



Patton Township 2019 Budget

**PATTON TOWNSHIP 2019 BUDGET
LINE ITEM DETAIL
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INTRODUCTION

The proposed 2019 Patton Township budget is presented in two-parts. The Township Budget presents each major revenue and expenditure category in a two-page section, highlights changes from year to year, and summarizes actual, projected, and proposed appropriations for a three-year period. To help anticipate and plan for future service needs, a 2020 Forecast is provided as a short term “look ahead”. For longer range planning, staff completed the Capital Improvement Plan for 2019-2023. This document has been incorporated into the annual operating budget where appropriate.

This companion document, the Line Item Detail, shows the detail of revenue and expenditures and has a description of each proposed line item. The Line Item Detail is organized to follow the same outline as the Township Budget.

The Line Item Detail summary includes a brief review of expenditures by major source and expenditures by major category (page S2) and a listing of employee salaries (page S3).

The final section of the Line Item Detail contains the information on each of the Township’s restricted and/or designated reserve funds. These funds have been separated into capital funds and operating funds. The capital funds have a longer term presentation with forecasts of revenue and expenditures to 2023. The operating funds forecast revenues and expenditures to 2020.

**PATTON TOWNSHIP
2019 Budget Summary**

	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
PROPOSED 2019 PATTON TOWNSHIP BUDGET: REVENUES			
REAL ESTATE TAX	\$4,688,196	\$4,917,695	\$5,117,242
EARNED INCOME TAX	2,580,187	2,657,593	2,750,609
OTHER TAXES	784,979	1,005,748	1,040,950
INTERGOVERNMENTAL PAYMENTS	947,330	5,757,606	1,001,744
OTHER NON-TAX SOURCES	1,088,181	772,955	742,878
TOTAL	\$10,088,873	\$15,111,597	\$10,653,423
PROPOSED 2019 PATTON TOWNSHIP BUDGET: EXPENDITURES			
GENERAL GOVERNMENT SERVICES	\$1,353,037	\$1,439,760	\$1,452,371
POLICE	3,013,091	3,159,839	3,232,046
PUBLIC WORKS	3,878,550	8,089,653	3,033,327
COMMUNITY SERVICES - PLANNING, PARKS	1,378,541	1,399,053	1,477,599
COMMUNITY SERVICES - OTHER	986,337	1,017,135	1,037,879
DEBT SERVICE/CAPITAL PROJECTS	789,633	1,107,194	1,056,221
TOTAL	\$11,399,189	\$16,212,634	\$11,289,443
REVENUES LESS EXPENSES	(\$1,310,316)	(\$1,101,037)	(\$636,020)
CARRY FORWARD FROM PRIOR YEAR	4,169,501	2,859,185	1,758,148
CASH TO START THE NEXT YEAR	\$2,859,185	\$1,758,148	\$1,122,128

<u>PERSONNEL</u>		<u>Y/E</u> <u>GRADE</u>	<u>BLENDED</u> <u>ANNUAL</u> <u>PAY</u>
Erickson	Manager		\$ 118,515
Albright, M	Records Clerk	B-27	\$ 42,399
Bailey	Road Crew Leader	F-25	\$ 49,813
Barnes	Road Crew	D-27	\$ 46,600
Benshoof	Lead Tax Specialist	I-25	\$ 57,870
Bunnell	Road Crew	D-14	\$ 39,708
Casson	PW Directory/Engineer	W-11	\$ 99,137
Coakley	Road Superintendent	P-19	\$ 75,765
Confer, E	Road Crew	D-7	\$ 36,194
Confer, R	Eng. Tech	H-17	\$ 49,972
Cristner	Assistant Engineer	S-10	\$ 78,409
Grimm	Building Maintenance	D-20	\$ 42,844
Harpster	Road Crew Leader	F-25	\$ 49,861
Harter	PW Secretary	F-21	\$ 47,675
Hough	Road Crew	D-3	\$ 34,255
Houtz	Assistant Road Superintendent	M-16	\$ 62,710
Long	Police Secretary	E-30	\$ 50,726
Lutz	Road Crew	D-4	\$ 34,723
Miller	Mechanic	J-21	\$ 57,890
Moore	Asst. Township Secretary	I-19	\$ 53,403
Pegher	Director of Finance and Admin	W-15	\$ 104,007
Shadle	Road Crew	D-17	\$ 41,318
Shore	Road Crew	D-7	\$ 36,498
Soder	Zoning Officer/OS ppty Mgr	N-21	\$ 70,270
Thal	Road Crew	D-6	\$ 35,852
Urbanic	Accountant	G-24	\$ 45,412
Washburn	Receptionist	B-14	\$ 35,891
Wheeler	Public Works Project Manager	R-15	\$ 59,821
			<hr/>
			\$ 1,557,538
Jolley	Police Chief	02/15/02	\$ 104,215
Albright, S	Sergeant	10/18/99	\$ 89,379
Basalla	PO 4	05/29/15	\$ 80,082
Carter	PO 5	06/29/09	\$ 82,758
Federinko	Detective	08/01/94	\$ 84,827
Finochio	PO 1	02/22/18	\$ 61,950
Haas	Detective	09/13/90	\$ 84,827
McElrath	PO 5	07/29/96	\$ 82,758
Shaffer	PO 5	06/26/09	\$ 82,758
Shoemaker	PO 5	04/06/89	\$ 82,758
Shupenko	Sergeant	07/06/06	\$ 89,379
Snyder, M	PO 1	06/04/18	\$ 59,897
Snyder, T	Detective	09/06/02	\$ 84,827
Soohoo	PO 5	08/09/04	\$ 82,758
Stroud	Sergeant	07/07/06	\$ 89,379
Sunderland	PO 5	01/10/00	\$ 82,758
Swindell	PO 5	07/16/90	\$ 82,758
Tuskovich	PO 5	07/24/12	\$ 82,758
Vardzel	PO 1	02/12/18	\$ 62,124
			<hr/>
			\$ 1,552,949
Total Salary and Wages			<hr/>
			\$ 3,110,487

REVENUE: REAL ESTATE TAXES

In 2019, real estate taxes will account for approximately 39.6% (43.1% in 2018) of all revenues raised by the Township, excluding loan proceeds. This is lower due to the Bikeway and Multi-Modal Grants we expected to receive in 2018. Real Estate Taxes accounting for a higher percentage of all revenues has become the norm as the need for increased revenues translates into an increased burden on property owners. The real estate tax for each property in the Township is determined by applying the Township's tax rate to the assessed value of the property as established by the Centre County Board of Assessment. The most recent reassessment took place in 1994. At that time the assessed value was established to be 50 percent of that year's market value. The most recently completed computation of ratios of assessed value to current market value, as determined by the Pennsylvania Department of Revenue, is 27.6 percent (down from 28.0 percent in 2017 and 28.1 percent in 2018). The depressed factor is likely to continue until a reassessment is completed. No reassessment is planned by the County. Municipalities are suffering repercussions from assessment appeals which result in less revenue because the market value of a property is lowered to the new lower common level ratio.

The cost of a mill of tax to the taxpayer is determined by multiplying .001 times the assessed value of the property or, it can be determined by the rate of \$1.00 of tax for each \$1,000 of assessed valuation. The following table shows the cost of 1 mill of property tax for several typical examples of properties in Patton Township:

<u>EXAMPLE OF PROPERTY</u> ⁽¹⁾	<u>FORMULA</u> ⁽²⁾	<u>CURRENT YEAR</u> <u>2018</u> <u>COST OF 1 MILL</u> <u>(0.281)</u>	<u>PROPOSED YEAR</u> <u>2019</u> <u>COST OF 1 MILL</u> <u>(0.276)</u>
Town Home (\$140,000 Market Value)	\$140,000 x .276 x .001	\$39.34	\$38.64
Single Family Home (\$280,000)	\$280,000 x .276 x .001	\$78.68	\$77.28
Large Single Family Home (\$475,000)	\$475,000 x .276 x .001	\$133.48	\$131.10
Commercial Property (\$2,000,000)	\$2,000,000 x .276 x .001	\$562.00	\$552.00

(1) Market Value is the current (2019) value of property.

(2) 0.276 is the 2019 factor needed to convert current market value into assessed value as determined by PA Department of Revenue.

REVENUE: REAL ESTATE TAXES (CONT'D)

The estimated assessed value of Patton Township property is \$469,988,355, which is a \$10,769,560 or a 2.3% increase over 2017. Taking into account discounts earned for early payment, exonerations, uncollectible taxes, and properties added between adoption of the budget and publication of the tax duplicate, each mill of tax will bring in approximately \$514,148 in current revenue. Each 1/10 mill will produce \$51,415.

An increase in the real estate tax rate of 6/10ths of a mill or 6.7% was imposed in 2016. On November 4, 2014 the voters approved a referendum authorizing the borrowing of \$3.5 million to acquire and preserve additional open space lands in the Township. To fund this acquisition a borrowing (loan) was made in late 2017. The debt is being paid through a dedicated real estate millage estimated to be 6/10ths of a mill levied beginning in 2016. This millage was approved in the budget in November 2015.

The proposed rate of 9.5 mills for 2019 is allocated as follows:

Tax Purpose	2018 Rate	Proposed 2019 Rate
General	6.2 mills	6.2 mills
Debt	1.2 mills	1.2 mills
Open Space Preservation	0.6 mill	0.6 mill
Library	0.4 mill	0.4 mill
Parks Capital Improvements	0.7 mill	0.7 mill
Fire	0.4 mill	0.4 mill
TOTAL	9.5 mills	9.5 mills

In addition to the Township tax, Centre County and the State College Area School District tax real estate in Patton Township. The 2018 County tax remained at 7.84 mills; the 2018-2019 School tax is 45.206 mills, which is a 1.733 mills increase over the previous year. This totals 62.546 mills on property.

Real estate taxes are collected by the elected or appointed tax collector. The incumbent collector has arranged with the Township to collect taxes and therefore, the function is performed by Township staff. The collection of real estate taxes actually takes place in three stages: current, prior, and delinquent.

REVENUE: REAL ESTATE TAXES (CONT'D)

Current: #301.100

Based on the forecasted 2019 assessed values of property in Patton Township and a two-year average collection percentage, revenue for 2019 current year collections is estimated to be \$4,575,914. This growth reflects \$10 million in additions of property to the tax base in Patton Township but no change in the millage before Open Space Preservation.

Open Space Preservation #301.101

On November 4, 2014 the voters approved a referendum authorizing the borrowing of \$3.5 million to acquire and preserve additional open space lands in the Township. To fund this acquisition a borrowing (loan) was made in late 2017. The debt will be paid through a dedicated real estate millage estimated to be 6/10ths of a mill levied beginning in 2016. This millage was imposed beginning in January, 2016. Current year collections for 2019 is estimated to be \$308,489.

Prior Real Estate Tax: #301.200

Each February and July, the County Assessor's Office publishes supplements to the tax rolls for the preceding year. These supplements add homes and buildings completed during the previous year after the tax duplicate was issued in March. The 2019 receipts are for 2018 taxes with consideration given to known large additions.

Prior Open Space Preservation: #301.201

Dedicated "Open Space" preservation taxes collected for years prior to 2019 will be reflected in this line item and will be transferred to a reserve fund for debt payments as described in # 301.101.

Delinquent: #301.300

In December, the list of unpaid real estate taxes is turned over to the County for collection. The proposal for 2019 is based on an average of uncollected real estate taxes for the prior three years.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
301	REVENUES: REAL ESTATE TAXES					
	<u>REAL ESTATE TAXES</u>					
.100	Current	4,057,164	4,147,440	4,358,013	4,575,914	4,762,804
.101	Tax for Open Space Preservation	267,841	279,603	293,799	308,489	321,088
.200	Prior - Real Estate Tax	1,396	3,237	888	2,660	2,700
.201	Prior - Open Space Preservation		0	37	0	0
.300	Delinquent	33,019	29,148	35,460	30,632	30,650
	TOTAL REAL ESTATE TAXES	4,359,420	4,459,428	4,688,196	4,917,695	5,117,242

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

REVENUE: EARNED INCOME TAX

In 2018, the Earned Income Tax will produce approximately 21.4 percent of all revenues raised by the Township excluding loan proceeds. The rate of tax is one-half of one percent of the earned income of each Township resident. The School District also levies this tax at the rate of 0.95 percent. This tax is at the maximum rate permitted by the State code for Second Class Townships.

The earned income tax is imposed on wages paid by an employer as well as the profits from self-employment. The tax is levied for residents in the Township. Because it is a flat rate, it applies equally to persons of all income levels. For most residents the tax is withheld by the employer, reported on the federal W-2 form and is submitted directly to the Centre Tax office. The taxpayer files a short form by April 15 of each year with any balance due or to request a refund.

The earned income tax is not assessed on pensions and investment income and certain payroll deductions like benefits paid for by a cafeteria plan; therefore residents with large earnings from investments are not subject to this tax, although they are subject to state and federal income taxes.

In 2008, Act 32 became law that mandated that earned income tax be collected, beginning in 2012, at the county level (but not by the County). A tax collection committee (TCC) composed of an appointed delegate from each taxing jurisdiction in the County oversees the collection of taxes. In 2010, the Centre County Tax Collection Committee voted to appoint the State College Borough to collect earned income taxes for each of the political subdivisions in Centre County which began in January 2012. A new 3 year agreement was signed in January, 2018. This agreement allows for two one-year options following the 3 year agreement.

The voting rights of each delegate are weighted based on a combination of revenue collected and population for their jurisdiction. Patton Township is a relatively small stakeholder in the overall committee because it is dominated by several school districts, the State College Borough and Ferguson Township but mostly because those jurisdictions have higher earned income tax rates and generate more revenue than the small jurisdictions.

REVENUES: EARNED INCOME TAX (CONT'D)

The Earned Income Tax revenue for 2019 is proposed to be 3.0 percent higher than the 2018 projected revenue. Staff has used a linear regression function to help estimate next year’s number. In estimating the percentage increase in earned income tax the following factors were also considered: demographics of the Township’s growth, the Consumer Price Index for the year ended August 31 of the current year, and judgment about the economic outlook for the community. Growth of actual revenue in the last several years has been somewhat linear. Although population and development in the Township has been on the rise, the linear growth rate of this tax implies a shift away from higher income earners who are retiring but remaining in the municipality to most likely, younger workers who may earn relatively lower wages. We expect this trend to continue over time as “boomers” retire from the workforce in greater and greater numbers. In light of the current economic slowdown, we have been conservative in our estimate of growth. There have been no significant layoffs in town yet, but we will be on the watch for economic indicators showing a potential for less than budgeted revenues. The table below illustrates the growth in earned income tax collections the last fourteen years.

PATTON TOWNSHIP EARNED INCOME TAX REVENUES			
(in thousands)			
	YEAR	REVENUES	INCREASE
	2006	1,396	6.0%
	2007	1,425	2.1%
	2008	1,571	10.2%
	2009	1,531	<2.5%>
	2010	1,586	3.6%
	2011	1,727	8.9%
	2012	1,786	3.4%
	2013	1,915	3.4%
	2014	1,898	<0.9%>
	2015	1,939	2.2%
	2016	2,182	12.5%
	2017	2,176	0.0%
Projected	2018	2,580	18.6%
Proposed	2019	2,658	3.0%
Forecast	2020	2,751	3.5%

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

REVENUES: EARNED INCOME TAX (CONT'D)

In late 2011, the Township adopted an ordinance amending its tax collection process as required by Act 32 of 2008. This enables the tax to be collected by a county wide tax collector as appointed by the Centre County Tax Collection Committee. The ordinance maintains the 0.5% earned income tax rate paid by residents of Patton Township which is combined with the State College Area School District rate of 0.95% for a total combined resident rate of 1.45%. The ordinance did change the rate nonresidents paid from 0.5% to 1.0%. Nonresidents do not pay any earned income to the school district.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
310 .210	REVENUES: EARNED INCOME TAXES					
	<u>EARNED INCOME TAX</u>	2,176,048	2,307,934	2,580,187	2,657,593	2,750,609
	TOTAL EARNED INCOME TAXES	2,176,048	2,307,934	2,580,187	2,657,593	2,750,609

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

REVENUE: OTHER TAXES

The Local Tax Enabling Act (Act 511) of 1965 grants to municipalities the power to levy a broad variety of taxes. Patton Township currently uses two of the taxes authorized by Act 511 in addition to the earned income tax. These taxes, listed below, are enacted by ordinance and continue from year to year unless the ordinance is amended. Act 511 taxes account for approximately seven percent of Township revenues. In late December 2004, the state amended Act 511 to rescind the Occupational Privilege Tax and create a new tax called the Emergency and Municipal Services Tax (EMST). In 2007 Act 7 amended Act 511 to create the Local Services tax, replacing the EMST.

Tax	Patton Township			State College Area School District		
	Year Enacted	2018 Rates	Limit	2018-2019 Rates	Limit	Paid By
Real Estate Transfer	1960	0.5%	0.5%	0.5%	0.5%	Owners of property sold
Local Services Tax (Formerly the Emergency and Municipal Services Tax)	2005 Amended 2007	\$47.00	\$47.00	\$5.00	\$5.00	People employed in the Township- Replaced OPT

Real Estate Transfer: #310.100

The real estate transfer tax is levied by the Township and the School District at the rate of 1/2 of one percent of the value of each real estate transaction that occurs in the Township for a combined rate of one percent which is the maximum allowed. In addition one percent is collected by the State for a total of 2.0% levied on eligible real estate transactions in the Township. This tax is generally split equally between the buyer and the seller.

The revenue from this tax is the most difficult of any of the Township's taxes to predict because the number and value of real estate transactions vary widely. Much analysis goes into estimating this budget number, generally with little success in approximating actual numbers. In the past, staff has tried to be very conservative in predicting this widely variable number (ranging from \$200,000 in 2001 to \$1,100,000 in 2016) because a significant shortfall in revenues could make cash flow management difficult.

A modest increase is projected for 2019 and 2020.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

REVENUE: OTHER TAXES (CONT'D)

Local Services Tax (formerly the Emergency and Municipal Services Tax): #310.511

In December 2004, the Pennsylvania legislature passed Act 222 amending Act 511 (Local Tax Enabling Act) to allow for the establishment of a new Emergency and Municipal Services tax (EMST). Within the limitations of the Act, the Township adopted an ordinance on January 3, 2005 to allow for the collection of this tax.

In June 2007 the Governor signed Act 7 which imposed certain conditions on the levying and collection of the Local Services Tax (LST.) This tax is levied on persons employed within the Township and the maximum amount collected from any employee is \$52 regardless of the number of jobs a person has in a year. It will continue to be allocated \$5 to the School District and \$47 to the municipality. The following is a list of major changes:

- Standardizes the low income exemption to a state-wide standard of \$12,000.
- Modifies the collection pattern from a lump sum payment to withholding of no more than \$1 per week.
- Provides for an upfront self-exemption from withholding if a taxpayer reasonably believes that he/she will not earn more than \$12,000 in that year.
- Provides for certain other exemptions for people serving in the military and those with certain disabilities.

The revenue received from this tax will be used to offset emergency services and road maintenance expenditures.

Modest increases are projected for 2019 and proposed for 2020.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
310	REVENUES: OTHER TAXES					
	<u>OTHER TAXES</u>					
.100	Real Estate Transfer	411,005	363,137	445,239	655,816	678,770
.511	Local Services Tax	267,841	291,644	339,740	349,932	362,180
	TOTAL OTHER TAXES	678,845	654,781	784,979	1,005,748	1,040,950

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

REVENUE: INTERGOVERNMENTAL PAYMENTS

Patton Township expects to receive about 25 percent of its revenue from intergovernmental payments from the County, State, and Federal governments in 2019. The Township has no regular source of Federal funds. Any Federal funds received are grants for specific purposes funneled through the State or County.

The Annual Payments of intergovernmental revenues received each year come from the State. These funds fall into two categories. Dedicated Use funds must be used only for the purpose provided in the law. The budget must show matching expenditures for these receipts. The General Fund Use intergovernmental revenues are counted as receipts available for any budgeted expenditure.

Grants received by the Township are the result of competitive applications approved by a County, State, or Federal funding body. Grant funds must be used for the specific purpose identified in the grant program.

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: DEDICATED USE

Liquid Fuel Tax: #355.020

The Liquid Fuel Tax (LFT) receipts collected by the state are shared with municipalities based upon population and miles of Township roads. This is a return of some of the tax each purchaser pays when purchasing gasoline. The amount actually received depends upon how much the State collects and how Patton Township compares to other municipalities' miles of roads and population. The 2019 budget estimate is based on the State's October 2018 estimate of \$489,120. These funds are matched to eligible expenditures in the Public Works budget for maintenance and operation of Township roads and streets.

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: DEDICATED USE (CONT'D)

Act 13 Marcellus Impact Fee: #355.100

Act 13 became a law in 2012 and provides for the imposition of an unconventional gas well drilling impact fee by the State. The allocation of these funds will be as follows:

- \$25 million to State agencies to offset the statewide impact of drilling
- 60% of the remaining funds go to Counties and Municipalities (36% allocated to Counties with wells, 37% to municipalities with wells and the remaining 27% to all municipalities based on a municipality's budget).
- 40% for statewide initiatives.

The money must be spent on water, waste water, road improvements, infrastructure, maintenance, social service delivery, emergency preparedness, environmental programs, tax reduction, increased safe/affordable housing, employee training or planning initiatives.

The Township received \$3,934 in 2018 and \$3,318 in 2017. In 2019 and 2020, revenue from the source is estimated to be \$3,535 and \$3,175, respectfully, as the amount received has decreased most years since inception. These funds have been used to offset the costs of conversion of two vehicles to bi-fuel (gasoline and Compressed Natural Gas) and the installation of a CNG fueling station on premise.

State Pension Aid: #355.120

Each non-Pennsylvania (foreign) insurance company that writes a casualty insurance policy in the Commonwealth pays a tax to the state. Act 205 of 1984, the Public Employee Retirement Act, provides that the eligible municipalities receive their share of the state funds based upon the amount of actual expenditures and/or amounts necessary to maintain actuarially sound funding for the pension plans up to a limit established by the State. The amount received for 2018 is based on the calculation of the Township's minimum municipal obligation (MMO) (completed in the fall of 2017). The funding is based on the lesser of the Township's need and the state-determined unit value of funding multiplied by the number of eligible Township employees. In years when investment returns are good, a municipality may not receive all the funds they would otherwise be entitled based on the unit value calculations because investment gains may reduce the amount that needs to be paid into the plan.

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: DEDICATED USE (CONT'D)

State Pension Aid: #355.120 CONT'D

In years with bad investment returns, the total amount the Township is entitled to receive from the State may still not be adequate to fund the pension plans, and therefore, general funds and/or employee contributions will be needed.

The 2019 MMO, calculated using the 2018 actuarial valuations for the total pension expense, is expected to be \$228,297. For 2018, police contributed 3% of their base wages. This amount continues in the 2017-2019 contract.

The revenues received are subject to a "post-audit" to determine whether all funds were actually required for the Township's pension plans. In 2010, the Pennsylvania Public Employees Retirement Commission (PERC) deemed the Patton Township Police Pension Plan to be at a Level 1 distress rating based on the 2009 actuarial pension valuation. Because of heavy investment losses sustained in 2008, the plan had a significant unfunded liability. Act 44 of 2009 allowed this unfunded liability to be funded over time so as not to put too significant of a funding pressure on municipalities. In 2012, PA PERC, determined Patton Township Police Pension was no longer distressed. This increased the 2013 pension budget because it could no longer amortize the unfunded liability over as long a period. In addition, for 2014, based on actuarial recommendations, the valuation used updated mortality tables with longer life spans and thus increased costs.

This revenue is offset against pension expenses in employee benefit line items for each department.

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: GENERAL FUND USE

Act 205 Volunteer Fire Relief Association Aid: #355.130

Each non-Pennsylvania (foreign) insurance company that writes a fire insurance policy in the Commonwealth pays a tax to the State. These funds are distributed based upon the population and the market value of property in the township (weighted equally). These funds must be turned over to the volunteer fire company serving the area, the Alpha Fire Company. The funds must be used by the Fire Company for the health and welfare of the company members; the funds may not be used for operations or capital expenditures. (See expenditure account 411.533 for matching expenditures.) The proposed revenue for 2019 is based on the 2018 actual receipts.

Police Programs Reimbursement Grants #355.200

These revenues represent payments for participation in special task force programs such as the Centre County Drug Task Force (Bureau of Narcotics Investigations), the Centre County Alcohol Task Force and DUI patrols, State College School District School Resource Officer, football game details reimbursed by Penn State University and other reimbursements for police goods and services. The 2019 proposal is based on anticipated duty assignments.

Public Utility Realty Tax: #355.010

Some Public Utilities are exempt from property taxes but pay into a state fund in lieu of property taxes. The 2019 budget is based on the 2018 amount received.

Beverage Licenses: #355.040

The State charges and remits to the Township a permit fee of \$200 per year for each establishment in the Township that serves beer and/or liquor. There are five types of establishments in Patton Township: hotels, such as Toftrees, Carnegie House, and Holiday Inn Express (Outback Steak House); restaurants/bars like the Ale House and Hi-way Pizza; microbreweries like Otto's Brew Pub; Continuing Care Retirement communities like the Village at Penn State and transfers such as the Olive Garden and Applebee's.

Prior to 2001, the state allowed only one licensed establishment for every 3,000 residents. (Hotel/motel and Micro-Brewery licenses are not included in the numerical restriction.) In 2001, in-county license transfers were approved

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: GENERAL FUND USE

Beverage Licenses: #355.040 CONT'D

as a new category for licenses. When approved by the Township and the Liquor Control Board, an establishment may transfer a license from another area of Centre County into the Township. Seven such transfers have been brought to Patton Township.

2019 proposed revenue is based on 2018 experience.

Motor Vehicle Code State Distribution: #355.090

These funds are remitted to the Township by the state as the local share of tickets issued by the State Police. The 2019 proposed amount is based on a three year average of receipts and receipts year-to-date.

State Payment in Lieu of Taxes - Game Commission: #356.020

This is a payment by the state for Township services to State Game Lands. There are 975 acres of State Game Lands in Patton Township and the Township is reimbursed \$1.20 per acre. These funds are paid from gambling proceeds earned by the State.

GRANTS

Pennsylvania DOT Community Transportation Alternatives: #357.016

The Township has been awarded funding through PennDot to develop bikeways beginning along Little Lion Drive to Devonshire projected to begin in 2019 which will be funded by a new grant in the amount of \$1,041,212.

PennDot Automated Red Light Enforcement (ARLE): #357.017

The Township has sponsored an application for a grant from PennDot a grant for funding the pedestrian crossing signal improvements on Valley Vista Drive at the Park Forest Middle School.

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: GENERAL FUND USE

GRANTS CONT'D

PennDOT Multi-Modal Grant: #357.018

The Township has been awarded a grant of \$800,000 to upgrade the Valley Vista corridor with left turn lanes at 4 non-signalized intersections. The Township would be responsible for the balance of the costs over the multiyear project of which \$425,000 will be funded through a PIB loan.

County Liquid Fuels Tax Awards: #357.030

The Centre County Board of Commissioners receive letters of Application each year for County Aid grants that can be used for street and road improvements. In the past Patton Township has received grant money for portions of Meeks Lane and Upper Julian Pike. Patton Township will apply for \$24,480 for 2019 to fund one-half the costs to replace Julian Pike guide rails.

Valley Vista Drive Adaptive Signaling: #357.050

The Township will deploy the next generation signal controllers along the Valley Vista Drive corridor including intersections with Carnegie Drive, Lowe's Driveway, North Atherton Street and Green Tech Drive. A grant of \$121,583 has been awarded for this project..

Solar Panels: #357.060

The Township will install solar panels on the Township Office building. A grant of \$20,000 will be requested for this project.

PennDOT MTM - Bernel/Fox Hill Intersection: #357.070

The Township has applied for a grant of \$1,171,307 to upgrade the intersection of Bernel Road and Fox Hill Road to a classic "T" intersection. The Township would be responsible for the balance of the costs over the life of the project.

RACP Nittany Valley Sports Complex Phase 2: #357.080

The Township has sponsored an application for a grant of \$1,500,000 for Phase 2 of the Nittany Valley Sports Complex on Bernel Road.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	REVENUES: INTERGOVERNMENTAL PAYMENTS					
	<u>ANNUAL PAYMENTS</u>					
	DEDICATED USE					
355 .020	LIQUID FUEL TAX	468,100	482,435	490,804	489,120	497,606
	OTHER DEDICATED USE					
355 .100	Act 13 Marcellus Impact Fee	3,318	2,385	3,934	3,535	3,175
355 .120	State Pension Aid	234,591	233,150	216,769	228,297	239,712
355 .130	Act 205 Volunteer Fire Relief Association	106,318	113,267	97,163	106,911	112,257
355 .200	Police Programs Reimbursement	69,630	73,090	116,129	119,612	125,593
	SUB-TOTAL	413,857	421,892	433,995	458,355	480,737
	GENERAL FUND USE					
355 .010	Public Utility Realty Tax	8,075	7,692	7,692	7,739	8,126
355 .040	Beverage License	4,800	4,500	5,100	5,100	5,100
355 .090	Motor Vehicle Code State Distribution	8,593	7,791	8,568	8,575	9,004
356 .020	Pay in Lieu of Taxes-Game Commission	1,171	1,171	1,171	1,171	1,171
	SUB-TOTAL	22,638	21,154	22,530	22,585	23,401

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	REVENUES: INTERGOVERNMENTAL PAYMENTS (CONT'D)					
	<u>GRANTS</u>					
357 .016	Pennsylvania Community Transportation Alternatives	0	1,041,212	0	1,041,212	0
357 .017	PennDot Automated Red Light Enforcement (ARLE)	36,774	0	0	108,964	0
357 .018	PennDot Multi-Modal Grant	0	800,000	0	800,000	0
357 .030	County LFT	0	27,750	0	24,480	0
357 .050	Valley Vista Drive Adaptive Signaling	0	198,081	0	121,583	0
357 .060	Solar Panels	0	20,000	0	20,000	0
357 .070	PennDOT MTM - Bernel/Fox Hill Intersection	0	0	0	1,171,307	0
357 .080	RACP Nit. Valley Sports Complex Phase 2	0	0	0	1,500,000	0
	SUB-TOTAL	36,774	2,087,043	0	4,787,546	0
	TOTAL INTERGOVERNMENTAL PAYMENTS	941,369	3,012,524	947,330	5,757,606	1,001,744

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

REVENUE: NON-TAX SOURCES

The Township will receive approximately 6 percent of the budgeted 2019 revenues from non-tax sources, other than loan proceeds.

