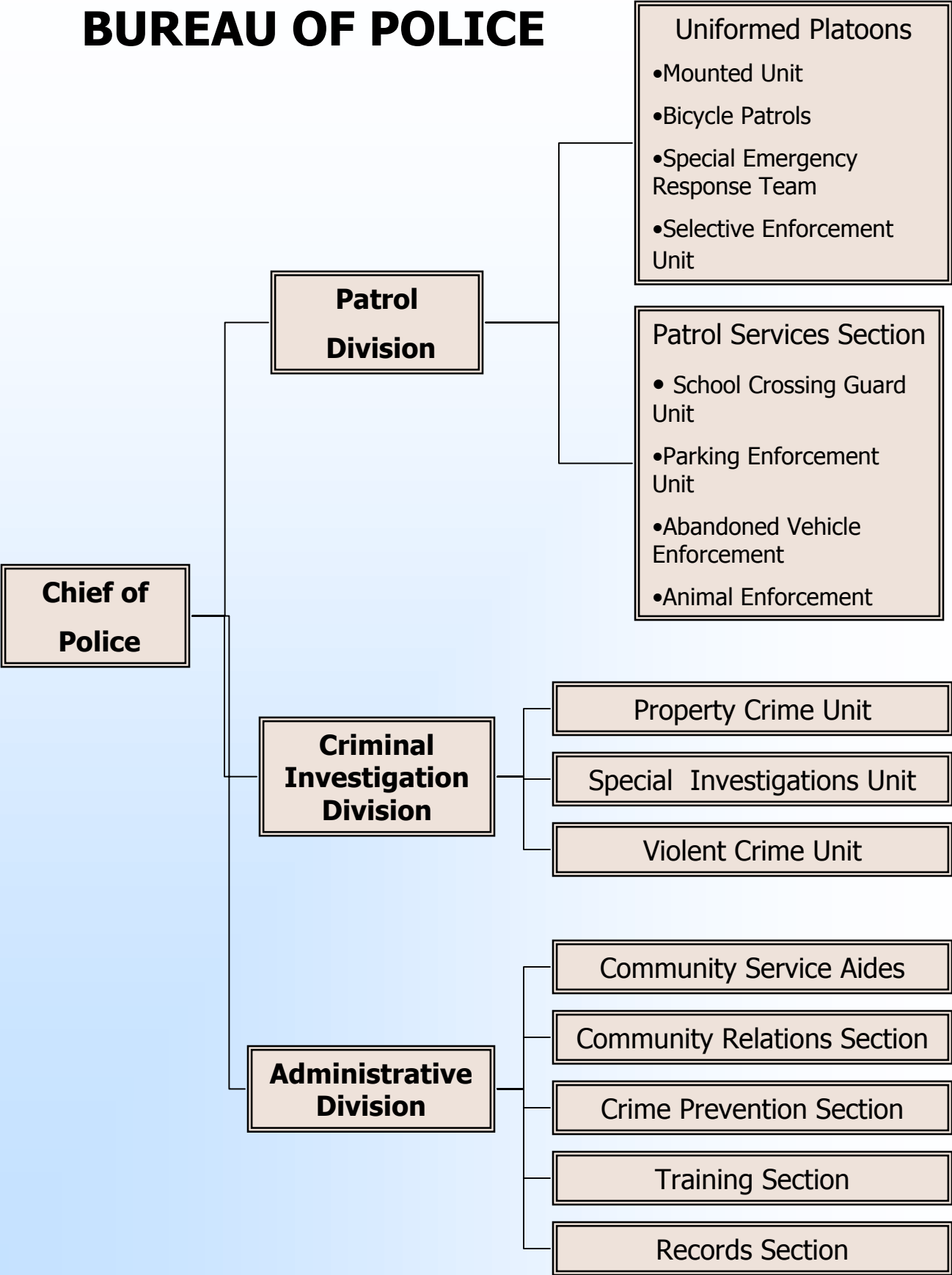
The Bureau of Human Resources provides administrative support and management of benefits and issues that relate to City personnel. In addition to maintaining individual personnel records, the Bureau is responsible for administering all employee wage and benefit programs including pension benefits, life 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.

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Department of Public Safety

BUREAU OF POLICE



DEPARTMENT OF PUBLIC SAFETY

The Lancaster Bureau of Police, along with the Lancaster Bureau of Fire, comprises the Department of Public Safety. Mayor J. Richard Gray serves as Director of the Department of Public Safety. The Chief of Police serves as the Bureau Chief of the Lancaster Bureau of Police. The Fire Chief serves as the Chief of the Fire Bureau.

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BUREAU OF POLICE

The Lancaster Bureau of Police is a full service police agency supplying police service to Lancaster City. Since 1970, the City has also provided police service to Lancaster Township on a contractual basis. Thus, the Police Bureau is responsible for a jurisdiction covering 13.5 square miles (7.3 City and 6.2 Township) containing a population in excess of 70,000 (56,348 City and 13,944 Township).

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

Uniformed Platoons:

The Patrol Division is responsible for primary service delivery principally through the Division's 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 Unit and encompasses the community oriented policing effort, which includes officers on bicycles.

Special Emergency Response Teams (SERT) are available to respond to high-risk situations such as barricaded gunmen. The teams are composed of specially trained officers assigned to each of the platoons and various other sections of the Police Bureau. The team's primary duty is to contain and defuse dangerous situations. In 2002, the Lancaster City SERT 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 in neighborhoods when disorder becomes prevalent.

Motor Carrier Enforcement (commercial vehicle regulation) has been incorporated into Patrol Division. There are currently 2 officers with PENNDOT certifications to enforce commercial vehicle regulations with plans to obtain training for two additional officers. This activity is designed to remove unsafe and overweight commercial vehicles that endanger the public and damage our streets.

Patrol Services Section:

Also part of the Patrol Division is the Patrol Services Section, which coordinates the maintenance of the Police Bureau's vehicle fleet, and maintenance of communications equipment. 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 and Township. The Criminal Investigative Division has also undertaken proactive, investigative efforts to aggressively pursue and remove serial and habitual offenders from our streets. The division is divided into three sections to ensure that all types of crime are addressed.

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. There is no longer a separate juvenile section. All investigators have the ability to investigate crimes committed by adults and juveniles. Additionally, this unit is tasked with administering

the Pennsylvania Megan's Law, an initiative to track sexual offenders and ensure that those living in close proximity to such an offender are aware of their presence. A new federal law, the Adam Walsh Law, was recently enacted and will greatly increase the SIU's responsibilities in this area. The additional mailings required for Community Notifications, as well as the requirement to more proactively investigate violations, will heavily impact the Bureau financially during the coming years.

Violent Crime Unit:

This Unit consists of two sections: the ***Gang and Violent Crimes Section*** and the ***Pattern Crimes Section***. The Gang and Violent Crime Section investigate gang-related and violent crime; the Pattern Crime Section investigates crimes committed by violent, serial offenders. The Violent Crime Unit's major responsibility is to investigate crimes such a homicide, aggravated assault and robbery. This Unit also reviews and analyzes crime data to identify patterns of criminal activity, potential suspects, and strategies to apprehend serial offenders. The Unit is partially funded by a grant from the Weed and Seed Program of the Pennsylvania Commission on Crime and Delinquency.

Finally, the Federal Bureau of Alcohol, Tobacco, Firearms and Explosives has formed a Task Force to investigate crimes committed by organized gangs and crimes involving the illegal purchase or use of firearms and other dangerous devices. Three members of the Gang and Violent Crime Section have been assigned to work with the BATF Task Force. This activity will also impact the Bureau financially with added costs for travel and court appearances in Federal Court in Philadelphia, as well as **overtime** involved in conducting these complex investigations.

Currently the violent crimes unit is working in conjunction with multiple federal agencies in the Route 222 Anti-Gang/Crime Prevention program. This program is supported and funded by the United States Justice Department. It is tasked with tracking and prosecuting gang and gun related crime in the Route 222 corridor from Easton through Lancaster to Harrisburg and York areas.

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. The Community Relations Section also coordinates the Police Bureau's volunteer Chaplaincy Program that is currently staffed by 10 volunteer chaplains of various faith and ethnic backgrounds. While directly reporting to the Administrative Services Captain, the Community Relations Section personnel also have direct access to the Chief of Police.

Crime Prevention Section:

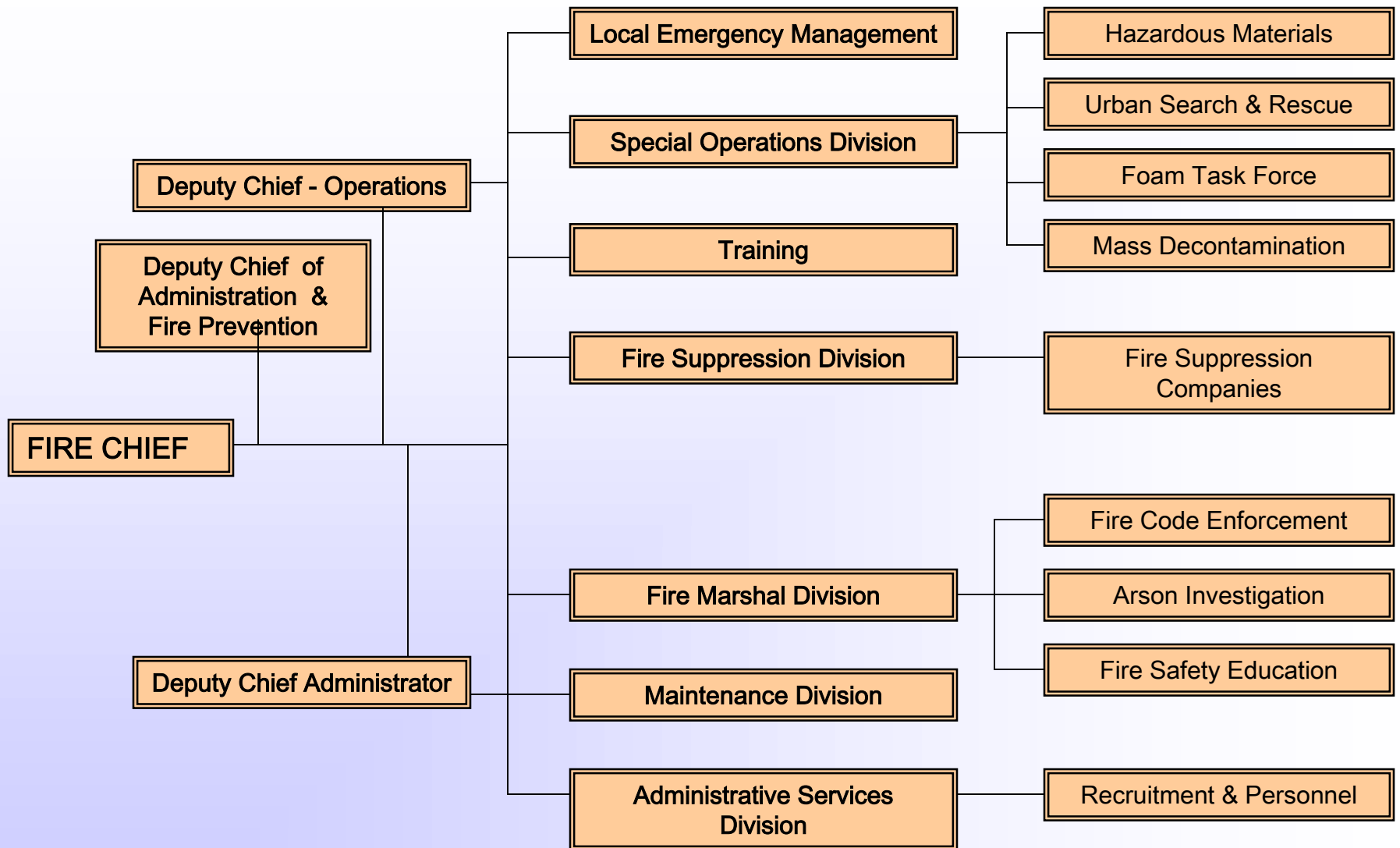
The Crime Prevention Section provides liaison with Neighborhood Crime Watch groups and works to develop and provide crime prevention education for the community. The Crime Prevention Section works closely with the local media to develop public service advertisements and programming relating to crime prevention issues and 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 in determining resource allocation and identifying crime trends. There is also a part-time grant administrator who works in this section.

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 conduct 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). The Police Bureau's LAN is currently composed of eight servers and over 140 computers of various types.



Department of Public Safety

Bureau of Fire

DEPARTMENT OF PUBLIC SAFETY

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, automatic fire alarms.

Fire Suppression Companies conduct pre-incident survey visits to target hazardous properties in the city. The information gathered during these surveys is downloaded onto laptop computers that are carried on all front line apparatus to provide necessary information at an emergency incident.

In-Service Companies conduct fire drills at every city school each year and provide fire prevention education programs in school district classrooms and with neighborhood-based groups and organizations. The Bureau's smoke detector program secures grant funds to purchase smoke detectors for installation at no cost to the resident and firefighters visit residences and provide voluntary home inspections when requested. Finally, once a month, parents are invited to bring child car seats to Fire Station #3 to have them correctly installed and learn how to install them themselves.

FIRE MARSHAL DIVISION:

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

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

Fire Marshals are responsible for determining the cause and origin for all fires in the city.

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

SPECIAL OPERATIONS DIVISION:

Events such as the 2001 terror attacks and natural disasters in Florida and the Gulf Coast demonstrate the need for public safety agencies to prepare for emergencies involving explosives, chemicals and toxic wastes. In order to address these hazards, the Lancaster Bureau of Fire has entered into an agreement with the Lancaster County Hazardous Material Team to respond to Haz-Mat calls throughout the County. This partnership provides specialized equipment and training that prepares the Fire Bureau for large-scale emergencies and improves the Bureau's capabilities at routine incidents as well.

Emergency Medical Services – In 2009 the fire bureau is expanding our partnership with LEMSA (Lancaster Emergency Medical Services Assoc.). We will be dispatching the nearest fire apparatus to trauma calls and begin initiating emergency medical care in support of LEMSA paramedics. This will enhance public safety and, at the same time increase productivity and better utilize trained staff with the technical skills needed to respond. The city and fire bureau will also benefit by receiving free training and supplies from LEMSA.

Hazardous Materials – The Bureau has 25 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.

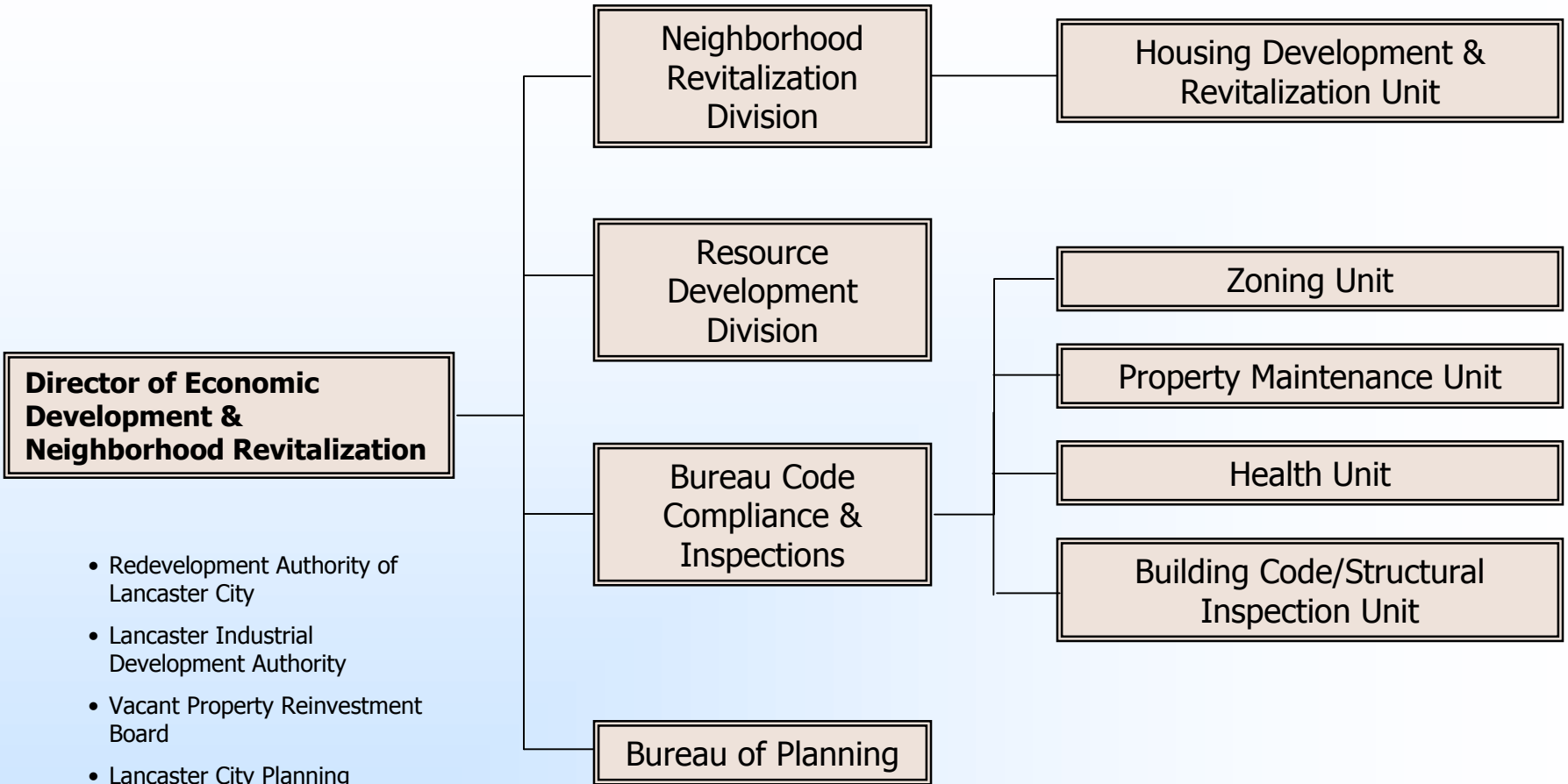
Foam Task Force – Members of Engine #2, housed on Fremont Street, have received specialized training and equipment that will enable them to use firefighting foam to mitigate flammable liquid emergencies.

Mass Decontamination – The Fire Bureau is a member of the Regional Mass Decontamination Task Force. The mission of this task force is to assemble fire apparatus and decontaminate large groups of people.

Urban Search and Rescue – In 2009 the fire suppression and training divisions will be conducting quarterly training sessions in technical rescue with the County Urban Search and Rescue Team. The goal is to improve our rescue capabilities and to allow us to work with the County team during a building collapse or other difficult rescue situation.

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.



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

DEPARTMENT OF ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION

DEPARTMENT OF ECONOMIC DEVELOPMENT and NEIGHBORHOOD REVITALIZATION

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

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

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

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

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

The Department also provides staff support for the Lancaster Property Reinvestment Board and the Redevelopment Authority of the City of Lancaster's Vacant and Blighted Property Disposition Program. When all other code enforcement efforts have failed, the efforts of these two agencies allows the City 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, the Lancaster Council of Neighborhoods, 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 Administrator serves as a liaison to maintain positive relationships and on-going communication between residents, neighborhood groups, community organizations, and government. The division is also responsible for implementing recommendations set forth in the Mayor's Neighborhood Revitalization Transition Committee Report.

The **HOUSING DEVELOPMENT AND REVITALIZATION UNIT (HDR)** partners with agencies, community leaders and residents to promote home improvement and rehabilitation, eliminate blight, and increase home ownership. This Unit promotes neighborhood revitalization and ensures the availability of safe and affordable housing through the *Homeowner Rehabilitation Assistance Program, the Critical Repair Program, the ACCESS grant program, and the Lead Poison Prevention Program*. Working with the *Property Reinvestment Board*, the HDR Unit provides opportunities for resale and rehabilitation of blighted properties.

BUREAU OF CODE COMPLAINE AND INSPECTIONS

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

- The **ZONING UNIT** ensures consistent conformance with applicable laws regulating the use of land and buildings in the City.
- The **PROPERTY MAINTENANCE UNIT** performs inspections to ensure that the City's housing stock is suitable for habitation.
- The **HEALTH UNIT** inspects eateries and other public facilities to ensure compliance with State standards.
- The Structural Inspections Unit reviews construction plans and conducts inspections to ensure compliance with the State Uniform Construction Code and applicable local ordinances. The Bureau reviews and evaluates structural, electrical, plumbing and heating plans for new construction as well as for renovation or remodeling of existing buildings.

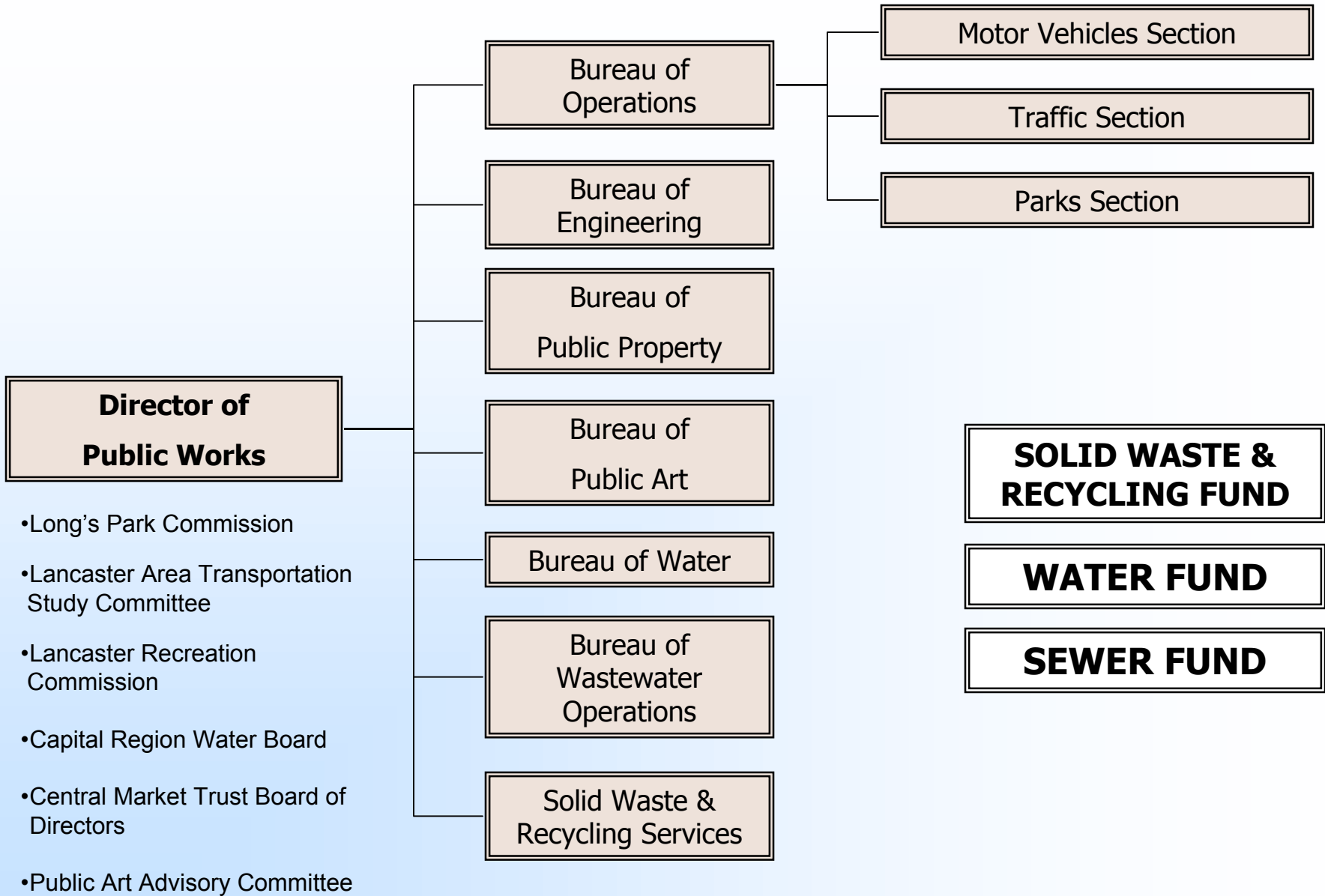
These units work with the Bureau of Planning, Bureau of Fire, Bureau of Police, Department of Public Works, the Pennsylvania Department of Labor and Industry, as well as the Housing Appeals Boards, Historical Architectural Review Board (HARB), Historical Commission, Property Reinvestment Board and various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

BUREAU OF PLANNING

The Bureau of Planning is charged with implementing the City's Comprehensive Plan through strategic planning and development of new ordinances or programs. The Bureau of Planning also administers Lancaster's City's Certified Local Government Program -- the Federal grant program that provides financial and technical assistance to implement Lancaster's Historic District and Heritage Conservation District Ordinances. This grant program also supports the work of the Historic Preservation Specialist who provides technical assistance to contractors and property owners who are rehabilitating older properties.

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

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



Department of Public Works

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is charged with maintaining the City infrastructure, ensuring clean streets, maintaining and improving public buildings and other public facilities, and enhancing recreational opportunities for residents with consistent maintenance and improvement to City parks and open spaces. These services combine to ensure public health and safety and enhance the quality of life in the City.

The Department Director serves as the chief technical advisor and liaison with the community on behalf of the Mayor and Council. The Director represents the City on several Boards and Commissions including:

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

The Director of Public Works administers a total budget of about \$28 million and relies on 200 full-time employees to fulfill the Department's mission. In addition, the Director of Public Works administers Capital Improvement Plan projects that include approximately \$10 million in active projects for the General Fund; \$95 million in active projects for the Water Fund; and \$13 million in active projects for the Wastewater Fund.

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

- Bureau of Operation (Motor Vehicles, Traffic, Parks)
- Bureau of Engineering
- Bureau of Public Property
- Bureau of Water
- Bureau of Wastewater Operations
- Bureau of Public Art (newly formed with funding from the Lancaster County Community Foundation)

BUREAU OF OPERATIONS

The Operations Bureau is responsible for maintaining approximately 100 miles of city streets and 130 miles of public alleys. These responsibilities include reconstruction, resurfacing, maintenance, and snow and ice control. The Bureau is also responsible for snow and ice control for an additional 20 miles of state roads within the City limits. The Bureau cleans 250 lane miles of streets, plus public alleys and City-owned parking lots twice a month. Central Business District streets are cleaned on a weekly basis.

Each year, the Streets Section responds to 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 City Streets Section repairs about 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 to the City's Public Works, Administrative and Police Vehicle Fleet. This includes more than 115 over-the-road vehicles, 15 off-the-road units, 4 sweepers, and 50 miscellaneous pieces of equipment such as lawn mowers, generators, snow blowers, leaf pickers and trailers.

The Bureau's **Traffic Section** is responsible for the maintenance of over 17,000 traffic signs; traffic signals at 108 intersections; flashers for 15 school safety zones; pavement markings; new sign manufacturing; traffic signal conversions to LED fixtures; and maintenance of decorative street lights. Traffic Section personnel evaluate loading zone, handicap space and other parking restriction requests, and advise the Traffic Commission accordingly. Traffic Section staff collect field data, such as traffic counts and measurements, required for traffic signal and stop sign warrant evaluation. The Traffic Section implements rulings of the City Traffic Commission in coordination with the Bureau of Police.

BUREAU OF ENGINEERING

The Bureau of Engineering performs several mandated functions including maintenance of the Official City Plan, assignment of street addresses, and preparation of construction plans and specifications for various Public Works projects. Inspection services covering these projects are also provided; along with the maintenance of Public Works project drawings. Engineering staff administers PA One-Call utility locations 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 also 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. Field layout work with surveying equipment is also available.

The Bureau of Engineering has assumed the added responsibilities associated with the management of capital improvement planning and implementation for the Bureau of Water, Transmission and Distribution Section. These responsibilities include the collection of technical data and specifications, the publication of bidding documents, and contract administration.

BUREAU OF PUBLIC PROPERTY

The Bureau of Public Property is responsible for the maintenance and improvement of 16 City-owned buildings including Southern Market Center and Central Market; 22 City parks and playgrounds including the 70-acre Long's Park, Petting Zoo and rental facilities; City Water and Wastewater Department grounds; public rest rooms; and 6 City swimming or wading pools. The Bureau also administers the Shade Tree Ordinance and street tree planting program; trash removal for City-owned properties and the Downtown Investment District; graffiti removal; custodial services and supplies; snow removal for City buildings and parking lots; seasonal decorations and downtown banners; and staffing for City-sponsored special events and activities.

BUREAU OF WATER

The mission of the Bureau of Water is to efficiently provide the highest quality products and services to our water customers through team effort while protecting public health and the environment. The Water Bureau staff of about 84 people keeps the City's water system working 24 hours per day, seven days per week.

The Bureau of Water operates and maintains the City's 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.

The Bureau of Water continues to meet the ever-changing requirements established by current, proposed, and future governmental regulations and industry standards. Construction of two new membrane filtration plants began in 2007 that will cost approximately \$80,000,000 for both plants. Construction will continue through 2008 and the plants are expected to be in operation by the end of 2009 or early 2010.

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. This year the City improved the AWWTP's performance by modifying the processes, and also enhanced nutrient removal to protect the Conestoga River and Chesapeake Bay.

The City recently received notification that we are now certified as a GOLD level Bay Partner. This is the highest level of attainment in the awards program. The Chesapeake Bay Partner Community Award recognizes, encourages, and supports local governments in the Chesapeake Bay watershed whose actions demonstrate their commitment to protecting and restoring the Chesapeake Bay, its rivers, and streams.

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.

The Bureau's staff also manages the Federal Industrial Waste Discharge requirements. Bureau staff works closely with approximately 51 industrial customers to promote growth within the service area while maintaining discharge requirements in a fair and efficient manner.

BUREAU OF SOLID WASTE AND RECYCLING

The Solid Waste and Recycling Program administers the City's Single Hauler Solid Waste and Recycling Services. The program is responsible for maintaining solid waste and recycling collections for nearly 16,000 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 to expand on the current recycling efforts and to provide additional innovative recycling services.

BUREAU OF PUBLIC ART

Through a generous three-year grant from the Lancaster County Community Foundation, the City has created a Bureau of Public Art. Through the public art program, Lancaster will be known as a destination to see and learn about public art. Residents and visitors will be engaged by a diverse range of public projects of the highest artistic quality. Lancaster will develop sound public art policies and infrastructure that will become a model for similar communities across the country. The goals of the public art program are as follows:

1. create a centralized resource for public art in Lancaster;
2. develop opportunities for a variety of public art projects;
3. identify public art funding sources;
3. implement national public art best practices that will work locally;
4. create a greater understanding in the community about what public art is and its value; and
5. build capacity of local and regional artists to work in the field of public art.

2009 Proposed General Fund Budget Summary & Five Year Budget Projection



J. Richard Gray
Mayor

Balancing Fiscal Health and Taxpayer Impact

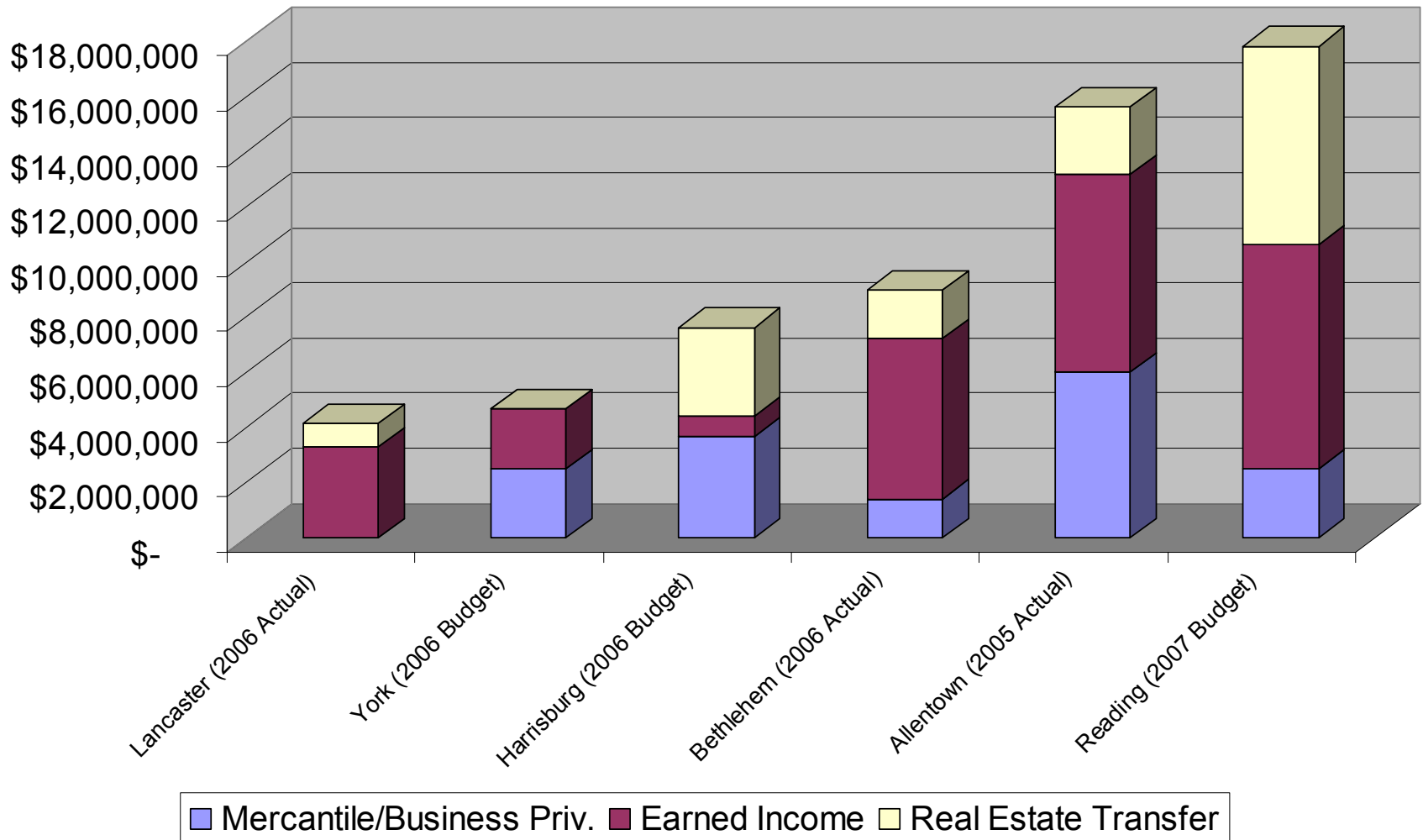


The City's Budget Problem is a Revenue Problem

Expense growth has been limited, but the City's few sources of revenue can not keep pace with even small cost increases

Third Class City Revenues

Business Gross Receipts, Earned Income and Real Estate Transfer Taxes



State Restrictions on Revenue Sources Limit Annual Revenue Growth

City	Business Gross Receipts Tax	Earned Income Tax	Realty Transfer Tax	Total Revenues From These Sources
Lancaster	NO - Prohibited by Tax Reform Act of 1988 because tax was not in place prior to November 30, 1988.	YES - .6% on City residents only (Maximum allowed without Home Rule Charter)	YES - .5% (Maximum allowed without Home Rule Charter)	
Revenues from these taxes (2006 Actual)	\$0	\$3,300,818	\$825,661	\$4,126,479
York	YES	YES	NO	
Revenues from these taxes (2006 Budget)	\$2,478,653	\$2,174,024	\$0	\$4,652,677
Harrisburg	YES	YES	YES	
Revenues from these taxes (2006 Budget)	\$3,648,165	\$3,214,400	\$756,000	\$7,618,565
Bethlehem	YES	YES	YES	
Revenues from these taxes (2005 Actual)	\$1,407,703	\$5,807,174	\$1,762,429	\$8,977,306
Allentown	YES	YES	YES	
Revenues from these taxes (2005 Actual)	\$5,987,283	\$7,176,320	\$2,458,166	\$15,621,769
Reading	YES	YES - By referendum in May 2007, voters approved a change to the Home Rule Charter increasing the EIT on City residents to 2.7%.	YES - Under the Reading Home Rule Charter, the Real Estate Transfer Tax is set at 4%	
Revenues from these taxes (2007 Budget)	\$1,290,000	\$8,131,390	\$7,215,868	\$16,637,258

General Fund Revenues

General Fund Revenues

Revenue Highlights:

- **Taxes**
 - **Real Estate Tax Revenues** provide less than **40%** of General Fund Revenues
 - Real Estate Tax increase is equal to a **\$35** increase for the average single family home (average assessment for these City homes is \$75,000)
 - For the average City household, **total taxes** paid to the City will increase by only **\$39** in 2009

Average City Family Tax Payments to City

- Owns home assessed at \$75,000
- 2009 Household income* of \$36,500 vs. \$35,850 in 2008
- One wage earner works in City & pays Local Services Tax

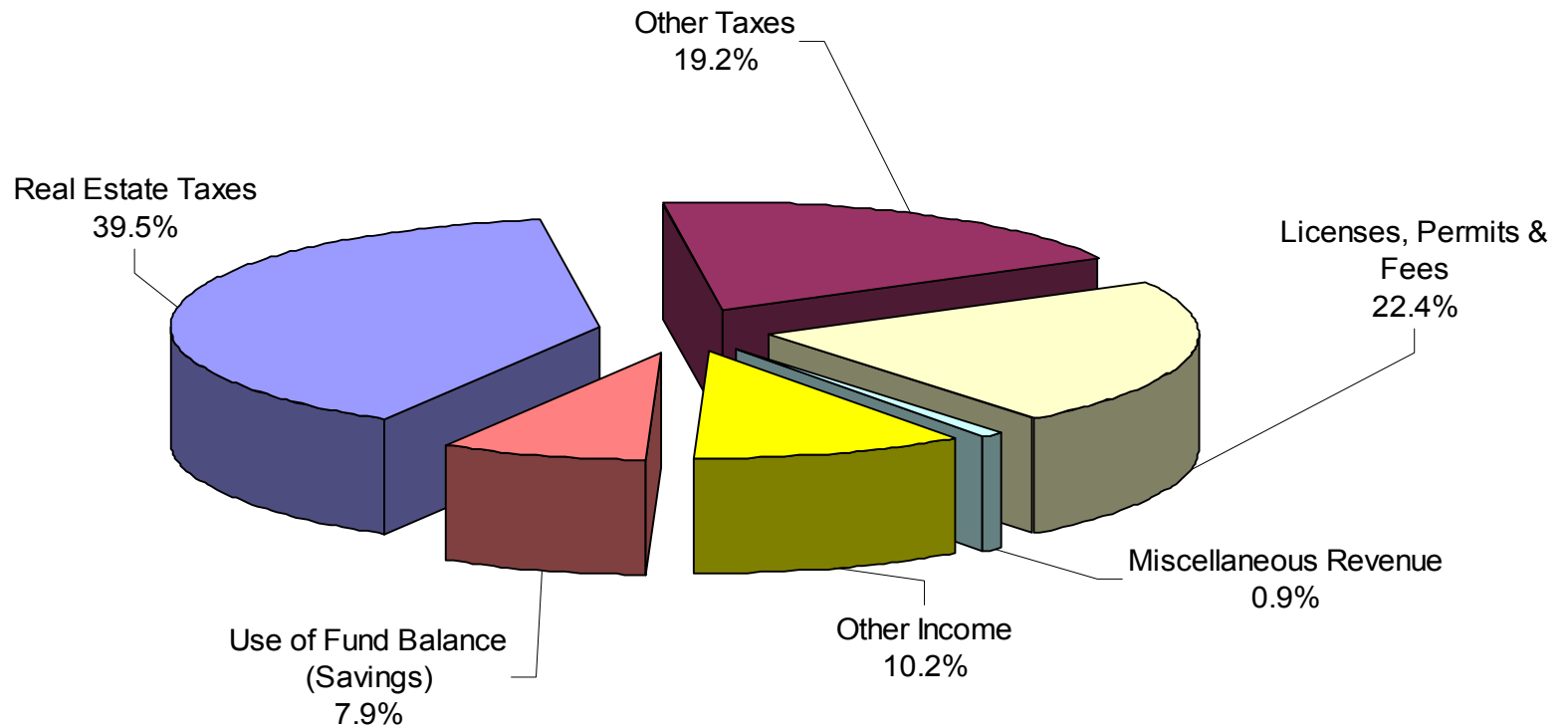
(* source: US Census Bureau 1999 Median Household Income – increased by 2%/year.

Taxes Paid to City	2008	2009
Real Estate Taxes (9.18 to 9.64 mills)	\$688	\$723
Earned Income Taxes (.6% to City)	\$215	\$219
Local Services Tax (\$47 to City)	\$47	\$47
Total Taxes Paid	\$950	\$989

Revenue Highlights Continued:

- **The National Economic Impact**
 - **Building Permit** revenues are estimated to drop **\$300,000 (37%)** from 2008 Budget
 - 2008 Building Permit revenues have dropped 36% through October compared to the same 10 month period in 2007
 - **Interest earnings** are projected to drop over **\$450,000 (50%)** from 2008 Budget
 - 2008 interest earnings through September were 53% below earnings during the same period in 2007
 - **Real Estate Transfer Tax** revenues have not been impacted as dramatically, but are estimated to drop **10%** from 2008 Budget
 - 2008 Real Estate Transfer Tax revenues through October are equal to the three-year average for the same period from 2005-2007, but estimated to drop \$115,000 (12%) from record year in 2007
- Downward revenue estimates require a \$1.1 million (45%) increase in the use of **Fund Balance Reserves (Savings)** to balance the budget

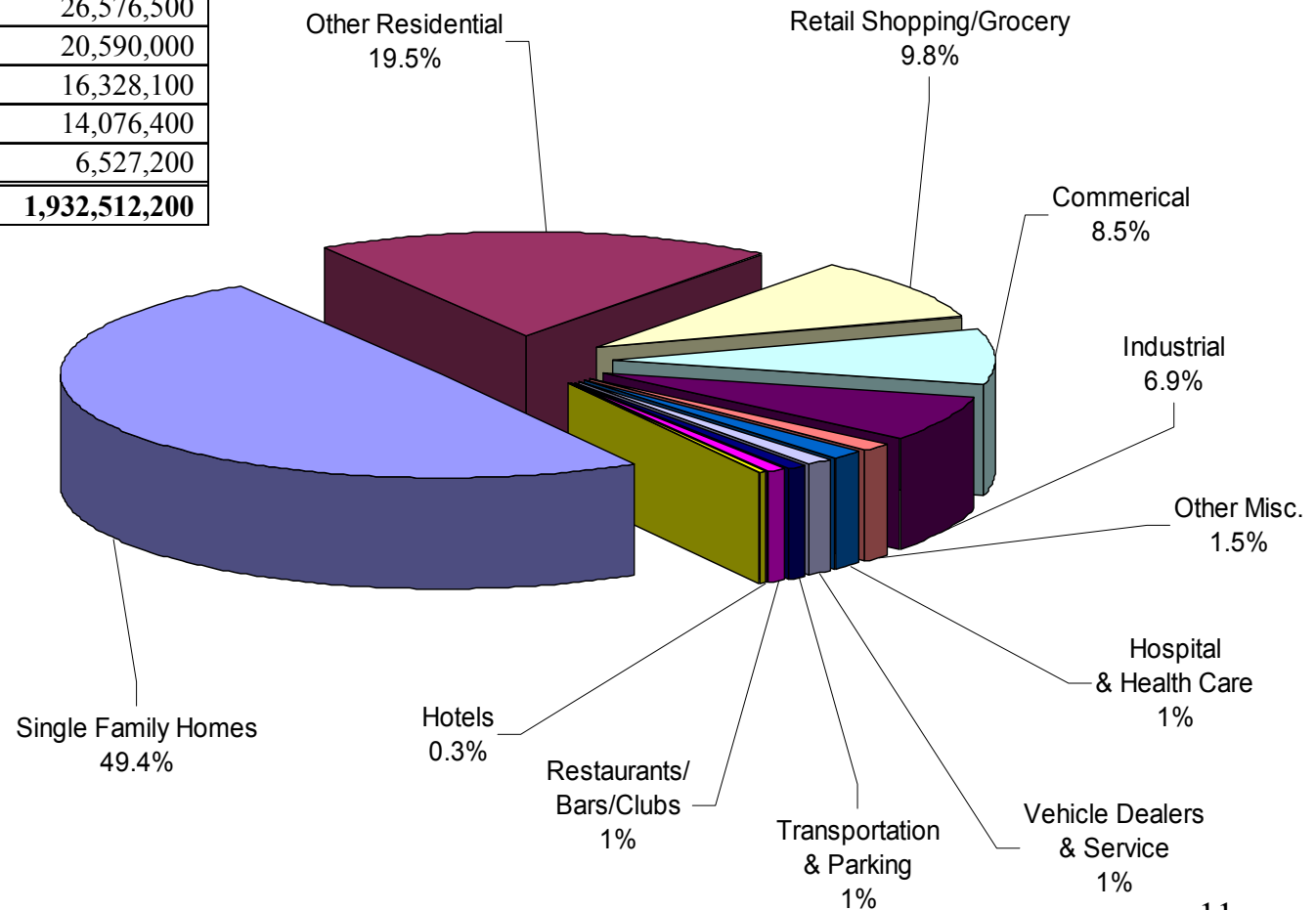
2009 Budget - Revenues by Type



Revenue Description	2009 Budget
Real Estate Taxes	\$ 18,200,000
Other Taxes	\$ 8,836,766
Licenses, Permits and Fees	\$ 10,342,583
Miscellaneous Revenue	\$ 403,750
Other Income	\$ 4,697,062
Use of Fund Balance (Savings)	\$ 3,636,599
TOTAL	\$ 46,116,760

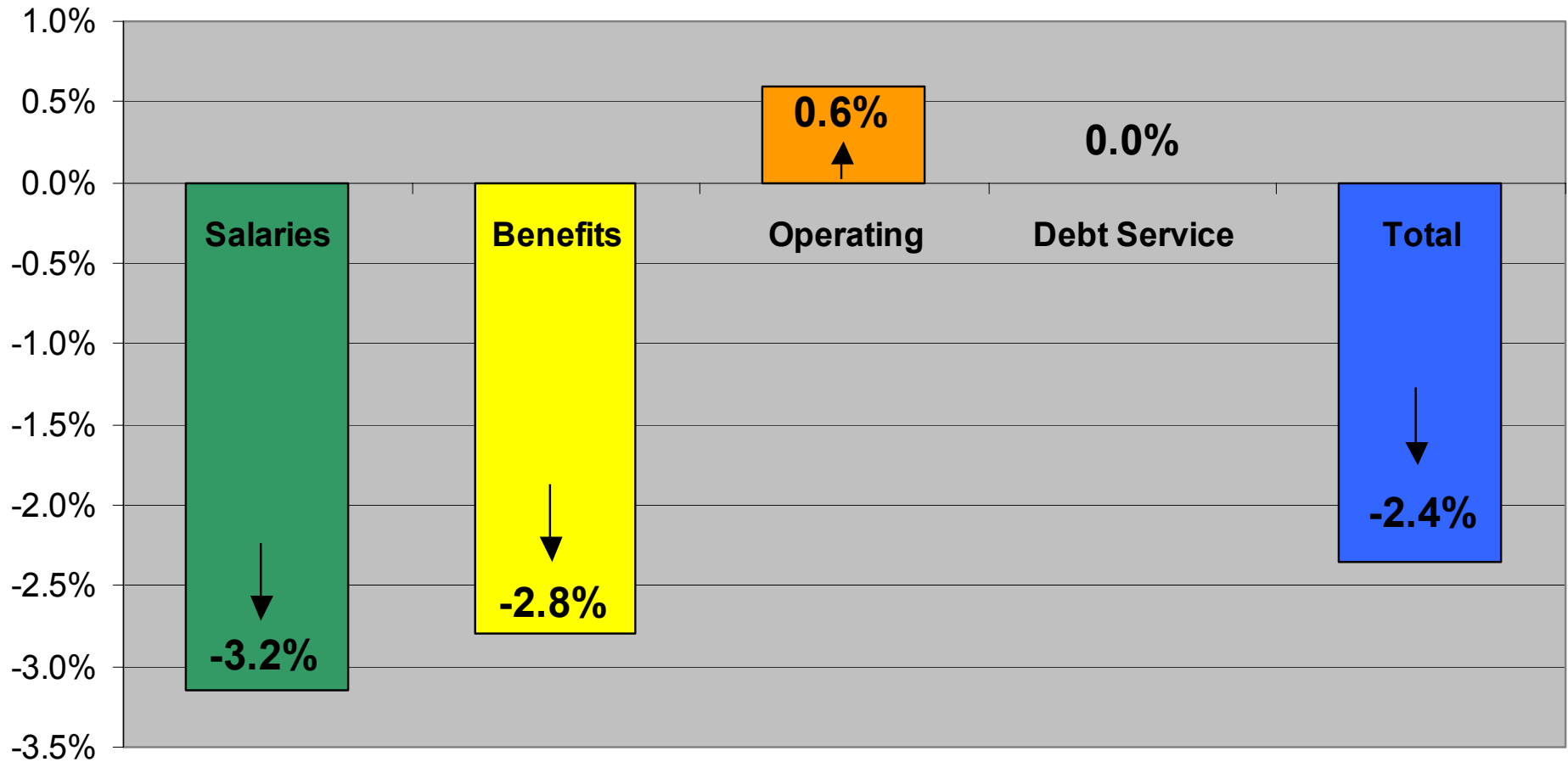
Property Type	2006 Assessed Value
Single Family Homes	\$ 954,821,700
Other Residential	\$ 377,254,600
Retail Shopping/Grocery	\$ 188,489,000
Commerical	\$ 164,319,500
Industrial	\$ 134,141,200
Other Misc.	\$ 29,388,000
Hospital/Health Care	\$ 26,576,500
Vehicle Dealers/Service	\$ 20,590,000
Transportation/Parking	\$ 16,328,100
Restaurants/Bars/Clubs	\$ 14,076,400
Hotels	\$ 6,527,200
Total	\$ 1,932,512,200

According to the Lancaster County Assessment Office, the 2009 taxable property value in the City is \$1,910,544,000. This 1.1% drop since 2006 is due to downward reassessments that have outpaced increased assessments due to economic development.



