

TOWNSHIP OF UPPER DUBLIN
MONTGOMERY COUNTY, PENNSYLVANIA
2019 BUDGET

BOARD OF COMMISSIONERS

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PAUL A. LEONARD

ASSISTANT TOWNSHIP MANAGER

JONATHAN K. BLEEMER

**UPPER DUBLIN TOWNSHIP
2019 BUDGET
TABLE OF CONTENTS**

I	SUMMARIES	PAGE
	All Funds Revenue Summary	1
	All Funds Expenditure Summary	2
	Expenditure Summary by Fund	3
II	GENERAL FUND	
	Fund Summary	4
	Revenue Details.	6
	Cost Center Summary.	8
	Expenditure Summary.	9
	Board of Commissioners	10
	Administration	11
	Finance	13
	Tax Collector/Treasurer	14
	Engineering	15
	Township Buildings	16
	Police	18
	Fire Marshal	20
	Code Enforcement.	21
	Sanitation	23
	Public Works	25
	Emergency Services	33
	Fire Hydrant	34
	Real Estate Taxes	35
	Community Contributions.	36
III	OTHER FUNDS	
	Parks and Recreation Fund	37
	Open Space Fund	48
	Library Fund	51
	Internal Services Fund	55
	Fire Protection Fund	60
	Fire Capital Fund	64
	Debt Service Fund	66
	Non-Expendable Trust Fund	68
	Liquid Fuels Fund	70
	Community Reinvestment Fund	71
	Capital Projects Fund	72
	Economic Development Fund	77
	Storm Water Management Fund	78
IV		
	Fund Transfers	79
	Staffing Chart	80

**ALL FUNDS REVENUE SUMMARY
2019**

	GENERAL FUND	PARKS & REC	OPEN SPACE	LIBRARY	INTERNAL SERVICES	DEBT SERVICE	FIRE PROT	FIRE CAPITAL	CAPITAL PROJECTS	COMM REINV	LIQUID FUELS	NON-EXPEN TRUSTS	TOTAL
REVENUE CATEGORY													
REAL ESTATE TAXES	6,279,504	1,876,701		1,145,870		2,564,674	1,378,202						13,244,951
LOCAL ENABLING TAXES	9,725,000												9,725,000
LICENSES AND PERMITS	1,811,000												1,811,000
FINES AND FORFEITS	68,500												68,500
INTEREST AND RENT	243,820	5,500	3,000	4,000		12,000	4,000	5,000	60,000	190,000	7,500	3,500	538,320
GRANTS AND GIFTS	986,087	66,893		84,012	28,668						836,675		2,002,335
DEPARTMENT EARNINGS	557,250	548,874	375,000	37,200	2,114,622		20,000						3,652,946
ASSESSMENTS/CONTRIBUTIONS									73,778				73,778
MISCELLANEOUS	30,100	4,500		2,100	3,000								39,700
REVENUE TOTAL	19,701,261	2,502,468	378,000	1,273,182	2,146,290	2,576,674	1,402,202	5,000	133,778	190,000	844,175	3,500	31,156,530
LESS: VEHICLE RENTAL ADJUSTMENT													(1,873,130)
INTERFUND TRANSFERS	(2,083,872)	(163,058)			(9,882)	661,000	(857,909)	196,909	794,175	(60,000)	(844,175)		(2,366,812)
NET REVENUES	17,617,389	2,339,410	378,000	1,273,182	2,136,408	3,237,674	544,293	201,909	927,953	130,000	-	3,500	26,916,588

ALL FUNDS EXPENDITURE SUMMARY

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	11,560,340	11,872,245	11,869,521	12,168,549
FRINGE BENEFITS	3,899,834	4,044,093	4,058,176	4,188,086
MATERIALS/SUPPLIES	1,817,247	1,867,939	1,983,766	1,955,845
CONTRACTED SERVICES	3,789,809	3,715,737	3,795,432	3,651,616
EQUIPMENT PURCHASES	72,765	145,500	152,300	145,307
CAPITAL	14,229,759	4,042,960	4,037,500	6,531,831
DEBT SERVICE	2,645,588	3,796,876	3,785,755	3,792,470
TOTAL	38,015,342	29,485,350	29,682,450	32,433,704

EXPENDITURE SUMMARY BY FUND

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
GENERAL FUND	17,795,986	18,172,223	18,261,517	18,373,655
PARKS AND RECREATION FUND	2,249,407	2,234,158	2,356,608	2,361,949
LIBRARY FUND	1,172,138	1,205,441	1,200,982	1,295,362
INTERNAL SERVICES FUND	1,954,270	2,322,657	1,961,249	2,303,968
DEBT SERVICE FUND	2,645,588	3,796,876	3,785,755	3,792,470
FIRE PROTECTION FUND	494,363	546,351	505,560	544,293
NON-EXPENDABLE TRUST FUND	1,300	1,300	894	1,300
CAPITAL PROJECTS FUND	7,850,071	1,140,960	1,565,000	5,184,186
OPEN SPACE PROJECTS FUND	86,035	367,000	380,000	105,000
FIRE CAPITAL FUND	81,799	-	7,500	321,645
STORM WATER MGT FUND	154,757	-	50,000	-
ECONOMIC DEVELOPMENT FUND	5,338,603	1,525,000	1,435,000	-
SUBTOTAL	39,824,316	31,311,965	31,510,066	34,283,827
LESS INTERNAL CHARGES	1,808,974	1,826,615	1,827,615	1,850,122
TOTAL	38,015,342	29,485,350	29,682,451	32,433,705

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 **\$19,701,261** 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 **2.758 mils** for 2019. Of that total, **0.033 mils** are dedicated to the two ambulance companies servicing the Township. At the rate of 2.758 mils, the real estate tax is expected to generate **\$6,189,504** in property tax revenues, 31% of all General Fund revenue. The value of one mil is estimated at a level of \$2,290,000.

The EIT is projected to generate **\$7,925,000** 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 (**\$850,000**), Local Services Tax (**\$950,000**), delinquent and interim property taxes (**\$90,000**), department earnings (**\$557,250**), licenses and permits (**\$1,811,000**), intergovernmental grants (**\$986,087**), interest earnings and rents (**\$243,820**), fines and forfeits (**\$68,500**) and other revenues (**\$30,100**).

General Fund expenditures are proposed at **\$18,373,655** with details provided on the ensuing pages. This is a **\$201,432** or **1.10%** increase above the 2018 budget. Previous years increases are shown below:

- 2013 - 0.2%
- 2014 - 3.8%
- 2015 - 3.3%
- 2016 - 2.2%
- 2017 - 0.9%
- 2018 - 2.6%

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 **\$2,133,872** in 2019. The General Fund contribution is offset through a grant from the Commonwealth's General Municipal Pension System state aid expected to total \$673,709.

At the proposed revenue, expenditure and transfer levels, the 2019 fiscal year will end with a **\$1,036,468** fund balance, an amount equal to **5.1%** of total expenditures and transfers out.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	2,586,187	2,996,741	3,164,845	1,792,733
REVENUES	20,398,485	19,628,742	20,198,963	19,701,261
EXPENDITURES	(17,795,986)	(18,172,223)	(18,261,517)	(18,373,655)
FUND TRANSFERS IN		50,000	50,000	50,000
FUND TRANSFERS OUT	(2,023,841)	(3,301,557)	(3,359,557)	(2,133,872)
CLOSING FUND BALANCE	3,164,845	1,201,703	1,792,733	1,036,468

GENERAL FUND

REVENUES 2019

	<u>2017 ACTUAL REVENUES</u>	<u>2018 ADOPTED REVENUES</u>	<u>2018 PROJECTED REVENUES</u>	<u>2019 ADOPTED REVENUES</u>
<u>REAL ESTATE TAXES</u>				
Real Estate Taxes – Current	5,968,660	6,436,567	6,410,000	6,189,504
Real Estate Tax Refunds - Appeals	47,765		20,000	
Real Estate Taxes – Delinquent	51,619	52,000	46,000	46,000
Real Estate Taxes – Interim	54,274	35,000	58,000	35,000
Real Estate Taxes - Penalties	8,240	10,000	9,000	9,000
TOTAL	6,130,557	6,533,567	6,543,000	6,279,504
<u>LOCAL ENABLING TAXES</u>				
Earned Income Tax	7,755,833	7,800,000	7,875,000	7,925,000
Real Estate Transfer Tax	1,664,200	750,000	910,000	850,000
Local Services Tax	907,839	930,000	930,000	950,000
TOTAL	10,327,873	9,480,000	9,715,000	9,725,000
<u>FINES AND FORFEITS</u>				
Court Fines	61,482	62,000	70,000	67,500
Vehicle Code Violations	420	1,000	1,000	1,000
TOTAL	61,902	63,000	71,000	68,500
<u>INTEREST AND RENT</u>				
Interest Earnings	42,406	35,000	77,000	85,000
Rent from NHCC	8,820	8,820	8,820	8,820
Other Rent	141,714	150,000	146,750	150,000
TOTAL	192,940	193,820	232,570	243,820
<u>GRANTS AND GIFTS</u>				
Public Utility Realty Tax	22,642	23,000	23,548	23,000
State/Federal Grants	141,463	85,000	100,000	80,000
Beverage License Tax	3,650	4,250	4,700	4,700
Casualty Insurance Premium Tax	582,709	594,360	623,024	673,709
Fire Insurance Premium Tax	224,895	224,895	204,678	204,678
TOTAL	975,359	931,505	955,950	986,087

