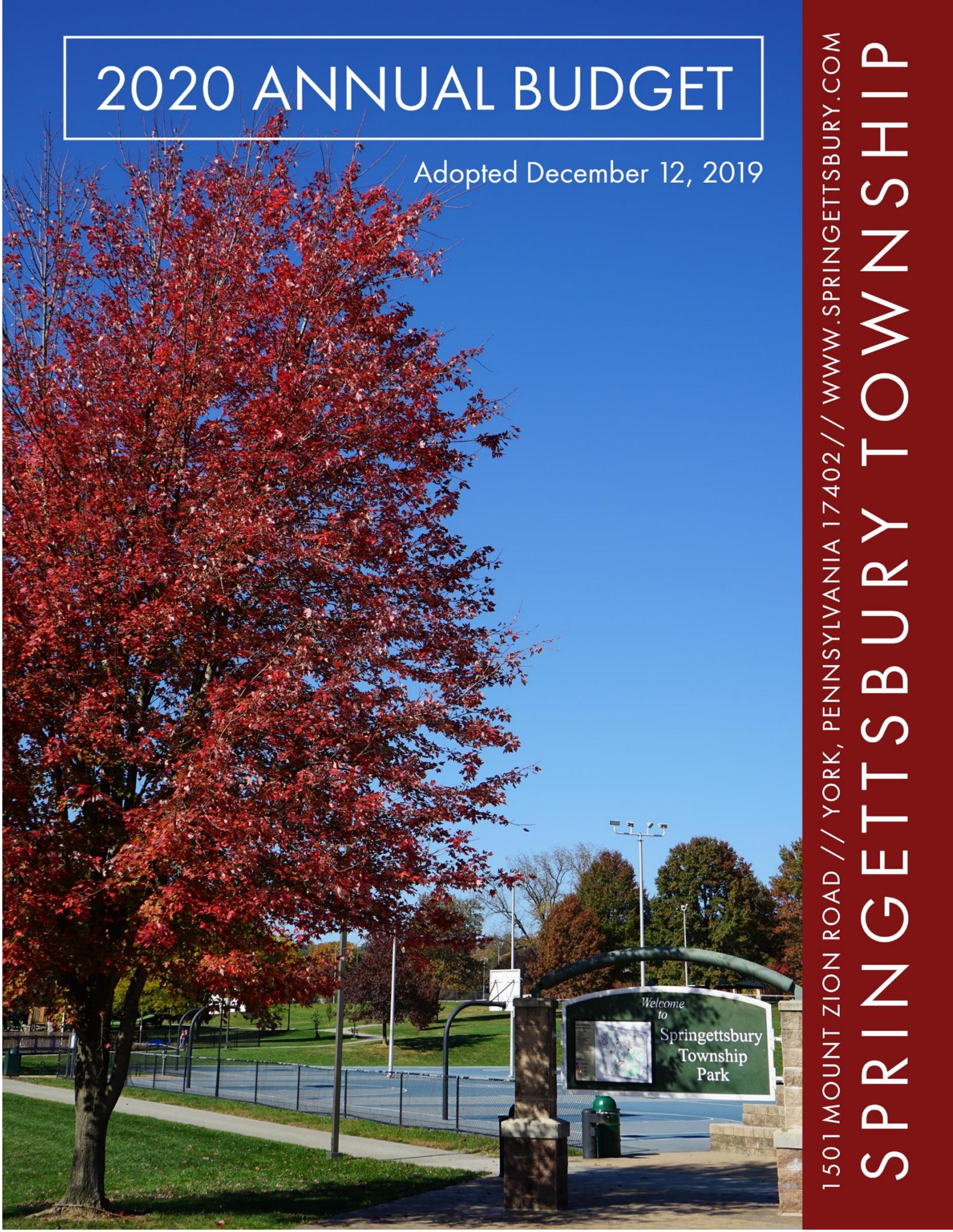


# 2020 ANNUAL BUDGET

Adopted December 12, 2019



1501 MOUNT ZION ROAD // YORK, PENNSYLVANIA 17402 // [WWW.SPRINGETTSBURY.COM](http://WWW.SPRINGETTSBURY.COM)

SPRINGETTSBURY TOWNSHIP

# Springettsbury Township

---

## Annual Operating and Capital Budget

January 1, 2020 - December 31, 2020

### **Board of Supervisors**

Mark Swomley, Chairman  
George Dvoryak, Vice Chairman  
Charles Wurster, Assistant Secretary/Treasurer  
Donald Bishop  
Robert Cox

### **Board of Auditors**

Jeffrey Gay, Chairman  
J. Scott Burford, Vice Chairman  
John Norris

Ben Marchant  
Township Manager

Teresa Hummel  
Director of Finance, Treasurer



Prepared by the Finance Department  
1501 Mount Zion Road  
York, Pennsylvania 17402  
717-757-3521  
[www.springettsbury.com](http://www.springettsbury.com)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished  
Budget Presentation  
Award*

PRESENTED TO

**Springettsbury Township**

**Pennsylvania**

For the Fiscal Year Beginning

**January 1, 2019**

*Christopher P. Morill*

Executive Director

The Government Finance Officers Association of the United States and Canada (GFOA) presented an award of Distinguished Budget Presentation to the Finance Department, Springettsbury Township for the 2018 and 2019 Budget Year.

For GFOA award consideration, a governmental unit must publish a budget document that meets program criteria as a policy document, as an operations guide, as a financial plan and as a communication device.

We believe the 2020 budget continues to follow program requirements, and we are submitting our Annual Budget report to GFOA to determine its eligibility for this distinguished award and professional recognition.





The Finance Department would like to acknowledge the time and dedication of all Township employees who contribute to the budget process each year. This budget book is a collaborative effort. We hope you find the information easy to follow and helpful in communicating Springettsbury Township's annual operations and financial history.



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# Introduction

## Township Profile

Springettsbury Township is located in the heart of York County, Pennsylvania. The Township boundaries follow along Interstate 83 and State routes 30, 24, 124 and 462, and borders the City of York to the west, which is the county seat. The Township incorporates sixteen square miles and occupies a portion of the original Springettsbury Manor which originally covered an area of 64,250 acres beginning from the Susquehanna River and extending west to the City of York. Surveyed for Pennsylvania founder William Penn, Springettsbury Manor was named after his grandson, Springett Penn. A detailed account of the Township’s interesting history can be found on [www.springettsbury.com](http://www.springettsbury.com).

Under Pennsylvania statutes, Springettsbury Township is a Township of the Second Class and functions as a full-service municipality. The five-member governing Board of Supervisors is elected by voters at-large to serve staggered terms of six years. The Township adopted the Supervisor-Manager form of government in 1963. The Board of Supervisors is a legislative body responsible for establishing ordinances, policies, budgets and levying taxes to direct the affairs of the Township. The Township Manager is appointed to serve as the chief executive officer and works under the direction of the Board of Supervisors. The Board also appoints citizens of the Township to serve on various Boards and commissions to address specific issues, including Planning Commission, Zoning Board of Appeals, Recreation Board, Historic Preservation Committee, and the Recycling Committee.

Today the Township is a vibrant community that enjoys a diverse and thriving business community that serves as an employment hub and retail center in the county. Beautiful neighborhoods offer a broad diversity of lifestyles for rural, suburban and urban housing options. All are well served with over 250 acres of spacious parks, convenient amenities, and excellent schools.



Winter



Spring

Springettsbury  
Township



Summer



Autumn

# Where is Springettsbury Township Located?

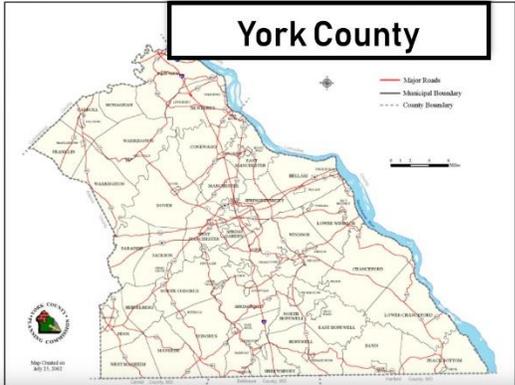
## United States of America



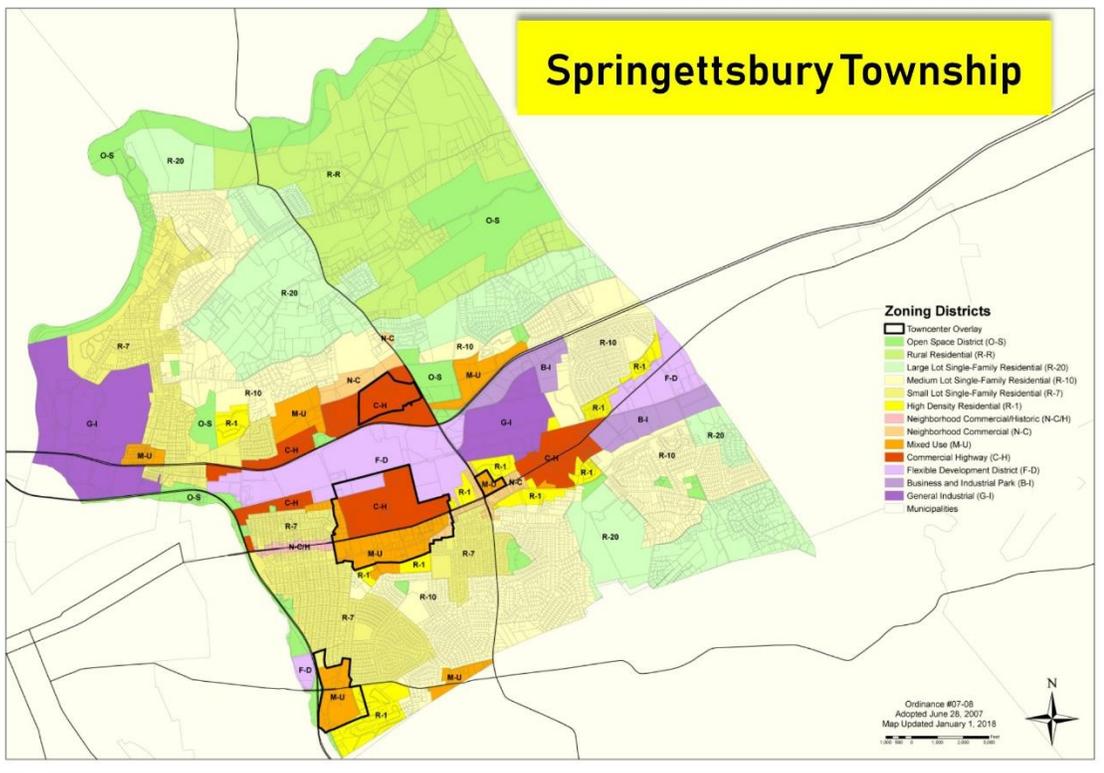
## Pennsylvania



## York County



## Springettsbury Township



SPRINGETTSBURY TOWNSHIP  
YORK COUNTY, PENNSYLVANIA

INCORPORATED  
**1891**

**26,668**

## Population

- 9,832 Households
- 6,588 Families
- Median Age 42.1
- 1,628 Residents/Sq. Mile
- \$62,224 Median Household Income
- \$29,372 Per Capita Income



**2**

## School Districts

- Central York
- York Suburban

**1**

## Institute of Higher Learning

- YTI Career Institute

**101**

Miles of  
Township  
Roadways



**12**

Township  
Parks



## Major Employers



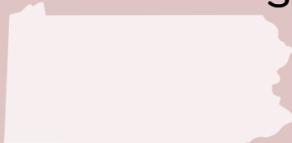
- Harley-Davidson Motor Company
- County of York
- Adecco USA
- WellSpan Health
- Syncreon US

## Government

- U.S. Senator Bob Casey Jr.
- U.S. Senator Pat Toomey
- U.S. Representative Scott Perry (Dist. 10)
- PA Representative Stan Saylor (Dist. 94)
- PA Representative Keith Gillespie (Dist. 47)
- PA Senator Dave Arnold (Dist. 8)



Springettsbury Township was settled in 1737 and is named for Springett Penn, grandson of Pennsylvania's founder William Penn.



Springettsbury Township is a municipal corporation organized under the Pennsylvania Second Class Township Code.

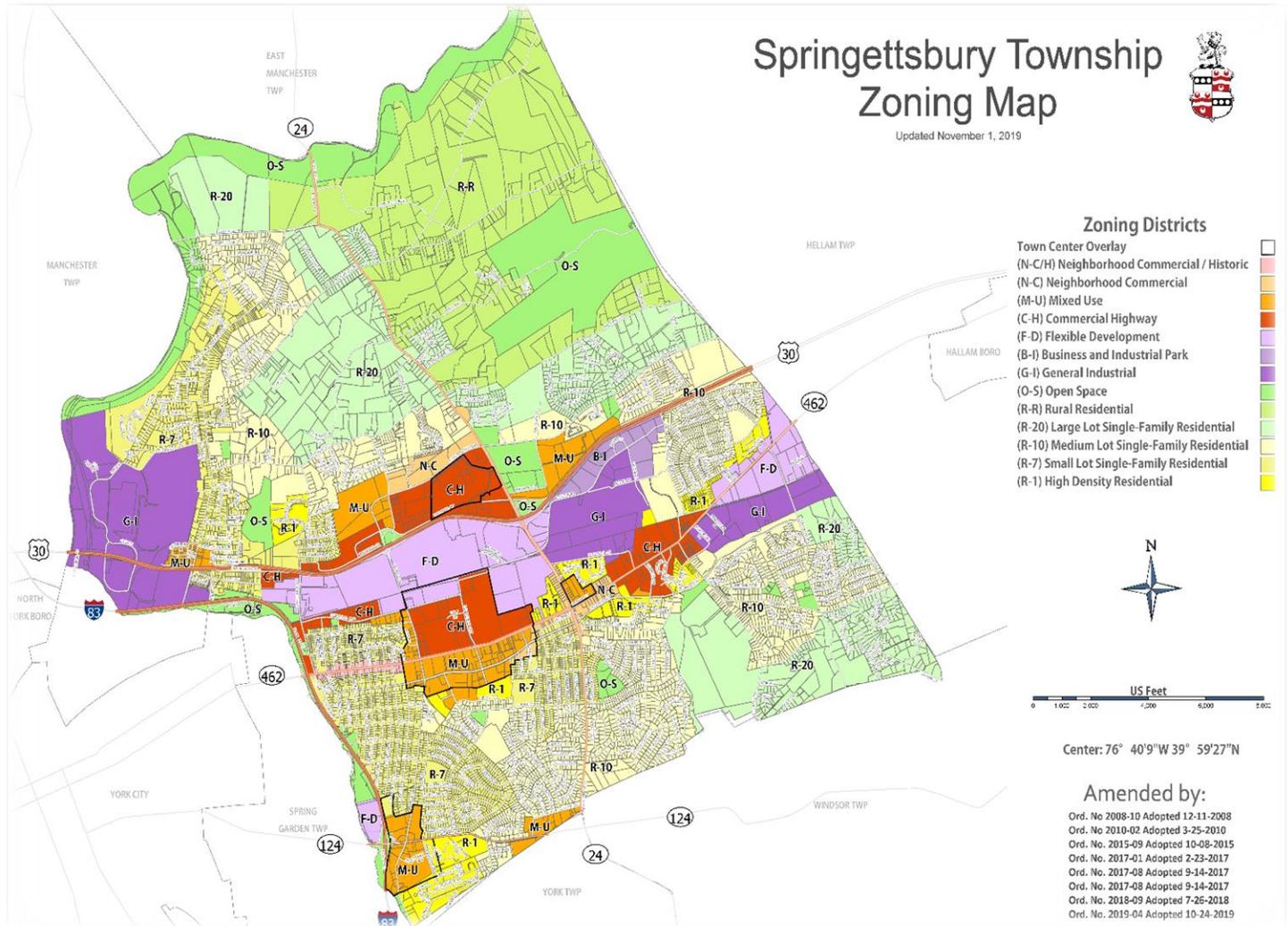


Figure 1 - Springettsbury Township Zoning Districts

Since 1963, Springettsbury Township has functioned under the supervisor-manager type of government. Springettsbury Township is governed by a Board of five Supervisors elected at-large by the voters for a six-year term. The Board of Supervisors is responsible for establishing policies of the Township, as well as other legislative responsibilities. The Township Manager is the chief administrative officer of the Township and is appointed by the Board of Supervisors.

The Township has various Boards and commissions that address specific issues such as subdivisions, planning and zoning, recreation, historic preservation, recycling, and economic development. These Boards are comprised of Township residents appointed by the Board of Supervisors.

To supervise Township financial operations, a Board of Auditors is elected to 6 year terms. The Board members are financial professionals whose expertise provide additional guidance in navigating financial matters annually.

The Board of Supervisors serves as the Township's legislative body, setting policy, enacting local ordinances, adopting budgets and levying taxes. Today, as the needs of Township residents have grown, so has the role of Township supervisor. From public safety, to emergency services, to environmental protection, these volunteer public servants assume ever-increasing responsibilities for providing quality services and public facilities to meet citizens' needs. Supervisors provide leadership for the Township by adopting policy and giving direction on a variety of issues, challenges and opportunities, not least of which includes seeking ways to comply with an increasing array of unfunded state and federal mandates.



Figure 2 – Township Administration Building

# Springettsbury Township Election Structure

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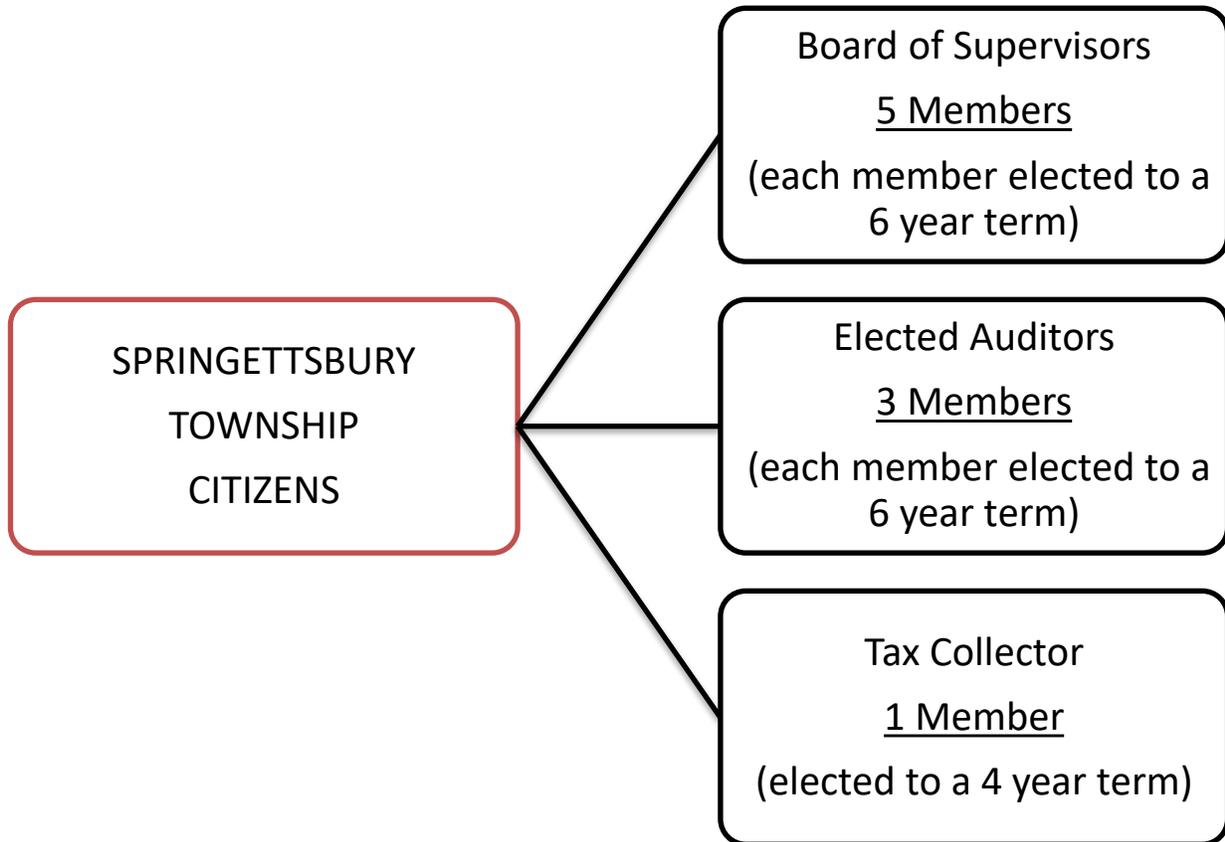


Figure 3 - Springettsbury Township Election Structure

## Springettsbury Township Board of Supervisors

---



Mark Swomley



George Dvoryak



Charles Wurster



Don Bishop



Robert Cox

### **Township Manager**



Benjamin Marchant

**Springettsbury Township  
1501 Mt. Zion Road  
York, Pennsylvania**

# Board of Supervisors Organizational Structure

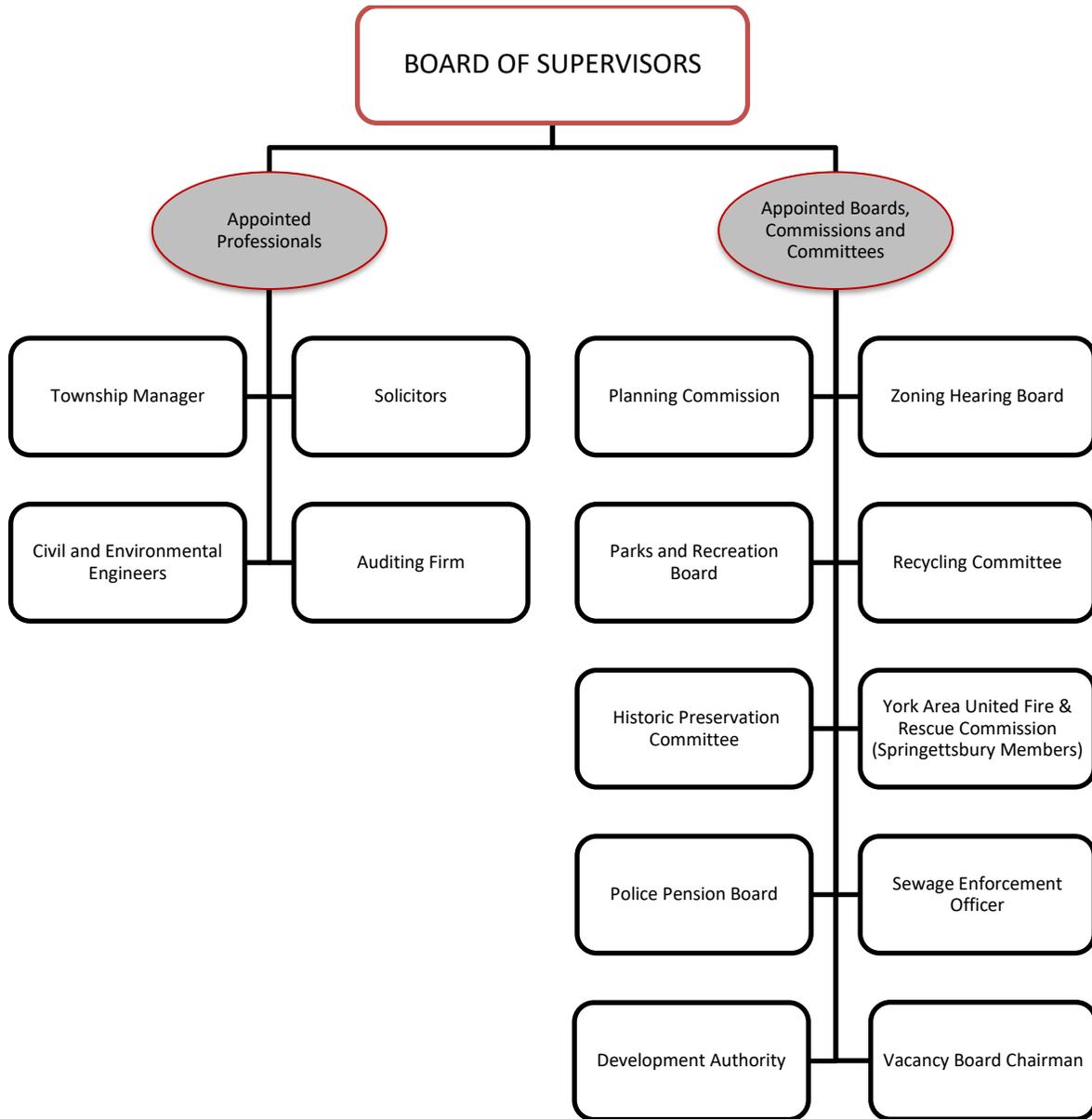


Figure 4 - Board of Supervisors Organizational Structure

# Springettsbury Township Staff Organizational Structure

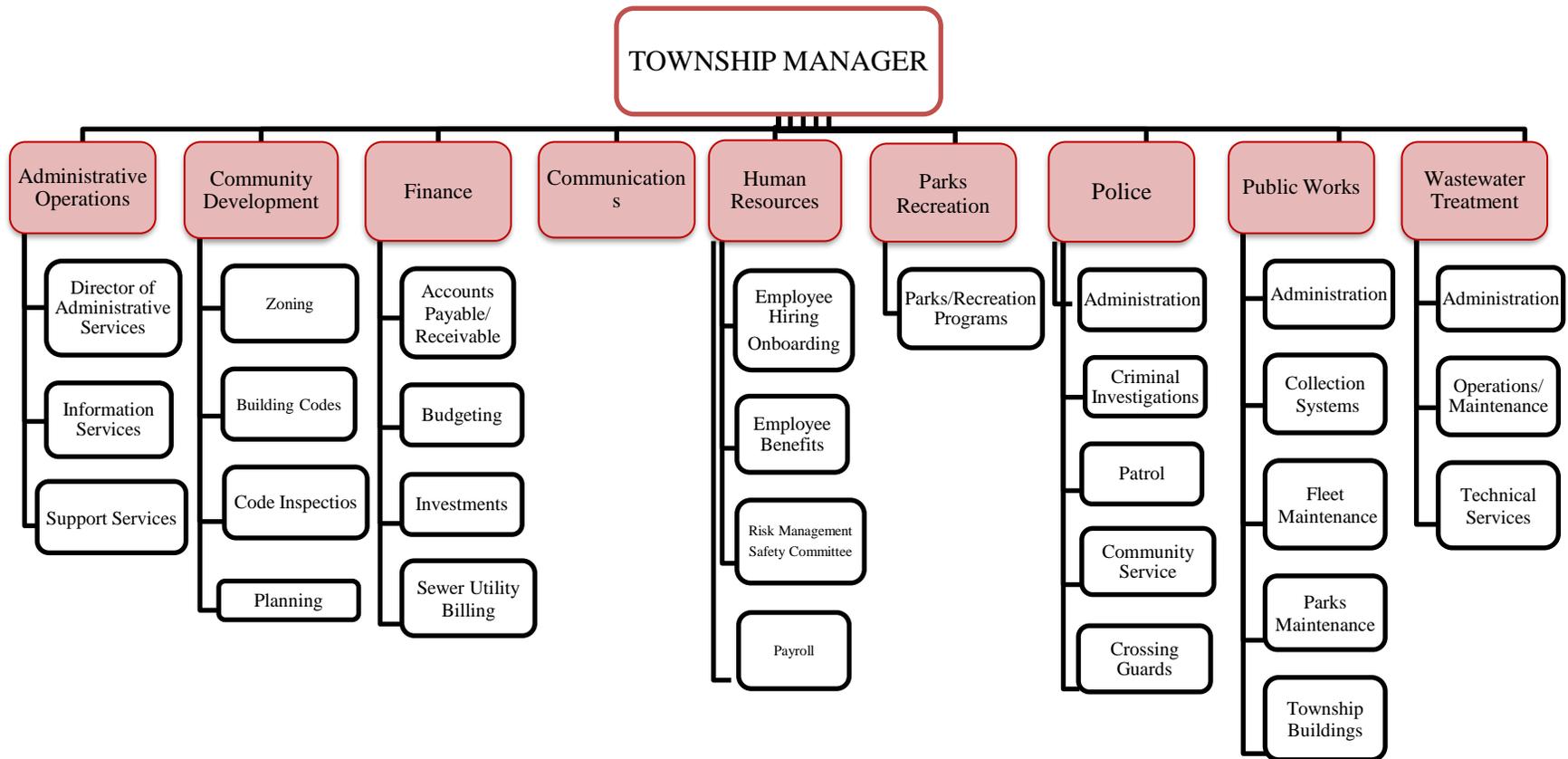


Figure 5 - Springettsbury Township Staff Organizational Structure

# Budget Message from the Township Manager

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Honorable Board of Supervisors,

It is my privilege to present the Springettsbury Township's proposed 2020 budget for your consideration. In accordance with chapter §40-6 of the Code of the Township of Springettsbury, the Township Manager shall "prepare and submit to the Board of Supervisors, before the close of each fiscal year, a budget for the next fiscal year and an explanatory budget message."

This message outlines the budget format, explains the process through which the budget was crafted and balanced, provides a brief overview of each of the eight major funds that comprise the budget, and describes a number of the accomplishments and initiatives that occurred in 2019 that will affect the 2020 budget.

## **Budget Format**

This budget format is designed to provide the reader with a document that is clear, easy to understand and easy to navigate. This format seeks to achieve the following functions:

### *Policy Document:*

- Presents a coherent statement of departmental and Township wide policies, priorities, goals, objectives, and short-term initiatives that guide the current and future budgets.

### *Financial Plan:*

- Describes all allocated funds and the major expenditures, revenues and revenue sources for each.
- Explains how projections were determined as well as describes significant trends.
- Shows the Township's debt levels and its impact on operations.

### *Operations Guide:*

- Explains all of the activities, services, and functions carried out by the Township's organizational units.
- Provides objective measures of progress toward accomplishing the Township's operational mission, goals and objectives.

### *Communication Device:*

- Includes statistical and supplemental information that describe the Township including its history, population, and governmental structure.
- Furnishes background information concerning the services provided and summary information, including an overview of significant budgetary issues and trends.
- Explains the process through which the budget is adopted and amended.

It is our intent that elected officials, staff and residents will find that this format makes the Township's budget information accessible and easy to understand.

The 2020 Budget was prepared in accordance with the direction of the Township Board of Supervisors to ensure continuity in the level of service at the lowest cost. The budget process continues to be informed by the 2017 Strategic Plan with a focus on the priorities of prudent fiscal planning and management, public facilities, water quality, transportation, public services, economic development and community beautification and attractions. The 2020-2024 Capital Improvements Plan fulfills the Township's 2018 goal to improve its fiscal position over the long term by better anticipating large expenditures and municipal investments. These projects and goals were incorporated into the budget at the department level. Following several budget review sessions with the Board,



the budget will be formally presented to the Board at the meeting of November 13. The final budget recommendation will be presented to the Board for approval and adoption at the meeting of December 12.

Township department directors prepared budget requests with a focus on maintaining current service levels while improving performance, productivity, efficiency and constraining costs compared to the current year budget. Fiscal year 2018 ended with a budget that performed very well with a substantial surplus in excess of \$2,200,000 in revenues over expenditures, a variance of more than 13.5%. The projected year end budget for 2019 anticipates a modest surplus of \$500,000 or a little over 2% of revenues over expenditures. This was due to higher than expected building permit revenues, real estate transfer taxes and cost savings.

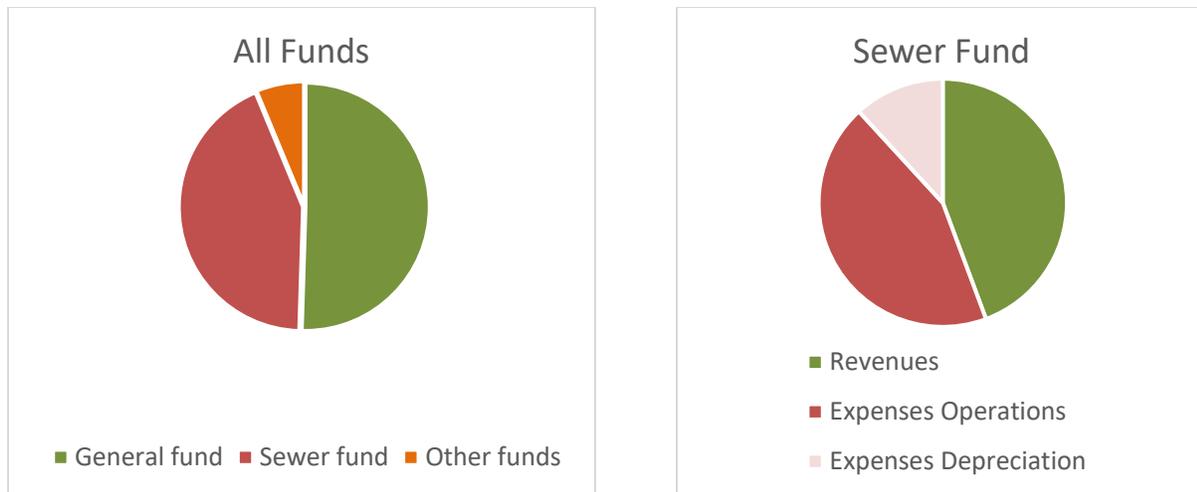
The proposed budget for all departments in 2020 maintains about the same funding level as the prior year. New funding requirements mostly came from additional investments in the MS4 program to meet unfunded mandates pertaining to the Clean Water Act and the Township's National Pollution Discharge Elimination System permit (\$675,000). The Board explored the adoption of a new fee to cover the costs of the NPDES permit compliance program, however, they chose to use reserves from fund balance to cover MS4 expenses for this year. There are no scheduled tax or fee increases budgeted for 2020.

The Township enjoys a thriving and competitive business environment. The diversity of businesses including industrial, manufacturing, retail, office, healthcare, hospitality and professional services support a robust employment base and continued reinvestment in the community. While the economic environment of the Township is healthy and active, there is a good deal of uncertainty in the regulatory and political environment. Threats to the long-term financial health of the Township's position will come from rising pension cost obligations, healthcare taxation and unfunded mandates. The Township maintains an active maintenance program for infrastructure and capital projects in order to keep costs down over the long term. New capital investments are anticipated for the following year, 2021, for the construction of a new police facility. In 2021, Penn National Gaming Inc. will be opening a Hollywood Casino in the Township, which is expected to generate a significant stream of new revenue.

### **2020 Budget Summary**

A conservative approach was used to prepare revenue estimates and projections. Whenever possible actual figures were used based on contractual agreements. Historic trends for the past five years were used to produce an estimate that will be consistent without relying on data from exceptionally high or low revenue years. General economic factors, business activity, real estate activity and other means were used to estimate those revenues that are less predictable in nature. Total revenues for the Township are budgeted for \$27,699,129 comprising the General Fund \$15,973,290 and the Sewer Fund \$11,725,839. Major sources of General Fund revenue include real estate tax, real estate transfer tax, earned income tax, mercantile tax, local services tax, business privilege tax, public utility tax, permits, fines and fees. The Sewer Fund revenues come almost entirely from fees for service. Total expenditures for the Township are budgeted for \$36,383,850 which consists of the General Fund \$15,973,290, other funds (Capital Improvements, Commonwealth Liquid Fuels, Library, Petitioned Street Lights, Storm Water Reserve, Subdivision Recreation) \$2,399,720 and the Sewer Fund \$18,010,840. The Sewer Fund shows a deficit of \$3,042,839 due to depreciation of capital assets, which is a self-funded non-cash expense.





### Fund Structure

The accounts of the township are organized by funds and account groups, each of which is considered a separate accounting entity. Operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures. Township resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The township appropriates all funds in its budget process. Major funds of the township include General, Sewer, Commonwealth Liquid Fuels, Subdivision Recreation, Petitioned Street Light, Capital Improvement, Storm Water, and Library.

### 2019 Year in Review

The Transportation Plan was completed and adopted as the first phase of the Comprehensive Plan update. Wastewater Treatment Plant upgrades began with completion scheduled for April 2020. Road repair projects scheduled for 2018, delayed due to extreme wet weather in our region, and 2019 road improvements were completed in April and October 2019.

### Economic/Business Development

The following projects completed construction in 2019.

Wyndham Point Apartments • Beck Funeral Home • Mod Pizza • Springetts Retreat • Butterfly Commons Tenant fit-out for Harley Davidson • Market Street Townhomes • Royal Farms • Burger King • Mattress Warehouse • MFL Office Suites on Whiteford Road • Toyota of York • Harley Davidson Expansion • Brewery Products Expansion • Susquehanna Oral and Maxillofacial Surgery • Auto Zone – Tenant Fit Out

Construction started on the redevelopment of the former Sears space at the Galleria Mall for the future Hollywood Casino by Penn National Gaming.

Construction started on the redevelopment of the former Asys property for a new warehouse and distribution facility at 693 North Hills Road.

### 2020 Short Term Goals and Initiatives

- Capital Improvements
  - Construct Davies Drive extension including an at-grade railway crossing
  - Construct a Police station



- Complete Wastewater Treatment plant upgrades, including the receptacle for fats, oils, grease.
  - Reconstruct Augustus Schaeffer Park.
  - Construct improvements utilizing Green Light Go grants at Kingston Road and Edgewood Road, Eastern Blvd and Haines Road, Eastern Blvd and Edgewood, and Northern Way and Wolf Drive.
- General
    - Strategic plan development, adoption and implementation.
    - Comprehensive Plan update (last done in 2006), emphasis on Transportation component.
    - Township facilities planning.
    - Develop an Economic Sustainability and Growth plan.
  - Sewer Improvements
    - Construction and maintenance of various components of the Wastewater Treatment facility will include a process module for accepting fats, oils and grease for treatment.
    - Sewer rehabilitation will replace aging sewer lines.
  - Water Quality Improvements
    - Continued development of a water quality management program to meet NPDES (MS4) and Pennsylvania Act 167 requirements.

### **Long Term Strategic Goals and Objectives**

- Strategic Planning
  - Transportation – Improve the functionality, safety and flow of traffic and multi-modal access to reduce congestion and traffic accidents.
  - Water quality – Achieve and maintain compliance with the Clean Water Act and associated state and federal regulations pertaining to the Township’s National Pollution Discharge Elimination System permitting and Municipal Separate Storm Sewer System management requirements.
  - Public facilities – Provide public facilities that will improve the productive value of Township operations in the delivery of services.
  - Economic Development – Improve the quality, variety and quantity of economic opportunities through efficient communications, planning and permitting for the development environment.

This budget proposal will allow the township to continue addressing and meeting the needs of the community in a timely, cost-effective manner.

The department directors and staff who assisted in the preparation of this budget are to be commended for their thoughtful efforts and commitment to a lean and economically efficient operation that guided this process. I especially want to thank Teresa Hummel for her efforts in training and assisting each of the departments as they went through the budget process. I am proud of the professionalism and the high quality budget planning that was achieved in the compilation and preparation of this document.

Respectfully submitted,

**Benjamin Marchant**

Benjamin Marchant, ICMA-CM

Township Manager



## Springettsbury Township

### Mission and Core Values

**Mission:** Deliver the best quality municipal services efficiently, effectively and in a friendly manner to residents, businesses, and visitors.

**Vision:** Be known as the community of choice for quality, service, and excellence in South Central Pennsylvania and as the most desirable location for residents and businesses.

#### **Core Values:**

**Stewardship** - Honor the public trust by administering, upholding and enforcing the laws, ordinances, and policies with integrity, equity, prudence and dignity.

**Excellence** – Measure performance by the highest standards of quality, productivity, discretion, respectful objectivity, and professionalism.

**Leadership** – Open, transparent, cooperative and inclusive government attracts a higher caliber of participation from every stakeholder and produces leading ideas, practices and decisions.

### Strategic Priorities

#### Springettsbury Strategic Plan 2017 – 2021

1. **Transportation** – Improve the functionality, safety, and flow of traffic and multi-modal access to reduce congestion and traffic accidents.
2. **Water Quality** – Achieve and maintain compliance with the Clean Water Act and associated state and federal regulations pertaining to the Township’s National Pollution Discharge Elimination System (NPDES) permitting and Municipal Separate Storm Sewer System (MS4) management requirements.
3. **Public Facilities** – Provide public facilities that will improve the productive value of Township operations in the delivery of services.
4. **Economic Development** – Improve the quality, variety, and quantity of economic opportunities through efficient communications, planning, and permitting for the development environment.
5. **Beautification and Attraction** – Maintain quality appearance of the community through public and private maintenance, improvements, compliance, and incentive initiatives. Develop and enhance quality of life amenities for recreation and entertainment.
6. **Services** – Explore public interest, demand and feasibility of expanding civic services: Library, Recreation, Senior, e-Government interface, Parks.
7. **Fiscal Planning and Management** – maintain a strong fiscal position to improve the quality, scope, and efficiency of delivering municipal services now and in the future.



## Performance Objectives and Results

Long-Term Strategic Plan	Strategic Plan Priorities	2019 Project Results	2020 Goals
<p>Implement priorities identified in the 2017-2021 strategic plan with focus on the Township's mission and core values.</p>	<p><b>Transportation</b></p> <p><b>Water Quality</b></p> <p><b>Public Facilities</b></p> <p><b>Economic Development</b></p> <p><b>Beautification and Attraction</b></p> <p><b>Services</b></p> <p><b>Fiscal Planning and Management</b></p>	<p><b>Transportation</b> – Created a Township transportation task force and completed the transportation study with the assistance of a third-party transportation consultant.</p> <p><b>Water Quality</b> – Implemented the Water Quality Program to reduce 675,000 lbs. of sediment in local waterways.</p> <p><b>Public Facilities</b> – Developed a concept plan for a new police facility and administration building renovation to provide the most efficient Township services.</p> <p><b>Economic Development</b> – Work progressed on the Comprehensive Master Plan for 2020-2030.</p> <p>Penn Gaming secured a gaming license to add a mini-casino site to Springettsbury Township.</p> <p><b>Beautification and Attraction</b> - Approval and design of park improvements for the Augustus Schaefer neighborhood park.</p> <p><b>Services</b> – Information technology improvements related to online purchases, web-based permitting capabilities and community reporting through Tyler311 (Springettsbury311).</p> <p>Additional services provided by the Fats, Oil and Grease Acceptance Program at the Wastewater Treatment Plant began construction.</p> <p><b>Fiscal Planning and Management</b> – Improved financial reporting through the CIP and financial projections. Financing secured for sewer fund capital improvements.</p>	<p><b>Transportation</b> – Approval of Davies Drive railroad crossing and motor vehicle access improvements.</p> <p><b>Water Quality</b> - Stream bank restoration and flood containment projects are underway.</p> <p><b>Public Facilities</b> - Board of Supervisors approve the design and construction of a new police facility and administration building renovation project to begin in late 2020.</p> <p><b>Economic Development</b> – Focus to improve the Town Center Overlay to complement the new mini-casino site.</p> <p><b>Beautification and Attraction</b> – Construction process to begin at Augustus Schaefer neighborhood park in Spring 2020.</p> <p><b>Services</b> – The Fats, Oil and Grease Acceptance Program will be open for commercial business beginning in May 2020.</p> <p><b>Fiscal Planning and Management</b> - Refinancing of sewer fund debt obligations is in progress with settlement date May 2020. Securing financing for the new police facility and administration building renovations complete Fall 2020.</p>

# Financial Overview and Policies

---

## **Fund Structure**

The accounts of the Township are organized into funds and account groups; each is considered a separate accounting entity. Operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. Township resources are allocated to and accounted for in individual funds based on the purposes for which they are to be spent and the means by which spending activities are controlled. The Township appropriates all funds in its budget process.

## **2020 General Fund Budget Summary**

The general fund budget revenue structure has been improved to address a structural imbalance that was historically offset with fund balance resources. The 2020 Budget was submitted for approval to the Board of Supervisors in balance for the first time in more than 10 years. The total 2020 budget is \$15,973,290 in contrast to the 2019 adopted budget, as amended, of \$15,579,743. The revenue increase from 2019 to 2020 is \$393,547 or approximately 2.5 percent. Reviews of each of the major line items in the budget are listed below:

### **Board of Supervisors (400)**

Includes costs for compensation and operating expenses for the Board Supervisors.

### **Township Manager/Administration (401)**

Line item includes funding for the offices of the Township manager, administration and human resources.

### **Finance (402)**

Provides funding for finance department personnel, operations, and education & training.

### **Tax Collection (403)**

Commission paid to the elected tax collector is funded under this line item. Payment is based upon the municipal real estate taxes collected.

### **Professional Services (404)**

Professional services include engineering, legal, auditing and consulting services. Also includes professional services for payment to Norfolk Southern for maintenance of the Concord Road rail crossing project.

### **Information Services - MIS (407)**

The MIS budget is for systems management of software programs and computer hardware. MIS activity includes replacement of dated computer workstations and general system upgrades.