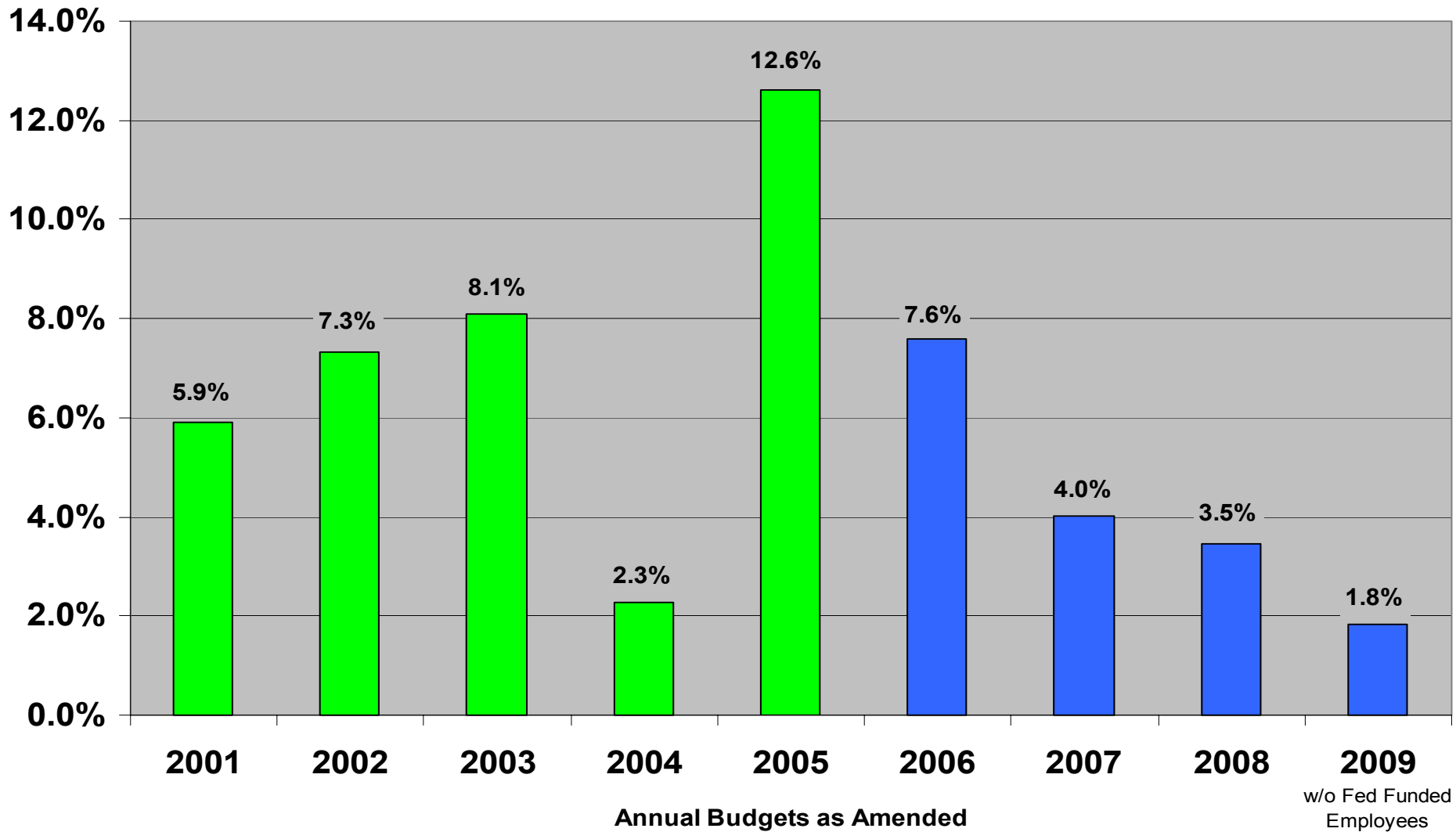
General Fund Expenditures

Holding the Line on Expenses 2008 Projections vs. 2008 Budget



Slowing the Growth of City Government Spending

Spending Increase Over Prior Year Budget



General Fund Expenditures

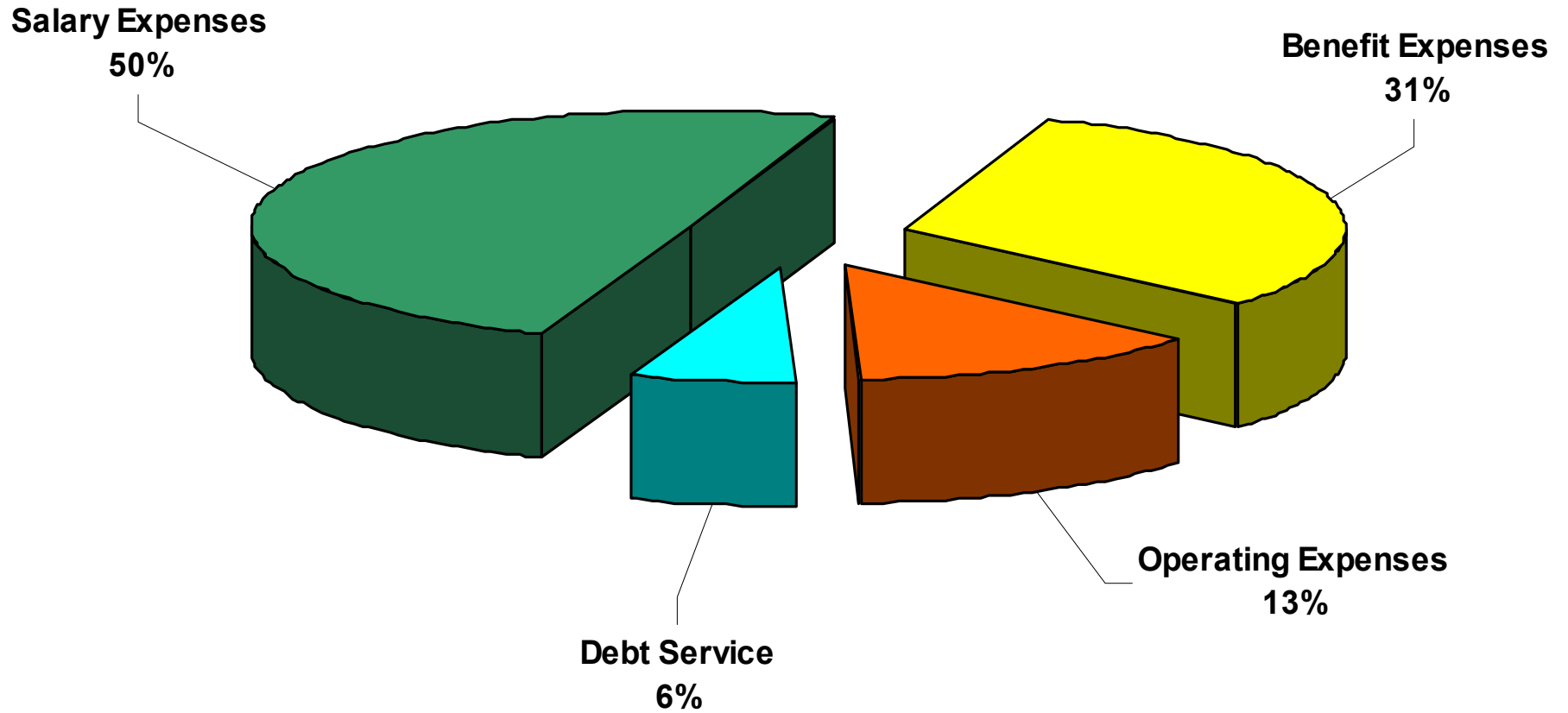
Expenditure Highlights:

- Total expenditures rise only **1.8%** when compared to 2008 Budget
 - 2009 Budget includes Federally Funded employees. When these salary costs are included, budget is still only 2.4% higher than 2008
- Salary expenses are **50%** of the 2009 Budget
 - Salary expenses increase by only **1.8%** vs. 2008 Budget
 - Full-time positions **reduced by 11** (2.5%) vs. 2008
 - Full-time positions **reduced by 22** (5%) since 2006
 - AFSCME, Firefighter and Police union contracts include 3% salary increases
 - Non-Bargaining employees (less than 15% of workforce) receive 3% salary increase

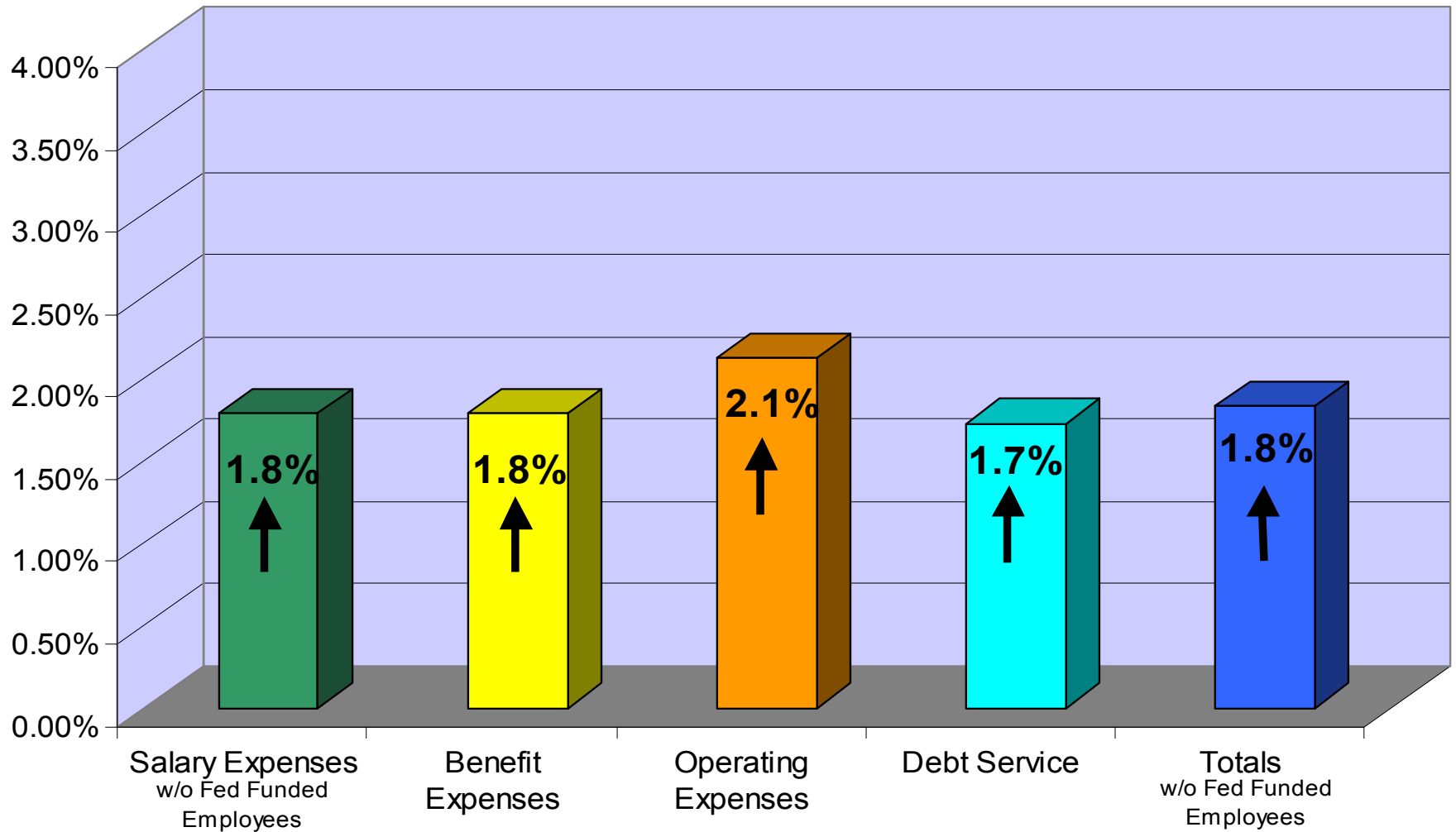
Expenditure Highlights Continued:

- Benefit expenses are **31%** of the 2008 Budget
 - Benefit costs increase only **1.8%** vs. 2008 Budget
 - Medical/Dental/Vision Insurance costs total **\$8.1 million** - 18.4% of the total General Fund Budget
- Operating expenses are **13%** of the 2008 Budget
 - Operating expenses held to **2.1%** increase (\$125,000) vs. 2008 Budget
- Debt Service on the City's General Obligation Bond Issues (not including Pension Bond Issues) represent only **6%** of General Fund Expenditures

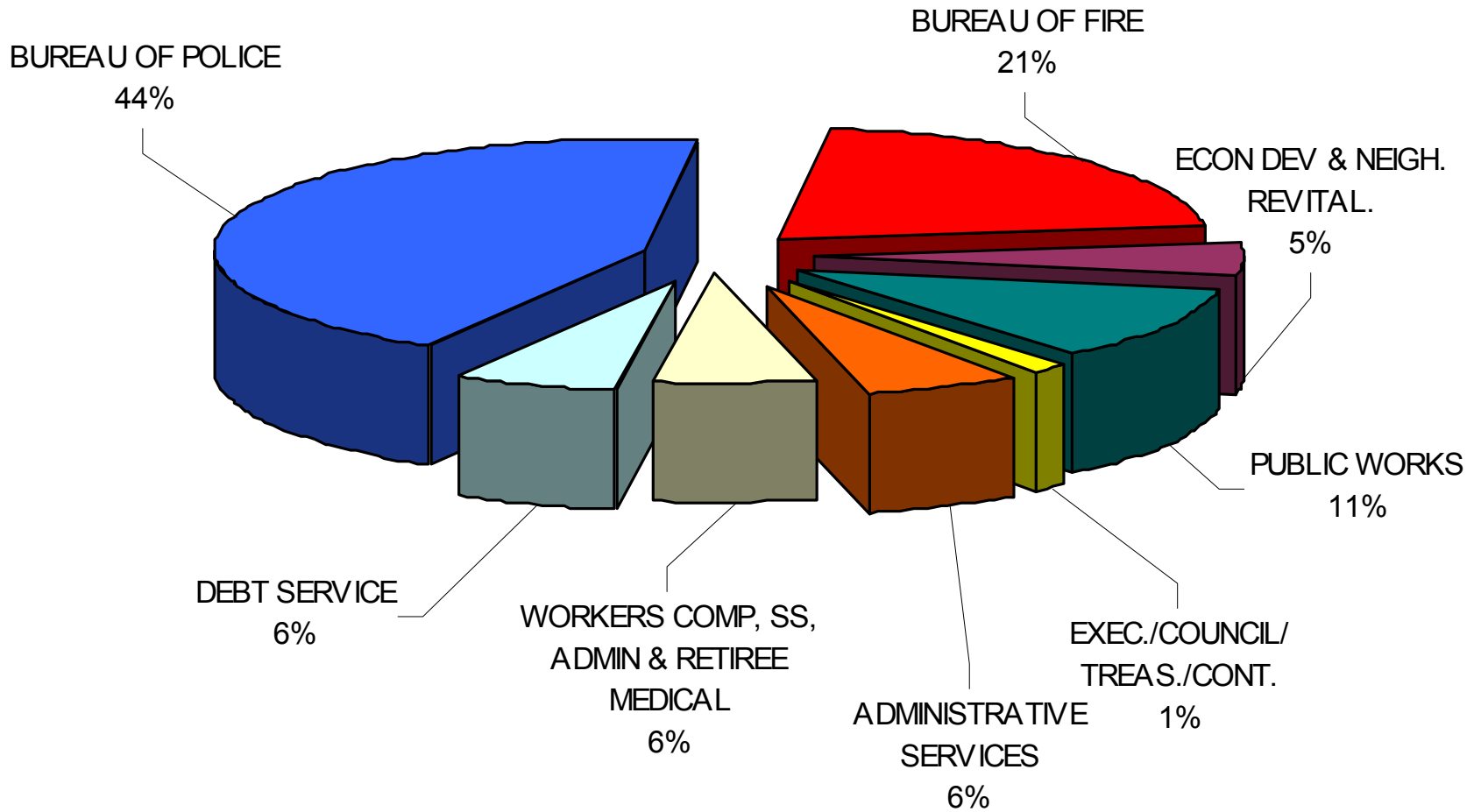
2009 General Fund Expenditures by Type



General Fund Expenses 2009 Budget vs. 2008 Budget by Category



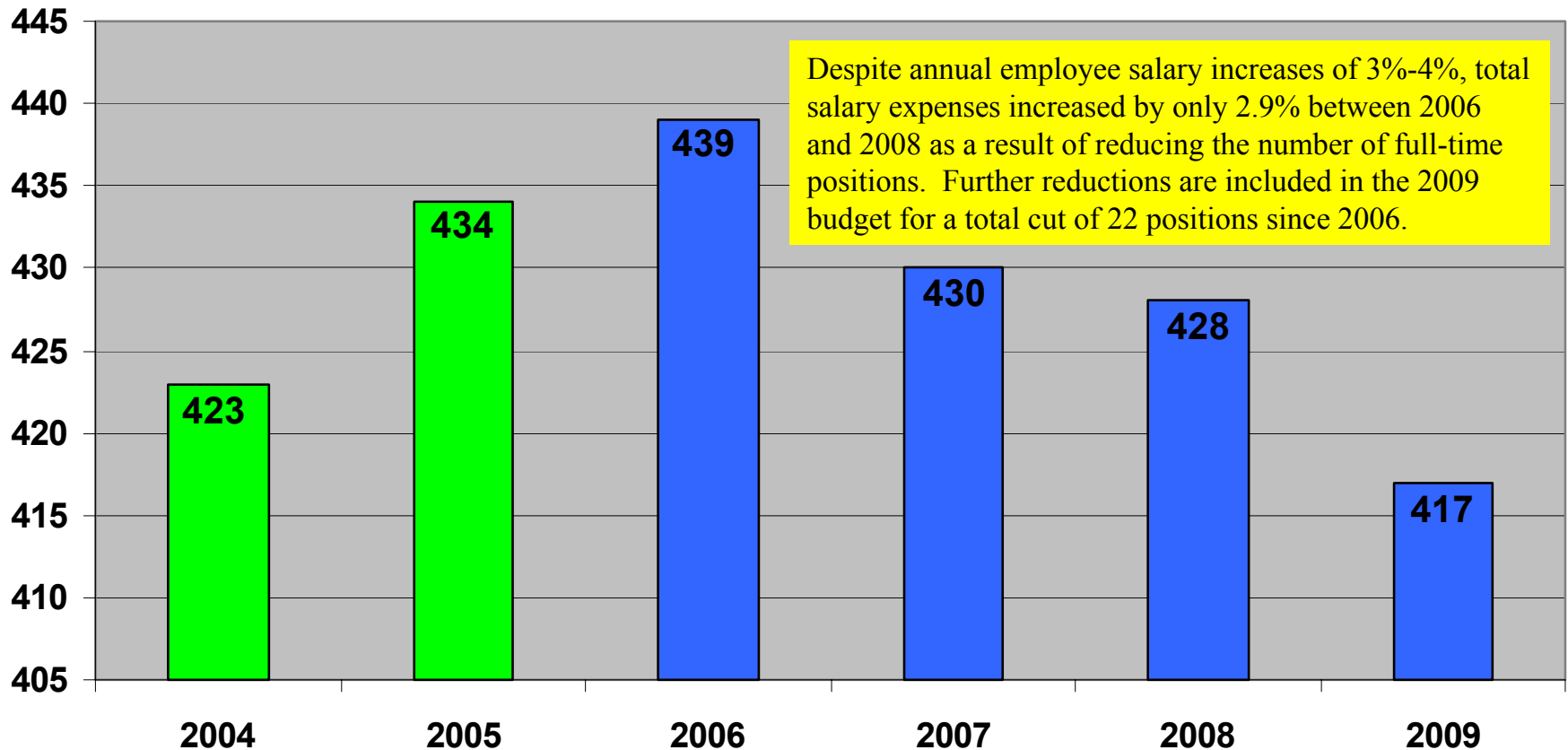
2009 General Fund Expenditures by Department/Category



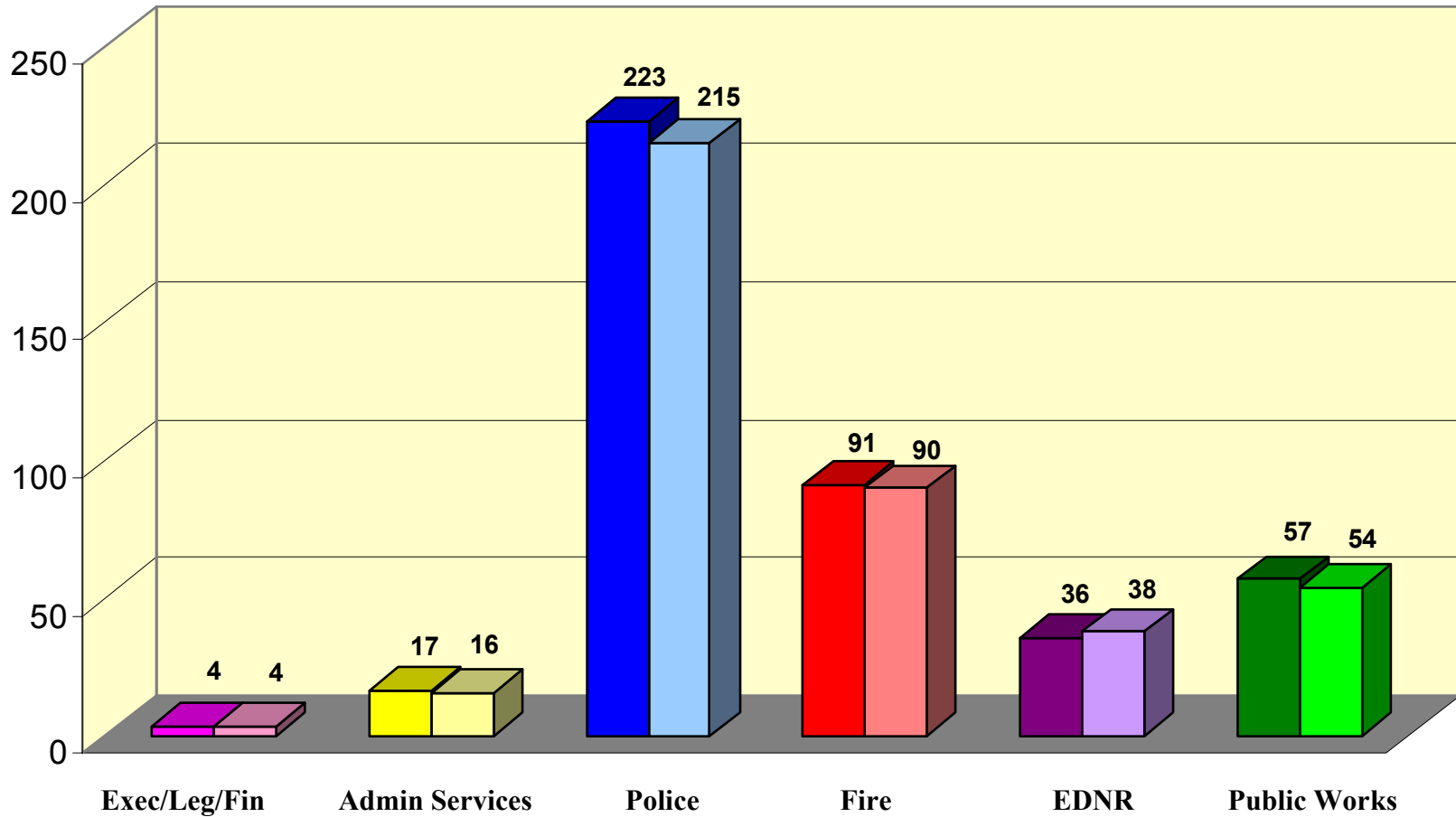
General Fund Salary Expenses

Offsetting Salary Increases by Position Attrition

Full-time General Fund Employees 2004-2009



Full-Time Budgeted Positions By Department 2009 Budget vs. 2008 Budget (General Fund Only)



Full-time Positions

2008

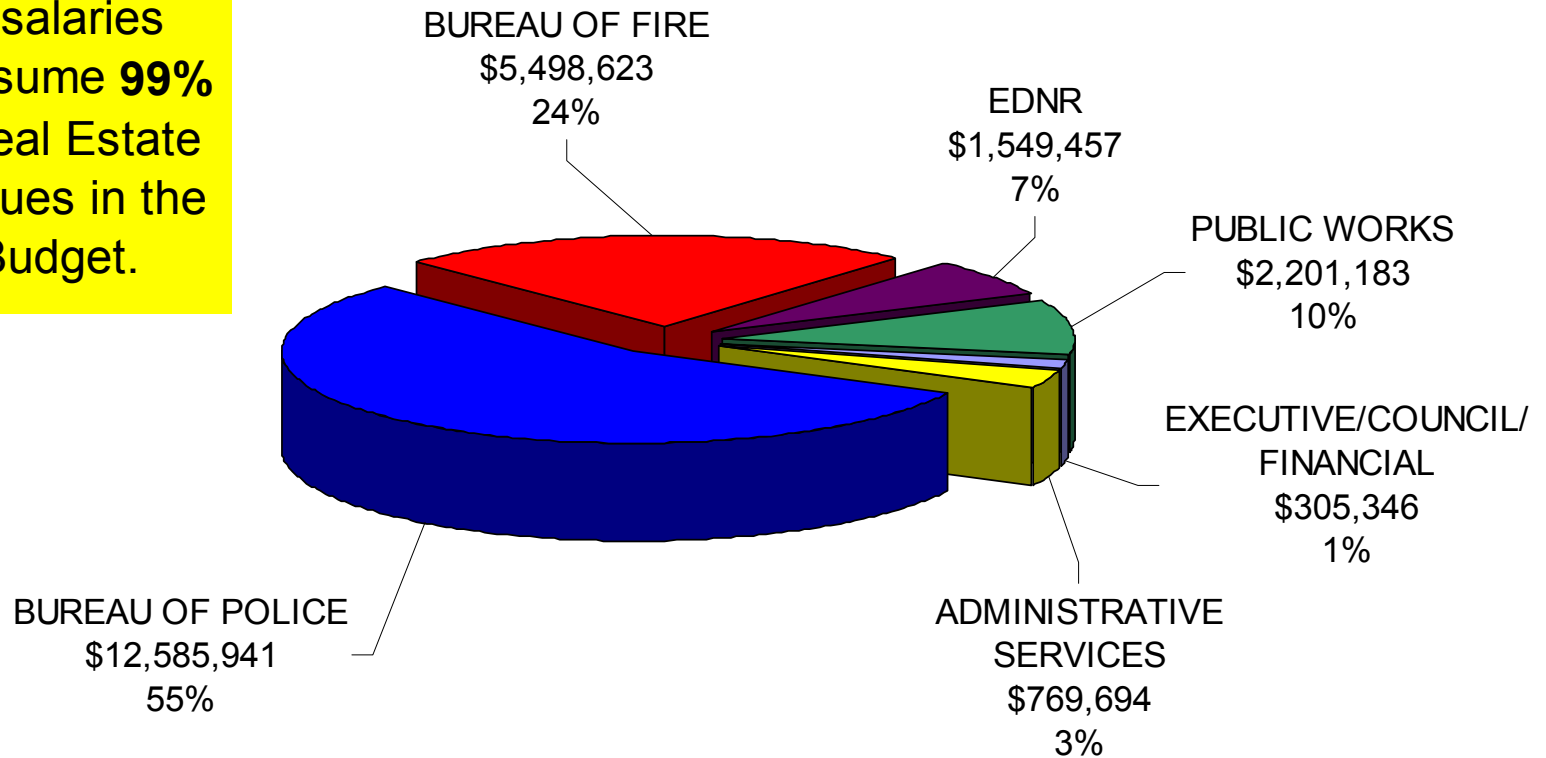
428

2009

417

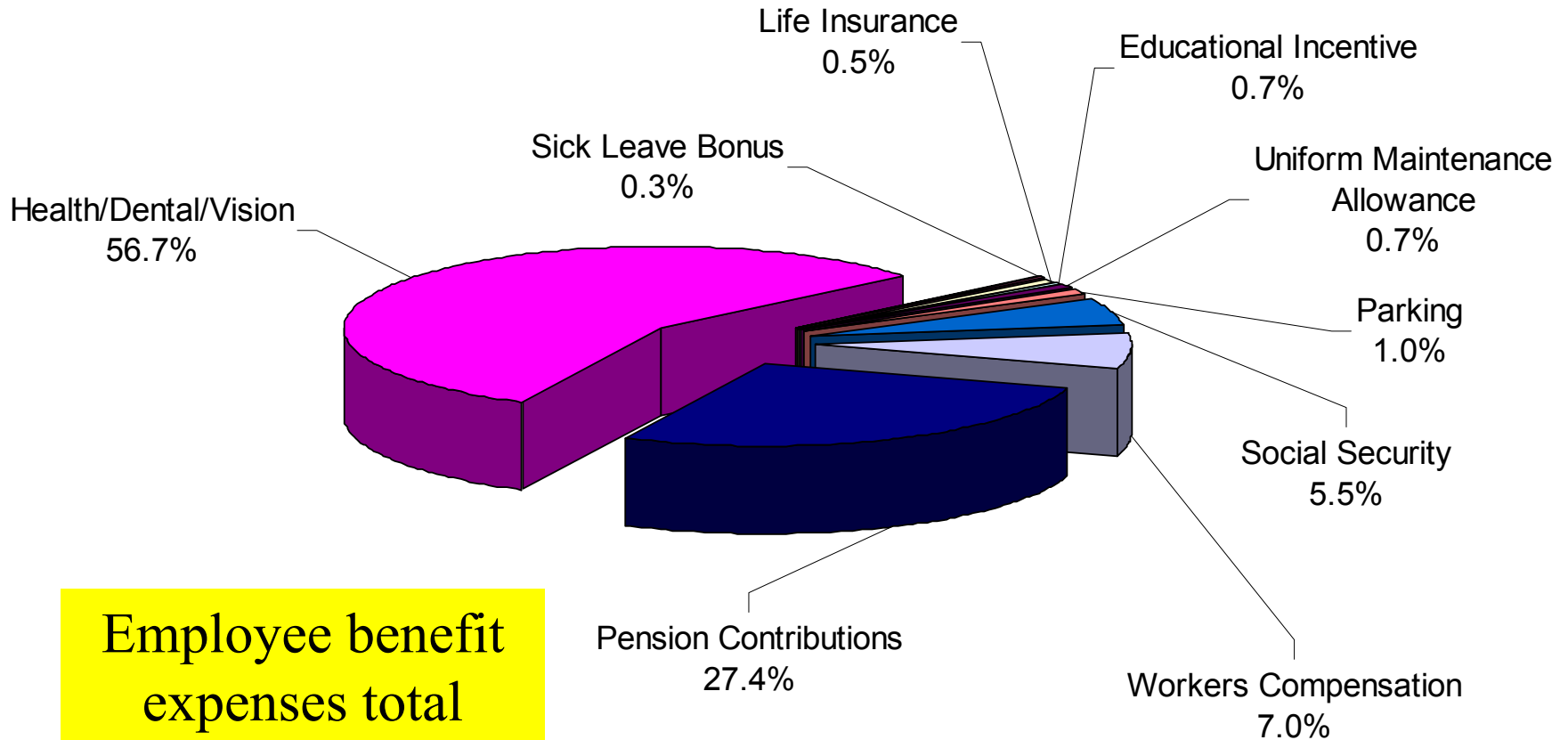
Salary Expenses by Department 2009 Budget

Police and Fire
Bureau salaries
alone consume **99%**
of total Real Estate
Tax revenues in the
2009 Budget.



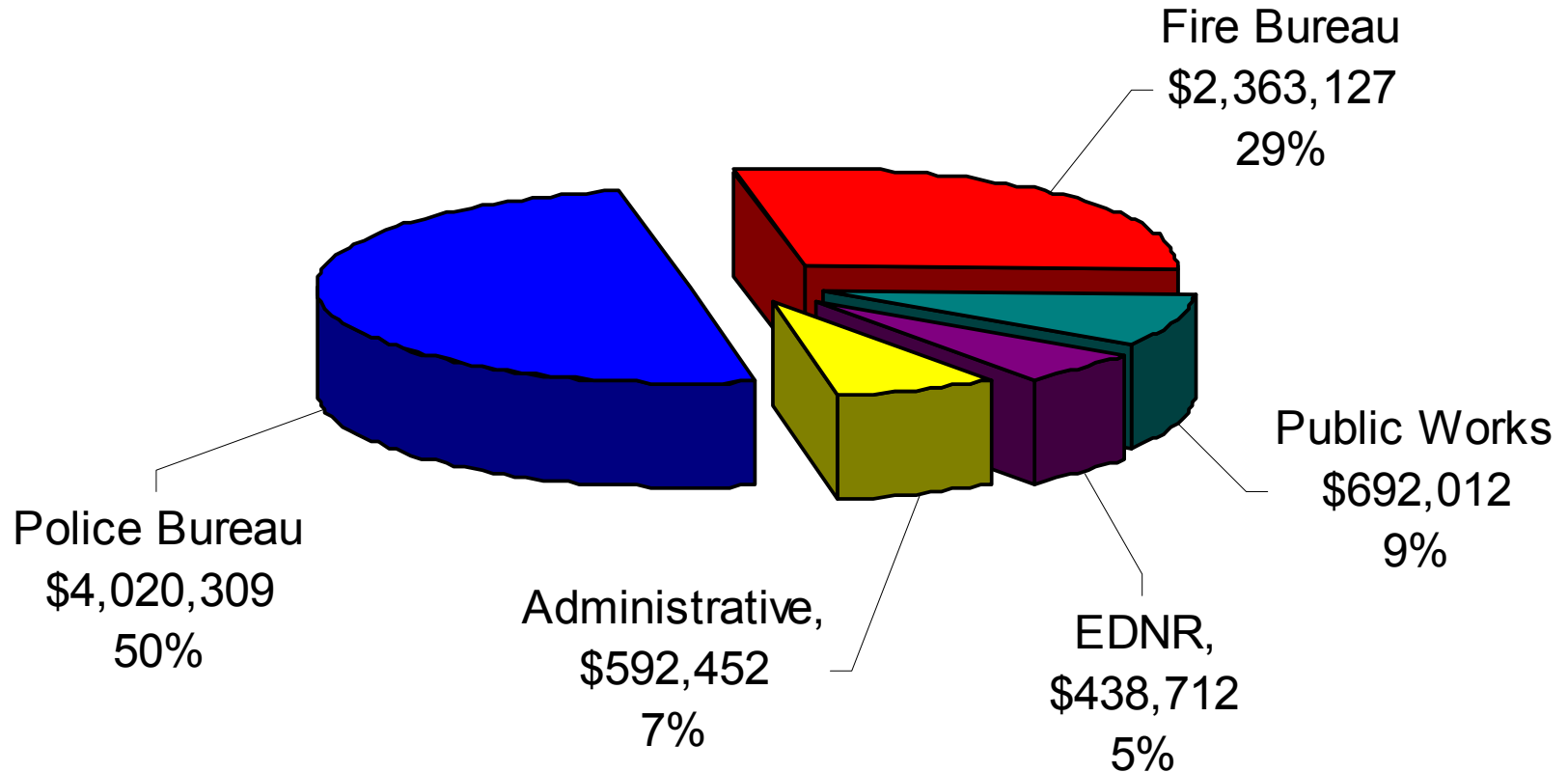
General Fund Benefit Expenses

General Fund Benefit Expenses by Type

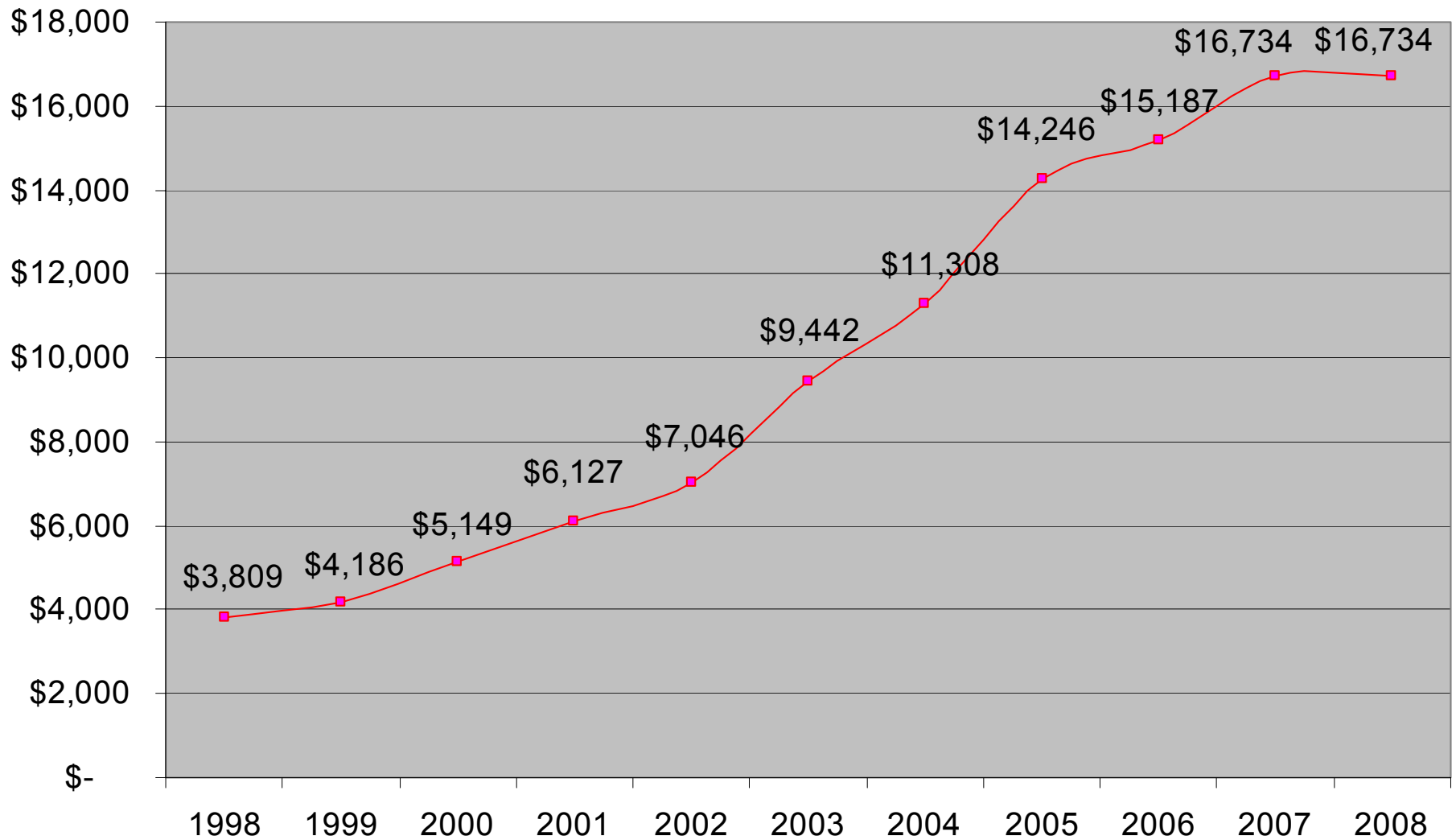


Employee benefit expenses total \$14.3 million - 31% of the General Fund Budget.

