

# FY 2014 Preliminary Budget

West Norriton Township

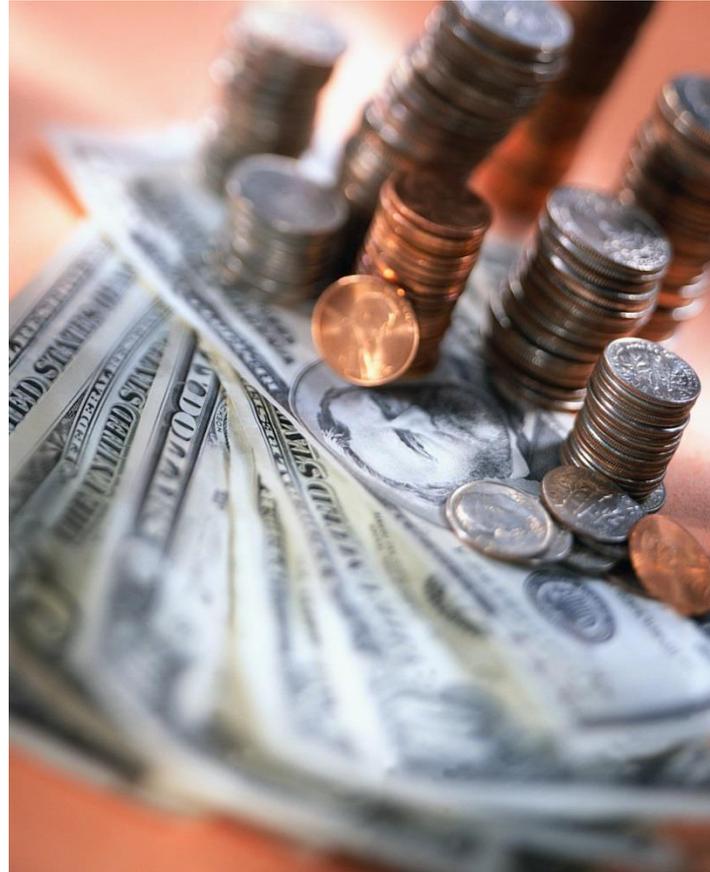
October 8, 2013

# Proposed FY 2014 Budget Summary

- This budget is a working tool that supports and controls valuable services, provided through limited resources, to our commitment to provide a high level of service to the residents of West Norriton
- This budget proposes necessary upgrades to Township infrastructure and unveils several existing areas needing improvements
- Lack of sound fiscal policies can jeopardize the Township's ability to comply with imposed regulatory requirements by larger governing bodies

# FY 2014: New Budget Format

- Existing Funds
  - General Fund
  - Golf Fund
- New Funds
  - Sewer Fund
  - Emergency Services Fund
  - Sinking Fund
  - Capital Improvement
  - Liquid Fuels
  - Capital Replacement





# Jeffersonville Golf Club

Proposed FY 2014 Budget \$1,345,614

# Jeffersonville Golf Course

## Personnel

- **Pro-Shop**
  - Director of Golf/PGA Professional
- **Maintenance**
  - Superintendent
  - Mechanic
  - Spray Tech
  - Laborer
  - Seasonal

## Rates

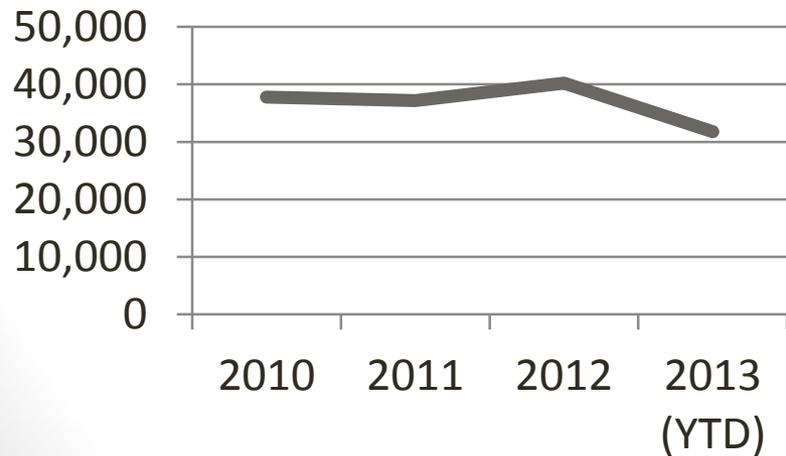
	Walking		(Per Player) Cart	Riding	
	Weekday	Weekend		Weekday	Weekend
<b>Public</b>	\$28	<b>\$40</b>	\$15	\$43	<b>\$55</b>
<b>WNT Resident</b>	\$23	<b>\$35</b>	\$15	\$38	<b>\$50</b>
<b>U.S. Active Military</b>	\$23	<b>\$35</b>	\$15	\$38	<b>\$50</b>
<b>Sr./ Jr. (Mon-Thur Only)</b>	\$21		\$15	\$36	
<b>2:00 pm Mid Day</b>	\$23	\$29	\$10	\$33	\$39
<b>4:00 pm TwiLight</b>	\$20	\$24	\$8	\$28	\$32
<b>9 Holes</b>	\$20	\$24	\$8	\$28	\$32
<b>6:30p.m. SuperTwiLight</b>	\$10	\$10	\$8	\$18	\$18



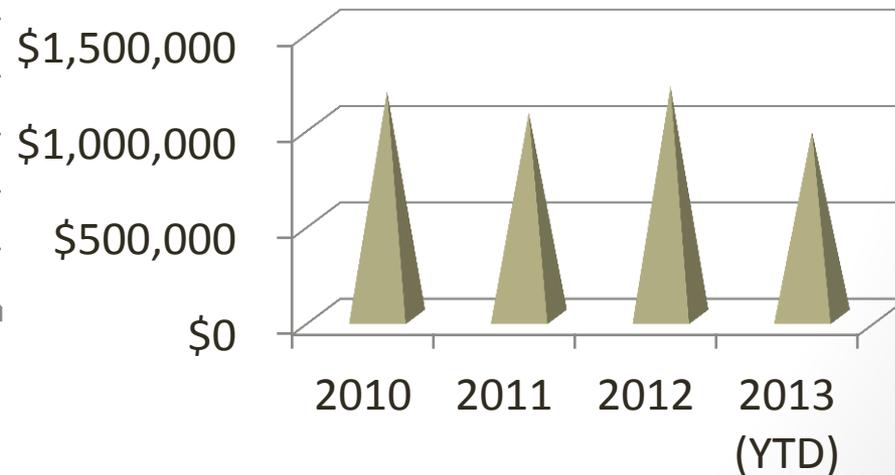
# Gross Revenue and Rounds

Year	Rounds	Gross Revenue
2010	37,796	\$1,171,067.97
2011	37,191	\$1,061,371.69
2012	40,198	\$1,198,572.75
2013 (as of 9/30)	31,765	\$ 964,474.09