As noted in the following sections, some of these funds must be used for specified purposes. The balance is available for general Township expenditures.

ASSESSMENTS #301

Assessments differ from taxes in that they are limited to certain geographic areas of the Township. In particular, for Patton Township, assessments are related to a property owner's proximity to a fire hydrant, or a streetlight, and for roads in the Homestead Farms Neighborhood Improvement District. These funds are used to cover the costs for providing those services. Assessment funds are separately accounted for, and are designed to be self-supporting. If there is a surplus in one of these funds it cannot be transferred to the general fund; it must be held in reserve to cover future rate increases, major repairs or replacements, or to decrease rates. The power to set such assessments is established in the Second Class Township Code. In 2007, the Township hired an engineering technician, one of whose duties was to update all records to ensure completeness of all streetlights and fire hydrants assessments. This has been completed and is reflected in the current assessments.

Streetlight Assessments: #301.930

Each property within 250 feet of a streetlight is assessed 35 cents per front foot. Vacant lots are assessed at 25 percent of the current rate (8.75 cents). This 4:1 ratio is set in the Township Code. All the funds collected from these assessments are deposited in the Streetlights Restricted Reserve Fund for payment of streetlight bills and required repairs (see Line Item 434.361). The current assessment rates should be sufficient to cover additional costs. The Township has entered into a cooperative program to purchase electricity. At this time, no increase in streetlight assessments should be necessary to cover electrical costs.

In 2017, West Penn Power converted streetlights to LED fixtures. There was an up-front capital cost (based on the age of the existing fixtures), but power savings should cover that costs in less than 2 years. Following that, the assessment would be reduced to reflect the reduced operational costs.

REVENUE: NON-TAX SOURCES (CONT'D)

ASSESSMENTS #301 (CONT'D)

Fire Hydrant Assessment: #301.940

Each property within 780 feet of a fire hydrant is assessed a charge based on the front footage of the property. The assessment rate is 7.0 cents per front foot. All funds collected from these assessments are transferred to the Fire Hydrant Restricted Reserve Fund (see Line Item 411.363).). Due to increase costs per fire hydrant from \$125 per year to \$250 per year, a 75% increase in the assessment is reflected in 2020. An additional 30% increase will be implemented in 2021. In addition to the fire hydrants, there is a charge to one homeowners' associations for a dry hydrant in a rural development to ensure sufficient funds for their replacement on a twenty-year cycle

Homestead Farms Neighborhood Improvement District: #301.950

In October 2011, the Township began the process to establish a Neighborhood Improvement District in the Homestead Farms area. At the request of the Homeowners' Association (HOA), the Township took over road maintenance in this area where, until this time, the roads have been privately maintained. Each parcel (43 in Patton Township and 5 in Ferguson Township where another neighborhood improvement district has been formed) will be assessed \$316 annually until 2023 to provide for the cost of bringing the roads up to Township Standards. In 2012, the HOA transferred \$45,187 to the Township to begin the improvements. Future assessments will continue at \$14,871 (one property owner paid full assessment in 2014) until 2023. Any amounts greater than this amount represent late payment penalties.

LICENSES AND PERMITS #321

The Township requires a variety of business licenses and permits. In some cases the licenses are issued for a token fee and serve to establish the presence of regulated business activity rather than to generate revenues. In other cases the fees are designed to cover the costs of the activity being permitted or licensed.

Health-Food Establishments Permit: #321.200

Each Patton Township food establishment pays an annual fee of \$165 to \$265, based on type and size of the establishment, to cover the cost of required health inspections. In addition to these permit fees, the fee schedule has been adjusted to include other establishments which would need a permit, such as temporary establishments and farmers markets; and fees for re-inspections and plan reviews.

REVENUE: NON-TAX SOURCES (CONT'D)

LICENSES AND PERMITS #321 (CONT'D)

Zoning Permits: #321.330

Each new construction and alteration/addition to a building in Patton Township requires a zoning permit. 2019 permits are based on anticipated construction known at this time.

Rental Housing Permit Application Fee: #321.334

A \$20.00 fee is required on new or transferred rental housing permit applications. In 2014, the township began sending out notices to property owners whose real estate tax billing address was different from the property address. This is in an effort to insure that any properties that are actually rentals are property permitted and inspected to ensure the safety of renters.

Rental Housing Permit Surcharge: #321.335

This fee of \$3 per permit issued helps offset regulatory and enforcement costs directly associated with rental housing in the Township. This fee is charged annually when permits are renewed. Centre Region Code collects this fee for the Township. Currently, there are approximately 3,400 rental units in the Township.

Fee for Issuing Dog Licenses: #321.340

The Township Office is an authorized Centre County dog license issuing location as a service to Township residents. The Township receives a one-dollar commission for each license issued.

Solicitor and Peddler's, Chickens': #321.610

A solicitor or peddler's license costs \$15.00 and chickens' are \$35.00 per issuance. Typically, Patton Township only has a few of these each year.

Sign Permits: #321.900

Fees for sign permits are based on the Township fee schedule. Revenue is expected to remain stable.

REVENUE: NON-TAX SOURCES (CONT'D)

LICENSES AND PERMITS #321 (CONT'D)

Road Occupancy Permit: #322.820

This permit is required for a cut into a Township road or right-of-way. Most of these fees are generated by utility companies (gas, phone and electric) servicing or extending their underground lines. The amount budgeted for 2019 is based on a three year average plus discussions with Columbia Gas on pipe replacement work proposed in the Township.

Cable TV Franchise: #321.800

Comcast acquired Adelphia in 2006. It is still the only cable television company providing service to Patton Township residents. A new cable franchise agreement was negotiated and became effective September 1, 2008. The initial agreement was for ten years with a five year renewal period. Revenue in this line item is dependent on company revenues from Township residents. No significant changes were made to the agreement, although there were small adjustments made to the basis on which fees are calculated. 2018 proposed revenue reflects a slight increase in revenue. A new agreement is being negotiated in 2018.

In 2010 Northeastern ITS entered into a ten year agreement with the Township to pay a license fee for laying fiber optic cable in the right of way along Meeks Lane and Circleville Road. The contract is expected to generate \$ 23,167 per year after the initial partial year payment.

Small Cell Antennae Fees: #321.801

In 2014 the Board approved a contract with Crown Castle to install small cell antennae on 8 existing traffic signals in order to improve cell phone reception in the Township. Crown Castle rents their equipment to cell service providers. The contract will provide for an initial fee of \$15,000 plus rental income to the Township of \$750 per antenna per year.

COURT FINES #331

Patton Township receives revenues from three types of fines: violations of the Pennsylvania Motor Vehicle Code, violations of Township ordinances, and violations of Pennsylvania Crimes Code.

Motor Vehicle Code Violations: #331.110

The revenue in this category comes from the citations issued by our Township Police Officers for violations of Pennsylvania's Motor Vehicle Code (speeding, stop sign violations, DUI, etc.). The budget is based on a three-year average.

REVENUE: NON-TAX SOURCES (CONT'D)

Ordinance and Pennsylvania Crimes Code Violations: #331.120

Citations for violations of Township ordinances are issued by the Township Police. These violations include handicap, fire lane and snow parking, weeds, snow on sidewalks, noise, and animal violations. This category also includes citations for violations of the Pennsylvania Crimes Code. The budget is based on the prior years' experience. It is difficult to estimate with any degree of accuracy, the number of citations that will be issued in any period.

INTEREST: #341.000

Earnings from investment of Township resources are a function of two factors: interest rates and the amount of cash available for investment. Under normal circumstances, in the early part of the year when real estate tax money starts to flow into the Township, there is usually a substantial amount of cash available for investment. Interest rates are at very low rates resulting in minimal interest revenues. At this time long term investment vehicles like certificates of deposits are not attractive options because of the risk of being locked into low interest investment as market rates rise.

DEPARTMENTAL EARNINGS

Fees and charges are levied for various services performed by the Township. A resolution adjusting fees was most recently adopted in 2018.

Zoning Hearing Board Fees/Rezoning Applications: #361.340

Fees are charged for a zoning/sign variance request, an appeal of the zoning officer's interpretation, or a rezoning request to cover the cost of processing these applications. Fees for single-family homes on non-conforming lots are \$60. Fees for a curative amendment request are a minimum of \$600.00, subject to increase based on actual costs, but are refunded to the applicant if the application is approved.

Plan Review and Inspection Fees: #361.400

The fee for subdivision plan review ranges from \$250.00 for up to 3 lots to \$1,250.00 for 21 or more lots. The plan review fee for new land development of less than 1 acres is \$375.00 with a \$187.50 fee for revision to an approved plan. The time for the Engineer and Zoning Officer to review plans is charged on an actual time basis and is in addition to the basic review fees. The proposed amount is based on a three years' experience.

REVENUE: NON-TAX SOURCES (CONT'D)

DEPARTMENTAL EARNINGS (CONT'D)

Plan Review Handling Fees: #361.410

This fee represents a surcharge from the review of land development plans.

Sale of Miscellaneous Ordinances: #361.520-540

Copies of the Township subdivision ordinances, zoning ordinances and maps are made available to developers and residents. The proposed amount is based on a three-year average. Since these are available digitally, there is not a high demand for paper copies.

Sale of Accident Reports: #362.110

State Law allows the Township to charge up to a \$15.00 fee for copies of accident reports. Patton Township charges \$10.00. Generally, insurance agents who are processing claims request copies of pertinent reports. The proposed amount is based on three years' experience.

Sewage Permits/Soil Log Test: #362.440

The Township charges the cost of obtaining a sewage permit for an on-lot septic system to the developer or property owner. These fees are used to cover the cost of the Township Sewage Enforcement Officer. The actual amount received in this category depends upon the development activity in areas outside the Township's sewer service area. The amount proposed is based on the year-to date and last year's experience.

REVENUE: NON-TAX SOURCES (CONT'D)

TAX COLLECTION FEES #361

Real Estate Tax Collection Fees: #361.640

Patton Township collects Real Estate Taxes for itself, Centre County, and the State College Area School District. The other entities pay a fee for collection services to the Township based on the number of parcels billed for the County (\$2 per parcel) and the number of parcels collected for the School District at \$3 per parcel.

Charges for Tax Payment Confirmations: #361.650

The Township charges \$15 for each written confirmation of Real Estate tax payments on given property.

PENN STATE IMPACT FEES: #380.410

In November 1992, the settlement of longstanding litigation with Penn State by all Centre Region taxing bodies was announced. This line item shows the anticipated payments in lieu of taxes from the University. The first year of the Penn State Impact Fee agreement provided for a lump sum payment to the school district and a 2.83 percent share for Patton Township from the \$600,000 initial payment. After 1993 the School District received a separate amount based on tax rates and assessed values. The total increases every two years based upon the consumer price index. The fee is expected to remain at less than one percent of the total Township budget. Penn State must give 18 months notice to withdraw from the agreement.

REVENUE: NON-TAX SOURCES (CONT'D)

BUILDING RENT REVENUE: #389.420

In 2002, the Township undertook, as part of its debt financing of that year, to borrow funds for its share of the COG Housing Project. The Township is part owner of the COG building, and as such, gets a share of rent paid by the self-supporting departments of COG. This payment is fixed for 25 years. Also included in this line item is the rent paid by Clearwater Conservancy to use the former municipal building.

MISCELLANEOUS

This revenue category incorporates those general revenues that do not fall into a specific section of the budget.

Miscellaneous Revenue: #380.000

Revenue in this category includes payments for small non-recurring or infrequent items such as copies, towing bills, rebates, etc.

Winter Maintenance Contract – Private Road: #380.300

The Benjamin Court HOA has contracted with the Township since 2011 for winter maintenance services. The Township does this work on a time and material basis because they have been unable to find reliable private contractors for snow removal.

Private Contributions/Bus Subsidy: #387.000

The Colonnade has committed to help pay for bus service to their stores. These payments are based on total square footage leased out in the Colonnade. These contributions help defray the Township's contributions to CATA bus services, see #447.531 and #447.532.

Ferguson Township Contribution for Bikeway: #387.253

The bikeway project along Valley Vista Drive from Little Lion Drive to Devonshire Drive was expanded in length to begin at Carnegie Drive and end in Ferguson Township. A Transportation Alternative Program (TAP) grant application was made in 2016 in anticipation of construction in 2019. Ferguson Township has agreed to contribute \$50,000 to the cost of this bikeway's construction.

REVENUE: NON-TAX SOURCES (CONT'D)

MISCELLANEOUS (CONT'D)

Cash in Lieu of Parkland: #387.070

In 2015, the Board of Supervisors approved a payment from Timberton Estates HOA in lieu of parkland in the amount of \$10,000, to be paid over three years. \$120,000 was received from the Villages at Penn State in early 2018.

Community Gardens Revenue: #387.350

In 2009, Township residents were surveyed via our newsletter regarding their interest in renting community garden plots. Beginning in 2011, a number of plots were made available at the Haugh Family Farm Open Space Preserve for those interested. These fees will offset fencing, water and other costs. This program has been a very successful endeavor with all of the plots rented. A 1.5 acre expansion was completed in 2017. Increased revenues are expected now that the expansion is completed.

Traffic Mitigation Fees: #387.430

This line-item detail describes funds contributed by developers to help defray the cost of conducting traffic studies and completing traffic projects required because of a new development. Currently the fee is \$300 per residential unit at the Village at Penn State. For other development in the area, the fee have been set with an adjustment for inflation. In 2012, with the approval of the Grove Phase I, on Toftrees Avenue, a significant contribution has been made to the fund. Additional fees were received in 2018 based on planned construction in the area.

The funds flow through the General Fund and are ultimately transferred to a restricted reserve fund (see last section of budget) where they are matched with the Township's share of capital needed to complete the project. Actual expenditures for a project will be shown in the reserve fund.

Insurance Proceeds: #389.100

This line item represents insurance proceeds for stolen or damaged property. The expenditure for replacement equipment and/or repairs can be found in the appropriate departmental expenditure account.

REVENUE: NON-TAX SOURCES (CONT'D)

MISCELLANEOUS (CONT'D)

Sale of Surplus Property: #391.100

This line item represents the proceeds from the sale of surplus property. Currently the Township uses an internet based auction facility for its sales.

Loan Proceeds – Road Projects: #393.121

In October 2011, the Township issued a request for proposals for a \$3 million, 25 year bank loan to pay for the engineering and preconstruction costs associated with the Waddle Road Interchange project. The loan was awarded to Kish Bank. The Township anticipates debt service payment of approximately \$200,000 per year after the initial interest only payments during the drawdown period. In the spring of 2014, the Township and Kish Bank agreed to extend the drawdown period of the loan for one year to June 2015 because the project had been going more slowly than originally anticipated, mainly because of PennDOT's review process. In the spring of 2015, the Township and Kish Bank agreed to extend the drawdown period of the loan for an additional two years to June 2017. The pace of the project has now picked up and all funds necessary for the project were expended in 2017. This loan was refinanced at Jersey Shore State Bank in late 2017.

Loan Proceeds – Open Space Debt: #393.122

On November 4, 2014 the voters approved a referendum authorizing the borrowing of \$3.5 million to acquire and preserve additional open space lands in the Township. To fund this acquisition a borrowing (bond or loan) will be made in 2017. The type of borrowing will depend on the borrowing environment at the time. This borrowing was made in late 2017 from Jersey Shore State Bank. The borrowing was included in the refinance of existing debt.

Return Encumbrances to Fund Balance

Funds for projects which have previously been encumbered but, for a variety of reasons, do not occur and must be returned to the Fund Balance for other uses.

Refund: Prior Year Expenditure: #395.000

This account includes refunds (dividends) on our insurance policies and other expenditures previously paid out. For 2018, a refund from the health insurance cooperative was received for having claims that were lower than premiums. Based on a year-to-date experience, a smaller refund is expected in 2019.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	REVENUES: NON-TAX SOURCES					
301	<u>ASSESSMENTS</u>					
.930	Streetlight Assessments	42,840	43,471	43,275	43,300	43,300
.940	Fire Hydrants Assessments	22,774	22,483	22,746	22,750	39,813
.950	Homestead Farms Neighborhood Improvmt District	14,871	14,871	19,680	14,871	14,871
	SUB-TOTAL	80,485	80,825	85,701	80,921	97,984
321	<u>LICENSES & PERMITS</u>					
.200	Health-Food Establishments	10,956	10,610	11,383	11,218	11,218
.330	Zoning Permits	60,941	30,105	67,673	61,210	49,056
.334	Rental Housing Permit Application Fee	10,020	4,880	8,300	7,160	6,780
.335	Rental Housing Permit Surcharge	10,353	9,572	10,322	10,887	10,075
.340	Fee for Issuing Dog Licenses	124	125	113	107	125
.610	Solicitors, Peddlers, & Chickens	15	45	30	15	30
.900	Sign Permits	1,376	1,090	1,356	1,375	1,409
322 .820	Road Occupancy Permits	5,156	3,911	3,725	4,125	4,258
	SUB-TOTAL	98,940	60,338	102,901	96,097	82,951
321 .800	CABLE TV FRANCHISE	303,793	286,107	245,732	251,875	260,691
.801	Small Cell Antennae Fees-Crown Castle	3,000	6,000	3,000	6,000	6,000
331	<u>COURT FINES</u>					
.110	Motor Vehicle Code Violations	32,479	38,222	36,007	35,131	34,839
.120	Ordinance & Crimes Code Violations	25,428	33,924	23,672	27,909	29,321
	SUB-TOTAL	57,907	72,146	59,679	63,040	64,160

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	REVENUES: NON-TAX SOURCES (CONT'D)					
341 .000	<u>INTEREST</u>	18,197	8,168	34,253	35,452	36,693
	<u>DEPARTMENTAL EARNINGS</u>					
361						
.340	ZHB Fees/Rezoning Applications	360	360	0	556	575
.400	Plan Review and Inspection Fees	14,956	14,764	4,668	14,542	13,501
.410	Plan Review Handling Fees	1,620	1,657	396	679	703
.520-.540	Sale of Misc. Ordinances	5,771	40	0	4,164	5,534
362						
.110	Sale of Accident Reports	2,580	2,658	2,573	5,901	6,108
.440	Sewage Permits/Soil Log Test	7,200	10,593	8,705	7,302	7,558
	SUB-TOTAL	32,488	30,072	16,342	33,144	33,979
361 .600	<u>TAX COLLECTION FEES</u>					
.640	Real Estate Tax Collection Fees	22,540	22,416	22,416	23,201	24,013
.650	Charges for Tax Payment Confirmation	4,200	3,208	4,845	5,015	5,191
	SUB-TOTAL	26,740	25,624	27,261	28,216	29,204

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	REVENUES: NON-TAX SOURCES (CONT'D)					
380 .410	<u>PENN STATE IMPACT FEES</u>	46,263	44,490	44,490	46,715	49,051
387 .420	<u>BUILDING RENT REVENUE</u>	37,683	37,683	37,683	37,683	37,683
	<u>MISCELLANEOUS</u>					
380 .000	Miscellaneous Revenues	3,183	2,342	4,650	3,611	3,472
380 .300	Winter Maintenance Contract - Private Road	2,569	2,262	2,272	2,337	2,396
387 .000	Private Contributions/Bus Subsidy	31,632	10,544	10,544	10,544	10,544
387 .070	Cash in Lieu of Parkland	3,333	120,000	120,000	0	0
351 .120	October 2016 Flood - FEMA Payments	182,303	0	0	0	0
387 .253	Bikeways - Contribution from Ferguson Township	0	50,000	0	50,000	0
387 .350	Community Gardens	2,360	2,320	2,720	3,820	3,820
387 .430	Traffic Mitigation Fees	72,641	7,500	94,760	7,500	7,500
389 .100	Insurance Proceeds	3,454	0	0	0	0
391 .100	Sale of Surplus Property	5,054	1,000	3,210	1,000	1,000
393 .121	Loan Proceeds-Road Projects	288,916	0	0	0	0
393 .122	Loan Proceeds-Open Space Debt	9,126,000	0	0	0	0
	Loan Proceeds-PIB Loan	800,000	26,027	0	0	0
395 0	Refund-Prior Year Expenditure	169,981	13,076	192,982	15,000	15,750
	SUB-TOTAL	10,691,426	235,071	431,139	93,812	44,482
	TOTAL NON-TAX SOURCES	11,396,922	886,524	1,088,181	772,955	742,878

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: GENERAL GOVERNMENT SERVICES

General government services include three areas of Township activity as well as an accounting of other expenses not assigned to a department.

- A. **General Government** - Major general Government expenses include outside professional services (legal counsel, actuary, and auditor), liability insurance, advertising, building operations and Centre Region Council of Government (COG) administration.
- B. **Administration** - The Township's Administrative Office includes the Manager, Secretary, and Receptionist, (3 FTE: full time employees) and the Finance Office (1.875 FTE). The Manager is responsible for day-to-day operations of the Township within the policy and budgetary parameters established by the Board of Supervisors. Department heads report to the Manager. The Director of Finance and Administration is responsible for all financial reporting, tax operations and accounting for the Township, as well as human resource administration.
- C. **Tax Collection** - The Township Tax Office collected the Township/School District Earned Income Tax (EIT) through the end of 2011. In 2012 collection of EIT shifted to the Centre County Tax Collection Committee. The Committee appointed the State College Borough Tax Office as the tax collector for 2012 through 2018.

During the period when the Manager (or another staff member) is appointed by the Board of Supervisors as the elected Tax Collector, the collection of real estate taxes for the Township, County and State College Area School District is assigned to the staff of the Tax Office. The Tax Office provides 1 FTE for Real Estate Taxes and that person also handled the close out of pre-2012 EIT collections. The Tax Office is supervised by the Director of Finance and Administration.

- D. **Other** - This minor category provides for items that do not fit elsewhere in the budget.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT

GENERAL EXPENDITURES: #400

Salaries - Governing Body: #400.113

The Second Class Township Code, based on the 2010 census figures, provides that each member of the Board of Supervisors may be paid up to \$4,125 per year. Changes in the pay rate must be made by ordinance. No pay change for incumbents is permitted during their term of office. For 2019, all five Supervisors will be paid \$4,125.

Professional Services – Financial Services: #400.311

The Township appoints a Certified Public Accounting firm to perform an annual audit of the Township's financial records. The amount budgeted for 2019 is based on an estimate from the auditor. This line item also reflects the costs of mandated actuarial valuations for the Township pension plans; but additional actuarial services will be required annually because of a new financial reporting standards regarding pension liabilities. Beginning in 2015, the Government Accounting Standards Board requires that any unfunded pension liability be included in the audited financial statements. This new standard will require additional actuarial and auditing services.

Professional Services - Codification: #400.316

A complete recodification of the Township's ordinances was completed in 1996. The amount allocated is for regular updates of the Code of Patton Township as new ordinances are adopted. This line item includes a maintenance fee for the codification software.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

GENERAL EXPENDITURES (CONT'D): #400

Communications – Telephone/Data: #400.321

This line item covers monthly service charges for all Township phone lines, long distance calls for administration, internet services, email, and miscellaneous service charges. These services are provided by Windstream and KINBER and are hosted at the Borough of State College.

This line includes partial reimbursements for Township use of cell phones to the Manager and Director of Finance and Administration.

Advertising: #400.341

This line item covers the cost of required legal advertisements for Township meetings, public hearings, bid notices and two issues of the Township newsletter. This includes ads for special services such as leaf collection and volunteer recruiting. The 2019 proposal is based on the current year's experience.

Printing: #400.342

The cost of printing Township forms, letterhead, envelopes, and the budget are included here. Minimal costs are incurred these days as most printing is completed in-house.

Insurance - Business Liability: #400.352

The insurance coverage for the Township provides protection for liability, errors and omissions, and an umbrella policy to cover excess claims. Courts have forced municipalities to increase taxes to pay claims when insurance coverage was not sufficient. 2019 rates are estimated to increase by 2%. A new request for proposals for all insurances was issued in 2018.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

GENERAL EXPENDITURES (CONT'D): #400

General: #400.421

General expenses include the annual appreciation dinner for residents who serve on the Township Authorities, Boards, and Commissions and an employee appreciation event, reference books, coffee supplies, memorial contributions, and other miscellaneous expenses. The 2019 appropriation is based on anticipated costs of services as well as a small contingency to cover unforeseen expenses.

LST Collection Fee: #400.423

This line includes the cost of Local Services Tax (LST) collection services provided by the State College Borough (SCB) Tax Office. These costs have doubled since the imposition of the EMST in 2005 because the LST is a more labor intensive tax to collect than the EMST. The costs reflected are for taxes collected in the previous year. In 2013, Patton Township and the State College Borough agreed on a revised collection fee of 3% rather than an accounting of extra costs. This should result in a lower fee for future years.

Centre County Tax Collection Costs: #400.424

This line item includes the Township's share of cost for the Centre County Tax Collection Committee (CCTCC); the body responsible for overseeing the collection of earned income taxes under Act 32, as well as the fee of 2.4% of revenue collected that the Township pays State College Borough (SCB) as appointed Tax Collector for the CCTCC. Actual cost will be reconciled by SCB at year end and payments will be adjusted. The 2019 budget equals 2.1% of the Earned Income tax revenue line because each year there has been a refund when actual costs are reconciled to fees paid.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

GENERAL EXPENDITURES (CONT'D): #400

Employee Appreciation: #400.425

To show appreciation to staff for the exceptional efforts they make to serve our residents, a small amount of money has been set aside to use as needed to provide tokens of thanks. It is also used to purchase additional tickets for the 4th of July fireworks which is very popular with employees and their families.

Wellness Program: #400.426

In 2008, an Employee Wellness Committee was formed to motivate employees to improve their quality of life through fitness, health programs, etc. This line item is funded from the premium rebates received from the self-insured health plan. Keeping people healthy and fit has a direct correlation to the cost of health insurance paid by employees and the Township. Based on survey results, funds are allocated to pay a monthly stipend to employees to offset fitness club memberships, to have a service come to the building to do health screenings for employees and family members, and to stock healthy snacks such as oatmeal, Cheerios, and fruit bars. The 2019 appropriation is to support the continuation of this initiative.

Training and Seminars: #400.460

This line item covers the cost of attending the training sessions offered by the Pennsylvania State Association of Township Supervisors (PSATS) at the annual conference as well as other training sessions and classes for the Board of Supervisors. The Board has also elected to join the Pennsylvania Municipal League and attend the annual conference. The amount for 2019 reflects anticipated costs for conference attendance.

Centre Region COG Administration: #400.530

This item includes Patton Township's share of the general costs of membership in the Centre Region Council of Governments (COG). The Township's share of each COG program's cost is budgeted in appropriate sections of the Township budget. The COG budget provides a complete description of services, proposed 2019 activities, and allocations of municipal shares.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

LEGAL SERVICES: #404

Legal Services: #404.314

Each year the Board of Supervisors appoints a firm to serve as Solicitor for the Township. As of January 1, 2007, the firm representing the Township is Babst Calland Clements and Zomnir, with Elizabeth Dupuis serving as the principal solicitor for Patton Township. This line item provides for an annual retainer for the firm. Costs for special cases such as defending the Township at major Zoning Hearing Board cases are billed as an extra expense.

Other Legal Expenses: #404.316

This line item covers filing fees, recording fees, expert testimony, and other fees excluding such major cases as Bellefonte Lime. The 2019 proposal provides funds for minimal services not covered by retainer. In addition, the 2019 projected includes costs to negotiate the Police contract which expires in December, 2019.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING: #409

On January 29, 2004, the Township reoccupied the renovated municipal building. The expanded facility provides adequate space for current employees with sufficient room for expansion over the next decade. It also includes a large meeting room for Board and ABC meetings and has been used for various other functions such as, Citizen's Police Academy, PSATs classes, Patton Township Business Association, the Spring Creek Watershed Community, and other community meetings.

Wages for Building & Grounds Maintenance and Overtime: #409.143 and #409.183

This line item reflects the wages for the employee who is responsible for routine building maintenance, janitorial services, landscape maintenance and building snow removal. Wages for this position are set by the Township's pay plan. Additional costs from the road crew are included when they have assisted on a building project.

Longevity: #409.182

This account provides for a scheduled payment to non-salaried employees completing six or more years' employment with the Township.

Cleaning and General Supplies: #409.226

This line item includes the cost of cleaning and other supplies as needed. The 2019 amount is based on the current year's experience.

Heating and Fuel: #409.230

Until 2015, this line item covers the cost of heating the old Municipal Building. Beginning in 2016, the cost of heating the old Municipal Building is paid for by Clear Water Conservancy. Heat for the Township Building is electric (see line item #409.361 below). The Public Works facility is heated by gas (see line item #409.362 below). The 2019 proposal only includes the cost of fuel for the emergency generator.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING (CONT'D): #409

Repair and Maintenance Materials: #409.250

This line item includes paint, carpentry supplies, light bulbs, and so on for the buildings. The 2019 proposal is based on the current year's experience.

Property Insurance: #409.351

This category provides insurance for the Township Buildings and contents. The fire station building is included in the Township's policy but is reimbursed by COG. The numbers proposed for property insurance in 2019 are based on estimates from the agent.

