



Departmental
Monthly
Reports
June 2011

Departmental Monthly Reports

1. Assistant City Manager
2. Codes
3. Finance
4. Fire
5. Police
6. Public Works
7. Redevelopment Department

Assistant City Manager

Assistant City Manager's Report (June 2011)

Attended my regular scheduled monthly and/or weekly meetings:

- **Coatesville Rotary Club**
- **Western Chester County Chamber Of Commerce Board Meeting**
- **WCCCC Government Affairs Committee**
- **WCCCC Regional Planning Initiative**
- **City Council Executive & Regular Sessions**

The City Manager and I hosted a meeting tour along with several representatives from PennDOT, SEPTA, Amtrak and the Redevelopment Authority while visiting the Coatesville and the Downingtown Train Stations. The purpose of this meeting was to communicate to the working group a general status update on the Downingtown Station Project, the Coatesville Train Station and the Fleetwood Street Transit Oriented Development Strategy Project (aka..TODS), and to also shed light on the remaining action items from our May 2011 meeting. During the meeting we also discussed the Economic Development Strategy and how it relates to other possible ideas being considered for the overall general area. Below is a list of several agenda items that the group discussed.

- **General project schedule and timeline**
- **Developer RFP / Economic development feasibility study**
- **Appraisals**
- **Blight Study**
- **Environmental Clearance**
- **Comfort Care**
- **Schedule regular coordination meetings**
- **Constraints for properties in the Train Station District**
- **Determine what type of development will be sustainable**
- **Limit urban sprawl & improve parking dilemma**
- **Improved security in and around the Train Station area**

In light of the above, a parking strategy solutions for the Train Station general area must be considered from the standpoint of need, availability, design, policy, and management. Currently, there is a perception that the level of parking in the downtown area is insufficient. While a full parking study (analysis) of available spaces and correlation with existing commercial & residential usage has not been completed, the utilization of existing parking, especially off street parking, must be improved. Meaning, the concept of regular “Surface Parking Lots” will likely fade away, giving credence to a better, more efficient parking strategy. As such, all parking within the core areas of the central business district (CBD) will function in a “shared” sense, thus being available to all residents, workers, shoppers, and visitors to downtown. This sharing will be ensured both through public/private agreements for existing parking facilities and new land use regulations for newly constructed facilities. . In all aspects of the City’s Parking Strategy, the CBD concept will strive to employ various policies and management techniques (ie.. Having a Parking Authority) that reduces the demand for police enforcement as it pertains to parking violations, while making sure that the supply of parking spaces are strategically located. (NOTE) Locating parking for the train station involves delicate trade-offs. Parking just a few blocks away from the Central Business District provides the opportunity for small businesses & shops to take advantage of the foot traffic, adding activity and vibrancy to the downtown area.

Below you will find the schedule that was followed during the Coatesville Train Station Tour visit:

10:30am: Meet at Coatesville Station on platforms on the south side of the tracks (The Amtrak representatives arrived on the 10:39 AM train).

10:45am – 11:15am: Present Coatesville Station Project overview and a walking tour of Third Avenue and the CBD on the way to City Hall.

11:15am – 11:45am: Meet at Coatesville City Hall.

11:45am – noon: Travel to Downingtown’s Train Station.

(FYI) Kirby A Hudson, Assistant City Manager and Natasha Manbeck, Director of Transportation Services Chester County Planning Commission both coordinated the presentation on behalf of the City and County, thus conveying the vision and key elements of the Train Station Project for the benefit of the visiting officials.

I attended the First Suburbs second quarterly Steering Committee Meeting in Philadelphia, from 7:00-8:30 PM at PCOM, 4170 City Avenue, Rowland Hall, Room 340.

(NOTE) The First Suburbs Project is in the middle of multiple initiatives including the struggle with HUD to ensure they fulfill their commitment to partner with us to make our region a model of diversity, mobility and fair housing. There has also been movement around Special Education and a Select Committee on Property Taxes. During the meeting the group carefully looked at & analyzed the various communities within key districts (ie..Chester County, Delaware County, and Montgomery County); specifically paying attention to those communities that qualify as “low opportunity” or “minimum opportunity” communities on the minimum opportunity Index (MOI).

First Suburbs’ research looked at the stages of municipal decline and discovered 2003 data showed there were more than 200 boroughs statewide and 8 first class townships that fell within the most severe stage of municipal decline. In addition, there were more than 300 boroughs and 29 first class townships not far behind. To help educate the municipalities and stakeholders, First Suburbs commissioned a national policy expert, David Rusk, to analyze the South Eastern Pennsylvania communities, thus creating a Municipal Opportunity Index based on such factors as job growth, household income, tax base and student poverty levels. To no surprise, according to First Suburbs data, The City of Coatesville is one of the more fiscally stressed communities in Chester County. The MOI data revealed this is caused by high a concentration of poverty combined with a weak tax base. First Suburbs intends to take a stance, insisting that School funding and infrastructure investments should be a state priority for those communities like Coatesville. Also, additional Section 8 and Low Income Housing Programs should spare places like Coatesville, Norristown, Chester etc; that are already doing their fair share.

In short, our “Policy Makers” must put an end, stop the high concentration of low income housing in only a few communities and start creating mixed, integrated communities in the high opportunity areas of our region. First Suburbs believes this could easily be achieved provided that HUD assisted the various Housing Authorities with the adoption of the following:

- **Participate Regionally in the Small Area Fair Market Rent Program**
- **Utilize Existing Programs to Enforce Fair Housing**
- **Uphold Community Standards**
- **Create and Implement a Strong Regional Plan for Fair Housing**
- **Ensure Accountability by Monitoring Progress**

(NOTE) Below, you will find additional information that supports the above:

Southeastern Pennsylvania First Suburbs Project

Municipal Opportunity Index

Factor	Weight
• Jobs	35%
• Schools	35%
• Tax base	10%
• Neighborhoods	20%

Here is how the region as a whole ranks in terms of these basic opportunity factors:

23 maximum opportunity towns

37 high opportunity towns

43 medium opportunity towns

59 low opportunity towns

75 minimum opportunity towns

1 central city (Philadelphia)

The Five Stages of Municipal Decline:

- **Low taxes with prosperity**
- **Gradually increasing tax rates with increasing demand for services**
- **Taxes increase; reductions in non-core services**
- **Tax revenues or tax base begins to decrease; reductions in core services**
- **Loss of tax base, population, and increasing fiscal distress**

Progression	Cities	Boroughs	1st Class Townships	2nd Class Townships
Stage 1	0	0	27	399
Stage 2	15	99	26	259
Stage 3	1	213	1	512
Stage 4	1	366	29	256
Stage 5	39	228	8	29

During the meeting, I was asked to update the First Suburbs Steering Committee about the property tax resolution and how Good Schools Pennsylvania along with the Education Law Center worked together during the last legislative session to get a resolution introduced. The proposed resolution would have created a select committee on property tax reform, similar to an earlier proposal introduced by a House Democrat last October. (Background Note) Unfortunately, the prior effort failed because it ran out of time, the proposal needed to be introduced in the new legislative session, ideally by a Republican. As a result, First Suburbs became interested in identifying a Southeast Pennsylvania Legislator as the lead on this resolution. I along with several other First Suburbs members met with State Representative Thomas Quigley earlier this year. Representative Quigley circulated a co-sponsorship memo in May. As a result of the Building One PA

Summit held last year in Lancaster, the Borough's Association, The League Of Cities and approximately 23 Municipalities and some of the regional Chamber of Commerce across Pennsylvania became interested in working with First Suburbs on this resolution. Currently, The resolution has 55 signatures.

The City Manager and the Assistant City Manager met with the following: Dan Connelly (Fairmount Capital Advisors Inc), Peter Angellides (Econsult) , Lisa Worden (PA State South East Director Department of Community & Economic Development), and Marita Kelley (Government Policy Specialist – PA State Department of Community & Economic Development). The meeting was held to discuss the States awarding to Coatesville the \$100,000 Dollar Grant for the EIP Phase III Study, as well as discuss the scope of work (Plan Of Action) as proposed by Fairmount Capital and Econsult. But first, here is a little background which will assist you with understanding the City of Coatesville EIP process:

As you know, in November of 2008, Fairmount completed a Five-Year Financial Plan & Management Audit for the City of Coatesville, which was designed to address the financial challenges facing the City. The report stressed the need for the City to increase its tax base and to generate additional revenues through economic development in order to meet the cost of providing the current level of services required by residents. Over the course of the last several months, the Econsult/Fairmount Group (a venture comprised of two previously separate entities – Econsult Corporation and Fairmount Capital Advisors – that affiliated during the summer of 2010) completed an update of the 2008 plan and developed a new economic development project for Coatesville. The 2010 update of the Five-Year Financial Plan reviewed progress made towards implementing the recommendations of the 2008 plan and proposed new recommendations to enhance the city's revenues, lower costs, and increase operational efficiency. Similarly, the economic development strategy outlined specific steps the City may want to take in order to make Coatesville more attractive to prospective developers and other investors. Though the City was receptive to the reports and its recommendations, in some cases, it was clearly understood that the resources are not available for complete strategy implementation. As such, the PA State Department of Community

and Economic Development provided a \$100,000 Dollar (matching – 25 / 75) grant through the Early Intervention Program to assist the City of Coatesville with the means to put into action, an EIP Phase III Plan. With this in mind, the following is the proposed EIP Phase III Plan:

PROPOSED SCOPE OF SERVICES

The City's Economic Development Strategy recommends the creation of an inventory of rentable spaces & a retail attraction plan. Coatesville's Five-Year Financial Plan and Management Audit also recommends the improvement of certain finance practices and the review of the City's cost of services. To support these efforts we propose the following scope of services:

- Prepare a Development Vision
- Develop a Retail Strategy and Implementation Plan
- Study the Potential for Inexpensive Amenity Upgrades
- Implement a New Purchasing Process
- Analyze Opportunities for Intergovernmental Cooperation and Facilitate Communication with Surrounding Jurisdictions
- Cost of Service and Fee Review

(NOTE) Included below is a description and cost of each of these tasks. Following the listing of each task, is a more detailed breakdown of the number of project hours, billable rates, and the out-of-pocket support costs for all projects combined. In some cases, the cost of each task can vary depending on the level of complexity and detail of the project. The City may wish to place more emphasis on some tasks and less on others. Fairmont Capital and Econsult are willing to fine tune the scope of services and level of effort to best fit the City's needs.