### **Police - Administration, Patrol, Supervision, Vehicles (410)**

Funding provided for the department's operations. The Township will continue to implement the findings for Community Oriented Policing as developed in partnership with the US Department of Justice.

### **Fire - Administration, Protection (411)**

Provides for the direction of all fire suppression and rescue operations through the York Area United Fire and Rescue (YAUFR) service.

### **Emergency Medical Services (412)**

Previously used for ambulance services. In 2019, the Township contracted with White Rose Ambulance Company to provide these services going forward.



**Community Development (414)**

This budget includes funding for planning, zoning, building permits, and code enforcement. Development funds provide for increased capacity on plan review, code enforcement, inspection and internal planning services.

**Public Works - General Services (430)**

Funding for vehicle maintenance and road improvements for public works.

**Public Works - Street Cleaning (431)**

This line item includes street cleaning and leaf collection for Township residents.

**Public Works - Snow and Ice Removal (432)**

Snow and ice removal from Township roads and various state roads.

**Public Works -Traffic: Signs and Lines (433)**

Fabrication and installation of traffic signs and line painting.

**Public Works - Sidewalks and Curbs (435)**

Maintenance and repair of Township- owned curbs and sidewalks.

**Public Works - Storm Sewers (436)**

Program for cleaning approximately 1,088 catch basins.

**Public Works - Highways (438)**

Program, combined with the liquid fuels fund, provides for maintenance of Township roads.

**Public Works - Township Buildings (439)**

Funding for maintenance and utilities of Township buildings.

**Public Works - Parks and Maintenance (440)**

This line item reflects the cost of maintaining the Township parks and recreation system.

**Recreation (451)**

Program for providing a comprehensive recreational program to all segments of the community. The programs have continued to expand but costs have been offset by program registration fees and corporate sponsorships. This line item also includes special events such as the Summer Concert Series, Saturday in the Park, Holiday Tree Lighting and others.

**Community and Cultural Services - Library (481)**

Provides for contribution to the Martin Library.

**Fixed/Sundry - Insurances (486)**

Line items for workers compensation, general liability, vehicle, pollution, and surety bond insurances.

**Fixed/Sundry - Employee Benefits (487)**

Previously used to record line items for health, pension, life and other employee benefits. Benefits are now posted to department expenses.

**Fixed Sundry - Other (489)**

Postage costs, taxes, contingency and refunds.

**Interfund Operating Transfers (492)**

Provides an account for transferring funds from the general fund to other Township funds, including the capital fund. Debt service expense is recorded in this category.



**2020 Sewer and Other Funds Budget Summary**

Listed below is a short summary of the 2020 sewer and other funds budgets:

**Sewer Fund (80)**

The sewer fund provides for operation of the Springettsbury Township sanitary sewer system. Overall, the fund is strong and financially viable. The budget for 2020 anticipates revenues of \$8,683,000 which is an increase based on new sewer rates. Budgeted expenses are \$11,725,840 for operations plus \$2,886,500 for capital depreciation. For 2020, there was no increase in sewer rates. A revenue and capital expense analysis will be conducted to determine a proposal for a sustainable long-term rate plan.

**Commonwealth Liquid Fuels Fund (20)**

The Township receives funds through the commonwealth tax on liquid fuels. These funds are utilized for street maintenance and improvements. The budget for 2020 is \$898,500. Overall, work will continue the local road improvement program throughout the Township.

**Subdivision Recreation Fund (21)**

Revenues for this fund are derived from developers who are required to pay \$1,658 per proposed dwelling unit in lieu of contributing land. These funds are utilized for improvements to the Township parks. The 2020 budget is \$135,500, which includes \$130,000 committed funds to the Augustus Schaefer Park renovation.

**Petitioned Street Light Fund (23)**

Revenue derived through an annual property assessment covers the expense of operating and repairing streetlights within the Township. The 2020 budget is \$88,000. Improved and unimproved properties are assessed \$.45 per front footage.

**Capital Improvement Fund (30)**

The 2020 budget is \$599,595. This includes road and sidewalk improvements, fire equipment, park improvements, and debt service obligations.

**Storm Water Fund (33)**

This fund was adopted by ordinance in 1993 (Ordinance No. 93-12) and has an estimated 2020 fund balance of \$104,679. Funding is restricted for the use of stormwater improvements in the Township.

**Library Fund (48)**

Funds were donated to the Township for the purchase of library books and/or capital purchases relating to a library. Beginning in 1998, the Township entered into an agreement to transfer all interest income received during the year to the Martin Library.

*Note: Limited library services are available to residents of the Township at the Township Municipal Building 1501 Mount Zion Road, York, Pennsylvania. Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Find more information about York's library services at [www.yorklibraries.org](http://www.yorklibraries.org).*

**Water Quality – MS4 Fund (65)**

A new fund was established for 2020 to record revenue and expenditures associated with water quality improvement projects. The water quality projects are designed to improve waterways throughout the Township to benefit the Chesapeake Bay clean-up efforts. The PA Clean Water Act is a state, unfunded mandate requiring municipal compliance. The Township has opted to participate in the York County Stormwater Consortium to pool resources for county stream and stormwater management improvements.



## Financial Policies

### Fund Accounting

Township accounts are organized based on funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for by providing a separate set of self-balancing accounts which comprise of its assets, liabilities, fund equity, revenues, and expenditures.

Governmental activities, which are normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, or enterprise funds, which rely on fees and charges for services rendered.

Government-wide, proprietary and fiduciary fund financial statements are reported using the accrual basis of accounting. Revenues are recorded when earned and expenditures are recorded when a liability is incurred, regardless of the timing of related cash flows.

### Fund Balance/ Operating Reserves

The Fund Balance is the amount of unrestricted cash that ensures services can be provided for a short time, when expenditures exceed revenues. The Township requires a minimum balance in reserves of 10% of the current operating budget based on the current ordinance; finance calculations are based on a 12% reserve to support increasing budgetary obligations. Funds may include restricted or unrestricted balances. The Township General Fund maintains a healthy balance, and any use of fund balance is authorized and approved by the Board of Supervisors.

### Cash Management

The Township follows a cash management and investment policy that ensures proper liquidity of Township resources, and a return on investment for all short term and long-term investment accounts. The Township utilizes a professional investment firm to assist in managing long term investments.

### Debt Financing

Long term financing is used for capital improvement projects, equipment acquisitions, facility renovations, building projects, and land acquisitions. The Township has utilized General Obligation Bonds or Bank Notes for financing needs in developing infrastructure and capital improvements. Financing plans are prepared by the Township Manager and Finance Director, with the assistance of professional public finance firm. All financing plans are presented to the Board of Supervisors for approval.

### Capital Expenditures

A capital expenditure is a significant acquisition, replacement, renovation, or new construction project that has a useful life of 10 years or more, and a cost of greater than \$5,000. Capital items are funded through the operating budget when possible.

### Annual Budget Process

The budget process includes analyzing current operations and the strategic plan for the Township to develop a budget that provides funding for all services and capital improvements. The budget process includes all department directors, finance department, and Township Manager with final approval from the Board of Supervisors. The process includes several public work sessions and a public budget presentation to allow for residents' comments and input before final approval. The budget is also posted on The Township's website.



### Balanced Budget

The Township strives to present and approve a balanced budget annually. A balanced budget is defined as a budget where revenues and expenditures are equal. When a balanced budget is not attainable, the Board has the authority to approve the use of Fund Balance to balance the budget.

### Budget Amendments

From time to time, budget changes may be necessary to cover unforeseen expenditures. Budget changes within an individual department may be requested by the department director for approval by the Finance Director and Township Manager. Major expenditures, such as emergency maintenance expenses or capital improvements, require Board action and approval for budget amendments beyond the scope of the original budget allocation.

### Financial Operations

Daily financial transactions follow strict internal controls to ensure the proper use of Township funds. Cash receipts are recorded daily. Cash disbursements are prepared by finance department personnel, monitored by the Director, and approved by the Board Assistant Treasurer, with details reviewed by the Board Chairman, and Vice Chairman, who serve as authorized signers for the Township.

Financial information is presented to the Board of Supervisors on a monthly basis through the Treasurer's report and highlights financial operations for all entities and funds.

The Township prepares its financial reports in accordance with the Governmental Accounting Standards Board Statement 34. An annual audit of financial operations is conducted by an independent certified public accounting firm appointed by the Board of Supervisors. A Board of Auditors, elected to six year terms, serves the Township in reviewing and supporting financial operations.



# Budget Highlights

The municipal real estate tax rate for 2018 was increased from 1.1 mills to 1.7 mills to compensate for budgetary shortfalls over the last several years. The tax increase has eased the Township’s budgeting challenges. There were no changes in tax rates or standard operating fees for the 2019 or 2020 annual budget. For 2019, real estate municipal tax collections recorded 98.1% of the expected tax base, leaving only 1.9% outstanding.

The proposed balanced budget will utilize revenues of \$15,973,290 to meet 2020 expenditures of \$15,973,290 in the General Fund. In approving the 2020 budget, the 2019 surplus was analyzed and considered to replenish Fund Balance and support 2020 Water Quality improvements, required by an unfunded state mandate for the Chesapeake Bay Watershed Clean Water Act. A portion of the 2019 surplus, in the amount of \$675,000, was approved by the Board of Supervisors to support water quality improvements for 2020. The surplus allowed the Township to postpone an additional water quality fee to residents and businesses for 2020.

The projected 2020 ending fund balance is \$5,339,764, with an additional \$1,400,000 due from interfund transfers, equals 422% of the Township’s policy of maintaining a reserve of at least 10% of annual expenditures or \$1,597,239 in unrestricted funds. The local economy is expected to remain strong through 2020, and the Township anticipates a new revenue stream from gaming revenue in 2021.

General Fund operating expenses will increase 4.1% over the prior year budget, while revenues are projected to increase 2.5%. Pension obligations, post-retirement health benefits, and the Clean Water Act unfunded mandate record most of 2020 expenditure increases. General fund capital expenditures total \$599,595.



2020 Bond funded capital projects:

Sewer Fund:

WWT – Fats, Oils, & Grease (FOG) Acceptance Program. Financing is required in the amount of \$8,000,000 for FOG and other Wastewater Treatment Plant improvements. Financing was completed in August 2019, with a Bank Note at an interest rate of 2.64%.

General Fund: All projects are approved and funded through standard department budgets.

General fund capital projects:

- \$140,505 Fire Equipment
- \$ 50,000 Sidewalks and curbs
- \$ 30,000 Public Works Equipment
- \$ 20,000 Police Facility Planning

# Budget Schedule

# 2020

January							February							March							April						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	1	2	3	4	5	6	7				1	2	3	4	
5	6	7	8	9	10	11	2	3	4	5	6	7	8	8	9	10	11	12	13	14	5	6	7	8	9	10	11
12	13	14	15	16	17	18	9	10	11	12	13	14	15	15	16	17	18	19	20	21	12	13	14	15	16	17	18
19	20	21	22	23	24	25	16	17	18	19	20	21	22	22	23	24	25	26	27	28	19	20	21	22	23	24	25
26	27	28	29	30	31		23	24	25	26	27	28	29	29	30	31					26	27	28	29	30		

May							June							July							August						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	2	3	4	5	6				1	2	3	4							1
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11	2	3	4	5	6	7	8
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18	9	10	11	12	13	14	15
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31	23	24	25	26	27	28	29	
31																					30	31					

September							October							November							December						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5				1	2	3	1	2	3	4	5	6	7			1	2	3	4	5	
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26
27	28	29	30				25	26	27	28	29	30	31	29	30						27	28	29	30	31		

2020 Budget Schedule	
January 2, 2020	Publication of the 2020 Calendar
June – July, 2020	Strategic planning
August 2020	Board of Supervisors adopts Budget Priorities and Strategic Plan
September 1 – September 30, 2020	Township Manager review of 2021 Budget Preparation Material with Department Directors & Managers
September 18, 2020	Joint Meeting of YAUFR and Township’s Supervisors for 2021 YAUFR Budget Presentation
October 12, 2020	Township Manager transmits draft 2021 to the Board of Supervisors for review
October 19, 2020 November 2, 2020 November 4, 2020	Board of Supervisors 2021 Budget Work Sessions
November 18, 2020	2021 Proposed Budget introduced by the Board of Supervisors
November 20, 2020	Advertisement of 2021 Proposed Budget
December 10, 2020	Adoption of the 2021 Proposed Budget by the Board of Supervisors

Figure 6 - 2020 Budget schedule

# Township Operating Costs



Figure 7 – Township Operating Costs – Tax Dollars

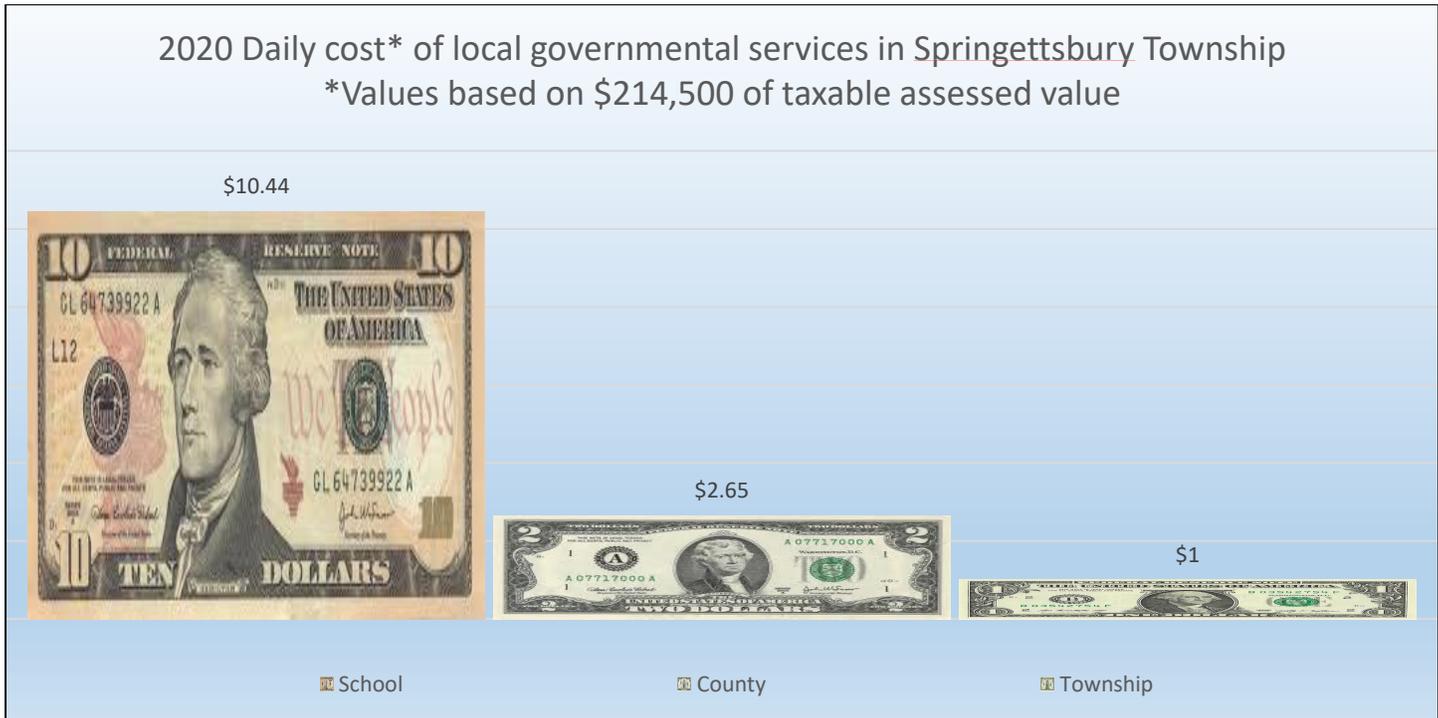
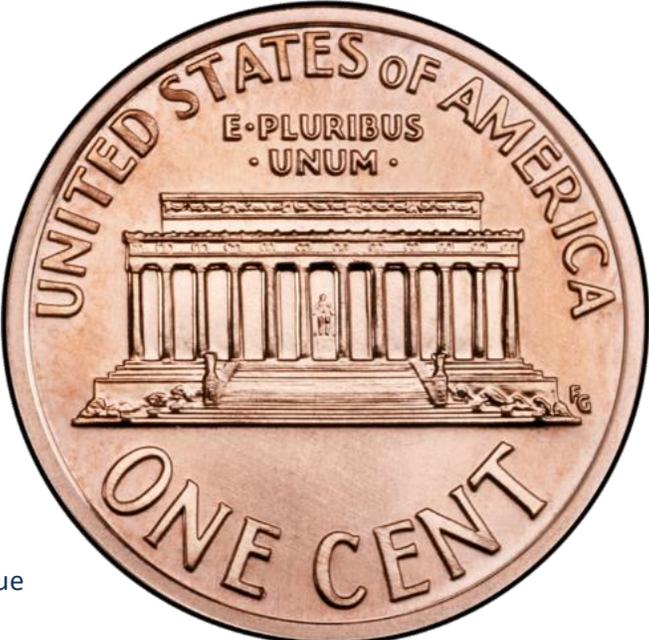


Figure 8 - How the Residents' Tax Dollar is Used

Residential property taxes account for just 4% of Township revenues that pay for municipal operations and services.

Administration		10¢
Planning		10¢
Finance		2¢
Information Systems		2¢
Police		38¢
Public Works		12¢
Parks and Recreation		4¢
York Area United Fire and Rescue		19¢
Capital expenses		3¢
Total		\$1.00

# 2020 Budget Summary

## SPRINGETTSBURY TOWNSHIP BUDGET 2020

**GENERAL FUND** \$ 15,973,290

**OTHER FUNDS**

Capital Improvements	599,595	
Commonwealth Liquid Fuels	898,500	
Library	3,000	
Petitioned Street Lights	88,000	
Storm Water Reserve	125	
Subdivision Recreation	135,500	
Water Quality/MS4	675,000	
Other Funds Total		2,399,720

**SEWER FUND**

General Operating	11,725,840	
Springettsbury Capital	980,000	
Springettsbury Intermunicipal Capital	5,305,000	
		<u>18,010,840</u>

**ALL FUNDS TOTAL** **\$ 36,383,850**

Figure 9 - 2020 Budget Summary

# 2020 Revenue Summary – General Fund

REVENUE - GENERAL FUND	<i>Actual</i>				BUDGET
Revenue Source	2016	2017	2018	2019	2020
Real Estate Tax	\$2,243,612	\$2,323,423	\$3,444,837	\$ 3,494,654	\$ 3,609,930
Other Taxes	7,949,054	7,964,426	8,287,343	\$ 8,381,217	\$ 8,225,000
Licenses & Permits	439,990	474,052	446,959	\$ 444,638	\$ 469,000
Fines	210,852	188,893	215,791	\$ 194,577	\$ 213,500
Interest and Rental	1,272	27,828	69,973	\$ 108,643	\$ 55,002
Intergovernmental Revenue	956,271	920,031	865,265	\$ 943,092	\$ 959,668
Charges for Services	2,328,623	1,856,720	1,865,608	\$ 2,175,028	\$ 1,557,900
Other Financing Sources	411,963	262,874	707,985	\$ 458,083	\$ 883,290
<b>010 General Fund Revenue</b>	<b>\$14,541,636</b>	<b>\$14,018,247</b>	<b>\$15,903,761</b>	<b>\$16,199,932</b>	<b>\$15,973,290</b>



Figure 10 - Revenue Summary by source

# 2020 Expenditure Summary – General Fund

Expenditure source	Actual				BUDGET
	2016	2017	2018	2019	2020
Police	\$3,251,501	\$5,484,621	\$5,596,229	\$5,888,487	\$6,111,747
York Area United Fire & Rescue	\$2,542,724	\$2,777,458	\$2,035,739	\$2,945,478	\$3,021,239
Administration	\$4,695,191	\$2,101,735	\$1,936,308	\$2,060,630	\$2,637,156
Public Works	\$1,201,983	\$1,617,412	\$1,751,113	\$2,051,478	\$1,874,819
Community Development	\$418,151	\$812,902	\$1,043,610	\$1,152,214	\$934,986
EMS	\$603,434	\$631,558	\$81,575	\$8,068	\$0
Recreation	\$422,984	\$491,211	\$497,613	\$520,532	\$591,015
Finance	\$266,221	\$403,470	\$353,480	\$377,486	\$416,452
MIS	\$103,335	\$214,113	\$301,011	\$350,072	\$385,876
<b>010 General Fund Expenditures</b>	<b>\$13,505,523</b>	<b>\$14,534,480</b>	<b>\$13,596,678</b>	<b>\$15,354,445</b>	<b>\$15,973,290</b>

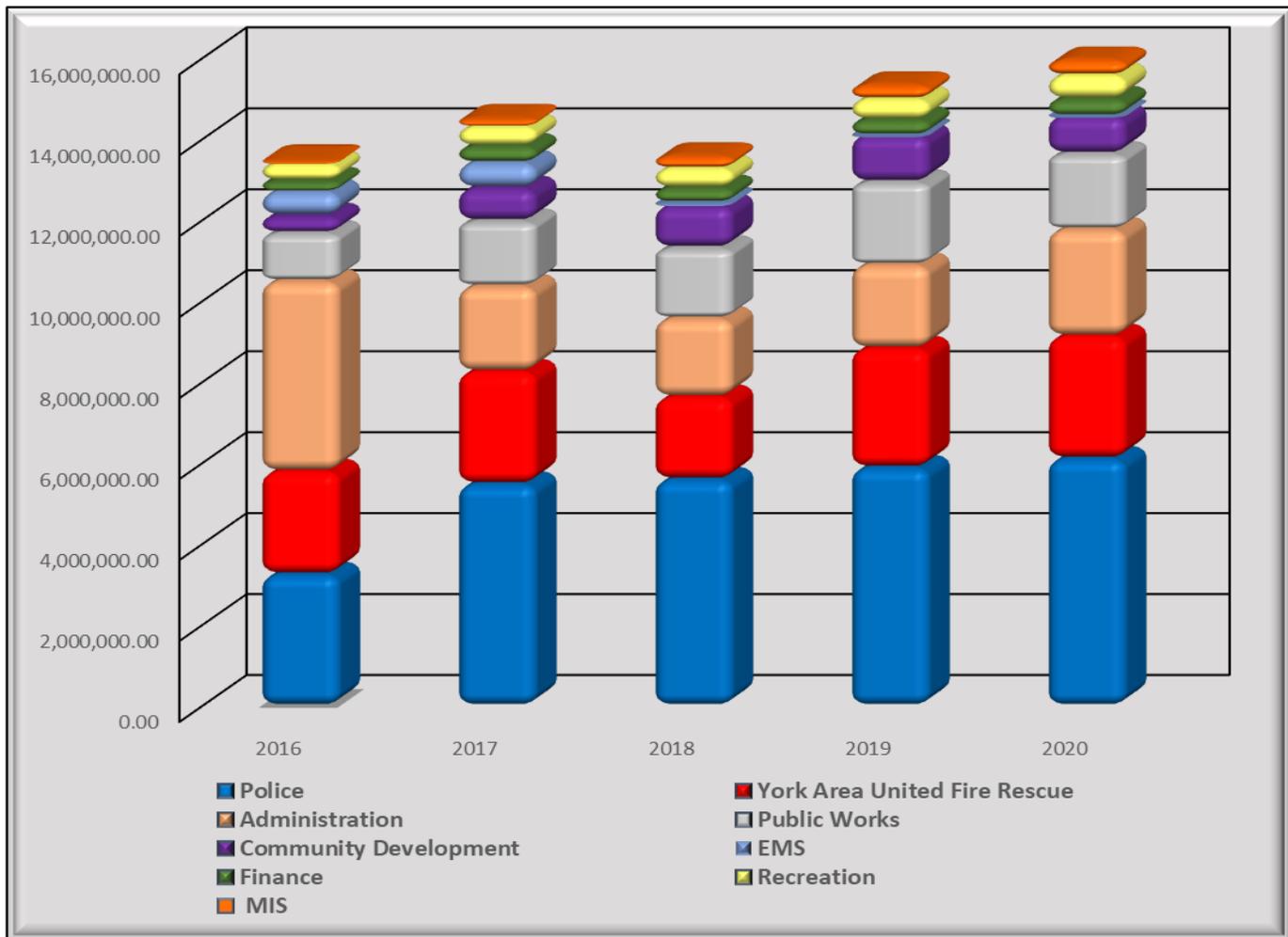


Figure 11 - Expenditure Summary by Department

## 2016 - 2020 Fund - Budget Summary

Fund	Actual				Adopted
	2016	2017	2018	2019	2020
General Fund	\$ 14,541,636	\$ 14,534,480	\$ 15,999,377	\$ 16,224,736	\$ 15,973,290
Sewer Fund	\$ 9,712,167	\$ 9,271,393	\$ 9,174,617	\$ 9,515,988	\$ 11,725,840
Other Funds	\$ 1,805,816	\$ 1,044,245	\$ 1,675,490	\$ 1,660,164	\$ 2,399,720
<b>Total</b>	<b>\$ 26,059,619</b>	<b>\$ 24,850,118</b>	<b>\$ 26,849,483</b>	<b>\$ 27,400,888</b>	<b>\$ 30,098,850</b>

In 2020, for the Sewer Fund, additional revenues are expected as the Wastewater Treatment Facility added a new program to accept Fats, Oils, and Grease from commercial businesses. This operation is expected to generate an annual surplus with revenue exceeding all operating expenditures and debt service. Operations are expected to begin in early 2020.

Other Funds includes a new fund created for the Water Quality Program in the amount of \$675,000. Project expenditures are funded by General Fund reserves for 2020.

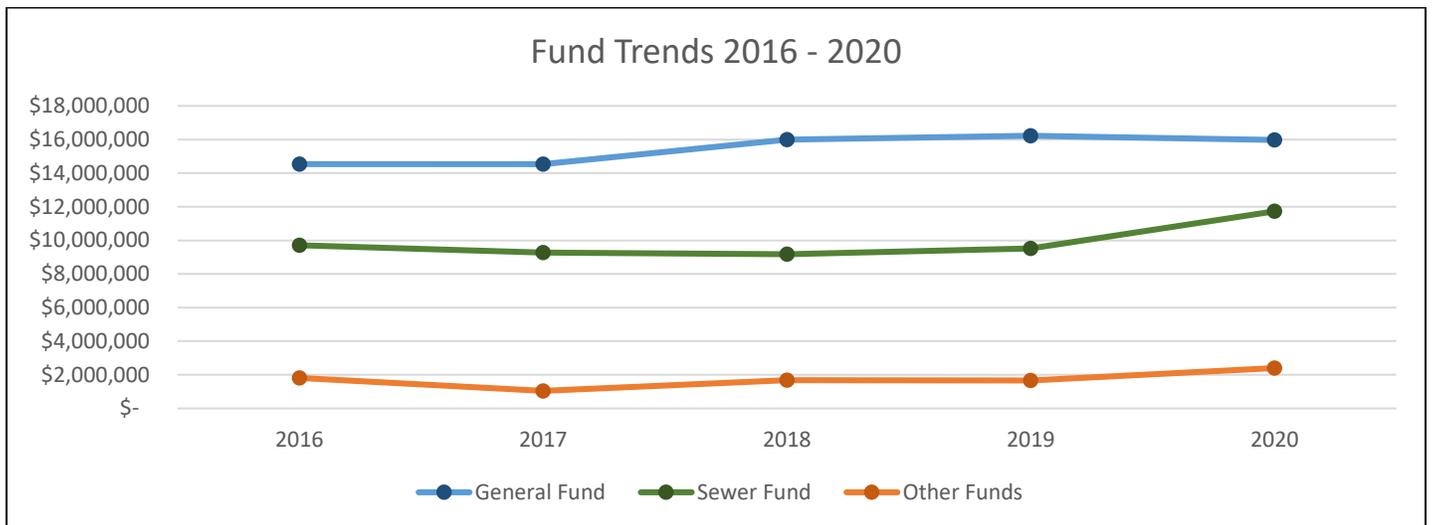
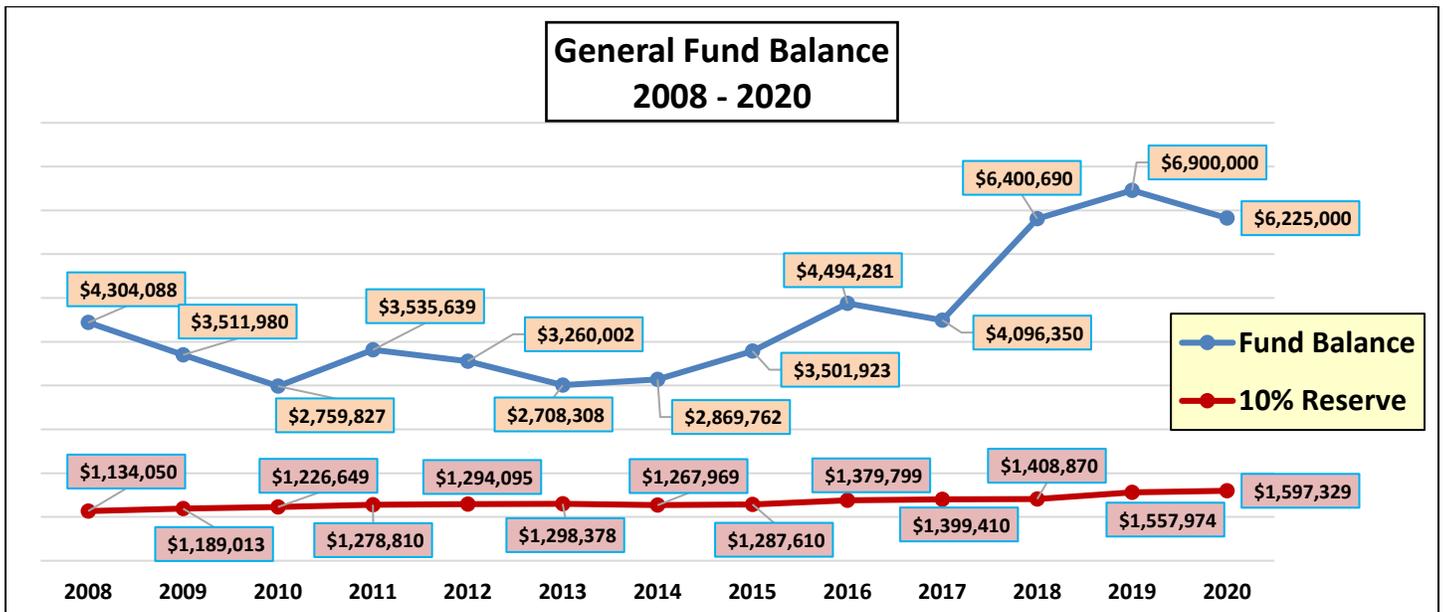


Figure 12 – 2020 Fund Summary

**Springettsbury Township  
General Fund Balance  
2008 - 2019**

Year	Beginning Balance 01/01/XX	Ending Balance 12/31/XX	Use of Fund Balance	Fund Balance Reserve - 10%
2008	\$ 4,485,020	\$ 4,304,088	\$ 180,932	\$ 1,134,050
2009	\$ 4,304,088	\$ 3,511,980	\$ 792,108	\$ 1,189,013
2010	\$ 3,511,980	\$ 2,759,827	\$ 752,153	\$ 1,226,649
2011	\$ 2,759,827	\$ 3,535,639	\$ (775,812)	\$ 1,278,810
2012	\$ 3,535,639	\$ 3,260,002	\$ 275,637	\$ 1,294,095
2013	\$ 3,260,002	\$ 2,708,308	\$ 551,694	\$ 1,298,378
2014	\$ 2,708,308	\$ 2,869,762	\$ (161,454)	\$ 1,267,969
2015	\$ 2,869,762	\$ 3,501,923	\$ (632,161)	\$ 1,287,610
2016	\$ 3,501,923	\$ 4,494,281	\$ (992,358)	\$ 1,379,799
2017	\$ 4,494,281	\$ 4,096,350	\$ 397,931	\$ 1,399,410
2018	\$ 4,096,350	\$ 6,400,690	\$ 2,304,340	\$ 1,408,870
2019	\$ 6,400,690	\$ 6,900,000	\$ 499,310	\$ 1,557,974
2020	\$ 6,900,000	\$ 6,225,000	\$ (675,000)	\$ 1,597,329

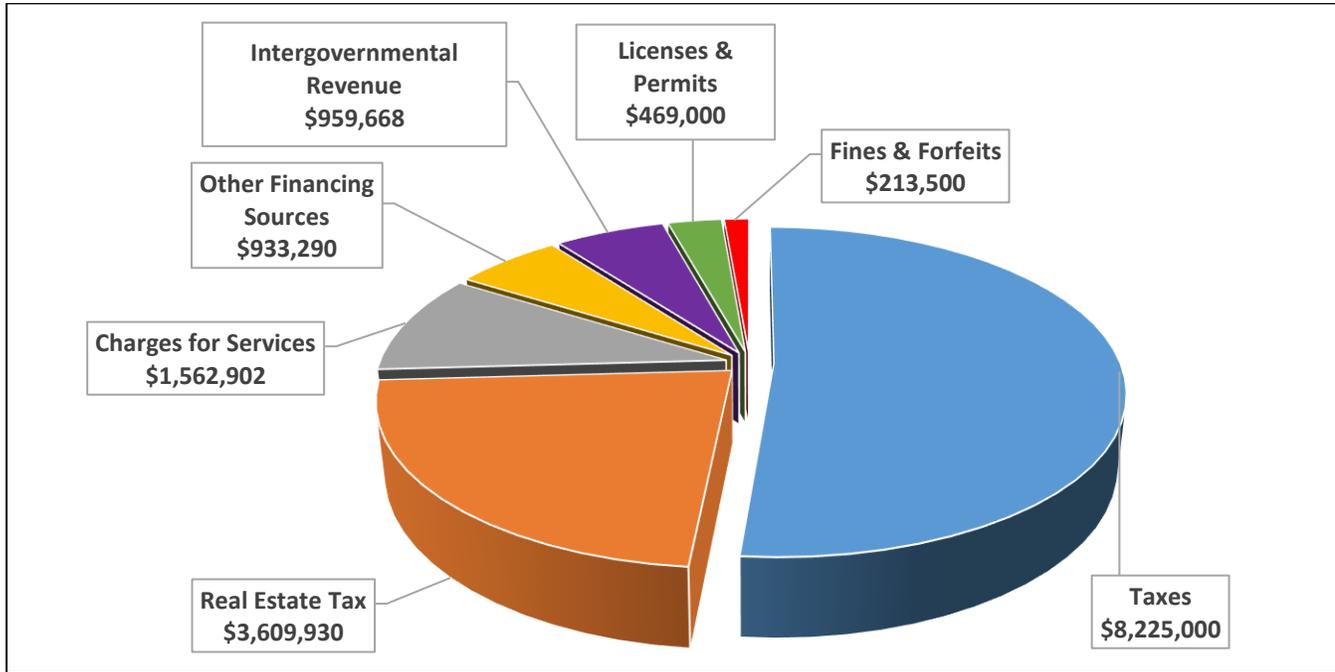
For 2020, the Board of Supervisors approved the use of General Fund reserves in the amount of \$675,000 for Water Quality Improvement projects required under the Pennsylvania Clean Water Act. The Act is an unfunded state mandate passed on to Pennsylvania municipalities to improve waterways flowing into the Chesapeake Bay. The use of reserves for 2020 postponed an annual fee for all Township residents and businesses. Projects and project funding will be evaluated on an annual basis.



Over the last twelve years, the General Fund Balance has been well managed in maintaining the appropriate investment levels to support changes in operations and emergency allocations.

# 2020 General Fund Budget

Figure 13 - 2020 General Fund Revenues (includes Use of Fund Balance), \$15,973,290



The Township anticipates adding a Water Quality Management fee in 2021 to offset unfunded state mandates for the Clean Water Act.

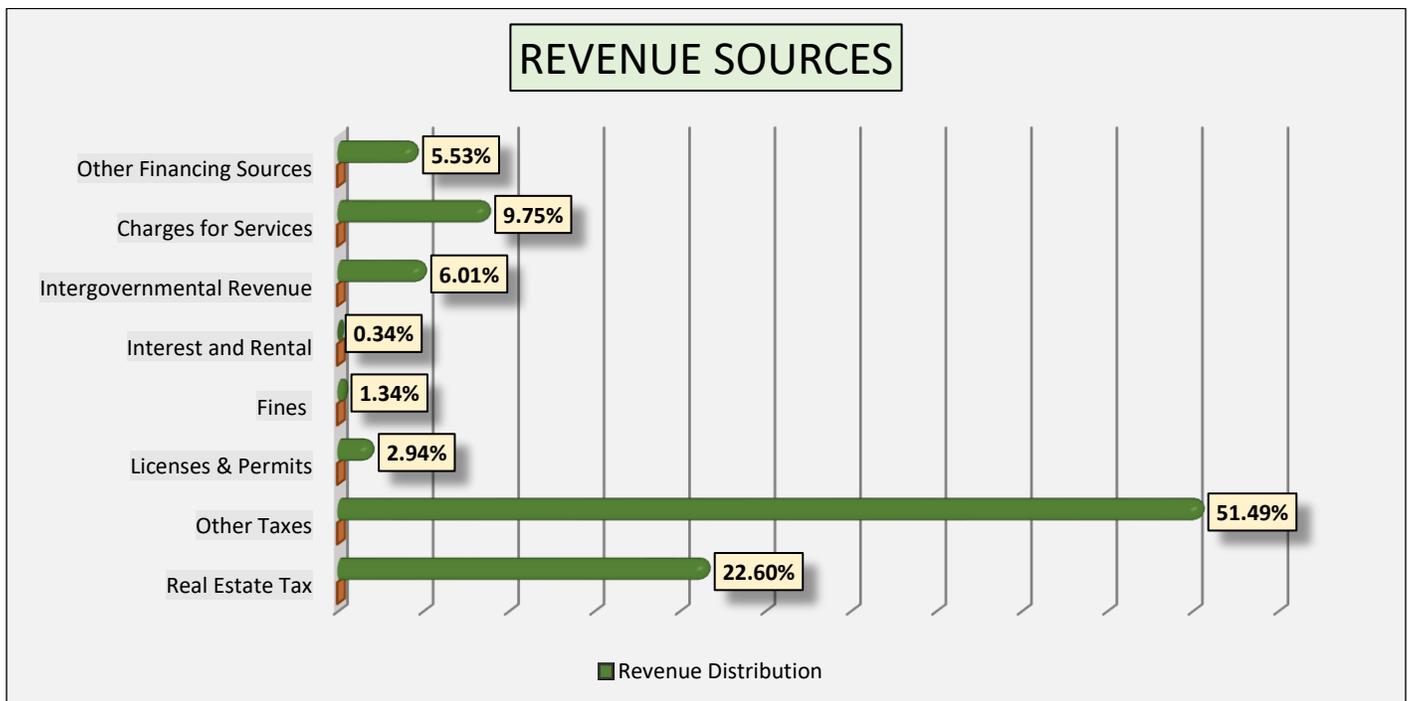
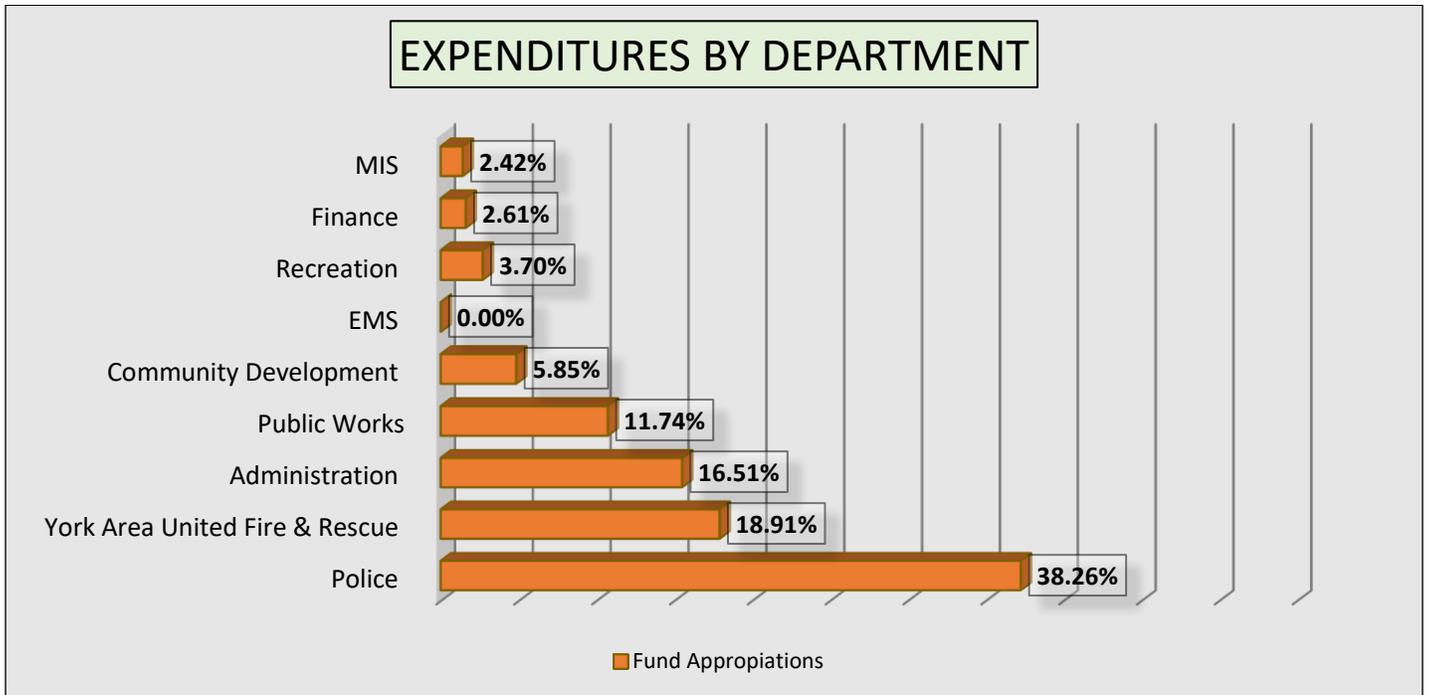
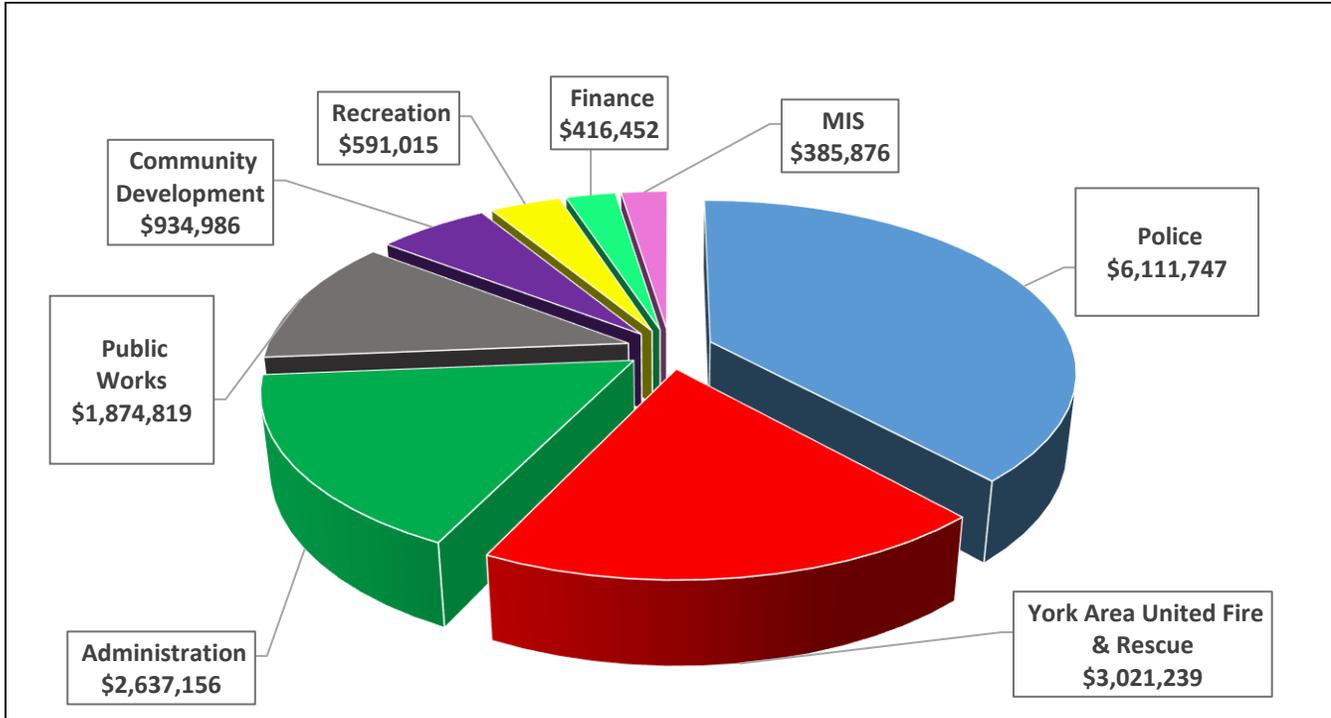


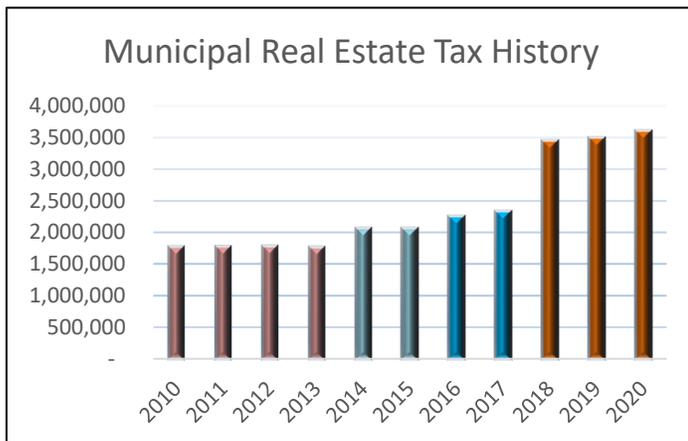
Figure 14 – 2020 General Fund Appropriations, \$15,973,290



# Township Tax Revenue History

The General Fund tax collection provides 74.09% of the total annual revenue generated each year. The following graphs show the taxes collected in the Township, and the 10 history with actual revenues recorded for 2010 through 2019 as well as the approved 2020 budgeted figures. The 2020 budget represents a conservative approach to estimating annual tax revenue where 51.49% of total general revenue is directly related to the economic success of our business community in the Township.

