

12/8/2020

The Upper Dublin Township Board of Commissioners has completed its budget hearing process and are proposing to adopt a balanced 2021 budget.

Overall, General Fund revenues are estimated at \$21.1 million, or 3.5 percent higher than the 2020 budget. Expenditures are estimated at \$21.6 million, or about 0.5 percent lower than the 2020 budget. Significant changes to the budget were made during the hearings resulting in cost reductions of over \$400,000 while maintaining all Township services.

To balance the budget, which is required by law for township governments, the budget resolution contains a planned \$515,000 drawdown of its fund balance paired with a 2.5 percent real estate tax increase on the Township's portion of the property tax.

The 2.5 percent increase, which equates to \$30 dollars per year for the average residential property assessed at \$202,000, will provide \$342,000 in new real estate tax revenue. This would bring the fund balance to \$1.7 million or 7.9% percent of the 2021 budgeted expenditures, keeping the Township in a stable financial position during these uncertain times.

Township real estate taxes represent about 14% of a property owner's total Township, County and School District real estate tax bill.

The Township faced significant increases in demand for services in part due to the pandemic. As an example, residential trash and recycling collection and disposal costs increased by \$155,000. The Township also funded collective bargaining agreements with both the police and public works unions, increasing labor expenses by more than \$250,000.

The Township final 2021 Budget can be downloaded on December 11, 2020 at:
<https://www.upperdublin.net/departments/finance/budget/>

TOWNSHIP OF UPPER DUBLIN
MONTGOMERY COUNTY, PENNSYLVANIA
2021 BUDGET

BOARD OF COMMISSIONERS

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ROBERT H. MCGUCKIN – VICE PRESIDENT

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GARY V. SCARPELLO

MEREDITH L. FERLEGER

ALYSON J. FRITZES

CHERYL KNIGHT

TOWNSHIP MANAGER

PAUL A. LEONARD

ASSISTANT TOWNSHIP MANAGER

JONATHAN K. BLEEMER

**UPPER DUBLIN TOWNSHIP
2021 BUDGET
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**ALL FUNDS REVENUE SUMMARY
2021**

	GENERAL FUND	PARKS & REC	OPEN SPACE	LIBRARY	FIRE PROT	FIRE CAPITAL	INTERNAL SERVICES	DEBT SERVICE	CAPITAL PROJECTS	COMM REINV	LIQUID FUELS	NON-EXPEN TRUSTS	TOTAL
REVENUE CATEGORY													
REAL ESTATE TAXES	6,868,471	2,002,143		1,173,274	1,506,199			2,610,592					14,160,679
LOCAL ENABLING TAXES	10,075,000												10,075,000
LICENSES AND PERMITS	1,659,000												1,659,000
FINES AND FORFEITS	68,500												68,500
INTEREST AND RENT	235,000	2,000	2,500	3,000	2,500	4,000		6,000	5,000	175,000	4,000	2,000	441,000
GRANTS AND GIFTS	1,041,012	69,623	565,000	91,724			24,865				753,779		2,546,003
DEPARTMENT EARNINGS	590,100	354,274		4,300	22,000	20,000	2,054,112		11,804				3,056,590
ASSESSMENTS/CONTRIBUTIONS	65,000	4,750	90,000	2,000			5,000						166,750
REVENUE TOTAL	20,602,083	2,432,790	657,500	1,274,298	1,530,699	24,000	2,083,977	2,616,592	16,804	175,000	757,779	2,000	32,173,522
LESS: VEHICLE RENTAL ADJUSTMENT													(1,924,112)
INTERFUND TRANSFERS	(1,924,924)	(159,442)	1,000,000		(982,517)	321,516	(3,777)	661,000	1,327,209	(1,485,000)	(1,402,209)		(2,648,144)
NET REVENUES	18,677,159	2,273,348	1,657,500	1,274,298	548,182	345,516	2,080,200	3,277,592	1,344,013	(1,310,000)	(644,430)	2,000	27,601,266

ALL FUNDS EXPENDITURE SUMMARY

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	12,149,066	12,683,926	11,535,125	12,622,374
FRINGE BENEFITS	4,075,783	4,437,987	4,114,853	4,392,282
MATERIALS/SUPPLIES	1,781,994	1,901,221	1,242,487	1,714,844
CONTRACTED SERVICES	4,043,482	4,122,163	3,869,426	4,172,310
EQUIPMENT PURCHASES	151,757	139,173	176,500	142,460
CAPITAL	6,856,948	6,630,937	6,593,635	4,947,712
DEBT SERVICE	3,794,220	3,449,770	3,449,270	3,460,976
TOTAL	32,853,251	33,365,177	30,981,296	31,452,958

EXPENDITURE SUMMARY BY FUND

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
GENERAL FUND	18,719,180	19,270,787	18,055,522	19,192,424
PARKS AND RECREATION FUND	2,449,275	2,593,101	1,926,336	2,412,513
LIBRARY FUND	1,191,796	1,419,219	1,134,651	1,408,412
INTERNAL SERVICES FUND	2,158,615	2,272,336	2,445,998	2,217,951
DEBT SERVICE FUND	3,794,220	3,449,770	3,449,270	3,460,976
FIRE PROTECTION FUND	509,109	560,231	520,457	548,182
NON-EXPENDABLE TRUST FUND	1,550	1,300	4,418	1,300
CAPITAL PROJECTS FUND	5,183,925	2,950,803	4,011,613	2,113,812
OPEN SPACE PROJECTS FUND	246,770	1,962,934	460,000	1,943,000
FIRE CAPITAL FUND	324,887	772,700	699,850	78,500
STORM WATER MGT FUND	21,822	-	-	-
ECONOMIC DEVELOPMENT FUND	171,489	-	161,187	-
SUBTOTAL	34,772,638	35,253,180	32,869,302	33,377,070
LESS INTERNAL CHARGES	1,919,387	1,888,005	1,888,005	1,924,112
TOTAL	32,853,251	33,365,175	30,981,297	31,452,958

GENERAL FUND SUMMARY

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

The proposed budget recommends revenues totaling **\$20,602,083** 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 **2.966 mils** for 2021. Of that total, **0.033 mils** are dedicated to the two ambulance companies servicing the Township. At the rate of 2.966 mils, the real estate tax is expected to generate **\$6,868,771** in property tax revenues, including interim and delinquent taxes. That amounts to 33% of all General Fund revenue. The value of one mil is estimated at a level of \$2,350,000.

The EIT is projected to generate **\$8,000,000** in revenue from the 1% tax, an amount equal to 39% of the total General Fund revenues. The tax is levied against all Township residents and non-residents employed in the Township with the tax on residents being shared equally between the Township and the Upper Dublin School District. About \$2.2 million of the EIT revenue is projected to be received from non-residents working in Upper Dublin who reside in municipalities that do not impose the EIT.

The remaining general fund revenue is derived from the Real Estate Transfer Tax (**\$1,150,000**), Local Services Tax (**\$925,000**), department earnings (**\$590,000**), licenses and permits (**\$1,659,000**), intergovernmental grants (**\$1,041,012**), interest earnings and rents (**\$235,000**), fines and forfeits (**\$68,500**) and other revenues (**\$65,100**).

General Fund expenditures are proposed at **\$19,192,424** with details provided on the ensuing pages. This is a **\$78,363** or **0.41%** decrease below the 2020 budget. Previous years increases are shown below:

- 2015 - 3.3%
- 2016 - 2.2%
- 2017 - 0.9%
- 2018 - 4.1%
- 2019 - 1.1%
- 2020 - (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 **\$2,424,924** in 2021. The General Fund contribution is offset through a grant from the Commonwealth's General Municipal Pension System state aid expected to total \$711,149.

At the proposed revenue, expenditure and transfer levels, the 2021 fiscal year will end with a **\$1,711,112** fund balance, an amount equal to **7.9%** of total expenditures and transfers out.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	2,029,655	2,356,277	2,649,465	2,226,377
REVENUES	22,545,021	20,395,492	20,060,820	20,602,083
EXPENDITURES	(18,719,180)	(19,270,787)	(18,055,522)	(19,192,424)
FUND TRANSFERS IN	50,000			500,000
FUND TRANSFERS OUT	(3,256,031)	(2,428,386)	(2,428,386)	(2,424,924)
CLOSING FUND BALANCE	2,649,465	1,052,596	2,226,377	1,711,112

GENERAL FUND

REVENUES 2021

	<u>2019 ACTUAL REVENUES</u>	<u>2020 ADOPTED REVENUES</u>	<u>2020 PROJECTED REVENUES</u>	<u>2021 ADOPTED REVENUES</u>
<u>REAL ESTATE TAXES</u>				
Real Estate Taxes – Current	6,170,038	6,175,490	6,140,000	6,867,523
Real Estate Tax Refunds - Appeals	(24,994)		(36,733)	(92,052)
Real Estate Taxes – Delinquent	56,078	45,000	50,000	50,000
Real Estate Taxes – Interim	22,363	40,000	25,000	35,000
Real Estate Taxes - Penalties	8,135	9,000	8,000	8,000
TOTAL	6,231,621	6,269,490	6,186,267	6,868,471
<u>LOCAL ENABLING TAXES</u>				
Earned Income Tax	8,256,151	8,175,000	8,000,000	8,000,000
Real Estate Transfer Tax	1,182,703	1,000,000	1,125,000	1,150,000
Local Services Tax	921,279	1,000,000	900,000	925,000
TOTAL	10,360,133	10,175,000	10,025,000	10,075,000
<u>FINES AND FORFEITS</u>				
Court Fines	60,395	67,500	65,000	67,500
Vehicle Code Violations	720	1,000	1,000	1,000
TOTAL	61,115	68,500	66,000	68,500
<u>INTEREST AND RENT</u>				
Interest Earnings	163,344	100,000	60,000	45,000
Rent from NHCC	8,820	8,820	4,410	-
Other Rent	158,557	212,000	256,000	190,000
TOTAL	330,721	320,820	320,410	235,000
<u>GRANTS AND GIFTS</u>				
Public Utility Realty Tax	21,157	22,000	23,091	23,000
State/Federal Grants	193,573	80,000	35,000	80,000
Beverage License Tax	4,400	4,700	4,050	4,700
Casualty Insurance Premium Tax	670,712	767,768	723,804	711,149
Fire Insurance Premium Tax	222,114	222,114	222,163	222,163
TOTAL	1,111,957	1,096,582	1,008,108	1,041,012

