

TOWNSHIP OF UPPER DUBLIN
MONTGOMERY COUNTY, PENNSYLVANIA
2020 BUDGET

BOARD OF COMMISSIONERS

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TOWNSHIP MANAGER

PAUL A. LEONARD

ASSISTANT TOWNSHIP MANAGER

JONATHAN K. BLEEMER

**ALL FUNDS REVENUE SUMMARY
2020**

	GENERAL FUND	PARKS & REC	OPEN SPACE	LIBRARY	FIRE PROT	FIRE CAPITAL	INTERNAL SERVICES	DEBT SERVICE	CAPITAL PROJECTS	COMM REINV	LIQUID FUELS	NON-EXPEN TRUSTS	TOTAL
REVENUE CATEGORY													
REAL ESTATE TAXES	6,269,490	1,972,108		1,209,649	1,466,783			2,542,275					13,460,305
LOCAL ENABLING TAXES	10,175,000												10,175,000
LICENSES AND PERMITS	1,811,000												1,811,000
FINES AND FORFEITS	68,500												68,500
INTEREST AND RENT	320,820	8,000	5,000	6,000	6,000	7,500		20,000	15,000	210,000	10,000	6,000	614,320
GRANTS AND GIFTS	1,096,582	73,121	580,000	91,724			26,115				819,716		2,687,258
DEPARTMENT EARNINGS	594,000	651,527	495,000	37,500	20,000	24,000	2,088,700						3,910,727
ASSESSMENTS/CONTRIBUTIONS									11,804				11,804
MISCELLANEOUS	60,100	4,500		2,000			6,000						72,600
REVENUE TOTAL	20,395,492	2,709,256	1,080,000	1,346,873	1,492,783	31,500	2,120,815	2,562,275	26,804	210,000	829,716	6,000	32,811,514
LESS: VEHICLE RENTAL ADJUSTMENT													(1,896,200)
INTERFUND TRANSFERS	(3,428,386)	(158,931)	1,000,000		(831,929)	170,929	93,239	661,000	2,679,716	(2,000,000)	(829,716)		(2,644,078)
NET REVENUES	16,967,106	2,550,325	2,080,000	1,346,873	660,854	202,429	2,214,054	3,223,275	2,706,520	(1,790,000)	-	6,000	28,271,236

ALL FUNDS EXPENDITURE SUMMARY

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	11,880,172	12,168,549	12,168,785	12,683,926
FRINGE BENEFITS	3,991,726	4,188,086	4,169,116	4,437,986
MATERIALS/SUPPLIES	1,942,575	1,955,845	1,838,015	1,901,221
CONTRACTED SERVICES	4,135,784	3,651,616	3,937,266	4,122,163
EQUIPMENT PURCHASES	155,816	145,307	144,500	139,173
CAPITAL	4,044,663	6,531,831	7,151,349	6,732,937
DEBT SERVICE	3,780,749	3,792,470	3,791,471	3,449,770
TOTAL	29,931,484	32,433,704	33,200,502	33,467,176

EXPENDITURE SUMMARY BY FUND

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
GENERAL FUND	18,524,017	18,373,654	18,654,168	19,270,787
PARKS AND RECREATION FUND	2,341,675	2,361,949	2,403,180	2,593,101
LIBRARY FUND	1,198,886	1,295,362	1,208,957	1,419,219
INTERNAL SERVICES FUND	1,982,915	2,303,968	2,235,561	2,272,336
DEBT SERVICE FUND	3,780,749	3,792,470	3,791,471	3,449,770
FIRE PROTECTION FUND	487,407	544,293	524,388	560,231
NON-EXPENDABLE TRUST FUND	5,894	1,300	1,550	1,300
CAPITAL PROJECTS FUND	1,889,982	5,184,186	5,431,919	2,973,803
OPEN SPACE PROJECTS FUND	409,725	105,000	225,000	2,041,934
FIRE CAPITAL FUND	14,393	321,645	327,608	772,700
STORM WATER MGT FUND	50,694	-	21,822	-
ECONOMIC DEVELOPMENT FUND	1,096,577	-	225,000	-
SUBTOTAL	31,782,915	34,283,827	35,050,624	35,355,180
LESS INTERNAL CHARGES	1,851,431	1,850,122	1,850,122	1,888,005
TOTAL	29,931,484	32,433,705	33,200,502	33,467,175

GENERAL FUND SUMMARY

The General Fund finances basic services including Police, Sanitation, Highway, Code Enforcement, Zoning, Fire Marshal and the General Administration of the Township.

The proposed budget recommends revenues totaling **\$20,395,492** to fund all General Fund operating costs and proposed transfers for pension obligations. There are two primary sources of General Fund revenue: the Earned Income Tax (EIT) and the Real Estate Property Tax.

The General Fund Real Estate Property tax rate is proposed at **2.776 mils** for 2020. Of that total, **0.033 mils** are dedicated to the two ambulance companies servicing the Township. At the rate of 2.776 mils, the real estate tax is expected to generate **\$6,175,490** in property tax revenues, 30% of all General Fund revenue. The value of one mil is estimated at a level of \$2,270,000.

The EIT is projected to generate **\$8,175,000** in revenue from the 1% tax, an amount equal to 40% of the total General Fund revenues. The tax is levied against all Township residents and non-residents employed in the Township with the tax on residents being shared equally between the Township and the Upper Dublin School District. About \$2.2 million of the EIT revenue is projected to be received from non-residents working in Upper Dublin who reside in municipalities that do not impose the EIT.

The remaining general fund revenue is derived from the Real Estate Transfer Tax (**\$1,000,000**), Local Services Tax (**\$1,000,000**), delinquent and interim property taxes (**\$94,000**), department earnings (**\$594,000**), licenses and permits (**\$1,811,000**), intergovernmental grants (**\$1,096,582**), interest earnings and rents (**\$320,820**), fines and forfeits (**\$68,500**) and other revenues (**\$60,100**).

General Fund expenditures are proposed at **\$19,270,787** with details provided on the ensuing pages. This is a **\$897,133** or **4.88%** increase above the 2019 budget. Previous years increases are shown below:

- 2014 - 3.8%
- 2015 - 3.3%
- 2016 - 2.2%
- 2017 - 0.9%
- 2018 - 4.1%
- 2019 - 0.7%

Funds are budgeted to be transferred out of the General Fund to finance each of its two pension plans. The actuarially determined minimum municipal obligation (MMO) for the two pension plans totals **\$2,428,386** in 2020. The General Fund contribution is offset through a grant from the Commonwealth's General Municipal Pension System state aid expected to total \$767,678.

At the proposed revenue, expenditure and transfer levels, the 2020 fiscal year will end with a **\$1,052,596** fund balance, an amount equal to **5.0%** of total expenditures and transfers out.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	3,164,845	1,792,733	2,029,655	2,356,277
REVENUES	20,523,384	19,701,261	22,061,821	20,395,492
EXPENDITURES	(18,524,017)	(18,373,654)	(18,654,168)	(19,270,787)
FUND TRANSFERS IN	50,000	50,000	50,000	
FUND TRANSFERS OUT	(3,184,557)	(2,133,872)	(3,131,031)	(2,428,386)
CLOSING FUND BALANCE	2,029,655	1,036,468	2,356,277	1,052,596

GENERAL FUND

REVENUES 2020

	<u>2018 ACTUAL REVENUES</u>	<u>2019 ADOPTED REVENUES</u>	<u>2019 PROJECTED REVENUES</u>	<u>2020 ADOPTED REVENUES</u>
<u>REAL ESTATE TAXES</u>				
Real Estate Taxes – Current	6,367,271	6,189,504	6,160,000	6,175,490
Real Estate Tax Refunds - Appeals	29,977			
Real Estate Taxes – Delinquent	46,803	46,000	58,000	45,000
Real Estate Taxes – Interim	75,607	35,000	27,000	40,000
Real Estate Taxes - Penalties	9,257	9,000	8,000	9,000
TOTAL	6,528,915	6,279,504	6,253,000	6,269,490
<u>LOCAL ENABLING TAXES</u>				
Earned Income Tax	7,889,090	7,925,000	8,025,000	8,175,000
Real Estate Transfer Tax	1,147,932	850,000	1,065,000	1,000,000
Local Services Tax	942,720	950,000	950,000	1,000,000
TOTAL	9,979,742	9,725,000	10,040,000	10,175,000
<u>FINES AND FORFEITS</u>				
Court Fines	72,934	67,500	65,000	67,500
Vehicle Code Violations	705	1,000	1,000	1,000
TOTAL	73,639	68,500	66,000	68,500
<u>INTEREST AND RENT</u>				
Interest Earnings	91,611	85,000	130,000	100,000
Rent from NHCC	8,820	8,820	8,820	8,820
Other Rent	144,340	150,000	160,000	212,000
TOTAL	244,771	243,820	298,820	320,820
<u>GRANTS AND GIFTS</u>				
Public Utility Realty Tax	23,548	23,000	21,157	22,000
State/Federal Grants	170,703	80,000	95,000	80,000
Beverage License Tax	4,700	4,700	4,700	4,700
Casualty Insurance Premium Tax	623,024	673,709	670,712	767,768
Fire Insurance Premium Tax	204,678	204,678	222,114	222,114
TOTAL	1,026,653	986,087	1,013,683	1,096,582

	2018 ACTUAL REVENUES	2019 ADOPTED REVENUES	2019 PROJECTED REVENUES	2020 ADOPTED REVENUES
<u>DEPARTMENT EARNINGS</u>				
Zoning/Development Fees	5,862	10,000	7,500	10,000
Zoning Hearing Board Fees	24,965	25,000	26,000	26,000
Engineering Fees	171,808	190,000	195,000	200,000
Sale of Maps and Documents	2,694	2,250	2,510	2,500
Fire Marshal Reports	18,571	18,000	58,000	30,000
Special Police Services	48,146	50,000	40,000	50,000
Crossing Guard Services	70,852	74,000	74,000	75,500
Finance Department Services	1,219	-	582	-
Police Report Fees	39,716	42,000	35,000	40,000
Contracted Snow Removal	99,453	98,500	170,000	95,000
Cart Fees	8,785	2,500	6,000	5,000
Sanitation Services	54,633	41,000	56,500	56,500
Public Works Services	46,424	-	4,000	-
Recycling Revenue	5,474	4,000	3,500	3,500
TOTAL	598,602	557,250	678,592	594,000
<u>LICENSES AND PERMITS</u>				
Street Opening Permits	201,754	170,000	186,000	185,000
Building Permits	695,713	650,000	1,350,000	650,000
Electrical Permits	116,173	130,000	660,000	130,000
Plumbing Permits	65,590	100,000	200,000	100,000
HVAC Permits	83,828	95,000	545,000	95,000
Sewage Permits	6,088	4,000	5,500	4,000
Use & Occupancy Permits	17,828	22,000	15,000	20,000
Property Transfer Fees	27,990	25,000	26,000	27,000
Cable TV Franchise Fees	608,627	615,000	607,000	600,000
TOTAL	1,823,591	1,811,000	3,594,500	1,811,000
<u>MISCELLANEOUS</u>				
Insurance Claims	120,994		61,365	
Benefit Contributions	65,500	30,000	55,000	60,000
Workers Comp Reimbursements	60,948			
Sale of Fixed Assets				
Other Sources	29	100	861	100
TOTAL	247,471	30,100	117,226	60,100
TOTAL GENERAL FUND REVENUE	20,523,384	19,701,261	22,061,821	20,395,492

GENERAL FUND

COST CENTER SUMMARY

COST CENTER	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
Boards and Commissions	58,311	62,586	59,683	60,771
Administration	1,923,258	1,322,236	1,536,440	1,388,123
Finance	532,396	563,329	551,558	577,201
Real Estate Tax Collector	29,921	19,665	19,143	19,465
Engineering	219,597	230,313	234,864	247,967
Township Buildings	464,938	434,633	425,517	584,679
Police	7,700,787	7,742,684	7,851,482	8,093,760
Fire Marshal	124,178	122,013	123,147	125,787
Code Enforcement	917,419	967,327	1,029,460	1,081,864
Sanitation	2,426,808	2,495,810	2,513,359	2,609,333
Engineering	1,274,383	1,321,884	1,346,873	1,309,116
Street Cleaning	109,956	137,500	137,500	141,268
Snow and Ice Removal	286,965	319,358	254,180	303,110
Traffic Signal Maintenance	172,264	145,377	137,477	140,427
Street Light Maintenance	147,522	177,000	178,500	180,000
Storm Sewers	155,923	198,000	187,000	197,000
Road Maintenance	1,617,780	1,707,203	1,643,224	1,773,537
Emergency Services	234,678	279,678	297,114	297,114
Fire Hydrants	109,440	109,440	110,075	111,260
Real Estate Taxes	4,244	4,370	4,323	15,756
Community Contributions	13,250	13,250	13,250	13,250
TOTAL	18,524,017	18,373,654	18,654,168	19,270,787

GENERAL FUND

EXPENDITURE SUMMARY

The General Fund 2020 budget has proposed expenditures totaling \$19,270,787 a 4.9% increase above the 2019 budget. Details on the proposed expenditures for each cost center are provided in the following section.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	9,538,802	9,694,325	9,799,875	10,017,457
FRINGE BENEFITS	3,126,254	3,302,539	3,300,058	3,493,591
MATERIALS/SUPPLIES	687,401	776,150	665,001	742,150
CONTRACTED SERVICES	3,326,105	2,773,118	3,062,518	3,162,485
EQUIPMENT PURCHASES	151,187	141,807	141,000	135,673
VEHICLE O&M FEES	1,694,268	1,685,716	1,685,716	1,719,430
TOTAL	18,524,017	18,373,654	18,654,168	19,270,787

GENERAL FUND

BOARDS AND COMMISSIONS

The recommended budget for the Boards and Commissions is **\$60,771**

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	37,610	40,125	38,125	38,625
FRINGE BENEFITS	3,143	3,511	3,258	3,296
MATERIALS/SUPPLIES	6,845	5,250	6,100	5,250
CONTRACTED SERVICES	10,713	13,700	12,200	13,600
TOTAL	58,311	62,586	59,683	60,771

Salaries/Wages: The amount of \$40,125 covers:

- Compensation paid to seven commissioners - **\$30,625**
- Recording Secretary's attendance at, and the transcription of minutes for, public meetings - **\$8,000**

Fringe Benefits: The allocation of **\$3,296** covers employer paid taxes.