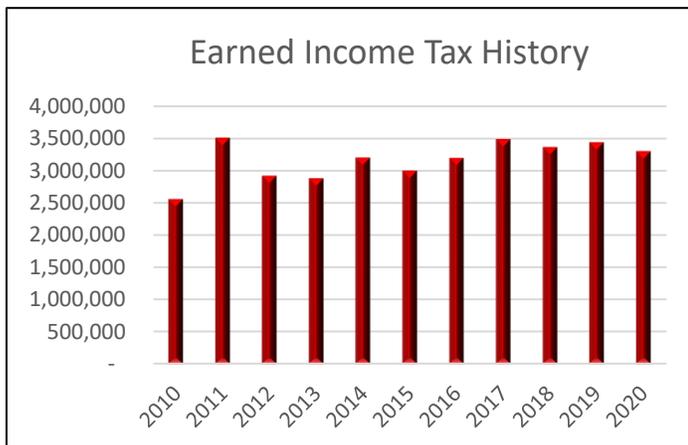
Figure 15 – Tax Revenue History



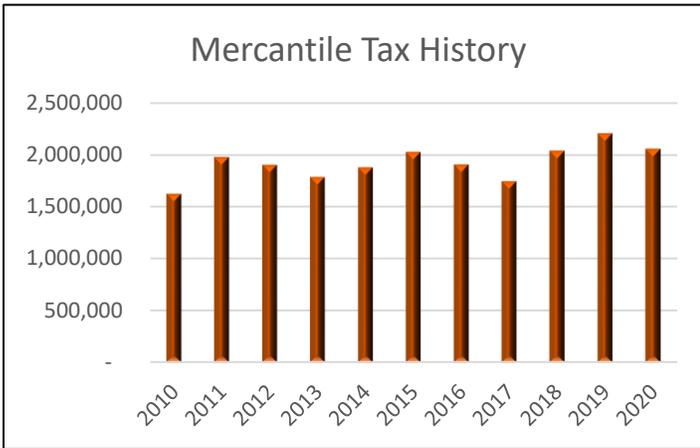
The current municipal real estate tax millage rate is 1.7. A .1 millage increase is approximately \$211,250. The color change in the graph depicts real estate tax changes over the last 10 years. The last tax increase was approved by Board of Supervisors in 2018. Taxes are collected by the Township Tax Collector, elected to a 4 year term.



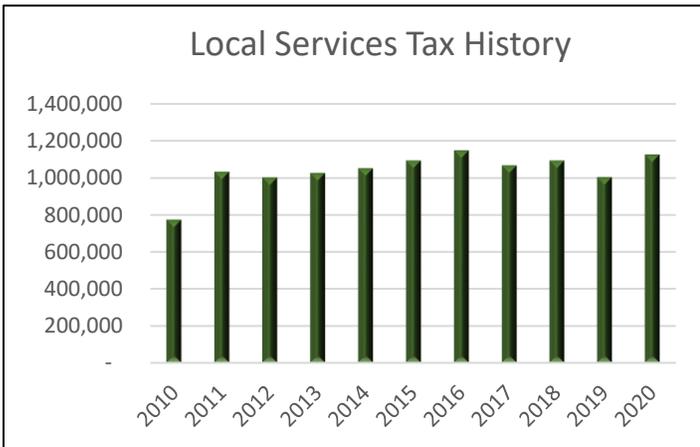
Taxes are collected for every real estate property sale in the Township. Annual taxes vary annually based on the success of the real estate market.



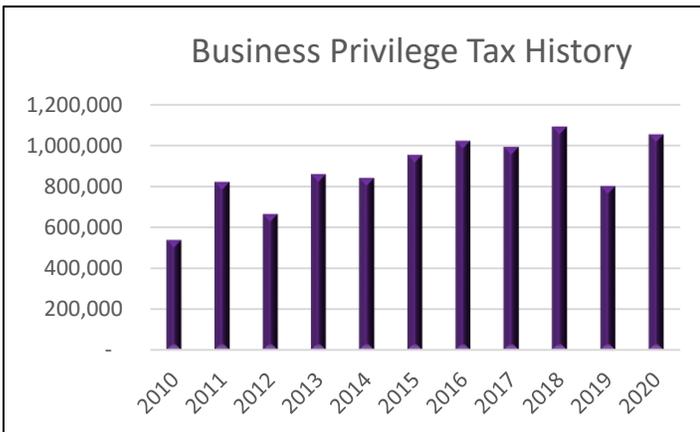
Earned income taxes are levied by the municipality and school district where individuals reside. The tax is 1% on gross wages. The tax is shared by the municipality and school district, and is collected and distributed by the York Adams Tax Bureau.



The mercantile tax applies to each person, partnership, association or corporation engaged in any business within the taxing authority. The mercantile tax is calculated at .0015 retail and .00075 wholesale on recorded sales. Currently, there is no business license fee for new businesses entering the business community. Taxes are collected by the York Adams Tax Bureau.



Local services tax is levied by municipalities where you work. It is an occupational privilege tax, a maximum of \$52.00 per year, or \$1.00 per week withheld by employers. The tax is collected and distributed by the York Adams Tax Bureau.



The business privilege tax applies to each person, partnership, association or corporation engaged in any business within the taxing authority. The business privilege tax is calculated at .0015 retail and wholesale transactions on recorded sales. Currently, there is no business license fee for new businesses entering the business community. Taxes are collected by the York Adams Tax Bureau.

# 2017 - 2020 General Fund Revenue & Expenditure Detail

Figure 16 - General fund revenue &amp; expenditure detail

<b><u>REVENUE SOURCE</u></b>		<b>ACTUAL</b>	<b>ACTUAL</b>	<b>ACTUAL</b>	<b>BUDGET</b>
		<b><u>2017</u></b>	<b><u>2018</u></b>	<b><u>2019</u></b>	<b><u>2020</u></b>
<b>REAL ESTATE TAXES</b>	<b>10301</b>				
3110	Real Estate Tax Current	2,279,123	3,421,262	3,456,606	3,582,430
3111	Real Estate Tax Prior	44,301	23,575	38,048	27,500
	<b>TOTAL</b>	<b>2,323,423</b>	<b>3,444,837</b>	<b>3,494,654</b>	<b>3,609,930</b>
<b>OTHER TAXES</b>	<b>10310</b>				
3110	R/E Transfer Tax	682,210	711,018	891,623	700,000
3120	Earned Inc.Tax Current	2,537,510	2,437,034	2,520,736	2,600,000
3121	Earned Inc.Tax PrYr	949,325	926,122	915,823	700,000
3130	Mercantile Tax	1,739,598	2,033,845	2,199,285	2,050,000
3131	Mercantile Tax PrYr	-	-	18,754	-
3140	Local Services Tax	1,065,674	1,092,109	1,002,044	1,125,000
3150	Business Privilege Tax	990,109	1,087,215	800,200	1,050,000
3151	Bus.Priv.Tax PrYr	-	-	32,753	-
	<b>TOTAL</b>	<b>7,964,426</b>	<b>8,287,343</b>	<b>8,381,217</b>	<b>8,225,000</b>
<b>LICENSES AND PERMITS</b>	<b>10321</b>				
4130	CATV Franchise	451,958	428,809	425,559	450,000
4135	Plumbing Licenses	9,515	7,230	11,520	9,000
	<b>TOTAL</b>	<b>461,473</b>	<b>436,039</b>	<b>437,079</b>	<b>459,000</b>
<b>NON-BUSINESS LICENSES &amp; PERMIT</b>	<b>10322</b>				
4140	Road Cut Permits	12,580	10,920	7,560	10,000
	<b>TOTAL</b>	<b>12,580</b>	<b>10,920</b>	<b>7,560</b>	<b>10,000</b>
<b>VIOLATIONS AND FINES</b>	<b>10331</b>				
5110	Vehicle Code Violations	80,389	87,121	79,317	88,500
5120	Local & State Law Violats	93,002	113,307	94,300	110,000
5130	State Veh&Law Viol.	14,871	14,614	20,120	14,000
5140	Parking Violations	630	750	840	1,000
	<b>TOTAL</b>	<b>188,893</b>	<b>215,791</b>	<b>194,577</b>	<b>213,500</b>
<b>USE OF MONEY AND PROPERTY</b>	<b>10341</b>				
6110	Interest Earnings	29,762	61,947	90,722	50,000
6110	1110 Interest	3	7	8	-
6110	55803 DCNR TWP PARK INTEREST	306	17	-	-
	<b>TOTAL</b>	<b>30,071</b>	<b>61,971</b>	<b>90,729</b>	<b>50,000</b>
<b>RENTAL OF BUILDINGS/LAND</b>	<b>10342</b>				
6120	Rental of Buildings	2	2	2	2
10000	Land Rental	10,000	8,000	17,912	5,000
	<b>TOTAL</b>	<b>10,002</b>	<b>8,002</b>	<b>17,914</b>	<b>5,002</b>

**FINANCIAL OVERVIEW**

				<u>ACTUAL</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGET</u>
				<u>2017</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>
<b>INTERGOVERNMENTAL REVENUES - GRANTS      10354</b>							
7120		State Grants		-	-	-	-
7121		Other Grants		-	-	2,000	-
7122		Recycling Grant		62,367	72,165	86,233	77,500
7123		St Highway Winter Mnt		-	-	-	-
7129	55803	DCNR Twp Park Revenue		62,500	-	-	-
7130		PA EMA Storm Grant		-	-	-	-
24105	51409	Fdral Grant-Vests		804	-	-	-
<b>TOTAL</b>				<b>125,671</b>	<b>72,165</b>	<b>88,233</b>	<b>77,500</b>
<b>INTERGOVERNMENTAL REVENUES - STATE      10355</b>							
7125		Pub Util Realty Tx		10,598	10,429	10,872	10,800
7126		Beverage Licenses		10,650	10,550	10,750	10,000
7127		State Pension Aid		546,002	548,073	599,098	615,000
<b>TOTAL</b>				<b>567,250</b>	<b>569,052</b>	<b>620,721</b>	<b>635,800</b>
<b>INTERGOVERNMENTAL REVENUES - COUNTY      10357</b>							
2000		County Grant - Public Safety		-	-	-	-
2000	51419	Safety-Drug Task Force		-	-	-	-
7121	59505	Local Communications		-	-	-	-
7129	55803	Park Playground		25,000	-	-	-
7140		York Co DUI Enforce.		107,392	113,339	106,619	115,000
7141		Payment in Lieu of Taxes		2,079	2,412	2,893	2,500
7142		Comp Plan - York County		-	-	-	-
<b>TOTAL</b>				<b>134,471</b>	<b>115,750</b>	<b>109,512</b>	<b>117,500</b>
<b>INTERGOVERNMENTAL REVENUES      10358</b>							
41115		Local School Districts - COPS		70,302	85,939	108,852	108,868
41118		EIT-Excess Fees		22,338	22,359	15,776	20,000
<b>TOTAL</b>				<b>92,640</b>	<b>108,298</b>	<b>124,628</b>	<b>128,868</b>
<b>COMMUNITY DEVELOPMENT DEPT.      10361</b>							
8210		Subdivision Fees		3,975	2,040	2,750	2,500
8212		Engineering Fees		-	5,563	6,573	-
8213		Storm Water Fees		13,356	3,703	3,865	-
8214		Variance/Spec Except.		11,065	7,800	4,300	5,000
8216		Zoning Amendments		-	-	1,500	-
8218		Land Devel.Final		13,650	10,270	18,000	8,000
8230		Building Permits		288,797	871,374	1,313,001	650,000
8240		Plumbing Permits		4,898	14,565	11,858	5,000
8242		Use & Occupancy Permits		1,925	2,700	9,125	5,000
8244		Yard Sale Permits		1,125	895	921	1,000
8246		Re-Inspection Fees		2,977	9,000	5,185	3,000
8470		Other		3,000	1,260	22,592	-
8472		Historic Preservation Revenue		-	1,620	1,200	-
<b>TOTAL</b>				<b>344,768</b>	<b>930,791</b>	<b>1,400,870</b>	<b>679,500</b>

**FINANCIAL OVERVIEW**

		<u>ACTUAL</u> <u>2017</u>	<u>ACTUAL</u> <u>2018</u>	<u>ACTUAL</u> <u>2019</u>	<u>BUDGET</u> <u>2020</u>
<b>POLICE DEPARTMENT</b>		<b>10362</b>			
8410	Police Special Services	23,230	23,242	27,781	22,500
8412	Police Reports	11,398	13,428	12,421	12,000
8414	Alarm Fees	12,290	13,387	11,850	15,000
8470	Other	9,501	7,394	5,019	4,500
8487	1110 Donations - Comm Care Fund	1,960	268	890	-
<b>TOTAL</b>		<b>58,379</b>	<b>57,719</b>	<b>57,961</b>	<b>54,000</b>
<b>PUBLIC WORKS DEPARTMENT</b>		<b>10363</b>			
8470	Other	2,560	785	1,879	2,500
8510	Fees/Sales	665	133	-	2,500
8512	Recycle Bins/Bags/Stkr	1,668	1,285	1,919	2,000
8513	Waste Reduction Fee	-	-	-	3,000
8515	Inspections	5,435	2,200	7,360	-
<b>TOTAL</b>		<b>10,328</b>	<b>4,403</b>	<b>11,158</b>	<b>10,000</b>
<b>WASTE COLLECTION</b>		<b>10364</b>			
8513	Waste Reduction Fee	144,045	173,515	125,225	156,500
8810	Sewer Fund Adm. Charge	325,000	335,000	335,000	335,000
8815	Donations & Sponsors	4,000	-	2,410	-
8890	Sewer Certifications	12,605	12,480	11,525	12,000
<b>TOTAL</b>		<b>485,650</b>	<b>520,995</b>	<b>474,160</b>	<b>503,500</b>
<b>DEPARTMENT</b>		<b>10365</b>			
8810	Emergency Medical Services	565,512	121,007	12,837	-
8811	EMS - Memorial Hospital	55,482	-	-	-
8812	FIRE/EMS Grants	-	-	-	-
8815	Memberships & Donations	82,865	-	-	-
8820	Fire Relief Association Aid	60,277	54,773	58,907	58,900
<b>TOTAL</b>		<b>764,137</b>	<b>175,780</b>	<b>71,743</b>	<b>58,900</b>
<b>PARKS &amp; RECREATION</b>		<b>10367</b>			
7121	Other Grants	-	-	-	20,000
7129	55803 Playground Pickets	13,664	(775)	-	-
8310	Program Fees	52,185	62,846	34,971	65,000
8310	3000 Program Fees - Summer	15,250	17,305	22,365	18,000
8312	Ticket Sales/Commissions	22,387	15,290	18,212	22,000
8315	Trip Fees	36,564	41,104	40,050	45,000
8370	Recreation Rentals	3,815	4,510	3,910	8,000
8470	Other	572	-	-	-
8815	Donations & Sponsors	19,156	7,859	19,053	40,000
8816	Radio Sponsorship	-	3,000	-	-
8819	Park Celebration	17,203	10,648	9,016	20,000
9712	Park Meters	2,209	1,554	1,567	1,500
9716	Vendor Commissions	10,454	12,580	9,996	12,500
<b>TOTAL</b>		<b>193,458</b>	<b>175,920</b>	<b>159,139</b>	<b>252,000</b>

FINANCIAL OVERVIEW

		ACTUAL <u>2017</u>	ACTUAL <u>2018</u>	ACTUAL <u>2019</u>	BUDGET <u>2020</u>
<b>MISCELLANEOUS REVENUE</b>					
	<b>10380</b>				
9710	Miscellaneous Rev.	1,074	61,088	479	500
9715	Newsletter Advertising	4,100	3,860	2,450	3,000
<b>TOTAL</b>		<b>5,174</b>	<b>64,948</b>	<b>2,929</b>	<b>3,500</b>
<b>Other Bank Service Charges</b>					
	<b>10389</b>				
10710	Other Op Rev -CreditCd	-	-	2,792	-
<b>TOTAL</b>		<b>-</b>	<b>-</b>	<b>2,792</b>	<b>-</b>
<b>OTHER FINANCING SOURCE</b>					
	<b>10391</b>				
10710	Sale of Gen Fixed Assets	-	60,990	38,038	4,000
<b>TOTAL</b>		<b>-</b>	<b>60,990</b>	<b>38,038</b>	<b>4,000</b>
<b>INSURANCE PROCEEDS</b>					
	<b>10393</b>				
10748	Insurance Reimbursements	249,931	547,004	393,125	250,000
10748	401 Insurance Reimbursements	-	-	-	-
10748	402 Insurance Reimbursements	-	-	-	-
10748	407 Insurance Reimbursements	-	-	-	-
10748	410 Insurance Reimbursements	-	-	-	-
10748	411 Insurance Reimbursements	-	-	-	-
10748	412 Insurance Reimbursements	-	-	-	-
10748	414 Insurance Reimbursements	-	-	-	-
10748	430 Insurance Reimbursements	-	-	-	-
10748	451 Insurance Reimbursements	-	-	-	-
<b>TOTAL</b>		<b>249,931</b>	<b>547,004</b>	<b>393,125</b>	<b>250,000</b>
<b>OTHER FINANCING SOURCES</b>					
	<b>10395</b>				
10712	Refunds of Prior Exp	25,593	35,041	21,195	15,000
<b>USE OF FUND BALANCE</b>					
	<b>10999</b>				
10999	Use of Fund Balance				
<b>TOTAL</b>		<b>25,593</b>	<b>35,041</b>	<b>21,195</b>	<b>610,790</b>
<b>REVENUE TOTALS</b>		<b>14,048,318</b>	<b>15,903,762</b>	<b>16,199,932</b>	<b>15,973,290</b>

FINANCIAL OVERVIEW

<u>EXPENDITURE SOURCE</u>		<u>ACTUAL</u> <u>2017</u>	<u>ACTUAL</u> <u>2018</u>	<u>ACTUAL</u> <u>2019</u>	<u>BUDGET</u> <u>2020</u>
<b>BOARD OF SUPERVISORS</b>					
11110	Salaries/Wages	21,625	21,183	21,875	21,875
19210	Social Security	1,654	1,620	1,673	1,673
22110	Materials/Supplies	1,266	1,219	580	1,000
49110	Training/Development	11,021	5,307	3,663	7,500
<b>TOTAL</b>		<b>35,566</b>	<b>29,329</b>	<b>27,791</b>	<b>32,048</b>
<b>MANAGER'S OFFICE</b>					
11110	Salaries/Wages	458,999	409,095	420,696	421,024
11130	Overtime	32	-	-	500
14121	Non-Uniform Pension ER Match	(2,917)	-	-	-
19210	Social Security	35,561	30,411	31,101	32,208
19400	Unemployment Compensation	46	15,145	11,574	-
19500	Workers Compensation	2,292	2,128	1,464	2,479
19600	Medical	134,800	115,062	130,105	134,374
19700	Non-Uniform Pension	42,286	33,674	37,227	37,892
19810	Dental Non-Teamsters	6,385	5,665	6,555	6,624
19820	Vision	1,389	1,353	1,737	1,766
19830	Life Insurance	1,316	1,363	1,275	1,350
19840	Disability Insurance	1,348	1,739	1,632	1,736
19910	Testing - Employment/Random	95	-	-	-
19920	Contract Services - Backgrnd C	-	-	-	1,000
22110	Materials/Supplies	7,805	8,262	7,412	6,840
33110	Advertising/Printing	28,195	28,438	29,616	34,608
45110	Contract Services	25,073	27,645	26,867	29,355
49110	Training/Development	15,848	19,249	13,939	11,500
49111	HR - Training/Development	-	-	9,913	10,000
49112	HR - Twp Leadership/Culture	-	-	3,951	10,000
49117	HR - Safety Committee	-	-	1,211	5,000
<b>TOTAL</b>		<b>758,553</b>	<b>699,231</b>	<b>736,275</b>	<b>748,255</b>
<b>FINANCE DEPARTMENT</b>					
11110	Salaries/Wages	249,414	223,675	232,934	249,705
11130	Overtime	13	394	613	600
14121	Non-Uniform Pension ER Match	(1,728)	-	-	-
19210	Social Security	19,459	16,857	17,278	19,148
19600	Medical	88,483	58,734	72,514	89,582
19700	Non-Uniform Pension	23,811	18,814	20,604	22,527
19810	Dental Non-Teamsters	3,939	3,714	4,519	4,416
19820	Vision	924	704	1,010	1,177
19830	Life Insurance	651	706	754	700
19840	Disability Insurance	697	742	769	722
19910	Testing - Employment/Random	121	-	55	250
19920	Contract Services - Backgrnd Ck	95	6,825	265	-
22110	Materials/Supplies	1,992	3,831	2,146	3,273
45110	Contract Services	5,572	4,535	4,270	5,000
45200	Contract Service - Munis Pace	-	-	5,325	5,775
49110	Training/Development	8,803	10,511	8,091	9,975
52110	Service Charges	1,222	3,439	6,340	3,600
<b>TOTAL</b>		<b>403,470</b>	<b>353,481</b>	<b>377,487</b>	<b>416,452</b>

FINANCIAL OVERVIEW

		<u>ACTUAL</u> <u>2017</u>	<u>ACTUAL</u> <u>2018</u>	<u>ACTUAL</u> <u>2019</u>	<u>BUDGET</u> <u>2020</u>
<b>TAX COLLECTION</b>					
11110	Salaries/Wages	-	-	-	-
11150	Commissions	23,236	35,658	35,535	36,099
19210	Ee Benefits-Social Security	1,778	2,728	2,718	2,762
53160	Insurance/Bonds	-	918	-	-
<b>TOTAL</b>		<b>25,014</b>	<b>39,304</b>	<b>38,254</b>	<b>38,861</b>
<b>PROFESSIONAL SERVICES</b>					
29111	Auditing Services	18,500	20,000	23,513	20,000
30100	Architect/Engineer Svcs	11,800	-	-	-
31110	Legal Services	64,789	82,377	51,878	80,000
31110	59300 Legal Services - DAVIES DR	-	-	3,808	7,500
31115	Other Professional Svcs	6,169	28,969	33,545	20,000
31300	51505 Engineering - Green Light Go G	-	-	40,105	20,000
45110	Contract Services-Payroll	20,279	-	-	-
<b>TOTAL</b>		<b>121,536</b>	<b>131,346</b>	<b>152,849</b>	<b>147,500</b>
<b>MANAGEMENT INFORMATION SYSTEMS</b>					
11110	Salaries/Wages	-	63,980	66,047	94,389
19210	Social Security	-	4,581	4,875	7,221
19600	Medical	26,297	23,560	25,338	35,003
19700	Non-Uniform Pension	-	5,546	5,898	8,495
19810	Dental Non-Teamsters	1,162	1,197	1,306	1,785
19820	Vision	261	264	323	438
19830	Life Insurance	162	216	199	180
19840	Disability Insurance	159	164	151	200
19910	Testing - Employment/Random	-	-	-	250
22110	Materials/Supplies	8,134	8,481	8,858	10,000
26110	Minor Equipment	2,497	4,146	5,570	5,125
27110	Repair/Maintenance	7,077	8,480	11,339	11,000
32210	Communications	1,495	1,663	1,699	2,000
45110	Contract Services	70,310	99,860	161,133	170,013
49110	Training/Development	-	2,518	2,568	4,000
71410	Capital Equipment	96,560	76,355	54,769	35,777
<b>TOTAL</b>		<b>214,113</b>	<b>301,012</b>	<b>350,072</b>	<b>385,876</b>

**FINANCIAL OVERVIEW**

		<b>ACTUAL <u>2017</u></b>	<b>ACTUAL <u>2018</u></b>	<b>ACTUAL <u>2019</u></b>	<b>BUDGET <u>2020</u></b>
<b>POLICE DEPARTMENT</b>					
11110	Salaries/Wages	454,115	490,813	464,546	502,511
11130	Overtime	-	-	-	-
12110	Salaries Patrolmen	1,761,117	1,812,571	1,937,249	1,984,057
12112	Salaries Sergeants	298,277	310,381	322,364	329,394
12113	Salaries Corporals	385,120	392,655	407,261	416,380
12115	Crossing Guards	20,692	20,929	20,489	21,660
12130	Patrolmen Overtime	100,393	118,104	119,432	127,500
19210	Social Security	234,275	242,877	247,354	258,685
19500	Workers Compensation	93,120	101,209	92,814	75,000
19600	Medical	794,152	737,740	810,509	903,797
19700	Non-Uniform Pension	9,944	10,779	10,143	11,175
19750	Police Pension	728,359	725,315	940,554	918,291
19810	Dental Non-Teamsters	37,435	41,247	42,442	45,909
19820	Vision	8,050	8,479	10,435	11,359
19830	Life Insurance	6,192	9,058	8,382	5,085
19840	Disability Insurance	5,892	5,045	4,645	8,125
19890	Retiree Insurance	167,975	281,597	154,422	190,000
19910	Testing - Employment/Random	816	1,674	2,226	1,000
19920	Contract Services - Backgrnd C	-	151	2,317	1,000
19970	Law Enforcement Liability	3,641	17,184	5,771	10,000
22110	Materials/Supplies	11,424	11,953	11,771	12,195
22410	Ammunition	14,992	16,093	24,062	28,066
23210	Vehicle Equipment Expense	8,438	9,749	11,825	14,758
24110	Uniforms	39,500	41,067	38,372	36,375
26110	Minor Equipment	53,071	12,361	17,855	21,988
27110	Repair/Maintenance	6,525	4,489	3,302	12,000
29410	Animal Control	14,957	15,092	14,834	16,200
32210	Communications	6,193	8,982	10,894	10,020
45110	Contract Services	31,841	30,032	37,792	38,371
46110	Rental/Lease	20,541	19,699	21,191	22,754
49110	Training/Development	21,607	24,399	19,991	19,876
51000	1110 Cntrbtn Exp-Police Comm Care	298	269	-	-
71410	Capital Equipment	144,594	74,235	73,245	58,216
<b>TOTAL</b>		<b>5,483,546</b>	<b>5,596,229</b>	<b>5,888,490</b>	<b>6,111,749</b>
<b>FIRE DEPARTMENT</b>					
19760	FIRE UNFUNDED PENSION LIABILIT	73,977	98,956	164,716	164,716
19890	Retiree Insurance	12,937	10,691	125,011	-
45110	Contract Services	2,630,266	1,871,319	2,596,845	2,797,623
54000	Contributions-Fire Relief Asso	60,277	54,773	58,907	58,900
<b>TOTAL</b>		<b>2,777,458</b>	<b>2,035,739</b>	<b>2,945,479</b>	<b>3,021,239</b>

FINANCIAL OVERVIEW

		<u>ACTUAL</u> <u>2017</u>	<u>ACTUAL</u> <u>2018</u>	<u>ACTUAL</u> <u>2019</u>	<u>BUDGET</u> <u>2020</u>
<b>EMERGENCY MEDICAL SERVICES</b>					
11110	Salaries/Wages PartTime	29,093	10,838	4,616	-
12110	Salaries/Wages	150,441	20,148	-	-
12130	Overtime	17,835	1,940	-	-
19210	Social Security	15,946	3,101	345	-
19400	Unemployment Compensation	2	1,365	-	-
19500	Workers Compensation	2,880	-	-	-
19600	Medical	49,996	14,543	-	-
19730	Teamsters Pension	15,495	2,766	-	-
19810	Dental	2,853	726	-	-
19820	Vision	475	120	-	-
19830	Life Insurance	310	77	-	-
19840	Disability Insurance	990	248	-	-
19910	Testing - Employment/Random	494	-	-	-
22110	Materials/Supplies	16,900	-	-	-
24110	Uniforms	1,242	-	-	-
27110	Repair/Maintenance	13,790	-	-	-
32210	Communications	1,813	-	-	-
45110	Contract Services	284,395	25,704	3,108	-
45115	Cntrct Svcs-Memorial Hospital	26,079	-	-	-
49110	Training/Development	530	-	-	-
	<b>TOTAL</b>	<b>631,558</b>	<b>81,576</b>	<b>8,069</b>	<b>-</b>
<b>COMMUNITY DEVELOPMENT DEPARTMENT</b>					
11110	Salaries/Wages	283,874	283,505	327,623	335,214
11130	Overtime	228	-	-	-
14121	Non-Uniform Pension ER Match	(381)	-	-	-
19210	Social Security	22,046	21,328	24,462	25,644
19400	Unemployment Compensation	-	-	-	-
19500	Workers Compensation	1,012	946	867	1,000
19600	Medical	105,572	86,219	123,235	144,389
19700	Non-Uniform Pension	17,284	16,535	25,400	30,169
19810	Dental Non-Teamsters	4,817	4,766	6,137	7,362
19820	Vision	1,263	1,102	1,684	1,804
19830	Life Insurance	762	927	912	987
19840	Disability Insurance	769	857	862	1,045
19910	Testing - Employment/Random	-	95	-	-
19920	Contract Services - Backgrnd C	-	1,049	-	-
22110	Materials/Supplies	5,091	6,781	8,395	9,200
26110	Minor Equipment	20,229	11,085	16,042	15,072
29110	Planning/Zoning Board	9,899	9,977	10,552	13,000
29115	Historic Preservation	1,839	2,629	897	2,000
31110	Legal Service	38,572	40,365	29,106	45,100
31115	Other Professional Services	15,039	-	-	-
31300	Engineering	141,408	142,358	124,500	140,000
31350	MS4	-	224,138	238,741	-
32210	Communications	3,737	3,922	4,288	5,000
33110	Advertising/Printing	6,943	5,186	2,250	12,000
34110	Recording Fees	-	1,375	1,139	2,500
45110	Contract Services	123,678	140,956	95,333	117,500
45115	Comprehensive Plan	-	28,622	94,874	10,000
49110	Training/Development	7,921	8,888	14,913	16,000
	<b>TOTAL</b>	<b>811,603</b>	<b>1,043,611</b>	<b>1,152,214</b>	<b>934,986</b>

FINANCIAL OVERVIEW

		ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020
<b>PUBLIC WORKS GENERAL SERVICES</b>					
11110	Salaries/Wages	285,500	412,419	273,488	308,900
11130	Overtime	2,109	9,810	1,303	4,500
12114	Salaries/Wages - Mechanics	105,305	109,017	125,006	108,500
12134	Overtime - Mechanics	-	501	688	500
14121	Non-Uniform Pension ER Match	(1,307)	-	-	-
19210	Social Security	56,758	57,657	60,242	59,620
19400	Unemployment Compensation	-	3	552	-
19500	Workers Compensation	74,048	72,673	67,134	52,800
19600	Medical	224,134	243,947	288,899	303,275
19700	Non-Uniform Pension	12,331	11,550	12,044	12,457
19730	Teamster's Pension	52,079	62,814	67,948	48,330
19810	Dental Non-Teamsters	11,887	11,735	12,805	13,198
19820	Vision	2,041	2,049	2,304	2,471
19830	Life Insurance	1,347	1,447	1,583	1,732
19840	Disability Insurance	3,808	4,080	4,526	5,223
19910	Testing - Employment/Random	927	935	489	1,000
22110	Materials/Supplies	5,232	6,194	6,856	6,500
23110	Gas/Oil	67,069	88,177	73,871	95,000
23210	Vehicle Equipment Expense	14,373	17,274	20,169	17,000
23238	Vehicle Rental Contract	-	28,832	80,033	124,000
24110	Uniforms	7,924	11,816	15,343	15,000
26110	Minor Equipment	1,376	834	1,897	2,000
27110	Repair/Maintenance	48,141	41,425	41,463	33,000
49110	Training/Development	6,924	4,375	626	5,000
<b>TOTAL</b>		<b>982,006</b>	<b>1,199,565</b>	<b>1,159,269</b>	<b>1,220,007</b>
<b>STREET CLEANING</b>					
11110	Salaries/Wages	3,866	14,493	13,907	15,450
11130	Overtime St Clean.	-	-	4	500
12125	Leaf Collection	8,114	42,367	56,354	40,000
45110	Contract Services	-	105	-	2,000
<b>TOTAL</b>		<b>11,980</b>	<b>56,965</b>	<b>70,265</b>	<b>57,950</b>
<b>SNOW AND ICE REMOVAL</b>					
11110	Salaries/Wages	5,947	1,271	13,620	18,963
11130	Overtime	8,045	1,781	17,114	20,000
22110	Materials/Supplies	701	-	70	2,000
26110	Minor Equipment	-	-	-	500
<b>TOTAL</b>		<b>14,693</b>	<b>3,052</b>	<b>30,804</b>	<b>41,463</b>
<b>TRAFFIC: SIGNS AND LINES</b>					
11110	Salaries/Wages	25,146	6,233	19,008	23,700
11130	Overtime	422	109	529	500
<b>TOTAL</b>		<b>25,568</b>	<b>6,342</b>	<b>19,537</b>	<b>24,200</b>
<b>SIDEWALKS AND CURBS</b>					
22110	Materials/Supplies	5,110	2,035	6,430	6,000
<b>TOTAL</b>		<b>5,110</b>	<b>2,035</b>	<b>6,430</b>	<b>6,000</b>

		ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020
<b>STORM SEWERS</b>					
11110	Salaries/Wages	5,446	5,170	9,833	10,300
11130	Overtime	-	111	171	500
22110	Materials/Supplies	1,809	15,858	21,005	16,000
46110	Rental/Lease	-	-	35	500
<b>TOTAL</b>		<b>7,255</b>	<b>21,139</b>	<b>31,044</b>	<b>27,300</b>
<b>HIGHWAYS: MAINTENANCE &amp; REPR</b>					
11110	Salaries/Wages	115,259	71,494	107,071	125,660
11130	Overtime	802	1,428	2,386	1,500
22110	Materials/Supplies	10,280	12,207	165,940	20,000
45110	Contract Services	900	12,556	40,121	20,000
<b>TOTAL</b>		<b>127,241</b>	<b>97,685</b>	<b>315,519</b>	<b>167,160</b>
<b>TOWNSHIP BUILDINGS</b>					
11110	Salaries/Wages	9,133	6,303	27,131	10,300
11130	Overtime	-	83	40	-
22110	Materials/Supplies	8,949	11,293	11,386	11,000
27110	Repair/Maintenance	57,096	31,530	37,743	35,000
32210	Communications	15,920	17,435	16,365	17,000
36110	1100 Electric - Administration	20,149	20,104	12,810	21,000
36110	1101 Electric - Farmhouse	3,417	3,758	2,277	3,500
36110	1102 Electric - Public Works	9,323	9,858	5,693	9,500
36110	1103 Electric - Police	44,149	48,244	49,349	48,000
36110	1105 Electric - Park Garage	-	-	127	500
36120	1100 Gas - Administration	2,858	3,473	4,942	3,500
36120	1101 Gas - Farmhouse	349	321	266	500
36120	1102 Gas - Public Works	4,804	6,258	6,484	5,500
36120	1103 Gas - Police	2,090	3,153	3,181	2,500
36130	1100 Sewer - Administration	807	300	300	500
36130	1101 Sewer - Farmhouse	268	300	300	500
36130	1102 Sewer - Public Works	269	427	475	500
36130	1103 Sewer - Police	268	457	2,039	1,000
36130	1104 Sewer - Park	278	331	359	500
36140	Disposal Services	1,085	4,171	2,145	3,500
36150	1100 Water - Administration	2,621	3,120	2,677	3,000
36150	1102 Water - Public Works	1,493	2,297	1,864	2,500
36150	1103 Water - Police	1,929	2,446	2,953	2,500
45110	Contract Services	32,364	36,331	29,424	36,000
46110	Rental/Lease	80	72	-	500
<b>TOTAL</b>		<b>219,696</b>	<b>212,064</b>	<b>220,332</b>	<b>218,800</b>



FINANCIAL OVERVIEW

			ACTUAL 2017	ACTUAL 2018	ACTUAL 2019	BUDGET 2020
<b>PARKS MAINTENANCE</b>						
06110	55803	INTEREST	-	-	-	-
11110		Salaries/Wages	161,584	102,859	141,703	116,390
11130		Overtime	(956)	535	1,432	1,500
22110		Materials/Supplies	5,783	9,018	13,028	12,000
26110		Minor Equipment	720	1,353	-	1,500
27110		Repair/Maintenance	5,548	5,547	11,161	6,000
36150		Water	5,845	6,754	5,398	7,000
45110		Contract Services	24,198	26,205	25,550	25,500
61110	55803	Capital Construction	21,145	-	-	-
<b>TOTAL</b>			<b>223,866</b>	<b>152,272</b>	<b>198,271</b>	<b>169,890</b>
<b>PARKS &amp; RECREATION DEPT</b>						
11110		Salaries/Wages Office	68,967	70,108	75,223	75,808
11116		Salaries/Wages Specialists	25,293	26,773	32,957	34,459
11117		Salaries/Wages Directors	47,721	47,808	51,562	82,100
19210		Social Security	10,906	11,071	12,031	14,716
19600		Medical	16,234	16,974	30,684	31,701
19700		Non-Uniform Pension	4,103	4,861	6,237	6,823
19810		Dental Non-Teamsters	680	537	1,577	2,008
19820		Vision	230	240	284	493
19830		Life Insurance	239	257	237	308
19840		Disability Insurance	243	317	292	250
19910		Testing - Employment/Random	1,701	1,485	1,410	1,850
19920		Contract Services - Backgrnd C	256	669	844	1,000
22110		Materials/Supplies	14,848	16,021	16,055	16,000
22110	55803	Castle Park Playground Mat/Spp	3,354	-	-	5,000
22115		Park Celebration	33,663	28,700	27,658	30,000
22310		Trips/Tickets	56,966	47,360	54,712	56,000
26110		Minor Equipment	-	2,437	3,719	5,000
27110		Repair/Maintenance	615	648	-	1,000
29310		Performances	66,001	68,217	74,191	72,000
29710		Program Services	58,348	60,053	39,137	60,000
33110		Advertising/Printing	25,419	23,293	24,979	25,000
33700		Mileage Reimbursement	-	-	-	500
45110		Contract Services	23,409	23,512	17,463	18,000
46110		Rental/Lease	29,273	25,580	16,681	26,000
49110		Training/Development	2,740	1,456	2,711	5,000
71410		Capital Equipment	-	19,239	29,890	20,000
<b>TOTAL</b>			<b>491,211</b>	<b>497,613</b>	<b>520,532</b>	<b>591,015</b>
<b>CONTRIBUTIONS</b>						
54000		Martin Library	37,000	41,500	37,000	37,000
<b>TOTAL</b>			<b>37,000</b>	<b>41,500</b>	<b>37,000</b>	<b>37,000</b>



		ACTUAL	ACTUAL	ACTUAL	FINANCIAL OVERVIEW
		2017	2018	2019	BUDGET
					2020
<b>FIXED/SUNDRY - INSURANCES</b>					
53120	Property Insurance	120,000	62,056	19,803	45,000
53130	Motor Vehicle Insurance	45,502	31,074	36,588	42,075
53140	Law Enforcement Liability	15,000	69,068	64,316	75,000
53150	General Liability	35,022	40,352	50,323	57,870
53155	Pollution Liability	1,278	-	2,991	1,500
53160	Insurance/Bonds	18,030	3,030	3,030	10,000
<b>TOTAL</b>		<b>234,832</b>	<b>205,580</b>	<b>177,051</b>	<b>231,445</b>
<b>FIXED/SUNDRY - EMPLOYEE BEN.</b>					
14111	Disability Insurance	-	-	-	-
14112	Life Insurance	-	-	-	-
14113	Dental Non-Teamsters	-	-	-	-
14114	Vision	-	-	-	-
14115	Medical	4,035	-	-	-
14116	Prescription Retirees	-	-	-	-
14117	Affordable Care Tax Act	296	-	-	-
14118	Miscellaneous	187	14,932	-	-
14120	Social Security	(11,387)	-	-	-
14121	Non-Uniform Pension	-	-	-	-
14122	Teamster's Pension ER Match	3,089	-	-	-
14123	Firemen's Pension	-	-	-	-
14124	Police Pension	-	-	-	-
14125	Unemployment Compensation	1,679	-	-	-
29111	Audit Services	-	-	-	-
45110	Contract Services	1,831	-	-	-
53110	Workers Compensation	-	-	-	-
<b>TOTAL</b>		<b>(270)</b>	<b>14,932</b>	<b>-</b>	<b>-</b>
<b>OTHER</b>					
32410	Postage	19,396	25,066	19,424	26,000
43000	Taxes	1,018	1,230	1,846	1,000
55110	Refunds/Pr Yr Adj	24,253	73,832	224,946	22,500
99900	Contingency	-	-	22,665	20,000
<b>TOTAL</b>		<b>44,666</b>	<b>100,128</b>	<b>268,882</b>	<b>69,500</b>
<b>INTERFUND OPERATING TRANSFER</b>					
10749	Capital Reserve Transfer	729,144	674,950	622,530	599,595
65100	Transfer to MS4 Stormwater Fun	-	-	-	675,000
<b>TOTAL</b>		<b>729,144</b>	<b>674,950</b>	<b>622,530</b>	<b>1,274,595</b>
<b>USE OF FUND BALANCE</b>					
8470	Use of Fund Balance	-	-	-	-
<b>USE OF FUND BALANCE TOTAL</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENDITURES</b>		<b>14,416,416</b>	<b>13,596,678</b>	<b>15,354,446</b>	<b>15,973,290</b>
<b>GENERAL FUND SURPLUS (DEFICIT)</b>		<b>(368,098)</b>	<b>2,307,084</b>	<b>845,487</b>	<b>-</b>

## Operating Budgets – General Government

Board of Supervisors - Account 10400						
Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	21,625	21,183	23,548	23,548	23,548
22110	Materials/Supplies	1,654	1,620	580	1,200	1,000
49110	Training/Development	12,287	6,524	3,663	12,000	7,500
<b>Total</b>		<b>35,566</b>	<b>29,327</b>	<b>27,791</b>	<b>36,748</b>	<b>32,048</b>

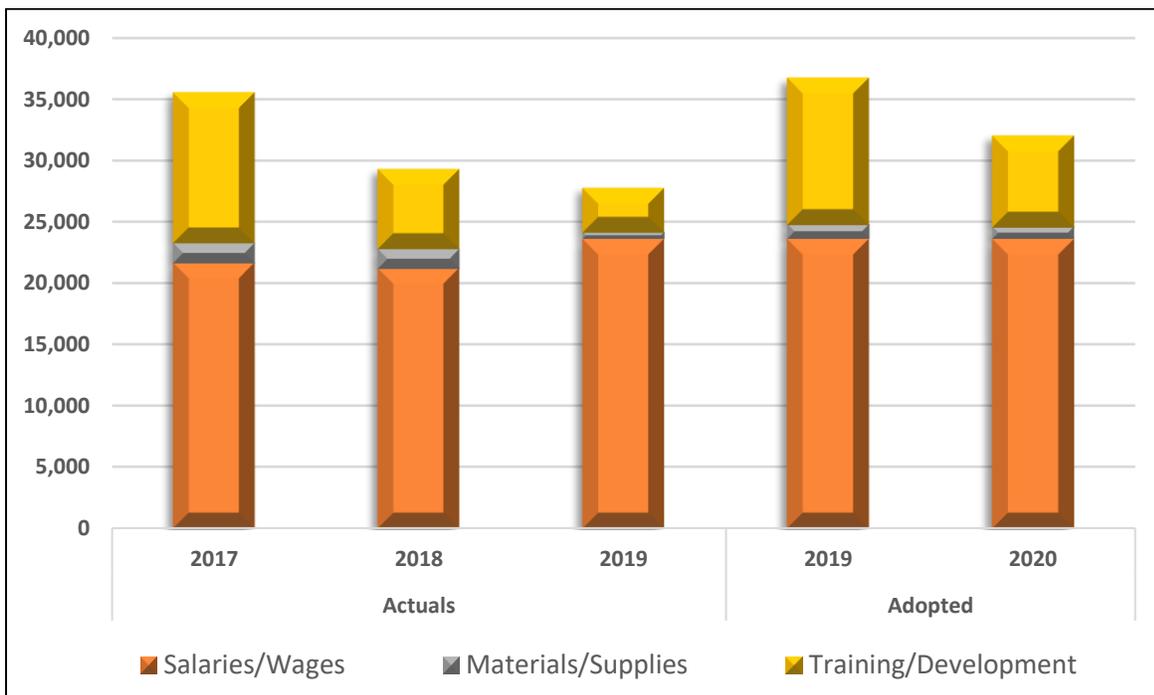


Figure 17 - Board of Supervisors Budget

### Program Description

The Board of Supervisors is the legislative and policy-making body of the Township, composed of five residents elected to six-year staggered terms. The Board members select the chairman of the Board. The responsibilities of the Board are defined under the Commonwealth of Pennsylvania’s Second Class Township Code. The responsibilities of the Board of Supervisors include enacting ordinances, resolutions, and setting policy for the proper governing of the Township's affairs in addition to appointing a Township manager, auditor, solicitor, engineer and Township residents to various Boards and commissions. The Supervisors establish other policies and measures as well to promote the general welfare of the Township and the safety and health of its residents. Board members also represent the Township at official functions and in relationships with other organizations.

