

# FY 2017 TOWNSHIP BUDGET

PRELIMINARY BUDGET

BOARD OF COMMISSIONERS  
OCTOBER 12, 2016

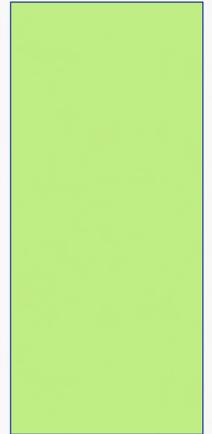
# TOWNSHIP BUDGET OVERVIEW

- Preliminary Budgets (as of 10/12/2016)

Fund	FY 2017	FY 2016	FY 2015
General	\$9,788,556	\$9,700,768	\$10,154,067
Golf	\$1,437,633	\$1,405,537	\$1,372,099
Sewer	\$3,248,305	\$4,386,654	\$3,596,401
Liquid Fuels	\$401,826	\$382,129	\$325,278
Debt Service	\$1,206,193	\$1,464,018	\$1,419,976
Emergency Services	\$380,775	\$375,775	\$397,981

# FY 2017 GENERAL FUND

WEST NORRITON TOWNSHIP



# BUDGET DEVELOPMENT

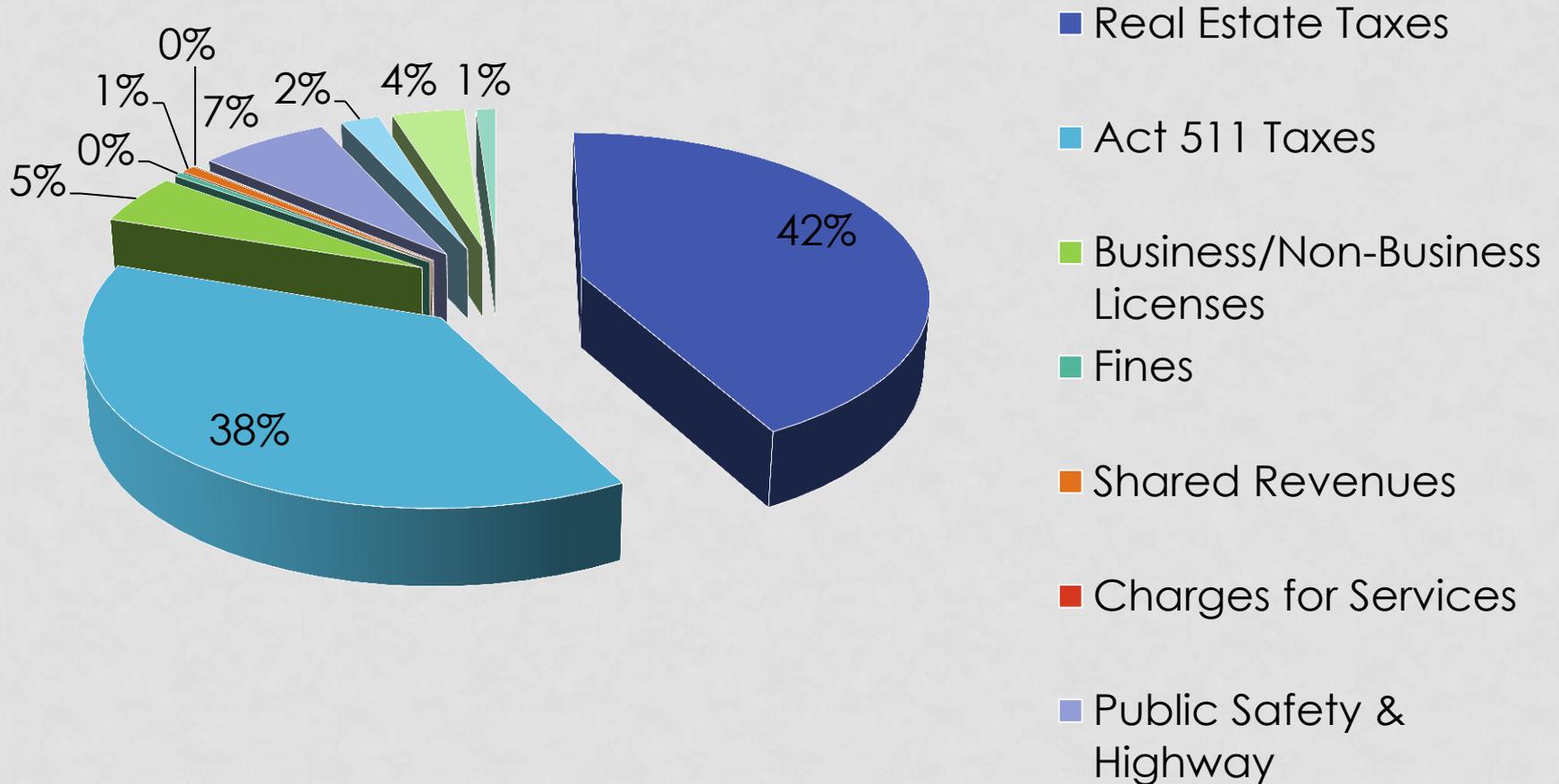
- Departments prepared baseline budgets.
- Departments developed budget request for current services and for potential additional resources.
- Budget proposals were reviewed and analyzed with staff.