	2017 ACTUAL REVENUES	2018 ADOPTED REVENUES	2018 PROJECTED REVENUES	2019 ADOPTED REVENUES
<u>DEPARTMENT EARNINGS</u>				
Zoning/Development Fees	23,749	18,000	4,000	10,000
Zoning Hearing Board Fees	28,440	25,000	25,000	25,000
Engineering Fees	194,560	191,000	188,000	190,000
Sale of Maps and Documents	1,983	1,750	2,510	2,250
Fire Marshal Reports	24,575	22,000	18,000	18,000
Special Police Services	73,232	55,000	50,000	50,000
Crossing Guard Services	72,761	72,500	72,500	74,000
Finance Department Services	2,490	-	674	-
Police Report Fees	48,508	46,000	38,500	42,000
Contracted Snow Removal	99,453	97,500	97,500	98,500
Cart Fees	6,525	2,500	6,000	2,500
Sanitation Services	40,587	35,000	49,000	41,000
Public Works Services	32,392		46,423	-
Recycling Revenue	4,620	4,000	4,000	4,000
TOTAL	653,876	570,250	602,107	557,250
<u>LICENSES AND PERMITS</u>				
Street Opening Permits	156,500	100,000	190,000	170,000
Building Permits	673,530	625,000	675,000	650,000
Electrical Permits	154,265	150,000	122,000	130,000
Plumbing Permits	123,305	135,000	65,000	100,000
HVAC Permits	95,801	110,000	86,000	95,000
Sewage Permits	3,900	3,500	5,500	4,000
Use & Occupancy Permits	22,351	22,000	18,000	22,000
Property Transfer Fees	25,075	24,000	26,000	25,000
Cable TV Franchise Fees	636,303	637,000	610,000	615,000
TOTAL	1,891,029	1,806,500	1,797,500	1,811,000
<u>MISCELLANEOUS</u>				
Insurance Claims	76,668		165,838	
Benefit Contributions	54,123	50,000	55,000	30,000
Workers Comp Reimbursements	34,109		60,948	
Sale of Fixed Assets				
Other Sources	49	100	50	100
TOTAL	164,950	50,100	281,836	30,100
TOTAL GENERAL FUND REVENUE	20,398,485	19,628,742	20,198,963	19,701,261

GENERAL FUND

COST CENTER SUMMARY

COST CENTER	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
Boards and Commissions	55,229	65,246	63,945	62,586
Administration	1,617,710	1,539,772	1,571,062	1,322,236
Finance	532,312	550,706	543,027	563,329
Real Estate Tax Collector	24,245	21,665	30,329	19,665
Engineering	214,982	229,316	225,891	230,313
Township Buildings	398,619	395,693	445,272	434,633
Police	7,509,430	7,674,927	7,689,483	7,742,684
Fire Marshal	128,115	130,928	124,233	122,013
Code Enforcement	886,927	914,818	929,539	967,327
Sanitation	2,304,688	2,371,670	2,406,605	2,495,810
Engineering	1,262,756	1,291,713	1,286,257	1,321,884
Street Cleaning	165,190	140,100	137,500	137,500
Snow and Ice Removal	245,970	315,975	313,475	319,358
Traffic Signal Maintenance	122,825	141,295	144,856	145,377
Street Light Maintenance	223,258	201,000	172,000	177,000
Storm Sewers	186,567	172,300	169,300	198,000
Road Maintenance	1,535,411	1,633,265	1,647,126	1,707,203
Emergency Services	254,895	254,895	234,678	279,678
Fire Hydrants	109,440	109,440	109,440	109,440
Real Estate Taxes	4,168	4,250	4,250	4,370
Community Contributions	13,250	13,250	13,250	13,250
TOTAL	17,795,986	18,172,223	18,261,517	18,373,655

GENERAL FUND

EXPENDITURE SUMMARY

The General Fund 2019 budget has proposed expenditures totaling \$18,373,655 a 1.10% increase above the 2018 budget. Details on the proposed expenditures for each cost center are provided in the following section.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	9,281,801	9,518,575	9,526,875	9,694,325
FRINGE BENEFITS	3,079,880	3,184,715	3,175,023	3,302,539
MATERIALS/SUPPLIES	700,851	743,300	775,150	776,150
CONTRACTED SERVICES	3,010,129	2,918,585	2,969,921	2,773,118
EQUIPMENT PURCHASES	68,279	140,000	147,500	141,807
VEHICLE O&M FEES	1,655,045	1,667,047	1,667,048	1,685,716
TOTAL	17,795,986	18,172,223	18,261,517	18,373,655

GENERAL FUND

BOARDS AND COMMISSIONS

The recommended budget for the Boards and Commissions is **\$62,586**

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	37,573	39,625	40,125	40,125
FRINGE BENEFITS	3,321	3,521	3,470	3,511
MATERIALS/SUPPLIES	4,301	10,200	8,800	5,250
CONTRACTED SERVICES	10,034	11,900	11,550	13,700
TOTAL	55,229	65,246	63,945	62,586

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 - **\$9,500**

Fringe Benefits: The allocation of **\$3,511** 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 \$2,100 includes funds for:
 - Commissioner attendance at the Pennsylvania State Association of Township Commissioners conferences - **\$1,100**
 - 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 **\$1,322,236**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	426,172	437,000	445,000	453,500
FRINGE BENEFITS	108,544	113,465	118,748	117,771
MATERIALS/SUPPLIES	22,877	18,500	18,000	18,500
CONTRACTED SERVICES	1,045,763	956,500	975,007	717,800
VEHICLE O&M FEES	14,354	14,307	14,307	14,665
TOTAL	1,617,710	1,539,772	1,571,062	1,322,236

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 - **\$376,500**
- Funding for part time Administrative Assistant - **\$30,000**
- Funding for part time Economic Development Coordinator - **\$45,000**
- 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 **\$117,771**.

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 \$717,800 for:

- Insurance coverage for the General Fund's share of Liability, Public Officials and Property and Casualty premiums - **\$197,500**
- General legal fees for:
 - Township solicitor - **\$167,000**
 - Labor counsel - **\$10,000**
 - Civil Service counsel - **\$3,000**
- The telecommunication budget totals \$60,000 for:
 - Local service, long distance, line charges and maintenance contracts - **\$26,000**
 - Service calls - **\$3,000**

- Cellular phones - **\$31,000**
- Internet connection fees - **\$9,000**
- Deer management costs - **\$19,000**
- Costs related to general consulting and contract services are budgeted at **\$61,500** 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 - **\$3,000**
- 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 - **\$15,000**
- Special event expenses such as employee events, sympathy acknowledgments and meeting expenses - **\$15,000**
- 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 **\$14,665**

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 **\$563,329**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	358,682	372,000	366,000	380,500
FRINGE BENEFITS	130,211	134,706	134,927	140,229
MATERIALS/SUPPLIES	1,885	2,200	2,000	2,000
CONTRACTED SERVICES	41,535	41,800	40,100	40,600
TOTAL	532,312	550,706	543,027	563,329

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. – **\$294,500**
- A budget to fund the part time positions of receptionists, office assistant and purchasing agent - **\$86,000**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$140,229**.

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 \$40,600 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 - **\$20,000**
 - Equipment maintenance fees for system hardware - **\$500**
- A printing budget of **\$1,800** is allocated for purchase orders, receipts and envelopes.
- Bank services fees- **\$500**
- Subscriptions and dues - **\$400**
- Mileage reimbursement for personal vehicles used for Township business - **\$400**

GENERAL FUND

TAX COLLECTOR/TREASURER

The proposed budget of **\$19,665** provides funding for the collection of real estate taxes and for the duties of the appointed Township Treasurer.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	13,195	10,000	10,000	10,000
FRINGE BENEFITS	1,012	765	765	765
MATERIALS/SUPPLIES	136	250	200	200
CONTRACTED SERVICES	9,902	10,650	19,364	8,700
TOTAL	24,245	21,665	30,329	19,665

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 **\$8,700** in contractual services includes:

- Postage - **\$2,500**
- Printing of real estate tax bills - **\$2,200**
- 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 **\$230,313**. Fees for services are anticipated at **\$190,000** resulting in a net cost for this cost center of **\$40,313**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	172,281	179,000	179,250	182,100
FRINGE BENEFITS	34,508	35,536	35,690	36,683
MATERIALS/SUPPLIES	-	250	200	200
CONTRACTED SERVICES	8,193	14,530	10,751	11,330
TOTAL	214,982	229,316	225,891	230,313
REVENUES FROM PASS THROUGH FEES	194,560	191,000	188,000	190,000
NET COST	20,422	38,316	37,891	40,313

Salaries/Wages: A budget of **\$182,100** funds the full-time in-house Township Engineer at \$127,100 and part-time in house inspectors at \$55,000.

Fringe Benefits: The cost of employer paid taxes totals **\$36,683**.