*Budget Commentary*

This budget category includes funds to compensate the Supervisors. In accordance with Act 68 of 1985, Supervisors are compensated based on an ascending scale according to population.

In December of 2017, information technology improvements were added to the Township Boardroom. Large screen monitors were added throughout the room to improve presentations and to view land development plans. Easy viewing is now available for all meeting participants. Audio microphones were also improved for all Supervisors, Staff, and the Public podium. Hearing assistance devices are available upon request.



## Operating Budgets – General Government

General Administration - Account 10401						
Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	458,999	409,095	420,696	467,075	421,525
19000	Benefits	223,140	206,542	222,672	222,620	219,426
22110	Materials/Supplies	7,300	7,262	7,411	7,125	6,840
33110	Advertising/Printing	28,195	28,438	29,615	33,600	34,608
45110	Contract Services	25,072	27,644	26,867	30,000	29,355
49110	Training/Development	15,847	19,248	29,014	16,000	36,500
<b>Total</b>		<b>758,553</b>	<b>698,229</b>	<b>736,275</b>	<b>776,420</b>	<b>748,254</b>

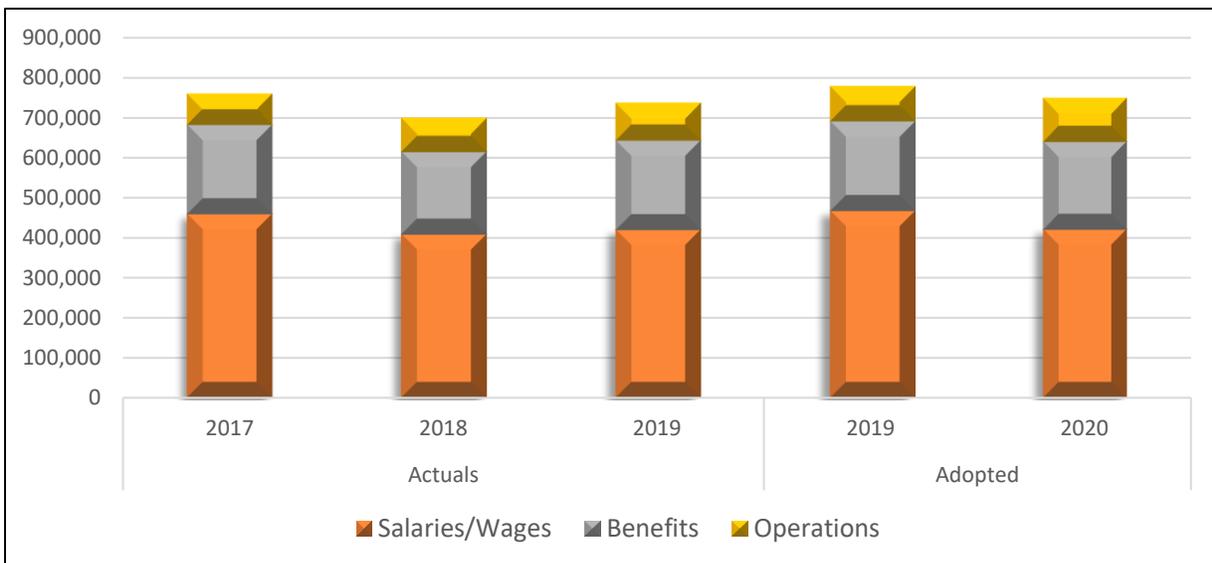


Figure 18 - Township Manager/General Administration Budget

### Program Description

The Township manager is the chief administrative officer of the Township government and is responsible to the Board of Supervisors for the administration of the affairs of the Township. General administration provides for various management service functions, including administration of all public meetings, notices, ordinances, policies, contracts, human resources, development authority, and pension plans. General administration salaries include the administrative operations director, human resources director, communications manager, human resources assistant, and support services associates. Contract services provides for a stenographer to assist in recording meetings of the Board of Supervisors. Advertising covers a major portion of the legal and classified advertisements for the Township, social media, as well as the Township newsletter.



The Township Manager:

- Appoints all department heads, supervises and is responsible for the activities of all municipal departments, including administration of personnel policies and actions pertaining to recruiting, hiring, training, discipline and discharge of employees.
- Develops long-range fiscal plans in conjunction with budget preparations.
- Prepares the agenda for meetings of the Board of Supervisors.
- Administers all contracts and oversees project management for Township projects.
- Responsible for all franchises, leases, permits, grants and contracts related to the privileges of the Township.
- Makes recommendations regarding needed legislation in the form of appropriate ordinances related to the health, safety, welfare and administration of the Township.
- Coordinates development of joint services with various municipalities.

The Township manager performs other functions as indicated in Chapter 40 of the Springettsbury Township Municipal Code.

*Program Objectives*

General Administration will be undertaking the following program directives:

- Continue development of the Township economic development program through the Springettsbury Township Development Authority with emphasis on increasing employment opportunities.
- Continue grant program administration and coordination of the grant fund in support of Township objectives.
- Continue development of public awareness of Township programs and projects through various channels of communication, outreach and civic engagement.
- Continue programs to update policy documents in accordance with state and federal statutes.
- Continue to administer payroll and benefits programs.
- Coordinate strategic planning initiative and capital development projects.



# Operating Budgets – General Government

## Finance Department – Account 10402

Finance - Account 10402						
Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	249,427	224,068	233,546	229,474	250,305
19000	Benefits	136,455	100,271	117,484	132,972	138,521
22110	Materials/Supplies	1,992	3,831	2,146	5,400	3,275
45110	Contract Services	5,572	11,360	9,880	11,497	10,775
49110	Training/Development	8,802	10,510	8,091	11,425	9,975
52110	Service Charges	1,222	3,439	6,340	3,000	3,600
<b>Total</b>		<b>403,470</b>	<b>353,479</b>	<b>377,487</b>	<b>393,768</b>	<b>416,451</b>

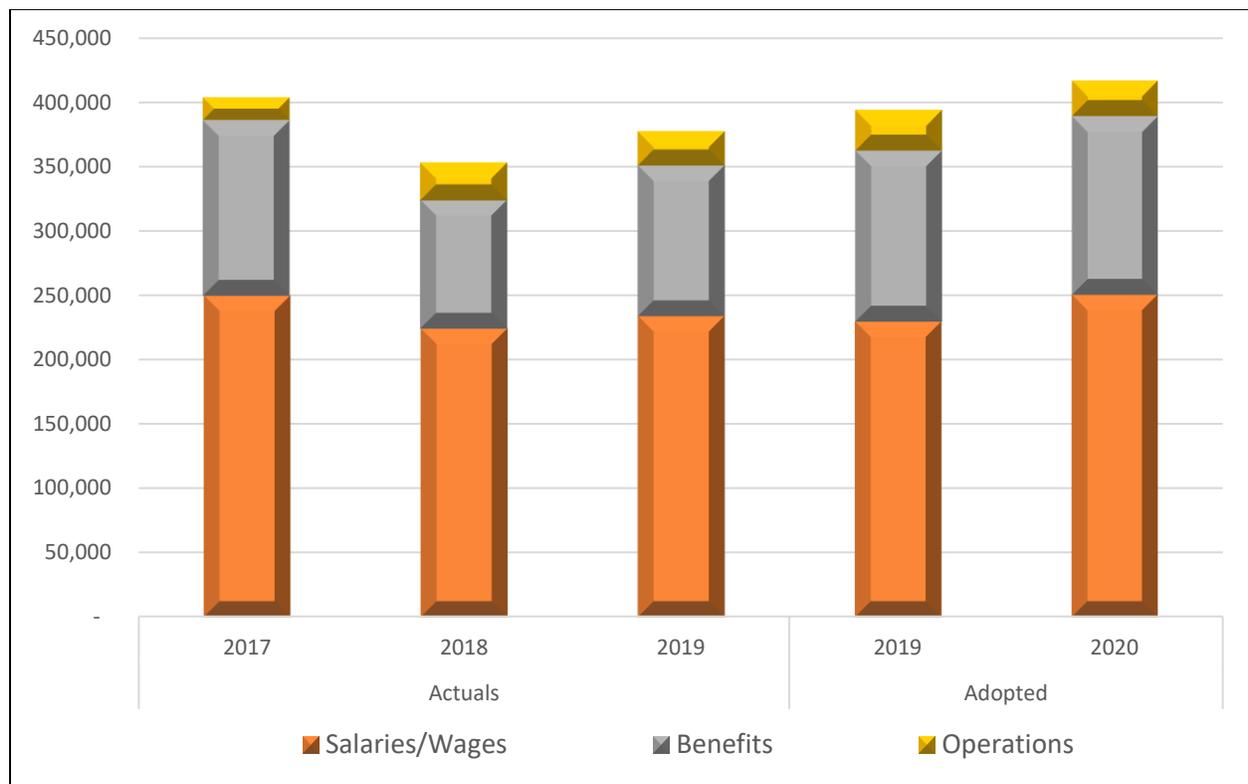


Figure 19 - Finance Department Budget

*Program Description*

The finance department is responsible for the overall financial affairs of the Township. These matters include, but are not limited to, the maintenance of the financial records of the Township, financial reporting, budget reporting, budget preparation, investments of Township funds, tax reporting, reconciling all Township accounts, the receipt of public funds and the disbursement of those funds. In summary, all activities of a financial nature, with the exception of payroll, culminate in the finance department.



*Program Objectives*

The Finance Director serves as the Board appointed Township Treasurer and represents Springettsbury Township by serving on the Board of Directors for the York Adams Tax Bureau. The Finance Director is responsible for all aspects of preparing the annual budget and financial administration of the Township.

Accounting software improvements were completed in 2019 and have improved financial operations in cashiering, fixed asset management, and incident management.

Additional software training will provide the opportunity to evaluate software utilization, improve efficiencies in daily operations, and create better reporting for internal and external customers.

A focus on developing performance metrics for financial analysis were introduced in 2019 and continues for 2020. A 5-year Capital Improvements Plan, 2020 – 2024, and 5-year Township Financial Analysis Plan, 2020 – 2024, were presented to the Board of Supervisors in August 2019. The documents have been added as the standard in budget preparation and will provide long term planning support for Township strategic decisions.

Springettsbury Township was awarded the GFOA Distinguished Budget Presentation Award in 2018 and 2019. The Budget Presentation Award will continue as an important goal for continuous improvement in providing clear and concise financial information to the community.

With the competitive interest rate market, the refinancing of sewer debt is a top priority for the Township. In early 2020, early estimates on refinancing all debt obligations would provide a \$1,000,000 savings over the life of the current loans for the sewer fund.

The Finance Department will also provide financial projections and financing information for the proposed Police Station construction and Administration Building renovation project.

Sewer utility billing and collection improvements will be the focus of the Finance -sewer team for 2020.

# Operating Budgets – General Government

## Tax Collection – Account 10403

Tax Collector’s Commissions	
Tax	Rate
<b>Springettsbury Township Tax Collector</b>	
Real Estate Tax	1.00%
<b>York Adams Tax Bureau</b>	
Earned Income Tax	1.85%
Mercantile and Business Privilege Tax	2.00%
Local Services Tax	2.00%

## Tax Collector - Account 10403

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Commissions	25,014	39,303	38,254	38,341	38,861
<b>Total</b>		<b>25,014</b>	<b>39,303</b>	<b>38,254</b>	<b>38,341</b>	<b>38,861</b>

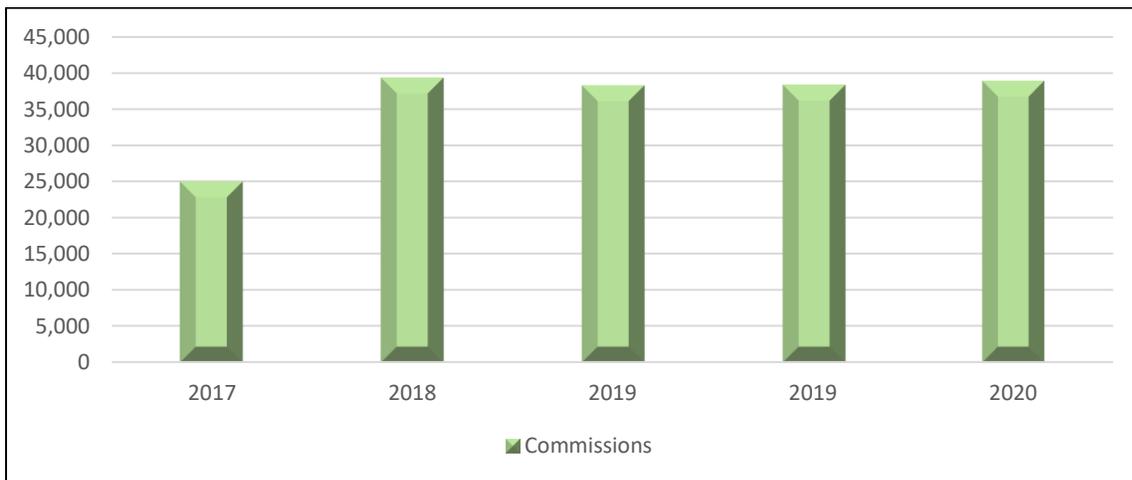


Figure 20 - Tax Collection Budget

### Program Description

The Township tax collector is an elected official and is responsible for the collection of real estate taxes and street light assessments. In 2009, the Township contracted with the York Adams Tax Bureau to serve as collector of business, mercantile, and local services taxes.

### Budget Commentary

The tax collector receives compensation on a commission basis at a rate established by Springettsbury Township Ordinance 2009-01. In 2018, the Board of Supervisors approved a municipal real estate tax increase which resulted in increased commissions for the Tax Collector.



## Operating Budgets – General Government

Professional Services - Account 10404						
Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
29111	Auditing Services	18,500	20,000	23,513	20,000	20,000
30100	Architect/Engineer Svcs	11,800	-	40,105	-	20,000
31110	Legal Services	64,789	82,377	55,686	85,000	87,500
31115	Other Professional Svcs	6,169	28,968	33,544	27,500	20,000
45110	Contract Services-Payroll	20,278	-	-	-	-
<b>Total</b>		<b>121,536</b>	<b>131,345</b>	<b>152,848</b>	<b>132,500</b>	<b>147,500</b>

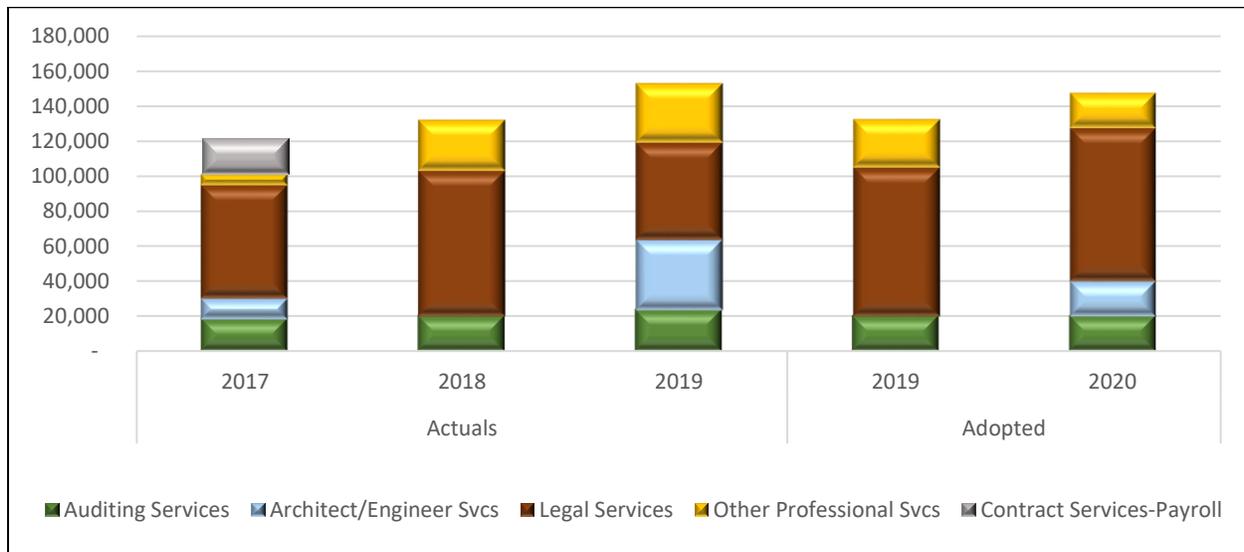


Figure 21 - Professional Services Budget

### Program Description

**Township Auditors** prepare the annual audit based upon the Township’s financial system. This financial statement becomes the official report concerning the financial condition and status of the Township. The annual audit also serves as a record of how well the Township finance department conducts its financial transactions.

**Township Engineer** prepares the design and specifications for municipal projects. The engineer also assists in the review of all land development within the Township.

**Township Environmental Engineer** prepares the design and specifications for municipal environmental projects.

**Township Solicitor** is the legal counsel to the Board of Supervisors, Township manager, other Township officials, and to the planning commission. The solicitor represents the Township in litigation and hearings and prepares ordinances, contracts, deeds and other legal instruments.



# Operating Budgets – General Government

## Information Services – Account 10407

Information Services - Account 10407						
Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	*	63,980	66,046	65,864	94,389
19000	Benefits	28,040	35,529	38,094	38,586	53,572
22110	Materials/Supplies	8,134	8,481	8,857	10,000	10,000
26110	Minor Equipment	2,497	4,146	5,570	5,570	5,125
27110	Repair/Maintenance	7,077	8,480	11,338	11,000	11,000
32210	Communications	1,495	1,663	1,699	2,000	2,000
45110	Contract services	70,310	99,860	161,132	167,651	170,013
49110	Training/Development	-	2,518	2,567	3,000	4,000
71410	Capital Equipment	96,560	76,355	54,769	66,261	35,777
<b>Total</b>		<b>214,113</b>	<b>301,012</b>	<b>350,072</b>	<b>369,932</b>	<b>385,876</b>

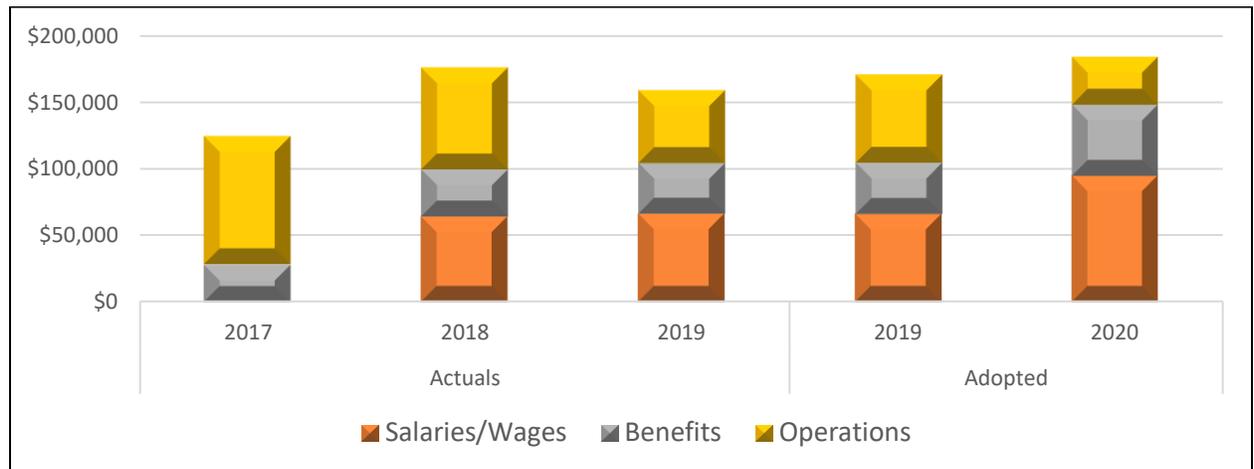


Figure 22 - Information Services Budget

### Program Description

This program provides information services to the Township’s LAN/WAN systems, on-line auction services, telecommunications, audio/video systems, print/copy systems, fire/security systems, internet services, website, social media, wastewater PLC system and wireless communications. MIS is a functional division within administration and reports to the Township Manager. This program activity also provides technical and substantial service support and training to staff. The Township also uses outside contractors for additional specialized support services.

Program Objectives

In 2019, Management of Information Services completed the following program directives:

- \* Replaced obsolete hardware and software
- \* Provided additional upgrades and enhancements to the Township's Information Services.
- \* Replaced Copiers under a new lease agreement with Marco saving an estimated \$8,192/Year
- \* Replaced obsolete Fire/Security system in Administration Building
- \* Replaced dated Wireless Bridge to Public Works Building
- \* Assisted with changeover of municipal flow meters/pump station dialers software/hardware
- \* Replaced Network switches
- \* Rewired network racks at Wastewater, Police and Administration
- \* Replaced Wireless controller system
- \* Setup OneDrive Backup System
- \* Upgraded Vmware
- \* Setup MDM software from device management
- \* Replaced point-to-point wireless bridge to Public Works
- \* Replaced Wi-Fi access points in Springettsbury Park

In 2020, Management of Information Services will be undertaking the following program directives:

- \* Continue to Enhance/Secure the Township's Network System and Virtualization
- \* Provide additional upgrades and enhancements to the Township's Information Services.
- \* Implement Action Plan to Address Stambaugh Ness Assessment
- \* KnowBe4 Security Awareness Training for Staff
- \* Develop IT SOPs
- \* Professional growth within IT through professional training
- \* Revise/Enhance IT Disaster Recovery and Security Incident Response Plan
- \* Continue to work on Cost savings and increase IT Users productivity through technology
- \* Implement Citizen/Staff incident engagement system
- \* Replace VM servers
- \* Improve Police Management Software (CODY Systems)
- \* Rollout CISCO FirePower and AMP security software
- \* Implement IT Workorder System
- \* Upgrade all servers to Window Server 2019
- \* Replace Security Cameras
- \* Rollout various Tyler Technologies Modules
- \* Install electronic bulletin Boards in various locations
- \* Replace obsolete hardware and software
- \* Continue to develop a strategic Information Service Plan/Performance for the Township



# Operating Budgets – Public Safety

## Police Department – Account 10410

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	454,115	490,813	464,545	503,046	502,511
12110	Salaries Patrol	1,761,117	1,812,571	1,937,249	1,991,652	1,984,057
12112	Salaries Sergeant	298,277	310,381	322,364	319,705	329,394
12113	Salaries Corporal	385,120	392,655	407,260	403,889	416,380
12114	Crossing Guard	20,692	20,929	20,488	21,335	21,660
12115	Patrol Overtime	100,393	118,104	119,432	127,500	127,500
19000	Benefits	2,089,852	2,182,359	2,332,019	2,561,836	2,439,427
22110	Materials/Supplies	11,424	11,953	11,772	11,795	12,195
22410	Ammunition	14,992	16,093	24,061	24,457	28,066
23210	Vehicle Equipment Expense	8,437	9,749	11,825	14,598	14,758
24110	Uniforms	39,500	41,067	38,372	38,375	36,375
26110	Minor Equipment	53,070	12,360	17,855	17,022	21,988
27110	Repair/Maintenance	6,525	4,488	3,301	5,000	12,000
29410	Animal Control	14,957	15,091	14,834	16,200	16,200
32210	Communications	6,193	8,982	10,894	11,360	10,020
45110	Contract Services	31,841	30,032	37,792	41,904	38,371
46110	Rental/Lease	20,541	19,699	21,190	22,754	22,754
49110	Training/Development	21,905	24,668	19,991	20,042	19,876
71410	Capital	144,594	74,235	73,245	118,700	58,216
<b>Total</b>		<b>5,483,545</b>	<b>5,596,229</b>	<b>5,888,489</b>	<b>6,271,170</b>	<b>6,111,748</b>

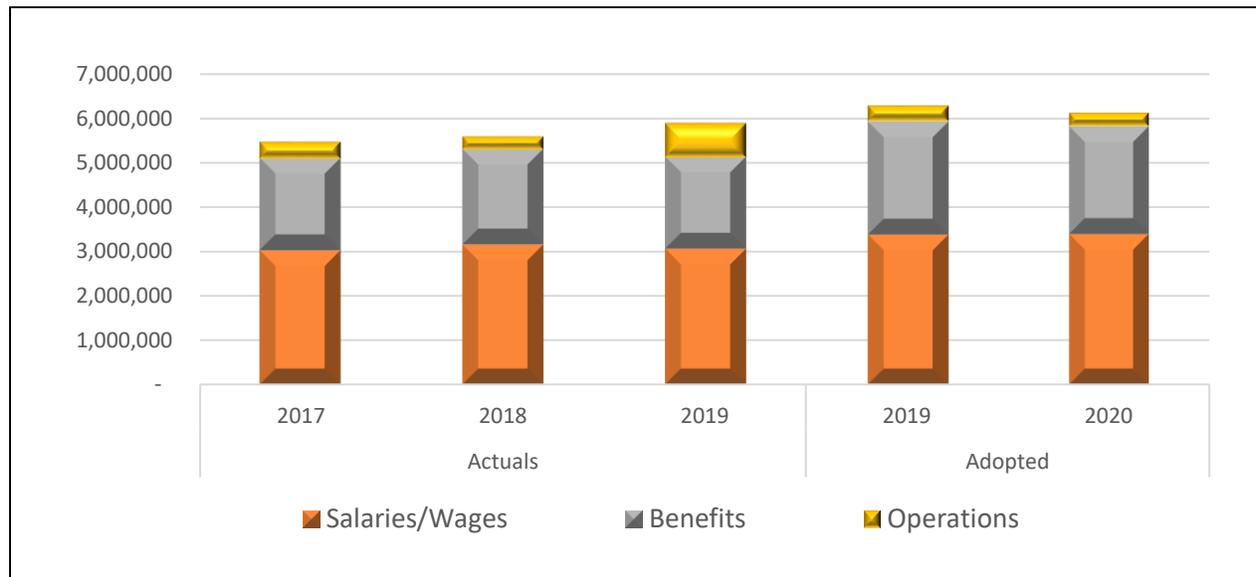


Figure 23 - Police Department: Administration Budget



**Police Administration**

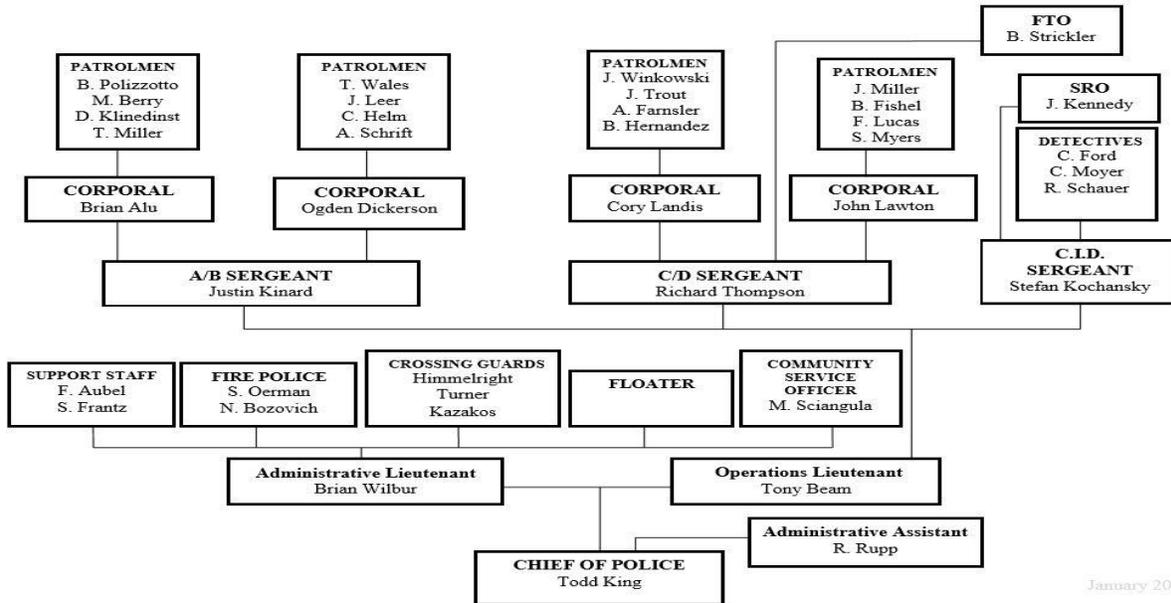
The police department’s basic responsibilities include community service, crime prevention, the protection of life and property, detection and arrest of criminals, accident investigation, and enforcement of all laws and ordinances within the Township.

**Police Command & Supervision**

*Program Description*

The current command team of the police department consists of the chief of police, who reports directly to the Township manager, and two lieutenants. The supervision team of the police department includes three sergeants and four corporals. The supervision team provides direction and supervision to all subordinate patrol and investigative personnel. The department is divided into an operational and administrative component, both of which are led by a specific lieutenant. There are two sergeants and four corporals assigned to the patrol division. The third sergeant is assigned as the commander of the criminal investigations’ division. Each member of the supervision team has supervisory and administrative responsibilities.

SPRINGETTSBURY TOWNSHIP POLICE DEPARTMENT – ORGANIZATIONAL CHART



January 2020

**Police Patrol**

*Program Description*

Patrol is responsible for conducting numerous operational and investigative tasks including traffic enforcement, accident investigation, community relations and emergency response to other 911 related calls for service.



**Police Vehicles**

*Program Description*

The police department fleet consists of eleven marked and six unmarked emergency response vehicles. The department also maintains one non-emergency Community Service Vehicle and one all-terrain vehicle for use during off-road investigations and patrol. Police Vehicle Inventory is as follows:

Unit #	Year	Make	Use	Mileage
1	2018	Jeep Grand Cherokee	Chief's Vehicle	20,329
2	2018	Ford Interceptor SUV	Patrol Vehicle	30,996
3	2018	Ford Interceptor SUV	Patrol Vehicle	32,657
4	2014	Ford Interceptor SUV	Patrol Vehicle	121,495
5	2013	Ford Interceptor Sedan	Patrol Vehicle	153,917
6	2014	Ford Interceptor SUV	Patrol Vehicle	112,419
7	2013	Ford Interceptor SUV	Corporal's Vehicle (Patrol)	121,844
8	2015	Ford Interceptor Sedan	Patrol Vehicle	93,457
9	2017	Ford Interceptor SUV	Traffic Enforcement/Patrol	22,971
10	2019	Jeep Grand Cherokee	Criminal Investigations Vehicle	3,872
11	2013	Ford Taurus	Lieutenant's Vehicle	59,508
12	2019	Jeep Grand Cherokee	Criminal Investigations Vehicle	1,530
13	2017	Ford Interceptor SUV	Patrol Vehicle	58,291
14	2013	Ford Interceptor SUV	Sergeant's Vehicle (Patrol)	47,809
15	2010	Ford Explorer	Lieutenant's Vehicle	85,229
17	2016	Ford Interceptor SUV	Patrol Vehicle	60,877
18	2018	Ford F-150 Truck	Community Service Vehicle	11,300
<b>Average Mileage</b>				61,088

## School Crossing Guards

### *Program Description*

The Township employs three school crossing guards during the school year. The School Crossing Guards are under the direction of the chief of police. Two crossing guards work at locations within Central York School District. The third guard works at a location within York Suburban School District.



## 2019 Program Accomplishments

**Accident Reporting Software:** The department transitioned to new accident reporting software. This new software, TRACS, was developed for the Pennsylvania State Police. It simplifies the digital reporting of accident information as required by the Commonwealth. TRACS, being the system designed for transferring data by the state police, eliminates many data transmission issues that were experienced by the police department. TRACS is free software, costing nothing to implement. The TRACS conversion was initiated in furtherance of the replacement of the department's Record Management System.

**CODY Records Management System:** The department's outdated Records Management System, ALERT, was replaced during the 2019 calendar year. The new Records Management System, CODY, is based on an updated and robust platform. The transition to CODY took several months to complete and many man hours. The process started in February 2019. The entire ALERT database, dating back to 1998, was converted to the CODY system. That included every call for service, alarm, traffic stop, accident, arrest, and citation. This data was then quality control checked for accuracy and accessibility. Every employee of the police department was trained on the CODY system and CODY went live at the police department on July 29, 2019.

**CODY COBRA:** The department is also participating in a county wide initiative, CODY COBRA, as part of the CODY Records Management System update. CODY COBRA gives the police department the ability to share criminal justice data with every department in York County. Additionally, CODY COBRA interfaces with The York County Department of Emergency Services (911), the York County Sheriff's Department, and the York County District Attorney's Office. CODY COBRA allows a call to be received by the dispatchers of the York County Department of Emergency Services, be transferred digitally to officers from Springettsbury Township, and then digitally transferred to booking and prosecutors. This provides a more efficient manner to investigate and prosecute cases and eliminates multiple layers of duplicate work across several different agencies.

**Policies:** The department's Rules of Conduct were submitted for review by the Township staff and Township Labor Attorney. The Rules of Conduct were completed in 2018. They were re-formatted and updated to include essential rules for modern times. The Rules of Conduct were also added to the annual review and revisions of all policies.



**Department Leadership:** The police department experienced a change in leadership this year with the retirement of Chief Daniel Stump in September 2019. The Township promoted Lieutenant Todd King to the post of Chief of Police. Additional promotions included Sergeant Brian Wilbur to the post of Administrative Lieutenant, Corporal Justin Kinard to the post of Sergeant, and Officer Cory Landis to the post of Corporal.

**New hires.:** The police department hired three new officers in 2019, due to the retirement of officers. In November 2019 we hired one officer, Tessa Miller. She started the Field Training Program in November 2019. Two other officers, Brett Strickler and Clayton Himmelberger, were given Conditional Offers of Employment in December 2019. Both are expected to start with the department in January 2020. Officer Strickler will be in Field Training with the department and Officer Himmelberger is scheduled to begin the Police Academy on January 13, 2020.



**Accreditation:** The Accreditation Manager position and duties were examined after the departure of our former Accreditation Manager. The title for the position was changed to Accreditation Coordinator. In December 2019 a new Accreditation Coordinator was hired. Sara Frantz joined the police department and has made a great addition to the team. She will be working to ensure our future accredited status remains intact.

**Department Activity:** The police department handled approximately 11,689 calls for service (911 calls). We made 222 felony arrests, 659 misdemeanor arrests, and 428 summary criminal arrests. That is a total of 1,309 criminal investigations leading to an arrest. We made over 5,500 traffic stops and handled 818 motor vehicle accidents.

**Budget:** The police department continued its record of financial responsibility and operated within its allotted 2019 budget.

**National Night Out:** In August of 2019 we held our annual National Night Out event at St. Joseph's school. The event was a success. More than 1,500 residents were in attendance. This is a great event for community engagement, and we plan to continue the tradition for the foreseeable future.

**2020 Program Objectives**

**CODY SUPER COBRA:** As part of the department's conversion to the CODY Records Management System, in 2020 the department plans to initiate its next phase of implementation. This phase is the CODY SUPER COBRA system. CODY SUPER COBRA is an information sharing platform that allows criminal justice information to be shared with counties outside of York. York County's CODY COBRA system will be linked with CODY COBRA systems from Lancaster, Dauphin, and Montgomery counties, giving a far greater database of criminal justice information that is shared instantly between jurisdictions. As CODY expands in Pennsylvania, additional CODY COBRA systems will be linked to the SUPER COBRA network, exponentially expanding the information system.

**Police Station:** In 2020, police department staff will be participating in the planning and design of a new police station. The station will be located north of the current Township building at the corner of Mt. Zion Rd. and Pleasant Valley Rd.

**Rules of Conduct:** The police department staff revised the Springettsbury Township Police Department’s Rules of Conduct in 2019. The objective of the department for 2020 is to have the Rules of Conduct adopted by resolution.

**Community Policing Initiative:** The police department is looking to shift the paradigm of how Community Policing relates to officer assessment. The police department will initiate a program where officers obtain workday credit for completing community policing related initiatives that for the most part go undocumented. These initiatives are of vast importance to the police department’s relationship with the community and are an integral part of an officer’s job. The goal of the initiative is to drive more community engagement in order to develop better community relationships. Community relationships are essential in furtherance of the department’s overall goal of reducing crime in Springettsbury Township.

**Community Engagement:** Police vehicles are easily recognized in the community. Springettsbury Township vehicles are no exception. They are the police department’s most visible form of branding. In 2020 the department is looking to engage the community in a unique way. We will select a local elementary school and have the students help design a police vehicle. The chosen school will design the visible striping and decals for a police vehicle. That vehicle will be outfitted with the school’s design and the design will remain on the vehicle for approximately one year. At the conclusion of the year, a new elementary school will be chosen, and the process repeated the following year. The police department will also engage community partners in the program to help with the physical decaling of the police vehicle.



## Operating Budgets – Public Safety

### Fire Services (YAUFR) – Account 10411

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
45110	Contract Services	2,630,266	1,871,319	2,596,845	2,243,546	2,797,623
19000	Pension Benefits	86,914	109,646	289,727	164,716	164,716
54000	Contributions - Fire Relief Association	60,277	54,773	58,906	55,000	58,900
<b>Total</b>		<b>\$2,777,457</b>	<b>\$2,035,738</b>	<b>\$2,945,478</b>	<b>\$2,463,262</b>	<b>\$3,021,239</b>

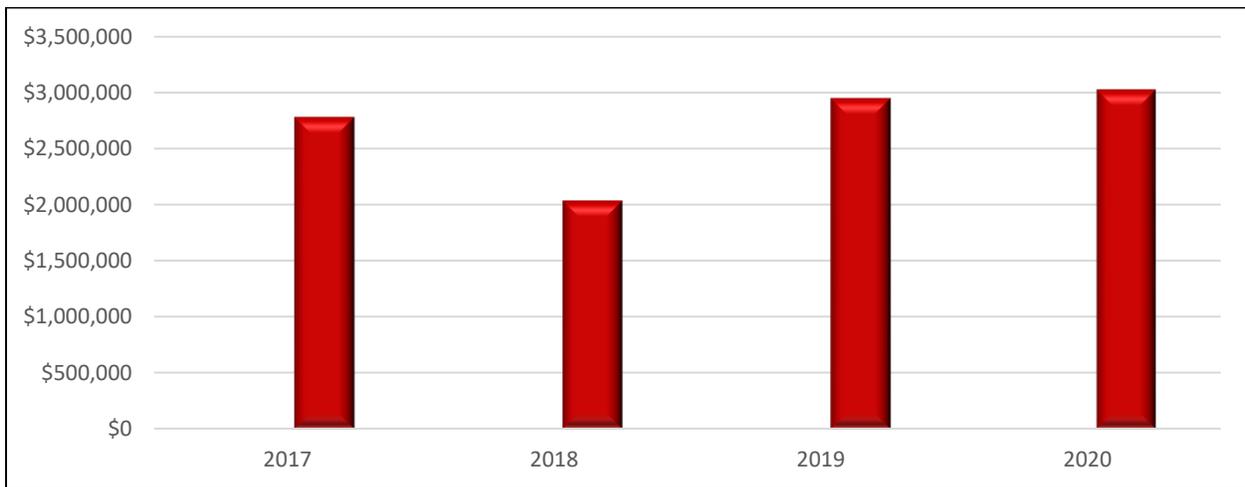


Figure 24 - Fire Services (YAUFR) Budget

#### Program Description

Springettsbury Township is one of three charter municipalities in the York Area United Fire and Rescue (YAUFR) service; the first regional combination fire department in Pennsylvania.

YAUFR was formed to improve efficiency in fire service delivery to our customers while reducing long-term capital costs. Numerous enhancements in equipment, training, and administration have been realized through regionalization.

YAUFR’s professional and exceptionally well-trained members continue to be approached regarding regional opportunities and training for other municipalities. The department serves as an operational mentor for two neighboring volunteer fire companies.

The department consists of thirty (30) career firefighters that staff four stations, six pumpers and a ladder truck. The administration of the department consists of a fire chief, three battalion chiefs and an administrative assistant that report to a fire commission consisting of representation from the municipalities.



*Program Objectives*

- Continue to support the mission of the merged department to improve service and eliminate redundant costs.
- Assist in promoting the merged department to neighboring jurisdictions to expand the opportunities for the future.
- Continue to review the provision of administrative support of the merged department by Township employees and make recommendations to the fire commission based on abilities of the Township.
- Support the long-term future of fire service delivery in Springettsbury Township through the Township’s construction of a new fire station based on a regional service delivery model.
- Assist the fire commission and volunteer fire company in evaluating future capital projects.



# Operating Budgets – Public Safety

## Emergency Medical Services – Account 10412

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	195,369	32,926	4,616	0	0
19000	Benefits	89,440	22,945	345	0	0
	Operations	36,275	0	0	0	0
45110	Contract Services	284,395	25,704	3,108	0	0
45115	Contract Services-Memorial Hospital	26,079	0	0	0	0
<b>Total</b>		<b>631,558</b>	<b>81,575</b>	<b>8,069</b>	<b>0</b>	<b>0</b>

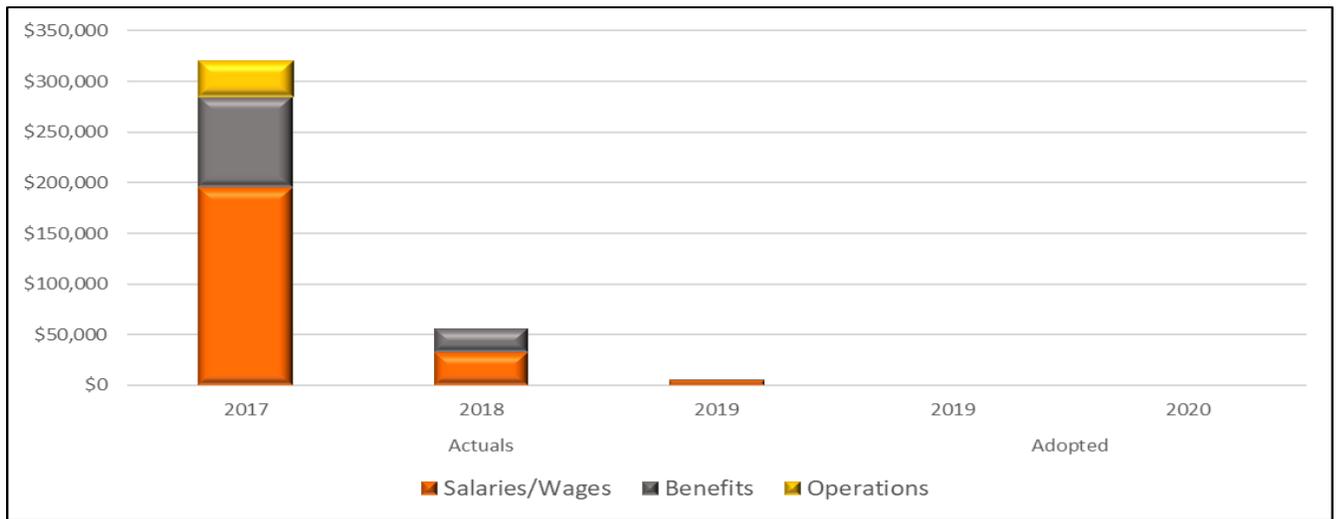


Figure 25 - Emergency Medical Services Budget

### Program Description

Springettsbury Township residents are provided Basic Life Support (BLS) services on a twenty-four-hour basis from the York Area United Fire and Rescue’s Springetts Station on East Market Street. This service is provided by full-time emergency medical technicians (EMTs).