2009 General Fund Budget
Health/Dental/Vision Insurance Expenses by Department
Active and Retired Employees



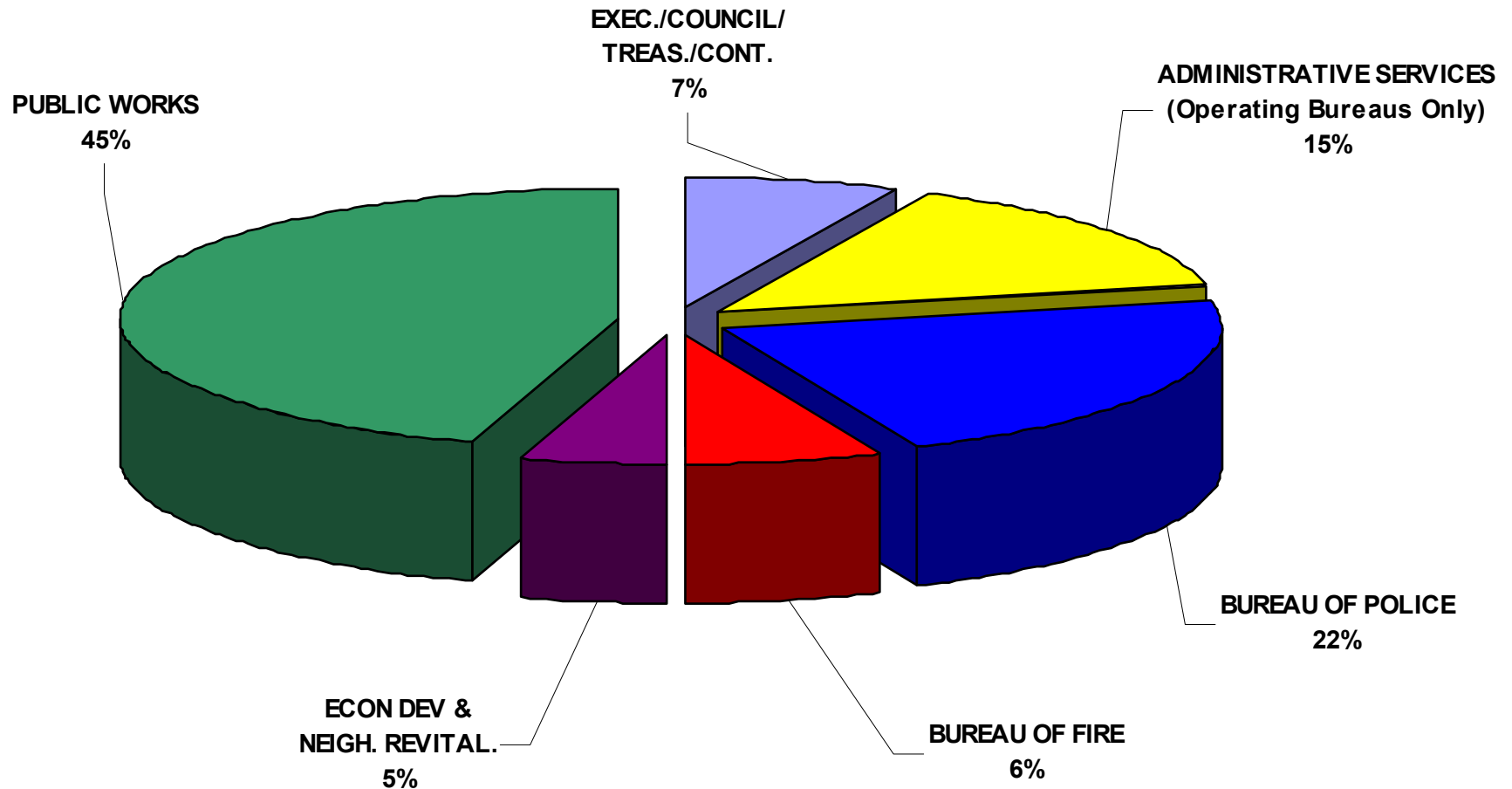
Medical Insurance - Family Coverage Annual Premiums 1998-2008



Note: Above premiums for Fire and Police. Non-Uniformed coverage rates are approx. 4% lower

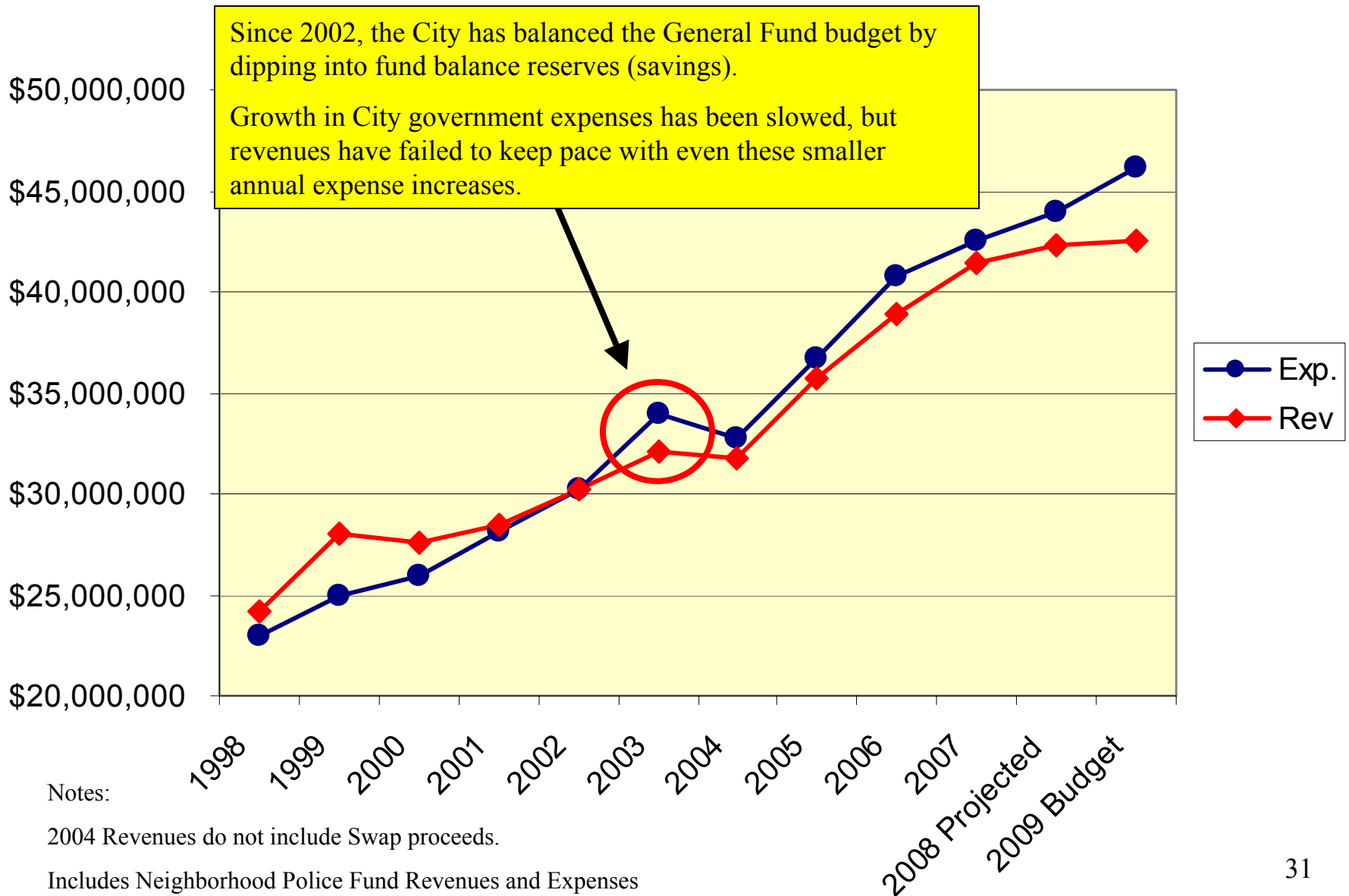
General Fund Operating Expenses

2009 General Fund Operating Expenses by Department



Five Year Projections

General Fund Revenues vs. Expenses 1998 - 2009



Important notes on projections

- Projections are only a snapshot using currently known information
- Projecting revenues and expenses over a five-year period is inexact
- The farther out we try to project, the less exact the estimates become
- Improvements in non-tax revenues and reductions in expenditures can dramatically effect the five-year trends seen in the projections
- **These projections ONLY show what could happen for the next five years if NO steps are taken to reduce the growth of expenses or increase the City's revenues.**

	2008 Budget	2008 Projection	2009 Budget	2010 Projected	2011 Projected	2012 Projected	2013 Projected
Taxes Paid on \$75,000 Home	\$688.24	\$688.24	\$722.65	\$722.65	\$722.65	\$722.65	\$722.65
Annual Increase	\$26.47	\$26.47	\$34.41	\$0.00	\$0.00	\$0.00	\$0.00
Weekly increase	\$0.51	\$0.51	\$0.66	\$0.00	\$0.00	\$0.00	\$0.00
Tax Increase %	4.0%	4.0%	5.0%	0.0%	0.0%	0.0%	0.0%
Real Estate Millage	9.18	9.18	9.64	9.64	9.64	9.64	9.64
Real Estate Revenue	\$17,150,000	\$16,820,000	\$17,600,000	\$17,600,000	\$17,600,000	\$17,600,000	\$17,600,000
Earned Income Tax	\$3,650,000	\$4,797,515	\$4,200,000	\$4,242,000	\$4,284,420	\$4,327,264	\$4,370,537
EMS Tax	\$2,100,000	\$2,150,000	\$2,200,000	\$2,211,000	\$2,222,055	\$2,233,165	\$2,244,331
Sale of City Tax Claims	\$1,000,000	\$444,818	\$600,000	\$600,000	\$600,000	\$600,000	\$600,000
Police Services	\$2,286,552	\$2,262,000	\$2,149,000	\$2,245,705	\$2,346,762	\$2,452,366	\$2,562,722
Other Revenues	\$13,578,056	\$13,346,977	\$13,075,940	\$13,057,068	\$13,237,566	\$13,421,657	\$13,609,412
PA Pension Aid (GF only)	\$2,718,357	\$2,493,767	\$2,655,221	\$2,708,325	\$2,762,492	\$2,817,742	\$2,874,097
Total Revenues	\$42,482,965	\$42,315,077	\$42,480,161	\$42,664,098	\$43,053,295	\$43,452,194	\$43,861,099
(not including use of Fund Balance Reserves)							
Expenditures							
Total Salaries	\$ 22,248,302	\$ 21,546,706	\$ 22,910,244	\$ 23,602,372	\$ 24,386,054	\$ 25,196,101	\$ 26,033,404
Total Benefits	\$14,051,239	\$13,658,436	\$14,303,597	\$15,178,965	\$16,137,589	\$17,187,654	\$18,338,156
Total Labor Costs	\$ 36,299,541	\$ 35,205,142	\$37,213,841	\$38,781,337	\$40,523,643	\$42,383,754	\$44,371,560
Total Operating Costs	\$5,855,101	\$5,930,184	\$6,020,840	\$6,143,861	\$6,267,293	\$6,393,810	\$6,523,490
Total Debt Service	\$2,833,039	\$2,833,039	\$2,882,079	\$2,850,000	\$2,850,000	\$2,850,000	\$2,850,000
Total Non-Labor Costs	\$8,688,140	\$8,763,223	\$ 8,902,919	\$8,993,861	\$9,117,293	\$9,243,810	\$9,373,490
Total Expenditures	\$ 44,987,681	\$ 43,968,365	\$ 46,116,760	\$ 47,775,198	\$ 49,640,936	\$ 51,627,564	\$ 53,745,050
Operating Surplus/(Deficit)	(\$2,504,716)	(\$1,653,288)	(\$3,636,599)	(\$5,111,100)	(\$6,587,641)	(\$8,175,370)	(\$9,883,951)
CDBG Float Loan Repayment							
RACL KOZ Loan							
Unreserved Fund Balance	\$701,898	\$1,553,326	\$0	\$0	\$0	\$0	\$0
Unreserved Fund Balance as a percent of Expenditures	1.6%	3.5%	0.0%	0.0%	0.0%	0.0%	0.0%
Reserved Fund Balance	\$ 10,040,856	\$ 10,040,856	\$ 7,957,583	\$ 2,846,483	\$ (3,741,158)	\$ (11,916,528)	\$ (21,800,479)
TOTAL GF FUND BALANCE	\$ 10,742,754	\$ 11,594,182	\$ 7,957,583	\$ 2,846,483	\$ (3,741,158)	\$ (11,916,528)	\$ (21,800,479)
Total Fund Balance a percentage of Expenditures	22.3%	22.8%	17.3%	6.0%	-7.5%	-23.1%	-40.6%

CITY OF LANCASTER

GENERAL FUND



2009 BUDGET

**CITY OF LANCASTER
GENERAL FUND REVENUE SUMMARY
2008 BUDGET vs. 2009 BUDGET**

<u>DESCRIPTION</u>	<u>2008 BUDGET</u> (as amended)	<u>2009 BUDGET</u> (as adopted)	<u>\$ INCREASE</u> <u>(DECREASE)</u>	<u>% INCREASE</u> <u>(DECREASE)</u>
Taxes	\$26,550,890	\$27,036,766	\$485,876	1.8%
Regulatory Licenses	\$450,000	\$475,000	\$25,000	5.6%
DECD Licenses/Permits	\$1,648,000	\$1,378,000	(\$270,000)	-16.4%
Public Safety Fees	\$5,074,552	\$5,219,000	\$144,448	2.8%
Public Works Fees	\$3,400,346	\$3,270,583	(\$129,763)	-3.8%
Miscellaneous Revenue	\$280,250	\$403,750	\$123,500	44.1%
Other Income	\$5,118,927	\$4,697,062	(\$421,865)	-8.2%
Use of Fund Balance Reserves	\$2,504,716	\$3,636,599	\$1,131,883	45.2%

**TOTAL GENERAL FUND
REVENUES & SOURCES
OF FUNDS**

\$45,027,681	\$46,116,760	\$1,089,079	2.4%
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CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2008 BUDGET VS. 2009 BUDGET

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2008 BUDGET</u> (as amended)	<u>2009 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
EXECUTIVE	\$539,776	\$508,274	(\$31,502)	-5.8%
Office of the Mayor	\$211,013	\$198,274	(\$12,739)	-6.0%
City Solicitor	\$328,763	\$310,000	(\$18,763)	-5.7%
LEGISLATIVE	\$119,876	\$118,422	(\$1,454)	-1.2%
City Council	\$58,500	\$58,500	\$0	0.0%
City Clerk	\$61,376	\$59,922	(\$1,454)	-2.4%
CITY CONTROLLER/ CITY TREASURER	\$17,000	\$17,000	\$0	0.0%
ADMIN. SERVICES	\$8,488,770	\$8,360,590	(\$128,180)	-1.5%
Director	\$217,780	\$230,658	\$12,878	5.9%
Accounting	\$286,281	\$273,151	(\$13,130)	-4.6%
Procurement & Collections	\$148,162	\$146,083	(\$2,079)	-1.4%
Human Resources	\$229,756	\$233,309	\$3,553	1.5%
Information Services	\$606,569	\$602,869	(\$3,700)	-0.6%
Community Involvement	\$577,823	\$575,645	(\$2,178)	-0.4%
Insurance	\$629,766	\$579,500	(\$50,266)	-8.0%
Fringe Benefits	\$2,954,094	\$2,833,296	(\$120,798)	-4.1%
Debt Service	\$2,838,539	\$2,886,079	\$47,540	1.7%
PUBLIC SAFETY	\$28,969,740	\$29,790,208	\$820,468	2.8%
Police	\$19,701,202	\$20,099,081	\$397,879	2.0%
Fire	\$9,268,538	\$9,691,127	\$422,589	4.6%

CITY OF LANCASTER
GENERAL FUND EXPENDITURE SUMMARY
2008 BUDGET VS. 2009 BUDGET

<u>DEPARTMENT</u> <u>BUREAU</u>	<u>2008 BUDGET</u> (as amended)	<u>2009 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
ECONOMIC DEVELOPMENT & NEIGHBRHOOD REVITALIZATION	\$1,927,136	\$2,222,660	\$295,524	15.3%
Director	\$747,783	\$879,829	\$132,046	17.7%
Planning	\$125,523	\$165,624	\$40,101	31.9%
Code Compliance & Inspections	\$1,006,876	\$1,025,950	\$19,074	1.9%
Neighborhood Revitalization	\$46,954	\$151,257	\$104,303	222.1%
PUBLIC WORKS	\$4,965,383	\$5,099,606	\$134,223	2.7%
Director	\$882,651	\$850,068	(\$32,583)	-3.7%
Engineering	\$190,608	\$180,328	(\$10,280)	-5.4%
Streets	\$974,116	\$999,915	\$25,799	2.6%
Traffic Section	\$824,860	\$1,001,190	\$176,330	21.4%
Motor Vehicles Section	\$185,192	\$188,129	\$2,937	1.6%
Parks & Public Property	\$1,907,956	\$1,879,976	(\$27,980)	-1.5%
TOTAL GENERAL FUND EXPENDITURES	\$45,027,681	\$46,116,760	\$1,089,079	2.4%

CITY OF LANCASTER
FUND BALANCE PROJECTION
GENERAL FUND

	Unreserved	Reserved	Total
Fund Balance 12/31/2007	\$3,206,613	\$ 10,040,856	\$13,247,469
Projected Revenues: 2008	42,315,077		42,315,077
Projected Expenditures: 2008	<u>(43,968,365)</u>		<u>(43,968,365)</u>
Projected Current Operating Surplus/(Deficit) 2008 (Reduction to Fund Balance)	<u>(1,653,288)</u>	-	<u>(1,653,288)</u>
Projected Fund Balance 12/31/2008	1,553,325	10,040,856	11,594,181
Proposed Revenues: 2009	42,480,161		42,480,161
Proposed Expenditures: 2009	<u>(46,116,760)</u>		<u>(46,116,760)</u>
Proposed Current Operating Surplus/(Deficit) 2009 (Reduction to Fund Balance)	(3,636,599)	-	(3,636,599)
Transfer of Restricted Reserve Revenues	<u>2,083,274</u>	<u>(2,083,274)</u>	<u>-</u>
Projected Fund Balance 12/31/2009	<u>\$ -</u>	<u>\$ 7,957,582</u>	<u>\$ 7,957,582</u>

**CITY OF LANCASTER
2009 GENERAL FUND BUDGET
FILLED POSITIONS**

<u>Department</u> <u>Bureau</u>	<u>Full-Time</u> <u>Employees</u>	<u>Part-Time</u> <u>Employees</u>
Executive	3	0
Mayor's Office	3	
Legislative	1	7
City Council		7
City Clerk	1	
Administrative Services	16	0
Director	3	
Accounting	4	
Procurement & Collection	3	
Information Services	2	
Human Resources	4	
Controller/Treasurer		2
Public Safety	305	37
Police	215	37
Fire	90	
Econ Dev & Neigh Revit	38	
Director	6	
Planning	3	
Code Compliance & Inspections	25	
Neighborhood Revitalization	4	
Public Works	54	1
Director	2	
Engineering	4	
Streets	19	
Traffic	4	
Motor Vehicles	4	
Parks & Public Property	21	1
Total General Fund Employees	417	47

CITY OF LANCASTER

GENERAL FUND

REVENUES



2009 BUDGET

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
TAXES									
101 4000	CITY REAL ESTATE TAX	14,448,932	15,250,654	16,261,477	17,150,000	17,150,000	16,573,959	16,820,000	17,600,000
101 4001	OCCUP & PER CAPITA TAX	178,798	190,157	221,167	0	0	17,682	18,400	0
101 4002	REAL ESTATE TRANSFER	894,574	825,661	968,248	925,000	925,000	686,688	900,000	850,000
101 4003	EARNED INCOME TAX	3,449,249	3,300,818	3,915,319	3,650,000	3,650,000	3,877,516	4,797,515	4,200,000
101 4004	LOCAL SERVICES TAX	2,070,802	2,153,160	2,266,534	2,100,000	2,100,000	713,608	2,150,000	2,200,000
101 4005	PENALTY CURRENT TAX	137,640	117,473	129,467	123,000	123,000	92,647	121,500	0
101 4006	INT NET COMM DEL TAX	23,416	18,150	19,415	12,000	12,000	20,354	22,000	0
101 4007	DELIQ OCC&PER CAPITA	17,879	18,537	2,001	2,500	2,500	912	1,200	1,000
101 4008	DISCOUNTS EARNED	27,796	29,004	33,692	28,000	28,000	20,034	28,000	29,000
101 4009	LIEN INTEREST & COSTS	15,603	30,747	38,383	28,000	28,000	28,901	32,000	25,000
101 4010	PAYMENT IN LIEU OF TAXES	395,154	866,278	1,328,786	1,500,000	1,500,000	1,221,032	1,375,000	1,500,000
101 4011	UTILITY TAX REFUND	30,639	34,701	32,390	32,390	32,390	31,766	31,766	31,766
101 4012	REAL ESTATE TAX LIEN PROCEEDS	0	0	0	1,000,000	1,000,000	0	444,818	600,000
TOTAL TAXES		21,690,482	22,835,340	25,216,879	26,550,890	26,550,890	23,285,099	26,742,199	27,036,766

GENERAL FUND REVENUE

CATEGORY: TAXES

101 4000 City Real Estate Tax

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

101 4001 Per Capita Tax

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

101 4002 Real Estate Transfer Tax

Revenue is derived from the 1% tax on real estate transfers collected by the County of Lancaster for property sold within the City. The tax is allocated on a 50/50 basis with the School District. The revenue in this account represents the City's share of total collections, net of fees deducted by the County.

101 4003 Earned Income Tax

Revenue is derived from the earned income tax of 1.1% collected by the Lancaster County Tax Collection Bureau (LCTCB). The revenue is allocated on a 60/50 basis with the school district. The revenue in this account represents the City's share of total collections, net of costs deducted by LCTCB.

101 4004 Local Services Tax

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

101 4005 Penalty Current Tax

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

101 4006 Interest Net Commission Delinquent Tax

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

101 4007 Delinquent Occupation & Per Capita Tax

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

101 4008 Discounts Earned

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

101 4009 Lien Interests & Costs

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

101 4010 Payment in Lieu of Taxes

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

101 4011 Utility Tax Refund

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

101 4012 Real Estate Tax Lien Proceeds

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

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
REGULATORY LICENSES/ PERMITS									
101 4013	MECH AMUSEMENT LICENSE	8,990	17,535	7,470	14,000	14,000	11,180	11,180	14,000
101 4014	MERCANTILE LICENSES	387,238	401,802	407,107	400,000	400,000	209,702	415,000	425,000
101 4015	BEVERAGE LICENSES	34,375	33,525	34,525	36,000	36,000	34,150	34,150	36,000
TOTAL REGULATORY LICENSES		430,603	452,862	449,102	450,000	450,000	255,032	460,330	475,000

GENERAL FUND REVENUE

CATEGORY: REGULATORY LICENSES/PERMITS

101 4013 Mechanical Amusement Licenses

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

101 4014 Mercantile Licenses

Revenue is derived from the Comcast cable television franchise fee.

101 4015 Beverage Licenses

Revenue is derived from liquor licenses issued within the City. The fees are collected by the Commonwealth, and the number of licenses is controlled by the Pennsylvania Liquor Control Board.

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
EDNR LICENSES/PERMITS									
101 4016	HAULING/RECYCLING LICENSES	88,160	0	0	0	0	0	0	0
101 4017	BUILDING PERMITS	409,837	706,654	828,123	800,000	800,000	467,777	675,000	500,000
101 4018	PLUMBING PERMITS	18,033	28,013	28,129	30,000	30,000	23,400	29,000	30,000
101 4019	PLUMBING LICENSES	30,370	21,556	27,752	23,000	23,000	14,080	23,000	24,000
101 4020	HOME IMPROVEMENT LICENSES	64,622	66,480	68,720	65,000	65,000	70,166	72,000	36,000
101 4021	ELECTRIC PERMITS	84,083	117,576	149,848	125,000	125,000	78,807	100,000	125,000
101 4022	HOUSING LICENSE MULTI FAMILY	305,258	311,740	318,770	310,000	310,000	295,900	315,000	315,000
101 4023	HOUSING LICENSE 1&2 UNITS	140,850	144,302	139,070	170,000	170,000	196,924	210,000	210,000
101 4024	ZONING PERMITS	52,595	39,015	46,427	40,000	40,000	37,825	41,000	50,000
101 4025	HEALTH LICENSES & PERMITS	115,860	63,743	105,056	85,000	85,000	30,493	86,000	88,000
TOTAL DECD LICENSES							1,215,372	1,551,000	1,378,000

GENERAL FUND REVENUE

CATEGORY: EDNR LICENSES/PERMITS

101 4017 Building Permits

Revenue is derived from building permit fees based on the cost of each building project within the City boundaries.

101 4018 Plumbing Permits

Revenue is derived from fees collected for plumbing permits, fixtures and piping fees.

101 4019 Plumbing Licenses

Revenue is derived from the fees collected for plumbing licenses.

101 4020 Home Improvement Licenses

Revenue is derived from the fees collected for home improvement licenses issued to contractors.

101 4021 Electrical Permits

Revenue is derived from the fees collected for electrical permits.

101 4022 Housing Licenses - Multi Family

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

101 4023 Housing Licenses - 1&2 Units

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

101 4024 Zoning Permits

Revenue is derived from the fee collected for zoning permits.

101 4025 Health Licenses and Permits

Revenue is derived from the license fee for food inspection.

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
PUBLIC SAFETY FEES									
101 4026	DISTRICT JUDGE FINES	979,540	934,334	1,014,702	1,000,000	1,000,000	821,115	1,100,000	1,200,000
101 4027	PARKING VIOLATIONS	1,178,159	1,481,295	1,469,197	1,475,000	1,475,000	1,291,296	1,500,000	1,525,000
101 4028	REPRODUCING POLICE REPORTS	41,023	38,325	39,989	38,000	38,000	33,478	38,000	39,000
101 4029	BURGLAR ALARM SERV FEE	29,888	40,889	32,000	40,000	40,000	33,030	39,000	40,000
101 4030	POLICE - LANCASTER TWP	1,341,186	1,289,424	1,361,675	1,441,552	1,441,552	1,130,491	1,462,000	1,505,000
101 4031	POLICE - SCHOOL DISTRICT OF LANC	126,019	117,950	106,528	125,000	125,000	107,519	110,000	125,000
101 4033	DRUG TASK FORCE-REIMB	105,502	158,199	151,491	130,000	130,000	57,993	115,000	120,000
101 4034	DRUG TASK FORCE O/T	22,327	21,292	8,062	12,000	12,000	6,419	10,000	12,000
101 4035	PA REIM POLICE RECRUIT	104,997	70,470	26,371	0	0	32,858	32,858	0
101 4036	POLICE - DID	84,397	88,908	30,997	0	0	0	0	0
101 4038	WARRANT SQUAD SERVICE	36,657	39,964	46,662	45,000	45,000	46,503	50,000	53,000
101 4039	POLICE - PARK CITY	103,325	108,144	113,495	118,000	118,000	76,414	115,000	0
101 4041	POLICE - MISC OVERTIME REIMB.	64,795	148,686	58,583	35,000	35,000	26,390	25,000	38,000
101 4042	FIRE INSPECTION	173,106	165,778	159,155	155,000	155,000	147,446	160,000	175,000
101 4153	POLICE - LGH	27,124	27,944	23,922	30,000	30,000	10,426	20,000	25,000
101 4154	POLICE - F&M	26,302	26,591	28,080	30,000	30,000	19,656	30,000	32,000
101 4167	POLICE - SDL - SRO	0	204,950	385,400	400,000	400,000	171,208	400,000	330,000
TOTAL PUBLIC SAFETY FEES		4,444,347	4,963,143	5,056,309	5,074,552	5,074,552	4,012,242	5,206,858	5,219,000

GENERAL FUND REVENUE

CATEGORY: PUBLIC SAFETY FEES

101 4026 District Judge Fines

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

101 4027 Parking Violations

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

101 4028 Reproduction of Police Reports

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

101 4029 Burglar Alarm Service Fee

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

101 4030 Police-Lancaster Township

Revenue is derived from services provided by the Police Bureau to Lancaster Township.

101 4031 Police-School District

Revenue is derived from the services provided by the Police Bureau to the School District of Lancaster for school crossing guards and uniformed police officers at various locations before and after school.

101 4033 Drug Task Force Reimbursement

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

101 4034 Drug Task Force-Overtime

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

101 4035 PA Reimbursement-Police Recruit

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

101 4036 Police Services-Downtown Investment District

Revenue in this line is derived from the police service contract with the Downtown Investment District for two policeman assigned to provide police service. This contract was not renewed in 2007.

101 4037 Police Services-Housing Authority

Police service contract with the Housing Authority for one policeman assigned to provide police service. The contract for this service expired on December 31, 2005.

101 4038 Warrant Squad Service

Revenue is derived from the Warrant Squad service fee received from the Magisterial District Judges for the serving of warrants by the Bureau of Police.

101 4039 Police Service-Park City

Revenue is derived from a contract with Park City Mall for two police officers to patrol the mall area. This contract will end December 31, 2008. A new arrangement for providing police services at park City is being established.

101 4041 Police - Overtime Reimbursements

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

101 4042

Fire Inspection

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

101 4153

Police-LGH

Revenue is derived from traffic control services provided by the Police Bureau to Lancaster General Hospital.

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 three School Resource Officers to be placed in local schools.

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
PUBLIC WORKS FEES									
101 4043	REVENUE FROM UTILITY FUNDS	1,831,127	1,831,127	2,007,128	2,000,000	2,000,000	1,666,667	2,000,000	2,000,000
101 4044	RENT CITY PROPERTY	221,347	226,801	254,385	235,000	235,000	122,500	255,000	255,000
101 4045	SF-ADMIN.-INDIRECT COST	360,998	400,960	363,534	403,251	403,251	336,043	403,251	330,713
101 4046	WF-ADMIN.-INDIRECT COST	610,083	646,274	651,415	641,449	641,449	534,541	641,449	560,145
101 4179	SOLID WASTE-ADMIN.-INDRCT COST	0	0	0	83,775	83,775	69,813	83,775	85,851
101 4047	POLE INSPECTION	871	871	871	871	871	871	871	874
101 4048	STREET OPEN PERMITS	10,950	9,267	14,068	9,000	9,000	5,037	9,500	10,000
101 4049	MARKET RENTS	209,666	102,708	(3,076)	0	0	0	0	0
101 4050	SEWER VEHICLE MAINTENANCE	5,641	7,923	9,578	8,000	8,000	5,899	7,825	8,000
101 4051	WATER VEHICLE MAINTENANCE	17,892	18,047	22,364	19,000	19,000	14,240	19,400	20,000
TOTAL PUBLIC WORKS FEES		3,268,575	3,243,978	3,320,267	3,400,346	3,400,346	2,755,611	3,421,071	3,270,583

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.

101 4044 Rent of City Property

Revenue is derived from the reimbursement for use of space by Community Development Block Grant Fund at City Hall and Southern Market, the rental of other Southern Market space, and poll rental. Effective 2004, this line also reflects rental income from Lancaster County Detectives for rental space in the new police station.

101 4045 Sewer -Administrative Indirect Costs

Revenue is derived from indirect costs applicable to the Sewer Fund, as per the full cost allocation plan for 2007, which is applicable to fiscal year 2009.

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 2007, which is applicable to fiscal year 2009.

101 4047 Pole Inspection

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

101 4048 Street Opening Permits

Revenue is derived from the fees collected for street opening permits granted to various utilities.

101 4049

Market Rents

Revenue is derived from the rental of space and the electricity charges to standholders at Central Market. Effective July 1, 2006, the Central Market Trust began management of Central Market.

101 4050

Sewer-Vehicle Maintenance

Revenue is derived from the reimbursement from the Sewer Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Sewer Fund vehicles.

101 4051

Water-Vehicle Maintenance

Revenue is derived from the reimbursement by the Water Fund for manpower, gas, diesel, oil and vehicle maintenance charged by the Motor Vehicles Section for Water Fund vehicles.

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
MISCELLANEOUS REVENUE									
101 4053	EXECUTIVE SUNDRY	750	750	750	750	750	750	750	750
101 4054	REFUND OF PRIOR YEAR EXP.	1,049	9,552	5,267	0	0	0	0	0
101 4055	ADMINISTRATIVE SUNDRIES	7,737	12,188	23,013	20,000	20,000	9,859	13,000	15,000
101 4056	AUCTION	15,251	14,262	8,316	7,500	7,500	27,305	12,000	0
101 4057	SALE CITY PROPERTY & SERVICES	10,282	585,671	16,135	15,000	15,000	101,350	101,350	15,000
101 4058	POLICE SUNDRY	88,415	132,094	173,423	100,000	100,000	151,377	170,000	130,000
101 4059	FIRE SUNDRY	2,287	8,699	4,439	2,000	2,000	6,573	8,500	5,000
101 4059-01	FIRE ADMINISTRATIVE TICKETS	0	0	0	0	0	0	0	10,000
101 4060	EDNR SUNDRY	53,321	58,124	55,008	50,000	50,000	42,241	50,000	53,000
101 4060-01	EDNR ADMINISTRATIVE TICKETS	0	0	0	0	40,000	0	1,000	50,000
101 4061	PUBLIC WORKS SUNDRY	95,503	67,594	49,923	45,000	45,000	51,076	55,000	60,000
101 4062	TELEPHONE	60	9	28	0	0	0	0	0
101 4181	TAX CERTIFICATION FEES	0	0	0	0	0	0	0	65,000
TOTAL MISCELLANEOUS REVENUE		274,655	888,943	336,302	240,250	280,250	390,531	411,600	403,750

GENERAL FUND REVENUE

CATEGORY: MISCELLANEOUS REVENUE

101 4053 Executive Sundry

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

101 4054 Refund of Prior Years' Expenditures

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

101 4055 Administrative Sundries

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

101 4056 Auction

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

101 4057 Sale of City Property & Services

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

101 4058 Police Sundry

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

101 4059 Fire Sundry

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

101 4059 01 Fire Administrative Tickets

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 Administrative Tickets**

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

101 4061**Public Works Sundry**

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

101 4062**Telephone**

Revenue is derived from telephone commissions from Verizon Telephone for pay phones at various City-owned facilities.

101 4181**Tax Certification Fees**

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

**CITY OF LANCASTER
GENERAL FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
OTHER INCOME									
101 4063	INTEREST ON INVESTMENT	319,963	496,192	470,628	510,000	510,000	133,431	190,000	215,000
101 4064	INTEREST- RESERVED	302,678	450,646	463,123	420,000	420,000	173,281	225,000	240,000
101 4065	FULTON OPERA HOUSE LOAN	92,655	88,211	88,767	89,020	89,020	89,020	89,020	88,854
101 4066	FEDERAL REIMB. - SALARIES	227,833	201,610	212,852	269,500	269,500	165,982	269,500	403,123
101 4067	FEDERAL REIMB. - FRINGES	204,288	184,932	218,808	192,050	192,050	203,400	207,622	214,864
101 4068	FEDERAL REIMB. - IND. SAL COST	45,103	43,392	41,075	35,000	35,000	43,452	34,660	0
101 4069	FEDERAL REIMB. - INDIRECT COSTS	50,000	52,978	60,321	80,000	80,000	80,000	80,000	0
101 4070	INSURANCE RECOVERY	11,178	2,731	572	0	0	26,965	5,000	0
101 4071	PENSION STATE AID	2,183,940	2,430,680	2,509,108	2,718,357	2,718,357	2,493,767	2,493,767	2,655,221
101 4072	ANTI-VIOLENCE/CRIME & GUN	66,233	17,123	0	0	0	0	0	0
101 4073	ACT 101 - RECYCLING	95,709	95,000	0	0	0	0	0	0
101 4074	CLG GRANT (HARB)	0	0	0	0	0	0	0	10,000
101 4075	REIM-STATE GASOLINE	388,887	363,989	475,634	350,000	350,000	392,905	487,000	450,000
101 4102	EASTERN ALLIANCE - PRINCIPAL	7,142	7,577	121,754	0	0	0	0	0
101 4103	EASTERN ALLIANCE - INTEREST	8,302	7,868	7,407	0	0	0	0	0
101 4151	ANTI-CAR THEFT GRANT	155,221	167,129	187,455	150,000	150,000	151,015	194,600	180,000
101 4155	MISCELLANEOUS GRANTS & GIFTS	22,692	571,304	254,000	100,000	100,000	0	30,000	30,000
101 4156	INCOME FROM QUILT & TEXTILE	9,867	0	0	0	0	0	0	0
101 4157	INSURANCE FRAUD GRANT	76,420	78,021	77,049	75,000	75,000	65,918	90,850	80,000
101 4052	BYRNE JUSTICE ASST GRANT	0	0	35,911	10,000	10,000	0	0	0
101 4166	FEDERAL REIMB - RDS	0	130,732	142,780	120,000	120,000	99,243	125,000	130,000
101 4990	USE OF FUND BALANCE RESERVES	0	0		2,504,716	2,504,716	0	0	3,636,599
TOTAL OTHER INCOME		4,268,111	5,390,115	5,367,244	7,623,643	7,623,643	4,118,379	4,522,019	8,333,661
TOTAL REVENUES		35,686,441	39,273,460	41,457,998	44,987,681	45,027,681	36,032,266	42,315,077	46,116,760

GENERAL FUND REVENUE

CATEGORY: OTHER INCOME

101 4063 Interest on Investment

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

101 4064 Interest – Reserved

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

101 4065 Fulton Opera House Loan

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

101 4066 Federal Reimbursement-Salaries

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

101 4067 Federal Reimbursement-Fringe

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

101 4068 Federal Reimbursement-Indirect Salaries

Through 2008, revenue was derived from Federal programs for reimbursement of salary costs for administrative personnel. Beginning in 2009, all reimbursements from Federal programs will be accounted for in the Federal Reimbursement-Salaries and Federal Reimbursement-Fringe line items.

101 4069

Federal Reimbursement-Indirect Costs

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

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 4072

Anti-Violence Initiative Grant

This grant from the Pennsylvania Commission on Crime and Delinquency supports the City Police Bureau's pattern crimes unit.

101 4073

Act 101 Reimbursement

Revenue is derived from State Act 101 funding and is based on tonnage of recycled materials collected in the City of Lancaster. Beginning in 2007, this revenue was applied to the Solid Waste & Recycling Fund.

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 4102

Eastern Alliance - Principal

Revenue is derived from the principal portion of the installment sale of the Clock Towers warehouse to Eastern Alliance by the City in October of 2001. The final installment was received in 2007.

101 4103 Eastern Alliance - Interest

Revenue is derived from the interest portion of the installment sale of the Clock Towers warehouse to Eastern Alliance by the City in October of 2001. The final installment was received in 2007.

101 4151 Anti-Car Theft Grant

The Pennsylvania Auto Theft Prevention Authority has given the City a two-year grant to assist Lancaster's Auto Theft Unit. The grant funds an investigator, training and equipment in the first year.

101 4155 Miscellaneous Grants & Gifts

For 2008 and 2009, this account reflects a contribution from The Lancaster Police Foundation to offset the salary of the Housing Workgroup Manager.

101 4157 Insurance Fraud Grant

The Pennsylvania Insurance Fraud Prevention Authority has given the City a two-year grant to set up Lancaster's Insurance Fraud Unit. The grant funds an investigator, training and equipment in the first year.

101 4052 Byrne Justice Asst Grant

The Office of Justice Programs has given the City a four-year grant to fund overtime for problem locations and/or situations.

101 4158 Swaption Proceeds

This line reflects revenue generated by refinancing the 1998 Series A General Obligation Bonds.

101 4166 Federal Reimb - RDS

This line reflects revenue from the City's participation in the Medicare Retiree Drug Subsidy program.

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 EXPENDITURES



2009 BUDGET

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
OFFICE OF THE MAYOR									
101 1 101 6105	ELECTED OFFICIAL	69,242	72,651	73,459	75,663	75,663	63,938	75,663	77,176
101 1 101 6115	SALARIED PERSONNEL	86,261	142,913	103,854	108,250	108,250	87,023	109,090	111,498
101 1 101 6120	SALARIED TEMPORARY	0	1,701	0	1,800	1,300	0	0	0
101 1 101 6190	SICK LEAVE BONUS	50	0	400	100	100	50	50	200
101 1 101 7230	MAINTENANCE- EQUIPMENT	0	0	0	100	100	0	0	0
101 1 101 7320	DUES & SUBSCRIPTIONS	0	0	185	200	200	0	100	200
101 1 101 7340	POSTAGE	1,156	890	549	1,000	1,000	601	900	1,000
101 1 101 7350	PRINTING	376	724	1,218	800	1,100	856	1,000	1,000
101 1 101 7360	TELEPHONE	5,389	4,531	3,257	3,500	3,500	2,521	3,200	3,300
101 1 101 7370	TRAVEL	190	457	417	500	1,600	1,296	1,500	1,500
101 1 101 7445	TRAINING & SCHOOL	0	808	927	1,000	1,500	1,031	1,200	1,000
101 1 101 7446	MWBE - PROGRAM DEVELOPMENT	0	0	0	15,000	15,000	0	0	0
101 1 101 7603	OFFICE SUPPLIES	2,250	1,883	1,399	1,500	1,500	628	1,000	1,200
101 1 101 7606	OPERATING SUPPLIES	374	195	0	0	0	0	0	0
101 1 101 8200	MINOR EQUIPMENT	0	4,007	1,480	500	200	0	0	200
TOTAL		165,288	230,760	187,145	209,913	211,013	157,944	193,703	198,274

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	77,176
TOTAL 6105 EMPLOYEES							1.0000	\$ 77,176
101	1	101	6115	F	M	1.0000	Secretary to the Mayor	44,912
101	1	101	6115	F	M	1.0000	Chief of Staff	66,586
TOTAL 6115 EMPLOYEES							2.0000	\$ 111,498
TOTAL EMPLOYEES							3.0000	\$ 188,674

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 6120 Salaried Temporary

Stipend to summer interns in the Office of the Mayor, and other temporary staff.

101 1 101 6190 Sick Leave Bonus

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

101 1 101 7230 Maintenance - Equipment

Maintenance contract on a photocopier in the Mayor's Office.

101 1 101 7310 Advertising

Advertising expenses incurred by the Mayor's Office.

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 7446 MWBE – Program Development

Costs associated with development of a Minority and Women Business Enterprise Program in the City to provide equal contracting and bidding opportunities to minority and women owned businesses.

101 1 101 7603 Office Supplies

Cost of general office and operating supplies.

101 1 101 7606 Operating Supplies

Cost of Red Rose stickers and pins which are resold by the Mayor's Office.

101 1 101 8200 Minor Equipment

This line is used to purchase furnishings and computer equipment.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
OFFICE OF THE CITY SOLICITOR									
101 1 102 7410	PROFESSIONAL SERVICES	318,893	274,769	307,230	300,000	328,763	225,564	335,000	310,000

TOTAL	318,893	274,769	307,230	300,000	328,763	225,564	335,000	310,000
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TOTAL EXECUTIVE DEPARTMENT	484,181	505,529	494,375	509,913	539,776	383,508	528,703	508,274
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OFFICE OF THE SOLICITOR

101 1 102 7410

Professional Services

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
OFFICE OF CITY COUNCIL									
101 2 201 6105	ELECTED OFFICIAL	35,505	47,606	47,498	56,500	56,500	47,806	56,500	56,500
101 2 201 7380	MISCELLANEOUS EXPENSE	42	175	645	2,000	2,000	1,259	2,000	2,000
TOTAL		35,547	47,781	48,143	58,500	58,500	49,065	58,500	58,500

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

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

OFFICE OF CITY COUNCIL

101 2 201 6105 Elected Official

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

101 2 201 7380 Miscellaneous Expense

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
OFFICE OF THE CITY CLERK									
101 2 202 6115	SALARY CITY CLERK	38,357	39,508	40,850	41,914	41,914	33,693	42,237	43,172
101 2 202 6120	TEMPORARY SALARY	0	0	856	0	3,940	3,881	3,881	0
101 2 202 7230	MAINTENANCE- EQUIPMENT	0	0	52	100	100	0	100	100
101 2 202 7310	ADVERTISING	4,719	3,672	3,435	5,500	3,825	2,815	4,000	4,000
101 2 202 7340	POSTAGE	299	475	543	600	600	400	600	600
101 2 202 7350	PRINTING	1,265	532	1,028	1,000	1,000	654	1,000	1,000
101 2 202 7360	TELEPHONE	736	776	769	750	750	645	750	750
101 2 202 7380	MISCELLANEOUS EXPENSE	122	50	0	300	300	223	300	300
101 2 202 7425	ORDINANCE CODIFICATION	6,999	7,715	7,635	9,000	7,947	7,076	9,000	9,000
101 2 202 7603	OFFICE SUPPLIES	418	298	308	500	500	210	500	500
101 2 202 8200	MINOR EQUIPMENT	0	886	211	500	500	124	500	500
TOTAL		52,915	53,912	55,687	60,164	61,376	49,721	62,868	59,922
TOTAL LEGISLATIVE DEPT.		88,462	101,693	103,830	118,664	119,876	98,786	121,368	118,422

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	43,172
TOTAL 6115 EMPLOYEES						1.0000		\$ 43,172

OFFICE OF THE CITY CLERK

101 2 202 6110 Salary - City Clerk

Salary of the City Clerk.

101 2 202 7230 Maintenance - Equipment

Maintenance contract for one typewriter.

101 2 202 7310 Advertising

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

101 2 202 7340 Postage

Postage costs for general office mailings.

101 2 202 7350 Printing

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

101 2 202 7360 Telephone

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

101 2 202 7380 Miscellaneous Expense

Miscellaneous expenses incurred by the City Clerk.

101 2 202 7425 Ordinance Codification

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

101 2 202 7603 Office Supplies

General office supplies for the City Clerk.

101 2 202 8200

Minor Equipment

For 2009, this line reflects the cost of small office equipment and a new scanner not purchased in 20008.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
ADMINISTRATIVE SERVICES OFFICE OF THE DIRECTOR									
101 4 400 6109	SALARY - DIRECTOR	79,822	93,646	73,756	81,830	81,830	65,780	82,461	83,468
101 4 400 6115	SALARIED PERSONNEL	0	0	0	62,250	62,250	47,480	61,028	67,456
101 4 400 6120	SALARY TEMPORARY	0	0	0	0	2,858	2,857	2,857	0
101 4 400 6190	SICK LEAVE BONUS	200	200	200	200	200	200	200	250
101 4 400 7141	PC LEASE	0	0	0	0	0	0	0	16,084
101 4 400 7320	DUES & SUBSCRIPTIONS	178	185	190	200	370	370	370	400
101 4 400 7340	POSTAGE	268	14	0	100	100	0	0	100
101 4 400 7350	PRINTING	300	25	0	150	2,350	1,992	2,000	150
101 4 400 7360	TELEPHONE	597	776	714	700	1,500	1,025	1,400	1,100
101 4 400 7370	TRAVEL	0	0	1,203	500	358	358	358	500
101 4 400 7410	PROFESSIONAL SERVICES	46,946	17,171	109,927	75,000	61,212	41,263	50,000	60,000
101 4 400 7445	TRAINING	0	0	0	500	300	300	300	500
101 4 400 7603	OFFICE SUPPLIES	539	169	126	250	450	412	450	400
101 4 400 8200	MINOR EQUIPMENT	0	1,738	0	1,000	4,002	3,925	3,925	250
TOTAL		128,850	113,924	186,116	222,680	217,780	165,962	205,349	230,658

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	83,468
TOTAL 6109 EMPLOYEES						1.0000		\$ 83,468
101	4	400	6115	F	M	1.0000	Administrative Assistant	38,359
101	4	400	6115	F	M	1.0000	Clerk Receptionist	29,097
TOTAL 6115 EMPLOYEES						2.0000		\$ 67,456
TOTAL EMPLOYEES						3.0000		\$ 150,924

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.

101 4 400 6120 Salary Temporary

Costs of temporary personnel to fill in during extended absence of City Hall Receptionist.

101 4 400 6190 Sick Leave Bonus

Sick leave bonus for the Administrative Services Director and staff.

101 4 400 7141 PC Lease

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

101 4 400 7320 Dues and Subscriptions

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 and cellular phone.

101 4 400 7370

Travel

Costs associated with travel to various PLCM conferences.

101 4 400 7410

Professional Services

Professional services to include consultant fees related to implementation of Management Partners recommendations in Human Resources, Accounting, Information Services and Treasury Office as well as various legal services relating to labor relations.

101 4 400 7445

Training

Costs of various PLCM conferences.

101 4 400 7603

Office Supplies

Office supplies for the Office of the Director

101 4 400 8200

Minor Equipment

Purchase of office and/or computer equipment.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF ACCOUNTING									
101 4 401 6110	SALARY-BUREAU CHIEF	56,860	58,566	63,005	64,646	64,646	51,966	65,144	66,586
101 4 401 6115	SALARIED-PERSONNEL	143,291	145,892	116,846	122,825	122,825	110,304	133,112	118,515
101 4 401 6120	SALARY-TEMPORARY	0	0	0	7,500	7,500	0	0	0
101 4 401 6190	SICK LEAVE BONUS	700	250	600	350	350	350	350	450
101 4 401 7230	MAINTENANCE- EQUIPMENT	739	744	744	760	760	248	248	400
101 4 401 7310	ADVERTISING	1,505	1,869	799	1,500	1,500	822	822	1,000
101 4 401 7320	DUES & SUBSCRIPTIONS	948	973	1,031	1,200	1,200	1,088	1,088	1,200
101 4 401 7340	POSTAGE	4,194	4,131	4,383	4,800	4,800	3,905	5,100	5,300
101 4 401 7350	PRINTING	2,584	2,462	2,243	2,600	2,600	1,269	2,200	2,400
101 4 401 7360	TELEPHONE	1,065	1,132	1,131	1,200	1,200	964	1,200	1,250
101 4 401 7370	TRAVEL	36	0	0	0	0	0	0	0
101 4 401 7411	AUDITOR SERVICES	51,131	34,485	35,064	60,000	58,600	41,319	53,000	55,000
101 4 401 7430	BANK SERVICE CHARGE	8,109	7,948	8,897	10,000	10,000	6,810	9,400	9,750
101 4 401 7431	CREDIT CARD FEES	0	663	2,900	3,200	4,000	3,010	4,200	4,600
101 4 401 7445	TRAINING & SCHOOL	0	460	0	0	0	0	0	700
101 4 401 7603	OFFICE SUPPLIES	3,215	3,140	2,591	3,200	3,800	3,733	3,900	4,000
101 4 401 8200	MINOR EQUIPMENT	0	1,854	5,326	2,500	2,500	1,190	2,000	2,000
TOTAL		274,377	264,569	245,560	286,281	286,281	226,978	281,764	273,151

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	66,586
TOTAL 6110 EMPLOYEES							1.0000	\$ 66,586
101	4	401	6115	F	M	1.0000	Accountant II	43,172
101	4	401	6115	F	M	1.0000	Accountant I	35,442
101	4	401	6115	F	M	1.0000	Payroll Specialist	39,901
TOTAL 6115 EMPLOYEES							3.0000	\$ 118,515
TOTAL EMPLOYEES							4.0000	\$ 185,101

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU: ACCOUNTING

101 4 401 6110 Salary - Bureau Chief

Salary of the Chief Accountant.