Public Utility Service - Electric: #409.361

This item provides for electricity used in the Township Buildings and the exterior lights. The proposed budget is based on the current year's experience. The Township joined an electricity consortium and rates have remained stable.

Public Utility Service - Gas: #409.362

This line item provides for the natural gas used to heat the Public Works facility.

Public Utility Service – Trash Removal: #409.365

This line item includes trash and recycled materials collections from the Municipal Building and Public Works facility. The 2019 budget proposal is based on the cost of contracted services. The Township's employees have made concerted effort to recycle as much as possible thereby reducing the amount of waste hauled. Service needs were reviewed and the Township was able to reduce the number of trash pick-ups per month.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING (CONT'D): #409

Public Utility Service - Water: #409.366

This fee is for water used at the Municipal Building and shop. The amount budgeted is based on current year's costs.

Repair and Maintenance - Building: #409.373

This line item is for maintenance and repair services in and around Township Buildings such as HVAC, major cleaning, and generator maintenance contracts.

Capital Equipment: #409.740

This line item represents the addition or purchase of assets related to the Township buildings.

For 2019, the proposed budget includes costs for elevator maintenance, utility software costs, website fees, software license fees, one iPad, monitors, a backup server for \$22,000 and a \$1,000 contingency for unexpected costs.

For 2020 the forecast includes costs for elevator maintenance, utility software costs, website fees, software license fees, computer and printer replacements and a \$1,000 contingency for unexpected costs.

Landscaping: #409.742

The 2019 proposal includes costs for general maintenance of the building landscape.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING (CONT'D): #409

Allocation to Buildings Refurbishment Reserve: #409.743

In order to maintain the building appearance over time, the 2005 budget proposed the creation of a reserve account for future refurbishment, replacements and major maintenance projects such as painting, carpet, furniture, and fixture replacements. In 2007, staff created a replacement/refurbishment schedule for the fund, which includes all of the Township facilities, including the office building and the shop buildings. The capital and building maintenance needs of the fire station are now the responsibility of the Alpha Fire Company and COG.

The allocation for 2019 is based on funding the replacement schedule.

KINBER Internet Service: #409.745

This proposal involves switching our current internet provider from Comcast to KINBER. This will provide the Township with improved internet service for the future. This project was completed in early 2018.

New Website: #409.746

This proposal involves upgrading our current website. Many residents have expressed a desire to improve the website to make it more user-friendly. The cost to upgrade is estimated at \$26,268 in 2019 and \$5,756 in 2020.

Broadband Expansion: #409.747

This proposal involves engaging consultant(s) to create a “roadmap” to extend fiber optic, very high speed internet connectivity to neighborhoods in the Township in 2019. Deliverables include defining infrastructure needs, funding scenarios and operational models. Phase 2 – Identify potential areas for deployment, select funding and operational model. Phase 3 – Implementation. The cost to implement is estimated at \$25,000 in 2019 and \$75,000 in 2020.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION #401

Finance Director Salary: #401.114

This position is a professional position requiring training in financial administration, accounting, budgeting, and appropriate computer operations as well as the supervision of the Tax Office. Five percent of the Director of Finance and Administration's salary is reflected in the Tax Collection Staff section of the budget. In prior years ten percent had been allocated to tax. The 2019 Budget is based on the Township Pay Plan.

Manager Salary: #401.121

The Manager reports directly to the Board of Supervisors and is responsible for all administrative and operational activities of the Township. The Board of Supervisors establishes the salary of the Manager. The proposed amount is consistent with the Township Pay Plan.

Accountant Salary: #401.140

This line item provides for a part time Accountant to perform bookkeeping, payroll, financial analysis and other clerical work for the Township. This position is a .875 FTE position.

Administrative Secretary Salary: #401.141

This position serves as the secretary for the Township Manager and the Director of Finance and Administration and as Assistant Township Secretary. In 2010, the incumbent terminated employment with the Township. After careful review of the other clerical positions and in light of the Earned Income Tax Collection being removed from the Township, it was decided to reallocate the duties of this position amongst other staff. For 2012, an employee was assigned to spend 60% to this position and 40% to the Tax Office. For 2013, most of the Earned Income Tax work had been completed, so this position was budgeted 90% to administration and 10% to the tax office. For 2014 and beyond, 100% of the position is budgeted here. Based on the salary survey performed by McGrath Consulting in 2014, this position is being adjusted to market rate and increased one grade in the pay schedule. In 2018, this position assumed the duties of Accounts Payable clerk. This position is cross trained in Tax Collection and payroll which is valuable to the Township as those duties have no other back up in the event of an emergency. The Township Manager now serves as Township Secretary as defined by the Township Code.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Receptionist Salary: #401.142

The salary proposed is based on the Township's pay plan.

Finance Clerk: #401.144

This part-time position was created in 2005. This position performs the accounts payable function. This position covers 15-20 hours per week as required. Beginning in early 2018, this position is now performed by the Administrative Secretary.

Employee Benefits: #401.150

This account provides for the cost of pension, health, life and dental insurance, workers' compensation, unemployment insurance, employee education assistance benefit, and social security for Administration employees. It also includes the manager's additional life insurance. The 2019 proposal is based on the renewal costs of benefits, taking into consideration rate increases where appropriate, with 100% of the Secretary's benefits allocated here as of 2014.

Longevity: #401.182

This account provides for a scheduled payment to non-salaried employees completing six or more years' employment with the Township.

Office Supplies: #401.210

Operation of the Township office requires a substantial supply of paper, pens, copier paper, computer accessories, etc. The amount budgeted for 2019 is based on current experience.

Repair/Maintenance Office Equipment: #401.250

This line item covers repair and maintenance for office equipment.

Communications - Postage: #401.325

Most postage in this line item is used by Township Administration for correspondence and distribution of meeting agendas and minutes. The amount for 2019 is based on this year's experience with a rate increase built-in.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Auto Allowance: #401.337

This account is used to reimburse Township administration employees, including the Manager, for use of their personal vehicles for Township business. The reimbursement rate is the current IRS rate.

Surety and Fidelity Bond: #401.353

The Bond for the position of Treasurer (Director of Finance and Administration) is required by the Second Class Township Code and has been set at \$3 million. This line item provides for the purchase of this bond.

Dues and Subscriptions: #401.420

Dues and subscriptions include the cost of Township membership in the Pennsylvania Association of Township Supervisors (PSATS); membership in the Pennsylvania Municipal League; subscriptions to municipal publications; membership for the Township Manager in the International City/County Management Association (ICMA) and the Association of Pennsylvania Municipal Managers (APMM); and membership in the Government Finance Officers Association (GFOA) and the State GFOA for the Director of Finance and Administration, as well as other memberships in professional associations as appropriate. It also covers various periodicals pertinent to government administration and finance. The amount budgeted for 2019 is based on estimated costs.

Training and Seminars: #401.460

This line item covers the cost of attending required training for administrative staff and the annual conferences of the professional associations of the Director of Finance and Administration and the Manager. The budgeted amount is based on an estimate of the cost for state and national conferences.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Information Technology Services: #401.530

In late 2013, State College Borough proposed a change to the way technology services would be provided going forward. The relationship has changed to a vendor (State College Borough)/customer (Patton Township) relationship and the pricing model has changed to what the Borough refers to "industry standard" pricing based on equipment owned rather than hours of service used. Since the Township is linked, technologically to State College Borough for internet, tax and police software and shared servers, it is very hard to extricate from State College Borough's services. After years of service under this agreement, staff feels that the Township has been receiving adequate service and has renewed for 2019.

Wage Study: #401.700

In 2005 Patton, College, Ferguson, and Harris Townships participated in a wage study to review municipalities pay plans. At the time, the Township committed to having regular reviews of all positions covered in the pay plan. This is to ensure pay rates are adequate to attract and retain highly qualified employees. The last study revealed a number of positions below market rates, which were adjusted in 2009. A new complete wage study will be conducted by McGrath Consulting in early 2019.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Machines & Equipment: Capital: #401.740

This category is used to purchase machines and equipment including such items as computers for general administration and finance, and copiers for the Township. The expenditures for 2019 included \$5,000 in lease and maintenance payments for the color copier, one computer system, software updates, financial software maintenance, capital improvement plan software, SeeClickFix software and a \$500 contingency for unexpected requirements.

TAX COLLECTION:

TAX COLLECTION: ELECTED # 402

Collection of the Township, County and School District real estate taxes has been assigned to the Township Tax Office since 1986.

Salaries and Benefits: # 402.140

In 2001, 0.5 FTE was allocated for the collection of real estate taxes. With earned income tax being transferred to the county wide collection system under Act 32, the tax office was reorganized in 2012.

This represents the salary of one full time employee and 5% of the Director of Finance and Administration's salary as supervisor of the Tax Office.

Benefits: # 402.150

This account provides for the cost all benefits including pension, health and life insurance, workers' compensation and unemployment insurance and FICA taxes for 1 FTE.

Longevity: # 402.182

This account provides for a scheduled payment to non-salaried employees completing six or more years of employment with the Township.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

TAX COLLECTION: (CONT'D)

TAX COLLECTION: ELECTED (CONT'D) # 402

Office Supplies: # 402.210

This line item is for envelopes, forms, and other office supplies for real estate tax collection. Expenditures are shared with the County and State College Area School District as appropriate.

Other Operating Expenses: # 402.241

This line item details the costs of postage, printing of real estate bills and duplicates, computer services, mailing service charges and other expenses relating to real estate tax collection.

Software maintenance costs are included in this line item. Every three years a blanket bond for the Tax Collector is paid as required by the County.

Telephone: # 402.321

This account provides for the expense of any long distance calls by the Tax Office. Basic telephone service for the Tax Office is included in the General Government budget.

Capital Purchases: #402.740

This line item reflects costs for a computer replacements in future years.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

TAX COLLECTION (CONT'D):

TAX COLLECTION: STAFF #403

Up to 2012, the tax office collected the Earned Income Tax for the Township and the State College Area School District. Since July 2002, the School District paid the Township a fee based on half the actual costs of collecting this tax. Previously 1.65 FTEs had been assigned to collection of Earned Income Taxes and .5 FTE was assigned to collect Real Estate Taxes. Under Act 32, the Township is required to transfer collection of earned income tax to a county wide collector. In Centre County, the collector will be State College Borough (SCB). SCB began collecting taxes from employers and individuals for tax year 2012 and beyond. The Township was responsible for collecting 2011 fourth quarter employer reports and processing 2011 individual earned income tax returns. To that end, staff was assigned to this function throughout 2012. For 2013, .3FTE was assigned to this function finishing up claims and distributions paid to other municipalities for taxpayers in Patton Township as well as collection of delinquent balances. No further staff time is assigned to this function.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

OTHER EXPENDITURES:

This category accounts for expenditures that do not fit elsewhere in the budget.

Refund Prior Year Revenues: #491.000

This account provides for refunds of Real Estate Tax, Local Services Tax, and Real Estate Transfer Tax payments received in a previous year that were paid in error or reversed by the State. No amounts are budget for 2019 and 2020.

Accrued Compensated Absence: #492.170

This account shows the annual expense to the reserve fund for severance obligations (sick leave, personal leave and vacation leave). As recommended by the Auditors, the Township began setting aside funds in 1993 as a reserve to normalize the unpredictable year- to-year variations in expenditures. See the Designated Reserve Fund: Accrued Compensated Absences for more information. In 1998 the Board of Supervisors approved a policy to budget \$5,000 for this account only if the balance fell below 10% of our obligation. As of the December 31, 2015 audited financial statements, this obligation is approximately \$619,000. A number of separations are anticipated over the next several years in police and public works, therefore, the allocation is being increased over the next several years.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES					
	<u>GENERAL GOVERNMENT</u>					
	GENERAL					
400 .113	Salaries - Governing Body	20,625	20,625	20,625	20,625	20,625
.311	Professional Services-Financial	41,079	46,977	47,037	48,213	50,624
.316	Professional Services-Codification	5,348	4,454	5,348	5,348	5,562
.321	Communications-Phone/Internet	22,850	28,254	26,593	27,391	28,487
.341	Advertising	17,332	12,196	20,644	21,263	22,114
.342	Printing		200		200	210
.352	Insurance-Business Liability	35,843	36,918	36,496	37,591	38,719
.421	General	9,244	9,665	12,031	12,392	12,764
.423	LST Collection Fees	7,982	8,749	10,192	10,498	10,141
.424	Centre County Tax Collection Costs - EIT	53,099	47,917	53,719	55,062	56,989
.425	Employee Appreciation	2,286	1,594	1,866	1,913	1,970
.426	Wellness Programs	1,750	1,642	1,810	1,865	1,940
.460	Training & Seminars	3,056	1,928	5,709	5,851	6,085
.530	Centre Region COG-Administration	85,389	84,645	91,352	87,905	90,982
	SUB-TOTAL	305,883	305,764	333,424	331,117	342,212
	LEGAL SERVICES					
404 .314	Legal Services	25,067	24,000	24,000	24,000	24,000
.316	Other Legal Expenses		2,500	13,172	5,000	2,500
	SUB-TOTAL	25,067	26,500	37,172	29,000	26,500

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	GENERAL GOVERNMENT (CONT'D)					
409	TOWNSHIP BUILDINGS					
.142	Wages for Building, Grds Mtce, Road Crew	44,281	41,427	41,406	42,844	44,130
.182	Longevity	850	900	900	950	1,000
.183	Building and Grounds Maintenance Overtime	941	1,412	2,123	2,193	2,259
.226	Cleaning & General Supplies	4,323	4,656	1,783	1,837	1,910
.230	Heating & Fuel	430	901	901	928	965
.250	Repair & Maintenance Materials	994	1,205	834	859	893
.351	Property Insurance	15,380	15,841	15,978	16,457	17,115
.361	Public Utility Service - Electric	20,204	21,533	18,472	19,765	20,556
.362	Public Utility Service - Gas	3,052	2,716	4,049	4,170	4,337
.365	Public Utility Service - Trash Removal	1,403	1,445	1,658	1,707	1,775
.366	Public Utility Service - Water	1,330	1,229	1,629	1,678	1,745
.373	Repair & Maintenance Services	13,462	11,079	15,065	15,517	16,138
.740	Capital Equipment	16,777	41,000	5,751	28,000	6,000
.742	Landscaping	851	927	6,067	6,249	1,000
.743	Allocation to Building Refurbishment Reserve	0	38,500	38,500	40,000	41,500
	Kinber Internet Service	0	43,200	33,348	4,980	4,980
	New Website	0	26,268	0	26,268	5,756
	Broadband Expansion	0	0	0	25,000	75,000
	SUB-TOTAL	124,276	254,239	188,465	239,402	247,059
	TOTAL GENERAL GOVERNMENT	455,226	586,503	559,060	599,519	615,771

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	<u>ADMINISTRATION</u>					
401 .114	Finance Director Salary	90,083	93,117	94,067	98,469	100,438
.121	Manager Salary	113,296	115,968	123,787	118,515	120,885
.140	Accountant Salary	42,898	43,941	45,382	45,412	46,320
.141	Administrative Secretary Salary	42,584	44,023	49,777	53,403	54,471
.142	Receptionist Salary	33,560	34,702	33,838	35,891	36,608
.144	Finance/Tax Clerk/P/T Communications	20,603	21,987	3,240	40,000	30,600
.150	Employee Benefits	181,522	211,168	205,691	220,499	224,909
.182	Longevity	2,950	3,050	3,050	3,200	3,050
.210	Office Supplies	3,798	4,554	4,985	5,135	5,238
.250	Repairs / Maintenance - Office Equip.	0	0	0	0	0
.325	Communications-Postage	873	961	3,972	4,092	4,174
.337	Auto Allowance	969	1,127	1,022	1,053	1,064
.353	Surety & Fidelity Bond	3,740	3,740	3,703	3,740	3,815
.420	Dues, Subscriptions	8,871	8,561	8,734	8,734	8,909
.460	Training & Seminars	7,474	6,355	4,025	3,352	3,419
.530	Information Technology Services	42,965	44,254	42,965	48,900	45,584
.700	Wage Study	0	5,000	5,000	5,000	0
.740	Machine & Equipment Capital	15,982	13,301	12,927	13,315	13,581
	TOTAL ADMINISTRATION	612,168	655,809	646,165	708,709	703,065

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	<u>TAX COLLECTION</u>					
402	TAX COLLECTION: ELECTED					
.140	Salaries	54,111	55,939	55,936	57,870	59,027
.114	Finance Director 5%	4,741	4,901	4,951	5,183	5,287
.150	Benefits	28,828	30,679	29,647	32,877	33,535
.182	Longevity	1,300	1,300	1,300	1,300	1,300
.210	Office Supplies	109	149	0	150	150
.241	Other Operating Expenses	10,454	8,075	8,148	8,392	8,476
.253	Surety & Fidelity Bond	750	750	750	750	750
.321	Telephone	12	11	5	10	10
.740	Capital Purchases	0	0	0	0	0
	SUB-TOTAL	100,305	101,803	100,737	106,532	108,535
403	TAX COLLECTION: STAFF					
.241	Other Operating Expenses	0	0	0	0	0
.325	Communications - Postage	0	0	0	0	0
.353	Surety & Fidelity Bond	0	0	0	0	0
	SUB-TOTAL	0	0	0	0	0
	TOTAL TAX COLLECTION	100,305	101,803	100,737	106,532	108,535

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	<u>OTHER EXPENDITURES</u>					
491 .000	Refund Prior Year Revenues	0	0	0	0	0
489 .000	Prior Years Expenditures (Insurance Bills)	0	0	0	0	0
492 .170	Alloc. to Accrued Comp. Absence Reserve	36,515	30,000	47,075	25,000	25,000
	TOTAL OTHER EXPENDITURES	36,515	30,000	47,075	25,000	25,000
	TOTAL GENERAL GOVERNMENT SERVICES	1,204,214	1,374,116	1,353,037	1,439,760	1,452,371

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

EXPENDITURES: POLICE

The Patton Township Police Department is responsible for public safety and law enforcement in the Township. The Department currently has a force of 19 sworn personnel: a chief, three full-time detectives, a half-time designated crime prevention officer (0.5 FTE), three patrol sergeants, and 11.5 FTE patrol officers. There are two full-time civilian employees in the police department.

A third detective was appointed in April 2010. This was to relieve the workload which was being covered by patrol officers and provide a proactive response to drug-related activities by working more closely with the State Attorney General's Bureau of Narcotics Investigation.

In order to move towards staffing shifts with at least two patrol officers, the department hired an additional patrol officer in July 2009. With the economic downturn, the department's staffing level was attrited by one patrol position. The addition of the school resource officer position in January, 2018 made it necessary to restaff the additional patrol officer position. An additional patrol officer was hired in May, 2018. Sergeants' duties are now expected to become more supervisory rather than patrol oriented with at least 50% of their time allocated to administrative, management and training tasks.

A three-year labor contract was approved in 2016 covering the period January 1, 2017 to December 31, 2019. The Patton Township Police Officers' Association (PTPOA) represents all sworn personnel except the Chief. Related benefit costs pertaining to the contract have been incorporated into the budget.

The 2018 vehicle fleet will consist of 14 vehicles: 12 sedans and two 4x4 utility vehicles. Cars are assigned to the following uses: eight cars to active patrol use, three for criminal investigations, the Chief's vehicle, and two staff vehicle used for traffic, tactical driving training, travel to training, and as a patrol vehicle if one is out of service (see 410.741 and Appendix A: Designated Reserve Fund-Police Vehicle Replacement). In 2019, an extra retired patrol vehicle will stay in-service to accommodate the proposed Ordinance Officer position. In 2012, one patrol car was not taken out of service but instead kept as part of active patrol. Having eight patrol vehicles allows officers to be assigned a car, therefore allowing for longer vehicle life expectancy. In 2007, the policy on cruiser rotation was changed from a 5-year life to 6 years. This policy change accommodates the increase in staff size, and the increase in traffic and other police details. A SUV was to be retired and replaced in 2017, however, it was decided to keep the old SUV as a Tactical Team vehicle to transport items when needed. A new SUV was purchased in 2017, increase the fleet from 13 vehicles to 14 vehicles.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Computers and radios are essential in law enforcement. The Patton Township Police Department joined the area-wide CRIMES II records system in 1989 and updated the system in 1998. A companion to the records system is Communications. The Patton Township Police Department is part of a regional digital (800 MHz), P-25, radio system with dispatch from the Centre County Emergency Command Center (911). The Public Works department also uses the 800 MHz radio spectrum, further consolidating the area's emergency communications system. In 2000 the Township began equipping cars with Mobile Computer Terminals (MCTs). The MCTs allow officers to access information such as calls for service, driver's license/registration and warrant items from their cars.

After extensive research by a consortium of local law enforcement agencies comprised of Ferguson Township, Penn State University, State College Borough, Centre County Emergency Communications and Patton Township, a contract was awarded to IPC Systems, Inc., in 2007 for a new records management and mobile computer data system. The new system went live in June 2009. However, the vendor of the existing records management system which is shared regionally will no longer provide service after 2018. In January 2017, a contract was awarded to Spillman Technologies, Inc. for a new records management and mobile computer data system. The system will "go live" January, 2019.

The new system integrates with the County 911 dispatch center and MCTs, thereby allowing officers to efficiently complete reports in the field. Furthermore, the incident data, once reviewed for approval, will automatically update the records database eliminating the need for manual data entry. This will permit officers to remain on patrol and visible in the community instead of requiring them to return to station to manually complete a report.

The police department uses a function-based budget. Emergency Response and Patrol account for the majority of the Department's expenditures. Crime Prevention, Communications and Records, and Criminal Investigation are broken out as separate functions. The following budget sections provide the details of each functional category in the police department budget.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

EMERGENCY RESPONSE AND PATROL #410

Emergency Response and Patrol are the basic functions of the Patton Township Police Department. The department provides response to calls for assistance from Township residents, businesses and the public, 24 hours per day, 365 days per year. Examples of calls to 911 include crimes-in-progress, traffic accidents, general requests for assistance (RFA) assistance at fire/ambulance scenes, and enforcement of Township ordinances such as weed violations, parking, dogs at large, and sidewalk obstruction (failure to remove snow/ice) violations. In addition to emergency response, patrol officers conduct neighborhood patrol, traffic enforcement, follow-up investigations, school walkthroughs, home vacation and business checks, child seat checks, and warrant details.

Another element of Emergency Response is critical incident intervention. Township officers may respond to incidents in Patton Township or in other Centre Region jurisdictions. The Patton Township Police Department has joined with other area agencies to mutually equip and train special response personnel to respond to any type of critical incident including hostage or high risk warrant situations.

Chief Salary: #410.122

The Chief is responsible for managing the operations of the police department. This position reports to the Township Manager. The Chief's salary is established by the Township's pay plan. Ninety percent of this salary is charged to Emergency Response and Patrol and ten percent to Communications and Records.

Sergeant Salary: #410.130

The patrol sergeants are responsible for direct supervision of the patrol officers and report to the Chief of Police. The appropriation for 2019 includes the salary for three full-time sergeants. The hourly wages are set by contract with the PTPOA (see 410.141).

EXPENDITURES: POLICE (CONT'D)

Police Officer Salary: #410.141

All police officer wages are set by negotiations between the PTPOA and Patton Township. A new three-year police contract began in January 2017. All but four officers (one hired in July 2015, two in February 2018 and one in May 2018) will be in the Police Officer 5 category in 2018. One Police Officer 5 is assigned 50 percent to Crime Prevention/Community Relations/School Resource Officer and 50 percent to Emergency Response and Patrol. Annual wages are calculated based on 2,160 hours per year per officer including holiday pay which is regularly scheduled as part of our 24 hour/day patrol coverage.

School Crossing Guard: #410.142

The Township had two crossing guard positions until Fall 2013, each covering two shifts: one at North Oak Lane and Douglas Drive and the other at School Drive and Douglas Drive. When a crossing guard resigned in late 2013, the need for two crossing guards was reviewed. The Board of Supervisors was advised that only one guard was needed for the School Drive/Douglas Drive intersection. Therefore, the second crossing guard vacancy was not filled.

In-House Automotive Services: #410.143

This line item accounts for the township mechanic's time used in police vehicle maintenance and repair. By hiring an onsite mechanic, the Township is saving on costly repairs because of an effective preventative maintenance program. The turnaround time on vehicle repairs is exceptional. This limits the likelihood of a vehicle shortage for patrol.

Employee Benefits: #410.150

This item provides for the cost of pension, health, dental, and life insurance, workers' compensation, unemployment insurance, and social security for police department employees assigned to emergency response patrol. The cost shown here is the Township's cost net of officers' contributions for health care and pension. Officers are required to contribute 3% of their base pay to the pension plan and 11.5% of health care premiums for 2019. In 2013, based on the actuary's recommendation, the Township changed to an updated mortality table for pension calculations. The 2019 Pension contribution will be \$180,302 spread amongst all police divisions.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Longevity Pay: #410.182

This item is set by negotiations with the Patton Township Police Officers' Association and applies to all incumbent officers completing 6 years of service. The payment schedule starts at \$700 per year and goes to \$1,400 after 20 years of employment.

Overtime Pay: #410.183

Overtime is required by contract when officers attend court or magistrate hearings scheduled at times other than during their regular shift, when officers work additional hours or shifts to fill in for others on leave, attend training outside their regular shift, or when an investigation requires work beyond the regular shift. The proposed 2019 budget is based on the 2018 experience of projected overtime hours and hours for the following: special traffic enforcement, outside requests for assistance by neighboring police jurisdictions and miscellaneous duty assignments. Any overtime incurred at Penn State Football games is reimbursed to the Township at two times the regular rate, including benefits and overhead.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Supervisory Overtime: #410.187

This item covers sergeant's overtime resulting from patrol and supervisory duties. The proposal for 2019 is based on the 2018 budget plus the contracted salary increase. Any overtime incurred at Penn State Football games is reimbursed to the Township at two times the overtime rate, including benefits and overhead.

Office Supplies: #410.210

These include stationery and supply items used by the police department (e.g., print cartridges/toner, paper, tablets, calendars, staples, clips, pens, etc).

Gasoline: #410.231

This item reflects the cost of unleaded gas for the patrol vehicles as well as the staff and Chief's vehicles. The Township purchases gasoline at a 24-hour vendor's pump. The 2019 budget is based on the projected usage calculated at an estimated cost per gallon.

Clothing, Uniforms, Ammunition: #410.238

This category covers items such as uniforms, accessories, ballistic body armor (\$2,950), leather goods, and ammunition (duty and practice) (\$7,900), Taser® cartridges (\$2,100), and an annual \$300 per officer boot and glove reimbursement as provided by the PTPOA contract (\$5,400). The proposed budget for 2019 is based on routine uniform and ammunition replacement, and other equipment items.

Other Operating Expenses: #410.239

A wide variety of items and services are necessary to ensure that the department functions properly. Examples of some of the costs involved include speed timing unit calibrations (\$1,300) which must be certified every 60 days, flares, latex gloves, fire extinguisher recharges, criminal justice reference books, and command post costs (\$1,800). Additional costs include a fee (\$1,000) for medical oversight of the department's AED (automated external defibrillators) and naloxone program, and a resource search program (\$840).

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Small Tools/Minor Equipment: #410.260

Included for 2019 are funds for the following: Remington Sniper Rifle for tactical response officer (\$2,950), gas masks (\$1,500), distraction devices (\$1,050), Ballistic Shield for tactical team (\$1,750), Batteries for old AED's (\$1,110), Portable Breath Test devices (\$2,500), Binoculars (\$1,100) and miscellaneous minor equipment.

Communications - Phone: #410.321

This account includes all long distance and cellular phone charges for the seven marked patrol vehicles, and staff. The 2019 budget continues to include reimbursement to officers for cell phone costs that allow them to be easily accessible for emergency call outs.

Communications - Postage: #410.325

Stamps, stamped envelopes, special postage service fees, and shipping costs are included in this category.

Communications - Radio Equipment: #410.327

All police mobile radios, as well as the police base station, operate on a computer-controlled 800 MHz, P-25, digital system. This maximizes channel usage potential. Included in the proposed 2018 budget are funds for spare batteries for the portable radios.

Auto Allowance: #410.337

This is the reimbursement paid to officers who use their own vehicles for non-patrol functions such as court, etc. The rate is established by the police contract which follows the current IRS rate.

Advertising: #410.341

Advertising expenses for the police department include the bicycle auction and seasonal advisories.

Printing: #410.342

This account is used for the printing of departmental forms, such as ordinance warning/violation forms, and citations.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Property Insurance: #410.351

This line item represents the cost of insurance coverage on department property including police cars.

Liability Insurance: #410.352

This line item provides for police professional liability insurance.

Cruiser Maintenance: Parts and Service: #410.374

Parts for repair and vehicle upgrades (such as lighting) are included in this line item.

Laundry Service: #410.440

This line item includes cleaning of uniforms and other items.

Meetings, Conferences, Seminars, Dues: #410.460

The Department continues to emphasize the importance of training. Training ensures officers remain at their most efficient and effective in their public service duties. Whenever possible, free training or outside funding sources are utilized. Also included are law enforcement membership fees and publications.

Meetings, Conferences, Seminars, Dues (cont'd): #410.460

Officers are required by the Municipal Police Officers' Training Commission to complete yearly training updates. This will be completed online. Officers are certified by in-house instructors in first aid and in the use of AEDs (automated external defibrillators), oxygen and CPR. Annual certification is also conducted in the use of an expandable baton and Tasers®.

The Department will send officers to non-mandatory training courses in areas such as: less-than-lethal force, accident investigation, crime scene management, firearms, supervisory skills, hostage negotiations, crisis intervention team, professional association training, tactical, and leadership training. Specialized training for the three detectives (see #416.460) and the crime prevention officer (#413.460) is found in the respective program budgets.