Materials/Supplies: Funds are provided for:

- Office supplies - **\$250**
- Employee retirement and service awards - **\$2,500**
- The Dr. William Ritter Science Award - **\$500**
- Contribution toward Upper Dublin Medal Dinner - **\$2,000**

Contractual Services: Funds are provided to cover:

- The conference and training budget of \$2,000 includes funds for:
 - Commissioner attendance at the Pennsylvania State Association of Township Commissioners conferences - **\$1,000**
 - The PSATC yearbook ad - **\$250**
 - Attendance at the Upper Dublin Medal Dinner - **\$250**
 - The MCATC Spouse Appreciation event - **\$500**
- Shade Tree Commission to fund general operations - **\$5,900**
- Volunteer boards and commissions operations including EPAB- **\$1,500**
- Subscriptions and dues - **\$4,200**

GENERAL FUND

ADMINISTRATION

The Administration Department is comprised of the Township Manager's office which oversees the operation of the Township plus the staff providing support services in personnel/benefits, insurance, risk management and other administrative functions for the operating departments. The recommended budget totals **\$1,388,123**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	449,390	453,500	461,500	469,000
FRINGE BENEFITS	122,483	117,771	119,475	129,865
MATERIALS/SUPPLIES	18,043	18,500	18,500	18,500
CONTRACTED SERVICES	1,318,489	717,800	922,300	755,800
VEHICLE O&M FEES	14,854	14,665	14,665	14,958
TOTAL	1,923,258	1,322,236	1,536,440	1,388,123

Salaries/Wages: The proposed budget provides:

- Compensation for Manager, Manager's Office Administrator, Information Specialist and 50% funding for Human Resource Director position including employer contribution to deferred compensation plan for department head - **\$392,00**
- Funding for part time Administrative Assistant - **\$23,000**
- Funding for part time Economic Development Coordinator - **\$52,000**
- Funding for a camera operator at public meetings - **\$2,000**

Fringe Benefits: The cost of employee benefits, employer paid taxes and employee participation in the Township tuition reimbursement program totals **\$129,865**.

Materials/Supplies:

- Funds for general office supplies, copier paper and computer supplies. - **\$16,000**
- A budget for the replacement of minor office equipment - **\$2,500**

Contractual Services: Contractual costs are projected to total \$774,800 for:

- Insurance coverage for the General Fund's share of Liability, Public Officials and Property and Casualty premiums - **\$200,000**
- General legal fees for:
 - Township solicitor - **\$180,000**
 - Labor counsel - **\$40,000**
 - Civil Service counsel - **\$5,000**
- The telecommunication budget totals \$58,000 for:
 - Local service, long distance, line charges and maintenance contracts - **\$25,000**
 - Service calls - **\$3,000**
 - Cellular phones - **\$30,000**

- Internet connection fees - **\$9,000**
- Costs related to general consulting and contract services are budgeted at **\$70,000** for:
 - Stenographer costs for conditional use and special hearings, constituent and agenda management system fees, updates to the Township codification, property appraisal fees, credit card processing fees, traffic studies, cost of administration of Township's Retirement Health Savings Plan and Flexible Spending Account Plan, special zoning district reports, economic analysis, and community dispute resolutions.
- Maintenance and system administration of computer network and website - **\$65,000**
- Civil service costs for the physical and psychological exams, civil service advertising and testing and miscellaneous items - **\$4,000**
- Equipment lease/rental and maintenance costs total \$23,500 for:
 - Photocopier lease - **\$7,000**
 - Postage meter and mail machine - **\$4,000**
 - Cloud hosted exchange costs – **\$7,500**
 - Storage trailer - **\$3,500**
 - Water coolers - **\$1,500**
- Postage expenses for routine Township business - **\$18,000**
- Printing costs for envelopes, letterhead, business cards and note paper - **\$8,000**
- Advertising expenses for meetings, hearings, bids and job openings - **\$14,000**
- Special event expenses such as employee events, sympathy acknowledgments and meeting expenses - **\$18,000**
- Township Manager approved training expenses for all Township employees other than Police officers who have a training budget within the Police cost center - **\$32,000**
- The subscriptions and memberships budget totals \$10,800 for:
 - State and local associations - **\$3,000**
 - Greater Valley Forge Transportation Management Association - **\$5,000**
 - Miscellaneous subscriptions and dues - **\$2,800**
- Mileage reimbursement for Township business - **\$500**

Vehicle O&M Fees: Expenses for the operation and amortization of the Township Manager's vehicle total **\$14,958**

GENERAL FUND

FINANCE

The Finance department is responsible for the fiscal control of the Township assets including the management of cash receipts, accounts payable, investment of cash reserves, payroll, purchasing, budget development and control and the collection of delinquent earned income taxes (EIT) and local services taxes (LST). Recommended funding for the department is **\$577,201**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	361,904	380,500	372,500	388,500
FRINGE BENEFITS	131,789	140,229	138,658	146,501
MATERIALS/SUPPLIES	1,649	2,000	2,000	2,000
CONTRACTED SERVICES	37,055	40,600	38,400	40,200
TOTAL	532,396	563,329	551,558	577,201

Salaries/Wages:

- Funding for three full-time employees, 50% of the Human Resources Director's salary and employer contribution to deferred compensation plan for department head. – **\$305,000**
- A budget to fund the part time positions of receptionists, office assistant and purchasing agent - **\$83,500**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$146,501**.

Materials/Supplies: The cost of office supplies is budgeted at **\$2,000** for computer paper, printer ribbons, storage boxes and general office supplies.

Contractual Services: Contractual services total \$40,200 for:

- Annual independent audit - **\$17,000**
- A budget for computer support, maintenance and development including:
 - Support of and updates to the Township's financial and payroll software - **\$19,500**
 - Equipment maintenance fees for system hardware - **\$1,000**
- A printing budget of **\$1,500** is allocated for purchase orders, receipts and envelopes.
- Bank services fees- **\$500**
- Subscriptions and dues - **\$300**
- Mileage reimbursement for personal vehicles used for Township business - **\$400**

GENERAL FUND

TAX COLLECTOR/TREASURER

The proposed budget of **\$19,465** provides funding for the collection of real estate taxes and for the duties of the appointed Township Treasurer.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	10,000	10,000	10,000	10,000
FRINGE BENEFITS	765	765	765	765
MATERIALS/SUPPLIES	-	200	100	200
CONTRACTED SERVICES	19,156	8,700	8,278	8,500
TOTAL	29,921	19,665	19,143	19,465

Salaries/Wages: The **\$10,000** budget funds the Tax Collector for services provided in billing and collecting real estate taxes for the current year.

Fringe Benefits: The cost of employer paid taxes totals - **\$765**.

Materials/Supplies: **\$200** is budgeted for miscellaneous office supplies.

Contractual Services: The **\$8,500** in contractual services includes:

- Postage - **\$2,400**
- Printing of real estate tax bills - **\$2,100**
- Reimbursement for office staff - **\$4,000**

GENERAL FUND

ENGINEERING

The Engineering cost center funds in staff and out sourced engineering services for the Township. The recommended budget totals **\$247,967**. Fees for services are anticipated at **\$190,000** resulting in a net cost for this cost center of **\$57,967**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	172,484	182,100	188,100	190,000
FRINGE BENEFITS	34,945	36,683	37,234	38,437
MATERIALS/SUPPLIES	-	200	200	200
CONTRACTED SERVICES	12,168	11,330	9,330	19,330
TOTAL	219,597	230,313	234,864	247,967
REVENUES FROM PASS THROUGH FEES	171,807	190,000	190,000	190,000
NET COST	47,790	40,313	44,864	57,967

Salaries/Wages: A budget of **\$190,000** funds the full-time in-house Township Engineer at \$130,000 and part-time in house inspectors at \$60,000.

Fringe Benefits: The cost of employer paid taxes totals **\$38,437**.

Materials/Supplies: **\$200** is budgeted for office supplies.

Contractual Services: The \$19,330 in contractual services includes:

- General engineering services not provided by in-house staff including compliance with the Township's MS4 requirements - **\$13,000**
- Mileage reimbursements - **\$6,000**
- Subscriptions - **\$330**

GENERAL FUND

TOWNSHIP BUILDINGS

The Township Buildings cost center records all expenses related to the general operation, maintenance and repair of the main administration building, public works facility, 520 Virginia Drive facility and other Township owned general use facilities. Minor improvements to the Township buildings are also budgeted in this cost center. The recommended budget totals **\$584,679**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	35,667	38,400	39,500	39,000
FRINGE BENEFITS	4,002	5,538	5,522	7,184
MATERIALS/SUPPLIES	27,423	31,000	27,500	31,500
CONTRACTED SERVICES	397,847	359,695	352,995	506,995
TOTAL	464,938	434,633	425,517	584,679

Salaries/Wages: A budget of \$39,000 funds:

- a part-time janitor at 4 hours per day to clean and maintain the public works facility - **\$19,000**
- a part-time employee to primarily maintain the 520 Virginia Drive facility - **\$20,000**

Fringe Benefits: The budget of **\$7,184** covers the employer's share of taxes, unemployment insurance and workers compensation insurance for the part-time employee.

Materials/Supplies: Materials and supplies are budgeted at \$31,500 and are allocated as follows:

- Janitorial supplies for all buildings - **\$15,000**
- Interior and exterior paint supplies - **\$2,500**
- Electrical supplies primarily light bulbs and ballasts - **\$5,500**
- General building materials and supplies - **\$8,500**

Contractual Services: Utility and janitorial costs are the bulk of the \$506,995 contractual services budget that includes:

- Electricity and gas for administration building - **\$105,000**
- A \$95,000 building maintenance budget for the Township Building that includes:
 - HVAC repairs - **\$42,000**
 - Plumbing services - **\$7,500**
 - Electrical services - **\$10,000**

- Fire alarm repairs - **\$5,000**
 - Carpet repair and replacement - **\$4,500**
 - General building repairs - **\$26,000**
- Water service to the Township Building - **\$5,000**
- Fuel storage tank insurance - **\$495**
- Janitorial services to clean and maintain the administration building and police department - **\$52,500**
- A contract maintenance budget of \$37,500 for the Township Building allocated for:
 - HVAC systems service for administrative building and garage - **\$21,000**
 - Service contract for emergency generator, UPS and water pump - **\$7,500**
 - Exterminating service for administrative building and garage - **\$2,500**
 - Fire alarm system and fire extinguisher service - **\$5,000**
 - Service contract for elevator - **\$1,500**
- Maintenance, repairs and utility costs for 520 Virginia Drive total \$149,000:
 - Electricity and gas - **\$65,000**
 - Water - **\$2,500**
 - General and janitorial supplies - **\$18,000**
 - Janitorial service contract - **\$30,000**
 - Fire alarm, elevator, sprinkler, pest control and HVAC service contracts - **\$16,000**
 - Phone and internet costs - **\$17,500**
- Maintenance, repairs and utility costs for the North Hills Community Center total \$45,000 for:
 - Electricity and gas - **\$12,500**
 - Water - **\$2,500**
 - Electrical, plumbing, HVAC and general repairs - **\$10,000**
 - Janitorial service contract - **\$15,000**
 - Fire alarm, elevator, sprinkler and HVAC service contracts - **\$5,000**
- Minor improvement projects at the Township Building are budgeted at **\$17,500**

GENERAL FUND

POLICE

The Police department functions to protect the lives and property of the public, to enforce the State and Township laws and to provide service and assistance to the residents of the Township. This objective is met through the combined efforts of the patrol, investigation, traffic safety, detective, juvenile, bike patrol and emergency response team units of the department. To perform these functions, the recommended budget totals **\$8,093,760**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	5,430,540	5,392,550	5,488,500	5,592,550
FRINGE BENEFITS	1,514,472	1,602,050	1,609,298	1,722,225
MATERIALS/SUPPLIES	51,552	60,250	60,904	60,250
CONTRACTED SERVICES	174,766	183,300	189,053	213,080
EQUIPMENT PURCHASES	151,187	141,807	141,000	135,673
VEHICLE O&M FEES	378,270	362,727	362,727	369,982
TOTAL	7,700,787	7,742,684	7,851,482	8,093,760

Salaries/Wages: The budget includes funding for 40 sworn officer positions, 6 full time support staff, part time support staff and part time crossing guards. Funding is recommended for:

- Salaries for the 40 sworn officers – **\$5,027,800**
 - Base pay for all 40 sworn officers and employer contribution to deferred compensation plan for department head - **\$4,290,000**
 - Shift differential pay - **\$71,000**
 - Stipend to officers who have opted out of the Township medical plan - **\$34,000**
 - Longevity pay - **\$86,100**
 - Holiday pay – **\$103,500**
 - Education incentive - **\$144,200**
 - Contractually agreed upon incentive pays - **\$82,000**
 - Clothing allowance - **\$8,000**
 - Non-reimbursable police overtime - **\$159,000**
 - Reimbursable police overtime - **\$50,000**
- Pay for civilian positions of 5 full time and two part time dispatchers/data entry clerks, one administrative assistant and one evidence management specialist - **\$420,000**
- Civilian employee overtime - **\$10,000**
- Crossing guards of which 50% is reimbursed to the Township from the Upper Dublin School District - **\$134,750**
- Fringe Benefits: The cost of employee benefits, employer paid taxes and tuition reimbursement is **\$1,722,225**.

Materials/Supplies: Costs for materials and supplies total \$60,250 for:

- Office, computer, bicycle repair and investigative supplies - **\$12,750**
- Ammunition for training including range supplies - **\$10,000**
- Uniforms for officers, dispatchers and crossing guards - **\$27,500**
- Miscellaneous items including commercial washing of police vehicles - **\$5,000**
- Community policing projects including the junior police academy, police field day, teen driving school, junior badges for school children visits and supplies for National Night Out - **\$5,000**

Contractual Services: The budget for contractual services is \$213,080 for:

- Police Professional Liability insurance - **\$60,300**
- Radio maintenance service contracts for portables and dispatch center - **\$1,500**
- Training costs, most of which are for mandatory training, including an application for online training during work hours - **\$30,000**
- Equipment rental for photocopier – **\$4,000**
- Maintenance for speed calibrations – **\$2,200**
- Maintenance on Police computer hardware, CPIN and Livescan booking center - **\$14,200**
- IT contracted services and email fees - **\$21,500**
- DNA services – **10,000**
- CLEAN/NCIC and data plans - **\$14,880**
- Subscription to phone tracking, records management, employee management, evidence management and scheduling management software - **\$21,500**
- Printing of forms, time cards, tickets and field reports - **\$3,000**
- Professional cleaning of officers' uniforms - **\$9,000**
- Subscriptions and dues to professional organizations, law journals, crimes code and court access fees - **\$16,000**
- Township's SWAT assessment to cover the cost of uniforms and training needs for the Township's emergency response team - **\$5,000**

Equipment: Equipment purchases total \$135,673 for:

- Handheld eticket units and supplies - **\$8,450**
- 8 replacement body armor vests - **\$7,960**
- Replacement of desktop computers and terminal server - **\$26,307**
- Replacement laptops – **\$16,750**
- Secure server rack - **\$1,069**
- Wireless network enhancements - **\$1,800**
- AED replacement - **\$1,800**
- Security tray between dispatch and intake room - **\$1,106**
- Conversion of 5 new police vehicles - **\$65,431**
- Purchase of replacement duty weapons - **\$5,000**

Vehicle O&M Fees: Expenses for the operation and amortization of the 20 vehicles assigned to the police department total **\$369,982**.

GENERAL FUND

FIRE MARSHAL

The Fire Marshal enforces fire code regulations in all structures and developments within the Township. Approximately 80% of the Fire Marshal's salary is funded in this cost center with the balance funded in the Fire Service Administrator budget. Recommended funding is **\$125,787**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	78,227	76,500	77,500	78,500
FRINGE BENEFITS	31,066	30,377	30,511	31,848
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	14,885	15,136	15,136	15,439
TOTAL	124,178	122,013	123,147	125,787

Salaries/Wages: Funds are provided in this cost center to cover 80% of the Fire Marshal's salary.

Fringe Benefits: The cost of benefits and employer paid taxes is **\$31,848**.

Vehicle O&M Fees: Operation and amortization costs for the Fire Marshal's vehicle total **\$15,439**.

GENERAL FUND

CODE ENFORCEMENT

The Code Enforcement department is responsible for enforcing compliance with all plumbing, building, zoning and health ordinances, codes and standards and inspecting all new construction and renovations of existing facilities. The Township's Community Planning and Zoning staff is also funded in this cost center. The recommended budget for Code Enforcement is **\$1,081,864**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	599,787	609,000	645,000	666,000
FRINGE BENEFITS	201,910	212,870	216,053	224,810
MATERIALS/SUPPLIES	9,633	12,000	11,150	11,500
CONTRACTED SERVICES	67,027	93,600	117,400	138,900
VEHICLE O&M FEES	39,061	39,857	39,857	40,654
TOTAL	917,419	967,327	1,029,460	1,081,864

Salaries/Wages: The \$666,000 budgeted for salaries is for:

- Funding for eight full-time staff positions including stipend to employees who have opted out of joining the Township medical plan and employer contribution to deferred compensation plan for department head. - **\$578,000**
- Funding for part time property maintenance inspector and part time administrative assistants for permitting, property transfers and planning commission assistance. Hours fluctuate based on need - **\$70,000**
- Compensation to the members of the Zoning Hearing Board - **\$3,000**
- Office work overtime – **\$15,000**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$224,810**.

Materials/Supplies: The budget for supplies totals \$11,500 allocated for:

- General office, computer and photography supplies - **\$9,500**
- Uniforms - **\$2,000**

Contractual Services: Contractual services total \$138,900 for:

- Zoning Hearing Board Solicitor fee - **\$37,000**
- Advertising, in the form of zoning hearing notices, conditional use notices and amendments to Township codes - **\$9,000**
- Stenographer appearance fees at Zoning Hearing Board meetings - **\$5,000**
- Third party plan reviews - **\$45,000**
- Montgomery County Planning Commission services - **\$6,500**
- Printing of all forms, applications, licenses and codebooks - **\$1,400**
- Lease payments and equipment maintenance on photocopier - **\$4,000**

- Property maintenance expenses - **\$15,000**
- Mosquito control - **\$5,000**
- Software license, user fees and modifications- **\$3,500**
- Subscriptions and dues - **\$3,000**
- Mileage reimbursement for personal vehicles used for Township business - **\$4,500**

Vehicle O&M Fees: Expenses for the operation and amortization of the three existing Township vehicles utilized by the Code Enforcement employees total **\$40,654**.

GENERAL FUND

SANITATION

The Sanitation Division provides curbside residential trash, recycled materials collection service and yard waste materials collection service. In addition, special bulk collections are scheduled as needed. The division also provides maintenance of streambeds, watercourses and edges of roadways. The recommended budget is **\$2,609,333**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	873,200	940,500	930,000	961,500
FRINGE BENEFITS	474,459	486,358	460,510	480,340
MATERIALS/SUPPLIES	25,098	30,100	29,797	31,100
CONTRACTED SERVICES	599,321	596,800	651,000	685,500
VEHICLE O&M FEES	454,731	442,052	442,052	450,893
TOTAL	2,426,808	2,495,810	2,513,359	2,609,333

Salaries/Wages: The proposed budget provides **\$957,000** in wages for 15 full-time employees including stipend to employees who have opted out of joining the Township medical plan.

Overtime pay is projected at **\$4,500** for delays at the Plymouth facility, to complete daily routes, especially on heavy collection days after holidays and may be required for a Saturday pick-up during the winter months due to weather conditions.

Fringe Benefits: Employee benefits and employer paid taxes total **\$480,340**.

Materials/Supplies: The \$31,100 is budgeted for:

- Uniforms and safety equipment including the purchase of pants, shirts, work gloves, rain gear, sweatshirts, jackets, safety shoes, back supports and miscellaneous safety items - **\$8,000**
- Purchase and maintenance of brooms, rakes, chain saws, small mowers and weed trimmers to assist in maintaining stream beds and right-of-ways, pruning along roadways and mowing public areas. - **\$2,600**
- CDL license fees for all department operators - **\$500**
- Purchase of wheels, axles, lids and other non-warranty parts required to keep the refuse carts, yard waste carts and recycling carts functional. Also, purchase of additional carts to replace damaged carts, provide a second cart for a fee or to distribute carts to new homeowners - **\$20,000**

Contractual Services: Disposal fees are budgeted at:

- The 2020 tipping fee is budgeted at a 2.4% rate increase to \$62.92 per ton for disposal at the Plymouth facility. At an estimated tonnage of 7,300 tons, trash disposal will cost **\$459,000**.
- Cost of highway tolls to travel to Plymouth. - **\$12,000**
- Cost for disposal of white goods of which nearly all are reimbursed through fees for this service. - **\$12,000**
- Hosting of one ewaste collection event and two paper shredding events during the year. - **\$5,500**
- The Township's contract for the processing of single stream recyclables through the Montgomery County Recycling Consortium has increased significantly over the past few years. In 2020, the rate is estimated at \$68/ton for 2800 tons. - **\$190,400**

Funds are also provided for:

- Printing of brochures for yard waste carts and recycling information- **\$1,300**
- Printing of DEP stickers for trucks hauling trash - **\$1,300**
- Rental of a portable toilet at the leaf collection site - **\$1,000**
- Charges for 10 GPS units – **\$3,000**

Vehicle O&M Fees: Charges for the operation and amortization of sanitation vehicles total **\$450,893**.

GENERAL FUND

PUBLIC WORKS DEPARTMENT SUMMARY

The Public Works department is responsible for the engineering, grading permit inspection, surveying, street cleaning, snow/ice removal, traffic signal maintenance, street signs, street lights, storm sewer maintenance and road maintenance functions. The recommended budget for the total Public Works department is **\$4,044,457**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED BUDGET	2020 ADOPTED BUDGET
SALARIES/WAGES	1,489,994	1,571,150	1,549,150	1,583,782
FRINGE BENEFITS	607,220	666,387	678,775	708,321
MATERIALS/SUPPLIES	547,158	616,650	508,750	581,650
CONTRACTED SERVICES	327,952	340,855	336,800	343,200
VEHICLE O&M FEES	792,468	811,279	811,279	827,505
TOTAL	3,764,793	4,006,322	3,884,754	4,044,457

Budget recommendations for the individual cost centers within the Public Works department are detailed on the following pages.

GENERAL FUND

PUBLIC WORKS ADMINISTRATION

The Administrative division functions as the administrative unit coordinating and managing services provided by the other Public Works divisions. In addition, the administration function is responsible for inspection of all Township road, storm sewer and grading projects, inspecting public improvements constructed by developers and surveying future projects. The proposed budget for the Administration division is **\$1,309,116**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	357,085	374,000	393,000	339,750
FRINGE BENEFITS	114,199	120,200	124,444	120,112
MATERIALS/SUPPLIES	4,031	5,150	4,750	4,750
CONTRACTED SERVICES	6,600	11,255	13,400	17,000
VEHICLE O&M FEES	792,468	811,279	811,279	827,505
TOTAL	1,274,383	1,321,884	1,346,873	1,309,116

Salaries/Wages: The budget of **\$339,750** funds:

- Salaries for the four existing full-time employees in the Administration division of the Public Works department and employer contribution to the deferred compensation plan for department head. - **\$336,750**
- Funding for a summer part time employee through an internship program - **\$3,000**

Fringe Benefits: Benefit costs and employer taxes are budgeted at **\$120,112**.

Materials/Supplies: Expenses in this category total \$4,750 for:

- General office and computer supplies - **\$2,500**
- Engineering field supplies - **\$1,000**
- Materials for Earthday - **\$500**
- Uniforms and safety equipment for Administration staff - **\$750**

Contractual Services:

- Mileage reimbursement for personal vehicles used for Township business - **\$200**
- Lease payments and equipment maintenance for large document scanner/printer - **\$2,400**
- Outside engineering services for the inspection of bridges and culverts - **\$12,000**
- Dues and subscriptions - **\$2,400**

Vehicle O&M Fees: Charges for the operation and amortization of all Engineering and Highway division vehicles total **\$827,505**.

GENERAL FUND

LEAF COLLECTION

The cost of the Township leaf collection program and street sweeping program are budgeted in this cost center. Recommended funding is **\$141,268**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	74,341	96,500	96,500	100,000
FRINGE BENEFITS	5,640	7,000	7,000	7,268
MATERIALS/SUPPLIES	485	2,000	2,000	2,000
CONTRACTED SERVICES	29,490	32,000	32,000	32,000
TOTAL	109,956	137,500	137,500	141,268

Salaries/Wages:

- Allocation of salaries for full-time Public Works personnel to fund the Fall leaf collection program and year round street sweeping program - **\$90,000**
- Part-time employees to assist in the leaf collection program - **\$5,000**
- Overtime for crews to work, if necessary, on weekends to complete the program - **\$5,000**

Fringe Benefits: The cost of employer paid social security taxes for the salaries and wages allocated to this cost center totals **\$7,268**.

Materials/Supplies:

- The budget request for rakes, pitchforks, dust masks, weed eaters, rain gear and safety equipment necessary to perform the leaf collection program and the trimming of trees - **\$2,000**

Contractual Services:

- Temporary laborers to supplement Township employees to complete the leaf collection program. - **\$32,000**

GENERAL FUND

SNOW/ICE REMOVAL

The primary function of this cost center is the elimination of hazardous conditions caused by ice or snow on Township roads. The objective is to plow all main Township roads in the twelve snow districts within four hours of the end of the snowfall. Using five year historical data, the 2020 budget of **\$303,110** provides funds to maintain this level of service.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	138,251	155,000	120,000	140,000
FRINGE BENEFITS	11,264	11,858	9,180	10,710
MATERIALS/SUPPLIES	137,451	150,000	125,000	152,400
CONTRACTED SERVICES	-	2,500	-	-
TOTAL	286,965	319,358	254,180	303,110

Salaries/Wages:

- Full-time salaries allocated for snow and ice removal during regular working hours - **\$40,000**
- Funds are budgeted to remove snow and salt roads during nighttime and weekend hours by Highway, Sanitation, Parks and Fleet personnel - **\$100,000**

Fringe Benefits: The cost of employer paid social security taxes for the salaries and wages allocated to this cost center totals **\$10,710**.