101 4 401 6115 Salaried Personnel

Salaries of the staff of the Bureau of Accounting

101 4 401 6120 Salary - Temporary

Payments to an employment agency to fill temporary accounting positions.

101 4 401 6190 Sick Leave Bonus

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

101 4 401 7230 Equipment Maintenance

This code is used to record expenditures to maintain four calculators, two typewriters and a check signature-validating machine.

101 4 401 7310 Advertising

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

101 4 401 7320 Dues and Subscriptions

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

101 4 401 7340 Postage

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

101 4 401 7350 Printing

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

101 4 401 7360 Telephone

Line and call charges for the Accounting Office.

101 4 401 7370 Travel

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

101 4 401 7411 Audit Services

This code is used to record the charges for professional services rendered to perform the annual audit of the City and program audits. This line item also includes the cost of the annual cost allocation study and post employment benefit actuarial evaluation.

101 4 401 7430 Bank Service Charges

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

101 4 401 7431 Credit Card Fees

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

101 4 401 7445 Training and School

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

101 4 401 7603 Office Supplies

General office supplies for the Accounting office.

101 4 401 8200 Minor Equipment

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PROCUREMENT & COLLECTIONS									
101 4 402 6110	SALARY-BUREAU CHIEF	17,349	17,870	14,152	11,036	11,036	8,872	11,122	11,321
101 4 402 6115	SALARIED-PERSONNEL	136,794	138,150	104,707	95,191	95,067	77,458	94,964	104,690
101 4 402 6120	SALARY - TEMPORARY	0	0	1,909	0	0	0	0	0
101 4 402 6185	OVERTIME	5	0	0	0	0	0	0	250
101 4 402 6190	SICK LEAVE BONUS	16	0	25	38	38	38	38	19
101 4 402 7180	RENTAL OF UNIFORMS	0	0	0	0	0	0	0	38
101 4 402 7230	MAINTENANCE- EQUIPMENT	13,873	12,513	6,895	6,377	6,377	5,545	6,990	4,077
101 4 402 7320	DUES & SUBSCRIPTIONS	653	645	617	715	715	625	720	725
101 4 402 7340	POSTAGE	20,933	19,574	23,456	15,323	12,823	7,724	10,000	11,623
101 4 402 7350	PRINTING	5,631	4,482	5,277	4,033	4,033	2,250	3,700	4,539
101 4 402 7360	TELEPHONE	3,284	3,470	873	749	749	700	749	433
101 4 402 7370	TRAVEL	88	0	0	250	250	0	250	250
101 4 402 7380	MISCELLANEOUS EXPENSE	285	250	204	250	250	239	250	250
101 4 402 7410	PROFESSIONAL SERVICES	5,800	0	56	0	4,900	4,900	4,900	0
101 4 402 7445	TRAINING & SCHOOL	0	425	0	135	135	0	135	133
101 4 402 7603	OFFICE SUPPLIES	5,995	8,904	1,637	1,537	1,537	1,234	1,500	1,897
101 4 402 8200	MINOR EQUIPMENT	16,604	15,602	11,053	7,752	10,252	8,201	8,760	5,838
TOTAL		227,310	221,885	170,861	143,386	148,162	117,786	144,078	146,083

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	4	402	6110	F	M	0.1897	Bureau Chief	11,321
TOTAL 6110 EMPLOYEES						0.1897		\$ 11,321
101	4	402	6115	F	M	0.1897	Customer Service Supervisor	8,191
101	4	402	6115	F	A	1.0000	Buyer I	35,303
101	4	402	6115	F	A	0.1897	Customer Care Coordinator	7,036
101	4	402	6115	F	A	0.1897	Customer Care Coordinator	6,992
101	4	402	6115	F	A	0.1897	Customer Care Coordinator	7,765
101	4	402	6115	F	A	0.1897	Customer Care Coordinator	6,698
101	4	402	6115	F	A	0.1897	Customer Care Coordinator	6,897
101	4	402	6115	F	A	0.1897	Cashier/Service Clerk	6,102
101	4	402	6115	F	A	0.1897	Cashier/Service Clerk	5,639
101	4	402	6115	F	A	0.1897	Revenue Clerk	5,982
101	4	402	6115	F	A	0.1897	Mail Clerk	5,437
Subtotal Full-Time						2.8974		
101	4	402	6115	P	A	0.1897	Data/Mail Clerk	2,647
Subtotal Part-Time						0.1897		
TOTAL 6115 EMPLOYEES						3.0871		\$ 104,690
TOTAL EMPLOYEES						3.2769		\$ 116,011

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU: PROCUREMENT & COLLECTION

101 4 402 6110 Salary - Bureau Chief

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

101 4 402 6115 Salaried Personnel

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

101 4 402 6190 Sick Leave Bonus

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

101 4 402 7230 Maintenance of Equipment

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

101 4 402 7310 Advertising

Required advertising for formal and informal contracts, and for selling City personal property as specified in the Third Class City Code.

101 4 402 7320 Dues & Subscriptions

This line covers the cost to various professional organizations.

101 4 402 7340 Postage

Postage and permits required to mail tax billings, etc. The 2009 budget allows for the new charges to be made by the Postal Service for undeliverable, returned mail .

101 4 402 7350 Printing

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

101 4 402 7360 Telephone

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

101 4 402 7370 Travel

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

101 4 402 7380 Miscellaneous Expenses

Petty cash items used for miscellaneous office operations.

101 4 402 7410 Professional Services

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

101 4 402 7445 Training & School

Schools and seminars for Bureau employees.

101 4 402 7603 Office Supplies

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

101 4 402 8200 Minor Equipment

This line reflects the purchase of printers and other small equipment. In 2009, this line reflects the sixth-year cost, under lease-purchase agreement the remittance processor, which is used to process customer payments on utility and tax accounts, and a mail folder/insert machine to process city billings, the first year cost for a mandatory shaped-based mail/digital postage meter, and the second-year cost for an automatic call distribution module for the customer service/cashier group.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF INFORMATION SERVICES									
101 4 404 6110	SALARY BUREAU CHIEF	29,580	30,467	48,434	51,952	51,952	41,761	52,351	53,511
101 4 404 6115	SALARIED PERSONNEL	143,926	131,227	101,199	101,717	94,404	76,237	95,268	64,038
101 4 404 6190	SICK LEAVE BONUS	400	850	850	50	50	100	100	120
101 4 404 7230	MAINTENANCE- EQUIPMENT	94,537	112,130	115,101	160,000	140,000	84,172	130,000	160,000
101 4 404 7340	POSTAGE	46	1	0	250	250	1	10	250
101 4 404 7350	PRINTING	4	5	31	100	100	5	10	50
101 4 404 7360	TELEPHONE	6,210	5,870	8,053	14,000	14,000	10,009	12,500	18,000
101 4 404 7370	TRAVEL	0	0	42	300	300	74	100	300
101 4 404 7410	PROFESSIONAL SERVICES	154,162	175,211	65,990	80,000	117,313	107,038	142,000	198,000
101 4 404 7440	CONTRACT SERVICES	0	0	0	100,000	100,000	0	0	20,000
101 4 404 7445	TRAINING - SCHOOL	0	0	2,166	10,000	0	0	4,000	10,000
101 4 404 7603	OFFICE SUPPLIES	165	31	178	200	200	54	120	600
101 4 404 7606	OPERATING SUPPLIES	10,566	9,548	7,883	12,000	12,000	9,126	11,500	12,000
101 4 404 8200	MINOR EQUIPMENT	2,459	4,610	6,578	6,000	6,000	4,881	5,550	6,000
101 4 404 8205	MIS PROJECTS	7,850	21,290	34,928	70,000	70,000	34,803	59,000	60,000
TOTAL		449,905	491,240	391,433	606,569	606,569	368,261	512,509	602,869

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF INFORMATION SERVICES

101	4	404	6110	F	M	0.5000	Information Services Manager	33,293
101	4	404	6110	F	M	0.2000	System Development Manager	20,218
TOTAL 6110 EMPLOYEES						0.7000		\$ 53,511
101	4	404	6115	F	M	0.3400	Senior Programmer	21,759
101	4	404	6115	F	A	1.0000	System Operator	42,279
TOTAL 6115 EMPLOYEES						1.3400		\$ 64,038
TOTAL EMPLOYEES						2.0400		\$ 117,549

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU: INFORMATION SERVICES

101 4 404 6110 Salary - Bureau Chief

Salary of the Information Services Manager. Part of the salary of this position is charged to the Wastewater and Water Fund budgets.

101 4 404 6115 Salaried Personnel

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

101 4 404 6190 Sick Leave Bonus

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

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, Firewall and Routers. Hardware replacement parts for equipment not covered by maintenance agreements. Software support contracts from vendors and our SPAM filter for email.

101 4 404 7340 Postage

This line covers general mailings.

101 4 404 7350 Printing

This line covers photocopying and any special printing needs.

101 4 404 7360**Telephone**

Line and call charges for Information Services office phones and cell phones. The lines connecting the AS/400 to outlying City departments, and charges from IBM and New World Systems to dial into the AS/400 system for maintenance. This line item also covers the cost for the City Hall T1 line for Internet service, e-mail capabilities, Fire Department reporting and telnet to the remote offices. The DNS naming convention for ci.lancaster.pa.us which is used for the Housing, Billing and Intranet sites is also funded by this line item.

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 programmer.

101 4 404 7440**Contract Services**

This line covers contracted programming staff.

101 4 404 7445**Training School**

This line covers training seminars for Information Services 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 Services.

101 4 404 7606

Operating Supplies

This line covers purchasing of all forms, paper, and printing supplies.

101 4 404 8200

Minor Equipment

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

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 Services.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF HUMAN RESOURCES									
101 4 405 6110	SALARY-BUREAU CHIEF	69,234	71,311	89,151	75,654	75,654	60,814	76,237	77,924
101 4 405 6115	SALARIED PERSONNEL	59,860	72,891	88,135	110,863	95,363	52,650	66,786	121,935
101 4 405 6120	SALARY TEMPORARY	7,477	0	7,490	0	773	773	773	0
101 4 405 6185	OVERTIME	3,011	496	43	0	0	0	0	0
101 4 405 6190	SICK LEAVE BONUS	200	250	550	200	200	200	200	0
101 4 405 6220	EMPLOYEE RECOGNITION	1,737	1,097	1,304	8,000	8,000	1,819	8,000	7,000
101 4 405 7230	MAINTENANCE- EQUIPMENT	0	156	575	600	300	82	100	100
101 4 405 7310	ADVERTISING	0	0	159	5,000	4,664	4,664	6,764	800
101 4 405 7320	DUES & SUBSCRIPTIONS	0	0	0	0	0	0	0	500
101 4 405 7340	POSTAGE	839	1,108	947	1,500	900	527	700	1,000
101 4 405 7350	PRINTING	1,467	1,618	2,039	3,000	1,700	1,639	1,700	1,500
101 4 405 7360	TELEPHONE	1,024	1,075	1,252	1,438	1,438	1,507	1,600	1,750
101 4 405 7370	TRAVEL	102	0	120	1,500	1,871	1,786	1,800	800
101 4 405 7410	PROFESSIONAL SERVICES	10,052	12,970	11,977	13,000	29,243	29,243	29,243	13,000
101 4 405 7435	LABOR RELATIONS EXPENSE	1,111	950	3,437	2,500	2,500	2,134	2,500	2,000
101 4 405 7445	TRAINING - SCHOOL	894	1,934	2,271	3,800	2,550	1,472	2,550	1,500
101 4 405 7603	OFFICE SUPPLIES	1,359	1,272	1,598	1,400	2,700	2,678	3,800	2,500
101 4 405 7606	OPERATING SUPPLIES	1,147	956	2,272	800	1,400	1,293	1,400	1,000
101 4 405 8200	MINOR EQUIPMENT	0	942	2,705	500	500	0	500	0
TOTAL		159,514	169,026	216,025	229,755	229,756	163,281	204,653	233,309

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	4	405	6110	F	M	1.0000	Chief-Human Resources	77,924
TOTAL 6110 EMPLOYEES							1.0000	\$ 77,924
101	4	405	6115	F	M	1.0000	Human Resource Administrator	39,901
101	4	405	6115	F	M	1.0000	Human Resource Specialist II	31,484
101	4	405	6115	F	M	1.0000	Human Resource Generalist	50,550
TOTAL 6115 EMPLOYEES							3.0000	\$ 121,935
TOTAL EMPLOYEES							4.0000	\$ 199,859

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU: HUMAN RESOURCES

101 4 405 6110 Salary - Bureau Chief

Salary of the Bureau Chief of Human Resources.

101 4 405 6115 Salaried Personnel

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

101 4 405 6120 Salary - Temporary

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

101 4 405 6185 Overtime

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

101 4 405 6190 Sick Leave Bonus

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

101 4 405 6220 Employee Recognition

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

101 4 405 7230 Maintenance of Equipment

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

101 4 405 7310 Advertising

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

101 4 405 7320 Dues & Subscriptions

Expenses for professional association dues for HR staff.

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.

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, 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 reimbursement to HR staff.

101 4 405 7603 Office Supplies

This line covers expenses of miscellaneous office supplies used on a daily basis, and supplies for the facsimile machine used by all operations within the first floor and basement of City Hall.

101 4 405 7606

Operating Supplies

Expenses for Human Resource Manuals and Employee Handbooks.

101 4 405 8200

Minor Equipment

Cost of miscellaneous small office equipment for the Bureau of Human Resources.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
COMMUNITY INVOLVEMENT									
101 4 406 8120	CONTRIBUTIONS - LEMSA	30,000	30,000	30,000	30,000	30,000	30,000	30,000	30,000
101 4 406 8125	LANC INTERMUNI COMMITTEE	11,831	12,040	12,671	12,050	12,050	8,830	12,050	11,500
101 4 406 8135	PA LEAGUE OF CITIES DUES	18,297	18,298	18,297	22,089	22,089	22,089	22,089	22,100
101 4 406 8140	PUBLIC LIBRARY	44,000	88,000	100,000	100,000	100,000	75,000	100,000	100,000
101 4 406 8142	MEDICAL LEGAL PARTNERSHIP	0	0	0	30,000	30,000	25,000	30,000	30,000
101 4 406 8143	COMMUNITY COMMUNICATIONS	0	0	0	50,000	50,000	16,775	50,000	40,000
101 4 406 8145	RECREATION COMMISSION	261,035	262,686	270,567	278,684	278,684	209,013	278,684	287,045
101 4 406 8175	HUMAN RELATIONS COMMISSION	438	3,673	6,062	5,000	5,000	719	5,000	5,000
101 4 406 8176	FEDERAL WEED & SEED	0	15,000	0	0	0	0	0	0
101 4 406 8513	MOOSE	0	0	100,000	50,000	50,000	0	50,000	50,000
TOTAL		365,601	429,697	537,597	577,823	577,823	387,426	577,823	575,645

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU: COMMUNITY INVOLVEMENT

101 4 406 8120 Contributions - LEMSA

The Lancaster Emergency Medical Services Association (LEMSA) finds it increasingly difficult to continue to provide life-saving services in the City due to the increasing volume of services for which LEMSA receives no compensation. In an effort to ensure the continued availability of these services to the community, the City will provide LEMSA with annual operating support.

101 4 406 8125 Lancaster Intermunicipal Committee

Dues for the Lancaster Intermunicipal Committee.

101 4 406 8135 PA League of Cities Dues

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

101 4 406 8140 Public Library

Annual contribution to the Lancaster County Library.

101 4 406 8142 Medical Legal Partnership

The Medical–Legal Partnership is a \$30,000 per year pilot program for two years to fund a MidPenn Legal Services attorney to work exclusively with South East Heath Services and collaborate with medical personnel to identify and handle patient’s legal issues. Funds appropriated from the Lancaster General Hospital in-lieu-of-taxes contribution are being used to support this two-year pilot program.

101 4 406 8143 Community Communications

Costs to design, print and mail quarterly newsletters to all City residents as well as provide ongoing upgrades to the City’s website.

101 4 406 8145

Recreation Commission

City share of the annual funding of 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

This line reflects costs incurred by the City's Human Relations Commission.

101 4 406 8513

MOOSE

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
INSURANCE									
101 4 407 7720	INSURANCE PACKAGE PLAN	505,175	538,397	519,040	625,590	625,590	537,178	564,075	575,000
101 4 407 7740	PUBLIC OFFICIALS' BOND	2,863	3,498	3,731	4,000	4,176	4,176	4,176	4,500
TOTAL		508,038	541,895	522,771	629,590	629,766	541,354	568,251	579,500

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU: INSURANCE

101 4 407 7720

Insurance Package Plan

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

101 4 407 7740

Public Officials Bond

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
FRINGE BENEFITS									
101 4 408 6202	MEDICAL INSURANCE	5,719,122	6,789,272	550,200	720,000	568,612	476,817	530,291	583,877
101 4 408 6203	DENTAL/VISION	85,516	61,813	7,975	11,000	11,000	6,529	7,891	8,575
101 4 408 6208	SOCIAL SECURITY	611,133	657,241	676,033	745,000	745,000	553,902	710,000	780,000
101 4 408 6209	LIFE INSURANCE	66,696	71,571	65,317	72,000	72,000	57,751	65,155	69,481
101 4 408 6230	PENSION CONTRIBUTION	255,528	276,854	265,236	309,792	309,792	292,015	309,792	308,363
101 4 408 6240	UNEMPLOYMENT COMPENSATION	28,385	38,231	36,911	50,000	50,000	36,069	50,000	50,000
101 4 408 6250	WORKERS' COMP - SELF-INSURED	197,719	1,248,011	1,314,271	800,000	1,164,190	1,124,354	1,500,000	1,000,000
101 4 408 7160	RENTAL OF PARKING LOT	34,183	31,210	27,472	33,500	33,500	26,867	31,150	33,000
TOTAL		6,998,282	9,174,203	2,943,415	2,741,292	2,954,094	2,574,304	3,204,279	2,833,296

DEPARTMENT OF ADMINISTRATIVE SERVICES

BUREAU: FRINGE BENEFITS

101 4 408 6202 Medical Insurance

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

101 4 408 6203 Dental/Vision

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

101 4 408 6208 Social Security

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

101 4 408 6209 Life Insurance

Expense of life insurance coverage for General Fund employees.

101 4 408 6230 Pension Contribution

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

101 4 408 6240 Unemployment Compensation

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

101 4 408 6250 Workers' Compensation-Self Insured

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

101 4 408 7160 Rental of Parking Lot

Expenses for parking or bus passes for General Fund employees.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
DEBT SERVICE									
101 4 409 9230	PAYING AGENT/ADMIN. FEES	2,080	1,920	2,438	5,500	5,500	136	3,500	4,000
101 4 409 9240	INTEREST-BONDS	1,189,136	1,116,095	1,203,526	1,703,270	1,703,270	1,692,015	1,703,270	1,694,930
101 4 409 9260	PRINCIPAL - BONDS	1,707,103	1,782,221	1,865,637	1,129,769	1,129,769	796,811	1,129,769	1,187,149
TOTAL		2,898,319	2,900,236	3,071,601	2,838,539	2,838,539	2,488,962	2,836,539	2,886,079
TOTAL ADMIN. SERVICES DEPT.		12,010,196	14,306,675	8,285,379	8,275,915	8,488,770	7,034,314	8,535,245	8,360,590

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 Series A of 1998, 2003 and 2007 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 Series A of 1998, 2003 and 2007 General Obligation Bonds.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
OFFICE OF THE CITY CONTROLLER									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,663	8,500	8,500	8,500	7,192	8,500	8,500
TOTAL		8,500	8,663	8,500	8,500	8,500	7,192	8,500	8,500

OFFICE OF THE CITY CONTROLLER

101 4 403 6105

Elected Official

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
OFFICE OF THE CITY TREASURER									
101 4 403 6105	ELECTED OFFICIAL	8,500	8,500	8,336	8,500	8,500	7,192	8,500	8,500
TOTAL		8,500	8,500	8,336	8,500	8,500	7,192	8,500	8,500

OFFICE OF THE CITY TREASURER

101 4 403 6105

Elected Official

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

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF POLICE									
101 5 501 6110	SALARY BUREAU CHIEF	84,057	61,826	93,614	96,369	96,369	72,031	90,844	97,920
101 5 501 6115	SALARIED PERSONNEL	684,198	833,264	876,753	941,919	927,797	705,174	892,745	973,908
101 5 501 6120	SALARIED TEMPORARY	4,060	8,346	8,808	17,000	17,000	5,963	9,000	9,000
101 5 501 6131	POLICE-CAPTAINS	248,228	232,246	252,487	259,528	256,782	183,424	232,342	266,576
101 5 501 6132	POLICE-LIEUTENANTS	694,969	717,751	777,609	752,498	752,498	612,758	749,673	735,215
101 5 501 6133	POLICE-SERGEANTS	2,069,818	2,168,334	2,381,752	2,360,907	2,570,212	1,976,054	2,364,799	2,978,414
101 5 501 6140	POLICE-PATROLMEN	5,556,528	6,016,717	6,064,536	6,406,569	5,985,139	4,848,422	6,150,226	5,841,597
101 5 501 6150	SALARY-SCH CROSS GUARDS&PEA'S	464,422	497,568	515,478	464,375	456,478	390,131	453,602	463,943
101 5 501 6151	SALARY-PARK OFFICERS	357	0	0	0	0	0	0	0
101 5 501 6152	SALARY-COMMUNITY SERVICE AIDE	480,374	506,177	524,424	516,490	516,490	424,712	518,504	567,840
101 5 501 6180	ACTING OFFICERS	18,674	17,493	19,173	19,500	19,500	19,763	23,000	20,000
101 5 501 6185	OVERTIME	677,563	801,312	708,953	550,000	550,000	453,887	575,000	600,000
101 5 501 6188	CADET TRAINING PROGRAM	9,697	72,614	36,281	55,000	35,000	23,810	25,358	31,528
101 5 501 6190	SICK LEAVE BONUS	31,600	31,350	33,550	31,150	27,350	27,350	27,350	26,600
101 5 501 6201	EDUCATIONAL INCENTIVE	57,228	55,160	56,419	58,000	58,000	40,357	58,000	60,000
101 5 501 6202	MEDICAL INSURANCE - ACTIVE	0	0	2,854,837	3,070,000	2,997,800	2,421,883	2,655,000	2,905,000
101 5 501 6202	MEDICAL INSURANCE - RETIREES	0	0	874,463	950,000	950,000	787,113	865,000	943,768
101 5 501 6203	DENTAL-VISION	131,045	156,098	159,130	167,839	167,839	147,041	163,372	171,541
101 5 501 6210	UNIFORM MAINT. ALLOWANCE	61,675	64,205	63,212	65,800	65,800	58,963	65,800	70,000
101 5 501 6230	PENSION CONTRIBUTION	1,009,731	1,196,147	1,032,228	1,542,197	1,542,197	1,542,197	1,542,197	1,565,272
101 5 501 7160	RENTAL OF PARKING LOT	85,758	98,898	98,268	105,000	105,000	98,151	107,154	110,000
101 5 501 7220	MAINTENANCE- COMMUNICATION	24,934	32,132	16,316	26,000	26,000	25,901	30,000	30,000
101 5 501 7230	MAINTENANCE- EQUIPMENT	114,298	94,650	133,760	100,000	100,000	74,484	105,000	100,000
101 5 501 7290	MAINTENANCE- VEHICLES	119,809	108,989	144,542	120,000	155,000	126,940	140,000	120,000
101 5 501 7295	MAINTENANCE - BICYCLES	3,009	1,476	1,017	4,000	4,000	0	0	1,000
101 5 501 7320	DUES & SUBSCRIPTIONS	3,662	2,939	3,822	4,000	4,000	3,504	4,000	4,000
101 5 501 7340	POSTAGE	19,514	23,451	25,100	24,000	24,000	18,994	24,000	25,000
101 5 501 7350	PRINTING	29,135	23,728	32,097	32,000	32,000	20,711	30,000	32,000
101 5 501 7360	TELEPHONE	75,611	79,616	83,842	80,000	80,000	58,198	80,000	80,000
101 5 501 7370	TRAVEL	30,181	19,737	14,278	18,500	21,246	16,746	18,500	20,000

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
101 5 501 7380	MISCELLANEOUS EXPENSE	4,637	4,582	4,810	7,000	7,000	2,729	6,000	7,000
101 5 501 7410	PROFESSIONAL SERVICES	22,147	33,822	24,282	30,000	30,000	14,551	30,000	30,000
101 5 501 7435	LABOR RELATIONS	2,000	3,850	5,297	5,000	42,458	40,734	45,000	20,000
101 5 501 7437	LABORATORY-TESTS	0	1,179	2,368	4,500	4,500	0	0	4,500
101 5 501 7440	L-STOPS	5,635	5,635	5,635	5,635	5,635	5,635	5,635	5,635
101 5 501 7445	TRAINING - SCHOOL	43,820	35,353	23,578	45,000	45,000	17,220	30,000	30,000
101 5 501 7472	K-9 PATROL	1,339	4,612	0	7,000	7,000	3,030	3,030	6,000
101 5 501 7603	OFFICE SUPPLIES	10,392	11,045	11,123	12,000	12,000	8,876	12,000	13,000
101 5 501 7606	OPERATING SUPPLIES	13,837	15,776	17,901	18,000	18,000	16,030	18,000	18,000
101 5 501 7612	UNIFORMS	77,815	82,711	71,129	90,000	90,000	48,557	90,000	90,000
101 5 501 7624	PHOTO LABORATORY	972	837	587	1,000	1,000	841	1,000	1,000
101 5 501 7627	FINGERPRINT IDENT.	6,867	4,925	5,537	8,000	8,000	4,286	7,000	8,000
101 5 501 7630	AMMUNITION	11,795	13,966	3,865	18,000	18,000	14,847	16,000	20,000
101 5 501 7633	TEAR GAS EQUIPMENT	2,955	1,627	2,889	3,000	3,000	2,397	3,000	3,000
101 5 501 7634	WEAPONS	4,681	1,640	2,078	4,500	4,500	2,460	3,000	4,500
101 5 501 7654	GASOLINE	129,009	144,568	161,195	150,000	195,000	162,651	190,000	160,000
101 5 501 8150	SHELTER EXPENSE	25,000	26,250	26,250	26,250	26,250	26,250	26,250	16,904
101 5 501 8160	DRUG TASK FORCE ASSESSMENT	56,348	56,348	56,348	56,348	56,348	56,348	56,348	56,348
101 5 501 8200	MINOR EQUIPMENT	23,002	18,177	10,359	24,500	24,500	3,849	14,000	20,000
101 5 501 8201	BICYCLES & ACCESSORIES	6,631	703	472	7,500	4,500	0	3,000	4,500
101 5 501 8270	VEHICLES	161,040	174,732	144,077	125,000	125,000	116,307	125,000	125,000
101 5 501 8271	VEHICLE LEASE	6,619	6,619	6,619	6,619	6,619	6,619	6,619	6,619
101 5 501 9240	PENSION DEBT - INTEREST	0	0	366,716	420,514	420,514	210,257	420,514	420,362
101 5 501 9260	PENSION DEBT - PRINCIPAL	0	0	2,881	2,881	2,881	0	2,881	178,591
TOTAL		13,406,676	14,571,181	18,842,745	19,916,888	19,701,202	15,949,136	19,114,743	20,099,081

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF POLICE

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**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
101	5	501	6115	F	A	1.0000	Records Processor	29,718
101	5	501	6115	F	A	1.0000	Records Processor	29,718
101	5	501	6115	F	A	1.0000	Records Processor	29,718
101	5	501	6115	F	A	1.0000	Records Processor	29,718
101	5	501	6115	F	A	1.0000	Records Processor	29,718
101	5	501	6115	F	A	1.0000	Mail Clerk	28,921
101	5	501	6115	F	A	1.0000	Police Bureau Office Assistant	27,351
101	5	501	6115	F	A	1.0000	Telephone Console Oper/Typist II	29,646
Subtotal Full-Time						29.0000		
101	5	501	6115	P	A	1.0000	Police Patrol Clerk	13,675
101	5	501	6115	P	A	1.0000	Police Patrol Clerk	10,257
Subtotal Part-Time						2.0000		
TOTAL 6115 EMPLOYEES						31.0000	\$	973,908
101	5	501	6131	F	P	1.0000	Police Captain	91,100
101	5	501	6131	F	P	1.0000	Police Captain	87,738
101	5	501	6131	F	P	1.0000	Police Captain	87,738
TOTAL 6131 EMPLOYEES						3.0000	\$	266,576
101	5	501	6132	F	P	1.0000	Police Lieutenant	81,959
101	5	501	6132	F	P	1.0000	Police Lieutenant	81,220
101	5	501	6132	F	P	1.0000	Police Lieutenant	80,482
101	5	501	6132	F	P	1.0000	Police Lieutenant	80,226

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
101	5	501	6132	F	P	1.0000	Police Lieutenant	80,226
101	5	501	6132	F	P	1.0000	Police Lieutenant	80,198
101	5	501	6132	F	P	1.0000	Police Lieutenant	80,042
101	5	501	6132	F	P	1.0000	Police Lieutenant	78,934
101	5	501	6132	F	P	1.0000	Police Lieutenant	78,451
101	5	501	6132				Shift Differential	13,477
TOTAL 6132 EMPLOYEES						9.0000		\$ 735,215
101	5	501	6133	F	P	1.0000	Detective	65,061
101	5	501	6133	F	P	1.0000	Detective	64,403
101	5	501	6133	F	P	1.0000	Detective	64,115
101	5	501	6133	F	P	1.0000	Detective	64,115
101	5	501	6133	F	P	1.0000	Detective	64,115
101	5	501	6133	F	P	1.0000	Detective	64,068
101	5	501	6133	F	P	1.0000	Detective	64,068
101	5	501	6133	F	P	1.0000	Detective	64,011
101	5	501	6133	F	P	1.0000	Detective	62,764
101	5	501	6133	F	P	1.0000	Detective	62,608
101	5	501	6133	F	P	1.0000	Detective	62,608
101	5	501	6133	F	P	1.0000	Detective	62,441
101	5	501	6133	F	P	1.0000	Detective	60,503
101	5	501	6133	F	P	1.0000	Detective	60,439
101	5	501	6133	F	P	1.0000	Detective	58,624
101	5	501	6133	F	P	1.0000	Detective	58,571
101	5	501	6133	F	P	1.0000	Detective	58,066
101	5	501	6133	F	P	1.0000	Detective	58,066

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
101	5	501	6133	F	P	1.0000	Detective	57,851
101	5	501	6133	F	P	1.0000	Detective	57,508
101	5	501	6133	F	P	1.0000	Detective	57,245
101	5	501	6133	F	P	1.0000	Police Sergeant	69,912
101	5	501	6133	F	P	1.0000	Police Sergeant	69,887
101	5	501	6133	F	P	1.0000	Police Sergeant	69,764
101	5	501	6133	F	P	1.0000	Police Sergeant	69,739
101	5	501	6133	F	P	1.0000	Police Sergeant	69,505
101	5	501	6133	F	P	1.0000	Police Sergeant	69,443
101	5	501	6133	F	P	1.0000	Police Sergeant	68,640
101	5	501	6133	F	P	1.0000	Police Sergeant	68,640
101	5	501	6133	F	P	1.0000	Police Sergeant	68,640
101	5	501	6133	F	P	1.0000	Police Sergeant	68,640
101	5	501	6133	F	P	1.0000	Police Sergeant	68,591
101	5	501	6133	F	P	1.0000	Police Sergeant	68,542
101	5	501	6133	F	P	1.0000	Police Sergeant	68,480
101	5	501	6133	F	P	1.0000	Police Sergeant	68,480
101	5	501	6133	F	P	1.0000	Police Sergeant	68,381
101	5	501	6133	F	P	1.0000	Police Sergeant	68,319
101	5	501	6133	F	P	1.0000	Police Sergeant	68,220
101	5	501	6133	F	P	1.0000	Police Sergeant	68,060
101	5	501	6133	F	P	1.0000	Police Sergeant	67,838
101	5	501	6133	F	P	1.0000	Police Sergeant	67,813
101	5	501	6133	F	P	1.0000	Police Sergeant	67,813
101	5	501	6133	F	P	1.0000	Police Sergeant	67,146
101	5	501	6133	F	P	1.0000	Police Sergeant	66,331
101	5	501	6133	F	P	1.0000	Police Sergeant	65,992

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
101	5	501	6133			Shift Differential		44,348
TOTAL 6133 EMPLOYEES						45.0000		\$ 2,978,414
101	5	501	6140	F	P	1.0000	Police Officer IV	61,464
101	5	501	6140	F	P	1.0000	Police Officer IV	60,643
101	5	501	6140	F	P	1.0000	Police Officer IV	60,385
101	5	501	6140	F	P	1.0000	Police Officer IV	60,342
101	5	501	6140	F	P	1.0000	Police Officer IV	59,687
101	5	501	6140	F	P	1.0000	Police Officer IV	59,687
101	5	501	6140	F	P	1.0000	Police Officer IV	59,644
101	5	501	6140	F	P	1.0000	Police Officer IV	59,644
101	5	501	6140	F	P	1.0000	Police Officer IV	59,644
101	5	501	6140	F	P	1.0000	Police Officer IV	59,644
101	5	501	6140	F	P	1.0000	Police Officer IV	59,601
101	5	501	6140	F	P	1.0000	Police Officer IV	59,548
101	5	501	6140	F	P	1.0000	Police Officer IV	59,548
101	5	501	6140	F	P	1.0000	Police Officer IV	59,408
101	5	501	6140	F	P	1.0000	Police Officer IV	59,408
101	5	501	6140	F	P	1.0000	Police Officer IV	59,408
101	5	501	6140	F	P	1.0000	Police Officer IV	59,408
101	5	501	6140	F	P	1.0000	Police Officer IV	59,381
101	5	501	6140	F	P	1.0000	Police Officer IV	59,183
101	5	501	6140	F	P	1.0000	Police Officer IV	58,968
101	5	501	6140	F	P	1.0000	Police Officer IV	58,968
101	5	501	6140	F	P	1.0000	Police Officer IV	58,968
101	5	501	6140	F	P	1.0000	Police Officer IV	58,946

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY
101	5	501	6140	F	P	1.0000 Police Officer IV	58,925
101	5	501	6140	F	P	1.0000 Police Officer IV	58,903
101	5	501	6140	F	P	1.0000 Police Officer IV	58,152
101	5	501	6140	F	P	1.0000 Police Officer IV	58,152
101	5	501	6140	F	P	1.0000 Police Officer IV	58,109
101	5	501	6140	F	P	1.0000 Police Officer IV	58,109
101	5	501	6140	F	P	1.0000 Police Officer IV	58,109
101	5	501	6140	F	P	1.0000 Police Officer IV	58,066
101	5	501	6140	F	P	1.0000 Police Officer IV	57,851
101	5	501	6140	F	P	1.0000 Police Officer IV	57,851
101	5	501	6140	F	P	1.0000 Police Officer IV	57,851
101	5	501	6140	F	P	1.0000 Police Officer IV	57,851
101	5	501	6140	F	P	1.0000 Police Officer IV	57,679
101	5	501	6140	F	P	1.0000 Police Officer IV	57,679
101	5	501	6140	F	P	1.0000 Police Officer IV	57,679
101	5	501	6140	F	P	1.0000 Police Officer IV	57,508
101	5	501	6140	F	P	1.0000 Police Officer IV	57,508
101	5	501	6140	F	P	1.0000 Police Officer IV	57,508
101	5	501	6140	F	P	1.0000 Police Officer IV	57,508
101	5	501	6140	F	P	1.0000 Police Officer IV	57,459
101	5	501	6140	F	P	1.0000 Police Officer IV	57,400
101	5	501	6140	F	P	1.0000 Police Officer IV	57,368
101	5	501	6140	F	P	1.0000 Police Officer IV	57,368
101	5	501	6140	F	P	1.0000 Police Officer IV	57,368
101	5	501	6140	F	P	1.0000 Police Officer IV	57,368
101	5	501	6140	F	P	1.0000 Police Officer IV	57,245

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
101	5	501	6140	F	P	1.0000	Police Officer IV	57,245
101	5	501	6140	F	P	1.0000	Police Officer IV	57,245
101	5	501	6140	F	P	1.0000	Police Officer IV	57,245
101	5	501	6140	F	P	1.0000	Police Officer IV	57,245
101	5	501	6140	F	P	1.0000	Police Officer IV	57,245
101	5	501	6140	F	P	1.0000	Police Officer IV	57,228
101	5	501	6140	F	P	1.0000	Police Officer IV	57,228
101	5	501	6140	F	P	1.0000	Police Officer IV	57,089
101	5	501	6140	F	P	1.0000	Police Officer IV	57,089
101	5	501	6140	F	P	1.0000	Police Officer IV	57,089
101	5	501	6140	F	P	1.0000	Police Officer IV	57,089
101	5	501	6140	F	P	1.0000	Police Officer IV	57,089
101	5	501	6140	F	P	1.0000	Police Officer IV	57,089
101	5	501	6140	F	P	1.0000	Police Officer IV	57,089
101	5	501	6140	F	P	1.0000	Police Officer IV	57,019
101	5	501	6140	F	P	1.0000	Police Officer IV	57,019
101	5	501	6140	F	P	1.0000	Police Officer IV	57,019
101	5	501	6140	F	P	1.0000	Police Officer IV	57,019
101	5	501	6140	F	P	1.0000	Police Officer IV	57,019
101	5	501	6140	F	P	1.0000	Police Officer IV	56,670
101	5	501	6140	F	P	1.0000	Police Officer IV	56,670
101	5	501	6140	F	P	1.0000	Police Officer III	56,391
101	5	501	6140	F	P	1.0000	Police Officer III	56,391
101	5	501	6140	F	P	1.0000	Police Officer III	56,391
101	5	501	6140	F	P	1.0000	Police Officer III	56,391

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION	SALARY
101	5	501	6140	F	P	1.0000 Police Officer III	56,391
101	5	501	6140	F	P	1.0000 Police Officer III	56,391
101	5	501	6140	F	P	1.0000 Police Officer III	56,133
101	5	501	6140	F	P	1.0000 Police Officer III	56,133
101	5	501	6140	F	P	1.0000 Police Officer III	56,133
101	5	501	6140	F	P	1.0000 Police Officer III	56,133
101	5	501	6140	F	P	1.0000 Police Officer III	56,133
101	5	501	6140	F	P	1.0000 Police Officer II	50,248
101	5	501	6140	F	P	1.0000 Police Officer II	50,248
101	5	501	6140	F	P	1.0000 Police Officer II	50,248
101	5	501	6140	F	P	1.0000 Police Officer II	46,075
101	5	501	6140	F	P	1.0000 Police Officer II	46,075
101	5	501	6140	F	P	1.0000 Police Officer II	46,075
101	5	501	6140	F	P	1.0000 Police Officer II	44,665
101	5	501	6140	F	P	1.0000 Police Officer II	44,665
101	5	501	6140	F	P	1.0000 Police Officer II	44,665
101	5	501	6140	F	P	1.0000 Police Officer I	44,665
101	5	501	6140	F	P	1.0000 Police Officer I	44,665
101	5	501	6140	F	P	1.0000 Police Officer I	44,665
101	5	501	6140	F	P	1.0000 Police Officer I	44,665
101	5	501	6140	F	P	1.0000 Police Officer I	42,948
101	5	501	6140	F	P	1.0000 Police Officer I	40,800
101	5	501	6140	F	P	1.0000 Police Officer I	40,800
101	5	501	6140	F	P	1.0000 Police Officer I	40,800
101	5	501	6140	F	P	1.0000 Police Officer I	40,800
101	5	501	6140	F	P	1.0000 Police Officer I	40,800
101	5	501	6140			Shift Differential	129,698

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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TOTAL 6140 EMPLOYEES

103.0000

\$ 5,841,597

101	5	501	6150	F	A	1.0000	Parking Enforcement Aide	32,552
101	5	501	6150	F	A	1.0000	Parking Enforcement Aide	32,457
101	5	501	6150	F	A	1.0000	Parking Enforcement Aide	31,572
101	5	501	6150	F	A	1.0000	Parking Enforcement Aide	30,597
101	5	501	6150	F	A	1.0000	Parking Enforcement Aide	31,208
101	5	501	6150	F	A	1.0000	Sweeper Escort	29,718
101	5	501	6150	F	A	1.0000	Sweeper Escort	31,525
101	5	501	6150	F	A	1.0000	Sweeper Escort	29,718
Subtotal Full-Time						8.0000		

[illegible]

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
101	5	501	6150	P	A	1.0000	School Crossing Guard	5,916
Subtotal Part-Time						33.0000		
TOTAL 6150 EMPLOYEES						41.0000		\$ 463,943
101	5	501	6152	F	A	1.0000	Community Service Aide	35,038
101	5	501	6152	F	A	1.0000	Community Service Aide	35,038
101	5	501	6152	F	A	1.0000	Community Service Aide	35,038
101	5	501	6152	F	A	1.0000	Community Service Aide	34,807

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
101	5	501	6152	F	A	1.0000	Community Service Aide	34,348
101	5	501	6152	F	A	1.0000	Community Service Aide	34,348
101	5	501	6152	F	A	1.0000	Community Service Aide	34,238
101	5	501	6152	F	A	1.0000	Community Service Aide	34,072
101	5	501	6152	F	A	1.0000	Community Service Aide	33,027
101	5	501	6152	F	A	1.0000	Community Service Aide	33,027
101	5	501	6152	F	A	1.0000	Community Service Aide	32,379
101	5	501	6152	F	A	1.0000	Community Service Aide	32,379
101	5	501	6152	F	A	1.0000	Community Service Aide	32,379
101	5	501	6152	F	A	1.0000	Community Service Aide	32,379
101	5	501	6152	F	A	1.0000	Community Service Aide	32,378
101	5	501	6152	F	A	1.0000	Community Service Aide	31,528
101	5	501	6152	F	A	1.0000	Community Service Aide	31,436
TOTAL 6152 EMPLOYEES						17.0000		\$ 567,839
101	5	501	6188	P		1.0000	Cadet	15,764
101	5	501	6188	P		1.0000	Cadet	15,764
Subtotal Part-Time						2.0000		
TOTAL 6188 EMPLOYEES						2.0000		\$ 31,528
Total Full -Time						215.00		
Total Part-Time						37.00		
TOTAL EMPLOYEES						252.0000		\$ 11,956,940

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 Prevention/Community Relations Specialist, Hazardous and Abandoned Vehicle Officer, Evidence Specialist, Block Watch Coordinator, and Receptionists.

101 5 501 6120 Salary Temporary

Salaries of temporary civilian personnel in the Police Bureau.

101 5 501 6131 Salary Captains

This line covers the salaries of the three Division Captains.

101 5 501 6132 Salary Lieutenants

This line covers the salaries of ten 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 and the Township of Lancaster reimburse a portion of the salaries of the School Crossing Guards to the City.

101 5 501 6152 Salary Community Service Aides

This line covers the salaries of Community Service Aides.

101 5 501 6180 Salary Acting Officer

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

101 5 501 6185 Overtime

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

101 5 501 6188 Cadet Training Program

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

101 5 501 6190 Sick Leave Bonus

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

101 5 501 6201 Educational Incentive

This line covers payments for the college educational incentive program.

101 5 501 6202 Medical Insurance

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

101 5 501 6203 Dental and Vision

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

101 5 501 6210 Uniform Maintenance Allowance

This line covers the cost of uniform maintenance allowance for uniformed officers, shoe allowances for all personnel, and clothing allowance for non-uniformed officers as provided for by collective bargaining agreements.

101 5 501 6230 Pension Contribution

This line item represents the Minimum Municipal Obligation, which the City is required to make to the Police Pension Fund. The Minimum Municipal Obligation is the amount required annually such that sufficient assets are available to pay all active officers' pension benefits upon retirement. The cost is determined by an actuary, and adjusted annually to reflect actual payroll.

101 5 501 7160 Rental of Parking

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

101 5 501 7220 Communication Maintenance

This line covers the costs associated with maintaining all radio communication equipment utilized by the Police Bureau.

101 5 501 7230 Equipment Maintenance

This line covers the costs associated with maintaining all other non-communications related equipment including computers, typewriters, fax machine, cell block control panels, slider doors and intercom systems, audio recording and logging equipment, "Tracker" speed monitoring unit certification and maintenance, polygraph, breath testing devices, automated fingerprint device and other equipment requiring state mandated maintenance contract.

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 and subscriptions to various professional publications 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.

101 5 501 7350 Printing

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

101 5 501 7360 Telephone

This line covers all telephone costs including local and long distance calling, cellular fees, pager fees, the C.L.E.A.N. computer terminal, and Lancaster County Data Processing T-1 communications line costs.

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 Kiwanis luncheon, literature and supplies for the annual open house, advertising for contracts, hiring, ordinances and hazardous vehicles, the Neighborhood Block Watch Program, and petty cash.

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, grant writing fees, LMA fees, court approved interpretation services for deaf and non-English speaking suspects, victims, and witnesses, and services of a professional grant writer.

101 5 501 7435 Labor Relations

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

101 5 501 7437 Laboratory Testing

This line covers costs incurred in the testing of blood by an independent medical laboratory for drug related D.U.I. investigations, DNA testing and Random Employee Testing.

101 5 501 7440 "L" Stops

This line covers the subscription fee, maintenance fee and communications line charges for the Lancaster County "L" Stops 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.

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 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 and duty accessories used by Police Bureau personnel.

101 5 501 7624 Photo Laboratory

This line covers the cost of papers and chemicals used in conventional photo processing in the darkroom.

101 5 501 7627 Fingerprint and Identification

This line covers the cost of mug shot film, specialty films and instant films used by all Divisions for the filming of crime scenes and for color suspect identification books maintained by the Adult and Juvenile Offenders Sections. This line also covers the cost of latent and inked fingerprint processing supplies and crime scene processing supplies and chemicals.

101 5 501 7630 Ammunition

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

101 5 501 7633 Chemical Irritants (Tear Gas Supplies)

This line covers the cost of maintaining a supply of tear gas and oleoresin capicum within recommended shelf life.

101 5 501 7634 Weapons

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

101 5 501 7654 Gasoline

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

101 5 501 8150 Humane League Shelter

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

101 5 501 8160 Lancaster County Drug Task Force Assessment

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

101 5 501 8171 Contributions - Safe Neighborhoods

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

101 5 501 8200 Minor Equipment

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

101 5 501 8201 Bicycles and Accessories

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

101 5 501 8270 Vehicles

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

101 5 501 8271 Vehicle Lease Purchase

This expense covers the fifth year payment for the 5-year lease purchase of a CSI van.