## Rounds



## Gross Revenue

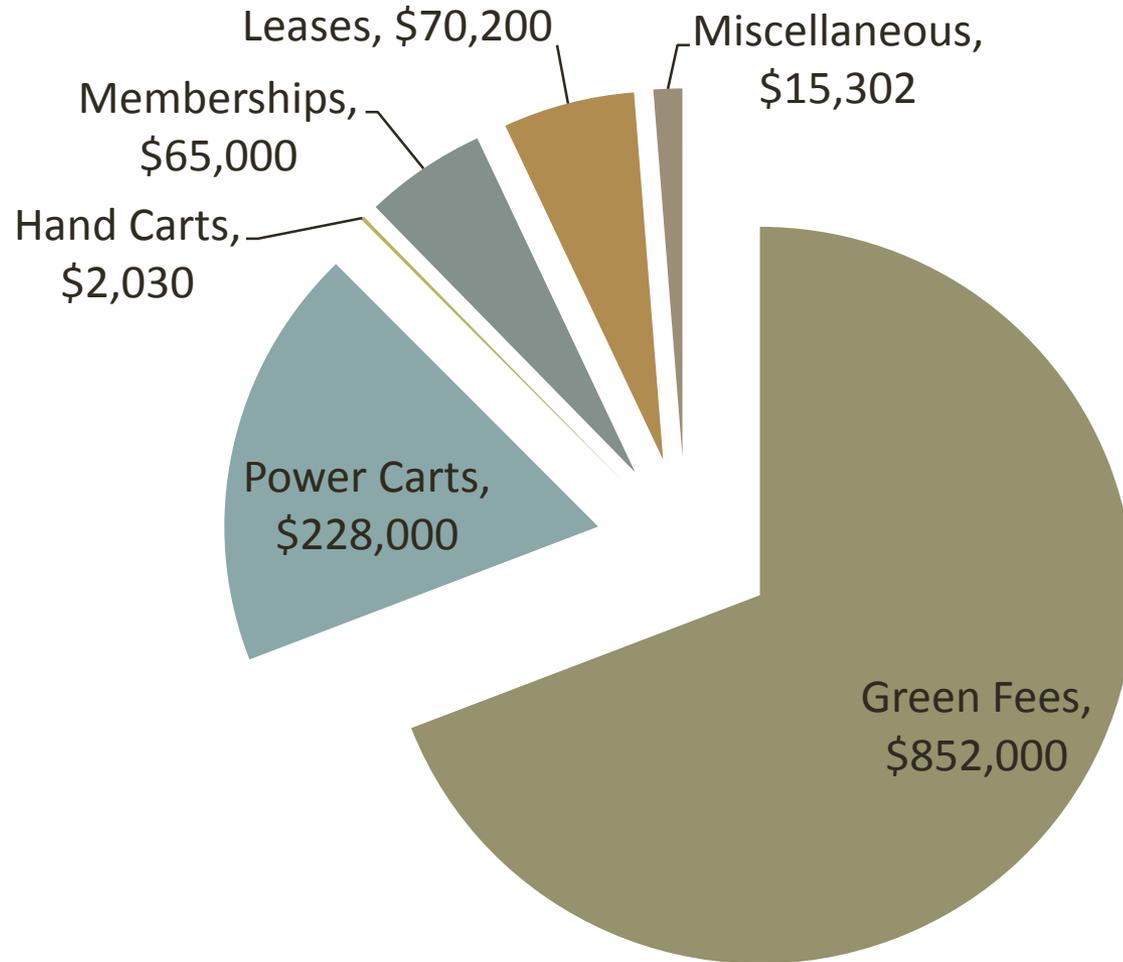


# Proposed FY 2014 Budget: Revenues

## Revenues

- Greens Fee- \$852,000
- Power Carts- \$228,000
- Hand Carts- \$2,030
- Memberships- \$65,000
- Leases- \$70,200
- Miscellaneous- \$15,302
  
- **Total Revenues: \$1,232,532**
- **Projected to be 0.81% less than FY 2013 Budget**
- **Revenues as of 8/30/13 are \$874,729**

# Revenues



# Proposed FY 2014 Budget: Expenses

## Expenses- Wages

- Wages
  - Part-time: \$110,000
  - Salaried: \$134,261
  - Maintenance: \$153,286
  - Pro-Shop: \$85,000
  - Overtime: \$6,500
  - Continuing Education: \$300
- Total: \$489,347

## Expenses- Benefits

- Social Security- \$37,113
- Unemployment- \$14,000
- Health/Life Insurance-\$110,939
- Total: \$162,052

# Proposed FY 2013 Budget: Expenses

Expenses- General Operating	FY 2014 Budget
Material & Supplies- Buildings	\$3,000
Pro-Shop Expenses (Scores cards, pencils, etc.)	\$2,300
Credit Card Fees & POS Support	\$20,380
Cable, Internet & Phone	\$6,108
Advertising	\$1,200
Utilities (Water, Sewer, Electric)	\$45,000
Refuse Removal	\$2,352
Insurance Premiums	\$18,152
Hand Cart Expenses	\$2,200
Contracted Services	\$7,992
Sales Tax	\$13,802
<b>Total:</b>	<b>\$122,486</b>

# Proposed FY 2013 Budget: Expenses

Expenses- Maintenance	FY 2014 Budget
Agricultural Supplies	\$50,000
Chemicals	\$90,000
Uniforms	\$2,700
Golf Cart Parts	\$17,000
Course Equipment Parts	\$29,000
Irrigation Parts	\$7,000
Minor Equipment	\$9,500
Repair/Maintenance Services	\$3,000
Repair to Buildings	\$4,500
Capital Improvements	\$15,000
<b>Total:</b>	<b>\$227,700</b>

# Proposed FY 2013 Budget: Expenses

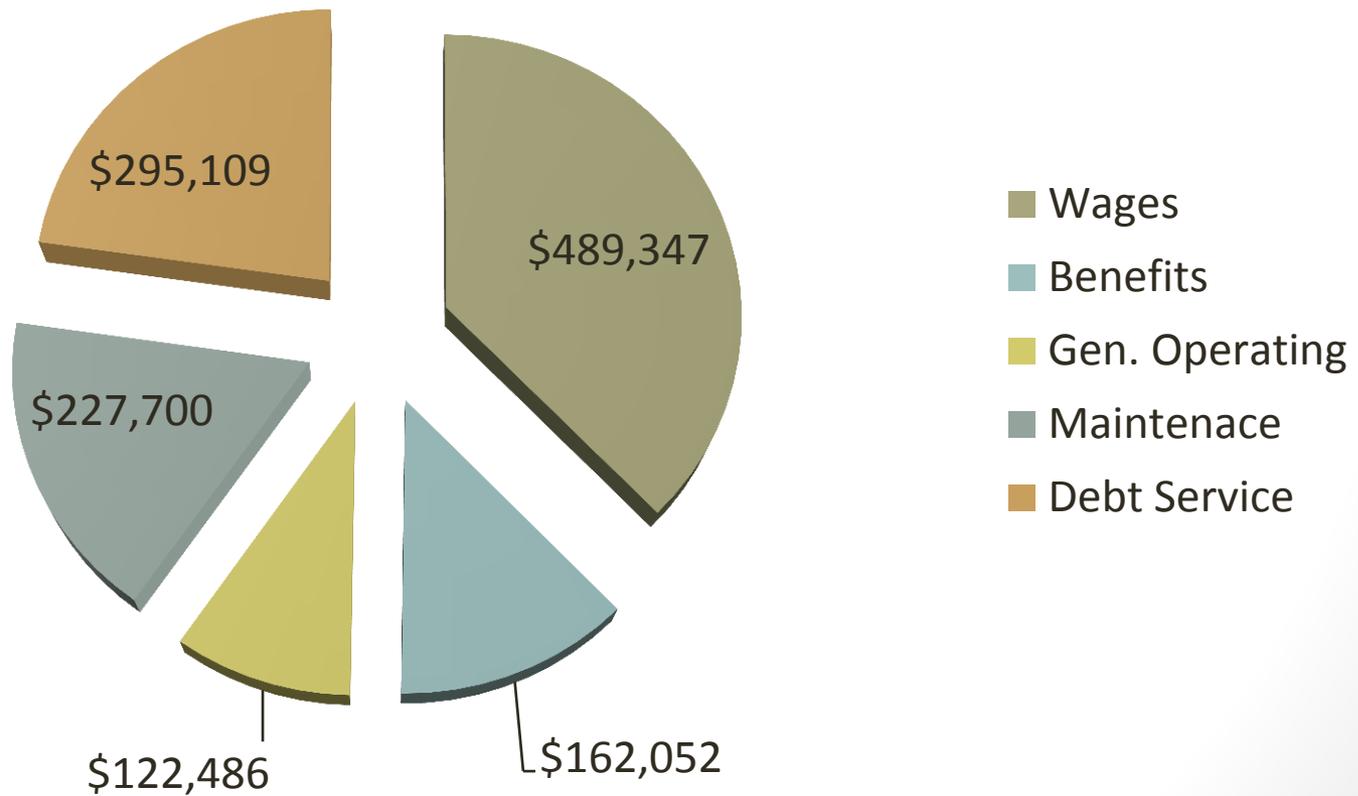
Debt Service	FY 2014 Budget
Debt Service *	\$276,703
Depreciation Costs **	\$18,406
(28) Golf Carts	
2014 Chevrolet Silverado	
Rotary Mower	