# BUDGET REVENUES GENERAL FUND

Category	FY 2016	Proposed FY 2017	% Change
Real Estate Taxes	\$4,121,242	\$4,103,746	-0.42%
Act 511 Taxes	\$3,681,000	\$3,711,000	0.81%
Business/Non-Business Licenses	\$475,600	\$475,600	-
Fines	\$47,100	\$42,100	-10.6%
Shared Revenues	\$102,910	\$72,410	-29.6%
Charges for Services	\$5,000	\$5,000	-
Public Safety & Highway	\$567,120	\$668,823	12.6%
Recreation & Culture	\$196,375	\$198,575	1.2%
Misc. Receipts	\$333,421	\$372,124	11.6%
Intergov. Transfers	\$150,000	\$100,000	-33%
<b>Totals</b>	<b>\$9,700,768</b>	<b>\$9,774,378</b>	<b>0.76%</b>

# BUDGET REVENUES GENERAL FUND

## Revenues



# REVENUE SOURCES

## GENERAL FUND

- Real Estate Taxes and Act 511 Taxes account for approximately 80% of Township Revenues

G.L. #	Account Title	2015 Budget	2015 Actual	2016 Budget	2016 To 7/30/2016	2017 Budget	% +/- Over 2016
	<b>REVENUES</b>						
01.301.100	Real Estate Taxes-Current	3,278,936	2,268,463	3,173,288	3,113,873	3,150,832	-0.71%
01-301-101	Reat Estate Taxes-Debt-Current		793,449	789,690	786,313	794,272	0.58%
01-301-102	Reat Estate Taxes-Rec-Current		65,574	65,264	64,985	65,642	0.58%
01.301.200	Real Estate Taxes-Prior Year	25,000	14,730	25,000	15,576	25,000	0.00%
01.301.400	Delinquent Real Estate Tax	60,000	57,385	60,000	36,283	60,000	0.00%
01.301.600	Real Estate Tax-Interim	8,000	29,481	8,000	1,689	8,000	0.00%
	<b>REAL PROPERTY TAXES</b>	<b>3,371,936</b>	<b>3,229,083</b>	<b>4,121,242</b>	<b>4,018,719</b>	<b>4,103,746</b>	<b>-0.42%</b>
01.310.010	Per Capita Tax-Current	3,000		3,000		3,000	0.00%
01.310.020	Per Capita Tax-Prior Year	28,000	28,099	28,000	24,243	28,000	0.00%
01.310.030	Per Capita Tax-Delinquent	10,000	11,405	10,000		10,000	0.00%
01.310.100	Deed Transfer Tax	300,000	743,442	320,000	173,852	320,000	0.00%
01.310.200	Earned Income Tax	3,000,000	3,121,069	3,000,000	1,647,551	3,025,000	0.83%
01.310.510	LST Tax	340,000	313,970	320,000	165,474	325,000	1.56%
	<b>ACT 511 ENABLING TAXES</b>	<b>3,681,000</b>	<b>4,217,985</b>	<b>3,681,000</b>	<b>2,011,120</b>	<b>3,711,000</b>	<b>0.81%</b>

# BUDGET EXPENDITURES GENERAL FUND

Category	Proposed FY 2017	FY 2016	Variance	% Change
Administration (Portion)	\$696,603	\$665,005	\$31,598	4.75%
Police	\$3,748,112	\$3,640,303	\$107,809	2.96%
Building/Zoning	\$123,716	\$118,006	\$5,710	4.84%
Health & Welfare	\$8,000	\$7,000	\$1,000	14.29%
Public Works (Portion)	\$406,971	\$409,645	-\$2,674	-0.65%
Recreation	\$539,322	\$528,188	\$11,134	2.11%
Culture	\$14,850	\$14,850	\$0.00	-
Benefits & Insurance (Portion)	\$3,820,277	\$3,899,896	-\$79,619	-2.04%
Intergov. Transfer	\$431,377	\$432,725	-\$1,348	-0.31%
<b>Total</b>	<b>\$9,774,378</b>	<b>\$9,700,768</b>	<b>\$73,610</b>	<b>0.76%</b>

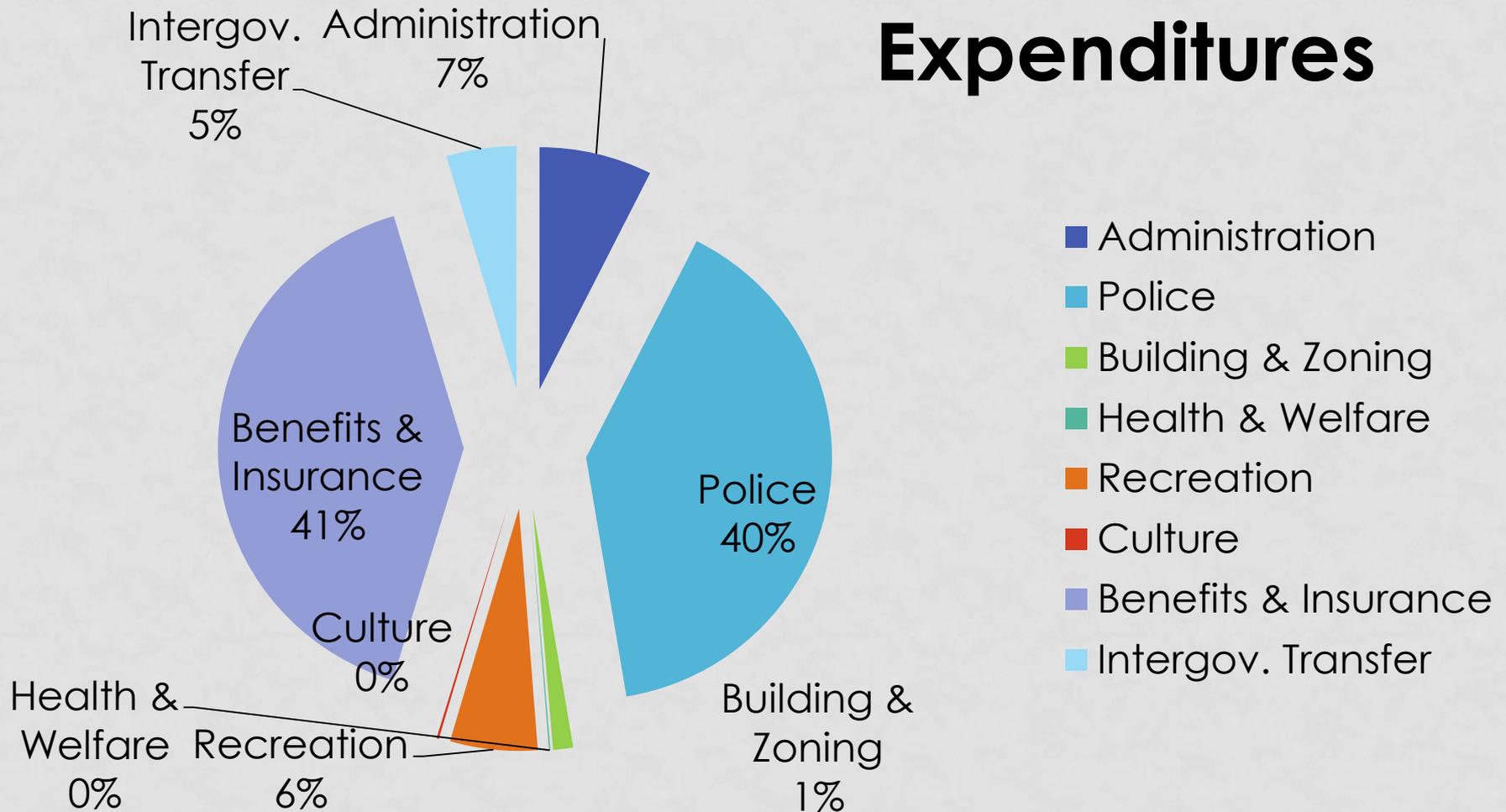
# BUDGET EXPENDITURES GENERAL FUND

- Portions of the Administration, Health & Welfare, Public Works and Insurance & Benefits are allocated to the Sewer Fund.
  - Only General Fund portion is represented in this section
- Township hired Maximus in 2016 to conduct a cost-allocation plan for costs associated with the Sewer Fund.

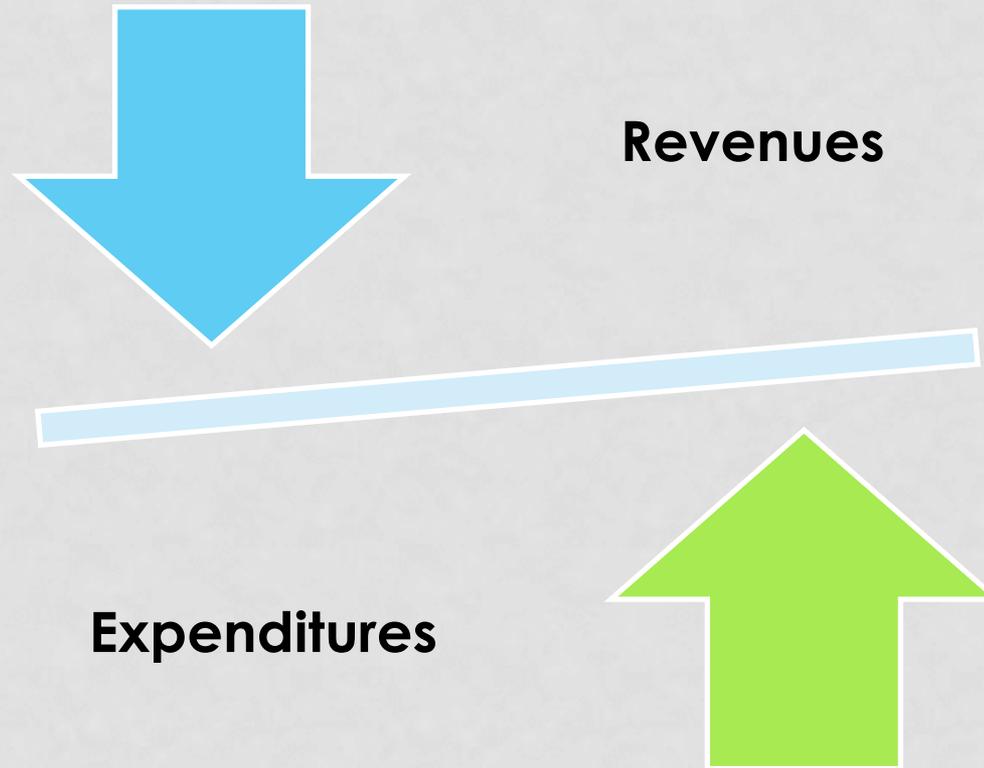


# BUDGET EXPENDITURES GENERAL FUND

## Expenditures



# BUDGET REVENUES VS. EXPENDITURES GENERAL FUND



# BUDGET REVENUES VS. EXPENDITURES GENERAL FUND

## **Revenues**

\$9,774,378

## **Expenditures**

\$9,774,378

**Balanced Budget for FY 2017**



# IMPACTS TO FY 2017 BUDGET

- Decreased overall pension obligations for Uniformed & Non-Uniformed Plans

MMO	2016	2017	Difference
Non-Uniform	\$443,039	\$443,158	\$119.00
Uniform	\$1,340,004	\$1,212,328	-\$127,676

# IMPACTS TO FY 2017 BUDGET

- Healthcare Renewal
  - As of October 12, 2016, the preliminary renewal for healthcare will **increase 5%**
- **Impact to FY 2017 Budget = \$89,339.40**



# IMPACTS TO FY 2017 BUDGET WAGE ANALYSIS

	2017 Budget	2016 Budget
AFSCME	15	15
Police	27	27
Management	8	8

	<u>FY 2016</u>	<u>FY 2017</u>	<u>Difference</u>
AFSCME	\$614,910	\$625,050	\$10,140
Police *w/Chief & Deputy Chief	\$2,648,351	\$2,700,405	\$52,054
Management	\$469,320	\$478,706	\$9,386

# DEPARTMENT HIGHLIGHTS

## ADMINISTRATION

- Personnel

- Township Commissioners
- Tax Collector
- Township Manager/Secretary
- Assistant Secretary
- Finance Administrator
- Bookkeeper
- Secretary-Code Enforcement
- Receptionist

- Budget Impacts

- Salary costs
- Increased advertising costs & printing