101 5 501 9240 Pension Debt – Interest

This line reflects the 2009 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 2009 principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF FIRE									
101 5 502 6110	SALARY BUREAU CHIEF	80,881	97,142	85,746	88,130	88,130	70,791	88,756	89,893
101 5 502 6115	SALARIED PERSONNEL	64,084	125,816	133,754	170,978	140,783	63,780	79,076	80,827
101 5 502 6120	SALARY TEMPORARY	0	0	0	0	7,920	4,714	4,714	5,000
101 5 502 6130	SALARY DEPUTY CHIEF	71,179	73,315	75,515	77,780	77,780	62,823	78,679	161,474
101 5 502 6131	FIRE-CAPTAINS	564,832	591,538	603,133	615,338	615,102	495,019	617,475	651,946
101 5 502 6132	FIRE-LIEUTENANTS	1,094,497	1,159,976	1,242,242	1,241,772	1,227,778	1,001,033	1,254,350	1,295,870
101 5 502 6141	FIREFIGHTERS	2,722,640	2,760,540	2,749,331	2,892,668	2,878,655	2,381,587	2,898,195	3,042,563
101 5 502 6180	ACTING OFFICERS	29,511	30,386	31,951	33,000	33,000	28,287	35,000	36,050
101 5 502 6185	OVERTIME	126,263	122,452	135,234	135,000	135,000	68,841	90,000	135,000
101 5 502 6190	SICK LEAVE BONUS	5,050	5,550	7,750	10,700	9,750	9,750	9,750	9,600
101 5 502 6201	EDUCATIONAL INCENTIVE	7,850	18,400	17,168	21,000	17,775	17,775	17,775	31,150
101 5 502 6202	MEDICAL INSURANCE - ACTIVE	0	0	1,208,924	1,280,000	1,280,000	1,071,581	1,176,000	1,285,000
101 5 502 6202	MEDICAL INSURANCE - RETIREES	0	0	911,764	965,000	965,000	787,355	865,000	947,000
101 5 502 6203	DENTAL-VISION	107,929	114,261	118,221	123,934	123,934	113,383	124,883	131,127
101 5 502 6210	UNIFORM MAINT. ALLOWANCE	26,350	26,660	26,660	28,520	27,280	27,280	27,280	30,280
101 5 502 6230	PENSION CONTRIBUTION	501,768	643,594	527,673	980,923	980,923	980,923	980,923	1,002,631
101 5 502 7141	PC LEASE	0	0	0	0	0	0	0	8,960
101 5 502 7160	RENTAL OF PARKING LOT	3,600	3,600	3,600	4,000	4,000	3,630	3,960	4,200
101 5 502 7220	MAINTENANCE- COMMUNICATION	8,839	12,059	12,236	12,000	12,000	11,491	11,890	12,000
101 5 502 7230	MAINTENANCE- EQUIPMENT	0	0	4,886	5,000	5,000	3,919	4,400	5,000
101 5 502 7290	MAINTENANCE- VEHICLES	24,188	38,192	27,868	33,000	33,000	21,291	25,000	30,000
101 5 502 7340	POSTAGE	1,421	1,566	2,132	2,000	2,800	1,775	2,300	2,400
101 5 502 7350	PRINTING	855	34	28	300	300	35	100	200
101 5 502 7360	TELEPHONE	3,597	3,709	3,630	4,500	4,500	3,004	3,900	4,200
101 5 502 7370	TRAVEL	0	0	917	1,400	1,400	1,173	1,400	1,400
101 5 502 7380	MISCELLANEOUS EXPENSE	3,999	3,917	2,954	3,000	3,000	1,911	1,980	3,000
101 5 502 7410	PROFESSIONAL SERVICES	10,860	2,409	4,082	3,800	3,800	101	1,600	3,800
101 5 502 7435	LABOR RELATIONS	4,925	0	569	2,000	2,000	0	0	2,000
101 5 502 7445	TRAINING - SCHOOL	23,653	38,092	31,654	28,990	28,990	5,591	7,800	23,000
101 5 502 7490	CIVIL SERVICE BOARD	0	0	3,590	3,000	3,000	600	1,600	3,000

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
101 5 502 7603	OFFICE SUPPLIES	7,182	7,456	8,320	8,260	8,260	6,425	7,500	8,000
101 5 502 7606	OPERATING SUPPLIES	7,910	7,528	6,503	6,800	6,800	5,386	6,479	6,800
101 5 502 7612	UNIFORMS	14,708	17,995	20,889	22,000	22,000	20,700	22,000	24,000
101 5 502 7624	PHOTO LABORATORY	500	500	212	400	400	260	300	400
101 5 502 7642	FIRE PREVENTION SUPPLIES	2,332	2,481	2,177	3,500	3,500	2,760	3,100	3,200
101 5 502 7645	PROTECTIVE CLOTHING	40,612	43,104	52,138	48,600	48,600	34,154	41,000	48,600
101 5 502 7654	GASOLINE	23,140	33,088	33,975	30,500	48,500	34,059	44,500	40,000
101 5 502 7672	MISC-VEHICLE PARTS	25,980	21,147	28,138	28,000	28,000	22,782	28,000	30,000
101 5 502 8200	MINOR EQUIPMENT	26,332	27,934	24,726	28,000	35,500	13,544	20,000	26,000
101 5 502 8202	SAFETY EQUIPMENT	0	0	992	1,500	1,500	1,469	1,469	1,500
101 5 502 8220	COMMUNICATION EQUIPMENT	14,796	13,202	17,430	19,950	21,340	15,472	21,000	23,340
101 5 502 8270	VEHICLES	44,743	0	0	0	0	0	0	0
101 5 502 9240	PENSION DEBT - INTEREST	0	0	269,833	309,418	309,418	154,709	309,418	309,307
101 5 502 9260	PENSION DEBT - PRINCIPAL	0	0	2,120	2,120	2,120	0	2,120	131,409
101 5 502 9400	GRANTS MATCH	32,631	0	18,915	20,000	20,000	0	0	0
TOTAL		5,729,637	6,047,643	8,459,580	9,296,781	9,268,538	7,551,163	8,920,672	9,691,127
TOTAL PUBLIC SAFETY		19,136,313	20,618,824	27,302,325	29,213,669	28,969,740	23,500,299	28,035,415	29,790,208

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE				FULL/PART	UNION	POSITION		SALARY
<u>BUREAU OF FIRE</u>								
101	5	502	6110	F	F	1.0000	Fire Chief	89,893
TOTAL 6110 EMPLOYEES						1.0000		\$ 89,893
101	5	502	6115	F	A	1.0000	File Clerk III	34,117
101	5	502	6115	F	M	1.0000	Fire Bureau Administrator	46,710
TOTAL 6115 EMPLOYEES						2.0000		\$ 80,827
101	5	502	6130	F	F	1.0000	Fire Deputy Chief	80,737
101	5	502	6130	F	F	1.0000	Fire Deputy Chief	80,737
TOTAL 6130 EMPLOYEES						2.0000		\$ 161,474
101	5	502	6131	F	F	1.0000	Battalion Chief	74,757
101	5	502	6131	F	F	1.0000	Battalion Chief	74,757
101	5	502	6131	F	F	1.0000	Battalion Chief	74,757
101	5	502	6131	F	F	1.0000	Battalion Chief	73,738
101	5	502	6131	F	F	1.0000	Fire Captain	71,766
101	5	502	6131	F	F	1.0000	Fire Captain	70,788
101	5	502	6131	F	F	1.0000	Fire Captain	70,624
101	5	502	6131	F	F	1.0000	Fire Captain	68,993
101	5	502	6131	F	F	1.0000	Fire Marshall	71,766
TOTAL 6131 EMPLOYEES						9.0000		\$ 651,946

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE						FULL/PART	UNION	POSITION	SALARY
101	5	502	6132	F	F	1.0000		Fire Lieutenant	65,786
101	5	502	6132	F	F	1.0000		Fire Lieutenant	65,786
101	5	502	6132	F	F	1.0000		Fire Lieutenant	65,786
101	5	502	6132	F	F	1.0000		Fire Lieutenant	65,786
101	5	502	6132	F	F	1.0000		Fire Lieutenant	65,786
101	5	502	6132	F	F	1.0000		Fire Lieutenant	64,888
101	5	502	6132	F	F	1.0000		Fire Lieutenant	64,888
101	5	502	6132	F	F	1.0000		Fire Lieutenant	64,739
101	5	502	6132	F	F	1.0000		Fire Lieutenant	64,440
101	5	502	6132	F	F	1.0000		Fire Lieutenant	63,244
101	5	502	6132	F	F	1.0000		Fire Lieutenant	63,094
101	5	502	6132	F	F	1.0000		Fire Lieutenant	62,795
101	5	502	6132	F	F	1.0000		Fire Lieutenant	62,795
101	5	502	6132	F	F	1.0000		Fire Lieutenant	62,795
101	5	502	6132	F	F	1.0000		Fire Lieutenant	61,749
101	5	502	6132	F	F	1.0000		Fire Lieutenant	61,001
101	5	502	6132	F	F	1.0000		Assistant Fire Marshall	67,628
101	5	502	6132	F	F	1.0000		Assistant Fire Marshall	67,628
101	5	502	6132	F	F	1.0000		Assistant Fire Marshall	67,628
101	5	502	6132	F	F	1.0000		Maintenance Officer	67,628
TOTAL 6132 EMPLOYEES						20.0000			\$ 1,295,870
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE						FULL/PART	UNION	POSITION	SALARY
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	61,301
101	5	502	6141	F	F	1.0000		Driver Operator	60,326
101	5	502	6141	F	F	1.0000		Driver Operator	60,047
101	5	502	6141	F	F	1.0000		Driver Operator	59,072
101	5	502	6141	F	F	1.0000		Driver Operator	59,072
101	5	502	6141	F	F	1.0000		Driver Operator	58,793
101	5	502	6141	F	F	1.0000		Driver Operator	58,514
101	5	502	6141	F	F	1.0000		Driver Operator	57,539
101	5	502	6141	F	F	1.0000		Driver Operator	57,539
101	5	502	6141	F	F	1.0000		Driver Operator	57,400
101	5	502	6141	F	F	1.0000		Driver Operator	56,982
101	5	502	6141	F	F	1.0000		Firefighter III	59,806
101	5	502	6141	F	F	1.0000		Firefighter III	58,990
101	5	502	6141	F	F	1.0000		Firefighter III	57,631
101	5	502	6141	F	F	1.0000		Firefighter III	57,631
101	5	502	6141	F	F	1.0000		Firefighter III	56,136
101	5	502	6141	F	F	1.0000		Firefighter III	56,136
101	5	502	6141	F	F	1.0000		Firefighter III	56,136
101	5	502	6141	F	F	1.0000		Firefighter III	56,000
101	5	502	6141	F	F	1.0000		Firefighter III	55,728

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE						FULL/PART	UNION	POSITION	SALARY
101	5	502	6141	F	F	1.0000		Firefighter III	55,592
101	5	502	6141	F	F	1.0000		Firefighter III	55,592
101	5	502	6141	F	F	1.0000		Firefighter III	55,592
101	5	502	6141	F	F	1.0000		Firefighter III	55,456
101	5	502	6141	F	F	1.0000		Firefighter III	55,456
101	5	502	6141	F	F	1.0000		Firefighter III	55,320
101	5	502	6141	F	F	1.0000		Firefighter III	54,369
101	5	502	6141	F	F	1.0000		Firefighter III	54,369
101	5	502	6141	F	F	1.0000		Firefighter III	54,369
101	5	502	6141	F	F	1.0000		Firefighter III	54,369
101	5	502	6141	F	F	1.0000		Firefighter III	54,369
101	5	502	6141	F	F	1.0000		Firefighter II	48,933
101	5	502	6141	F	F	1.0000		Firefighter II	48,933
101	5	502	6141	F	F	1.0000		Firefighter II	48,933
101	5	502	6141	F	F	1.0000		Firefighter II	48,933
101	5	502	6141	F	F	1.0000		Firefighter II	48,933
101	5	502	6141	F	F	1.0000		Firefighter II	48,933
101	5	502	6141	F	F	1.0000		Firefighter II	46,214
101	5	502	6141	F	F	1.0000		Firefighter II	46,214
101	5	502	6141	F	F	1.0000		Firefighter II	46,214
101	5	502	6141	F	F	1.0000		Firefighter II	46,214
101	5	502	6141	F	F	1.0000		Firefighter II	46,214
101	5	502	6141	F	F	1.0000		Firefighter I	43,495
101	5	502	6141	F	F	1.0000		Firefighter I	43,495
101	5	502	6141	F	F	1.0000		Firefighter I	8,495

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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TOTAL 6141 EMPLOYEES	56.0000		\$ 3,042,563
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TOTAL EMPLOYEES	90.0000		\$ 5,322,573
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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 and firefighter candidates attending a 12 week course at HACC.

101 5 502 6120 Fire – Salary Temporary

Salary for summer help or temporary personnel.

101 5 502 6130 Salary - Deputy Chief

Salaries of the Deputy Chiefs.

101 5 502 6131 Fire - Captains

Salaries of Battalion Chiefs, Fire Marshal and Captains.

101 5 502 6132 Fire - Lieutenants

Salaries of Assistant Fire Marshal, Maintenance Officer and Lieutenants.

101 5 502 6141 Firefighters

Salaries of Firefighters I, II and III.

101 5 502 6180 Acting Officers

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

101 5 502 6185 Overtime

This code is used to record expenditures to provide a reasonable level of

personnel for operations of 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 premiums for all Fire Bureau employees and uniformed retirees.

101 5 502 6203 Dental - Vision

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

101 5 502 6210 Uniform Maintenance Allowance

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

101 5 502 6230 Pension Contribution

This line represents the Minimum Municipal Obligation which the City must pay to the Fire Pension Fund. The Minimum Municipal Obligation

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

101 5 502 7141 PC Lease

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

101 5 502 7160 Rental of Parking Lot

This line item is used to cover expenses for parking spaces in rear of the 100 block of S. Queen St.

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, Self Contained Breathing Apparatus equipment, air cylinders, etc.

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.

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.

101 5 502 7370 Travel

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

101 5 502 7380 Miscellaneous Expenses

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

101 5 502 7410 Professional Services

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

101 5 502 7435 Labor Relations

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

101 5 502 7445 Training - School

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

101 5 502 7490 Civil Service Board

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

101 5 502 7603 Office Supplies

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

101 5 502 7606 Operating Supplies

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

101 5 502 7612 Uniforms

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

101 5 502 7624 Photo Laboratory

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

101 5 502 7642 Fire Prevention Supplies

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

101 5 502 7645 Protective Clothing

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

101 5 502 7654 Gasoline/Diesel

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

101 5 502 7672 Miscellaneous Vehicle Parts

This code is used to record the cost of maintenance and repair of apparatus, vans and cars. Included are normal preventive maintenance, purchase of tires, batteries, brakes and the specialized parts that are

procured locally or obtained from businesses that specialize in manufacturing or repairs of fire apparatus.

101 5 502 8200 Minor Equipment

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

101 5 502 8202 Safety Equipment

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

101 5 502 8220 Communication Equipment

This code is used to record the cost of 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 8270 Vehicles

This line reflects the cost to replace vehicles.

101 5 502 9240 Pension Debt - Interest

This line reflects the 2009 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 2009 principal payment for the 2006 Pension Bonds issued to cover the plan's unfunded actuarial liability

101 5 502 9400 Grants Match

This line reflects the local match requirement (20-30%) for future grant applications through the Federal Emergency Management Agency (FEMA). The grants will be used for the purchase of rescue and personal protective equipment.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
ECONOMIC DEVELOPMENT & NEIGHBORHOOD REVITALIZATION OFFICE OF THE DIRECTOR									
101 6 601 6109	SALARY-DIRECTOR	147,001	131,475	98,227	100,786	100,786	81,017	101,562	102,802
101 6 601 6115	SALARIED PERSONNEL	120,219	112,923	32,219	76,662	75,912	47,781	56,507	230,459
101 6 601 6120	SALARY TEMPORARY	0	79	0	0	0	0	0	0
101 6 601 6185	OVERTIME	574	567	499	0	750	422	750	750
101 6 601 6190	SICK LEAVE BONUS	300	550	0	0	0	0	0	550
101 6 601 6202	MEDICAL INSURANCE	0	0	370,814	413,000	403,922	339,893	380,622	419,238
101 6 601 6203	DENTAL-VISION	0	0	17,657	18,213	18,213	16,427	18,547	19,474
101 6 601 7141	PC LEASE	0	0	0	0	0	0	0	11,856
101 6 601 7230	MAINTENANCE- EQUIPMENT	178	211	160	300	300	267	275	300
101 6 601 7310	ADVERTISING	1,235	1,076	255	1,000	3,000	2,475	2,500	3,000
101 6 601 7320	DUES & SUBSCRIPTIONS	1,123	731	710	1,200	1,200	860	860	1,200
101 6 601 7340	POSTAGE	2,223	679	382	500	500	230	300	500
101 6 601 7350	PRINTING	1,196	846	722	2,000	2,000	703	750	2,000
101 6 601 7360	TELEPHONE	3,694	2,849	1,439	1,700	1,700	1,153	1,500	1,700
101 6 601 7370	TRAVEL	3,069	2,640	1,696	2,500	2,500	629	2,500	2,500
101 6 601 7380	MISCELLANEOUS EXPENSE	0	0	6,725	0	0	0	0	0
101 6 601 7410	PROFESSIONAL SERVICES	2,400	18	14,481	10,000	10,000	5,148	10,000	10,000
101 6 601 7445	TRAINING & SCHOOL	339	474	1,175	2,000	2,000	715	1,000	2,000
101 6 601 7603	OFFICE SUPPLIES	1,438	335	72	500	500	86	250	500
101 6 601 7606	OPERATING SUPPLIES	186	251	314	500	500	411	500	500
101 6 601 8110	CONTRIBUTION TO ECON DEVELOP.	24,166	22,000	105,548	125,000	123,000	106,845	120,000	70,000
101 6 601 8200	MINOR EQUIPMENT	241	2,978	0	1,000	1,000	295	350	500
TOTAL		309,582	280,682	653,095	756,861	747,783	605,357	698,773	879,829

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	102,802
TOTAL 6109 EMPLOYEES							1.0000	\$ 102,802
101	6	601	6115	F	M	1.0000	HOME/CDBG Unit Manager	61,547
101	6	601	6115	F	M	1.0000	Senior Grants Administrator	46,710
101	6	601	6115	F	M	1.0000	Economic Development Administrator	44,913
101	6	601	6115	F	M	1.0000	Housing Work Group Manager	43,172
101	6	601	6115	F	A	1.0000	Secretary I	34,117
TOTAL 6115 EMPLOYEES							5.0000	\$ 230,459
TOTAL EMPLOYEES							6.0000	\$ 333,261

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 6115 Salaried Personnel

Salary of the Economic Development Administrator, Housing Work Group Manager, Senior Grants Administrator, HOME/CDBG Unit Manager and Secretarial position 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, for RACL Board duties.

101 6 601 6190 Sick Leave Bonus

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

101 6 601 6202 Medical Insurance

Costs for health care premiums 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 lease costs for PCs and laptop computers for the Department of Economic Development and Neighborhood Revitalization staff.

101 6 601 7230 Maintenance of Equipment

For typewriter, fax, computer and printer repairs.

101 6 601 7310 Advertising

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

101 6 601 7320 Dues and Subscriptions

Annual dues for professional organizations including the International Economic Development Council, Pennsylvania Economic Development Association, and subscriptions to economic development periodicals, newsletters, and technical publications. Membership in National Association of Housing and Redevelopment Officials is also reflected in this line.

101 6 601 7340 Postage

Mailing costs and express mail 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. Also, costs associated with printing of promotional brochures, newsletters, and other marketing pieces, and for Department responsibilities including the Enterprise Zone program, report printing, and photocopying. Photocopying charges have increased due to more items needed for the Redevelopment Authority.

101 6 601 7360 Telephone

Share of phone and voice mail system.

101 6 601 7370 Travel

Travel costs necessary for business and industrial recruitment and retention, in conjunction with state and local governments, other businesses, and utility organizations as well as in-State travel.

101 6 601 7410 Professional Services

Professional services associated with redevelopment of land and buildings, including appraisal and environmental assessment costs, subdivision and land development expense, and the operation of established Economic Development programs. Also included are services required for implementation of the City's Tourism Development Plan.

101 6 601 7445 Training and School

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

101 6 601 7603 Office Supplies

Routine office materials such as report covers, files, computer disks, etc.

101 6 601 7606 Operating Supplies

This account reflects various operating supplies and expenses of the department.

101 6 601 8110 Contribution to Economic Development

This account reflects costs in support of marketing the City to businesses, retail recruitment and developing a tourism development program for downtown Lancaster. Membership fees to the Lancaster Economic Development Company and the Pennsylvania Dutch Convention and Visitors Bureau are also included.

101 6 601 8200 Minor Equipment

Funds required to purchase small office equipment.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PLANNING									
101 6 602 6110	SALARY BUREAU CHIEF	59,160	60,935	63,005	64,646	64,646	51,966	65,144	66,586
101 6 602 6115	SALARIED PERSONNEL	43,173	44,468	45,979	47,177	47,177	37,923	47,540	88,493
101 6 602 6190	SICK LEAVE BONUS	700	600	700	700	700	700	700	900
101 6 602 7230	MAINTENANCE- EQUIPMENT	50	60	0	200	200	0	100	100
101 6 602 7310	ADVERTISING	627	1,762	670	2,500	2,500	246	1,500	1,500
101 6 602 7320	DUES & SUBSCRIPTIONS	100	150	150	200	200	185	200	200
101 6 602 7330	MAP REPRODUCTION	258	229	356	600	600	179	400	600
101 6 602 7340	POSTAGE	382	273	313	400	400	209	400	400
101 6 602 7350	PRINTING	523	851	478	2,000	2,000	350	1,000	1,000
101 6 602 7360	TELEPHONE	730	760	772	800	800	664	800	800
101 6 602 7370	TRAVEL	105	110	218	2,000	2,000	163	1,000	1,000
101 6 602 7410	PROFESSIONAL SERVICES	0	125	0	500	500	0	500	500
101 6 602 7445	TRAINING & SCHOOL	222	300	0	1,500	1,500	275	1,000	1,445
101 6 602 7603	OFFICE SUPPLIES	410	203	310	400	400	169	400	400
101 6 602 7606	OPERATING SUPPLIES	623	279	696	900	900	502	900	700
101 6 602 8200	MINOR EQUIPMENT	922	774	51	1,000	1,000	643	1,000	1,000
TOTAL		107,985	111,879	113,698	125,523	125,523	94,174	122,584	165,624

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	66,586
TOTAL 6110 EMPLOYEES							1.0000	\$ 66,586
101	6	602	6115	F	M	1.0000	Senior Planner	48,592
101	6	602	6115	F	M	1.0000	Historic Preservation Specialist	39,901
TOTAL 6115 EMPLOYEES							2.0000	\$ 88,493
TOTAL EMPLOYEES							3.0000	\$ 155,079

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.

101 6 602 6190 Sick Leave Bonus

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

101 6 602 7230 Maintenance of Equipment

Repair and service costs for office equipment.

101 6 602 7310 Advertising

Legal notices for regular and special meetings of the Planning Commission, required legal notices for amendments of the Zoning Ordinance and Official Map, and other notices as required by law.

101 6 602 7320 Dues and Subscriptions

Professional membership dues, subscriptions or document purchases.

101 6 602 7330 Map Reproduction

Costs of computerized mapping, including cartridges, printheads, rolls of paper, and other supplies for printer-plotter, purchase of cartridges and other supplies for color printer, and other map reproduction costs. Additional printing of new Zoning maps are anticipated at end of year, following anticipated Zoning Ordinance amendment.

101 6 602 7340 Postage

Mailing costs for non-CDBG-eligible items, such as Planning Commission agendas and minutes, documents requested by developers and property owners, information requested by citizens, and notices required by law.

101 6 602 7350

Printing

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

101 6 602 7360

Telephone

Cost of telephone use and voice mail.

101 6 602 7370

Travel

Travel for attendance at planning-related meetings, workshops and conferences, and for inspections of land development sites. Additional travel related to Census 2010 workshops/training is anticipated.

101 6 602 7410

Professional Services

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

101 6 602 7445

Training and School

Training to improve computer and other technical skills, and participation at seminars/workshops related to the responsibilities of the Bureau of Planning and Planning Commission, such as Census 2010 preparation.

101 6 602 7603

Office Supplies

Cost of paper, envelopes, tablets, file folders, 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 8200

Minor Equipment

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF CODE COMPLIANCE & INSPECTIONS									
101 6 603 6110	SALARY BUREAU CHIEF	48,588	50,045	53,816	55,218	55,218	44,387	55,643	63,997
101 6 603 6115	SALARIED PERSONNEL	636,907	647,746	758,533	844,480	834,885	635,653	830,693	847,353
101 6 603 6120	SALARY TEMPORARY	0	8,316	3,793	0	9,595	8,175	8,175	0
101 6 603 6185	OVERTIME	166	171	240	0	0	10	10	0
101 6 603 6190	SICK LEAVE BONUS	450	500	400	250	250	250	250	400
101 6 603 7230	MAINTENANCE- EQUIPMENT	842	757	987	1,250	1,250	556	718	7,800
101 6 603 7310	ADVERTISING	7,771	8,102	9,064	8,500	8,175	7,265	8,000	9,000
101 6 603 7320	DUES & SUBSCRIPTIONS	502	447	943	1,600	1,300	643	870	900
101 6 603 7340	POSTAGE	2,007	3,288	3,303	4,500	4,500	2,444	4,500	4,700
101 6 603 7350	PRINTING	2,628	5,194	3,270	5,600	5,925	2,412	3,700	5,700
101 6 603 7360	TELEPHONE	9,176	9,344	10,433	10,300	10,100	7,441	9,950	10,800
101 6 603 7370	TRAVEL	9,818	9,438	9,227	8,000	8,000	6,992	8,000	3,500
101 6 603 7405	ABATEMENT OF NUISANCES	2,330	340	0	2,000	40,881	6,550	7,000	45,000
101 6 603 7410	PROFESSIONAL SERVICES	3,984	4,731	3,713	4,500	4,500	3,350	4,000	4,500
101 6 603 7440	CONTRACT SERVICES	4,100	3,727	3,499	4,000	4,000	2,566	3,500	4,000
101 6 603 7445	TRAINING/SCHOOL	860	680	3,433	3,000	3,000	553	1,500	3,500
101 6 603 7485	PLUMBING BD. EXPENSE	300	200	350	300	300	200	375	350
101 6 603 7495	ZONING BOARD EXPENSE	251	155	268	300	419	113	200	250
101 6 603 7603	OFFICE SUPPLIES	976	819	973	1,000	1,200	1,081	1,200	1,200
101 6 603 7606	OPERATING SUPPLIES	1,421	2,413	717	1,000	2,300	1,337	1,450	6,300
101 6 603 8200	MINOR EQUIPMENT	851	108	105	2,000	11,078	2,110	10,730	6,700
TOTAL		733,928	756,521	867,067	957,798	1,006,876	734,088	960,464	1,025,950

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	63,997
TOTAL 6110 EMPLOYEES						1.0000		\$ 63,997
101	6	603	6115	F	M	1.0000	Bldg Code Official - Design Review	56,875
101	6	603	6115	F	M	1.0000	Zoning Officer	44,912
101	6	603	6115	F	M	1.0000	Health Inspector	41,238
101	6	603	6115	F	M	1.0000	Housing Inspector II	39,901
101	6	603	6115	F	M	1.0000	Health Inspector	39,901
101	6	603	6115	F	M	1.0000	Plumbing Inspector	24,179
101	6	603	6115	F	M	1.0000	Electrical Inspector	23,669
101	6	603	6115	F	A	1.0000	Housing/Building Inspector	40,652
101	6	603	6115	F	A	1.0000	Building Inspector	21,140
101	6	603	6115	F	A	1.0000	Bld/Plumbing Clerk III	34,117
101	6	603	6115	F	A	1.0000	Secretary I	34,117
101	6	603	6115	F	A	1.0000	Housing Inspector I	38,090
101	6	603	6115	F	A	1.0000	Housing Inspector I	38,090
101	6	603	6115	F	A	1.0000	Housing Inspector I	37,340
101	6	603	6115	F	A	1.0000	Housing Inspector I	37,340
101	6	603	6115	F	A	1.0000	Housing Inspector I	35,904
101	6	603	6115	F	A	1.0000	Housing Inspector I	35,200
101	6	603	6115	F	A	1.0000	Housing Inspector I	35,200
101	6	603	6115	F	A	1.0000	Housing Inspector I	35,200
101	6	603	6115	F	A	1.0000	Housing Inspector I	35,200
101	6	603	6115	F	A	1.0000	Clerk Typist II	30,679

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE						FULL/PART	UNION	POSITION	SALARY
101	6	603	6115	F	A			1.0000 Clerk Typist II	29,991
101	6	603	6115	F	A			1.0000 Clerk Typist II	29,499
101	6	603	6115	F	A			1.0000 Clerk Typist II	28,920
TOTAL 6115 EMPLOYEES								24.0000	\$ 847,353
TOTAL EMPLOYEES								25.0000	\$ 911,350

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.

101 6 603 6120 Salary Temporary

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

101 6 603 6185 Overtime

Overtime for bureau staff.

101 6 603 6190 Sick Leave Bonus

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

101 6 603 7230 Maintenance – Equipment

Repair and service costs for office equipment.

101 6 603 7310 Advertising

Cost of required public notices and legal ads for building code and zoning ordinance appeals and plumbing board meetings.

101 6 603 7320 Dues and Subscriptions

Membership fees for professional code enforcement organizations (ICC) and subscriptions to trade publication and State certification registration.

101 6 603 7340 Postage

Mailing of licenses, permits, notices and enforcement orders.

101 6 603 7350 Printing

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

101 6 603 7360 Telephone

Bureau share of phone line and cellular charges.

101 6 603 7370 Travel

Mileage reimbursement, costs for employees to attend code training seminars. Statewide building code mandates certification of inspectors. Travel for Housing Inspector testing and training is at remote sites.

101 6 603 7405 Abatement of Nuisances

This line item covers the costs for the clean-up, moving, or boarding-up of properties.

101 6 603 7410 Professional Services

Cost of legal fees and stenographer for appeals and Zoning Hearing Board.

101 6 603 7440 Contract Services

County billing for weights and measures inspections of scales and pumps in the City of Lancaster.

101 6 603 7445 Training/School

Costs for employees to attend training events, seminars and testing as mandated by the statewide building code.

101 6 603 7485 Plumbing Board Expense

Fees paid to testing organization for proctoring.

101 6 603 7495

Zoning Hearing Board Expense

Costs for light suppers for Board members and staff when Zoning Hearing Board agendas require two sessions on the same night.

101 6 603 7603

Office Supplies

Routine office supply costs.

101 6 603 7606

Operating Supplies

Purchase office supplies and forms. Supplies for digital camera operation. Supplies for printers for support staff.

101 6 603 8200

Minor Equipment

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
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NEIGHBORHOOD REVITALIZATION UNIT

101 6 605 6110	SALARY-MANAGER	31,451	37,982	42,497	43,604	43,604	35,051	43,940	44,912
101 8 605 6115	SALARIED PERSONNEL	0	0	0	0	0	0	0	104,105
101 6 605 6185	OVERTIME	51	0	0	0	0	0	0	0
101 6 605 6190	SICK LEAVE BONUS	0	0	50	0	0	0	0	200
101 6 605 7310	ADVERTISING	0	0	0	500	500	0	0	0
101 6 605 7340	POSTAGE	152	62	32	100	100	91	100	200
101 6 605 7350	PRINTING	84	112	96	500	500	150	225	500
101 6 605 7360	TELEPHONE	649	567	534	600	600	296	600	600
101 6 605 7370	TRAVEL	0	627	89	1,000	1,000	171	175	600
101 6 605 7445	TRAINING & SCHOOL	0	275	50	500	500	0	0	0
101 6 605 7603	OFFICE SUPPLIES	150	130	111	150	150	83	150	140

TOTAL	32,537	39,755	43,459	46,954	46,954	35,842	45,190	151,257
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TOTAL ECON DEV & NEIGH REVIT	1,184,032	1,188,837	1,677,319	1,887,136	1,927,136	1,469,461	1,827,011	2,222,660
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**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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NEIGHBORHOOD REVITALIZATION UNIT

101	6	605	6110	F	M	1.0000	Manager	44,912
TOTAL 6110 EMPLOYEES							1.0000	\$ 44,912
101	6	605	6115	F	A	1.00	Rehab / Lead Specialist III	43,285
101	6	605	6115	F	A	1.00	Clerk Typist I	26,552
101	6	605	6115	F	A	1.00	HNRU Assistant	34,268
TOTAL 6115 EMPLOYEES							3.0000	\$ 104,105
TOTAL EMPLOYEES							4.0000	\$ 149,017

DEPARTMENT OF ECONOMIC DEVELOPMENT AND NEIGHBORHOOD REVITALIZATION

BUREAU: NEIGHBORHOOD REVITALIZATION DIVISION

101 6 605 6110 Salary – Manager

Salary of the Manager of the Neighborhood Revitalization Division.

101 6 605 6115 Salaried Personnel

Salary of the Neighborhood Revitalization staff.

101 6 605 6190 Sick Leave Bonus

Sick leave bonus earned by the Neighborhood Revitalization staff for attendance in the prior year.

101 6 605 7310 Advertising

Cost of advertising neighborhood association alerts; neighborhood meeting notices; semi-annual newsletter, etc.

101 6 605 7340 Postage

Postage costs to mail neighborhood association alerts; neighborhood meeting notices; semi-annual newsletter, etc.

101 6 605 7350 Printing

Cost of printing for neighborhood association alerts; neighborhood meeting notices; semi-annual newsletter, etc.

101 6 605 7360 Telephone

Cost of desk phone lines and one cellular phone for Administrator.

101 6 605 7370 Travel

Reimbursement to Administrator for City use of personal vehicle and mileage reimbursement and costs related to training opportunities.

101 6 605 7445

Training and School

Tuition fees for training opportunities for the Administrator.

101 6 605 7603

Office Supplies

Paper, pens, tablets, folders, copy paper, etc. associated with the daily office and operating costs conducted by the Administrator.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
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**PUBLIC WORKS
OFFICE OF THE DIRECTOR**

101 8 810 6109	SALARY-DIRECTOR	83,013	88,935	105,405	108,152	108,152	86,937	108,984	110,315
101 8 810 6115	SALARIED PERSONNEL	32,765	33,748	34,895	35,804	35,804	28,764	36,063	36,878
101 8 810 6190	SICK LEAVE BONUS	50	50	50	0	0	0	0	300
101 8 810 6202	MEDICAL INSURANCE	0	0	638,486	705,000	705,000	541,923	595,873	660,302
101 8 810 6203	DENTAL-VISION	0	0	28,558	29,250	29,250	26,833	30,200	31,710
101 8 810 7141	PC LEASE	0	0	0	0	0	0	0	6,063
101 8 810 7230	MAINTENANCE- EQUIPMENT	0	0	85	150	90	0	100	150
101 8 810 7320	DUES & SUBSCRIPTIONS	505	535	294	400	400	302	303	400
101 8 810 7340	POSTAGE	93	93	187	150	210	181	210	200
101 8 810 7350	PRINTING	385	320	501	350	350	215	290	350
101 8 810 7360	TELEPHONE	1,056	1,108	1,114	1,200	1,200	919	1,110	1,200
101 8 810 7370	TRAVEL	0	0	1,198	1,500	1,500	1,443	1,500	1,500
101 8 810 7603	OFFICE SUPPLIES	639	512	311	695	695	199	300	700
101 8 810 8200	MINOR EQUIPMENT	0	786	746	0	0	0	0	0

TOTAL	118,506	126,087	811,830	882,651	882,651	687,716	774,933	850,068
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**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	110,315
TOTAL 6109 EMPLOYEES						1.0000		\$ 110,315
101	8	810	6115	F	M	1.0000	Secretary II	36,878
TOTAL 6115 EMPLOYEES						1.0000		\$ 36,878
TOTAL EMPLOYEES						2.0000		\$ 147,193

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.

101 8 810 6190 Sick Leave Bonus

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

101 8 810 6202 Medical Insurance

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

101 8 810 6203 Dental/Vision

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

101 8 810 7141 PC Lease

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

101 8 810 7230 Maintenance of Equipment

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

101 8 810 7320 Dues & Subscriptions

Subscription for City members in the American Public Works Association. The membership fee entitles the Department to 10 memberships. This item also covers the cost of miscellaneous Public Works subscriptions, memberships and professional fees.

101 8 810 7340

Postage

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

101 8 810 7350

Printing

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

101 8 810 7360

Telephone

Telephone costs for the Director's Office and the phones installed in the Emergency Operations Center, located in City Hall, as required by the Emergency Management Plan.

101 8 810 7370

Travel

The Director is a member in the American Public Works Association (APWA). The Director will attend the 2009 APWA Congress and Equipment Show. This national conference covers new concepts in various public works fields through educational sessions, new types of equipment and materials on the market, and provides opportunity to exchange ideas with other Public Works officials. This item also covers any additional travel costs incurred for meetings with State and Federal Agencies and industry conferences to implement developing regulations.

101 8 810 7603

Office Supplies

Office supplies for the office of the Director.

101 8 810 8200

Minor Equipment

There is no minor equipment scheduled to be purchased in 2009.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF ENGINEERING									
101 8 820 6110	SALARY BUREAU CHIEF	61,533	63,379	84,112	67,239	9,718	0	0	55,218
101 8 820 6115	SALARIED PERSONNEL	98,918	102,626	106,725	109,359	109,359	90,340	110,367	112,790
101 8 820 6190	SICK LEAVE BONUS	350	350	350	350	350	0	0	0
101 8 820 7180	RENTAL OF UNIFORMS	428	389	385	420	420	308	420	420
101 8 820 7230	MAINTENANCE- EQUIPMENT	0	50	840	900	900	840	840	900
101 8 820 7290	MAINTENANCE- VEHICLES	419	500	0	500	500	500	500	500
101 8 820 7320	DUES & SUBSCRIPTIONS	230	295	0	400	400	0	0	0
101 8 820 7340	POSTAGE	943	955	2,014	1,940	1,940	1,107	1,500	1,600
101 8 820 7350	PRINTING	80	247	178	500	500	96	300	500
101 8 820 7360	TELEPHONE	1,868	2,394	2,296	2,150	2,150	1,361	1,800	2,000
101 8 820 7370	TRAVEL	74	559	1,240	1,200	1,200	792	800	1,200
101 8 820 7410	PROFESSIONAL SERVICES	6,738	22,324	6,117	2,500	60,021	58,521	80,000	2,500
101 8 820 7445	TRAINING - SCHOOL	189	284	395	500	500	100	100	500
101 8 820 7603	OFFICE SUPPLIES	455	486	521	650	850	725	850	850
101 8 820 7606	OPERATING SUPPLIES	2,496	849	583	800	600	341	375	450
101 8 820 8200	MINOR EQUIPMENT	4,631	970	0	900	900	0	0	750
101 8 820 8202	SAFETY EQUIPMENT	0	0	0	300	300	150	150	150
TOTAL		179,352	196,657	205,756	190,608	190,608	155,181	198,002	180,328

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
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BUREAU OF ENGINEERING

101	8	820	6110	F	M	1.0000	Civil Engineer	55,218
TOTAL 6110 EMPLOYEES							1.0000	\$ 55,218
101	8	820	6115	F	A	1.0000	Engineering Aide III/Draftsman	41,333
101	8	820	6115	F	A	1.0000	Engineering Aide II/Draftsman	37,340
101	8	820	6115	F	A	1.0000	Secretary I	34,117
TOTAL 6115 EMPLOYEES							3.0000	\$ 112,790
TOTAL EMPLOYEES							4.0000	\$ 168,008

DEPARTMENT OF PUBLIC WORKS

BUREAU: **ENGINEERING**

101 8 820 6110 **Salary Bureau Chief**

Salary of the Civil Engineer.

101 8 820 6115 **Salaried Personnel**

Salaries of the Engineering Bureau staff.

101 8 820 6190 **Sick Leave Bonus**

Sick leave bonus for Bureau staff for attendance.

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 van #89 and auto #77, including any emissions monitoring/control requirements.

101 8 820 7320 **Dues and Subscriptions**

Dues for professional organizations, manuals, publications, 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, specifications, permits, notices and other correspondence during the course of the year. Includes operating costs of

copier machine. Publication of revised Engineering Curb and Sidewalk Specifications along with adopted Streetscape Guidelines.

101 8 820 7360 Telephone

Includes monthly desk and cell telephone charges.

101 8 820 7370 Travel

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

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.

101 8 820 7445 Training & School

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

101 8 820 7603 Office Supplies

Office supplies for the engineering office, including printer cartridges.

101 8 820 7606 Operating Supplies

Print machine toner cartridges, paper, fax machine supplies, drafting materials, tools, survey supplies, markout paint, digital camera items, and petty cash. Digital camera purchase included.

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 2 employees, traffic cones, safety vests, hard hats and other items associated with safety.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF STREETS - ADMINISTRATION									
101 8 841 6110	SALARY BUREAU CHIEF	5,414	26,414	0	27,968	2,968	0	0	28,808
101 8 841 6115	SALARIED PERSONNEL	29,759	30,874	31,919	32,752	32,752	25,331	33,026	0
101 8 841 6185	OVERTIME	0	863	169	1,000	1,000	0	200	1,000
101 8 841 6190	SICK LEAVE BONUS	0	0	0	0	0	0	0	0
101 8 841 7180	RENTAL OF UNIFORMS	5,360	4,890	5,033	5,400	5,400	3,729	5,400	5,400
101 8 841 7230	MAINTENANCE- EQUIPMENT	208	287	2,075	300	300	210	300	300
101 8 841 7290	MAINTENANCE- VEHICLES	70,584	60,445	75,262	70,000	70,000	64,822	70,000	70,000
101 8 841 7340	POSTAGE	15	45	0	0	0	0	0	0
101 8 841 7350	PRINTING	121	177	157	200	200	136	200	200
101 8 841 7360	TELEPHONE	3,761	3,928	3,911	4,150	4,150	2,489	4,150	4,870
101 8 841 7370	TRAVEL	0	984	1,200	1,200	1,200	1,105	1,200	1,200
101 8 841 7440	CONTRACT SERVICES	0	0	0	850	850	653	850	850
101 8 841 7445	TRAINING & SCHOOL	437	480	488	500	500	370	370	500
101 8 841 7603	OFFICE SUPPLIES	433	506	441	595	595	595	595	595
101 8 841 7606	OPERATING SUPPLIES	2,446	2,215	2,591	2,600	2,600	1,087	2,600	2,600
101 8 841 7654	GASOLINE	37,512	40,895	52,000	40,000	60,000	45,878	60,000	60,000
101 8 841 8200	MINOR EQUIPMENT	2,683	1,365	898	2,300	1,355	707	2,300	1,500
101 8 841 8202	SAFETY EQUIPMENT	0	1,780	2,996	3,000	3,000	1,958	3,000	3,000
TOTAL		158,733	176,148	179,140	192,815	186,870	149,070	184,191	180,823

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	8	841	6110	F	M	0.4000	Operations Manager	28,808
TOTAL 6110 EMPLOYEES							0.4000	\$ 28,808

DEPARTMENT OF PUBLIC WORKS

BUREAU: STREETS - ADMINISTRATION

101 8 841 6110 Salary Bureau Chief

Salary of a newly created position, Operations Manager, which will have oversight of Streets, Engineering and the Engineering staff in the Water/Wastewater group.

101 8 841 6115 Salaried Personnel

Salary of the Bureau secretary.

101 8 841 6185 Overtime

Streets Administration Bureau overtime compensation for snow and ice storms and other emergencies.

101 8 841 6190 Sick Leave Bonus

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

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 7340 Postage

Postage and departmental mailing expenses.

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 the road program.

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, etc.

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.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF STREETS - STREET CLEANING									
101 8 842 6115	SALARIED PERSONNEL	252,671	238,535	251,692	285,107	285,107	229,159	286,651	298,301
101 8 842 6185	OVERTIME	13,577	12,446	11,220	13,000	13,000	3,379	5,200	13,000
101 8 842 7450	SOLID WASTE DISPOSAL	45,321	39,241	40,707	45,000	45,000	42,282	50,000	50,000
101 8 842 7606	OPERATING SUPPLIES	1,993	1,882	1,395	2,000	2,000	1,343	2,000	2,000
101 8 842 8256	EQUIPMENT-LEASE PURCHASE	41,668	41,837	43,845	58,790	57,829	57,829	57,829	57,829
TOTAL		355,230	333,941	348,859	403,897	402,936	333,992	401,680	421,130

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	8	842	6115	F	M	1.0000	Operations Supervisor	61,547
101	8	842	6115	F	A	1.0000	Equipment Operator II	36,295
101	8	842	6115	F	A	1.0000	Equipment Operator II	35,580
101	8	842	6115	F	A	1.0000	Equipment Operator II	35,580
101	8	842	6115	F	A	1.0000	Equipment Operator II	35,580
101	8	842	6115	F	A	1.0000	Equipment Operator II	33,541
101	8	842	6115	F	A	1.0000	Laborer	30,679
101	8	842	6115	F	A	1.0000	Laborer	29,499
TOTAL 6115 EMPLOYEES						8.0000		\$ 298,301

DEPARTMENT OF PUBLIC WORKS

BUREAU: STREETS - STREET CLEANING

101 8 842 6115 Salaried Personnel

Salaries for the street cleaning personnel.

101 8 842 6185 Overtime

Street cleaning personnel overtime expenses generated by snow and ice emergencies.

