

TOWNSHIP OF UPPER PROVIDENCE
2024
PRELIMINARY OPERATING BUDGET
&
CAPITAL IMPROVEMENT PROGRAM

December 4, 2023

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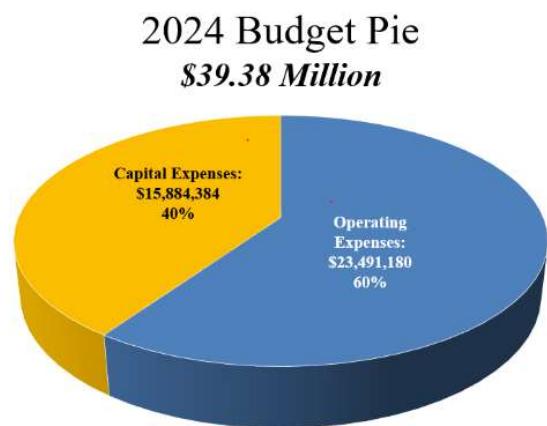
TOWNSHIP MANAGER'S TRANSMITTAL LETTER



December 4, 2023

Final Budget Highlights

We are pleased to present the final 2024 operating and capital budget for the Board's review. The \$39.38 million budget entails \$23.49 million in operation expenses and \$15.88 million in planned capital expenditures. Last year's budget included \$19.5 million in awarded federal grants for flood mitigation projects in the Mont Clare and Port Providence neighborhoods of Upper Providence Township (UPT), which were devastated by Hurricane Ida in late 2021.



Originally, 42 impacted homeowners applied for the buyout program through the Federal Emergency Management Agency (FEMA). Very recently FEMA grant administrators have started releasing these disaster funds, and we have already commenced the process of purchasing and razing these homes by the end of the year. The Township's finance team has created a special FEMA Relief Fund to preserve an accurate audit trail for all expended federal funds.

The Board convened three advertised budget workshops on September 28, October 3, and October 5 at the Township Administration Building, at which time they reviewed in detail each department's 2024 spending requests and projected revenues. At the Board of Supervisors' October 16th meeting, the Township Manager presented the preliminary budget for legal advertisement, and the Board is scheduled to vote on the final 2024 spending plan on Monday, December 4, 2023. Once adopted the final budget document will become the Board's primary fiscal policy tool to guide its decision-making process for 2024.

The New 5-Year Budget Approach

Starting with the 2023 budget, all Township budgets are now based on a five-year framework, which will account for all current and future financial forecasts, not only for capital costs but also operational ones. Its main purpose will be to stabilize the budget process by predicting and preparing for future financial headwinds rather than reacting to them. As with prior budgets, we embraced a fiscally conservative approach considering rising inflation, higher interest rates, and general nationwide angst over the likelihood of an impending economic recession.

High Level Budget Overview

The 2024 Budget consists of three (3) major components:

1. The ~ \$19.15 million General Fund serves as the Township's major operating budget. It funds all major departmental operations except for sewers. It also serves as one of the primary funding sources to the Capital Budget for the procurement of minor capital equipment, technology upgrades, fleet replacement, road improvements, and debt service payments.
2. The ~ \$4.34 million Sewer Enterprise Fund serves as a billing agent for the Lower Perkiomen Valley Regional Sewer Authority (LPVRSA) for the collection of all used and unused equivalent development units (EDUs). It reimburses the General Fund for administrative oversight and provides annual revenue for the maintenance of the municipal sanitary sewer collection and conveyance system. It also serves as a primary funding source to the Sewer Capital Budget.
3. The ~ \$15.88 million Capital Budget represents a collection of multiple funding sources which collectively finance the acquisition of minor and major capital items:
 - a. Pay-Go Capital Assessments represent amounts assessed to each Township department for one-time minor capital purchases such as computers, radios, and minor equipment.
 - b. The Internal Service Fund (ISF) is a new funding platform for the depreciation and replacement of the Township fleet and facilities based on their respective life cycles. A police car, for example, has a life cycle of three years; a new plow truck, seven years; and a fire engine, ten years. Our departments have done an excellent job maintaining their fleet, often extending their lives beyond the normal depreciation schedules.
 - c. The Capital Expenditure Fund (CEF) represents the Township's primary unrestricted capital fund for numerous unspecified projects not covered in the other reserve funds. It serves as a financial clearinghouse for all major grant-related and bonded projects. All debt-service payments are expensed from the CEF.
 - d. State Liquid Fuels (SLF) are capital monies appropriated from the Commonwealth of Pennsylvania, representing a proportional share of the state gas tax revenues.
 - e. The Sewer Capital Fund is the primary financial vehicle for underwriting all major sewer expansion projects.
 - f. The Stormwater Fund will serve as a dedicated fund to finance all stormwater-related projects throughout the Township.