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

Contractual Services: The \$11,330 in contractual services includes:

- General engineering services not provided by in-house staff - **\$5,000**
- 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, Township library and other Township owned general use facilities. Minor improvements to the Township buildings are also budgeted in this cost center. The recommended budget totals **\$434,633**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	17,586	17,950	36,500	38,400
FRINGE BENEFITS	2,807	2,948	4,277	5,538
MATERIALS/SUPPLIES	21,883	28,000	30,000	31,000
CONTRACTED SERVICES	356,344	346,795	374,495	359,695
TOTAL	398,619	395,693	445,272	434,633

Salaries/Wages: A budget of **\$17,950** funds:

- a part-time janitor at 4 hours per day to clean and maintain the public works facility.
- a part-time employee to primarily maintain the facility at 520 Virginia Drive

Fringe Benefits: The budget of **\$5,538** 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 \$31,000 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 - **\$8,000**

Contractual Services: Utility and janitorial costs are the bulk of the \$359,695 contractual services budget that includes:

- Electricity and gas for administration building - **\$112,500**
- A \$90,000 building maintenance budget for the Township Building that includes:
 - HVAC repairs - **\$40,000**
 - Plumbing services - **\$6,500**
 - Electrical services - **\$9,000**
 - Fire alarm repairs - **\$5,000**
 - Carpet repair and replacement - **\$4,500**
 - General building repairs - **\$25,000**

- Water service to the Township Building - **\$5,000**
- Fuel storage tank insurance - **\$495**
- Janitorial services to clean and maintain the administration building, police department and library - **\$52,900**
- A contract maintenance budget of \$35,500 for the Township Building allocated for:
 - HVAC systems service for administrative building and garage - **\$20,000**
 - Service contract for emergency generator, UPS and water pump - **\$6,500**
 - 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 the North Hills Community Center total \$45,800 for:
 - Electricity and gas - **\$12,500**
 - Water - **\$2,700**
 - Electrical, plumbing, HVAC and general repairs - **\$10,600**
 - 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 **\$7,742,684**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	5,293,326	5,371,000	5,379,500	5,392,550
FRINGE BENEFITS	1,520,119	1,548,850	1,545,150	1,602,050
MATERIALS/SUPPLIES	64,939	60,250	59,000	60,250
CONTRACTED SERVICES	192,538	178,500	182,006	183,300
EQUIPMENT PURCHASES	68,279	140,000	147,500	141,807
VEHICLE O&M FEES	370,229	376,327	376,327	362,727
TOTAL	7,509,430	7,674,927	7,689,483	7,742,684

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 – **\$4,912,550**
 - Base pay for all 40 sworn officers and employer contribution to deferred compensation plan for department head - **\$4,101,000**
 - Shift differential pay - **\$70,000**
 - Stipend to officers who have opted out of the Township medical plan - **\$29,000**
 - Longevity pay - **\$93,000**
 - Holiday pay – **\$100,550**
 - Education incentive - **\$140,000**
 - Contractually agreed upon incentive pays - **\$82,000**
 - Clothing allowance - **\$8,000**
 - Non-reimbursable police overtime - **\$159,000**
 - Reimbursable police overtime - **\$60,000**
- Pay for civilian positions of 5 full time and two part time dispatchers/data entry clerks, one administrative assistant and one evidence management specialist - **\$410,000**
- Civilian employee overtime - **\$10,000**
- Crossing guards of which 50% is reimbursed to the Township from the Upper Dublin School District - **\$130,000**
- Fringe Benefits: The cost of employee benefits, employer paid taxes and tuition reimbursement is **\$1,602,050**.

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 \$183,300 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 – **\$6,000**
- Maintenance for speed calibrations – **\$2,000**
- Maintenance on Police computer hardware, voice recorder, CPIN, mobile data terminals and Livescan/Video Arraignment - **\$22,000**
- Computer support for police network, CLEAN/NCIC and laptop wireless - **\$16,000**
- Subscription to employee management, evidence management and scheduling management software - **\$14,000**
- Printing of forms, time cards, tickets and field reports - **\$3,000**
- Professional cleaning of officers' uniforms - **\$8,000**
- 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 - **\$4,500**

Equipment: Equipment purchases total \$141,807 for:

- Replacement of in-car computers - **\$22,455**
- Purchase of 3 handheld eticket units - **\$6,507**
- Purchase of replacement vests - **\$1,545**
- Purchase of 5 technical armor SWAT vests - **\$17,500**
- Purchase of replacement computer hardware and other basic equipment - **\$15,400**
- Purchase of Estorage for evidence - **\$3,000**
- Purchase of replacement file cabinets and office chairs for patrol division - **\$7,000**
- Purchase of two crime scene kits - **\$1,500**
- Purchase of cell hawk cell phone analysis - **\$2,500**
- Purchase of total station crash reconstruction unit - **\$5,000**
- Purchase of aerial drone for crash reconstruction - **\$1,500**
- Purchase of software for crash diagramming - **\$1,500**
- Conversion of new police vehicles - **\$51,400**
- 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 **\$362,727**.

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 **\$122,013**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	79,232	80,500	78,250	76,500
FRINGE BENEFITS	33,998	35,661	31,216	30,377
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	14,885	14,767	14,767	15,136
TOTAL	128,115	130,928	124,233	122,013

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 **\$30,377**.

Vehicle O&M Fees: Operation and amortization costs for the Fire Marshal's vehicle total **\$15,136**.

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 **\$967,327**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	575,127	589,000	594,500	609,000
FRINGE BENEFITS	201,816	209,133	205,554	212,870
MATERIALS/SUPPLIES	9,309	11,200	10,500	12,000
CONTRACTED SERVICES	61,086	66,600	80,100	93,600
VEHICLE O&M FEES	39,588	38,885	38,885	39,857
TOTAL	886,927	914,818	929,539	967,327

Salaries/Wages: The \$609,000 budgeted for salaries is for:

- Funding for seven full-time staff positions including employer contribution to deferred compensation plan for department head. - **\$519,000**
- Funding for part time administrative assistants for permitting, property transfers and planning commission assistance. Hours fluctuate based on need - **\$72,000**
- 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 **\$212,870**.

Materials/Supplies: The budget for supplies totals \$12,000 allocated for:

- General office, computer and photography supplies - **\$9,200**
- Uniforms - **\$2,800**

Contractual Services: Contractual services total \$93,600 for:

- Zoning Hearing Board Solicitor fee - **\$25,000**
- Advertising, in the form of zoning hearing notices, conditional use notices and amendments to Township codes - **\$8,500**
- Stenographer appearance fees at Zoning Hearing Board meetings - **\$3,000**
- Third party plan reviews - **\$25,000**
- Montgomery County Planning Commission services - **\$6,500**
- Printing of all forms, applications, licenses and codebooks - **\$1,200**

- Lease payments and equipment maintenance on photocopier - **\$4,000**
- Property maintenance expenses - **\$10,000**
- Mosquito control - **\$5,000**
- Software license, user fees and modifications- **\$2,500**
- Subscriptions and dues - **\$2,300**
- Mileage reimbursement for personal vehicles used for Township business - **\$600**

Vehicle O&M Fees: Expenses for the operation and amortization of the two existing Township vehicles utilized by the Code Enforcement employees total **\$39,857**.

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 **\$2,495,810**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	850,757	901,500	877,500	940,500
FRINGE BENEFITS	430,135	457,600	480,235	486,358
MATERIALS/SUPPLIES	31,425	27,100	27,100	30,100
CONTRACTED SERVICES	557,643	554,200	590,500	596,800
VEHICLE O&M FEES	434,728	431,270	431,270	442,052
TOTAL	2,304,688	2,371,670	2,406,605	2,495,810

Salaries/Wages: The proposed budget provides **\$937,000** in wages for 15 full-time employees.

Overtime pay is projected at **\$3,500** 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 **\$486,358**.

Materials/Supplies: The \$30,100 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 - **\$7,000**
- 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 2019 tipping fee is budgeted at a rate of \$61.39 per ton for disposal at the Plymouth facility. At an estimated tonnage of 7,300 tons, trash disposal will cost **\$448,200**.
- Cost of highway tolls to travel to Plymouth. - **\$9,500**
- Cost for disposal of white goods of which nearly all are reimbursed through fees for this service. - **\$11,000**
- Hosting of one ewaste collection event and two paper shredding events during the year. - **\$4,400**
- The Township's contract for the processing of single stream recyclables through the Montgomery County Recycling Consortium. (3000 tons at \$39/ton) - **\$117,000**

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 - **\$1,400**
- Charges for 10 GPS units – **\$2,700**

Vehicle O&M Fees: Charges for the operation and amortization of sanitation vehicles total **\$442,052**.

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 **\$4,006,322**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED BUDGET	2019 ADOPTED BUDGET
SALARIES/WAGES	1,457,869	1,521,000	1,520,250	1,571,150
FRINGE BENEFITS	613,410	642,531	614,991	666,387
MATERIALS/SUPPLIES	544,097	585,350	619,350	616,650
CONTRACTED SERVICES	345,338	355,275	324,430	340,855
VEHICLE O&M FEES	781,262	791,492	791,492	811,279
TOTAL	3,741,975	3,895,647	3,870,513	4,006,322

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 **\$1,321,884**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	354,141	366,000	362,000	374,000
FRINGE BENEFITS	111,445	117,696	116,160	120,200
MATERIALS/SUPPLIES	4,033	5,150	5,250	5,150
CONTRACTED SERVICES	11,875	11,375	11,355	11,255
VEHICLE O&M FEES	781,262	791,492	791,492	811,279
TOTAL	1,262,756	1,291,713	1,286,257	1,321,884

Salaries/Wages: The budget of **\$374,000** funds:

- Salaries for the four existing full-time employees in the Administration division of the Public Works department. - **\$311,000**
- 50% of the salary of the Public Works/Fleet and Facilities Director. The balance of this employee's salary is budgeted in the Fleet department - **\$60,000**
- Funding for a summer part time employee through an internship program - **\$3,000**

Fringe Benefits: Benefit costs and employer taxes are budgeted at **\$120,200**.

Materials/Supplies: Expenses in this category total \$5,150 for:

- General office and computer supplies - **\$2,200**
- Engineering field supplies - **\$1,200**
- Materials for Earthday - **\$500**
- Uniforms and safety equipment for Administration staff - **\$1,250**

Contractual Services:

- Mileage reimbursement for personal vehicles used for Township business - **\$200**
- Lease payments and equipment maintenance for large document scanner/printer - **\$255**
- Outside engineering services for the inspection of bridges and culverts - **\$8,400**
- Dues and subscriptions - **\$2,400**

Vehicle O&M Fees: Charges for the operation and amortization of all Engineering and Highway division vehicles total **\$811,279**.

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 **\$137,500**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	114,249	99,000	96,500	96,500
FRINGE BENEFITS	8,743	7,000	7,000	7,000
MATERIALS/SUPPLIES	1,642	2,100	2,000	2,000
CONTRACTED SERVICES	40,555	32,000	32,000	32,000
TOTAL	165,190	140,100	137,500	137,500

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 - **\$1,500**
- 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 **\$7,000**.

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 2019 budget of **\$319,358** provides funds to maintain this level of service.