For 2019, Springettsbury Township has entered into a long-term contract with UPMC Pinnacle White Rose Ambulance Service to provide EMT services to the community. UPMC Pinnacle White Rose provides EMTs remain current on all protocol and technological advancements, providing automatic external defibrillator (AED) service. They also advance their knowledge through cooperative services with the Advanced Life Support (ALS) units that respond in the Township.



A part-time staff member is on Board to assist the Township with proper documentation and serves as the liaison with the various state and federal offices and insurance agencies.

# Operating Budgets – Community Development

## Community Development Department – Account 10414

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	284,102	283,505	327,623	314,018	335,213
19000	Benefits	153,145	133,823	183,570	204,036	212,401
31300	Engineering	141,407	142,358	124,500	120,000	140,000
31110	Legal	38,572	40,365	29,106	44,000	45,100
22110	Materials/Supplies	5,091	6,781	8,395	10,000	9,200
26110	Minor Equipment	20,229	11,085	16,042	15,772	15,072
29110	Planning/Zoning Board	9,899	9,977	10,552	13,000	13,000
29115	Historic Preservation	1,839	2,628	897	2,000	2,000
31115	Other Professional Svcs	15,039	224,138	238,741	360,500	-
32210	Communications	3,737	3,922	5,418	5,000	7,500
33110	Advertising/Printing	6,943	6,561	2,250	14,000	12,000
45110	Contract Services	123,678	140,956	95,333	117,500	117,500
45115	Comprehensive Plan	-	28,622	94,874	70,000	10,000
49110	Training/Development	7,921	8,888	14,913	16,000	16,000
<b>Total</b>		<b>811,602</b>	<b>1,043,610</b>	<b>1,152,214</b>	<b>1,305,826</b>	<b>934,986</b>

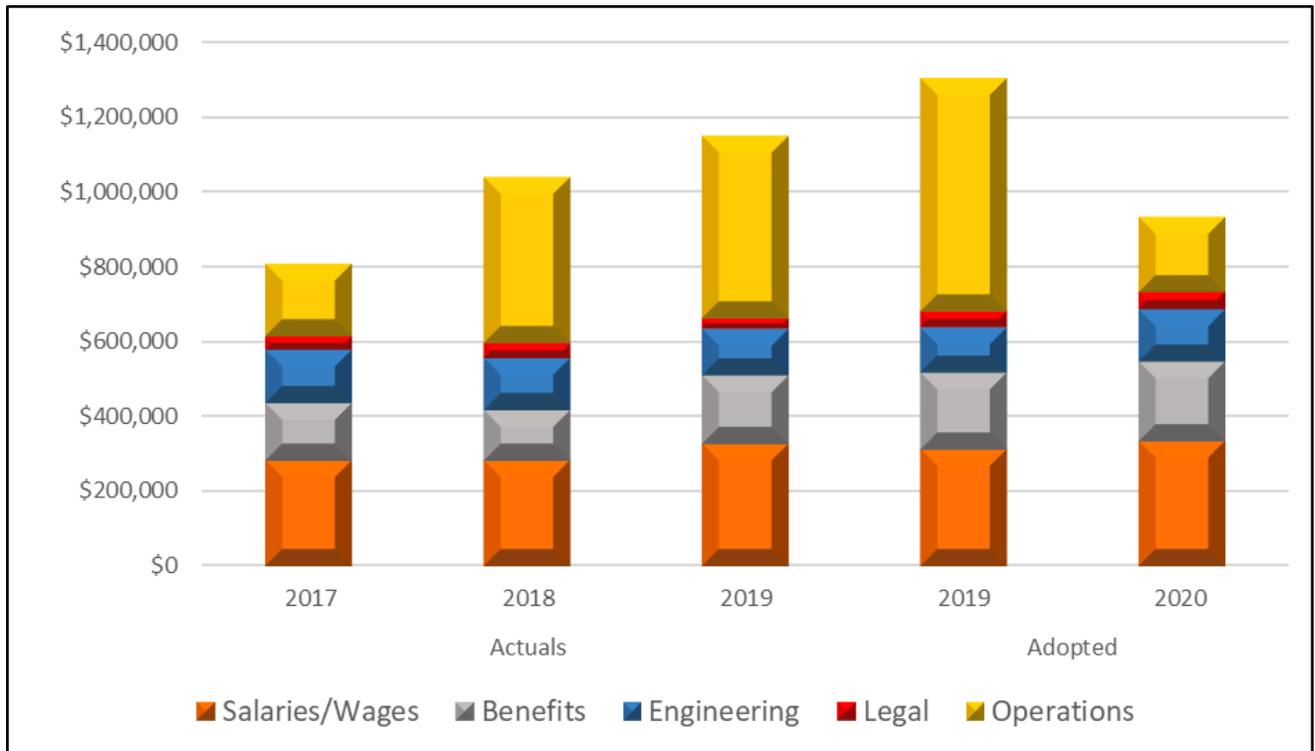


Figure 26 - Community Development Budget

The community development department is involved in the review of all new development that occurs in the community. In addition, through administration of the International Property Maintenance Code (IPMC), the department’s staff works to ensure that the community retains a high quality of life. Work performed by the department includes updating and implementing the Township’s comprehensive plan, zoning ordinance, and subdivision and land development ordinance, review of subdivision and land development plans and construction plans, issuance of building and zoning permits to implement those plans and inspections of the completed work.



Code enforcement staff in the department is responsible for responding to complaints about property maintenance including high grass and weeds, ensuring the safe and sanitary condition of the interior and exterior of structures, and monitoring the storage of inoperative or unlicensed vehicles in the Township. The department is also chiefly responsible for the administration and implementation of the Township’s Municipal Separate Storm Sewer System (MS4) Program. The Township is currently in the 2018-2022 permit cycle and is responsible for the elimination of nearly 700,000 pounds of sediment from Township creeks, streams and tributaries. The Township’s MS4 Program is discussed in greater detail following the community development budget commentary.

*Budget Commentary*

Department revenue is entirely dependent on the number of permits, inspections, and plan reviews submitted by developers and contractors in the private sector. The economic climate has begun to loosen in recent months and the department has seen an increase in residential construction for both



single family and multi-family housing. The increased interest in constructing multi-family housing has remained strong throughout 2019 and appears to be a trend that will carry over through 2020. The economy has been stable, and redevelopment of vacant commercial and industrial sites has been ongoing at a steady pace. In 2019 the Department of Community Development brought in over a million dollars in permit revenue, the majority of which was from redevelopment of a portion of the Galleria Mall from a Sears

Department Store to a Category 4 Mini-Casino. The Department expects redevelopment in the Township to continue and anticipates revenue from permit fees in the amount of \$600,000.

In 2008, the economic downturn led to an increase in abandoned and foreclosed properties within the Township. However, the Township has seen an increase in residential redevelopment of abandoned homes and the amount of taxpayer dollars spent on upkeep of abandoned properties has been on the decline. In addition, interest has been shown in reviving once dormant subdivisions, building out vacant lots, and finalizing roadways for Township dedication. However, continual monitoring and inspection of these sites can consume a significant amount of staff time that is not covered by fines or fees.



The Township adjusted its commercial fee schedule in 2018, which has created a greater sense of parity between the costs incurred to issue and inspect permits and the fee assessed for that permit. There continues to be a revenue disparity with regards to the review and issuance of residential permits, the department often spends more than it takes in on the small, higher volume permits such as decks, pools, fences and patios. Additionally, there are several permits for which no fee is charged, and the department incurs both administrative and inspection costs as well as the loss of money which is paid to the state for every permit issued. Finally, the expenses associated with the mandated advertising requirements for public hearings and meetings have increased and often this expense exceeds the fee charged for the hearing.

The department operates with five full-time staff, as well as assistance from third party agencies that are contracted to perform plan reviews, inspections, and provide all engineering work.

*Program Objectives*

As noted above, the work of the department has adapted to address the changes in the building industry that have altered both the number and type of permits being provided. In addition, the department has changed to accommodate the unfunded mandates associated with the Township’s MS4 Program responsibilities and requirements. New challenges for staff in 2020 will involve:

- Implementation of an EPA/DEP compliant MS4 Program and administration of an effective Chesapeake Bay Pollutant Reduction Plan
- Update of the Comprehensive Plan
- Focus resources on code enforcement of property maintenance
- Continuing to improve the new digital review and permitting process
- Implementing a process to establish record retention in a digital format
- Continue staff training and certification as required.

***Springettsbury Township Separate Storm Sewer System (MS4)***

The Township’s MS4 Program is a federally mandated water quality program. MS4 Programs are required by the Clean Water Act of 1972 and are administered by each State’s Department of Environmental Protection.

The Township’s MS4 Program is broken down into six (6) Minimum Control Measures (MCM) and various Best Management Practices (BMP) which fall under the heading of the 6 different MCMs. The 6 MCMs are as follows:

- MCM 1 – Public Outreach and Education Plan
- MCM 2 – Public Participation and Involvement Plan
- MCM 3 – Illicit Discharge Detection and Elimination
- MCM 4 - Construction Site Storm Water Management
- MCM 5 – Post Construction Stormwater Management
- MCM 6 – Good Housekeeping Measures

The intent of the MS4 Program is to work with the municipalities daily operations to standardize processes and procedures that can have an impact on water quality via stormwater management. In addition, the program is responsible for educating the public community and the municipal community regarding the impact that fine grit and grains, nutrients and eroding stream banks have on the quality of water leaving our community and what those cumulative impacts are to the Chesapeake Bay Watershed.

The Township is currently administering its 2018 – 2022 NPDES Permit. The 2018-2022 permit included a new requirement of a mandated amount of sediment reduction. The Township’s required sediment reduction is approximately 697,000 lbs. of sediment over a 5-year time period. Sediment reduction can only be obtained through the construction of Best Management Practices on the ground, for instance a stream and/or floodplain stabilization can result in a 44.88 pound of sediment reduction per linear foot of stream bank stabilized.

*Budget Commentary*

As stated above, the initial intent was for the Township’s MS4 Program to augment existing practices and procedures and thus the impact to the Township’s overall budget was minimal. The sediment reduction requirements, however, have a significant impact on the Township’s overall budget.

The Township has implemented a \$2 million dollar stream bank stabilization project at Camp Security and the Wastewater Treatment Plant’s west tributary in response to the Township’s mandated sediment reduction requirements. In addition, a great deal of analysis and effort was spent by the Township in creating a water quality program which sought to fund water quality construction project via a fee based on a property’s impervious coverage. The implementation of this program has been tabled for the majority of 2020, as the increase in expenses, created by the unfunded water quality mandates, can be absorbed by the Township over the next 12 months. The Township anticipates revisiting the fee program in 12 to 18 months.

*Program Objectives*

The 2020 MS4 Program Objectives are as follows:

- Continue administration of the Township’s 6 MCM’s and various BMPs
- Begin the design, permitting and construction process for one or more stream bank stabilizations to meet the Township’s required sediment reduction.



# Operating Budgets – Public Works

## General Services – Account 10430

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	285,500	412,419	273,488	292,975	308,900
11130	Overtime	2108	9,810	1,302	5,000	4,500
12114	Salaries/Wages - Mechanics	105,304	109,016	125,006	108,500	108,500
12134	Overtime - Mechanics	0	500	688	500	500
19000	Benefits	437,277	468,893	518,528	487,535	500,106
22110	Materials/Supplies	5,232	6,194	6,856	6,500	6,500
23110	Gas/Oil	67,069	88,177	73,871	100,000	95,000
23210	Vehicle Equipment Expense	14,373	17,274	20,169	20,000	17,000
23238	Vehicle Rental Expense	0	28,832	80,033	123,940	124,000
24110	Uniforms	7,924	11,815	15,343	12,000	15,000
26110	Minor Equipment	137	834	1,896	2,000	2,000
27110	Repair/Maintenance	48,141	41,425	41,463	30,000	33,000
49110	Training/Development	6924	4,375	626	6,000	5,000
<b>Total</b>		<b>\$982,006</b>	<b>\$1,199,564</b>	<b>\$1,159,269</b>	<b>\$1,194,950</b>	<b>\$1,220,006</b>

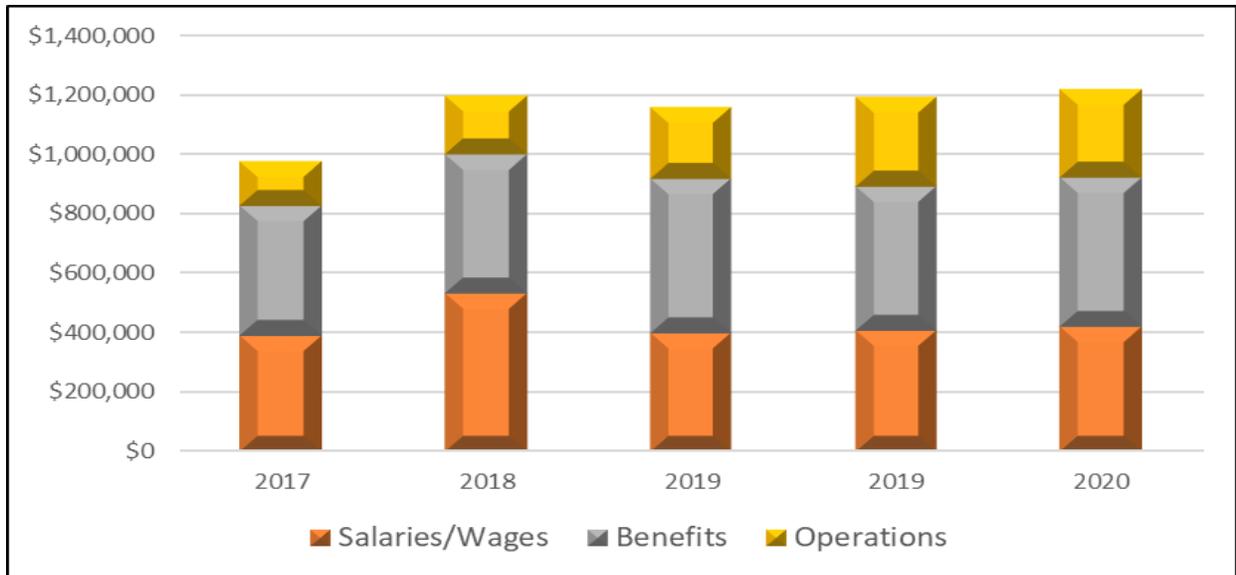


Figure 27 - Public Works Department: General Services Budget

### Program Description

Public works department personnel maintain and repair 101 miles of Township roads, 12 parks (125 acres), Township buildings, rights-of way, police vehicles, and related municipal equipment.



Salaries include half of the Director of Public Works and Wastewater Treatment and a portion of the salaries of the other departmental employees. The nineteen regular full-time positions include the director, two superintendents, three crew leaders, seven laborer/operator 2, four laborer/operator 1, and two automotive mechanics. There is also an administrative assistant whose salary is allocated between the public works department and the wastewater treatment department.

#### 2019 Department Accomplishments

Improvements for Public Works included the following:

A new tandem new combination sewer cleaning truck was purchased. The new truck replaced a 2001 model.

The Department replaced several failing storm water pipes throughout the Township.

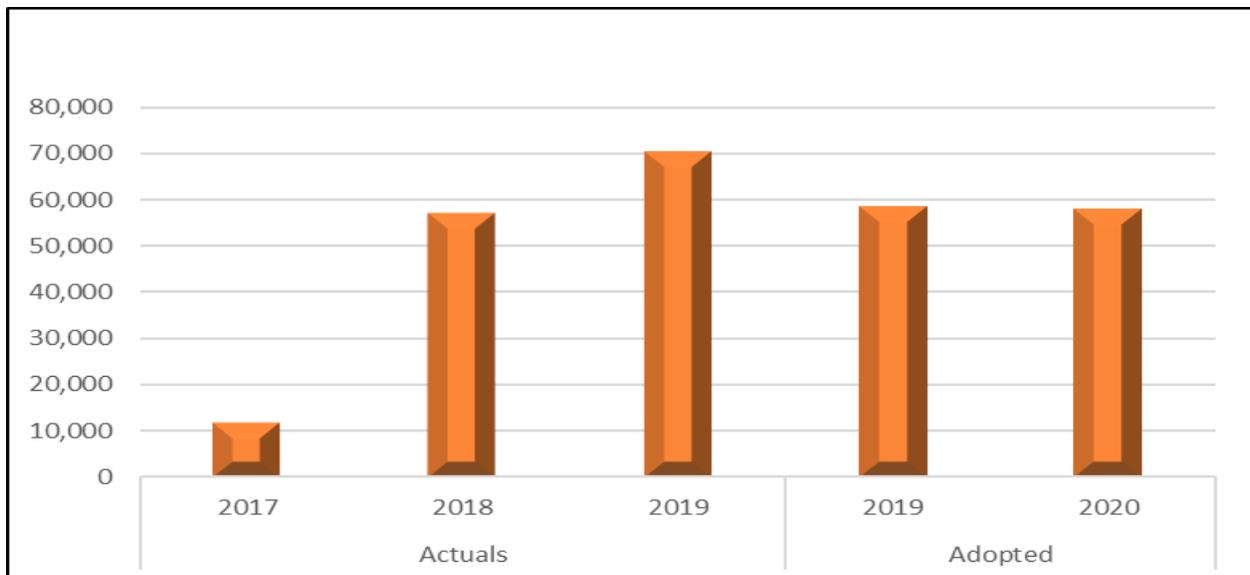
Constructed a new pavilion adjacent to the Springetts Castle Park Playground.

## Operating Budgets – Public Works

### Street Cleaning – Account 10431

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages - street sweeper	3,866	14,493	13,907	15,000	15,450
11130	Overtime - Street Cleaning	-	0	4	500	500
12114	Salary - Leaf Collection	8,113	42,367	56,354	40,000	40,000
12134	Contract Services	0	105	0	3,000	2,000
<b>Total</b>		<b>11,979</b>	<b>56,965</b>	<b>70,265</b>	<b>58,500</b>	<b>57,950</b>

Figure 28 - Public Works Department: Street Cleaning Budget



#### Program Description

This program provides for the sweeping and removal of debris from all Township roads, as well as the annual leaf collection program.

#### Budget Commentary

Leaf collection contract service covers the cost of three employees from a temporary employment agency needed to assist in the program. Funds for leaf collection are part of our recycling grant.

For 2020, the Township is pursuing a grant funding to purchase and upgrade leaf collection equipment. Grant funding is available through state and county recycling initiatives.

## Operating Budgets – Public Works

### Snow and Ice Removal – Account 10432

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	5,947	1,271	13,620	18,500	18,962
11130	Overtime	8,044	1,780	17,114	20,000	20,000
22110	Materials and Supplies	701	0	70	2,000	2,000
26110	Minor Equipment	0	0	0	500	500
<b>Total</b>		<b>\$14,692</b>	<b>\$3,051</b>	<b>\$30,804</b>	<b>\$41,000</b>	<b>\$41,462</b>

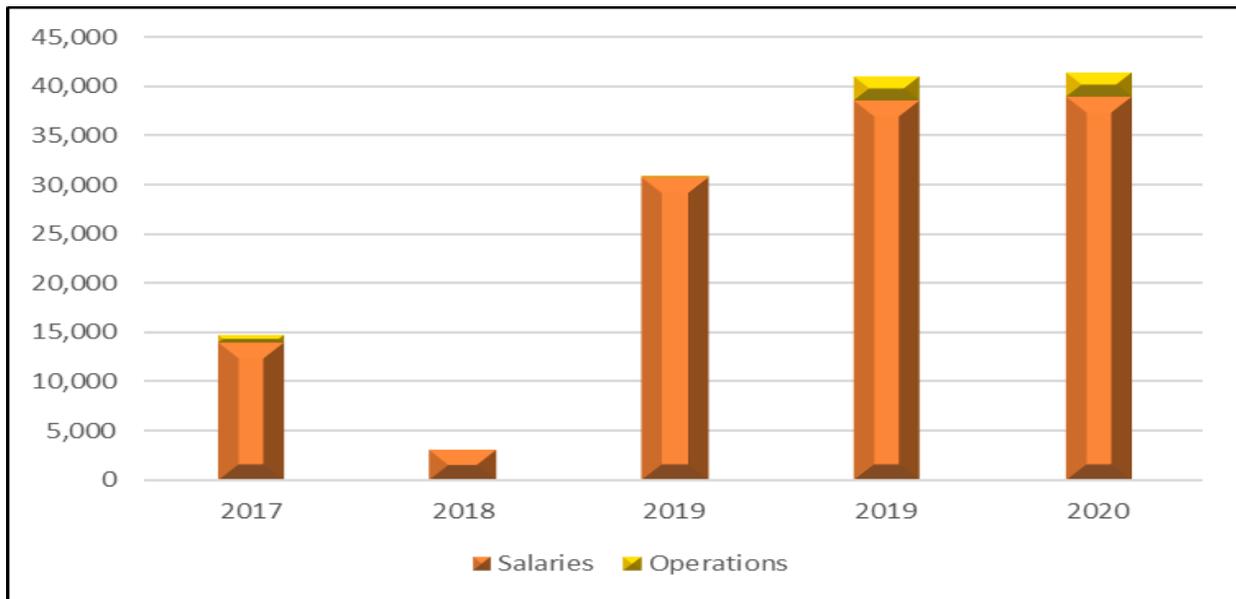


Figure 29 - Public Works Department: Snow & Ice Removal Budget

#### Program Description

This program provides plowing and cindering of 101 miles of Township roads.

#### Budget Commentary

To subsidize seasonal expenses, snow and ice removal materials are also budgeted in the commonwealth liquid fuels fund at a cost of \$75,000.



# Operating Budgets – Public Works

## Traffic Signs and Lines – Account 10433

Expenditure Classification	Actuals			Adopted	
	2017	2018	2019	2019	2020
11110 Salaries/Wages	25,146	6,233	19,008	23,000	23,700
11130 Overtime	422	109	529	500	500
<b>Total</b>	<b>\$25,568</b>	<b>\$6,342</b>	<b>\$19,537</b>	<b>\$23,500</b>	<b>\$24,200</b>

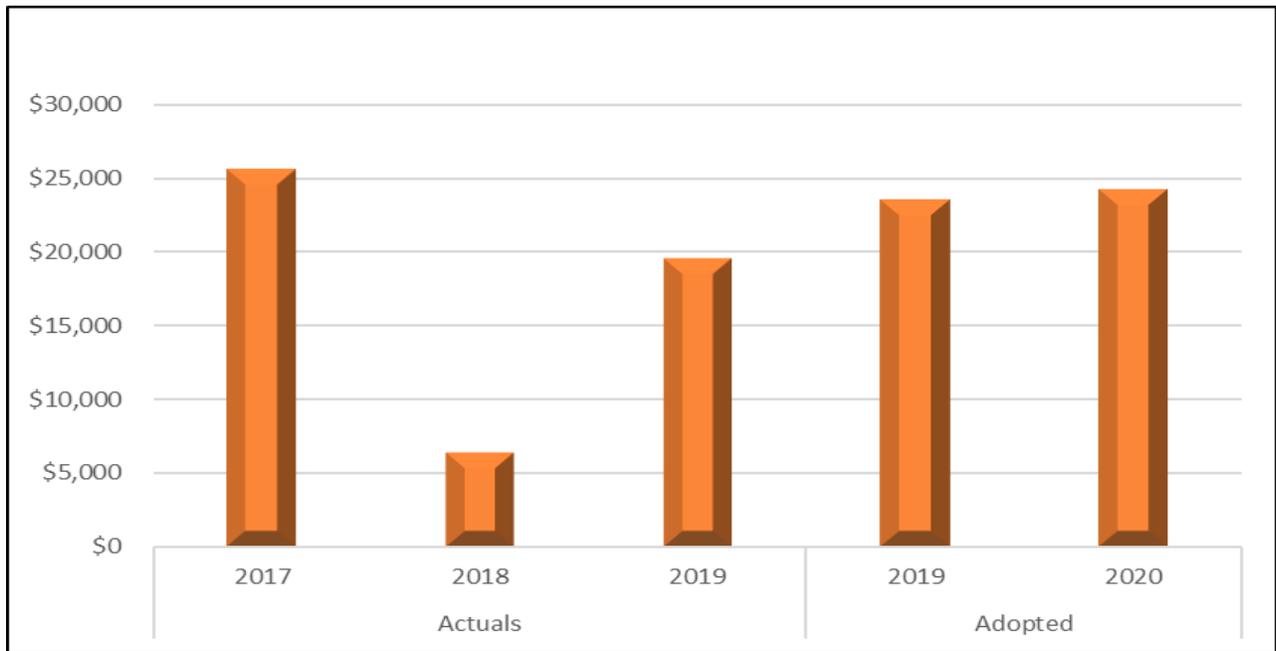


Figure 30 - Public Works Department: Traffic Signs & Lines Budget

### Program Description

This program includes the fabrication and installation of traffic signs throughout the Township as well as the annual marking of roads for centerlines, crosswalks, arrows, and stop bars.



### Budget Commentary

The cost of traffic marking is an annual contract in the amount of \$24,200. Signs, posts, and other hardware (\$40,000) are included in the commonwealth liquid fuels budget.

## Operating Budgets – Public Works

### Sidewalks/Curbs Maintenance and Repairs – Account 10435

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
22110	Materials and Supplies	5,110	2,035	6,430	5,000	6,000
<b>Total</b>		<b>\$5,110</b>	<b>\$2,035</b>	<b>\$6,430</b>	<b>\$5,000</b>	<b>\$6,000</b>

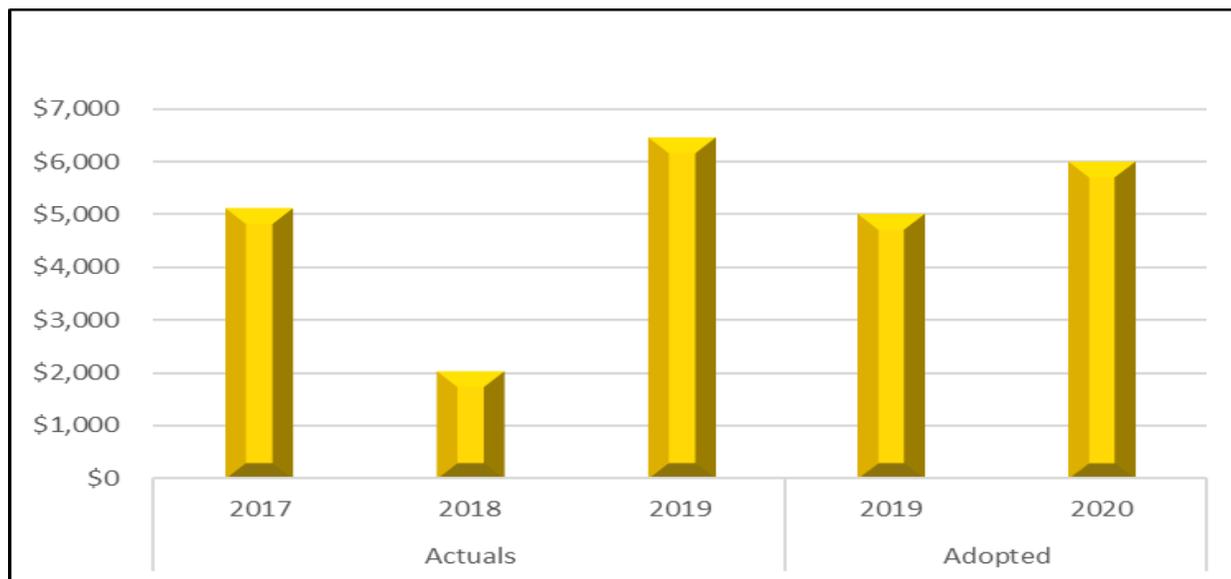


Figure 31 - Public Works Department: Sidewalks & Curbs Budget

#### Program Description

This program provides for the maintenance and repair of Township-owned curbs and sidewalks.

#### Budget Commentary

Materials and supplies include the cost of curb repairs and replacements in conjunction with the sidewalk improvement program are budgeted in the capital improvement fund. The public works department continues to replace deteriorated curbs with handicapped ramps in areas slated for sidewalk improvements.

## Operating Budgets – Public Works

### Storm Sewers Maintenance and Repairs – Account 10436

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	5,446	5,170	9,833	10,000	10,300
11130	Overtime	0	111	171	500	500
22110	Materials/Supplies	1,809	15,858	21,005	18,000	16,000
46110	Rental/Lease		-	35	500	500
<b>Total</b>		<b>\$7,255</b>	<b>\$21,139</b>	<b>\$31,044</b>	<b>\$29,000</b>	<b>\$27,300</b>

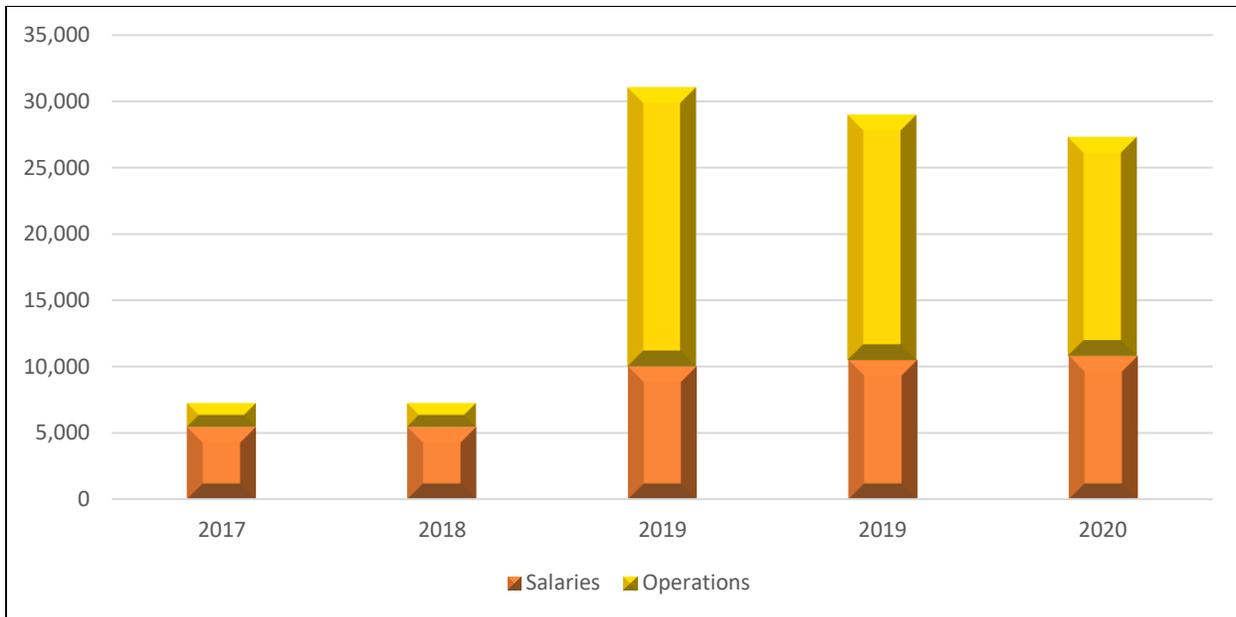


Figure 32 - Public Works Department: Storm Sewers Budget

#### Program Description

This program provides for the cleaning of approximately 1,088 catch basins and repairs to the storm sewer system.



## Operating Budgets – Public Works

### Highway Maintenance and Repairs – Account 10438

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	115,259	71,494	107,071	122,000	125,660
11130	Overtime	802	1,428	2,386	500	1,500
22110	Materials/Supplies	10,280	12,207	165,940	20,000	20,000
45110	Contract Services	900	12,556	40,121	20,000	20,000
<b>Total</b>		<b>\$127,241</b>	<b>\$97,685</b>	<b>\$315,518</b>	<b>\$162,500</b>	<b>\$167,160</b>

Figure 33 - Public Works Department: Highway Maintenance & Repairs Budget



#### Program Description

This program provides for patching and other repairs to Township roads. The program is augmented by the annual resurfacing program, which is accomplished with commonwealth liquid fuels funds received from the Commonwealth of Pennsylvania.

#### Budget Commentary

Annual road maintenance costs are budgeted in the PA liquid fuels tax fund. Labor costs to prepare for the annual road maintenance program are paid from the general fund. Contract services consist of guide rail spraying, weed control, tree spraying and tree service.



# Operating Budgets – Public Works

## Township Buildings – Account 10439

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	9,132	6,303	27,131	10,000	10,300
11130	Overtime	-	83	40	0	0
12114	Materials/Supplies	8,949	11,293	11,386	10,000	11,000
12134	Repair/Maintenance	57,096	31,530	37,743	30,000	35,000
19000	Communications	15,920	17,435	16,365	16,000	17,000
36110	Electric - Admin	20,149	20,103	12,810	22,000	21,000
36110	Electric - Farmhouse	3,417	3,758	2,277	3,500	3,500
36110	Electric - PW	9,323	9,858	5,693	9,000	9,500
36110	Electric - Park	-	0	127	500	500
36110	Electric - Police	44,149	48,244	49,349	48,000	48,000
36120	Gas - Admin	2,857	3,472	4,942	3,500	3,500
36120	Gas - Farm house	349	321	266	500	500
36120	Gas - PW	4,804	6,258	6,484	5,000	5,500
36120	Gas - Police	2,090	3,153	3,181	2,500	2,500
36130	Sewer - Admin	807	300	300	1,000	500
36130	Sewer - Farmhouse	268	300	300	500	500
36130	Sewer - PW	269	427	475	500	500
36130	Sewer - Police	268	457	2,039	500	1,000
36130	Sewer - Park	278	331	359	500	500
36140	Disposal Services	1,085	4,171	2,145	3,500	3,500
36150	Water - Admin	2,621	3,120	2,677	3,000	3,000
36150	Water - PW	1,493	2,297	1,864	2,000	2,500
36150	Water - Police	1,929	2,446	2,953	2,000	2,500
45110	Contract Services	32,364	36,331	29,424	36,000	36,000
46110	Rental Lease	80	72	0	500	500
<b>Total</b>		<b>\$ 219,697</b>	<b>\$ 212,063</b>	<b>\$ 220,330</b>	<b>\$ 210,500</b>	<b>\$ 218,800</b>

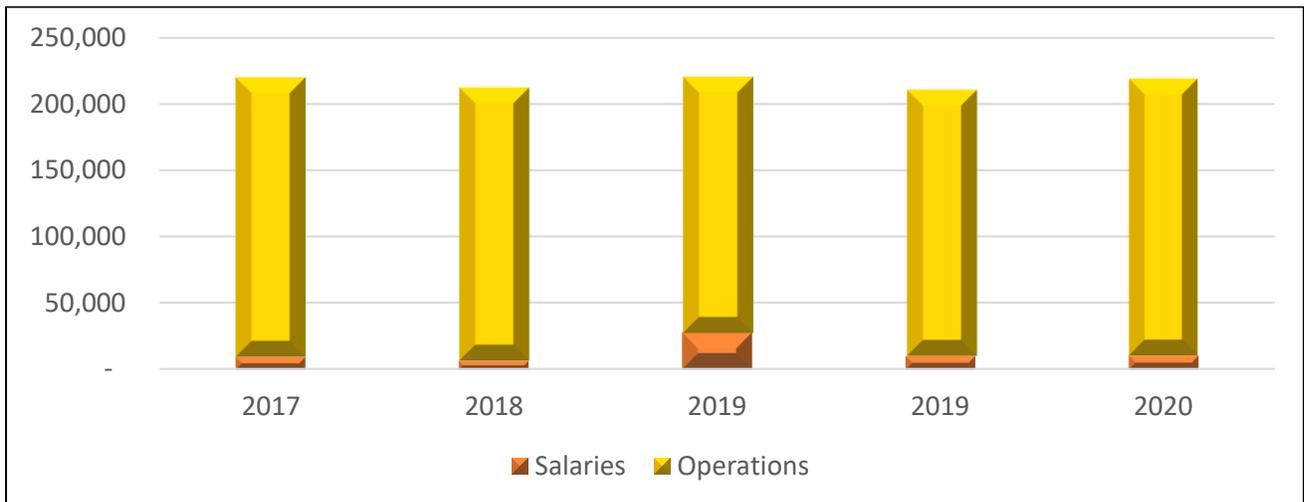


Figure 34 - Public Works Department: Township Buildings



*Program Description*

This program provides for the maintenance and repair of Township buildings, with the exception of the wastewater treatment facility, which is part of the sewer fund. The Township building accounts include funding for the administration building, public works maintenance facility, police building and farmhouse.

*Budget Commentary*

These budget line items include costs for the utilities and maintenance of Township property and any other costs related to the maintenance and repair of Township buildings. Salaries also include the wages for custodial services in the police department.



# Operating Budgets – Public Works

## Parks Maintenance – Account 10440

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages	161,584	102,859	141,703	120,000	116,390
11130	Overtime	(956)	535	1,432	1,500	1,500
22110	Materials/Supplies	5,783	9,017	13,028	10,000	12,000
26110	Minor Equipment	720	1,353	0	1,000	1,500
27110	Repair and Maintenance	5,548	5,547	11,161	4,000	6,000
36150	Water	5,845	6,754	5,398	7,000	7,000
45110	Contract Services	24,198	26,205	25,550	22,000	25,500
61110	Capital	21,145	-	0	-	0
<b>Total</b>		<b>\$ 223,867</b>	<b>\$ 152,270</b>	<b>\$ 198,272</b>	<b>\$ 165,500</b>	<b>\$ 169,890</b>

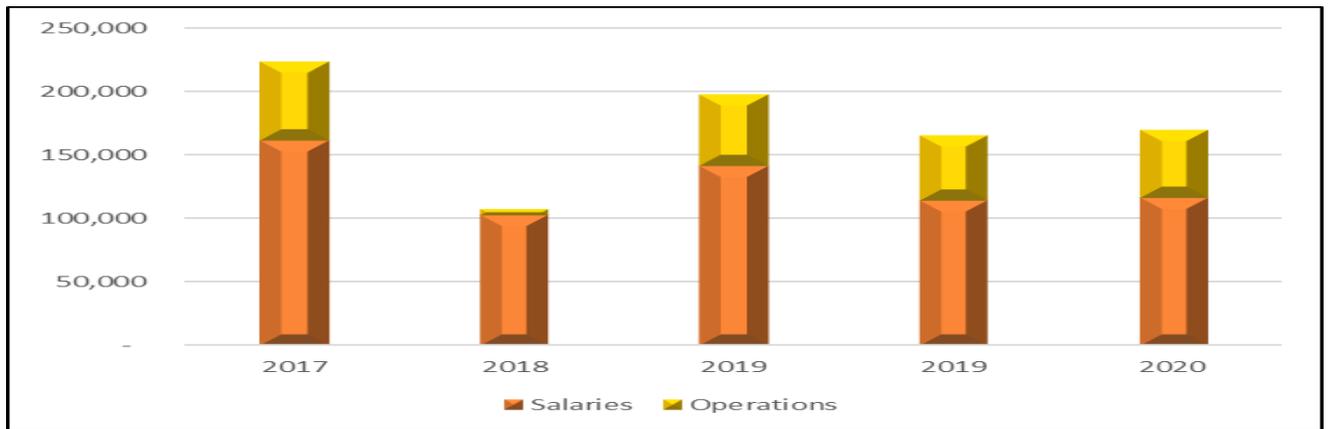


Figure 35 - Public Works Department: Parks Maintenance



*Program Description*

Parks Maintenance provides all maintenance of Township parks and playgrounds.

*Budget Commentary*

This program activity covers the cost of repairing playground equipment, baseball diamond backstops, water fountains, and other equipment. Minor equipment includes tennis nets, swing seats, picnic tables, and related items.

## Operating Budgets – Parks and Recreation

### Parks and Recreation Department – Account 10451

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
11110	Salaries/Wages Office	68,967	70,107	75,223	72,826	75,808
11116	Salaries/Wages Specialists	25,551	26,773	32,957	30,000	34,459
11117	Salaries/Wages Directors	47,721	47,808	51,562	58,000	82,100
19000	Benefits	34,336	36,412	53,595	53,882	59,648
22110	Materials/Supplies	14,848	16,021	16,055	16,000	16,000
22115	Park Celebration	33,663	28,700	27,658	30,000	30,000
22310	Trips/Tickets	56,966	47,359	54,712	56,000	56,000
26110	Minor Equipment	-	2,437	3,719	5,000	5,000
27110	Repair/Maintenance	615	648	-	1,000	1,000
29310	Performances	66,001	68,217	74,191	74,190	72,000
29710	Program Services	58,348	60,052	39,137	55,810	60,000
33110	Advertising/Printing	25,419	23,292	24,979	25,000	25,000
45110	Contract Services	23,409	23,512	17,463	18,000	18,000
46110	Rental/Lease	29,273	25,580	16,680	30,000	26,000
49110	Training/Development	2,740	1,456	2,711	5,000	5,000
71410	Capital	3,354	19,239	29,890	25,000	25,000
<b>Total</b>		<b>\$ 491,211</b>	<b>\$ 497,613</b>	<b>\$ 520,532</b>	<b>\$ 555,708</b>	<b>\$ 591,015</b>

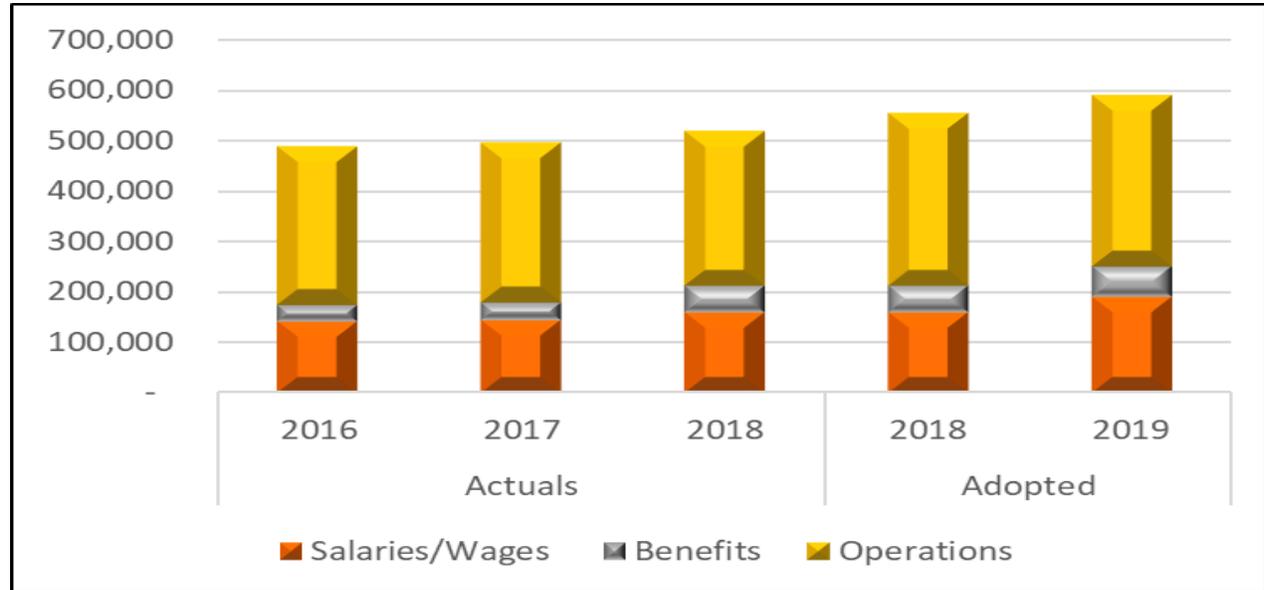


Figure 36 - Parks & Recreation Department Budget

*Program Description*

The Parks and Recreation Department provides a diverse and comprehensive array of community-based services that promote active and healthy living, cultural experiences and lifelong learning opportunities for our Springettsbury Township residents. Our core programs include health & fitness, adult enrichment, S.T.A.R.S (Senior Time Activities for Residents of Springettsbury), children and youth activities and trips. Additionally, the department is responsible for planning and coordinating several community events including the Sounds of Summer Concert Series, Saturday in the Park and the Holiday Tree Lighting. The department operates and manages 13 Township parks totaling over 316 acres. The Township’s facilities include a 1,600-open seating style amphitheater, a full-service concession stand, 10 playgrounds including the 20,000 square foot Springetts Castle Park Playground, athletic fields at 10 different locations, inline hockey rink, tennis courts, sand volleyball courts, 11 picnic pavilions and lighted basketball courts.