Task 1 – Prepare a Development Vision:

The 2011 report recommended that the City develop a more explicit vision for future development. The vision would help Coatesville evaluate development proposals for municipally owned land, direct developers, and provide a framework for general redevelopment efforts, including retail attraction and retention. We would prepare the vision based on interviews, community outreach, comparison to nearby jurisdictions, and evaluation of best practices based on similar jurisdictions. This effort would draw heavily on our Phase II work.

Cost: \$17,500

Task 2 - Retail Strategy and Implementation Plan:

Fairmont/Econsult will develop an action-oriented strategy designed to encourage the attraction of retail uses. The strategy will address both attraction and retention. Specific recommendations will be provided regarding sites, target retail sectors, use of resources and tools, the best approaches, and marketing, including:

- Prioritization of retail targets by sector

- Prioritization of sites and nodes based upon probability for success and demand

- Specific retailers to pursue pursuant to demand and individual retailers' growth and market objectives

- Allocation of resources to support retail attraction as well as retention to include but not limited to technical assistance, financial tools, and administrative and operational measures and activities all intended to support retail attraction and enhancement (expedited permitting, review process etc)

- Marketing tools best suited to capture retailers' attention and provide essential market and demographic information on Coatesville

- Pro-active measures and actions to enable Coatesville to capture the attention of desirable retailers and investors

- Identification of partners and stakeholders to collaborate with to implement a retail attraction campaign
- Participation in relevant industry oriented events designed to reach target audience and retailers, and
- Prepare a “Coatesville Retail Tool Kit”, which is essential to support retail attraction and retention (essential market data, site inventory, financial tools, collateral/marketing material)

Task 2a – Prepare Site Inventory:

To assist development and retail attraction efforts, we will prepare a site inventory. The inventory will list sites available for development, and include information on physical attributes, such as the location, size of parcel, size and condition of structure, as well as information on economic characteristics, such as rent, zoning, and ownership. The analysis will include tables and graphics, and will also include an updatable electronic database for use by the City and Redevelopment Authority. This inventory would be conducted as part of Task 2, but can also be conducted independently if Coatesville does not wish to pursue all of Task 2.

Cost: \$25,000

Task 3 – Study the Potential for Inexpensive Amenity Upgrades:

The 2011 report recommended that the City consider increasing low-cost amenities to increase its attractiveness. We will examine the potential for constructing or installing low cost, low maintenance amenities, including extension of public trails, bicycle lanes, recreational amenities, aesthetic amenities, and others. In conjunction with municipal agencies, and via citizen surveys, we will identify desired amenities, examine their feasibility, prepare order of magnitude cost estimates, and research potential funding. Our deliverable will be a list of potential amenities along with discussions on cost, feasibility, and potential benefits.

Cost: \$7,000

Task 4 - Implement a New Purchasing Process and Enhance Other Finance Department Activities:

The 2008 report recommended that the City reevaluate its purchasing system. At the time, purchase orders were not required to include codes that identify the department and account classification associated with the purchased item. The system required unnecessary administrative hassle for the Finance Department staff and exposed the City to processing errors. Since the 2008 report was delivered, the City has had turnover with its financial software which has made it difficult to institute a new process, not just for purchasing, but for other department functions, as well. A new purchasing process would create efficiencies across all departments, reduce the administrative burden on an understaffed Finance Department, and improve budgetary cost controls. The following is a list of activities associated with the implementation of a new process. These activities assume that the City acquires a purchasing module from its financial software provider, 4gov. While we cannot be certain of the cost for software installation and subsequent training, Fairmont/Econsult estimate these costs to be \$9,500, which could also be included in an EIP grant application meaning:

- Review existing purchasing policy and analyze how it is applied
- Recommend actions to simplify and streamline new purchasing process based on best practices
- Consider “piloting” the new process in one key department and implement citywide on an incremental basis
- Examine how inter-department processes and communications may be improved
- Investigate new financial and management reports to provide more timely and meaningful management and control information

Cost: \$22,500

Consulting Services: \$12,500

Software and training: \$9,500

Task 5 – Analyze Opportunities for Intergovernmental Cooperation and Facilitate Communication with Surrounding Jurisdictions:

The City of Coatesville provides many municipal services for its residents that are also provided by neighboring jurisdictions for their jurisdictions. Since each jurisdiction provides services on a relatively small scale, it is likely that these services are not provided as efficiently as they could be if they were provided on a larger scale.

Fairmont/Econsult has proposed to study whether there are any city services that could be shared or consolidated with neighboring jurisdictions so that the services are less expensive for both jurisdictions. We would review operations of neighboring governments, hold discussions with government representatives, and estimate the potential savings to each municipality. For promising collaboration and consolidation opportunities, Fairmont/Econsult will prepare an implementation plan.

Cost: \$15,500

Task 6 - Cost of Service and Fee Review:

The City's fee generated revenue has averaged over \$400,000 since 2008. Adding licenses, permits, and fine revenue, the City has averaged close to \$1 million per year over from 2008 through 2010. The 2008 Five-Year Financial Plan and its update recommend regularly adjusting fees to cover the cost of services. The City has not implemented this recommendation in part because it does not know and can't reasonably document the cost of providing specific services. The following is a list of activities associated with a cost of service and fee review:

- Develop & update a methodology for calculating the cost of City services
- Compare existing fees to those in neighboring jurisdictions
- Examine the collection rates of existing fees
- Make recommendations for fee levels and where fees may be recovered

Cost: \$12,500

COST SUMMARY

Two tables are shown below. The first is a summary of all individual project tasks. The second table shows an estimated breakdown of the time to be spent on all project tasks by each member of the project team and each team member's hourly rates and projected expenses. As noted above, in some cases the cost of each task can vary depending on the level of complexity and detail of the project. The City may wish to place more emphasis on some tasks and less on others. We can fine tune the scope of services and level of effort to best fit the City's needs.

While Fairmont/Econsult are committed to maintain staff continuity on the project, the project team may substitute personnel within the same labor classification as appropriate. However, the team leads will remain throughout the engagement. We will work as closely as possible to this pricing schedule and will notify the City as promptly as possible if we see that it is likely that we will exceed our limit. In the event that we exceed our budget, we will agree to work on an hourly basis at the rates proposed:

- 1. Prepare a Development Vision \$17,500**
 - 2. Retail Strategy and Implementation \$25,000**
 - 3. Amenity Upgrades \$7,000**
 - 4. Implement New Purchasing Process & Other Finance Department Improvements \$22,500**
 - 5. Analyze Intergovernmental Cooperation Opportunities \$15,000**
 - 6. Cost of Service/Fee Review \$12,500**
- Support Costs \$500**
- TOTAL \$100,000**

Rod Johnson President 30 hours @ \$ 2 75 per/hr = \$ 8 ,250

Dan Connelly Associate Director 150 hours @ \$ 2 00 per/hr = \$ 3 0,000

Dan Silva Analyst 15 hours @ \$ 1 50 per/hr = \$ 2 ,250

Peter Angelides Vice President 80 hours @ \$ 2 00 per/hr = \$ 1 6,000

Catherine Timko Senior Advisor 85 hours @per/hr = \$ 1 6,500

Support Costs (travel/tel/copies/etc) \$ 5 00

TOTAL 492 hours = \$ 100,000

I along with the City Manager and the Human Resources Manager attended the Delaware Valley Health Insurance Trust Annual Membership Meeting in Horsham Pennsylvania. Some of the key topics discussed that are considered by the insurance industry to cause higher insurance rates are the following:

An Aging Population – 2.5 to 3% higher medical costs – incidence of disability increases every year over the age of 40

Advanced Medical Technology

Increased Demand For Services

Waste, Fraud, And Abuse

Lifestyle Behaviors - Smoking, obesity, drugs, etc...

Chronic Disease – Typically account for 50 to 55% of costs, 50% of members with chronic disease do not comply with their treatment regiments, and Members with lifestyle risk factors can cost 10 to 70% more. 55% of the claims paid are incurred by 36% of the membership.

Medical Claim Costs Continue To Rise – HMO claims premiums are up 152% in 8 years; PPO claims premiums are up 67% in 8 years.

Return Of Pharmacy Claim Inflation - RX Claim premiums increased 73% in 8 years; Growth in “Specialty” medications (ie..Enbrel, Copaxone).

Regulatory Environment Spawned By PPAC

Insurance Brokers Focused On Short Term Pricing Anomalies And “Quick-Fixes”

Reduce Utilization (Frequency) – Plan design which encourages judicious use of services (Consumerism); Robust disease management program.

Increase Member Cost Sharing – Employee contributions; Prescription drug co-pays; Medical plan design (Co-pays, Deductibles).

Controlling Health Care Costs – Long term care will require significant adjustments to the status quo; Long term pricing stability is incompatible with an entitlement mentality; Employees must become stakeholders with a financial interest in the costs, utilization and administration of employee benefits.