	2019 ACTUAL REVENUES	2020 ADOPTED REVENUES	2020 PROJECTED REVENUES	2021 ADOPTED REVENUES
<u>DEPARTMENT EARNINGS</u>				
Zoning/Development Fees	4,757	10,000	5,000	10,000
Zoning Hearing Board Fees	24,400	26,000	30,000	28,000
Engineering Fees	212,804	200,000	175,000	200,000
Sale of Maps and Documents	1,975	2,500	1,200	1,500
Fire Marshal Reports	57,249	30,000	33,000	30,000
Special Police Services	41,106	50,000	15,000	25,000
Crossing Guard Services	74,656	75,500	47,767	75,500
Finance Department Services	1,153	-	693	-
Police Report Fees	33,826	40,000	32,000	40,000
Contracted Snow Removal	86,767	95,000	93,000	95,000
Cart Fees	6,935	5,000	12,000	7,500
Sanitation Services	64,219	56,500	74,000	74,000
Public Works Services	3,979	-	5,453	-
Recycling Revenue	3,313	3,500	4,059	3,500
TOTAL	617,137	594,000	528,172	590,000
<u>LICENSES AND PERMITS</u>				
Street Opening Permits	222,197	185,000	145,000	175,000
Building Permits	1,441,065	650,000	615,000	575,000
Electrical Permits	649,943	130,000	220,000	110,000
Plumbing Permits	204,417	100,000	50,000	75,000
HVAC Permits	534,571	95,000	110,000	95,000
Sewage Permits	6,923	4,000	6,000	4,000
Use & Occupancy Permits	17,484	20,000	18,000	20,000
Property Transfer Fees	28,440	27,000	30,000	30,000
Cable TV Franchise Fees	604,354	600,000	584,000	575,000
TOTAL	3,709,392	1,811,000	1,778,000	1,659,000
<u>MISCELLANEOUS</u>				
Insurance Claims	63,322		72,850	-
Benefit Contributions	54,969	60,000	65,000	65,000
Workers Comp Reimbursements	704		6,486	
Sale of Fixed Assets				
Other Sources	3,950	100	4,527	100
TOTAL	122,945	60,100	148,863	65,100
TOTAL GENERAL FUND REVENUE	22,545,021	20,395,492	20,060,820	20,602,083

GENERAL FUND

COST CENTER SUMMARY

COST CENTER	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
Boards and Commissions	51,089	60,771	52,890	57,580
Administration	1,583,086	1,388,123	1,414,480	1,400,372
Finance	541,113	577,201	542,408	580,622
Real Estate Tax Collector	19,165	19,465	19,365	19,415
Engineering	243,984	247,967	244,128	258,565
Township Buildings	396,972	584,679	520,475	572,403
Police	7,837,529	8,093,760	7,774,642	8,086,342
Fire Marshal	123,810	125,787	125,154	128,122
Code Enforcement	1,041,340	1,081,864	1,066,629	1,071,673
Sanitation	2,528,841	2,609,333	2,571,232	2,794,685
Engineering	1,385,485	1,309,116	1,288,165	1,226,509
Street Cleaning	122,741	141,268	139,268	141,268
Snow and Ice Removal	236,982	303,110	67,678	293,381
Traffic Signal Maintenance	148,848	140,427	120,611	199,469
Street Light Maintenance	174,359	180,000	171,000	173,000
Storm Sewers	202,985	197,000	160,000	162,000
Road Maintenance	1,655,467	1,773,537	1,341,769	1,589,503
Emergency Services	297,114	297,114	297,163	297,163
Fire Hydrants	110,696	111,260	109,475	111,260
Real Estate Taxes	4,323	15,756	15,742	15,845
Community Contributions	13,250	13,250	13,250	13,250
TOTAL	18,719,180	19,270,787	18,055,522	19,192,424

GENERAL FUND

EXPENDITURE SUMMARY

The General Fund 2021 budget has proposed expenditures totaling \$19,192,424 a 0.4% decrease below the 2020 budget. Details on the proposed expenditures for each cost center are provided in the following section.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	9,792,227	10,017,457	9,327,875	9,911,395
FRINGE BENEFITS	3,234,413	3,493,591	3,252,305	3,416,315
MATERIALS/SUPPLIES	655,519	742,150	418,651	585,586
CONTRACTED SERVICES	3,135,561	3,162,485	3,164,260	3,384,997
EQUIPMENT PURCHASES	148,366	135,673	173,000	140,460
VEHICLE O&M FEES	1,753,094	1,719,430	1,719,431	1,753,671
TOTAL	18,719,180	19,270,787	18,055,522	19,192,424

GENERAL FUND

BOARDS AND COMMISSIONS

The recommended budget for the Boards and Commissions is **\$57,580**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	35,294	38,625	35,625	36,125
FRINGE BENEFITS	2,892	3,296	2,965	3,055
MATERIALS/SUPPLIES	3,803	5,250	4,100	5,200
CONTRACTED SERVICES	9,100	13,600	9,200	13,200
TOTAL	51,089	60,771	52,890	57,580

Salaries/Wages: The amount of \$36,125 covers:

- Compensation paid to seven commissioners - **\$30,625**
- Recording Secretary's attendance at, and the transcription of minutes for, public meetings - **\$5,500**

Fringe Benefits: The allocation of **\$3,055** covers employer paid taxes.

Materials/Supplies: Funds are provided for:

- Office supplies - **\$200**
- Employee retirement and service awards - **\$2,500**
- The Dr. William Ritter Science Award - **\$500**
- Contribution toward Upper Dublin Medal Dinner - **\$2,000**

Contractual Services: Funds are provided to cover:

- The conference and training budget of **\$2,000** includes funds for Commissioner attendance at the Pennsylvania State Association of Township Commissioners conferences.
- Shade Tree Commission to fund general operations - **\$5,500**
- 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 **\$1,400,372**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	460,439	469,000	406,500	429,500
FRINGE BENEFITS	120,856	129,865	115,122	126,315
MATERIALS/SUPPLIES	19,452	18,500	16,500	18,500
CONTRACTED SERVICES	967,159	755,800	861,400	810,800
VEHICLE O&M FEES	15,180	14,958	14,958	15,257
TOTAL	1,583,086	1,388,123	1,414,480	1,400,372

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 - **\$402,00**
- Funding for part time administrative assistants and camera operators- **\$27,500**

Fringe Benefits: The cost of employee benefits, employer paid taxes and employee participation in the Township tuition reimbursement program totals **\$126,315**.

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 810,800 for:

- Insurance coverage for the General Fund's share of Liability, Public Officials and Property and Casualty premiums - **\$230,000**
- General legal fees for:
 - Township solicitor - **\$190,000**
 - Labor counsel - **\$55,000**
 - Civil Service counsel - **\$5,000**
- The telecommunication budget totals \$58,000 for:
 - Local service, long distance, line charges and maintenance contracts - **\$25,000**
 - Service calls - **\$3,000**
 - Cellular phones - **\$30,000**

- Internet connection fees - **\$8,500**
- Costs related to general consulting and contract services including stenographer costs for conditional use and special hearings, updates to the Township codification, property appraisal fees, credit card processing fees, 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. - **\$47,000**
- Constituent and agenda management system fees - **\$25,000**
- Maintenance and system administration of computer network and website - **\$67,000**
- Civil service costs for the physical and psychological exams, civil service advertising and testing and miscellaneous items - **\$4,000**
- Equipment lease/rental and maintenance costs total \$23,000 for:
 - Photocopier lease - **\$7,000**
 - Postage meter and mail machine - **\$4,000**
 - Cloud hosted exchange costs – **\$7,500**
 - Storage trailer - **\$3,000**
 - Water coolers - **\$1,500**
- Postage expenses for routine Township business - **\$18,000**
- Printing costs for envelopes, letterhead, business cards and note paper - **\$7,500**
- Advertising expenses for meetings, hearings, bids and job openings - **\$13,500**
- Special event expenses such as employee events, sympathy acknowledgments and meeting expenses - **\$18,000**
- Township Manager approved training expenses for all Township employees other than Police officers who have a training budget within the Police cost center - **\$30,000**
- 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 **\$15,257**

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, and budget development and control. Recommended funding for the department is **\$580,622**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	369,619	388,500	364,000	393,000
FRINGE BENEFITS	134,492	146,501	136,158	143,272
MATERIALS/SUPPLIES	1,604	2,000	2,000	2,000
CONTRACTED SERVICES	35,398	40,200	40,250	42,350
TOTAL	541,113	577,201	542,408	580,622

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. – **\$313,000**
- A budget to fund the part time positions of receptionists, office assistant and purchasing agent - **\$80,000**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$143,272**.

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 \$42,350 for:

- Annual independent audit - **\$18,000**
- A budget for computer support, maintenance and development including:
 - Support of and updates to the Township's financial and payroll software - **\$21,500**
 - Equipment maintenance fees for system hardware - **\$500**
- A printing budget of **\$1,200** is allocated for purchase orders, receipts and envelopes.
- Bank services fees- **\$500**
- Subscriptions and dues - **\$300**
- Mileage reimbursement for personal vehicles used for Township business - **\$350**

GENERAL FUND

TAX COLLECTOR/TREASURER

The proposed budget of **\$19,415** provides funding for the collection of real estate taxes and for the duties of the appointed Township Treasurer.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	10,000	10,000	10,000	10,000
FRINGE BENEFITS	765	765	765	765
MATERIALS/SUPPLIES	30	200	100	150
CONTRACTED SERVICES	8,370	8,500	8,500	8,500
TOTAL	19,165	19,465	19,365	19,415

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: **\$150** is budgeted for miscellaneous office supplies.

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

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

GENERAL FUND

ENGINEERING

The Engineering cost center funds in staff and out sourced engineering services for the Township. The recommended budget totals **\$258,565**. Fees for services are anticipated at **\$200,000** resulting in a net cost for this cost center of **\$58,565**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	199,262	190,000	190,000	193,250
FRINGE BENEFITS	37,662	38,437	37,098	38,285
MATERIALS/SUPPLIES	11	200	200	200
CONTRACTED SERVICES	7,049	19,330	16,830	26,830
TOTAL	243,984	247,967	244,128	258,565
REVENUES FROM PASS THROUGH FEES	212,804	200,000	175,000	200,000
NET COST	31,180	47,967	69,128	58,565

Salaries/Wages: A budget of **\$193,250** funds the full-time in-house Township Engineer at \$133,250 and part-time in house inspectors at \$60,000.

Fringe Benefits: The cost of employer paid taxes totals **\$38,285**.