Previously listed training will continue on an annual basis. The 2019 budget proposes the following training: supervisory training, crisis negotiations training, executive development, Taser recertification and crime scene training, PA Tactical

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Officers Association Conference (\$900), and crisis intervention training (\$2,600), firearms and drug recognition expert training. The annual fee for the Accreditation Program (\$1,000) is also included.

Hiring/Promotion Expense: #410.461

The current police officer entry certified list will expire on October 31, 2019. Three patrol positions were filled in 2018 as a result of a promotion (in 2017) and a retirement (in 2018). An additional officer was hired to have sufficient staffing while accommodating the School Resource Officer position. This line item includes funding for expenses related to testing and attending the police academy (tuition, room and meals), medical and psychological testing.

Machinery and Equipment: #410.740

Items costing more than \$4,000 are included in this line item. The 2019 budget proposes the following equipment purchases: Body Cameras (\$15,305), two new AED's (\$5,000) and a Radar Speed display sign (\$4,915). Funding has also been included for the purchase of a Total Station machine with the Public Works Department.

Allocation to Police Vehicle Replacement Fund: #410.741

This account provides for the annual appropriation for the police vehicle replacement (see Restricted Reserve Fund - Police Vehicle Replacement). All patrol car vehicles are purchased through cooperative or state contract bid programs.

In keeping with the police vehicle replacement fund matrix, one new patrol vehicle is proposed for purchase in 2019.

EXPENDITURES: POLICE (CONT'D)

CRIME PREVENTION / COMMUNITY RELATIONS #413

The primary functions of the crime prevention/community relations division include working with businesses and homeowners on crime prevention and security, instructing bank employees and other local businesses on how to deal with robberies and potential fraud, Junior Police Academy, Patton Township Safety Fair, and Citizens' Police Academy.

Currently, a police officer is assigned, half-time, to School Resource Officer and crime prevention/community relation activities. That time and associated costs are included in the Crime Prevention/Community Relations portion of the police department budget. The balance of this officer's time is charged to the Emergency Response/Patrol section.

Beginning in 2018, a police officer was assigned as a School Resource Officer and a Community Relations Officer. The State College Area School District will reimburse the Township for 38.5% of this Officer's pay plus benefits and overhead.

The School Resource/Community Relations officer has a strong and amicable relationship with the Patton Township Business Association and Township schools. A great deal of support for the Safety Fair comes from the Patton Township Business Association.

The Patton Township Police Department sponsored its 17th annual Safety Fair at the Colonnade shopping plaza in September 2018. The Safety Fair provides opportunities for children and adults to meet first responders during a relaxed and fun-filled day. Patton Township would like to commend the Patton Township Business Association for their tremendous support of this important community event. The business association will continue to be an active participant in future fairs.

The Patton Township Junior Police Academy had its first graduating class in 2002. This is a cooperative program with other jurisdictions led by Patton Township. The purpose of the academy is to provide positive interaction between police and Centre County high school students aged 15-17. The 2019 academy will consist of 12 hours of instruction over six weeks.

Funding for the Crime Prevention/Community Relations officer to attend crime prevention related courses is budgeted in 410.460.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Police Officer Salary: #413.141

This reflects fifty percent of the salary of a Patrol Officer 5. Benefits are reflected in the Patrol category.

Overtime Pay: #413.183

Overtime compensation is required when this officer performs functions outside his regular duty. This account includes extra time for Junior Police Academy, financial institution security training, safety programs at various businesses (run-hide-fight), Law Enforcement Day activities and the Safety Fair.

Other Operating Supplies & Minor Equipment: #413.242

This line item provides for supplies (coloring books, hats, pamphlets, stickers and rulers, etc.) for community safety and awareness activities. Items for the Junior Academy and Safety Fair are included as well.

Meetings, Conferences, Seminars, Dues: #413.460

Specialized training in the crime prevention/community relations field is funded in 410.460.

Machinery and Equipment (Major): #413.740

No items are budgeted for 2019.

EXPENDITURES: POLICE (CONT'D)

CRIMINAL INVESTIGATION #416

This division is comprised of three full-time detectives assigned to investigations. A third detective position was filled in April 2010. A third detective provided a more proactive response to drug related activities by working more closely with the State Attorney General's Bureau of Narcotic Investigation and assisted in relieving excess workload currently covered by patrol officers.

Detectives usually work in 'plain clothes' and are responsible for the investigation of most crime reported in the Township. The Emergency Response/Patrol officers routinely handle minor incidents. Major investigations requiring extensive work hours, special technical capabilities, etc. are coordinated with outside agencies such as the State Police, FBI and State Attorney General's office. The detectives work together and with other police agencies and the county district attorney's office.

Each detective is assigned an unmarked car. In 2010, the Centre County District Attorney's Office provided the use of a county vehicle to the department for investigative work.

Police Officer Salary: #416.141

One officer has been assigned full-time to this function since 1989. A second detective was appointed to the position in July 2000. The newly assigned third detective assumed responsibilities in April 2010. Their salaries are set by contract with the PTPOA. Detectives' rates are 2.5% above a Police Officer 5 salary (Police Officer 5 - see #410.141).

In-House Automotive Services: #416.143

This line item provides for maintenance work on the detectives' vehicles by the Township mechanic.

Employee Benefits: #416.150

This line item provides for the cost of pension, health, dental and life insurance, workers' compensation and unemployment insurance and social security of the officers assigned detective duties. The explanation in Patrol #410.150 regarding pension obligation and health insurance contributions applies to the detectives' benefits in this line item.

EXPENDITURES: POLICE (CONT'D)

Longevity Pay: #416.182

This item is set by the contract with the PTPOA. The payment schedule is found in the Emergency Response/Patrol section of the budget.

Overtime Pay: #416.183

Overtime compensation is required when the detectives attend court, hearings or have interviews or calls for investigations not occurring during the regular shift. Any overtime incurred at Penn State Football games is reimbursed to the Township at two times the overtime rate, including benefits and overhead.

Gasoline: #416.231

This account provides for the gasoline used in the detectives' vehicles.

Clothing, Uniforms, Ammunition: #416.238

The detectives receive an annual clothing reimbursement. This amount is set by contract with the PTPOA.

Other Operating Expenses: #416.239

This account provides for minor items for the detectives. The 2019 budget includes crime scene materials and vehicle rental fee for the drug investigator (\$4,000).

Small Tools/Minor Equipment: #416.260

This line item includes tools and equipment costing less than \$4,000. Included for 2018 is funding for cell phone forensic analysis software (\$2,600), a new Nikon camera Body (\$1,300), a new Nikon Digital Camera (\$900), a credit card reader (\$250) and miscellaneous small tools (\$2,400).

Communications - Phone: #416.321

This account provides for the service of all land and cell phone service by criminal investigation (three detectives).

Communications - Radio Equipment: #416.327

This account covers spare portable radio batteries.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Property Insurance: #416.351

This account provides for the cost of the insurance for the detectives' vehicles.

Liability Insurance: #416.352

This account covers a prorated share of the department's police officers' liability insurance coverage.

Repair and Maintenance of Vehicles: #416.374

This account provides for the maintenance and repair parts and service for the detectives' vehicles.

Laundry Service: #416.440

Because the detectives wear business clothes instead of uniforms, this line item accounts for the cleaning of their attire as negotiated in their contract.

Meetings, Conferences, Seminars, Dues: #416.460

Specialized training in the criminal investigation field is funded in this category. Courses in child abuse, narcotics investigation, cell phone forensics, and hostage negotiations are examples of training programs that our officers have attended. Membership dues for investigative organizations such as the Pennsylvania Narcotics Officers' Association, PA Homicide Investigators and MAGLOLEN (Middle Atlantic-Great Lakes Organized Crime Law Enforcement Network) are included.

A new investigator was promoted to fill a void from a retirement in 2018. Additional funding has been added for training for this new investigator in 2019.

EXPENDITURES: POLICE (CONT'D)

COMMUNICATIONS/RECORDS #417

The key support systems for the department are in the Records Section and the communications apparatus. In 1998 the Patton Township Police Department joined in a then state-of-the-art program (CRIMES III) with other area police departments. This section of the budget provides for the costs of maintaining and upgrading those systems. It also includes the mobile computer terminals (MCTs) which allows patrol car computers access to calls for service information and the ability to access driver's license/registration information, warrant information, etc.

After extensive research by a consortium of local law enforcement agencies comprised of Ferguson Township, Penn State University, State College Borough, Centre County Emergency Communications and Patton Township a contract was awarded to a records management company in 2007 for a new records management system. The system went live in June 2009. However, the vendor of the existing records management system which is shared regionally will no longer provide service after 2018. In January 2017, a contract was awarded to Spillman Technologies, Inc. for a new records management and mobile computer data system. The system will "go live" in January 2019.

The system interfaces with the MCTs, thereby allowing officers to efficiently complete reports in the field. Furthermore, the incident data, once reviewed for approval, will automatically update the records database eliminating manual data entry. This will permit officers to remain on patrol and visible in the community instead of requiring them to return to station to complete reporting paperwork.

Patton Township became a partial owner (12.5%) of the system along with other local municipalities.

Chief Salary: #417.122

One-tenth of the Chief's time is assigned to this function. He oversees the recording and entry of data as well as the preparation of reports. The balance of his salary is assigned to Emergency Response/Patrol.

Secretary Salary: #417.140

The police secretary position is a full-time position, with responsibilities for the police department reception and for police records. The salary is set by the Township's pay plan.

EXPENDITURES: POLICE (CONT'D)

COMMUNICATIONS/RECORDS (CONT'D) #417

Records Clerk Salary: #417.141

This full-time position operates under the supervision of the police secretary. The clerk performs intermediate clerical work in logging and inputting of reports and related data.

Employee Benefits: #417.150

This item provides for the cost of pension, health and life insurance, workers' compensation, unemployment insurance and social security for the police department's civilian employees and a prorated share of the Chief's benefits.

Longevity: #417.182

This account provides for a scheduled payment to non-salaried employees completing six or more years' employment with the Township.

Overtime Pay: #417.183

This account covers any overtime required for the department secretary and records clerk.

Contracted Services (Computer): #417.450

This account covers maintenance costs related to the new records management system. Patton Township is a 12.5% owner of the new system. Included in the proposed 2019 budget is \$8,000 for RMS Hosting Fees. RMS Maintenance Fee (\$0 for 2019). The Mobile Computer Terminal (MCTs) airtime costs for seven computers (\$8,700) are in this line item. An additional 3 surveillance cameras will be installed (1 interview room/2 in property/evidence area) in the police department (\$1,800). A server upgrade for the old RMS which will be used until we switch to the new RMS (\$3,500).

Meetings, Conferences, Seminars, Dues: #417.460

Included in this category is training for the police secretary and records clerk.

Hiring Expense: #417.461

This line item covers hiring expenses as needed.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

COMMUNICATIONS/RECORDS (CONT'D) #417

Machinery and Equipment: #417.740

The proposed 2019 budget includes a new computer capable of redacting body camera videos (\$5000), A new server tower with more storage for body and in-car camera systems (\$7,060), three new computer systems for patrol and records (\$3,000) and a contingency of \$3,000.

CRIMES System Software Upgrade: #417.741

The current Records Management System went live in June 2009. The vendor of the existing records management system which is shared regionally will no longer provide a service agreement after 2018. Therefore, a consortium of local law enforcement agencies has been researching options related to a new system. \$145,000 has been encumbered by the end of 2017 towards the system. \$76,101 is budgeted for 2019 to complete the purchase and installation of the new records management system.

Emergency Communication Upgrade: #417.742

In 2007, the Centre County Commissioners contracted a consultant to assess the County's current public safety communications systems (which police and public works use) and to make recommendations for upgrades and improvements. Several years ago, the Centre County Commissioners hired a project manager to oversee the implementation of the system upgrade. Centre County went live with the new system in 2014. As part of the radio upgrade, the department's mobiles, portables and base units have been either upgraded or newly purchased.

Mobile Digital Video Recording Project: #417.742

Mobile Digital Video Recording Units would be placed in the marked patrol vehicles in order to record police incidents. The units are generally placed above or near the rearview mirror. The benefits include documenting probable cause issues relating to vehicle/criminal offenses, and police/citizen contact. This will provide an indisputable record of encounters potentially resulting in a reduction of court time by officers. Officer safety might also be enhanced with vehicle recordings. The remaining two marked patrol vehicles were fitted in 2015 with the recording units. Currently, all seven marked patrol vehicles have recording devices.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: POLICE					
410	<u>EMERGENCY RESPONSE PATROL</u>					
.122	Chief Salary	62,153	88,387	91,088	93,468	95,337
.130	Sergeant Salary	225,228	260,345	260,966	268,136	276,180
.141	Police Officer Salary	804,973	856,032	873,318	951,117	979,651
.142	School Crossing Guard	2,387	3,265	2,352	2,423	2,471
.143	In-house Automotive Services	9,492	8,975	8,665	9,262	9,447
.150	Employee Benefits	678,729	699,142	682,702	736,586	751,317
.182	Longevity Pay	14,900	14,050	14,950	14,000	14,400
.183	Overtime Pay	57,296	49,541	62,675	64,555	65,846
.187	Supervisory Overtime	20,245	24,293	12,901	13,288	25,022
.210	Office Supplies	1,870	1,868	3,294	3,360	3,428
.231	Gasoline	23,018	23,477	28,350	29,200	30,076
.238	Clothing, Uniforms, Ammunition	22,648	30,614	30,214	30,818	31,434
.239	Other Operating Expenses	8,153	8,248	6,934	7,072	7,947
.260	Small Tools/Minor Equipment	20,254	18,750	18,796	15,960	16,279
.321	Communications-Phone	8,577	8,712	8,954	9,154	9,337
.325	Communications-Postage	1,652	1,292	534	1,125	1,147
.327	Communications-Radio Equip.	0	919	1,462	3,060	3,121
.337	Auto Allowance	1,463	1,319	1,512	1,609	1,629
.341	Advertising	0	0	0	1,500	3,500
.342	Printing	129	250	465	775	785
.351	Property Insurance (Cruisers, Radios, etc...)	10,624	10,942	10,813	11,137	11,360
.352	Liability Insurance	14,115	14,539	14,372	14,803	15,099
.374	Cruiser Maintenance: Parts and Service	10,540	14,139	10,665	12,680	12,933

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: POLICE (CONT'D)					
	EMERGENCY RESPONSE PATROL (CONT'D)					
410 .440	Laundry Service	2,908	2,779	3,343	3,739	3,851
.460	Meetings/Conferences/Seminars/Dues	9,456	16,305	17,592	17,943	18,301
.461	Hiring / Promotion Expense	19,110	45,900	17,316	15,382	26,933
.740	Machinery and Equipment (Major)	3,407	31,000	30,633	30,305	19,980
.741	Allocation to Police Vehicle Reserve Fund	0	48,000	48,000	49,000	50,000
	TOTAL EMERGENCY RESPONSE PATROL	2,033,326	2,283,083	2,262,866	2,411,456	2,486,811
413	CRIME PREVENTION/COMMUNITY RELATIONS					
.141	Police Officer Salary	39,018	40,177	41,748	43,000	44,290
.183	Overtime Pay		500	500	500	500
.242	Other Operating Supplies & Minor Equipment	4,921	5,545	5,280	5,545	5,655
.460	Meetings/Conferences/Seminars/Dues		1,500	0	1,500	2,000
	TOTAL CRIME PREVENT./COMMUN. RELAT.	43,939	47,722	47,528	50,545	52,445

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: POLICE (CONT'D)					
416	<u>CRIMINAL INVESTIGATION</u>					
.141	Police Officer Salary	238,821	247,086	246,121	254,481	262,115
.143	In-house Automotive	2,164	1,122	918	1,158	1,193
.150	Employee Benefits	130,309	139,234	139,281	143,502	146,372
.182	Longevity Pay	4,200	2,800	4,000	4,050	4,100
.183	Overtime Pay	21,996	18,569	37,570	38,697	39,471
.231	Gasoline	1,401	1,564	1,845	1,900	1,957
.238	Clothing, Ammo	2,824	3,850	3,100	3,162	3,225
.239	Other Operating Expenses	185	500	879	4,897	4,915
.260	Small Tools/Minor Equipment	4,949	6,000	5,690	7,450	5,920
.321	Communications-Phone	1,243	1,283	1,374	2,040	2,065
.327	Communications-Radio Equipment		200	0	500	600
.351	Property Insurance	1,418	4,200	1,443	1,515	1,545
.374	Repairs & Maintenance of Vehicles	468	1,200	633	1,200	1,236
.440	Laundry Service	645	656	687	2,950	3,010
.460	Meetings/Conferences/Seminars/Dues	4,191	9,400	7,257	7,600	6,458
	TOTAL CRIMINAL INVESTIGATION	414,812	437,664	450,799	475,102	484,182

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
417	EXPENDITURES: POLICE (CONT'D)					
	<u>COMMUNICATIONS / RECORDS</u>					
	.122 Chief Salary	6,332	9,821	10,121	10,386	10,593
	.140 Secretary Salary	47,449	49,045	45,906	50,726	51,741
	.141 Records Clerk Salary	39,665	40,981	40,986	42,399	43,247
	.150 Employee Benefits	49,107	50,654	53,723	60,458	61,667
	.182 Longevity	2,600	2,600	2,600	2,600	2,600
	.183 Overtime	2,665	500	3,611	3,719	525
	.450 Contracted Services (Computer)	11,849	15,566	13,053	22,500	30,235
	.460 Meetings/Conferences/Seminars/Dues	21	1,500	4,261	4,850	3,500
	.740 Machinery & Equipment (Major)		2,850	0	18,060	4,500
	.741 Records Management System	67,362	4,000	77,638	7,038	0
	.742 Emergency Communications Upgrade	0	0	0	0	0
	.743 Mobile Digital Video Recording Project	0	0	0	0	0
	TOTAL COMMUNICATIONS / RECORDS	227,050	177,517	251,898	222,736	208,608
	TOTAL POLICE EXPENDITURES	2,719,127	2,945,986	3,013,091	3,159,839	3,232,046

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: PUBLIC WORKS

I. Overview

The Public Works Department is responsible for maintaining Township roads and facilities, engineering review of new and existing infrastructure, and administration of construction contracts. The Director of Public Works oversees the department's activities and also serves as the Township Engineer. The road crew provides maintenance for facilities and is under the direction of the Assistant Road Superintendent. The Director, a registered professional engineer and carries out the engineering duties. The Zoning Officer, Assistant Director/Engineer, Engineering Technician, and Department Secretary provide support. In 2013 it was determined that the Departments immediate needs could best be served by a Project Manager in lieu of an Assistant/Director Engineer. With the Township's park development slowing down; it was determined to reclassify the Parks Project Manager position to Public Works Project Manager. Many of the duties of the position are similar however; this reclassified position will manage projects outside of a "parks" classification. In 2014, the duties of the Road Superintendent were reevaluated. It was determined to hire an Assistant Road Superintendent to directly manage the Road Crew and have the Road Superintendent assist with responsibilities that were previously performed only by the Director. The major functions of the Public Works Department are:

A. Maintenance

1. Roadways - the Road Crew maintains roadways, curbing, sidewalks, traffic signs, traffic signals, pavement markings and roadside vegetation.
2. Snow and Ice Control – the Road Crew schedules shifts in the winter so that plow and salt trucks are on the streets when needed for vehicle safety. At times there will be 24-hour coverage during prolonged snowfalls. The Crew is on call 24 hours a day, seven days a week, all winter long.
3. Leaf and Brush Collection – In addition to the regular spring and fall leaf and brush collection, the Crew conducts monthly leaf/brush collection from residential areas, on the first week of the month. About 800 truckloads of leaves are collected from early October to early December. The crew also assists State College Borough with operation of the Leaf Compost Facility.
4. Stormwater System Maintenance – the Road Crew maintains the Township's system of pipes, catchbasins, inlets, swales and culverts.

EXPENDITURES: PUBLIC WORKS (CONT'D)

I. Overview (CONT'D)

B. Engineering

1. Facilities Management – The department conducts roadway pavement inspections twice a year, issues and inspects roadway occupancy permits, locates the Township's underground pipes and lines for PA ONE CALL requests, manages the Township's traffic signals and carries out the Park Development Program.
2. Land Development – The engineer and zoning officer review all plans, work as staff for the Planning Commission, inspect construction for new Township facilities, and answer inquiries from citizens and developers.
3. Other duties – The Department responds to citizen inquiries regarding drainage, traffic and pedestrian issues; administers the traffic calming program and consultant contracts; maintains contacts with other municipalities, authorities, PennDOT, DEP, and utilities in the region; serves on regional technical advisory committees and other ad hoc groups; and supports the maintenance work of the road crew. The Director manages the NPDES Stormwater permit program with assistance from the Engineering Technician.

C. Construction Contracts

Each year the Township bids the road-resurfacing program for completion by contract. Other contracts are bid, awarded, and managed as needed for Township projects; such as: gasoline, diesel fuel, concrete, aggregates, and asphalt.

D. Other Responsibilities

In addition to its major functions, the Public Works Department has responsibilities for the following:

1. Public grounds maintenance including the Township Buildings.
2. Vehicle and equipment maintenance, including police vehicles and other Township owned administration cars.
3. Maintenance of parks and park areas, outside of the regional parks maintenance program administered by Centre Region Parks Association.

EXPENDITURES: PUBLIC WORKS (CONT'D)

II. Commentary

Some of the noteworthy elements of the 2019 budget include the following:

A. Road Maintenance

In 2019, the Budget proposes an increase in the general fund contribution to The Road Resurfacing Reserve Fund to \$100,000 so that necessary curbing may be completed with upcoming road resurfacing projects. The typical overlay projects recommended by the Fall and Spring Road Report will continue in 2019.

B. Salt Prices

The 2019 budget includes our projected salt usage at \$75.55 per ton, which is the fixed per ton price in the 2018-2019 COSTARS Sodium Chloride Contract, a 0% increase over the previous contract. Staff should continue to pay close attention to salt prices so that adjustments can be made.

C. Valley Vista Left Turn Lanes

The 2018 budget includes the remainder of design, bidding and construction for the Left Turn Lane project on Valley Vista Drive with an estimated cost of \$1,334,995 to construct. The turning lanes will be located at the Valley Vista Drive intersections with Amblerwood Way, Oakley Drive, Sandy Ridge Road and Devonshire Drive. Patton Township has been awarded an \$800,000 Multi-Modal Transportation Grant through the Pennsylvania Department of Transportation. In the Grant Application, Patton Township proposed a funding scenario of \$452,207 to be paid by Patton Township and the balance of \$800,000 to be paid with the grant money.

A change order in the amount of \$336,342 was approved by the Board of Supervisors in October, 2018. This brings the total cost of the project to \$1,671,337

The total project would be completed by May, 2019.

EXPENDITURES: PUBLIC WORKS (CONT'D)

II. Commentary (Cont'd)

D. Road Resurfacing Reserve Fund

The Public Works Department is proposing a \$100,000 General Fund contribution to the Road Resurfacing Fund for 2019. A detailed description of this fund can be found in the Designated Reserve Fund section of the budget.

E. Traffic Signal Battery Backup

The Public Works Department will be reviewing the battery backup systems for signals along Atherton for use of these funds. Funds for this project were encumbered from the developer of the Trader Joe's site.

F. Adaptive Signaling on Valley Vista Drive

The Public Works Department is proposing the installation of an adaptive signal control system for the Valley Vista Drive corridor. The project is estimated at \$264,108 and consists of upgrading the controllers at the traffic signals on Valley Vista Drive, upgrading signal detection to radar and connection and set up with the Centrac system.

G. Road Equipment Reserve Fund

The Public Works Department is proposing an allocation of \$60,000 to the Road Equipment Reserve Fund. A detailed description can be found in the Designated Reserve Fund of the budget.

EXPENDITURES: PUBLIC WORKS (CONT'D)

III. LFT Expenses

Each year the Township receives an allocation from State Liquid Fuel Taxes (LFT) collected on gasoline and diesel fuel sales. The amount provided is based on a municipality's road mileage and population. The expected allocation for 2019 is \$489,120. This is a decrease of approximately 0.34% from the 2018 actual liquid fuels funds.

Each year the Township expends these LFT funds on eligible road maintenance and related items such as asphalt, road salt, and electric expenditures for traffic signals. Beginning with the 2006 budget, the Department provided a detailed plan of the specific expenses that will be paid with LFT funds. Where LFT funds are allocated to Reserve Funds, separate allocations from the LFT funds and General funds are denoted. Following are the proposed 2019 allocations:

<u>Line Item</u>	<u>LFT Expense</u>	<u>General Fund Expense</u>	<u>Total</u>
Repair & Maintenance Supplies (SALT)	\$ 62,083	\$ 32,960	\$ 95,043
Repair & Maintenance of Vehicles	\$ 32,306	\$ 36,405	\$ 68,711
Electricity/Traffic Signals	\$ 8,376	\$ 0	\$ 8,376
Allocation to Equip. Replacement Res.	\$ 150,000 ⁽¹⁾	\$ 60,000	\$ 210,000
Allocation to Road Improvement Res.	<u>\$ 250,000</u>	<u>\$ 100,000</u>	<u>\$ 350,000</u>
Total	\$ 502,765	Total \$ 229,365	Total \$ 732,130

⁽¹⁾This is the maximum allowable amount of LFT funds (20%) that may be utilized for equipment purchases plus the 20% allowable from 2018.

EXPENDITURES: PUBLIC WORKS (CONT'D)

IV. Line Item Detail

PUBLIC WORKS #430

Salary - Road Superintendent: #430.122

The Road Superintendent's salary is established as part of the Township's pay classification plan.

Assistant Public Works Director – Salary: #430.125

The salary is established as part of the Township's pay plan. The Assistant Director also serves as the Assistant Township Engineer. The Assistant Director works with the Director, Engineering Technician, and Road Superintendent in field layout of public works construction projects, project management, and provides support for other department functions.

Public Works Director - Salary: #430.130

The incumbent in this position also serves as Township Engineer. The salary is established as part of the Township's pay plan. To reflect his work and oversight in Planning/Zoning functions, 20% of the director's salary is assigned to Zoning.

Secretary - Salary: #430.140

This position is assigned full-time to the Public Works Department. Duties include secretarial services for the Public Works Director, Assistant Director, Zoning Officer, Planner, Parks Projects Manager, and Road Superintendent; the maintenance of zoning and sign permits; and secretarial work for the Planning Commission, Zoning Hearing Board, Sign Review Board and Water Authority. One-half of the secretary's salary is assigned to Planning/Zoning.

Public Works Project Manager: #430.141

The salary is established as part of the Township's pay plan. The Project Manager will assist the Director by managing the day to day administration activities of assigned projects. A portion of this position's salary is paid from the General Fund – Parks where a small amount of duties are still required to be managed by this position in 2019.

EXPENDITURES: PUBLIC WORKS (CONT'D)

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

PUBLIC WORKS (CONT'D) #430

Engineering Technician – Salary: #430.142

This employee assists the Director by collecting traffic data, performing routine field work, and maintaining mapping and databases. In 2009, the Engineering Technician began providing the Police Department mapping showing all reportable crashes within Patton Township. This information will be utilized to possibly alert Police and Public Works Staff of possible areas to further investigate. In 2010 the Engineering Technician provided the complete data base of all Township road signs including condition. This information will be utilized to determine the extent of the work to be performed over the next four to five years replacing signs that do not meet sign retro-reflectivity standards. This full-time position was created in April 2007. In 2012, this position was provided an increase in pay due to the additional responsibilities picked up with the departure of the Assistant Engineer. The salary is set by the Township's Pay Plan.

Salaries - Road Crew: #430.143

Road crew salaries are established as part of the Township pay plan. Proposed 2019 staffing consists of eleven (11) full-time road crew employees, 1 building maintenance employee, and 1 mechanic position. This is the same level of staffing as 2018. Portions of the road crew salaries are assigned to the Police, Buildings, and Parks budgets to account for services performed to support these functions. Seasonal workers if required may be available on standby during the winter months if additional assistance is needed. The Public Works Department created a new position in 2014, the Assistant Road Superintendent to directly supervise the Road Crew. The Road Superintendent will take on higher level responsibilities to assist the Director.

Employee Benefits: #430.150

This item covers the cost of pension, health and life insurance, workers' and unemployment insurance and social security for the Public Works Department employees. When Road Crew employees work on police vehicles, building maintenance and in the parks, their wages are assigned to those departments but benefits are still assigned to this line.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Longevity: #430.182

Longevity pay was initiated for the Road Crew in 1986, and is provided in accordance with the schedule published in the Employee Handbook.

Secretary Wages - Overtime: #430.181

Overtime is paid when the secretary must attend meetings or otherwise work longer than the regular workweek. Approximately 75% of the secretary's overtime is related to Planning Commission meetings and is accrued under account # 414 (planning and zoning). The remaining 25% is assigned to roadwork maintenance and engineering.

Engineering Technician Overtime: #430.183

This item provides for overtime pay for the Engineering Technician. Little overtime is anticipated for 2019.

Overtime Pay: #430.184

The majority of overtime for the Public Works crew is due to snow and ice removal since this work cannot be scheduled. Overtime may also be incurred due to leaf collection because leaves may not fall proportionately throughout the dedicated collection period. The funds budgeted for 2019 remain unchanged from 2018 which are based on the last 15 years' experience and adjusted for additional crewmembers.

Office Supplies: #430.210

This line item includes regular office supplies and equipment used in the Public Works office. The projected expenses are based on the previous ten years' costs plus inflation. Expenses previously budgeted in G414210 have been included within this line item for 2019.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Vehicle Fuel - Gasoline: #430.231

The budget amount is based on the expected usage determined by the fleet size, road mileage and estimated price-per-gallon. In 2009, the Public Works Department completed the conversion of all large trucks from gas to diesel. The remaining gas usage is for all Public Works administrative vehicles, two pick-up trucks and both bi-fuel (CNG & Gas) trucks, and miscellaneous smaller equipment within the department.