Materials/Supplies:

- A budget is provided for the purchase of rock salt for highway snow and ice removal. For 2020, 2,800 tons are estimated at a cost of \$50.68/ton. The estimated volume of salt remains the same as in 2019 and the tonnage rate increases by 2.4%. – **\$141,900**
- Reimbursement of damaged mailboxes up to a \$100 maximum – **\$4,000**
- Food reimbursements for employees working overtime - **\$2,500**
- Deicer used on Township owned sidewalks. - **\$4,000**

GENERAL FUND

TRAFFIC SIGNALS, SIGNS AND MARKINGS

The allocation for traffic signal maintenance and repair, sign installation, line painting and repair of street markings totals \$140,427.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	31,309	35,650	35,650	36,532
FRINGE BENEFITS	2,332	2,727	2,727	2,795
MATERIALS/SUPPLIES	42,323	54,000	52,000	48,000
CONTRACTED SERVICES	96,301	53,000	47,100	53,100
TOTAL	172,264	145,377	137,477	140,427

Salaries/Wages:

- One half of the Traffic and Street Light Technician's salary is allocated to this cost center - **\$36,532**

Fringe Benefits: The cost of employer paid payroll taxes - **\$2,795.**

Materials/Supplies:

- Sign faces, blanks, posts, line paint, LED signal bulbs, signal controller parts, specialty signs, graffiti remover, testing of conflicts monitors, sheeting, cutting blades and film for the sign plotter and temporary "No Parking" signs. - **\$48,000**

Contractual Services: Cost associated with contractual services totals \$53,100 for:

- Electricity for traffic signals at 42 intersections, 9 school zone signal locations and 6 flashing warning devices. - **\$7,100**
- Line painting of 4" yellow center lines and 4" white edge lines on more heavily traveled collector streets including epoxy painting where necessary - **\$20,000**
- Consultant services for the traffic signal review program - **\$5,000**
- Emergency knockdown repairs, electrical repairs, tree trimming, pole replacement and inspection – **\$15,000**
- Traffic signal maintenance contracts and internet connections - **\$6,000**

GENERAL FUND

STREET LIGHTS

The street light budget funds the operating expenses and costs to maintain the Township owned street lights. The budget is **\$180,000**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	550	7,000	5,500	7,000
CONTRACTED SERVICES	146,972	170,000	173,000	173,000
TOTAL	147,522	177,000	178,500	180,000

Materials/Supplies:

- Purchase of wood poles, LED inventory and other replacement items - **\$7,000**

Contractual Services:

- Electricity costs for the over 2,100 luminaries in the Township. The electric budget is reduced due to the energy savings generated by the street light conversion project - **\$163,000**
- Repainting of high reach/cobra fixture street light poles to continue the Township program of painting poles in neighborhoods where the poles have rusted or the paint is coming off. - **\$7,000**
- Miscellaneous repairs including the replacement of knocked down poles and broken fixtures. - **\$3,000**

GENERAL FUND

STORM SEWER

The recommended budget for storm sewer repair projects and maintenance is **\$197,000**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	115,096	142,000	125,000	142,000
CONTRACTED SERVICES	40,827	56,000	62,000	55,000
TOTAL	155,923	198,000	187,000	197,000

Materials/Supplies: \$142,000 of material needed to maintain the Township's storm sewer system including:

- Materials for inlet repairs and reconstruction including hoods and grates, pipe, concrete, clean and modified stone, lumber, metal and blacktop for pipe and inlet paving - **\$137,000**
- Small tools including shovels, picks, saw blades, tape measures, wheel barrows, bits, locator, torch gases and rebar - **\$5,000**

Contractual Services: The contractual services budget totals \$55,000 for:

- Maintenance of detention basins, storm water conduits and open channels on municipal land - **\$25,000**
- Installation of storm sewer extensions or repair of existing system may require the use of a contractor due to time constraints or uniqueness of equipment required. - **\$15,000**
- Removal of unusable storm sewer, street reconstruction and street sweeper debris from the Township facilities - **\$15,000**

GENERAL FUND

HIGHWAY AND ROAD MAINTENANCE

The budget for highway and road maintenance is **\$1,773,537**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	889,008	910,000	904,000	967,500
FRINGE BENEFITS	473,787	524,603	535,424	567,437
MATERIALS/SUPPLIES	247,223	256,500	194,500	225,500
CONTRACTED SERVICES	7,762	16,100	9,300	13,100
TOTAL	1,617,780	1,707,203	1,643,224	1,773,537

Salaries/Wages: The budget of \$967,500 funds:

- Salaries for the seventeen full-time employees in the Highway division other than time allocated for leaf collection, sign shop and snow/ice removal. Funds are budgeted separately in those cost centers. - **\$950,000**
- Overtime for non-snow related emergency road repairs, extended paving projects, placement of barricades and traffic signal generators - **\$17,500**

Fringe Benefits: Employee benefits and employer paid taxes for the seventeen full-time employees totals **\$567,437**.

Materials/Supplies:

- Road repair materials including asphalt base course, wearing course, cold patch, crack sealer, traffic safety cones, propane fuel for paver, silt fence and chemicals. - **\$205,000**
- Minor tools and supplies for parts for all gasoline powered equipment, hand tools, temporary signs, battery tool kit, radius forms and milling machine teeth - **\$12,000**
- Uniforms and safety equipment per contractual obligation - **\$8,000**
- Cost of CDL licenses for all equipment operators - **\$500**

Contractual Services: Funding for contractual services totals \$13,100 for:

- Rental of specialty or emergency equipment, if necessary, and the rental of a milling machine to perform the milling and overlay. - **\$7,000**
- Costs for the Pennsylvania One Call System, the notification system for construction near utility lines - **\$3,000**
- Charges for GPS units - **\$3,100**

GENERAL FUND

EMERGENCY SERVICES ORGANIZATIONS

This line item records the payments to Emergency Services Organizations providing services to the residents of Upper Dublin Township. The payment to the Upper Dublin Township Volunteer Fireman's Relief Association Fund is funded from the proceeds received from the State Foreign Fire Insurance Premium Taxes. A corresponding amount is budgeted as revenue to the General Fund. Actual proceeds received from the State in 2019 totaled \$222,114.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	234,678	279,678	297,114	297,114
TOTAL	234,678	279,678	297,114	297,114
REVENUE - STATE FOREIGN FIRE INSURANCE PREMIUM TAX	204,678	204,678	222,114	222,114

Contractual Services: Payments are provided to the following emergency services organizations:

- Volunteer Fireman's Relief Association - **\$222,114**
- Community Ambulance of Ambler - **\$50,000**
- Second Alarmer's Ambulance - **\$25,000**

GENERAL FUND

FIRE HYDRANT

The fire hydrant budget finances the operating and leasing costs for water service to all fire hydrants in the Township.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	109,440	109,440	110,075	111,260
TOTAL	109,440	109,440	110,075	111,260

Contractual Services: Three water companies provide water service to the Township fire hydrants. Funds are budgeted for:

- Ambler Borough service to 112 hydrants - **\$17,684** (\$158.00 per hydrant)
- Aqua PA service to 206 hydrants - **\$63,926** (\$310.00 per hydrant)
- North Wales Water service to 296 hydrants - **\$29,650** (\$100.00 per hydrant)

GENERAL FUND

REAL ESTATE TAXES/ASSESSMENTS

Funds are budgeted in this cost center to finance the cost of real estate taxes and assessments levied against Township owned property.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	4,244	4,370	4,323	15,756
TOTAL	4,244	4,370	4,323	15,756

Contractual Services:

- Real estate taxes in the amount of **\$4,431** are budgeted to pay the Montgomery County and Upper Dublin School District real estate tax assessed against the Twining Road cell tower property.
- An amount of **\$11,325** is budgeted to pay the annual assessments levied by the Upper Dublin Township Municipal Authority against Township owned properties.

GENERAL FUND

COMMUNITY CONTRIBUTIONS

Contributions for operating expenses are given by the Township to outside organizations providing services to residents of Upper Dublin Township.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	13,250	13,250	13,250	13,250
TOTAL	13,250	13,250	13,250	13,250

Contractual Services: Contributions to fund operating expenses are provided to the following community organizations:

a.	VNA Community Services	9,000
b.	Victim Services Center of Montgomery County	1,500
c.	Montgomery County Emergency Services	1,000
d.	Senior Adult Activities Center	1,000
e.	Oreland Lion's Club (Fourth of July Parade)	750
	TOTAL	\$ 13,250

PARKS AND RECREATION FUND SUMMARY

The Parks and Recreation Fund supports the administration, operation and maintenance of Upper Dublin Township's active parks and recreation facilities, open space areas and recreation programs. Revenue for the fund is generated primarily from two sources: the Parks and Recreation Real Estate Tax and user fees. For 2020, the Parks and Recreation Real Estate Tax rate to fund all expenditures is proposed at the rate of .882 mils. At the proposed tax rate, the tax will generate **\$1,972,108** in revenues.

Charges to recreation program participants and park facility users generate **\$651,527**. Interest earnings on the fund are expected to add **\$8,000** and employee contributions toward the cost of health benefits are budgeted at **\$4,500**.

Expenditures total **\$2,593,101**, an increase of \$231,152 (9.78%) above the 2019 budget. Increases in program revenues offset a majority of the cost increases. Percentage changes for prior years are shown below:

- 2014 - 3.1%
- 2015 - 3.2%
- 2016 - 0.7%
- 2017 - 4.3%
- 2018 - 4.1%
- 2019 - 2.6%

\$158,931 is budgeted as a transfer out of the Parks and Recreation Fund to the Non-Uniform Pension Fund to finance the Township's minimum municipal obligation (MMO) for the 14 full-time P&R employees. A corresponding revenue item of **\$73,121** is budgeted as a contribution from the Commonwealth's General Municipal Pension System towards the Township's pension costs. The difference of \$85,810 must be derived from other sources.

At the proposed revenue, expenditure and transfer levels, the Parks and Recreation fund is expected to end the 2020 fiscal year with a fund balance of **\$712**.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	7,598	24,539	34,184	43,488
REVENUES	2,414,587	2,502,468	2,577,531	2,709,256
EXPENDITURES	2,341,675	2,361,949	2,403,180	2,593,101
FUND TRANSFERS	(46,326)	(163,058)	(165,047)	(158,931)
CLOSING FUND BALANCE	34,184	2,000	43,488	712

PARKS AND RECREATION FUND

REVENUES

	2018 ACTUAL REVENUES	2019 ADOPTED REVENUES	2019 PROJECTED REVENUES	2020 ADOPTED REVENUES
REAL ESTATE TAXES	1,730,746	1,876,701	1,877,000	1,972,108
INTEREST EARNINGS	5,795	5,500	8,000	8,000
STATE GRANTS	65,581	66,893	71,687	73,121
EMPLOYEE CONTRIBUTIONS	4,935	4,500	4,000	4,500
DEPARTMENT EARNINGS:				
GENERAL TRIPS	127,709	95,375	129,974	160,880
PARK RENTAL	49,167	38,700	29,009	37,625
DONATIONS	29,484	29,606	25,000	30,494
SITEWATCH SERVICES	2,255		2,580	
NORTH HILLS SUMMER CAMP	2,020	1,500	1,600	1,500
SUMMER PROGRAMS	276,978	287,943	306,634	292,820
OTHER PROGRAMS	82,862	58,700	71,569	58,778
SPECIAL EVENTS	17,536	11,800	14,720	22,180
POOL RENTAL	19,520	25,250	35,758	25,250
EVERYBODY'S THEATER CO.	-	-	-	22,000
TOTAL	2,414,587	2,502,468	2,577,531	2,709,256

PARKS AND RECREATION FUND

EXPENDITURE SUMMARY

The Parks and Recreation Fund budget for 2020 totals **\$2,593,101**, an increase of \$231,152 (9.78%) above the 2019 budget. Details on the proposed expenditures for each of the cost centers are provided in the following section.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	1,101,752	1,154,224	1,154,910	1,280,469
FRINGE BENEFITS	411,162	421,172	420,536	444,608
MATERIALS/SUPPLIES	333,850	288,537	326,907	306,396
CONTRACTED SERVICES	352,102	348,290	351,101	408,028
EQUIPMENT PURCHASES	-	-	-	-
VEHICLE O&M FEES	142,809	149,726	149,726	153,601
TOTAL	2,341,675	2,361,949	2,403,180	2,593,101

PARKS AND RECREATION FUND

COST CENTER SUMMARY

COST CENTER	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
ADMINISTRATION	641,795	663,007	664,117	679,522
RECREATION PROGRAMS	474,127	403,561	475,543	515,819
POOL	60,410	79,679	70,999	83,220
PARK MAINTENANCE	1,080,784	1,122,883	1,101,876	1,219,004
ROBBINS PARK	45,314	51,797	52,100	54,259
SITEWATCH	39,244	41,022	38,546	41,278
TOTAL	2,341,675	2,361,949	2,403,180	2,593,101

PARKS AND RECREATION FUND

ADMINISTRATION

Recommended funding for the Administration cost center totals **\$679,522**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	437,800	446,650	446,000	465,960
FRINGE BENEFITS	169,950	177,436	177,837	171,401
MATERIALS/SUPPLIES	2,019	2,600	2,600	2,600
CONTRACTED SERVICES	32,026	36,321	37,680	39,561
TOTAL	641,795	663,007	664,117	679,522

Salaries/Wages: The budget request provides \$459,260 for:

- Six full time positions of Parks and Recreation Director, Parks Superintendent, Recreation Superintendent, Evening/Weekend Coordinator, Recreation Specialist and Administrative Assistant. Amount includes employer contribution to deferred compensation plan for department head – **\$410,500**
- Part time customer service representatives including meeting room preparations - **\$44,460**
- Stipend for a college intern to work approximately 400 hours. - **\$5,000**
- Overtime - **\$6,000**

Fringe Benefits: The budget of **\$171,401** provides employee benefits and employer paid taxes at the proposed staffing level.

Materials/Supplies: The **\$2,600** is requested for general office and computer supplies.

Contractual Services: The \$39,561 is requested for:

- Liability and Property Insurance premium for Parks and Recreation - **\$12,950**
- Mileage reimbursement for use of personal vehicles - **\$6,280**
- Credit card processing fees - **\$11,500**
- Lease and maintenance for copier to support P&R function - **\$3,221**
- Typewriter and RecPro software maintenance fees - **\$4,300**
- Dues and membership fees - **\$1,310**

PARKS AND RECREATION FUND

RECREATION PROGRAMS

The Recreation Program budget funds the operation of programs, trips, camps and special events offered on a year round basis. Recommended funding is **\$515,819**. Direct costs to provide most programs, trips and events are covered by user fees that are budgeted to generate \$594,283 in 2020. User fees do not cover the cost to fund North Hills recreation summer camp program budgeted at \$20,000.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	95,645	94,417	99,500	106,914
FRINGE BENEFITS	11,300	12,448	12,037	13,029
MATERIALS/SUPPLIES	201,606	172,092	202,431	175,499
CONTRACTED SERVICES	165,575	124,604	161,575	220,377
TOTAL	474,127	403,561	475,543	515,819

Salaries/Wages: The \$106,914 budget in this cost center is for:

- KidZone, X-Zone and extended day camp supervisors and staffs – **\$53,542**
- Salaries for summer theatre programs and other summer programs - **\$22,826**
- Salaries for winter, spring and fall programs - **\$13,288**
- Salaries for Mondauk Common staff attendants - **\$12,258**
- Everybody's Theater Company staff - **\$5,000**

Fringe Benefits: The cost of employer paid taxes for the part-time staff is **\$13,029**.

Materials/Supplies: The budget of \$175,499 for recreation supplies is allocated for:

- Summer program supplies - **\$112,975**
- Summer concerts - **\$9,450**
- General recreational supplies - **\$1,400**
- Fall/winter/spring program supplies - **\$30,110**
- Uniforms and identification for park attendants, camp staff and trip staff - **\$1,564**
- Contribution towards summer camp at North Hills Community Center - **\$20,000**

Contractual Services: The budget for contractual services totals \$220,377 for:

- Cost for buses, tickets, admissions, tolls, parking and ticket only services - **\$155,465**
- Costs associated with seasonal special presentations and one time programs including a Dine and Dance event - **\$19,350**
- Everybody's Theater Company expenses - **\$14,200**
- Printing and postage for leisure guides, department forms and promotions - **\$31,362**

PARKS AND RECREATION FUND

POOL

The Upper Dublin Community pool is scheduled to be open daily from June 21st through mid August and on weekends through September 7th. The recommended allocation to fund the pool is **\$83,220**. A revenue amount of **\$25,250** is budgeted for pool admission fees to partially offset the cost of operating the pool.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	22,951	31,230	23,157	33,327
FRINGE BENEFITS	4,434	5,864	4,711	5,650
MATERIALS/SUPPLIES	11,266	16,510	14,790	18,043
CONTRACTED SERVICES	21,760	26,075	28,341	26,200
TOTAL	60,410	79,679	70,999	83,220
POOL REVENUES	19,520	25,250	35,758	25,250

Salaries/Wages: Wages are budgeted at **\$33,327** and assume that the pool will be staffed from 12:30 PM to 8:00 PM on weekends and 12:00 noon to 6:00PM weekdays. The budget provides funds for a pool manager, assistant manager and lifeguards.

Fringe Benefits: The cost of employer paid taxes is **\$5,650**.

Materials/Supplies: The \$18,043 is allocated for:

- Chlorine, muriatic acid and testing chemicals in the standard quantities based on pool water volume and season length - **\$10,343**
- Office supplies for identification bands, staff uniforms and first aid supplies - **\$2,350**
- The purchase of replacement equipment necessary for safe and proper pool operation including replacement umbrellas, ladders, chemical monitoring, probes and pump repairs. – **\$5,350**

Contractual Services: The budget of \$26,200 includes:

- Pool electricity - **\$3,250**
- Pool water - **\$4,300**
- Sanitary sewer fees - **\$2,200**
- Maintenance and repairs of the pool, building and grounds including janitorial supplies, landscaping, valves, emergency plumbing, filter cleaning, safety gloves, rain gear and concrete decking work - **\$16,450**

PARKS AND RECREATION FUND

PARK MAINTENANCE

The Park Maintenance cost center provides maintenance and repair services for the open space land and facilities in the Township. The recommended budget totals **\$1,219,004**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	490,141	523,500	529,000	613,715
FRINGE BENEFITS	211,212	207,867	208,925	236,384
MATERIALS/SUPPLIES	111,525	89,100	99,245	102,014
CONTRACTED SERVICES	132,098	159,690	121,980	120,290
VEHICLE O&M FEES	135,809	142,726	142,726	146,601
TOTAL	1,080,784	1,122,883	1,101,876	1,219,004

Salaries/Wages: The budget for salaries and wages totals \$613,715 for:

- Seven current full-time staff positions including stipend to employees who have opted out of joining the Township medical plan – **\$457,250**
- Funding for a new full-time Parks Foreman to be hired in July and will focus on natural park maintenance - **\$35,000**
- Five seasonal parks maintenance employees working approximately nine months – **\$110,500**
- Overtime for emergency call-ins and special - **\$10,965**

Fringe Benefits: The cost of employee benefits and employer paid taxes for all Parks Maintenance employees - **\$236,384**

Materials/Supplies: The budget for materials and supplies is requested at \$102,014 for:

- The largest item in this category is for park buildings and grounds supplies - \$78,850. Items included in this line item are:
 - Infield mix and turface for ball fields - **\$10,000**
 - Concrete, stone, paint and lumber for parking lots - **\$4,500**
 - Limestone screenings - **\$2,800**
 - Comfort station rentals - **\$2,800**
 - General repairs to park facilities - **\$9,750**
 - Athletic field lining materials - **\$5,300**
 - Janitorial supplies for all parks - **\$6,000**
 - Plant materials - **\$9,000**

- Repairs to playground equipment - **\$4,500**
- Repairs to Loch Alsh Reservoir - **\$1,200**
- Playground ground cover - **\$10,000**
- Eagle scout candidate project assistance - **\$8,000**
- Twining Valley park storage retrofit - **\$5,000**
- Chemical, fertilizer and grass seed totaling - **\$8,714**
- Uniforms and safety gear - **\$4,100**
- Small equipment purchases - **\$2,850**
- Support for UDJAA basketball program - **\$7,500**

Contractual Services: The cost for contractual services is \$120,290 for:

- Control of Canada Geese at Mondauk Common, CHAC and Pine Run Park - **\$7,900**
- Commercial fertilization and broadleaf weed control at Mondauk Common, CHAC, Township Building, Fort Washington Firehouse and 520 Virginia Drive - **\$8,310**
- Rental fee for storage area - **\$3,580**
- Electricity at all parks - **\$7,500**
- Water at all parks – **\$2,000**
- Equipment repairs for tire replacements, steiner parts, mower repairs, tune-ups, small engine repairs and repairs to the parks equipment – **\$16,000**
- Tree maintenance for pruning, trimming and the removal of trees and stumps - **\$35,000**
- Ash tree removal - **\$40,000**

Vehicle O&M Fees: Operating and amortization expenses for the use of vehicle equipment for park maintenance total **\$146,601**.

PARKS AND RECREATION FUND

ROBBINS PARK

The budget for this cost center funds Township functions associated with the maintenance and operation of Robbins Park. The recommendation is **\$54,259**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	28,025	29,675	30,253	31,400
FRINGE BENEFITS	10,352	13,057	12,951	13,789
MATERIALS/SUPPLIES	6,295	7,465	7,371	7,470
CONTRACTED SERVICES	642	1,600	1,525	1,600
TOTAL	45,314	51,797	52,100	54,259

Salaries/Wages: Included in the \$31,400 budget is:

- 50% funding, shared equally with the Upper Dublin School District, for one full time maintenance laborer - **\$24,750**
- Summer staff including coordinator, maintenance laborers and gardener - **\$6,650**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$13,789**.

Materials/Supplies:

- Maintenance and repair for work on the grounds and various structures at Robbins Park - **\$5,000**
- Tree maintenance - **\$2,000**
- Supplies for special events - **\$120**
- Small hand tools needed for park maintenance - **\$350**

Contractual Services:

- The Township is responsible for electricity expenses for the summer months only with the School District assuming responsibility for the other months - **\$600**
- Water - **\$450**
- Repair of maintenance equipment, such as the chipper/shredder, rototiller and leaf blower - **\$550**

PARKS AND RECREATION FUND

SITEWATCH

This cost center funds the sitewatch program, a unit created to ensure proper and safe conduct at all park facilities in Upper Dublin Township. The proposed budget to fund these functions is **\$41,278**. Payments in the amount of **\$28,494** from the Upper Dublin School District, youth sports organizations and other organizations using Township facilities offset a majority of these costs.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	27,190	28,752	27,000	29,153
FRINGE BENEFITS	3,914	4,500	4,076	4,355
MATERIALS/SUPPLIES	1,140	770	470	770
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	7,000	7,000	7,000	7,000
TOTAL	39,244	41,022	38,546	41,278

Salaries/Wages: A budget of \$29,153 is requested to fund the cost of the part-time park Sitewatch and SPARKwatch staff

Fringe Benefits: The cost of employer paid taxes for all part-time employees totals **\$4,355**.

Materials/Supplies:

- Purchase uniforms, rain gear and badges for the park security officers - **\$520**
- Purchase of replacement car seals and batteries - **\$50**
- First aid and CPR certifications - **\$200**

Vehicle O&M Fees: Operating and amortization expenses for the use of Township vehicles for Sitewatch total **\$7,000**

OPEN SPACE FUND SUMMARY

The Open Space Fund supports parks and recreation capital projects. On the following pages are descriptions of open space projects recommended for consideration for funding in the 2020 budget. The total estimated cost for these projects is **\$1,962,934**.

Revenues to fund the projects are generated through an open space assessment to all new homes constructed in the Township and from contributions from the Community Reinvestment Fund. Additional funds are received in the form of one-time contributions from those developments that specifically effect park maintenance, from intergovernmental grants and from interest income.

In 2020, revenues are expected in the amount of \$705,000: **\$580,000** from grant funding, **5,000** from interest income and **\$495,000** from open space fees.

A transfer from the Community Reinvestment Fund is budgeted in the amount of **\$1,000,000**.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	101,805	4,193	(58,949)	381,929
REVENUES	248,971	378,000	665,878	1,080,000
EXPENDITURES	409,725	105,000	225,000	1,962,934
FUND TRANSFERS				1,000,000
CLOSING FUND BALANCE	(58,949)	277,193	381,929	498,995

OPEN SPACE FUND

CAPITAL PROJECTS 2020

Twining Valley Park Site Development Plan Phase 2 **\$12,000**

The development of a park site plan for Phase 2 of the Twining Valley Park redevelopment and project bid preparations are being requested. Contracted work will include:

- At least 4 public meetings
- Development of park site plan and preliminary cost estimates for ease of grant applications
- Development of construction and bid documents

The importance of this work is that the project would be as “shovel ready” as possible for Phase 2 and more likely to receive grants towards construction expenses. By completing this work in 2020, eligible grants could be applied for in 2020 or the 1st quarter of 2021 with construction 2021 or 2022. Work would be completed by a contracted company with input from residents and Township staff.

Aidenn Lair Tennis Court Repairs **\$40,000**

Repair of the cracks on and repainting of the tennis courts at Aidenn Lair Park are being requested. The condition of the courts has declined quickly as freeze/thaw cycles have taken their toll on the cracks that originally started out as very small. The cost to repair with and repainting will give the courts another 5-7 years of safe, quality use.

Klosterman Park Basketball Court Repairs **\$20,000**

Repair of the cracks on and repainting of the basketball court at Klosterman Park are being requested. The condition of the court has declined quickly as freeze/thaw cycles have taken their toll on the cracks that originally started out as very small. The cost to repair with and repainting will give the courts another 5-7 years of safe, quality use.

Invasive Plant Removal and Management **\$40,000**

Funding for the removal and management of invasive plants throughout the Upper Dublin Township park system is being requested. The work will include selective herbicide applications and physical removal. By reducing the number of destructive, invasive plants, it will create a more manageable situation for Parks Division staff to continue their efforts to reduce invasive plants in the Township’s natural areas and re-establish a healthy eco-infrastructure. While spraying herbicides are never preferred, our natural areas are in such poor condition that steps like this are essential to reverse the ongoing, widespread challenge. The work will include the spraying and/or physical removal of non-native, invasive plants such as Japanese honeysuckle, wisteria, privet, multi-flora rose, burning bush, various vines and other undesirable plants. All work would be completed by contractors.

Mondauk Common Track Widening **\$30,000**

Funding for the regrading and widening of the Mondauk Common track is being requested. Mondauk Common’s 1-mile limestone track is the most popular recreation amenity in the community. It is in need of alteration so it can continue to accommodate users in a safe way. The trail will be widened from 6’ to 8’ and will be regraded in order to shed storm water from its surface. The track surface will remain limestone screenings. All work would be completed by a contractor.

Playground Equipment Improvements at Mondauk Common \$30,000

The addition of equipment onto the existing 5 to 12-year old playground system is being requested. Based on the results of the *Parks & Recreation Use Survey*, residents are requesting a more expansive and updated playground at Mondauk Common. As the Township's centerpiece park, it is essential to create an engaging recreation experience for residents that encourages repeat visits. The equipment additions would help achieve this. All equipment would be purchased through state contract and the installation would be completed by Township staff.

SPARK Parking Lot Fence Replacement \$35,000

The replacement of the existing wood fence system between SPARK 1 and the SPARK trail is being requested. This work would improve public safety, enable the trail to be widened, enhanced spectator area and result in a long-term solution for the deteriorating wood fencing.

Phase 2 includes the removal of the existing bollards and in-ground wood materials, which have significantly rotted since installation in 2008, and the installation of a concrete curb and heavy gauge vinyl-coated fencing along the edge of the trail. This would also allow the trail/viewing area to be slightly widened in the future to accommodate the spectator bleachers. Township staff would complete the removal of the existing bollards and in-ground wood materials. A contracted company would complete the installation of a concrete curb and installation of the fencing.

Pave Veterans Park Walking Path \$8,000

Funding to pave the Veterans Park walking path is being requested. The existing ¼ mile long trail is composed of limestone screenings. As a result of storm water run-off and the site's slopes, the limestone screenings consistently wash out. This creates a temporary safety hazard for trail users and regular repair. The department has seen positive results from paving the CHAC South track. All work would be completed by Township staff.

Twining Valley Park Improvements \$1,747,934

- **Multi-purpose paved trail**
 - Funding for the construction of 2.5 miles of asphalt multi-purpose trail at Twining Valley Park is being requested. The work will include connecting existing viable cart pathways with new sections of trail on the 105-acre property. The result of the construction would be 2 miles of trail on the northern parcel and .5 mile of trail on the southern parcel of the property that would be connected by the Twining Road tunnel. All work would be completed by contractors. - \$848,000

- **Single Track/Mountain Biking Trail**
 - Funding for the construction of 2.5 miles of single track/mountain bike trail at Twining Valley Park is being requested. The work will include the creation of a low maintenance, dirt surface single track/mountain bike trail. The trail would also be accessible to hikers, but would be built for a primary use of mountain biking. The trail would be within the asphalt multi-purpose trail on the northern parcel of the property. All work would be completed by contractors. - \$452,000

- **Twining Valley Park Dog Park**
 - Funding for the creation of a 6-acre dog park at Twining Valley is being requested. The dog park would be constructed on the eastern, 18-acre side of the property near the Fairview Cemetery. The enclosed areas of the dog park would include: 2-acre for large dogs, 2-acre for medium dogs, 1-acre for small dogs and a 1-acre rotation area. This also includes shade shelters and electronic access gates. All work would be completed by contractors. - \$225,750

- **Project Permitting, Design, Engineering and Contingency - \$222,184**

TOTAL

\$1,962,934

LIBRARY FUND SUMMARY

Revenues for the Library Fund are generated through the real estate property tax, department earnings and intergovernmental aid. The real estate tax rate for 2020 is set at a rate of 0.541 mils, an increase of 0.033 mils over the 2019 rate. At this rate, the Library real estate tax is estimated to generate **\$1,209,649** in revenues.

State aid to the Library is projected to be **\$91,724**, an increase of 9.18% over last year's aid. Department earnings, in the form of fines, lost book charges, interest earnings employee contributions to health insurance premiums and miscellaneous items are expecting to total **\$45,500**.

The closing fund balance will be held in reserve for future Library needs.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	75,322	74,552	77,007	141,061
REVENUES	1,200,571	1,273,182	1,273,012	1,346,873
EXPENDITURES	1,198,886	1,295,362	1,208,957	1,419,219
CLOSING FUND BALANCE	77,007	52,372	141,061	68,716

LIBRARY FUND

REVENUES

	2018 ACTUAL REVENUES	2019 ADOPTED REVENUES	2019 PROJECTED REVENUES	2020 ADOPTED REVENUES
REAL ESTATE TAX	1,077,193	1,145,870	1,146,000	1,209,649
FINES	28,916	33,000	31,000	33,000
LOST BOOK CHARGES	2,927	2,700	2,700	2,700
INTEREST INCOME	3,497	4,000	6,000	6,000
EMPLOYEE CONTRIBUTIONS	1,978	2,100	1,500	2,000
STATE GRANTS	84,012	84,012	84,012	91,724
COPY/PRINTING	2,047	1,500	1,800	1,800
TOTAL REVENUE	1,200,571	1,273,182	1,273,012	1,346,873

LIBRARY FUND

EXPENDITURES

The budget request for Library expenditures totals **\$1,419,219**. This year's budget proposal is \$123,857 (9.6%) above the 2019 adopted budget primarily due to an increase in staffing associated with the opening of the 520 Virginia Drive location.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	746,618	831,000	751,000	931,000
FRINGE BENEFITS	182,236	188,612	182,507	228,419
MATERIALS/SUPPLIES	217,289	221,750	221,750	204,000
CONTRACTED SERVICES	48,113	50,500	50,200	52,300
EQUIPMENT	4,630	3,500	3,500	3,500
TOTAL	1,198,886	1,295,362	1,208,957	1,419,219

Salaries/Wages: The \$931,000 budget to fund salaries is for:

- Funding for the eight existing full-time library staff members including stipend to employees who have opted out of joining the Township medical plan and employer contribution to deferred compensation plan for department head - **\$529,500**
- Funding for a new full-time children's librarian - **\$50,000**
- Part-time salary budget of **\$251,500**
- Additional part-time staffing to maintain services and for training prior to and during the move to the new facility. - **\$100,000**

Fringe Benefits: The budget of **\$228,419** funds the benefits and employer paid taxes for the full-time and part-time staff.

Materials/Supplies: A budget of \$204,000 is requested for:

- New books - **\$60,000**
- New juvenile books - **\$32,000**
- New young adult books - **\$10,000**
- Periodicals - **\$6,500**
- AV materials – **\$22,500**
- Juvenile AV materials - **\$5,500**
- Young adult AV materials - **\$1,500**
- Digital media - **\$50,000**
- General office and computer supplies and collection processing materials - **\$16,000**

Contractual Services: The contractual services budget totals \$52,300 for:

- MCLINC operating costs to cover administrative, maintenance, telecommunications, connection fees, internet access and hardware replacement - **\$33,000**
- Other automation expenses - **\$1,000**
- Maintenance of self-check system, Envisionware, Bookware and RDA - **\$2,000**
- Licenses and contracts - **\$4,400**
- Website maintenance - **\$600**
- Lease for copy machines - **\$3,000**
- Printing of informational pamphlets and newsletters - **\$5,000**
- Professional fees and membership dues - **\$2,500**
- Mileage reimbursement - **\$800**

Equipment Purchases: A budget in the amount of **\$3,500** is requested for the repair and replacement of Library furniture as necessary including STEAM Lab and Family Place.

INTERNAL SERVICES FUND SUMMARY

The Internal Services Fund contains two cost centers: (1) the Fleet and Facilities department operates the Fleet cost center which funds the maintenance of the vehicle fleet for use by the operating departments and (2) the Vehicle Replacement cost center which finances the replacement of Township vehicles.

The two cost centers are funded through charges to all operating departments using Township vehicles and from a transfer of funds from the Community Reinvestment Fund. There are two components to the charge to departments: the actual use charges and the replacement or amortization charge. In 2020, user charges, which finance the operation of the Fleet, are expected to derive **\$1,327,836**. Amortization charges, which accumulate to finance future replacement of Township vehicles, are projected at **\$568,364**. Additional sources of revenue are the sale of surplus or used vehicles budgeted at **\$192,500** and employee contributions to health insurance premiums at **\$6,000**.

\$56,761 is budgeted as a transfer out of the Internal Services Fund to cover the Township's minimum municipal obligation to the Non-Uniform Pension Fund for the five full-time employees in the department. A corresponding revenue item of **\$26,115** is budgeted as a contribution from the Commonwealth's General Municipal Pension System. The state aid acts as an offset towards the Township's pension costs.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	185,358	177,901	138,900	63,950
REVENUES	1,984,168	2,146,290	2,171,345	2,120,815
EXPENDITURES	1,982,915	2,303,968	2,235,561	2,272,336
FUND TRANSFERS IN		60,000	60,000	150,000
FUND TRANSFERS OUT	(47,711)	(69,882)	(70,734)	(56,761)
CLOSING FUND BALANCE	138,900	10,341	63,950	5,668

INTERNAL SERVICES FUND

FLEET

The Fleet and Facilities department maintains the motor pool fleet and Township owned buildings. Funding for the department is derived from operating charges to all departments based on their actual use of these services. The recommended budget is **\$1,327,836**, a decrease of \$55,132 (4.0%) below the 2019 budget.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	397,479	401,000	380,000	370,000
FRINGE BENEFITS	213,897	214,665	206,720	216,066
MATERIALS/SUPPLIES	675,716	651,408	601,750	630,675
CONTRACTED SERVICES	112,531	115,895	127,091	111,095
TOTAL	1,399,624	1,382,968	1,315,561	1,327,836

Salaries/Wages: The budget recommends **\$365,000** for salaries for five full-time employees and employer contribution to deferred compensation plan of the department head. Overtime is budgeted at **\$5,000**.

Fringe Benefits: Expenses for benefits and employer paid taxes total **\$216,066** for the five employees in the department.

Materials/Supplies: The budget for materials and supplies totals \$630,675 for:

- Gasoline, purchased through consortium bidding, is projected at 61,843 gallons at \$1.75 per gallon - **\$108,225**
- Diesel, also purchased through consortium bidding, is projected at 73,094 gallons at \$2.25 per gallon - **\$165,000**
- Purchase of new tires and tire repairs for all vehicles - **\$80,000**
- Automotive and truck parts for the repair of vehicles in the fleet - **\$170,000**
- Snow equipment parts - **\$35,000**
- Leaf machine parts - **\$10,000**
- Yard waste equipment parts - **\$10,800**
- Chemicals such as anti-freeze, car soap, parts cleaner solvent, service chemicals, fire extinguisher supplies and rust preventative - **\$7,000**.
- Shop supplies for welding supplies, nuts and bolts, shop towels, oil dry, general hardware and general shop supplies - **\$7,000**

- Lubricants for motor oil, transmission fluid, hydraulic oil, gear oil, grease and universal tractor fluid - **\$19,000**
- Minor shop equipment for hand tools, electronic equipment, air tools, drills and lathe tools. - **\$9,000**
- Computer equipment for truck analysis - **\$4,500**
- Uniforms, including rain gear, boots, gloves and safety equipment - **\$4,000**
- Office and computer supplies - **\$1,150**

Contractual Services: The \$111,095 in this category is requested for:

- Insurance coverage for Township vehicles - \$54,700
 - General and auto liability coverage is budgeted at **\$29,000.**
 - Auto physical damage is budgeted at **\$25,700.**
- Outside body repairs - \$9,000
 - Body, paint work and sandblasting on trucks and snow equipment- **\$6,000**
 - Insurance deductible costs - **\$3,000**
- Outside mechanical repairs - \$35,000
 - Trash packer repairs - **\$6,000**
 - Auto and truck repairs - **\$9,000**
 - Transmission repairs - **\$7,000**
 - Recycle equipment repairs - **\$3,000**
 - Emissions testing - **\$2,000**
 - Dealer repairs - **\$4,000**
 - Computer diagnostics – **\$4,000**
- Repairs caused by minor accidents non-reported to insurance company - **\$6,500**
- Service and repairs to mobile radios - **\$4,000**
- Dues and annual support and updates for fleet software program - **\$1,895**

INTERNAL SERVICE FUND

2020 VEHICLE REPLACEMENT PURCHASES

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1 Three Police Vehicles	The #7, #9 and #10 patrol vehicles will be replaced. All of these patrol vehicles will have between 110,000 and 120,000 miles on them by the time they are replaced. All three replacement patrol units will be police package Tahoe type vehicles identical to the current police patrol vehicles. The vehicles will be purchased through the State COSTARS contract. The existing cars will be sold at on Municibid where sales revenues have been approximately 30% of the original investment. The change to the Tahoe type vehicles has increased the usable lifespan for patrol use which results in a lower amortization cost per vehicle.	\$106,500
2 Two Light Trucks	Scheduled for replacement are the #12 Manager's vehicle and #14 Fire Services Administrator vehicle. The Manager's vehicle will be replaced with a compact electric SUV. The existing vehicle will replace the Public Works Director's vehicle. The #14 vehicle will be replaced with a pickup truck for the Fire Marshall. The existing Fire Marshal vehicle will be moved to the Fire Services Administrator. Both retiring vehicles will be sold on Municibid.	\$65,000
3 Two Staff Vehicles	The existing #2 police vehicle used by the Deputy Chief and #SCD2 used by the detective division will be replaced. The replacement for #2 police staff will be a mid-size SUV with space to carry all the necessary police equipment. The replacement for #SCD2 will be a mid-size sedan. The existing vehicles will be sold on Municibid.	\$58,000
4 Automated Trash Truck	This unit will replace the existing #4 automated truck which was purchased in 2012. This automated truck is on an 8 year rotation which is at the point where it would typically start to need major repairs. The lead time for delivery of a completed truck is approximately 10 months which means the existing truck ends up being here for almost 9 years by the time it is replaced. The new vehicle will be a fully automated truck that will be used on a daily basis for curbside pickup of trash and recycle materials. This truck is also a critical part of the snow fighting force keeping the State & main roads clear. The replacement unit will be purchased through the PA COSTARS contract and the existing truck will be sold on Municibid.	\$298,000

5	Backhoe	The new backhoe will replace the current #35 machine purchased in 2010. This unit is used on a daily basis by concrete & blacktop crews to remove and replace existing handicap ramps, curbing, sidewalks, do base repairs on roads and to load materials. The existing unit will be sold on Municibid.	\$115,000
6	One Four Cubic Yard Dump Truck	This is a mid-size dump truck replacing the existing #44 dump truck. This truck is used by the Highway Department for repairs to storm drains, storm pipe replacement, concrete work and blacktop. It is used to transport tools and equipment to and from jobsites, hauling blacktop and pulling tow behind trailers. This truck is a critical part of the snow fighting program handling the smaller roads in residential neighborhoods.	\$95,000
7	One Seven Cubic Yard Dump Truck	The seven-yard dump truck will replace the existing #25 truck which is used on a daily basis to haul stone, blacktop, fill dirt during construction season and pulls a leaf trailer throughout the leaf season. This truck is also a critical part of the snow fighting program.	\$175,000
8	Snow and Ice Equipment	Funds are budgeted for the replacement of a vee box salt spreader and an adjustable angle plow. All equipment will be purchased through the PA COSTARS contract.	\$32,000
TOTAL			\$944,500

FIRE PROTECTION FUND SUMMARY

The Fire Protection Fund finances services provided by the Fort Washington Volunteer Fire Company and the Township Office of the Fire Services Administrator. Revenues, generated through the real estate property tax, are used to fund the annual operating expenditures for the Fire Company and the Fire Services Department. Revenues generated in excess of the annual operating needs are transferred to the Fire Capital Fund to finance future equipment replacement and building improvement costs.

The proposed real estate tax rate for 2020 is **.656 mils**. At this rate, the Fire Protection Real Estate tax is estimated to generate **\$1,466,783** in revenues. **\$20,000** is budgeted as revenue from housing rental permits and interest earnings for the fund are estimated at **\$6,000** bringing the total available revenue to **\$1,492,783**.

The proposed budget for the Fire Protection Fund totals **\$560,231**. Of that amount, \$442,255 is budgeted to fund the Fort Washington Fire Company and \$117,976 is budgeted to fund the Fire Services Department.

Of the total excess revenues over expenditures, an amount of **\$661,000** will be transferred to the Debt Service Reserve Fund, earmarked for debt service payments on bond proceeds issued to fund construction of the firehouses on Fort Washington Avenue and Susquehanna Road. The balance of the excess revenues over expenditures, **\$271,552**, will be transferred to the Fire Capital Fund for current and future capital expenditures and vehicle purchases.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	4,040	-	3,556	-
REVENUES	1,402,924	1,402,202	1,405,500	1,492,783
EXPENDITURES	487,408	544,293	524,388	560,231
FUND TRANSFERS	(916,000)	(857,909)	(884,668)	(932,552)
CLOSING FUND BALANCE	3,556	-	-	-

Details on the budget requests for the Fire Services Department and the Fort Washington Fire Company can be found on the following pages.

FIRE PROTECTION FUND

FIRE SERVICES ADMINISTRATOR

The Fire Services Administrator acts as a liaison between the Township, the Fort Washington Fire Company, Civic Groups and Local, State and Federal agencies. The position performs fire protection and public safety planning and is involved with Township wide fire protection issues. Recommended funding is **\$117,976**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	95,521	88,000	83,000	85,000
FRINGE BENEFITS	11,353	8,132	7,550	7,803
MATERIALS/SUPPLIES	12,938	8,000	8,000	8,000
CONTRACTED SERVICES	2,055	2,200	2,200	2,200
VEHICLE O&M FEES	14,354	14,680	14,680	14,974
TOTAL	136,221	121,012	115,430	117,976

Salaries/Wages: The budget request provides \$85,000 for:

- 20% of the Fire Services Administrator/Fire Marshal's salary is funded in this cost center. - **\$20,000**
- Part time fire inspector - **\$48,000**
- Part time administrative assistant position at 20 hours per week. - **\$17,000**

Fringe Benefits: The cost of benefits and employer paid taxes is **\$7,803**.

Materials/Supplies: The \$8,000 budget is for:

- General office, computer supplies and Fire Prevention Week supplies - **\$2,500**
- Uniforms and fire fighting equipment - **\$2,000**
- Purchase of minor equipment such as MDT, fire extinguisher brackets and hand tools - **\$3,500**

Contractual Services: The \$2,200 budget is for:

- Subscriptions and dues - **\$1,200**
- Printing of map books and pre plans - **\$1,000**

Vehicle O&M Fees: Charges for the operation and maintenance of the Township vehicle operated by the Administrator - **\$14,974**.

FIRE PROTECTION FUND

FORT WASHINGTON FIRE COMPANY

The Fort Washington Volunteer Fire Company provides fire protection services for Upper Dublin Township. Fort Washington Fire Company's proposed budget to fund its operations totals \$442,255. Of that total, the Township contribution to support the operations is **\$429,755**. The balance of the Fire Company's operating costs is funded from Pennsylvania Turnpike proceeds totaling **\$12,500**.

EXPENDITURE CATEGORY	2018 ACTUAL EXPENSES	2019 ADOPTED BUDGET	2019 PROJECTED EXPENSES	2020 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
FRINGE BENEFITS	46,823	52,968	51,745	47,500
MATERIALS/SUPPLIES	15,380	10,000	14,607	10,000
CONTRACTED SERVICES	288,983	360,313	342,606	384,755
TOTAL	351,186	423,281	408,958	442,255

Fringe Benefits: The cost of providing workers compensation insurance to the volunteer fire company is **\$47,500**.

Materials/Supplies: **\$10,000** is budgeted for the purchase of fuel for vehicles.

Contractual Services: The \$384,755 budget is for:

- Direct contribution to Fort Washington Fire Company to fund operations - **\$365,210**
- Fire Company portion of liability and property insurance - **\$15,545**
- Independent audit - **\$4,000**

The Fort Washington Fire Company operating budget is funded through the following sources:

REVENUE CATEGORY	2018 ACTUAL REVENUE	2019 ADOPTED REVENUE	2019 PROJECTED REVENUE	2020 ADOPTED REVENUE
DIRECT CONTRIBUTION FROM TOWNSHIP	265,000	337,329	320,000	365,210
TOWNSHIP PAID INDIRECT COSTS	86,187	85,952	88,958	77,045
PA TURNPIKE FEES	13,150	12,500	12,500	12,500
OTHER REVENUES	29,682		15,183	
TOTAL FUNDING	394,019	435,781	436,641	454,755

FIRE CAPITAL FUND SUMMARY

The Fire Capital Fund accounts for funding to finance future fire vehicle and equipment expenses and future improvements to the fire stations and training grounds.

Funding for the Fire Capital Fund is generated through a transfer of the excess of revenues over expenditures in the Fire Protection Fund, bond proceeds, interest earnings on fund reserves and sales of used vehicles. In 2020, **\$271,552** is budgeted as a transfer from the Fire Protection Fund, interest earnings are budgeted at **\$7,500** and the sale of fixed assets is estimated at **\$24,000**.

Details on the proposed \$772,700 in capital expenditures are provided on the following page.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	949,119	1,170,970	1,215,820	1,128,230
REVENUES	26,094	5,000	16,350	31,500
EXPENDITURES	14,393	321,645	327,608	772,700
FUND TRANSFERS	255,000	196,909	223,668	271,552
CLOSING FUND BALANCE	1,215,820	1,051,234	1,128,230	658,582

FIRE CAPITAL FUND EXPENDITURES

2020

CAPITAL EQUIPMENT EXPENDITURES

1.	<p>Purchase of Traffic 88</p> <p>The 2005 van (Traffic 88) will be replaced with a Special Service unit (Utility Body Style). This Special Service will be designed as a multi-purpose support vehicle for fire, traffic control, hazardous materials spills and water rescue. The replacement Special Service will have all of the updated NFPA safety requirements including a tow package for pulling the boat trailer for water rescues the present Traffic Unit is not equipped to safely tow the boat trailers that are house at the Burn Brae Station</p>	79,500
2.	<p>Purchase of Engine 88-1</p> <p>The replacement of the 2005 American LaFrance Engine (Engine 88-1) with another Engine. The replacement Engine will be designed for structural firefighting and will have the most updated NFPA safety requirements such as:</p> <ul style="list-style-type: none"> • Anti-roll system • Advanced engine retarder and braking system • Airbags • Cabin air filter - Filtering cab air from contaminants from the gear after fires. • Advanced Seat Belt system 	689,000
Total Capital Equipment		768,500

FIRE TRAINING CENTER/BUILDING IMPROVEMENTS

1.	Floor cleaner for Burn Brae station	4,200
Total Building Improvements		4,200

TOTAL CAPITAL EXPENDITURES

\$772,700

DEBT SERVICE FUND SUMMARY

The Debt Service Fund supports the expenditures for the long-term debt assumed by the Township. Revenues are generated for this purpose through the Debt Service real estate tax. The millage rate to support debt service payments is set at **1.137 mils** for 2020 and consists of two separate rates: 1.067 mils for general debt and .070 mils to fund voter approved electoral debt payments. At these rates, the real estate tax will generate **\$2,542,275** in revenue. An additional **\$20,000** is budgeted as interest income for total revenues of **\$2,562,275**.

A transfer in the amount of **\$661,000** is budgeted from the Fire Protection Fund to finance the debt service on the two firehouse improvement projects.

The budgeted debt service expenditures total **\$3,449,770**. Of that amount, **\$3,446,770** is budgeted for debt service on the eight outstanding General Obligation Bond issues and **\$3,000** is budgeted for paying agent fees on the outstanding bonds. Details on the 2020 debt service payments are set forth on the following page.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	1,153,688	591,312	759,251	226,780
REVENUES	2,325,312	2,576,674	2,598,000	2,562,275
EXPENDITURES	3,780,749	3,792,470	3,791,471	3,449,770
FUND TRANSFERS	1,061,000	661,000	661,000	661,000
CLOSING FUND BALANCE	759,251	36,516	226,780	285

The closing fund balance is held in reserve for future scheduled debt service payments.

**DEBT SERVICE EXPENDITURES
2020**

ISSUE	BALANCE OF PRINCIPAL AT 1/1/20	PRINCIPAL PAYMENTS	INTEREST PAYMENTS	TOTAL PAYMENTS
2008 - \$9,000,000 20 Years				
Purchase of open space and storm water management projects	5,104,000	481,000	198,820	679,820
2013 - \$6,620,000 8 Years				
Storm water management projects and construction of traffic signal	350,000	305,000	7,000	312,000
2015 - \$2,535,000 20 Years				
Partial refinance of 2010 debt	110,000	110,000	59,865	169,865
2016 - \$4,000,000 20 Years				
Burn Brae Firehouse and Virginia Drive bridges	3,500,000	174,000	69,243	243,243
2016 - \$9,845,000 20 Years				
Refinance of 2011 and 2013 debt; street light replacement	8,165,000	1,065,000	157,661	1,222,661
2017 - \$9,000,000 20 Years				
Purchase and repurposing of 520 Virginia Drive	8,304,000	362,000	213,382	575,382
2020 - \$9,345,000 16 Years	9,345,000	114,000	129,798	243,798
Refinance of 2014 and 2015 bonds				
Paying Agent Fees				3,000
TOTAL EXPENDITURES		2,611,000	835,769	3,449,770

NOTE: The total outstanding General Obligation Debt for the Township as of December 31, 2019 is \$41,199,761: \$34,878,000 in principal and \$6,321,761 in interest payments.

NON-EXPENDABLE TRUST FUND SUMMARY

The financial transactions related to the five non-expendable trusts maintained by Upper Dublin Township are budgeted, recorded and tracked in this fund. The principal balance for each of the trusts, the Cheston Trust, Dannenberg Trust, Kayser Scholarship Trust, the Nate Bauman Trust and the North Hills Community Scholarship Fund, is held in perpetuity. Interest earned from the investment of the principal amounts is reserved to fund expenditures in accordance with the respective trust agreements. Year-end balances in excess of the principal are reserved for future expenditures.

Interest generated from the investment of the trust balances is estimated at **\$6,000** in 2020.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	196,042	195,836	195,836	195,358
INTEREST	55,948	60,739	60,239	64,877
REVENUES	4,980	3,500	5,709	6,000
EXPENDITURES	894	1,300	1,550	1,300
FUND TRANSFERS	-	-	-	-
CLOSING FUND BALANCE				
PRINCIPAL	195,836	195,836	195,358	195,358
INTEREST	60,239	62,939	64,877	69,577

Trust Principal Amounts

- Dannenberg Trust - **\$100,000**
- Cheston Trust - **51,055**
- Bauman Trust - **20,000**
- North Hills Trust - **19,344**
- Kayser Trust - **4,959**
- \$195,358**

NON-EXPENDABLE TRUST FUND

2020 EXPENDITURES

1.	Kayser Trust – Annual scholarship to an Upper Dublin High School senior.	300
2.	North Hills Trust – Annual scholarship to a High School senior resident from the North Hills community.	1,000
	TOTAL	\$1,300

LIQUID FUELS FUND SUMMARY

The Liquid Fuels Fund records the allocation of funds received from the Commonwealth of Pennsylvania designated for road improvements. The projected 2020 allocation is **\$819,716**. Anticipated interest earnings of **\$10,000** bring the total available revenue from Liquid Fuels to **\$829,716**.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	-	-	-	-
REVENUES	850,064	844,175	870,950	829,716
EXPENDITURES	-	-	-	-
FUND TRANSFERS	(850,064)	(844,175)	(870,950)	(829,716)
CLOSING FUND BALANCE	-	-	-	-

COMMUNITY REINVESTMENT FUND SUMMARY

In April 2002, the Upper Dublin Township Board of Commissioners sold the Township owned sanitary sewer system to the Bucks County Water and Sewer Authority. The net proceeds from the sale, totaling \$15 million were deposited into a Community Reinvestment Reserve Fund. Interest income generated from the investment of the net proceeds are recorded in this fund and then transferred to the Township's capital funds to finance current and future infrastructure projects and capital equipment in the Township.

In 2020, **\$210,000** is budgeted as expected interest earnings from the fund reserves.

Budget transfers out of the fund total \$2,000,000 for:

- **\$150,000** of income to be transferred to the Internal Services Fund to fund capital equipment purchases.
- **\$500,000** of income to be transferred to the Capital Projects fund to fund general projects.
- **\$350,000** of principal to be transferred to the Capital Projects fund to fund general projects.
- **\$1,000,000** of principal to be transferred to the Open Space Fund to fund the Twining Valley Park project.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	13,500,000	14,000,000	14,000,000	14,000,000
INCOME	206,445	361,445	389,522	554,522
INTEREST INCOME	218,077	190,000	225,000	210,000
EXPENDITURES	-	-	-	-
FUND TRANSFERS IN	500,000	-	-	-
FUND TRANSFERS OUT	(35,000)	(60,000)	(60,000)	(2,000,000)
CLOSING FUND BALANCE				
PRINCIPAL	14,000,000	14,000,000	14,000,000	12,650,000
INCOME	389,522	491,445	554,522	114,522

CAPITAL PROJECTS FUND SUMMARY

The Capital Projects Fund finances road improvement projects, building repairs and additions, bridge repairs and equipment purchases. The total estimated cost of all projects recommended for consideration is **\$2,950,803**.

Capital financing sources available to the Township include the annual liquid fuels grant from the Commonwealth of Pennsylvania, contributions from the General Fund reserve, contributions from the Township's Community Reinvestment Fund (CRF), community and developer contributions, interest income earned on fund reserves and capital borrowing in the form of the general obligation bond, bank loan or pool loan. 2020 funding sources for recommendation are:

- Annual liquid fuels grant - **\$829,716**
- Transfer from the General Fund - **\$1,000,000**
- Contribution for Community Ambulance to repay radios purchase - **\$11,804**
- Contribution from the CFR principal - **\$350,000**
- Contribution from the CRF interest - **\$500,000**
- Interest income - **\$15,000**

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	4,598,159	4,436,591	4,243,075	270,456
REVENUES	224,835	133,778	664,300	26,804
EXPENDITURES	1,889,983	5,184,186	5,431,919	2,950,803
FUND TRANSFERS	1,310,064	794,175	795,000	2,679,716
CLOSING FUND BALANCE	761,156	180,358	270,456	26,173
DESIGNATED-520 VA DR	3,481,919			

CAPITAL PROJECTS FUND

2020 EXPENDITURES

Road Milling and Overlay

\$605,266

Road milling and overlay of 3.48 miles of road.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Bell Lane	Limekiln Pike	Terrace Drive	30,070
Brittany Drive	Welsh Road	Cul-de-Sac	65,136
Carpenter Lane	Norristown Road	Cul-de-Sac	20,537
Devonshire Road	Tuckerstown Road	St. Georges Road	30,010
Jeffrey Drive	Limekiln Pike	Twining Road	32,089
Lake Drive	Loch Alsh Avenue	Cedar Road	30,010
Malcolm Drive	Dundee Drive	Cul-de-Sac	36,472
Morgan Drive	Norristown Road	Benjamin Drive	31,596
Stout Road	Tennis Avenue	Butler Pike	68,242
Tressler Drive	Hawthorne Lane	Cul-de-Sac	78,376
Twining Road	Limekiln Pike	Lenape Drive	110,335
Waterford Way	Brittany Drive	Brittany Drive	47,393
Leveling Course			25,000

Milling Cost for Roads to be Paved by Township Forces

\$19,975

0.48 miles of streets scheduled for paving by Township forces are:

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Ascot Drive	Tressler Drive	Susquehanna Road	3,925
Comly Court	Entire Roadway		2,899
Daisy Lane	Welsh Road	Cul-de-Sac	4,723
Patrick Court	Entire Roadway		3,994
Stonington Court	Tuckerstown Road	Cul-de-Sac	3,661
Woodrow Avenue	North Hills Avenue	Penn Avenue	773

Road Seal Coat

\$210,062

Application of the Ralumac microsurfacing process and crack sealing on 5.29 miles of road to extend life of structurally sound street.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Argyle Avenue	Bethlehem Pike	Cedar Road	12,320
Atkinson Lane	Butler Pike	Cul-de-Sac	4,855
Audubon Drive	Oriole Lane	Martin Lane	16,777
Bala Avenue	Pennsylvania Avenue	Wischman Avenue	10,125
Belmont Avenue	Orlando Avenue	Wischman Avenue	5,283
Berkley Place	Brentwood Drive	Cul-de-Sac	3,714
Brentwood Drive	North Hills Avenue	Jill Road	7,244
Cardinal Drive	Thrush Drive	Cul-de-Sac	14,389

Catlin Way	Cul-de-Sac	Cul-de-Sac	13,850
Cedar Road	Lindenwold Avenue	Loch Alsh Avenue	6,861
Craig-Y-Nos Avenue	Twining Road	Windsor Avenue	1,589
E. Fiedler Road	N. Fiedler Road	N. Beecham Drive	10,125
Elliger Avenue	Montgomery Avenue	Spring Avenue	5,294
Galway Place	Kenmare Drive	Cul-de-Sac	4,097
Lindenwold Avenue	Bethlehem Pike	Cedar Road	6,965
Locust Road	Spring Avenue	Elliger Avenue	3,905
Montgomery Avenue	Bethlehem Pike	Madison Avenue	10,581
N. Fiedler Road	Stout Road	E. Fiedler Road	6,167
Oriole Lane	Bluebird Lane	Dreshertown Road	13,347
Prospect Avenue	Bethlehem Pike	Locust Road	4,225
Rech Avenue	Pennsylvania Avenue	Wischman Avenue	6,750
Rydal Place	Clinton Drive	Cul-de-Sac	2,897
Skylark Lane	Cardinal Drive	Cul-de-Sac	4,856
Susan Avenue	Patricia Avenue	Maple Avenue	4,954
Thrush Drive	Oriole Lane	Audubon Drive	7,244
Twin Pond Drive	Broad Street	Catlin Way	4,400
VanSant Lane	Schiavone Drive	Highland Avenue	11,442
Windsor Avenue	Craig-Y-Nos Avenue	High Point Avenue	3,178
Wischman Avenue	Twining Road	Garden Road	3,170

Curb and Sidewalk Replacement

\$30,000

Non assessable curb and sidewalk concrete work for ADA requirements for installation of handicap access ramps at intersections on all curbed streets.

Critical Sidewalk Projects

\$385,000

- Limekiln Pike Sidewalk Project – This project will install sidewalk along Limekiln Pike to connect Jarrettown Elementary School with residential neighborhoods. Drainage swales and inlets will be installed along Limekiln Pike. Project cost totals \$1.13 million with grant funding covering \$750,000. Local match = **\$350,000**
- Spark Drive Sidewalk Project – This project will install sidewalk along Susquehanna Road between the Tannerie Wood development and Spark Drive. Project cost totals \$125,000 with grant funding and in-kind support covering \$90,000. Local match = **\$35,000**

Reconfiguration of 801/805 Loch Alsh Avenue

\$1,000,000

Funds are requested for the renovations and reconfiguration of the former Library at the Township Building. The plan is to move the Code Enforcement and Public Works departments to the former Library location.

Purchase of Replacement Police Radios

\$48,000

Final of five annual installment payments. In 2016, the Township replaced its police emergency radio equipment through a Montgomery County bulk purchasing arrangement. The County is providing the Township with a five year interest free loan to fund the purchase of the radio equipment.

<u>Local Match to ARLE Green-Light-Go Projects</u>	\$142,500
<ul style="list-style-type: none"> • Susquehanna Road – This project will upgrade traffic signals at five intersections from Camphill Road to Butler Pike. Project cost of \$180,00 with 50% local match = \$90,000 • Limekiln Pike and Dillon Road/Meetinghouse Road – This project will install video detection, radar dilemma zone detection and battery backup. Project cost of \$105,000 with 50% local match = \$52,500 	
<u>Intersection Improvements</u>	\$20,000
Funds are requested for the design costs to prepare plans for grant applications that will fund construction of two intersections that have been identified as needed improvements including corner ramp and/ or signal upgrades due to age, condition, and pedestrian traffic so that intersections can be navigated safely. The two intersections are Fort Washington Avenue/Highland Avenue and Highland Avenue/Bethlehem Pike	
<u>Wynnemoor Way Storm Sewer Project</u>	\$138,000
Funds are requested to replace approximately 200 linear feet of storm sewer pipe where the bottom of the pipe is deteriorated and at risk of failure. Project would be contracted out.	
<u>Ashley Drive Storm Sewer Project</u>	\$285,000
Funds are requested to replace approximately 200 linear feet of storm sewer pipe where the bottom of the pipe is deteriorated and at risk of failure. Project would be contracted out.	
<u>Final Phase of Upgrade to the Township’s Audio-Visual Systems</u>	\$22,000
Funds are requested to complete the upgrade to the audio-visual system in the Township Building main meeting room. Cost includes purchase and installation of cameras, microphones, monitors and speakers identified as required during phase one of the project.	
<u>Community Event – Winterfest 2020</u>	\$25,000
Wintertime themed event that will include ice sculptures, light displays, ice rink, warning stations, horse and carriage rides and fireworks.	
<u>Technology and Building Security</u>	\$20,000
<ul style="list-style-type: none"> • Purchase of replacement computers, printers and other hardware. - \$15,000 • Purchase of replacement building security and safety equipment - \$5,000 	
GRAND TOTAL	\$2,950,803

ECONOMIC DEVELOPMENT FUND SUMMARY

The Economic Development Fund was created in 2009 to fund improvements to the Fort Washington Office Park originally identified in the Fort Washington Office Park Flooding and Transportation Improvement Study completed in 2008.

Funding sources include real estate taxes, real estate transfer tax revenues generated from sales of properties in the Office Park, grant funding, debt financing and transfers from the Community Reinvestment Fund.

In 2012, the Township received state grant funding for the construction of two flood retarding structures, one on the Rapp Run and one on the Pine Run. The total cost for the project, construction of which was completed in 2015, was \$14.8 million with grant funding covering \$11.6 million of that total.

In 2014, the Township initiated a multi-year capital improvement program to revitalize the Fort Washington Office Park. The Township has secured over \$13 million in grant funding to finance the multi-year projects which include bridge replacements, trails and road improvements. By the end of 2018, the Rapp Run Culvert, Pine Run Bridges and Virginia Drive Road Diet and Trail projects were completed. Fiscal responsibility for the remaining improvement projects has been transferred to the Upper Dublin Township Municipal Authority.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	(168,690)	621,354	504,871	107,470
REVENUES	2,420,138		2,599	
EXPENDITURES	1,096,577		225,000	
FUND TRANSFERS IN				
FUND TRANSFERS OUT	(650,000)		(175,000)	
CLOSING FUND BALANCE	504,871	621,354	107,470	107,470

The fund balance at the end of 2020 will be held in reserve to fund future projects.

STORM WATER MANAGEMENT RESERVE FUND SUMMARY

The Storm Water Management Fund was created to fund storm water management projects throughout the Township.

The storm water management projects are primarily funded through debt financing. The Township issued general obligation debt in the amounts of \$1.5 million in 2008, \$300,000 in 2010 and \$3 million in 2013 to fund storm water projects.

	2018 ACTUAL TOTALS	2019 ADOPTED BUDGET	2019 PROJECTED TOTALS	2020 ADOPTED BUDGET
OPENING FUND BALANCE	199,388	-	23,694	-
REVENUES	-	-	-	-
EXPENDITURES	50,694.27	-	21,822	-
FUND TRANSFERS	(125,000)	-	(1,872)	-
CLOSING FUND BALANCE	23,694	-	-	-

At the end of 2019, the fund balance was transferred to the Capital Projects Fund.

FUND TRANSFERS

		2019 PROJECTED	2020 ADOPTED
GENERAL FUND	From Liquid Fuels Fund	50,000	
	To Capital Projects Fund		(1,000,000)
	To Pension Funds	(2,131,031)	(2,428,386)
PARKS & REC FUND	From General Fund		
	To Pension Fund	(165,047)	(158,931)
FIRE PROTECTION FUND	To Fire Capital Fund	(223,668)	(271,552)
	To Debt Service Fund	(661,000)	(661,000)
FIRE CAPITAL FUND	From Fire Prot Fund	223,668	271,552
INTERNAL SERVICES FUND	To Pension Fund	(70,734)	(56,761)
	From CRF	60,000	150,000
CAPITAL PROJECTS FUND	From Liquid Fuels Fund	820,950	829,716
	From CRF	-	850,000
	From General Fund		1,000,000
	From Stormwater	1,872	-
	From Economic Dev	175,000	-
ECONOMIC DEVELOPMENT FUND	To Capital Projects Fund	(175,000)	
COMMUNITY REINV. FUND	To Capital Projects Fund		(850,000)
	To Internal Services Fund	(60,000)	(150,000)
	To Open Space Fund		(1,000,000)
OPEN SPACE FUND	From CRF		1,000,000
LIQUID FUELS FUND	To Capital Projects Fund	(820,950)	(829,716)
	To General Fund	(50,000)	
DEBT SERVICE FUND	From Fire Prot Fund	661,000	661,000
STORMWATER MGT FUND	To Capital Projects	(1,872)	
PENSION FUND	From General Fund	2,131,031	2,428,386
	From P & R Fund	165,047	158,931
	From Int Services Fund	70,734	56,761

**Staffing Level
Full-Time Positions
2020**

	ADMINI- STRATION/FI NANCE	CODE ENFORCEME NT	LIBRARY	FIRE SERVICES	ENGINEERING	HIGHWAY	SANITATION	FLEET & FACILITY	P&R	POLICE	TOTAL
Township Manager	1										1
Chief										1	1
Department Director	1	1	1		1			1	1		6
Staff Engineer					2						2
Community Planner/Zoning		1									1
Coordinator/Administrator	3	2							3		8
Administrative Assistant					1				1		2
Fire Marshal				1							1
Inspector		3			1						4
Draftsman					1						1
Bookkeeper/Admin Asst	2	1									3
Professional Librarian			6								6
Staff Librarian			2								2
Deputy Chief										1	1
Lieutenant										1	1
Sergeant										5	5
Corporal										6	6
Detective/Juvenile Officer										5	5
Patrol Officer										21	21
Dispatcher/Records Clerk										6	6
Superintendent						1	1		1		3
Assistant Superintendent						2	1				3
Foreman						2		1	2		5
Group Leader									1		1
Equipment Operator						10	10		2		22
Laborer						2	3		3		8
Mechanic								3			3
Caretaker *									1		1
TOTAL	7	8	9	1	6	17	15	5	15	46	129
* Shared position with UDSD											
Shaded cells reflect new positions in 2020 budget											