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

Contractual Services: The \$26,830 in contractual services includes:

-
- General engineering services not provided by in-house staff:
 - Compliance with the Township's MS4 requirements - **\$10,000**
 - Inspection of Township bridges and culverts - **\$10,000**
- Mileage reimbursements - **\$6,500**
- Subscriptions - **\$330**

GENERAL FUND

TOWNSHIP BUILDINGS

The Township Buildings cost center records all expenses related to the general operation, maintenance and repair of the main administration building, public works facility, 520 Virginia Drive facility and other Township owned general use facilities. Minor improvements to the Township buildings are also budgeted in this cost center. The recommended budget totals **\$572,403**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	40,312	39,000	42,000	24,020
FRINGE BENEFITS	5,225	7,184	6,975	5,888
MATERIALS/SUPPLIES	21,958	31,500	17,000	30,000
CONTRACTED SERVICES	329,478	506,995	454,500	512,495
TOTAL	396,972	584,679	520,475	572,403

Salaries/Wages: A budget of \$43,050 funds:

- a part-time janitor at 4 hours per day to clean and maintain the public works facility - **\$20,000**
- a part-time employee to primarily maintain the 520 Virginia Drive facility - **\$4,020**

Fringe Benefits: The budget of **\$5,888** 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 \$30,000 and are allocated as follows:

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

Contractual Services: Utility and janitorial costs are the bulk of the \$512,495 contractual services budget that includes:

- Electricity and gas for administration building - **\$105,000**
- A \$95,000 building maintenance budget for the Township Building that includes:
 - HVAC repairs - **\$42,000**
 - Plumbing services - **\$7,500**
 - Electrical services - **\$10,000**
 - Fire alarm repairs - **\$5,000**
 - Carpet repair and replacement - **\$4,500**

- General building repairs - **\$26,000**
- Water service to the Township Building - **\$5,000**
- Fuel storage tank insurance - **\$495**
- Janitorial services to clean and maintain the administration building and police department - **\$51,000**
- A contract maintenance budget of \$34,000 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 - **\$2,000**
 - Fire alarm system and fire extinguisher service - **\$4,000**
 - Service contract for elevator - **\$1,500**
- Maintenance, repairs and utility costs for 520 Virginia Drive total \$172,000:
 - Electricity and gas - **\$65,000**
 - Water - **\$2,500**
 - General supplies - **\$12,000**
 - Janitorial service contract - **\$50,000**
 - Fire alarm, elevator, sprinkler, pest control and HVAC service contracts - **\$25,000**
 - Phone and internet costs – **\$17,500**
- Maintenance, repairs and utility costs for the North Hills Community Center total \$30,000 for:
 - Electricity and gas - **\$12,500**
 - Water - **\$2,500**
 - Electrical, plumbing, HVAC and general repairs - **\$10,000**
 - Fire alarm, elevator, sprinkler and HVAC service contracts - **\$5,000**
- Minor improvement projects at the Township Building are budgeted at **\$20,000**

GENERAL FUND

POLICE

The Police department functions to protect the lives and property of the public, to enforce the State and Township laws and to provide service and assistance to the residents of the Township. This objective is met through the combined efforts of the patrol, investigation, traffic safety, detective, juvenile, bike patrol and emergency response team units of the department. To perform these functions, the recommended budget totals **\$8,086,342**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	5,498,934	5,592,550	5,363,000	5,591,000
FRINGE BENEFITS	1,574,873	1,722,225	1,615,060	1,691,050
MATERIALS/SUPPLIES	54,018	60,250	60,000	77,250
CONTRACTED SERVICES	198,703	213,080	193,600	209,200
EQUIPMENT PURCHASES	148,366	135,673	173,000	140,460
VEHICLE O&M FEES	362,636	369,982	369,982	377,382
TOTAL	7,837,529	8,093,760	7,774,642	8,086,342

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

- Salaries for the 40 sworn officers – **\$5,004,000**
 - Base pay for 38 sworn officers for the full year, one replacement officer hired mid-year and one replacement officer hired in the fall and employer contribution to deferred compensation plan for department head - **\$4,287,500**
 - Shift differential pay - **\$68,500**
 - Stipend to officers who have opted out of the Township medical plan - **\$40,000**
 - Longevity pay - **\$85,000**
 - Holiday pay – **\$103,000**
 - Education incentive - **\$142,000**
 - Contractually agreed upon incentive pays - **\$80,000**
 - Clothing allowance - **\$8,000**
 - Non-reimbursable police overtime - **\$160,000**
 - Reimbursable police overtime - **\$30,000**
- Pay for civilian positions of 6 full time, two part time dispatchers/data entry clerks, and one part time evidence management specialist - **\$440,500**
- Civilian employee overtime - **\$10,000**
- Crossing guards - 50% is reimbursed from the Upper Dublin School District - **\$136,500**

Fringe Benefits: The cost of employee benefits, employer paid taxes and tuition reimbursement is **\$1,691,050**.

Materials/Supplies: Costs for materials and supplies total \$77,250 for:

- Office, computer, bicycle repair and investigative supplies - **\$14,750**
- Ammunition for training including range supplies - **\$10,000**
- Uniforms for officers, dispatchers and crossing guards - **\$27,500**
- Additional long, short and pant uniform for each officer - **\$15,000**
- 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 children and supplies for National Night Out - **\$5,000**

Contractual Services: The budget for contractual services is \$209,200 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 - **\$27,700**
- Equipment rental for photocopier – **\$4,000**
- Maintenance for speed calibrations – **\$2,200**
- Maintenance on CPIN and Livescan booking center - **\$6,500**
- Maintenance on building security system - **\$11,000**
- IT contracted services and email service fees - **\$27,000**
- CLEAN/NCIC and data plans - **\$16,000**
- Subscription to phone tracking, records management, employee management, evidence management and scheduling management software - **\$20,000**
- Printing of forms, time cards, tickets and field reports - **\$3,000**
- Professional cleaning of officers' uniforms - **\$9,000**
- Subscriptions and dues to professional organizations, law journals, crimes code and court access fees - **\$16,000**
- Township's SWAT assessment to cover the cost of uniforms and training needs for the Township's emergency response team - **\$5,000**

Equipment: Equipment purchases total \$140,460 for:

- Replacement body armor vests - **\$6,180**
- Replacement of 400 Mhz portable radios and supplies - **\$3,374**
- Purchase of video intercoms - **\$6,838**
- Replacement of five desktop computers - **\$5,350**
- Purchase of 22 watchguard body cameras - **\$30,465**
- Network enhancements - **\$1,600**
- AED unit replacements - **\$4,713**
- Purchase of replacement medical equipment bags and supplies - **\$2,180**
- Purchase of two additional radar traffic safety devices - **\$7,800**
- Purchase of additional simunition head and throat safety protectors - **\$5,700**
- Conversion of 3 new police vehicles and detailing each vehicle - **\$61,260**
- 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 **\$377,382**.

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 **\$128,122**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	78,201	78,500	79,500	81,000
FRINGE BENEFITS	30,360	31,848	30,215	31,522
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	15,250	15,439	15,439	15,600
TOTAL	123,810	125,787	125,154	128,122

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

Fringe Benefits: The cost of benefits and employer paid taxes is **\$31,522**.

Vehicle O&M Fees: Operation and amortization costs for the Fire Marshal's vehicle total **\$15,600**.

GENERAL FUND

CODE ENFORCEMENT

The Code Enforcement department is responsible for enforcing compliance with all plumbing, building, zoning and health ordinances, codes and standards and inspecting all new construction and renovations of existing facilities. The Township's Community Planning and Zoning staff is also funded in this cost center. The recommended budget for Code Enforcement is **\$1,071,673**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	653,265	666,000	673,000	684,000
FRINGE BENEFITS	216,216	224,810	212,025	205,806
MATERIALS/SUPPLIES	10,132	11,500	9,250	11,500
CONTRACTED SERVICES	119,242	138,900	137,700	128,900
VEHICLE O&M FEES	42,484	40,654	40,654	41,467
TOTAL	1,041,340	1,081,864	1,066,629	1,071,673

Salaries/Wages: The \$684,000 budgeted for salaries is for:

- Funding for eight full-time staff positions including stipend to employees who have opted out of joining the Township medical plan and employer contribution to deferred compensation plan for department head. - **\$593,000**
- Funding for part time administrative assistants for permitting, property transfers and planning commission assistance. Hours fluctuate based on need - **\$75,000**
- Compensation to the members of the Zoning Hearing Board - **\$3,000**
- Office work overtime – **\$13,000**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$205,806**.

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

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

Contractual Services: Contractual services total \$128,900 for:

- Zoning Hearing Board Solicitor fee - **\$35,000**
- Advertising, in the form of zoning hearing notices, conditional use notices and amendments to Township codes - **\$9,000**
- Stenographer appearance fees at Zoning Hearing Board meetings - **\$5,000**
- Third party residential plan reviews - **\$45,000**
- Montgomery County Planning Commission services - **\$7,000**
- Printing of all forms, applications, licenses and codebooks - **\$1,400**
- Lease payments and equipment maintenance on photocopier - **\$4,000**

- Property maintenance expenses - **\$12,000**
- Software license, user fees and modifications- **\$5,000**
- Subscriptions and dues - **\$3,000**
- Mileage reimbursement for personal vehicles used for Township business - **\$2,500**

Vehicle O&M Fees: Expenses for the operation and amortization of the three existing Township vehicles utilized by the Code Enforcement employees total **\$41,467**.

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 **\$2,794,685**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	920,364	961,500	899,500	980,000
FRINGE BENEFITS	447,886	480,340	458,188	478,770
MATERIALS/SUPPLIES	30,570	31,100	31,151	35,100
CONTRACTED SERVICES	664,678	685,500	731,500	840,904
VEHICLE O&M FEES	465,343	450,893	450,893	459,911
TOTAL	2,528,841	2,609,333	2,571,232	2,794,685

Salaries/Wages: The proposed budget provides **\$975,000** in wages for 15 full-time employees including stipend to employees who have opted out of joining the Township medical plan.

Overtime pay is projected at **\$5,000** 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 **\$478,770**.

Materials/Supplies: The \$35,100 is budgeted for:

- Uniforms and safety equipment including the purchase of pants, shirts, work gloves, rain gear, sweatshirts, jackets, safety shoes, back supports and miscellaneous safety items - **\$8,000**
- Purchase and maintenance of brooms, rakes, chain saws, small mowers and weed trimmers to assist in maintaining stream beds and right-of-ways, pruning along roadways and mowing public areas. - **\$2,600**
- CDL license fees for all department operators - **\$500**
- Purchase of wheels, axles, lids and other non-warranty parts required to keep the refuse carts, yard waste carts and recycling carts functional. Also, purchase of additional carts to replace damaged carts, provide a second cart for a fee or to distribute carts to new homeowners - **\$24,000**

Contractual Services: Disposal fees are budgeted at:

- The 2021 tipping fee is budgeted at \$62.92 per ton for disposal at the Plymouth facility. At an estimated tonnage of 7,950 tons, trash disposal will cost **\$500,214**.
- Cost of highway tolls to travel to Plymouth. - **\$12,000**
- Cost for disposal of white goods of which nearly all are reimbursed through fees for this service. - **\$12,000**
- Hosting of one ewaste collection event and two paper shredding events during the year. - **\$5,500**
- The Township's contract for the processing of single stream recyclables through the Montgomery County Recycling Consortium has increased significantly over the past few years. In 2021, the rate is estimated to increase to \$101.53/ton for 3000 tons. - **\$304,590**

Funds are also provided for:

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

Vehicle O&M Fees: Charges for the operation and amortization of sanitation vehicles total **\$459,911**.