For 2018, overall gas prices were in line with projections. Projected expenditures will be in line with the budget.

Over the past year the Public Works Department has purchased gas at prices ranging from \$2.76 per gallon to \$3.50 per gallon. Usage of gasoline has declined in recent years due to additions of two CNG vehicles. Township pays market price per gallon minus sales tax. The projected expenditure in 2019 is equivalent the 2018 budgeted amount plus inflation for gasoline projected by the United States Energy Information Administration. Inflation for gasoline in 2019 is projected to be 2.17% according to the Short Term Energy Outlook - September 2018 prepared by the United States Energy Information Administration.

Vehicle Fuel - Diesel: #430.232

This line includes pump purchases for trucks and bulk purchases for other equipment. The budget is based on the expected usage based on previous experience. Over 2018, the Public Works Department has purchased diesel fuel at prices ranging from \$3.43 per gallon to \$3.84 per gallon. The projected amount of diesel used in 2019 is projected similar to that in the previous five years. The budgeted amount is equivalent to the 2018 budget plus an inflation cost of 0.32% projected by Short Term Energy Outlook – September 2018 prepared by the United States Energy Information Administration.

Oil, Lubricants & Other Operating Expense: #430.234

This line item includes the costs of oil and lubricants for the operation of Township vehicles. The 2018 expenses are based costs for the previous 10 years.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Clothing Allowance: #430.238

This line item provides an allowance of \$375 for each full-time crewmember for the annual purchase of one pair of work boots, rubber boots, work gloves, T-shirts, sweatshirts and safety glasses for all crewmembers and prescription safety glasses for employees requiring corrective lenses. It also provides for the bi-annual purchase of coveralls and a jacket for the full-time employees. The Engineer, Assistant Engineer, Engineering Technician, and Zoning Officer are allocated \$100 each for boot purchases.

Road Materials (Salt): #430.245 & L432.245

The use of salt is critical to effective snow and ice control. The projected amount for 2018/2019 winter includes purchases to date for last winter and approximately 200 tons (at \$75.55 per ton) to manage snow through the end of the year. The budgeted amount is based on the average usage per road mile over the last 5 years at the contract price.

The road salt budget for 2019 is in line with the 2018 budget. The current per ton price under the State contract is \$75.55 the same price per ton as the 2017/2018 contract areas price.

Operating Supplies: #430.246

This line item provides for the purchase of miscellaneous supplies used in public works, such as shop supplies, cones, barricades, rakes, grass seed and materials for mailbox repairs in the winter. 'Supplies' includes items noted above and consumable materials. Materials of a durable nature that become part of the infrastructure are included in line 430.247.

Road Materials (Road Work & Drainage): #430.247

This line item covers materials used in road and drainage maintenance, including pipe, signs, asphalt for paving shoulders and repairing roads, and stone for maintaining shoulders. As the road crew paves shoulder areas and the Township maintains an aggressive resurfacing program, the material requirements for roadway maintenance are reduced. In contrast, expenditures for materials to replace drainage facilities have increased in the last three years indicating that pipes installed in Park Forest Village 30 to 40 years ago are reaching the end of their service life.

Expenditures are projected to be in line with the 2018 budgeted amount. The 2017 YTD includes some extraneous costs associated with unanticipated repairs. The 2019 budget is a 5 year average of costs plus inflation.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Repair and Maintenance: Vehicles: #430.250 & L437.250

This line item covers the cost of all parts and supplies, used in the upkeep of the Public Works fleet of 8 trucks, 5 vehicles and 16 motorized pieces of maintenance equipment.

In 2006, the Board authorized the hiring of a mechanic to maintain this fleet. The new mechanic has relieved Road Crew personnel from repairs and enables them to address road maintenance needs and has reduced the amount spent on outside repairs. The 2018 projections show that expenses are in-line with the budget for vehicle maintenance. The 2019 budget amount is based on average costs for the past 10 years plus inflation.

Small Tools and Minor Equipment: #430.260

This line item provides for the purchase of small tools and minor equipment costing less than \$4,000. The 2018 projection is equivalent to the 2017 budget plus inflation. This line item also includes an allowance of \$50 for each road crew member to purchase small tool items.

Line Painting: #430.310

This line item covers costs associated with painting double-yellow centerline and white edge line along our collector streets. The 2019 projection is based on the 2018 budget plus inflation.

This work is managed through a contract bid and administered by Ferguson Township and is based upon expected needs which have not changed from 2018.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Professional Services - General: #430.313

The appropriation in the budget covers specialized services (such as geotechnical, surveying and testing) that may be needed for roadways, and maintenance fees for software. The annual MS4 permitting program contracts with Clearwater Conservancy to administer the educational components of the permit. The 2019 budget includes the purchase of software from Facility Dude to track work orders within the Township.

Other Services: #430.316

This item includes outside services and miscellaneous items:

Drug & Alcohol testing	\$1,200	Winter Maintenance for Purdue Mtn. Road	\$1,100
Scheduled maintenance of traffic signals	\$1,100	Meals & Lodging for crew for extended snow storms	\$ 500
Traffic Signal Repairs	\$3,000	ONE-CALL Fees	\$1,100
Tree removal/care	\$3,100	Miscellaneous	\$4,170
Employment Physicals	\$ 410	Paint for Intersections	\$3,770

Leaf Composting: #430.317

The leaf composting fee is based on the Patton Township's share of the costs for the processing site and operation. The billing period for the leaf composting fee runs from October 2018 to October 2019. During this period, Patton Township has historically provided \$23,000 in-kind services. In recent years Patton Township has not provided in-kind services and consequently this line item has increased. It is anticipated that a cash payment of approximately \$42,800 for 2019 will be paid to State College Borough. Over the past few years, Patton Township's leaves accounted for 35% to 40% of the total tonnage hauled to the site.

Communications - Phone: #430.321

This covers services for long distance and cell phones. Some employees of the Department are reimbursed for maintaining personal cell phone service for Township business use, in lieu of using Township owned cell phones.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Communications - Postage: #430.325

This item covers postage for the Public Works Department.

Communications - Radio: #430.327

This item includes expenses for the Public Works radio network. In 2019 this cost reflects purchasing new rechargeable batteries for all radios and one new radio allowing all crew members and the mechanic to have a radio during snow plowing.

Auto Allowance: #430.337

This item is for reimbursement of Public Works Department employees' for use of their personal cars when staff cars are not available.

Insurance: #430.351

This item covers the cost of insurance for the road vehicles and Township car, tools, equipment and traffic signals.

Electricity: #430.361 & L433.361

This line item covers the cost of electricity for operating the Township's traffic signals. The budget includes 22 existing signals. Since 100% of these costs are paid with the liquid fuels fund, this expense is reported in the Liquid Fuels Tax Designated Reserve Fund and Line Item L433.361 of the budget.

Landfill Fees: #430.365

The budget covers the disposal of street sweepings and miscellaneous items picked up from the streets and Township property, and the disposal of excavated materials from Crew roadway and drainage projects. With the purchase of a new sweeper truck in 2019 and the inability of The Recycle Center to take waste wood from oak wilt trees this line item will increase in the future.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Equipment Rental: #430.384

This line item covers the rental of a crack sealing machine from State College Borough, sewer cleaning apparatus from University Area Joint Authority for clogged drains, and other specialized equipment as required.

Dues & Subscriptions: #430.420

This account covers the cost of subscriptions, professional association dues, engineering software and reference materials for the Director, and Assistant Director of Public Works.

Laundry Service: #430.440

This account covers the cost of cleaning the road crewmembers' uniforms. The budget amount is based on the 2018 projected cost plus inflation.

Training and Seminars: #430.460

This account provides for road crew attendance at Local Technical Assistance Program (LTAP) seminars, and Department of Community and Economic Development sponsored seminars. The Department's philosophy is that maintaining and/or improving the skills of the crew member benefits the community. This account also provides for the continuing education of the engineers, the Superintendents, the mechanic, the department secretary and for hosting two lunch meetings per year of the area's Public Works Directors and Municipal Engineers.

Hiring Expenses: #430.461

This line reflects advertising expenses for filling department positions. Previously these costs were carried under General Government Advertising.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Capital Equipment: #430.740

The 2019 expenditures include:

- | | |
|--|----------|
| • Handheld preemptive emitter | \$ 1,300 |
| • Air conditioning service machine | \$ 5,000 |
| • Snap-on scanner update | \$ 1,300 |
| • new backpack leaf blowers | \$ 500 |
| • Identifix online | \$ 1,300 |
| • Backup traffic controller ASC 3/Cobalt | \$ 6,000 |
| • Automatic traffic counters | \$ 3,300 |
| • Cut-off saw cart | \$ 500 |
| • Test 24 conflict monitors | \$ 2,160 |

Allocation to Road Equipment Replacement Reserve Fund: #430.741 & L430.740

This line item provides the funding for the capital equipment replacement program. The current schedule budgets for the timely replacement of trucks and other equipment. In 2014, \$23,752 was allocated from the General Fund to offset equipment expenses associated for work completed on School Drive. The work completed on School Drive was performed by the Road Crew and invoiced to the State College Area School District. A second allocation of \$6,113 was also made from the General Fund for money received for a DEP Alternate Fuel Grant that offset 50% of the CNG up-fit of the new Public Works Sign Truck. A more detailed discussion is located in the Designated Reserve Fund for Road Equipment Replacement section of the Budget. The projected allocation for 2019 is \$60,000.

Allocation to Reserve Fund for Emergency Assistance: #430.750

The 2004 budget established a new Designated Reserve Fund to provide funds for responding to extraordinary weather events and other emergency conditions. In light of the COG establishing an Emergency Management Contingency Fund, the Township has maintained the fund at its current level. Storm cleanup expenses in October 2009 were paid from this fund and Oak Wilt tree removal and injection expenses were paid as needed. Allocations were made in 2012, 2013, and 2014 to replenish the fund. An allocation \$2,500 was included for 2018. In 2018, costs to contain Oak Wilt at two locations were incurred and reimbursed from the General Fund.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT #439

Traffic Mitigation Project: #439.430

In 2003 the developer of the Village at Penn State (Toftrees East) agreed to begin contributing \$300 per residential unit for mitigating traffic issues on roadways adjacent to Toftrees Planned Community. The contribution is made to the Township when a zoning permit is issued. In recent years, this contribution fee has been renegotiated to recoup the private half of the engineering design fees relating to the Waddle Road Interchange Project. The contributions by type of development is shown in the table below. Contributions from other developers affecting this process will continue with new properties developed in 2019.

Table 1. Contributions for Each Type of Development

Type of Development	Measurement Unit	Contribution Per Unit
Single Family Detached	Per unit	\$ 603.11
Townhomes/Condo	Per Unit	\$ 322.45
Apartments	Per Unit	\$ 370.22
Hotel	Per PM PH Trip	\$ 597.13
Commercial	Per 1,000 sf	\$ 2,233.28
Office	Per 1,000 sf	\$ 889.73

Note: Beginning December 1, 2012, the above contribution amounts per unit shall increase annually by 3.13%. The annual increase shall continue until January 1, 2022. After this date, the annual increase shall be equal to the current rate of the outstanding balance at that time.

Homestead Farms Road Development: #439.599

The details of this line item can be found under Designated Reserve Fund: Homestead Farms Neighborhood Improvement District section of the Budget. Improvements completed in 2018 include an asphalt overlay over Sandy Ridge Road. No construction is planned for 2019

Allocation to Road Resurfacing Reserve Fund: #439.610 & L439.610

The details of this line item can be found under Designated Reserve Fund: Road Resurfacing and Reconstruction section of the Budget. The allocation for 2019 from the General Fund shown on this line (G439.610) is \$100,000. An allocation from Liquid Fuels Tax Funds (L439.610) totaling \$250,000 will also be included in the Road Resurfacing Reserve Fund.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Bernel Rd/Fox Hollow Rd Interchange: #439.630

Long identified as a candidate for re-configuration to a standard "T" layout, new development in the vicinity is likely to finally warrant improvement to this intersection. It is anticipated that multiple funding partners including developers, the Township, PennDOT and possibly PSU, will be required to finance the project. At this time, we are waiting for an estimate of the costs from the developer. The \$100,000 shown on this line item represents the Townships current commitment.

MS4 Stormwater Projects: #439.631

It is anticipated that during the next MS4 permit term 2018-2023 best management practices (BMPs) will need to be installed to reduce the amount of sediment transported to local streams by 10% from baseline. Expenditures in 2019 include engaging a consultant to begin the work for a streambank restoration project that was identified during the preparation of the Pollution Reduction Plan.

Toftrees Halfpipe Repair: #439.632

In 2017, the Road Superintendent identified significant repairs that are required along the trapezoidal concrete drainage swale along Toftrees Avenue in from of the hotel/resort property. A portion of this work is anticipated to be completed by contract and the remainder finished by the Road crew.

Solar Panels: #439.633

Install solar panels on the Township Office Building as a pilot demonstration.

Waddle Road Traffic Study/Widening: #439.613

Various studies have been conducted over the years indicating a need for significant improvements on Waddle Road. The scope of this project will focus on widening Waddle Road to three lanes between Strouse Avenue and Clearview Avenue. The consultant will prepare a conceptual design of the widening project including the sidewalk along Waddle Road. Phase I will also include preliminary construction cost estimates based on the conceptual plan. After review with staff, the consultant will finalize the construction cost estimates. Phase 1 construction is scheduled to begin in 2019.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Valley Vista Left Turn Lanes: #439.614

A study conducted by staff and the Township consultant in 2014 recommended improvements within the Valley Vista Drive corridor to include installation of turning lanes at the following intersections: Devonshire Drive, Sandy Ridge Road, Oakley Drive, Pedestrian Crossing/School Athletic Field, and Amblerwood Way.

In 2014, Patton Township was awarded a Multi-Model Transportation Grant through the Pennsylvania Department of Transportation. The Grant Application proposed a funding scenario of \$452,207 of local Patton Township funds and \$800,000 grant funds to complete all four intersections. In 2017, \$192,480 was budgeted for engineering and plan development. \$1,252,277 is budgeted in 2018 for final design and construction. A change order for \$331,342 was approved in October, 2018.

County LFT Expenses/Julian Pike Guide Rails: #439.615

This line item budgets for the Township's material and contracting costs associated with projects involving County Liquid Fuel Tax (LFT) grants. The County grants are made for projects, which are viewed by the County Commissioners as benefiting residents of not just a single municipality, but several municipalities. Recent examples of LFT projects in Patton Township include the upgrading of Purdue Mountain Road in 1995 and 1996 and the resurfacing of Julian Pike in 2002 and overlay paving on Meeks Lane and Circleville Road in 2005. An application to the County Commissioners will be made for replacement and extension of existing guide rail totaling approximately 1,300 feet.

Douglas Ditch Stabilization Project: #439.617

In 2007, the Public Works Department began a stream bank stabilization project along a drainage ditch located between Douglas Drive and Hillside Avenue. The main function of the project is to eliminate the erosion of the stream bank which occurs during excessive rainfall events due to residential development of this area over time. This project not only protects the stream bank from excessive erosion but also maintains property values of homes located along the drainage way by keeping yards from eroding. The project consists of placing a block retaining wall along both sides of the stream bed creating an artificial stream bank that is able to withstand the erosion forces of the stormwater. Currently the proposal is to construct 50 feet of the retaining wall on each side of the ditch each year. This project should be completed in 6 years. An allocation of \$6,000 is included in the budget for 2018 and \$6,000 for 2019. This project was made part of our Chesapeake Bay Pollution Reduction Plan, a mandatory requirement of our MS4 Permit.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Traffic Signal Battery Back-Up: #439.618

This project has provided battery backup at many traffic signal locations within the Township to avoid signal interruption, increase traffic safety and free up Township police staff that may be required elsewhere during electrical outages. This program began with traffic signals that experience the most vehicular traffic. Since inception in 2012 battery backups have been installed at the intersections of: Vairo Boulevard and North Atherton Street; Valley Vista Drive and North Atherton Street; Colonnade Boulevard and Waddle Road; Colonnade Boulevard and North Atherton Street; and Waddle Road and Vairo Boulevard. Public Works will review candidate intersections and battery backup upgrades. The expenditure for battery backup upgrades is being funded by developer's contribution for traffic mitigation along the North Atherton Corridor.

Sign Reflectivity Project: #439.619

The Public Works Department proposed to undergo a project to identify roadway signs that have lost their reflectivity and replace them as necessary. Currently the Public Works Department replaces signs (if needed) when a section of roadway is overlaid. This project would consist of surveying the entire Township to map and collect (GIS) all roadway signs and identify which ones do not meet the reflectivity standards. In past years an expenditure of \$5,000 per year was budgeted for sign replacement. This funding level was established to meet Federal mandates concerning sign reflectivity. Recently this mandate was eliminated. In 2013 the expenditure was reduced to \$3,000 to more closely reflect the costs with this effort. Also this mandate has been recently revised to indicate that our program must continue but a deadline date is no longer in place. The initial focus will be on regulatory signage.

Bikeway Development: #439.624

Phase I of the Circleville Road Shared Use Path was completed in 2017. Phase II is the second ranked project from the Patton Township Bicycle and Pedestrian Path Plan is the section from Little Lion Drive to Devonshire Drive. The extent has been expanded from Carnegie Drive to the Ferguson Township boundary line. A grant application was made in 2017 to the Transportation Alternative Program (TAP) anticipating construction of this portion in 2019. The total shown in the anticipated total cost of the project.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

North Atherton Street Traffic Signal Upgrade: #439.625

The Township has been awarded a PennDOT grant to make pedestrian improvements to the traffic signal at Atherton Street and the North Atherton Place (Walmart) driveway. Work would include handicapped accessible sidewalk ramps and latest technology pedestrian signals (walk/don't walk) with a visible countdown.

Adaptive Signaling on Valley Vista Drive: #439.628

To further reduce traffic congestion and delays along the Valley Vista Drive corridor, this fund has been established to generate the funds to install adaptive signaling control at each of the four intersections along the corridor. It is anticipated that the project will be completed in 2019 at a cost of \$183,000.

Other Projects: #

Following is a list of the other projects combined on this line:

NAME OF PROJECT	2019	2020
Connection Shared Use Path	18,000	30,000
Martin Street Island Removal/Replacement	8,815	-
Fire Station Retaining Wall	9,600	-
Scotia Road Surface Improvement	92,000	-
Stormwater Pipe Rehabilitation	40,250	34,500
Douglas Drive Ditch Flooding Analysis	75,000	-
Circleville/Scotia Sight Distance Investigation	43,250	-
Circleville-Gray's Woods Connector	70,000	50,000
IT Review	25,000	-
Area Transportation Study	100,000	-
RACP Nittany Valley Sports Complex Phase 2	1,500,000	-
TOTAL	\$1,981,915	\$114,500

CONSTRUCTION CONTRACT (CONT'D) #439

Liquid Fuels Tax Related Expenditures: #L430.740

This is the transfer of liquid fuels revenue received from the Commonwealth to the reserve fund for approved expenditures on roads, salt, equipment maintenance, and allowable capital expenditures.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: PUBLIC WORKS					
430 .122	Salary-Road Super.	70,897	73,260	73,260	75,765	77,280
.123	Assistant Road Superintendent	56,477	60,592	60,595	62,710	63,964
.12	Assistant Engineer		67,457	48,913	78,409	79,977
.130	Public Works Director-Salary	72,337	74,743	74,765	79,122	80,704
.140	Secretary - Salary	21,883	23,048	23,041	23,837	24,314
.142	Engineering Technician	46,719	48,291	48,289	49,972	50,971
.145	Public Works Project Manager	38,370	38,752	39,087	39,881	40,679
.143	Salaries of Road Crew	410,763	392,721	364,176	404,823	412,919
.150	Employee Benefits	501,638	499,724	601,969	660,086	673,288
.182	Longevity	9,250	9,300	9,300	9,863	9,525
.181	Secretary Overtime/temp		250	250	250	255
.183	Engineering Technician Overtime		250	0	250	255
.184	Road Crew Overtime	4,622	17,977	15,000	17,977	18,337
.210	Office Supplies/Minor Equipment	1,458	1,308	746	1,308	1,334
.231	Vehicle Fuel - Gasoline	7,344	7,000	8,472	7,152	7,295
.232	Vehicle Fuel - Diesel	39,304	44,420	44,240	44,562	45,453
.234	Oil. Lub & Other Oper. Ex.	3,155	2,260	1,602	2,259	2,304
.238	Clothing	5,182	7,172	7,000	7,376	7,524
.245	Road Salt	17,255	32,960	7,555	32,960	33,619
.246	Operating Supplies	9,583	11,600	11,600	11,900	12,138
.247	Repair & Maint. Supplies (ROAD WORK)	52,869	28,255	41,172	36,085	36,807
.250	Repair & Maintenance of Vehicles	23,078	36,413	35,675	36,405	37,133
.260	Small Tools/Minor Equipment	5,395	5,881	5,500	6,048	6,169
.310	Line Painting	13,831	16,530	16,530	17,000	17,340
.313	Prof. Services - General	9,591	22,105	11,833	22,733	23,188
.316	Other Svcs.-Road Work	20,061	19,220	16,235	19,450	19,839
.317	Leaf Composting	47,200	42,800	42,800	47,600	48,552
.321	Communications-Phone	6,147	6,037	5,818	6,208	6,332
.325	Communications-Postage	2,323	2,912	2,640	2,715	2,769
.327	Communications-Radio	607	4,940	4,940	500	510
.337	Auto Allowance-Public Works		200	200	200	204
.351	Property Insurance	10,090	10,379	10,110	10,413	10,621

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: PUBLIC WORKS (CONT'D)					
.365	Landfill Fees	708	970	1,102	1,130	1,153
.384	Equipment Rental	4,414	6,000	6,000	6,000	6,120
.420	Dues & Subscriptions - Public Works	1,800	5,438	5,438	6,743	6,878
.440	Laundry Service	10,602	9,400	10,452	10,700	10,914
.460	Training & Seminars	9,288	7,852	8,358	8,595	8,767
.461	Hiring Expense	798	2,000	700	2,000	2,040
.740	Machines/Equip. Major/Cap.	11,774	28,250	28,250	21,360	21,787
.741	Allocation to Equip Replacement Reserve Fund		55,000	55,000	60,000	65,000
	Allocation to Traffic Light Replacement Fund		24,000	24,000	26,000	28,000
	DEP Alternate Fuel Grant - CNG Truck Upfit (RERF)	0	0	0	0	0
	Recycling Grant for Loader	0	0	0	0	0
.750	Reserve for Emergency Assistance	545	2,500	15,903	15,000	10,000
	TOTAL PUBLIC WORKS	1,547,356	1,750,167	1,788,513	1,973,346	2,012,258
	CONSTRUCTION CONTRACT					
439 .430	Allocation to Toftrees Traffic Mitigation Proj.	0	7,500	6,615	6,615	10,613
.599	Homestead Farms Road Development	0	20,000	28,584	0	49,350
.610	Allocation to Road Resurfacing Reserve Fund	0	66,656	66,656	100,000	100,000
.630	Bernel Rd/Fox Hollow Rd Interchange	0	0	0	1,271,307	0
.631	MS4 Stormwater Projects	30,261	40,000	0	40,000	40,000
.632	Toftrees Ave Stormwater Improvements	0	48,950	0	48,950	0
.633	Solar Panels	0	20,000	5,300	50,000	0
.613	Waddle Road Traffic Study/Widening	22,109	241,000	0	241,000	200,000
.614	Valley Vista Left Turn Lanes	114,151	0	1,393,935	336,342	0
.615	County LFT Expenses/Julian Pike Guide Rails	0	55,500	0	36,750	0
.617	Douglas Ditch Stabilization Project	3,191	48,750	6,000	6,000	6,000
.618	Traffic Signal Battery Back-up	0	49,988	0	49,988	0
.619	Sign Reflectivity Project	1,917	3,000	2,500	3,000	3,000
.634	LED Street Light Replacement	0	0	0	0	0
.623	Waddle Rd Interchange Loan Proceeds	0	0	0	0	0
	Other New Projects	0	406,686	0	1,981,915	114,500
.624	Bikeway Development	0	100,000	45,000	1,191,212	0
.625	North Atherton Traffic Signal Upgrade	0	0	24,643	0	0
.628	Adaptive Signaling on Valley Vista Drive	0	264,108	20,000	264,108	0
	TOTAL CONSTRUCTION CONTRACT	171,629	1,372,138	1,599,233	5,627,187	523,463
2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET						

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
L430 .740	LIQUID FUELS TAX RELATED EXPENDITURES					
	Allocation to Liquid Fuels Fund	468,100	482,435	490,804	489,120	497,606
	TOTAL LIQUID FUELS RELATED PROJECT	468,100	482,435	490,804	489,120	497,606
	TOTAL PUBLIC WORKS	2,187,085	3,604,740	3,878,550	8,089,653	3,033,327
	* Liquid Fuels Tax related expenditures previously combined in Public Works line items are now budgeted separately					

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

EXPENDITURES: COMMUNITY SERVICES: PLANNING AND ZONING, PARKS AND RECREATION

PLANNING AND ZONING: #414

Approximately 45% of the Township's Planning and Zoning expenditures are for planning services provided by the Centre Region Planning Agency (CRPA). Full-time local planning service from the CRPA was initiated in 2001 and was reduced to half-time in 2014. The remaining appropriations for Planning and Zoning are for Public Works Department personnel (engineer, zoning officer, and secretary) who provide planning services.

Zoning Hearing Board: #414.100

The expenditures in this category include legal advertising costs for ZHB hearings and the legal costs for written decisions prepared by the Board's Solicitor. The costs incurred in a given year are highly variable and depend on the number and complexity of matters brought before the Board. The proposed amount is approximately equivalent to costs for four hearings.

Public Works Director – Salary: #414.130

Since 2000, 20% of the Director's salary and benefits are assigned to Planning and Zoning. The Public Works Director coordinates activities within the department and provides staff assistance to the Planning Commission.

Zoning Officer/Open Space Property Manager - Salary: #414.131

The Zoning Officer administers the zoning ordinance and sign ordinance, issues permits, conducts inspections, assists in the preparation of Planning Commission agendas, and provides staff assistance to the Zoning Hearing Board. In 2007, additional responsibilities were placed upon this position. Beginning January 2007, the Zoning Officer became responsible for managing the conservation easement attached to the Haugh property. This includes working with the Soil Conservation office, USDA, forester, wetland consultant and a third party monitor that will ensure the conservation easement is being followed. A portion of his salary is assigned to the Open Space Fund. The Zoning Officer's salary is based on the Township's Compensation Plan.

Secretary - Salary: #414.140

This line item provides for the fifty percent share of the Public Works Secretary assigned to the Zoning Officer and providing support for the Planning Commission and Planning Staff.

EXPENDITURES: COMMUNITY SERVICES: PLANNING AND ZONING, PARKS AND RECREATION (CONT'D)

PLANNING AND ZONING: #414 (CONT'D)

Employee Benefits: 414.150

This line item provides for the employee benefits for personnel assigned to the Zoning Office (Zoning Officer and a portion of the Secretary and Public Works Director). In 2016, a portion of the benefits for these positions will be charged here.

Longevity: 414.182

Longevity is provided in accordance with the schedule published in the Employee Handbook.

Secretary Wages - Overtime: 414.183

This line item provides for a share of the Public Works Department Secretary's overtime relating to planning and zoning activities. Attendance at 23 meetings is budgeted.

Training and Seminars: 414.460

This line item registers members of the RAC for the PR PS for 2019 and will cover the cost of the annual educational conference that will be held at the Penn Stater.

EXPENDITURES: COMMUNITY SERVICES: PLANNING AND ZONING, PARKS AND RECREATION (CONT'D)

PLANNING AND ZONING: #414 (CONT'D)

Contributions to CRPA/CCMPO: #414.530

The Centre Regional Planning Agency provides the planning staff for the Township. In 2004, the Metropolitan Planning Organization became a countywide MPO administered by the CRPA. The Centre County MPO (CCMPO) provides transportation planning for Patton Township. The CRPA/CCMPO is part of the Centre Region COG and its programs are fully described in the COG budget.

The amount budgeted for 2019 is the sum of the following amounts in the Tentative COG Budget:

- Planning \$129,995
- CCMPO \$ 24,473
- \$154,468

Contributions for Water Quality Monitoring: #414.531

This account represents the Township's share of an inter-municipal program to monitor water quality in the Spring Creek Watershed including, in particular, Buffalo Run through Patton Township. The work is performed under contract by the Clearwater Conservancy.

The data from the monitoring provides a base line for determining the impact of growth, development, and other activities on water quality in our community. It will also help to identify when remedial action might need to be considered.

Machine/Major Equipment/Capital: #414.740

This account includes major non-consumable items to be used in planning and zoning.

EXPENDITURES: COMMUNITY SERVICES: PLANNING AND ZONING, PARKS AND RECREATION (CONT'D)

PARKS AND RECREATION: #454

Programming, operation and routine maintenance of the Township parks is performed by Centre Region Parks Department, part of the Centre Region COG. Park improvements and major maintenance projects are the responsibility of the Township. In 1998, the Board adopted a permanent funding millage of 0.7 mills to provide funds for the completion of Circleville Park (formerly the Haugh Tract) and Bernel Road Park (formerly the Crust Farm) to pay for the annual debt payments for these two properties, and to fund capital improvements to our other parks. See line item 454.610 and the Designated Reserve Fund - Parkland Acquisition and Improvement for more information. In 2004, the Board retired the former “matching funds” policy and endorsed the scheduled improvements as detailed in the current parks plan and those to be detailed in all future parks plans.