This summary provides an overview of the current funding and the financial plans of the Parks and Recreation Department. This department serves the residents and visitors of the community by providing access to recreation for all to enjoy. Each quarter the department releases a seasonal recreation guide that illustrates the upcoming programs, classes, trips and events that will be offered. The department seeks to deliver a high-quality experience for the best cost value

with each offering. The total approved budget for department services was \$555,709 in 2019. The budget for 2020, in the amount of \$591,015, will continue providing the same quality of service, and variety of recreation experiences that our residents now enjoy, and have come to expect.

The Parks and Recreation Department is staffed with just two regular employees (one full-time and one part-time) who are responsible for managing all department activities and operations. During the summer season an additional 30 to 40 employees are hired for the 9-week Summer Park Program. The department also provides the Summer Park Program’s materials which include athletic equipment, arts and crafts supplies, and first aid kits. The Summer Park Program serves more than 650 children ages 6-14 years of age. The Sounds of Summer Concert Series is another popular program that draws many large crowds during the summer season. Our July 4<sup>th</sup> Celebration Concert attracts as many as 15,000 people to Springettsbury Township Park for the music and fireworks display.

The recreation classes advertised in the Township Newsletter are provided in locations throughout the Township including Central York School District facilities, White Rose Senior Center and the Commonwealth Fire Department to name a few. The leasing of these sites allows the Township to serve nearly 1,000 registrants with these classes at convenient locations in different neighborhoods. The

department continues to look for ways to increase participation in the programs that we offer in order to meet the diverse needs of this community.

“Saturday in the Park” is Springettsbury Township’s largest single day event, attracting crowds of 10,000 to 12,000 from York County and beyond to share in this community celebration. This event features live dance performances, athletic competitions, family friendly carnival rides & attractions, food trucks, vendors and concludes with a family friendly concert. This annual event has become a tradition that the department has charged with carrying on in order to promote and showcase the community pride in Springettsbury Township.

The department continues to strategize on the remaining recreation fees coming from the Triplet Springs Development & the Pleasant Valley Tract Development. These two development projects have supplied the department with funds of \$200,000 that have been allocated toward the redevelopment of Augustus Schaefer Park. In efforts of stretching the recreation fees, the department was awarded a cash match state grant from DCNR in the amount of \$130,000. The Parks and Recreation Board along with community input have collectively supported this improvement project for the usage of these funds. The respective recreation fees have a life span of several years, so that spending may occur into the years of 2020 and beyond. The Parks and Recreation Board along with the department is looking forward to the future projects that will be developed given these recreation fees for the community to enjoy.



## Operating Budgets – Debt Service General Fund

### Debt Service – recorded in Capital Improvements

Expenditure		Actuals			Adopted	
		2017	2018	2019	2019	2020
30471	Principal	220,000	220,000	225,000	225,000	230,000
30472	Bond interest	113,950	112,190	105,590	105,590	101,090
<b>Total</b>		<b>\$ 333,950</b>	<b>\$ 332,190</b>	<b>\$ 330,590</b>	<b>\$ 330,590</b>	<b>\$ 331,090</b>

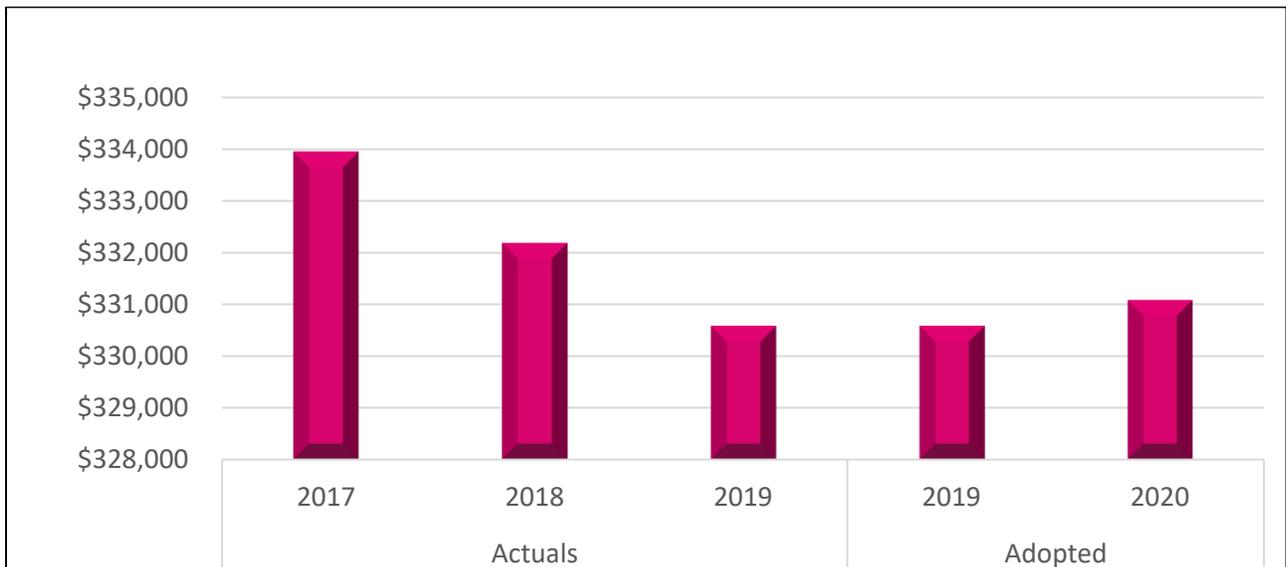


Figure 37 - Debt Service Budget

Expenditure		Future Debt Service Obligations				
		2020	2021	2022	2023	2024
30471	Principal	230,000	235,000	240,000	245,000	250,000
30472	Bond interest	101,090	96,490	91,790	86,990	82,090
<b>Total</b>		<b>\$ 331,090</b>	<b>\$ 331,490</b>	<b>\$ 331,790</b>	<b>\$ 331,990</b>	<b>\$ 332,090</b>

#### Program Description

The debt service account budgeted in the general fund is for the payment of principal and interest on Township general fund borrowings. General fund bonds matured and were paid on November 15, 2009 for the previous Springetts elementary school, land acquisitions and Township administration building.

In November 2013, a three-year note was then secured for \$3.5 million for a new fire station, preliminary design/engineering costs for the police building and the Township administration building. Park projects totaling \$100,000 were also included.



In May 2016, the Township issued a general obligation bond in the amount of \$5,150,000. The bond bears a fixed interest rate of 2.35% per annum and is scheduled to mature in June 2035. This transaction included refinancing the previous debt and borrowing an additional \$850,000 to fund other capital projects - Trout Run Road construction, Castle Park Playground and upgrades to the municipal fuel pumps.

The current borrowing capacity of the Township is more than \$36,000,000, which may be utilized if a facilities replacement plan is approved. In 2019, the Township financed \$8,000,000 for the Fats, Oils, and Grease Acceptance construction project and future Wastewater Treatment improvements.

The Township anticipates a facilities improvement plan will be completed in phases, with the first phase focusing on the Police Station. Preliminary costs for the Police Station are estimated at \$13,000,000. Design costs were included in the 2020 Capital Improvements General Fund budget; project financing will be completed in 2020 to take advantage of the current low interest rate opportunities.

The Township will look to bundle new borrowings and refinance old debt to better serve the community, reducing interest rates for a more cost-effective solution.

<b>Summary of Borrowing Capacity</b>			
Borrowing Base		\$	18,619,068
Non-electoral Debt Limit (250% pf borrowing base)		\$	46,547,669
Less: Non-electoral debt limit		\$	10,183,600
	<b>Remaining non-electoral debt borrowing capacity</b>	<b>\$</b>	<b>36,364,069</b>

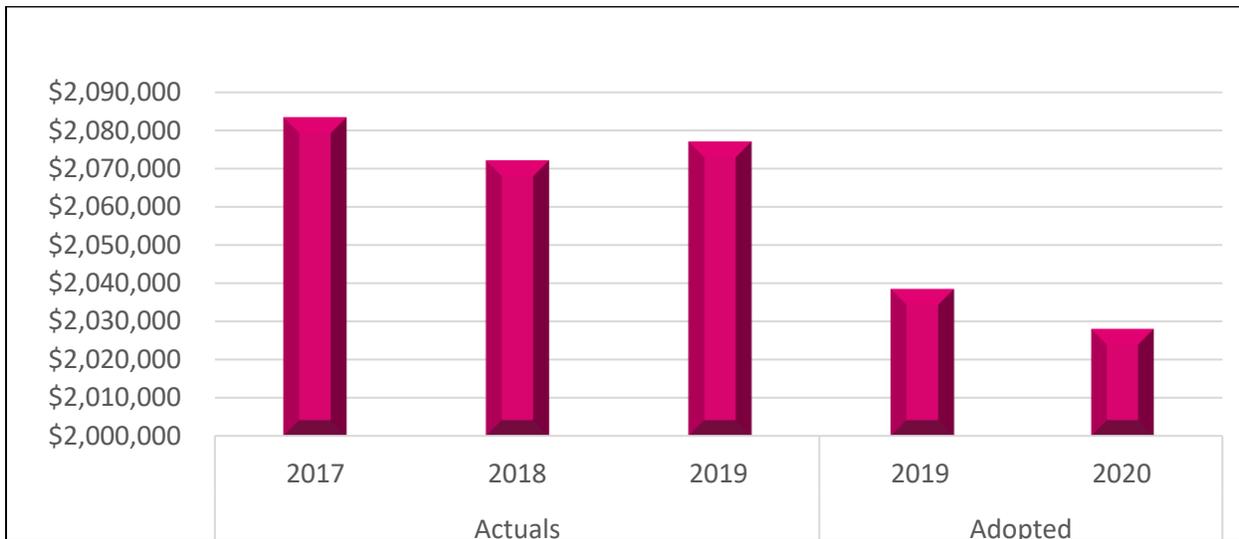
Borrowing - Financing Plan of Action - 2020

For 2020, a financing package is in development to fund the new Police Station construction and Administration Building construction. The estimated costs for this project are \$13,000,000. Construction is likely to begin in late 2020 or early 2021. Debt service expenses for this project fall under the General Fund. Funding to support the additional debt service in the General Fund will be generated from a combination of new revenue sources, a possible municipal real estate tax increase, and/or service fees to the community.

# Operating Budgets – Debt Service Sewer Fund

Expenditure		Actuals			Adopted	
		2017	2018	2019	2019	2020
80365	Principal	1,379,600	1,419,400	1,458,400	1,458,400	1,502,000
80350	Bond interest	944,268	882,315	837,753	580,000	526,000
83352	BAB Bond Refund	(240,631)	(229,702)	(219,214)	-	-
<b>Total</b>		<b>\$ 2,083,237</b>	<b>\$ 2,072,013</b>	<b>\$ 2,076,939</b>	<b>\$ 2,038,400</b>	<b>\$ 2,028,000</b>

Figure 38 - Debt Service Sewer Fund



Expenditure		Future Debt Service Obligations				
		2020	2021	2022	2023	2024
80365	Principal	1,512,500	1,559,100	1,607,100	1,656,600	1,704,900
80350	Bond interest	935,854	874,471	811,160	745,775	680,444
<b>Total</b>		<b>\$ 2,448,354</b>	<b>\$ 2,433,571</b>	<b>\$ 2,418,260</b>	<b>\$ 2,402,375</b>	<b>\$ 2,385,344</b>

Sewer debt obligations include the following:

Build America Bond, Bond Obligation, Series of 2010	\$18,175,000	Rate: 1.30% - 5.92%
Note Obligation, Series of 2014	\$ 7,403,500	Rate: 2.67%
Note Obligation, Series of 2019	\$ 8,060,000	Rate: 2.694%

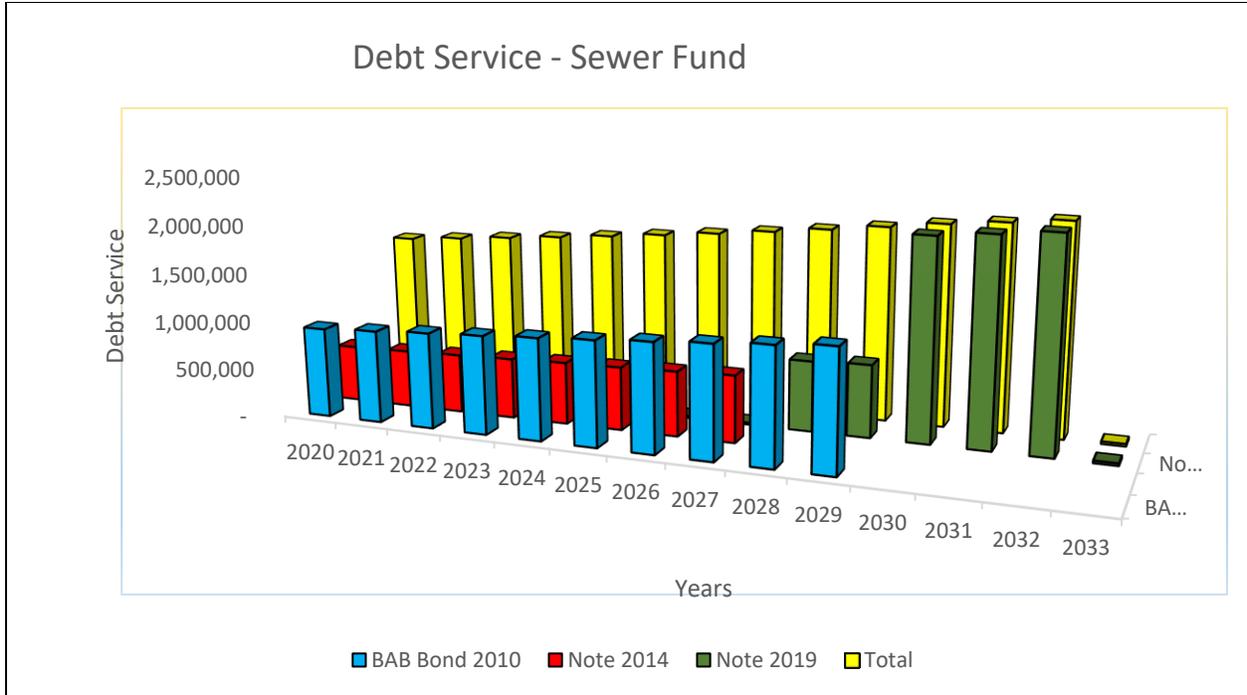


Figure 39 – Sewer Fund Total Debt Service

<b>Total Debt Service</b>				
	**Includes Principal and Interest			
	<b>BAB Bond 2010</b>	<b>Note 2014</b>	<b>Note 2019</b>	<b>Total</b>
2020	1,508,745	711,773	227,836	2,448,354
2021	1,493,050	708,173	232,348	2,433,571
2022	1,480,873	709,157	228,230	2,418,260
2023	1,461,967	709,396	231,012	2,402,375
2024	1,444,437	713,196	227,711	2,385,344
2025	1,424,050	708,752	234,587	2,367,389
2026	1,405,735	708,569	234,170	2,348,474
2027	1,382,229	712,324	233,350	2,327,903
2028	1,360,305		945,838	2,306,143
2029	1,334,592		948,618	2,283,210
2030			2,258,992	2,258,992
2031			2,259,017	2,259,017
2032			2,259,028	2,259,028
2033				
	14,295,983	5,681,340	10,520,737	30,498,060

The Sewer debt payment structure was created to maintain a consistent annual payment schedule. The refinancing of the Sewer Debt in early 2020 has an estimated interest savings of more than \$1,000,000 over the life of the loans. Debt will be consolidated into one debt obligation - Bond or Note – which ever means provides the best interest rate. The debt payment schedule will remain the same through 2033. Settlement is expected May 2020.

# Operating Budgets – Contributions

## Contributions – Account 10481

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
54000	Martin Library	37,000	41,500	37,000	37,000	37,000
<b>Total</b>		<b>\$ 37,000</b>	<b>\$ 41,500</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>	<b>\$ 37,000</b>

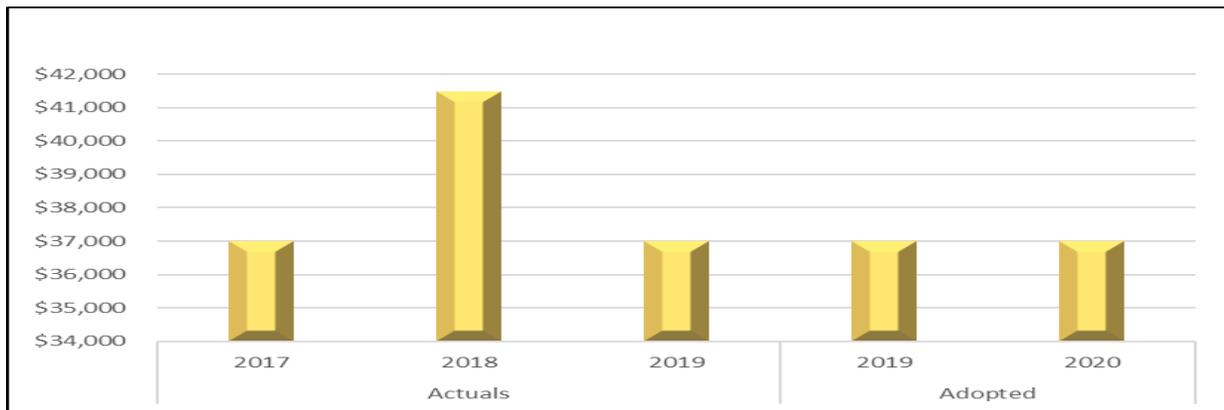


Figure 40 - Contributions Budget

### Program Description

This General Fund account includes a contribution to support of Martin Library, located in downtown York. The Library provides reading and educational services to downtown York and neighboring communities.

### Budget Commentary

The library contribution reflects the continuing financial assistance to the Martin Library. Currently, the Township maintains a pickup and drop off service location for the York County Library System. This service is available to all Township residents and is maintained by Township personnel at the reception desk of the administration building.

For 2020, Springettsbury is researching the possibility of adding a satellite library within the Township. The Township Manager and Board of Supervisors will be working with the York County Library System for assistance in moving this project forward.

## Operating Budgets – Fixed/Sundry Insurance

### Insurance – Account 10486

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
53120	Property	120,000	62,056	19,803	146,589	45,000
53130	Motor vehicles	45,502	31,074	36,587	65,600	42,075
53140	Law Enforcement	15,000	69,068	64,316	16,695	75,000
53150	General Liability	35,021	40,352	50,322	70,375	57,870
53155	Pollution Liability	1,278	-	2,991	1,500	1,500
53160	Insurance/Bonds	18,030	3,030	3,030	10,000	10,000
<b>Total</b>		<b>\$ 234,831</b>	<b>\$ 205,580</b>	<b>\$ 177,049</b>	<b>\$ 310,759</b>	<b>\$ 231,445</b>

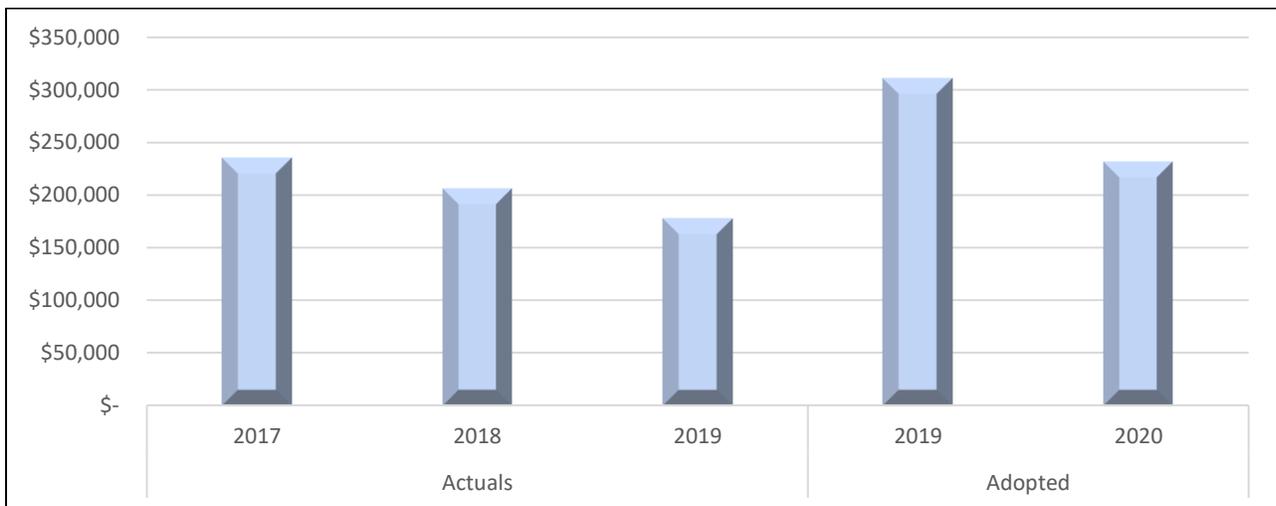


Figure 41 - Insurance Budget

#### Program Description

The insurance program provides protection against financial loss resulting from fire, theft or other problems that might occur with Township property, including buildings, parks, vehicles and equipment, traffic signals, and other items. Also included in the program are policies covering liability for police officers, emergency medical technicians, as well as protection for various Township officials.

The Township participates in a government insurance cooperative pool which continues to provide excellent insurance coverage at a reduced cost for government agencies.

## Operating Budgets – Fixed/Sundry Other

### Other – Account 10489

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
32410	Postage	19,395	25,066	19,424	32,960	26,000
43000	Taxes	1,018	1,230	1,846	1,500	1,000
55110	Refund/Prior Year Adjustment	24,253	73,832	224,946	25,000	22,500
99900	Contingency	-	-	22,665	67,025	20,000
<b>Total</b>		<b>44,666</b>	<b>100,128</b>	<b>268,881</b>	<b>126,485</b>	<b>69,500</b>

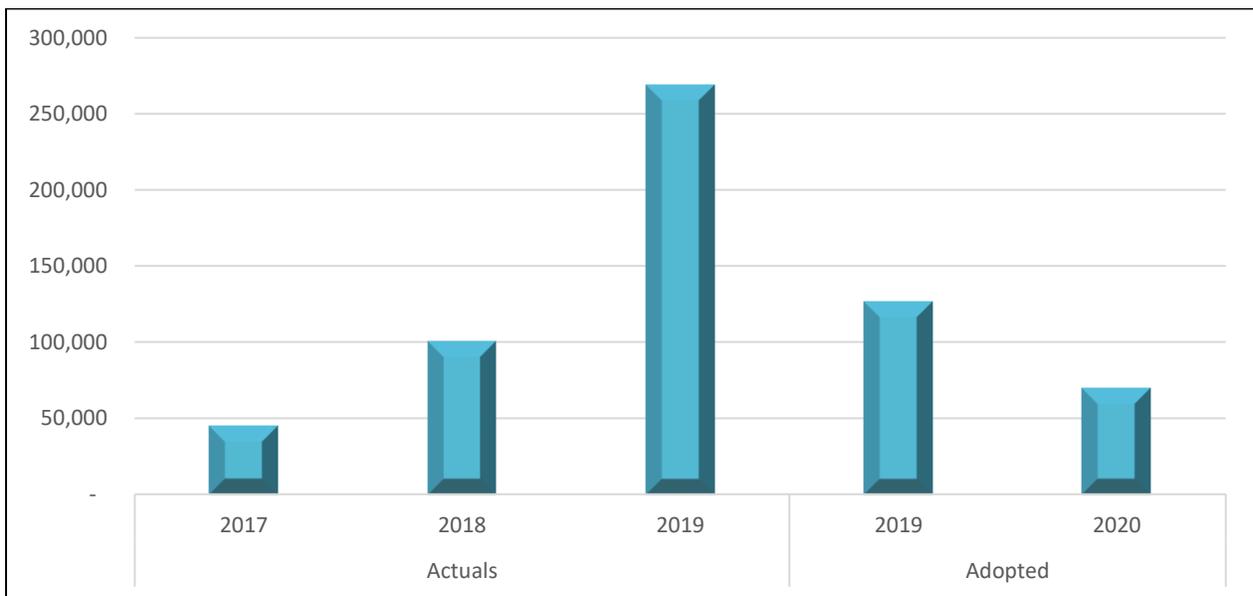


Figure 42 – Fixed/Sundry Other

#### Program Description

Other appropriations include a variety of generic Township-related expenditures as shown above.

For the 2020 budget, the Board of Supervisors approved a Contingency account in the amount of \$20,000 for Township emergency expenditures. The Township Manager has the authority to review potential expenditures; all expenditures require Board approval.

# Operating Budgets – Transfers

## Interfund Operating Transfers – Account 10749

Expenditure	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
10749	Capital reserve	729,144	674,950	622,530	580,380	599,595
65100	Water Quality MS4	-	-	-	-	675,000
<b>Total</b>		<b>\$ 729,144</b>	<b>\$ 674,950</b>	<b>\$ 622,530</b>	<b>\$ 580,380</b>	<b>\$ 1,274,595</b>

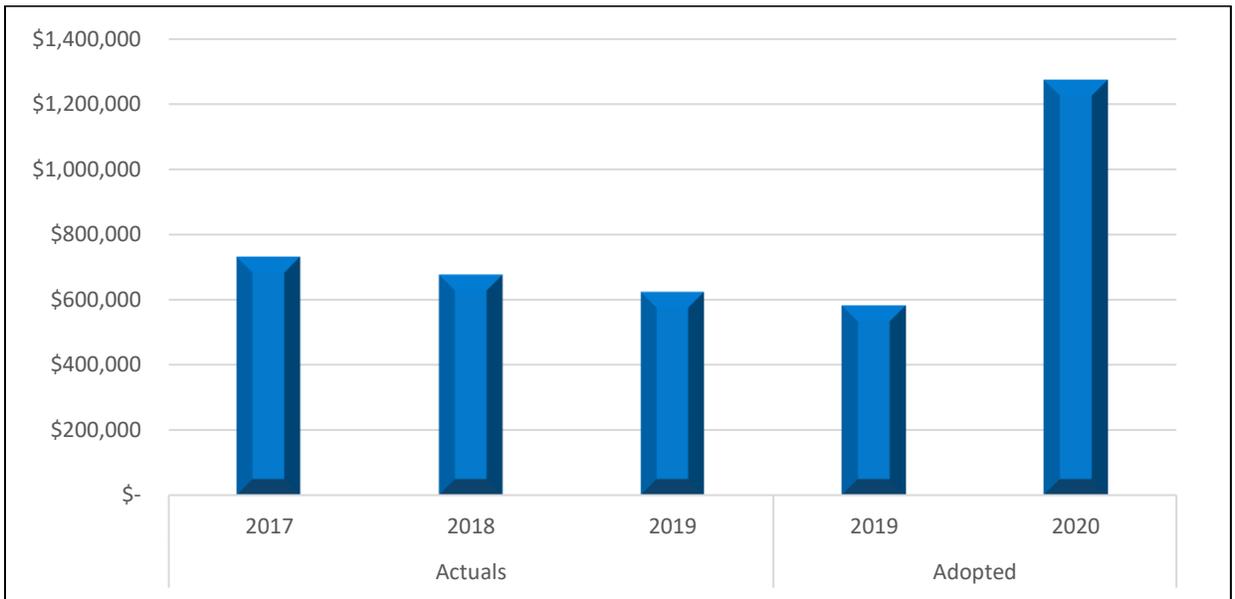


Figure 43 - Interfund Operating Transfers Budget

### Program Description

This account primarily contains general funds authorized to be transferred to other funds. The account was first established in 1988 to assist the volunteer fire companies as they replaced fire apparatus, outlined under Resolution 1993-25.

The General Fund Debt service expenses flow through this account and are recorded under the Capital Improvements Fund.

For 2020, a General Fund reserves transfer will fund Water Quality and Stormwater (MS4) projects under the PA Clean Water Act in the amount of \$675,000.

## Operating Budgets – Other Funds

### Commonwealth Liquid Fuels – Fund 20

Classification	Actuals			Adopted	
	2017	2018	2019	2019	2020
<b>Revenues</b>					
Interest	4,159	14,116	18,922	5,000	14,740
State allocations	810,147	849,445	875,242	846,240	875,000
Miscellaneous Income - Prior Yr	118,700	118,700	10,783	0	0
State Road Turnback Program	8,760	8,760	8,760	8,760	8,760
<b>Total revenues</b>	<b>\$ 941,766</b>	<b>\$ 991,021</b>	<b>\$ 913,707</b>	<b>\$ 860,000</b>	<b>\$ 898,500</b>
<b>Expenditures</b>					
General Service	0	0	(617)	4,500	4,500
Snow & Ice	64,005	65,017	64,239	75,000	75,000
Traffic Signals	97,196	67,880	80,819	101,500	101,000
Street Lighting	74,908	86,509	90,000	73,000	76,000
Tool/Machinery - Maintenance/Repairs	0	0	-	1,000	1,000
Highways & Repairs	134,756	25,462	269,862	120,000	120,000
Road Construction	422,495	0	550,560	485,000	521,000
<b>Total expenditures</b>	<b>\$ 793,360</b>	<b>\$ 244,868</b>	<b>\$ 1,054,863</b>	<b>\$ 860,000</b>	<b>\$ 898,500</b>

\*\* 2018 Road Projects were delayed and completed in 2019 due to excessive wet weather conditions in the region.

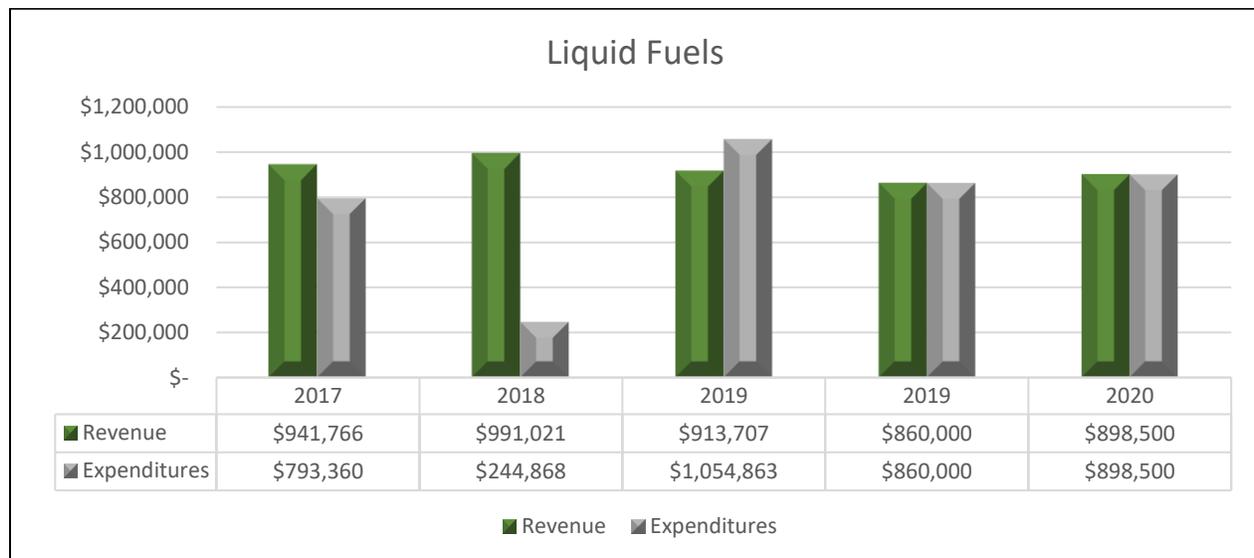


Figure 44 - Commonwealth Liquid Fuels Fund Budget

#### Program Description

The Township receives funds through the commonwealth tax on liquid fuels. The money is designated for the construction and maintenance of roadways, and for the purchase of related highway equipment. For 2020, the Township anticipates the commonwealth liquid fuels revenue to be \$875,000, in addition to \$8,760 for roads designated in the turn-back program.

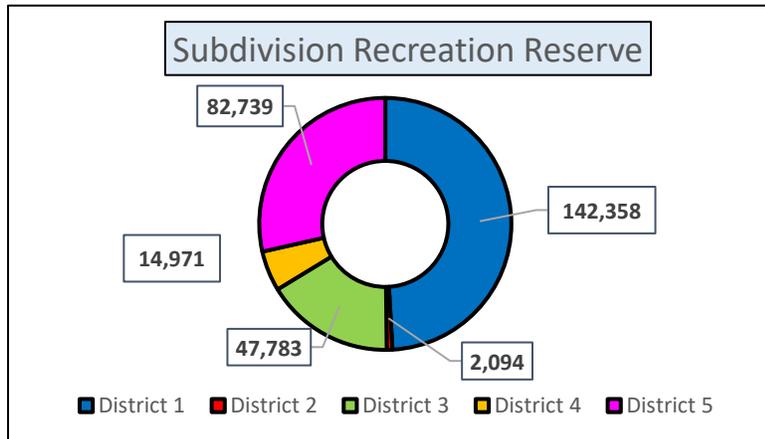


# Operating Budgets – Other Funds

## Subdivision Recreation – Fund 21

	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
<b>Revenues</b>						
21341-06110	Interest	10	697	6,025	20	3,500
21341-06112	Contributions	3,550	2,015	1,550	2,020	2,000
21341-08470	Other (Use of Fund Balance)	-	-	-	0	130,000
<b>Total revenues</b>		<b>\$ 3,560</b>	<b>\$ 2,712</b>	<b>\$ 7,575</b>	<b>\$ 2,040</b>	<b>\$ 135,500</b>
<b>Expenditures</b>						
21454-22711	District 1	-	-	-	-	-
21454-22712	District 2	-	-	-	-	-
21454-22713	District 3	-	-	-	-	130,000
21454-22714	District 4	0	0	-	-	-
21454-22715	District 5	4,016	3,048	56,183	0	0
<b>Total expenditures</b>		<b>\$ 4,016</b>	<b>\$ 3,048</b>	<b>\$ 56,183</b>	<b>\$ -</b>	<b>\$ 130,000</b>
<b>Recreation Districts - Fund Balance</b>			Percentage of Fund (%)	12/31/2019		
District 1	North of Route 30, West of Mount Zion		49.10%	142,358		
District 2	North of Route 30, East of Mount Zion		0.72%	2,094		
District 3	South of Route 30, West of Mount Zion Road		16.48%	47,783		
District 4	South of Route 30, East of Mount Zion Road		5.16%	14,971		
District 5	Community Centralized Parks		28.54%	82,739		
<b>Total Fund Balance</b>			<b>100.00%</b>	<b>\$289,945</b>		

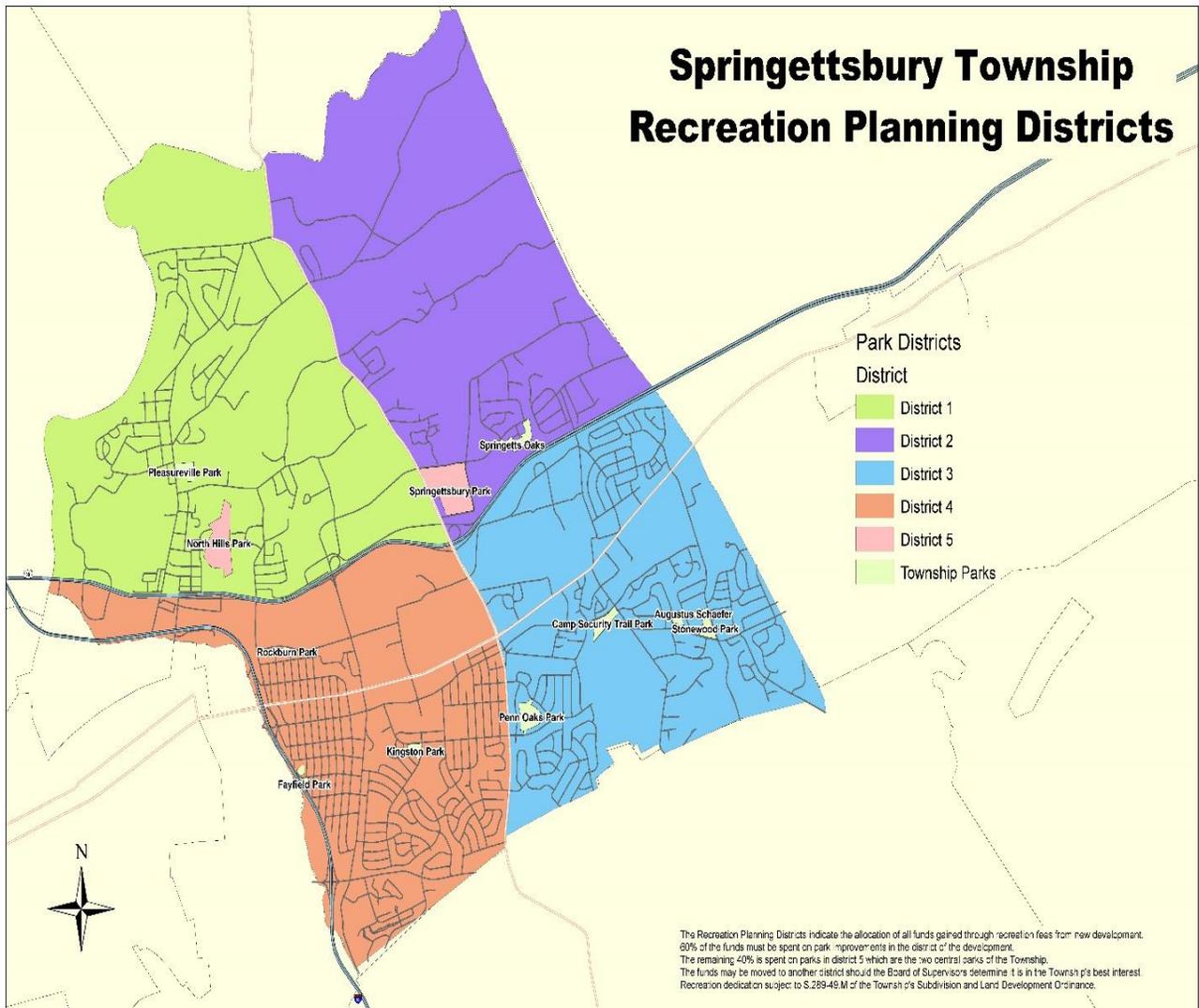
Figure 45 - Subdivision Recreation Fund Budget



*Program Description*

The Subdivision recreation revenue is derived from subdivisions in which developers are required to pay a per-lot fee (\$1,658) in lieu of contributing land. In 1996, District 5 (Community Centralized Parks) was created. The combination of the Springettsbury Township park complex and the North Hills Park are included in this district.

Through ordinance, forty percent (40%) of the fund equity from the other four districts was transferred into District 5 in 1996. In 2005, Ordinance 2005-06 was adopted. In accordance with the ordinance, fees collected from developers shall be applied sixty percent (60%) to the neighborhood parks accessible to the development for which the fees were paid and forty percent (40%) for capital improvements to the community parks. In 2014, Resolution 2014-26 was passed transferring balances among the various park districts in accordance with Ordinance 2005-06 cited above in order to also accommodate the various needs of the districts.



## Operating Budgets – Other Funds

Petitioned Street Light - Fund 23						
	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
<b>Revenues</b>						
03110	Real Estate Tax	87,236	87,745	86,986	87,000	87,000
06110	Interest Earnings	539	1,655	1,886	1,000	1,000
<b>Total revenues</b>		<b>\$ 87,775</b>	<b>\$ 89,400</b>	<b>\$ 88,872</b>	<b>\$ 88,000</b>	<b>\$ 88,000</b>
<b>Expenditures</b>						
36110	Utilities/Cnt Services	80,876	85,830	80,290	85,000	85,000
<b>Total expenditures</b>		<b>\$ 80,876</b>	<b>\$ 85,830</b>	<b>\$ 80,290</b>	<b>\$ 85,000</b>	<b>\$ 85,000</b>

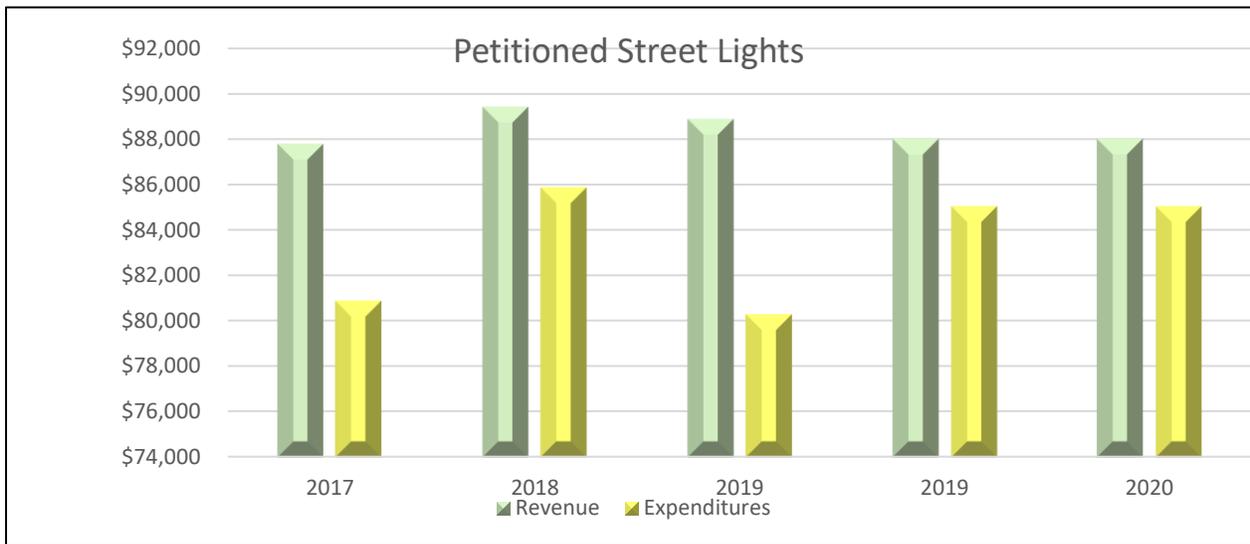


Figure 46 - Petitioned Street Light Fund Budget

### Program Description

Revenue derived through an annual property assessment covers the expenses of operating streetlights within the Township. Improved and unimproved properties are \$.45 per front footage.