- Bank card fees
- Off site document storage



# DEPARTMENT HIGHLIGHTS

## POLICE

- Personnel

- Chief of Police
- Deputy Chief of Police
- (6) Sergeants
- (3) Detectives
- (4) Corporals
- (12) Patrol
- Lead Clerk
- Secretary
- Receptionist

- Budget Impacts

- Salary & Contractual items
- Radio upgrade debt service
- Maintains existing level and services the of police force

# DEPARTMENT HIGHLIGHTS

## BUILDING & ZONING

## HEALTH & WELFARE

- Personnel
  - Director of Public Works & Planning
- Budget Impacts
  - Salary (portion)
  - Code review/inspection costs
  - Costs associated with disposal of asphalt and street sweeper



# DEPARTMENTAL HIGHLIGHTS

## PUBLIC WORKS

- Personnel

- Director of Public Works & Planning
- Foreman
- Assistant Foreman
- (3) Laborers
- Mechanic
- (6) Seasonal

- Budget Impacts

- Maintains all departmental services at current levels



# DEPARTMENTAL HIGHLIGHTS

## PARKS & RECREATION

- Personnel

- Director of Parks & Recreation
- Assistant Director
- Various seasonal employees

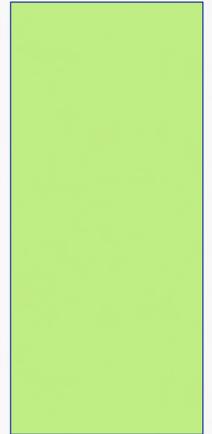
- Budget Impacts

- Maintains current programs and services
- Grant match for Betzwood Trail
- Capital Improvements
  - Pavilion at Centennial
  - Picnic Tables
  - Trash/Recycling receptacles



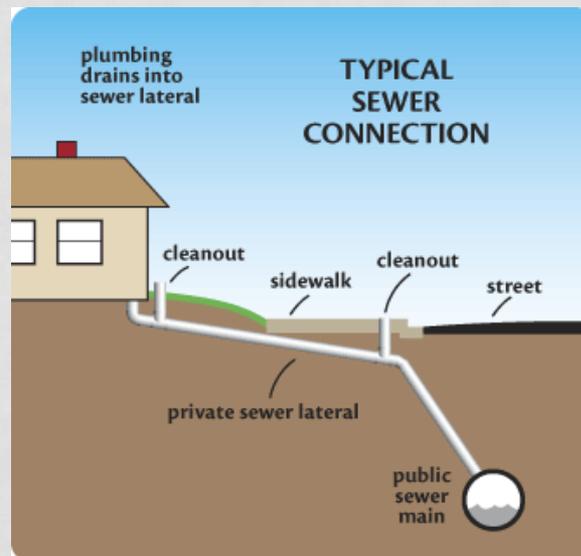
# FY 2017 SEWER BUDGET

WEST NORRITON TOWNSHIP



# FY 2017 SEWER BUDGET

- FY 2017 drafted based on the cost-allocation plan written by Maximus
- Sewer Fund revenues reflect rate increase that went into effect on January 1, 2015
  - No proposed rate increase for FY 2017



# FY 2017 SEWER FUND REVENUES

G.L. #	Account Title	2015 Budget	2015 Actual	2016 Budget	2016 To 7/31/2016	2017 Budget
	<b>REVENUES</b>					
80.341.000	Interest	1,500	2,509	1,500	2,185	2,500
80.354.015	LSA Grant-Sewer Rehab				200,000	-
80.364.100	Sewer Rental	3,523,601	4,714,139	3,538,115	1,648,306	3,482,189
80.364.101	Penalties on Sewer Rental	62,300	178,096	68,039	48,750	71,888
80.364.102	Sewer Certifications	6,000	8,520	6,000	5,880	8,000
80.364.105	Application Fees	500	200	500		500
80.364.313	Reimbursement Engineer-Devel.	2,500	575	2,500		2,500
80.380.000	Miscellaneous Receipts		275		165	
80.380.002	Refund - Insurance					
80.391.000	Proceeds of Gen. Fixed Assets					
80.392.080	Transfer from Sewer Capital					
80.392.100	Transfer from Capital Reserve					
80.393.000	Revenues Bonds/Notes/Loans			770,000	107,009	300,000
	<b>TOTAL REVENUE</b>	3,596,401	4,904,314	4,386,654	2,012,295	3,867,577

# FY 2017 SEWER FUND EXPENDITURES

- Expenditures have been moved from the General Fund to the Sewer Fund based on the Maximus Report
  - New expenditure categories:
    - Administration (GL 400-401)
    - Audit (GL 402)
    - Technology (GL 407)
    - General Government Building (GL 409)
    - Public Works (GL 430-438)
    - Benefits & Insurances (GL 483-486)

# FY 2017 SEWER FUND EXPENDITURES

	FY 2016	FY 2017
Administration (400-401)	\$157,176	\$160,131
Audit (402)	\$3,000	\$10,000
Legal (404)	\$22,000	\$22,000
Technology (407)	\$18,292	\$18,292
Gen. Government Building (409)	\$36,630	\$36,630
Sewer (429)	\$2,326,489	\$1,862,440
Public Works (430-438)	\$212,889	\$214,948
Benefits & Insurance (483-486)	\$206,903	\$229,893
Transfer to Debt (492)	\$955,208	\$670,649
Transfer to General (492)	\$0	\$0

# BUDGET REVENUES VS EXPENDITURES SEWER FUND

## **Revenues**

\$3,867,577

(FY 2016 \$4,386,654)

## **Expenditures**

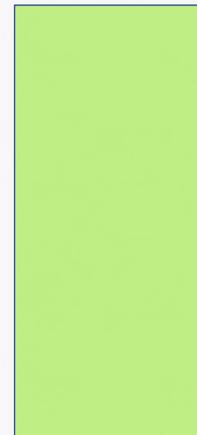
\$3,227,983

(FY 2016 \$3,966,419)

**\$639,594 Projected Surplus for FY 2017**

# FY 2017 GOLF FUND

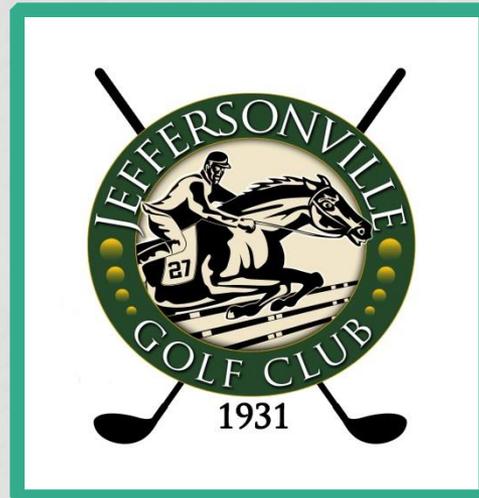
WEST NORRITON TOWNSHIP



# BUDGET REVENUES

## GOLF FUND

- Revenues for the FY 2017 Budget have been based on the impact of the winter to the course.
  - Greens Fees and Cart Rentals have been estimated based on this scenario.
  - FY 2016 Revenue projections have been consist with actual revenue received



# BUDGET REVENUES GOLF FUND

G.L. #	Account Title	2015 Budget	2015 Actual	2016 Budget	2016 To 7/31/2016	2017 Budget
<b>REVENUES</b>						
20.341.000	Interest Earnings	1,500	782	1,500	191	1,000
20.367.100	Greens Fees	876,000	812,999	852,000	484,473	852,000
20.367.101	Membership	75,000	99,392	85,000	57,545	85,000
20.367.105	Power Carts	230,000	215,162	210,000	125,059	212,000
20.367.110	Gift Certificates (Pro Shop)	0	2,165	0	-656	0
20.367.115	Outing Deposit	0		0		0
20.367.300	Tee-Advertising	3,600		1,800		1,800
20.367.510	Rent-Grove	0		0		0
20.367.515	Lease-Trinity Broadcasting	46,800	55,050	46,800	28,050	46,800
20.367.520	Lease Restaurant	24,108	24,108	24,108	14,490	25,584
20.367.800	Hand Carts	2,400	2,412	2,500	944	2,500
20.367.900	Pro Shop Revenue	0		0		0
20.367.950	Sales Tax	13,944	13,025	12,750	7,540	12,870
20.380.000	Miscellaneous Receipts	0	80,309	0		
20.391.000	Proceed on Sale of Fixed Asset	0		0		0
20.392.010	Transfer from General Fund			0		0
20.392.600	Transfer from Escrow Fund	98,747		169,079		100,000
<b>TOTAL REVENUE</b>		<b>1,372,099</b>	<b>1,305,404</b>	<b>1,405,537</b>	<b>717,636</b>	<b>1,339,554</b>

# BUDGET EXPENDITURES

## GOLF FUND

	FY 2016	FY 2017	Difference
Participant Recreation (452)	\$924,803	\$963,667	\$38,864
Participant Recreation (453)	\$50,409	\$33,738	-\$16,671
Benefits & Insurance (486)	\$161,932	\$164,393	\$2,461
Education (487)	\$100	\$100	\$0
Transfer to Debt(492)	\$246,265	\$275,835	\$29,570
Transfer to Capital Reserve (492)	\$22,028	\$0	-\$22,028

# BUDGET REVENUES VS EXPENDITURES GOLF FUND

## **Revenues**

\$1,339,554

## **Expenditures**

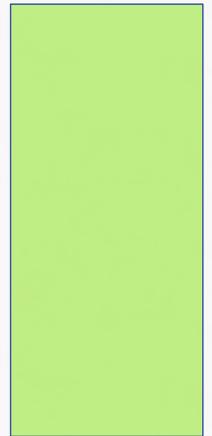
\$1,437,663

**Current deficit of \$98,079 (as of 10/12/16)**

- Includes capital projects currently under review
- Deficit will be reduced/eliminated by November Meeting

# FY 2017 LIQUID FUELS FUND

WEST NORRITON TOWNSHIP



# LIQUID FUELS FUND

- 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	\$400,826
Interest	\$1,000
Total	\$401,826

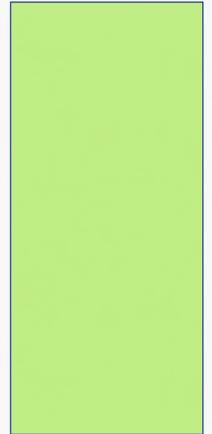
Estimated surplus of \$119,826  
plus remainder of FY 2016  
Funds

## Expenses

Traffic Lights	\$20,000
Street Lights	\$97,000
Road Salt	\$45,000
Storm Sewers & Drains	\$20,000
Road Resurfacing	\$100,000
Debt Service	Pending
Total	\$282,000

# FY 2017 EMERGENCY SERVICES FUND

WEST NORRITON TOWNSHIP



# EMERGENCY SERVICES FUND

- 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 FUND

## Revenues

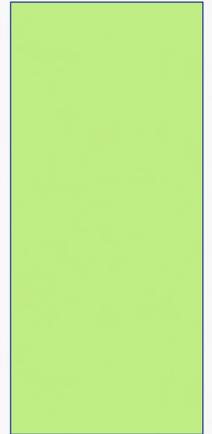
Revenue	
Real Estate Tax	\$185,608
Fireman's Relief	\$122,879
Transfer from General Fund	\$69,788
<b>Total</b>	<b>\$378,275</b>

## Expenses

Expense	
Salaries & Wages	\$8,996
Expense-Fire Marshal	\$5,000
Hydrant Fees	\$68,900
Jefferson FC Allocation	\$172,500
Jefferson FC Fireman's Relief	\$122,879
<b>Total</b>	<b>\$378,275</b>

# FY 2017 DEBT SERVICE FUND

WEST NORRITON TOWNSHIP



# SINKING FUND

- Revenues include:
  - Transfer from General Fund of \$259,659
  - Transfer from Sewer Operating of \$670,649
  - Transfer from Golf Fund of \$275,835
- Expenses are lease payments and debt service payments

	Revenues	Expenses
FY 2017	\$1,206,193	\$1,206,193

# BUDGET EXPENDITURES DEBT SERVICE FUND

G.L. #	Account Title	2015 Budget	2015 Actual	2016 Budget	2016 To 7/31/2016	2017 Budget
	<b>EXPENDITURES</b>					
40.471.100	Principal Repayment					
40.471.200	2010 GO Bond-2002 General/2016 Bond	151,050	150,000	150,000		153,798
40.471.210	2010 GO Bond-2002 Sew er/2016 Bond	134,763	125,000	130,000		91,532
40.471.220	2010 GO Bond-2006 PIB Note	120,850	115,000	120,000		
40.471.230	2009 PIB Note	217,509	201,416	204,703	101,937	208,043
40.471.240	2010 GO Bond-Sew er	126,553	5,000	5,000		
40.471.250	2010 GO Bond-2004 Golf/2016 Bond	244,625	210,000	210,000		275,835
40.471.260	2010 GO Bond-Golf	7,945				
40.471.270	2014 Continental Bank Note-St. Lights	28,193		78,000	39,000	105,910
40.471.280	2014 First National Note-Sew er	363,135	74,842	215,000	105,790	361,608
40.472.100	Interest Repayment		224,675	351,315		9,467
	<b>Expenditures-Subtotal</b>	1,419,976	1,105,933	1,464,018	246,727	1,206,193

QUESTIONS?