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 **\$3,785,129**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED BUDGET	2021 ADOPTED BUDGET
SALARIES/WAGES	1,526,539	1,583,782	1,264,750	1,489,500
FRINGE BENEFITS	663,186	708,321	637,735	691,588
MATERIALS/SUPPLIES	513,942	581,650	278,350	405,686
CONTRACTED SERVICES	370,999	343,200	280,150	354,300
VEHICLE O&M FEES	852,201	827,505	827,505	844,055
TOTAL	3,926,866	4,044,457	3,288,490	3,785,129

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 **\$1,226,509**

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	392,055	339,750	343,000	262,000
FRINGE BENEFITS	120,370	120,112	107,810	110,604
MATERIALS/SUPPLIES	3,760	4,750	4,850	4,750
CONTRACTED SERVICES	17,099	17,000	5,000	5,100
VEHICLE O&M FEES	852,201	827,505	827,505	844,055
TOTAL	1,385,485	1,309,116	1,288,165	1,226,509

Salaries/Wages: The budget of **\$262,000** funds:

- Salaries for the three full-time employees in the Administration division of the Public Works department and employer contribution to the deferred compensation plan for department head. - **\$259,000**
- Funding for a summer part time employee through an internship program - **\$3,000**

Fringe Benefits: Benefit costs and employer taxes are budgeted at **\$110,604**.

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

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

Contractual Services:

- Mileage reimbursement for personal vehicles used for Township business - **\$200**
- Lease payments and equipment maintenance for large document scanner/printer - **\$2,500**
- Dues and subscriptions - **\$2,400**

Vehicle O&M Fees: Charges for the operation and amortization of all Engineering and Highway division vehicles total **\$844,055**.

GENERAL FUND

LEAF COLLECTION

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

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	67,368	100,000	100,000	100,000
FRINGE BENEFITS	5,067	7,268	7,268	7,268
MATERIALS/SUPPLIES	1,032	2,000	2,000	2,000
CONTRACTED SERVICES	49,274	32,000	30,000	32,000
TOTAL	122,741	141,268	139,268	141,268

Salaries/Wages:

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

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

Materials/Supplies:

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

Contractual Services:

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

GENERAL FUND

SNOW/ICE REMOVAL

The primary function of this cost center is the elimination of hazardous conditions caused by ice or snow on Township roads. The objective is to plow all main Township roads in the twelve snow districts within four hours of the end of the snowfall. Using five year historical data, the 2021 budget of **\$293,381** provides funds to maintain this level of service.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	103,751	140,000	35,000	130,000
FRINGE BENEFITS	7,931	10,710	2,678	9,945
MATERIALS/SUPPLIES	125,300	152,400	30,000	153,436
CONTRACTED SERVICES	-	-	-	-
TOTAL	236,982	303,110	67,678	293,381

Salaries/Wages:

- Full-time salaries allocated for snow and ice removal during regular working hours - **\$40,000**
- Funds are budgeted to remove snow and salt roads during nighttime and weekend hours by Highway, Sanitation, Parks and Fleet personnel - **\$90,000**

Fringe Benefits: The cost of employer paid social security taxes for the salaries and wages allocated to this cost center totals **\$9,945**.

Materials/Supplies:

- A budget is provided for the purchase of rock salt for highway snow and ice removal. For 2021, 2,800 tons are estimated at a cost of \$50.68/ton. The estimated volume of salt remains the same as in 2020 and the tonnage rate increases by 0.7%. – **\$142,936**
- Reimbursement of damaged mailboxes up to a \$100 maximum – **\$4,000**
- Food reimbursements for employees working overtime - **\$2,500**
- Deicer used on Township owned sidewalks. - **\$4,000**

GENERAL FUND

TRAFFIC SIGNALS, SIGNS AND MARKINGS

The allocation for traffic signal maintenance and repair, sign installation, line painting and repair of street markings totals **\$199,46**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	35,937	36,532	36,750	37,500
FRINGE BENEFITS	2,698	2,795	2,811	2,869
MATERIALS/SUPPLIES	56,131	48,000	48,000	56,000
CONTRACTED SERVICES	54,083	53,100	33,050	103,100
TOTAL	148,848	140,427	120,611	199,469

Salaries/Wages:

- One half of the Traffic and Street Light Technician’s salary is allocated to this cost center - **\$37,500**

Fringe Benefits: The cost of employer paid payroll taxes - **\$2,869**.

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. - **\$56,000**

Contractual Services: Cost associated with contractual services totals \$103,100 for:

- Electricity for traffic signals at 42 intersections, 9 school zone signal locations and 6 flashing warning devices. - **\$7,100**
- Line painting of 4” yellow center lines and 4”white edge lines on more heavily traveled collector streets including epoxy painting where necessary - **\$35,000**
- Consultant services for the traffic studies and traffic calming - **\$40,000**
- 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 **\$173,000**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	2,807	7,000	5,000	7,000
CONTRACTED SERVICES	171,552	173,000	166,000	166,000
TOTAL	174,359	180,000	171,000	180,000

Materials/Supplies:

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

Contractual Services:

- Electricity costs for the over 2,100 luminaries in the Township. The electric budget is reduced due to the energy savings generated by the street light conversion project - **\$163,000**
- 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 **\$162,000**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	129,778	142,000	120,000	127,000
CONTRACTED SERVICES	73,206	55,000	40,000	35,000
TOTAL	202,985	197,000	160,000	162,000

Materials/Supplies: \$127,000 of material needed to maintain the Township's storm sewer system including:

- Materials for inlet repairs and reconstruction including hoods and grates, pipe, concrete, clean and modified stone, lumber, metal and blacktop for pipe and inlet paving - **\$122,000**
- 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 \$35,000 for:

- Maintenance of detention basins, storm water conduits and open channels on municipal land - **\$15,000**
- 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. - **\$10,000**
- 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 **\$1,589,50**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	927,429	967,500	750,000	960,000
FRINGE BENEFITS	527,120	567,437	517,169	560,903
MATERIALS/SUPPLIES	195,134	225,500	68,500	55,500
CONTRACTED SERVICES	5,784	13,100	6,100	13,100
TOTAL	1,655,467	1,773,537	1,341,769	1,589,503

Salaries/Wages: The budget of \$960,000 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. - **\$940,000**
- Overtime for non-snow related emergency road repairs, extended paving projects, placement of barricades and traffic signal generators - **\$20,000**

Fringe Benefits: Employee benefits and employer paid taxes for the seventeen full-time employees totals **\$560,903**.

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. – **\$35,000**
- Minor tools and supplies for parts for all gasoline powered equipment, hand tools, temporary signs, battery tool kit, radius forms and milling machine teeth - **\$12,000**
- Uniforms and safety equipment per contractual obligation - **\$8,000**
- Cost of CDL licenses for all equipment operators - **\$500**

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

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

GENERAL FUND

EMERGENCY SERVICES ORGANIZATIONS

This line item records the payments to Emergency Services Organizations providing services to the residents of Upper Dublin Township. The payment to the Upper Dublin Township Volunteer Fireman's Relief Association Fund is funded from the proceeds received from the State Foreign Fire Insurance Premium Taxes. A corresponding amount is budgeted as revenue to the General Fund. Actual proceeds received from the State in 2020 totaled \$222,163.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	297,114	297,114	297,163	297,163
TOTAL	297,114	297,114	297,163	297,163
REVENUE - STATE FOREIGN FIRE INSURANCE PREMIUM TAX	222,114	222,114	222,163	222,163

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

- Volunteer Fireman's Relief Association - **\$222,163**
- 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	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	110,695	111,260	109,475	111,260
TOTAL	110,695	111,260	109,475	111,260

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

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

GENERAL FUND

REAL ESTATE TAXES/ASSESSMENTS

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

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
MATERIALS/SUPPLIES	-	-	-	-
CONTRACTED SERVICES	4,323	15,756	15,743	15,845
TOTAL	4,323	15,756	15,743	15,845

Contractual Services:

- Real estate taxes in the amount of **\$4,520** are budgeted to pay the Montgomery County and Upper Dublin School District real estate tax assessed against the Twining Road cell tower property.
- An amount of **\$11,325** is budgeted to pay the annual assessments levied by the Upper Dublin Township Municipal Authority against Township owned properties.

GENERAL FUND

COMMUNITY CONTRIBUTIONS

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

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 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 2021, the Parks and Recreation Real Estate Tax rate is proposed at the rate of .872 mills. At the proposed tax rate, the tax will generate **\$2,002,143** in revenues.

Charges to recreation program participants and park facility users generate **\$354,274**. Interest earnings on the fund are expected to add **\$2,000** and employee contributions toward the cost of health benefits are budgeted at **\$4,750**.

Expenditures total **\$2,412,513**, a decrease of \$180,588 (6.96%) below the 2020 budget. Percentage changes for prior years are shown below:

- 2014 - 3.1%
- 2015 - 3.2%
- 2016 - 0.7%
- 2017 - 4.3%
- 2018 - 4.1%
- 2019 - 4.6%
- 2020 - -(17.0)

\$159,442 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 15 full-time P&R employees. A corresponding revenue item of **\$69,623** is budgeted as a contribution from the Commonwealth's General Municipal Pension System towards the Township's pension costs. The difference of \$89,799 must be derived from other sources.