\* Transfer to Sinking Fund

\*\* Transfer to Capital Replacement Fund

# Total Revenue Costs

## Expense



# Budget Impacts

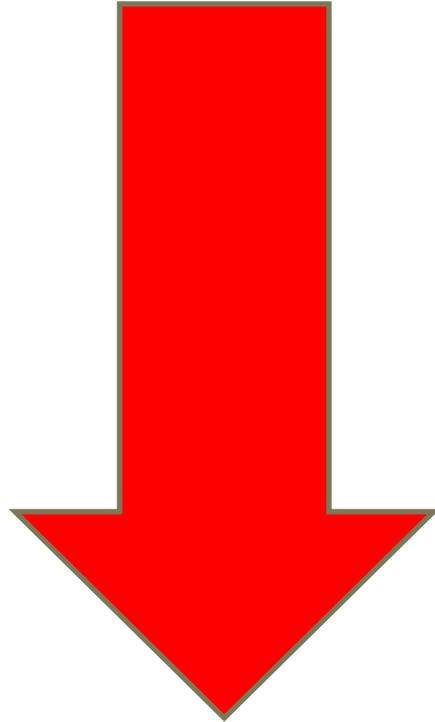
## Revenues

- Projected decline is golf cart rental revenue
  - 6.56% less than FY 2013 Budget
    - FY 2013 declined 11.27%

## Expenses

- Wage increases by AFSCME contract
- Proper allocation of all employee expenses to Golf Course Fund
- Increased debt service per payment schedule
- Premium increases for health care

Projected deficit of \$113,082







# General Fund

Proposed FY 2014 Budget \$9,797,657

# New Format

- Revenues and Expenses previously carried in the General Fund have been removed and placed in new funds.
- New format will accurately track and show the costs of the Township moving forward
- New funds:
  - Sewer
  - Liquid Fuels
  - Capital Improvement
  - Capital Replacement
  - Sinking
  - Emergency Services
- An existing tax millage or fee is associated with each new fund
  - Capital Replacement is the only exception

# Components of General Fund

- Administration & Finance
- Police
- Building & Zoning
- Health & Welfare
- Public Works
- Parks & Recreation
- Contributions
- Benefits & Insurance
- Inter-fund Transfers

# Township Administration & Finance

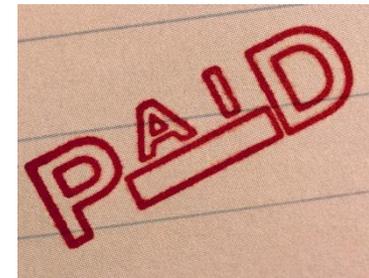
## Administration

- 5 elected Commissioners
- Township Manager
  - Staff and associated costs
- Tax Collector
- Legal
- Audit
- Technology
- Engineering
- Township Building
  - Materials & Supplies
  - Maintenance



## Finance

- **Oct. 2012 through Sept. 2013**
  - 26 payrolls process ·
  - 78 A/P bill lists prepared ·
  - 3,188 General/Sewer/Golf A/p invoices processed
  - 1,686 General/Sewer checks printed
  - 581 Golf checks printed
  - 442 A/R invoices sent out
  - 20,994 cashier payments taken ·
  - 194 bank statements reconciled
  - 21,871 utility bills sent out
  - 3,200 delinquent notices sent out



# Police Department

- Personnel
  - 26 Officers
  - 4 Full time civilian staff
  - 1 Part time civilian staff



- Vehicles
  - Marked
    - (2) 2012 Expeditions
    - (1) 2013 Tahoe
    - (1) 2013 Charger
    - (2) 2009 Crown Victoria
    - (2) 2007 Explorers
  - Unmarked
    - (1) 2012 Ford
    - (1) 2009 Ford
    - (1) 2007 Chevrolet
    - (1) 2007 Ford
    - (2) 2002 Ford
    - (1) 2006 Buick
  - Miscellaneous
    - (1) Ford
    - (1) Hallmark trailer
    - (1) Van

# Offenses/Investigations

2011	2012	2013 (YTD)	Description
315	401	295	Part 1 offenses*
771	698	466	Part 2 offenses**
355	330	207	Criminal arrests
57	67	58	Warrant arrests
230	320	246	Thefts (Part 1 offense)
127	107	73	Assaults (Part 1 & 2 offenses)
70	51	41	DUI arrests (Part 2 offense)
41	63	40	Drug arrests (Part 2 offenses)
1161	987	654	Traffic citations
232	224	145	Non-traffic citations (Part 2 offenses)
243	254	173	Parking tickets
2956	2742	1682	Car stops
478	479	330	Accident investigations
199	230	155	Domestic disputes
183	170	108	Disorderly conduct (Part 2 offenses)

\*Part 1 offenses: Homicide, rape, robbery, aggravated assault, burglary, larceny, theft of motor vehicle, arson

\*\*Part 2 offenses: Other assaults, forgery, fraud, receiving stolen property, vandalism, weapons, sex offences, drug offences, DUI, public drunkenness, disorderly conduct, all other offences

# Public Works

## Personnel

- 6 Full Time
  - (1) Foreman
  - (1) Assistant Foreman
  - (4) Driver/Laborer/Mechanic
- 5 Part Time

## Overview

- 5 miles of Pedestrian Crossings & Traffic Lines painted a year
- 19 Police vehicles and 14 Highway & Administration vehicles maintained and inspected
- 38.14 miles of Township roads maintained, salted and plowed
- 1,500 storm water inlets serviced
- 17 traffic signals maintained
- 100's of street signs maintained and replaced