In 2007, the Master Plans for both the last phase of Circleville Park and for Bernel Road Park were presented to the Recreation Advisory Committee (RAC), and then adopted by the Board. The cost for Circleville Park was estimated at \$1.4 million and the cost for Bernel Road Park was estimated at \$5.8 million. Circleville Park was completed in 2011. Phase I of Bernel Road Park was completed in 2012. With development of the “Patton Township Parks Plan 2010-2019”, the RAC considered the issue of financing park development. With attractive circumstances for borrowing, design, and construction, the RAC recommended financing the construction of Phase 1 of Bernel Road Park through bonds.

Parks Project Manager Salary and Benefits: #454.145

In 2003, the Township hired a fixed term Parks Project Manager to supervise park improvements. In 2005, the position became permanent half-time, in recognition of the scope of duties the Parks Project Manager had undertaken. The Parks Project Manager is the primary staff contact for the RAC, works extensively on grant applications, provides design for improvements to small park projects, manages the bidding and construction management of all large park projects and completes an update every five (5) years to the Patton Township Parks Plan (the policy statement and guiding document for future park improvements). In 2007, the Parks Project Manager position increased from 20 to 30 hours per week.

In the intervening years, design and construction of both Circleville Park and Phase I of Bernel Road Park have been completed, as well as improvements to existing parks. As a result of the extensive work completed and the lack of availability of new funds, the parks program is in maintenance mode until funds are accumulated for construction of the first phase of Gray’s Woods Park. Thus, the Parks Project Manager position was modified to become the Public Works Project Manager. Two-thirds of salary and benefits will be allocated to Public Works and one-third will be allocated to the Park Fund.

EXPENDITURES: COMMUNITY SERVICES: PLANNING AND ZONING, PARKS AND RECREATION (CONT'D)

PARKS AND RECREATION (CONT'D): #454

For 2011 and 2012 all local park expenditures have been paid from the Park Fund to help offset tax increases, meaning less funding for park development and improvements. In 2013, 10% of the Parks Project Manager's salary and benefits were allocated to the General Fund. In 2014, this position was incorporated into a Public Works Project Manager position. One-third of the 30 hour per week employee's salary and benefits are charged to the Park Fund and two-thirds is charged to Public Works.

Centre Region Pools - Capital: #454.529

This amount is Patton Township's share of the capital expenses for the Park Forest and Welch Pools renewal. This program is part of the COG budget. In 2008, the COG Finance Committee and the COG Recreation Authority secured a 20 year, \$7.9 million drawdown bank loan at 3.95%.

In 2012, the General Forum approved a refinancing of this loan which reduced payments to \$74,011 in 2013 and are being maintained at this approximate level through transfers of excess funds from the Pools Operating budget, which at this time is self-sustaining. For 2015, the pools operating fund could no longer afford to offset the debt costs for pools, therefore debt service costs to municipalities increased. Patton Township's share for 2019 will be \$108,985.

Centre Region Parks and Recreation - Operating Program: #454.531

This line item covers the cost of Patton Township's share of the Centre Region Parks and Recreation (CRPR) programs, including the Millbrook Marsh Nature Center. The activities of CRPR are detailed in the COG budget.

Centre Region Parks and Recreation – Capital Equipment:

In 2014, COG separated their capital budget from their operating budget. This line item reflects allocations to replace capital equipment for parks operations and maintenance.

EXPENDITURES: COMMUNITY SERVICES: PLANNING AND ZONING, PARKS AND RECREATION (CONT'D)

PARKS AND RECREATION (CONT'D): #454

Contribution to Regional Parks: #454.532

In 2005, COG established a fund to provide for future planning and development of the Regional Parks (Oak Hall and Whitehall Road properties). The initial funding level was set at 1/10th of a mill of real estate tax. During 2006, the participating municipalities adopted the Articles of Agreement associated with Regional Parks which set the parameters for ownership, development of and contributions. The contribution level beginning in 2007 was set at 2/10th of a mill of real estate tax. Master Plans have been developed for the two Regional Parks.

The participating municipalities agreed to purchase Hess Field and the transaction was completed in September 2010. By spring 2011, safety improvements were made to the field to prepare them for the 2011 season. The funds from the COG Regional Parks Capital account were used to pay for the acquisition and will be used for necessary repairs.

A drawdown loan for \$7.5 million was closed on June 1, 2011 to fund development at Oak Hall and Whitehall Road Parks. In 2012, Oak Hall Park was bid at \$500,000 over budget. A decision, which cost an additional \$30,000, was made to rebid the project outlining specific bid alternates to ensure the park construction cost would be within budget. Construction of Phase 1 of Oak Hall Park is complete, however construction at Whitehall Road Park is on hold until the adjoining property completes necessary infrastructure improvements to allow for construction at the park. Because of the continued delays, the loan again had to be modified.

In 2014, the debt service was \$114,494 plus an additional \$16,211 for the cost of temporary maintenance facilities. Due to further delay in the construction of Whitehall Road Park, the permanent maintenance facility will not be built in the near term. For 2019, there is \$124,229 for debt service costs for the parks.

EXPENDITURES: COMMUNITY SERVICES: PLANNING AND ZONING, PARKS AND RECREATION (CONT'D)

PARKS AND RECREATION (CONT'D): #454

Allocation to Patton Township Park Fund (Tax Revenue): #454.610

This account provides for the transfer of the dedicated 0.7 mills of real estate tax to the Park Acquisition and Improvement Fund (see Reserve Funds) and any private contributions. No private contributions are anticipated. In 2010 the Township borrowed \$2.105 million to fund construction at Bernel Road Park. These funds are used mainly to pay debt service costs.

Contribution to Community Fireworks: #458.615

In 2003, Centre Region COG discontinued its program of contributing to the region's fireworks display on July 4th. The decision to contribute was left up to individual municipalities. The Township has allocated \$1,000 for this purpose.

Contribution to Spring Creek Watershed: #454.616

The Spring Creek Watershed Commission was established through an intergovernmental agreement of 11 of the 14 municipalities in the watershed. The amount of this line item represents contributions for administrative expenses for 2018 and 2019.

Senior Citizens Center: #458.530

Patton Township pays a share of the COG program for senior citizens based on the share of the service used by Township residents.

Community Gardens: #459.100

In response to residents' interest in community garden plots, the Township provided space, equipment and water at the Haugh Family Farm Open Space Preserve beginning in 2011. The program has been very successful. In 2011, a number of start-up costs were incurred for such items as a yard hydrant, fencing, a shed and tools. For 2012 and beyond, maintenance costs should be minimal. An additional 20 plots were available for 2012. A fee of \$40 per plot plus a security deposit are required to rent a plot. Due to success and demand the Township constructed another fenced 64 plot area with separate extension of water service and shed for gardening tools. The deposit and yearly fee will be equivalent.

EXPENDITURES: COMMUNITY SERVICES: OTHER

FIRE PROTECTION: #411

Hydrant Service: #411.363

This line item provides for the transfer of the fire hydrant assessments received during the year to the Fire Hydrant Reserve Fund. The costs of fire hydrants are paid from the reserve fund.

Alpha Fire Company-Operating: #411.531

Fire protection is provided to Patton Township by the Alpha Fire Company. The main station is located in downtown State College. The satellite station built by Patton Township opened in early 2001. The Alpha Fire Company budget is part of the Centre Region COG Budget.

Alpha Fire Company-Capital: #411.532

This allocation goes towards replacement of major equipment and property improvements as detailed in the COG budget.

Act 205 Volunteer Fire Relief Allocation: #411.533

Each non-Pennsylvania (foreign) insurance company that writes a fire insurance policy in the Commonwealth pays a tax to the State. These funds are distributed to municipalities based upon population and property values and must be turned over to the volunteer fire company servicing the area. The funds must be used by the fire company for the health and welfare of the company members; the funds may not be used for operations or capital expenditures. These costs are matched by the revenue source (355.130). The proposed amount is based on the current year's experience.

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

HEALTH AND WELFARE: #421

Professional Services - SEO: #421.316

The Township is required by State Law to have a qualified Sewage Enforcement Officer (SEO). The Township retains the service of Mary Kay Lupton of Clearfield for this position. Her responsibility is to inspect all subdivisions and lots when on-lot sewage disposal systems are requested. In the past, up to half of the costs of this service were reimbursed by the State and the remainder by fees charged to developers/property owners. In 2009, the State reduced, without notice, reimbursements for this service as part of their budget cuts and currently pays no reimbursement for this service. The permit fee rate is set to cover the costs of service.

Contract Services - Health Officer: #421.452

This line item covers the costs of using the State College Borough Health Officer for health inspections of restaurants and other facilities in the Township, as required. (See offsetting revenue in # 321.200)

Contract Services - Gypsy Moth Suppression: #421.453

Centre County has established a program for coordinating inspection and spraying for gypsy moth caterpillar suppression for the spring of 2008. A small amount has been budgeted for 2019 and 2020.

Centre Region Emergency Management: #421.531

This amount represents the Township's share of the Centre Region's Emergency Management Program. This program is described in the COG budget.

COG Emergency Management Contingency Fund: #421.531A

The COG Budget proposes continuing a contingency fund for responding to disasters and emergencies. This amount reflects the Township's obligation. No funds are required for 2019 according to the COG budget.

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

HEALTH AND WELFARE: #421 (CONT'D)

Pandemic Flu and Shelter Supplies: #421.536

In conjunction with the Regional Emergency Management Plan, supplies such as gloves, masks, and antibacterial soap were purchased and stockpiled for use by Patton Township employees to enable continuity of governance during a widespread epidemic. In 2007 approximately \$1,000 was used to purchase cots and blankets for use if sheltering is required at the Township building (for Staff and family) or at Park Forest Elementary School (Community shelter). No funds are being requested at this time.

Contribution to Community Housing: #421.537

This line item represents a \$5,000 contribution annually to Affordable Housing Coalition for sponsorship of their annual summit meeting.

Contribution to First Night: #421.538

This represents an annual contribution to the First Night Celebration in State College.

Contribution to Regional Economic Development: #421.539

The Township has been working with the County, other municipalities, Penn State University, and the Chamber of Business and Industry of Centre County (CBICC) to expand economic development activities. These activities include fostering new companies through the CBICC's incubator, working to retain and grow existing companies in the county, and developing programs to attract new employers to our communities.

In 2012 a \$20,000 contribution to the CBICC was approved to assist with creating new jobs; these funds are encumbered and may be used for future incentive programs to encourage job creation in Centre County. In 2013 the CBICC proposed developing an Economic Development Partnership to be funded by private businesses, institutions, the County government and municipalities in Centre County. Patton Township has made two annual \$15,000 contributions to the Partnership. A \$22,500 contribution is proposed for 2019 and a \$25,000 contribution is forecasted for 2020.

Contribution to Community Diversity Conference: #421.540

This line item represents a \$500 contribution to Community Diversity Group for sponsorship of their bi-annual conference.

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

CABLE TV - C-NET: #442

Contributions - C-NET: #442.411

C-NET is the Centre Region's interactive information services network which functions as an access hub to connect the public, government, educational, and social agencies to facilitate communication within and beyond Centre County. The Township's share of C-NET is based on a "use" formula adopted by C-NET.

TRANSIT SYSTEM - CATA: #447

The transit system serving Patton Township is the Centre Area Transportation Authority (CATA). These line items are Patton Township's share of the annual costs of operating the transit system. CATA works on a July to June Fiscal Year.

Contributions - CATA Capital: #447.531

This line item represents capital contributions to CATA for equipment.

Contributions - CATA Operating: #447.532

The Township's contributions to the CATA operating costs are determined by the annual CATA fiscal year budget.

LIBRARIES #456

Schlow Library: #456.531

The Township pays a share of the costs of Schlow Library based on the use of the Library by Township residents. This budget is part of the Centre Region COG budget.

STREETLIGHTS: #434

Electricity: #434.361

The line item provides for the transfer of streetlight assessments (#301.930) received during the year to the Streetlight Reserve Fund. The cost of electricity to power streetlights and necessary repairs are paid from the reserve fund. This assessment is 35 cents per frontage foot.

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

OPEN SPACE LOAN PROCEEDS #435

Open Space Loan Proceeds: #435.100

On November 4, 2014 the voters approved a referendum authorizing the borrowing of \$3.5 million to acquire and preserve additional open space lands in the Township. To fund this acquisition a borrowing (bond or loan) will be made in 2016. The type of borrowing will depend on the borrowing environment at the time. A request for proposals for a 20 year bank loan will be made but having a bond issue will also be contemplated. These funds will be transferred to the Open Space Preservation Reserve Fund.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: COMMUNITY SERVICES - PLANNING & ZONING, PARKS & RECREATION					
414	<u>PLANNING & ZONING</u>					
.100	Zoning Hearing Board	1,250	2,000	0	2,000	2,000
.130	Public Works Director-Salary	18,084	18,686	18,691	19,336	19,723
.131	Zoning Officer-Salary	57,202	55,670	59,909	62,270	63,516
.140	Secretary - Salary	22,706	23,048	23,041	23,838	24,315
.150	Employee Benefits	56,760	64,475	66,561	72,620	74,073
.182	Longevity	1,200	1,250	1,250	1,300	1,300
.183	Secretary Wages - Overtime	792	500	325	1,000	1,050
.210	Office Supplies	0	0	0	0	0
.250	Repair and Maintenance of Vehicles	0	0	0	0	0
.321	Communications - Phone	461	0	413	0	0
.351	Auto Insurance	726	1,122	986	1,200	1,260
.420	Subscriptions, Dues	180	0	0	0	0
.***	Training and Seminars	0	0	0	1,855	2,000
.530	Contributions to CRPA/MPO	142,158	142,158	143,138	154,468	157,557
.531	Contributions to Water Quality Monitoring Project	0	5,105	5,105	5,105	5,105
.740	Capital Equipment	0	0	0	0	0
	TOTAL PLANNING & ZONING	301,521	314,014	319,419	344,992	351,899

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: COMMUNITY SERVICES - PLANNING & ZONING, PARKS & RECREATION (CONT'D)					
454	<u>PARKS AND RECREATION</u>					
.145	Parks Project Manager Salary and Benefits	21,161	25,019	22,045	23,196	24,260
.529	Centre Region Pools-Capital	98,329	108,055	108,055	108,985	111,165
.531	Centre Region Park & Rec. Program -Operating	332,844	305,972	329,182	339,597	346,389
	Centre Region Park & Rec. - Capital	33,914	33,997	33,997	46,583	47,515
.532	Contribution to Regional Parks	81,228	78,239	98,425	124,229	126,714
.610	Allocation to PT Park Fund (Tax Revenue)	298,949	461,487	363,179	386,530	402,317
.615	Contribution to Community Fire Works	1,000	1,000	1,000	1,000	1,000
.616	Contribution to Spring Creek Watershed	498	498	498	498	498
	Millbrook Marsh Nature Center	0	0	0	0	42,000
	Myers/Everhart Farm Conservation		75,000	75,000	0	0
458 .530	Centre Region Senior Citizen Center	19,494	17,714	17,714	19,943	20,342
459 .100	Community Gardens	3,435	3,500	8,048	3,500	3,500
	Community Gardens - Capital Expansion	6,580	0	1,979	0	0
	TOTAL PARKS AND RECREATION	897,432	1,110,481	1,059,123	1,054,061	1,125,700
	TOTAL COMMUNITY SERVICES - PLANNING & ZONING, PARKS & RECREATION	1,198,952	1,424,495	1,378,541	1,399,053	1,477,599

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
411	EXPENDITURES: COMMUNITY SERVICES - OTHER					
	<u>FIRE PROTECTION</u>					
.363	Transfer to Hydrant Fund	22,275	22,270	25,408	26,043	26,564
.531	Alpha Fire Company-Operating	218,554	252,027	252,027	264,479	269,769
.532	Alpha Fire Company-Capital	73,283	73,016	73,016	73,516	74,986
.533	Act 205 Volunteer Fire Relief Allocation	106,318	106,318	97,163	106,911	109,508
	TOTAL FIRE PROTECTION	420,430	453,631	447,614	470,949	480,827
421	<u>HEALTH & WELFARE</u>					
.316	Prof. Services-SEO	7,650	11,819	9,843	8,941	8,647
.452	Contracted Svcs./Health Officer	6,332	6,715	10,457	8,799	9,256
.453	Contracted Svcs./Gypsy Moth	0	2,000	0	2,000	2,000
.531	Centre Region Emergency Management	26,777	27,340	27,340	27,145	27,688
.531A	COG Emergency Mgt Contingency Fund	0	0	0	0	0
.537	Contribution to Community Housing	5,000	5,000	5,000	5,000	5,000
.538	Contribution to First Night	550	550	550	550	550
.539	Contribution to Regional Econ. Development	17,500	20,000	20,000	22,500	25,000
.540	Contribution to Community Diversity Conference	0	0	0	500	0
	TOTAL HEALTH & WELFARE	63,809	73,424	73,190	75,435	78,141

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: COMMUNITY SERVICES - OTHER (CONT'D)					
442	<u>CABLE TV - C-NET</u>					
.411	C-NET	32,028	32,989	32,989	32,771	33,426
	TOTAL CABLE TV - C-NET	32,028	32,989	32,989	32,771	33,426
447	<u>TRANSIT</u>					
.531	CATA Capital	23,115	19,893	19,893	14,461	14,461
.532	CATA Operating	80,329	85,780	85,780	89,953	91,752
	TOTAL TRANSIT	103,443	105,673	105,673	104,414	106,213
456	<u>LIBRARY</u>					
.531	Schlow Library	270,689	278,757	278,757	285,290	290,996
	TOTAL LIBRARY	270,689	278,757	278,757	285,290	290,996

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
434 .361	EXPENDITURES: COMMUNITY SERVICES - OTHER (CONT'D)					
	<u>STREETLIGHTS</u>					
	Transfer to Streetlight Fund	47,130	48,115	48,115	48,276	48,276
	TOTAL STREETLIGHTS	47,130	48,115	48,115	48,276	48,276
	<u>OPEN SPACE LOAN PROCEEDS</u>					
	Transfer loan proceeds to reserve fund	3,506,391	0	0	0	0
	TOTAL OPEN SPACE LOAN PROCEEDS	3,506,391	0	0	0	0
	TOTAL COMMUNITY SERVICES - OTHER	4,443,920	992,589	986,337	1,017,135	1,037,879
TOTAL COMMUNITY SERVICES	5,642,872	2,417,084	2,364,878	2,416,188	2,515,478	

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

EXPENDITURES: DEBT SERVICE

DEBT SERVICE: # 470

Patton Township finances major capital projects through the issuance of municipal bonds or other long-term borrowing. In 2002, the Township consolidated its existing debt and secured additional financing for capital needs. In 2003, the Township issued voter-approved bonds for \$2.5 million to be used for open space acquisition. The referendum was presented in the fall of 2001 the information provided to the voters stated that a \$2.5 million bond issue would cost 1.0 mill of Real Estate Taxes per year for 20 years. Because of low interest rates available at the time of issue, the amortization period was shortened to 11.5 years.

In 2006 the Township closed the deal to acquire the 466 acre Haugh Family Farm located on Circleville Road around Circleville Park. The cost of this acquisition, which was a very generous gift from Ms. Helen Haugh and Mr. Hubert Haugh, was \$2.5 million. The property was appraised at \$8 million. For more details on the acquisition, refer to the Open Space Preservation Reserve Fund.

Over the years the value of one mill of Real Estate Tax has grown resulting in more tax revenue than needed to cover the debt service costs. In 2007 the millage collected for Open Space Preservation was reduced from 1.0 mill to 0.9 mills and to 0.7 mills in 2009. This provides adequate funds to cover debt costs. Staff has analyzed the possibility of retiring this debt early but recommended that the millage rate be lowered in 2009; shifting the millage to general operation. This helped to minimize the overall tax increase. In 2010, the millage was reduced to 0.3 mills and continued at that rate. For 2013, only 0.1 mill of tax was required to adequately fund the remaining debt service payments through 2014 when the debt is schedule to be extinguished.

Once again the Township was able to take advantage of historically low interest rates to refinance all outstanding debt as well as borrow new money for the purchase of new Open Space Preservation property. The refinancing saved \$138,172 over the remaining life of the 2010 debt and the 2011 debt. These savings which are reflected in the general fund as well as the open space fund, have helped considerably in keeping significant tax increases at bay for the next several years.

EXPENDITURES: DEBT SERVICE (CONT'D)

DEBT SERVICE (CONT'D): # 470

2003 BOND ISSUE

Allocation to Open Space Preservation Fund: #472.110

Until 2006 this line item represented 1.0 mill of Real Estate Tax plus the prior year collections for the payment of debt incurred for the acquisition of land and/or easements for open space preservation. With the 2006 acquisition of property that resulted in minimal closing and transaction fees because it was a private sale, there were surplus funds in the Open Space Preservation fund. As noted above, 1.0 mill of tax revenue is more than sufficient to cover debt service costs and in 2007 the tax rate associated with Open Space Preservation was lowered to 0.9 mills. In 2009 the allocation of millage was decreased by an additional 2/10ths of a mill to 7/10ths of a mill with the reduction in this rate being shifted to general millage to minimize the necessary increase in the tax rate. The 2010 budget proposed a further decrease to 4/10th of a mill, allowing 3/10th to be shifted to general purposes with the savings from refinancing, the rate has dropped to 3/10ths of a mill. For 2013, only 1/10th of a mill of tax was required for debt service. The remaining 2/10ths of a mill was shifted to general purposes; eliminating the need for a tax increase. These funds, combined with previously collected Open Space Tax revenue will allow for the debt to be extinguished on schedule in 2014.

See Designated Reserve Fund: Open Space Preservation for details. This debt was not refinanced in 2005.

2010 Debt Refinancing: #472.111

In 2017 the Township's financial advisor, Concord Public Finance, told the Township that it might be financially advantageous to refinance existing debt. Because of historically low interest rates, the Township also determined it would be worthwhile to combine outstanding debt with the \$3,500,000 new borrowing for Open Space Preservation.

\$3,800,000 remaining in the 2010 bonds were refinanced. Debt service payments are based on the amortization schedule established at auction.

EXPENDITURES: DEBT SERVICE (CONT'D)

DEBT SERVICE (CONT'D): # 470

2011 General Obligation Note: #472.121

The Township issued a request for proposals for a \$3 million, 25 year bank loan to pay for engineering and preconstruction costs associated with the Waddle Road Interchange Project. The loan was awarded to Kish Bank which provided a loan with drawdown access over the first 30 months, interest only payments during the drawdown period, a fixed rate of 3.13% for the first 10 years and then a variable rate with a 6% cap for the remaining period.

This project has not occurred at the pace anticipated because of additional traffic studies requested by PennDOT. Money has not been drawn at the expected pace therefore, debt payments are lower than budget. By the end of 2014, principal and interest payments will be required.

In the spring of 2014, the Township and Kish Bank agreed to extend the drawdown period of the loan for one year to June 2015 because the project had been going more slowly than originally anticipated, mainly because of PennDOT's review process. In the spring of 2015, the Township and Kish Bank agreed to an additional extension of the drawdown period of the loan for two years to June 2017. The pace of the project has now picked up and all funds necessary for the project are expect to be expended by 2017.

In 2017 the Township's financial advisor, Concord Public Finance, told the Township that it might be financially advantageous to refinance existing debt. Because of historically low interest rates, the Township also determined it would be worthwhile to combine outstanding debt with the \$3,500,000 new borrowing for Open Space Preservation.

\$1,781,970 remaining in the 2011 note was refinanced. Debt service payments are based on the amortization schedule establish at auction.

EXPENDITURES: DEBT SERVICE (CONT'D)

DEBT SERVICE (CONT'D): # 470

Open Space Preservation Phase 2

The referendum question included on the November 4, 2014 ballot passed with 63% support. The question asked voters if they support the expansion of the Open Space Preservation program. The question reads: "Shall debt in the sum of 3,500,000 dollars for the purpose of financing acquisition of development rights, conservation easements, and land for the preservation of open space be authorized to be incurred as debt approved by the electors?"

To fund this acquisition a borrowing (bond or loan) will be made in 2017. The debt will be paid through a dedicated real estate millage estimated to be 6/10ths of a mill levied in 2016. This millage was approved in the budget in prior budgets.

In 2017 the Township's financial advisor, Concord Public Finance, told the Township that it might be financially advantageous to refinance existing debt. Because of historically low interest rates, the Township also determined it would be worthwhile to combine outstanding debt with the \$3,500,000 new borrowing for Open Space Preservation.

On December 5, 2017, the Township borrowed \$3,500,000 and refinanced the 2010 Debt Refinancing and the 2011 General Obligation Note. The total amount borrowed was \$9,126,000 at a rate of 1.98% fixed rate for the first 7 and one-half years of the loan, followed by a variable rate of 30 Day London Inter Bank Offering Rate ("30 Day LIBOR) plus 135 basis points for the remaining 12 and one-half years. The Note is issued by Jersey Shore State Bank.

PIB Loan/Capital Project Line of Credit

The Capital Improvement Plan and this Budget propose a number of capital projects over the next several years (Waddle Road Widening, Valley Vista Left Turn lanes). Although some grant funding is available, these awards are on a reimbursement basis. The Township was awarded an \$800,000 PIB loan. The PIB loan began payback in 2018.

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	EXPENDITURES: DEBT SERVICE					
470	<u>DEBT SERVICE</u>					
	<u>2003 Bond Issue</u>					
472 .110	Allocation to Open Space Preservation Fund	0	0	0	0	0
	<u>2010 Debt Refinancing</u>					
472 .111	Principal and Interest	4,214,619	501,968	501,968	643,021	592,050
	<u>2011 General Obligation Note</u>					
472 .121	Principal and Interest	1,897,423	122,277	122,277	122,278	122,276
472 .130	Allocation to Open Space Preservation Phase 2	267,841	279,603	68,927	245,434	245,435
472 .132	PIB Loan	7,000	96,460	96,460	96,460	96,460
	TOTAL DEBT SERVICE	6,386,882	1,000,309	789,633	1,107,194	1,056,221

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

TOTALS/CASH BALANCE

This section illustrates the Total Revenues, Total Expenditures and the use of the Cash Balance each year.

Cash balance is the amount remaining in the General Fund account at the end of the year. It is the cumulative difference between revenues and expenditures. A healthy balance provides the needed cash to pay bills early in the year before tax revenues are received. It is also important to have a cash balance to cover unexpected expenditures and to ensure a solid bond rating. The overall revenue projection for year-end 2018 is that revenues will be approximately 11% below the budgeted amount mainly because of the delay in the receipt of Bikeway and Multi-Modal Grants. Overall expenditures are approximately 100.5% of budgeted expenditures.

The Government Finance Officers' Association best practice recommends approximately 17% fund balance as a minimum which equates to approximately two months expenses. The target range for the ending cash balance is between 8% and 12% of expenditures.

	2017 Actual	2018 Budget	2018 Projection	2019 Proposed	2020 Forecast
Ending Cash Balance	\$4,169,501	\$4,148,458	\$2,859,185	\$1,758,148	\$1,122,128
Expenditures	\$18,140,180	\$11,342,234	\$11,399,189	\$16,212,634	\$11,289,443
Percentage of Expenditures	22.98%	36.58%	25.08%	10.84%	9.94%

ACCOUNT NUMBER	ACCOUNT TITLE	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
	<u>TOTALS</u>					
	TOTAL REVENUE	19,552,604	11,321,191	10,088,873	15,111,597	10,653,423
	TOTAL EXPENSES	18,140,180	11,342,234	11,399,189	16,212,634	11,289,443
	NET + (-)	1,412,424	(21,043)	(1,310,316)	(1,101,037)	(636,020)
	FUND BALANCE					
	BEGINNING BALANCE	2,757,077	4,169,501	4,169,501	2,859,185	1,758,148
	NET + (-)	1,412,424	(21,043)	(1,310,316)	(1,101,037)	(636,020)
	ENDING BALANCE	4,169,501	4,148,458	2,859,185	1,758,148	1,122,128
		46.25%	36.58%	25.08%	10.84%	9.94%

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

**PATTON TOWNSHIP 2019 BUDGET
LINE ITEM DETAIL
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DESIGNATED RESERVE FUND: POLICE VEHICLE REPLACEMENT

The Patton Township Police Department currently has a fleet of fourteen police vehicles; eight marked vehicles assigned to the Patrol Division, three unmarked cars assigned to the Detectives, a Chief's vehicle, and two staff vehicles used for officers traveling to training, for tactical driving training, or as needed for other functions. In 2012, one patrol vehicle, scheduled to be decommissioned, was not taken out of service and was kept as part of active patrol. Having the eighth vehicle allows officers to be assigned a car, thereby allowing for longer vehicle life over the whole fleet. In 2010, the Centre County District Attorney's Office allowed the use of a county vehicle to the department for investigative work. The Detective vehicles can be used in undercover operations.

The patrol division averages 120,000 miles per year in total; the detectives each account for an additional 9,000 miles per year. In 2013, the service life of patrol sedans was increased from five years to six to allow for an increase in the patrol fleet to seven cruisers. The Township mechanic is consulted on which vehicles should be decommissioned.

The schedule of replacement is as follows:

- on average, one cruiser per year is replaced. Each has a six-year life as a marked vehicle. At the end of six years the vehicle may become a staff vehicle. For 2019, one patrol vehicle is scheduled to be decommissioned. After its secondary use, a vehicle may be used as a non-police staff vehicle or sold.
- other vehicles such as nonstandard cars are replaced as provided for in the schedule in this section. It is anticipated that these cars will have a longer life than six years because of the nature of their use.
- Patton Township contributes approximately \$1,000 for the maintenance of the mobile command post. This vehicle has been used numerous times for Patton Township critical incidents and for community relations functions.

DESIGNATED RESERVE FUND: POLICE VEHICLE REPLACEMENT (CONT'D)

The Police Vehicle Replacement Fund provides a schedule of annual appropriations for police vehicle acquisitions.