The City Manager and I had a meeting with members of Valley Township regarding shared maintenance including grass cutting & snow removal for East Glencrest Road. (NOTE) Glencrest Road poses a unique situation because the boundary lines between the City Of Coatesville and Valley Township are not clearly defined therefore, the responsibility for the area has always been an issue for both municipalities. It has been decided that the Directors’ of Public Works from each municipality will schedule a meeting and come up with a solution that will benefit both sides. Immediately following the meeting, the City Manager and I further met to discuss the possible application of entering into an intergovernmental agreement with neighboring municipalities.

What are Intergovernmental Agreements?

Background: One of the most common methods for neighboring jurisdictions to cooperate is for them to enter into interlocal agreements with one another. These agreements may take a variety of forms. The most common form involves a formal contract for services between two jurisdictions under which one government agrees to provide a service to another government for an agreed price. For example, a city may contract with another city for law enforcement services.

Intergovernmental agreements may also take the form of a joint service agreement where two or more jurisdictions join forces to plan, finance and deliver a service within the boundaries of all participating jurisdictions. Finally, governments may also enter into various types of service exchange arrangements under which participating jurisdictions agree to lend services to one another, generally without any payment being required. Examples of this type of arrangement are mutual aid agreements for emergency services which exist between many jurisdictions in this state.

Pros and Cons of Interlocal Agreements

Advantages of Interlocal Agreements

- 1. Increased efficiency can be attained by establishing optimum-size operating units on a function-by-function basis.**
- 2. Underutilized and expensive equipment, facilities and manpower can be shared. Seldom used or expensive facilities and equipment and specialized personnel may be better utilized.**
- 3. A local government can obtain a service or a product which it cannot produce itself or can produce only at a prohibitively high cost.**
- 4. Duplication of efforts may be eliminated and overall service efficiency increased.**
- 5. A problem affecting several local governments can be solved without changing the basic structure of the local government system.**
- 6. Intergovernmental service arrangements can enhance the service capabilities of small local governments by allowing them to**

provide specialized services to their residents that they may not otherwise be able to afford.

- 7. Intergovernmental service contracts allow local governments to avoid start-up costs of purchasing new equipment or hiring staff to provide a particular service.**

Limitations on Use of Interlocal Agreements

- 1. Poorly drafted agreements which do not provide adequate definitions of expected service levels and contractor responsibilities can cause friction between participating jurisdictions.**
- 2. Smaller jurisdictions contracting for services from a larger jurisdiction may fear loss of control over service delivery. Clearly drawn contract specifications may somewhat reduce this problem.**
- 3. It may be difficult to distribute costs and services equitably among participating agencies.**
- 4. Retirement, insurance, and other overhead costs may be difficult to compute and distribute.**
- 5. Personnel dislocations are sometimes involved. This is particularly true if a service that is being contracted out has traditionally been performed by city employees.**

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Codes Department



Department of Urban Planning & Codes Enforcement
City of Coatesville - 1 City Hall Place - Coatesville, Pennsylvania 19320
Phone: 610.384.0300 – Fax: 610.384.6051

JUNE, 2011 – MONTHLY REPORT

- Followed up and confirmed Schnabel Engineering reports on daily scheduled inspections of Pulver's Project.
- Monitored and inspected Walgreen's' footing and foundation.
- Sketch plan for 658 E. Chestnut Street reviewed by City Planning Commission. relating to combining two city lots for parking.
- Zoning Hearing held for 658 E. Chestnut Street for multifamily use.
- Grant application for Coatesville Comprehensive Plan submitted to Chester County Planning Commission.
- Recommended new Zoning Hearing Appeal Application Fees
- Sidewalk enforcement of 3rd Avenue and E. Lincoln Highway pending.
- Discussion planned for amending approved plans for Hotel\Office Tower parking for Pulver Project.
- Addressed various code complaints received from general public and City Council.
- Processed Uniform Construction Code (UCC) appealed filed by owner of record, William Wells, regarding order to demolish 515 Lumber Street.
- Attended Community Policing Subcommittee meeting at the PAL Center.
- Coordinated department response to Quality of Life violations generated by City Manager.
- Reviewed with Stacy Bjorhus and City Solicitor John Carnes billings owed by Chetty Builders.
- Discussed application and written response for propose Mt. Pleasant Street land development with prospective owners.
- Referral various properties for DPW action to City Manager.
- Met with 2nd Baptist Church representatives regarding status of Temporary Certificate of Occupancy.
- Met with Community Gardens to promote Farmer's Market in Coatesville.
- Amended Vacant Premises ordinance for 1st reading to City Manager and City Solicitor.
- Reviewed Sign Ordinance comments from Chester County Planning Commission.
- Processed Use & Occupancy Commercial Application for Child Guidance Resource Centers.
- Prepared position statement for vacating Section 136-5D from City Code.
- See attached data summary of department activities.

Finance Department

CITY OF COATESVILLE

FINANCIAL REPORT

DRAFT JUNE 30, 2011

Presented to City of Coatesville City Council

07/11/11

The City of Coatesville
GENERAL FUND EXECUTIVE SUMMARY
DRAFT JUNE 30, 2011

	YTD:ACTUAL	YTD:BUDGET	Surplus/(Def)	
REVENUES:	4,188,950	4,009,588	179,363	Revenue through May 31st for taxes have been consistent with prior year, but Code Department revenues have fallen off, after a strong start earlier in the year.
EXPENDITURES:	4,232,758	3,854,941	(377,817)	Fuel costs, and fees for audit and legal services continue to create a negative actual to budget variance.
OPERATING SUR/ (DEF)	(43,808)	154,647	(198,454)	EXPLANATION

**The City of Coatesville
Cash Summary for All Funds**

THE CITY OF COATESVILLE CASH SUMMARY*	Bank Statement Balances** as of May 31 2011	MONTHLY RATE OF RETURN
UNRESTRICTED FUNDS:		
<u>GENERAL FUND</u>		
FNB General Fund	\$406,198	0.0088%
FNB Operating Fund	94,399	0.0042%
FNB Solid Waste Fund	110,249	0.0088%
FNB Sinking Fund	12,319	0.0042%
FNB Capital Reserve	70	NA
FNB Payroll Checking	20,333	0.0042%
FNB Liquid Fuels	101,312	0.0088%
FNB Vehicle Rept. (Replacement)	23	NA
MB: Investment Acct	84,333	0.0397%
<u>RESERVE TRUST</u>		
FNWM Rainy Day Fund	113,475	0.0000%
<u>REDEVELOPMENT AUTH - (RDA)</u>		
FNB RDA Operating Accounts (2)	67,797	N/A
Total Unrestricted Funds	\$1,010,508	
RESTRICTED FUNDS:		
<u>CITY OF C'VILLE ACTIVITY FUNDS:</u>		
FNB Capital Grant Project	\$51	NA
FNB 2010 JAG Technology Funds	8,278	NA
FNB Federal Drug Enforcement	1,130	NA
FNB Grants (Weed & Seed)	97,952	0.0042%
FNB State Drug Enforcement	35,121	0.0042%
FNB Fire Escrow	48,303	0.0042%
FNB Police Equipment Grant	-	NA
<u>RESERVE TRUST</u>		
FNWM Reserve Trust Fund (Total)		
Cash Equivalents	424,914	0.00%
Fixed Income Securities	13,335,737	0.3802%
Total Restricted Funds	\$13,951,486	
TOTAL Restricted and Unrestricted Funds	\$14,961,994	

*** Depository Banking Relationships:**

- First Niagara Bank (FNB)
- Meridian Bank (MB)
- First National Wealth Management (FNMW)

**** Bank Reconciliations are in process, but still in catch up mode from prior periods**

THE CITY OF COATESVILLE
GENERAL FUND REVENUE
DRAFT JUNE 30, 2011

REVENUES	YEAR TO DATE			ANNUAL BUDGET	BUDGET BALANCE	% BUDGET
	ACTUAL	BUDGET	FAV (UNFAV)			
30110 REAL ESTATE PROPERTY TAX - CY	1,907,055	1,861,514	45,541	2,161,061	254,006	88%
30180 REAL ESTATE PENALTY- CY	1,249	1,232	17	28,000	26,751	4%
30170 DISCOUNT	(32,963)	-	(32,963)	-	32,963	na
30130 REAL ESTATE LIENS (COUNTY)	96,358	134,400	(38,042)	280,000	183,642	34%
30160 RE INTERIMS	-	6,667	(6,667)	20,000	20,000	0%
LOCAL ENABLING TAXES - 511 TAXES						
31010 TRANSFER TAXES (Residential)	72,031	127,496	(55,465)	300,000	227,969	24%
TRANSFER TAXES (Commercial)	-	-	-	105,000	105,000	NA
31021 EARNED INCOME (EIT) - CY	602,772	428,368	174,404	2,100,000	1,497,228	29%
31022 EIT - PY	670,513	600,000	70,513	600,000	(70,513)	112%
31051 LOCAL SERVICES TAX (LST)	24,655	25,000	(345)	100,000	75,345	25%
31051 MECHANICAL DEVICE TAX	-	100	(100)	400	400	0%
31080 BUSINESS PRIVILEGE	308	-	308	45,000	44,693	1%
LICENSES & PERMITS						
32160 CONTRACTOR REGISTRATIONS	21,880	25,000	(3,120)	25,000	3,120	88%
32161 TRANSIENT RETAILERS	1,420	208	1,212	500	(920)	284%
32180 CABLE FRANCHISES	59,535	59,500	35	170,000	110,465	35%
32182 STREET ENCROACHMENT	14,025	17,601	(3,576)	40,000	25,975	35%
FINES						
33111 POLICE VEH VIOLATIONS	66,232	68,738	(2,506)	165,000	98,768	40%
33114 PARKING OFFICER'S VIOLATIONS	30,816	14,583	16,233	35,000	4,184	88%
33112 POLICE ORD VIOLATIONS	26,425	41,666	(15,241)	100,000	73,575	26%
33113 ANIMAL RELATED VIOLATIONS	6,662	8,333	(1,671)	20,000	13,338	33%
33115 ZONING VIOLATIONS	6,397	10,416	(4,020)	25,000	18,603	26%
INVESTMENT INCOME						
INTEREST	29	833	(805)	30,000	29,971	0%
LAND & BUILDING RENTALS	6,420	3,750	2,670	5,000	(1,420)	128%
INTERGOVERNMENTAL REVENUES						
GRANT REVENUES:						
35101 FEDERAL - General Fed Grants	57,207	-	57,207	65,518	8,311	87%
35195 FEDERAL (WEED/SEED)	-	-	-	-	-	NA
35200 MISC STATE GRANTS	449	660	(211)	11,000	10,551	NA
35402 STATE FEE - PERMITS	1,207	-	1,207	-	(1,207)	NA
35410 STATE ECON DEVELOPMENT	-	-	-	-	-	NA
35496 STATE COMMUNITY POLICING	44,000	44,000	-	80,000	36,000	55%
SHARED REVENUES						
35501 PURTA	-	8,700	(8,700)	8,700	8,700	0%
35502 MOTOR VEH FUEL TAX	10,085	-	-	-	-	-
35504 ALCOHOL BEV LIC	600	607	(7)	3,400	2,800	18%
35505 GEN MUNI PENSION	-	-	-	350,000	350,000	0%
35507 FOREIGN FIRE INS PREMIUM	-	-	-	50,000	50,000	0%
35555 STATE POL FINES	4,254	4,000	254	8,000	3,746	53%
LOCAL GOV'T SERVICES/GRANTS						
35701 GEN'L GOVT	-	625	(625)	2,500	2,500	0%
35702 PUBLIC SAFETY	-	-	-	-	-	NA
35810 CONTRACTED POL SERVICES	13,900	14,760	(860)	18,000	4,100	77%
35811 CONTRACTED FIRE SERVICES	-	-	-	-	-	0%

THE CITY OF COATESVILLE
GENERAL FUND REVENUE
DRAFT JUNE 30, 2011

REVENUES	YEAR TO DATE			ANNUAL BUDGET	BUDGET BALANCE	% BUDGET
	ACTUAL	BUDGET	FAV (UNFAV)			
			-		-	
CHARGES FOR SERVICES						
36130	ZONING SUB DIV & MAPS	3,560	10,668	(7,108)	37,000	33,440 10%
36132	REIMBURSABLE ENGINEERING	-	-	-	-	NA
PUBLIC SAFETY						
36210	SPECIAL POL PROJECTS	13,531	18,266	(4,736)	50,000	36,469 27%
36215	DRUG TASK FORCE	8,414	22,800	(14,385)	60,000	51,586 14%
36220	SPECIAL FIRE PROTECTION	880	50	830	50	(830) 1760%
36224	FIRE REPORT & RESTITUTION	125	50	75	50	(75) 250%
36237	INSPECTION FEES	11,840	27,299	(15,459)	65,000	53,160 18%
36241	BUILDING PERMITS - ONLY	56,247	77,501	(21,254)	125,000	68,753 45%
36242	ELECTRICAL PERMITS	18,010	12,500	5,510	12,500	(5,510) 144%
36243	PLUMBING PERMITS	11,250	11,500	(250)	12,500	1,250 90%
36245	USE & OCCUPANCY	6,230	6,250	(20)	15,000	8,770 42%
36246	APARTMENT LICENSES	106,086	108,100	(2,014)	115,000	8,914 92%
36247	OTHER PERMITS	7,857	14,534	(6,727)	35,000	27,143 22%
36248	MECHANICAL PERMITS	10,295	9,000	1,295	9,000	(1,295) 114%
36321	PARKING METER	8,102	12,500	(4,398)	25,000	16,898 32%
36720	SWIMMING POOL FEES	1,246	1,280	(34)	8,000	6,754 NA
36780	CAMP FEES	-	917	(917)	11,000	11,000 NA
36785	COMMUNITY CENTER FEES	1,388	1,730	(392)	6,000	4,613 23%
36790	RECREATION DEPT REV	-	-	-	-	NA
OTHER REVENUE						
38100	MISC REV	24,477	18,200	6,277	20,000	(4,477) 122%
38701	CONTRIBUTIONS/DONATIONS	-	-	-	-	NA
38710	CONTRIBUTIONS/RECREATION	15,361	13,583	1,777	25,000	9,640 61%
38730	CONTRIBUTIONS/CONCERTS	-	-	-	-	NA
39110	SALE OF FIXED ASSETS	-	-	-	100,000	100,000 0%
39209	TRANS FROM RAINY DAY	129,153	129,000	153	600,000	470,847
	TRANS INTEREST FROM RAINY DAY	-	-	-	-	-
MISC	TRANS FROM GRANT PROJECTS	-	-	-	-	NA
MISC	INTERFUND TRANSFERS LIQ FUELS	-	-	-	185,000	185,000 0%
MISC	INTERFUND TRANSFERS RDA	-	-	-	50,000	50,000 0%
MISC	INTERFUND TRANSFERS SOL WASTE	-	-	-	350,000	350,000 0%
39400-500	REFUNDS	41,378	5,000	36,378	5,000	(36,378) 828%
	TRANS FR CONTINGENCY	-	-	-	-	NA
TOTAL GENERAL FUND REVENUE						
		4,188,950	4,009,588	169,278	8,873,179	4,694,314 47.21%
YTD GEN FUND EXPENDITURES						
		4,232,758	3,854,941	(377,817)	8,826,018	4,593,260 47.96%
OPERATING SURPLUS / (DEFICIT)						
		(43,808)	154,647	(208,539)	47,163	101,054

THE CITY OF COATESVILLE
GENERAL FUND EXPENDITURES
DRAFT JUNE 30, 2011

EXPENDITURES	YTD ACTUAL	YTD BUDGET	FAV (UNFAV)	2011		% BUDGET
				ANNUAL BUDGET	BUDGET BALANCE	
PERSONNEL						
400 Per Exp COUNCIL	7,014	7,024	11	14,341	7,327	48.91%
401 Per Exp ADMINISTRATION	155,615	146,593	(9,022)	336,993	181,378	NA
402 Per Exp FINANCE	146,916	149,151	2,234	326,795	179,879	NA
406 Per Exp HUMAN RESOURCES	33,766	34,003	237	75,692	41,926	44.61%
407 Per Exp TECHNOLOGY	-	-	-	-	-	0.00%
409 Per Exp BUILDING & PLANT	15,408	14,255	(1,153)	38,674	23,266	39.84%
410 Per Exp POLICE	1,566,511	1,567,232	721	3,353,407	1,786,896	46.71%
410 Per Exp POLICE Part Time	-	-	-	-	-	NA
411 Per Exp FIRE	249,501.58	246,826	(2,676)	593,887	344,385	42.01%
411 Per Exp FIRE Part Time	-	-	-	-	-	NA
413 Per Exp CODE ENFORCEMENT	157,603	157,320	(283)	423,260	265,657	37.24%
413 Per Exp CODE ENF Part Time	-	-	-	-	-	NA
430 Per Exp PUB WORKS	155,727	154,341	(1,387)	438,064	282,337	35.55%
451 Per Exp POOLS & RECREATIO	-	-	-	-	-	NA
452 Per Exp PARK PROGRAMS	-	-	-	45,660	45,660	NA
454 Per Exp PARKS	50,694	52,203	1,508	1,124,566	61,762	45.08%
459 Per Exp COMMUNITY CENTER	6,514	3,829	(2,685)	15,661	9,147	41.59%
464 Per Exp REDEVELOPMENT	43,921	44,692	772	103,195	59,274	42.56%
TOTAL PERSONNEL	2,589,190	2,677,468	(11,722)	5,878,085	3,288,895	44.05%
OVERTIME						
401 OT ADMINISTRATION	906	1,000	94	2,500	1,594	36.23%
402 OT FINANCE	247	293	46	1,000	753	24.70%
409 OT BUILDING & PLANT	-	8	8	100	100	0.00%
410 OT POLICE	61,094	42,497	(18,597)	85,000	23,906	71.88%
410 OT POLICE - Court OT	16,028	22,999	6,972	60,000	43,972	26.71%
411 OT FIRE	11,935	12,000	65	50,000	38,065	23.87%
411 OT FIRE Part Time	-	-	-	-	-	NA
413 OT CODES	865	-	(865)	-	(865)	NA
413 OT CODES Part Time	-	-	-	-	-	NA
430 OT PUB WORKS	4,032	4,017	(16)	5,000	968	80.65%
451 OT POOLS & RECREATIO	-	-	-	-	-	NA
452 OT PARKS PROGRAMS	-	-	-	-	-	NA
454 OT PARKS	2,772	2,100	(672)	3,000	228	92.39%
TOTAL OVERTIME	97,878	84,914	(12,964)	206,600	108,722	47.38%
SUPPLIES						
400 Sup COUNCIL	102	141	39	900	798	11.29%
401 Sup ADMINISTRATION	3,264	1,579	(1,685)	2,950	(314)	110.66%
402 Sup FINANCE	766	725	(41)	1,500	734	51.07%
404 Sup LEGAL	-	-	-	-	-	NA
406 Sup HUMAN RESOURCES	243	247	5	700	457	34.64%
407 Sup TECHNOLOGY	194	200	6	2,600	2,406	7.44%
409 Sup BUILDING & PLANT	6,612	4,801	(1,811)	9,100	2,488	72.65%
410 Sup POLICE	62,702	56,050	(6,652)	101,200	38,498	NA
411 Sup FIRE	17,961	13,205	(4,756)	33,700	15,739	NA
413 Sup CODE ENFORCEMENT	5,352	3,852	(1,499)	5,850	498	91.48%
430 Sup PUB WORKS	37,009	31,983	(5,026)	48,800	11,791	75.84%
451 Sup POOLS & RECREATIO	-	-	-	-	-	NA
435 Sup LIQ FUELS	-	-	-	-	-	NA
454 Sup PARKS	618	491	(127)	2,800	2,182	NA
459 Sup COMMUNITY CENTER	1,741	2,817	1,076	6,300	4,559	NA
464 Sup REDEVELOPMENT	-	8	8	50	50	0.00%
TOTAL SUPPLIES	136,562	116,099	(20,463)	216,450	79,888	63.09%

THE CITY OF COATESVILLE
GENERAL FUND EXPENDITURES
DRAFT JUNE 30, 2011

EXPENDITURES	YTD ACTUAL	YTD BUDGET	FAV (UNFAV)	2011 ANNUAL BUDGET	BUDGET BALANCE	% BUDGET
PROFESSIONAL SERVICES						
400 Prof Ser COUNCIL			-		-	
400 Audit Fees	141,675	47,500	(94,175)	50,000	(91,675)	283.35%
400 Fairmount Capital Advise	5,811		(5,811)		(5,811)	NA
400 Special Legal	-		-		-	NA
400 Other Professional	10,090		(10,090)		(10,090)	NA
402 Prof Ser FINANCE						NA
402 Bank Fees	1,781	1,180	(601)	2,000	219	89.04%
402 IDC & Doc Star IT Fees	24,543	17,499	(7,044)	35,000	10,457	70.12%
404 Prof Ser LEGAL						NA
404 Special Legal	41,284	27,375	(13,909)	50,000	8,716	82.57%
404 Labor Negotiations	28,723	26,800	(1,923)	40,000	11,277	71.81%
404 Labor Litigation	104,880	13,400	(91,480)	20,000	(84,880)	524.40%
404 Solicitor Fees	52,958	53,900	942	110,000	57,042	48.14%
406 Prof Ser HUMAN RESOURCES						NA
407 Prof Ser TECHNOLOGY						NA
407 Computer/Web Design	5,435	9,550	4,115	10,000	4,565	54.35%
409 Prof Ser BUILDING & PLANT						NA
409 Miscellaneous	22	187	166	750	728	2.87%
410 Prof Ser POLICE						NA
410 Miscellaneous	2,009	1,870	(139)	3,000	991	NA
411 Prof Ser FIRE	14,638		(14,638)		(14,638)	NA
413 Prof Ser CODE ENFORCEMENT						NA
413 Misc Fees (Pa One Call)	402	600	198	1,500	1,098	26.79%
413 IT Fees & Scanning Fees	5,792	2,765	(3,027)	3,500	(2,292)	165.48%
414 Prof Ser PLANNING & ZONING						NA
414 ZHB Services	2,771	2,780	9	6,000	3,229	46.1%
414 Special Legal	1,425	1,470	45	4,000	2,575	35.63%
430 Prof Ser PUB WORKS	36					NA
430 Engineering Services	-	42	42	500	500	0.00%
430 Employee Medical	-					NA
464 Prof Ser REDEVELOPMENT						NA
464 Engineering Services	-					NA
TOTAL PROF SERVICES	444,273	206,918	(237,318)	336,250	(107,987)	132.13%
COMMUNICATION						
400 Comm COUNCIL	33,256	34,423	1,167	37,150	3,894	89.52%
401 Comm ADMINISTRATION	1,448	1,487	39	4,050	2,602	NA
402 Comm FINANCE	2,292	1,562	(731)	8,600	6,308	26.66%
404 Comm LEGAL						NA
406 Comm HUMAN RESOURCES	246	340	94	950	704	25.84%
407 Comm TECHNOLOGY						NA
409 Comm BUILDING & PLANT	5,715	5,920	204	24,000	18,285	23.81%
410 Comm POLICE	4,096	6,454	2,358	15,800	11,704	25.92%
411 Comm FIRE	647	550	(97)	1,100	453	58.78%
413 Comm CODE ENFORCEMENT	2,721	1,824	(897)	4,100	1,379	66.37%
414 Comm PLANNING & ZONING	1,136	1,160	24	2,000	864	56.81%
430 Comm PUB WORKS	1,100	1,109	9	2,450	1,350	44.91%
454 Comm PARKS	339	440	101	1,100	761	30.86%
459 Comm COMMUNITY CENTER	146	321	175	2,550	2,404	NA
464 Comm REDEVELOPMENT	245	300	55	550	305	45%
TOTAL COMMUNICATION	53,387	55,890	2,502	104,400	51,013	51.14%

THE CITY OF COATESVILLE
GENERAL FUND EXPENDITURES
DRAFT JUNE 30, 2011

		YTD	YTD		2011	BUDGET	%
EXPENDITURES		ACTUAL	BUDGET	FAV (UNFAV)	ANNUAL	BALANCE	BUDGET
INSURANCE							
400	Ins COUNCIL	528		(528)		(528)	NA
401	Ins ADMIN	1,756	1,663	(93)	2,775	1,019	63.27%
402	Ins FINANCE	1,811	1,872	60	3,361	1,550	53.89%
406	Ins HUMAN RESOURCES	253	253	(0)	346	93	73.09%
409	Ins BUILDING & PLANT	137	133	(3)	200	63	68.33%
410	Ins POLICE	158,145	122,945	(35,200)	193,006	34,861	81.94%
411	Ins FIRE	35,330	24,819	(10,511)	51,000	15,670	69.27%
413	Ins CODE ENFORCEMENT	1,347	1,040	(307)	1,600	253	NA
430	Ins PUB WORKS	8,660	1,110	(7,550)	1,500	(7,160)	NA
451	Ins POOLS & RECREATIO	-	-	-	-	-	NA
454	Ins PARKS	3,184	748	(2,436)	880	(2,304)	NA
459	Ins COMMUNITY CENTER	407	237	(170)	400	(7)	NA
464	Ins REDEVELOPMENT	253	197	(56)	268	15	NA
486	Ins PROPERTY	136,232	136,243	11	147,000	10,768	92.67%
486	Ins LIABILITY	154,707	154,697	(10)	154,697	-	100.01%
486	Ins SURETY	-	-	-	2,494	2,494	0%
TOTAL INSURANCE		502,750	445,956	(56,793)	559,527	56,787	89.85%
UTILITY							
409	Util BUILDING & PLANT	32,528	33,053	525	74,175	41,647	43.85%
411	Util FIRE	13,351	13,300	(52)	30,000	16,649	44.50%
430	Util PUB WORKS	2,753	2,250	(503)	5,500	2,747	50.05%
435	Util LIQ FUELS	-	-	-	-	-	NA
451	Util POOLS & RECREATIO	1,579	1,500	(79)	1,500	(79)	NA
454	Util PARKS	4,687	3,689	(998)	6,200	1,513	NA
459	Util COMMUNITY CENTER	182	1,398	1,216	4,900	4,718	NA
464	Util REDEVELOPMENT	-	-	-	-	-	NA
TOTAL UTILITY		55,081	55,190	110	122,275	67,194	45.05%
REPAIRS AND MAINTENANCE							
401	M & E ADMINISTRATION	-	-	-	200	200	0.00%
402	M & E FINANCE	-	-	-	150	150	0.00%
407	M & E TECHNOLOGY	-	-	-	-	-	NA
409	M & E BUILDING & PLANT	18,084	13,384	(4,700)	27,400	9,316	NA
410	M & E POLICE	19,143	20,328	1,186	47,500	28,357	NA
411	M & E FIRE	29,253	15,016	(14,236)	32,500	3,247	90.01%
413	M & E CODE ENFORCEMENT	723	250	(473)	500	(223)	144.53%
430	M & E PUB WORKS	2,420	5,828	3,409	45,600	43,180	5.31%
435	M & E LIQ FUELS	-	-	-	-	-	NA
451	M & E POOLS & RECREATIO	4,715	5,470	754	12,000	7,285	NA
454	M & E PARKS	15,373	14,690	(683)	21,000	5,627	73.20%
459	M & E COMMUNITY CENTER	-	83	83	500	500	0.00%
464	M & E REDEVELOPMENT	-	-	-	-	-	NA
TOTAL R & M		89,710	75,050	(14,660)	187,350	97,640	47.88%
RENTALS							
411	Rentals FIRE	16,200	16,200	(0)	44,900	28,700	36.08%
464	Rentals REDEVELOPMENT	-	-	-	-	-	NA
TOTAL RENTALS		16,200	16,200	(0)	44,900	28,700	36.08%

THE CITY OF COATESVILLE
 GENERAL FUND EXPENDITURES
 DRAFT JUNE 30, 2011

EXPENDITURES	YTD ACTUAL	YTD BUDGET	FAV (UNFAV)	2011 ANNUAL BUDGET	BUDGET BALANCE	% BUDGET
CONTRACTED SERVICE						
400 Contr Se COUNCIL	18,380	6,175	(12,205)	6,500	(11,880)	282.77%
401 Contr Se ADMINISTRATION	1,585	1,650	65	5,000	3,415	31.71%
402 Contr Se FINANCE	35,368	41,934	6,566	98,128	62,760	36.04%
406 Contr Se HUMAN RESOURCES	180	433	253	300	120	60.00%
407 Contr Se TECHNOLOGY	37,453	31,158	(6,296)	51,500	14,047	72.72%
409 Contr Se BUILDING & PLANT	12,155	17,696	5,540	40,000	27,845	30.39%
410 Contr Se POLICE	27,792	28,625	832	53,500	25,708	51.95%
411 Contr Se FIRE	887	984	97	5,800	4,913	15.29%
413 Contr Se CODE ENFORCEMENT	28,108	23,309	(4,800)	25,500	(2,608)	110.23%
430 Contr Se PUB WORKS	511	617	106	5,000	4,489	10.21%
451 Contr Se POOLS & RECREATION	-	-	-	30,000	30,000	NA
452 Contr Se PARK PROGRAMS	-	-	-	4,000	4,000	NA
454 Contr Se PARKS	30	160	130	1,500	1,470	2.00%
459 Contr Se COMMUNITY CENTER	940	1,122	181	2,500	1,560	37.61%
464 Contr Se REDEVELOPMENT	570	600	30	5,000	4,430	11.40%
TOTAL CONTRACTED SE	163,960	154,461	(9,500)	334,228	170,268	49.06%
CONTRIBUTIONS						
400 Contrib COUNCIL	-	-	-	-	-	NA
401 Contrib ADMINISTRATION	-	-	-	-	-	NA
402 Contrib FINANCE	-	-	-	-	-	NA
410 Contrib POLICE	-	-	-	-	-	NA
411 Contrib FIRE	-	-	-	50,000	50,000	NA
413 Contrib CODE ENFORCEMENT	6,718	-	(6,718)	-	(6,718)	NA
430 Contrib PUB WORKS	-	-	-	-	-	NA
435 Contrib LIQ FUELS	-	-	-	-	-	NA
447 Contrib TRANSIT	25,708	19,077	(6,632)	48,500	22,792	53.01%
456 Contrib LIBRARY	-	-	-	11,000	11,000	0%
454 Contrib PARKS	-	-	-	-	-	NA
459 Contrib COMMUNITY CENTER	-	62	62	500	500	NA
TOTAL CONTRIBUTED SI	32,426	19,139	(13,288)	110,000	77,574	29.48%
TRAINING						
400 Training COUNCIL	1,065	500	(565)	500	(565)	213.00%
401 Training ADMINISTRATION	274	283	9	1,000	726	27.38%
402 Training FINANCE	1,284	1,292	8	2,500	1,216	51.35%
406 Training HUMAN RESOURCES	731	733	2	2,500	1,769	29.23%
410 Training POLICE	6,711	6,916	205	18,000	11,289	37.28%
411 Training FIRE	195	280	85	1,000	805	19.50%
413 Training CODE ENFORCEMENT	1,584	1,810	226	3,000	1,416	52.79%
430 Training PUB WORKS	-	-	-	-	-	NA
464 Training REDEVELOPMENT	-	42	42	500	500	0%
TOTAL TRAINING	11,843	11,855	12	29,000	17,157	40.84%
MISC						
400 Misc COUNCIL	4,161	-	(4,161)	-	(4,161)	NA
480 Misc FIRE ESCROW	-	-	-	-	-	NA
TOTAL MISC	4,161	-	(4,161)	-	(4,161)	-
CAPITAL						
401 Cap ADMINISTRATION	-	-	-	-	-	NA
409 Cap BUILDING	-	-	-	40,000	40,000	NA
410 Cap POLICE	-	-	-	5,425	5,425	NA
411 Cap FIRE	-	-	-	-	-	NA
413 Cap CODES	22,095	22,101	6	26,000	3,905	NA
430 Cap PUB WORKS	-	-	-	-	-	NA
454 Cap PARKS	-	-	-	-	-	NA
459 Cap COMMUNITY CENTER	-	-	-	-	-	NA
464 Cap REDEVELOPMENT	-	208	208	2,500	2,500	80%

THE CITY OF COATESVILLE
 GENERAL FUND EXPENDITURES
 DRAFT JUNE 30, 2011

EXPENDITURES	2011					
	YTD ACTUAL	YTD BUDGET	FAV (UNFAV)	ANNUAL BUDGET	BUDGET BALANCE	% BUDGET
TOTAL CAPITAL	22,095	22,309	6	73,925	51,830	30%
TRANSFERS IN/OUT						
402 Trans FINANCE	-	-	-	-	-	NA
430 0 TRANS LF EXP INTO P	13,241	13,488	247	281,000	267,759	4.71%
488 4510 CONTRIB MAINTENAN	-	-	-	67,028	67,028	NA
488 47110 GO BOND PRINCIPAL	-	-	-	275,000	275,000	NA
488 47120 GO BOND INTEREST	-	-	-	-	-	NA
TOTAL TRANSFERS IN A	13,241	13,488	-	623,028	342,028	NA
DEPARTMENTAL TOTALS			Per cent for 4th mo calendar year (May) =5/12			0.33%
400 Total COUNCIL	222,081	95,764	(126,318)	109,391	(112,690)	203.02%
401 Total ADMINISTRATION	164,848	154,255	(10,593)	355,468	190,620	46.37%
402 Total FINANCE	215,009	215,507	499	479,034	264,025	44.88%
404 Total LEGAL	227,844	121,478	(106,366)	220,000	(7,844)	103.57%
406 Total HUMAN RESOURCES	35,417	36,008	591	80,488	45,071	44.00%
407 Total TECHNOLOGY	43,082	40,908	(2,174)	64,100	21,018	67.21%
409 Total BUILDING & PLANT	90,661	89,437	(1,224)	254,399	163,738	35.64%
410 Total POLICE	1,924,230	1,875,916	(48,314)	3,935,838	2,011,608	48.89%
411 Total FIRE	389,898	343,180	(46,718)	893,887	503,989	43.62%
413 Total CODE ENFORCEMENT	233,309	214,872	(18,437)	494,810	261,501	47.15%
414 Total PLANNING & ZONING	5,332	5,410	78	12,000	6,668	44.43%
430 Total PUB WORKS	225,489	214,784	(10,705)	833,414	607,925	27.06%
447 Total TRANSIT	25,708	19,077	(6,632)	48,500	22,792	53.01%
451 Total TOTAL :POOLS & REC	6,294	6,970	676	43,500	37,206	NA
452 Total TOTAL: PARK PROGR	-	-	-	49,660	49,660	NA
454 Total PARKS	77,698	74,521	(3,177)	148,936	71,238	52.17%
456 Total LIBRARIES	-	-	-	11,000	11,000	0.00%
459 Total COMMUNITY CENTER	9,930	9,869	(62)	33,311	23,381	29.81%
464 Total REDEVELOPMENT	44,988	46,047	1,059	112,063	67,075	40.15%
486 Total INSURANCE	290,939	290,940	1	304,191	13,252	NA
488 Total SERVICE BOND/PENSI	-	-	-	342,028	342,028	NA
TOTAL GENERAL FUND	4,232,758	3,854,941	(377,817)	8,826,018	4,593,260	47.96%

City of Coatesville
Earned Income Tax
Historical Trends 2009 - 2011

	BUDGET 2009	ACTUAL 2009	% of Collected to Budget	2009 Fav / (Deficit) to Budget	BUDGET 2010	ACTUAL 2010	% of Collected to Budget	2010 YTD Fav / (Deficit) to Budget	BUDGET 2011	ACTUAL 2011	% of Collected to Budget	2011 YTD Fav / (Deficit) to Budget
	EIT	EIT			EIT	EIT			EIT	EIT		
Jan	233,333	137,229	4.90%	(96,104)	-	-		-	-	-		-
Feb	233,333	307,038	10.97%	(22,400)	235,417	-	0.00%	(235,417)	-	98	0.00%	98
Mar	233,333	211,372	7.55%	(44,361)	235,417	265,939	10.99%	(204,894)	296,599	218,137	7.72%	(78,462)
April	233,333	169,236	6.04%	(108,458)	235,417	252,451	10.43%	(187,860)	281,556	280,958	9.95%	(598)
May	233,333	470,444	16.80%	128,652	235,417	403,672	16.67%	(19,605)	450,212	471,378	16.69%	21,167
June	233,333	162,292	5.80%	57,611	12,412	-	0.00%	(32,017)	-	302,714	10.72%	302,714
July	233,333	86,488	3.09%	(89,234)	235,417	172,431	7.12%	(95,002)	192,311	-	0.00%	-
Aug	233,333	297,850	10.64%	(24,718)	235,417	329,741	13.62%	(678)	367,758	-	0.00%	-
Sept	233,333	135,945	4.86%	(122,106)	235,417	105,202	4.35%	(130,893)	117,331	-	0.00%	-
Oct	233,333	54,867	1.96%	(300,572)	235,417	108,023	4.46%	(258,286)	120,477	-	0.00%	-
Nov	233,333	322,273	11.51%	(211,633)	235,417	218,553	9.03%	(275,150)	243,750	-	0.00%	-
Dec	233,333	485,653	17.34%	40,687	693,839	564,880	23.33%	(404,109)	630,006	-	0.00%	-
TOTAL	2,800,000	2,840,687	101.45%	40,687	2,825,001	2,420,892	100.00%	(404,109)	2,700,000	1,273,285	47.16%	244,918

REAL ESTATE TAX (Collection by Millage Rate Only)
Historical Trends 2009 - 2011

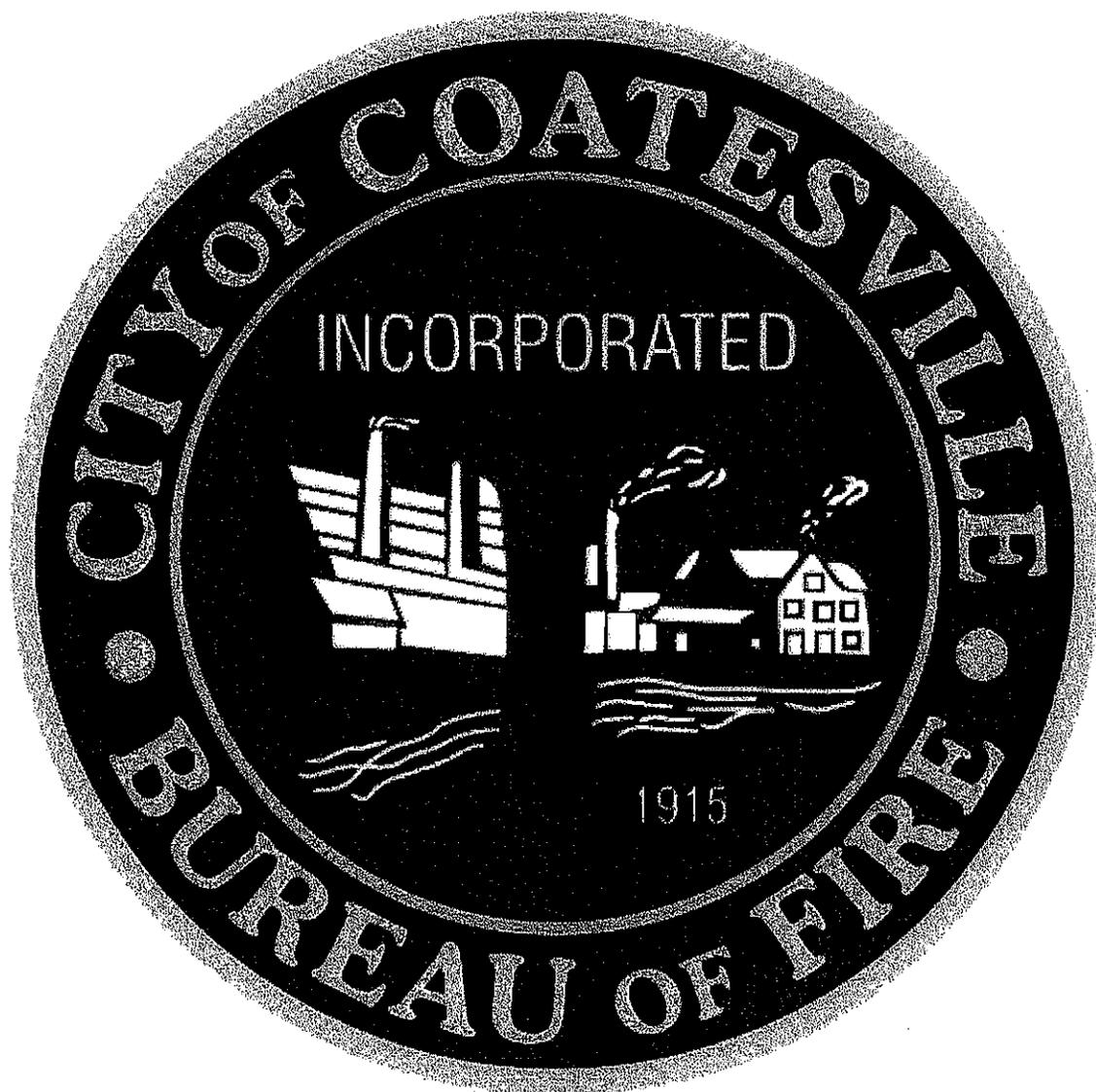
	BUDGET 2009	ACTUAL 2009	% of Actual to Budget	2009 Fav / (Deficit) to Budget	BUDGET 2010	ACTUAL 2010	% of Actual to Budget	YTD 2010 Fav / (Def) to Budget	BUDGET 2011	ACTUAL 2011	% of Actual to Budget	YTD 2011 Fav / (Def) to Budget
	RET	RET			RET	RET			RET	RET		
	0.9905	0.8915										
Jan	233,333	91,137	3.43%	(142,196)	-	-	-	-	-	-	-	-
Feb	233,333	271,764	10.23%	38,431	161,710	161,710	7.89%	(0)	170,513	108,053	5.00%	(62,460)
Mar	233,333	1,418,671	53.42%	1,185,338	1,363,853	1,363,853	66.55%	-	1,438,094	1,549,962	71.72%	111,868
April	233,333	156,710	5.90%	(76,623)	120,423	120,423	5.88%	0	126,978	91,136	4.22%	(35,842)
May	233,333	137,851	5.19%	(95,482)	120,111	120,112	5.86%	1	126,650	134,647	6.23%	7,998
June	233,333	130,890	4.93%	(102,443)	-	(683)	-0.03%	(683)	(721)	23,256	1.08%	23,977
July	233,333	70,379	2.65%	(303,713)	136,612	136,612	6.67%	(0)	144,048			
Aug	233,333	54,062	2.04%	(179,271)	46,215	18,812	0.92%	(27,403)	19,836			
Sept	233,333	59,773	2.25%	(173,560)	46,215	21,198	1.03%	(25,017)	22,352			
Oct	233,333	95,891	3.61%	(137,442)	46,215	12,969	0.63%	(33,247)	13,675			
Nov	233,333	48,429	1.82%	(184,905)	46,215	23,108	1.13%	(23,107)	24,366			
Dec	233,333	120,012	4.52%	(113,321)	92,430	71,385	3.48%	(21,046)	75,270			
TOTAL	2,800,000	2,655,570	100%	(285,189)	2,180,000	2,049,497	100.00%	(130,503)	2,161,061	1,907,055	88.25%	45,540

City of Coatesville
REAL ESTATE TRANSFER TAX
Historical Trends 2009 - 2011

	BUDGET 2009	ACTUAL 2009	% of Actual to Budget	2009 Fav / (Deficit) to Budget	BUDGET 2010	ACTUAL 2010	% of Residential Actual to Budget	2010 Fav / (Deficit) to Budget	BUDGET 2011	ACTUAL 2011	% of Residential Actual to Budget	2011 Fav / (Deficit) to Budget
	TRANS TX 1.5%	TRANS TX 1.5%			TRANS TX 1.5%	TRANS TX 1.5%			TRANS TX 1.5%	TRANS TX 1.5%		
				<u>YTD</u>				<u>YTD</u>				<u>MTD</u>
Jan	29,804	16,050	6.59%	16,050	27,507	34,400	14.05%	6,893	42,142	4,601	1.14%	(37,541)
Feb	29,804	11,142	4.57%	(32,416)	27,507	6,673	2.72%	(13,942)	8,175	25,684	6.34%	17,510
Mar	29,804	22,321	9.16%	(39,899)	27,507	37,078	15.14%	(4,371)	45,423	14,469	3.57%	(30,953)
April	29,804	4,717	1.94%	(64,986)	27,507	10,868	4.44%	(21,010)	13,315	14,356	3.54%	1,041
May	29,804	19,383	7.96%	(75,407)	27,507	15,054	6.15%	(33,464)	18,442	12,920	3.19%	(5,521)
June	29,804	14,200	5.83%	(91,011)	27,507	44,568	18.20%	(16,403)	54,598	-	0.00%	(54,598)
July	29,804	26,068	10.70%	(94,747)	27,507	11,908	4.86%	(32,003)	14,588	-	0.00%	
Aug	29,804	37,796	15.51%	(86,754)	27,507	30,419	12.42%	(29,091)	37,265	-	0.00%	
Sept	29,804	33,756	13.86%	(82,802)	27,507	22,661	9.25%	(33,937)	27,761	-	0.00%	
Oct	29,804	22,759	9.34%	(89,847)	27,507	5,857	2.39%	(55,588)	7,175	-	0.00%	
Extraordinary Commercial					-	507,371		451,783	-			
Nov	29,804	13,199	5.42%	(106,452)	27,507	8,252	3.37%	432,527	10,109	-	0.00%	
Dec	29,804	22,245	9.13%	(114,010)	27,507	17,148	7.00%	422,168	21,007	-	0.00%	
Extraordinary Commercial					-	36,000		458,168	105,000			
				<u>YE Total</u>				<u>YE Total</u>				<u>YTD Total</u>
TOTAL	357,648	243,638	100%	(114,010)	330,088	788,256	100.00%	458,168	405,000	72,031	17.79%	(110,063)

Fire Department

Monthly Report



May 2011



City of Coatesville

City Hall
One City Hall Place
Coatesville, PA 19320

(610) 384-0300 x3111
FAX (610) 384-3612

OFFICE OF THE FIRE CHIEF

In addition to all of the activity performed by the fire department as a whole, I would like to share some of the activities that I have participated in throughout the month of June:

- Conducted monthly meeting with the departments fire officers
- Conducted meetings with on duty staff that will occur twice a month.
- Worked with FEMA to resolve the outstanding issues with the federal AFG grant.
- Several meetings with city manager.
- Attended two Department Head meetings
- Participate in National Incident Management System refresher training
- Continue cleaning out and sorting through the fire chief's office.
- Continue analysis of the Fire Department operating budget.
- Participated in "Celebrate Coatesville" planning meeting(s) with other staff
- Conducted a meeting with the Washington Hose company EMS to organize and plan for "Celebrate Coatesville" event.
- Finalized last minute changes to SOG manual.
- Finalize fire alarm with MARCO for community Center.
- Conducted meeting with Dale Guyer in reference to fire explorer program.
- Attended Chester County Fire Chiefs Association meeting.
- Conducted meeting with Deputy Chief Dobson & Lieutenant Abel reference 2011 AFG grant.
- Contact PECO for request for \$500 fire prevention grant
- Review completed NFPA report for Millview fire.
- Met with Craig Patton to go over current status of vehicle fleet.
- Research Incident Command Boards for acquisition.
- Review 1986 Fire Department review.
- Review Fire Police SOG
- Attended fire alarm seminar in Exton
- Review county-wide mutual aid agreement



City of Coatesville

City Hall
One City Hall Place
Coatesville, PA 19320

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OFFICE OF THE FIRE CHIEF

Maintenance Summary for the Month of June 2011

- Portable fire equipment inspections were completed each and every day.
- Weekly fire apparatus inspections were conducted twice weekly, and after any remarkable use.
- Fire Chiefs vehicle was sent to dealer for service and repairs.
- Ladder 43 (1976 ALF) was out of service for repairs for approximately 4 weeks and is expected back in service July 8. Repairs were completed by Phoenix Fire. All outstanding issues from the results of the aerial inspection have been addressed.

Repairs completed in-house for the Month of June 2011

- Completed work on station breathing air compressor
- Diagnose and replace faulty master switch on Engine 43-2
- Troubleshoot fuel leak on Ladder 43
- Replace bulb inside light bar and diagnose coolant sensor problem on Engine 43-2
- Replace filters on all wands on atmospheric monitors.
- Work along side of Phoenix Fire to complete repairs on Engine 43-1, Engine 43-2, and Ladder 43.
- Install new batteries in all self-contained breathing apparatus and atmospheric monitors
- Completed cribbing project.

Public Relations

- Fire Department personnel participated in Kite Day.
- Fire Department personnel participated in the Bike Festival.

Fire Department Training

The training team has been appointed and is scheduled to convene its first meeting on July 19, 2011 at 7:00 PM. This newly formed team consists of:

- Deputy Chief Steve Dobson – West End
- Firefighter Steve Beiermeister – Washington Hose Company
- Full-time Firefighter Michael Pawlowski
- Part-time Firefighter Todd Reese

The training team will be charged with organizing any and all daily, weekly, monthly or annual training sessions as well as coordinating any 3rd party to come into the City to conduct training. This will include any topics that require annual refresher. It is the intent to have a training schedule completed and posted for no less than 30 day intervals by September.

Training was held on June 13, 2011 to discuss the new Standard Operating Guidelines. National Incident Management System (NIMS) training was also completed on June 20 and June 27.

Refresher training in several disciplines of the NIMS continues. Three sessions have been completed and two more are scheduled for July 20 and July 27, 2011.

We will also be hosting ICS 300 in September. The final dates are September 19, 20, 21 2011. This is a more advanced incident management class and it will be scheduled again soon on the evenings and weekends to accommodate more personnel.

Training is Continuing Education in the emergency medical services continues each month.

City of Coatesville

Departmental Activity Report

Current Period: 06/01/2011 to 06/30/2011, Prior Period: / / to / /

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses, Training Classes

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Animal problem or rescue	1	2.29	0	0.00
Combustible/flammable spills & leaks	3	4.59	0	0.00
Dispatched and cancelled en route	1	0.06	0	0.00
Electrical rescue	1	3.15	0	0.00
Electrical wiring/equipment problem	2	1.99	0	0.00
Emergency medical service (EMS) Incident	9	14.63	0	0.00
Extrication, rescue	1	2.30	0	0.00
Food intent call, Other	2	1.92	0	0.00
Lock-In	1	2.15	0	0.00
Malicious, mischievous false alarm	1	1.96	0	0.00
Medical assist	16	23.22	0	0.00
Mobile property (vehicle) fire	1	0.35	0	0.00
Outside rubbish fire	1	0.81	0	0.00
Person in distress	1	0.99	0	0.00
Public service assistance	1	1.06	0	0.00
Smoke, odor problem	5	8.07	0	0.00
Structure Fire	6	44.07	0	0.00
System or detector malfunction	1	1.20	0	0.00
Unintentional system/detector operation	8	12.96	0	0.00
	<u>62</u>	<u>127.77</u>	<u>0</u>	<u>0.00</u>
Training				
Drill Night	15	30.00	0	0.00
EMS Protocol	11	16.50	0	0.00
NIMS Refresher 100, 200, 700, 800	18	354.50	0	0.00
	<u>44</u>	<u>401.00</u>	<u>0</u>	<u>0.00</u>

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

City of Coatesville

Incident Type Report (Summary)

Alarm Date Between {06/01/2011} And {06/30/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	1.61%	\$60,000	100.00%
113 Cooking fire, confined to container	4	6.45%	\$0	0.00%
113E Stove Fire	1	1.61%	\$0	0.00%
131 Passenger vehicle fire	1	1.61%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	1.61%	\$0	0.00%
	8	12.90%	\$60,000	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	9	14.51%	\$0	0.00%
3111 Cardiac Arrest/Respiratory Arrest	2	3.22%	\$0	0.00%
3114 Medical First Responder	5	8.06%	\$0	0.00%
321 EMS call, excluding vehicle accident with	5	8.06%	\$0	0.00%
322A Vehicle accident, no injuries	3	4.83%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	1.61%	\$0	0.00%
3312 Assist EMS with forcible entry	1	1.61%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	1.61%	\$0	0.00%
Electrocution or potential electrocution	1	1.61%	\$0	0.00%
	28	45.16%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	3	4.83%	\$0	0.00%
444 Power line down	1	1.61%	\$0	0.00%
445A Utility Pole/Transformer fire	1	1.61%	\$0	0.00%
	5	8.06%	\$0	0.00%
5 Service Call				
510 Person in distress, Other	1	1.61%	\$0	0.00%
531 Smoke or odor removal	2	3.22%	\$0	0.00%
5311 Odor investigation Inside	1	1.61%	\$0	0.00%
5313 Smoke from cooking	2	3.22%	\$0	0.00%
542 Animal rescue	1	1.61%	\$0	0.00%
551A Traffic Control	1	1.61%	\$0	0.00%
	8	12.90%	\$0	0.00%
6 Good Intent Call				
Good intent call, Other	2	3.22%	\$0	0.00%
611 Dispatched & cancelled en route	1	1.61%	\$0	0.00%

City of Coatesville

Incident Type Report (Summary)

Alarm Date Between {06/01/2011} And {06/30/2011}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
	3	4.83%	\$0	0.00%
7 False Alarm & False Call				
714 Central station, malicious false alarm	1	1.61%	\$0	0.00%
733 Smoke detector activation due to	1	1.61%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	1.61%	\$0	0.00%
743 Smoke detector activation, no fire -	4	6.45%	\$0	0.00%
744 Detector activation, no fire -	1	1.61%	\$0	0.00%
745 Alarm system activation, no fire -	2	3.22%	\$0	0.00%
	10	16.12%	\$0	0.00%

Total Incident Count: 62

Total Est Loss:

\$60,000

City of Coatesville

Departmental Activity Report

Current Period: 06/01/2011 to 06/30/2011, Prior Period: / / to / /

00:00 to 24:00

All Stations

All Shifts

All Units

Activities (Non-Incident)

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Non-Incident Activities				
Smoke detector installation	4	1.12	0	0.00
	<u>4</u>	<u>1.12</u>	<u>0</u>	<u>0.00</u>

* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

City of Coatesville

Average Turnout per Incident

Alarm Date Between {06/01/2011} And {06/30/2011}

Total Number of Incidents	62	Total Number of Responding Personnel	278
Average Turnout per Incident		5	

Police Department

Public Works Department

CITY OF COATESVILLE
DEPARTMENT OF PUBLIC WORKS
MONTHLY REPORT
JUNE, 2011

STREETS

- SPECIAL PROJECTS –
Prepared for “Celebrate Coatesville Day”
Installed Banner Poles
Repaired pot holes
Cleaned inlets on Glencrest Rd.
- SCHEDULED PROJECTS –
Continued litter control in various locations on Main Street and other areas.
Collected parking meter money
Collected metals and yard waste
Cleaned storm inlets
- MAINTENANCE-
Transported “street sweepings “ to landfill
Repaired/maintained vehicles
Replaced various traffic signal light bulbs
Transported scrap metals for recycling

PARKS

- SPECIAL PROJECTS-
Cleared banks at Ash Park
Repaired fence at JTJames Park
- SCHEDULED PROJECT
Mowed/trimmed Ash, Abdala, Friendship, Gateway, JT James, Palmer, Patton and Swing Parks and all other City property
- MAINTENANCE –
Continued repair of fences at Ash Park

BUILDINGS

- SPECIAL PROJECTS
Cleaned Carlson’s office lot and fence line
Cleaned Carlson’s mill site fence line
Continued maintenance/repair Public Works building
- SCHEDULED PROJECTS
- MAINTENANCE –
Replaced lights at City Hall

Redevelopment Department

City of Coatesville
Monthly Management Report
Redevelopment Project Director

Mission Statement: The Redevelopment Project Director oversees and administers City projects, provides grant administration, professional services/recommendations, and promotes economic development.

June 2011: During the month of June the following tasks were completed:

- Met with Federal Transit Administration Officials to discuss the Train Station Redevelopment project.
- Submitted update report to Congressman Jim Gerlach relative to the Coatesville Train Station Renovations project.
- Submitted update report to Chester County Department of Community Development relative to the City's River Walk Fence and Wood Barrier and Train Station Parking Lot projects.
- Coordinated and attended a meeting with the Chester County Commissioners and the City Manager to discuss Coatesville matters.
- Participated in a project meeting regarding the Coatesville Marriott Hotel.
- Participated in a pre-contract phone conference with the County's Department of Community Development relative to the City's new \$300,000 grant for street repaving and storm sewers. This grant will reimburse eligible hard costs. Soft costs, including design/engineering, construction monitoring and legal are not covered by the grant and are considered the City's match. Grant contract will go before City Council in July.
- Discussed the River Walk/Brandywine Creek Trail Fence and Wood Barrier project. A license Agreement between AMTRAK and the City would allow the City to open the River Walk. The Agreement is currently being reviewed.
- Met with AMTRAK officials to discuss the current use of the Coatesville Train Station.
- Worked with PennDOT and Chester County to gather information relative to the Coatesville Train Station Redevelopment project.
- Attended a Quality of Life Meeting with the City Manger and Department Heads.
- Participated in several planning meetings relative to the Celebrate Coatesville Event.
- Attend the Chester County 2020 monthly meeting.
- Completed RDA tasks and assignments.

Repetitive Tasks:

- Review project files and studies.
- Contact Developers and Contractors to discuss project status.
- Grant management.
- Project meetings and discussions.

