

FY 2019 TOWNSHIP BUDGET

PROUDLY SERVING OUR RESIDENTS

Comprehensive Budget Presentation

BOARD OF COMMISSIONERS
NOVEMBER 7, 2018

Township Budget Overview

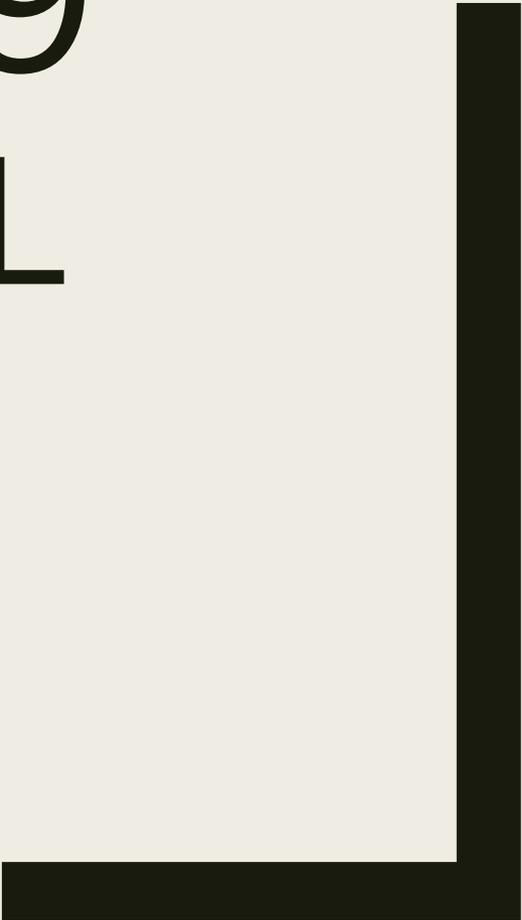
Proposed Budgets

Fund	FY 2019	FY 2018	FY 2017	FY 2016	FY 2015
General	\$9,805,616	\$9,795,242	\$9,788,556	\$9,700,768	\$10,154,067
Golf	\$1,562,587	\$1,315,433	\$1,437,633	\$1,405,537	\$1,372,099
Sewer	\$3,702,426	\$3,531,482	\$3,248,305	\$4,386,654	\$3,596,401
Liquid Fuels	\$428,884	\$422,990	\$401,826	\$382,129	\$325,278
Debt Service	-	\$1,257,151	\$1,206,193	\$1,464,018	\$1,419,976
Emergency Services	\$371,300	\$364,677	\$380,775	\$375,775	\$397,981