EXPENDITURE CATEGORY	2016 ACTUAL EXPENSES	2017 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	95,965	150,000	150,000	155,000
FRINGE BENEFITS	7,122	11,475	11,475	11,858
MATERIALS/SUPPLIES	142,883	152,000	152,000	150,000
CONTRACTED SERVICES	-	2,500	-	2,500
TOTAL	245,970	315,975	313,475	319,358

Salaries/Wages:

- Full-time salaries allocated for snow and ice removal during regular working hours - **\$50,000**
- Funds are budgeted to remove snow and salt roads during nighttime and weekend hours by Highway, Sanitation, Parks and Fleet personnel - **\$105,000**

Fringe Benefits: The cost of employer paid social security taxes for the salaries and wages allocated to this cost center totals **\$11,858**.

Materials/Supplies:

- A budget is provided for the purchase of rock salt for highway snow and ice removal. For 2019, 2,800 tons are estimated at a cost of \$49.42/ton. Both the estimated volume of salt and tonnage rate remain the same as in 2018. – **\$138,500**
- 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. - **\$5,000**

Contractual Services: A budget is provided for the cost of contract work primarily to clean cul-de-sac streets if the need arises due to extremely severe weather conditions - **\$2,500**

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 **\$145,377**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	29,000	30,000	34,750	35,650
FRINGE BENEFITS	2,219	2,295	2,331	2,727
MATERIALS/SUPPLIES	47,827	55,000	55,000	54,000
CONTRACTED SERVICES	43,780	54,000	52,775	53,000
TOTAL	122,825	141,295	144,856	145,377

Salaries/Wages:

- One half of the Traffic and Street Light Technician's salary is allocated to this cost center - **\$35,650**

Fringe Benefits: The cost of employer paid payroll taxes - **\$2,727**.

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. - **\$54,000**

Contractual Services: Cost associated with contractual services totals \$53,000 for:

- Electricity for traffic signals at 42 intersections, 9 school zone signal locations and 6 flashing warning devices. - **\$7,000**
- 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 **\$170,000**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	28,789	10,000	3,000	7,000
CONTRACTED SERVICES	194,469	191,000	169,000	170,000
TOTAL	223,258	201,000	172,000	177,000

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 - **\$160,000**
- 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 **\$198,000**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	144,863	123,300	123,300	142,000
CONTRACTED SERVICES	41,703	49,000	46,000	56,000
TOTAL	186,567	172,300	169,300	198,000

Materials/Supplies: \$123,300 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 \$56,000 for:

- Maintenance of detention basins, storm water conduits and open channels on municipal land - **\$31,000**
- Engineering services to comply with the Township's MS4 requirements - **\$10,000**
- 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. - **\$5,000**
- Removal of unusable storm sewer, street reconstruction and street sweeper debris from the Township facilities - **\$10,000**

GENERAL FUND

HIGHWAY AND ROAD MAINTENANCE

The budget for highway and road maintenance is **\$1,707,203**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	864,514	876,000	877,000	910,000
FRINGE BENEFITS	483,882	504,065	478,026	524,603
MATERIALS/SUPPLIES	174,060	237,800	278,800	256,500
CONTRACTED SERVICES	12,956	15,400	13,300	16,100
TOTAL	1,535,411	1,633,265	1,647,126	1,707,203

Salaries/Wages: The budget of \$910,000 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. - **\$895,000**
- Overtime for non-snow related emergency road repairs, extended paving projects, placement of barricades and traffic signal generators - **\$15,000**

Fringe Benefits: Employee benefits and employer paid taxes for the seventeen full-time employees totals **\$524,603**.

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. - **\$237,000**
- 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 - **\$7,000**
- Cost of CDL licenses for all equipment operators - **\$500**

Contractual Services: Funding for contractual services totals \$16,100 for:

- Rental of specialty or emergency equipment, if necessary, and the rental of a milling machine to perform the milling and overlay. - **\$10,000**
- 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 2018 totaled \$204,678.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	254,895	254,895	234,678	279,678
TOTAL	254,895	254,895	234,678	279,678
REVENUE - STATE FOREIGN FIRE INSURANCE PREMIUM TAX	224,895	224,895	204,678	204,678

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

- Volunteer Fireman's Relief Association - **\$204,678**
- 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	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	109,440	109,440	109,440	109,440
TOTAL	109,440	109,440	109,440	109,440

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 - **\$62,106** (\$303.00 per hydrant)
- North Wales Water service to 296 hydrants - **\$29,650** (\$100.00 per hydrant)

GENERAL FUND

REAL ESTATE TAXES

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

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	4,153	4,250	4,244	4,370
TOTAL	4,153	4,250	4,244	4,370

Contractual Services: Real estate taxes in the amount of **\$4,370** are budgeted to pay the Montgomery County and Upper Dublin School District real estate tax assessed against the Twining Road cell tower property.

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	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 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 2019, the Parks and Recreation Real Estate Tax rate to fund all expenditures is proposed at the rate of .832 mills. At the proposed tax rate, the tax will generate **\$1,876,701** in revenues.

Charges to recreation program participants and park facility users generate **\$548,874**. Interest earnings on the fund are expected to add **\$5,500** and employee contributions toward the cost of health benefits are budgeted at **\$4,500**.

Expenditures total **\$2,361,949**, an increase of \$127,791 (5.71%) above the 2018 budget. Percentage changes for prior years are shown below:

- 2012 - 3.1%
- 2013 - 4.2%
- 2014 - 3.1%
- 2015 - 3.2%
- 2016 - 0.7%
- 2017 - 4.3%
- 2018 - 4.8%

\$163,058 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 **\$66,893** is budgeted as a contribution from the Commonwealth's General Municipal Pension System towards the Township's pension costs. The difference of \$96,165 must be derived from other sources.

At the proposed revenue, expenditure and transfer levels, the Parks and Recreation fund is expected to end the 2019 fiscal year with a fund balance of **\$2,000**.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	100,984	24,340	7,598	24,539
REVENUES	2,267,423	2,325,438	2,394,875	2,502,468
EXPENDITURES	2,249,407	2,234,158	2,356,608	2,361,949
FUND TRANSFERS	(111,402)	(111,326)	(21,326)	(163,058)
CLOSING FUND BALANCE	7,598	4,294	24,539	2,000

PARKS AND RECREATION FUND

REVENUES

	2017 ACTUAL REVENUES	2018 ADOPTED REVENUES	2018 PROJECTED REVENUES	2019 ADOPTED REVENUES
REAL ESTATE TAXES	1,636,633	1,725,474	1,725,000	1,876,701
INTEREST EARNINGS	2,710	2,200	4,500	5,500
STATE GRANTS	64,235	65,520	65,581	66,893
EMPLOYEE CONTRIBUTIONS	6,385	7,500	5,050	4,500
DEPARTMENT EARNINGS:				
GENERAL TRIPS	80,648	76,775	123,400	95,375
PARK RENTAL	35,750	36,940	39,000	38,700
DONATIONS	23,227	29,254	25,000	29,606
SITWATCH SERVICES	3,180		2,255	
NORTH HILLS SUMMER CAMP	2,070	1,500	2,020	1,500
SUMMER PROGRAMS	277,451	275,482	284,900	287,943
OTHER PROGRAMS	92,381	66,743	81,900	58,700
SPECIAL EVENTS	14,311	11,300	16,115	11,800
POOL RENTAL	28,442	26,750	20,154	25,250
TOTAL	2,267,423	2,325,438	2,394,875	2,502,468

PARKS AND RECREATION FUND

EXPENDITURE SUMMARY

The Parks and Recreation Fund budget for 2019 totals **\$2,361,949**, an increase of \$127,791 (5.71%) above the 2018 budget. Details on the proposed expenditures for each of the cost centers are provided in the following section.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	1,074,784	1,114,120	1,100,796	1,154,224
FRINGE BENEFITS	374,156	396,810	419,085	421,172
MATERIALS/SUPPLIES	349,920	299,026	322,038	288,537
CONTRACTED SERVICES	311,023	277,957	368,444	348,290
EQUIPMENT PURCHASES	-	-	-	-
VEHICLE O&M FEES	139,525	146,245	146,245	149,726
TOTAL	2,249,407	2,234,158	2,356,608	2,361,949

PARKS AND RECREATION FUND

COST CENTER SUMMARY

COST CENTER	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
ADMINISTRATION	598,092	611,302	645,092	663,007
RECREATION PROGRAMS	475,666	394,787	468,444	403,561
POOL	73,400	76,162	64,976	79,679
PARK MAINTENANCE	1,019,607	1,059,775	1,093,105	1,122,883
ROBBINS PARK	44,751	50,090	45,591	51,797
SITWATCH	37,891	42,041	39,401	41,022
TOTAL	2,249,407	2,234,158	2,356,608	2,361,949

PARKS AND RECREATION FUND

ADMINISTRATION

Recommended funding for the Administration cost center totals **\$663,007**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	422,458	423,000	437,000	446,650
FRINGE BENEFITS	141,253	150,784	171,042	177,436
MATERIALS/SUPPLIES	2,607	2,000	2,400	2,600
CONTRACTED SERVICES	31,773	35,518	34,650	36,321
TOTAL	598,092	611,302	645,092	663,007

Salaries/Wages: The budget request provides \$446,650 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 – **\$400,650**
- Part time customer service representatives - **\$37,000**
- Stipend for a college intern to work approximately 400 hours. - **\$4,000**
- Overtime - **\$5,000**

Fringe Benefits: The budget of **\$177,436** 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 \$36,321 is requested for:

- Liability and Property Insurance premium for Parks and Recreation - **\$11,000**
- Mileage reimbursement for use of personal vehicles - **\$5,500**
- Credit card processing fees - **\$11,500**
- Lease and maintenance for copier to support P&R function - **\$3,221**
- Typewriter and RecPro software maintenance fees - **\$4,100**
- Dues and membership fees - **\$1,000**

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 **\$403,561**. Direct costs to provide most programs, trips and events are covered by user fees that are budgeted to generate \$492,518 in 2019. User fees do not cover the cost to fund North Hills recreation summer camp program budgeted at \$20,000.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	104,898	101,626	94,000	94,417
FRINGE BENEFITS	12,892	13,324	12,151	12,448
MATERIALS/SUPPLIES	231,579	172,608	202,883	172,092
CONTRACTED SERVICES	126,297	107,229	159,410	124,604
TOTAL	475,666	394,787	468,444	403,561

Salaries/Wages: The \$99,475 budget in this cost center is for:

- KidZone, X-Zone and extended day camp supervisors and staffs – **\$46,656**
- Salaries for summer theatre programs and other summer programs - **\$22,434**
- Salaries for winter, spring and fall programs - **\$13,514**
- Salaries for Mondauk Common staff attendants - **\$11,813**

Fringe Benefits: The cost of employer paid taxes for the part-time staff is **\$12,448**.

Materials/Supplies: The budget of \$172,092 for recreation supplies is allocated for:

- Summer program supplies - **\$108,984**
- Summer concerts - **\$9,450**
- General recreational supplies - **\$1,400**
- Fall/winter/spring program supplies - **\$30,694**
- 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 \$124,604 for:

- Cost for buses, tickets, admissions, tolls, parking and ticket only services - **\$90,859**
- Costs associated with seasonal special presentations and one time programs - **\$6,070**
- Printing and postage for leisure guides, department forms and promotions - **\$27,675**

PARKS AND RECREATION FUND

POOL

The Upper Dublin Community pool is scheduled to be open daily from June 15th through mid August and on weekends through September 2nd. The recommended allocation to fund the pool is \$79,679. A revenue amount of \$25,250 is budgeted for pool admission fees to partially offset the cost of operating the pool.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	30,247	30,620	22,950	31,230
FRINGE BENEFITS	5,568	6,042	5,066	5,864
MATERIALS/SUPPLIES	10,894	16,510	14,151	16,510
CONTRACTED SERVICES	26,691	22,990	22,809	26,075
TOTAL	73,400	76,162	64,976	79,679
POOL REVENUES	28,442	26,750	20,154	25,250

Salaries/Wages: Wages are budgeted at **\$31,230** and assume that the pool will be staffed from 12:30 PM to 8:00 PM on weekends and 12:00 noon to 4:00PM weekdays. The budget provides funds for a pool manager, assistant manager and lifeguards.

Fringe Benefits: The cost of employer paid taxes is **\$5,864**.

Materials/Supplies: The \$16,510 is allocated for:

- Chlorine, muriatic acid and testing chemicals in the standard quantities based on pool water volume and season length - **\$8,810**
- 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, hose/reel holder, ORP and pH probes. – **\$2,350**
- Purchase of new pump - **\$3,000**

Contractual Services: The budget of \$26,075 includes:

- Pool electricity - **\$3,250**
- Pool water - **\$4,300**
- Sanitary sewer fees - **\$2,200**
- Emergency plumbing and building repairs - **\$4,500**
- Safety gloves, rain gear and landscape materials - **\$800**
- Replacement valves - **\$1,000**
- Painting and janitorial supplies - **\$2,275**
- Big filter clean out - **\$2,500**
- Replace door and motor for vending room - **\$5,250**

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 **\$1,122,883**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	462,872	501,500	492,500	523,500
FRINGE BENEFITS	200,491	209,307	215,027	207,867
MATERIALS/SUPPLIES	97,194	99,153	96,058	89,100
CONTRACTED SERVICES	125,541	110,570	150,275	159,690
VEHICLE O&M FEES	133,509	139,245	139,245	142,726
TOTAL	1,019,607	1,059,775	1,093,105	1,122,883

Salaries/Wages: The budget for salaries and wages totals \$523,500 for:

- Seven current full-time staff positions including stipend to employees who have opted out of joining the Township medical plan – **\$439,500**
- Seasonal parks maintenance employees at various durations – **\$78,000**
- Overtime for emergency call-ins and special - **\$6,000**

Fringe Benefits: The cost of employee benefits and employer paid taxes for all Parks Maintenance employees - **\$207,867**

Materials/Supplies: The budget for materials and supplies is requested at \$89,100 for:

- The largest item in this category is for park buildings and grounds supplies - \$66,100. 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 fencing, gates and lighting- **\$4,000**
 - 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 - **\$6,000**
- Chemical, fertilizer and grass seed totaling \$8,020 for:
 - bee spray, weed and crabgrass control - **\$3,670**
 - Seed needed for proper turf maintenance and reseeding - **\$3,000**
 - Fertilizer - **\$1,350**
- Uniforms and safety gear - **\$3,855**
- Small equipment purchases - **\$3,625**
- Support for UDJAA basketball program - **\$7,500**

Contractual Services: The cost for contractual services is \$159,690 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, SPARK, Township Building and Firehouse - **\$6,310**
- Rental fee for storage area - **\$21,480**
- 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 – **\$14,500**
- Tree maintenance for pruning, trimming and the removal of trees and stumps - **\$35,000**
- Ash tree removal - **\$65,000**

Vehicle O&M Fees: Operating and amortization expenses for the use of vehicle equipment for park maintenance total **\$142,726**.

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 **\$51,797**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	26,686	27,800	27,346	29,675
FRINGE BENEFITS	9,699	12,665	11,529	13,057
MATERIALS/SUPPLIES	7,646	7,975	5,416	7,465
CONTRACTED SERVICES	720	1,650	1,300	1,600
TOTAL	44,751	50,090	45,591	51,797

Salaries/Wages: Included in the \$29,675 budget is:

- 50% funding, shared equally with the Upper Dublin School District, for one full time maintenance laborer - **\$23,500**
- Summer staff including coordinator, maintenance laborers and gardener - **\$6,175**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$13,057**.

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 - **\$115**
- 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 **\$41,022**. Payments in the amount of **\$27,606** from the Upper Dublin School District, youth sports organizations and other organizations using Township facilities offset a majority of these costs.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	27,623	29,574	27,000	28,752
FRINGE BENEFITS	4,252	4,687	4,271	4,500
MATERIALS/SUPPLIES	-	780	1,130	770
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	6,016	7,000	7,000	7,000
TOTAL	37,891	42,041	39,401	41,022

Salaries/Wages: A budget of \$28,752 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 **\$4,500**.

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 2019 budget. The total estimated cost for these projects is **\$105,000**.

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 2019, revenues are expected in the amount of \$378,000, **\$3,000** from interest income and **\$375,000** from open space fees.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	90,192	72,007	101,805	4,193
REVENUES	97,647	376,500	282,388	378,000
EXPENDITURES	86,034	367,000	380,000	105,000
FUND TRANSFERS				
CLOSING FUND BALANCE	101,805	81,507	4,193	277,193

OPEN SPACE FUND

CAPITAL PROJECTS 2019

Purchase of Replacement 6-Wheel Utility Cart **\$27,000**

The cart will replace an existing 6-wheel utility cart purchased in 2008. The current utility cart has exceeded the life expectancy based on its frequency of use. The new utility cart would have more horsepower, which is needed for snow removal at the facilities that the Parks Division maintains. The cart is used for snow removal, trail maintenance, soil work, installation of playground safety chips and other various park maintenance tasks. It is useful in areas where trucks cannot access or would cause damage because of weight. The machine would be purchased through state contract and the existing cart and its attachments would be traded in.

Twining Valley Park Site Development Plan **\$20,000**

Funds for a park site development plan for the redevelopment of Twining Valley and project bid preparations are being requested. A PECO Green Region grant proposal (maximum of \$10,000) is being prepared for this project as well. If the full amount of the grant is received, the Township cost will be \$10,000. Contracted work will include:

- At least 4 meetings (2 for resident feedback; 1 for Parks staff; 1 for Commissioners)
- Development of Survey & Base Map
- Development of Site Naturalization Plan
- Development of Park Site Development Plan developed to PA DCNR standards for ease of grant applications
- Development of Preliminary Cost Estimates developed to PA DCNR standards for ease of grant applications

The importance of this work is that the project would be as “shovel ready” as possible and more likely to receive grants towards construction expenses. By completing this work in the first quarter of 2019, eligible grants can be applied for in 2019 with a plan to move forward with redevelopment in 2020.

Invasive Plant Control at Dillon Road Woodlands/Aidenn Lair Woods **\$10,000**

Funding for the control of invasive plants at Dillon Road Woodlands and Aidenn Lair Woods is being requested. Reducing the number of destructive, invasive plants 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, the Township’s natural areas are in such poor condition that steps like this are essential to reverse the wide-scale problem. The work will include the spraying of non-native, invasive plants such as Japanese honeysuckle, privet, multi-flora rose, burning bush, various vines and other undesirable plants. All work would be completed by a contractor.

Playground Equipment Improvements at Mondauk Common **20,000**
The addition of multiple standalone equipment pieces (for ages 2 to 12 years) and the re-establishment of a sandbox area are being requested. As the Township's centerpiece park, it is essential to create an engaging recreation experience for residents that encourage repeat visits. These additions would contribute to achieving this goal. All equipment would be purchased through state contract and the installation would be completed by Township staff.

Repair Cracks & Color Coat at Mondauk Common Basketball Courts **\$18,000**
Funds to repair of the cracks on and repainting of the basketball courts at the Mondauk Common 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 repairs and repainting will give the courts another 5-7 years of safe, quality use. All work would be completed by a contracted company using Armor crack repair and will include repainting all 2.5 basketball courts.