At the proposed revenue, expenditure and transfer levels, the Parks and Recreation fund is expected to end the 2021 fiscal year with a fund balance of **\$105,134**.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	45,283	43,488	73,077	244,298
REVENUES	2,642,115	2,709,256	2,256,489	2,432,790
EXPENDITURES	2,449,275	2,593,101	1,926,336	2,412,513
FUND TRANSFERS	(165,047)	(158,931)	(158,931)	(159,442)
CLOSING FUND BALANCE	73,077	712	244,298	105,134

PARKS AND RECREATION FUND

REVENUES

	2019 ACTUAL REVENUES	2020 ADOPTED REVENUES	2020 PROJECTED REVENUES	2021 ADOPTED REVENUES
REAL ESTATE TAXES	1,882,935	1,972,108	1,944,408	2,002,143
INTEREST EARNINGS	8,959	8,000	3,000	2,000
STATE GRANTS	71,687	73,121	73,312	69,623
EMPLOYEE CONTRIBUTIONS	5,563	4,500	4,500	4,750
DEPARTMENT EARNINGS:				
GENERAL TRIPS	148,133	160,880	14,489	29,100
PARK RENTAL	31,290	37,625	5,000	24,750
DONATIONS	23,962	30,494	22,906	31,055
SITWATCH SERVICES	2,430	-	-	-
NORTH HILLS SUMMER CAMP	1,600	1,500	2,000	1,000
SUMMER PROGRAMS	302,563	292,820	81,390	175,754
OTHER PROGRAMS	64,801	58,778	95,525	44,650
SPECIAL EVENTS	21,892	22,180	8,279	4,715
POOL RENTAL	35,422	25,250	-	25,250
EVERYBODY'S THEATER CO.	40,878	22,000	1,680	18,000
TOTAL	2,642,115	2,709,256	2,256,489	2,432,790

PARKS AND RECREATION FUND

EXPENDITURE SUMMARY

The Parks and Recreation Fund budget for 2021 totals **\$2,412,513**, a decrease of \$180,588 (6.96%) below the 2020 budget. Details on the proposed expenditures for each of the cost centers are provided in the following section.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	1,160,424	1,280,469	1,038,750	1,280,479
FRINGE BENEFITS	406,844	444,608	402,677	460,761
MATERIALS/SUPPLIES	322,148	306,396	154,436	275,079
CONTRACTED SERVICES	408,270	408,028	176,872	241,127
EQUIPMENT PURCHASES	-	-	-	-
VEHICLE O&M FEES	151,588	153,601	153,601	155,067
TOTAL	2,449,275	2,593,101	1,926,336	2,412,513

PARKS AND RECREATION FUND

COST CENTER SUMMARY

COST CENTER	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
ADMINISTRATION	660,066	679,522	603,551	674,725
RECREATION PROGRAMS	546,355	515,819	221,904	292,582
POOL	69,535	83,220	11,168	79,520
PARK MAINTENANCE	1,084,590	1,219,004	1,027,153	1,270,558
ROBBINS PARK	49,495	54,259	29,975	53,276
SITWATCH	39,234	41,278	32,585	41,852
TOTAL	2,449,275	2,593,101	1,926,336	2,412,513

PARKS AND RECREATION FUND

ADMINISTRATION

Recommended funding for the Administration cost center totals **\$674,725**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	447,087	465,960	404,700	457,992
FRINGE BENEFITS	174,636	171,401	162,716	174,911
MATERIALS/SUPPLIES	2,218	2,600	2,025	1,500
CONTRACTED SERVICES	36,126	39,561	34,110	40,322
TOTAL	660,066	679,522	603,551	674,725

Salaries/Wages: The budget request provides \$457,992 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 – **\$407,000**
- Part time customer service representatives including meeting room preparations - **\$39,992**
- Stipend for a college intern to work approximately 400 hours. - **\$5,000**
- Overtime - **\$6,000**

Fringe Benefits: The budget of **\$174,911** provides employee benefits and employer paid taxes at the proposed staffing level.

Materials/Supplies: The **\$1,500** is requested for general office and computer supplies.

Contractual Services: The \$40,322 is requested for:

- Liability and Property Insurance premium for Parks and Recreation - **\$12,950**
- Mileage reimbursement for use of personal vehicles - **\$6,560**
- Credit card processing fees - **\$11,500**
- Lease and maintenance for copier to support P&R function - **\$3,221**
- Typewriter and RecPro software maintenance fees - **\$4,300**
- Dues and membership fees - **\$1,791**

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 **\$292,582**. Direct costs to provide most programs, trips and events are covered by user fees that are budgeted to generate \$296,969 in 2021. User fees do not cover the cost to fund North Hills recreation summer camp program budgeted at \$20,000.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	103,522	106,914	90,851	62,285
FRINGE BENEFITS	11,193	13,029	10,968	9,165
MATERIALS/SUPPLIES	202,175	175,499	77,695	147,287
CONTRACTED SERVICES	229,466	220,377	42,390	73,845
TOTAL	546,355	515,819	221,904	292,582

Salaries/Wages: The \$62,285 budget in this cost center is for:

- KidZone, X-Zone and extended day camp supervisors and staffs – **\$35,371**
- Salaries for summer theatre programs and other summer programs - **\$15,040**
- Salaries for winter, spring and fall programs - **\$5,444**
- Salaries for Mondauk Common staff attendants - **\$2,430**
- Everybody's Theater Company staff - **\$4,000**

Fringe Benefits: The cost of employer paid taxes for the part-time staff is **\$9,165**.

Materials/Supplies: The budget of \$147,287 for recreation supplies is allocated for:

- Summer program supplies - **\$86,139**
- Summer concerts - **\$9,400**
- General recreational supplies - **\$1,350**
- Fall/winter/spring program supplies - **\$29,330**
- Uniforms and identification for park attendants, camp staff and trip staff - **\$1,068**
- Contribution towards summer camp at North Hills Community Center - **\$20,000**

Contractual Services: The budget for contractual services totals \$73,845 for:

- Cost for buses, tickets, admissions, tolls, parking and ticket only services - **\$29,100**
- Costs associated with seasonal special presentations and one time programs - **\$4,395**
- Everybody's Theater Company expenses - **\$13,000**
- Printing and postage for leisure guides, department forms and promotions - **\$27,350**

PARKS AND RECREATION FUND

POOL

The Upper Dublin Community pool is scheduled to be open daily from June 21st through mid August and on weekends through September 7th. The recommended allocation to fund the pool is \$79,520. A revenue amount of \$25,250 is budgeted for pool admission fees to partially offset the cost of operating the pool.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	23,157	33,327	-	33,327
FRINGE BENEFITS	4,019	5,650	-	5,650
MATERIALS/SUPPLIES	14,405	18,043	1,359	16,843
CONTRACTED SERVICES	27,954	26,200	9,809	23,700
TOTAL	69,535	83,220	11,168	79,520
POOL REVENUES	35,422	25,250	-	25,250

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

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

Materials/Supplies: The \$16,843 is allocated for:

- Chlorine, muriatic acid and testing chemicals in the standard quantities based on pool water volume and season length - **\$10,343**
- Office supplies for identification bands, staff uniforms and first aid supplies - **\$1,150**
- The purchase of replacement equipment necessary for safe and proper pool operation including replacement umbrellas, ladders, chemical monitoring, probes and pump repairs. – **\$5,350**

Contractual Services: The budget of \$23,700 includes:

- Pool electricity - **\$3,250**
- Pool water - **\$4,300**
- Sanitary sewer fees - **\$2,200**
- Maintenance and repairs of the pool, building and grounds including janitorial supplies, landscaping, valves, emergency plumbing, filter cleaning, safety gloves, rain gear and concrete decking work - **\$13,950**

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 **\$1,270,558**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	527,606	613,715	506,296	665,365
FRINGE BENEFITS	202,621	236,384	214,930	253,367
MATERIALS/SUPPLIES	95,676	102,014	70,267	102,049
CONTRACTED SERVICES	114,099	120,290	89,059	101,710
VEHICLE O&M FEES	144,588	146,601	146,601	148,067
TOTAL	1,084,590	1,219,004	1,027,153	1,270,558

Salaries/Wages: The budget for salaries and wages totals \$665,365 for:

- Eight full-time staff positions including stipend to employees who have opted out of joining the Township medical plan – **\$545,500**
- Five seasonal parks maintenance employees working approximately nine months – **\$108,900**
- Overtime for emergency call-ins and special - **\$10,965**

Fringe Benefits: The cost of employee benefits and employer paid taxes for all Parks Maintenance employees - **\$253,367**

Materials/Supplies: The budget for materials and supplies is requested at \$102,049 for:

- The largest item in this category is for park buildings and grounds supplies - **\$86,350**.
Items included in this line item are:
 - Infield mix and turface for ball fields, concrete, stone, paint and lumber for parking lots
 - Limestone screenings
 - Comfort station rentals
 - General repairs to park facilities
 - Athletic field lining materials
 - Janitorial supplies for all parks
 - Plant materials
 - Repairs to playground equipment
 - Repairs to Loch Alsh Reservoir
 - Playground ground cover
 - Eagle scout candidate project assistance
- Chemical, fertilizer and grass seed totaling - **\$8,714**

- Uniforms and safety gear - **\$4,085**
- Small equipment purchases - **\$2,900**
- Support for UDJAA basketball program - **\$7,500**

Contractual Services: The cost for contractual services is \$101,710 for:

- Control of Canada Geese at Mondauk Common, CHAC and Pine Run Park - **\$7,900**
- Commercial fertilization and broadleaf weed control at Mondauk Common, CHAC, Township Building, Fort Washington Firehouse and 520 Virginia Drive - **\$8,310**
- Electricity at all parks - **\$7,500**
- Water at all parks – **\$2,000**
- Equipment repairs for tire replacements, steiner parts, mower repairs, tune-ups, small engine repairs and repairs to the parks equipment – **\$16,000**
- Tree maintenance for pruning, trimming and the removal of trees and stumps - **\$35,000**
- Ash tree removal - **\$12,500**
- SLF/Treatment/Tree-of-Heaven removal - **\$12,500**

Vehicle O&M Fees: Operating and amortization expenses for the use of vehicle equipment for park maintenance total **\$148,067**.

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 **\$53,276**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	31,041	31,400	15,101	31,434
FRINGE BENEFITS	10,652	13,789	10,540	13,392
MATERIALS/SUPPLIES	7,176	7,470	2,830	6,900
CONTRACTED SERVICES	627	1,600	1,504	1,550
TOTAL	49,495	54,259	29,975	53,276

Salaries/Wages: Included in the \$31,434 budget is:

- 50% funding, shared equally with the Upper Dublin School District, for one full time maintenance laborer - **\$25,259**
- Summer staff including coordinator, maintenance laborers and gardener - **\$6,175**

Fringe Benefits: The cost of employee benefits and employer paid taxes is **\$13,392**.

Materials/Supplies:

- Maintenance and repair for work on the grounds and various structures at Robbins Park - **\$4,500**
- Tree maintenance - **\$2,000**
- Supplies for special events - **\$100**
- Small hand tools needed for park maintenance - **\$300**

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 - **\$500**

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 **\$41,852**. Payments in the amount of **\$29,055** from the Upper Dublin School District, youth sports organizations and other organizations using Township facilities offset a majority of these costs.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	28,011	29,153	21,802	30,076
FRINGE BENEFITS	3,724	4,355	3,523	4,276
MATERIALS/SUPPLIES	499	770	260	500
CONTRACTED SERVICES	-	-	-	-
VEHICLE O&M FEES	7,000	7,000	7,000	7,000
TOTAL	39,234	41,278	32,585	41,852

Salaries/Wages: A budget of \$30,076 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 **\$4,276**.