FY 2019 GENERAL FUND

West Norriton Township



Budget Development

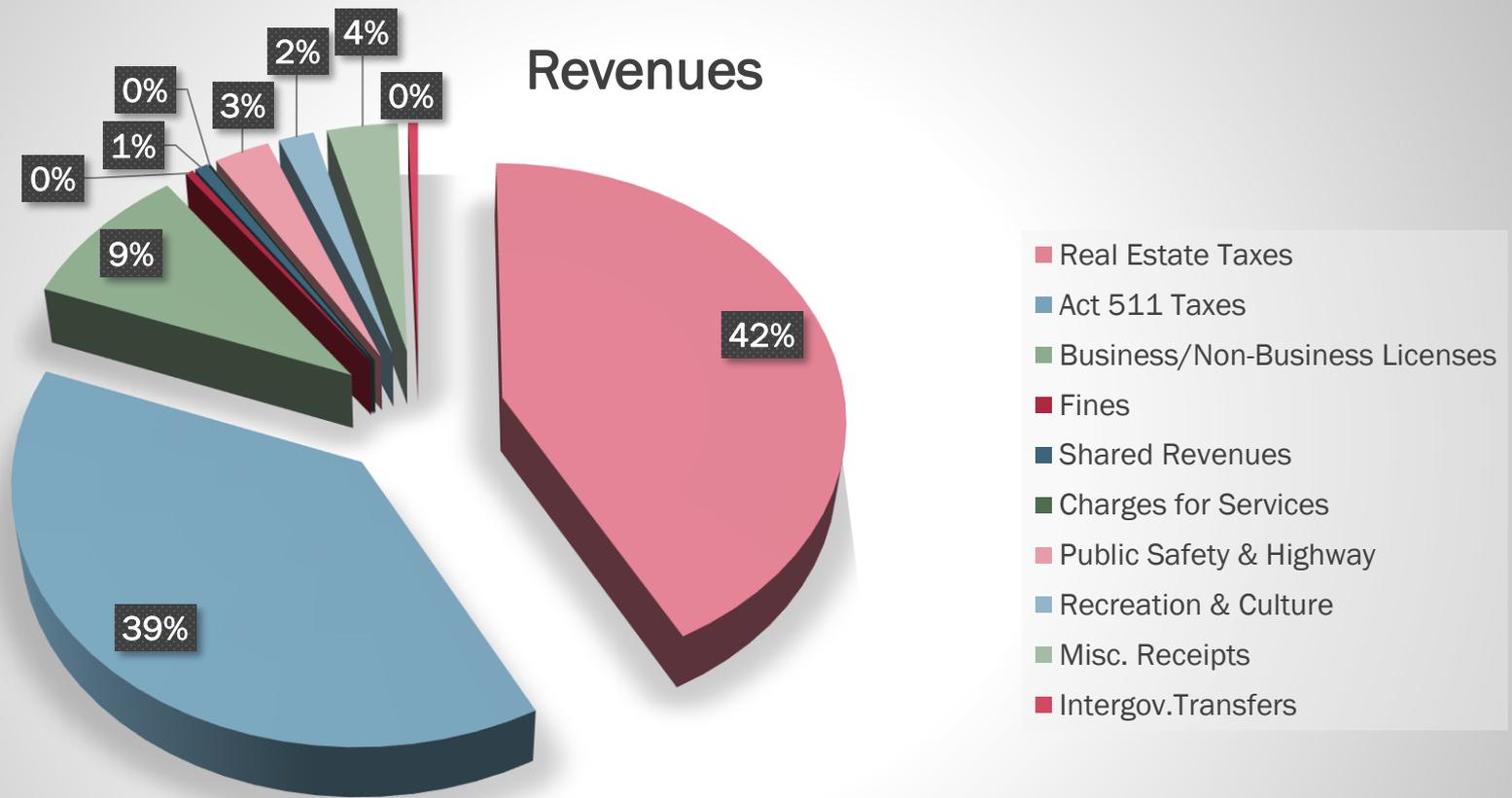
- Departments prepared baseline budgets.
- Departments developed budget request for current services and for potential additional resources.
- Budget proposals were reviewed and analyzed with staff.

Budget Revenues

General fund

Category	FY 2019	FY 2018	% Change
Real Estate Taxes	\$4,144,431	\$4,138,204	0.14%
Act 511 Taxes	\$3,801,000	\$3,801,000	-
Business/Non-Business Licenses	\$906,350	\$916,600	-1.12%
Fines	\$42,100	\$42,100	-
Shared Revenues	\$68,000	\$72,589	-6.32%
Charges for Services	\$5,000	\$5,000	-
Public Safety & Highway	\$282,287	\$261,813	7.8%
Recreation & Culture	\$180,600	\$200,475	-9.9%
Misc. Receipts	\$358,413	\$358,188	0.06%
Intergov. Transfers	\$50,000	\$50,000	-
Totals	\$9,868,091	\$9,870,969	-0.02%

Budget Revenues General Fund



Revenue Sources

General Fund

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

G.L. #	Account Title	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2017 Diff	2018 Budget	2018 Actual	2019 Budget
	<u>REVENUES</u>							YTD	
01.301.100	Real Estate Taxes-Current	3,173,288	3,131,526	3,150,832	3,177,245	26,413	3,177,901	3,092,809	3,182,723
01-301-101	Reat Estate Taxes-Debt-Current	789,690	794,334	794,272	799,384	5,112	801,096	779,611	802,311
01-301-102	Reat Estate Taxes-Rec-Current	65,264	65,647	65,642	66,065	423	66,206	64,431	66,307
01.301.200	Real Estate Taxes-Prior Year	25,000	16,414	25,000	23,942	(1,058)	25,000	-	25,000
01.301.400	Delinquent Real Estate Tax	60,000	57,469	60,000	75,879	15,879	60,000	50,452	60,000
01.301.600	Real Estate Tax-Interim	8,000	46,580	8,000	3,665	(4,335)	8,000	2,870	8,000
	REAL PROPERTY TAXES	4,121,242	4,111,971	4,103,746	4,146,180	42,434	4,138,204	3,990,173	4,144,341
01.310.010	Per Capita Tax-Current	3,000	843	3,000	957	(2,043)	3,000	737	3,000
01.310.020	Per Capita Tax-Prior Year	28,000	24,243	28,000	24,765	(3,235)	28,000	22,710	28,000
01.310.030	Per Capita Tax-Delinquent	10,000	10,467	10,000	10,752	752	10,000	17,517	10,000
01.310.100	Deed Transfer Tax	320,000	369,281	320,000	368,579	48,579	320,000	291,708	320,000
01.310.200	Earned Income Tax	3,000,000	3,094,275	3,025,000	3,102,479	77,479	3,100,000	2,534,177	3,100,000
01.310.510	LST Tax	320,000	324,219	325,000	332,888	7,888	340,000	259,753	340,000
	ACT 511 ENABLING TAXES	3,681,000	3,823,328	3,711,000	3,840,419	129,419	3,801,000	3,126,601	3,801,000

Budget Expenditures

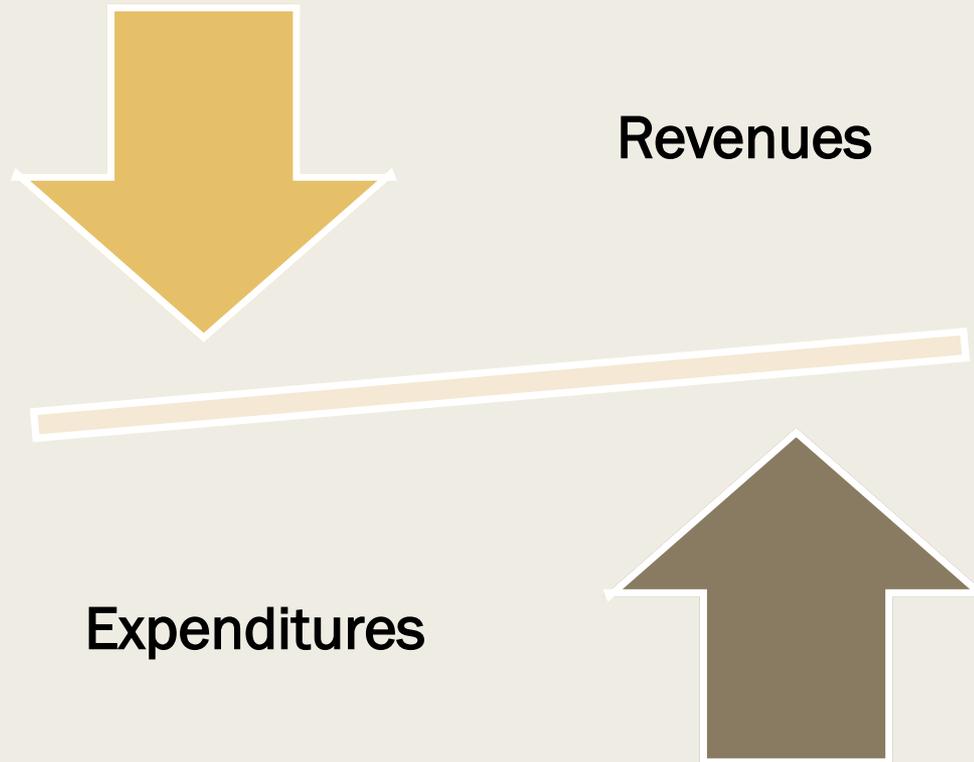
General Fund

Category	Proposed FY 2019	FY 2018	Variance
Administration (Portion)	\$765,856	\$699,823	\$66,032
Police	\$3,794,052	\$3,795,346	(\$1,294)
Building/Zoning	\$140,921	\$139,939	\$982
Health & Welfare	\$7,700	\$7,700	-
Public Works (Portion)	\$451,223	\$452,949	(\$1,726)
Recreation	\$534,070	\$535,110	(\$1,041)
Benefits & Insurance (Portion)	\$3,891,795	\$3,689,808	\$201,986
Intergov. Transfer	\$220,000	\$474,566	(\$254,566)
Total	\$9,805,616	\$9,795,242	\$10,373

Budget Expenditures General Fund



Budget Revenues vs. Expenditures General Fund



Budget Revenues vs. Expenditures General Fund

Revenues

\$9,868,091

Expenditures

\$9,805,616

Balanced Budget for FY 2019

Projected surplus of \$62,474



Impacts to FY 2019 Budget

- Pension obligations for Uniformed & Non-Uniformed Plans

MMO	2019	2018	2017
Non-Uniform	\$465,570	\$469,889	\$443,158
Uniform	\$1,058,363	\$1,051,544	\$1,212,328

Uniform (Police) pension obligations will increase in future years as officers leave DROP and new officer replace them.

Impacts to FY 2019 Budget



- Healthcare Renewal
 - As of October 2018, the renewal for healthcare will **increase 3%**
- Impact to FY 2019 Budget
 - Still negotiating the West Norriton Police Associations' contract. Impact is based on the current plan designs

Group	FY 2019 Cost
AFSCME/Management	\$704,772
Police	\$963,243
Police Retiree	\$260,895
Difference Card	\$32,390
Total Cost	\$1,973,481

Fund	Allocated Portion
General	\$1,630,011
Sewer	\$168,724
Golf	\$142,356

Impacts to FY 2019 Budget Wage Analysis

	2019 Budget	2018 Budget	2017 Budget	2016 Budget
AFSCME	16	16	15	15
Police	27	27	27	27
Management	8	8	8	8

	<u>FY 2019</u>	<u>FY 2018</u>	<u>Difference</u>
AFSCME	\$706,665	\$684,472	\$22,193
Police *w/Chief & Deputy Chief	\$2,817,905	\$2,783,487	\$34,418
Management	\$505,047	\$493,068	\$12,006

FY 2019 Budget Tax Analysis

The 2019 township tax millage is 4.475 mils, unchanged from 2018

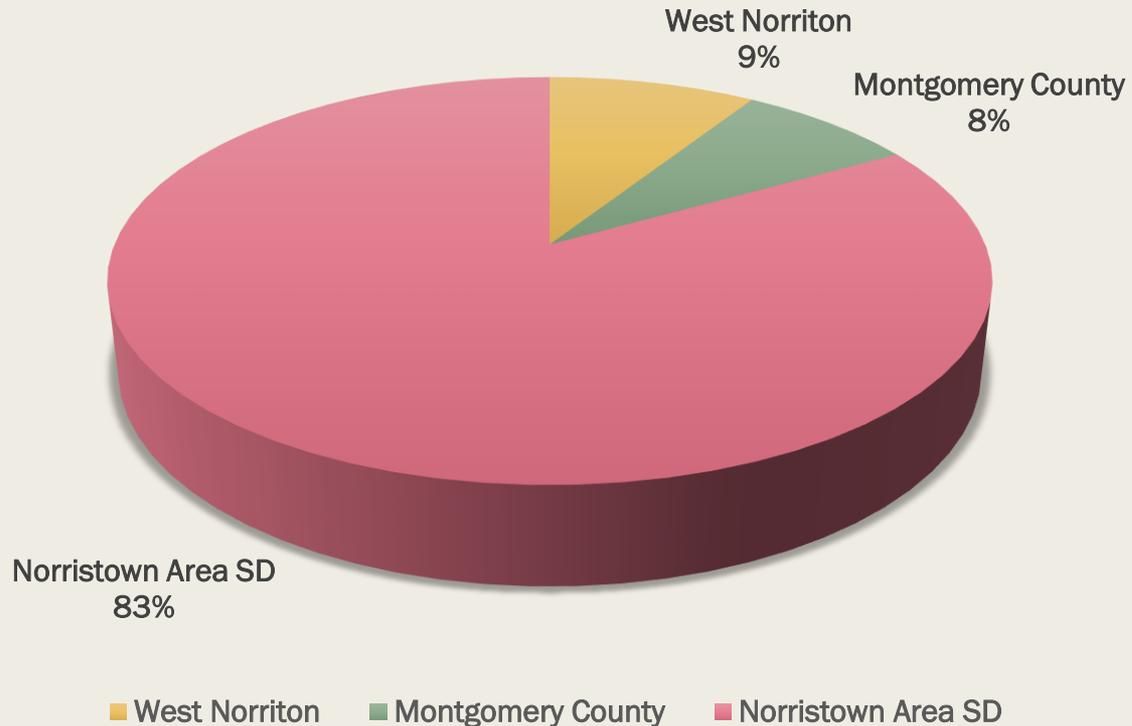
Total Millage = 4.475

- General – 3.36 mils
- Debt – 0.847 mils
- Fire – 0.198 mils
- Parks – 0.07 mil
- EIT = 0.5%
- Local Services Tax = \$52.00
- Realty Transfer Tax = 0.5%
- Per Capita Tax = \$5.00

FY 2019 Total Tax Bill

Assumes no tax increase from County

Tax Millage



Real Estate Tax Bill

- Township Assessed Valuation
 - FY 2017: \$977,923,162
 - FY 2018: \$975,055,662
 - FY 2019: \$976,534,951 (Estimated)

Tax Bill

Average home assessment in West Norriton Township is \$125,000

$$\$125,000 \times 4.475 \text{ mils} = \$559.38$$

General - \$419.53

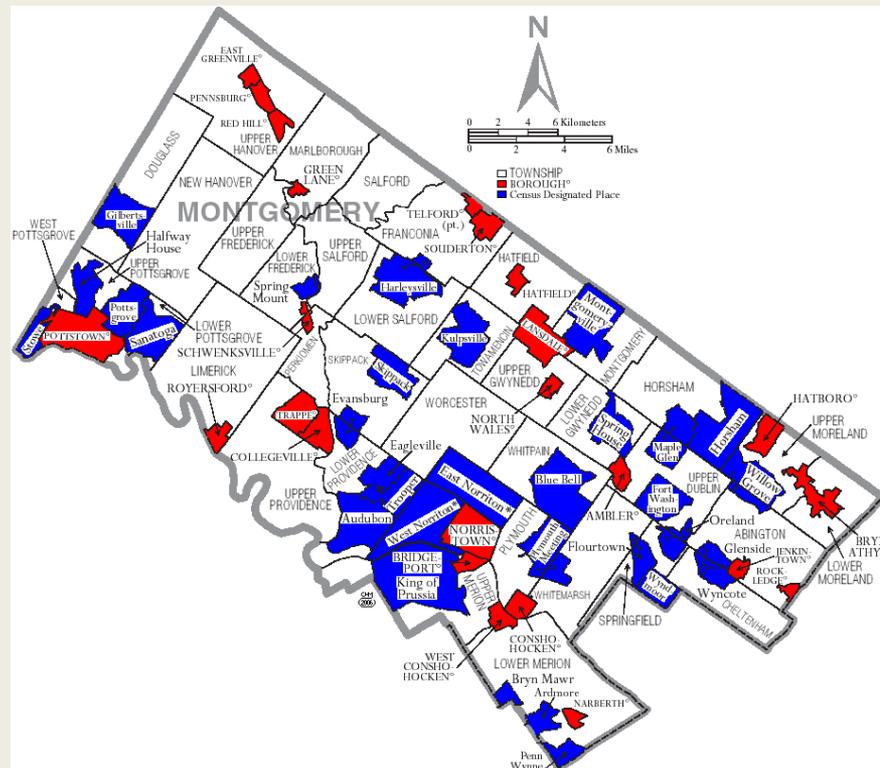
Debt - \$106.28

Fire - \$24.62

Parks - \$8.95

Municipal Real Estate Tax Millage in Montgomery County

- 22 municipalities in 2018 levied a tax millage higher than West Norriton Township



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*
- *Increased engineering cost for projects*
- *New server for township operations*



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*
 - *Ongoing contract negotiations*
 - *Salaries temporary lower due to new hires*
- *Radio upgrade debt service (year 4 of 5)*
- *Maintains existing level and services of the 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*
- *(4) Laborers*
- *Mechanic*
- *(3) 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*
- *Capital Improvements*
 - Pavilion at Centennial
 - Picnic Tables
 - Walking Path to Tennis Courts





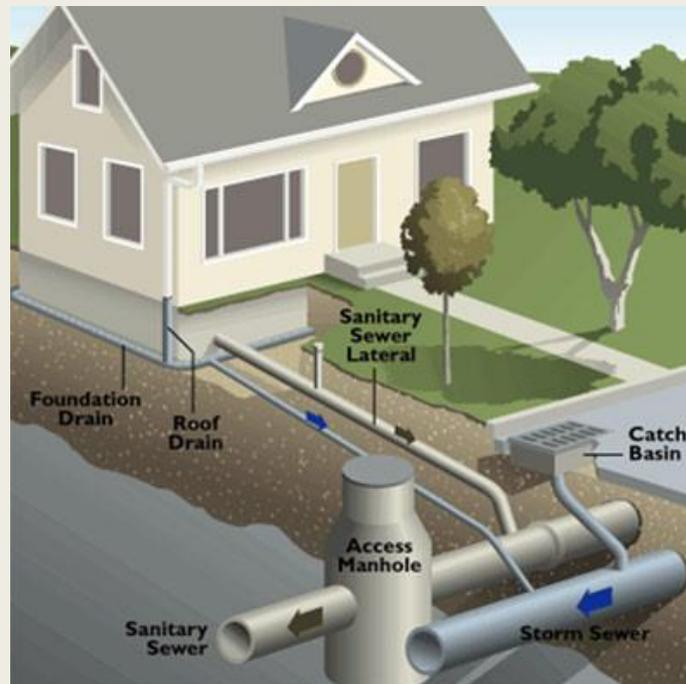
FY 2019 SEWER BUDGET

West Norriton Township



FY 2019 Sewer Budget

- Sewer Fund revenues reflect rate increase that went into effect on January 1, 2015
 - *No proposed rate increase for FY 2019*



FY 2019 Sewer Fund Revenues

G.L. #	Account Title	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget
	REVENUES				12/31/2017		8/31/2018	
80.341.000	Interest	1,500	3,868	2,500	2,948	2,500	2,768	2,500
80.354.015	LSA Grant-Sewer Rehab		200,000	-				
80.364.100	Sewer Rental	3,538,115	3,409,562	3,482,189	3,370,507	3,482,189	857,214	3,480,000
80.364.101	Penalties on Sewer Rental	68,039	65,990	71,888	59,253	72,000	20,773	72,000
80.364.102	Sewer Certifications	6,000	31,980	8,000	8,725	8,000	7,050	8,000
80.364.105	Application Fees	500	200	500	300	500	100	500
80-364-110	Sewer Tapping Fees				115,040		2,740	
80.364.313	Reimbursement Engineer- Devel.	2,500	1,000	2,500	1,500	2,500	500	2,500
80.380.000	Miscellaneous Receipts		440		150		100	
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		300,000		300,000	-	450,000
	TOTAL REVENUE	4,386,654	3,713,040	3,867,577	3,558,422	3,867,689	891,245	4,015,500

FY 2019 Sewer Fund Expenditures

- Expenditures have been moved from the General Fund to the Sewer Fund based on the Maximus Report
 - 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 2019 Sewer Fund Expenditures

	<i>FY 2019</i>	<i>FY 2018</i>	<i>FY 2017</i>
Administration (400-401)	\$173,819	\$169,838	\$160,131
Audit (402)	\$7,500	\$7,500	\$10,000
Legal (404)	\$36,600	\$36,600	\$22,000
Technology (407)	\$35,952	\$28,834	\$18,292
Gen. Government Building (409)	\$30,810	\$30,810	\$36,630
Sewer (429)	\$2,165,839	\$2,060,311	\$1,862,440
Public Works (430-438)	\$256,728	\$194,741	\$214,948
Benefits & Insurance (483-486)	\$333,325	\$293,899	\$229,893
Debt Service (471-472)	\$623,553	~	~
Transfer to Debt (492)	\$35,000	\$705,649	\$670,649
Transfer to General (492)	\$0	\$0	\$0

Sewer Rate Structure

- *Base Rate by*
 - Category 1: \$42.00 (Single Family)
 - Category 2: \$107.00 (Flat Rate)
 - Category 3: \$82.00 (2/3 Units)
 - Category 4: \$42.00 (4+ Units)
 - Category 5: \$87.00 (Commercial)
- *Consumption Rate*
 - \$7.51 per 1,000 gallons (over 3,000 gallon credit)
- *Consumption Credit*
 - 3,000 gallons

Largest Cost of Sewer Fund Sewer Treatment Cost **FY 2019 \$950,000**



An Aerial View of Wastewater Treatment
Plant Located at 368. E Washington Street.

Budget Revenues vs Expenditures Sewer Fund

Revenues

\$4,015,500

(Includes \$450,000 of bond proceeds for capital)

Expenditures

\$3,702,420

\$313,074 Projected Surplus for FY 2019



FY 2019 GOLF FUND

West Norriton Township

Budget Revenues Golf Fund

- Revenues for the FY 2019 Budget have been based on the impact of the weather to the course.
 - *Greens Fees and Cart Rentals have been estimated based on this scenario.*
 - *FY 2018 Revenue projections have been under budget due to wet weather.*



Budget Revenues

Golf Fund

G.L. #	Account Title	2016 Budget	2016 Actual	2017 Budget	2017 Actual	2018 Budget	2018 Actual	2019 Budget
	REVENUES				12/31/2017		8/31/2018	Grand Total
20.341.000	Interest Earnings	1,500	444	1,000	668	500	85	
20.367.100	Greens Fees	852,000	821,243	852,000	935,276	887,000	741,176	893,000
20.367.101	Membership	85,000	83,680	85,000	86,195	96,000	47,044	90,000
20.367.105	Power Carts	210,000	204,152	215,000	237,883	215,000	178,400	218,000
20.367.110	Gift Certificates (Pro Shop)	0	368	0	1,921		125	0
20-367-144	Handicaps					2,480	0	2,480
20.367.115	Outing Deposit	0		0			0	0
20.367.300	Tee-Advertising	1,800		1,800		1,800		1,800
20.367.510	Rent-Grove	0		0				0
20.367.515	Lease-Trinity Broadcasting	46,800	28,050	46,800	56,100	46,800	4,675	0
20.367.520	Lease Restaurant	24,108	24,840	25,584	25,584	27,600	22,000	27,600
20.367.800	Hand Carts	2,500	1,189	2,500	1,628	1,800	1,567	1,800
20.367.900	Pro Shop Revenue	0		0				0
20.367.950	Sales Tax	12,750	12,302	12,870	75	13,008	10,804	13,188
20.380.000	Miscellaneous Receipts	0	10,000	0	4			0
20.391.000	Proceed on Sale of Fixed Asset	0		0	40,616			0
20.392.010	Transfer from General Fund	0		0	109,742			0
20-392-020	Transfer from Capital Fund							314,719
20.392.600	Transfer from Escrow Fund	169,079		136,464	1,190	23,445	70,243	-
	TOTAL REVENUE	1,405,537	1,186,269	1,379,018	1,496,882	1,315,433	1,076,119	1,562,587

Budget Expenditures Golf Fund

	FY 2019	FY 2018	FY 2017
Participant Recreation (452)	\$1,040,730	\$999,755	\$963,667
Participant Recreation (453)	\$37,394	\$37,394	\$33,738
Benefits & Insurance (486)	\$155,856	\$163,417	\$164,393
Debt Service (471-472)	\$314,719	~	~
Transfer to Debt(492)	~	\$114,867	\$275,835
Transfer to Capital Reserve (492)	~	\$0	\$0

Budget Revenues vs Expenditures Golf Fund

Revenues

\$1,562,587

Expenditures

\$1,548,699

Proposed New Banquet/Pro Shop Facility

- No new debt service as part of FY 2019 Budget
- Final Design still being completed by KCBA





FY 2019

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	\$427,884
Interest	\$1,000
Total	\$428,884

Expenses

Traffic Lights	\$20,000
Street Signs	\$7,000
Street Lights	\$90,000
Road Salt	\$35,000
Road Materials	\$10,000
Storm Sewers & Drains	\$20,000
Road Resurfacing	\$215,466
Debt Service	\$31,418
Total	\$428,884

- FY 2019 budget includes debt service for a 2017 Cat 420F2IT Backhoe
 - Purchase as part of the CO-STARS Program



**FY 2019
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*
 - *Volunteer Fire Service Credit Program*

- Revenues for fund:
 - *Fireman's Relief Grant*
 - *Transfer from General Fund*
 - Includes Fire Tax Millage

Emergency Services Fund

Revenues

Revenue	
Real Estate Tax	\$187,553
Fireman's Relief	\$99,300
Transfer from General Fund	\$84,447
Total	\$371,300

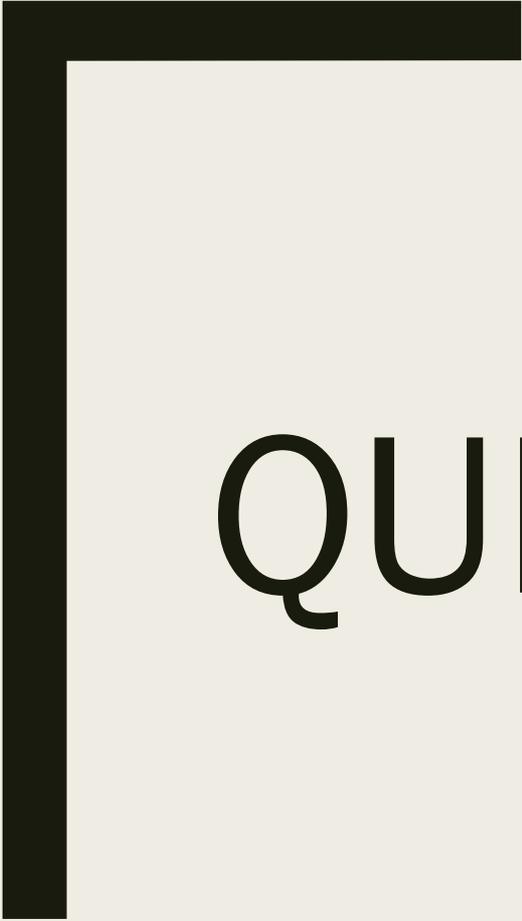


Expenses

Expense	
Salaries & Wages	\$10,600
Expense-Fire Marshal	\$5,000
Volunteer Fire Service Program	\$15,000
Hydrant Fees	\$68,900
Jefferson FC Allocation	\$172,500
Jefferson FC Fireman's Relief	\$99,300
Total	\$371,300

FY 2019 Grant Projects

- Automated Red Light Enforcement (ARLE) Grants
 - *Whitehall Road & Sterigere Street: \$196,090*
 - *Whitehall Road & W. Marshall Street: \$417,246*
- Small Water & Sewer Program Grant
 - *Forrest Avenue Pump Station Upgrades: \$150,000*
- Sewage Facilities Program Grant
 - *Act 537 Plan Update: \$68,090*
- Greenways, Trails & Recreation Program Grant
 - *Betzwood Trailhead Connection: \$75,000*
 - Matches existing Montco 2040 grant of \$80,000
- Recycling Development and Implementation Grant
 - *New Leaf Machine and Reimbursement for Chipper: \$93,492*



QUESTIONS?