- Leaf Season October – December
- 4,575 cubic yards collected in 2012



*Keeping our community clean*



# Building and Zoning

## 2013 YTD

- **Building Permits Issued for 2013**

- Building Permits
  - 390 - \$85,090.36
- Plumbing Permits
  - 58 - \$5,696.11
- Electrical Permits
  - 102 - \$11,290.35

**Total (YTD): \$102,076.83**

- **Zoning Hearings**

- 3 Zoning Hearings

## 2012

- **Building Permits Issued for 2012**

- Building Permits
  - 584 - \$186,195.88
- Plumbing Permits
  - 109 - \$11,327.00
- Electrical Permits
  - 126 - \$18,541.99

**Total: \$216,064.87**

- **Zoning Hearings**

- 2 Zoning Hearings

# Parks and Recreation

## Township Parks

- Centennial Park
  - 3 Little league baseball fields
  - 2 softball fields
  - 2 batting cages
  - Walking track
  - Storage facility
- Padden Park
  - Pavilion with bathrooms
  - 2 playgrounds
  - Softball field
  - Walking track
  - Fitness circuit equipment
  - Soccer kickboard
- Oxford Circle Park
  - Playground

## Township Parks

- Jefferson F.C. Recreation Site
  - Pavilion
  - Playground
  - 4 Tennis courts
  - 2 Basketball courts
  - Storage facility with bathrooms
- Betzwood Park
  - Playground
  - Basketball court
- Squire Croft Park
  - Playground
  - Basketball court

# Infrastructure

- Total Acreage of grass regularly cut and maintained - approximately 28 acres.
- 2 Pavilions
- 12 Trash Receptacles
- 5 Public Restrooms
- 4 Tennis Courts
- 6 Ball Fields
- 4 Basketball Courts
- 6 sets of playground equipment (26 swings)
- 8 picnic tables
- 18 park benches
- 2 Batting cages
- 4348' of walking track
- (4) 16'x6' outdoor scoreboards
- 13 sets of bleachers
- Circuit Training Fitness Equipment
- 4 storage buildings
- 3 bridges
- Several memorials
- Multiple Park Signs
- Dozens of newly planted trees

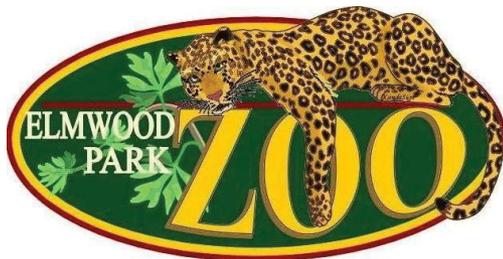


# Programs and Events....just to name a few



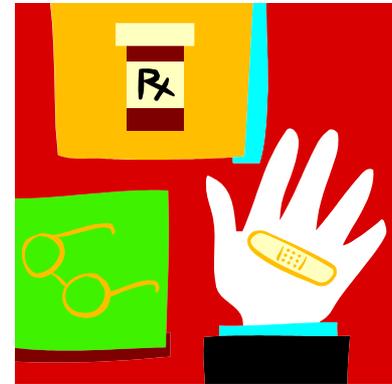
# Contributions

- West Norriton Little League
- Greater Norristown Police Athletic League
- West Norriton Girls Athletic Association
- Elmwood Park Zoo
- Silver Circle
- Montgomery County Library



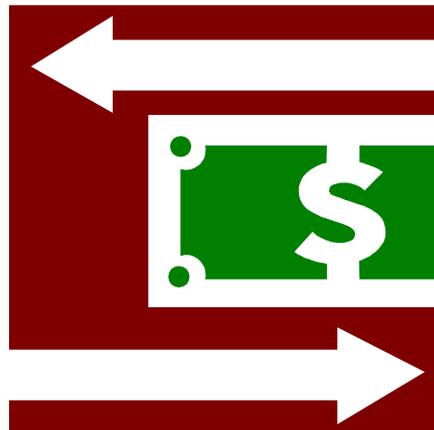
# Insurance and Benefits

- Employee Pensions
  - Uniform
  - Non-uniform
- Health Care Insurance
  - Uniform
  - Non-uniform
- Employee Life Insurance/ Long-term Disability
- Social Security
- Unemployment Compensation
- Building and Equipment Insurance
- General Liability Insurance
- Official and Employee Bonds
- Workers' Compensation
- Vehicle Insurance



# Inter-Fund Transfers

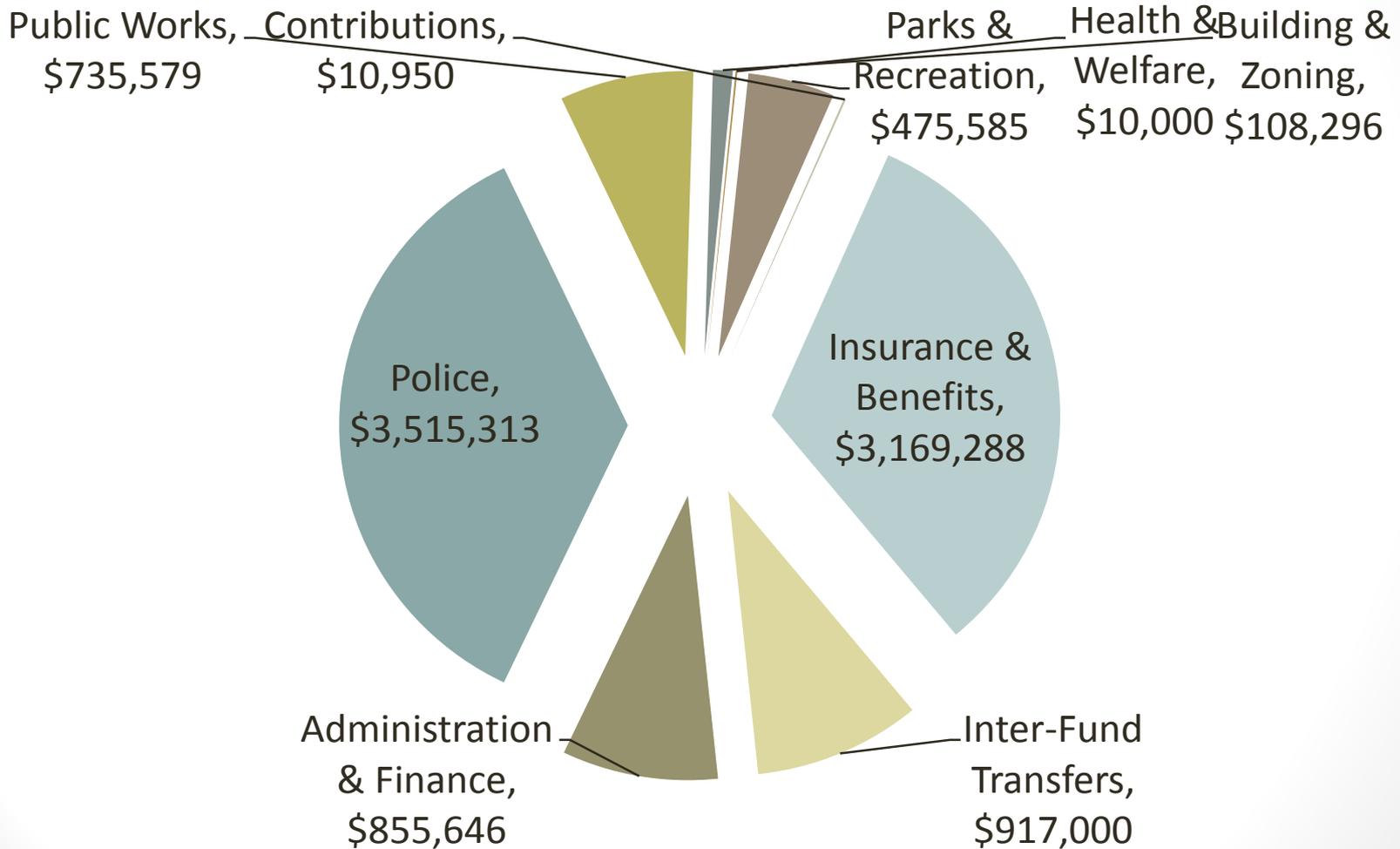
Fund	Amount
Sinking Fund	\$569,642
Capital Replacement	\$90,452
Emergency Services	\$256,906
<b>Total</b>	<b>\$917,000</b>