The expenditures for 2019 are as follows:

1 Patrol vehicle and Computer	\$29,897 + \$6,000
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	Years	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025		
# of cars to replace		two	two	two	one	two	one	one	two	one	one	one	two	two		
38-1	Cruiser 1	2013 Dodge Charger						1							1	6 year replacement
38-2	Cruiser 2	2015 Dodge Charger							1							6 year replacement
38-3	Cruiser 3	2014 Dodge Charger							1							6 year replacement
38-5	Cruiser 4	2016 Ford Taurus							1							6 year replacement
38-6	Cruiser 5	2014 Dodge Charger							2							6 year replacement
38-7	Cruiser 6	2012 Dodge Charger					2018 Dodge Charger						1	6 year replacement		
	SUV	2008 Ford Expedition													No cash outlay-old SUV	
38-4	SUV							2017 Ford Escape				1			6 year replacement	
	Detective Car 1				2015 Ford Fusion						2			10 year replacement		
	Detective Car ;	Car Loaned by Distric Attorney's Office													8 year replacement	
	Detective Car ;	* 2006 Chevy Impala				2018 Ford Fusion								10 year replacement		
38-12	Chief Car	2014 Ford Fusion										2			10 year replacement	
38-11	Staff Car	2006 Ford Crown Victoria													No cash outlay-old cruiser	

2018 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: POLICE CAR REPLACEMENTS

	2017 ACTUAL	2018 FORECAST	2018 PROPOSED	2019 FORECAST	2020 FORECAST	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST	2025 FORECAST
# CARS PURCHASED	TWO	ONE	ONE	ONE	TWO	ONE	ONE	ONE	TWO	TWO
	D-3 and Expedition	38-7	38-7	38-1	38-3 AND 38-6	38-2	38-5	38-4	38-7 and Chief's Car	38-1 and Detective
REVENUE										
REVENUE AMOUNT TO FUND Insurance	\$47,000	\$48,000	\$48,000	\$49,000	\$50,000	\$50,000	\$50,000	\$50,000	\$60,000	\$70,000
EXPENDITURES										
CAR	47,405	31,702	25,207	29,897	61,588	31,718	32,669	33,647	62,690	64,586
COMPUTER REPLACEMENT	13,319	6,000	3,870	6,000	12,360	6,365	6,556	6,753	16,120	16,603
	60,725	37,702	29,077	35,897	73,948	38,083	39,226	40,400	78,810	81,189
BALANCE, BEGINNING OF YEAR	49,029	35,328	35,328	45,651	58,854	35,006	47,023	57,848	67,548	48,838
INTEREST	24	25	63	100	100	100	50	100	100	100
BALANCE, END OF YEAR	\$35,328	\$45,651	\$54,314	\$58,854	\$35,006	\$47,023	\$57,848	\$67,548	\$48,838	\$37,749

2018 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: PARKLAND ACQUISITION AND IMPROVEMENT

In July 1989, the Board of Supervisors (Board) adopted a Township Recreation Plan providing for the development and improvement of the existing Township parks and the acquisition of two (2) future park sites, one suburban and one rural. The Recreation Plan was to be funded by a dedicated tax. In 1990, the suburban Haugh Tract (38 acres) was acquired and in 1991, the rural Crust Tract (74 acres) was purchased.

In 1998, the Board approved a dedicated 0.7 Recreation Millage as recommended by the Recreation Advisory Committee (RAC). This millage funded the following:

- A twenty year program to develop the Circleville Park (formerly known as Haugh Tract) and the Bernel Road Park (formerly the Crust property) - \$100,000 of the tax revenue was allocated each year to this reserve fund for new park development.
- Debt payments on the Haugh Tract and Crust Tract properties.
- General park improvements. Any remaining revenue after the above allocations were made was available for general improvements in other parks.

In 2006, the Board retired a “matching funds” requirement policy and endorsed the schedule of improvements as detailed in the “Patton Township Parks Plan 2006-2015.”

In 2007, the Master Plans for both the last phase of Circleville Park and for Bernel Road Park were presented to the Recreation Advisory Committee (RAC), and then adopted by the Board. The cost for Circleville Park was estimated at \$1.4 million and the cost for Bernel Road Park was estimated at \$5.8 million. Circleville Park was completed in 2011. Phase I of Bernel Road Park was completed in 2012.

With adoption of the “Patton Township Parks Plan 2011-2020”, the RAC considered the issue of financing park development. With attractive circumstances for borrowing, design, and construction, the RAC recommended financing the construction of Phase 1 of Bernel Road Park through bonds.

The RAC developed the “Patton Township Parks Plan 2015-2024”, which was adopted by the Board in July 2015.

DESIGNATED RESERVE FUND: PARKLAND ACQUISITION AND IMPROVEMENT (CONT'D)

REVENUE

Private Contributions

- **Payment in Lieu of land:** Developers have a choice as to whether to provide land in their developments for a park or, at their discretion propose a payment to the Township instead of providing land. The fee is based on negotiations between the developer and Township staff. If the developer prefers to make a payment, it is assigned to one of two categories.
 1. General: Applied to the New Park Development Fund for future use. The Village of Penn State made a payment of \$120,000 in 2018 for future bikeway development.
 2. Specific: Applied to the specific project identified in the subdivision/land development plan. No such payments are anticipated in 2019.
- **Payments for Equipment:** In some cases developers provide a payment for playground equipment or other improvements in a park. These funds are reserved for general or specific uses, as appropriate. No funds are anticipated in 2019.

Tax Revenue

As described in the introduction to this section, a dedicated amount of the total real estate tax millage is assigned to Patton Township parks. In 2018, 7/10ths of a mill of tax is expected to generate \$363,179 of revenue. For 2019, the same millage is anticipated to produce \$386,530.

Bond Proceeds

In 2010, as part of an overall debt refinancing, the Board of Supervisors authorized issuance of additional debt of \$2.105 million to fund the expenditures that had been scheduled for the next decade at Bernel Road Park. These bonds will be repaid over a ten year period.

Interest

Available funds are invested in approved accounts. The interest earned on these investments is credited to this fund.

DESIGNATED RESERVE FUND: PARKLAND ACQUISITION AND IMPROVEMENT (CONT'D)

EXPENDITURES

Parks Project Manager Salary

In 2007, this position was increased from 20 hours to 30 hours per week.

For 2011 and 2012, all local park expenditures have been paid from the Park Fund to help offset tax increases, meaning less funding for park development and improvements. In 2013, it was proposed that the allocation of the Parks Project Manager's salary and benefits to the General Fund be slowly restored. For 2013, 10% was allocated to the General Fund.

In reviewing the future work load for parks development given the extensive work done to date and the lack of availability of new funds, the parks program is in maintenance mode until funds are accumulated for construction in Gray's Woods Park. Therefore, this position has been altered to become Public Works Project Manager. Two-thirds of salary and benefits will be allocated to Public Works and one-third will be allocated to the Park Fund in the General Fund.

Administrative Expenses

Included in this line item are advertising and meeting expenses, cell phone fees and other incidental fees.

Debt Service Payments

This line represents the principal and interest payments on the \$2.105 million borrowed to develop Bernel Road Park.

Parkland Improvements

A schedule of improvements has been developed by staff and approved by the Patton Township Recreation Advisory Committee (RAC). All capital and major maintenance work expected through 2020 is included in the "Patton Township Parks Plan 2015-2024", adopted by the Board in July 2015.

Minor repairs and maintenance work such as line-stripping on courts, re-mulching, electricity, water, and mowing make up the bulk of the costs for this category for the next several years. In 2019, renovation of the tennis courts into pickleball courts at Green Hollow Park is planned as well as additional minor upgrades.

DESIGNATED RESERVE FUND: PARKLAND ACQUISITION AND IMPROVEMENT (CONT'D)

New Park Development

- **Bernel Road Park (formerly Crust Tract) Development:** The Master Plan was developed in 2007. With financing secured, a firm was hired to complete design and engineering of Phase 1. Construction of the playground was substantially complete in 2011, however extreme wet conditions delayed the completion of the parking lot and tennis courts until 2012. Due to the number of play fields (soccer and baseball/softball) planned for Oak Hall and Whitehall Parks, the RAC and the Centre Region Parks Authority (CRPA) believe the need for these fields has been met for the Centre Region. Phase 1 of Oak Hall Park has been completed and Whitehall Road Park construction has yet to begin. In 2016, the RAC and their design professional began the task of updating the Master Plan for Phase 2 of Bernel Road Park. The original Master Plan included only play fields and the revised Master Plan is being developed to reflect the current needs of the residents. The revised Master Plan was approved by the Board in 2017. A detailed plan for development of Phase 1A will be completed in 2019 allowing the Township staff to seek grant or private funds to begin construction of Phase 1A prior to 2021.
- **Gray's Woods Park**
The 43 acre Gray's Woods Park encompasses a large wetlands complex. A species survey was completed in 2010 and the identification of species of concern was made. Location and a plan for protection was developed with regulatory agencies in advance of any park master planning efforts. The master planning process for this park was completed in 2013. Design for Phase 1 was completed in 2017. Construction of Phase 1 will be complete in 2019.
- **Valley Vista Multi-Use Path**
Patton Township received a \$1,041,212 grant to construct a multi-use path along the west side of Valley Vista Drive from Carnegie Drive to Circleville Road in Ferguson Township. The engineer was selected and has begun engineering in 2018. Construction is anticipated in 2019.
- **Patton Township Bicycle Plan**
The Township Recreation Advisory Committee (RAC) is in the process of updating the Township Bicycle & Pedestrian Path Plan. Once finalized and approved by the Board of Supervisors the work of securing funding, grants may begin.

RESTRICTED RESERVE FUND: PARKLAND ACQUISITION AND IMPROVEMENT

	2015 Actual	2017 Actual	2018 Budget	2018 Projection	2019 Proposed	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast
REVENUE:									
Tax Revenue	313,805	298,949	341,487	363,179	386,530	402,317	418,749	435,852	453,654
Bond Proceeds/Borrowing	0	0	0	0	0	0	0	600,000	0
Grants			300,000	300,000			150,000	0	0
Miscellaneous Revenue/Private Donations	0	0	120,000	120,000	0	0	0	0	0
Interest Earnings	75	1,573	1,500	1,500	1,000	1,000	1,000	50	50
Total Revenue	\$313,880	\$300,522	\$762,987	\$784,679	\$387,530	\$403,317	\$569,749	\$1,035,902	\$453,704
EXPENDITURES:									
Parks Project Manager Salary and Benefits	0	0	0	0					
Administrative Expenses	214	180	1,101	245	250	255	260	265	270
Debt Service Payments	240,050	236,600	236,700	236,700	240,500	238,525	0	10,500	72,000
Parkland Improvements	6,278	3,125	62,573	8,429	65,000	0	13,740	0	0
New Park Development									
Circleville Park Development (Phase 1B)	294	4,354	0	0	0	0	0	0	0
Bernel Road Park	3,985	3,067	70,000	70,000	0	128,485	503,525	498,633	100,000
Gray's Woods Park	808	20,659	450,000	505,000	0	0	0	0	0
Total Expenditures	\$251,630	\$267,986	\$820,374	\$820,374	\$305,750	\$367,265	\$517,525	\$509,398	\$172,270
Difference	62,250	32,536	(57,387)	(35,695)	81,780	36,052	52,224	526,504	281,434
Cash Balance, January 1	355,846	409,104	441,640	441,640	405,945	487,725	523,777	576,001	1,102,505
Cash Balance, December 31	\$418,095	\$441,640	\$384,253	\$405,945	\$487,725	\$523,777	\$576,001	\$1,102,505	\$1,383,939

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION

2019 Budget

2014 Open Space Referendum

On November 4, 2014 the voters of Patton Township approved a ballot question to authorize the borrowing of \$3,500,000 to acquire and preserve additional Open Space lands in the Township. In early 2015 the Township convened an ad-hoc committee of 13 residents to work through that process and identify those undeveloped properties with willing sellers that would have the highest value as publically owned Open Space. To begin making debt service payments the Board of Supervisors approved a 2016 Budget with a 0.6 mill property tax increase dedicated for Open Space. The tax increase was included in property tax bills for 2016. In late 2016 the Open Space Task Force (OSTF) completed review of the potential properties and compiled a list of the highest rated properties.

2017 Open Space Property Acquisitions

The owners of the top-ranked properties were approached regarding the potential sale to the Township. The Township commissioned appraisals on three properties to establish the current fair market value (FMV). Following the appraisals, one property owner declined to continue in the program. Negotiations with the remaining owners resulted in a donation to the Township of \$750,000 from the Hamer Foundation and the following acquisitions in December 2017:

150 acres in the Gray's Woods Planned Community for \$4,250,000 (fee-simple purchase at 36% below FMV)

31 acres in Toftrees Planned Community for Rail-trail and Conservation Easements (donation of \$950,000+ FMV)

Previous Referendum

In 2001, the voters of Patton Township approved a \$2.5 million bond issue for Open Space Preservation. The Board of Supervisors appointed an Open Space Task Force in January 2002, and approved the report of the Task Force in September 2004. This report identified the top five properties for preservation as Open Space based on a systematic evaluation of all open properties in the Township using criteria developed by the Task Force with input from the community.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION (cont'd)

In 2006 the Township closed the deal to acquire the 466 acre Haugh Family Farm located on Circleville Road. The cost of this acquisition, which was a very generous gift from Ms. Helen Haugh and Mr. Hubert Haugh, was \$2.5 million. The property was appraised at \$8 million. In addition to the gift reducing the price on the land purchase, the Haugh Family also established an endowment with the Centre County Community Foundation. The income from this endowment will help fund maintenance and monitoring of the conservation easement of the property.

To fund the debt service (principal and interest) on the bond issue the Board began levying 1.0 mill of property tax. Because of low interest rates and growth in the value of one mill of Township property taxes, it was only necessary to amortize the bond issue over 11.5 years instead of the 20 years originally anticipated. Because the tax base continued to grow, the 1.0 mill tax brought in more funds than necessary for debt service. Funds in excess of debt service were to be reserved for transaction costs associated with the land purchase, but because it was a private sale only minimal costs were incurred.

With the 2007 budget, the Board reduced the Open Space Tax by 1/10th mill to 0.9 mill and the 2009 budget reduced the Open Space Tax by another 2/10th mill to 0.7 mill. To retire the debt on the original schedule in 2014 the millage was reduced to 0.4 mills in 2010 and will remain at 0.3 mills from 2011 through 2012. The dedicated millage was reduced to 1/10th of a mill in 2013 and eliminated for 2014.

The cash balance on the attached schedule shows the funds as designated for specific purposes. The Real Estate Tax revenues are designated exclusively for debt service on the bond issue and transaction costs associated with the financing. Additional monies in the cash balance primarily were generated from interest earned on the bond proceeds between 2003 and 2006, proceeds from the sale of Township property along North Atherton Street in 2006, farm rental for 2006 and 2007, and other interest earned on the account balance. These monies (with the exception of \$8,000 carried forward to 2008 for maintenance expenses) were designated as the "Township Endowment" for the Haugh Family Farm Open Space.

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION (cont'd)

For maintenance and monitoring of the property for the future, four revenue streams are available: the Centre County Community Foundation Haugh Family endowment, the Township endowment, the farm lease, and income from forestry management practices developed through the Forest Stewardship Plan. These revenues are forecasted to be sufficient to fund anticipated maintenance, monitoring, and improvements through 2020. No additional tax revenue is required.

Also in 2007, the Board approved the establishment of an Open Space Stewardship Committee. The committee works with the Open Space Property Manager and Township Manager to develop policy recommendations for the Board's consideration.

REVENUE

Forestry Best Management Practices

"To promote biological diversity, improve forest health and productivity, control invasive species, improve wildlife habitat, protect water resources, and improve recreational access," the Forest Stewardship Plan recommends certain activities that are anticipated to produce income from the sale of saw timber and pulpwood. The revenue shown is the selling price from the harvest activities.

Dedicated Real Estate Tax

These are the funds received annually from the dedicated property tax millage for Open Space Preservation (current and prior).

A referendum passed in November 2014 authorizing the Board of Supervisors to spend up to \$3.5 million to acquire land to preserve open space. The debt service is to be funded by a dedicated real estate tax of approximately 6/10ths of a mill. The dedicated millage was implemented in 2016 and debt service payments began in 2018.

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION (cont'd)

CCCF Endowment Income

This is the income expected from the endowment fund established by the Haugh Family. The income is dependent on the earnings of the investments of the Centre County Community Foundation and is set by their Board of Directors.

Farm Rental Income

The sales agreement provides for the continuation of farming. The 2019 rent is based on 230 tillable acres at \$65 per acre.

Interest

This is the amount earned from investment of the funds in the reserve fund.

EXPENDITURES

Real Estate Taxes

This line reflects the State College Area School District and Centre County real estate taxes that are paid on the portion of the property covered by the farming lease.

Stewardship Expenses

This line includes funds expended to create/update stewardship plans, prepare biological studies and for third-party monitoring of the conservation easement requirements.

Forestry Management Practices

In conjunction with harvest activities noted in the revenue section, the Forest Stewardship Plan recommends additional activities to promote the health of the wooded areas. These include herbicide applications to control invasive species and installation of deer fencing to protect saplings until they reach browse height. When a harvest is done using a percentage split of revenues, the proceeds to the harvester will be included on this line.

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION (cont'd)

Maintenance

These costs reflect work performed by Township employees and contractors and include potential improvements such as paths, tree maintenance, and fencing, as well as mowing and brush removal. With the additional properties, the Open Space Property Manager has requested \$10,000 to purchase an off-road utility vehicle (i.e. a gator) to assist with maintenance activities.

Committee Expenses

These are meeting costs for the Open Space Stewardship Committee that meets 4 to 6 times per year. Costs are primarily for food for the 5 pm meetings and rental of gators for the annual property tour.

Allocation of Property Manager Costs

In addition to his other responsibilities, the Township Zoning Officer was promoted to take over the management of the Haugh Family Farm property. A portion of his salary and benefits is reflected here, with the remainder in account 414.131. The allocation was increased to \$8,000 in 2013 and \$8,500 in 2016.

2014 Survey, Referendum & Open Space Task Force (OSTF)

Costs related to a resident survey conducted in the spring of 2014, the referendum itself, and the OSTF committee activities are included on this line. The survey and referendum costs consist of postage for mailings; and legal and other advertising prior to the November election. OSTF costs consist of meals purchased for the meetings, advertising, consultants to assist the Task Force, and appraisals.

Circleville Bike Path Construction

Construction for the project was bid out through PennDOT in late February. The apparent low bid came in at \$406,406, approximately \$97,000 over the programmed funding. The Centre County Metropolitan Planning Organization (CCMPO) and PennDOT secured another \$40,000 of MPO funding for the project. In April 2015 the Board of Supervisors, with the consent of the OSSC, approved additional expenditures of \$30,000 from the unreserved general fund cash balance and \$30,000 from the Open Space Preservation Operating Reserve Fund to fully fund the project.

In 2016, some work was required to make a field entrance usable for the tenant farmer.

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION (cont'd)

Property Acquisition

Over the course of 2015 and 2016, the Township convened an ad-hoc committee of residents to work through that process and identify those undeveloped properties with willing sellers that would have the highest value as publically owned Open Space. The owner of the top-ranked property would be approached regarding the potential sale to the Township. The purchase and donation of additional open space properties was finished in December 2017. The 2017 purchase price includes a \$750,000 donation from the Hamer Foundation for the Gray's Woods purchase.

Debt and other Closing Costs

Includes costs associated with acquiring the property and securing the funding. These costs were funded from monies remaining in the "Reserved for Debt Service (Tax Revenue)" portion of the "Balance at Year End."

Debt Service Payment-Principal and Interest

The final payment on the 2003 loan was made in 2014.

In November 2017, the Township secured financing from Jersey Shore State Bank for the open space acquisition and to re-finance additional Township debt. The debt service for the open space acquisition is shown in this line.

Balance at Year End

The cash balance includes funds generated from "Tax Revenue reserved for Debt Payments" and funds "Designated for Operating Costs". Operating costs include real estate taxes (on the portion of the property which is farmed), stewardship expenses, forestry management practices, maintenance, and allocation of a portion of the property manager's salary.

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION

	2016 ACTUAL	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 BUDGET	2020 FORECAST	2021 FORECAST	2022 FORECAST
BEGINNING YEAR BALANCE	\$286,264	\$550,238	\$793,811	\$793,811	\$1,000,001	\$1,038,074	\$1,098,624	\$1,164,174
REVENUE								
Other Revenue Sources								
Loan Proceeds - 2014 Referendum	0	3,506,391	0	0	0	0	0	0
Interest (Tax Revenue Account)	33	274	0	485	500	500	500	500
Operational Revenues								
Forestry Best Management Practices	0	27,937	0	0	2,500	5,000	0	0
Dedicated Real Estate Tax	268,668	273,730	289,737	279,603	291,023	301,000	311,000	321,000
CCCF Endowment Income	12,579	12,586	13,200	12,700	13,300	13,300	13,300	13,300
Farm Rental Income	15,015	14,950	15,015	14,950	15,000	15,000	15,000	15,000
Reimbursement Grant	0	750,000	0	0	0	0	0	0
Interest from Operating Accts and Endowment	236	251	250	295	250	250	250	250
TOTAL REVENUE	296,531	4,586,119	318,202	308,033	322,573	335,050	340,050	350,050
EXPENDITURES								
Operational Expenditures								
Real Estate Taxes	2,847	2,884	3,000	2,943	3,050	3,050	3,050	3,100
Stewardship Expenses	4,151	5,967	5,000	8,000	7,500	7,500	7,500	7,500
Forestry Management Practices	4,450	4,517	6,000	9,500	6,000	6,000	6,000	6,000
Maintenance	815	4,843	2,500	3,000	13,000	3,000	3,000	3,000
Committee Expenses	617	488	900	900	950	950	950	950
Allocation - Property Manager	8,500	8,500	8,500	8,500	9,000	9,000	9,000	9,500
2014 Survey, Referendum & OSTF	10,022	0	0	0				
Capital Expenditures and Debt Service								
Circleville Bike Path Construction	1155	0						
Property Acquisition	0	4,295,072	0	0	0	0	0	0
Debt and other Closing Costs	0	20,275	0	0	0	0	0	0
Debt Service payment-principal and interest	0	0	260,000	69000	245,000	245,000	245,000	245,000
TOTAL EXPENSE	32,557	4,342,546	285,900	101,843	284,500	274,500	274,500	275,050
BALANCE AT YEAR END	\$550,238	\$793,811	\$826,113	\$1,000,001	\$1,038,074	\$1,098,624	\$1,164,174	\$1,239,174
Reserve Fund Balances								
Reserved for Debt Service (Tax Revenue)	\$299,534	\$553,263	\$583,000	\$764,351	\$810,874	\$867,374	\$933,874	\$1,010,374
Bond Revenue								
Township Endowment	\$198,546	\$198,746	\$198,946	\$198,946	\$199,146	\$199,346	\$199,546	\$199,746
Operating Funds	\$52,158	\$41,802	\$44,167	\$36,704	\$28,054	\$31,904	\$30,754	\$29,054
	\$550,238	\$793,811	\$826,113	\$1,000,001	\$1,038,074	\$1,098,624	\$1,164,174	\$1,239,174

DESIGNATED RESERVE FUND: LIQUID FUELS TAX EXPENSE FUND

Each year the Commonwealth of Pennsylvania provides funds to municipalities from the Liquid Fuels Tax Fund generated from the sale of gasoline and diesel fuel. These funds are allocated to municipalities based upon population and local road mileage. The Pennsylvania Department of Transportation Bureau of Municipal Services has indicated that the 2019 allocation totals \$489,120. This is a decrease decrease \$1,684 from the 2018 liquid fuel funds received.

In 2010 a separate fund for reporting Liquid Fuel Tax (LFT) expenditures has been created to more accurately track, forecast and report the use of LFT revenue for eligible LFT expenses.

Budgeted LFT expenditures for 2019 are as follows:

- \$63,945 for Repair & Maintenance Supplies (Rock Salt)
- \$8,376 for Traffic Signal Electricity
- \$32,306 Repair & Maintenance of Vehicles
- \$250,000 Road Resurfacing Project Allocation
- \$150,000 Road Equipment

The total LFT eligible expenditures for 2019 are \$502,765.

DESIGNATED RESERVE FUND: LIQUID FUELS TAX RELATED E Budget Year 2019
DESIGNATED RESERVE FUND: LIQUID FUELS TAX FUND

	2017 Actual	2018 Budget	2018 Projection	2019 Proposed	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast
Cash Balance January 1	\$103,575	\$103,575	\$ 103,575	\$173,820	\$160,476	\$162,534	\$160,049	\$138,075
<u>REVENUE</u>								
L355020 LFT Revenue	468,100	482,435	490,804	489,120	497,606	506,238	515,020	523,954
L341000 Interest	355	300	1,071	300	300	300	300	300
Transfer from General Fund		-	-	-	-	-	-	-
County LFT Grant		-	-	-	-	-	-	-
Total Revenue	468,455	482,735	491,875	489,420	497,906	506,538	515,320	524,254
<u>EXPENDITURES</u>								
L430740 Equipment Purchase	0	192,520	128,909	150,000	90,000	100,000	25,000	125,000
L432245 Repair & Maint. Supplies (SAL	59,494	62,083	61,062	62,083	63,945	65,864	67,840	69,875
L430260 Minor Equipment	-	-	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-	-	-
L433246 Traffic Signal Operations	-	-	-	-	-	-	-	-
L432262 Street Signs/Road Maintenanc	-	-	-	-	-	-	-	-
L433361 Traffic Signal Electricity	7,895	7,275	7,911	8,376	8,627	8,886	9,152	9,427
L437250 Repair & Maintenance of Vehic	17,371	31,365	25,977	32,306	33,275	34,273	35,302	36,361
Waddle Road Widening		-	-	-	-	-	-	-
L439610 Road Resurfacing Project Allo	185,894	197,772	197,772	250,000	300,000	300,000	400,000	330,000
Total Expenditures	270,653	491,015	421,631	502,765	495,848	509,023	537,294	570,662
Cash Balance, December 31								
Cash Balance Total Fund Balance	\$301,376	\$95,295	\$173,820	160,476	162,534	\$160,049	\$138,075	\$91,667
<u>Composition of Fund Balance:</u>								
Carry forward of Equipment re:	\$2,413	\$96,033	\$96,033	65,285	13,109	\$22,630	\$23,878	\$101,882
Current Year's Equipment Allo	\$93,620	\$96,487	\$98,161	97,824	99,521	\$101,248	\$103,004	\$104,791
Less Equipment Purchases	\$0	\$192,520	\$128,909	150,000	90,000	\$100,000	\$25,000	\$125,000
Reserved for Equipment Purch	\$96,033	\$0	\$65,285	13,109	22,630	\$23,878	\$101,882	\$81,673
Available for other uses	\$205,343	\$95,295	\$108,535	147,367	139,904	\$136,171	\$36,193	\$9,994

DESIGNATED RESERVE FUND: ROAD EQUIPMENT REPLACEMENT

Beginning with the 1988 Budget the Board of Supervisors authorized a schedule of regular appropriations each year to finance the replacement of major equipment items used in the Public Works Department. A replacement schedule for the equipment, based on its estimated useful life, was set forth and is illustrated as a chart below. The present fleet consists of four 30,000 lb. gross vehicle weight (GVW) trucks, four 11,000 lb. GVW trucks, three pick-up trucks and 15 other pieces of motorized equipment.

Allocation History

In 1988 the Board allocated \$40,000 to this fund and planned for an annual increase of \$1,000. In 1997, the allocation was increased to \$51,000 with planned annual increases of \$2,000. Based upon the 1997 allocation formula the planned allocation for 2006 was \$69,000. However, with the approval of the 2006 budget the allocation was increased by an additional \$10,000 per year. In 2007, the allocation (based upon the modified 2006 formula) was \$81,000, \$83,000 for 2008 and \$85,000 for 2009. The 2010 allocation was reduced to \$61,822 due to economic conditions. As noted above, the allocation is augmented in some years by grants from DEP to help fund recycling collections for leaves and brush. Since 2007 equipment replacement purchases have been funded by \$609,469 from the General Fund, \$854,799 from Liquid Fuels Funds and \$282,747 from grant funding.

The 2019 budget is scheduled for an allocation of \$60,000 to continue the current allocation formula. 2019 allocation will be achieved by using \$150,000 from Liquid Fuels Tax Funds and the remainder \$60,000 from the General Fund.

Purchases proposed for 2019 include a new sweeper truck with the purchase of the 30,000 GVW trucks pushed back a year due to the sweeper truck cost compared to previously budgeted amount.