Purchase of Flexi-pave for use at Mondauk Common **\$10,000**
The purchase of Flexi-pave for use at Mondauk Common in common washout area is being requested. Flexi-pave is a highly porous material that can be installed as a walking surface to replace stone, limestone, concrete and macadam. At Mondauk Common, the product will be used to replace portions of the limestone pathways near waterways. The new material will prevent limestone screenings from consistently entering waterways (potentially altering the pH level in the waterways), improve public safety by eliminating washed out, uneven walking surfaces and reduce maintenance hours to repair pathways damaged by heavy rainfall. The installation of the Flexi-pave would be completed by Township staff.

TOTAL **\$105,000**

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 2019 is set at a rate of 0.508 mils, an increase of 0.029 mils over the 2018 rate. At this rate, the Library real estate tax is estimated to generate **\$1,145,870** in revenues.

State aid to the Library is projected to be **\$84,012**. 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 **\$43,300**.

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

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	(5,299)	50,204	75,322	74,552
REVENUES	1,195,771	1,197,256	1,200,212	1,273,182
EXPENDITURES	1,140,269	1,172,138	1,200,982	1,295,362
CLOSING FUND BALANCE	50,204	75,322	74,552	52,372

LIBRARY FUND

REVENUES

	2017 ACTUAL REVENUES	2018 ADOPTED REVENUES	2018 PROJECTED REVENUES	2019 ADOPTED REVENUES
REAL ESTATE TAX	1,071,206	1,073,379	1,076,000	1,145,870
FINES	34,238	33,000	30,000	33,000
LOST BOOK CHARGES	2,419	2,400	3,100	2,700
INTEREST INCOME	1,260	1,000	3,500	4,000
EMPLOYEE CONTRIBUTIONS	2,438	2,350	2,100	2,100
STATE GRANTS	84,012	84,012	84,012	84,012
COPY/PRINTING	1,683	1,500	1,500	1,500
TOTAL REVENUE	1,197,256	1,197,641	1,200,212	1,273,182

LIBRARY FUND

EXPENDITURES

The budget request for Library expenditures totals **\$1,295,362**. This year's budget proposal is \$89,921 (7.45%) above the 2018 adopted budget primarily due to an increase in part-time costs to staff the 520 Virginia Drive location.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	719,064	742,300	744,000	831,000
FRINGE BENEFITS	181,232	189,741	186,532	188,612
MATERIALS/SUPPLIES	220,851	217,200	216,700	221,750
CONTRACTED SERVICES	46,504	50,700	48,950	50,500
EQUIPMENT	4,486	5,500	4,800	3,500
TOTAL	1,172,138	1,205,441	1,200,982	1,295,362

Salaries/Wages: The \$831,000 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 - **\$516,000**
- Part-time salary budget of **\$245,000**
- Additional part-time staffing to maintain services and for training prior to and during the move to the new facility. - **\$70,000**

Fringe Benefits: The budget of **\$188,612** funds the benefits and employer paid taxes for the full-time and part-time staff.

Materials/Supplies: A budget of \$221,750 is requested for:

- New books - **\$68,000**
- New juvenile books - **\$35,000**
- New young adult books - **\$12,250**
- Periodicals - **\$6,500**
- AV materials – **\$27,500**
- Juvenile AV materials - **\$6,000**
- Young adult AV materials - **\$1,500**
- Digital media - **\$54,000**
- General office and computer supplies and collection processing materials - **\$11,000**

Contractual Services: The contractual services budget totals \$50,500 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 machine - **\$1,200**
- 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 2019, user charges, which finance the operation of the Fleet, are expected to derive **\$1,382,968**. Amortization charges, which accumulate to finance future replacement of Township vehicles, are projected at **\$467,154**. Additional sources of revenue are the sale of surplus or used vehicles budgeted at **\$264,500** and employee contributions to health insurance premiums at **\$3,000**.

\$69,882 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 six full-time employees in the department. A corresponding revenue item of **\$28,668** 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.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	156,850	156,217	185,358	177,901
REVENUES	2,030,522	2,217,684	2,001,504	2,146,290
EXPENDITURES	1,954,270	2,323,657	1,961,249	2,303,968
FUND TRANSFERS IN				60,000
FUND TRANSFERS OUT	(47,744)	(47,711)	(47,711)	(69,882)
CLOSING FUND BALANCE	185,358	2,533	177,901	10,341

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 **\$1,382,968**, an increase of \$69,311 (5.27%) above the 2018 budget.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	382,482	392,000	396,600	401,000
FRINGE BENEFITS	201,182	209,761	216,223	214,665
MATERIALS/SUPPLIES	527,884	590,413	642,136	651,408
CONTRACTED SERVICES	124,229	121,483	108,290	115,895
TOTAL	1,235,776	1,313,657	1,363,249	1,382,968

Salaries/Wages: The budget recommends **\$396,000** for salaries for five full-time employees and 50% of the salary and employer contribution to deferred compensation plan of the Public Works/Fleet and Facilities Director. Overtime is budgeted at **\$5,000**.

Fringe Benefits: Expenses for benefits and employer paid taxes total **\$214,665** for the six employees in the department.

Materials/Supplies: The budget for materials and supplies totals \$651,408 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 \$2.37 per gallon - **\$173,233**
- Purchase of new tires and tire repairs for all vehicles - **\$87,000**
- Automotive and truck parts for the repair of vehicles in the fleet - **\$175,000**
- 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 - **\$6,000**.
- Shop supplies for welding supplies, nuts and bolts, shop towels, oil dry, general hardware and general shop supplies - **\$6,000**

- Lubricants for motor oil, transmission fluid, hydraulic oil, gear oil, grease and universal tractor fluid - **\$21,500**
- 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 \$115,895 in this category is requested for:

- Insurance coverage for Township vehicles - \$56,500
 - General and auto liability coverage is budgeted at **\$25,800.**
 - Auto physical damage is budgeted at **\$30,700.**
- 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 - \$38,000
 - Trash packer repairs - **\$6,000**
 - Auto and truck repairs - **\$9,000**
 - Transmission repairs - **\$8,500**
 - Recycle equipment repairs - **\$3,000**
 - Emissions testing - **\$2,000**
 - Dealer repairs - **\$5,000**
 - Computer diagnostics – **\$4,500**
- 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

2019 VEHICLE REPLACEMENT PURCHASES

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1. Two Police Vehicles	The #12 and #16 patrol vehicles will be replaced. Both of these patrol vehicles will have between 115,000 and 130,000 miles on them by the time they are replaced. Both replacement patrol units will be a police package Tahoe type vehicle identical to the current police patrol vehicles. The vehicles will be purchased through the State COSTARS contract. The existing cars will be sold on Municibid where the 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.	70,000
2. Two Light Trucks	Scheduled for replacement are the #13 and #20 mid-size pick-up trucks. The #13 truck is used by the Public Works inspectors for grading inspections, construction project and concrete replacement inspections. The #20 truck is used by the Code Enforcement Department for inspections on jobsites and routine tasks. Both vehicles will be purchased either through the PA COSTARS contract. Existing vehicles will be sold on Municibid.	59,000
3. One Staff Vehicle	This vehicle will replace the existing #3 police staff vehicle used by the Police Lieutenant. The replacement vehicle will be a mid-size SUV with space to carry all the necessary police equipment. The existing vehicle will be sold on Municibid.	30,000
4. Automated Trash Truck	This unit will replace the existing #6 automated truck which was purchased in 2011. This truck is on an 8 year rotation which is at the point where it would typically start to need major repairs. The new vehicle will be a fully automated truck that is 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 lead time to receive delivery of a completed truck is approximately 10 months. The replacement unit will be purchased through the PA COSTARS contract.	290,000
5. Vacuum Type Street Sweeper	This unit will replace the existing #30 vacuum street sweeper which was purchased in 2009. This unit is used to sweep the streets on a daily basis, clean out detention storm basins and to follow the milling machine and clean up the road millings before paving. This is a critical part of the Township's MS-4 program that reduces the amount	295,000

of sediment going into the storm drains and streams. It is also deployed in the spring to clean up the grit and salt used during the winter months keeping these materials out of the storm drain system.

6.	Skid-Steer Loader with 40" Milling Head	This machine will replace the existing skid steer loader for milling roads, cleaning up after the milling process, loading material and general road work. The milling process is a severe duty application for this machine and although it has served the Township well, it needs to be replaced before the 2019 road construction season. This machine is used from the time the weather breaks in the spring until the last crews are pulled for the leaf program.	90,000
7.	Leaf Collector	The new unit will be a 30 cubic yard machine and will replace the current #75 machine, which is a 2009 machine. These machines are subjected to some of the most severe service of any Township owned equipment. Downtime on a leaf machine during the leaf collection season causes the collection schedule to fall behind and may require increased overtime costs. Upgrading from 25 to 30 cubic yard capacity machines has helped to keep the leaf collection program on schedule and has reduced the amount of overtime required. The existing unit will be sold on Municibid and the new unit will be purchased through the COSTARS contract.	56,000
8.	One Tri-Axle 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 also a critical part of the snow fighting program handling the smaller roads in the Ft. Washington and Ambler neighborhoods. To keep the vehicle replacement on schedule while budgeting within available funding, the ordering of the replacement truck is being requested for 2019 with payment being deferred until 2020. The estimated cost of the vehicle, \$90,000, will be included in the 2020 budget.	0
9.	Replacement Snow and Ice Removal 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.	31,000
TOTAL			\$921,000

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 2019 is **.611 mills**, the same as the 2018 rate. At this rate, the Fire Protection Real Estate tax is estimated to generate **\$1,378,202** in revenues. **\$20,000** is budgeted as revenue from housing rental permits and interest earnings for the fund are estimated at **\$4,000** bringing the total available revenue to **\$1,402,202**.

The proposed budget for the Fire Protection Fund totals **\$544,293**. Of that amount, \$423,281 is budgeted to fund the Fort Washington Fire Company and \$121,012 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, **\$196,909**, will be transferred to the Fire Capital Fund for current and future capital expenditures and vehicle purchases.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	17,780	-	4,040	-
REVENUES	1,381,623	1,395,675	1,384,000	1,402,202
EXPENDITURES	494,363	546,351	505,560	544,293
FUND TRANSFERS	(901,000)	(849,324)	(882,480)	(857,909)
CLOSING FUND BALANCE	4,040	-	-	-

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 **\$121,012**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	102,209	105,250	101,250	88,000
FRINGE BENEFITS	13,669	14,067	12,252	8,132
MATERIALS/SUPPLIES	5,156	8,000	10,050	8,000
CONTRACTED SERVICES	1,409	2,200	1,950	2,200
VEHICLE O&M FEES	14,404	14,322	14,322	14,680
TOTAL	136,847	143,838	139,824	121,012

Salaries/Wages: The budget request provides \$88,000 for:

- 20% of the Fire Services Administrator/Fire Marshal's salary is funded in this cost center. - **\$22,000**
- Part time fire inspector - **\$49,000**
- Part time administrative assistant position at 20 hours per week. - **\$17,000**

Fringe Benefits: The cost of benefits and employer paid taxes is **\$8,132**.

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 radio charger, 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 - **\$14,680**.

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 \$435,781. Of that total, the Township contribution to support the operations is **\$423,281**. The balance of the Fire Company's operating costs is funded from Pennsylvania Turnpike proceeds totaling **\$12,500**.

EXPENDITURE CATEGORY	2017 ACTUAL EXPENSES	2018 ADOPTED BUDGET	2018 PROJECTED EXPENSES	2019 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
FRINGE BENEFITS	49,715	49,000	49,061	52,968
MATERIALS/SUPPLIES	7,541	10,000	11,285	10,000
CONTRACTED SERVICES	300,259	343,513	305,390	360,313
TOTAL	357,515	402,513	365,736	423,281

Fringe Benefits: The cost of providing workers compensation insurance to the volunteer fire company is **\$52,968**.

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

Contractual Services: The \$360,313 budget is for:

- Direct contribution to Fort Washington Fire Company to fund operations - **\$337,329**
- Fire Company portion of liability and property insurance - **\$18,984**
- Independent audit - **\$4,000**

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

REVENUE CATEGORY	2017 ACTUAL REVENUE	2018 ADOPTED REVENUE	2018 PROJECTED REVENUE	2019 ADOPTED REVENUE
DIRECT CONTRIBUTION FROM TOWNSHIP	277,000	321,263	273,000	337,329
TOWNSHIP PAID INDIRECT COSTS	80,515	81,250	92,736	85,952
PA TURNPIKE FEES	10,000	12,500	12,500	12,500
OTHER REVENUES	600		75	
TOTAL FUNDING	368,115	415,013	378,311	435,781

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 2019, **\$196,909** is budgeted as a transfer from the Fire Protection Fund and interest earnings are budgeted at **\$5,000**.

Details on the proposed \$321,645 in capital expenditures are provided on the following page.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	787,458	937,780	949,119	1,170,970
REVENUES	3,460	2,500	7,871	5,000
EXPENDITURES	81,799		7,500	321,645
FUND TRANSFERS	240,000	188,324	221,480	196,909
CLOSING FUND BALANCE	949,119	1,128,604	1,170,970	1,051,234

FIRE CAPITAL FUND EXPENDITURES

2019

CAPITAL EQUIPMENT EXPENDITURES

1.	Replacement of the SCBA air compressor at Burn Brae station (Township share after anticipated state grant)	21,000
2.	Purchase and installation of radio communications equipment	289,745
3.	Purchase of energy management system upgrades	10,900
	Total Capital Equipment	321,645

FIRE TRAINING CENTER/BUILDING IMPROVEMENTS

	Total Building Improvements	-

TOTAL CAPITAL EXPENDITURES

\$321,645

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 2019 and consists of two separate rates: 1.057 mils for general debt and .080 mils to fund voter approved electoral debt payments. At these rates, the real estate tax will generate **\$2,564,674** in revenue. An additional **\$12,000** is budgeted as interest income for total revenues of **\$2,576,674**.

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 **\$3,792,470**. Of that amount, **\$3,788,470** is budgeted for debt service on the eight outstanding General Obligation Bond issues and **\$4,000** is budgeted for paying agent fees on the outstanding bonds. Details on the 2019 debt service payments are set forth on the following page.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	831,282	1,106,745	1,153,688	591,312
REVENUES	2,306,994	2,307,379	2,312,379	2,576,674
EXPENDITURES	2,645,588	3,796,876	3,785,755	3,792,470
FUND TRANSFERS IN	661,000	661,000	911,000	661,000
FUND TRANSFERS OUT	-	-	-	-
CLOSING FUND BALANCE	1,153,688	278,248	591,312	36,516

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

**DEBT SERVICE EXPENDITURES
2019**

ISSUE	BALANCE OF PRINCIPAL AT 1/1/19	PRINCIPAL PAYMENTS	INTEREST PAYMENTS	TOTAL PAYMENTS
2008 - \$9,000,000 20 Years				
Purchase of open space and storm water management projects	5,567,000	463,000	218,116	681,116
2013 - \$6,620,000 8 Years				
Storm water management projects and construction of traffic signal	650,000	300,000	11,500	311,500
2014 - \$8,535,000 20 Years				
Partial refinance of 2010 debt	7,580,000	360,000	226,775	586,775
2015 - \$2,535,000 20 Years				
Partial refinance of 2010 debt	2,255,000	110,000	62,065	172,065
2016 - \$4,000,000 20 Years				
Burn Brae Firehouse and Virginia Drive bridges	3,670,000	170,000	72,798	242,798
2016 - \$9,845,000 20 Years				
Refinance of 2011 and 2013 debt; street light replacement	9,205,000	1,040,000	178,711	1,218,711
2017 - \$9,000,000 20 Years				
Purchase and repurposing of 520 Virginia Drive	8,657,000	353,000	222,505	575,505
Paying Agent Fees				4,000
TOTAL EXPENDITURES		2,796,000	992,470	3,792,470

NOTE: The total outstanding General Obligation Debt for the Township as of December 31, 2018 is \$46,252,746: \$37,584,000 in principal and \$8,668,746 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 **\$3,500** in 2019.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	196,881	196,042	196,042	195,836
INTEREST	51,209	53,948	55,948	60,739
REVENUES	5,200	3,500	5,480	3,500
EXPENDITURES	1,300	1,300	894	1,300
FUND TRANSFERS	-	-	-	-
CLOSING FUND BALANCE				
PRINCIPAL	196,042	196,042	195,836	195,836
INTEREST	55,948	56,148	60,739	62,939

Trust Principal Amounts

- Dannenberg Trust - **\$100,000**
- Cheston Trust - **51,055**
- Bauman Trust - **20,000**
- North Hills Trust - **19,671**
- Kayser Trust - **5,111**
- \$195,836**

NON-EXPENDABLE TRUST FUND

2019 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 2019 allocation is **\$836,675**. Anticipated interest earnings of **\$7,500** bring the total available revenue from Liquid Fuels to **\$844,175**.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	-	-	-	-
REVENUES	803,267	830,823	844,079	844,175
EXPENDITURES	-	-	-	-
FUND TRANSFERS	(803,267)	(830,823)	(844,079)	(844,175)
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 2019, **\$190,000** is budgeted as expected interest earnings from the fund reserves.

\$60,000 of income is budgeted to be transferred to the Internal Services Fund to fund capital equipment purchases.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	13,250,000	13,500,000	13,500,000	14,000,000
INCOME	359,312	194,312	206,445	361,445
INTEREST INCOME	197,133	175,000	190,000	190,000
EXPENDITURES	-	-	-	-
FUND TRANSFERS IN	250,000	250,000	500,000	-
FUND TRANSFERS OUT	(350,000)	-	(35,000)	(60,000)
CLOSING FUND BALANCE				
PRINCIPAL	13,500,000	13,750,000	14,000,000	14,000,000
INCOME	206,445	369,312	361,445	491,445

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 **\$5,184,186**.

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. 2018 funding sources for recommendation are:

- Annual liquid fuels grant - **\$794,175**
- Contribution for Community Ambulance to repay Radios purchase - **\$11,804**
- Contribution from Aqua - **\$61,974**
- Interest income - **\$60,000**

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	1,478,360	563,326	4,598,159	4,436,591
REVENUES	385,787	18,804	199,353	133,778
BOND PROCEEDS	9,000,000			
EXPENDITURES	7,850,070	1,140,960	1,565,000	5,184,186
FUND TRANSFERS	1,584,082	780,823	1,204,079	794,175
CLOSING FUND BALANCE	772,234	221,993	740,666	180,358
DESIGNATED-520 VA DR	3,825,925		3,695,925	

CAPITAL PROJECTS FUND

2019 EXPENDITURES

Road Milling and Overlay

\$526,930

Road milling and overlay of 2.81 miles of road.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Bradford Circle	Entire Roadway		14,530
Broadfield Circle	Entire Roadway		8,826
Castlewood Drive	Signal Hill Road	Nicole Drive	29,401
Conquest Way	Entire Roadway		32,803
Dogwood Drive	Entire Roadway		41,884
Dublin Road	Jarrettown Road	Stub	66,353
Firethorn Circle	Entire Roadway		24,638
Forest Creek Drive	Entire Roadway		17,001
Highland Avenue	Bethlehem Pike	Creek Drive	54,529
Hood Lane	Entire Roadway		51,813
Larkspur	Entire Roadway		9,601
Pinetown Road	Wynnemoor Way	Highland Avenue	73,274
Primrose Lane	Entire Roadway		9,704
Salaway Court	Entire Roadway		11,719
Sarah Court	Entire Roadway		21,203
Squire Drive	Entire Roadway		10,537
Tupelo Grove	Entire Roadway		24,114
Leveling Course			25,000

Milling Cost for Roads to be Paved by Township Forces

\$49,788

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

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Bell Lane	Dillon Road	Slayton Drive	3,351
Jackson Avenue	Entire Roadway		4,156
Joel Drive	Tannerie Run Road	Susquehanna Road	7,135
Lee Road	Entire Roadway		3,975
Locust Road	Entire Roadway		2,792
Ludwell Drive	Fort Washington Avenue	Bell Lane	10,371
Morse Drive Stub	Entire Roadway		1,531
Park Drive	Entire Roadway		1,069
Schiavone Drive	Farm Lane	Van Sant Lane	4,111
Timothy Drive	Entire Roadway		3,118
Washington Lane	Entire Roadway		8,179

Road Seal Coat**\$161,494**

Application of the Ralumac microsurfacing process and crack sealing on 3.93 miles of road to extend life of structurally sound street.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Arran Way	Aidenn Lair Road	Dead End	10,175
Bernard Avenue	Woodland Road	Paul Avenue	4,347
Bluebird Lane	Entire Roadway		8,292
Camp Hill Road	Dreshertown Road	Heller Way	12,377
Carpenter Lane	Entire Roadway		5,651
Douglass Street	Ardross Avenue	Argyle Avenue	3,337
Dundee Drive	Burn Brae Drive	Alpin Drive	15,070
Fulton Drive	Limekiln Pike	Cul-de-Sac	11,153
G Avenue	Spear Avenue	Ball Field	7,920
Gift Circle	Entire Roadway		7,114
Glenburnie Lane	Entire Roadway		8,788
H Avenue	Quarry Avenue	Spear Avenue	2,640
Jonathan Way	Entire Roadway		7,564
Loch Alsh Avenue	Cedar Road	Bethlehem Pike	9,600
Meetinghouse Road	Fort Washington Avenue	Limekiln Pike	17,105
N. Beecham Drive	Entire Roadway		9,139
Willow Avenue	Bethlehem Pike	Susquehanna Road	12,930
Woodland Road	North Hills Avenue	Dundee Drive	8,290

Novachip**\$119,724**

Application of Nova Chip micropaving consisting of an ultra thin layer of polymer enhanced asphalt material laid down like an asphalt overlay on 0.84 miles of road to extend life of structurally sound street.

<u>Street</u>	<u>From</u>	<u>To</u>	<u>Price</u>
Eastwind Circle	Entire Roadway		34,514
Martin Lane	Entire Roadway		31,659
Audubon Drive	Martin Lane	Sandy Run Middle School	5,179
Audubon Drive	Martin Lane	220' North	4,315
Quarry Avenue	Entire Roadway		15,557
Chip Seal			25,000
Traffic Control			3,500

Curb and Sidewalk Replacement**\$40,000**

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

Tricentennial Events

\$100,000

The support of 5 large events to celebrate the Township's Tricentennial is being requested. The 5 planned events are:

- Winterfest – Wintertime themed event that will include ice sculptures, light displays, warming stations, horse & carriage rides and fireworks.
- UD Tricentennial Parade – Parade down Susquehanna Road displaying all things Upper Dublin.
- Dinner & Dancing on Loch Alsh – A community dinner that everyone is invited to. The night will include a BYO dinner, live music, children's area and fireworks.
- Car Show/Food Truck/Touch-A-Truck Festival – This event is for everyone who likes anything auto. Attendees will be able to feast at food trucks, check out the car show and explore some very large vehicles.
- #UDBetterTogether Fall Fest – The final event of the yearlong celebration will include trunk-or-treating, hayrides, pie bake-off, scarecrow decorating, community group performances and booths supported by various local organizations. The night will be capped off with fireworks.

Funds will be used for performers, fireworks, equipment rentals, supplies, marketing, logo development and labor staff overtime.

Uninterruptible Power Source for Traffic Signals

\$10,000

Funds are requested for uninterruptible power source units, batteries and a pad mounted signal controller cabinet at two locations: Fort Washington Avenue/Highland Avenue and Limekiln Pike/Twining Road.

Purchase of Radio Communications Equipment for Township Emergency Management

\$19,000

Purchase of two mobile and three portable emergency radios for the Township's emergency management staff. The current radios will cease to operate on the Montgomery County emergency system effective January 1, 2020.

Purchase of Replacement Police Radios

\$48,000

Payment four of five. 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. The loan will be paid back to the County in five equal annual installments.

Traffic Calming

\$25,000

Funds are provided to implement traffic calming solutions within various neighborhoods in the Township.

Garage Roof Replacement

\$200,000

In 2015, a professional roof inspection was completed of all Township building and maintenance garage sloped roofs with five areas identified as needing replacement, repair or maintenance over the next few years. Three of the four areas were completed in 2016 and 2017. The final section, replacement of the Township maintenance garage roof, is proposed for 2019.

Refrigerant Charging and Recycle Machine **\$15,000**

This machine will enable fleet personnel to repair and charge the air conditioning equipment on newer vehicles. Because of Federal regulations, the manufacturers have switched from R-134 refrigerant over to the new 1234-YF refrigerant and there is no retro-fit for the existing machine to handle the newer equipment. This is an industry wide change that affects Township police and staff cars, trash trucks, dump trucks and off road equipment. Maintaining these systems is something that has always been performed in house with fleet personnel to avoid excessive downtime and outside labor costs.

Repurposing of 520 Virginia Drive **\$3,745,925**

All funds remaining from the 2017 bond issue are assumed to be expended during 2019 for the repurposing of 520 Virginia Drive.

Upgrade and Renovations to the Township's Audio-Visual Systems **\$108,325**

Purchase of all infrastructure and system components to support all meetings and events held in the Township's main meeting room. Purchase will include video displays, switches, production equipment, cameras, audio equipment, controls, cabling and connectors as well as engineering, project management and installation.

Technology and Building Security **\$15,000**

- Purchase of replacement computers, printers and other hardware. - \$10,000
- Purchase of replacement building security and safety equipment - \$5,000

GRAND TOTAL **\$5,184,186**

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 will be completed. Fiscal responsibility for the remaining improvement projects has been transferred to the Upper Dublin Township Municipal Authority.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	(190,605)	308,493	(168,690)	621,354
REVENUES	4,036,510	1,442,934	2,300,522	-
EXPENDITURES	5,338,603	1,525,000	1,435,000	-
FUND TRANSFERS IN	1,324,008		424,522	
FUND TRANSFERS OUT			(500,000)	
CLOSING FUND BALANCE	(168,690)	226,427	621,354	621,354

The fund balance at the end of 2019 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.

	2017 ACTUAL TOTALS	2018 ADOPTED BUDGET	2018 PROJECTED TOTALS	2019 ADOPTED BUDGET
OPENING FUND BALANCE	1,381,511	-	199,388	-
REVENUES	3,449	-	-	-
EXPENDITURES	154,757	-	50,000	-
FUND TRANSFERS	(1,030,815)	-	(149,388)	-
CLOSING FUND BALANCE	199,388	-	-	-

At the end of 2018, the fund balance was transferred to the Capital Projects Fund.

FUND TRANSFERS

		2018 PROJECTED	2019 ADOPTED
GENERAL FUND	From Liquid Fuels Fund	50,000	50,000
	To Park & Rec Fund	(90,000)	
	To Pension Funds	(3,019,557)	(2,133,872)
PARKS & REC FUND	From General Fund	90,000	
	To Pension Fund	(111,326)	(163,058)
FIRE PROTECTION FUND	To Fire Capital Fund	(221,480)	(196,909)
	To Debt Service Fund	(661,000)	(661,000)
FIRE CAPITAL FUND	From Fire Prot Fund	221,480	196,909
INTERNAL SERVICES FUND	To Pension Fund	(47,711)	(69,882)
	From CRF		60,000
CAPITAL PROJECTS FUND	From Liquid Fuels Fund	794,079	794,175
	From CRF	35,000	
	From Stormwater	125,000	
	From Economic Dev	250,000	
ECONOMIC DEVELOPMENT FUND	To Capital Projects Fund	(250,000)	
	To Debt Service Fund	(250,000)	
COMMUNITY REINV. FUND	To Capital Projects Fund	(35,000)	
	To Internal Services Fund		(60,000)
LIQUID FUELS FUND	To Capital Projects Fund	(794,079)	(794,175)
	To General Fund	(50,000)	(50,000)
DEBT SERVICE FUND	From Fire Prot Fund	661,000	661,000
	From Economic Dev	250,000	
STORMWATER MGT FUND	To Capital Projects	(125,000)	
PENSION FUND	From General Fund	3,019,557	2,133,872
	From P & R Fund	111,326	163,058
	From Int Services Fund	47,711	69,882

**Staffing Level
Full-Time Positions
2019**

	ADMINI- STRATION/FI NANCE	CODE ENFORCEME NT	LIBRARY	FIRE SERVICES	ENGINEERI NG	HIGHWAY	SANITATION	FLEET & FACILITY	P&R	POLICE	TOTAL
Township Manager	1										1
Chief										1	1
Department Director	1	1	1		0.5			0.5	1		5
Staff Engineer	1										1
Community Planner/Zoning		1									1
Coordinator/Administrator	3	2			1				3		9
Administrative Assistant					1				1		2
Fire Marshal				1							1
Inspector		3			1						4
Draftsman					1						1
Bookkeeper	2										2
Professional Librarian			5								5
Staff Librarian			2								2
Deputy Chief										1	1
Lieutenant										1	1
Sergeant										5	5
Corporal										6	6
Detective										4	4
Juvenile Officer										1	1
Patrol Officer										21	21
Dispatcher/Records Clerk										6	6
Superintendent						1	1		1		3
Assistant Superintendent						2	1				3
Foreman						2		1	1		4
Group Leader									1		1
Equipment Operator						10	10		2		22
Laborer						2	3		3		8
Mechanic								4			4
Caretaker *									1		1
TOTAL	8	7	8	1	4.5	17	15	5.5	14	46	126
* Shared position with UDSD											
Shaded cells reflect new positions in 2019 budget											