# Proposed FY 2014 Expenses

Department	FY 2014 Proposed	FY 2013 Approved
Administration & Finance	\$855,646	\$928,395
Police	\$3,515,313	\$3,450,807
Building & Zoning	\$108,296	\$39,706
Health & Welfare	\$10,000	\$9,000
Public Works	\$735,579	\$941,293
Parks & Recreation	\$475,585	\$424,136
Contribution	\$10,950	\$8,950
Benefits & Insurance	\$3,169,288	\$3,053,942
Inter-Fund Transfers	\$917,000	

# Proposed FY 2014 Expenses



# Summary: Proposed Expenses FY 2014

- Health Care costs increased 12%
  - Additional \$145,957.20 split between General & Golf Funds
- Wage increases set by AFSCME contract- 2.5%
- Wage increases set by Police contract- 3%
- Funding for (1) additional Police Officer
- Increased pension costs based on MMO
  - Additional \$35,603 to FY 2014 Budget
- Funding for School Resource Officer
  - Additional \$38,434
- Increased funding for storm water projects
  - \$20,000 for repairs to Sterigere St. basin
- Additional funds for street repairs
  - \$50,000 added for road resurfacing

# Proposed FY 2014 Budget

	FY 2014
Revenues	\$9,588,162
Expenses	\$9,733,151
<b>Difference</b>	<b>-\$144,989</b>



# General Fund

Revenues

# Preliminary Revenues FY 2014

Account Title	2012 Budget	2012 Actual	2013 Budget	2013 8/30/2013	2014 Budget
<b>REVENUES</b>					
Real Estate Taxes-Current	3,394,620	3,241,615	3,236,896	3,202,166	<b>3,231,450</b>
Real Estate Taxes-Prior Year	20,000	48,571	20,000	38,838	<b>25,000</b>
Delinquent Real Estate Tax	60,000	54,733	60,000	67,267	<b>60,000</b>
Real Estate Tax-Interim	12,000	2,405	10,000	512	<b>8,000</b>
<b>REAL PROPERTY TAXES</b>			<b>3,326,896</b>	<b>3,308,783</b>	<b>3,324,450</b>

# Preliminary Revenues FY 2014

<b>Account Title</b>	<b>2012 Budget</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2013 8/30/2013</b>	<b>2014 Budget</b>
Per Capita Tax-Current	28,000	2,668	3,000		<b>3,000</b>
Per Capita Tax-Prior Year	15,000	26,072	28,000	29,254	<b>28,000</b>
Per Capita Tax-Delinquent	3,000	10,039	10,000	10,672	<b>10,000</b>
Deed Transfer Tax	200,000	469,565	215,000	265,307	<b>250,000</b>
Earned Income Tax	2,400,000	2,739,285	2,450,000	2,130,907	<b>3,000,000</b>
LST Tax	308,000	309,420	323,000	244,763	<b>340,000</b>
Business Tax	175,000	0	0	0	<b>0</b>
<b>ACT 511 ENABLING TAXES</b>			<b>3,029,000</b>	<b>2,680,903</b>	<b>3,631,000</b>

# Preliminary Revenues FY 2014

<b>Account Title</b>	<b>2012 Budget</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2013 8/30/2013</b>	<b>2014 Budget</b>
Contractor & Plumbing Licenses	12,000	17,790	15,000	13,120	<b>18,000</b>
Garage Sale Licenses	1,500	1,170	1,000	680	<b>1,000</b>
Sign Licenses	30,000	23,920	29,000	13,505	<b>25,000</b>
Itinerant Licenses	0	1,555	0	335	<b>0</b>
Mechanical Device Tax	25,000	22,350	25,000	21,175	<b>23,000</b>
Cablevision Revenue	265,000	370,619	265,000	291,155	<b>375,000</b>
Highway Opening Permits	3,600	3,505	3,600	4,220	<b>3,600</b>
<b>BUSINESS/NON-BUSINESS LICENSE</b>			<b>338,600</b>	<b>344,190</b>	<b>445,600</b>

# Preliminary Revenues FY 2014

Account Title	2012 Budget	2012 Actual	2013 Budget	2013 8/30/2013	2014 Budget
District Justice Fines	60,000	53,591	55,000	35,283	55,000
Other Violations-State Police	12,000	11,546	12,000	4,099	12,000
<b>FINES</b>			67,000	39,382	67,000
Interest Earnings	25,000	17,602	20,000	12,104	20,000
<b>INTEREST</b>			20,000	12,104	20,000
Recycling Grant	43,000	0	43,000	58,062	26,514
Bullet Proof Vest Grant	0	0	2,000		0
Public Utility Realty Tax	7,500	7,638	7,500		7,500
Beverage Licenses	3,000	2,400	2,400	2,400	2,400
<b>FED/STATE/LOCAL SHARED REV</b>			54,900	60,462	36,414

# Preliminary Revenues FY 2014

Account Title	2012 Budget	2012 Actual	2013 Budget	2013 8/30/2013	2014 Budget
Zoning, Sub-division Fees	7,000	12,950	7,000	3,650	5,000
<b>CHARGES FOR SERVICES</b>			7,000	3,650	5,000
Police Revenues	46,000	52,250	54,500	43,732	52,000
Police Overtime Reimbursement	69,300	55,433	89,710	37,349	58,514
Smooth Operator Grant	7,500	1,117	0	985	0
DUI Grant from State	40,000	33,276	40,000		40,000
Seat Belt Grant from State	3,000	2,713	0		0
NHS Reimburse-SRO Officer	141,703	135,343	67,945	106,506	100,000
Building/Plumbing Permits	196,290	187,789	198,000	96,530	100,000
U & O Certification	16,000	17,875	16,000	15,125	16,000
Rental Unit Inspections	88,000	97,075	90,000	90,450	90,000
Highway Dept Revenue	5,000	3,550	5,000	4,567	5,000
FEMA Reimbursement	0	80,224	0	100,080	0
<b>PUBLIC SAFETY &amp; HIGHWAY</b>			561,155	495,324	461,514

# Preliminary Revenues FY 2014

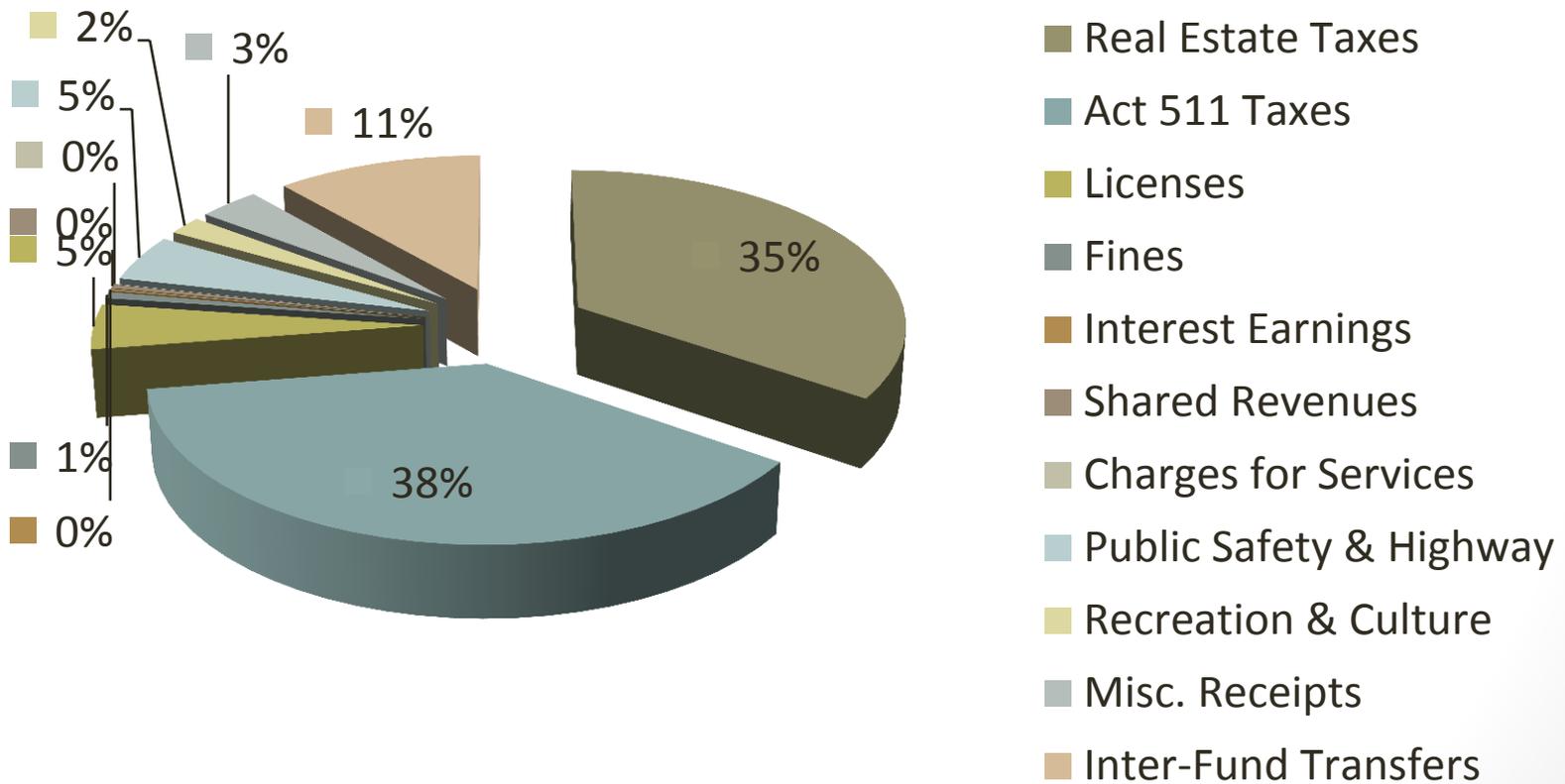
Account Title	2012 Budget	2012 Actual	2013 Budget	2013 8/30/2013	2014 Budget
Recreation Dept Revenue	80,000	98,221	100,000	85,817	<b>105,000</b>
Cultural Trip Revenue	70,000	38,912	70,000	11,807	<b>70,000</b>
Recreation Event Sponsorship				8,297	<b>8,000</b>
Donations to Parks & Recreation					<b>0</b>
Parks Vending Machines	200	257	200	170	<b>250</b>
Park Rental Fee	0	150	250	100	<b>250</b>
History Book/Cent. Sales	500	50	250	20	<b>0</b>
<b>RECREATION &amp; CULTURE</b>			<b>170,700</b>	<b>106,211</b>	<b>183,500</b>
Miscellaneous Receipts	9,000	10,567	9,000	8,262	<b>10,000</b>
Reimb. Health/Life Insurance	2,300	2,889	1,990	0	<b>0</b>
Refund - Insurance	0	122	0	7,684	<b>0</b>
Pension Fund Receipts	278,494	279,797	292,419	1,143	<b>295,212</b>
Permit Admin Fee	0	19,800	20,000	13,673	<b>20,000</b>
Cont/Donation Private Sector	0	350	0	2,350	<b>0</b>
<b>MISCELLANEOUS RECEIPTS</b>			<b>323,409</b>	<b>33,112</b>	<b>325,212</b>

# Preliminary Revenues FY 2014

Account Title	2012 Budget	2012 Actual	2013 Budget	2013 8/30/2013	2014 Budget
Transfer from Traffic Impact	50,000	0	0	0	0
Transfer from Sewer Fund	0	67,613	30,000	0	1,088,472
Transfer from Capital Reserve	0	0	0	0	0
Transfer from Highway Aid	284,361	162,659	273,961	11,589	0
Transfer from Escrow Fund	0	0	0	0	0
Transfer from Golf Course	0	95,484	93,470	0	0
Transfer from Fund Balance	0	0	0	0	0
<b>INTERGOVERNMENTAL TRANSFERS</b>			397,431	11,589	1,088,472

# Preliminary Revenues FY 2014

## Revenue



# Preliminary Revenues FY 2014

Revenues	FY 2014
Real Estate Taxes	\$3,324,450
Act 511 Taxes	\$3,631,000
Licenses	\$445,600
Fines	\$67,000
Interest Earnings	\$20,000
Shared Revenues	\$36,414
Charges for Services	\$5,000
Public Safety & Highway	\$461,514
Recreation & Culture	\$183,500
Receipts	\$325,212
Inter-Fund Transfers	\$1,088,472
<b>Total FY 2014 Revenues</b>	<b>\$9,588,162</b>

# Funding Gap

Fund	Proposed Budget	Current Tax Mills	Deficit
General Fund	\$ 9,797,657	3.487	<b>-144,989</b>
Golf Fund	\$ 1,345,614	0	<b>-113,082</b>

## What makes up the Millage:

	Millage	Revenue Generated
General Fund	2.415	\$ 2,342,929.00
Debt Service	0.847	\$ 821,723.00
Recreation	0.07	\$ 67,911.00
Fire Department	0.155	\$ 150,374.00
<b>Total</b>	<b>3.487</b>	<b>\$ 3,382,937.00</b>

Revenue Generated based on 2014 Assessment of 970,157,071

# Assessment Breakdown

Average assessed home value                      \$119,000  
Annual Township Real Estate Tax                      \$415

(Based on current millage of 3.487)

## Breakdown of Mills

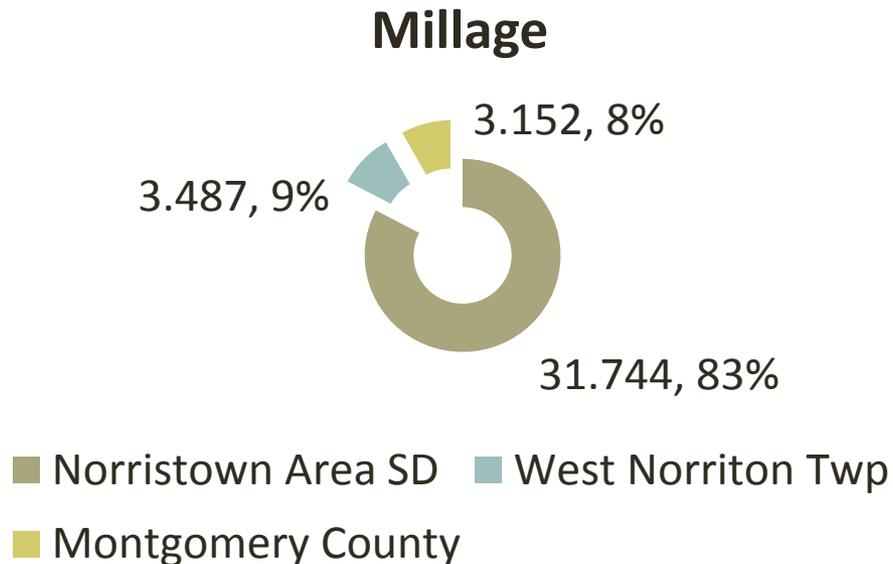
(Based on average home value)

<b>Mills</b>	<b>Annual Cost</b>	<b>Description of Services</b>
0.07	\$8	Parks
0.155	\$18	Fire Protection
0.847	\$100	Roads/Infrastructure/Capital Improvements
		Police Protection/Snow Plowing/Brush & Leaf Pick-up/Code Enforcement
2.415	\$289	
3.487	\$415	Total

Total Township taxes cost the average homeowner \$34.58 per month

# Tax Millages

Millage	
Norristown Area SD	31.744 mils
West Norriton Twp	3.487 mils
Montgomery County	3.152 mils
<b>Total</b>	<b>38.383</b>



# Impact on Revenues

FY 2014 is a projection at this time

\*\* A major retail tenant has a pending assessment hearing

## Township Taxable Assessments

Change in Assessment by Year

<u>Year</u>	<u>Assessment</u>	<u>Change</u>
<b>2014</b>	<b>970,157,071</b>	<b>-1,535,256</b>
2013	971,692,327	-599,330
2012	972,291,657	-201,680
2011	972,493,337	510,090
2010	971,983,247	1,518,850

# Collection Rate

- Previous budgets reflected a 100% collection rate
- Roughly 90% of all tax bills are paid in the discount period
  - Allows for a 2% discount on tax bill
- Current economic conditions have created delinquencies in taxes
- Collection Rate has been reduced to **95%**

# Summary: Proposed Revenues FY 2014

- Reduction in Township assessed value for 2014
- Increase in the collection of EIT Tax
- Loss of SRO Grant
- Transfer from Sewer Operating Fund

# Short-term vs. Long-term Issues

## Short-term

- Reduce current deficits without a major impact to services

## Long-term

- Lack of operating reserve
  - Best Practice is 10-15% of operating budget
- Need for capital improvement schedule
  - Vehicles
  - Roadways & Handicap Ramps
  - Traffic signals and signs
- Plan for cost containment on healthcare and pension costs



# Sewer Operating Fund

Proposed FY 2014 Budget \$2,895,844

# Sewer Operating Fund

- New fund for FY 2014
- Includes all revenues and expenses related directly to sewer operations
  - All indirect costs such as Finance, Administration, Debt Service and Public Works are shown as a transfer to the General Fund and the Sinking Fund
- Capital projects have been placed in the Capital Improvement Fund

# Sanitary Sewer

## Current Rates

- Cost per 1,000 gallons: \$6.51
- Residential flat rate for first 4,000 gallons: \$35 per quarter
- Multi-unit residential flat rate: \$10 per unit per quarter
- Multi-unit residential (3 units or less) flat rate for first 4,000 gallons: \$75 per quarter
- Non-residential flat rate for first 4,000 gallons: \$80 per quarter

## Overview

- 18 miles of sanitary sewer
- 6 Pumping stations
- 7,490 Residential EDU's
- 545 Commercial EDU's
- 95 Public/Institutional EDU's

# Sewer Operating Fund

## FY 2014 Revenues

Revenue	
Sewer Rental	\$2,837,644
Penalties on Sewer Rental	\$49,200
Sewer Certifications	\$6,000
Application Fees	\$500
Reimbursed Fees	\$2,500
<b>Total</b>	<b>\$2,895,844</b>

# Sewer Operating Fund

## FY 2014 Expenses

<b>Account Title</b>	<b>2012 Budget</b>	<b>2012 Actual</b>	<b>2013 Budget</b>	<b>2013 7/31/2013</b>	<b>2014 Budget</b>
<b>EXPENDITURES</b>					
Legal Fees				8,091	<b>9,000</b>
Wages-Maintenance Helper	31,050	24,242	18,406	9,935	<b>1,140</b>
Meter Data & Postage-Sewer	12,000	9,744	14,000	13,604	<b>14,000</b>
Other Admin. Exp-Sewer	0	1,154	0	65	<b>2,000</b>
Engineer's Fees	100,000	205,781	125,000	354,352	<b>175,000</b>
Telephone-Pumping Stations	5,000	5,631	5,500	3,319	<b>6,000</b>
Fuel, Light & Water-Sewer	150,000	105,495	110,282	60,864	<b>49,000</b>
Treatment Expense	880,000	795,172	870,000	368,657	<b>900,000</b>
Pennsylvania One Call	2,000	1,981	2,000	741	<b>2,000</b>
Maint./Repair/Cleaning Sewer	70,000	67,075	85,000	53,032	<b>226,000</b>
Operations Assistance	58,000	73,583	68,000	57,164	<b>100,000</b>
Pollution Insurance					
<b>Sewer Department</b>	<b>1,308,050</b>	<b>1,289,858</b>	<b>1,298,188</b>	<b>929,824</b>	<b>1,484,140</b>
<b>EXPENDITURES</b>					
Transfer to Capital Reserve Fd					
Transfer to Sinking Fund					<b>323,232</b>
Transfer to Sewer Capital					
Transfer to General Fund					<b>1,088,472</b>
<b>Other Financial Uses-Subtotal</b>	<b>-</b>	<b>-</b>	<b>-</b>		<b>1,411,704</b>

# Sewer Operating Fund

- Projected revenues of \$2,895,844
- Projected expenses of \$2,895,844
- Sewer rates for FY 2014 will remain the same



# Emergency Services Fund

FY 2014 Proposed Budget \$394,191

# Emergency Services Fund

- New fund for FY 2014
- Includes expenses for:
  - Allocation to Jefferson Fire Company
  - Fireman's Relief Grant to Jefferson Fire Company
  - Fees associated with fire hydrants in Township
  - Wages and expenses for Fire Marshal & Deputy Fire Marshal
- Revenues for fund:
  - Fireman's Relief Grant
  - Transfer from General Fund
    - Includes Fire Tax Millage

# Emergency Services

## Township

## Jefferson Fire Company

- Fire Marshal Salary & Supplies
- Hydrant Fees

	2011	2012	2013 YTD
Incidents	356	364	255
Responding Personnel	4,343	4,019	3,041
Avg. Turnout per Incident	13	18	14
Training Hours	149.41	202.12	158.43



# Emergency Services Fund

## Revenues

Revenue	
Fireman's Relief	\$137,285
Transfer from General Fund	\$256,906
<b>Total</b>	<b>\$394,191</b>

Note: Fire Tax millage does not cover allocation to Jefferson Fire Company. Fire Tax generates roughly \$152,000

## Expenses

Expense	
Salaries & Wages	\$8,996
Expense-Fire Marshal	\$5,000
Hydrant Fees	\$74,910
Jefferson FC Allocation	\$168,000
Jefferson FC Fireman's Relief	\$137,285
<b>Total</b>	<b>\$394,191</b>



# Sinking Fund

FY 2014 Proposed Budget \$1,169,577

# Sinking Fund

- New fund for FY 2014
- Revenues include:
  - Transfer from General Fund of \$569,642 (Debt Service millage)
  - Transfer from Sewer Operating of \$323,232
  - Transfer from Golf Fund of \$276,703
- Expenses are lease payments and debt service payments

	Revenues	Expenses
FY 2014	\$1,169,577	\$1,169,577

# Debt Service

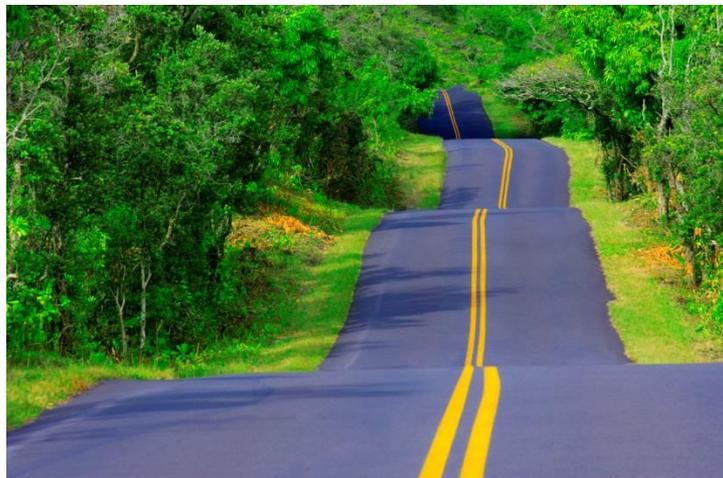
## FY 2014 Payments

Bonds/Notes	
2010 GO Bond-Refinance & Sewer	\$843,113
2009 PIB Note-Roads	\$217,509
<b>Total</b>	<b>\$1,060,622</b>

# Debt Service

## FY 2014 Payments

Equipment		
Street Sweeper	\$48,406	
(2) Ford Explorers-Police	\$24,601	
Ford Explorer-Admin	\$9,770	
Triplex Mower- Golf Course	\$11,606	} <b>Paid by Golf Fund thru a transfer</b>
Jacobsen Mower & Pro-Flex Mower-Golf Course	\$14,572	
	<b>Total</b>	<b>\$108,955</b>



# Liquid Fuels Fund

FY 2014 Proposed Budget \$281,003

# Liquid Fuels

- New fund for FY 2014
- Revenues for fund are based on the state allocation of gas tax receipts
  - Money must be kept from General Fund and interest be kept separate
- Expenses are based on the allowable items through the Liquid Fuels program

# Liquid Fuels

## Revenues

State Allocation	\$271,678
Fund Balance	\$8,108
Interest	\$1,217
<b>Total</b>	<b>\$281,003</b>

## Expenses

Traffic Lights	\$5,200
Street Lights	\$195,622
Road Salt	\$25,000
Debt Service	\$55,181
<b>Total</b>	<b>\$281,003</b>

# Capital Improvement Fund

FY 2014 Proposed Budget \$1,480,000

# Capital Improvement Fund

## Revenues

Revenues	
Bond Proceeds	\$1,913,558

## Expenses

Expense	
<b>Capital- Sewer</b>	<b>\$730,000</b>
Joseph Street Sewer Upgrade	
Forrest Ave. relief line	
I&I- manholes & sewer mains	
Tving, Cleanings & Repairs of laterals	
<b>Capital- Norristown Plant Improvement</b>	<b>\$750,000</b>
36% of aeration cost	
<b>Vehicle &amp; Equipment Replacement</b>	<b>\$443,558</b>

# Capital Replacement Fund

FY 2014 Proposed Budget \$108,858

# Capital Replacement Fund

- New fund for FY 2014
- This type of fund will ensure adequate funds are available to purchase vehicles and equipment while stabilizing the budget for major purchases. Additionally, it will provide a township-wide approach to procurement and replacement of the vehicle fleet.
- The advantages of such a fund is that it prevents wide fluctuation in operating budgets from year to year due to vehicle and equipment purchases while providing a framework for replacements and management of the fleet.
- This new fund would “own” the vehicles and equipment and the assets and depreciation would occur in this fund and not the General Fund. The General Fund or other funds would pay lease fees into the new fund based on a formula.

Formula example:

$$[A+B-D]/\text{useful life} \times C = X$$

A= Asset Cost  
B= Fund Shortage  
C= Inflation Factor  
X= Normal Annual Lease Fee

## **Example**

Police Vehicle= \$35,000

A= \$35,000  
B= \$0.00 (assume no shortage)  
C= 2.0%

$$[\$35,000+\$0.00]/ 5 \text{ years} \times 2.0\% = \$7,140 \text{ (payment per year to fund)}$$

# Capital Replace Fund

Revenue	
Transfer from General Fund	\$90,452
Transfer from Golf Fund	\$18,406
<b>Total</b>	<b>\$108,858</b>

# Capital Replace Fund

<b>EXPENDITURES</b>		<b>Useful Life</b>
Depreciation-2013 Dodge Charger (Pol)	<b>12,410</b>	3 yr
Depreciation-2013 Chev Tahoe (Pol)	<b>9,333</b>	5 yr
Depreciation-2013 Chev Tahoe (PW)	<b>4,793</b>	5 yr
Depreciation-2013 Chev Silverado (PW)	<b>4,718</b>	7 yr
Depreciation-2013 ODB Leaf Machine (PW)	<b>2,447</b>	12 yr
Depreciation-2013 Dodge Charger (Pol)	<b>5,648</b>	3 yr
Depreciation-2014 Dodge Charger (Pol)	<b>11,587</b>	3 yr
Depreciation-2014 Dodge Charger (Pol)	<b>9,694</b>	3 yr
Depreciation-2014 Chev Tahoe	<b>9,476</b>	5 yr
Depreciation-2014 Chev Silverado (PW)	<b>4,985</b>	7 yr
Depreciation-2014 Chev Silverado (PW)	<b>4,538</b>	7 yr
Depreciation-2014 Chev Silverado (Golf)	<b>3,875</b>	7 yr
Depreciation-2014 ODB Leaf Machine (PW)	<b>2,950</b>	12 yr
Depreciation-2014 Chev Pass Van (Rec)	<b>4,249</b>	7 yr
Depreciation-Kubota Mower (PW)	<b>3,624</b>	7 yr
Depreciation-Rotary Mower (Golf)	<b>1,697</b>	10 yr
Depreciation-Golf Carts (Golf)	<b>12,834</b>	10 yr
<b>TOTAL EXPENDITURES</b>	<b>108,858</b>	

# Next Steps

- Budget Meeting scheduled for October 29<sup>th</sup>