101 8 842 7450 Solid Waste Disposal

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

101 8 842 7606 Operating Supplies

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

101 8 842 8256 Equipment-Lease Purchase

Annual obligations under 5-year leases for three street sweepers, one procured in 2006, one in 2007 and one in 2008.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF STREETS - STREET MAINTENANCE									
101 8 843 6115	SALARIED PERSONNEL	241,722	300,176	299,014	362,514	362,514	266,216	350,631	374,462
101 8 843 6185	OVERTIME	14,044	9,959	12,853	17,500	17,500	3,914	7,000	17,500
101 8 843 7606	OPERATING SUPPLIES	3,479	3,270	2,374	3,500	3,500	2,962	3,500	3,500
101 8 843 7684	ROAD MATERIALS	749	793	781	1,500	111	111	1,500	1,500
101 8 843 7690	CONSTRUCTION MATERIALS	856	998	945	1,000	685	685	1,000	1,000
TOTAL		260,850	315,196	315,967	386,014	384,310	273,888	363,631	397,962

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	46,710
101	8	843	6115	F	A	1.0000	Equipment Operator II	36,295
101	8	843	6115	F	A	1.0000	Equipment Operator II	35,996
101	8	843	6115	F	A	1.0000	Equipment Operator I	33,576
101	8	843	6115	F	A	1.0000	Equipment Operator I	33,253
101	8	843	6115	F	A	1.0000	Equipment Operator I	32,285
101	8	843	6115	F	A	1.0000	Equipment Operator I	32,285
101	8	843	6115	F	A	1.0000	Maintenance Worker	33,109
101	8	843	6115	F	A	1.0000	Maintenance Worker	30,596
101	8	843	6115	F	A	1.0000	Laborer	30,858
101	8	843	6115	F	A	1.0000	Laborer	29,499

TOTAL 6115 EMPLOYEES

11.0000

\$ 374,462

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 inlet grates, frames, bricks, sand, cement, pipe and pre-cast inlets.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF STREETS TRAFFIC SECTION									
101 8 830 6115	SALARIED PERSONNEL	133,983	136,889	141,614	146,601	146,601	120,882	149,879	151,340
101 8 830 6185	OVERTIME	1,549	1,065	2,877	2,000	2,500	2,514	2,600	2,000
101 8 830 6190	SICK LEAVE BONUS	350	350	350	350	350	350	350	350
101 8 830 7180	RENTAL OF UNIFORMS	731	526	864	850	850	622	850	850
101 8 830 7230	MAINTENANCE- EQUIPMENT	1,204	1,000	313	1,000	1,000	807	1,000	1,000
101 8 830 7290	MAINTENANCE-VEHICLES	2,768	3,510	3,507	3,200	2,200	1,495	1,700	3,200
101 8 830 7320	DUES & SUBSCRIPTIONS	0	0	120	0	0	0	0	0
101 8 830 7350	PRINTING	0	153	0	0	0	0	0	0
101 8 830 7360	TELEPHONE	1,221	1,198	1,108	1,200	1,200	662	1,200	1,200
101 8 830 7370	TRAVEL	763	193	977	850	850	850	850	850
101 8 830 7410	CONSULTANT SERVICES	4,571	11,159	5,135	6,000	4,500	2,081	6,000	6,000
101 8 830 7440	CONTRACT SERVICES	16,911	39,135	20,072	21,000	28,609	21,001	25,000	25,000
101 8 830 7445	TRAINING - SCHOOL	750	635	800	800	800	750	800	800
101 8 830 7540	STREET LIGHTING-ELECTRICITY	527,819	553,693	589,085	570,000	570,000	536,047	715,000	740,000
101 8 830 7545	TRAFFIC SIGNALS ELECTRICITY	983	1,008	1,457	1,400	1,400	962	1,400	1,400
101 8 830 7603	OFFICE SUPPLIES	75	114	259	300	300	283	300	300
101 8 830 7606	OPERATING SUPPLIES	2,583	2,853	2,698	2,700	2,700	1,986	2,700	2,700
101 8 830 7654	GASOLINE	5,361	6,238	6,228	6,500	9,500	8,195	9,500	9,500
101 8 830 7678	SIGN MATERIALS	16,033	12,546	20,492	25,000	24,500	18,386	25,000	25,000
101 8 830 7681	MARKING MATERIAL	1,754	5,841	8,966	12,000	12,000	9,813	12,000	22,000
101 8 830 7687	TRAFFIC SIGNAL PARTS	8,680	7,628	9,855	10,000	10,000	8,049	8,000	1,200
101 8 830 8200	MINOR EQUIPMENT	8,834	1,867	2,232	2,500	2,500	641	2,500	2,500
101 8 830 8245	ST. LIGHT STANDARDS	3,962	0	8,510	4,000	2,500	2,258	4,000	4,000
TOTAL		740,885	787,601	827,519	818,251	824,860	738,634	970,629	1,001,190

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	44,912
101	8	830	6115	F	A	1.0000	Alarm & Signal Technician I	39,855
101	8	830	6115	F	A	1.0000	Traffic Sign & Mark Utility Op	34,116
101	8	830	6115	F	A	1.0000	Traffic Sign & Markings	32,457
TOTAL 6115 EMPLOYEES						4.0000		\$ 151,340

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 6190 Sick Leave Bonus

Sick leave bonus awarded to employees for attendance during the prior year.

101 8 830 7180 Rental of Uniforms

Uniforms for four Traffic Section personnel under this program.

101 8 830 7230 Maintenance of Equipment

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

101 8 830 7290 Maintenance of Vehicles

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

101 8 830 7360 Telephone

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

101 8 830 7370

Travel

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

101 8 830 7410

Consultant Services

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

101 8 830 7440

Contract Services

Emergency repair, parts and maintenance of all City traffic signals and decorative street lights in the downtown area. This line item also includes centerline paint striping by a contractor, chemical disposal costs, contractor application of thermal plastic pavement markings and tree trimming services. The painting of downtown traffic signal mast arms and poles by a private contractor is also included. Internet provider costs are included.

101 8 830 7445

Training - School

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

101 8 830 7540

Street Lighting - Electricity

Electrical power for street lights.

101 8 830 7545

Traffic Signals Electricity

Electrical power for school flashers and warning devices.

101 8 830 7603

Office Supplies

Office supplies for the traffic section.

101 8 830 7606

Operating Supplies

Purchase of tools, spray paint, crayons, sakrete (cement), rope, temporary signs, road tubes for traffic counters, photographic supplies, and other supplies needed for daily operations. Janitorial supplies for sign shop. Petty cash is included.

101 8 830 7654

Gasoline

Gasoline, diesel, lubricants and motor oil.

101 8 830 7678

Sign Materials

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

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

101 8 830 7681

Marking Materials

All marking supplies need to be replaced yearly due to the limited shelf life.

- Crosswalk striping - it is anticipated that 400 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 I of Five phases of the New Crosswalk Project which will be using plastic application instead of paint.

101 8 830 7687

Traffic Signal Parts

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

101 8 830 8200

Minor Equipment

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

101 8 830 8245

Street Light Standards

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF STREETS MOTOR VEHICLES SECTION									
101 8 850 6115	SALARIED PERSONNEL	111,481	112,948	133,955	143,467	143,467	118,088	144,435	148,454
101 8 850 6185	OVERTIME	1,371	368	2,839	2,000	2,000	205	2,000	2,000
101 8 850 6201	EDUCATIONAL INCENTIVE	1,700	1,590	1,924	2,500	2,500	1,119	2,000	2,500
101 8 850 7220	MAINTENANCE- COMMUNICATIONS	49	100	38	100	100	0	100	100
101 8 850 7230	MAINTENANCE- EQUIPMENT	0	150	0	150	150	0	150	150
101 8 850 7290	MAINTENANCE- VEHICLES	3,296	3,751	3,945	4,000	4,000	3,997	4,000	4,000
101 8 850 7340	POSTAGE	44	50	30	50	50	50	50	0
101 8 850 7350	PRINTING	400	500	454	500	500	500	500	500
101 8 850 7360	TELEPHONE	920	1,060	914	1,100	1,100	714	1,100	1,100
101 8 850 7445	TRAINING - SCHOOL	190	40	540	500	500	90	90	500
101 8 850 7603	OFFICE SUPPLIES	383	486	358	525	525	525	525	525
101 8 850 7606	OPERATING SUPPLIES	2,114	2,489	2,485	2,500	2,500	2,485	2,500	2,500
101 8 850 7654	GAS,OIL,DIESEL	8,391	10,464	10,703	11,000	13,000	11,367	13,000	11,000
101 8 850 7663	TIRES & BATTERIES	943	1,089	1,182	1,300	1,300	1,127	1,300	1,300
101 8 850 7672	VEHICLE PARTS	2,476	718	2,467	2,700	2,700	1,536	2,700	2,700
101 8 850 7674	TRANSMISSION/HYDRAULIC	25	2,233	800	800	800	0	800	800
101 8 850 8200	MINOR EQUIPMENT	8,255	9,839	8,271	10,000	10,000	7,564	10,000	10,000
101 8 850 8270	VEHICLE PURCHASE	0	20,000	0	0	0	0	0	0
TOTAL		142,038	167,875	170,905	183,192	185,192	149,367	185,250	188,129
TOTAL BUREAU OF STREETS		1,657,736	1,780,761	1,842,390	1,984,169	1,984,168	1,644,951	2,105,381	2,189,234

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	40,923
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	38,090
101	8	850	6115	F	A	1.0000	Automotive Mechanic II	35,324
101	8	850	6115	F	A	1.0000	Secretary I	34,117
TOTAL 6115 EMPLOYEES						4.0000		\$ 148,454

DEPARTMENT OF PUBLIC WORKS

BUREAU: STREETS - MOTOR VEHICLES SECTION

101 8 850 6115 Salaried Personnel

Salaries for the motor vehicles personnel.

101 8 850 6185 Overtime

Overtime expenses anticipated for snow and ice emergency operations.

101 8 850 6201 Educational Incentive

Expenses for Certification Incentive Program for three mechanics.

101 8 850 7220 Maintenance of Communications Equipment

Radio maintenance for the Motor Vehicles Section.

101 8 850 7230 Maintenance of Equipment

Expenses to maintain a typewriter, calculator and adding machine.

101 8 850 7290 Maintenance of Vehicles

Repairs for Motor Vehicles and Administrative fleet.

101 8 850 7340 Postage

Postage expenses for the Motor Vehicles Section.

101 8 850 7350 Printing

Contracted printing required by the Motor Vehicles Section.

101 8 850 7360 Telephone

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

101 8 850 7445 Training - School

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

101 8 850 7603 Office Supplies

Expenses for miscellaneous office and copier supplies.

101 8 850 7606 Operating Supplies

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

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

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

101 8 850 7663 Tires and Batteries

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

101 8 850 7672 Vehicle Parts

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

101 8 850 7674 Transmission/Hydraulic

Expenses of outside transmission and hydraulic repairs.

101 8 850 8200 Minor Equipment

Replacement of vehicle lift. Annual fee for the All Data Computer System, Emissions Machine and Diagnostic up dates.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PARKS - ADMINISTRATION									
101 8 860 6110	SALARY BUREAU CHIEF	27,781	13,207	0	13,984	12,735	0	0	14,404
101 8 860 6115	SALARIED PERSONNEL	17,399	34,426	39,177	32,752	32,752	27,131	33,123	33,779
101 8 860 6120	SALARIED TEMPORARY	9,961	0	0	0	0	0	0	0
101 8 860 6185	OVERTIME	133	18	125	100	226	133	133	100
101 8 860 6190	SICK LEAVE BONUS	800	400	450	400	400	300	300	500
101 8 860 7180	RENTAL OF UNIFORMS	4,238	4,224	4,655	4,800	4,800	4,036	4,800	6,100
101 8 860 7230	MAINTENANCE- EQUIPMENT	15	0	0	102	102	0	0	0
101 8 860 7290	VEHICLE MAINTENANCE	20,922	16,962	32,351	30,900	30,774	12,131	20,000	20,000
101 8 860 7310	ADVERTISING	1,205	2,226	850	2,000	3,249	3,249	3,249	2,000
101 8 860 7340	POSTAGE	231	281	256	360	360	264	360	360
101 8 860 7350	PRINTING	0	26	0	30	30	0	0	30
101 8 860 7360	TELEPHONE	2,756	3,150	2,869	2,800	2,800	2,181	2,800	2,800
101 8 860 7370	TRAVEL	175	58	698	700	801	801	801	700
101 8 860 7410	PROFESSIONAL SERVICES	0	0	2,200	0	0	0	0	0
101 8 860 7440	CONTRACTED SERVICES	746	587	0	800	699	0	0	800
101 8 860 7450	SOLID WASTE DISPOSAL	22,138	24,030	23,033	25,000	25,000	22,080	25,000	10,000
101 8 860 7455	RECYCLING CONTRACT	3,760	4,190	2,486	4,080	3,442	1,286	4,000	4,000
101 8 860 7603	OFFICE SUPPLIES	1,182	1,513	1,128	1,000	1,638	1,411	1,600	1,000
101 8 860 7654	GASOLINE	25,709	29,867	37,000	30,000	45,000	37,853	45,000	45,000
101 8 860 8200	MINOR EQUIPMENT	1,609	1,409	660	1,400	1,400	568	1,400	1,400
TOTAL		140,760	136,574	147,938	151,208	166,208	113,424	142,566	142,973

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	8	860	6110	F	M	0.2000	Operations Manager	14,404
TOTAL 6110 EMPLOYEES							0.2000	\$ 14,404
101	8	860	6115	F	A	1.0000	Secretary I	33,779
TOTAL 6115 EMPLOYEES							1.0000	\$ 33,779
TOTAL EMPLOYEES							1.2000	\$ 48,183

DEPARTMENT OF PUBLIC WORKS

BUREAU: PARKS AND PUBLIC PROPERTY - ADMINISTRATION

101 8 860 6110 Salary Bureau Chief

Salary of the Parks and Public Property Superintendent.

101 8 860 6115 Salaried Personnel

Salary of the secretary to the Superintendent.

101 8 860 6120 Salary -Temporary

No temporary salaries are budgeted for 2009.

101 8 860 6185 Overtime

Overtime pay to administrative staff in the Bureau of Parks.

101 8 860 6190 Sick Leave Bonus

Sick leave bonus for employees of Parks & Public Property.

101 8 860 7180 Rental of Uniforms

This code is for uniform rental expense for 24 employees.

101 8 860 7230 Maintenance of Equipment

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

Copier

Printer(s)

Typewriter

Time Clocks; Parks Garage and City Hall

101 8 860 7290 Vehicle Maintenance

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

101 8 860 7310 Advertising

This code is for advertising and replacement of employees.

101 8 860 7320 Dues and Subscriptions

This code is for membership in professional organizations.

101 8 860 7340 Postage

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

101 8 860 7350 Printing

This code is for printing of bureau materials.

101 8 860 7360 Telephone

This code covers the Bureau's telephone expense, and includes four additional email service connections in 2009 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.

101 8 860 7450 Solid Waste Disposal

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

101 8 860 7455 Recycling Contract

This code covers recycling for all City-owned buildings.

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 the upgrade of the office printer.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PARKS - BUILDINGS									
101 8 861 6110	SALARY BUREAU CHIEF	0	18,721	42,551	43,660	43,660	30,058	43,996	44,970
101 8 861 6115	SALARIED PERSONNEL	211,569	232,493	266,005	284,519	284,519	203,710	244,082	292,185
101 8 861 6120	SALARY TEMPORARY	9,517	5,109	0	0	0	0	0	3,800
101 8 861 6185	OVERTIME	22,886	4,580	7,866	8,303	8,303	9,201	8,500	8,000
101 8 861 7210	MAINTENANCE- BUILDINGS	93,363	78,064	83,525	86,700	80,700	55,904	77,000	70,000
101 8 861 7230	MAINTENANCE- EQUIPMENT	483	3,355	582	5,100	5,100	2,937	5,000	25,000
101 8 861 7360	TELEPHONE	16,473	17,139	17,140	20,000	20,000	11,380	17,200	18,000
101 8 861 7404	HAZARDOUS WASTE REMOVAL	0	2,480	0	5,100	5,100	578	3,200	5,000
101 8 861 7440	CONTRACT SERVICES	34,558	37,202	33,906	40,000	40,000	16,716	37,000	37,000
101 8 861 7445	TRAINING - SCHOOL	116	328	129	510	510	45	100	500
101 8 861 7520	POWER ELECTRIC	248,973	258,335	256,224	275,000	275,000	191,627	265,000	277,000
101 8 861 7606	OPERATING SUPPLIES	4,321	9,665	7,204	8,200	8,200	4,846	5,000	8,000
101 8 861 7607	CUSTODIAL SUPPLIES	9,694	5,005	10,415	8,200	8,200	8,150	10,000	9,000
101 8 861 7660	HEATING FUEL	146,577	154,621	154,421	166,260	166,260	122,334	163,000	165,000
101 8 861 8200	MINOR EQUIPMENT	1,550	759	2,486	4,000	4,000	2,003	3,500	4,000
101 8 861 8271	VEHICLE LEASE PURCHASE	0	0	0	0	0	0	0	0
101 8 861 8290	CAPITAL OUTLAY	0	38,154	0	0	0	0	0	25,000
TOTAL		800,080	866,010	882,454	955,552	949,552	659,489	882,578	992,455

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	44,970
TOTAL 6110 EMPLOYEES						0.6000		\$ 44,970
101	8	861	6115	F	M	0.5000	Building Maintenance Supervisor	20,753
101	8	861	6115	F	A	0.5000	Maintenance Technician	19,289
101	8	861	6115	F	A	1.0000	Maintenance Carpenter	38,553
101	8	861	6115	F	A	1.0000	Maintenance Painter	34,268
101	8	861	6115	F	A	1.0000	Senior Custodian	34,117
101	8	861	6115	F	A	1.0000	Parks Maintenance Worker	31,208
101	8	861	6115	F	A	1.0000	Custodian II	28,921
101	8	861	6115	F	A	1.0000	Custodian I	27,351
101	8	861	6115	F	A	1.0000	Laborer	28,920
101	8	861	6115	F	A	0.1500	Laborer	4,694
Subtotal Full-Time						8.1500		
101	8	861	6115	P	A	1.0000	Maintenance Technician	24,111
Subtotal Part-Time						1.0000		
TOTAL 6115 EMPLOYEES						9.1500		\$ 292,185
TOTAL EMPLOYEES						9.7500		\$ 337,155

DEPARTMENT OF PUBLIC WORKS

BUREAU: PARKS AND PUBLIC PROPERTY - BUILDINGS

101 8 861 6110 Salary – Bureau Chief

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

101 8 861 6115 Salaried Personnel

Salaries of the park's buildings employees.

101 8 861 6185 Overtime

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

101 8 861 7210 Maintenance of Buildings

This code is for 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

101 8 861 7230 Maintenance of Equipment

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

101 8 861 7360 Telephone

This code is for telephone maintenance and services.

101 8 861 7404 Hazardous Waste Removal

This code is for disposal costs of hazardous materials. Budgeted for FY2008 is the removal of friable floor tiles in one of the firestations.

101 8 861 7440 Contract Services

This code is for building maintenance contract expense:

- Temperature Control System - City Hall
- Carpet Cleaning at Municipal Building and throw rugs at all buildings
- Annual stripping/sealing of tile floors at Police Station
- 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

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 maintenance supplies, electrical and plumbing supplies, light bulbs, fixtures, fluorescent tubes, and plumbing fixtures.

101 8 861 7607 Custodial Supplies

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

101 8 861 7660**Heating Fuel**

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

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

101 8 861 8200**Minor Equipment**

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

101 8 861 8290**Capital Outlay**

For 2009, this expense is for repairs to the Farnum and Martin Luther King park pools.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PARKS - PARKS									
101 8 862 6115	SALARIED PERSONNEL	229,236	218,392	241,415	237,921	237,921	187,593	239,121	184,236
101 8 862 6120	SALARY TEMPORARY	20,503	20,571	19,714	21,500	17,500	15,141	15,141	21,500
101 8 862 6185	OVERTIME	18,347	16,347	20,113	16,500	16,500	12,430	16,500	16,500
101 8 862 7230	MAINTENANCE EQUIPMENT	7,767	7,999	9,998	12,000	12,000	4,952	12,000	12,000
101 8 862 7270	MAINTENANCE PARKS	22,639	21,674	13,285	37,000	28,000	24,898	37,000	37,000
101 8 862 7275	MAINTENANCE POOLS	7,756	9,495	6,078	10,000	6,500	6,403	10,000	10,000
101 8 862 7445	TRAINING	1,567	125	585	800	800	729	800	800
101 8 862 7520	POWER ELECTRIC	20,994	25,450	30,221	22,000	22,000	21,672	30,000	32,000
101 8 862 7606	OPERATING SUPPLIES	13,238	12,865	12,946	18,000	25,500	19,429	21,000	18,000
101 8 862 7607	CUSTODIAL SUPPLIES	8,332	6,000	13,398	9,000	15,000	14,251	15,000	9,000
101 8 862 7660	HEATING FUEL	2,919	1,457	0	2,000	0	0	0	0
101 8 862 8200	MINOR EQUIPMENT	2,747	4,835	2,379	6,500	6,500	4,491	6,500	6,500
101 8 862 8271	VEHICLE - LEASE PURCHASE	10,073	17,282	17,103	18,329	17,092	17,091	17,092	7,019
101 8 862 8290	CAPITAL OUTLAY	20,000	0	0	0	0	0	0	0
TOTAL		386,118	362,492	387,235	411,550	405,313	329,080	420,154	354,555

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	8	862	6115	F	M	1.0000	Parks Maintenance Supervisor	44,912	
101	8	862	6115	F	M	1.0000	Longs Park Maintenance Supv.	39,901	
101	8	862	6115	F	A	1.0000	Utility Operator	33,445	
101	8	862	6115	F	A	1.0000	Utility Operator	33,445	
101	8	862	6115	F	A	1.0000	Utility Operator	32,533	
TOTAL 6115 EMPLOYEES							5.0000	\$	184,236

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 6120 Salary - Temporary

This code is for temporary summer employment of part-time pool staff hired by the Lancaster Recreation Commission for city wading pools and the Conestoga Pines pool.

101 8 862 6185 Overtime

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

101 8 862 7230 Maintenance of Equipment

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

101 8 862 7270 Maintenance of Parks

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

101 8 862 7275 Maintenance of Pools

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

101 8 862 7445 Training

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

101 8 862 7520 Power - Electric

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

101 8 862 7606 Operating Supplies

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

101 8 862 7607 Custodial Supplies

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

101 8 862 8200 Minor Equipment

This code is used to purchase minor equipment, such as hand mowers, weed whackers, blowers, etc. for Parks maintenance. Replacement requested for 7 weed wackers, and 6 blowers.

101 8 862 8271 Vehicle - Lease Purchase

This code is for the lease purchase of truck #438.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PARKS - TREES									
101 8 863 6115	SALARIED PERSONNEL	93,540	96,038	100,095	102,398	102,398	83,970	103,332	107,002
101 8 863 6185	OVERTIME	1,310	989	3,451	4,100	4,100	1,056	2,500	4,100
101 8 863 7230	MAINTENANCE- EQUIPMENT	370	1,666	611	13,000	12,500	1,204	13,000	10,000
101 8 863 7320	DUES & SUBSCRIPTIONS	90	90	78	100	100	15	100	100
101 8 863 7440	CONTRACT SERVICES	555	978	45	700	700	351	700	700
101 8 863 7445	TRAINING - SCHOOL	60	175	175	200	200	80	200	200
101 8 863 7606	OPERATING SUPPLIES	2,363	2,444	1,838	9,000	9,637	4,679	9,000	9,000
101 8 863 8100	SPECIAL EVENTS	148	100	150	250	250	122	250	250
101 8 863 8200	MINOR EQUIPMENT	968	187	416	2,000	1,100	991	2,000	6,000
101 8 863 8271	VEHICLE - LEASE PURCHASE	9,176	20,001	11,006	10,825	10,825	10,825	10,825	0
TOTAL		108,580	122,668	117,865	142,573	141,810	103,293	141,907	137,352

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	38,359
101	8	863	6115	F	A	1.0000	Tree Trimmer	36,002
101	8	863	6115	F	A	1.0000	Utility Operator	32,641
TOTAL 6115 EMPLOYEES						3.0000		\$ 107,002

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, aerial bucket and the purchase of an aluminum truck chipper box for Truck #441.

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. Requesting an additional \$5,000 in fy2009 for additional plantings in

Binn's Park, Musser Park and \$2000 for Crow Coalition Pyrotechnics.

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. Requesting additional monies needed to purchase a small trailer for the skid loader purchased in 2008.

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PARKS - CENTRAL MARKET									
101 8 864 6110	SALARY BUREAU CHIEF	0	4,680	10,638	10,915	10,915	7,514	11,000	11,243
101 8 864 6115	SALARIED PERSONNEL	28,820	32,885	30,088	36,211	36,211	30,061	36,403	37,319
101 8 864 6120	SALARY TEMPORARY	18,828	12,935	0	0	0	0	0	0
101 8 864 6185	OVERTIME	14,068	7,652	2,592	2,400	2,400	1,338	2,400	2,400
101 8 864 7210	MAINTENANCE- BUILDINGS	10,401	8,576	7,852	10,000	10,000	7,676	10,000	10,000
101 8 864 7310	ADVERTISING	439	131	0	0	0	0	0	0
101 8 864 7340	POSTAGE	37	55	0	0	0	0	0	0
101 8 864 7350	PRINTING	229	104	0	0	0	0	0	0
101 8 864 7360	TELEPHONE	372	265	0	0	0	0	0	0
101 8 864 7440	CONTRACT SERVICES	3,936	3,638	2,814	0	0	0	0	0
101 8 864 7450	SOLID WASTE DISPOSAL	9,021	8,941	8,116	10,000	10,000	0	10,000	10,000
101 8 864 7520	POWER ELECTRIC	58,955	29,735	0	0	0	0	0	0
101 8 864 7606	OPERATING SUPPLIES	3,630	3,162	1,051	2,500	2,500	192	2,000	2,500
101 8 864 7660	HEATING FUEL	31,899	33,359	0	0	0	0	0	0
101 8 864 8290	CAPITAL OUTLAY	78,983	63,141	0	0	0	0	0	0
TOTAL		259,618	209,259	63,151	72,026	72,026	46,781	71,803	73,462

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	8	864	6110	F	M	0.1500	Facilities Manager	11,243
TOTAL 6110 EMPLOYEES							0.1500	\$ 11,243
101	8	864	6115	F	M	0.1000	Building Maintenance Supervisor	4,151
101	8	864	6115	F	A	0.1000	Maintenance Technician	3,858
101	8	864	6115	F	A	0.6000	Parks Maintenance Worker	18,358
101	8	864	6115	F	A	0.3500	Laborer	10,953
TOTAL 6115 EMPLOYEES							1.1500	\$ 37,319
TOTAL EMPLOYEES							1.3000	\$ 48,562

DEPARTMENT OF PUBLIC WORKS

BUREAU: PARKS AND PUBLIC PROPERTY - CENTRAL MARKET

101 8 864 6110 Salary – Bureau Chief

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

101 8 864 6115 Salaried Personnel

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

101 8 864 6185 Overtime

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

101 8 864 7210 Maintenance of Building

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

101 8 864 7440 Contract Services

This code will not be funded since this function will be assumed by CMT.

101 8 864 7450 Solid Waste Disposal

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

101 8 864 7606 Operating Supplies

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

**CITY OF LANCASTER
GENERAL FUND EXPENDITURE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
BUREAU OF PARKS - SOUTHERN MARKET									
101 8 866 6110	SALARY BUREAU CHIEF	0	4,680	10,638	10,915	10,915	7,515	11,000	11,243
101 8 866 6115	SALARIED PERSONNEL	42,560	40,609	51,133	51,576	51,576	43,000	52,663	54,236
101 8 866 6185	OVERTIME	663	1,816	1,899	2,100	2,100	1,682	2,000	2,100
101 8 866 7210	MAINTENANCE- BUILDINGS	12,198	19,266	18,388	20,000	17,860	13,975	16,000	20,000
101 8 866 7383	REAL ESTATE TAXES	18,324	19,194	20,183	21,091	21,231	21,231	21,231	22,100
101 8 866 7440	CONTRACT SERVICES	7,341	4,876	9,081	13,000	13,000	6,180	10,000	13,000
101 8 866 7450	SOLID WASTE DISPOSAL	2,673	2,626	2,405	2,600	2,600	1,669	2,600	2,600
101 8 866 7520	POWER ELECTRIC	36,006	35,906	35,969	39,500	39,500	25,910	36,000	38,000
101 8 866 7606	OPERATING SUPPLIES	1,591	968	115	2,100	2,100	425	1,900	2,000
101 8 866 7660	HEATING FUEL	5,025	2,162	4,353	5,600	5,600	3,965	5,000	5,600
101 8 866 9290	TRANSFER TO SO MKT RESERVE	5,670	5,970	6,250	6,565	6,565	0	7,905	8,300
TOTAL		132,051	138,073	160,414	175,047	173,047	125,552	166,299	179,179
TOTAL BUREAU OF PARKS		1,827,207	1,835,076	1,759,057	1,907,956	1,907,956	1,377,619	1,825,307	1,879,976
TOTAL PUBLIC WORKS DEPT.		3,782,801	3,938,581	4,619,033	4,965,384	4,965,383	3,865,467	4,903,623	5,099,606
TOTAL GENERAL FUND EXPENDITURES		36,702,985	40,677,302	42,499,097	44,987,681	45,027,681	36,366,219	43,968,365	46,116,760

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

101	8	866	6110	F	M	0.1500	Facilities Manager	11,243
TOTAL 6110 EMPLOYEES							0.1500	\$ 11,243
101	8	866	6115	F	M	0.1000	Building Maintenance Supervisor	4,151
101	8	866	6115	F	A	1.0000	Custodian II	30,580
101	8	866	6115	F	A	0.1000	Maintenance Technician	3,858
101	8	866	6115	F	A	0.5000	Laborer	15,648
TOTAL 6115 EMPLOYEES							1.7000	\$ 54,236
TOTAL EMPLOYEES							1.8500	\$ 65,478

DEPARTMENT OF PUBLIC WORKS

BUREAU: PARKS AND PUBLIC PROPERTY - SOUTHERN MARKET

101 8 866 6110 Salary – Bureau Chief

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

101 8 866 6115 Salaried Personnel

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

101 8 866 6185 Overtime

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

101 8 866 7210 Maintenance of Building

This code is for maintenance and minor building repairs.

101 8 866 7383 Real Estate Taxes

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

101 8 866 7440 Contract Services

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

101 8 866 7450 Solid Waste Disposal

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

866 7520

Power - Electric

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

101 8 866 7606

Operating Supplies

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

101 8 866 7660

Heating Fuel

This code is for contracted heating fuel.

101 8 866 9290

Transfer to Southern Market Reserve

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

CITY OF LANCASTER

SEWER FUND



2009 BUDGET

**CITY OF LANCASTER
SEWER FUND REVENUE SUMMARY
2008 BUDGET VS. 2009 BUDGET**

<u>DESCRIPTION</u>	<u>2008 BUDGET</u> (as amended)	<u>2009 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$10,342,000	\$10,002,000	(\$340,000)	-3.3%
Miscellaneous Revenue	\$335,541	\$139,348	(\$196,193)	-58.5%
Other Income	\$67,392	\$72,931	\$5,539	8.2%
Use of Retained Earnings	\$386,652	\$1,881,762	\$1,495,110	386.7%

TOTAL SEWER FUND REVENUES & SOURCES OF FUNDS	\$11,131,585	\$12,096,041	\$964,456	8.7%
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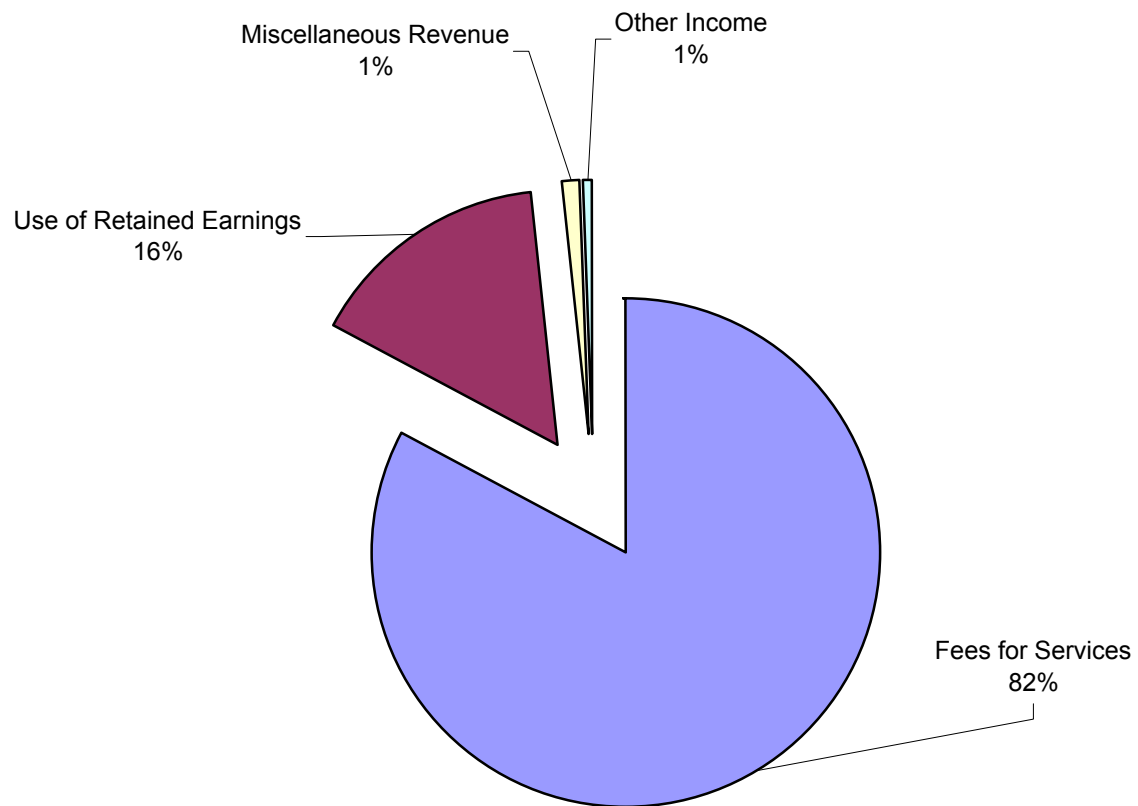
**CITY OF LANCASTER
SEWER FUND EXPENSE SUMMARY
2008 BUDGET VS. 2009 BUDGET**

<u>BUREAU</u>	<u>2008 BUDGET</u> (as amended)	<u>2009 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$4,481,770.00	\$4,660,567.00	\$178,797	4.0%
Transfer to General Fund	\$500,000	\$500,000	\$0	0.0%
 Collections	 \$589,444	 \$598,136	 \$8,692	 1.5%
 Pumping Stations	 \$1,016,118	 \$1,110,800	 \$94,682	 9.3%
 Treatment	 \$4,435,331	 \$5,114,372	 \$679,041	 15.3%
 Grounds Maintenance	 \$108,922	 \$112,166	 \$3,244	 3.0%
 TOTAL SEWER FUND EXPENSES				
	\$11,131,585	\$12,096,041	\$964,456	8.7%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SEWER FUND

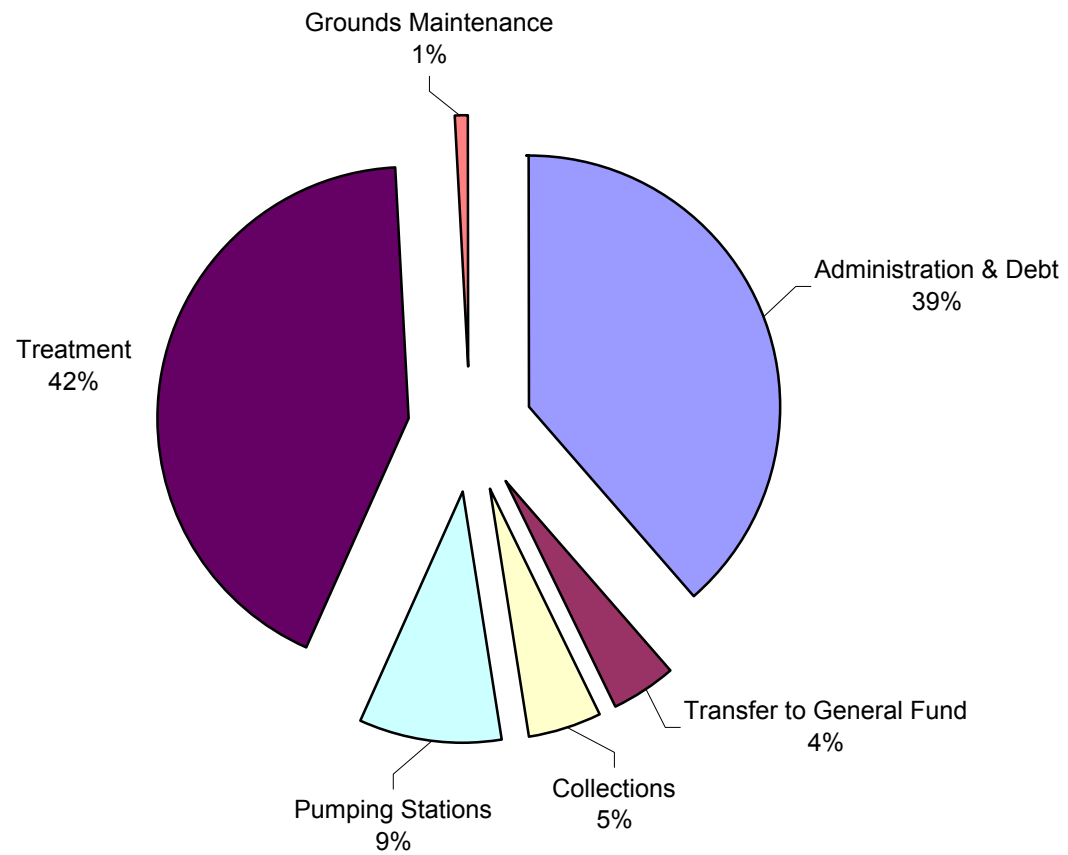
Retained Earnings 12/31/2007		\$ 13,640,802
Projected Revenues: 2008	9,588,683	
Projected Expenditures: 2008	<u>(10,731,510)</u>	
Projected Current Operating Surplus/(Deficit) 2008 (Reduction to Retained Earnings)		<u>(1,142,827)</u>
Projected Retained Earnings 12/31/2008		12,497,975
Proposed Revenues: 2009	12,096,041	
Proposed Expenditures: 2009	<u>(12,096,041)</u>	
Proposed Current Operating Surplus/(Deficit) 2009 (Reduction to Retained Earnings)		<u>-</u>
Use of Retained Earnings		(1,881,762)
Transfer to General Fund of 2007 Actual Surplus		<u>-</u>
Projected Retained Earnings 12/31/2009		<u>\$ 10,616,213</u>

**CITY OF LANCASTER
SEWER FUND REVENUES
2009 BUDGET**



TOTAL REVENUES \$12,096,041

**CITY OF LANCASTER
SEWER FUND EXPENSES
2009 BUDGET**



TOTAL EXPENSES \$12,096,041

**CITY OF LANCASTER
SEWER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
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FEES FOR SERVICES

561 4081	SEWAGE TREATMENT	5,428,616	5,259,860	5,393,828	6,000,000	6,000,000	4,455,316	5,446,000	6,000,000
561 4082	INDUSTRIAL WASTE SURCHARGE	490,418	432,256	448,015	400,000	400,000	246,859	435,000	435,000
561 4083	BULK SEWAGE TREATMENT	2,963,971	3,229,384	3,186,581	3,800,000	3,800,000	1,521,842	3,360,000	3,400,000
561 4084	SLSA OPERATING CHARGES	116,127	120,261	162,133	140,000	140,000	89,566	165,000	165,000
561 4085	SEWER ENTRANCE	375	875	1,000	2,000	2,000	3,825	2,000	2,000

TOTAL FEES FOR SERVICES	8,999,507	9,042,636	9,191,557	10,342,000	10,342,000	6,317,408	9,408,000	10,002,000
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MISCELLANEOUS REVENUE

561 4009	LIEN INTEREST & COSTS	8,130	6,102	5,413	4,500	4,500	6,485	7,500	5,000
561 4044	RENTAL INCOME	22,290	22,041	22,041	22,041	22,041	18,368	22,041	25,348
561 4056	AUCTION INCOME	47	0	500	0	0	0	0	0
561 4063	INTEREST INCOME	204,050	338,318	204,402	300,000	300,000	45,279	75,000	100,000
561 4080	MISCELLANEOUS INCOME	6,984	7,634	6,482	6,500	6,500	4,634	6,000	6,500
561 4086	INDUSTRIAL WASTE PERMITS	2,000	1,250	2,250	2,000	2,000	1,000	2,000	2,000
561 4087	INDUSTRIAL WASTE PENALTY	500	750	0	500	500	750	750	500

TOTAL MISC. REVENUE	244,001	376,095	241,088	335,541	335,541	76,516	113,291	139,348
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OTHER INCOME

561 4054	REFUND OF PRIOR YEAR EXP.	0	0	882	0	0	0	0	0
561 4070	INSURANCE RECOVERY	40,069	0	10,036	0	0	0	0	0
561 4071	PENSION STATE AID	72,153	73,684	62,157	67,392	67,392	67,392	67,392	72,931
561 4104	EPA GRANT	83,079	0	0	0	0	0	0	0
561 4990	USE OF RETAINED EARNINGS	0	0	0	386,652	386,652	0	0	1,881,762

TOTAL OTHER INCOME	195,301	73,684	73,075	454,044	454,044	67,392	67,392	1,954,693
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TOTAL REVENUE	9,438,809	9,492,415	9,505,720	11,131,585	11,131,585	6,461,316	9,588,683	12,096,041
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SEWER FUND REVENUE

CATEGORY: FEES FOR SERVICE

561 4081 Sewage Treatment

Revenue is derived from sewer fees charged to retail customers.

561 4082 Industrial Waste Surcharge

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

561 4083 Bulk Sewage Treatment

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

561 4084 SLSA Operating Charges

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

561 4085 Sewer Entrance

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

SEWER FUND REVENUE

CATEGORY: MISCELLANEOUS REVENUE

561 4009 Lien Interest & Costs

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

561 4044 Rental Income

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

561 4063 Interest Income

Revenue is derived from the interest earned on idle funds.

561 4080 Miscellaneous Income

Revenue is derived from income received from miscellaneous items.

561 4086 Industrial Waste Permits

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

561 4087 Industrial Waste Penalty

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

SEWER FUND REVENUE

CATEGORY: OTHER INCOME

561 4054 Refund of Prior Years' Expenditures

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

561 4070 Insurance Recovery

Reimbursements for damage to City facilities caused by third parties.

561 4071 Pension State Aid

Revenue is derived from the Commonwealth of Pennsylvania under Act 205 to offset contributions by the City to fund the non-uniform employee Pension Plan. The amount in this line item is the share attributed to Sewer Fund employees.

561 4990 Use of Retained Earnings

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

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
ADMINISTRATION									
561 8 880 6110	SALARY BUREAU CHIEF	16,661	13,894	0	37,518	0	0	0	38,644
561 8 880 6115	SALARIED PERSONNEL	205,593	169,378	211,024	238,829	231,732	185,254	225,770	258,186
561 8 880 6120	SALARY - TEMPORARY	0	0	1,575	0	0	0	0	0
561 8 880 6185	OVERTIME	34	30	42	0	0	0	0	0
561 8 880 6190	SICK LEAVE BONUS	552	550	1,090	1,475	1,475	963	963	1,358
561 8 880 6201	EDUCATIONAL INCENTIVE	7,544	5,685	8,491	12,000	9,800	4,769	9,400	10,500
561 8 880 6202	MEDICAL INSURANCE	409,558	514,273	550,354	580,000	545,000	504,613	551,500	605,000
561 8 880 6203	DENTAL/VISION	21,755	25,791	22,466	25,700	25,700	23,565	25,250	26,515
561 8 880 6208	SOCIAL SECURITY	133,045	134,670	140,371	161,000	161,000	120,969	149,300	167,500
561 8 880 6209	LIFE INSURANCE	5,778	5,764	6,101	6,100	6,100	5,038	5,688	6,000
561 8 880 6230	PENSION CONTRIBUTION	87,585	87,729	76,171	81,967	81,967	78,486	81,967	87,946
561 8 880 6240	UNEMPLOYMENT COMPENSATION	1,863	0	2,619	5,000	5,000	4,947	5,000	5,000
561 8 880 6250	WORKERS COMPENSATION	18,421	51,605	49,641	75,000	228,526	206,856	250,000	150,000
561 8 881 7141	PC LEASE	0	0	0	0	0	0	0	752
561 8 880 7160	RENTAL OF PARKING LOT	2,004	2,074	1,777	2,150	2,150	1,541	1,800	2,150
561 8 880 7180	RENTAL OF UNIFORMS	7,937	7,260	7,536	7,770	7,770	5,694	7,770	7,770
561 8 880 7230	MAINTENANCE OF EQUIPMENT	4,509	7,830	4,543	8,000	8,000	5,083	8,000	8,000
561 8 880 7310	ADVERTISING	2,242	5,447	2,964	5,000	5,000	1,347	2,500	5,000
561 8 880 7340	POSTAGE	24,260	25,350	26,418	26,000	26,000	20,449	26,000	28,100
561 8 880 7350	PRINTING	1,766	911	5,583	5,600	5,600	3,225	5,600	6,200
561 8 880 7360	TELEPHONE	20,308	21,604	20,777	22,000	22,000	15,495	18,500	20,000
561 8 880 7370	TRAVEL	194	67	393	4,000	500	487	1,000	3,000
561 8 880 7409	BAD DEBT EXPENSE	347,000	326,000	333,000	0	0	0	0	0
561 8 880 7410	PROFESSIONAL SERVICES	273,678	128,977	133,992	175,000	137,097	94,746	182,000	275,000
561 8 880 7430	BANK SERVICE CHARGES	4,822	4,680	5,290	6,150	6,150	4,049	5,651	6,100
561 8 880 7431	CREDIT CARD FEES	0	468	3,550	4,500	4,500	3,526	4,831	5,200
561 8 880 7440	CONTRACT SERVICES	4,335	4,404	4,401	4,500	4,500	3,169	4,300	4,500
561 8 880 7445	TRAINING - SCHOOL	3,311	6,732	3,506	10,000	10,000	1,617	2,000	5,000
561 8 880 7603	OFFICE SUPPLIES	2,495	2,978	3,508	2,000	2,000	1,091	2,000	3,000
561 8 880 7720	INSURANCE PACKAGE	197,592	200,766	204,991	215,500	215,500	212,096	212,970	223,700

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
561 8 880 8200	MINOR EQUIPMENT	6,245	2,591	7,570	8,500	8,500	7,289	7,500	8,600
561 8 880 8202	SAFETY ITEMS	0	1,574	3,700	8,000	8,000	7,840	8,000	8,000
561 8 880 8250	COMPUTER APPLICATIONS	5,025	570	777	15,000	12,800	11,295	12,000	15,000
561 8 880 9110	ADMINISTRATIVE- INDIRECT COST	360,998	400,960	363,534	403,251	403,251	336,042	403,251	330,713
561 8 880 9140	REVENUE TRF'D TO CITY	930,110	930,110	800,000	500,000	500,000	416,667	500,000	500,000
561 8 880 9230	FISCAL AGENT FEES	1,154	993	514	2,000	2,000	101	2,000	2,000
561 8 880 9240	BOND INTEREST EXPENSE	826,534	823,757	724,905	1,208,428	1,208,428	1,197,280	1,208,428	1,191,931
561 8 880 9260	BOND PRINCIPAL EXPENSE	1,441,396	1,509,165	1,587,418	1,085,724	1,085,724	755,145	1,085,724	1,144,202
TOTAL ADMINISTRATION		5,376,304	5,424,637	5,320,592	4,953,662	4,981,770	4,240,734	5,016,663	5,160,567

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

561	8	880	6110	F	M	0.3500	Water/Wastewater Utilities Manager	24,240
561	8	880	6110	F	M	0.2000	Operations Manager	14,404

TOTAL 6110 EMPLOYEES						0.5500		\$ 38,644
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561	8	880	6115	F	M	1.0000	Project Engineer	56,875
561	8	880	6115	F	M	0.2034	Bureau Chief Proc. & Collections	12,134
561	8	880	6115	F	M	0.2034	Customer Service Supervisor	8,779
561	8	880	6115	F	M	0.2500	Information Services Manager	16,647
561	8	880	6115	F	M	0.3300	Senior Programmer	21,119
561	8	880	6115	F	M	0.3750	System Development Manager	37,908
561	8	880	6115	F	A	1.0000	Secretary I	31,528
561	8	880	6115	F	A	0.2034	Customer Care Coordinator	7,541
561	8	880	6115	F	A	0.2034	Customer Care Coordinator	7,494
561	8	880	6115	F	A	0.2034	Customer Care Coordinator	8,322
561	8	880	6115	F	A	0.2034	Customer Care Coordinator	7,179
561	8	880	6115	F	A	0.2034	Customer Care Coordinator	7,393
561	8	880	6115	F	A	0.2034	Revenue Clerk	6,411
561	8	880	6115	F	A	0.2510	Billing Clerk	7,608
561	8	880	6115	F	A	0.2034	Cashier	6,540
561	8	880	6115	F	A	0.2034	Cashier	6,043
561	8	880	6115	F	A	0.2034	Mail & Print Operator	5,828
Subtotal Full-Time						5.4429		

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
561 8 880 6115	P	A	0.2034 Data Entry Operator I	2,837
		Subtotal	0.2034 Part-Time	
TOTAL 6115 EMPLOYEES			5.6463	\$ 258,186
TOTAL EMPLOYEES			6.1963	\$ 296,830

DEPARTMENT OF PUBLIC WORKS

BUREAU: WASTEWATER OPERATIONS - ADMINISTRATION

561 8 880 6110 Salary Bureau Chief

This line item accounts for thirty-five percent (35%) of the Utility Manager salary that is shared by the Water Fund and Sewer Fund. Also reflected is twenty percent (20%) of the Operations Manager salary that is shared by the Sewer Fund, Water Fund, and Bureau of Streets in the General Fund.