# Operating Budgets – Other Funds

## Storm Water – Fund 33

Classification	Actuals			Adopted	
	2017	2018	2019	2019	2020
<b>Revenues</b>					
Interest	685	1,076	2,085	125	1,200
Donations					
<b>Total revenues</b>	<b>\$ 685</b>	<b>\$ 1,076</b>	<b>\$ 2,085</b>	<b>\$ 125</b>	<b>\$ 1,200</b>

Stormwater Fund Allocation	Percentage of Fund (%)	Balance at 12/31/19
Mill Creek Drainage Basin	7.30%	\$7,645
Kreutz Creek Drainage Basin	2.44%	\$2,554
Codorus Creek Drainage Basin	1.70%	\$1,784
Penn Oaks Detention Pond	11.56%	\$12,105
Pleasantrees Storm Water	40.70%	\$42,602
Greystone Retention Pond	36.29%	\$37,990
<b>Total Fund Balance</b>	<b>100.00%</b>	<b>\$104,680</b>

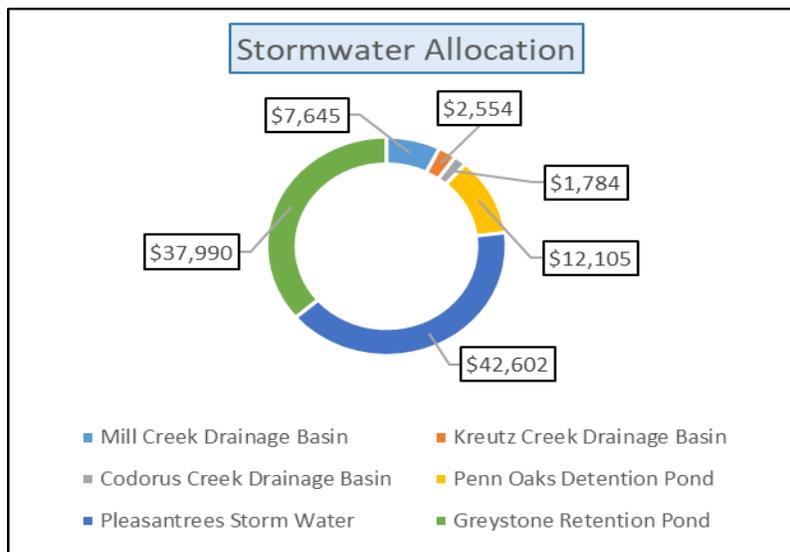


Figure 47 - Storm Water Fund Budget

### Program Description

A storm water management ordinance was adopted for Springettsbury Township water sheds that controls accelerated water runoff caused by development (Ordinance 1993-12)

# Operating Budgets – Other Funds

## Library Fund – Fund 48

	Classification	Actuals			Adopted	
		2017	2018	2019	2019	2020
<b>Revenues</b>						
48341-06110	Interest	2,775	-574	10,092	3,000	3,000
<b>Total revenues</b>		<b>\$ 2,775</b>	<b>\$ (574)</b>	<b>\$ 10,092</b>	<b>\$ 3,000</b>	<b>\$ 3,000</b>
<b>Expenditures</b>						
48480-51120	Contributions	2,839	0	-	0	0
<b>Total expenditures</b>		<b>\$ 2,839</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

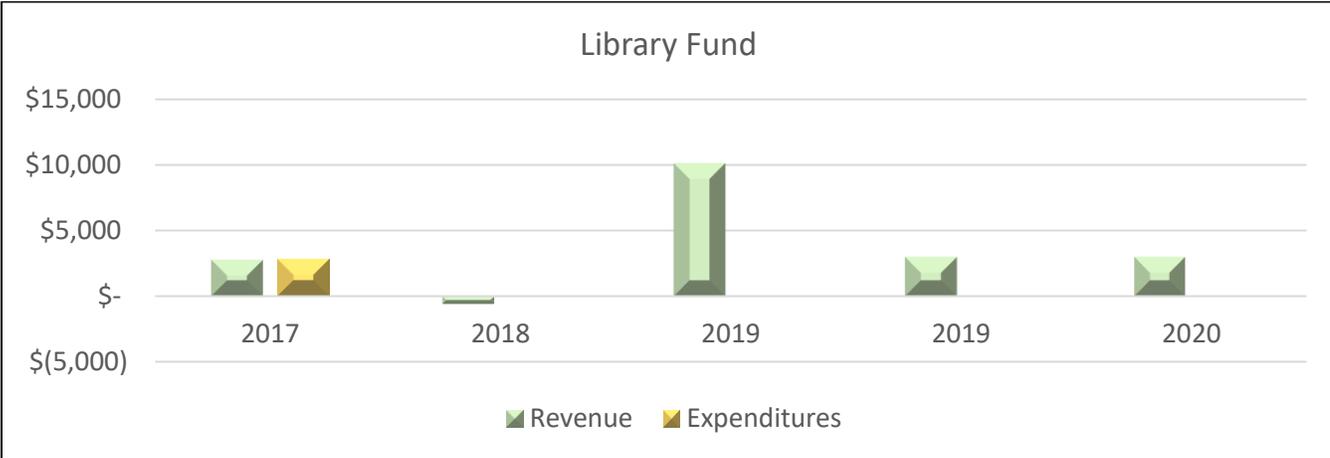


Figure 48 - Library Fund Activity



*Program Description*

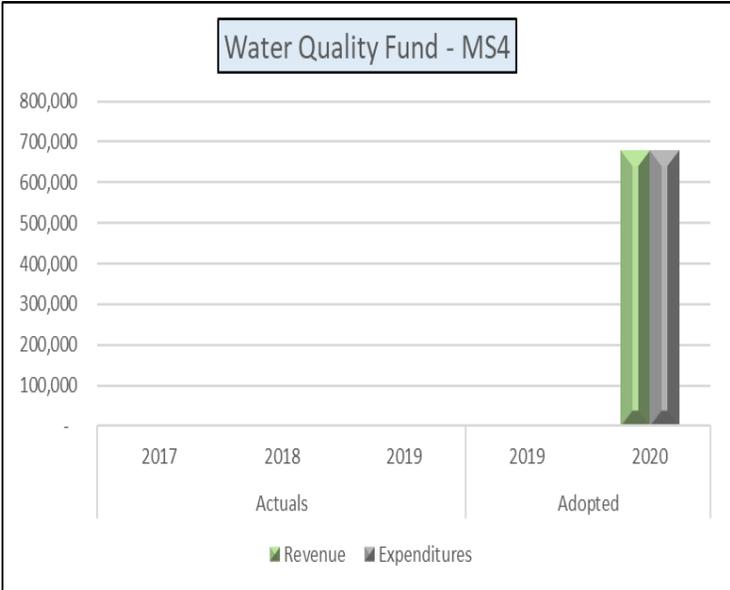
Funds were donated to the Township for the purchase of library books and/or capital purchases relating to a library. Beginning in 1998, the Township entered into an agreement to transfer all interest income received during the year to The Art Institute of York and Martin Library.

The Township is currently researching location options to add a local library branch in our area. The estimated cost of operating a local library is \$300,000 annually.

# Operating Budgets – Other Funds

<i>Water Quality - MS4 Fund 65</i>						
Classification	Actuals			Adopted		
	2017	2018	2019	2019	2020	
<b>Revenues</b>						
Interest earnings	-	-	-	-	-	
Use of Fund Balance	-	-	-	-	-	
General Fund transfer	-	-	-	-	675,000	
Note proceeds	-	-	-	-	-	
<b>Total revenues</b>	-	-	-	-	<b>675,000</b>	
<b>Expenditures</b>						
Materials	-	-	-	-	2,500	
Engineering	-	-	-	-	20,000	
York County Stormwater Consortium	-	-	-	-	224,100	
Contact Services	-	-	-	-	50,000	
BMP Construction	-	-	-	-	378,400	
<b>Total expenditures</b>	-	-	-	-	<b>675,000</b>	

Figure 49 – Water Quality Fund – MS4



### Program Description

In 2020, the Water Quality Program – MS4 Fund was created to record revenue and expenditures associated with the PA Clean Water Act. The Act was established as an unfunded mandate for all municipalities to improve local waterways for the environmental clean-up of the Chesapeake Bay. The Board of Supervisors approved General Fund reserves to provide funding for this initiative for 2020. A water quality fee is in review that will be assessed to all businesses and resident

## Operating Budgets – Other Funds

### Other Government Funds – Capital Improvements Fund 30

Classification	Actuals			Adopted	
	2017	2018	2019	2019	2020
<b>Revenues</b>					
Interest earnings	231	421	561	300	-
Use of Fund Balance	-	-	-	-	-
General Fund transfer	729,144	674,950	622,530	580,380	599,595
Note proceeds	-	-	-	-	-
<b>Total revenues</b>	<b>729,375</b>	<b>675,371</b>	<b>623,091</b>	<b>580,680</b>	<b>599,595</b>
<b>Expenditures</b>					
Fire-Equipment	-	-	157,090	157,090	159,090
Police Equipment		34,028		-	
Information Management Systems	-	134,723	5,476	-	-
Public Works	145,447	5,993		28,000	28,000
Highway Sidewalks & Curbs	64,709	103,343	17,228	-	-
Contract Services	426,063	-	-	-	50,000
Highway Construction & Rebuild	266,082	49,742	151,638	65,000	15,000
Park Improvements (Park playground)	445,777	45,393		-	-
Debt service	333,950	332,190	330,590	330,590	334,590
Traffic Signals - Material & Supplies	-				
<b>Total expenditures</b>	<b>1,682,028</b>	<b>705,412</b>	<b>662,022</b>	<b>580,680</b>	<b>586,680</b>

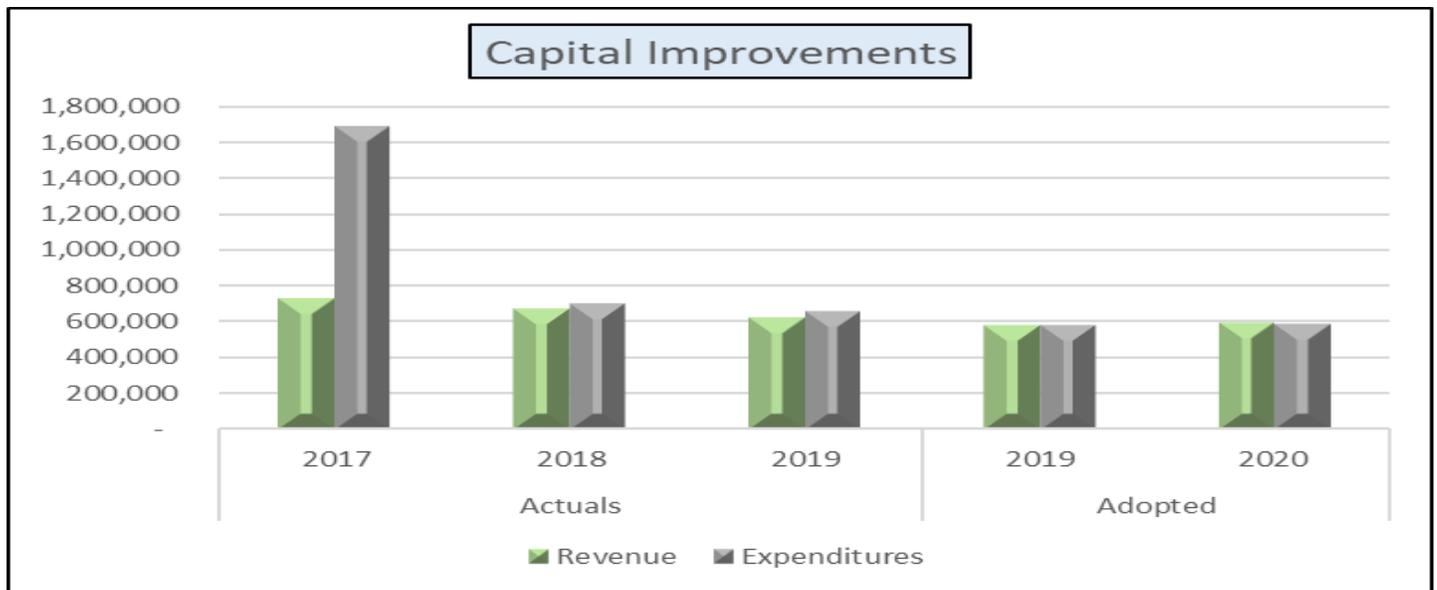


Figure 50 - Capital Improvement Fund Budget

#### Program Description

The capital improvements fund is financed, in part, by general fund transfers each year. Debt service expenditures are recorded within the Capital Improvements Fund. For the 2020 budget process, a five-year Capital Improvements plan was prepared to provide a better strategic planning tool for the Township.

Springettsbury Township  
Capital Improvements Plan  
2020 - 2024

Capital Improvement Plan - Department Detail

DEPT	PROJECT NAME	CIP					
		2020	2021	2022	2023	2024	
ADMIN	Construction - Facilities Replacement and Renovations	\$ 500,000	\$ 12,724,120				\$ 13,224,120
COMM	Equipment - Other Signage/Banners/Flags	\$ 1,850	\$ 1,700	\$ 1,200	\$ 850	\$ 600	
	Equipment - Digital Marquee	\$ 30,000		\$ 10,000	\$ 10,000	\$ 10,000	\$ 66,200
CD	Water Quality - BMP Construction Option 1	\$ 631,000	\$ 631,000	\$ 631,000			
	Water Quality - BMP Construction 2023 - 2028 permit cycle				\$ 400,000	\$ 400,000	
	Water Quality - Stormwater Infrastructure Maintenance	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	\$ 500,000	
	Water Quality - Program Compliance	\$ 25,000	\$ 15,000	\$ 10,000	\$ 10,000	\$ 10,000	
	Water Quality - Line Televising	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	\$ 25,000	
	Water Quality- Aerial Photography	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,413,000
	Equipment - Drone - Mapping			\$ 15,000			
	Design - Plans and Ordinances Update	\$ 25,000	\$ 25,000	\$ 25,000			
	Software - Archiving	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	
	Design - Comprehensive Plan	\$ 10,000					\$ 265,000
FIN	Software	\$ -	\$ -	\$ -	\$ -	\$ -	
MIS	Equipment - Computer Desktop and Laptop	\$ 39,650	\$ 11,200	\$ 23,450	\$ 23,900	\$ 15,300	
	Equipment - Audio Recording Replacements	\$ 5,350					
	Equipment - Park Security Cameras	\$ 10,000					\$ 128,850
POL	Equipment - Vehicle Upfitting	\$ 50,000	\$ 50,000	\$ 41,500	\$ 41,500	\$ 41,500	
	Equipment - Accident/Crime Scene Stations		\$ 20,000				
	Equipment - In Car - Body Camera Server			\$ 15,000			
	Equipment - Firearms		\$ 34,356				
	Renovation - Firearms Range Improvements		\$ 30,000				\$ 323,856
PW	Construction - Davies Drive Railway Crossing	\$ 848,000					
	Construction - Storm Sewer Rehabilitation Sandra Drive	\$ 60,000					
	Equipment - Ford Tandem Axle Dump Truck Veh # 26		\$ 205,000				
	Equipment - Ford F-550 Dump Truck Veh # 14	\$ 30,000					
	Equipment - Ford F-550 Dump Truck Veh # 15		\$ 32,000				
	Equipment - Ford F-550 Dump Truck Veh # 16			\$ 35,000			
	Equipment - Ford F-550 Utility w/ Lift Platform Veh # 17			\$ 38,000			
	Equipment - Ford F-550 Dump Truck Veh # 18	\$ 30,000					
	Equipment - Freightliner Dump Truck Veh # 25			\$ 200,000			
	Equipment - John Deer Backhoe Veh # 33					\$ 125,000	
	Equipment - Ford F-550 Utility Body Truck Veh # 42		\$ 32,000				
	Equipment - Freightliner Dump Truck Veh # 23				\$ 205,000		
	Renovation - Admin Bldg. Window & Door Replacement	\$ 60,000					
	Renovation - Roof Replacement - Police Station		\$ 100,000				
	Renovation - HVAC Replacement - Police Station		\$ 125,000				
	Renovation - HVAC Replacement - Administration Building		\$ 275,000				
	Renovation - Red Barn Roof Replacement, Siding, Windows		\$ 100,000				\$ 2,500,000
REC	Construction - Parking Lot Expansion	\$ 50,000	\$ 50,000				
	Construction - Splash Pad				\$ 600,000		
	Renovation - Park Restoration Augustus H. Schaefer	\$ 260,000					
	Renovation - Rockburn Park Playground & Landscaping		\$ 50,000	\$ 50,000			
	Design - Park Master Plan Camp Security		\$ 40,000	\$ 40,000			
	Equipment - FitCore Course		\$ 125,000				\$ 1,265,000
WWT Intrmun	Renovation - Biosolids Containment					\$ 1,000,000	
	Design - Biosolids Handling Study	\$ 100,000					
	Renovation - Replace Raw Sewage Pumping System	\$ 2,000,000					
	Construction - Fats, Oils, Grease Acceptance	\$ 2,000,000					
	Construction - Mill Creek Interceptor - Realign/Replace	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000		
	Renovation - Secondary Clarifiers Upgrade			\$ 1,500,000			
	Equipment - Tri-Axle Dump Truck Veh # 905		\$ 210,000				
	Equipment - Tri-Axle Dump Truck Veh # 906	\$ 205,000					
	Equipment - Ford F-550 Utility Truck Veh # 912						
	Equipment - Volvo L90C Front end Loader Veh # 977			\$ 225,000			
	Equipment - John Deere Tractor Veh # 923			\$ 140,000			\$ 14,380,000
WWT	Renovation - Sewer Rehabilitation - Fayfield Neighborhood		\$ 500,000	\$ 600,000	\$ 600,000	\$ 600,000	
	Renovation - Sewer Rehabilitation - Misc. Locations	\$ 50,000	\$ 50,000	\$ 75,000	\$ 75,000	\$ 75,000	
	Renovation - Sewer Rehabilitation - Yorkshire Neighborhood	\$ 800,000	\$ 300,000	\$ 300,000			
	Renovation - Sewer Rehabilitation - Haines Acres				\$ 800,000	\$ 800,000	
	Renovation - Sanitary Sewer Manhole Frame & Covers	\$ 100,000	\$ 100,000	\$ 105,000	\$ 105,000	\$ 110,000	
	Equipment - Sanitary Sewer & Catch Basin Cleaner Veh # 914						
	Equipment - Ford F-550 Dump Truck Veh # 915	\$ 30,000					
	Equipment - Sanitary Sewer CCTV Inspection Vehicle Veh #922				\$ 325,000		
	Equipment - Backhoe Veh # 926		\$ 150,000				\$ 6,650,000
Total Expenditures per Year		\$ 9,513,850	\$ 18,549,376	\$ 6,643,150	\$ 5,759,250	\$ 3,750,400	\$ 44,216,026

Springettsbury Township  
 Capital Improvements Plan  
 2020 - 2024

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2023</u>	<u>2024</u>	
<b>Total Expenditures by Category</b>						
Construction	\$ 4,458,000	\$ 14,774,120	\$ 2,000,000	\$ 2,600,000	\$ -	\$ 23,832,120
Renovation	\$ 3,270,000	\$ 1,630,000	\$ 2,630,000	\$ 1,580,000	\$ 2,585,000	\$ 11,695,000
Water Quality - Stormwater	\$ 1,186,000	\$ 1,176,000	\$ 1,171,000	\$ 940,000	\$ 940,000	\$ 5,413,000
Design/Study	\$ 135,000	\$ 65,000	\$ 65,000	\$ -	\$ -	\$ 265,000
Equipment	\$ 431,850	\$ 871,256	\$ 744,150	\$ 606,250	\$ 192,400	\$ 2,845,906
Software	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 33,000	\$ 165,000
<b>Total Expenditures by Category</b>	<b>\$ 9,513,850</b>	<b>\$ 18,549,376</b>	<b>\$ 6,643,150</b>	<b>\$ 5,759,250</b>	<b>\$ 3,750,400</b>	<b>\$ 44,216,026</b>

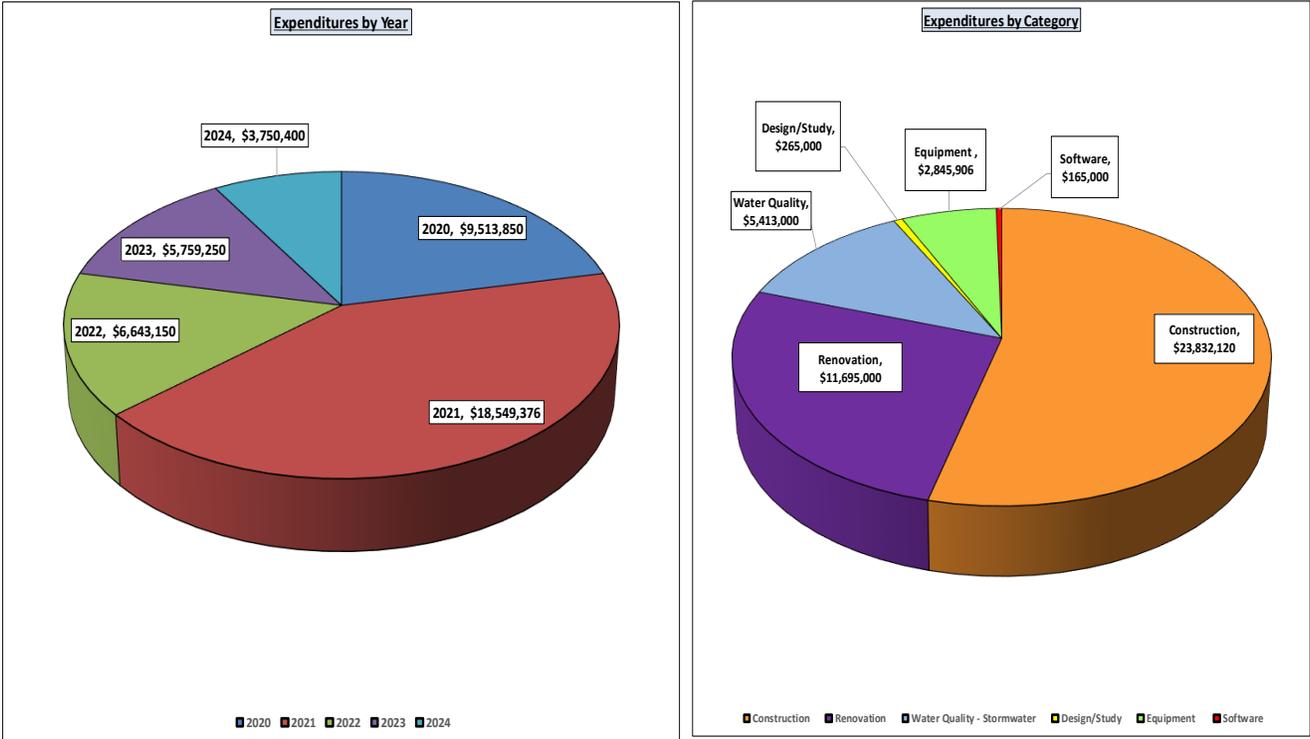


Figure 51 – CIP Expenditures by Category

The Capital Improvements Plan (CIP) was prepared and presented to the Board of Supervisors at our annual strategic planning session in August 2019. The document will serve as a planning tool for budgeting purposes, as well as long-term funding and financing requirements. The document will be updated on a six-month basis to address changing needs of the Township, or as directed by the Board. Public work sessions are scheduled to review proposed improvements, and then approved by the Board at a future Township meeting.

The five-year plan includes facilities replacement and renovations. The total CIP plan is \$44,216,026. The proposed funding sources are outlined on the next page.

Springettsbury Township  
Capital Improvements Plan  
2020- 2024

	2020	2021	2022	2023	2024	
<b>Possible Financing Sources per Year</b>						
Fund Reserve - Capital Improvements	\$ 514,850	\$ 1,074,256	\$ 437,150	\$ 314,250	\$ 225,400	\$ 2,565,906
Fund Reserve - Intermunicipal Sewer Fund	\$ 1,305,000	\$ 2,210,000	\$ 3,865,000	\$ 2,000,000	\$ 1,000,000	\$ 10,380,000
Fund Reserve - Sewer Fund	\$ 980,000	\$ 1,100,000	\$ 1,080,000	\$ 1,905,000	\$ 1,585,000	\$ 6,650,000
Fund Reserve - Recreation Reserve Fund	\$ 50,000	\$ 202,500	\$ 90,000	\$ 300,000	\$ -	\$ 642,500
Annual Fees - Water Quality Option 1	\$ 1,186,000	\$ 1,176,000	\$ 1,171,000	\$ 940,000	\$ 940,000	\$ 5,413,000
Grants	\$ 130,000	\$ 62,500		\$ 300,000		\$ 492,500
Long Term Financing - General Fund	\$ 1,348,000	\$ 12,724,120	\$ -	\$ -	\$ -	\$ 14,072,120
Long Term Financing - Sewer Fund	\$ 4,000,000					\$ 4,000,000
<b>Possible Funding Sources</b>	<b>\$ 9,513,850</b>	<b>\$ 18,549,376</b>	<b>\$ 6,643,150</b>	<b>\$ 5,759,250</b>	<b>\$ 3,750,400</b>	<b>\$ 44,216,026</b>

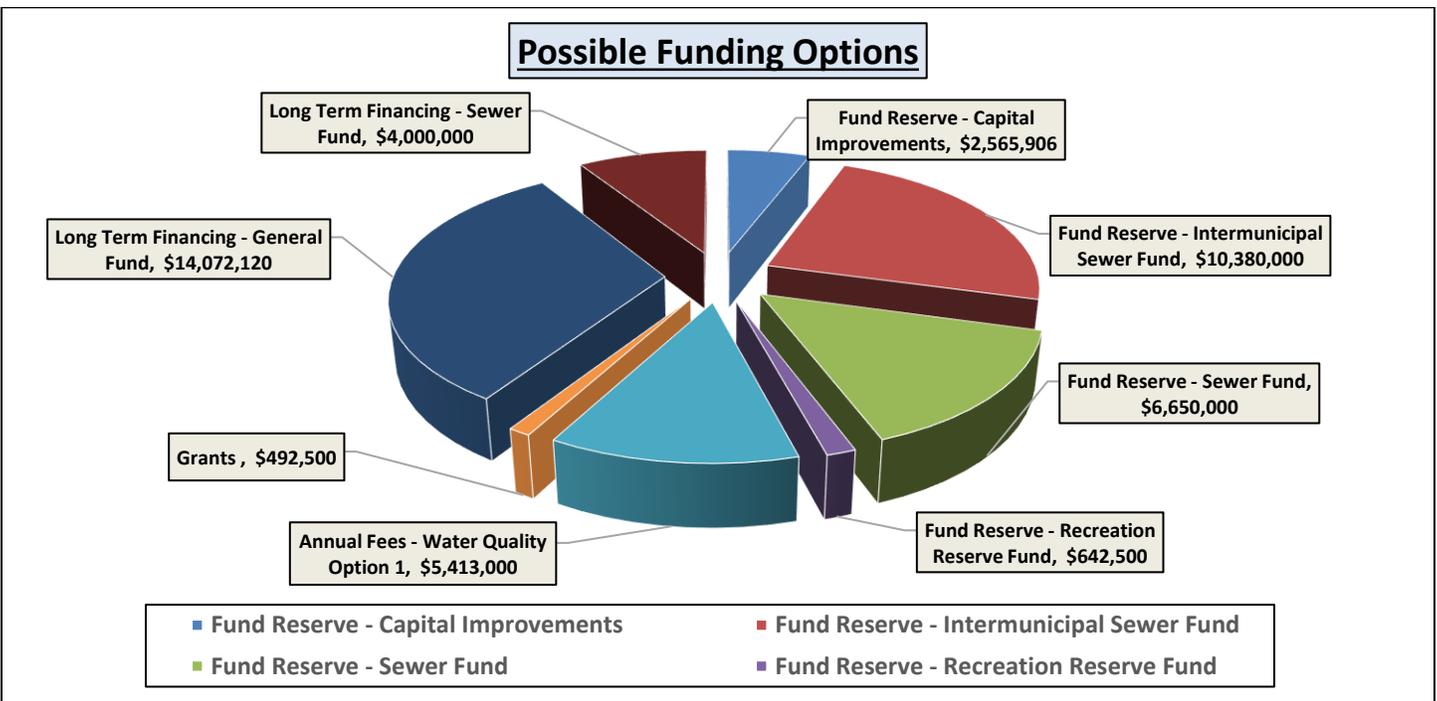


Figure 52 – CIP Financing Sources

**CAPITAL IMPROVEMENTS IMPACT ON GENERAL FUND RESERVES**

	2020	2021	2022	2023	2024
<b>General Fund</b>					
GF Fund Reserves	6,400,000	5,885,150	4,810,894	4,373,744	4,059,494
<b>General Fund</b>					
Proposed CIP expenditures	514,850	1,074,256	437,150	314,250	225,400
Available Fund Reserves	5,885,150	4,810,894	4,373,744	4,059,494	3,834,094

Currently, General Fund Capital Improvements are funded through the General Fund Budget and/or fund reserves. Fund reserves can support proposed CIP improvements 2020 – 2024, however, use of fund balance reduces emergency funds available for unexpected projects, improvements, or disaster recovery expenditures.

# Operating Budgets – Financial Projections 2021 – 2024

SPRINGETTSBURY TOWNSHIP					
FINANCIAL ANALYSIS					GAMING
2020 - 2024					
REVENUES - GENERAL FUND	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
ACCOUNT DESCRIPTION	2020	2021	2022	2023	2024
10301 REAL ESTATE TAXES	(3,609,930)	(3,609,930)	(3,609,930)	(3,609,930)	(3,609,930)
10310 OTHER TAXES	(8,225,000)	(8,389,500)	(8,557,290)	(8,728,436)	(8,903,005)
10321 LICENSES AND PERMITS	(459,000)	(468,180)	(477,544)	(487,094)	(496,836)
10322 NON-BUSINESS LICENSES &	(10,000)	(10,200)	(10,404)	(10,612)	(10,824)
10331 VIOLATIONS AND FINES	(213,500)	(217,770)	(222,125)	(226,568)	(231,099)
10341 USE OF MONEY AND PROPERT	(50,000)	(51,000)	(52,020)	(53,060)	(54,122)
10342 RENTAL OF BUILDINGS/LAND	(5,002)	(5,102)	(5,204)	(5,308)	(5,414)
10354 INTERGOVERNMENTAL REVENU	(77,500)	(79,050)	(80,631)	(82,244)	(83,888)
10355 INTERGOVERNMENTAL REVENU	(635,800)	(648,516)	(661,486)	(674,716)	(688,210)
10357 INTERGOVERNMENTAL REVENU	(117,500)	(119,850)	(122,247)	(124,692)	(127,186)
10358 INTERGOVERNMENTAL REVENU	(128,868)	(131,445)	(134,074)	(136,756)	(139,491)
10361 COMMUNITY DEVELOPMENT DE	(679,500)	(693,090)	(706,952)	(721,091)	(735,513)
10362 POLICE DEPARTMENT	(54,000)	(55,080)	(56,182)	(57,305)	(58,451)
10363 PUBLIC WORKS DEPARTMENT	(10,000)	(10,200)	(10,404)	(10,612)	(10,824)
10364 WASTE COLLECTION	(503,500)	(513,570)	(523,841)	(534,318)	(545,005)
10365 FIRE DEPARTMENT	(58,900)	(60,078)	(61,280)	(62,505)	(63,755)
10367 PARKS & RECREATION	(252,000)	(257,040)	(262,181)	(267,424)	(272,773)
10380 MISCELLANEOUS REVENUE	(3,500)	(3,570)	(3,641)	(3,714)	(3,789)
10391 OTHER FINANCING SOURCES	(4,000)	(4,080)	(4,162)	(4,245)	(4,330)
10478 INSURANCE PROCEEDS	(250,000)	(255,000)	(260,100)	(265,302)	(270,608)
10800 GAMING REVENUE	-	(600,000)	(750,000)	(800,000)	(850,000)
10999 USE OF FUND BALANCE	(625,790)				
010 GENERAL FUND	(15,973,290)	(16,182,251)	(16,571,698)	(16,865,933)	(17,165,053)
EXPENDITURES - GENERAL FUND	2020	2021	2022	2023	2024
ACCOUNT DESCRIPTION	2020	2021	2022	2023	2024
10400 BOARD OF SUPERVISORS	32,048	32,689	33,343	34,010	34,690
10401 MANAGER'S OFFICE	748,255	763,220	778,485	794,054	809,935
10402 FINANCE DEPARTMENT	416,452	424,781	433,277	441,942	450,781
10403 TAX COLLECTION	38,861	39,638	40,431	41,240	42,064
10404 PROFESSIONAL SERVICES	147,500	150,450	153,459	156,528	159,659
10407 MANAGEMENT INFORMATION S	385,876	393,594	401,465	409,495	417,685
10410 POLICE DEPARTMENT	6,111,749	6,233,984	6,358,664	6,485,837	6,615,554
10411 FIRE DEPARTMENT	3,021,239	3,081,664	3,143,297	3,206,163	3,270,286
10412 EMERGENCY MEDICAL SERVIC	0	-	-	-	-
10414 COMMUNITY DEVELOPMENT DE	934,986	953,686	972,759	992,215	1,012,059
10430 PUBLIC WORKS GENERAL SER	1,220,006	1,244,406	1,269,294	1,294,680	1,320,574
10431 STREET CLEANING	57,950	59,109	60,291	61,497	62,727
10432 SNOW AND ICE REMOVAL	41,463	42,292	43,138	44,001	44,881
10433 TRAFFIC: SIGNS AND LINE	24,200	24,684	25,178	25,681	26,195
10435 SIDEWALKS AND CURBS	6,000	6,120	6,242	6,367	6,495
10436 STORM SEWERS	27,300	27,846	28,403	28,971	29,550
10438 HIGHWAYS: MAINTENANCE &	167,160	170,503	173,913	177,392	180,939
10439 TOWNSHIP BUILDINGS	218,800	223,176	227,640	232,192	236,836
10440 PARKS MAINTENANCE	169,890	173,288	176,754	180,289	183,894
10451 PARKS & RECREATION DEPT.	591,015	602,835	614,892	627,190	639,734
10481 CONTRIBUTIONS	37,000	37,740	38,495	39,265	40,050
10486 FIXED/SUNDRY - INSURANCE	231,445	236,074	240,795	245,611	250,524
10487 FIXED/SUNDRY - EMPLOYEE	0	-	-	-	-
10489 OTHER	69,500	70,890	72,308	73,754	75,229
65100 WATER QUALITY TRANSFER MS4	675,000	688,500	702,270	716,315	730,642
10492 INTERFUND OPERATING TRAN	599,595	611,587	623,819	636,295	649,021
010 GENERAL FUND	15,973,290	16,292,756	16,618,611	16,950,983	17,290,003
Revenue Total	15,973,290	16,182,251	16,571,698	16,865,933	17,165,053
Expense Total	15,973,290	16,292,756	16,618,611	16,950,983	17,290,003
Year End Surplus (Deficit)	-	(110,504)	(46,913)	(85,050)	(124,950)

### General Fund 2021-2024

Project Assumptions include:

- No Municipal Tax Increase
- Revenue increase 2%
- Expenditure increase 2%
- Water Quality Projects funded by General Fund.

### Gaming

A gaming casino is under construction and is scheduled to open in late 2020 or early 2021.

This financial analysis uses a conservative estimate for casino revenue for 2021 through 2024, highlighted in yellow.

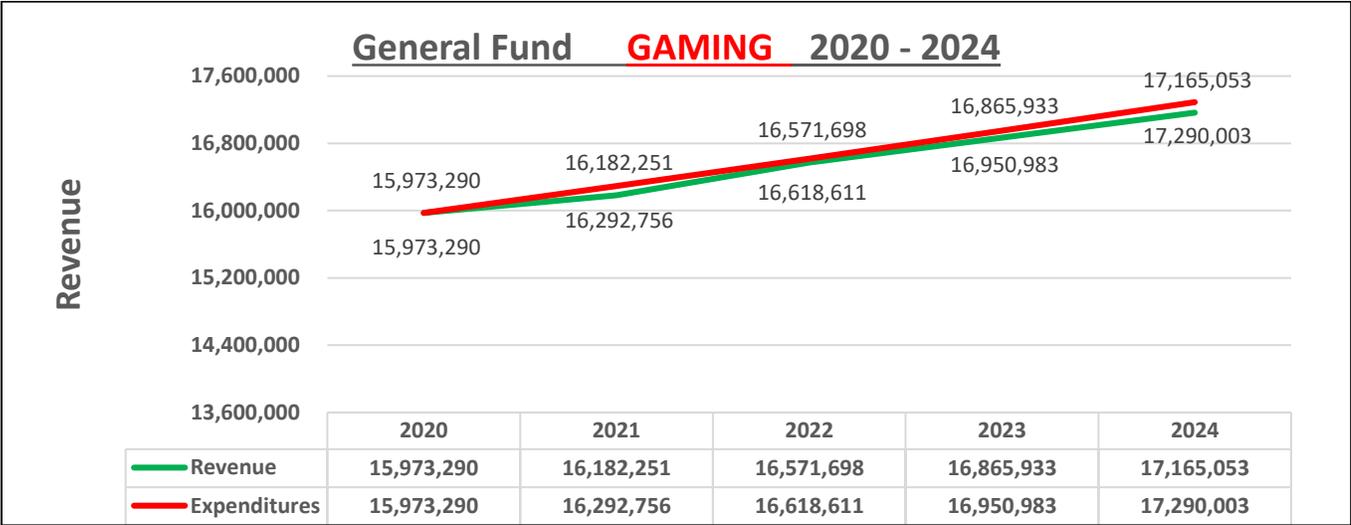
### Budget Contingencies:

Revenue increases depend on economic growth in the community.

A Water Quality Fee to businesses and residents is likely to support the projects for unfunded state mandate.

Expenditures require prudent management.

Use of fund balance can support the budget deficit through 2024.



**Assumptions:** Municipal Tax Increase - No Increase  
 Revenue Increase - 2%  
 Water Quality MS4 - No Fee, funded by General Fund  
 Gaming Revenue -- 2021 \$600,000, 2022 \$750,000  
 2023 \$800,000, 2024 \$850,000  
 Expenditures Increase - 2%

In reviewing the financial projections, our financial goal will continue to create and manage a balanced budget for the future. The assumptions provide a brief picture of the challenges facing government financing and management today. An economic downturn would require a complete review of Township operations and services provided to maintain sustainability. State and federal unfunded mandates require unforeseen expenditures for immediate compliance which may or may not be sustained with current funding initiatives. An annual evaluation of Township services is conducted to ensure efficient operations and effective services in our community.

A slight imbalance can be supported by the use of fund balance. The use of fund balance can provide support for several years without a major impact on real estate taxes, personnel, services, or general operations. However, the use of fund balance is limited based on our commitment to maintain the Township’s fund reserve policy.

SPRINGETTSBURY TOWNSHIP					
FINANCIAL ANALYSIS				GAMING REVENUE	
2020 - 2024				REVENUE - FLAT NO CHANGE	
				2021-2024	
REVENUES - GENERAL FUND	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
ACCOUNT DESCRIPTION	2020	2021	2022	2023	2024
10301 REAL ESTATE TAXES	(3,609,930)	(3,609,930)	(3,609,930)	(3,609,930)	(3,609,930)
10310 OTHER TAXES	(8,225,000)	(8,225,000)	(8,225,000)	(8,225,000)	(8,225,000)
10321 LICENSES AND PERMITS	(459,000)	(459,000)	(459,000)	(459,000)	(459,000)
10322 NON-BUSINESS LICENSES &	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
10331 VIOLATIONS AND FINES	(213,500)	(213,500)	(213,500)	(213,500)	(213,500)
10341 USE OF MONEY AND PROPERTY	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
10342 RENTAL OF BUILDINGS/LAND	(5,002)	(5,002)	(5,002)	(5,002)	(5,002)
10354 INTERGOVERNMENTAL REVENUE	(77,500)	(77,500)	(77,500)	(77,500)	(77,500)
10355 INTERGOVERNMENTAL REVENUE	(635,800)	(635,800)	(635,800)	(635,800)	(635,800)
10357 INTERGOVERNMENTAL REVENUE	(117,500)	(117,500)	(117,500)	(117,500)	(117,500)
10358 INTERGOVERNMENTAL REVENUE	(128,868)	(128,868)	(128,868)	(128,868)	(128,868)
10361 COMMUNITY DEVELOPMENT DE	(679,500)	(679,500)	(679,500)	(679,500)	(679,500)
10362 POLICE DEPARTMENT	(54,000)	(54,000)	(54,000)	(54,000)	(54,000)
10363 PUBLIC WORKS DEPARTMENT	(10,000)	(10,000)	(10,000)	(10,000)	(10,000)
10364 WASTE COLLECTION	(503,500)	(503,500)	(503,500)	(503,500)	(503,500)
10365 FIRE DEPARTMENT	(58,900)	(58,900)	(58,900)	(58,900)	(58,900)
10367 PARKS & RECREATION	(252,000)	(252,000)	(252,000)	(252,000)	(252,000)
10380 MISCELLANEOUS REVENUE	(3,500)	(3,500)	(3,500)	(3,500)	(3,500)
10391 OTHER FINANCING SOURCES	(4,000)	(4,000)	(4,000)	(4,000)	(4,000)
10478 INSURANCE PROCEEDS	(250,000)	(250,000)	(250,000)	(250,000)	(250,000)
10800 GAMING REVENUE	-	(500,000)	(750,000)	(800,000)	(850,000)
10999 USE OF FUND BALANCE	(625,790)				
010 GENERAL FUND	(15,973,290)	(15,847,500)	(16,097,500)	(16,147,500)	(16,197,500)
EXPENDITURES - GENERAL FUND	2020	2021	2022	2023	2024
ACCOUNT DESCRIPTION	2020	2021	2022	2023	2024
10400 BOARD OF SUPERVISORS	32,048	32,689	33,343	34,010	34,690
10401 MANAGER'S OFFICE	748,255	763,220	778,485	794,054	809,935
10402 FINANCE DEPARTMENT	416,452	424,781	433,277	441,942	450,781
10403 TAX COLLECTION	38,861	39,638	40,431	41,240	42,064
10404 PROFESSIONAL SERVICES	147,500	150,450	153,459	156,528	159,659
10407 MANAGEMENT INFORMATION S	385,876	393,594	401,465	409,495	417,685
10410 POLICE DEPARTMENT	6,111,749	6,233,984	6,358,664	6,485,837	6,615,554
10411 FIRE DEPARTMENT	3,021,239	3,081,664	3,143,297	3,206,163	3,270,286
10412 EMERGENCY MEDICAL SERVIC	0	-	-	-	-
10414 COMMUNITY DEVELOPMENT DE	934,986	953,686	972,759	992,215	1,012,059
10430 PUBLIC WORKS GENERAL SER	1,220,006	1,244,406	1,269,294	1,294,680	1,320,574
10431 STREET CLEANING	57,950	59,109	60,291	61,497	62,727
10432 SNOW AND ICE REMOVAL	41,463	42,292	43,138	44,001	44,881
10433 TRAFFIC: SIGNS AND LINE	24,200	24,684	25,178	25,681	26,195
10435 SIDEWALKS AND CURBS	6,000	6,120	6,242	6,367	6,495
10436 STORM SEWERS	27,300	27,846	28,403	28,971	29,550
10438 HIGHWAYS: MAINTENANCE &	167,160	170,503	173,913	177,392	180,939
10439 TOWNSHIP BUILDINGS	218,800	223,176	227,640	232,192	236,836
10440 PARKS MAINTENANCE	169,890	173,288	176,754	180,289	183,894
10451 PARKS & RECREATION DEPT.	591,015	602,835	614,892	627,190	639,734
10481 CONTRIBUTIONS	37,000	37,740	38,495	39,265	40,050
10486 FIXED/SUNDRY - INSURANCE	231,445	236,074	240,795	245,611	250,524
10487 FIXED/SUNDRY - EMPLOYEE	0	-	-	-	-
10489 OTHER	69,500	70,890	72,308	73,754	75,229
65100 WATER QUALITY TRANSFER MS4	675,000	688,500	702,270	716,315	730,642
10492 INTERFUND OPERATING TRAN	599,595	611,587	623,819	636,295	649,021
010 GENERAL FUND	15,973,290	16,292,756	16,618,611	16,950,983	17,290,003
Revenue Total	15,973,290	15,847,500	16,097,500	16,147,500	16,197,500
Expense Total	15,973,290	16,292,756	16,618,611	16,950,983	17,290,003
Year End Surplus (Deficit)	-	(445,256)	(521,111)	(803,483)	(1,092,503)

**General Fund 2021-2024**

Projection assumptions include:  
 No Municipal Tax Increase  
 Revenue - Flat 0%  
 Expenditure increase 2%  
 Water Quality Projects funded by General Fund.

**Gaming**

A gaming casino is under construction and is scheduled to open in late 2020 or early 2021.

This financial analysis uses a conservative estimate for casino revenue for 2021 through 2024, highlighted in yellow.

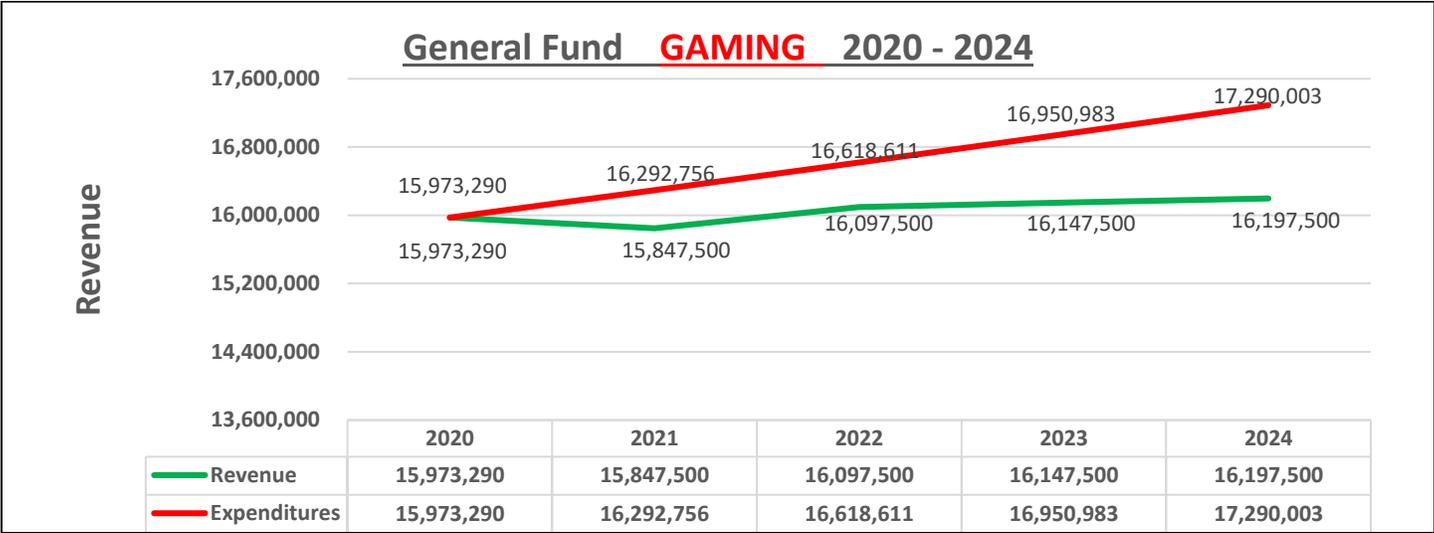
**Budget Contingencies:**

Revenue increases depend on economic growth in the community.