**PATTON TOWNSHIP
PUBLIC WORKS CHART OF EQUIPMENT REPLACEMENT**

Item	Estimated Service Life	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	
Pull Broom (PB-1)	20 years	2010 Pull Broom (Rescheduled to 2025)																			
Leaf Collector (ODB-1)	15 years	2008 Leaf Collector																			
Brush Chipper (BC-3)	15 years	2005 Brush Chipper																2020 CHIPPER			
Brush Chipper (BC-4)	15 years	2011 Brush Chipper																			
Tar Applicator	15 years																				
Chip Spreader	15 years	2008 Chip Spreader																			
Asphalt Roller (RL-1)	15 years	2005 Asphalt Roller																2020 ROLLER			
Backhoe (BH-1)	15 years													2016 Backhoe							
Front End Loader (WL-1)	20 years										2012 Front End Loader										
Motor Grader (GR-1)	20 years													2015 Motor Grader (replacement on hold)							
Mini Excavator (ME-1)	15 years										2013 Mini Excavator										
Street Sweeper (P-8)	15 years																	2019 Sweeper			
Sign Truck Bi-Fuel (P-12)	10 years													2014 Truck							
11,000# Truck (P-21)	12 years													2015 Truck							
11,000# Truck (P-27)	12 years													2015 Truck							
11,000# Truck (P-22)	12 years													2016 Truck							
11,000# Truck (P-25)	12 years	2009 Truck																			
30,000# Truck (P-5)	12 years													2016 Truck							
30,000# Truck (P-23)	12 years																	2018 Truck			
30,000# Truck (P-28)	12 years	2007 Truck																			
1 Ton Truck (P-27)	10 years													2015 Truck							
30,000# Truck (P-24)	12 years	2008 Truck																			
Pick-up Truck Bi-Fuel (P-4)	10 years													2016 Truck							
Pick-up Truck (P-6)	10 years	2010 Pick-up (Replacement on Hold)									2018/2019 Sale										
Pick-up Truck (P-7)	10 years	2006 Pick-up (new)												2016 Repurposed to replace P6							
Mower (ST-1)	8 years	2009 Steiner Multi-Use									2017 MultiUse Mower										
Steiner (ST-2)	8 years																				
John Deere Mower (MT-1)	15 years													2013 Tractor							
Skid Steer Loader (SL-1)	15 years										2013 Skid Steer										
Bucket Truck (P-10)	20 years													2016 Bucket Truck (Used MY 2001)							
One-Man Leaf Truck (P-9)	20 years	2006 One Man Leaf Truck																			
One-Man Leaf Truck (P-11)	20 years										2011 One Man Leaf Truck										
Towable Air Compressor	20 years													2012 One Man Leaf Loader							
Asphalt Hot Box	20 years													2016 Hot Box							
SL Trailer (TR-1)	20 years																				
Port. Gen Trailer (TR-2)	20 years																				
PM Trailer (TR-3)	20 years	2009 Trailer																			
Tilt Trailer (TR-4)	20 years													2013 Trailer							
Steiner Trailer (TR-5)	20 years													2013 Trailer							
Trailer (Concrete Forms) (TR-6)	20 years													2017 Trailer							

DESIGNATED RESERVE FUND: ROAD EQUIPMENT REPLACEMENT (E1074010)

	2017 <u>Actual</u>	2018 <u>Budget</u>	2018 <u>Projected</u>	2019 <u>Proposed</u>	2020 <u>Forecast</u>	2021 <u>Forecast</u>	2022 <u>Forecast</u>	2023 <u>Forecast</u>
Cash Balance January 1	\$47,721	\$127,737	\$127,737	\$192,835	\$167,935	\$135,894	\$54,136	\$174,236
<u>Revenue</u>								
General Fund Allocation	50,000	55,000	55,000	60,000	65,000	65,000	75,000	80,000
Equipment Purchases Paid from Liquid Fuel Funds	30,000	192,520	128,909	150,000	90,000	100,000	25,000	125,000
Grants	-	-	-	-	-	-	-	-
Loan from the General Fund	-	-	-	-	-	-	-	-
Interest	16	100	98	100	100	100	100	100
Rebate on Equipment	-	-	-	-	-	-	-	-
Sale Of Used Equipment	-	20,000	10,000	20,000	40,000	20,000	20,000	20,000
Total Revenue	80,016	267,620	194,007	230,100	195,100	185,100	120,100	225,100
<u>Expenditures</u>								
12,000 GVW dump truck replacement	-	-	-	-	25,000	94,036	-	-
Mini Excavator replacement	-	-	-	-	-	-	-	-
30,000 GVW dump truck replacement	-	163,219	128,909	-	167,953	172,823	-	-
Tractor replacement	-	-	-	-	-	-	-	-
Motor Grader replacement	-	-	-	-	-	-	-	-
4-wheel drive mower replacement	-	35,000	-	-	-	-	-	-
Brush Chipper replacement	-	-	-	-	-	-	-	-
Leaf Vacuum replacement	-	-	-	-	-	-	-	-
Asphalt Roller replacement	-	-	-	-	34,187	-	-	-
Leaf collection truck replacement	-	-	-	-	-	-	-	-
1 Ton Pick up & Plow replacement	-	-	-	-	-	-	-	-
Bucket Truck replacement	-	-	-	-	-	-	-	-
Sign Utility Truck replacement	-	-	-	-	-	-	-	-
Utility Box for Pick up fleet addition	-	-	-	-	-	-	-	-
Street Sweeper replacement	-	-	-	255,000	-	-	-	-
Front-End Loader replacement	-	-	-	-	-	-	-	-
Backhoe replacement	-	-	-	-	-	-	-	-
Towable Air-Compressor replacement	-	-	-	-	-	-	-	-
Electric Tarp for P-23	-	-	-	-	-	-	-	-
Box Broom for Skid Steer	-	-	-	-	-	-	-	-
Hot Box	-	-	-	-	-	-	-	-
Trailer (concrete forms)	-	7,000	-	-	-	-	-	-
Total Expenditures	0	205,219	128,909	255,000	227,140	266,859	0	0
Cash Balance December 31	\$127,737	\$190,137	\$192,835	\$167,935	\$135,895	\$54,136	\$174,236	\$399,336

DESIGNATED RESERVE FUND: ROAD RESURFACING AND RECONSTRUCTION

In 2001, the Board of Supervisors established this reserve fund to finance the annual street overlay program and road reconstruction. The proposed annual appropriation to the fund is based on the township's road mileage 15 years ago, the projected value of the *Engineering News Record (ENR) Construction Cost Index* for July 2017, and a fixed unit funding amount per mile per 100 ENR index points. A preliminary work plan for the next year is presented with the Fall Road Condition Report. The final list of streets to be overlaid will be finalized following the Spring Road Condition Report.

Prior to 2005 the unit funding amount used was \$52.035. This figure was originally derived from the Township's expenses for 1998 to 2000. In 2005, the unit funding amount was reduced 6% to \$48.913, reflecting some reduced costs afforded through using micro-surfacing instead of overlay paving and reflecting the good condition of the Township roadways. The previous funding formula for road resurfacing would provide a total allocation for road resurfacing of \$280,146. Past practices of placing pavement overlay over to of the gutter of the curbs had left some curbing under the Township standard height. Many of those Township roads are coming back up for resurfacing in the next several years. In accordance with PennDOT Publication No. 9 – Policies and Procedures for the Administration of the Liquid Fuels Tax Act 655, curbing and sidewalks are an unacceptable expenditure of the liquid fuels funds that the Township receives. This leaves the cost of curbing to be taken from the General Fund portion of the Road Resurfacing Fund. Based on an current road ratings and and estimate of the cost of resurfacing and curb installation for the next 5 years completed by the Township engineers the Board agreed to increase the General Fund allocation to the Resurfacing Fund to \$100,000. The total appropriation for 2019 is comprised of \$250,000 from Liquid Fuel Tax revenues from the Commonwealth and a \$100,000 General Fund contribution for a total of \$350,000 in 2019.

The 2018 program included a microsurface treatment to a portion of Vairo Boulevard, and milling followed by a pavement overlay on Driftwood Drive, the lower Township parking lot and on portions of Brittany Drive, Cricklewood Drive. A 2,000 foot portion of Upper Julian Pike received an asphalt leveling course and pavement overlay. A preliminary list of work for 2019 will be presented with the Fall 2018 Road Report. A final list will be proposed in the Spring of 2019 with modifications based on the Spring 2019 road inspection.

DESIGNATED RESERVE FUND: ROAD RESURFACING AND RECONSTRUCTION

	2017 <u>Actual</u>	2018 <u>Budget</u>	2018 <u>Projections</u>	2019 <u>Proposed</u>	2020 <u>Forecast</u>	2021 <u>Forecast</u>	2022 <u>Forecast</u>	2023 <u>Forecast</u>
Cash Balance January 1	\$101,857	\$47,756	\$47,756	\$100,011	\$97,061	\$139,111	\$114,161	\$91,211
<u>Revenue</u>								
General Fund Allocation	50,000	66,656	66,656	100,000	100,000	103,000	107,000	111,000
Liquid Fuel Tax	185,000	197,772	197,772	250,000	300,000	300,000	400,000	400,000
Rev. from SCBWA		-	-	-	-	-	-	-
Grants-County LFT		-	-	-	-	-	-	-
Loan from Road Improvements Fund		-	-	-	-	-	-	-
Developer Funds		-	-	-	-	-	-	-
Adjustment for payment of P&R Exp		-	-	-	-	-	-	-
Interest	63	50	56	50	50	50	50	50
Total Revenue	235,063	264,478	264,484	350,050	400,050	403,050	507,050	511,050
<u>Expenditures</u>								
Overlays -Expenditures	185,894	267,748	191,175	325,000	330,000	400,000	500,000	550,000
Patching - contract			-	-	-	-	-	-
Road Crew materials (General Fund)	103,271	-	21,054	28,000	28,000	28,000	30,000	20,000
Total Expenditures	289,165	267,748	212,229	353,000	358,000	428,000	530,000	570,000
Cash Balance December 31	\$47,756	\$44,486	\$100,011	\$97,061	\$139,111	\$114,161	\$91,211	\$32,261

DESIGNATED RESERVE FUND: BUILDINGS REFURBISHMENT

2019 Budget

Beginning in 2005 the Township set aside funds for the refurbishment needs of the building. Various improvement projects were undertaken from 2005 to 2007.

Beginning with the 2008 budget, staff compiled a comprehensive schedule of replacements and major maintenance items for the Township's building facilities to include the:

- Township Office Building
- Road Crew Shop and storage buildings
- former Township Office

The schedule includes carpet replacements, painting, HVAC and other mechanical systems, appliances, furnishings, phone system, roofing and parking lot overlays. For items such as carpeting and appliances, replacement is scheduled to occur on a regular basis in accordance with the expected useful service life of the item. For items such as HVAC systems funds are scheduled for significant repairs and replacement parts on a recurring basis (e.g. every 5 years for HVAC systems.)

2016 expenditures include minor lighting upgrades in the meeting room, door lock replacements and replacement of the dish washer. 2017 expenditures include major lighting upgrades in the meeting room. 2018 expenditures include door, generator, and HVAC repairs; a new sound system for the Board Meeting Room, new office furnishings for Public Works, security window film for meeting rooms and the Police Department; office parking lot overlay paving; and replacement of a water heater in the shop.

DESIGNATED RESERVE FUND: BUILDINGS REFURBISHMENT

Expected expenditures for 2019 and 2020 include:

<u>2019 Expenditures</u>		<u>2020 Expenditures</u>	
Carpet - Meeting Room	\$ 9,584		
Carpet - other areas	\$ 9,000	Carpet - other areas	\$ 9,000
Paint	\$ 10,000	Paint	\$ 10,000
Door Systems	\$ 7,404	Office HVAC (PTACs)	\$ 2,700
Office HVAC (PTACs)	\$ 2,600		
Office HVAC - shared systems	\$ 7,404		
Elevator Contingency	\$ 3,291	Elevator Contingency	\$ 3,702
Televisions	\$ 1,281		
Water Heaters	\$ 3,560		
Water Fountain	\$ 1,316	Water Cooler	\$ 296
Furnishings	\$ 1,990	Furnishings	\$ 6,479
Municipal Building Contingency	\$ 2,000	Municipal Building Contingency	\$ 2,000
Exterior Lighting upgrades	\$ 14,523		
Shop - HVAC	\$ 2,731	Shop Refridgerator	\$ 1,343
Shop - Vehicle Lift	\$ 17,725	Shop Overhead Doors	\$ 1,611
Shop - Water Heaters	\$ 1,117		
Shop Roof/shingles	\$ 46,084	Shop Contingency	\$ 600
Resurface shop parking lot	\$ 21,949		<u>\$37,731</u>
Shop Contingency	\$ 600		
	<u>\$ 164,159</u>		

DESIGNATED RESERVE FUND: BUILDING REFURBISHMENT FUND

	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 BUDGET	2020 FORECAST	2021 FORECAST	2022 FORECAST	2023 FORECAST
BEGINNING YEAR BALANCE	\$111,909	\$143,106	\$143,106	\$169,358	\$45,349	\$49,268	\$31,884	\$28,546
<u>REVENUE</u>								
Appropriation	37,000	38,500	38,500	40,000	41,500	43,000	44,500	44,500
Interest	131	90	353	150	150	150	150	150
TOTAL REVENUE	37,131	38,590	36,332	40,150	41,650	43,150	44,650	44,650
<u>EXPENSE</u>	5,934	119,342	10,080	164,159	37,731	60,534	47,988	33,359
YEAR END BALANCE	\$143,106	\$62,354	\$169,358	\$45,349	\$49,268	\$31,884	\$28,546	\$39,837

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: TOFTREES TRAFFIC MITIGATION PROJECT

In 2003, based on the original traffic studies conducted in connection with development at the Village of Penn State, the Patton Township Board of Supervisors negotiated with the developers to share in the cost of future road improvements, primarily the widening of the bridge on Waddle Road. Developers, who impact this traffic corridor, are required to contribute to this fund. Fees have been established based on development type and are indexed for inflation.

In 2009, the Township began the process of evaluating the needed improvements for the Waddle Road Interchange. The Township has also contracted with Delta Development to apply for Federal and State grants to fund the proposed construction.

The Township issued a request for proposals for a \$3 million, 25 year bank loan to pay for engineering and preconstruction costs associated with the Waddle Road Interchange Project. The loan was awarded to Kish Bank who provided a loan with drawdown access over the first 30 months, interest only payments during the drawdown period, a fixed rate of 3.13% for the first 10 years and then a variable rate with a 6% cap for the remaining period.

In the spring of 2014, the Township and Kish Bank agreed to extend the drawdown period of the loan for one year to June 2015 because the project had been going more slowly than originally anticipated, mainly because of PennDOT's review process. In the spring of 2015, the Township and Kish Bank agreed to an additional extension of the drawdown period of the loan for two years to June 2017. In December 2017, this note was refinanced through Jersey Shore Savings Bank.

Selection and negotiation of an engineering consultant was concluded in early 2012. Since that time, the Township has been working with Erdman Anthony who was awarded the design contract.

In 2014, PennDOT announced that \$12 million had been earmarked for the construction of the Waddle Road Interchange Improvements. In October 2015, the project was bid out as a PennDOT Design-Build contract. The Township remains responsible for the right-of-way acquisition and utility relocations.

DESIGNATED RESERVE FUND: TRAFFIC MITIGATION PROJECT

	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST
BEGINNING YEAR BALANCE	\$115,078	\$195,862	\$195,862	\$286,054	\$297,062
<u>REVENUE</u>					
Bank Loan - Drawdown	\$288,916	\$0	\$0	0	0
General Fund Allocation	\$0	\$0	\$2,784	0	0
General Fund Allocation for Debt Service	\$153,865	\$122,277	\$122,277	122,278	122,278
Traffic Mitigation Fee	\$78,897	\$7,500	\$94,760	10,908	10,908
Interest	\$132	\$100	\$535	100	100
<u>TOTAL REVENUE</u>	<u>521,809</u>	<u>129,877</u>	<u>220,356</u>	<u>133,286</u>	<u>133,286</u>
<u>EXPENSE</u>					
Debt Service	153,865	122,277	122,277	122,278	122,278
Consulting Fees - Delta	4,000	0	0	0	0
Consulting Fees - Design	8,172	0	7,887	0	0
Appraisals					
Legal Fees					
Purchases - Easements/Right of Ways					
Engineering					
Utility Relocation	274,988	0	0	0	0
Contingency	0	0	0	0	0
	<u>441,025</u>	<u>122,277</u>	<u>130,164</u>	<u>122,278</u>	<u>122,278</u>
YEAR END BALANCE	<u>\$195,862</u>	<u>\$203,462</u>	<u>\$286,054</u>	<u>\$297,062</u>	<u>\$308,070</u>

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: HOMESTEAD FARMS NEIGHBORHOOD IMPROVEMENT DISTRICT

In 2011, the Township and the Homestead Farms Homeowners Corporation came to an agreement to have the Township assume the ownership of the three roadways within the Homestead Farms Subdivision approximately one mile of roads in the neighborhood, bringing them up to the width and pavement structure standards of the Township and maintaining the roads into the future. The agreement and subsequent Township Ordinance included the formation of a Neighborhood Improvement District (NID) consisting of the 43 homes located within the subdivision. These homeowners are assessed fees to cover the costs to bring all the roads up to Township standards. In 2012, the homeowners association paid \$30,000, on behalf of the property owners, towards the assessment for the improvement of these roads. In addition, each property will be assessed an additional \$3792 payable at \$316 per year (approximately \$15,168 annual total) for 12 years. Of the 48 affected properties, 43 are in Patton Township and 5 are in Ferguson Township. Ferguson Township has also created a neighborhood improvement district, and assigned the assessment authority to Patton Township.

The schedule of road improvements to be made over the next ten years is included in the Plan for Establishing Neighborhood Improvement Districts for Homestead Farms in Patton Township and Ferguson Township. In 2018 and overlay of asphalt was placed over Sandy Ridge Road. No construction is planned in 2019.

ASSIGNED RESERVE FUND: HOMESTEAD FARMS NEIGHBORHOOD IMPROVEMENT DISTRICT

	2017 Actual	2018 Budget	2018 Proposed	2019 Forecast	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast
Balance January 1	\$103	\$15,099	\$15,099	3,084	\$17,975	\$7,101	\$1,659	\$15,907
Revenue:								
Interest	6	20	47	20	20	20	10	20
Due to General Fund Assessment	14,990	20,000 14,871	10,000 19,300	14,871	14,238	14,238	14,238	14,238
	14,996	34,891	29,347	14,891	14,258	24,258	14,248	14,258
Expenditures:								
Labor Costs	0	0	0	0	0	0	0	0
Road Improvements	0	49,350	41,362	0	25,132	29,700	0	0
	0	49,350	41,362	0	25,132	29,700	0	0
	\$15,099	\$640	\$3,084	\$17,975	\$7,101	\$1,659	\$15,907	\$30,165
Balance December 31								

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: TRAFFIC LIGHT REPLACEMENT

Over the past few years, Patton Township has seen a significant increase in the number of traffic signals in the township. Over time the traffic signals and the electronic controller equipment will fail and need to be replaced. As some of these traffic signals are approaching the age where replacement will be required, a fund has been set up to set aside funds to pay for future replacements.

The sum of \$26,000 will be appropriated to this fund in 2019. In 2018 \$24,000 was appropriated to this fund along with the cost (approximately \$26,128) to replace the traffic signal and equipment at Vairo Boulevard and North Atherton Place. No replacement is scheduled for 2019.

DESIGNATED RESERVE: TRAFFIC LIGHT REPLACEMENT

	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST	2021 FORECAST 1	2022 FORECAST 2	2023 FORECAST
BEGINNING YEAR BALANCE	\$20,000	\$42,000	\$42,000	\$39,872	\$65,872	\$26,318	\$21,730	\$18,312
<u>REVENUE</u>								
Allocation	22,000	24,000	24,000	26,000	28,000	30,000	32,000	34,000
<u>TOTAL REVENUE</u>	22,000	24,000	24,000	26,000	28,000	30,000	32,000	34,000
<u>TOTAL EXPENSE</u>	0	0	26,128	0	67,554	34,588	35,418	36,268
YEAR END BALANCE	\$42,000	\$66,000	\$39,872	\$65,872	\$26,318	\$21,730	\$18,312	\$16,044

DESIGNATED RESERVE FUND: FIRE HYDRANTS

Each property in the Township within 780 feet of a fire hydrant is assessed on a front-foot basis at 7.0 cents per front foot. The current rate for hydrant services from the State College Borough Water Authority is \$125 per year per hydrant. The cost per hydrant will increase to \$250 per year in 2019.

In 2014, water lines were installed to the Ridgemont and Ferne Smith Estates neighborhoods. Ferne Smith Estates had been contributing towards maintenance and replacement of its dry hydrant. With the installation, a dry hydrant was no longer necessary. With the Homeowners' Associations permission, \$8,800 of accumulated funds were transferred to the Patton Township Water Authority to offset its \$250,000 contribution towards the project.

The Township also collects contributions from Cedar Cliff Homeowners' Associations for maintenance and replacement of storage tanks/dry hydrants in this rural area of the Township.

DESIGNATED RESERVE FUND: FIRE HYDRANTS

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Forecast	2020 Forecast
Balance January 1	\$49,274	\$51,540	\$52,039	\$52,825	\$51,106	\$23,276
Assessments	22,299	22,774	22,483	22,746	22,750	39,813
Reserve for Dry Hydrant						
Ferne Smith	0	0	0	0	0	0
Cedar Cliff	550	0	550	1,100	550	550
Transfer to PT Water Authority	0	0	0	0	0	0
Payments	(20,583)	(22,275)	(22,248)	(25,565)	(51,130)	(51,130)
Balance December 31	\$51,540	\$52,039	\$52,825	\$51,106	\$23,276	\$12,509

Cash Balance Allocations

General	\$43,290	\$43,239	\$43,475	\$41,756	\$13,376	\$2,059
Dry Hydrants	8,250	8,800	9,350	9,350	9,900	10,450
Total Cash Balance	\$51,540	\$52,039	\$52,825	\$51,106	\$23,276	\$12,509

Cumulative Reserve for Dry Hydrants	Cedar Cliff	Ferne Smith
Beginning 2018 Balance	8,250	8,250
Receipt/(Transfer)	1,100	(8,250)
Ending 2018 Balance	9,350	-

DESIGNATED RESERVE FUND: STREETLIGHTS

Each property in the Township within 250 feet of a streetlight is assessed an amount of 35 cents per front foot. Vacant lots are assessed 8.75 cents per front foot. This 4:1 ratio is set in the Township Code. The main purpose of this fund is to pay for the electricity that powers the streetlights in portions of the Township. Excess funds are reserved for future replacements and repairs to streetlights.

The Township participates in an Electricity Consortium which provides a reduction in the cost of electricity. No increase in the assessment is deemed necessary at this time.

The Board approved having West Penn Power convert streetlights to LED fixtures. There was an up-front capital cost (based on the age of the existing fixtures), but power savings should cover that costs in less than 2 years. Following that, the assessment would be reduced to reflect the reduced operational costs.

DESIGNATED RESERVE FUND: STREETLIGHTS

	<u>2016 Actual</u>	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Projected</u>	<u>2019 Proposed</u>	<u>2020 Forecast</u>
Balance January 1	\$21,668	\$20,924	\$4,883	\$4,883	\$9,093	\$12,156
Assessments	43,323	42,840	43,471	43,275	43,300	43,300
Net Assessment transferred From General Fund	43,323	42,840	43,471	43,275	43,300	43,300
Payments	44,067	47,130	41,033	39,065	40,237	41,444
Repair/Replacement	0	11,750	0	0	0	0
	<u>44,067</u>	<u>58,881</u>	<u>41,033</u>	<u>39,065</u>	<u>40,237</u>	<u>41,444</u>
Balance December 31	<u>\$20,924</u>	<u>\$4,883</u>	<u>\$7,321</u>	<u>\$9,093</u>	<u>\$12,156</u>	<u>\$14,012</u>

DESIGNATED RESERVE FUND: ACCRUED COMPENSATED ABSENCES

This account reflects the expenditures incurred during the year for severance obligations for accumulated sick leave, personal leave and vacation leave up to specified limits. The amount of the Township's obligation is approximately \$619,000 as of December 31, 2017. In 1993 the Board instituted a reserve appropriation of \$5,000 per year. It is the Township's intention to fund approximately ten percent of current obligations as well as any anticipated departures known during the budget production process in an attempt to normalize the unpredictable year-to-year variations in expenditures.

A number of separations occurred between 2015 and 2018, with more anticipated in the next several years, therefore it is necessary to continue to contribute to this fund at a higher rate.

DESIGNATED RESERVE FUND: ACCRUED COMPENSATED ABSENCES FUND

	<u>2017 Actual</u>	<u>2018 Budget</u>	<u>2018 Projected</u>	<u>2019 Proposed</u>	<u>2020 Forecast</u>
Balance January 1	\$36,326	\$24,826	\$24,826	\$7,803	\$14,982
<u>Revenue</u>					
Appropriation	25,000	30,000	30,000	25,000	25,000
Interest	15	15	52	50	50
Total Revenue	<u>25,015</u>	<u>30,015</u>	<u>30,052</u>	<u>25,050</u>	<u>25,050</u>
<u>Expenses</u>					
Payments made from fund	<u>36,515</u>	<u>27,185</u>	<u>47,075</u>	<u>17,871</u>	<u>0</u>
Total Expenses	<u>36,515</u>	<u>27,185</u>	<u>47,075</u>	<u>17,871</u>	<u>0</u>
Balance December 31	<u><u>\$24,826</u></u>	<u><u>\$27,656</u></u>	<u><u>\$7,803</u></u>	<u><u>\$14,982</u></u>	<u><u>\$40,032</u></u>

DESIGNATED RESERVE FUND: EMERGENCY ASSISTANCE

As a result of a number of severe weather events that the Township has experienced, a fund was established in 2004 to provide for the hiring of temporary workers, purchase of materials, rental of equipment, and/or use of contractors on a short-term basis to enable the Township to respond quickly to emergencies and to enable the quick resumption of regular operations.

At the end of 2006, this fund had a balance of approximately \$31,000. In light of the initialization of the COG Emergency Management contingency fund, allocations to this fund were suspended but the balance, and interest earnings, are preserved for purposes detailed above.

Over the years, this fund has been used for clean up after early season snowstorms, ice damage, and oak wilt mitigation. This fund will be maintained at the \$35,000 level.

DESIGNATED RESERVE: EMERGENCY ASSISTANCE

	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 PROPOSED	2020 FORECAST	2021 FORECAST
BEGINNING YEAR BALANCE	\$7,783	\$32,602	\$32,602	\$34,812	\$34,862	\$34,912
<u>REVENUE</u>						
Allocation	30,000	2,500	18,792	0	0	0
Interest	11	18	69	50	50	50
<u>TOTAL REVENUE</u>	30,011	2,518	18,862	50	50	50
<u>TOTAL EXPENSE</u>	5,192	0	16,652	0	0	0
YEAR END BALANCE	\$32,602	\$35,120	\$34,812	\$34,862	\$34,912	\$34,962

DESIGNATED RESERVE FUND: ENCUMBERANCES

Each year there are several projects that are budgeted but, for a variety of reasons, must be deferred. In an effort to show the impact of these projects on the fund balance in the General Fund, we have shown these expenditures as having been made in the appropriate line of the General Fund but the funds are reserved here for the future cash outlay.

For major projects which require more than one budget year to be fully completed, we will show the money reserved in this fund. Only funds for capital projects, consultant studies and major expenditures noted in the budget narratives are eligible for carry-over in this designated reserve fund.

Example of these projects are police record management software, emergency communications upgrades, contributions to regional economic development, and traffic signal upgrades. If planned projects did not transpire, the funds were returned to the General Fund.

The developer of the Trader Joe's Plaza, formerly Green Tree Commons, was required to make a contribution, based on occupancy, towards traffic signal upgrades. Their contribution for 2012 was \$46,300. \$3,678.50 went to general fund to repay expenses already incurred for traffic signal upgrades. In 2013, four more intersections were outfitted with emergency battery backup units that will maintain traffic signal functions in the event of a power failure.

The remaining balance at the end of 2017 represents funds for traffic signal upgrades, adaptive signaling, both to be completed in 2018, \$16,000 contribution for future economic development, \$119,000 for the PW Office Expansion, \$73,782 for the new Police Records Software, \$100,000 for Bernel Rd/Fox Hollow Rd Interchange, \$30,000 for Solar Panels, \$1,255,277 for Valley Vista Drive Left Turn Lanes and \$1,191,212 for Bikeway Development.

DESIGNATED RESERVE FUND: ENCUMBRANCES

	2017 ACTUAL	2018 BUDGET	2018 PROJECTED	2019 FORECAST	2020 FORECAST
ENCUMBERED FUNDS, Beginning Balance	\$328,988	\$2,869,259	\$2,869,259	\$1,533,785	\$25,000
Police Records System	35,000	0	0	0	0
Public Works Office Renovation	0	0	0	0	0
Regional Economic Development	0	0	9,000	0	0
Bernel Rd/Fox Hollow Rd Interchange	100,000	0	0	0	0
Solar Panels	30,000	0	20,000	0	0
Valley Vista Left Turn Lanes	1,255,277	0	0	0	0
Bikeway Development	1,191,212	0	0	0	0
			0	0	0
	2,611,489	0	29,000	0	0
EXPENDITURE					
Police Records System	71,218	73,782	8,035	65,747	0
Return Excess Funds to General Fund	0	0	0	0	0
Traffic Signal Upgrades-Battery Backups	0	49,988	0	49,988	0
Valley Vista Adaptive Signaling Project	0	34,000	0	34,000	0
Public Works Office Renovation	0	119,000	101,162	17,838	0
Regional Economic Development (2013 Contribution)	0	0	0	0	0
Bernel Rd/Fox Hollow Rd Interchange	0	100,000	0	100,000	0
Solar Panels	0	30,000	0	50,000	0
Valley Vista Left Turn Lanes	0	1,255,277	1,255,277	0	0
Bikeway Development	0	1,191,212	0	1,191,212	0
			0	0	0
	71,218	2,853,259	1,364,474	1,508,785	0
YEAR END BALANCE	\$2,869,259	\$16,000	\$1,533,785	\$25,000	\$25,000
Balance Reserved For:					
Economic Development (2012)	16,000	16,000	25,000	25,000	25,000
Traffic Signal Upgrades-Battery Backups (2014)	49,988	0	49,988	0	0
Valley Vista Adaptive Signaling Project (2014)	34,000	0	34,000	0	0
Police Records System (2015 & 2016)	73,782	0	65,747	0	0
Public Works Office Renovation (2015 & 2016)	119,000	0	17,838	0	0
Bernel Rd/Fox Hollow Rd Interchange (2017)	100,000	0	100,000	0	0
Solar Panels (2017)	30,000	0	50,000	0	0
Valley Vista Left Turn Lanes (2017)	1,255,277	0	0	0	0
Bikeway Development (2017)	1,191,212	0	1,191,212	0	0
	\$2,869,259	\$16,000	\$1,533,785	\$25,000	\$25,000

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET