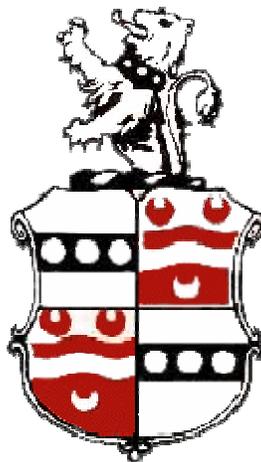


Springettsbury Township

York County
Pennsylvania



2005 Budget

Adopted December 9, 2004

Dear Supervisors:

On behalf of the Directors and Staff, I am pleased to present to the Board of Supervisors the 2005 Adopted Budget for Springettsbury Township. This budget focuses on meeting key Township priorities, including street maintenance/improvements, updating of the Comprehensive Plan (a two year project) and other planning initiatives, while preparing the organization to meet the ever changing needs of the community and regulatory requirements through aggressive training programs for maximum utilization of the Townships information systems.

The Township staff has continued to modify the budget document to create an operational and policy document that addresses the needs and desires of the Board of Supervisors and Township Manager. In preparing the budget, the Township staff relied upon past financial results, 2004 third quarter budget figures and estimated year-end revenues and expenditures, to provide a fuller financial and operational picture for the Board. In addition, a review of actual expenditures, 2001 through 2003 was conducted. This provided a broad historical perspective for preparing the 2005 budget.

In formulating the budget proposals, departmental directors prepared preliminary line item figures based upon budget directives sent by the Township Manager in July. These figures were reviewed by the Finance Director and Township Manager to ensure compliance with directives and overall consistency. These then were provided to the Board at public work sessions held on the following dates:

1. November 3, 2004
2. November 12, 2004
3. December 6, 2004

The budget was adopted by the Board of Supervisors at the Township meeting of December 9, 2004.

This correspondence will briefly summarize changes in revenues and expenditures and address some of the underlying assumptions.

2005 General Fund Budget Summary:

The General Fund Budget does not include any increase in taxes for property owners. The total budget is \$9,990,000 plus \$140,000 interfund transfer to the Fire Fund and \$135,000 to the Capital Improvements Fund as opposed to the 2004 adopted budget of \$8,959,000. A review of each of the major line items in the budget is listed below.

Board of Supervisors (400):

Includes costs for salary and wages and O/E expenses for the Board. No increase from the 2004 adopted budget is proposed. A portion of this budget is proposed for the Joint Fire Services Study in the amount of \$3,000.

Township Manager/Administration Budget (401)

This line includes funding for the Township Manager's, Administration and Human Services Offices. The proposal includes a full time secretarial position, as opposed to the current part time clerical position, for Manager, Admin., and Human Services and funding for the Joint Fire Services in the \$3,000. There is a request for a new vehicle to replace the existing one which will be used by staff and personnel to attend training sessions. The oldest vehicle will be part of the Township's property sale.

Finance (402):

This line item includes funding for the Finance Office. There is a strong emphasis on training (essential to maximize use of software systems).

Tax Collection (403):

Payment to the Tax Collector who is a local elected official. This is based upon the estimated payment to the Tax Collector for the collection of taxes.

Professional Services (404):

Professional services include engineering, legal, auditing and consulting services.

Management Information (407):

MIS budget is for systems management for all software programs. The proposal includes replacement of older computer work stations and recommendations to meet the new FLSA regulations through improved time tracking systems.

Police (Administration, Patrol, Supervision, Vehicles) (410):

This provides for the departments basic responsibilities. The Township proposes to replace three police cruisers in 2005.

Fire (Administration, Protection) (411):

This provides for the direction of all fire suppression and rescue operations.

Emergency Medical Services (412):

This provides for ambulance services.

Community Development (414):

This budget includes the development of a new Comprehensive Plan as well as the normal costs associated with Planning, Zoning and enforcement of building and property maintenance codes.

Public Works General Services (430):

This provides for vehicle and some road improvements for Public Works including the vast majority of personnel. Significant elements in this years' proposal are the cost of diesel and gas for vehicles and transfer of police vehicle maintenance from the police budget.

Public Works -Street Cleaning (431):

Provides for street cleaning and leaf collection.

Public Works -Snow and Ice Removal (432):

Snow and Ice removal from Township and some State Roads.

Public Works -Traffic: Signs and Lines (433):

This provides for fabrication and installation of traffic signs and line painting.

Public Works -Sidewalks and Curbs (435):

Maintenance and Repair of Township Curbs and Sidewalks.

Public Works -Storm Sewers (436):

Program for cleaning approximately 850 catch basins.

Public Works-Highways (438):

Program, combined with Liquid Fuels Fund, provides for maintenance of Township Roads.

Public Works -Township Buildings (439):

This provides for maintenance and utilities of Township Buildings.

Public Works - Parks and Maintenance (440):

This line item reflects the cost of maintaining the Townships Park and Recreation System.

Recreation (451):

Program for providing a comprehensive community program to all segments of the community. The programs have continued to expand but costs have been offset by program registration fees. This line item also includes special events such as the Summer Concert Series, Saturday in the Park, Holiday Tree Lighting and others.

Fixed/Sundry – Debt Service (471):

Line items for Township principal and interest payments for bonds. The Township debt is retired with the final payment in 2009.

Community and Cultural Services - Library (481):

Provides for payment to the Martin Library.

Fixed/Sundry – Insurances (486):

Line items for Liability and Surety bond insurances.

Fixed/Sundry – Employee Benefits (487):

Line items for Workers Compensation, Health, Pension, Life and other employee benefits.

Other - Delivery, Mailing & Postage (489):

Mailing costs.

Interfund Operating Transfers (492):

Includes \$140,000 transfer to the Fire Fund for fire operations and capital equipment support. Includes \$135,000 transfer to the Capital Improvements Fund to strengthen the Road maintenance program.

2005 Sewer/Other Funds Budget Summary:

This provides a short summary of the 2005 Sewer and Other Funds budgets.

Sewer Fund (80):

The sewer fund provides for the operation of the Springettsbury Township sanitary sewer system. Overall the fund is a strong, financially viable fund, with significant cash reserves. The budget for 2005 is \$7,200,000 which represents an increase of \$94,000 over the 2004 budget of \$7,106,000 (increase of less than 2%). The budget includes setting up a reserve of \$1,500,000 towards the Township's share of the BioNutrient reduction program (total project cost approximately \$4,625,000). The Township has received \$247,500 towards this project in State funding.

The Sewer Capital budget proposes funding annual sewer rehabilitation contract and Barwood sewer extension.

Commonwealth Liquid Fuels Fund (20)

The Township receives funds through the Commonwealth Tax on liquid fuels. These funds are utilized for street maintenance and improvements. The budget for 2005 is for \$652,500. This includes \$150,000 in revenue from a County Liquid Fuels grant for Eden Road which will be completed in the spring. Overall the Township completed an aggressive road program in 2004 which accomplished approximately two years of programmed work. The 2005 road construction and maintenance program, excluding Eden Road, is in the amount of \$320,000. Additional funding for road maintenance is included in the 2005 Capital Budget.

Subdivision Recreation Fund (21):

The revenues for this fund are derived from developers who are required to pay a per-lot fee (\$819) in lieu of contributing land. These funds are utilized for improvements to the Township Parks. The 2005 budget of \$152,500 includes replacement of dated playground equipment and a transfer to the Capital reserve of \$100,000 for completion of Springettsbury Park Phase II.

Fire Company Fund (22):

The Fire Company Fund will receive \$140,000 from the General fund as part of an interfund transfer. \$70,000 is for operating expenses and \$70,000 set up as a reserve for capital improvements.

Petitioned Street Light Fund (23):

Revenue derived through an annual property assessment covers the expenses of operating street lights within the Township.

Capital Improvement Fund (30):

The 2005 budget is for a total of \$1,245,000. This includes an accelerated sidewalk and road maintenance program and the completion of Phase II park improvements for Springettsbury Park.

Storm Water Fund (33):

This fund was adopted by Ordinance in 1993 (93-12) and has a balance of \$53,860. The Township utilizes interest income from the fund and the 2005 budget is \$500. The fund is used to maintain drainage basins.

Through the Comprehensive Plan we will be looking at ways to develop this fund to help deal with the increasing number of storm water run-off problems that are occurring in the Township.

Waste Reduction Fund (34):

The purpose of the fund is to be able to fund projects that will reduce waste within the Township. The budget for 2005 is \$97,000. The largest expenditures are in the areas of leaf collection and street cleaning.

Insurance Fund (47):

This fund is proposed to be utilized in the future as a stop loss insurance fund.

Library Fund (48):

Money was donated to the Township for the purchase of library books and/or capital purchases relating to a library. Beginning in 1998, the Township entered into an agreement to transfer all interest income received during the year to the Bradley Academy and Martin Library. The 2005 budget is \$2,000.

The Township in 2005 will be concentrating on preparing for the future by preparing:

- A Three Year Spending Plan: Developing a plan for meeting budgetary needs over the next three years. This plan would examine revenue and expenditure projections to help provide a long range budget outlook. This project was started as part of the preparation for the 2005 budget. This is scheduled to be completed in the first half of 2005.
- A Five Year Capital Plan: Update the 2000 five year plan to address Capital needs, funding sources and priorities from 2005 through 2009. This is scheduled to be completed in the first half of 2005.

- Comprehensive Plan: This plan, which is required to be updated every ten years, would examine land use, transportation needs, storm sewer infrastructure and other issues. This information is used to prepare a revised zoning ordinance, subdivision and land development ordinance, and related documents. Project is ongoing with an anticipated completion date of June 2006.

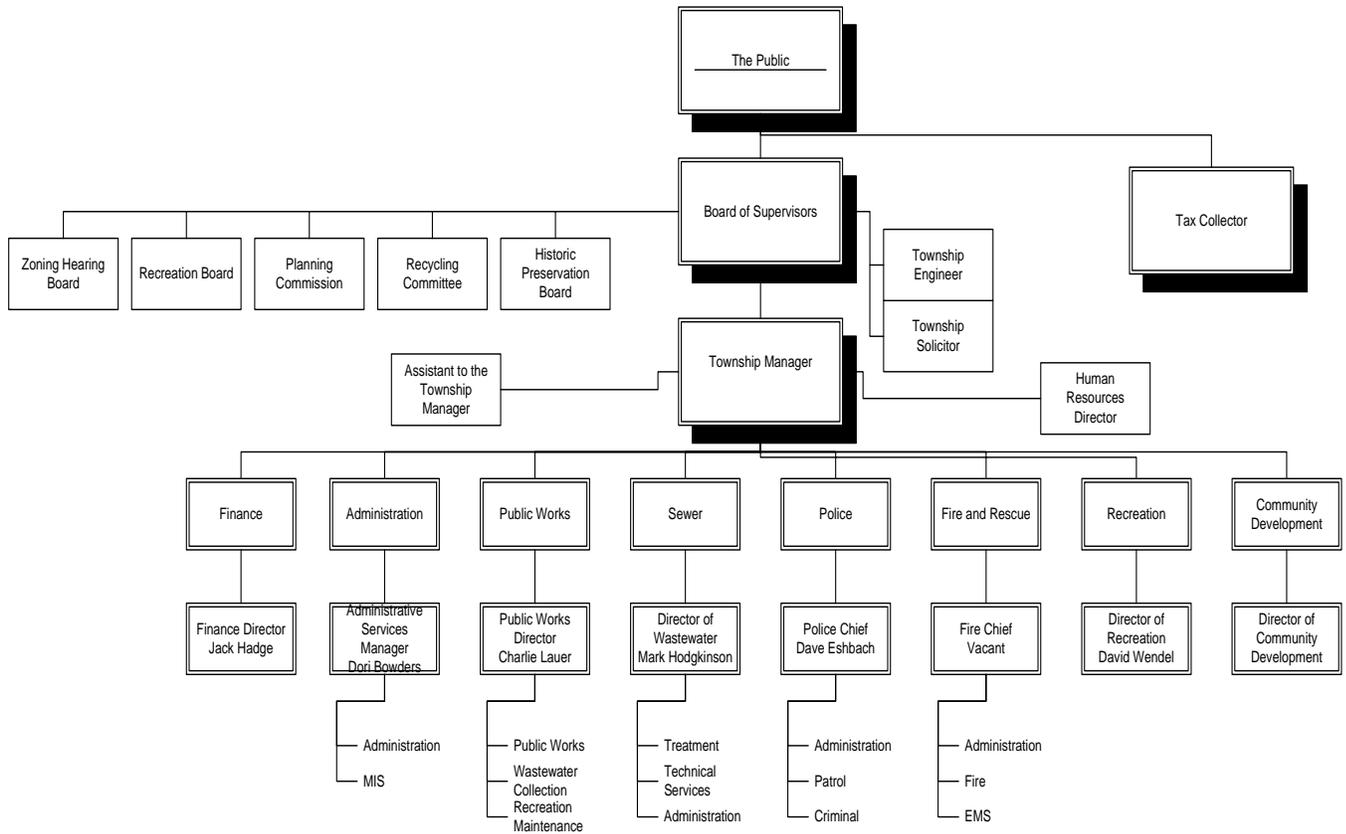
By focusing on general goals and preparing, and following, the blueprints established in the various plans, the Township will be able to effectively meet the needs of the community in a timely and cost-effective manner.

I would like to thank the department Directors and staff members who prepared the various budget components, and Jack Hadge, Finance Director, for working with all parties to understand the process and implications of decisions, and to assemble much of the details.

Respectfully submitted,

John J. Holman
Township Manager
December 30, 2004

ORGANIZATIONAL STRUCTURE AND STAFFING LEVELS



Department	2004		2005	
	Full Time	Part Time	Full Time	Part Time
Administration	7	1	8	0
Community Development	6	1	6	1
Finance	5	0	5	0
Fire and EMS	26	1	26	1
Police	33	3	33	3
Public Works	13	1	13	1
Recreation	1	1	1	1
Wastewater	<u>28</u>	<u>0</u>	<u>28</u>	<u>0</u>
Total	119	8	120	7

SPRINGETTSBURY TOWNSHIP

Consolidated Budget

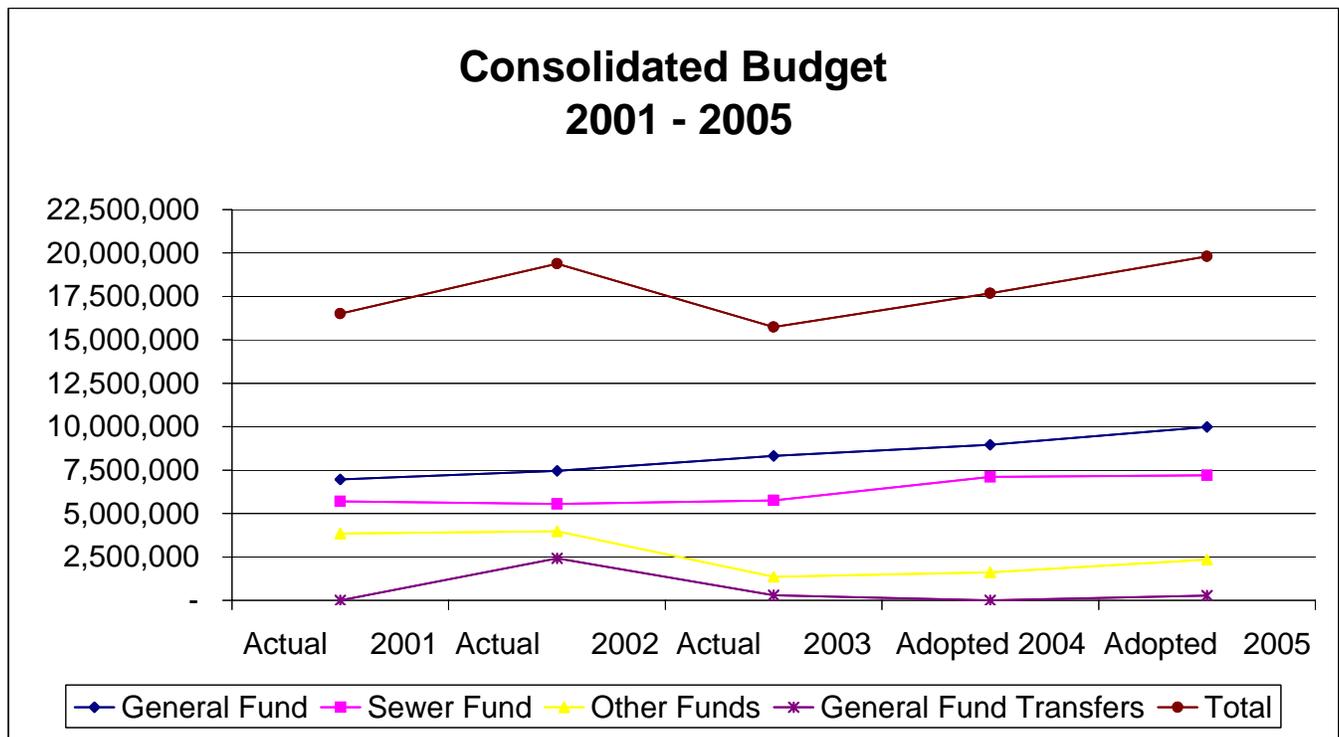
2005

	<u>Amount</u>	<u>Fund Type</u>
GENERAL FUND	\$ 10,265,000	(General Fund)
SEWER FUND	7,200,000	(Proprietary Funds)
OTHER FUNDS		
Capital Improvements	1,245,000	(Highway Aid Fund)
Commonwealth Liquid Fuels	652,000	(Other Govt. Funds)
Fire	145,000	(Fiduciary Funds)
Library	2,000	(Other Special Revenue Funds)
Petitioned Street Lights	43,000	(Other Govt. Funds)
Storm Water Reserve	500	(Other Govt. Funds)
Subdivision Recreation	152,500	(Other Govt. Funds)
Waste Reduction	<u>97,000</u>	(Fiduciary Funds)
ALL FUNDS TOTAL	\$ 19,802,000	

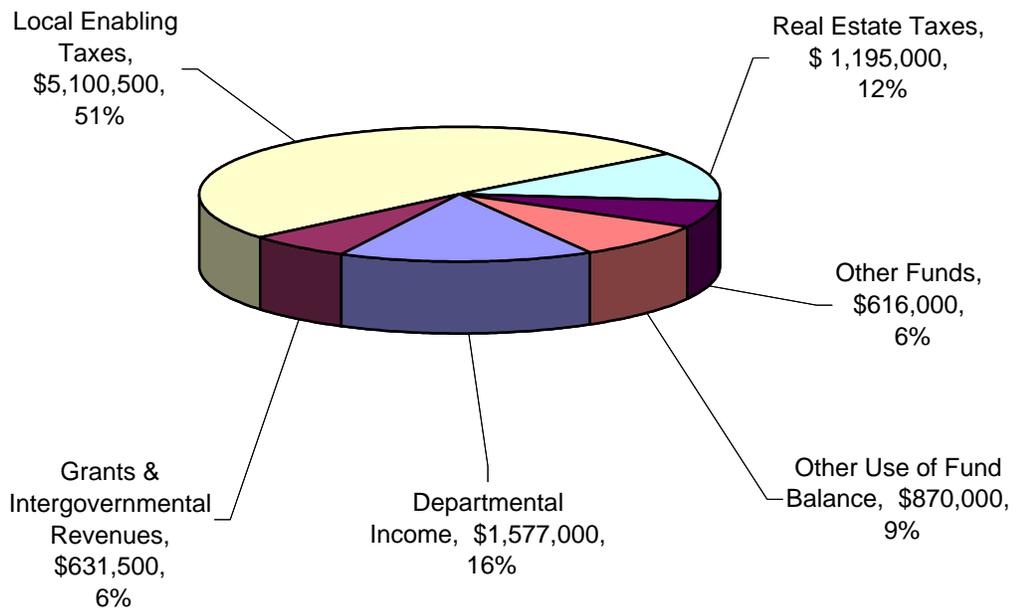
Springettsbury Township

Fund Summary

	Actual 2001	Actual 2002	Actual 2003	Adopted 2004	Adopted 2005	Percent Increase
General Fund	6,959,057	7,460,561	8,322,580	8,959,000	9,990,000	11.51%
Sewer Fund	5,704,580	5,545,137	5,760,781	7,106,000	7,200,000	1.32%
Other Funds	3,853,975	3,969,071	1,355,610	1,612,500	2,337,000	44.93%
Total	16,517,612	16,974,769	15,438,971	17,677,500	19,527,000	10.46%
General Fund Transfers	-	2,410,000	300,000	-	275,000	
Total	16,517,612	19,384,769	15,738,971	17,677,500	19,802,000	12.02%



**SPRINGETTSBURY TOWNSHIP
BUDGET 2005
ADOPTED REVENUES
GENERAL FUND**



TOTAL GENERAL FUND REVENUES

\$9,990,000

Springettsbury Township

GENERAL FUND

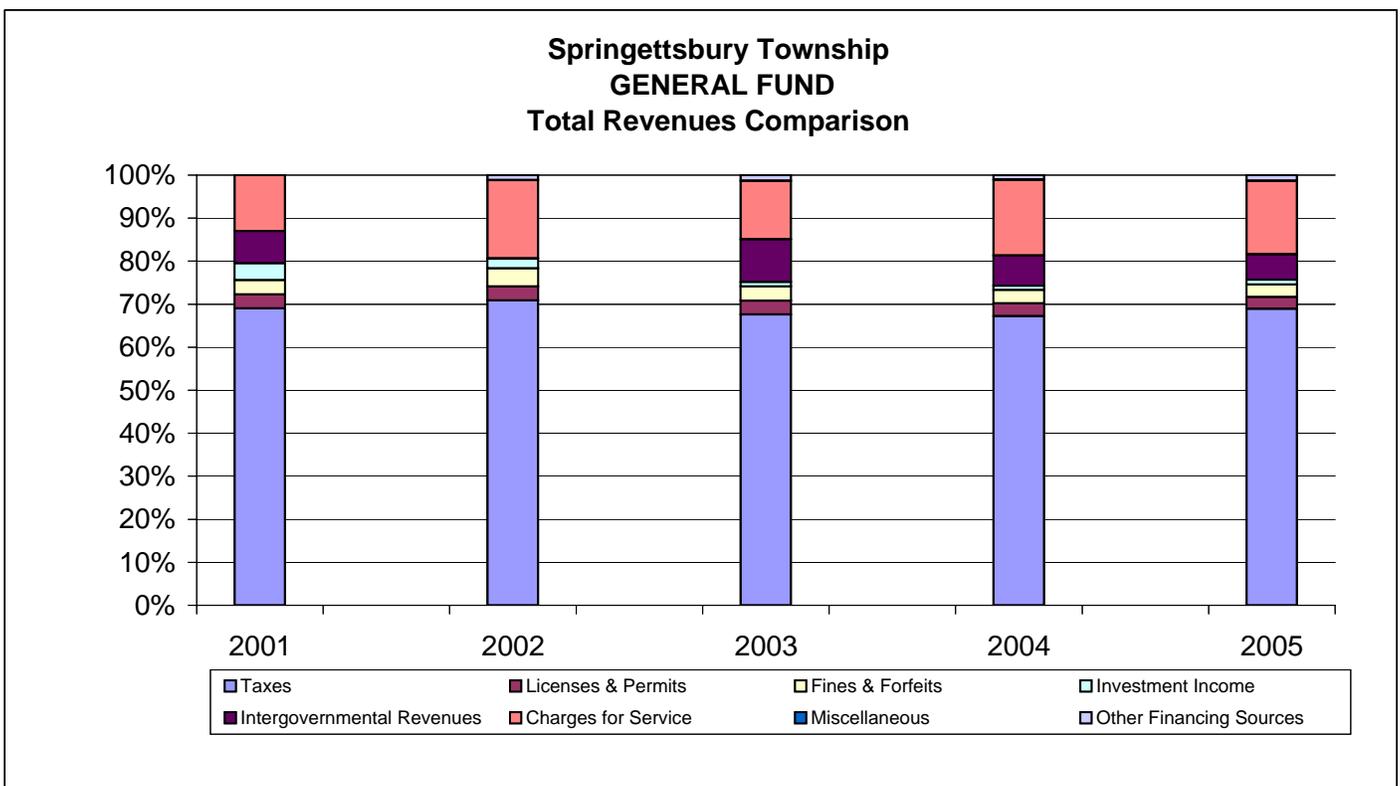
Revenue Comparison

	Actual 2001	Actual 2002	Actual 2003	Adopted 2004	Proposed 2005
Taxes	5,057,719	5,320,760	5,359,296	5,455,000	6,285,000
Licenses & Permits	238,438	247,036	255,031	244,500	250,000
Fines & Forfeits	242,898	313,521	261,771	251,000	266,000
Investment Income	283,187	171,246	82,676	75,000	100,000
Intergovernmental Revenues	551,984	4,237	784,301	574,500	539,000
Charges for Service	950,465	1,364,432	1,082,771	1,425,500	1,556,000
Miscellaneous	778	189	-	4,500	3,000
Other Financing Sources	-	90,000	103,728	86,000	121,000
Total Revenues	7,325,469	7,511,421	7,929,574	8,116,000	9,120,000

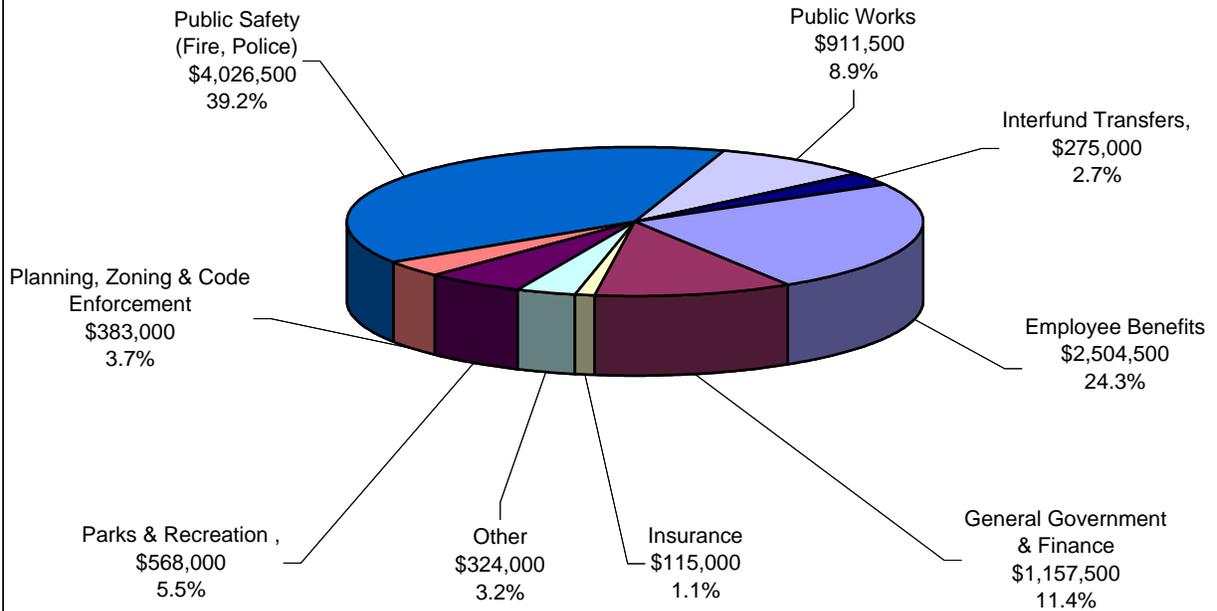
Use of Fund Balance not included when comparing revenues.

Taxes include:

Real Estate Tax, R/E Transfer Tax, Earned Income, Mercantile, Occupational Privilege and Business Privilege Tax



**SPRINGETTSBURY TOWNSHIP
BUDGET 2005
ADOPTED APPROPRIATIONS
GENERAL FUND**



General Fund Expenditures

\$9,990,000

Interfund Transfers

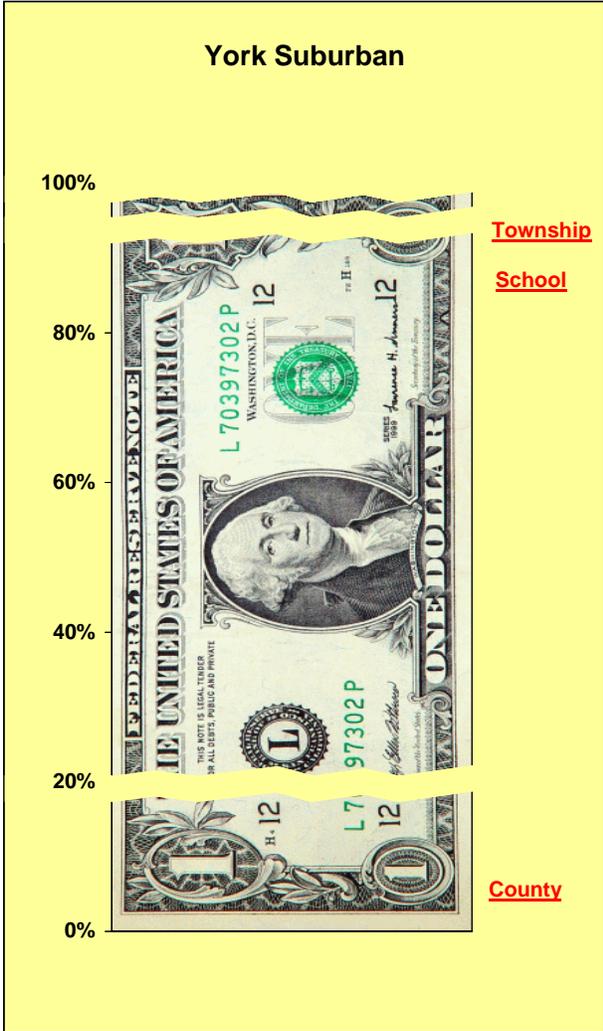
\$275,000

Total General Fund Appropriations

\$10,265,000

Your Tax Dollar

York Suburban



Central York



SPRINGETTSBURY TOWNSHIP BUDGET 2005

GENERAL FUND \$ 10,265,000

OTHER FUNDS

Capital Improvements	1,245,000	
Commonwealth Liquid Fuels	652,000	
Fire	145,000	
Library	2,000	
Petitioned Street Lights	43,000	
Storm Water Reserve	500	
Subdivision Recreation	152,500	
Waste Reduction	97,000	
Other Funds Total		2,337,000

SEWER FUND 7,200,000

ALL FUNDS TOTAL **\$ 19,802,000**

SPRINGETTSBURY TOWNSHIP

BUDGET – 2005

GENERAL FUND

General Fund Revenue

REVENUES

Account Number	Account Title	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
10301-03110	Real Estate Taxes Current Year	594,822	1,115,000	1,115,000	1,185,000	1,185,000
10301-03111	Real Estate Taxes Prior Year	13,619	10,000	15,000	10,000	10,000
10310-03110	Real Estate Transfer Tax	-	-	300,000	500,000	500,000
10310-03120	Earned Income Tax Current Year	1,979,378	2,050,000	2,030,000	2,050,000	2,050,000
10310-03121	Earned Income Tax Prior Year	278,040	100,000	100,000	100,000	100,000
10310-03130	Mercantile Tax Current Year	1,688,262	1,500,000	1,700,000	1,700,000	1,700,000
10310-03131	Mercantile Tax Prior Year	-	1,000	-	-	-
10310-03140	Occupational Privilege Tax	266,677	300,000	270,000	325,000	325,000
10310-03150	Business Privilege Tax Current Year	538,499	380,000	415,000	415,000	415,000
10310-03151	Business Privilege Tax Prior Year	-	1,000	-	-	-
10321-04120	Junk Yard License	-	100	-	100	100
10321-04130	Cable Television Fees	237,242	235,000	235,000	240,000	240,000
10321-04135	Plumbing Licenses	11,670	9,400	10,000	9,900	9,900
10322-04140	Road Cut Permits	6,119	7,000	4,000	4,000	4,000
10331-05110	Vehicle Code Violations	77,452	75,000	75,000	80,000	80,000
10331-05120	Local & State Law Violations	165,472	155,000	165,000	165,000	165,000
10331-05130	State Vehicle Violations	17,586	20,000	22,000	20,000	20,000
10331-05140	Parking Violations	1,260	1,000	1,000	1,000	1,000
10341-06110	Interest Earnings	82,677	75,000	75,000	100,000	100,000
10351-07110	Federal Grants (Police Vests)	4,396	4,000	-	4,000	4,000
10354-07120	State Grants	25,000	1,000	-	-	-
10354-07122	Recycling Grant	192,772	96,000	96,000	96,000	96,000
10354-07123	State Highway Maintenance	40,177	21,500	21,500	21,500	21,500
10354-07125	"EMA Snowstorm 03" Grant	24,910	-	-	-	-
10355-07125	Public Utility Realty Tax	9,758	9,500	9,500	9,500	9,500
10355-07126	Beverage Licenses	6,650	6,500	6,000	6,000	6,000
10355-07127	General Municipal State Pension Aid	377,843	434,000	400,000	400,000	400,000
10357-07140	DUI Enforcement - York County	1,699	2,000	1,000	1,000	1,000
10357-07141	Payment in Lieu of Taxes	923	1,000	1,000	1,000	1,000
10361-08210	Subdivision Fees	3,888	2,500	3,500	4,000	4,000
10361-08212	Engineering Fees	63,747	115,000	80,000	90,000	90,000
10361-08213	Storm Water Fees	628	1,000	9,500	5,000	5,000
10361-08214	Variances - Special Exception Fees	4,762	4,000	4,000	4,000	4,000
10361-08216	Zoning Amendments	500	500	-	500	500
10361-08218	Land Developments	6,414	5,000	5,000	5,000	5,000
10361-08222	Archival Fees	-	500	500	500	500
10361-08224	Sale of Maps and Publications	1,667	1,500	2,000	2,000	2,000
10361-08230	Building Permits	150,307	150,000	165,000	222,000	222,000
10361-08240	Plumbing Permits	8,679	7,000	5,000	5,000	5,000
10361-08242	Use and Occupancy Permits	9,215	8,000	9,000	8,000	8,000
10361-08244	Yard Sale Permits	1,155	1,000	1,000	1,000	1,000
10361-08470	Other	1,083	1,000	1,000	1,000	1,000

REVENUES

Account Number	Account Title	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
10362-08410	Police Special Services	10,264	10,000	10,000	10,000	10,000
10362-08412	Police Reports	11,765	12,000	12,000	12,000	12,000
10362-08414	Alarm Registration Fees	13,100	12,000	12,000	12,000	12,000
10362-08420	Reimbursement U.S. Army	-	15,000	15,000	19,000	19,000
10362-08425	Safe Children Grant	46,640	50,000	45,000	39,000	39,000
10362-08430	Act 147 Grant	1,297	-	-	-	-
10362-08470	Other	6,721	1,000	500	1,000	1,000
10362-08487	CRASH Vehicle Donations	8,450	-	-	-	-
10363-08470	Other	203	500	1,500	500	500
10363-08510	Public Works Fees/Sales	228	500	500	500	500
10363-08512	Public Works Recycling Bins	226	500	500	500	500
10363-08515	Public Works Inspections	2,090	2,000	1,500	1,500	1,500
10364-08810	Sewer Fund Admin. Charges	205,717	205,000	205,000	215,000	215,000
10364-08812	Waste Collection Delinquencies	1,305	1,500	500	500	500
10365-07121	Other Grants	1,500	-	-	-	-
10365-08470	Other	277	500	500	500	500
10365-08810	Emergency Medical Services	309,984	300,000	300,000	310,000	310,000
10365-08812	EMS Grants	800	-	10,500	-	-
10365-08815	EMS - Memberships & Donations	59,214	70,000	70,000	70,000	70,000
10365-08820	Fire Relief Aid Association	100,172	100,000	60,000	70,000	70,000
10367-07121	Other Grants	1,000	-	-	-	-
10367-08310	Program Fees	53,211	48,000	50,000	55,000	55,000
10367-08312	Ticket Sales/Commissions	12,099	14,000	15,000	15,000	15,000
10367-08315	Trip Fees	46,379	45,000	50,000	55,000	55,000
10367-08470	Other	15	1,000	2,000	3,000	3,000
10367-08815	Donations & Sponsorships	10,525	12,000	16,000	6,000	6,000
10367-08816	WSBA Sponsorship	-	-	10,000	22,000	22,000
10367-08817	Carnival	1,000	1,000	1,000	-	-
10367-08819	Park Celebration	26,716	20,000	20,000	36,000	36,000
10380-09710	Miscellaneous Revenue	616	1,000	1,000	1,000	1,000
10380-09712	Park Meters	1,150	1,000	1,000	1,000	1,000
10380-09716	Vendor Commissions	2,764	2,500	2,500	1,000	1,000
10391-10710	Sale of Fixed Assets	-	5,000	5,000	25,000	25,000
10392-10734	Waste Reduction Reserve	94,076	80,000	80,000	95,000	95,000
10393-10748	Insurance Reimbursements	35,862	200,000	200,000	250,000	250,000
10395-10712	Refunds of Prior Expenditures	63,336	1,000	1,000	1,000	1,000
10999-08470	Other (Use of Fund Balance)	598,933	840,000	840,000	930,000	870,000
		8,622,583	8,959,000	9,392,000	10,050,000	9,990,000

**General Fund
Narratives & Expenditures**

GENERAL GOVERNMENT

Board of Supervisors – Account 10400

Program Description:

The Board of Supervisors is the legislative and policy-making body of the Township, composed of five residents elected to six year staggered terms. The Board members select the Chairperson of the Board. The responsibilities of the Board are defined under the Commonwealth second class Township Code. The responsibilities of the Board of Supervisors include enacting ordinances, resolutions, and setting policy for the proper governing of the Township's affairs; appointing a Township Manager, Auditor, Solicitor, Engineer, Solicitor for the Zoning Hearing Board, and Township residents to various boards and commissions. The Supervisors establish other policies and measures as well as promote the general welfare of the Township and the safety and health of its residents. Board members also represent the Township at official functions and in relationships with other organizations.

Budget Commentary:

This budget category includes funds to compensate the Supervisors. In accordance with Act 68 of 1985, Supervisors are compensated based on an ascending scale according to population.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	20,625	20,625	20,625	20,625	20,625
22110 Materials/Supplies	2,004	5,375	5,375	5,375	5,375
49110 Training/Development	5,832	4,000	4,000	4,000	4,000
Total	28,460	30,000	30,000	30,000	30,000

GENERAL GOVERNMENT

Township Manager/General Administration – Account 10401

Program Description:

The Township Manager is the chief administrative officer of the Township government and is responsible to the Board of Supervisors for the administration of the affairs of the Township. Included in the Manager's office budget is an assistant to coordinate a variety of projects. General Administration provides for various management service functions, including administration and human services. Township Manager/General Administration salaries include the Township Manager, Assistant to Township Manager, Manager of Administrative Operations, Human Services Director, Grants and Public Relations/Events Specialist, Receptionist and Secretary. The Materials and Supplies line item includes a variety of office supplies. Contract Services includes the cost of a stenographer for the Board of Supervisors meetings. Advertising covers a major portion of the legal and classified advertisements for the Township as well as the Township newsletter.

The Township Manager:

- appoints all department heads, supervises and is responsible for the activities of all municipal departments, including the hiring, and when necessary, the discharge of employees.
- prepares, submits to the Board of Supervisors, and administers the annual budget for the Township. The Township Manager develops long-range fiscal plans, including cash forecasting and investment programs and policies, in conjunction with budget preparations.
- prepares the agenda for the Board of Supervisors meetings.
- supervises the letting of contracts and oversees project management for Township projects.
- is responsible for all franchises, leases, permits, grants and contracts related to the privileges of the Township.
- makes recommendations regarding needed legislation in the form of appropriate ordinances related to the health, safety, welfare and administration of the Township.
- coordinates development of joint services with various municipalities.

The Township Manager performs other activities as indicated in Ordinance 63-6, which established the office.

Township Manager/General Administration – Account 10401

General Administration will be undertaking the following program directives:

- update FLSA policies to meet new federal guidelines
- improvements to Township records management program
- increased acquisition of grants in support of Township objectives
- development of governmental cable access programming
- coordination of Springettsbury Township Community Park fundraising activities.

For 2005, expenditure classification accounts of the General Administration category will merge into the Township Manager accounts.

TOWNSHIP MANAGER

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110	Salaries/Wages	106,977	111,000		120,000	283,500
22110	Materials/Supplies	6,505	7,500		6,000	12,000
26110	Minor Equipment	-	-	-	-	1,000
33110	Advertising/Printing	-	-	-	-	28,000
45110	Contract Services	23,391	5,000		12,000	32,000
46110	Rental/Lease	-	-	-	-	11,000
49110	Training/Development	2,234	5,000		5,000	8,000
71410	Capital Equipment	4,902	-		27,000	27,000
Total		144,009	128,500	-	170,000	402,500

GENERAL ADMINISTRATION

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110	Salaries/Wages	158,852	156,000	-	163,500	-
22110	Materials/Supplies	4,482	6,000	-	6,000	-
26110	Minor Equipment	875	1,000	-	1,000	-
33110	Advertising/Printing	23,041	25,000	-	28,000	-
45110	Contract Services	12,716	20,000	-	20,000	-
46110	Rental/Lease	7,332	8,000	-	11,000	-
49110	Training/Development	2,577	3,000	-	3,000	-
Total		209,873	219,000	-	232,500	-

GENERAL GOVERNMENT

Finance Department – Account 10402

Program Description:

The Finance Department is responsible for the overall financial affairs of the Township. These matters include but are not limited to the maintenance of the financial records of the Township, financial reporting, budget reporting, budget preparation, investments of Township funds, tax reporting, reconciling all Township accounts, the receipt of public funds and the disbursements of those funds. In summary, all activities of a financial nature culminate in the Finance Department.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	208,477	216,000	216,500	232,500	232,500
11115 Treasurer's Compensation	3,000	3,000	3,000	3,000	3,000
22110 Materials/Supplies	4,758	5,500	3,500	4,500	4,500
45110 Contract Services	2,169	3,500	2,000	2,000	2,000
49110 Training/Development	4,791	5,500	7,500	7,500	7,500
52110 Bank Service Charges	863	1,000	500	500	500
Total	224,059	234,500	233,000	250,000	250,000

Program Objectives:

- Implement General Accounting Standards Board Regulation 34 (GASB 34) concerning fixed assets; first phase implemented in 2004; infrastructure scheduled for 2005 and 2006
- Implement the sick and vacation accruals for payroll for all remaining employees. Teamsters employees were successfully implemented in 2004.
- Continue the MUNIS training for staff.

GENERAL GOVERNMENT

Tax Collection – Account 10403

Program Description:

The Tax Collector is a local elected official. The Tax Collector is responsible for the collection of property taxes, mercantile and business privilege taxes, street light assessments, and occupational privilege taxes.

Budget Commentary:

The Tax Collector is compensated on a commission basis at rates established by Township Ordinances 74-01 and 87-15, which are listed below. Materials and Supplies include funds for forms, envelopes, postage and other office supplies.

Commissions:

A. Real Estate Tax

1. On the first \$120,000 of tax collected, the commission is one percent.
2. On all property taxes after the first \$120,000, the commission is .5 percent.

B. Mercantile and Business Privilege Taxes

1. The commission rate is 1.75 percent.

C. Occupational Privilege Tax

1. The commission rate is two percent.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11150 Commissions	48,250	48,000	54,400	55,500	55,500
22110 Materials/Supplies	1,787	3,000	1,500	2,000	2,000
53160 Insurance/Bonds	1,093	1,500	1,100	1,500	1,500
Total	51,130	52,500	57,000	59,000	59,000

GENERAL GOVERNMENT

Professional Services – Account 10404

Program Description:

The Township Auditors prepare the annual audit on the Township financial system. This financial statement becomes the official report on the financial condition and status of the Township. The annual audit also serves as a record of how well the Township Finance Department conducts its financial transactions.

The Township Engineer prepares the design and specifications for municipal projects. The Engineer also assists in the review of all land development within the Township.

The Township Solicitor is the legal counsel to the Board of Supervisors, Township Manager, other Township officials, and to the Planning Commission. The Solicitor represents the Township in litigation and hearings, and prepares ordinances, contracts, deeds and other legal instruments.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
404-29111 Auditing Services	14,213	20,000	18,000	20,000	20,000
404-30100 Engineering Services	134,339	100,000	125,000	125,000	125,000
404-31110 Legal Services	134,381	100,000	150,000	125,000	125,000
404-31115 Other Professional Services	8,688	5,000	4,000	5,000	5,000
Total	291,621	225,000	297,000	275,000	275,000

GENERAL GOVERNMENT

Management Information Services – Account 10407

Program Description:

This program provides Information Services to the Township's LAN/WAN systems, telecommunications, internet services, web site and wireless communications. MIS is a functional operation and reports to the Manager of Administrative Operations. This program provides technical and service support and training to staff. The Township also uses contractors and interns for MIS services.

Budget Directives:

- Upgrades to the Township's network system
- Provide Community Development permits/code software
- Provide Recreation database software
- Replace obsolete workstations and software
- Provide additional upgrades and enhancements to the Township's information services
- Provide electronic payment option for sewer utility bills
- Provide additional E-Commerce for Township services
- Assist with upgrades to the MUNIS financial software

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	43,258	44,900	42,315	47,000	47,000
22110 Materials/Supplies	14,720	12,500	12,825	13,000	13,000
26110 Minor Equipment	1,569	2,500	1,030	2,000	2,000
27110 Repair/Maintenance	17,375	7,000	5,875	7,000	7,000
32210 Communications	1,118	1,000	675	1,000	1,000
45110 Contract Services	21,123	21,600	14,705	20,000	20,000
49110 Training/Development	1,569	2,000	2,315	2,500	2,500
71410 Capital Equipment	78,928	66,500	66,200	58,500	48,500
Total	179,660	158,000	145,940	151,000	141,000

POLICE

Police Department – Account 10410

The police department’s basic responsibilities include crime prevention, the protection of life and property, detection and arrest of criminals, accident investigation, and enforcement of all laws and ordinances in the Township.

Police Administration

Program Description:

This account includes the salaries for the police chief, administrative assistant, clerk/dispatcher, and data entry clerk.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	148,475	162,725	145,900	170,000	170,000
11130 Overtime	1,457	2,000	500	2,000	2,000
Total	149,932	164,725	146,400	172,000	172,000

Police Supervision

Program Description:

The four sergeants of the police department provide 24-hour supervision to all sworn personnel in the department. The designated on-call duty sergeant accomplishes this by pager. Each sergeant has administrative and support functions within the department for which he has total responsibility and accountability to the chief of police. A sergeant, to ensure proper disposition, closely scrutinizes all reports generated by the patrol officers. This system of providing a “dial-a-supervisor” has provided all members of the department with a valuable supervisory resource whenever needed. The three corporals provide field supervision in the absence of a superior officer, or if necessary, until that officer arrives on the scene. The two lieutenants provide administrative and operational supervision and report directly to the chief.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
12111 Salaries/Wages - Lieutenants	149,299	158,000	158,000	158,500	158,500
12112 Salaries/Wages - Sergeants	249,557	257,100	258,000	279,500	279,500
12113 Salaries/Wages - Corporals	198,181	177,850	179,000	193,000	193,000
12132 Overtime - Sergeants	13,119	8,000	10,000	8,000	8,000
12133 Overtime - Corporals	5,243	5,500	5,500	6,000	6,000
Total	615,399	606,450	610,500	645,000	645,000

POLICE

Police Department – Account 10410 (Continued)

Police PatrolProgram Description:

The purpose of the patrol force of the department embraces the primary departmental responsibilities. Patrol retains a basic responsibility for criminal investigation, traffic enforcement and accident investigation.

Budget Commentary:

The Township, under the direction of the Chief of Police, totally funds three crossing guards. Two guards are employed for the Central York School District, and one is employed for the York Suburban School District.

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
12110	Salaries/Wages - Patrolmen	969,842	1,011,725	1,013,000	1,113,500	1,093,500
12115	Salaries/Wages - Crossing Guards	15,235	15,500	15,500	16,000	16,000
12130	Overtime - Patrolmen	52,133	48,000	55,000	67,000	67,000
22110	Materials/Supplies	17,154	16,000	16,000	17,000	17,000
22410	Ammunition	7,969	10,000	10,000	10,000	10,000
24110	Uniforms	37,362	34,000	34,000	36,000	36,000
26110	Minor Equipment	10,637	7,500	7,000	7,000	7,000
27110	Repair/Maintenance	5,137	6,000	5,000	6,000	6,000
29410	Animal Control	2,980	3,500	4,500	6,000	6,000
32210	Communications	14,791	13,500	13,500	14,000	14,000
45110	Contract Services	13,652	13,000	13,000	17,500	17,500
46110	Rental/Lease	8,910	14,500	13,000	14,500	14,500
49110	Training/Development	16,151	19,500	19,000	20,000	20,000
54000	Safe Children Grant	46,640	50,000	41,000	39,000	39,000
61110	Capital Construction	9,629	16,000	6,000	38,000	38,000
71410	Capital Equipment	19,179	8,000	8,000	24,000	24,000
71412	Evidence Collector	15,084	-	-	4,000	4,000
71415	K-9 Equipment	6,352	3,600	-	-	-
71417	CRASH Vehicle	8,479	-	-	1,000	1,000
Total		1,277,313	1,290,325	1,273,500	1,450,500	1,430,500

POLICE

Police Department – Account 10410 (Continued)

Police Vehicles

Program Description:

The police department operates a fleet of eight marked and four unmarked vehicles, providing single person patrol coverage. The department has a maximum of eight vehicles on the road per shift. The fleet provides backup vehicles in case of mechanical failure and during required training. Additionally, the department uses a multi-purpose van for transportation of evidence and traffic counters and for surveillance purposes. The allocation for routine vehicle equipment expense has been moved to Public Works General Services Account (10430-23210) for the 2005 Budget.

Budget Commentary:

The Capital Equipment line item (71410) includes the cost for replacement of three police vehicles.

Unit #	<u>Police Vehicles</u>			Mileage as of August <u>2004</u>
1	2002	Ford Crown Victoria	(Chief's Vehicle)	37,103
2	2003	Ford Crown Victoria		30,485
3	2004	Ford Crown Victoria	(Vascar)	11,072
4	2003	Ford Crown Victoria	(Vascar)	28,938
5	2001	Ford Crown Victoria	(Vascar)	74,594
6	1998	Ford Crown Victoria	(Vascar) (K-9 Unit)	143,864
7	2000	Ford Crown Victoria	(Vascar)	111,963
8	2000	Ford Expedition		56,183
9	2004	Ford Crown Victoria	(Vascar)	9,976
10	1999	Ford Crown Victoria		58,886
11	1996	Ford Crown Victoria		107,123
12	1997	Ford Crown Victoria	(Vascar)	77,462
13	2003	Chevrolet Trail Blazer		19,847
14	1984	Chevrolet Custom Deluxe		11,391
15	1988	Chevrolet Astro Van		34,532

<u>Expenditure Classification</u>	<u>Actual 2003</u>	<u>Adopted 2004</u>	<u>Revised 12/31/04</u>	<u>Proposed 2005</u>	<u>Adopted 2005</u>
23210 Vehicle Equipment Expense	32,149	27,000	28,000	9,000	9,000
71410 Capital Equipment	48,478	52,000	52,000	81,000	81,000
Total	80,627	79,000	80,000	90,000	90,000

FIRE

Fire Department – Account 10411

Fire Administration

Program Description:

The Fire Chief is responsible for the direction and coordination of all fire suppression, rescue operations, and emergency medical services. He also implements and supervises fire prevention activities, including: all local and state fire code enforcement, fire safety inspections, fire hydrant system development, and fire safety education programs.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	44,441	50,000	50,000	50,000	50,000
22110 Materials/Supplies	3,897	6,000	6,000	6,000	6,000
25110 Service Contracts	600	-	-	-	-
26110 Minor Equipment	3,451	1,000	1,000	1,000	1,000
27110 Repair/Maintenance	1,775	2,000	2,000	2,000	2,000
32210 Communications	5,665	8,000	8,000	8,000	8,000
45110 Contract Services	-	700	700	1,000	1,000
Total	59,830	67,700	67,700	68,000	68,000

Program Objectives:

- Implementing an operational merger of Fire and EMS personnel
- Evaluation of staffing issues, including overtime, supervision, and scheduling
- Conducting a Fire Service Study to determine appropriate staffing, equipment, training, facilities, and program direction
- Creation of Standard Operating Guidelines

FIRE

Fire Department – Account 10411 (Continued)

Fire Protection

Program Description:

This program includes the fire fighters that provide round-the-clock protection from the two Township fire stations. The fire fighters operate various fire apparatus including two pumpers, one seventy-five foot aerial truck, and a heavy rescue truck. The fire fighters also perform fire safety inspections and public education activities.

Budget Commentary:

Salaries include eighteen full time fire fighters. The Overtime line item includes overtime, sick leave, personal days, training and FLSA time. The training/development line item includes the Fire Chief. Uniforms include the cost of protective clothing or “turn-out” gear, as well as regular station uniforms. Hydrant Service contains the monthly fee charged by the York Water Company for the 360 hydrants in the Township.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11410 Volunteer Incentive	-	5,000	-	-	-
12110 Salaries/Wages	784,287	812,000	759,000	753,000	753,000
12112 Salaries/Wages-Part-Time	-	-	-	60,000	60,000
12130 Overtime-General	120,544	65,000	100,000	75,000	70,000
12137 Overtime-Sick	48,819	68,000	36,000	18,000	18,000
12138 Overtime-Training	18,403	35,000	15,000	40,000	40,000
12139 Overtime-Training	12,328	12,000	10,000	-	-
24110 Uniforms	28,250	25,000	25,000	35,000	35,000
36410 Hydrant Services	86,296	84,000	84,000	90,000	90,000
49110 Training/Development	9,440	10,300	10,000	10,000	10,000
54000 Contributions - Fire Relief Assoc.	100,173	100,000	70,000	70,000	70,000
Total	1,208,540	1,216,300	1,109,000	1,151,000	1,146,000

Program Objectives:

- Implementation of fire safety inspections for non-residential and high risk facilities
- Supporting the operations of the Springettsbury Township Volunteer Fire Company
- Continued professional training

EMERGENCY MEDICAL SERVICES

Emergency Medical Services – Account 10412
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Program Description:

Twenty-four hour ambulance service is provided to the community, with eight highly trained emergency medical technicians (EMTs). The EMTs are all certified to operate automatic defibrillator equipment.

Salaries include eight full time EMTs. The regular full time employees also cover all part time hours. In addition, there is one part time office staff member.

The funds budgeted for overtime includes sick leave, vacations, personal days, and training.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages - Part Time	20,348	21,500	20,523	23,000	23,000
12110 Salaries/Wages	288,731	293,000	308,873	320,000	320,000
12130 Overtime	88,694	85,000	85,000	85,000	85,000
22110 Materials/Supplies	9,656	10,000	10,000	12,000	12,000
24110 Uniforms	6,564	7,000	7,000	7,000	7,000
25110 Service Contracts	4,261	4,000	-	-	-
26110 Minor Equipment	1,825	4,000	4,000	4,000	4,000
27110 Repair/Maintenance	14,816	12,000	12,000	12,000	12,000
32210 Communications	4,278	4,000	4,000	4,000	4,000
45110 Contract Services	513	500	5,000	5,000	5,000
49110 Training/Development	2,602	3,000	3,000	3,000	3,000
71410 Capital	11,624	-	500	-	-
Total	453,910	444,000	459,896	475,000	475,000

Program Objectives:

- Implementing an operational merger of Fire and EMS personnel
- Evaluation of staffing issues, including overtime, supervision, and scheduling
- Continued Emergency Medical training for EMTs
- CPR and First Aid training for Township Staff

COMMUNITY SERVICES

Community Development – Account 10414

Program Description:

Planning, zoning, building and general code enforcement activities and the Historic Preservation Committee account for a good share of the duties of this department. The department is currently involved with the Comprehensive Plan Update and will be through 2006. Subdivision and land development plans are reviewed and processed within the department. The department staff inspects site stake outs, footers, foundations, framing, mechanical, plumbing, insulation, wallboard and final work of all new construction within the Township. Remodeling jobs include many of these same inspections as well. The Department serves as Township representative to the Historic Preservation Committee, attending meetings, maintaining files and assisting the committee with their budget and special projects as needed. For 2005, an allocation amount of \$2,000 has been placed in the Community Development Budget. In prior years this allocation was placed under Community Celebrations.

Planning activities include reviewing and evaluating all subdivision and land development plans within the Township. Typically there are six to eight planning applications at some level of review at all times. Public improvement estimates and escrow accounts are also handled through this department. These activities can span several years as projects develop. Zoning activities, in addition to the numerous violation calls investigated weekly, require analysis of ordinances in relation to proposed projects. Maintaining and updating ordinances are always a priority.

Budget Commentary:

Salaries include a Director of Community Development, Coordinator, Building Inspector, Plumbing Inspector, and Administrative Assistant and Part Time Code Enforcement Officer. The Director's responsibilities include all aspects of planning, zoning, building code administration, code enforcement administration, community development and redevelopment, and the general oversight of the department. The Coordinator's duties include coordinating the subdivision/land development processes, building and code enforcement activities, zoning issues and working on special projects. The Inspectors' duties include plan review, building and plumbing code inspections, zoning enforcement, and complaint investigations. The Administrative Assistant's responsibilities include building and use and occupancy permit issuance and filing, accepting and maintaining applications for the Zoning Hearing Board and Planning Commission, collecting fees, as well as department receptionist duties and daily relief of the Township receptionist. The Part-Time Code Enforcement officer proactively investigates property maintenance and zoning violations.

The annual activities include the receipt and processing of over 1000 permits, 30 Zoning Hearing Board applications, 35 Subdivision and Land Development applications; the issuance of over 250 certificates of use and occupancy for residential and commercial/industrial premises. In addition, approximately 100 building applications are on file to be processed at any given time.

Other required functions of the staff include such activities as consultations, addressing complaints, requests for information, updating ordinances and report writing. Public relations are also an important activity as adequate time must be spent with our customers - residents, businesses, builders, and developers.

COMMUNITY SERVICES

Community Development – Account 10414

Average Cost (based on estimated costs provided on permit application) for a new single-family detached dwelling in Springettsbury Township:

1998	150,580
1999	185,518
2000	191,500
2001	173,086
2002	117,513*
2003	167,543
2004 (thru 9/04)	192,153

*A sewage moratorium was in effect prior to 2002, therefore, most homes built in the preceding years were custom homes on larger lots. In 2002, tract homes on smaller lots were being built.

Program Objectives:

Maintain improved public relations and meet customer service needs. Township interests will be protected through the construction inspection of Central York High School and other major projects. The department will continue its reorganization by completing the revisions, updates and expansion of the Community Development Policy and Procedure Manual to provide better direction to department staff. National Geomatica training and implementation will enable the department to develop more sophisticated mapping and record keeping programs. The department will also continue its efforts to become more proactive in code enforcement issues. The update to the Comprehensive Plan will become more detailed and will involve more staff time.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	148,397	195,000	195,000	212,500	212,500
11130 Overtime	-	500	500	1,000	1,000
22110 Materials/Supplies	3,447	5,500	7,500	7,500	7,500
26110 Minor Equipment	471	1,000	2,500	2,500	2,500
29110 Planning & Zoning Board	1,530	2,500	2,500	2,500	2,500
29115 Historic Preservation	-	-	-	-	2,000
33110 Advertising/Printing	5,158	4,000	5,000	5,000	5,000
34110 Recording Services	878	1,000	1,500	1,000	1,000
45110 Contract Services	39,267	83,500	83,500	54,000	54,000
45115 Comprehensive Plan Services	-	-	-	100,000	85,000
49110 Training/Development	3,544	5,000	5,000	10,000	10,000
Total	202,691	298,000	303,000	396,000	383,000

PUBLIC WORKS

General Services – Account 10430

Program Description:

Public Works Department personnel and various seasonal employees maintain and repair 95.5 miles of Township roads, 9.8 miles of State roads in the winter, 10 parks (117 acres), Township buildings, rights-of way, police vehicles, and related municipal equipment. For 2005 Budget, \$25,000 which was previously allocated in the Police Vehicle Equipment Expense account is being transferred to Public Works General Services Vehicle Equipment Expense.

Salaries include the Director of Public Works and a portion of the salaries of the other departmental employees. The thirteen regular full time positions include the director, a superintendent, laborer/operator II (2 each), laborer/operator I (7 each), and two laborers. There is also a part time building maintainer and part time secretary.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	190,449	171,000	180,000	203,500	203,500
12114 Salaries/Wages - Mechanics	96,660	72,500	90,000	94,000	94,000
12134 Overtime - Mechanics	792	500	750	1,000	1,000
22110 Materials/Supplies	4,355	4,000	4,000	4,000	4,000
23110 Gas/Oil	59,610	55,000	74,000	91,000	91,000
23210 Vehicle Equipment Expense	5,857	7,000	7,000	33,000	33,000
24110 Uniforms	5,365	5,500	6,000	7,500	7,500
26110 Minor Equipment	3,493	3,000	3,000	3,000	3,000
27110 Repair/Maintenance	29,160	25,000	26,600	27,000	27,000
49110 Training/Development	1,133	1,500	1,500	1,500	1,500
Total	396,872	345,000	392,850	465,500	465,500

PUBLIC WORKS

Street Cleaning – Account 10431

Program Description:

This program provides for the sweeping and removal of debris from all Township roads, as well as the annual leaf collection program.

Budget Commentary:

Leaf collection contract service covers the cost of three employees from a temporary employment agency needed to assist in the program. Funds for leaf collection will be transferred to the General Fund from the Waste Reduction Reserve Fund.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	12,467	15,500	13,300	16,500	16,500
11130 Overtime	-	500	500	500	500
12125 Leaf Collection	40,495	40,000	42,500	44,000	44,000
28110 Contract Services	1,075	-	-	-	-
45110 Contract Services	5,504	6,000	8,000	8,000	8,000
Total	59,541	62,000	64,300	69,000	69,000

Snow and Ice Removal – Account 10432

Program Description:

This program provides plowing and cindering of 95.5 miles of Township roads. Under an agreement with the Pennsylvania Department of Transportation (PennDOT), the Township performs storm control activities on 9.8 miles of State roads within the Township.

Budget Commentary:

Snow and ice removal materials are budgeted in the Commonwealth Liquid Fuels Fund at a cost of \$50,000. The Township is expecting to receive approximately \$21,000 from Penn DOT for its road maintenance program.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	17,576	10,500	11,200	11,500	11,500
11130 Overtime	20,253	10,000	11,500	11,500	11,500
22110 Materials/Supplies	-	1,000	900	1,000	1,000
26110 Minor Equipment	-	1,000	-	1,000	1,000
Total	37,829	22,500	23,600	25,000	25,000

PUBLIC WORKS

Traffic: Signs and Lines – Account 10433

Program Description:

This program includes the fabrication and installation of traffic signs throughout the Township, as well as the annual marking of roads for center lines, crosswalks, arrows and stop bars.

Budget Commentary:

The cost of traffic marking paint (\$18,000), signs, posts, and other hardware (\$7,000) is included in the Commonwealth Liquid Fuels budget.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages	9,647	13,000	11,000	13,500	13,500
11130 Overtime	-	500	500	500	500
Total	9,647	13,500	11,500	14,000	14,000

Sidewalks & Curbs: Maintenance and Repair – Account 10435

Program Description:

This program provides for the maintenance and repair of Township curbs and sidewalks.

Budget Commentary:

Materials and Supplies include the cost of curb repairs and replacement in conjunction with the sidewalk repair program. The Public Works Department continues to replace deteriorated curbs with handicap ramps in areas slated for sidewalk improvements.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
22110 Materials/Supplies	80	3,000	2,960	3,000	3,000
Total	80	3,000	2,960	3,000	3,000

PUBLIC WORKS

Storm Sewers: Maintenance & Repair – Account 10436

Program Description:

This program provides for the cleaning of approximately 850 catch basins, as well as repairs to the storm sewer system.

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110	Salaries/Wages	13,243	16,500	16,450	17,000	17,000
11130	Overtime	81	500	500	500	500
22110	Materials/Supplies	2,372	4,000	3,400	4,000	4,000
46110	Rental/Lease	-	500	500	500	500
Total		15,695	21,500	20,850	22,000	22,000

Highways: Maintenance & Repair – Account 10438

Program Description:

This program provides for patching and other repairs to Township roads. The program is augmented by the annual resurfacing program, which is accomplished through the use of Commonwealth Liquid Fuels funds received from the State.

Budget Commentary:

The annual road maintenance costs are approximately \$300,000. These funds are budgeted in the Commonwealth Liquid Fuels Fund. Labor costs to prepare for the annual road maintenance are paid from the General Fund (account 10438-11110). Contract Services consist of guide rail spraying, weed control, tree spraying, and tree service.

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110	Salaries/Wages	59,023	83,000	73,000	75,000	75,000
11130	Overtime	488	500	1,000	500	500
22110	Materials/Supplies	4,156	7,000	7,000	7,000	7,000
45110	Contract Services	13,873	13,500	13,500	13,500	13,500
Total		77,539	104,000	94,500	96,000	96,000

PUBLIC WORKS

Township Buildings – Account 10439

Program Description:

This program provides for the maintenance and repair of Township buildings, except for the wastewater treatment facility. This account includes funds for the administration building, public works maintenance facility, public safety building, and meeting facility.

Budget Commentary:

The budget includes costs for the utilities and maintenance of Township property and any other costs related to the maintenance and repair of Township buildings. Salaries include the wages of the Building Maintainer.

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110	Salaries/Wages	25,292	26,000	26,000	27,000	27,000
11130	Overtime	-	500	500	500	500
22110	Materials/Supplies	7,080	6,500	6,500	7,000	7,000
27110	Repair/Maintenance	13,217	14,000	14,000	14,000	14,000
32210	Communications	41,322	33,000	33,000	33,000	33,000
36110	Electric - Administration Building	37,809	37,000	25,500	22,500	22,500
36110	Electric - Farmhouse	550	1,000	1,000	1,000	1,000
36110	Electric - Public Works	8,834	8,500	9,000	9,500	9,500
36110	Electric - Police	21,038	20,000	37,000	41,500	41,500
36110	Electric - ParkHouse	178	500	300	500	500
36120	Gas - Administration Building	4,634	6,500	6,400	6,500	6,500
36120	Gas - Farm House	1,779	2,500	2,200	2,500	2,500
36120	Gas - Public Works	6,179	7,500	7,500	8,000	8,000
36120	Gas - Police	3,590	4,500	2,000	4,500	4,500
36120	Gas - ParkHouse	279	1,000	1,300	1,500	1,500
36130	Sewer - Administration Building	157	500	200	500	500
36130	Sewer - Farmhouse	148	500	200	500	500
36130	Sewer - Public Works	174	500	200	500	500
36130	Sewer - Police	1,590	1,500	1,600	2,000	2,000
36130	Sewer - Park (Mt. Zion)	105	500	900	1,000	1,000
36130	Sewer - ParkHouse	128	500	300	500	500
36140	Disposal Services	1,373	2,000	1,700	2,000	2,000
36150	Water - Administration Building	1,642	1,500	2,000	2,000	2,000
36150	Water - Public Works	879	1,000	1,000	1,000	1,000
36150	Water - Police	2,455	2,500	2,400	2,500	2,500
36150	Water - ParkHouse	73	500	100	500	500
45110	Contract Services	16,073	18,000	24,000	24,000	24,000
46110	Rental/Lease	-	500	500	500	500
Total		196,579	199,000	207,300	217,000	217,000

PUBLIC WORKS

Parks Maintenance – Account 10440

Program Description:

This program provides for the maintenance of Township parks and playgrounds.

Budget Commentary:

This program activity covers the cost of repairing playground equipment, ball diamond backstops, water fountains, and other equipment. Minor Equipment includes tennis nets, swing seats, picnic tables and related items. The Contract Services account includes the labor for mowing Township parks during the summer.

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110	Salaries/Wages	93,147	70,500	80,000	82,000	82,000
11130	Overtime	-	500	500	500	500
22110	Materials/Supplies	4,930	4,500	4,500	5,000	5,000
26110	Minor Equipment	811	1,000	1,000	8,000	8,000
27110	Repair/Maintenance	2,367	5,000	5,000	5,000	5,000
36150	Water	2,824	2,000	3,000	3,000	3,000
45110	Contract Services	26,461	40,000	20,500	40,000	30,000
61110	Parks Improvements	10,166	6,000	6,000	6,000	6,000
Total		140,706	129,500	120,500	149,500	139,500

COMMUNITY AND CULTURAL SERVICES

Recreation Department - Account 10451

Program Description:

The Recreation Department operates a comprehensive year-round program. The Township recreation area on Mt. Zion Road, a variety of neighborhood parks, and open grass areas are utilized for the Township's overall recreational activities. School facilities are used during the remainder of the year. Programs offered by the department include athletics, crafts, games, trips, ceramics, aerobics, swimming, canoeing, baton, gymnastics, bowling, concerts and talent shows.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
11110 Salaries/Wages - Office	47,861	48,700	48,700	61,500	61,500
11116 Salaries/Wages - Specialists	12,929	14,500	15,000	17,000	17,000
11117 Salaries/Wages - Park Directors	47,747	60,000	52,000	57,500	57,500
11118 Salaries/Wages - Fall & Winter	1,111	1,000	1,200	1,250	1,250
11130 Overtime	-	500	-	-	-
22110 Materials/Supplies	14,385	15,500	15,500	16,000	16,000
22115 Park Celebration	-	-	-	-	38,000
22310 Trips/Tickets	64,487	60,000	60,000	65,000	65,000
26110 Minor Equipment	75	6,000	9,000	1,000	1,000
29310 Performances	33,375	32,500	44,000	44,000	44,000
29710 Program Services	56,824	48,000	48,000	55,000	55,000
33110 Advertising/Printing	22,351	23,000	23,000	27,000	27,000
33700 Mileage Reimbursement	-	250	-	250	250
45110 Contract Services	6,519	7,800	7,800	9,000	9,000
46110 Rental/Lease	18,273	11,000	20,000	32,000	32,000
49110 Training & Development	1,516	2,250	2,155	4,000	4,000
Total	327,454	331,000	346,355	390,500	428,500

Program Objectives:

- Establish user fee policy to help in cost recovery efforts. Fees for pavilion rentals, athletic field use and summer playground program participation will be considered.
- Examine park needs in northwest quadrant of Township (District 1)
- Improve park safety and accessibility by upgrading parks identified in the Park Safety and Accessibility Plan
- Provide high quality, diverse program opportunities for our community
- Provide support for Summer Concert Series, Saturday in the Park (previously budgeted in Community Celebrations), Holiday Tree Lighting and other Festivals/Activities

COMMUNITY AND CULTURAL SERVICES

Community Celebrations – Accounts 10457

Program Description:

In conjunction with the 250th Anniversary of York County, the Township began a July Celebration which became known as “Community Day”. Miscellaneous expenditures had been budgeted to anticipate this as an annual event. In addition, the Historic Preservation Commission has been included in the program description. Originally, Historic Preservation was shown in Community Development and for 2005, the allocation will again be transferred to Community Development. The materials and supplies account has been shown to fund the park celebration activities. For 2005, the amount of \$38,000 will be reflected in the Recreation Department Budget.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
22110 Materials/Supplies	22,319	20,000	37,000	38,000	-
29110 Historic Preservation	1,639	2,000	1,500	2,000	-
Total	23,957	22,000	38,500	40,000	-

FIXED/SUNDRY

Debt Service – Account 10471

Program Description:

The debt service funds are budgeted for the payment of principal and interest on Township borrowings.

Budget Commentary:

The Debt Service obligations of the General Fund of Springettsbury Township include two (2) obligations: (1) the purchase of the Springettsbury Township Elementary School (1989) in the amount of \$1,740,000; and (2) the General Obligation Bonds of 1997 in the amount of \$860,000 for construction of the Township building. The Township building debt was included in a General Obligation Bond issue that had \$2,140,000 of new Sewer Fund Debt for capital improvements of Springettsbury Township collector lines. This debt issue was called in November 2001 and refinanced for interest savings with a general obligation note; and again called in March 2003 and refinanced for additional interest savings.

	Elementary School 20 Year General Obligation Bond		Municipal Building 13 Year General Obligation Bond		
<u>Year</u>	<u>Principal</u>	<u>Interest</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2005	150,000	15,310	90,000	8,325	263,635
2006	150,000	13,510	95,000	7,250	265,760
2007	155,000	11,185	95,000	5,770	266,955
2008	160,000	8,240	85,000	3,965	257,205
2009	<u>160,000</u>	<u>4,400</u>	<u>70,000</u>	<u>1,925</u>	<u>236,325</u>
TOTAL	\$775,000	\$52,645	\$435,000	\$27,235	\$1,289,880

<u>Expenditure Classification</u>		<u>Actual 2003</u>	<u>Adopted 2004</u>	<u>Revised 12/31/04</u>	<u>Proposed 2005</u>	<u>Adopted 2005</u>
54110	Principal	121,699	235,000	235,000	240,000	240,000
54120	Interest	45,835	28,500	28,500	24,000	24,000
Total		167,534	263,500	263,500	264,000	264,000

COMMUNITY AND CULTURAL SERVICES

Contributions – Account 10481

Program Description:

This account includes the support of Martin Library.

Budget Commentary:

The library proposal reflects the continuing financial assistance to the Martin Library.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
54000 Martin Library	35,000	37,000	37,000	37,000	37,000
Total	35,000	37,000	37,000	37,000	37,000

FIXED/SUNDRY

Insurance – Accounts 10486

Program Description:

The insurance program provides protection against financial loss resulting from fire, theft, or other problems that might occur with Township property, including buildings, parks, vehicles and equipment, traffic signals, and other items. Also included in the program are policies covering liability for police officers, emergency medical technicians, firemen, as well as protection against wrongful acts by Township officials. Workers Compensation insurance had been included within this account. For 2005, it has been transferred to the Employee Benefits program account to be part of all other employee benefits.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
486-53110 Workers Compensation	79,380	85,000	83,100	87,000	-
486-53120 Property	22,513	30,000	24,300	27,500	27,500
486-53130 Motor Vehicle	13,850	18,500	10,000	12,000	12,000
486-53140 Law Enforcement	23,667	26,000	21,100	23,000	23,000
486-53150 General Liability	42,019	45,000	41,800	50,000	50,000
486-53160 Insurance/Bonds	2,196	2,500	2,200	2,500	2,500
Total	183,625	207,000	182,500	202,000	115,000

FIXED/SUNDRY

Employee Benefits – Accounts 10487

Program Description:

Included in these accounts are budgeted employee benefits that range from the various health related insurances to pension costs. For 2005, Workers Compensation is shown as part of Employee Benefits.

Expenditure Classification		Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
14111	Disability Insurance	6,315	8,500		9,500	9,500
14112	Life Insurance	14,972	20,000		22,000	22,000
14113	Dental Non-Teamsters	21,474	50,000		55,000	55,000
14114	Vision	13,107	14,500		19,000	19,000
14115	Medical	517,839	1,000,000		1,100,000	1,100,000
14118	Miscellaneous	5,342	6,500		5,000	5,000
14119	Deferred Compensation	1,743	-		-	-
14120	Social Security	354,389	365,000	370,000	387,000	387,000
14121	Non-Uniform Pension	66,951	65,000	75,000	80,000	80,000
14122	Teamsters Pension	67,872	67,000	70,000	75,000	75,000
14123	Firemen Pension	114,382	105,000	105,000	179,000	179,000
14124	Police Pension	181,971	222,000	222,000	436,000	436,000
14125	Unemployment Compensation	19,892	10,000	10,000	10,000	10,000
45110	Contract Services	26,049	28,000		40,000	40,000
53110	Workers Compensation	-	-	-	-	87,000
Total		1,412,298	1,961,500	852,000	2,417,500	2,504,500

OTHER

Other – Account 10489

Program Description: The Delivery, Mailing, Postage & Related Services account has been placed in a more appropriate budget location.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
32410 Postage	15,643	23,000	23,000	23,000	23,000
43000 Taxes	-	-	2,151	-	-
Total	15,643	23,000	25,151	23,000	23,000

Refunds – Account 10491

Program Description: None budgeted.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
55110 Refunds	45,527	-	-	-	-
Total	45,527	-	-	-	-

Interfund Operating Transfers – Account 10492

Program Description: This program primarily contains general funds authorized to be transferred to other funds. The account was first established in 1988 to provide a source of financial assistance to the volunteer fire companies as they replace fire apparatus, outlined under Resolution 93-25.

Expenditure Classification	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
10749 Interfund Transfer-Capital Reserve	300,000	-	-	-	135,000
59122 Interfund Transfer-Fire Fund	-	-	-	140,000	140,000
Total	300,000	-	-	140,000	275,000

General Fund Expenditures	10,050,000	9,990,000
Interfund Transfers	140,000	275,000
Total General Fund Appropriations	10,190,000	10,265,000

SPRINGETTSBURY TOWNSHIP

BUDGET – 2005

OTHER FUNDS

COMMONWEALTH LIQUID FUELS FUND (20)

The Township receives funds through Commonwealth tax on liquid fuels. The money is designated for the construction and maintenance of roadways, and for the purchase of related highway equipment. The Township anticipates Commonwealth liquid fuel revenue to be \$429,000, in addition to \$5,475 for roads designated in the Turnback program.

	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
<u>Revenue</u>					
341-06110 Interest	7,712	6,525	4,000	5,000	5,000
355-07510 State Liquid Fuel Revenue	421,866	428,000	429,950	429,000	429,000
355-07515 State Road Turnback Program	5,475	5,475	5,475	5,475	5,475
355-07517 County Liquid Fuel Revenue	-	50,000	-	150,000	150,000
355-08470 Other (Use of Fund Balance)	-	210,000	200,499	63,025	63,025
355-10748 Insurance/Related Reimb.	931	-	1,576	-	-
Total Revenue	435,984	700,000	641,500	652,500	652,500
<u>Expenditures</u>					
* 430-71410 Capital Equipment	25,808	35,000	80,000	-	-
431-22110 Street Clean-Materials/Supplies	2,797	3,000	2,000	3,000	3,000
432-22110 Snow/Ice-Materials/Supplies	54,765	50,000	48,000	50,000	50,000
433-22110 Traffic Signals-Materials/Supplies	11,489	18,000	10,000	10,000	10,000
433-32210 Traffic Signals-Communications	136	1,000	1,000	1,000	1,000
433-36110 Traffic Signals-Electric	22,053	20,000	20,000	20,000	20,000
433-45110 Traffic Signals-Contract Services	29,355	25,000	25,000	25,000	25,000
433-71410 Traffic Signals-Capital Equipment	34,920	40,000	40,000	20,000	20,000
434-36110 Street Lights-Electric	41,672	37,000	37,000	37,000	37,000
434-45110 Street Lights-Contract Services	-	-	500	1,000	1,000
437-27110 Tools/Machinery-Repair/Maintenance	4,094	7,000	5,000	5,000	5,000
438-22110 Road Maint-Materials/Supplies	12,344	9,000	9,000	10,000	10,000
438-45110 Road Maint-Contract Services	117,159	150,000	150,000	120,000	120,000
439-45110 Road Const-Contract Services	164,420	305,000	305,000	200,000	200,000
439-45115 Road Const-Eden/Paradise	-	-	-	150,000	150,000
Total Expenditures	521,012	700,000	732,500	652,000	652,000

* Proposed Capital Equipment for Dump Truck is being requested in Capital Budget 2005 due to fund balance reduction in Liquid Fuels based upon LED program.

SUBDIVISION RECREATION FUND (21)

The Subdivision Recreation revenue is derived from subdivisions in which developers are required to pay a per-lot fee (\$819) in lieu of contributing land. In 1996, District 5 (Community Centralized Parks) was created. The combination of the Springettsbury Township park complex and the North Hills Park are included in this district. Through ordinance, forty percent (40%) of the fund equity from the other four districts was transferred into District 5 in 1996.

	Percentage of Fund	Balance at 12/31/03	Activity 2004	Est. Balance at 12/31/04	
District 1 (North of Route 30, west of Mt. Zion)	38.26%	34,116	121,956	156,072	
District 2 (North of Route 30, east of Mt. Zion)	0.00%	-	829	829	
District 3 (South of Route 30, west of Mt. Zion)	0.00%	-	-	-	
District 4 (South of Route 30, east of Mt. Zion)	25.11%	22,394	(932)	21,462	
District 5 (Community Centralized Parks)	36.63%	32,663	426	33,089	
	100.00%	89,173	122,279	211,452	

	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
Revenue					
341-06110 Interest	526	500	500	500	500
341-06112 Contributions	20,475	-	121,212	-	-
341-08470 Other (Use of Fund Balance)	-	19,500	-	152,000	152,000
Total Revenue	21,001	20,000	121,712	152,500	152,500
Expenditures					
454-22711 District 1 Expenditures	-	-	-	-	-
454-22712 District 2 Expenditures	-	-	-	-	-
454-22713 District 3 Expenditures	-	-	-	27,500	27,500
454-22714 District 4 Expenditures	20,000	-	1,216	10,000	10,000
454-22715 District 5 Expenditures	-	20,000	-	15,000	15,000
492-92110 Interfund Transfer to Capital Res.	-	-	-	100,000	100,000
Total Expenditures	20,000	20,000	1,216	152,500	152,500

FIRE COMPANY FUND (22)

For 2005, the General Fund is allocating \$140,000 of general fund tax revenue to the Fire Company Fund to support both operating and long term capital expenditures. The Fire Fund reimburses the General Fund for the fiscal year end audits related to the two fire companies.

	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
<u>Revenue</u>					
301-03110 Real Estate Current Year	169,496	160,000	160,000	-	-
301-10747 General Fund Tax Allocation	-	-	-	140,000	140,000
341-06110 Interest	9,790	5,000	5,000	5,000	5,000
Total Revenue	179,286	165,000	165,000	145,000	145,000
<u>Expenditures</u>					
411-29111 Auditing/Financial Services	2,895	3,000	2,000	2,000	2,000
411-32210 Communications	891	1,000	1,000	1,000	1,000
411-40422 Fire Company Operating Allocation	-	140,000	140,000	71,000	71,000
411-71410 Capital Equipment Allocation	-	21,000	21,000	71,000	71,000
Total Expenditures	3,786	165,000	164,000	145,000	145,000

PETITIONED STREET LIGHT FUND (23)

Revenue derived through an annual property assessment covers the expenses of operating street lights within the township. Improved property is \$.30 per front footage and unimproved property is \$.10 per front footage.

	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
<u>Revenue</u>					
301-03110 Real Estate Current Year	40,245	42,000	42,000	42,000	42,000
301-03111 Real Estate Prior Year	-	500	500	500	500
341-06110 Interest	375	500	500	500	500
Total Revenue	40,620	43,000	43,000	43,000	43,000
<u>Expenditures</u>					
434-36110 Electric	37,432	37,000	37,000	38,000	38,000
434-45110 Contract Services	7,118	6,000	6,000	5,000	5,000
Total Expenditures	44,550	43,000	43,000	43,000	43,000

CAPITAL IMPROVEMENTS FUND (30)

The Capital Improvements Fund is financed, in part, by a real estate tax of .200 mills. This tax generates approximately \$300,000 in revenue.

	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
<u>Revenue</u>					
301-03110 Real Estate Current Year	299,990	280,000	300,000	475,000	300,000
414-18387 Donations & Contributions	38,000	-	-	-	-
341-06110 Interest	2,457	2,000	2,000	2,000	2,000
341-06115 DCED Interest	130	-	-	-	-
354-07120 DCED Grant	93,509	-	-	250,000	250,000
354-07121 State Capital Grants	-	200,000	-	-	-
354-07123 Central York Road Improvement	230,000	-	-	-	-
354-08470 Other (Use of Fund Balance)	-	103,000	-	450,000	450,000
354-10747 General Fund Allocation	300,000	-	-	-	135,000
354-10750 Recreation Reserve Fund Allocation	-	-	-	100,000	100,000
354-10755 Rotary Club	8,334	-	8,334	8,000	8,000
Total Revenue	972,420	585,000	310,334	1,285,000	1,245,000
<u>Expenditures</u>					
435-45110 Sidewalk & Curb-Contract Services	8,700	40,000	40,000	40,000	40,000
438-30100 Road Maint-Engineer-Construction	30,717	20,000	20,000	20,000	20,000
438-45110 Road Maint-Contract Services-Const.	63,900	25,000	20,000	120,000	120,000
438-45112 Route 30 - Road Maintenance	91,231	100,000	-	-	-
438-45114 Eden Rd. - Road Maintenance	110,225	100,000	-	-	-
438-45116 Mundis Mill - Central York School	-	-	-	-	-
438-45118 Sheridan Rd - Central York School	-	-	-	150,000	150,000
439-61110 Twp Bldgs-Capital Bldg Construction	4,706	225,000	-	50,000	35,000
439-71410 Capital Equipment (Dump Truck)	-	-	-	80,000	80,000
454-27110 Parks-Creative Playground	7,076	-	-	-	-
454-30100 Architect/Engineer Services	-	-	50,000	25,000	25,000
454-61110 Parks-Improvements	226,694	75,000	65,000	800,000	775,000
454-71110 Parks-Land Acquisition	159,459	-	-	-	-
Total Expenditures	702,708	585,000	195,000	1,285,000	1,245,000

STORM WATER FUND (33)

A storm water management ordinance was adopted for Springettsbury Township water sheds that controls accelerated water runoff caused by development (Ordinance 93-12).

	Percentage of Fund	Balance at 12/31/03	2004 Activity	Est. Balance at 12/31/04
Mill Creek Drainage Basin	8.03%	4,289	54	4,343
Kreutz Creek Drainage Basin	2.34%	1,249	16	1,265
Codorus Creek Drainage Basin	1.52%	814	10	824
Penn Oaks Detention Pond	21.27%	11,366	(110)	11,256
Pleasantrees Storm Water	66.85%	35,725	447	36,172
	100.00%	53,443	417	53,860

<u>Revenue</u>	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
341-06110 Interest	343	500	500	500	500
361-08220 Storm Water Fees	-	-	-	-	-
Total Revenue	343	500	500	500	500

<u>Expenditures</u>	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
446-45110 Contract Services - Mill Creek		-	-	-	-
446-45110 Contract Services - Kreutz Creek		-	-	-	-
446-45110 Contract Services - Codorus Creek		-	-	-	-
446-45110 Contract Services - Penn Oaks	445	-	-	500	500
446-45110 Contract Services - Pleasantrees		500	500	-	-
Total Expenditures	445	500	500	500	500

WASTE REDUCTION FUND (34)

The purpose of the Waste Reduction Reserve Fund is to be able to fund projects that will reduce disposal waste within the Township. Revenue is derived from the waste disposal fee collected from the residents by the Township's refuse haulers.

General Fund Reimbursed Fees	Percentage	2001	2002	2003	2004
Salaries - Leaf Collection	100.0%	38,500	38,000	38,000	38,000
Contract Labor - Leaf Collection	100.0%	6,000	6,000	6,000	5,000
Recycling Waste Cost	100.0%	1,000	1,000	1,000	500
Salaries - Street Cleaning	100.0%	14,000	14,000	14,000	14,000
Fuel - Public Works Equipment	40.0%	5,000	5,000	5,000	5,000
Repairs & Maintenance - Equipment	40.0%	7,000	5,000	5,000	4,500
Vehicle Tires	40.0%	1,500	1,000	1,000	1,000
Administrative Costs					
Board of Supervisors		500	-	-	-
Executive	3.0%	2,000	1,000	1,000	500
General Administration	10.0%	11,000	10,000	10,000	5,500
Finance	10.0%	8,500	9,000	9,000	6,000
Total General Fund Reimbursed Fees		95,000	90,000	90,000	80,000

Revenue	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
341-06110 Interest	724	500	500	500	500
354-07122 Recycling Grant	7,142	-	-	-	-
364-08470 Other (Use of Fund Balance)	-	19,000	19,000	18,500	18,500
364-08512 Refuse Tags	4,572	2,500	3,000	3,000	3,000
364-08513 Waste Reduction Fee	93,692	75,000	75,000	75,000	75,000
395-10712 Refunds of Prior Expenditures	20	-	-	-	-
Total Revenue	106,150	97,000	97,500	97,000	97,000
Expenditures					
427-22110 Materials/Supplies	4,255	5,000	5,000	5,000	5,000
427-29110 Recycling Committee	7,185	2,000	2,000	2,000	2,000
427-36140 Waste Disposal - Leaves	1,563	10,000	10,000	10,000	10,000
427-49201 General Fund Allocation	94,076	80,000	80,000	80,000	80,000
Total Expenditures	107,079	97,000	97,000	97,000	97,000

INSURANCE FUND (47)

The Insurance Fund was established to self-insure unemployment compensation, medical, dental, and teamster vision claims. In 1998, the medical insurance program was changed from a conventional insurance plan to a minimum premium plan.

Starting in 1998, the procedure for budgeting this fund changed to actual claims. Interest on the fund was used for future increases based upon rising health care costs. During 2003, funds were depleted and the general fund has been the sole source for health related benefits expenditures. This fund will be utilized to cover insurance costs in excess of specific aggregate claims in the future.

	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
<u>Revenue</u>					
341-06110 Interest	4,833	-	-	-	-
380-08470 Other	-	-	-	-	-
380-10750 Stop Loss Reimbursement	-	-	-	-	-
392-10747 General Fund Allotment	-	-	-	-	-
Total Revenue	4,833	-	-	-	-
<u>Expenditures</u>					
487-14113 Dental Claims	41,735	-	-	-	-
487-14115 Medical Claims	544,502	-	-	-	-
487-14125 Unemployment Compensation	8,858	-	-	-	-
487-52110 Service Charges	42	-	-	-	-
Total Expenditures	595,137	-	-	-	-

LIBRARY FUND (48)

Money was donated to the Township for the purchase of library books and/or capital purchases relating to a library. Beginning in 1998, the Township entered into an agreement to transfer all interest income received during the year to the Bradley Academy and Martin Library.

	Actual 2003	Adopted 2004	Revised 12/31/04	Proposed 2005	Adopted 2005
<u>Revenue</u>					
341-06110 Interest	2,113	2,000	1,000	2,000	2,000
Total Revenue	2,113	2,000	1,000	2,000	2,000
<u>Expenditures</u>					
480-51120 Contributions - Institutions Bradley Academy/Martin Agreement	1,943	2,000	1,000	2,000	2,000
Total Expenditures	1,943	2,000	1,000	2,000	2,000

SPRINGETTSBURY TOWNSHIP

BUDGET – 2005

SEWER FUND

SEWER FUND (80)

REVENUES	Actual 2003	Adopted 2004	Revised 12/31/2004	Proposed 2005	Adopted 2005
Lab Discharge Permit	10,465	8,000	8,000	8,000	8,000
Lab Fines	400	1,000	1,000	1,000	1,000
Interest Earnings	223,683	200,000	150,000	125,000	125,000
Rental Income	1,200	1,000	1,000	1,000	1,000
State Aid	63,101	-	7,300	5,000	5,000
Charges for Services					
Lab Samples	73,311	95,000	95,000	90,000	90,000
Lab Testing Fees	14,383	13,000	13,000	13,000	13,000
Liens	14,823	5,000	5,000	10,000	10,000
York City Pump Station	57,145	80,000	80,000	80,000	80,000
York City Capacity	549,333	831,000	831,000	831,000	831,000
Transportation Intermunicipal	50,284	125,000	50,000	50,000	50,000
Treatment Intermunicipal	1,039,130	1,100,000	1,226,000	1,200,000	1,200,000
Sewer Chg Springetts	3,022,662	3,000,000	3,000,000	3,020,000	3,020,000
Treatment Haulers	458,241	350,000	370,000	350,000	350,000
Intermunicipal Debt Reserves	286,969	600,000	500,000	500,000	500,000
Springetts - Reserves	-	350,000	-	350,000	350,000
York City Audit Adjust	(21,219)	-	2,500	-	-
Transportation Audit Adjust	(4,116)	-	1,800	-	-
Treatment Audit Adjust	(50,799)	-	126,900	-	-
Districts 8 & 9	32,668	30,000	30,000	30,000	30,000
5% Intercept Intermunicipal	2,514	3,000	358,700	220,000	220,000
5% Intercept Springetts	-	3,000	-	3,000	3,000
Penalties & Fees					
Compost Sales	29,295	12,000	14,000	12,000	12,000
Interest	29,747	30,000	30,000	30,000	30,000
Permits					
Contractor Applications	385	500	500	500	500
Construction Inspections	1,351	500	500	500	500
Sewer Charges					
Tap-In Fees	354,502	250,000	250,000	230,000	230,000
Sewage Enforcement	2,820	2,000	2,000	2,000	2,000
Sales of Property	-	1,000	4,000	1,000	1,000
Other	371	1,000	100	1,000	1,000
E. York Pump Station	8,404	8,000	5,000	10,000	10,000
Eden Road Pump Station	-	5,000	15,000	25,000	25,000
Refund of Prior Expenses	398	1,000	9,000	1,000	1,000
Total	6,251,451	7,106,000	7,187,300	7,200,000	7,200,000

SEWER FUND (80)

EXPENSES	Actual 2003	Adopted 2004	Revised 12/31/2004	Proposed 2005	Adopted 2005
Salaries/Wages	1,086,122	1,181,800	1,149,000	1,198,500	1,198,500
Employee Benefits	384,331	508,200	468,500	542,000	542,000
Materials & Supplies	74,587	68,000	66,500	70,000	70,000
Chemicals	357,808	346,800	310,500	380,000	380,000
Insurances	85,270	125,000	105,000	125,000	125,000
Administrative Charges	205,718	205,000	205,000	225,000	225,000
Engineering Services	23,496	30,000	30,000	30,000	30,000
Auditing Services	18,550	19,000	19,050	21,000	21,000
Advertising/Printing	5,428	4,000	2,000	3,000	3,000
Utilities	550,572	529,500	530,000	575,500	575,500
Maintenance & Repairs	259,878	233,500	217,000	223,000	223,000
York City Capacity	844,755	900,000	900,000	845,000	845,000
Legal Services	80,325	50,000	40,000	48,000	48,000
Rental/Lease	7,431	9,500	7,000	9,000	9,000
Vehicle Expense	45,365	43,000	37,000	61,000	61,000
Minor Equipment	28,204	16,900	17,000	27,500	27,500
Capital Equipment	73,346	109,600	82,500	137,500	137,500
Contracted Services	190,250	213,600	211,000	227,000	227,000
Training/Development	17,427	27,600	17,000	22,000	22,000
Debt Interest	121,417	80,000	80,000	65,000	65,000
Debt Principal	-	950,000	950,000	925,000	925,000
Amortization Expense	42,274	40,000	42,000	40,000	40,000
Depreciation Expense	1,331,320	1,412,000	1,403,000	1,400,000	1,400,000
Bad Debts	3,708	-	5,000	-	-
Prior Period Adjustment	48,328	-	-	-	-
Springetts 5% Intercept	-	3,000	-	-	-
Total	5,885,910	7,106,000	6,894,050	7,200,000	7,200,000

**Springettsbury Township
Springettsbury Sewer Reserves
2005-2009 Capital Improvements Program**

	1/1/2005	1/1/2006	1/1/2007	1/1/2008	1/1/2009
Investments	3,275,147	2,920,147	2,710,147	2,720,147	208,697
Investment Earnings	95,000	90,000	80,000	80,000	5,000
Total Capital Available	3,370,147	3,010,147	2,790,147	2,800,147	213,697
Capital Expenditures	450,000	300,000	70,000	2,591,450	70,000
Ending Cash & Investments	2,920,147	2,710,147	2,720,147	208,697	143,697

Projects:	2005	2006	2007	2008	2009	Total
Collection (200)						
Sewer Rehab Contract	90,000	70,000	70,000	70,000	70,000	370,000
Sewer System Extension	-	-	-	455,000	-	455,000
Barwood Sewer Extension	360,000	-	-	-	-	360,000
Sewer Main & Lateral Inspection System	-	230,000	-	-	-	230,000
	450,000	300,000	70,000	525,000	70,000	1,415,000

Springetts Share of Intermunicipal

Aeration System	-	-	-	2,066,450	-	2,066,450
	-	-	-	2,066,450	-	2,066,450

Total Projects	450,000	300,000	70,000	2,591,450	70,000	3,481,450
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* The Springettsbury Sewer Capital Improvements Reserve Fund includes setting up a reserve of \$1,500,000 towards the Township share of the Aeration System project for 2008.

**Springettsbury Township
Sewer Intermunicipal Shared Reserves
2005-2009 Capital Improvements Program**

	1/1/2005	1/1/2006	1/1/2007	1/1/2008	1/1/2009
Beginning Cash Balance (Est.)	2,216,456	2,520,509	2,344,977	1,223,969	(1,264,090)
Investment Earnings	63,250	54,000	40,000	8,000	-
Intermunicipal Deposits	543,303	570,468	598,992	628,941	660,388
Grant -Growing Greener	247,500	-	-	-	-
Total Capital Available	3,070,509	3,144,977	2,983,969	1,860,910	(603,702)
Capital Expenditures	550,000	800,000	1,760,000	3,125,000	500,000
Ending Cash Available	2,520,509	2,344,977	1,223,969	(1,264,090)	(1,103,702)

Projects:	2005	2006	2007	2008	2009	Total
Treatment Division						
Aeration System	240,000	500,000	760,000	3,125,000	-	4,625,000
Mill Creek Interceptor (Televise)	50,000	100,000	-	-	-	150,000
Dump Truck (1979, Replace)	105,000	-	-	-	-	105,000
Grit Removal System	-	200,000	1,000,000	-	-	1,200,000
John Deere Tractor	105,000	-	-	-	-	105,000
Sludge Containment Area	-	-	-	-	500,000	500,000
Diverson Pump Station Gate	50,000	-	-	-	-	50,000
	550,000	800,000	1,760,000	3,125,000	500,000	6,735,000

WASTEWATER TREATMENT

Treatment (Division 100)Program Description:

Treatment and maintenance staff monitor plant operations and perform maintenance on equipment. Operations personnel respond to changes in performance and adjust plant processes to ensure permit compliance. In addition, their other duties include composting, land application of Biosolids, grounds maintenance and a variety of other tasks. Maintenance personnel perform preventive and corrective maintenance on mechanical and electromechanical equipment, building and vehicles.

Budget Commentary:

Plant chemical costs are projected to be slightly higher than budgeted due to the increased polymer usage of the two new dewatering centrifuges. Furthermore, the current polymer contract expires in the first quarter of 2005 and it is expected that there will be significant increase per pound. Plant utilities are projected to be relatively the same. Vehicle operation expense has risen due to the sharp incline in gasoline and diesel fuel prices. Finally, the maintenance and repair costs are basically unchanged.

2004 Program Accomplishments:

1. The core objective/goal listed was obtaining more farmland sites for our biosolids application program. This goal was met in April when the Township entered into a cooperative agreement with the Northeastern York County Sewer Authority (NEYCSA) to apply biosolids to the Todd Ahrens Farm in Newberry Township, York County. In this agreement, NEYCSA is the PA-DEP permit holder but Springettsbury Township is the biosolids provider and manager.
2. The Bar Screen and Septage Receiving Project, approximately \$800,000, will be completed by the end of 2004. T-A-H Construction from Lancaster was the prime contractor. This new equipment included in this project will allow the removal of much more debris from the wastewater stream entering the plant from the sewer system and from the septage delivered to the plant on a daily basis.

2005 Program Objectives:

1. The staff will be reviewing more farmland sites for biosolids application. In addition, we will also continue to update our current mapping of existing farms.
2. There will be operations and maintenance personnel involved with the Biological Nutrient Removal (BNR) study which will be conducted by Buchart Horn. The costs associated with this study will be offset by the \$247,500 Growing Greener Grant the Township received in 2004.

WASTEWATER TREATMENT

Collection (Division 200)Program Description:

Collection Division staff monitors and maintains 130 miles of sanitary sewer, 9 pump stations and 13 flow meter installations. The Collection Division staff consists of one superintendent and six full time employees. Personnel and equipment are available to respond to any sewer emergency 24 hours a day, 365 days a year. Division functions include excavation and replacement of broken sewer pipe, preventative maintenance in the form of hydraulic cleaning and root sawing, internal television inspection of sewers, infiltration and inflow studies using portable flow meters, weirs and computer models, the rehabilitation of sewers and manholes by internal chemical grouting and the operation and maintenance of sewage pump stations and flow meter installations. The Collection Division was reassigned to the Public Works Department in 2002 as part of a reorganization of Township work projects. This reorganization is now complete.

2005 Program Objectives:

1. Continue locating and isolating sources of infiltration and inflow by means of: portable flow metering, closed circuit television inspections, and property inspections.
2. Continue our program for Infiltration and Inflow thru the rehabilitation of brick manholes using Permacast grout, the rehabilitation of leaking sewer sections using internally applied chemical grout and replacing worn manhole inserts.
3. To excavate and repair all pipe breaks not amenable to sealing as they are discovered by internal television inspections, utilizing Township personnel or a sewer maintenance service contract.

WASTEWATER TREATMENT

Administration (Division 300)Program Description:

The Administration Division provides administrative and supervisory support for plant operations and maintenance, technical services, and collection system operations and maintenance. Additional activities include long range planning for plant and collection system improvements, financial management with the Township Director of Finance, interfacing with outside municipalities, developing plans and programs required by State and Federal regulatory agencies, and complying with regulatory requirements related to pollution control.

Budget Commentary:

The overall department operating expenses have risen a slight 1.3%. This increase is due to a projected significant increase in chemical costs and fuel prices. In addition, minor increases in utilities, contracted services and salaries have also been included.

2004 Program Accomplishments:

1. The sewer billing was changed from the “invoice in an envelope” type to a postcard type. The cost that the Sewer Fund paid to upgrade the Munis System and the Utility Billing module was \$16,985. In addition, a new laser printer was \$3,334. The total cost to Sewer fund for the new billing system was \$20,320. However, the Sewer Fund will save \$11,152 annually under the new postcard billing system. Therefore, the software and printer will be paid for in less than 2 years.
2. The 2004 goal to streamline the procurement procedures and reduce the number of invoices processed was achieved. With the implementation of the new purchase order program, the administration in the Sewer Fund should now have “real-time” data regarding our overall expenditures budget so we know what has been spent and also what will be allocated to be spent over a specified time in the future.

2005 Program Objectives:

1. The Director will be involved in the Biological Nutrient Removal Study (BNR) along with the Township Environmental Engineer, Buchart Horn Inc.
2. Continue to evaluate the account-coding system to consolidate codes and coordinate classification with other Township funds.

WASTEWATER TREATMENT

Technical Services (Division 400)Program Description:

Technical Services provides the analytical and technical support for the safe and efficient operation of the treatment plant and for the economical and environmental safe disposal of biosolids. This division includes laboratory services, trucked waste administration, industrial pretreatment, and biosolids compliance.

Budget commentary:

Although minor, the noticeable increases for 2005 are the expenses for chemicals and contracted services.

2004 Program Accomplishments:

1. The central objective of 2004 was to maintain the trucked waste (septage) revenue. We anticipated receiving \$350,000 in 2004 and as of the end of July the department has generated \$281,000 which is approximately 80%. The total 2004 trucked waste revenue is expected to surpass \$350,000.

2005 Program Objectives:

1. Continue to maintain the current level of trucked waste revenue while reducing the amount of high strength waste accepted at the plant. The Pretreatment and Trucked Waste personnel will monitor costs of collection and analyze pretreatment samples.
2. Continue with Whole Effluent Toxicity Testing (WETT) in the first and third quarters of 2005. In addition to the WETT analysis, a municipal Toxic Reduction Evaluation (TRE) will be performed.