- g. Capital Financing refers to the proceeds from a major bond sale, bank loan or capital lease to fund a major capital or infrastructure project.
- h. The Park and Open Space Fund (POSF) serves as the repository for all park-related developer contributions and park-related projects.
- i. Grants and Donations represents all potential grant awards for specific capital projects contingent on grant awards such as a new trail extension or transportation project.

2024 UPT Budget Breakdown (Expenses)

OPERATING

General Fund	19,147,880
Sewer Enterprise Fund	<u>4,343,300</u>
Subtotal Operating:	\$23,491,180

CAPITAL

Capital Assessments	1,272,292
Internal Service Fund	1,071,540
Capital Expenditure Fund	1,994,421
State Liquid Fuels	1,100,000
Sewer Capital Fund	2,722,000
Stormwater Fund	240,000
Capital Financing	5,000,000
Park and Open Space Fund	661,500
Grants and Donations	<u>1,822,631</u>
Subtotal Capital:	\$15,884,384

Total 2024 Budget  **\$39,375,564**

GENERAL FUND

Table I below shows the 2024 projected General Fund revenues. For 2024 we are conservatively projecting revenues at around \$22.72 million. This revenue plan leaves the Township with a healthy rainy-day fund, which is within the recommended parameters of government financial guidelines. It also provides adequate cash reserve levels to help us maintain our AAA bond rating.

TABLE I
General Fund Revenues

Category	2023 Approved	2023 Projected	2024 Request	2024 Manager Adjusted	2024 BOS Approved
Public Safety Levy	5,600,000	5,650,000	5,525,000	5,525,000	5,525,000
Real Estate Transfer Tax	1,169,000	750,000	750,000	750,000	750,000
Earned Income Tax	12,100,000	11,250,000	12,150,000	12,000,000	12,000,000
Local Services Tax	925,000	925,000	960,000	960,000	960,000
PILOT Payment	100,000	100,000	100,000	100,000	100,000
Licenses and Permits	494,500	468,000	468,000	468,000	468,000
Fines and Forfeitures	32,250	31,700	32,250	32,250	32,250
Interest Earnings	29,000	200,000	75,000	75,000	75,000
Rents and Royalties	69,000	69,000	69,000	69,000	69,000
Grants and Shared Revenue	1,045,537	1,045,537	1,344,000	1,344,000	1,344,000
Fees and Permits	1,125,981	900,000	616,000	616,000	616,000
Recreation Program Fees	235,000	200,000	227,000	227,000	227,000
Miscellaneous Revenues	11,500	133,884	20,000	20,000	20,000
Sewer Fund Reimbursement	450,000	450,000	500,000	500,000	500,000
Expenditure Refunds	416,508	15,000	0	0	0
Delinquency Collection	50,000	50,000	35,000	35,000	35,000
	23,853,276	22,238,121	22,871,250	22,721,250	22,721,250

Table II summarizes 2024 General Fund expenses for each major department except sewers. Senior UPT staff proposed ~ \$25.44 million expenditures, from which the Township Manager Office's (TMO) reduced by ~ 10.7% for a revised \$22.72 million spending plans. These reductions represented a combination of both operation and capital assessment reductions.

In last year's budget we had included internal financing for a ~ \$6 million expansion to the Public Works facility, which would have been paid proportionally through general, sewer and stormwater capital funds and paid back through a 10-year amortization schedule at 0% interest. This project has since been rescoped due to a policy decision to relocate (eventually) the entire public works complex across the street for public safety reasons. There was also recognition that this new facility would qualify for possible grants funding.

Therefore, only design and engineering costs for this new complex are included in the 2024 Budget. This pause will also give us breathing room to aggressively explore multiple grant opportunities, for which we have retained a professional grant writing company to assist in future project planning. Lastly, we are extracting Finance and Information Technology from Township Administration to show as separate departmental cost centers. This final budget shows these as cost-neutral reallocations.

TABLE II
General Fund Expenditures

Category	2023 Approved	2024 Staff Request	2024 Manager Adjusted	2024 BOS Approved
Board of Supervisors	222,469	244,344	232,219	232,219
Administration	1,573,263	1,834,235	1,177,682	1,177,682
Finance <i>(New)</i>			479,908	479,908
Information Technology <i>(New)</i>			510,546	510,546
Tax Collector	202,000	202,500	201,250	201,250
Legal Services	105,000	147,500	127,500	127,500
Pooled Building Expenses	819,000	1,402,500	1,215,500	1,215,500
Police Protection	7,068,469	7,322,095	7,216,974	7,216,974
Emergency Services	4,220,675	4,612,831	4,724,431	4,724,431
Planning and Zoning	703,942	705,050	775,050	775,050
Public Works	3,914,141	4,298,318	4,163,318	4,163,318
Parks and Recreation	965,317	954,721	956,721	956,721
Transfers Out	4,059,000	3,715,295	940,151	940,151
	23,853,276	25,439,389	22,721,250¹	22,721,250

The General Fund finances all the Township's departmental functions and also serves as the main revenue source (or transfers out) to other capital funds. Refer to footnote #1 below. Tables III through XII on the subsequent pages show each department's operational breakdown, including any capital assessments charged to their respective account.