561 8 880 6115 Salaried Personnel

The Bureau utilizes the City's Bureau of Procurement and Collection to prepare sewer service invoices for the Bureau's customers. The partial salaries for the Utilities Manager, Customer Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. Salaries for the Project Engineer and the Bureau's Secretary are included in this line item.

561 8 880 6185 Overtime

Overtime premium paid to administrative staff in the Sewer Fund.

561 8 880 6190 Sick Leave Bonus

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

561 8 880 6201 Educational Incentive

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

561 8 880 6202 Medical Insurance

Account covers health benefits of Bureau employees.

561 8 880 6203 Dental/Vision

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

561 8 880 6208 Social Security

Account covers social security for Bureau employees.

561 8 880 6209 Life Insurance

Account covers Bureau employees' life insurance.

561 8 880 6230 Pension Contribution

Account covers the City pension plan costs for Bureau employees.

561 8 880 6240 Unemployment Compensation

Account covers state unemployment for Bureau employees.

561 8 880 6250 Workers' Compensation

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

560 8 880 7141 PC Lease

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

561 8 880 7160 Rental of Parking Lot

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

561 8 880 7180 Rental of Uniforms

Account pays for rental of uniforms for employees.

561 8 880 7230 Maintenance of Equipment

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

561 8 880 7310 Advertising

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

561 8 880 7340

Postage

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

561 8 880 7350

Printing

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

561 8 880 7360

Telephone

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

561 8 880 7370

Travel

Account pays for travel expenses of personnel attending meetings relative to management, operations and maintenance on a state, regional, and federal level; participation in state and federal regulatory information conferences and training.

561 8 880 7409

Bad Debt Expense

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

561 8 880 7410

Professional Services

Account covers outside professional consultants, legal counsel, auditors and engineering consultants. Included for 2009 are funds to perform a PUC rate study.

561 8 880 7430

Bank Service Charge

Bureau's portion of banks service charges.

561 8 880 7431

Credit Card Fees

Bureau's portion of credit card company fees.

561 8 880 7440

Contract Services

Account pays for the PA One Call System, special project services and hazardous waste removal.

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

For 2009, this 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

Reflects the cost of minor safety equipment for the bureau.

561 8 880 8250 Computer Applications

This line item accounts for purchase of GIS equipment, utility mapping software, public works CMMS software, etc.

561 8 880 9110 Administrative Indirect Costs

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

561 8 880 9140 Revenue Transferred to City

This line reflects that portion of the “profits” of the sewer system which are paid to the City’s General Fund as a return on investment.

561 8 880 9230

Fiscal Agent Fees

This line reflects paying agent fees on the Series 1998 bonds, and escrow fees on various refunded issues of the Lancaster Municipal Authority.

561 8 880 9240

Bond Interest Expense

This line reflects interest payments on the Series 1998 and 2007 bonds.

561 8 880 9260

Bond Principal Expense

This line reflects principal redemption on the Series 1998 and 2007 bonds.

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
COLLECTIONS									
561 8 881 6115	SALARIED PERSONNEL	294,184	279,691	298,857	355,327	355,327	293,558	356,251	368,019
561 8 881 6185	OVERTIME	2,810	1,727	7,828	6,000	6,000	2,758	5,000	5,000
561 8 881 7290	MAINTENANCE- VEHICLES	28,613	20,157	18,832	25,000	25,000	15,582	24,000	25,000
561 8 881 7440	CONTRACT SERVICES	69,500	5,467	23,149	50,000	50,000	2,177	40,000	50,000
561 8 881 7470	TRENCH-PAVING	16,270	12,419	13,827	10,000	10,000	6,866	7,000	10,000
561 8 881 7606	OPERATING SUPPLIES	65,942	53,308	51,519	50,000	50,000	46,159	50,000	50,000
561 8 881 7654	GASOLINE	16,483	17,938	20,576	20,000	38,000	25,450	35,000	35,000
561 8 881 8270	VEHICLE PURCHASE	0	16,661	0	0	0	0	0	0
561 8 881 8271	VEHICLE LEASE PURCHASE	52,523	86,863	65,495	55,117	55,117	55,116	55,117	55,117
TOTAL COLLECTIONS		546,325	494,231	500,083	571,444	589,444	447,666	572,368	598,136

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

561	8	881	6115	F	M	1.0000	Labor Supervisor II	44,912
561	8	881	6115	F	A	1.0000	Equipment Operator III	38,224
561	8	881	6115	F	A	1.0000	Equipment Operator III	37,471
561	8	881	6115	F	A	1.0000	Mason	38,090
561	8	881	6115	F	A	1.0000	Mason	37,713
561	8	881	6115	F	A	1.0000	Mark-Out Serviceperson I	37,340
561	8	881	6115	F	A	1.0000	Equipment Operator II	33,541
561	8	881	6115	F	A	1.0000	Equipment Operator I	33,576
561	8	881	6115	F	A	1.0000	Equipment Operator I	33,576
561	8	881	6115	F	A	1.0000	Equipment Operator I	33,576
TOTAL 6115 EMPLOYEES						10.0000		\$ 368,019

DEPARTMENT OF PUBLIC WORKS

BUREAU: WASTEWATER OPERATIONS - COLLECTIONS

561 8 881 6115 Salaried Personnel

Account covers salaries of employees who perform repairs and replacement of sewer lines for the City. The crew also provides preventative maintenance and cleans clogged sewer lines when necessary.

561 8 881 6185 Overtime

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

561 8 881 7290 Maintenance - Vehicles

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

561 8 881 7440 Contract Services

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

561 8 881 7470 Trench Paving

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

561 8 881 7606 Operating Supplies

Fund provides for materials used by the Collections crew. This includes pipe, fittings, stone, brick, sand, cement, caulking, pre-cast manholes, lids, frames, tools, and safety warning devices. This line reflects the cost of safety supplies for work crews, and additional preventative maintenance measures. Also, the collection crew is converting the old brick sewer inlets to concrete where it is appropriate.

561 8 881 7654

Gasoline

Account provides for gasoline and oil required to operate the vehicles by Collection employees to maintain the sewer system.

561 8 881 8270

Vehicle Purchase

There are no vehicle purchases anticipated for 2009

561 8 881 8271

Vehicle – Lease Purchase

This line covers the annual payments required under a five-year lease purchase agreement for a clam truck with a dump body. This account also includes payments for the three-year lease purchase agreements for the replacements of vehicles #305 and #320 .

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
PUMPING STATIONS									
561 8 882 6115	SALARIED PERSONNEL	412,126	476,806	481,940	561,404	532,396	400,480	489,260	575,178
561 8 882 6185	OVERTIME	11,495	9,819	13,939	13,000	13,000	9,782	12,500	13,000
561 8 882 7210	MAINTENANCE- BUILDINGS	157	341	509	1,000	1,000	130	800	1,000
561 8 882 7230	MAINTENANCE- EQUIPMENT	116,003	110,828	63,115	90,000	58,000	27,707	60,000	90,000
561 8 882 7520	POWER ELECTRIC	373,288	393,942	391,613	390,000	390,000	289,997	360,000	410,000
561 8 882 7606	OPERATING SUPPLIES	629	468	575	600	600	456	500	500
561 8 882 7660	HEATING FUEL	1,191	1,514	4,031	4,000	4,000	1,641	2,100	4,000
561 8 882 8270	VEHICLES	0	0	14,695	0	0	0	0	0
561 8 882 8271	VEHICLE LEASE PURCHASE	0	0	0	17,086	17,122	17,122	17,122	17,122
TOTAL PUMPING STATIONS		914,889	993,718	970,417	1,077,090	1,016,118	747,315	942,282	1,110,800

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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.	50,549
561	8	882	6115	F	M	1.0000	Electrical Unit Supervisor	46,710
561	8	882	6115	F	M	1.0000	Labor Supervisor I	39,901
561	8	882	6115	F	A	1.0000	Instrument Technician	43,128
561	8	882	6115	F	A	1.0000	Instrument Technician	37,461
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic -Tr	33,417
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic -Tr	33,417
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic Tr	33,417
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic III	41,746
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	35,904
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	35,324
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	35,200
561	8	882	6115	F	A	1.0000	Plant Maint Mechanic	35,200
561	8	882	6115	F	A	1.0000	Maintenance Electrician II - Tr	36,343
561	8	882	6115	F	A	1.0000	Maintenance Electrician II	37,461

TOTAL 6115 EMPLOYEES						15.0000		\$ 575,178
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DEPARTMENT OF PUBLIC WORKS

BUREAU: WASTEWATER OPERATIONS - PUMPING STATIONS

561 8 882 6115 Salaried Personnel

The employees in this classification are responsible for maintaining the Bureau's pump stations' and AWWTP's equipment in a safe and operable condition. The employees are under the direct supervision of the Wastewater Maintenance Supervisor and are assigned work through a computerized work order system.

561 8 882 6185 Overtime

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

561 8 882 7210 Maintenance - Buildings

Account provides for up-keep and repair of pump station structures. This includes paint, plumbing, ventilation, lighting, structural repairs, etc.

561 8 882 7230 Maintenance - Equipment

Account provides for up-keep and repair of pump station equipment including North Pump Station, Main Pump Station, Steven's Avenue Pump Station, Maple Grove Pump Station, Conestoga Gardens Pump Station and 3 auxiliary pump stations, Engleside Diversion Chamber, air relief pits and Sunnyside Grinder Pumps.

- 1) Oil and grease for pump station equipment including motors, pumps, gear drives, compressors, etc.
- 2) Packing for all pump stations' pumps.
- 3) Maintenance and spare parts for 23 sewage pumps, 13 grinder pumps, bar screens, grit collectors, compressors, emergency generators and engines.
- 4) Maintenance, repairs and spare parts for flow-matcher controls, motor brushes, and electrical components.
- 5) Calibration and repair of station flow meters.
- 6) Maintain SCADA controls between pump stations and the AWWTP.
- 7) Potential rebuilds of the two North P.S. comminutors.

561 8 882 7520

Power Electric

Account provides for electricity to operate seven of the eight pump stations (Maple Grove P.S., Stevens Avenue P.S., Susquehanna P.S., Conestoga Gardens P.S., Sunnyside P.S., North P.S. and Grofftown P.S.), Engleside Diversion Chamber and 4 vent pits.

561 8 882 7606

Operating Supplies

Account provides for supplies required to operate pumping stations including rags, paper supplies, cleaners and tools.

561 8 882 7660

Heating Fuel

Account provides for diesel fuel, gasoline, propane, and natural gas to test and operate standby emergency engines for emergency power at major pump stations.

561 8 882 8270

Vehicles

There are no vehicle purchases anticipated for 2009

561 8 882 8271

Vehicle – Lease Purchase

This line covers the annual payments required under a five-year lease purchase agreement for a crane truck to replace #302. It also includes payments for a three-year lease purchase agreement for replacement of truck #333.

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
TREATMENT									
561 8 883 6115	SALARIED PERSONNEL	688,737	695,842	694,820	733,917	687,917	580,061	715,356	756,345
561 8 883 6185	OVERTIME	22,847	15,032	20,530	17,000	17,000	16,621	17,000	17,000
561 8 883 7210	MAINTENANCE- BUILDINGS	5,818	6,254	5,876	10,000	10,000	7,132	10,000	6,000
561 8 883 7220	MAINTENANCE- COMMUNICATION	0	740	1,121	1,500	1,500	1,012	1,013	500
561 8 883 7230	MAINTENANCE- EQUIPMENT	162,397	209,042	177,871	250,000	281,964	222,219	230,000	250,000
561 8 883 7290	MAINTENANCE- VEHICLES	30,494	23,592	23,169	25,000	25,000	23,248	24,500	25,000
561 8 883 7460	METER EXPENSE	170,959	205,040	213,694	263,050	263,050	142,030	174,418	260,527
561 8 883 7465	WATER UTILITY EXPENSE	17,875	31,239	33,881	40,000	40,000	20,560	26,000	30,000
561 8 883 7480	SLUDGE	1,341,912	1,407,394	1,523,030	1,500,000	1,500,000	1,309,256	1,500,000	2,250,000
561 8 883 7520	POWER ELECTRIC	747,260	767,585	748,735	800,000	800,000	533,397	720,000	760,000
561 8 883 7606	OPERATING SUPPLIES	11,630	10,472	10,778	12,000	12,000	8,154	10,000	10,000
561 8 883 7615	LABORATORY-SUPPLIES	29,127	31,463	27,882	30,000	30,000	22,588	25,000	30,000
561 8 883 7618	CHEMICALS	267,709	265,325	289,105	530,000	512,900	383,124	400,000	500,000
561 8 883 7654	GASOLINE	15,169	15,850	20,855	18,000	34,000	22,400	32,000	32,000
561 8 883 7660	HEATING FUEL	16,257	13,680	13,895	40,000	70,000	48,957	70,000	70,000
561 8 883 8290	CAPITAL OUTLAY	42,077	111,222	158,958	150,000	150,000	22,541	135,000	117,000
TOTAL TREATMENT		3,570,268	3,809,772	3,964,200	4,420,467	4,435,331	3,363,300	4,090,287	5,114,372

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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 Plant Supervisor	52,577
561	8	883	6115	F	M	1.0000	Wastewater Qual Supervisor	50,549
561	8	883	6115	F	M	1.0000	Wastewater Operations Supervisor	50,549
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	41,746
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	41,746
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-C	40,923
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	38,553
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	36,343
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator II-GF/TR	36,343
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator I Technic	37,461
561	8	883	6115	F	A	1.0000	Waste Wtr Plant Operator I-GF/TR	35,715
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	39,328
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	39,328
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	39,328
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician	38,553
561	8	883	6115	F	A	1.0000	Sludge Dewatering Technician - Un	34,953
561	8	883	6115	F	A	1.0000	Laboratory Technician I	36,715
561	8	883	6115	F	A	1.0000	Laboratory Technician I	36,715
561	8	883	6115	F	A	1.0000	Laborer	28,920
TOTAL 6115 EMPLOYEES						19.0000		\$ 756,345

DEPARTMENT OF PUBLIC WORKS

BUREAU: WASTEWATER OPERATIONS - TREATMENT

561 8 883 6115 Salaried Personnel

Bureau employees provide services for the continuous and efficient operation of an advanced wastewater treatment facility. The employees monitor operations to meet water quality standards set forth in the City's NPDES permit from the Pa. DEP and the US EPA.

561 8 883 6185 Overtime

Account provides for coverage of laboratory, biosolids handling, and wastewater operations personnel who are on sick leave, vacations, holidays, workers' compensation, and open shifts. This also covers emergency labor, and overtime caused by vacant positions.

561 8 883 7210 Maintenance - Buildings

Account provides for up-keep and repair of buildings located in the wastewater treatment plant, including grounds. The 2009 budget includes catching up to some backlogged projects.

561 8 883 7220 Maintenance - Communications

Account provides for radio maintenance for base stations, mobile radios and walkie-talkies for Wastewater Bureau.

561 8 883 7230 Maintenance - Equipment

Account provides for maintenance of mechanical and electrical equipment at the AWWTP.

- Oil and Grease Requirements
 - Plant gear boxes
 - All plant air compressors
 - North and South A/O
 - Grease for all equipment
 - Oil for plunger pumps
 - Cost to dispose of spent oil
- Packing
 - Packing to repack all plant pumps - 200lbs

- Preliminary Treatment
Maintenance of equipment at screen building and grit collectors, chain, oil seals and shoes, motors and electrical maintenance.
- Primary Treatment
Maintenance of 6 P.C., primary sludge pumps, repair chain scraper blades, gearboxes, motors and electrical maintenance.
- Final treatment
Final clarifiers, chlorine tanks and chlorinators, process water pumps and chlorine booster pumps, return and waste activated sludge pumps, plant process H₂O filters, motors, gear boxes and chain shoes.
- Secondary treatment
Cost of maintaining North and South A/O including 75 mixers and aerators, gearboxes, 5 motors, return sludge pumps, 8 flow meters as well as system O₂ plant and instrumentation. Mixers, aerators, gearboxes, motors, fuses, contacts and relays.

Specialty gas for O₂ Plant
 O₂ Plant instrumentation and compressor parts
 Overhaul plant air compressors
 O₂ and combination cells for North and South A/O controls
 Calibrate and repair flow meters
 Plant PLCs'
 Miscellaneous plant instrumentation maintenance
 O₂ Plant turn-around
 Plant odor control - maintain QUAD odor control units and chemical feed pumps, H₂O softeners, solenoids, filters
 Air compressors
 Water softeners
 500 filters
 Pump repair parts and replacement pumps
 Air filters four times a year, thermostats, relays and control cleaning
 Belt-filter press dewatering belts
 Equipment included in solids handling, belt presses and controls, including conveyors, hydraulic units, pumps, blowers, dryer and solid state controls and instrumentation.

561 8 883 7290

Maintenance – Vehicles

Account provides for maintenance of all vehicles utilized by Bureau of Wastewater Operations for general repairs, parts, inspection, tires, outside services, major engine and drive train repairs etc.

561 8 883 7460 Meter Expense

Account pays into the Water Fund 35% share of Water Meter Shop expenses.

561 8 883 7465 Water Utility Expense

Cost of water used in wastewater treatment operations.

561 8 883 7480 Sludge

The operational plan for 2009 calls for the pick-up and disposal of all wastewater treatment sludge.

561 8 883 7520 Power Electric

Account provides for electricity to operate the treatment plant and the Main Pump Station. Power consumption is dependent upon weather conditions. Combined sewers transport storm water and sanitary waste to the treatment plant. If rainfall exceeds normal parameters, power costs increase. An increase is needed to operate the new Lime Stabilization Plant.

561 8 883 7606 Operating Supplies

Account includes charts, paint brushes, lights, tools, gloves, cleaning gear, batteries, soaps, copy paper, computer paper, etc., required to maintain plant operations.

561 8 883 7615 Laboratory - Supplies

Account provides for laboratory services to support facility operations and the Industrial Pretreatment Program. Federal regulations require wastewater and solid waste analysis to maintain water quality and solids suitable for EPA Class A and B biosolids classifications, respectively. Chemicals, equipment and supplies for in-house testing and costs incurred from outside laboratory services are covered by this account. Additional total nitrogen testing associated with the BNR upgrade is included in the 2008 budget as required by PaDEP. Also, there is the potential for a two-time (dry and wet weather) stream study required as part of the CSO program under the NPDES permit.

- Laboratory Services
Laboratory supplies and chemicals
Equipment maintenance and repair (service contracts)
Office and janitorial supplies

Annual priority pollutants analysis (effluent and biosolids quality)
Toxic testing
Coliform testing
Quarterly solid waste analyses (agricultural utilization criteria)
Total nitrogen testing

- Industrial Pretreatment Program
Sampler maintenance and additional sampler purchase
Industrial monitoring (outside laboratory testing)
Computer software and maintenance
Newspaper notices (IU's in SNC and ordinance changes)

561 8 883 7618

Chemicals

Account covers chemicals required to operate the Wastewater Treatment Plant to meet the NPDES Permit and for odor control. The following is a chemical usage summary based on operating data:

Chlorine - 400 lbs/day
Polymer (press and rotary drum) - 175 lbs/day
Sodium hypochlorite - 250 gallons/day
Potassium permanganate - 28,500 lbs/year
Liquid oxygen - 28,000 gallons/year
Solar salt - 160 lbs/day
Cooling tower chemicals - 5 lbs/day
Sodium bisulfite - chemical for dechlorination
Defoamer FD410
Bioxide- new chemical addition for odor and corrosion control for the North Pumping Station Force Main, Stevens Pumping Station Force Main, and North Primary Clarifiers.
Odophos used for odor control.
Quick Lime used for new sludge handling process.

561 8 883 7654

Gasoline

Account pays for gasoline and oil for vehicles used in wastewater and sludge operations.

561 8 883 7660

Heating Fuel

Account pays for natural gas and fuel oil for heating of control, dewatering and other buildings. An increase is needed to heat the new Lime Stabilization Building.

561 8 883 8290

Capital Outlay

Replace North Primary sludge pump	– \$20,000
Replace Main Control Bldg. roof	---\$25,000
Replace Maintenance Bldg. roof	----\$25,000
TV truck camera	-- \$30,000
Sealer/ paver machine	----\$17,000

Total=\$117,000

**CITY OF LANCASTER
SEWER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
GROUNDS MAINTENANCE									
561 8 884 6110	SALARY-BUREAU CHIEF	0	1,560	3,546	3,638	3,638	2,505	3,666	3,748
561 8 884 6115	SALARY-PERSONNEL	74,498	82,414	85,349	92,009	92,009	75,794	92,686	94,768
561 8 884 6120	SALARY - TEMPORARY	0	4,560	5,330	5,450	5,732	5,732	5,733	5,800
561 8 884 6185	OVERTIME	2,073	3,397	3,180	3,700	3,418	3,021	3,700	3,700
561 8 884 7180	RENTAL OF UNIFORMS	650	580	600	650	650	462	650	650
561 8 884 7230	MAINTENANCE EQUIPMENT	1,456	399	1,125	1,200	1,200	0	1,200	1,200
561 8 884 7606	OPERATING SUPPLIES	1,185	1,502	984	1,275	1,275	557	1,275	1,300
561 8 884 8200	MINOR EQUIPMENT	734	0	0	1,000	1,000	1,000	1,000	1,000

TOTAL GROUNDS MAINTENANCE	80,596	94,412	100,114	108,922	108,922	89,071	109,910	112,166
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TOTAL SEWER FUND EXPENSES	10,488,382	10,816,770	10,855,406	11,131,585	11,131,585	8,888,086	10,731,510	12,096,041
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**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

561	8	884	6110	F	M	0.0500	Facility Manager	3,748
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TOTAL 6110 EMPLOYEES						0.0500		\$ 3,748
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561	8	884	6115	F	M	0.1000	Building Maintenance Supervisor	4,151
561	8	884	6115	F	A	0.1000	Maintenance Technician	3,858
561	8	884	6115	F	A	1.0000	Laborer	28,920
561	8	884	6115	F	A	1.0000	Laborer	28,920
561	8	884	6115	F	A	1.0000	Laborer	28,920

TOTAL 6115 EMPLOYEES						3.2000		\$ 94,768
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TOTAL EMPLOYEES						3.2500		\$ 98,516
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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 8 896 6120 Salary - Temporary

This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).

561 8 884 6185 Overtime

This code is for overtime expense relating to snow removal and sewer grounds maintenance emergencies.

561 8 884 7180 Rental of Uniforms

Uniforms for three employees.

561 8 884 7230 Maintenance of Equipment

This code is for repair and maintenance of equipment.

561 8 884 7606 Operating Supplies

This code is the expense for fertilizer, landscape supplies, hand tools, and the recycling program.

561 8 884 8200 Minor Equipment

This code is to purchase minor equipment for sewer grounds maintenance.

CITY OF LANCASTER

WATER FUND



2009 BUDGET

**CITY OF LANCASTER
WATER FUND REVENUE SUMMARY
2008 BUDGET VS. 2009 BUDGET**

<u>DESCRIPTION</u>	<u>2008 BUDGET</u> (as amended)	<u>2009 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Fees for Services	\$12,650,000	\$12,675,000	\$25,000	0.2%
Miscellaneous Revenue	\$839,250	\$807,859	(\$31,391)	-3.7%
Other Income	\$123,887	\$128,357	\$4,470	3.6%
Use of Retained Earnings	\$1,394,415	\$2,610,436	\$1,216,021	87.2%

TOTAL WATER FUND REVENUES & SOURCES OF FUNDS	\$15,007,552	\$16,221,652	\$1,214,100	8.1%
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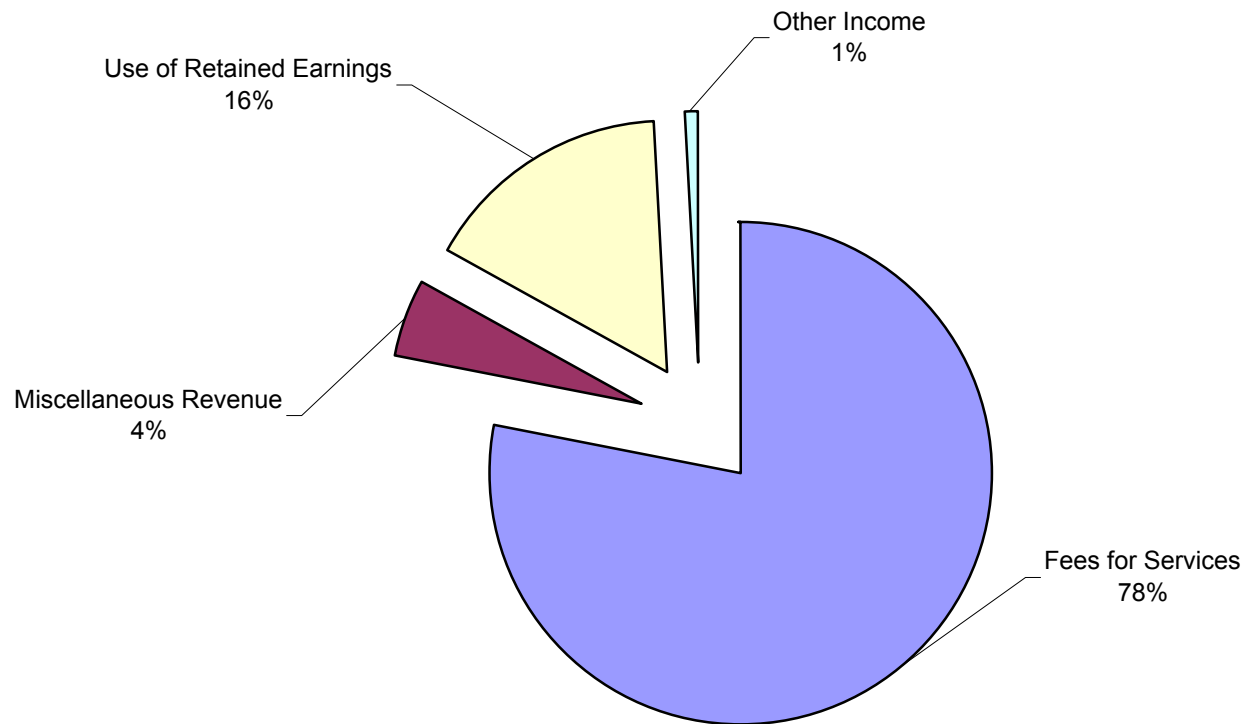
**CITY OF LANCASTER
WATER FUND EXPENSE SUMMARY
2008 BUDGET VS. 2009 BUDGET**

<u>BUREAU</u>	<u>2008 BUDGET</u> (as amended)	<u>2009 BUDGET</u> (adopted)	<u>\$ INCREASE/ (DECREASE)</u>	<u>% INCREASE/ (DECREASE)</u>
Administration	\$6,280,170	\$6,542,907.00	\$262,737	4.2%
Transfer to General Fund	\$1,500,000	\$1,500,000	\$0	0.0%
 Susquehanna Treatment Plant	 \$1,779,789	 \$2,296,709	 \$516,920	 29.0%
 Conestoga Treatment Plant	 \$2,431,904	 \$2,854,665	 \$422,761	 17.4%
 Transmission & Distribution	 \$1,690,057	 \$1,699,173	 \$9,116	 0.5%
 Meter Shop	 \$751,561	 \$744,712	 (\$6,849)	 -0.9%
 Grounds Maintenance	 \$341,694	 \$353,735	 \$12,041	 3.5%
 Laboratory	 \$232,377	 \$229,751	 (\$2,626)	 -1.1%
 TOTAL WATER FUND EXPENSES				
	\$15,007,552	\$16,221,652	\$1,214,100	8.1%

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
WATER FUND

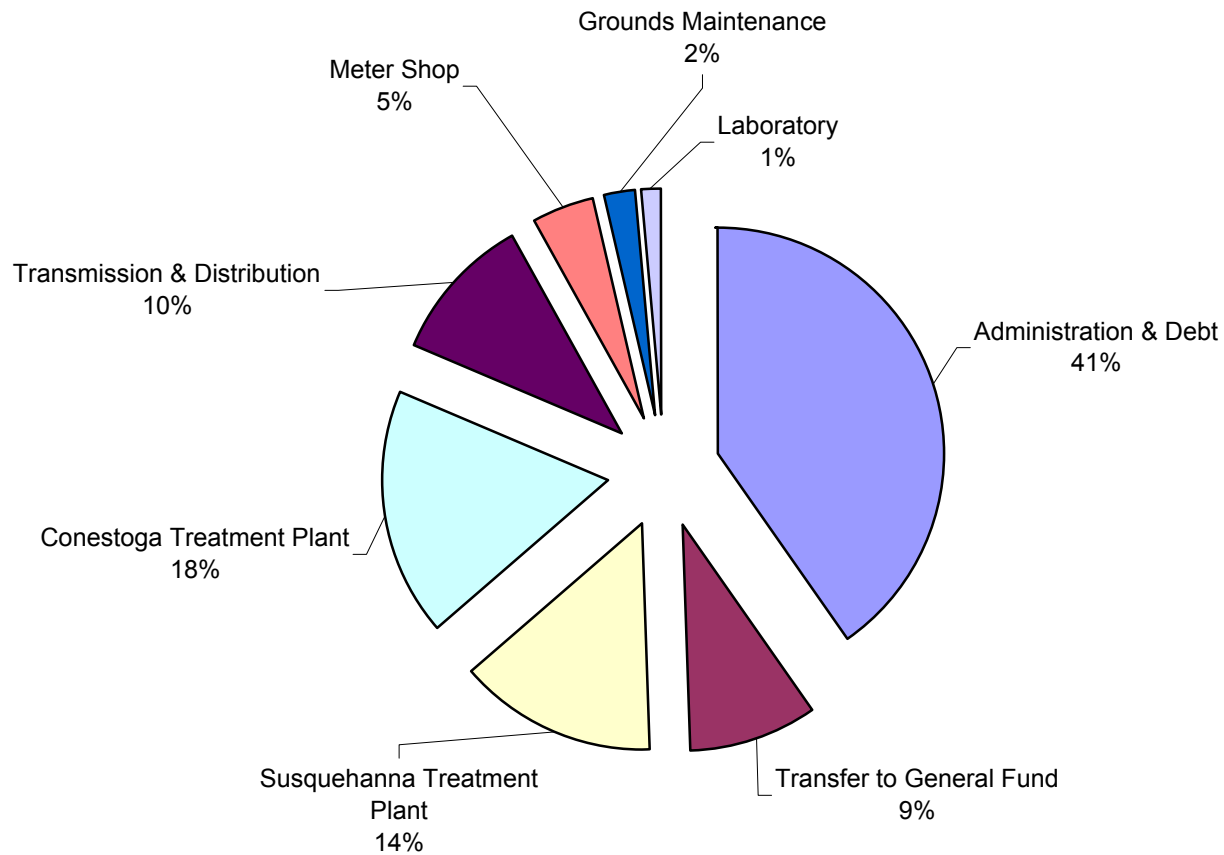
Retained Earnings 12/31/2007		\$ 14,443,278
Projected Revenues: 2008	13,418,351	
Projected Expenditures: 2008	<u>(14,077,438)</u>	
Projected Current Operating Surplus/(Deficit) 2008 (Addition to Retained Earnings)		<u>(659,087)</u>
Projected Retained Earnings 12/31/2008		13,784,191
Proposed Revenues: 2009	16,221,652	
Proposed Expenditures: 2009	<u>(16,221,652)</u>	
Proposed Current Operating Surplus/(Deficit) 2009 (Reduction to Retained Earnings)		<u>-</u>
Use of Retained Earnings		(1,638,081)
Transfer to General Fund of 2007 Actual Surplus		<u>(972,355)</u>
Projected Retained Earnings 12/31/2009		<u><u>\$ 11,173,755</u></u>

**CITY OF LANCASTER
WATER FUND REVENUES
2009 BUDGET**



TOTAL REVENUES \$16,221,652

**CITY OF LANCASTER
WATER FUND EXPENSES
2009 BUDGET**



TOTAL EXPENSES \$16,221,652

**CITY OF LANCASTER
WATER FUND REVENUE HISTORY**

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
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FEES FOR SERVICES

562	4077	WATER RENTS	11,548,132	11,953,821	12,726,538	12,650,000	12,650,000	10,486,167	12,583,400	12,675,000
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TOTAL FEES FOR SERVICES			11,548,132	11,953,821	12,726,538	12,650,000	12,650,000	10,486,167	12,583,400	12,675,000
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MISCELLANEOUS REVENUE

562	4009	LIEN INTEREST & COSTS	7,115	5,867	5,319	5,000	5,000	5,467	5,700	5,000
562	4044	RENTAL INCOME	169,096	171,790	197,950	220,700	220,700	197,350	236,864	238,359
562	4054	REFUND OF PRIOR YR EXP.	0	0	1,764	0	0	0	0	0
562	4056	AUCTION INCOME	1,002	2,066	0	0	0	0	0	0
562	4063	INTEREST INCOME	119,498	198,280	256,855	180,000	180,000	97,472	120,000	135,000
562	4078	METERS	5,857	1,859	3,951	5,500	5,500	2,018	3,500	4,500
562	4079	REIMBURSEMENT - METER LABOR	170,959	205,040	213,694	263,050	263,050	142,030	177,000	260,000
562	4080	MISCELLANEOUS REVENUE	82,537	72,780	58,762	65,000	65,000	63,968	68,000	65,000
562	4147	TAPPING FEES	166,000	120,000	52,000	100,000	100,000	90,000	100,000	100,000

TOTAL MISC. REVENUE			722,064	777,682	790,295	839,250	839,250	598,305	711,064	807,859
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OTHER INCOME

562	4070	INSURANCE RECOVERY	0	301	72,072	0	0	0	0	0
562	4071	PENSION STATE AID	110,364	101,247	123,433	123,887	123,887	123,887	123,887	128,357
562	4990	USE OF RETAINED EARNINGS	0	0	0	1,394,415	1,394,415	0	0	2,610,436

TOTAL OTHER INCOME			110,364	101,548	195,505	1,518,302	1,518,302	123,887	123,887	2,738,793
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TOTAL REVENUE			12,380,560	12,833,051	13,712,338	15,007,552	15,007,552	11,208,359	13,418,351	16,221,652
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WATER FUND REVENUE

CATEGORY: FEES FOR SERVICE

562 4077 Water Rents

Revenue is derived from the billings for metered water usage for approximately 42,500 customers.

WATER FUND REVENUE

CATEGORY: MISCELLANEOUS REVENUE

562 4009 Lien Interest & Cost

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

562 4044 Rental Income

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

562 4063 Interest Income

Revenue is derived from the interest earned on idle funds.

562 4078 Meters

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

562 4079 Reimbursement-Meter Shop

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

562 4080 Miscellaneous Revenue

Revenues of the water system not otherwise credited.

562 4147 Tapping Fees

Fees charged for connection to the water system in West Lampeter Township.

WATER FUND REVENUE

CATEGORY: OTHER INCOME

562 4070 Insurance Recovery

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

562 4071 Act 205 Pension State Aid

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

562 4990 Use of Retained Earnings

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

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
ADMINISTRATION									
562 8 890 6110	SALARY BUREAU CHIEF	28,622	13,207	824	57,689	53,229	0	0	59,421
562 8 890 6115	SALARIED PERSONNEL	310,694	313,106	369,397	408,140	401,043	342,950	425,606	496,844
562 8 890 6120	SALARY - TEMPORARY	0	0	2,652	0	0	0	0	0
562 8 890 6185	OVERTIME	3	57	0	0	0	0	0	0
562 8 890 6190	SICK LEAVE BONUS	3,332	1,700	2,517	2,750	2,110	2,109	2,110	3,683
562 8 890 6201	EDUCATIONAL INCENTIVE	11,267	14,790	14,090	15,000	15,000	7,210	14,000	15,000
562 8 890 6202	MEDICAL INSURANCE	832,949	1,018,083	1,068,411	1,145,000	1,145,000	948,390	1,036,000	1,135,000
562 8 890 6203	DENTAL/VISION	40,695	45,121	42,223	45,400	45,400	40,201	44,027	46,250
562 8 890 6208	SOCIAL SECURITY	238,127	244,956	256,548	293,000	293,000	217,475	270,886	307,000
562 8 890 6209	LIFE INSURANCE	10,558	10,194	9,527	10,100	11,500	10,464	11,483	12,000
562 8 890 6230	PENSION CONTRIBUTION	140,056	132,415	155,382	156,634	156,634	148,062	156,634	161,171
562 8 890 6240	UNEMPLOYMENT COMPENSATION	4,119	120	0	1,000	3,500	3,476	3,500	2,500
562 8 890 6250	WORKERS COMPENSATION	176,147	13,230	115,203	180,000	186,128	49,981	100,000	185,000
562 8 890 7141	PC LEASE	0	0	0	0	0	0	0	9,398
562 8 890 7160	RENTAL OF PARKING LOT	1,980	2,675	3,131	3,350	3,350	3,201	3,518	3,725
562 8 890 7180	RENTAL OF UNIFORMS	14,341	13,229	13,422	14,000	14,000	10,037	13,800	14,400
562 8 890 7230	MAINTENANCE OF EQUIPMENT	9,379	16,990	17,158	15,000	15,000	12,131	14,000	16,000
562 8 890 7310	ADVERTISING	1,916	3,238	3,700	3,000	3,000	839	2,000	3,000
562 8 890 7340	POSTAGE	53,382	48,822	53,784	57,000	57,000	38,808	52,000	62,563
562 8 890 7350	PRINTING	9,120	5,352	12,477	12,500	13,600	8,287	12,000	13,648
562 8 890 7360	TELEPHONE	26,163	26,908	27,801	27,000	27,000	20,798	27,000	27,000
562 8 890 7370	TRAVEL	7,320	1,900	5,252	6,000	7,750	6,398	7,000	6,000
562 8 890 7380	MISCELLANEOUS EXPENSE	171	204	457	1,000	1,200	1,064	1,100	1,200
562 8 890 7410	PROFESSIONAL SERVICES	203,501	271,853	152,480	300,000	303,742	97,033	307,000	450,000
562 8 890 7430	BANK SERVICE CHARGES	8,986	8,722	9,859	10,500	10,250	7,547	10,250	10,700
562 8 890 7431	CREDIT CARD FEES	0	656	4,984	5,000	6,100	5,033	6,400	6,800
562 8 890 7445	TRAINING - SCHOOL	16,275	10,405	13,605	15,000	14,800	12,067	13,000	15,000
562 8 890 7603	OFFICE SUPPLIES	8,079	9,694	4,945	10,000	10,000	3,614	6,000	8,000
562 8 890 7720	INSURANCE PACKAGE	114,350	115,917	122,457	132,000	132,000	117,684	131,734	138,350
562 8 890 8200	MINOR EQUIPMENT	16,660	7,311	10,877	17,000	20,355	17,777	19,000	20,000

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
562 8 890 8202	SAFETY EQUIPMENT	6,437	4,407	6,452	8,000	8,000	5,531	7,000	7,000
562 8 890 8250	COMPUTER APPLICATIONS	5,050	6,466	2,228	15,000	128	1,527	3,000	15,000
562 8 890 9110	ADMINISTRATIVE-INDIRECT COST	610,083	646,274	651,415	641,449	641,449	534,541	641,449	560,145
562 8 890 9140	REVENUE TRF'D TO CITY	901,017	901,017	1,207,128	1,500,000	1,500,000	1,250,000	1,500,000	1,500,000
562 8 890 9230	FISCAL AGENT FEES	3,455	3,307	2,757	5,000	5,000	763	4,500	4,000
562 8 890 9240	BOND INTEREST EXPENSE	1,055,485	1,076,232	911,184	1,738,340	1,738,340	1,722,385	1,738,340	1,836,380
562 8 890 9260	BOND PRINCIPAL EXPENSE	1,669,567	1,747,468	1,835,696	935,562	935,562	559,188	935,562	890,729
TOTAL ADMINISTRATION		6,539,286	6,736,026	7,110,023	7,786,414	7,780,170	6,206,571	7,519,899	8,042,907

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

562	8	890	6110	F	M	0.6500	Water/Wastewater Utilities Mgr.	45,017
562	8	890	6110	F	M	0.2000	Operations Manager	14,404

TOTAL 6110 EMPLOYEES						0.8500		\$ 59,421
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562	8	890	6115	F	M	1.0000	Project Engineer	56,875
562	8	890	6115	F	M	1.0000	Capital Improvements Manager	74,950
562	8	890	6115	F	M	1.0000	Mechanical Inspector/Plan Reviewer	44,912
562	8	890	6115	F	M	0.3300	Senior Programmer	21,119
562	8	890	6115	F	M	0.3750	System Development Manager	37,908
562	8	890	6115	F	M	0.4535	Bureau Chief Proc. & Collections	27,059
562	8	890	6115	F	M	0.2500	Information Services Manager	16,647
562	8	890	6115	F	M	0.4535	Customer Service Supervisor	19,578
562	8	890	6115	F	A	1.0000	Secretary I	34,117
562	8	890	6115	F	A	0.4535	Customer Care Coordinator	16,816
562	8	890	6115	F	A	0.4535	Customer Care Coordinator	16,712
562	8	890	6115	F	A	0.4535	Customer Care Coordinator	18,558
562	8	890	6115	F	A	0.4535	Customer Care Coordinator	16,010
562	8	890	6115	F	A	0.4535	Customer Care Coordinator	16,485
562	8	890	6115	F	A	0.4535	Cashier	15,037
562	8	890	6115	F	A	0.4535	Cashier	13,477
562	8	890	6115	F	A	0.4535	Revenue Clerk	14,296
562	8	890	6115	F	A	0.5597	Billing Clerk	16,966
562	8	890	6115	F	A	0.4535	Mail & Print Operator	12,996

							Subtotal Full-Time	10.5031
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**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
562 8 890 6115	P	A	0.4535 Data Entry Operator I	6,326
	Subtotal	Part-Time	0.4535	
TOTAL 6115 EMPLOYEES			10.9566	\$ 496,844
TOTAL EMPLOYEES			11.8066	\$ 556,265

DEPARTMENT OF PUBLIC WORKS

BUREAU: WATER - ADMINISTRATION

562 8 890 6110 Salary Bureau Chief

This line item accounts for sixty-five percent (65%) of the Utility Manager salary that is shared by the Water Fund and Sewer Fund. Also reflected is forty percent (40%) of the Operations Manager salary that is shared by the Water Fund, Sewer Fund, and Bureau of Streets in the General Fund.

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 paid to administrative staff in the Water Bureau.

562 8 890 6190 Sick Leave Bonus

This line item accounts for sick leave bonuses paid to individuals who do not use any sick leave or only use one sick day in the prior year.

562 8 890 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). Three employees are eligible for "E" certification bonuses in 2009.

562 8 890 6202 Medical Insurance

This line item accounts for medical insurance for employees in the Bureau of Water.

562 8 890 6203 Dental & Vision

This line item accounts for employee dental and eye insurance premiums.

562 8 890 6208 Social Security

This line item accounts for Social Security payments made for Bureau of Water employees.

562 8 890 6209 Life Insurance

This line item accounts for life insurance expenses for Bureau of Water employees.

562 8 890 6230 Pension Contribution

This line item accounts for pension contributions to the Cash Balance and Supplemental Plans on behalf of Bureau of Water employees.

562 8 890 6240 Unemployment Compensation

Unemployment claims paid to the Commonwealth of PA for Water Fund employees.

562 8 890 6250 Workers' Compensation

This line item accounts for workers' compensation claims for Bureau of Water employees.

562 8 890 7141 PC Lease

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

562 8 890 7160 Rental of Parking Lot

This line item accounts for parking space rental for Water Bureau employees in the Bureau of Procurement and Collection.

562 8 890 7180 Rental of Uniforms

Account pays for rental of uniforms for all employees in the Bureau of Water at contract rates.

562 8 890 7230 Maintenance of Equipment

Prorata share of maintenance and maintenance contract costs for equipment used by City Treasury.

562 8 890 7310**Advertising**

This line item accounts for advertising contracts and replacement employees within the Bureau of Water.

562 8 890 7340**Postage**

This account covers 69% of the postage for Water bills, the Safe Drinking Water Act requirement to annually distribute a Consumer Confidence Report, and the distribution of other public awareness information.

562 8 890 7350**Printing**

This account covers expenses for in-house and contracted printing, and the cost to print the Consumer Confidence Report (CCR) as required under the Safe Drinking Water Act (SDWA), and other public awareness information.

562 8 890 7360**Telephone**

This account covers telephone services, including cellular phones.

562 8 890 7370**Travel**

This account pays for all travel expenses incurred by personnel attending AWWA conferences on regional, state and national levels. This account also includes travel for the Director to attend AWWA and other water related conferences. Also pays for travel to meetings concerning PaDEP and US EPA proposed mandatory regulations as they relate to the Safe Drinking Water Act (SDWA) and certification training.

562 8 890 7380**Miscellaneous Expenses**

This account covers items not specifically budgeted elsewhere, including customer relations and license fees.

562 8 890 7410**Professional Services**

This account pays for outside services including legal counsel, auditing, engineering consultation, and PUC rate case preparations. Also included are consulting services that address EPA requirements to perform additional studies and other projects related to the reauthorization of the Safe Drinking Water Act.

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 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 bonds, and escrow fees on various refunded issues of the Metropolitan Lancaster Authority.

562 8 890 9240 Bond Interest Expense

This line reflects interest payments on the 2007 bonds, 2003 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 bonds, 2003 General Obligation bonds, and Guaranteed Revenue Note of 2001 (Pennvest).