Materials/Supplies:

- Purchase uniforms, rain gear and badges for the park security officers - **\$300**
- Purchase of replacement car seals, batteries 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 2021 budget. The total estimated cost for these projects is **\$1,943,000**.

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 2021, revenues are expected in the amount of \$657,500: **\$565,000** from grant funding, **2,500** from interest income and **\$90,000** from open space fees.

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

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	(58,536)	381,929	388,582	421,082
REVENUES	693,888	1,080,000	492,500	657,500
EXPENDITURES	246,770	1,962,934	460,000	1,943,000
FUND TRANSFERS		1,000,000		1,000,000
CLOSING FUND BALANCE	388,582	498,995	421,082	135,582

OPEN SPACE FUND

CAPITAL PROJECTS 2021

Township Comprehensive Open Space & Environmental Resource Protection Plan Update \$90,000

Update the Upper Dublin Township Open Space Plan from 2005 by: 1. Documenting progress and changes since the last open space plan was adopted in 2005; 2. Coalesce several other plans/documents into one planning document; 3. Identify, evaluate and provide suggested improvements for riparian corridors on all Township property and 4. Provide a broad assessment of the Township's natural areas and suggest a prioritization for work. Work would be completed by a contracted company with input from residents and Township staff. The requested amount represents 100% of the estimated cost. A PA DCNR C2P2 grant has been secured to cover the 50% of the cost for a net cost of \$45,000

Twining Valley Park Phase 2 Grant Application Support Documents \$8,000

The development of cost estimates and renderings for Phase 2 of the Twining Valley Park redevelopment and project bid preparations are being requested. Contracted work will include:

- Cost estimates for the expansion of the parking lot, construction of a graduated bike park, installation of a pavilion with restrooms and Pickleball courts.
- Renderings of each of the amenities listed above.

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

Upper Dublin Community Pool Facility Assessment & Improvement Plan \$25,000

A professional assessment of the Upper Dublin Community Pool Facility as well as the development of an improvement plan is being requested. Work will include:

- A full assessment of the existing UDT Community Pool including the pool shell, restroom facilities, office space, plumbing and filter rooms.
- Community engagement to determine the public's needs.
- A facility improvement plan with a phased approach to completing the upgrades. The plan will also include estimates for the improvements.

Work would be completed by a contracted company with input from residents and Township staff.

Twining Valley Park to Willow Manor Neighborhood via Sunny Willow Swim Club Trail Connection Agreement & Construction Documents \$15,000

The development of agreement and construction documents for the proposed trail connection from Twining Valley Park to the Willow Manor neighborhood via Sunny Willow Swim Club is being requested.

Contracted work will include:

- Renderings and legal description to accompany a proposed agreement between UDT and Sunny Willow Swim Club.
- Construction documents and project cost estimates to be used prior to the work going out for public bid.

Work would be completed by a contracted company with input from Township staff.

Mondauk Common Track Paving Construction Documents & Project Oversight **\$45,000**

Funds are requested for the development of construction documents for the paving of the Mondauk Common track and oversight of the project to be completed by the UDT Highway Department. Work would be completed by a contracted company with input from Township staff.

Mondauk Common to Maple Glen via Temple Sinai Trail Connection Agreement & Construction Documents **\$10,000**

The development of agreement and construction documents for the proposed community connection from Mondauk Common to Maple Glen across Temple Sinai's frontage on Dillon Road and Limekiln Pike is being requested. Work would be completed by a contracted company with input from Township staff.

Robbins Park Entryway & Environmental Center Redesign **\$20,000**

The development of a redesign for a new entryway, parking lot and Robbins Park Environmental Center is being requested. Contracted work will include:

- Landscape architecture review and refinement of architectural site plan into an illustrative site plan.
- Refinement of architectural design (floor plan and 3-D views)
- Development of a ground level perspective rendering of a new building and its new site location.

Work would be completed by a contracted company with input from residents, Township staff and other stakeholders

Aidenn Lair Tennis Court Resurfacing **\$200,000**

Complete resurfacing of the four tennis courts at Aidenn Lair Park is being requested. After years of patching, the condition of the courts has declined to a point that requires resurfacing. The courts were last resurfaced in 2007, but experienced issues as early as 2009. Contracted work will include:

- Stone dust overlay
- Laser paved surface (2" binder, 1.5" top coat)
- Net post foundations
- Court edging
- Color coating
- Minor fence modifications

All work can be completed through state contract and would be completed by a contracted company.

Invasive Plant Removal and Management **\$30,000**

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

Playground Equipment Improvements at Mondauk Common **\$20,000**

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

300-Gallon Trash Containers for Parks **\$80,000**

Funding for the purchase of 48, 300-gallon trash containers to be placed in parks is being requested. The purpose of the purchase and installation of these trash containers is to reduce the number of hours required to service park trash containers and reallocate that time saved to other Township priorities. We anticipate reducing hours dedicated to picking up trash by 450 hours. In addition to the savings on time, there would be savings on fuel and vehicle mileage and service hours. The purchase includes 48 units, 300 bags, 2 tampers, a truck-mounted crane and shipping of the materials. All equipment would be purchased through state contract and the installation would be completed by Township staff.

Reallocation of Funds for Twining Valley Park Improvements **\$1,400,000**

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

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

- **Project Permitting, Design, Engineering and Contingency - \$100,000**

TOTAL **\$1,943,000**

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 2021 is set at a rate of 0.511 mils. At this rate, the Library real estate tax is estimated to generate **\$1,173,274** in revenues.

State aid to the Library is projected to be **\$91,724**. Department earnings, in the form of lost book charges, interest earnings employee contributions to health insurance premiums and miscellaneous items are expecting to total **\$9,300**.

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

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	77,007	141,061	161,241	324,750
REVENUES	1,276,031	1,346,873	1,298,160	1,274,298
EXPENDITURES	1,191,796	1,419,219	1,134,651	1,408,412
CLOSING FUND BALANCE	161,241	68,716	324,750	190,636

LIBRARY FUND

REVENUES

	2019 ACTUAL REVENUES	2020 ADOPTED REVENUES	2020 PROJECTED REVENUES	2021 ADOPTED REVENUES
REAL ESTATE TAX	1,150,079	1,209,649	1,192,243	1,173,274
FINES	29,226	33,000	6,518	-
LOST BOOK CHARGES	3,056	2,700	800	2,500
INTEREST INCOME	5,970	6,000	3,000	3,000
EMPLOYEE CONTRIBUTIONS	1,440	2,000	1,700	2,000
STATE GRANTS	84,012	91,724	91,724	91,724
CONTRIBUTIONS			1,575	
COPY/PRINTING	2,249	1,800	600	1,800
TOTAL REVENUE	1,276,031	1,346,873	1,298,160	1,274,298

LIBRARY FUND

EXPENDITURES

The budget request for Library expenditures totals **\$1,408,812**. This year's budget proposal is \$10,407 (0.7%) below the 2020 adopted budget.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	747,402	931,000	703,000	909,000
FRINGE BENEFITS	178,006	228,419	200,276	236,812
MATERIALS/SUPPLIES	218,301	204,000	176,000	204,500
CONTRACTED SERVICES	44,696	52,300	51,875	56,100
EQUIPMENT	3,392	3,500	3,500	2,000
TOTAL	1,191,796	1,419,219	1,134,651	1,408,812

Salaries/Wages: The \$984,000 budget to fund salaries is for:

- Funding for the nine 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 - **\$594,000**
- Part-time salaries including additional part-time staffing to maintain at the new facility. - **\$315,000**

Fringe Benefits: The budget of **\$236,812** funds the benefits and employer paid taxes for the full-time and part-time staff.

Materials/Supplies: A budget of \$204,500 is requested for:

- New books - **\$60,000**
- New juvenile books - **\$32,000**
- New young adult books - **\$7,000**
- Periodicals - **\$6,500**
- AV materials – **\$18,000**
- Juvenile AV materials - **\$5,500**
- Young adult AV materials - **\$1,500**
- Digital media - **\$60,000**
- General office and computer supplies and collection processing materials - **\$14,000**

Contractual Services: The contractual services budget totals \$56,100 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 for on-line services- **\$8,000**
- Website maintenance - **\$1,000**
- Lease for copy machines - **\$3,000**
- Printing of informational pamphlets and newsletters - **\$5,000**
- Professional fees and membership dues - **\$2,500**
- Mileage reimbursement - **\$600**

Equipment Purchases: A budget in the amount of **\$2,000** is requested for the repair and replacement of Library furniture as necessary.

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 2021, user charges, which finance the operation of the Fleet, are expected to derive **\$1,405,451**. Amortization charges, which accumulate to finance future replacement of Township vehicles, are projected at **\$518,661**. Additional sources of revenue are the sale of surplus or used vehicles budgeted at **\$130,000** and employee contributions to health insurance premiums at **\$5,000**.

\$63,777 is budgeted as a transfer out of the Internal Services Fund to cover the Township's minimum municipal obligation to the Non-Uniform Pension Fund for the five full-time employees in the department. A corresponding revenue item of **\$24,865** 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.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	138,900	177,901	157,310	142,211
REVENUES	2,187,759	2,120,815	2,427,660	2,083,977
EXPENDITURES	2,158,615	2,272,336	2,445,998	2,217,951
FUND TRANSFERS IN	60,000	60,000	60,000	60,000
FUND TRANSFERS OUT	(70,734)	(56,761)	(56,761)	(63,777)
CLOSING FUND BALANCE	157,310	5,668	142,211	4,460

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 **\$1,405,451**, an increase of \$77,615 (5.8%) above the 2020 budget.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	367,808	370,000	395,000	435,000
FRINGE BENEFITS	201,396	216,066	217,418	228,678
MATERIALS/SUPPLIES	565,946	630,675	475,900	633,679
CONTRACTED SERVICES	115,410	111,095	96,695	108,095
TOTAL	1,250,560	1,327,836	1,185,013	1,405,451

Salaries/Wages: The budget recommends **\$435,000** for salaries for six full-time employees and employer contribution to deferred compensation plan of the department head. Overtime is budgeted at **\$5,000**.

Fringe Benefits: Expenses for benefits and employer paid taxes total **\$228,678** for the five employees in the department.

Materials/Supplies: The budget for materials and supplies totals \$633,679 for:

- Gasoline, purchased through consortium bidding, is projected at 61,843 gallons at \$1.65 per gallon - **\$102,041**
- Diesel, also purchased through consortium bidding, is projected at 73,094 gallons at \$2.00 per gallon - **\$146,188**
- Purchase of new tires and tire repairs for all vehicles - **\$81,000**
- Automotive and truck parts for the repair of vehicles in the fleet - **\$200,000**
- Snow equipment parts - **\$32,000**
- Leaf machine parts - **\$10,000**
- Yard waste equipment parts - **\$10,800**
- Chemicals such as anti-freeze, car soap, parts cleaner solvent, service chemicals, fire extinguisher supplies and rust preventative - **\$7,000**.

- Shop supplies for welding supplies, nuts and bolts, shop towels, oil dry, general hardware and general shop supplies - **\$7,000**
- Lubricants for motor oil, transmission fluid, hydraulic oil, gear oil, grease and universal tractor fluid - **\$19,000**
- Minor shop equipment for hand tools, electronic equipment, air tools, drills and lathe tools. - **\$9,000**
- Computer equipment for truck analysis - **\$4,500**
- Uniforms, including rain gear, boots, gloves and safety equipment - **\$4,000**
- Office and computer supplies - **\$1,150**

Contractual Services: The \$108,095 in this category is requested for:

- Insurance coverage for Township vehicles - \$54,700
 - General and auto liability coverage is budgeted at **\$29,000.**
 - Auto physical damage is budgeted at **\$25,700.**
- Outside body repairs - \$9,000
 - Body, paint work and sandblasting on trucks and snow equipment- **\$6,000**
 - Insurance deductible costs - **\$3,000**
- Outside mechanical repairs - \$32,000
 - Trash packer repairs - **\$6,000**
 - Auto and truck repairs - **\$8,000**
 - Transmission repairs - **\$6,000**
 - Recycle equipment repairs - **\$3,000**
 - Emissions testing - **\$2,000**
 - Dealer repairs - **\$3,000**
 - Computer diagnostics – **\$4,000**
- Repairs caused by minor accidents non-reported to insurance company - **\$6,500**
- Service and repairs to mobile radios - **\$4,000**
- Dues and annual support and updates for fleet software program - **\$1,895**

INTERNAL SERVICE FUND

2021 VEHICLE REPLACEMENT PURCHASES

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>COST</u>
1 Three Police Vehicles	The #7, #11 and #14 patrol vehicles will be replaced. All of these patrol vehicles will have between 110,000 and 120,000 miles on them by the time they are replaced. All three replacement patrol units will be police package Tahoe type vehicles identical to the current police patrol vehicles. The vehicles will be purchased through the State COSTARS contract. The existing cars will be sold at on Municibid where sales revenues have been approximately 30% of the original investment. The change to the Tahoe type vehicles has increased the usable lifespan for patrol use which results in a lower amortization cost per vehicle.	\$115,500
2 Four Light Trucks	Scheduled for replacement are the #01 Sanitation pickup truck, #10 shop pickup truck, #21 utility truck and #36 bucket truck. The Sanitation truck will be replaced with a double cab pickup. The existing truck will be held for at least one extra year and moved to the Parks department which has a need for an additional truck due to the recent creation of Twining Valley Park. The new #10 vehicle will be a single cab utility body truck. The existing shop truck will be kept as a second truck for Fleet and Facilities. The #21 utility truck will be replaced with a utility body pickup truck and the #36 bucket truck will be replaced with a similar bucket truck on a 6500 chassis. All retiring vehicles will be sold on Municibid.	\$246,000
3 Two Cubic Yard Dump Truck	The existing #43 is a small size dump truck which is used by the Highway department and Parks department for various tasks such as hauling trailers and moving dirt. It also serves as part of the Township snow fighting force for sections of the Township where the streets are harder to maneuver for a full-size dump truck. The existing vehicle will be sold on Municibid.	\$75,000
4 Seven Cubic Yard Dump Truck	This unit will replace the existing #24 truck which is used on a daily basis to haul stone, blacktop and fill dirt during construction season and to pull a leaf trailer throughout leaf season. This truck is also a critical part of the snow fighting force mostly handling residential developments. The replacement unit will be purchased through the PA COSTARS contract and the existing truck will be sold on Municibid.	\$180,000

5 One Tractor	This is a request for a new piece of equipment that will be used to clear brush and mow intersections. The unit will be used purchased with a mill attachment for the side of the tractor. It will be used to clear brush and intersections for better line of sight. Use of this unit will dramatically reduce labor hours because these tasks are currently performed with weed trimmers and push mowers.	\$140,000
6 Snow and Ice Equipment	Funds are budgeted for the replacement of two vee box salt spreaders, one flink snow plow and two western plows. All equipment will be purchased through the PA COSTARS contract.	\$56,000
TOTAL		\$812,500

FIRE PROTECTION FUND SUMMARY

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

The proposed real estate tax rate for 2021 is **.656 mills**. At this rate, the Fire Protection Real Estate tax is estimated to generate **\$1,506,199** in revenues. **\$22,000** is budgeted as revenue from housing rental permits and interest earnings for the fund are estimated at **\$2,500** bringing the total available revenue to **\$1,530,699**.

The proposed budget for the Fire Protection Fund totals **\$548,182**. Of that amount, \$428,741 is budgeted to fund the Fort Washington Fire Company and \$119,441 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, **\$321,517**, will be transferred to the Fire Capital Fund for current and future capital expenditures and vehicle purchases.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	3,557	-	18,409	-
REVENUES	1,405,961	1,492,783	1,465,767	1,530,699
EXPENDITURES	509,109	560,231	520,457	548,182
FUND TRANSFERS	(882,000)	(932,552)	(963,719)	(982,517)
CLOSING FUND BALANCE	18,409	-	-	-

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 **\$119,441**.

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	81,205	85,000	70,500	86,500
FRINGE BENEFITS	7,074	7,803	6,341	7,717
MATERIALS/SUPPLIES	7,555	8,000	7,500	8,000
CONTRACTED SERVICES	2,389	2,200	1,600	1,950
VEHICLE O&M FEES	14,705	14,974	14,974	15,273
TOTAL	112,928	117,977	100,915	119,441

Salaries/Wages: The budget request provides \$86,500 for:

- 20% of the Fire Services Administrator/Fire Marshal's salary is funded in this cost center. - **\$20,500**
- 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 **\$7,717**.

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

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

Contractual Services: The \$1,950 budget is for:

- Subscriptions and dues - **\$1,200**
- Printing of map books and pre plans - **\$750**

Vehicle O&M Fees: Charges for the operation and maintenance of the Township vehicle operated by the Administrator - **\$15,273**.

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 \$438,741. Of that total, the Township contribution to support the operations is **\$428,741**. The balance of the Fire Company's operating costs is funded from Pennsylvania Turnpike proceeds totaling **\$10,000**

EXPENDITURE CATEGORY	2019 ACTUAL EXPENSES	2020 ADOPTED BUDGET	2020 PROJECTED EXPENSES	2021 ADOPTED BUDGET
SALARIES/WAGES	-	-	-	-
FRINGE BENEFITS	48,050	47,500	35,836	42,000
MATERIALS/SUPPLIES	12,525	10,000	10,000	8,000
CONTRACTED SERVICES	335,606	384,755	373,706	378,741
TOTAL	396,181	442,255	419,542	428,741

Fringe Benefits: The cost of providing workers compensation insurance to the volunteer fire company is **\$42,000**.

Materials/Supplies: **\$8,000** is budgeted for the purchase of fuel for vehicles.

Contractual Services: The \$378,741 budget is for:

- Direct contribution to Fort Washington Fire Company to fund operations - **\$355,641**
- Fire Company portion of liability and property insurance - **\$18,000**
- Independent audit - **\$5,100**

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

REVENUE CATEGORY	2019 ACTUAL REVENUE	2020 ADOPTED REVENUE	2020 PROJECTED REVENUE	2021 ADOPTED REVENUE
DIRECT CONTRIBUTION FROM TOWNSHIP	312,000	365,210	350,000	355,641
TOWNSHIP PAID INDIRECT COSTS	84,181	77,045	69,542	73,100
PA TURNPIKE FEES	14,050	12,500	10,000	10,000
OTHER REVENUES	187		75	
TOTAL FUNDING	410,418	454,755	429,617	438,741

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 2021, **\$321,516** is budgeted as a transfer from the Fire Protection Fund, interest earnings are budgeted at **\$4,000** and the sale of fixed assets is estimated at **\$20,000**.

Details on the proposed \$78,500 in capital expenditures are provided on the following page.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	1,215,820	1,128,230	1,128,245	735,113
REVENUES	16,312	31,500	4,000	24,000
EXPENDITURES	324,887	772,700	699,850	78,500
FUND TRANSFERS	221,000	271,552	302,718	321,516
CLOSING FUND BALANCE	1,128,245	658,582	735,113	1,002,129

FIRE CAPITAL FUND EXPENDITURES

2021

CAPITAL EQUIPMENT EXPENDITURES

1.	Purchase of Command 88 Funds are requested to purchase a new Command 88, Fire Chief's vehicle. The existing 2016 Command 88 vehicle will become the Duty Officer vehicle with the existing 2006 Duty Officer vehicle will be retired.	73,500
	Total Capital Equipment	73,500

FIRE TRAINING CENTER/BUILDING IMPROVEMENTS

1.	Purchase of three security cameras at Burn Brae station	5,000
	Total Building Improvements	5,000

TOTAL CAPITAL EXPENDITURES

\$78,500

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 2021 and consists of two separate rates: 1.067 mils for general debt and .070 mils to fund voter approved electoral debt payments. At these rates, the real estate tax will generate **\$2,610,592** in revenue. An additional **\$6,000** is budgeted as interest income for total revenues of **\$2,616,592**.

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 **\$3,460,976**. Of that amount, **\$3,457,976** is budgeted for debt service on the six outstanding General Obligation Bond issues and **\$3,000** is budgeted for paying agent fees on the outstanding bonds. Details on the 2021 debt service payments are set forth on the following page.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	759,252	226,780	219,075	(20,920)
REVENUES	2,593,043	2,562,275	2,548,275	2,616,592
EXPENDITURES	3,794,220	3,449,770	3,449,270	3,460,976
FUND TRANSFERS	661,000	661,000	661,000	661,000
CLOSING FUND BALANCE	219,075	285	(20,920)	(204,304)

The projected deficit balance at the end of 2021 will be funded through scheduled revenues in 2022 and future years.

**DEBT SERVICE EXPENDITURES
2021**

ISSUE	BALANCE OF PRINCIPAL AT 1/1/21	PRINCIPAL PAYMENTS	INTEREST PAYMENTS	TOTAL PAYMENTS
2008 - \$9,000,000 20 Years				
Purchase of open space and storm water management projects	4,623,000	501,000	178,748	679,748
2013 - \$6,620,000 8 Years				
Storm water management projects and construction of traffic signal	45,000	45,000	900	45,900
2016 - \$4,000,000 20 Years				
Burn Brae Firehouse and Virginia Drive bridges	3,326,000	177,000	65,621	242,621
2016 - \$9,845,000 20 Years				
Refinance of 2011 and 2013 debt; street light replacement	7,100,000	1,360,000	133,411	1,493,411
2017 - \$9,000,000 20 Years				
Purchase and repurposing of 520 Virginia Drive	7,942,000	372,000	204,025	576,025
2020 - \$9,345,000 16 Years	9,231,000	268,000	152,271	420,271
Refinance of 2014 and 2015 bonds				
Paying Agent Fees				3,000
TOTAL EXPENDITURES		2,723,000	734,976	3,460,976

NOTE: The total outstanding General Obligation Debt for the Township as of December 31, 2020 is \$37,752,991: \$32,267,000 in principal and \$5,485,991 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 **\$2,000** in 2021.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	195,836	195,358	195,358	195,358
INTEREST	60,239	64,877	64,877	62,959
REVENUES	5,709	6,000	2,500	2,000
EXPENDITURES	1,550	1,300	4,418	1,300
FUND TRANSFERS	-	-	-	-
CLOSING FUND BALANCE				
PRINCIPAL	195,358	195,358	195,358	195,358
INTEREST	64,877	69,577	62,959	63,659

Trust Principal Amounts

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

NON-EXPENDABLE TRUST FUND

2021 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 2021 allocation is **\$753,779**. Anticipated interest earnings of **\$4,000** bring the total available revenue from Liquid Fuels to **\$757,779**.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	-	-	-	644,430
REVENUES	855,946	829,716	835,000	757,779
EXPENDITURES	-	-	-	-
FUND TRANSFERS	(855,946)	(829,716)	(190,570)	(1,402,209)
CLOSING FUND BALANCE	-	-	644,430	-

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 2021, **\$175,000** is budgeted as expected interest earnings from the fund reserves.

Budget transfers out of the fund total \$1,485,000 for:

- **\$60,000** of income to be transferred to the Internal Services Fund to fund capital equipment purchases.
- **\$425,000** of income to be transferred to the Capital Projects fund to fund general projects.
- **\$1,000,000** of principal to be transferred to the Open Space Fund to fund the Twining Valley Park project.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE				
PRINCIPAL	14,000,000	14,000,000	14,000,000	14,000,000
INCOME	389,522	554,522	509,522	624,522
INTEREST INCOME	262,688	210,000	180,000	175,000
EXPENDITURES	-	-	-	-
FUND TRANSFERS OUT	(60,000)	(2,000,000)	(60,000)	(1,485,000)
CLOSING FUND BALANCE				
PRINCIPAL	14,000,000	14,000,000	14,000,000	13,000,000
INCOME	509,522	114,522	624,522	314,522

CAPITAL PROJECTS FUND SUMMARY

The Capital Projects Fund finances road improvement projects, building repairs and additions, bridge repairs and equipment purchases. The total estimated cost of all projects recommended for consideration is **\$2,113,812**.

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. 2021 funding sources for recommendation are:

- 2021 liquid fuels grant - **\$757,779**
- Rollover of 2020 liquid fuels funds - **\$644,430**
- Contribution for Community Ambulance to repay radios purchase - **\$11,804**
- Contribution from the CRF interest - **\$425,000**
- Interest income - **\$5,000**

A proposed amount of **\$400,000** is being held in reserve to complete the renovation and reconfiguration of the location of the former Library at the Township Building.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	4,243,075	270,456	1,332,688	702,238
REVENUES	1,144,776	26,804	2,690,593	16,804
EXPENDITURES	5,183,925	2,950,803	4,011,613	2,113,812
FUND TRANSFERS	1,117,762	2,679,716	690,570	1,827,209
CLOSING FUND BALANCE	502,783	26,173	302,238	32,439
DESIGNATED	819,905		400,000	400,000

CAPITAL PROJECTS FUND

2021 EXPENDITURES

Road Milling and Overlay Rollover of 2020 Streets – 4.02 Miles

\$673,534

Contract Paving

<u>Street</u>	<u>Price</u>
Bell Lane	31,658
Brittany Drive	62,433
Carpenter Lane	25,830
Devonshire Road	31,594
Jeffery Drive	56,700
Lake Drive	31,595
Malcolm Drive	32,445
Morgan Drive	33,264
Stout Road	64,606
Tressler Drive	76,513
Twining Road	115,440
Waterford Way	49,896

Township Forces

<u>Street</u>	<u>Price</u>
Ascot Drive	10,560
Woodrow Avenue	2,400
Patrick Court	12,400
Comly Court	9,000
Daisy Lane	10,300
Jackson Avenue	16,900

Road Milling and Overlay 2021 Streets – 3.48 Miles

\$606,892

<u>Street</u>	<u>Price</u>
Alba Road	47,472
Ambury Lane	26,460
Ashley Drive	10,080
Dillon Road	189,600
Elliot Avenue	21,515
Eves Place	7,875
Gentlemen's Way	26,618
Heard Drive	28,287
Jill Road	62,055
Montgomery Avenue	56,070
Pinetown Road	104,400

Prospect Avenue 26,460

Road Seal Coat

\$112,143

Application of the Ralumac microsurfacing process and crack sealing on 2.74 miles of road to extend life of structurally sound street.

<u>Street</u>	<u>Price</u>
Aidenn Lair Road	12,284
Beechnut Circle	2,054
Cabot Road	2,053
Chapel Road	8,184
Eastview Drive	4,092
Edison Drive	7,773
Farm Lane	17,592
Goodman Drive	12,687
Kane Drive	8,595
Kenmar Drive	9,409
Northview Drive	13,500
Oak Hollow Drive	2,868
Powers Place	4,092
Whitney Lane	6,960

Nova Chip

\$154,242

Application of Nova Chip micropaving consisting of an ultra thin layer of polymer enhanced asphalt material laid down like an asphalt overlay on process and crack sealing on 1.33 miles of road to extend life of structurally sound street.

<u>Street</u>	<u>Price</u>
Carmel Place	11,660
Hartranft Avenue	42,482
Hopegate Drive	13,640
Kings Circle	29,040
Overlook Circle	7,040
Salt Kettle Circle	15,180
Saxon Lane	29,700
Shamrock Place	5,500

Curb and Sidewalk Replacement

\$30,000

Non assessable curb and sidewalk concrete work for ADA requirements for installation of approximately 25 handicap access ramps at intersections on all curbed streets.

Limekiln Pike Safety Improvements

\$300,000

This project will install sidewalk along Limekiln Pike to connect Jarrettown Elementary School with residential neighborhoods. Drainage swales and inlets will be installed along Limekiln Pike. Grant funding has been secured to cover \$750,000 of the total cost of the project. The balance of the Township's local match equals \$300,000.

Roof Replacement of Salt Shed at the Township Building Complex **\$62,000**
Funds are requested for a full replacement of the original roof on the Township salt shed. After 25 years and multiple repairs, the roof is in need of replacement.

Willow Manor Storm Sewer Project **\$150,000**
This project will require survey and engineering to repair damaged storm sewer channel below Maple Avenue. Excessive bank erosion has occurred to the point that it has reached the limits of the easement and a section of intersecting storm sewer is un-supported for over 10 feet.

Technology and Building Security **\$25,000**

- Purchase of replacement computers, printers and other hardware. - \$20,000
- Purchase of replacement building security and safety equipment - \$5,000

GRAND TOTAL **\$2,113,812**

ECONOMIC DEVELOPMENT FUND SUMMARY

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

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

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

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

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	504,872	107,470	161,137	-
REVENUES	2,754		50	
EXPENDITURES	171,489		161,187	
FUND TRANSFERS IN				
FUND TRANSFERS OUT	(175,000)		-	
CLOSING FUND BALANCE	161,137	107,470	-	-

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.

	2019 ACTUAL TOTALS	2020 ADOPTED BUDGET	2020 PROJECTED TOTALS	2021 ADOPTED BUDGET
OPENING FUND BALANCE	23,693	-	-	-
REVENUES	-	-	-	-
EXPENDITURES	21,822	-	-	-
FUND TRANSFERS	(1,872)	-	-	-
CLOSING FUND BALANCE	-	-	-	-

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

FUND TRANSFERS

		2020 PROJECTED	2021 PROPOSED
GENERAL FUND	From Capital Projects Fund		500,000
	To Pension Funds	(2,428,386)	(2,424,924)
PARKS & REC FUND	From General Fund		
	To Pension Fund	(158,931)	(159,442)
FIRE PROTECTION FUND	To Fire Capital Fund	(302,719)	(321,517)
	To Debt Service Fund	(661,000)	(661,000)
FIRE CAPITAL FUND	From Fire Prot Fund	302,719	321,517
INTERNAL SERVICES FUND	To Pension Fund	(56,761)	(63,777)
	From CRF	60,000	60,000
CAPITAL PROJECTS FUND	From Liquid Fuels Fund	190,570	1,402,209
	From CRF		425,000
	To General Fund		(500,000)
COMMUNITY REINV. FUND	To Capital Projects Fund		(425,000)
	To Internal Services Fund	(60,000)	(60,000)
	To Open Space Fund		(1,000,000)
OPEN SPACE FUND	From CRF		1,000,000
LIQUID FUELS FUND	To Capital Projects Fund	(190,570)	(1,402,209)
DEBT SERVICE FUND	From Fire Prot Fund	661,000	661,000
PENSION FUND	From General Fund	2,428,386	2,424,924
	From P & R Fund	158,931	159,442
	From Int Services Fund	56,761	63,777

**Staffing Level
Full-Time Positions
2021**

	ADMINI- STRATION/FI NANCE	CODE ENFORCEME NT	LIBRARY	FIRE SERVICES	ENGINEERING	HIGHWAY	SANITATION	FLEET & FACILITY	P&R	POLICE	TOTAL
Township Manager	1										1
Chief										1	1
Department Director	2	1	1		1			1	1		7
Staff Engineer					1						1
Community Planner/Zoning		1									1
Coordinator/Administrator	2	2							3		7
Administrative Assistant					1				1		2
Fire Marshal				1							1
Inspector		3			1						4
Draftsman									1		1
Bookkeeper/Admin Asst	2	1									3
Professional Librarian			6								6
Staff Librarian			2								2
Deputy Chief										1	1
Lieutenant										1	1
Sergeant										5	5
Corporal										6	6
Detective/Juvenile Officer										5	5
Patrol Officer										21	21
Dispatcher/Records Clerk										6	6
Superintendent						1	1		1		3
Assistant Superintendent						2	1				3
Foreman						2		1	2		5
Group Leader									1		1
Equipment Operator						10	10		2		22
Laborer						2	3		3		8
Mechanic								4			4
Caretaker *									1		1
TOTAL	7	8	9	1	4	17	15	6	16	46	129
* Shared position with UDSD											
Shaded cells reflect new positions in 2021 budget											