¹ Of the ~ \$22.72 million in general fund expenditures, ~ \$3.25 million entails departmental assessments to other capital funds, leaving ~ \$19.47 million in net operating expenditures, as reflected in the UPT Budget Breakdown on page 8 of the transmittal letter.

POLICE SERVICES

The 2024 police budget represents \$7,216,974 or 31.76% of planned general fund expenditures. Department staffing includes the following 32 ½ positions:

- Police Chief (1)
- Lieutenant (1)
- Administrative Sergeant (1)
- Traffic Safety Sergeant (1)
- Patrol Sergeant (4)
- Patrol Corporals (4)
- Detectives (3)
- Patrol Officers (14)
- Civilian Police Specialist (1)
- Civilian Front Office Staff (2½)

TABLE III
Police Services – Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries	4,179,419	4,350,355	4,325,355	4,325,355
Group Benefits	2,266,650	2,330,200	2,265,200	2,265,200
Supplies	121,750	127,000	110,750	110,750
Services and Training	105,200	105,500	105,500	105,500
Contracted Services and Miscellaneous	183,600	187,500	187,500	187,500
Pay-Go Capital Assessment	188,500	164,500	162,100	162,100
Capital Financing (<i>Lease Purchases</i>)	21,350	21,350	21,350	21,350
ISF Assessment	43,000	39,719	39,719	39,719
	7,068,469	7,322,095	7,216,974	7,216,974

TABLE IV
Police Services – Capital

Description	<i>2024 Capital Funding Sources</i>			
	Pay-Go	Internal Service	Capital Financing	Grants & Donations
Drug/Tracking/Bomb Dog K9 Programs	17,500			17,500
Station and Vehicle Computer Programs	20,000			
UPT Main Campus Security Cameras	16,000			
Replace Patrol Car P1 (<i>2018 – 88K miles</i>)		80,300		
Replace Patrol Car P7 (<i>2018 – 73K miles</i>)		80,300		
Replace Lieutenant Car L2 (<i>2013 – 100K miles</i>)		60,940		
License Plate Camera and Taser Program	28,600			
Body Camera, In-Car Camera, and Taser Program	80,000			
2021 Jeep Cherokee (<i>Lease Purchase Payment 4/5</i>)			6,350	
2022 Patrol Vehicle (<i>Lease Purchase Payment 4/4</i>)			15,000	
	162,100	221,540	21,350	17,500

FIRE AND EMERGENCY SERVICES

The 2024 fire and emergency services budget represents \$4,724,431 or 20.79% of planned general fund expenditures. Department staffing includes the following 16 full-time and 16 part-time positions:

- Fire Chief (1)
- Deputy Fire Chief/Fire Marshal (1)
- Deputy Fire Marshal (1)
- Emergency Management Coordinator (1)
- Captains (3)
- Full-Time Firefighters (9)
- Part-Time Firefighters (15)
- Part-Time Administrative Support (1)

TABLE V
Fire and Emergency Services – Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries	1,576,050	1,927,400	1,902,400	1,902,400
Group Benefits	866,950	907,800	907,800	907,800
Volunteer Incentive	172,000	173,000	45,000	45,000
Supplies & Repairs	31,850	56,500	82,100	82,100
Services and Training	214,100	228,100	213,000	213,000
Contracted Services & Emergency Mgmt.	75,500	86,000	90,100	90,100
Contributions	350,000	195,000	425,000	425,000
Pay-Go Capital Assessment	41,100	120,192	140,192	140,192
Capital Financing (<i>Debt Service</i>)	893,125	893,125	893,125	893,125
ISF Assessment	0	25,714	25,714	25,714
	4,220,675	4,612,831	4,724,431	4,724,431

TABLE VI
Fire and Emergency Services – Capital

Description	<i>2024 Capital Funding Sources</i>			
	Pay-Go	Internal Service	Capital Financing	Grants & Donations
Emergency Services Building <i>(3/10 Debt Service Payment)</i>			893,125	
Fire Hose Replacement	24,192			
Mobile and Portable Radios	40,000			
SCBA Fit Testing Machine	16,000			
Rescue Boat Trailer	30,000			
Personal Protective Equipment	30,000			
Ram 2500 Pickup and Upfitting <i>(Deputy Fire Marshal)</i>		90,000		
Ram 2500 Pickup and Upfitting <i>(Fire Chief)</i>		90,000		
	140,192	180,000	893,125	0

BOARD OF SUPERVISORS

The 2024 Board of Supervisors budget represents \$232,219 or 1.02% of planned general fund expenditures and includes all projected governing body expenses for the five (5) elected Supervisors:

TABLE VII
Board of Supervisors – Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries	16,500	20,625	16,500	16,500
Group Benefits	101,000	105,000	106,000	106,000
Dues, Subscriptions & Memberships	10,000	10,000	11,000	11,000
Training	2,500	2,500	2,500	2,500
Contracted Services	56,250	70,000	60,000	60,000
Discretionary Donations	31,219	36,219	36,219	36,219
Capital Expenditures	0	0	0	0
Capital Assessment	0	0	0	0
	222,469	244,344	232,219	232,219

TOWNSHIP ADMINISTRATION

The 2024 Township Administration Budget represents \$1,177,682 or 5.18% of planned general fund expenditures. As noted earlier, Finance and Information Technology are now listed as separate cost centers. Also a portion of paralegal and permit processing costs are charged to the Planning and Zoning Department. Administration staffing includes the following positions:

- Township Manager (1)
- Assistant Township Manager (1)
- Human Resources Director (1)
- Administrative Services Manager/Paralegal (.5)
- Receptionist (1)

TABLE VIII
Township Administration– Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries	867,560	887,292	485,419	485,419
Group Benefits	484,953	509,800	278,350	278,350
Supplies	29,500	30,500	31,500	31,500
Services and Training	72,000	49,500	46,500	46,500
Contracted Services	69,250	325,000	158,770	158,770
Pay-Go Capital Assessment	50,000	5,000	150,000	150,000
ISF Assessment		27,143	27,143	27,143
	1,573,263	1,834,235	1,177,682	1,177,682

TABLE IX
Township Administration – Capital

Description	<i>2024 Capital Funding Sources</i>			
	Pay-Go	Internal Service	Capital Financing	Grants & Donations
Pooled Administration Vehicle Replacement		50,000		
Security Access Upgrades		100,000		
	0	150,000	0	0

FINANCE

The newly restructured Finance Department represents \$479,908 or 2.11% of planned general fund expenditures. The Township Manager will retain administrative oversight of the department as the Township's statutory chief financial officer/treasurer, but daily financial tasks will be handled in part by an assistant finance director, a full-time finance associate and a contracted certified public accountant. The CPA will serve as UPT's chief financial consultant on all major strategic financial activities.

TABLE X
Township Finance– Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries		166,108	166,108	166,108
Group Benefits		114,900	114,900	114,900
Services and Training		45,000	47,900	47,900
Contracted Services		151,000	151,000	151,000
		477,008	479,908	479,908

INFORMATION TECHNOLOGY

The newly restructured Information Technology (IT) Department represents \$510,546 or 2.25% of planned general fund expenditures. IT staffing includes the following positions:

- Director of Information Technology (1)
- Systems Support Technician (1)

TABLE XI
Information Technology– Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries		173,046	173,046	173,046
Group Benefits		113,750	113,750	113,750
Supplies		0	5,000	5,000
Training		0	8,000	8,000
Contracted Services		35,750	35,750	35,750
Pay-Go Capital Assessment		145,000	175,000	175,000
	467,546		510,546	510,546

TABLE XII
Information Technology – Capital

2024 Capital Funding Sources				
Description	Pay-Go	Internal Service	Capital Financing	Grants & Donations
Township-wide Network Upgrades	70,000			
New Cloud-Based Access Codes	105,000			
	175,000	0	0	0

TAX COLLECTION & LEGAL SERVICES

All tax collection-related activities are housed in separate cost centers, as identified in Table XIII below. These include all costs associated for the collection of municipal real estate taxes by the elected tax collector and all associated fees assessed by Berkheimer Associates for the collection of all sewer bills. These cumulative fees amount to less than one percent (0.89%) of the Township's 2024 general fund budget.

TABLE XIII
Tax Collection: Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries and Commissions	65,000	65,000	65,000	65,000
Group Benefits	5,000	5,000	5,000	5,000
Supplies	3,000	3,000	3,500	3,500
Services and Training	2,750	3,250	2,750	2,750
Contracted Tax Collection Services	126,250	126,250	125,000	125,000
	202,000	202,500	201,250	201,250

All general legal services are tracked in a separate legal cost center, as identified in Table XIV below. These include the Solicitor's annual fixed-fee retainer, any special or unforeseen litigation costs and any special legal services that may be occasionally required. Projected legal fees should be less than one percent (0.56%) of the Township's 2024 general fund budget.

TABLE XIV
Legal Services: Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Township Solicitor	90,000	100,000	95,000	95,000
Litigation	90,000	25,000	25,000	25,000
Special Legal Services	0	22,500	7,500	7,500
	105,000	147,500	127,500	127,500

PLANNING AND ZONING

The Planning and Zoning Department represents \$775,050 or 3.41% of planned general fund expenditures. Daily planning activities will continue to be handled in part by an AICP-certified planning consultant, who will serve in the capacity as both UPT's Director of Planning and chief zoning officer. He will coordinate and preside over all Planning Commission, Zoning Hearing Board and other related meetings. Departmental staff support will include:

- Building Inspector (1.5)
- Permit Clerk (1.5)
- Administrative Service Manager/Paralegal (.5)

TABLE XV
Planning and Zoning: Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries	242,073	251,500	251,500	251,500
Group Benefits	85,652	86,000	86,000	86,000
Supplies	1,300	800	800	800
Services and Training	286,000	278,500	298,500	298,500
Contracted Services and DCED Permit Fee	87,217	88,250	88,250	88,250
Pay-Go Capital	1,700	0	50,000	50,000
ISF Assessment	0	0	0	0
	703,942	705,050	775,050	775,050

TABLE XVI
Planning and Zoning – Capital

2024 Capital Funding Sources				
Description	Pay-Go	Internal Service	Capital Financing	Grants & Donations
GIS Software Licensing / Data Migration	50,000			
	50,000	0	0	0

PUBLIC WORKS

The 2024 public works budget represents \$4,163,318 or 18.32% of planned general fund expenditures. Department staffing includes the following 15 full-time and 3 part-time positions:

- Director (1)
- Assistant Director (1)
- Highway Foreman (1)
- Facilities Foreman (1)
- Parks Foreman (1)
- FT Laborer (9)
- Administrative Assistant (1)
- PT Helpers (2)
- PT Seasonal (1)

TABLE XVII
Public Works: General Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries	1,413,541	1,466,334	1,466,334	1,466,334
Group Benefits	973,700	1,015,408	875,408	875,408
Supplies	205,500	198,700	198,700	198,700
Services and Training	128,900	149,000	154,000	154,000
Contracted Services	282,250	300,000	300,000	300,000
Pay-Go Capital	605,000	845,000	745,000	745,000
ISF Assessment	0	323,876	423,876	423,876
	3,914,141	4,298,318	4,163,318	4,163,318

The 2024 building operations budget represents \$1,215,500 or 5.35% of planned general fund expenditures.

TABLE XVIII
Public Works: Building Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Vehicle Fuel	165,000	175,000	175,000	175,000
Maintenance Supplies & Services	157,000	227,500	240,500	240,500
Utilities	306,000	529,000	529,000	529,000
Insurance	190,000	470,000	270,000	270,000
Safety Committee	1,000	1,000	1,000	1,000
Capital Assessment	0	0	0	0
	819,000	1,402,500	1,215,500	1,215,500

TABLE XIX
Public Works: General Capital

Description	<i>2024 Capital Funding Sources</i>					
	Pay-Go	Internal Service	Capital Expenditure	State Liquid Fuels	Capital Financing	Grants & Donations
Public Works Expansion – Engineering/Design			125,000			
Public Works Salt Shed – Engineering/Design			125,000			
New Pickup Truck		75,000				
Bulk Road Salt	145,000					
Replace 2007 F-550 Bucket Truck		225,000				
Replace 2003 John Deere Gator		30,000				
Replace 2010 Kubota RTV 1100		30,000				
Replace 2010 Kubota RTV 900		30,000				
Replace 2000 Ingersol Rand Roller		35,000				
Replace 2006 Pequea Trailer		10,000				
Replace 2015 GMC		85,000				
Road Project A: Liquid Fuel Road Project				1,100,000		
S Lewis Rd, Vaughn Re & Orchard Cr Concept Plan			31,200			
Cider Mill Road Storm Pipe Replacement			275,000			
Keokuk Culvert & Sanitary Sewer Replacement & Paving			350,000			
Preliminary Engineering for Rt 113 & 2 nd Ave Roundabout			37,470			212,330
Doe Run & Rt 29 Span Wire Signal Replacement			99,776			399,101
Arcola Road & Rt. 29 pedestrian crossing design			15,000			106,200
Montco TIP Grant – Troutman & Ashenfelter Rd Trail			21,500			86,000
Fuel Station						500,000
Road Project B: Non-Liquid Fuel Road Project	600,000					
Road Project C: Bonded Road Project					5,000,000	
Main Street Greenwood Avenue Signalization						325,000
	745,000	520,000	1,079,946	1,100,000	5,000,000	1,628,631

TABLE XX
Public Works – Sewer & Stormwater Capital

Description	<i>2024 Capital Funding Sources</i>			
	Pay-Go	Sewer Capital Fund	Stormwater Fund	Grants & Donations
Keokuk Culvert & Sanitary Sewer Replacement & Paving		100,000		
Tindy Run Sanitary Sewer -Remainder of 2023 project		570,000		
Mingo 2 nd Avenue Pump Station Improvements		100,000		
Sanitary Easement Clearing – Prancing Horse Development		80,000		
North Township Line Sewer Project		132,000		
Sewer Greenwood Ave from Ridge to College Ave		390,000		
Root Cut & Seal Laterals – Township Wide		50,000		
Manhole Sealing		150,000		
Pipe Repairs		70,000		
Infill & Infiltration Emergency Repairs		150,000		
Schuylkill Interceptor Cleaning & Rehab		250,000		
2nd Ave Force Main/Gravity line Replacement		500,000		
Televise & Inspection		180,000		
Stormwater System Repairs			240,000	
	0	2,722,000	240,000	0

PARKS AND RECREATION

The Park and Recreation Department represents \$956,721 or 4.21% of planned general fund expenditures. Department staffing includes a combination of full-time, part-time, seasonal, and contracted positions:

- Director (1)
- Recreation Coordinator (1)
- Recreation Assistant (1)
- Part-time Recreational Finance (1)
- Seasonal Daycamp Staff (Varies)
- Community Center Staff (Contract)
- Per Diem Event Staff (Varies)

TABLE XXI
Parks and Recreation: Operations

Description	2023 Budget	2024 Staff Request	2024 TMO Adjustment	2024 BOS Approved
Salaries	275,567	287,521	287,521	287,521
Group Benefits	126,900	136,400	136,400	136,400
Supplies and Ticket Sales	28,000	28,800	29,300	29,300
Services and Training	12,500	12,500	14,000	14,000
Programming and Special Events	128,000	132,000	132,000	132,000
Contracted Services	314,350	357,500	357,500	357,500
Pay Go Capital	0	0	0	0
Capital Financing	0	0	0	0
POSF Assessment	80,000	0	0	0
	965,317	954,721	956,721	956,721

TABLE XXII
Parks and Recreation – Capital

Description	<i>2024 Capital Funding Sources</i>			
	Pay-Go	Park & Open Space Fund	Capital Financing	Grants & Donations
Taylor Park Improvements		200,000		
Route 113 Trail Design		25,000		
Anderson Farm Park Trail Enhancement		176,500		176,500
Residing of Pavilions/Restrooms		20,000		
Non FEMA Home Demolition (1350&1362 Black Rock Rd)		140,000		
Undesignated Park Improvements, Repairs and Grants Planning		100,000		
	0	661,500	0	176,500

SEWER OPERATING FUND

Tables XXIII and XXIV below show the Sewer Operating Fund budgeted revenues and expenses:

TABLE XXIII
Sewer Operating Revenues

Category	2023 Approved	2024 Staff	2024 Manager Adjusted
Interest Earnings	2,000	2,000	2,000
Sewer Tapping Fees	10,000	10,000	10,000
Sewer User Charges	3,856,000	3,856,300	3,856,300
Unused EDU Charges	450,000	450,000	450,000
Sewer Assessments	25,000	25,000	25,000
	4,343,000	4,343,300	4,343,300

TABLE XXIV
Sewer Operating Expenses

Category	2023 Approved	2024 Staff	2024 Manager Adjusted
General Expenses	157,000	157,000	157,000
Payments - Regional Sewer Authority	2,773.800	2,773,800	2,773,800
Payments - Royersford Borough	5,500	5,500	5,500
Payments - Collegeville/Trappe	7,000	7,000	7,000
General Fund Assessment	400,000	400,000	400,000
Contribution to Sewer Capital Fund	1,000,000	1,000,000	1,000,000
	3,834,100	4,343,300	4,343,300

Be advised that all the above charts and exhibits include all final changes from the preliminary budget that was presented to the Board on October 16, 2023 to the December 4, 2023 final budget presented this evening. The budget was made publicly available to the public both in physical and digital formats at the Township Administration Building and on the Township's website as required by the Pennsylvania Second Class Township Code. The final budget includes no real estate tax increase. It is recommended that the 2024 mill levy remain unchanged at 2.50 mills.

Respectfully Submitted,



Timothy J. Tieperman

2024 CAPITAL IMPROVEMENT DETAIL

CAPITAL REVENUE DESCRIPTIONS	2024 CAPITAL FUNDING SOURCES									
	Pay-Go Capital Assessments	Internal Service Fund	Capital Expenditure Fund	State Liquid Fuels	Sewer Capital Fund	Stormwater Fund	Capital Financing (Bonds)	Park & Open Space Fund	Grants and Donations	
	0	600,000	3,100,000	650,000	6,000,000	0	5,000,000	1,500,000	0	
CAPITAL REVENUES										
<u>Estimated Beginning Balances</u>										
<u>Departmental Assessments</u>										
Township Administration	150,000	27,143								
Finance										
Information Technology	175,000									
Police Department	162,100	39,719	21,350							
Emergency Services / Fire	140,192	25,714	893,125							
Public Works	745,000	73,876	350,000							
Planning	50,000									
Parks and Recreation	0								145,000	
<u>State Revenue Sharing</u>										
State Liquid Fuels					691,408					
<u>Other Incoming Revenues</u>										
General Fund Contribution			400,000							
Sewer Capital Revenues						1,575,000				
Developer Recreation Fees								1,250,000		
RACP Grant Reimbursement			1,000,000							
Fleet Trade-In Credits										
<u>Interfund Loans</u>										
Capital Expenditure Loan to Stormwater			(240,000)			240,000				
Capital Expenditure Loan to ISF - Initial Funding		400,000	(400,000)							
<u>Grants and Donations</u>										
MontCo Transportation Prgm Imp. Grant - Troutman Rd & Ashenfelter Rd Trail	Awarded								86,000	
Preliminary Engineering for Rt 113 & Second Ave Roundabout	Awarded								212,330	
Doe Run & Rt 29 Span Wire Signal Replacement	Awarded								399,101	
Arcola Road & Rt. 29 pedestrian crossing design	Awarded								106,200	
Main Street Greenwood Avenue Signalization	Pending								325,000	
Fuel Station	Pending								500,000	
Drug/Tracking/Bomb Dog K-9 Program	Pending								17,500	
Anderson Farm Park Trail Enhancement									176,500	
<u>TOTAL CAPITAL REVENUE SOURCES</u>		1,422,292	1,166,452	5,124,475	1,341,408	7,575,000	240,000	5,000,000	2,895,000	1,822,631

CAPITAL PROJECT DESCRIPTIONS	Estimated Project Costs	2023 CAPITAL FUNDING SOURCES								
		Pay-Go Capital Assessments	Internal Service Fund (ISF)	Capital Expenditure Fund (CEF)	State Liquid Fuels	Sewer Capital Fund	MS4 Stormwater Fund	Capital Financing (Bonds)	Park & Open Space Fund	Grants and Donations
		CAPITAL EXPENSES								
Township Administration										
Pooled Administration Vehicle (5 years @ \$10K)	50,000			(50,000)						
Security Access Upgrades	100,000			(100,000)						
Police Department										
Drug/Tracking/Bomb Dog K-9 Program	35,000		(17,500)							(17,500)
Station and Vehicle Computer Program	20,000		(20,000)							
UPT Main Campus Security Cameras	16,000		(16,000)							
Replace Patrol Car P1 (2018 - 88,000 miles)	80,300		(80,300)							
Replace Patrol Car P7 (2018 - 73,000 miles)	80,300		(80,300)							
Replace Lieutenant Car L2 (2013 - 100,000 miles)	60,940		(60,940)							
License Plate Cameras in High Crime Areas	28,600		(28,600)							
Body Camera, In-Car Camera and Taser Program	80,000		(80,000)							
2021 Jeep Cherokee (Lease/Purchase Payment 4 of 5 of \$31,750)	6,350			(6,350)						
2022 Patrol Vehicles (Lease/Purchase Payment 4 of 4 of \$60,000)	15,000			(15,000)						
Fire and Emergency Services										
Emergency Services Building (Debt Service Payment 3 of 10)	893,125			(893,125)						
Fire Hose Replacement	24,192		(24,192)							
Mobile and Portable Radios	40,000		(40,000)							
SCBA Fit Testing Machine	16,000		(16,000)							
Rescue Boat Trailer	30,000		(30,000)							
Personal Protective Equipment	30,000		(30,000)							
Replace Ram 2500 Pickup Trucks (2 @ \$90,000)	180,000		(180,000)							
Information Technology										
Network Upgrades (i.e., switches, firewalls, secure VPN tunnels)	70,000		(70,000)							
New Cloud-Based Access Controls	105,000		(105,000)							
Parks and Recreation										
Taylor Park Improvements	200,000									(200,000)
Route 113 Trail Design	25,000									(25,000)
Anderson Farm Park Trail Enhancement	353,000									(176,500)
Residing of Pavilions/Restrooms	20,000									(20,000)
Undesignated Park Improvements, Repairs, and Grants Planning	100,000									(100,000)
Planning, Zoning and Code Enforcement										
GIS Software Licensing / Data Migration	50,000		(50,000)							

CAPITAL PROJECT DESCRIPTIONS	2023 CAPITAL FUNDING SOURCES									
	Estimated Project Costs	Pay-Go Capital Assessments	Internal Service Fund (ISF)	Capital Expenditure Fund (CEF)	State Liquid Fuels	Sewer Capital Fund	MS4 Stormwater Fund	Capital Financing (Bonds)	Park & Open Space Fund	Grants and Donations
Public Works Department										
Public Works Expansion Project -- Engineering and Design	125,000				(125,000)					
Public Works Salt Shed -- Engineering and Design	125,000				(125,000)					
New Pickup Truck (Parks Fleet Expansion from 1 to 2 trucks)	75,000			(75,000)						
Replace 2007 F-550 Bucket Truck (39,460 mi)	225,000			(225,000)						
Replace 2003 John Deere Gator	30,000			(30,000)						
Replace 2010 Kubota RTV 1100	30,000			(30,000)						
Replace 2010 Kubota RTV 900	30,000			(30,000)						
Replace 2000 Ingersol Rand Roller	35,000			(35,000)						
Replace 2006 Pequea Trailer	10,000			(10,000)						
Replace 2015 GMC (39,443 mi)	85,000			(85,000)						
Bulk Road Salt	145,000	(145,000)								
S Lewis Rd, Vaughn Rd & Orchard Ct Concept Planning	31,200			(31,200)						
Road Project A: Liquid Fuel Road Project	1,100,000				(1,100,000)					
Road Project B: Non-Liquid Fuel Road Project	600,000	(600,000)								
Road Project C: Bonded Project -- Multi-Neighborhood Road Project	5,000,000							(5,000,000)		
Cider Mill Road Storm Pipe Replacement	275,000			(275,000)						
Non FEMA Home demolition (1350 & 1362 Black Rock Road)	140,000									(140,000)
Keokuk Culvert & Sanitary Sewer Replacement & Paving of affected Road	450,000			(350,000)			(100,000)			
Tindy Run Sanitary Sewer - Remainder of project started in 2023	570,000						(570,000)			
Mingo 2nd Avenue Pump Station Improvements	100,000						(100,000)			
Sanitary Easement Clearing in Prancing Horse Development	80,000						(80,000)			
N. Township Line Sewer Project	132,000						(132,000)			
Sewer Greenwood Ave from Ridge to College Ave	390,000						(390,000)			
Root Cut & Seal Laterals -- Township Wide	50,000						(50,000)			
Manhole Sealing	150,000						(150,000)			
Pipe Repairs	70,000						(70,000)			
Infill & Infiltration Emergency Repairs	150,000						(150,000)			
Schuylkill Interceptor Cleaning & Rehab	250,000						(250,000)			
Televise & Inspection	180,000						(180,000)			
2nd Ave Force Main/Gravity line Replacement	500,000						(500,000)			
Stormwater System Repairs	240,000						(240,000)			

CAPITAL PROJECT DESCRIPTIONS	Estimated Project Costs	2023 CAPITAL FUNDING SOURCES								
		Pay-Go Capital Assessments	Internal Service Fund (ISF)	Capital Expenditure Fund (CEF)	State Liquid Fuels	Sewer Capital Fund	MS4 Stormwater Fund	Capital Financing (Bonds)	Park & Open Space Fund	Grants and Donations
GRANT FUNDED PROJECTS										
Preliminary Engineering for Rt 113 & Second Ave Roundabout (PW)	249,800			(37,470)						(212,330)
Doe Run & Rt 29 Span Wire Signal Replacement (PW)	498,877			(99,776)						(399,101)
Arcola Road & Rt. 29 pedestrian crossing design (PW)	121,200			(15,000)						(106,200)
Main Street Greenwood Avenue Signalization (PW)	325,000									(325,000)
MontCo Transportation Prgm Imp. Grant - Troutman Rd & Ashenfelter Rd Trail	107,500			(21,500)						(86,000)
Fuel Station	500,000									(500,000)
Total 2023 Capital Expenses	15,884,384	(1,272,292)	(1,071,540)	(1,994,421)	(1,100,000)	(2,722,000)	(240,000)	(5,000,000)	(661,500)	(1,822,631)
Total 2023 Capital Funding Sources	1,422,292	1,166,452	5,124,475	1,341,408	7,575,000	240,000	5,000,000	2,895,000	1,822,631	
Estimated Ending Balances	150,000	94,912	3,130,054	241,408	4,853,000	0	0	2,233,500	0	