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
SUSQUEHANNA TREATMENT PLANT									
562 8 891 6115	SALARIED PERSONNEL	562,614	573,232	588,754	724,289	704,289	565,600	693,161	753,709
562 8 891 6185	OVERTIME	99,455	89,162	78,054	50,000	70,000	63,608	70,000	50,000
562 8 891 7210	MAINTENANCE- BUILDINGS	28,240	34,180	3,252	23,000	18,000	9,370	10,000	15,000
562 8 891 7220	MAINTENANCE- COMMUNIC.	222	28	0	500	500	134	200	500
562 8 891 7230	MAINTENANCE- EQUIPMENT	114,498	83,875	75,429	60,000	50,000	40,961	50,000	50,000
562 8 891 7290	MAINTENANCE- VEHICLES	7,881	8,243	8,748	9,000	9,000	7,412	9,000	10,000
562 8 891 7465	WATER UTILITY EXPENSE	2,518	2,528	2,982	17,000	17,000	3,632	5,000	7,500
562 8 891 7480	SLUDGE	91,723	101,234	75,622	90,000	90,000	62,522	82,000	90,000
562 8 891 7520	POWER ELECTRIC	386,847	437,504	392,874	390,000	390,000	354,497	450,000	640,000
562 8 891 7606	OPERATING SUPPLIES	2,541	2,370	3,056	4,000	4,000	2,882	4,000	5,000
562 8 891 7618	CHEMICALS	246,168	297,863	264,271	312,000	312,000	264,179	312,000	580,000
562 8 891 7654	GASOLINE	6,884	6,785	8,136	7,000	12,000	7,400	10,000	12,000
562 8 891 7660	HEATING FUEL	35,886	43,986	51,392	50,000	60,000	48,861	60,000	70,000
562 8 891 8200	MINOR EQUIPMENT	1,510	2,495	2,268	3,000	3,000	2,258	3,000	3,000
562 8 891 8270	VEHICLES	0	16,366	0	0	0	0	0	0
562 8 891 8290	CAPITAL OUTLAY	0	5,700	0	40,000	40,000	0	0	10,000
TOTAL SUSQUEHANNA PLANT		1,586,987	1,705,551	1,554,838	1,779,789	1,779,789	1,433,316	1,758,361	2,296,709

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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 Production Supervisor	50,803
562	8	891	6115	F	M	1.0000	Chief Water Plant Operator	48,592
562	8	891	6115	F	M	1.0000	Project Engineer	52,577
562	8	891	6115	F	M	1.0000	Plant Maintenance Supervisor	41,505
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	41,333
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic III	38,578
562	8	891	6115	F	A	1.0000	Water Plant Operator II	37,461
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	39,328
562	8	891	6115	F	A	1.0000	Water Plant Operator II-GF	38,553
562	8	891	6115	F	A	1.0000	Water Plant Operator II	37,461
562	8	891	6115	F	A	1.0000	Water Plant Operator II	37,461
562	8	891	6115	F	A	1.0000	Water Plant Operator II	38,306
562	8	891	6115	F	A	1.0000	Maintenance Electrician II	39,349
562	8	891	6115	F	A	1.0000	Plant Maint Mechanic I	35,904
562	8	891	6115	F	A	1.0000	Water Plant Operator I-TR	32,379
562	8	891	6115	F	A	1.0000	Water Plant Operator II	36,279
562	8	891	6115	F	A	1.0000	Water Plant Operator II	36,343
562	8	891	6115	F	A	1.0000	Water Plant Operator I-GF	33,417
562	8	891	6115	F	A	1.0000	Water Plant Operator I-Cert	38,080
TOTAL 6115 EMPLOYEES						19.0000		\$ 753,709

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, the Oyster Point Reservoir, and all roads on these properties. Following is an estimate on how this money may be utilized.

Underground Storage Tank Indemnification Fund	\$ 500
Columbia High Service	3,000
Columbia Low Service	3,000
Septic Tanks	1,000
Security	2,000
Valve House Heaters	1,000
Buildings and Grounds Equipment	2,500
Hazardous Waste Removal	2,000

Total \$ 15,000

562 8 891 7220 Maintenance - Communications

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

562 8 891 7230**Maintenance of Equipment**

This line item provides for the maintenance of equipment used in the purification of water at the SWTP. Items included are instruments, clarifiers, centrifuges, chemical feeders, filters, chemical feed valves, valve motor and mixer expenses. The overhaul maintenance program for all pumps and continued repairs on the grit machines are necessary due to foreign objects being periodically drawn in from the river. Following is an estimate on how this money may be utilized.

Instrumentation/Charts, Computer Equip.	\$ 3,500
Tooling	3,000
Precipitator Maintenance	1,000
Repairs to the Lime / Alum Feeders	2,000
Lightning Arresting Equipment	2,000
Centrifuge Repairs	3,000
Operating Equipment	1,000
Sub Yard Maintenance	3,000
Crane Maintenance	2,000
Air Release Valves on the 42" Main	2,000
Maintenance of HVAC Systems	2,000
Miscellaneous Unplanned Repairs & Parts	18,000

Total \$50,000

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), two ½-ton pickups (203 and 225), one ½-ton van (213), two ¾-ton utility trucks (253 and 260), one loader (224), and a Supervisor's vehicle (264). Increase in 2009 is covering the emissions testing and the cost of maintaining our aging fleet.

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.

62 8 891 7480**Sludge**

This is the cost to haul and properly dispose of the sludge byproduct. This will be the 3rd year of a 3 year optional contract at the same price as last year.

562 8 891 7520**Power - Electric**

Account provides for electricity to operate all pumping stations and filter plant associated with the SWTP.

Oyster Point Road #4	\$ 1,800
Prospect Valley Valve House	300
St. Ann's Surge Tank	3,600
St Ann's Valve Pit	800
Strickler's Run Surge Tank	4,000
Susquehanna Filter Plant	300,000
Susquehanna Pumping Station	237,500
Stony Battery Road	400
Water Altitude Valve House	1000
Stony Battery Road & Rt. 30	600
Membrane Plant 3 months	<u>90,000</u>
Total	\$ 640,000

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 utilized in the purification of drinking water at the SWTP and new chemicals for startup of the membrane plant. Daily production is expected to be 11 million gallons, the total chemical quantities are fairly consistent, based on usage, consumption and history. Estimate is based on the projected chemical usage for 2009 and the estimated increase in chemical cost associated with the new contract in October.

Alum, Liquid	1,500,000# @ \$.1924/#	\$ 289,600
Lime, Bulk	575,000# @ \$.068/#	39,100
Chlorine	135,000# @ \$.268/#	36,180
Fluoride	120,000# @ \$.293/#	35,160
Phosphate	11,500# @ \$.86933/#	10,000
Polymer, Magnifloc	13,800# @ \$1.1.8513/#	25,550
Polymer, Pollu-Treat	5,500# @ \$2.1483/#	<u>12,000</u>
Total		\$446,590

Membrane Chemicals for 3 months operation:

PolyAluminumChloride	258,507#@\$.25/#	64,627
Sodium Hypochlorite (15%)	37,000g@\$1.30/g	48,100
Phosphate	6,215#@\$.86933/#	5,403
Flouride	34,856#@\$.293/#	10,134
Citric Acid (50%)	6540#@\$.68/#	4,447
Sodium Bisulfite	<u>1400#@\$.35/#</u>	490
	Total	\$136,201
	Total Chemicals	\$580,000

562 8 891 7654 Gasoline

Account provides for gasoline and oil needed to operate the vehicles used by the Bureau of Water - SWTP. Recommendation is based on past usage. Estimate is based on 3,900 gallons of gas and 200 gallons of diesel.

562 8 891 7660 Heating Fuel

This account provides for fuel for heating at the SWTP High and Low Service.

562 8 891 8200 Minor Equipment

This account reflects the cost of small equipment and tools.

562 8 891 8270 Vehicles

There are no new vehicles scheduled to be purchased in 2009.

562 8 891 8290 Capital Outlay

This line accounts for expenditures made for new and replacement equipment. In 2009, this expense is to install a new, larger service line to the low service pumping station from Columbia's water main. Current service is a 0.5 inch line.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
CONESTOGA TREATMENT PLANT									
562 8 892 6115	SALARIED PERSONNEL	584,295	611,781	635,833	660,746	645,746	530,925	650,094	684,472
562 8 892 6185	OVERTIME	74,598	76,884	74,987	75,000	90,000	74,932	90,000	80,000
562 8 892 7210	MAINTENANCE- BUILDINGS	48,850	22,133	29,359	30,000	35,640	23,833	30,000	40,000
562 8 892 7220	MAINTENANCE- COMMUNIC.	123	0	325	500	1,140	1,140	1,140	500
562 8 892 7230	MAINTENANCE- EQUIPMENT	54,473	59,746	78,152	80,000	68,720	40,526	55,000	80,000
562 8 892 7290	MAINTENANCE- VEHICLES	17,737	21,000	28,618	20,000	20,000	19,227	20,000	20,000
562 8 892 7480	SLUDGE	122,405	172,950	167,174	175,000	125,000	107,470	200,000	200,000
562 8 892 7520	POWER ELECTRIC	428,790	429,996	429,382	500,000	450,000	343,125	450,000	700,000
562 8 892 7606	OPERATING SUPPLIES	2,981	2,726	2,660	3,000	3,000	2,041	2,500	3,000
562 8 892 7618	CHEMICALS	230,563	263,668	337,732	300,000	400,000	323,081	400,000	820,000
562 8 892 7654	GASOLINE	13,927	17,452	19,028	18,000	23,000	18,687	23,000	25,000
562 8 892 7660	HEATING FUEL	22,991	26,748	37,432	30,000	55,000	37,578	55,000	60,000
562 8 892 8270	VEHICLES	0	28,808	0	45,286	57,658	43,087	45,000	41,693
562 8 892 8290	CAPITAL OUTLAY	3,517	7,942	3,200	482,000	457,000	0	398,836	100,000
TOTAL CONESTOGA PLANT		1,605,250	1,741,834	1,843,882	2,419,532	2,431,904	1,565,652	2,420,570	2,854,665

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	50,549
562	8	892	6115	F	M	1.0000	Water Plant Supervisor	52,577
562	8	892	6115	F	M	1.0000	Chief Water Plant Operator	43,172
562	8	892	6115	F	A	1.0000	Maintenance Electrician II	40,923
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic III	40,923
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	41,643
562	8	892	6115	F	A	1.0000	Water Plant Operator II-C	41,420
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic I	38,090
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic I	38,090
562	8	892	6115	F	A	1.0000	Water Plant Operator II	39,874
562	8	892	6115	F	A	1.0000	Water Plant Operator II-GF/TR	38,107
562	8	892	6115	F	A	1.0000	Water Plant Operator II-GF/TR	36,343
562	8	892	6115	F	A	1.0000	Water Plant Operator I-GR/TR	35,039
562	8	892	6115	F	A	1.0000	Water Plant Operator I-C	38,224
562	8	892	6115	F	A	1.0000	Water Plant Operator I-GR/TR	36,161
562	8	892	6115	F	A	1.0000	Water Plant Operator I-GR/TR	35,997
562	8	892	6115	F	A	1.0000	Plant Maint Mechanic	37,340
TOTAL 6115 EMPLOYEES						17.0000		\$ 684,472

DEPARTMENT OF PUBLIC WORKS

BUREAU: WATER – CONESTOGA WATER TREATMENT PLANT - CWTP

562 8 892 6115 Salaried Personnel

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

562 8 892 6185 Overtime

This account provides for substitutes for sick leave, vacations, funerals, holidays, extra shifts, emergency maintenance repairs, and operator shortages. The CWTP staff also performs snow removal for a portion of the eastside of the City, which increases overtime.

562 8 892 7210 Maintenance of Buildings

Account provides for the general upkeep of all buildings at CWTP and T&D Beaver Street. This includes pumping stations, sludge building, dam, meter shop, and the filter building. Also included are the water tanks at Blossom Hill, Neffsville, Lampeter, Willow Street, and Reservoir Park; the pumping stations at Hess Boulevard, Lampeter, Willow Street, Kissel Hill, and all roads on these properties. For 2009 we are replacing the air conditioning unit that cools the Low and High Service control room, a blow off valve vault on Buchanan Ave. and painting the windows at the filter plant. CWTP will maintain the two new buildings related to the new membrane plant in the fourth quarter of 2009.

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, clarifiers, chemical feeders, filters, chemical feed valves, valve motors and mixers, raw water stations, and pump stations. Minor repairs include charts, recorders, etc. Major expenses include pump and motor rebuilds and air release valve repairs. 2009 includes rebuilding of the traveling screens at the raw water pumping station and purchase of a pallet stacker for the new carbon feed

system in the new strainer/carbon feed building. CWTP will maintain all equipment related to the new membrane plant in the fourth quarter of 2009.

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 (261), a dump truck w/plow (200), two 1-ton pickup w/plows (229, 246), a 1-ton van, a 3/4-ton pickup (252), a 3/4-ton pickup w/plow (232), a front end loader (235), and two cars (237 & 258). Also provides for new emission testing. CWTP personnel are responsible for snow removal on city streets east of Broad Street, increasing the maintenance issues for our older trucks.

562 8 892 7480 Sludge

Under the Industrial Waste Ordinance, this fund covers fees paid to the City's Sewer Fund for excess suspended solids, which are pumped daily to the Wastewater system from the thickener tank at the CWTP. We take a representative sample of our total suspended solids (TSS) weekly. Due to feeding higher chemical dosages, volume of sludge increased, TSS for 2008 averaged 9200 mg/L.

562 8 892 7520 Power - Electric

Account provides for electricity to operate all pumping stations and Conestoga Filter Plant. CWTP anticipates an increase in power consumption due to the six-month start up and three-month operation of the new membrane filtration plant in 2009.

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. Daily production is normally 11 to 12 million gallons; the total chemical quantities had been fairly consistent, based on usage, consumption and history. In 2007 we increased alum to meet future Long Term 2 Enhanced Surface Water Treatment Rule (LT2ESWTR) goals of less than .15 NTU turbidity on all filters at all

times. This higher alum consumption continued in 2008. Chemical prices are locked in until October 2009. Previous contract prices have fluctuated greatly in the past. We estimate a 10% increase in chemical prices due to higher transportation cost. Alum and chlorine are 70% of our chemical budget. Estimate is based on anticipated chemical usage and new chemicals needed for start up and running new membrane filtration plant for six months in 2009. Chemical estimates for running the conventional plant the first nine months of 2009 are \$300,000. Chemical estimates for the new membrane filtration plant range from \$420,000 to \$1,220,000 depending on the treatment technique needed. This estimate is for a six-month start up and the new plant running in the final three months of 2009. The total chemical estimate is \$720,000.

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 7,000 gallons of gas and 1,000 gallons of diesel.

562 8 892 7660

Heating Fuel

This account provides for fuel for heating at the Conestoga Filter Plant, Meter Shop, and Beaver Street garage. Estimate is based on expense history, present expenditures, and 18,000 gallons annual usage. A new boiler installed in 2005 has reduced oil consumption 25% at CWTP. For 2009 an average price of \$3.50 was used.

562 8 892 8270

Vehicles

Cost of replacement vehicles at the CWTP. CWTP started a three-year lease purchase (\$14,675.00) for a one ton pick up (# 246) with plow, dump and salter in 2008. 2009 will be the second year of this lease and the lease will finish in 2010. CWTP started a 5-year lease purchase (\$27,018.00) for a 5-ton dump truck (# 261) with plow and salter in 2008. 2009 will be the second year on this lease with this lease ending in the fiscal year of 2012.

562 8 892 8290

Capital Outlay

This line accounts for expenditures made for new and replacement equipment. Major expenses for 2009 include flood control improvements, fencing all tanks and pumping stations and a new rechlorination station at Hess Blvd. P. S.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
TRANSMISSION & DISTRIBUTION									
562 8 894 6115	SALARIED PERSONNEL	618,518	663,454	661,877	768,396	762,268	527,678	653,089	793,529
562 8 894 6120	SALARY TEMPORARY	0	20,360	12,250	20,600	20,600	18,368	18,368	16,000
562 8 894 6185	OVERTIME	23,367	27,401	38,482	35,000	35,000	15,755	35,000	35,000
562 8 894 7230	MAINTENANCE- EQUIPMENT	6,456	4,701	3,240	7,000	7,000	2,593	6,500	7,000
562 8 894 7250	MAINTENANCE- MAINS	88,425	66,716	81,099	80,000	84,344	62,893	80,000	80,000
562 8 894 7280	MAINTENANCE- SERVICE LINES	34,728	35,960	40,210	44,000	44,000	24,352	44,000	44,000
562 8 894 7290	MAINTENANCE- VEHICLES	47,674	44,862	33,277	40,000	39,773	28,364	30,000	35,000
562 8 894 7410	PROFESSIONAL SERVICES	1,730	4,971	1,195	6,000	6,000	2,145	3,000	4,000
562 8 894 7440	CONTRACT SERVICES	32,325	14,960	8,630	20,000	20,000	5,700	9,000	15,000
562 8 894 7470	TRENCH PAVING	94,415	61,372	91,819	90,000	94,000	88,494	94,901	90,000
562 8 894 7475	SIDEWALK REPLACEMENT	30,455	60,465	4,729	29,500	26,300	26,253	29,500	29,500
562 8 894 7606	OPERATING SUPPLIES	8,972	9,843	8,635	11,000	11,000	9,757	11,000	11,000
562 8 894 7654	GASOLINE	30,977	35,642	42,000	35,000	45,000	37,666	45,000	45,000
562 8 894 8200	MINOR EQUIPMENT	19,663	9,835	12,744	10,000	6,000	2,986	5,500	11,900
562 8 894 8240	HYDRANTS	30,223	38,694	27,611	39,000	42,200	39,705	42,200	39,000
562 8 894 8270	VEHICLES	55,514	0	0	0	0	0	0	0
562 8 894 8271	VEHICLE LEASE PURCHASE	17,337	40,862	53,044	60,689	60,916	60,244	60,244	87,244
562 8 894 8290	CAPITAL OUTLAY	0	0	0	400,000	385,656	133,767	146,000	356,000
TOTAL TRANSMISSION & DIST.		1,140,779	1,140,098	1,120,842	1,696,185	1,690,057	1,086,720	1,313,302	1,699,173

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	56,875
562	8	894	6115	F	M	1.0000	Water Distribution Supervisor	52,577
562	8	894	6115	F	M	1.0000	Labor Supervisor II	43,172
562	8	894	6115	F	M	1.0000	Labor Supervisor I	41,505
562	8	894	6115	F	M	1.0000	Labor Supervisor I	38,359
562	8	894	6115	F	M	1.0000	Labor Supervisor I	38,359
562	8	894	6115	F	M	1.0000	Construction Inspector	54,687
562	8	894	6115	F	A	1.0000	Mark-Out Serviceperson II	38,090
562	8	894	6115	F	A	1.0000	Equipment Operator II	36,295
562	8	894	6115	F	A	1.0000	Equipment Operator II	33,417
562	8	894	6115	F	A	1.0000	Equipment Operator II	36,161
562	8	894	6115	F	A	1.0000	Equipment Operator II	33,417
562	8	894	6115	F	A	1.0000	Equipment Operator I	34,251
562	8	894	6115	F	A	1.0000	Equipment Operator I	33,576
562	8	894	6115	F	A	1.0000	Equipment Operator I	31,528
562	8	894	6115	F	A	1.0000	Maintenance Worker	33,109
562	8	894	6115	F	A	1.0000	Maintenance Worker	33,109
562	8	894	6115	F	A	1.0000	Maintenance Worker	32,457
562	8	894	6115	F	A	1.0000	Maintenance Worker	32,457
562	8	894	6115	F	A	1.0000	Laborer	28,920
562	8	894	6115	F	A	1.0000	Laborer	31,208

TOTAL 6115 EMPLOYEES

21.0000

\$ 793,529

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

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

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 projected that the total number of service lines requiring replacement will be 80 +/-.

562 8 894 7290

Maintenance Vehicles

The Motor Vehicle Section maintains construction equipment and vehicles such as backhoes, loaders, compressor trucks, dump trucks and pick-up trucks. This item covers the cost of maintaining these vehicles at outside repair facilities and the City's Central Garage, including any emissions monitoring/control requirements.

562 8 894 7410

Professional Services

This line item covers surveying, design, computer services support, plan reviews and computer modeling.

562 8 894 7440

Contract Services

- 1) One Call System for utility locates.
- 2) Plumbing contractor assistance contract.
- 3) Heavy construction equipment and trackhoe services.
- 4) Photocopier and computer maintenance services.
- 5) Leak detection, geological scans & cathodic protection services.

562 8 894 7470

Trench Paving

This line item covers the cost of restoring street surfaces at water trench excavations. Excavations are located throughout the water system. This trench restoration work is performed by the Streets Bureau, with assistance from Water T/D.

562 8 894 7475

Sidewalk Replacement

This line item covers the cost of replacing sidewalks removed during the installation of water service lines, maintenance operations and fire hydrants. Work to be done by outside contract and City forces.

562 8 894 7606

Operating Supplies

The purchase of items such as grease, lubricants, motor oil, gasket materials, drafting supplies, rental of acetylene/oxygen tanks, print paper, meal tickets, hand tools, fax and copier and computer supplies, janitorial supplies, CDL reimbursement, and saw blades.

562 8 894 7654

Gasoline

Gasoline and diesel fuels are included in this line item.

562 8 894 8200

Minor Equipment

This item covers the purchase of equipment such as :

Push rods-40 each @ 80.00	3,400.00
Trench wacker	2,300.00
2" dewatering pumps (2)	2,000.00
Hydraulic pipe saws (2)	3,200.00
Total	11,900.00

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 reinstituted in 2006.

562 8 894 8270

Vehicles

There are no vehicle purchases anticipated for 2009

562 8 894 8271

Vehicle Lease Purchase

This line item establishes the annual lease payment for the Vehicle # 245, # 208, and # 220. This year we are adding a 3 year lease payment to replace truck # 259 (177,000 miles). The cost is 27,000, with an annual payment of 9,657.25, for three years.

562 8 894 8290

Capital Outlay

Relining of service mains due to age and deterioration that result in brown water complaints. Relining projects being considered for 2009 are: Harrisburg Ave, Buch Ave, and Landis Ave. \$ 20,000.00 was added to this line item as part of a joint endeavor between Water T/D, and Sewer Collections to purchase a trench sealing machine for the Streets Bureau. The Streets Bureau does most of the trench restoration for Water T/D and sewer Collections.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
METER SHOP									
562 8 895 6115	SALARIED PERSONNEL	394,203	415,961	427,048	448,441	448,441	303,987	379,144	452,815
562 8 895 6120	SALARIES - TEMPORARY	0	0	6,088	48,976	39,976	3,704	3,704	9,245
562 8 895 6185	OVERTIME	293	257	261	1,000	1,000	213	1,000	1,000
562 8 895 7260	MAINTENANCE- METERS	16,108	21,251	20,358	50,616	49,026	11,602	21,036	36,066
562 8 895 7290	MAINTENANCE- VEHICLES	8,276	12,434	11,851	10,000	10,000	8,266	9,341	10,000
562 8 895 7654	GASOLINE	9,976	10,962	11,942	11,500	20,500	10,830	16,000	14,500
562 8 895 8235	METERS	59,597	124,964	133,005	163,325	163,325	48,840	67,840	178,086
562 8 895 8270	VEHICLES	0	12,868	0	17,703	19,293	19,293	19,293	43,000
TOTAL METER SHOP		488,453	598,697	610,553	751,561	751,561	406,735	517,358	744,712

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	44,912
562	8	895	6115	F	M	1.0000	Assistant Meter Supervisor	39,901
562	8	895	6115	F	A	1.0000	Backflow/Cross Connection	38,090
562	8	895	6115	F	A	1.0000	Water Service Clerk	35,038
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	34,117
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	33,878
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	33,779
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	33,543
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	33,445
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	31,528
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	31,528
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	31,528
562	8	895	6115	F	A	1.0000	Wtr Meter Serviceperson	31,528
TOTAL 6115 EMPLOYEES							13.0000	\$ 452,815

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.

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. Also office supplies (to include meter replacement cards, new account cards and card stock etc) and damage to piping during meter installation. Price includes anticipated price increase of 20% for metals and 10% increase for meters when contract runs out.

- Meter reading equipment repair \$1,500
- Annual Meter reading software support \$1,200
- Neptune House & pit pad replacement (500 pads)
(Out of warranty over 5 year old) \$7,500
- Cleaner, parts, paint, tools, washers, water hoses,etc \$1,900
- Meter couplings (3/4 through 2" flanges) \$5,566
- Damage to piping during meter installation \$ 500
- Office Supplies (pens, paper, etc) \$2,000
- Meter replacement cards \$2,000
- Computer Programming from MIS \$1,500
- Vehicle Radio Replacement (x2) \$1,200

- Radio Repair for meter shop and vehicles \$ 800
- PUC Bench Testing and calibrating (X2) \$ 400
- Calibrating Backflow Tester (x2) \$ 300
- Calibrating Gas and Oxygen Sensor \$ 500
- Printer/copier for meter clerk, (uses old line printer now) \$ 200
- 40 Ford 2" to 1" meter reducers \$ 9,000

562 8 895 7290

Maintenance – Vehicles

This account provides for maintenance parts and repair of vehicles used by Water Meter personnel. Budget is based on past vehicle reliability and maintenance history. Vehicles during 2008 include 1-ton van (255 and 256), one pickup (218), one Ford Sedan (230), one Geo Metro (247), and one Plymouth Neon (249), one ford eclipse (238), one GMC Sevana cargo van (212)

562 8 895 7654

Gasoline

This account provides for gas and oil for vehicles utilized in the Meter Shop operations. A 50% price increase is anticipated for 2009.

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; in and out check reads for remotes that are not matching up; frozen and damaged meters; 1993 dash problem meters. Price includes 10% increase in meter cost since contract ran out July 2008.

REPLACEMENT PROGRAM (1,978meters)	\$143,686
NEW ACCOUNTS (400 meters)(\$86.00 est. price)	<u>\$ 34,400</u>
TOTAL	\$178,086

Programs and calculations below:

- Replacement Program
 - All Remote or straight read meters 1982 to 12/31/1989
(Per P.U.C 52 section: 65.8 (b))
- | Size | # Meters | | Cost each | Total Cost |
|-------------|----------|---|-----------|------------|
| • 5/8 = | 1172 | X | \$61.00= | \$ 71,492 |
| • 5/8 x 3/4 | 115 | X | \$61.00= | \$ 7,015 |
| • 3/4 = | 271 | X | \$86.00= | \$ 23,306 |
| • 1x3/4= | 58 | X | \$86.00= | \$ 4,988 |
| • 1 = | 151 | X | \$105.00= | \$ 15,855 |
| • 1-1/2 = | 5 | X | \$250.00= | \$ 1,250 |

• 2" Turbines 6 X \$430.00= \$ 2,580
 Total Meters = 1,778 Total Cost = **\$126,486**

- Replace meters that are damaged due to theft, freeze, dash problems and remotes not working.
 200 meters Est. Cost by using ³/₄ size cost. @ \$86.00 EACH=**\$17,200**

Total \$143,686

562 8 895 8270

Vehicles

This account reflects the cost of replacement vehicles.

Replace vehicles out of my fleet

230 car with 2008 GMC Sevana 1500 ½ ton Cargo Van \$20,000

257 car with 2008 GMC Sevana 1500 ½ ton Cargo Van \$20,000

Adrin #1 Cargo Package x2 \$ 3,000

Total \$43,000

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
GROUNDS MAINTENANCE									
562 8 896 6110	SALARY-BUREAU CHIEF	0	1,560	3,546	3,638	3,638	2,505	3,341	3,748
562 8 896 6115	SALARY-PERSONNEL	233,044	204,569	250,770	297,296	297,296	229,757	282,562	308,227
562 8 896 6120	SALARY-TEMPORARY	0	6,024	8,924	9,180	9,180	8,872	9,180	9,180
562 8 896 6185	OVERTIME	12,329	10,022	13,179	12,000	12,000	6,075	12,000	12,000
562 8 896 7180	RENTAL OF UNIFORMS	1,319	1,160	1,109	1,600	1,600	924	1,600	1,600
562 8 896 7210	MAINTENANCE- BUILDINGS	1,291	980	991	1,100	1,100	469	1,100	1,100
562 8 896 7230	MAINTENANCE- EQUIPMENT	2,122	580	1,796	1,850	1,850	1,780	1,850	1,850
562 8 896 7290	MAINTENANCE- VEHICLES	6,180	3,130	4,844	4,500	5,500	4,743	7,000	4,500
562 8 896 7440	CONTRACT SERVICES	2,679	0	0	0	0	0	0	0
562 8 896 7606	OPERATING SUPPLIES	718	295	301	1,530	1,530	1,132	1,530	1,530
562 8 896 7654	GASOLINE	2,600	2,940	3,502	3,000	4,100	3,167	4,100	4,000
562 8 896 8200	MINOR EQUIPMENT	12,104	379	1,296	6,000	3,900	3,051	6,000	6,000
TOTAL GROUNDS MAINTENANCE		274,386	231,639	290,258	341,694	341,694	262,475	330,263	353,735

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

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

562	8	896	6110	F	M	0.0500	Facility Manager	3,748
TOTAL 6110 EMPLOYEES						0.0500		\$ 3,748
562	8	896	6115	F	M	1.0000	Labor Supervisor I	38,359
562	8	896	6115	F	M	0.1000	Building Maintenance Supervisor	4,151
562	8	896	6115	F	A	1.0000	Bldg Maintenance Specialist	39,328
562	8	896	6115	F	A	0.1000	Maintenance Technician	3,858
562	8	896	6115	F	A	1.0000	Utility Operator	33,445
562	8	896	6115	F	A	1.0000	Utility Operator	32,158
562	8	896	6115	F	A	1.0000	Custodian I	29,014
562	8	896	6115	F	A	0.4000	Parks Maintenance Worker	12,234
562	8	896	6115	F	A	1.0000	Laborer	28,920
562	8	896	6115	F	A	1.0000	Laborer	28,920
562	8	896	6115	F	A	1.0000	Laborer	28,920
562	8	896	6115	F	A	1.0000	Laborer	28,920
TOTAL 6115 EMPLOYEES						9.6000		\$ 308,227
TOTAL EMPLOYEES						9.6500		\$ 311,974

DEPARTMENT OF PUBLIC WORKS

BUREAU: WATER - GROUNDS MAINTENANCE

562 8 896 6110 Salary – Bureau Chief

This line item accounts for five percent (5%) of the Facility Manager salary that is shared by the Water, Sewer, and General Funds.

562 8 896 6115 Salary - Personnel

Salaries of the Water - Grounds Maintenance personnel.

562 8 896 6120 Salary - Temporary

This code is for five summer employees for water and wastewater grounds maintenance (expense divided between funds).

562 8 896 6185 Overtime

This code is the overtime for spring clean-up, snow removal and water grounds maintenance emergencies.

562 8 896 7180 Rental of Uniforms

This code is the expense of uniform rental for eight employees.

562 8 896 7210 Maintenance of Buildings

This code is the expense for grounds maintenance repairs around all water buildings and for the recycling program.

562 8 896 7230 Maintenance of Equipment

This code is for the repair and maintenance of all grounds maintenance equipment.

562 8 896 7290 Maintenance of Vehicles

This code is for vehicle repair and maintenance of motor vehicles.

562 8 896 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.

**CITY OF LANCASTER
WATER FUND EXPENSE HISTORY**

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
LABORATORY									
562 8 898 6115	SALARIED PERSONNEL	156,141	158,506	166,687	171,160	171,160	138,565	172,488	176,571
562 8 898 6185	OVERTIME	0	0	0	300	300	0	0	300
562 8 898 7230	MAINTENANCE- EQUIPMENT	0	100	305	400	400	97	97	400
562 8 898 7440	CONTRACT SERVICES	26,469	25,399	15,577	25,817	25,817	14,245	20,100	20,480
562 8 898 7615	LABORATORY-SUPPLIES	24,840	25,738	27,018	34,700	34,700	21,938	25,000	32,000
562 8 898 8270	VEHICLES	0	12,868	0	0	0	0	0	0

TOTAL LABORATORY	207,450	222,611	209,587	232,377	232,377	174,845	217,685	229,751
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TOTAL WATER FUND EXPENSES	11,842,591	12,376,456	12,739,983	15,007,552	15,007,552	11,136,314	14,077,438	16,221,652
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**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	56,875
562	8	898	6115	F	M	1.0000	Water Quality Analyst	41,505
562	8	898	6115	F	M	1.0000	Laboratory Technician II	40,101
562	8	898	6115	F	A	1.0000	Laboratory Technician I	38,090
TOTAL 6115 EMPLOYEES						4.0000		\$ 176,571

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 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. New tests are the UMCR2 (Unregulated Contaminant Monitoring Rule). Other tests include trihalomethanes, nitrates, synthetic/volatile organic chemicals, and distilled water suitability. The provisions of the Safe Drinking Water Act relative to the Disinfection By-Product Stage 1 & 2 Rules and LT2 Enhanced Surface Water Treatment Rule regulations require analysis for haloacetic acids, trihalomethanes, total/dissolved organic carbon, UV-254 and alkalinity. This line item also covers disposal of old, unusable chemicals and emergency response supplies.

562 8 898 7615 Laboratory Supplies

This account provides for all chemicals, equipment, repairs and materials necessary to operate the Chemistry and Microbiology Laboratories. Includes Chemistry and Microbiology Lab DEP certification fees. Also addresses reagents required by plant operators to run hourly tests and chemicals for automatic chlorine analyzers at water plants. Includes replacement supplies to make high purity water for the Water Laboratory and the two treatment plants.

562 8 898 8270 Vehicles

There are no vehicles scheduled to be replaced in 2009.

CITY OF LANCASTER

SOLID WASTE & RECYCLING FUND



2009 BUDGET

CITY OF LANCASTER
RETAINED EARNINGS PROJECTION
SOLID WASTE & RECYCLING FUND

Retained Earnings 12/31/2007		\$ (108,268)
Projected Revenues: 2008	3,073,480	
Projected Expenditures: 2008	<u>(3,098,979)</u>	
Projected Current Operating Surplus/(Deficit) 2008 (Addition to Retained Earnings)		<u>(25,499)</u>
Projected Retained Earnings 12/31/2008		(133,767)
Proposed Revenues: 2009	3,190,232	
Proposed Expenditures: 2009	<u>(3,190,232)</u>	
Proposed Current Operating Surplus/(Deficit) 2009 (Reduction to Retained Earnings)		<u>-</u>
Projected Retained Earnings 12/31/2009		<u>\$ (133,767)</u>

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

LEDGER CODE	REVENUE TITLE	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	RECEIVED YTD 10/31/08	PROJECTED REVENUE 2008	ADOPTED BUDGET 2009
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FEES FOR SERVICES

563 4172	COLLECTION FEES		621,615	2,524,555	2,750,000	2,750,000	2,747,281	2,750,000	2,775,000
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TOTAL FEES FOR SERVICES		0	621,615	2,524,555	2,750,000	2,750,000	2,747,281	2,750,000	2,775,000
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MISCELLANEOUS REVENUE

563 4005	TRASH FEE PENALTY		17,207	58,693	37,000	37,000	40,002	43,000	45,000
563 4026	TRASH FINES & PENALTIES		0	0	100,000	100,000	0	20,000	80,000
563 4063	INTEREST INCOME		5,525	11,820	17,000	17,000	4,785	6,000	10,000
563 4073	RECYCLING GRANT		13,065	112,482	106,000	106,000	106,480	106,480	110,000
563 4173	LCSWMA REBATE		35,510	145,183	150,000	150,000	72,035	148,000	163,000

TOTAL MISC. REVENUE		0	71,307	328,178	410,000	410,000	223,302	323,480	408,000
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OTHER INCOME

563 4054	REFUND OF PRIOR YEAR EXP.		0	0	0	0	0	0	0
563 4070	INSURANCE RECOVERY		0	0	0	0	0	0	0
563 4071	PENSION STATE AID		0	0	3,932	3,932	3,932	3,932	7,232
563 4990	USE OF RETAINED EARNINGS		0	0	0	0	0	0	0

TOTAL OTHER INCOME		0	0	0	3,932	3,932	3,932	3,932	7,232
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TOTAL REVENUE		0	692,922	2,852,733	3,163,932	3,163,932	2,974,515	3,077,412	3,190,232
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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 4063 Interest Income

Revenue is derived from the interest earned on idle funds.

563 4073 Recycling Grant

Revenue is derived from State Act 101 funding and is based on tonnage of recycled materials collected in the city of Lancaster.

563 4126 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 4173 LCSWMA Rebate

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

SOLID WASTE & RECYCLING FUND REVENUE

CATEGORY: OTHER INCOME

563 4071 Pension State Aid

Revenue is derived from the Commonwealth of Pennsylvania, under Act 205, to offset the City's contributions to the police, fire and non-uniform pension plans on an annual basis.

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

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
8831	BUREAU OF SOLID WASTE AND RECYCLING								
563 8 870 6110	SALARY BUREAU CHIEF		19,497	58,420	59,754	59,654	45,653	60,243	63,997
563 8 870 6115	SALARIED PERSONNEL		8,974	109,545	241,574	241,574	150,247	199,335	188,299
563 8 870 6120	SALARY TEMPORARY		5,523	1,409	0	0	0	0	0
563 8 870 6190	SICK LEAVE BONUS		0	18	39	39	39	39	21
563 8 870 6202	MEDICAL INSURANCE		2,778	32,993	71,600	71,600	40,676	45,130	51,375
563 8 870 6203	DENTAL/VISION		149	1,383	2,500	2,500	2,147	2,675	2,810
563 8 870 6208	SOCIAL SECURITY		2,178	12,851	23,100	23,100	14,989	20,100	19,450
563 8 870 6209	LIFE INSURANCE		42	245	450	550	489	591	600
563 8 870 6230	PENSION CONTRIBUTION		0	917	4,846	4,846	5,126	5,300	8,831
563 8 870 6250	WORKERS COMPENSATION		0	0	500	500	296	500	500
563 8 870 7141	PC LEASE		0	0	0	0	0	0	1,504
563 8 870 7160	RENTAL OF PARKING LOT		150	1,733	2,725	2,725	2,081	2,361	2,500
563 8 870 7180	RENTAL OF UNIFORMS		0	0	500	500	122	300	500
563 8 870 7230	MAINTENANCE - EQUIPMENT		337	4,799	6,275	6,275	5,271	6,275	6,290
563 8 870 7290	MAINTENANCE OF VEHICLES		0	0	250	750	452	500	1,000
563 8 870 7310	ADVERTISING		2,579	250	2,500	2,500	1,802	2,500	12,500
563 8 870 7320	DUES & SUBSCRIPTIONS		0	259	420	488	488	488	500
563 8 870 7340	POSTAGE		15,716	17,965	33,766	33,766	16,290	22,600	24,000
563 8 870 7350	PRINTING		14,241	7,858	9,000	9,000	5,072	6,500	7,500
563 8 870 7360	TELEPHONE		1,227	1,898	3,100	3,100	2,492	3,100	4,100
563 8 870 7370	TRAVEL		0	389	1,500	1,500	777	777	1,500
563 8 870 7410	PROFESSIONAL SERVICES		81,617	16,385	5,000	5,000	3,607	5,000	5,000
563 8 870 7431	CREDIT CARD FEES		419	1,548	2,500	2,500	2,202	2,500	2,800
563 8 870 7445	TRAINING - SCHOOL		0	527	1,138	1,070	612	612	1,000
563 8 870 7451	HAULING FEES		387,600	1,556,014	1,586,610	1,586,610	1,189,040	1,586,610	1,675,000
563 8 870 7452	TIPPING FEES		247,036	1,012,490	975,710	956,842	762,479	984,400	1,001,354
563 8 870 7603	OFFICE SUPPLIES		462	1,955	2,500	3,200	2,898	3,200	2,500
563 8 870 7606	OPERATING SUPPLIES		377	3,023	3,500	8,950	5,593	6,000	4,000
563 8 870 7654	GASOLINE		0	0	1,500	1,500	1,218	1,600	2,500
563 8 870 7720	INSURANCE PACKAGE		0	1,398	2,500	2,500	2,133	2,300	2,450

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

LEDGER CODE	TITLE APPROPRIATION	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ORIGINAL BUDGET 2008	CURRENT BUDGET 2008	EXPENDED YTD 10/31/08	PROJECTED EXPENSE 2008	PROPOSED BUDGET 2009
563 8 870 8200	MINOR EQUIPMENT		3,376	10,368	10,800	29,668	29,238	29,668	10,000
563 8 870 8270	VEHICLES		0	0	24,000	17,350	0	14,000	0
563 8 870 9110	ADMINISTRATIVE- INDIRECT COST		0	0	83,775	83,775	69,813	83,775	85,851

TOTAL SOLID WASTE & RECYCLING FUND EXPENSES	0	794,278	2,856,640	3,163,932	3,163,932	2,363,342	3,098,979	3,190,232
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**CITY OF LANCASTER
STAFFING SCHEDULE
2009 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	63,997
TOTAL 6110 EMPLOYEES						1.0000		\$ 63,997
563	8	870	6115	F	M	0.0500	System Development Manager	5,054
563	8	870	6115	F	M	0.1534	Bureau Chief Proc. & Collections	9,154
563	8	870	6115	F	M	0.1534	Lead Customer Service Coordinator	6,623
563	8	870	6115	F	A	1.0000	Customer Service Coordinator	37,082
563	8	870	6115	F	A	1.0000	SWEEP Officer	37,340
563	8	870	6115	F	A	1.0000	SWEEP Officer	37,829
563	8	870	6115	F	A	0.1534	Customer Care Coordinator	5,416
563	8	870	6115	F	A	0.1534	Customer Care Coordinator	5,654
563	8	870	6115	F	A	0.1534	Customer Care Coordinator	5,689
563	8	870	6115	F	A	0.1534	Customer Care Coordinator	6,278
563	8	870	6115	F	A	0.1534	Customer Care Coordinator	5,577
563	8	870	6115	F	A	0.1534	Cashier	4,934
563	8	870	6115	F	A	0.1534	Cashier	4,559
563	8	870	6115	F	A	0.1534	Revenue Clerk	4,836
563	8	870	6115	F	A	0.1893	Billing Clerk	5,739
563	8	870	6115	F	A	0.1534	Mail & Print Operator	4,396
Subtotal Full-Time						4.9268		

**CITY OF LANCASTER
STAFFING SCHEDULE
2009 BUDGET**

APPROPRIATION CODE	FULL/PART	UNION	POSITION	SALARY
563 8 870 6115 P A			0.1534 Data Entry Operator I	2,140
			Subtotal Part-Time 0.1534	
TOTAL 6115 EMPLOYEES			5.0803	\$ 188,299
TOTAL EMPLOYEES			6.0803	\$ 252,296

DEPARTMENT OF PUBLIC WORKS

BUREAU: SOLID WASTE AND RECYCLING

563 8 870 6110 Salary Bureau Chief

Salary of the Manger of Solid Waste and Recycling.

563 8 870 6115 Salaried Personnel

The Bureau utilizes the City's Bureau of Procurement and Collection to prepare solid waste collection service invoices for the Bureau's customers. The partial salaries for the Customer Service Coordinators, Credit and Collection personnel and Information Services are charged to the Bureau. The salary for the Bureau's customer service staff and Solid Waste Education and Enforcement Program (SWEEP) Officers is also included in this line item.

563 8 870 6120 Salary – Temporary

Pay to an employment agency for temporary services required by the Bureau of Solid Waste & Recycling. None is anticipated for 2009.

563 8 870 6190 Sick Leave Bonus

Sick leave bonus for Bureau staff and Bureau of Treasury staff for attendance the previous year.

563 8 870 6202 Medical Insurance

This line item accounts for medical insurance for employees in the Bureau of Solid Waste and Recycling.

563 8 870 6203 Dental & Vision

This line item accounts for employee dental and eye insurance premiums.

563 8 870 6208 Social Security

This line item accounts for employee social security payments.

563 8 870 6209 Life Insurance

This line item accounts for life insurance expenses for Bureau employees.

563 8 870 6230 Pension Contribution

Account covers the City pension plan costs for Bureau employees.

563 8 870 6250 Workers' Compensation

This line item accounts for workers' compensation claims for Bureau employees.

563 8 870 7141 PC Lease

Annual state contract lease costs for PCs and laptop computers for the Solid Waste & Recycling Bureau staff.

563 8 870 7160 Rental of Parking Lot

This line item accounts for parking space rental for employees in the Bureau of Procurement and Collection and the Bureau of Solid Waste & Recycling.

563 8 870 7180 Uniforms

This line accounts for the weekly rental of uniforms the two S.W.E.E.P. Officers.

563 8 870 7230 Maintenance of Equipment

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

563 8 870 7290 Maintenance – Vehicles

Account provides for maintenance parts and repairs to motor vehicles for the bureau.

563 8 870 7310 Advertising

This line item accounts for advertising recycling events that occur on an annual basis such as woody pick up, leaf collection, and Christmas tree pick up.

563 8 870 7320

Dues and Subscriptions

Dues for professional organizations such as the Professional Recyclers of Pennsylvania, The Solid Waste Association of North America, and the American Public Works Association.

563 8 870 7340

Postage

Postage costs for general correspondence and various mailings including educational materials, bills, and certified mail.

563 8 870 7350

Printing

Printing of forms, bills, notices and other correspondence during the course of the year. These materials will include educational materials for the education and outreach conducted by the SWEEP Officers and Manager of Solid Waste & Recycling. Includes operating costs of copier machines.

563 8 870 7360

Telephone

This line accounts for monthly desk and cell telephone charges for the Bureau of Treasury and the Bureau of Solid Waste & Recycling.

563 8 870 7370

Travel

Attendance by staff at workshops, seminars, and conferences relative to local, state and national forums in the solid waste and recycling industry.

563 8 870 7410

Professional Services

This line accounts for costs of outside 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

This line accounts for course work and seminars for employees to stay abreast in their area of expertise.

563 8 870 7451 Hauling Fees

This line accounts for fees as per the contract with York Waste Disposal to collect trash and recycling from residential properties and other opt-in properties.

563 8 870 7452 Tipping Fees

This line accounts for fees to dispose of the trash collected by York Waste Disposal at the LCSWMA transfer station.

563 8 870 7603 Office Supplies

This line accounts for all forms, cards, office supplies, etc. that are required in billing, bookkeeping, and offices supporting this Bureau.

563 8 870 7606 Operating Supplies

This line accounts for supplies needed in the field to perform essential functions to enforce the solid waste ordinance and petty cash expenditures.

563 8 870 7654 Gasoline

This account provides for gasoline and oil needed to operate the vehicle used by the Solid Waste and Recycling Manager to ensure compliance with the Solid Waste Ordinance.

563 8 870 7720 Insurance Package

Property and liability coverage for all Bureau facilities and vehicles.

563 8 870 8200 Minor Equipment

This line accounts for supplies needed for the Solid Waste Education & Enforcement Officer Program. These items would include digital cameras, a color printer, duty belt, and jackets.

563 8 870 8270 Vehicle

This line accounts for the purchase of vehicles. No vehicle purchases are anticipated for 2009.

563 8 870 9110

Administrative – Indirect Cost

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.