A Water Quality Fee to businesses and residents is likely to support the projects for unfunded state mandate.

Expenditures require prudent management.

Use of fund balance can support the budget deficit through 2024.



**Assumptions:** Municipal Tax Increase - No Increase  
 Revenue - Flat - No change 2021 - 2024  
 Water Quality MS4 - No Fee, funded by General Fund  
 Gaming Revenue -- 2021 \$500,000, 2022 \$750,000  
 2023 \$800,000, 2024 \$850,000  
 Expenditures Increase - 2%



SPRINGETTSBURY TOWNSHIP					
FINANCIAL ANALYSIS				GAMING	
2020 - 2024				ECONOMIC DOWNTURN 5% 2021-2024	
REVENUES - GENERAL FUND	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
ACCOUNT DESCRIPTION	2020	2021	2022	2023	2024
10301 REAL ESTATE TAXES	(3,609,930)	(3,609,930)	(3,609,930)	(3,609,930)	(3,609,930)
10310 OTHER TAXES	(8,225,000)	(7,813,750)	(7,423,063)	(7,051,909)	(6,699,314)
10321 LICENSES AND PERMITS	(459,000)	(436,050)	(414,248)	(393,535)	(373,858)
10322 NON-BUSINESS LICENSES &	(10,000)	(9,500)	(9,025)	(8,574)	(8,145)
10331 VIOLATIONS AND FINES	(213,500)	(202,825)	(192,684)	(183,050)	(173,897)
10341 USE OF MONEY AND PROPERT	(50,000)	(47,500)	(45,125)	(42,869)	(40,725)
10342 RENTAL OF BUILDINGS/LAND	(5,002)	(4,752)	(4,514)	(4,289)	(4,074)
10354 INTERGOVERNMENTAL REVENU	(77,500)	(73,625)	(69,944)	(66,447)	(63,124)
10355 INTERGOVERNMENTAL REVENU	(635,800)	(604,010)	(573,810)	(545,119)	(517,863)
10357 INTERGOVERNMENTAL REVENU	(117,500)	(111,625)	(106,044)	(100,742)	(95,704)
10358 INTERGOVERNMENTAL REVENU	(128,868)	(122,425)	(116,303)	(110,488)	(104,964)
10361 COMMUNITY DEVELOPMENT DE	(679,500)	(645,525)	(613,249)	(582,586)	(553,457)
10362 POLICE DEPARTMENT	(54,000)	(51,300)	(48,735)	(46,298)	(43,983)
10363 PUBLIC WORKS DEPARTMENT	(10,000)	(9,500)	(9,025)	(8,574)	(8,145)
10364 WASTE COLLECTION	(503,500)	(478,325)	(454,409)	(431,688)	(410,104)
10365 FIRE DEPARTMENT	(58,900)	(55,955)	(53,157)	(50,499)	(47,974)
10367 PARKS & RECREATION	(252,000)	(239,400)	(227,430)	(216,059)	(205,256)
10380 MISCELLANEOUS REVENUE	(3,500)	(3,325)	(3,159)	(3,001)	(2,851)
10391 OTHER FINANCING SOURCES	(4,000)	(3,800)	(3,610)	(3,430)	(3,258)
10478 INSURANCE PROCEEDS	(250,000)	(237,500)	(225,625)	(214,344)	(203,627)
10800 GAMING REVENUE	-	(500,000)	(750,000)	(800,000)	(850,000)
10999 USE OF FUND BALANCE	(625,790)				
010 GENERAL FUND	(15,973,290)	(15,260,622)	(14,953,087)	(14,473,429)	(14,020,254)
EXPENDITURES - GENERAL FUND	2020	2021	2022	2023	2024
10400 BOARD OF SUPERVISORS	32,048	32,689	33,343	34,010	34,690
10401 MANAGER'S OFFICE	748,255	763,220	778,485	794,054	809,935
10402 FINANCE DEPARTMENT	416,452	424,781	433,277	441,942	450,781
10403 TAX COLLECTION	38,861	39,638	40,431	41,240	42,064
10404 PROFESSIONAL SERVICES	147,500	150,450	153,459	156,528	159,659
10407 MANAGEMENT INFORMATION S	385,876	393,594	401,465	409,495	417,685
10410 POLICE DEPARTMENT	6,111,749	6,233,984	6,358,664	6,485,837	6,615,554
10411 FIRE DEPARTMENT	3,021,239	3,081,664	3,143,297	3,206,163	3,270,286
10412 EMERGENCY MEDICAL SERVIC	0	-	-	-	-
10414 COMMUNITY DEVELOPMENT DE	934,986	953,686	972,759	992,215	1,012,059
10430 PUBLIC WORKS GENERAL SER	1,220,006	1,244,406	1,269,294	1,294,680	1,320,574
10431 STREET CLEANING	57,950	59,109	60,291	61,497	62,727
10432 SNOW AND ICE REMOVAL	41,463	42,292	43,138	44,001	44,881
10433 TRAFFIC: SIGNS AND LINE	24,200	24,684	25,178	25,681	26,195
10435 SIDEWALKS AND CURBS	6,000	6,120	6,242	6,367	6,495
10436 STORM SEWERS	27,300	27,846	28,403	28,971	29,550
10438 HIGHWAYS: MAINTENANCE &	167,160	170,503	173,913	177,392	180,939
10439 TOWNSHIP BUILDINGS	218,800	223,176	227,640	232,192	236,836
10440 PARKS MAINTENANCE	169,890	173,288	176,754	180,289	183,894
10451 PARKS & RECREATION DEPT.	591,015	602,835	614,892	627,190	639,734
10481 CONTRIBUTIONS	37,000	37,740	38,495	39,265	40,050
10486 FIXED/SUNDRY - INSURANCE	231,445	236,074	240,795	245,611	250,524
10487 FIXED/SUNDRY - EMPLOYEE	0	-	-	-	-
10489 OTHER	69,500	70,890	72,308	73,754	75,229
65100 WATER QUALITY TRANSFER MS4	675,000	688,500	702,270	716,315	730,642
10492 INTERFUND OPERATING TRAN	599,595	611,587	623,819	636,295	649,021
010 GENERAL FUND	15,973,290	16,292,756	16,618,611	16,950,983	17,290,003
Revenue Total	15,973,290	15,260,622	14,953,087	14,473,429	14,020,254
Expense Total	15,973,290	16,292,756	16,618,611	16,950,983	17,290,003
Year End Surplus (Deficit)	-	(1,032,134)	(1,665,524)	(2,477,554)	(3,269,749)

**General Fund 2021-2024**

Projection assumptions include:  
 No Municipal Tax Increase  
 Revenue - Decrease 5% 2021-2024  
 Expenditure increase 2%  
 Water Quality Projects funded by General Fund.

**Gaming**

A gaming casino is under construction and is scheduled to open in late 2020 or early 2021.

This financial analysis uses a conservative estimate for casino revenue for 2021 through 2024, highlighted in yellow.

**Budget Contingencies:**

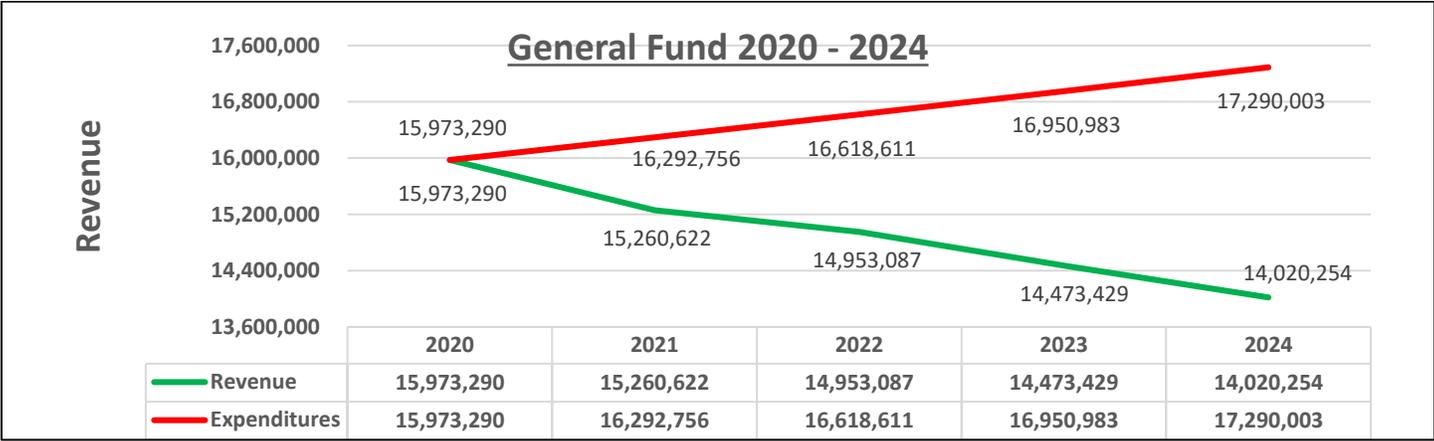
Economic downturn creates numerous budget challenges.

Municipal real estate tax rate requires review to manage budget challenges.

A Water Quality Fee to businesses and residents is likely to support the projects for unfunded state mandate.

Expenditures require prudent management. Services require management review for sustainability. Capital improvements would be limited to emergency items only.

Use of fund balance can support the budget deficit through 2022.



**Assumptions:** Municipal Tax Increase - No Increase  
 Revenue - Decrease 5% Economic Downturn 2021 - 2024  
 Water Quality MS4 - No Fee, funded by General Fund  
 Gaming Revenue -- 2021 \$500,000, 2022 \$750,000  
 2023 \$800,000, 2024 \$850,000  
 Expenditures Increase - 2%



SPRINGETTSBURY TOWNSHIP					
FINANCIAL ANALYSIS					
2020 - 2024					
GAMING + TAX INCREASE WATER QUALITY MS4 FEE POLICE STATION DEBT SERVICE					
REVENUES - GENERAL FUND	BUDGET	PROJECTION	PROJECTION	PROJECTION	PROJECTION
ACCOUNT DESCRIPTION	2020	2021	2022	2023	2024
10301 REAL ESTATE TAXES	(3,609,930)	(3,609,930)	(4,243,680)	(4,243,680)	(4,243,680)
10310 OTHER TAXES	(8,225,000)	(8,389,500)	(8,557,290)	(8,728,436)	(8,903,005)
10321 LICENSES AND PERMITS	(459,000)	(468,180)	(477,544)	(487,094)	(496,836)
10322 NON-BUSINESS LICENSES &	(10,000)	(10,200)	(10,404)	(10,612)	(10,824)
10331 VIOLATIONS AND FINES	(213,500)	(217,770)	(222,125)	(226,568)	(231,099)
10341 USE OF MONEY AND PROPERT	(50,000)	(51,000)	(52,020)	(53,060)	(54,122)
10342 RENTAL OF BUILDINGS/LAND	(5,002)	(5,102)	(5,204)	(5,308)	(5,414)
10354 INTERGOVERNMENTAL REVENU	(77,500)	(79,050)	(80,631)	(82,244)	(83,888)
10355 INTERGOVERNMENTAL REVENU	(635,800)	(648,516)	(661,486)	(674,716)	(688,210)
10357 INTERGOVERNMENTAL REVENU	(117,500)	(119,850)	(122,247)	(124,692)	(127,186)
10358 INTERGOVERNMENTAL REVENU	(128,868)	(131,445)	(134,074)	(136,756)	(139,491)
10361 COMMUNITY DEVELOPMENT DE	(679,500)	(693,090)	(706,952)	(721,091)	(735,513)
10362 POLICE DEPARTMENT	(54,000)	(55,080)	(56,182)	(57,305)	(58,451)
10363 PUBLIC WORKS DEPARTMENT	(10,000)	(10,200)	(10,404)	(10,612)	(10,824)
10364 WASTE COLLECTION	(503,500)	(513,570)	(523,841)	(534,318)	(545,005)
10365 FIRE DEPARTMENT	(58,900)	(60,078)	(61,280)	(62,505)	(63,755)
10367 PARKS & RECREATION	(252,000)	(257,040)	(262,181)	(267,424)	(272,773)
10380 MISCELLANEOUS REVENUE	(3,500)	(3,570)	(3,641)	(3,714)	(3,789)
10391 OTHER FINANCING SOURCES	(4,000)	(4,080)	(4,162)	(4,245)	(4,330)
10478 INSURANCE PROCEEDS	(250,000)	(255,000)	(260,100)	(265,302)	(270,608)
10865 WATER QUALITY MS4 FEE	-	(700,000)	(714,000)	(728,280)	(742,846)
10800 GAMING REVENUE	-	(600,000)	(750,000)	(800,000)	(850,000)
10999 USE OF FUND BALANCE	(625,790)	-	-	-	-
010 GENERAL FUND	(15,973,290)	(16,882,251)	(17,919,448)	(18,227,963)	(18,541,649)
EXPENDITURES - GENERAL FUND	2020	2021	2022	2023	2024
10400 BOARD OF SUPERVISORS	32,048	32,689	33,343	34,010	34,690
10401 MANAGER'S OFFICE	748,255	763,220	778,485	794,054	809,935
10402 FINANCE DEPARTMENT	416,452	424,781	433,277	441,942	450,781
10403 TAX COLLECTION	38,861	39,638	40,431	41,240	42,064
10404 PROFESSIONAL SERVICES	147,500	150,450	153,459	156,528	159,659
10407 MANAGEMENT INFORMATION S	385,876	393,594	401,465	409,495	417,685
10410 POLICE DEPARTMENT	6,111,749	6,233,984	6,545,683	6,676,597	6,810,129
10411 FIRE DEPARTMENT	3,021,239	3,081,664	3,143,297	3,206,163	3,270,286
10412 EMERGENCY MEDICAL SERVIC	0	-	-	-	-
10414 COMMUNITY DEVELOPMENT DE	934,986	953,686	972,759	992,215	1,012,059
10430 PUBLIC WORKS GENERAL SER	1,220,006	1,244,406	1,269,294	1,294,680	1,320,574
10431 STREET CLEANING	57,950	59,109	60,291	61,497	62,727
10432 SNOW AND ICE REMOVAL	41,463	42,292	43,138	44,001	44,881
10433 TRAFFIC: SIGNS AND LINE	24,200	24,684	25,178	25,681	26,195
10435 SIDEWALKS AND CURBS	6,000	6,120	6,242	6,367	6,495
10436 STORM SEWERS	27,300	27,846	28,403	28,971	29,550
10438 HIGHWAYS: MAINTENANCE &	167,160	170,503	173,913	177,392	180,939
10439 TOWNSHIP BUILDINGS	218,800	223,176	228,970	234,849	240,790
10440 PARKS MAINTENANCE	169,890	173,288	176,754	180,289	183,894
10451 PARKS & RECREATION DEPT.	591,015	602,835	614,892	627,190	639,734
10481 CONTRIBUTIONS	37,000	37,740	38,495	39,265	40,050
10486 FIXED/SUNDRY - INSURANCE	231,445	236,074	240,795	245,611	250,524
10487 FIXED/SUNDRY - EMPLOYEE	0	-	-	-	-
10489 OTHER	69,500	70,890	72,308	73,754	75,229
10493 DEBT OBLIGATION POLICE STATION	-	313,867	673,465	1,013,635	1,013,635
65100 WATER QUALITY TRANSFER MS4	675,000	688,500	702,270	716,315	730,642
10492 INTERFUND OPERATING TRAN	599,595	611,587	623,819	636,295	649,021
010 GENERAL FUND	15,973,290	16,606,623	17,530,426	18,207,735	18,551,617
Revenue Total	15,973,290	16,882,251	17,919,448	18,227,963	18,541,649
Expense Total	15,973,290	16,606,623	17,530,426	18,207,735	18,551,617
Year End Surplus (Deficit)	-	275,629	389,022	20,228	(9,968)

**General Fund 2021-2024**

Project Assumptions include:

**New Police Station**

Municipal Tax Increase .3 Mills 2022

Revenue increase 2%

Expenditure increase 2%

Water Quality fee revenue.

**Gaming**

A gaming casino is under construction and is scheduled to open in late 2020 or early 2021.

This financial analysis uses a conservative estimate for casino revenue for 2021 through 2024, highlighted in yellow.

**Budget Contingencies:**

Revenue increases depend on economic growth in the community.

A Water Quality Fee to businesses and residents is likely to support the projects for unfunded state mandate.

Estimated expenditure increases for new Police Station operations.

Expenditures require prudent management.

# Springettsbury Township

## Sewer Fund



# Operating Budgets – Sewer Fund

## Revenues – Fund 80

Classification	Actuals			Adopted	
	2017	2018	2019	2019	2020
<b>Revenues</b>					
Discharge Permits - Lab	13,910	7,841	13,290	10,750	9,000
Interest Earnings	207,875	223,467	290,630	100,000	122,000
Rental Income	20,498	20,498	47,631	22,000	20,000
Treasury BAB-A Int Reimbursement	229,702	219,214	205,830	219,000	204,500
<b>Local Government Payments</b>					
York City PS Reimbursement	72,368	47,032	146,016	72,500	93,500
Additional Cap York City	549,333	549,333	151,540	-	-
Transportation Intermunicipal	84,820	103,450	68,449	103,500	98,000
Treatment Intermunicipal	2,042,247	1,565,648	1,479,085	2,065,000	1,916,500
Intermunicipal Debt Reserves	1,034,351	1,034,691	1,032,354	1,026,000	821,500
York City Audit Adjustment	12,896	-	86,316	11,000	32,500
Transportation Audit Adjust.	-	7,472	67	7,500	1,000
Treatment Audit Adjust	4,344	-	11,578	35,000	5,000
5% Interceptor Intermunicipal	59,686	59,469	62,856	60,000	92,000
<b>Charges for service</b>					
Lab Samples	78,187	71,497	97,087	85,000	85,000
Liens & Related Costs	28,919	15,600	20,216	23,000	15,000
Sewer Charge Springettsbury	3,853,024	4,112,743	4,117,804	4,100,000	4,125,500
Treatment Haulers	555,081	585,373	640,859	560,000	750,000
Districts 8 & 9 & 10	6,408	6,496	6,496	6,500	6,500
<b>Penalties and Fees</b>					
Springettsbury Penalty/Interest	88,023	98,018	85,947	92,000	80,000
GB Late Fees	1,795	2,185	2,378	1,500	2,000
<b>Sewer Charges</b>					
Tap-In-Fees	28,248	482,304	313,296	175,000	175,000
Sewage Enforcement Fee	6,937	9,305	7,445	7,000	9,000
Utility Contract Reimbursement	-	-	-	-	-
Sale of Property	7,057	(1,946)	45,537	5,000	5,000
Miscellaneous	173	665	-	1,000	500
Miscellaneous Repairs	14,920	14,939	9,913	14,500	14,000
East York Pump Station Reimbursement	-	-	-	1,000	-
Eden Road Pump Station Reimbursement	-	-	-	1,000	-
Insurance Reimbursements	336	-	5,756	-	-
Use of Fund Balance	-	-	-	1,851,146	-
Refund of Prior Expenses	39,966	141,524	62,460	-	-
<b>Total Revenues</b>	<b>9,041,104</b>	<b>9,376,818</b>	<b>9,010,836</b>	<b>10,655,896</b>	<b>8,683,000</b>

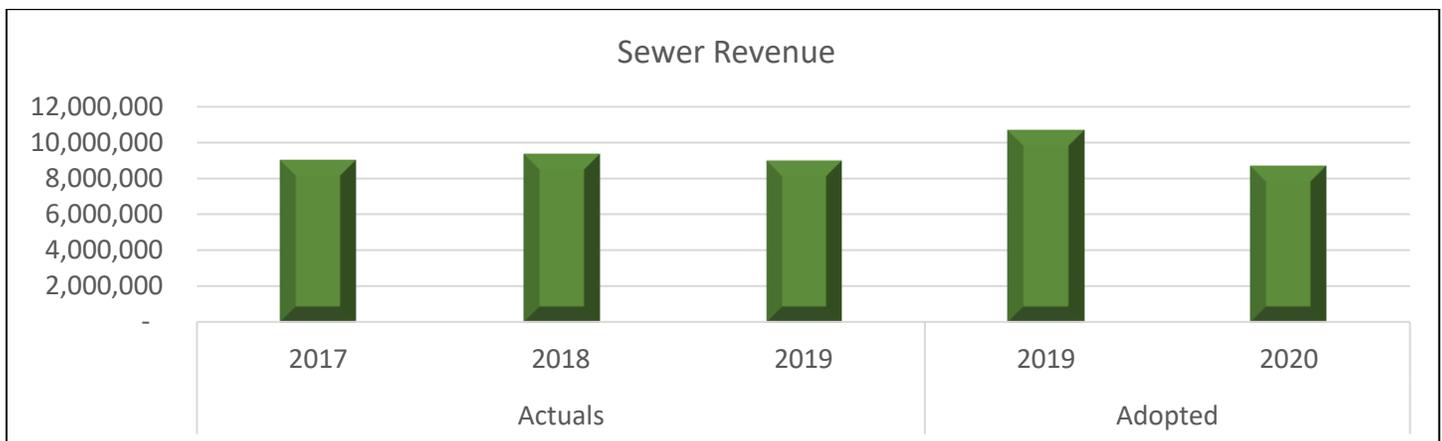


Figure 53 - Sewer Fund Revenues Budget

## Operating Budgets – Sewer Fund

### Expenses – Fund 80

Expenses	Actuals			Adopted	
	2017	2018	2019	2019	2020
<b>Treatment Division</b>					
Salaries	662,408	710,770	784,886	840,500	812,215
Benefits	398,482	408,985	485,066	523,732	526,093
Materials & Supplies	23,805	18,869	22,012	24,000	20,000
Sludge Disposal	45	18	183	-	500
Chemical	83,975	83,975	116,298	80,000	85,000
Lime System	94,151	79,888	77,859	103,000	100,000
UV Disinfection	8,055	-	-	5,000	5,000
Centrifuge Polymer	163,832	169,814	204,577	165,000	170,000
Utilities Exp.	6,884	10,579	10,735	7,000	9,500
Water	3,535	8,214	5,270	4,000	4,500
Electric	702,471	738,902	598,576	780,000	800,000
Telephone	277	-	662	1,000	1,000
Maint. & Repairs	11,470	19,909	10,266	10,000	9,500
Building Maintenance	15,129	18,910	13,623	15,000	14,000
Grounds Maintenance	10,859	9,477	8,268	11,000	11,000
Screening	12,483	11,260	7,513	12,000	12,000
Raw Sewage Handling	8,547	622	480	1,000	1,000
Grit Removal	1,271	1,887	4,830	1,000	3,000
Nitrif Tk N-1	44,331	37,930	17,053	125,000	125,000
Return Sludge Pmp	344	49	13,405	10,000	5,000
Scum Handling	-	-	-	500	500
Lime System	3,426	1,821	659	1,500	2,000
UV Disinfection	6,850	10,076	4,429	5,000	7,000
GBT Polymer	833	820	331	2,000	2,000
Centrifuge Polymer	4,043	1,988	100	4,000	4,000
Gravity Belt Thickener	7,142	4,784	13,191	10,000	5,000
Sludge Holding/Digestion	17,099	37,075	8,903	18,000	23,000
Centrifuges	77,179	64,915	5,851	40,000	40,000
Mudwell	1,625	-	201	500	1,000
Sludge Disposal	225	4,607	5,559	-	-
Utility Water Pumps	-	-	-	5,000	5,000
Electrical System	22,069	17,705	21,000	20,000	20,000
Mobile Equipment	70,733	39,195	53,153	50,000	50,000
Rental Expense	856	746	4,509	1,500	1,500
Vehicle Expense General	7,417	12,385	16,878	6,000	10,000
Diesel Fuel	26,804	17,889	26,114	28,000	23,000
Minor Equipment	7,898	2,180	3,662	6,000	6,000
Contracted Service	61,587	50,874	67,965	56,000	57,000
Uniform Service	11,496	15,490	19,228	12,500	17,000
Sludge Disposal	164,448	78,039	107,218	170,000	170,000
Conference & Training	10,319	8,079	11,102	12,000	12,000
Depreciation	1,904,308	1,948,467	2,787,978	1,950,000	2,886,500
Bad Debt					
	-	-		-	
<b>Total treatment division</b>	<b>4,658,711</b>	<b>4,647,193</b>	<b>5,539,593</b>	<b>5,116,732</b>	<b>6,056,808</b>



## SEWER FUND EXPENSES 80

Expenses	Actuals			Adopted	
	2017	2018	2019	2019	2020
<b>Collection Division</b>					
Salaries	169,230	148,157	192,337	222,500	218,876
Benefits	106,545	105,636	114,492	130,763	127,365
Shared Interceptor Work	9,452	10,025	11,769	-	-
York Diversion Pump Sta	3,396	5,847	4,174		-
Materials & Supplies	4,772	5,237	5,359	6,000	7,500
Chemical	182	320	-	1,000	1,000
Utilities	487	794	963	500	1,000
Outside Flow Meters	1,826	404	4,320	2,500	5,000
Springettsbury Flow Meters	3,784	2,544	6,287	4,500	6,000
Springettsbury Pump Station	70,972	107,060	2,846	80,000	30,000
Coll Bldg - Telephone	-	-	-	-	-
York City Diversion PS	6,729	8,541	8,104	10,000	10,000
Maintenance & Repairs	2,376	33	3,972	8,000	8,000
East York Pump Station	-	-	70,687	-	50,000
Outside Flow Meters	-	913	2,935	1,000	1,000
Springettsbury Flow Meters	-	2,969	879	500	1,000
Springettsbury Pump Stations	-	474	-	1,000	1,000
Line Maintenance	-	21,785	29,220	10,000	20,000
ROW Work	-	483	1,437	1,000	1,500
Manhole Work	16,368	3,602	11,707	15,000	15,000
SHARED INTERCEPTOR WORK.	845	-	-	1,000	1,000
York Diversion Pump Stat	1,111	4,116	1,710	2,000	3,000
Cor Box Pump Station	635	998	582	1,000	5,000
Druck Valley Pump Station	-	2,089	2,491	1,000	5,000
Heritage Hills Pump Station	129	2,892	1,316	1,000	5,000
E.York Pp.Station	78,623	56,966	66,180	40,000	40,000
Mobile Equipment	15,122	30,459	23,007	15,000	20,000
Rental Expense	-	-	220	500	500
Vehicle Operating Exp.	20,645	21,999	20,846	26,500	26,000
Vehicle Rental Contract	-	14,869	-	18,000	18,000
Minor Equipment	875	7,267	2,508	3,000	3,000
Contract Services	41,100	31,100	18,690	25,000	25,000
Uniform Service	4,547	4,277	4,911	5,000	6,500
York City Diversion Pump St	8,611	115,842	79,883	20,000	80,000
Conference & Training	1,757	924	3,546	2,000	3,000
Depreciation Expense	198,514	168,263	171,919	175,000	162,000
Springettsbury Collection Deprec.	403,446	419,225	487,146	420,000	494,500
Collection:Div PS Depreciation	93,589	93,977	103,494	95,000	99,500
<b>Total collection division</b>	<b>1,265,668</b>	<b>1,400,087</b>	<b>1,459,937</b>	<b>1,345,263</b>	<b>1,501,241</b>

Expenses	Actuals			Adopted	
	2017	2018	2019	2019	2020
<b>Administration Division</b>					
Salaries	260,572	265,611	277,802	325,500	341,634
Benefits	159,484	146,744	161,839	211,901	187,593
Materials & Supplies	7,939	11,526	8,505	10,000	11,000
Liability Insurance	130,768	95,851	144,429	175,000	160,000
Administration Charges	325,000	335,000	335,000	335,000	335,000
Engineering Services	46,300	73,347	45,164	47,000	47,000
Auditing Services	22,500	22,500	23,000	23,000	24,000
Advertising	461	1,818	361	1,500	1,500
Contract Services	-	-	65,000	-	-
Utilities Expense	8,204	13,147	13,876	10,000	15,000
Telephone	3,985	67	-	3,000	3,000
Maint. & Repairs	670	505	-	1,000	1,000
York City Capacity Rent	831,000	831,000	306,000	306,000	306,000
Legal Services	21,827	18,024	16,766	40,000	30,000
Vehicle Opr Expense	713	364	-	1,000	-
Minor Equipment	386	-	-	500	500
Capital Equipment	35,000	20,493	18,813	25,000	58,400
Capital Equipment	-	-	-	-	-
Contracted Services	81,686	100,147	90,868	89,000	110,500
Bank Service Charges	2,209	4,573	9,345	16,000	10,000
Bill Collection Service	4,775	5,045	4,297	5,000	5,000
Mail Service	8,966	8,197	7,967	9,000	9,000
Office Cleaning	4,100	4,200	4,700	5,000	5,000
Conference & Training	130	60	942	3,000	3,000
Springettsbury Shared Reimbursemnt	-	-	-	-	-
Interest Expense	870,821	826,260	770,545	568,500	514,500
Interest Expense	11,493	11,493	58,539	11,500	11,500
Debt Principal	-	-	-	1,458,500	1,502,000
Amortization Exp	10,581	10,581	10,581	11,000	10,500
Bond Insurance Expense	-	-	-	-	-
Depreciation Expense	363	342	342	500	500
Depreciation - Springettsbury	3,464	3,464	3,464	3,500	3,500
<b>Total administration division</b>	<b>2,853,397</b>	<b>2,810,359</b>	<b>2,378,145</b>	<b>3,695,901</b>	<b>3,706,627</b>



Expenses	Actuals			Adopted																		
	2017	2018	2019	2019	2020																	
<b>Technical Services Division</b>																						
Salaries General	193,442	184,313	211,786	161,500	159,910																	
Benefits	140,508	131,110	129,722	133,000	95,254																	
Material & Supplies	7,105	6,597	6,523	7,000	8,000																	
Septage Management	564	617	2,027	1,000	2,000																	
Lab Proc Control Anal	2,301	1,568	1,505	2,000	2,000																	
Indust Pretreatment	1,398	1,308	1,919	2,000	2,000																	
Chemicals Expense	3,686	4,340	3,929	4,000	5,000																	
Lab Process Control/Anal	1,331	2,411	2,061	2,000	2,500																	
Telephone	-	-	-	-	-																	
Maint. & Repairs	707	88	1,684	1,000	1,500																	
Lab Process Control	773	1,200	1,535	1,500	1,500																	
Rental Expense	388	796	-	500	500																	
Minor Equipment	3,446	3,912	4,659	5,000	5,000																	
Process Control	800	846	-	1,000	1,000																	
Contracted Services	580	-	-	1,000	1,000																	
Septage Management	-	-	-	2,000	2,000																	
Lab Process Control	22,625	24,021	24,136	25,000	26,000																	
Industrial Pretreatment	12,201	11,330	16,246	13,000	15,000																	
NPDES Analysis	34,114	2,100	3,753	10,500	10,000																	
Sludge Disposal	4,354	3,854	5,573	5,000	5,000																	
Conference & Training	864	1,094	2,168	2,500	2,500																	
Depreciation	2,125	2,125	2,125	2,500	2,500																	
Prior Period Adjustment	51,025	3,851	14,860	-	-																	
Springetts Interceptor Exp	-	-	-	115,000	111,000																	
<b>Total technical services division</b>	<b>484,337</b>	<b>387,481</b>	<b>436,211</b>	<b>498,000</b>	<b>461,164</b>																	
<table border="1"> <thead> <tr> <th rowspan="2"></th> <th colspan="3">Actuals</th> <th colspan="2">Adopted</th> </tr> <tr> <th>2017</th> <th>2018</th> <th>2019</th> <th>2019</th> <th>2020</th> </tr> </thead> <tbody> <tr> <td><b>TOTAL SEWER FUND EXPENSES</b></td> <td><b>9,262,113</b></td> <td><b>9,245,120</b></td> <td><b>9,813,886</b></td> <td><b>10,655,896</b></td> <td><b>11,725,840</b></td> </tr> </tbody> </table>							Actuals			Adopted		2017	2018	2019	2019	2020	<b>TOTAL SEWER FUND EXPENSES</b>	<b>9,262,113</b>	<b>9,245,120</b>	<b>9,813,886</b>	<b>10,655,896</b>	<b>11,725,840</b>
	Actuals			Adopted																		
	2017	2018	2019	2019	2020																	
<b>TOTAL SEWER FUND EXPENSES</b>	<b>9,262,113</b>	<b>9,245,120</b>	<b>9,813,886</b>	<b>10,655,896</b>	<b>11,725,840</b>																	

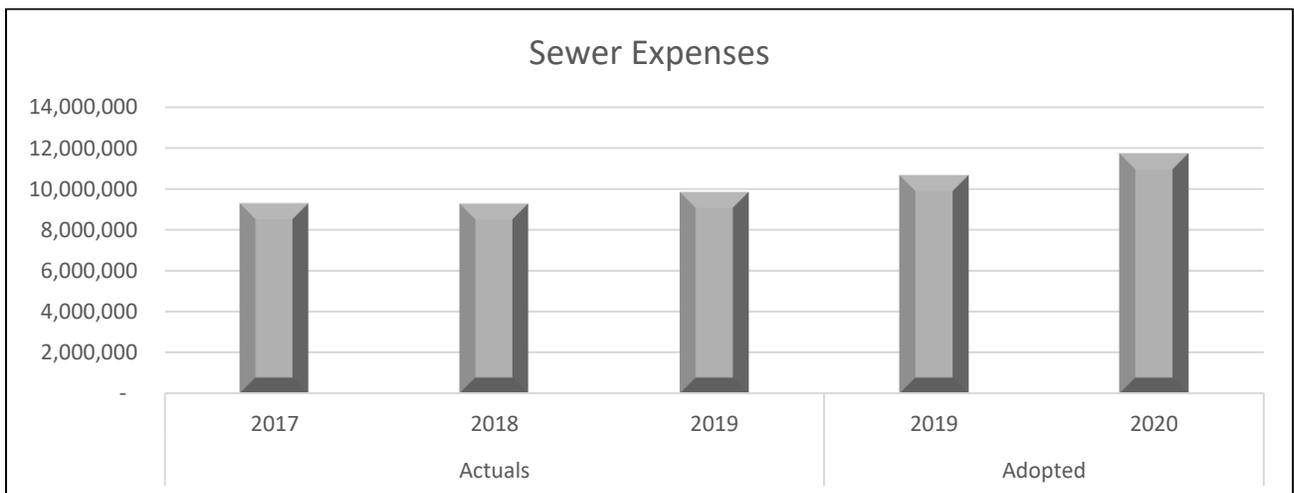


Figure 54 - Sewer Fund Expenses Budget

# Capital Improvement – Sewer Fund

## Wastewater Treatment - Sewer Reserves Fund

### 2020 - 2024 Capital Improvement Program

	1/1/2020	1/1/2021	1/1/2022	1/1/2023	1/1/2024
Investments	3,616,678	2,307,203	1,202,194	145,636	\$ (1,756,524)
Investment earnings	70,525	44,990	23,443	2,840	(34,252)
<b>Total capital available</b>	<b>\$ 3,687,203</b>	<b>\$ 2,352,194</b>	<b>\$ 1,225,636</b>	<b>\$ 148,476</b>	<b>\$ (1,790,776)</b>
Capital Expenditures	\$ 1,380,000	\$ 1,150,000	\$ 1,080,000	\$ 1,905,000	\$ 1,735,000
<b>Ending cash &amp; investments</b>	<b>\$ 2,307,203</b>	<b>\$ 1,202,194</b>	<b>\$ 145,636</b>	<b>\$ (1,756,524)</b>	<b>\$ (3,525,776)</b>

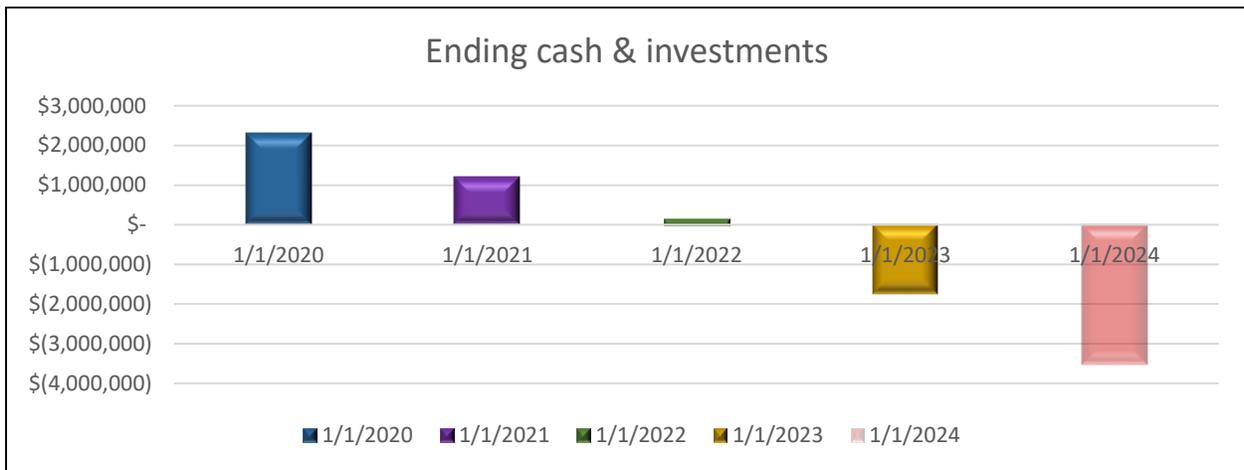


Figure 55 - 2020 to 2024 Sewer Fund Capital Improvement Program

### 2020-2024 Capital Improvement Plan

	2020	2021	2022	2023	2024
Sewer Rehabilitation	50,000	50,000	75,000	75,000	75,000
Manhole Frame/cover replacement	100,000	100,000	105,000	105,000	110,000
Fayfield Rehabilitation		500,000	600,000	600,000	600,000
Haines Acres Rehabilitation				800,000	800,000
Descale & Line Sewer Under Rt 30		50,000			
North Hills Rehabilitation	400,000				
Yorkshire Rehabilitation	400,000	300,000	300,000		
Wilshire Hills Rehabilitation					150,000
Sanitary Sewer & Catch Basin Cleaner	400,000				
Replace CC Televising Equipment				325,000	
Truck #915 - Body/Equipment	30,000				
Equipment - Backhoe Veh #926		150,000			
<b>Total Projects</b>	<b>\$ 1,380,000</b>	<b>\$ 1,150,000</b>	<b>\$ 1,080,000</b>	<b>\$ 1,905,000</b>	<b>\$ 1,735,000</b>



## Capital Improvement – Sewer Intermunicipal Fund

### Wastewater Treatment - Sewer Intermunicipal Fund

#### Inter-municipal Sewer Reserves 2020-2024 Capital Improvement Program

	1/1/2020	1/1/2021	1/1/2022	1/1/2023	1/1/2024
Investments	7,952,606	6,582,606	5,284,606	2,389,606	1,364,606
Investment earnings	90,000	70,000	20,000	25,000	30,000
Intermunicipal deposits	950,000	950,000	950,000	950,000	950,000
Long Term Financing	3,000,000				
<b>Total capital available</b>	<b>\$11,992,606</b>	<b>\$7,602,606</b>	<b>\$6,254,606</b>	<b>\$3,364,606</b>	<b>\$2,344,606</b>
Capital expenditures	\$ 5,410,000	\$ 2,318,000	\$ 3,865,000	\$ 2,000,000	\$ 2,000,000
<b>Ending cash &amp; investments</b>	<b>\$6,582,606</b>	<b>\$5,284,606</b>	<b>\$2,389,606</b>	<b>\$1,364,606</b>	<b>\$344,606</b>



Figure 56 - 2020 to 2024 Sewer Intermunicipal Fund

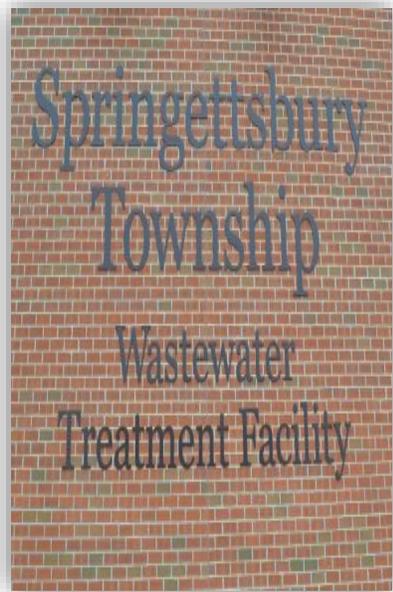
#### Springettsbury Township Inter-municipal Sewer Reserves Fund 2020 - 2024 Capital Improvement Plan

	2020	2021	2022	2023	2024
Biosolids Handling Study	\$ 100,000				
Replace Raw Sewage Pumping Sys.					
Fat, Oil, Grease Acceptance Sys.	\$ 4,000,000				
Front End Loader #977			225,000		
Upgrade Secondary Clarifiers			1,500,000		
Replace Vehicle #905 (2000)		210,000			
Replace Vehicle #906	\$ 205,000				
Mill Creek Interceptor Replacement	\$ 1,000,000	\$ 2,000,000	\$ 2,000,000	\$ 2,000,000	
Replace Grid on Bar Screen #1	\$ 105,000				
Replace Grid on Bar Screen #2		\$ 108,000			
Replace Vehicle #923			\$ 140,000	\$ -	
Renovation Biosolids Containment					\$ 2,000,000
<b>Total Projects</b>	<b>\$ 5,410,000</b>	<b>\$ 2,318,000</b>	<b>\$ 3,865,000</b>	<b>\$ 2,000,000</b>	<b>\$ 2,000,000</b>



# Sewer Fund

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## Administration Division

### *Program Description*

The administration division provides administrative and supervisory support for plant operations and maintenance, technical services, collection system operations and maintenance. Additional activities include long range planning for plant and collection system improvements, financial management in conjunction with the finance department, interfacing with outside municipalities, developing plans and programs required by state and federal regulatory agencies, and complying with regulatory requirements related to pollution control.



### *Budget Commentary*

The overall department operating expenses have remained steady.

### *Program Accomplishments*

Several years ago, Windsor Township approached us to inquire if they could construct a gravity line through Springettsbury and connect to an existing Township line to be part of the East York Pump Station drainage basin. The purpose of their request was so they could eliminate a problematic pump station. We agreed. Buchart Horn is the firm that designed the project. The project was bid in mid-2017. Anrich from Wayne, PA was the winning bidder. Their bid of \$2,238,063 was the lowest of eight bids. The project cost breakdown is approximately \$1.26 million for Windsor Township and \$981,000 for Springettsbury Township. This also benefits Springettsbury Township because we will be able to eliminate a pump station (Penn Oaks) because the new gravity line will run close to it. In addition, we will have an existing line replaced to a bigger more reliable line because of the additional flow from Windsor Township.

Over the past year Buchart Horn has been designing a project that will allow the plant to accept trucked in FOG (fats, oil, and grease). This will increase our annual trucked waste revenue. In addition, a separate part of the same project, they are also designing the replacement of the raw sewage pumping system and several other small items. The estimated project cost is \$6.5 million. This project began construction in 2019, and the expected completion date is May 2020.



## **Collection Division**

### *Program Description*

Collection division staff monitors and maintains 136 miles of sanitary sewer pipeline, 6 pump stations and 13 flow meter installations. Personnel and equipment are available to respond to any sewer emergency 24 hours a day, 365 days a year. Division functions include excavation and replacement of broken sewer pipes and preventative maintenance in the form of hydraulic cleaning, root sawing, internal television inspection of sewers, infiltration, and inflow studies using portable flow meters, weirs and computer models, and the operation and maintenance of sewage pump stations.

### *Budget Commentary*

Operating expenses have remained constant.

### *Current Year Program Accomplishments*

- Started the East York Interceptor Project.
- Replaced 10 billing flow meters through the collection system.
- Cleaned 15 miles of sanitary sewer pipeline.
- Televised 15 miles of sanitary sewer pipeline

### *New Year Program Objectives*

- Continue locating and isolating sources of infiltration and inflow using portable flow metering and closed-circuit television inspections.
- Begin rehabilitation of the Yorkshire sanitary sewer system.
- Replace six billing flow meters.
- Continue cleaning and maintaining the sanitary sewer system.
- Complete the East York Interceptor Project



### **Technical Services Division**

#### *Program Description*

Technical services provide analytical and technical support for the safe and efficient operation of the treatment plant and for the economic and environmentally safe disposal of biosolids. This division includes laboratory services, waste hauling, industrial pretreatment, and biosolids processing compliance.



#### *Budget Commentary*

There are not any significant changes anticipated.

#### *Current Year Program Accomplishments*

- The central objective has been to maintain the trucked waste (septage) revenue at approximately \$700,000.

#### *New Year Program Objectives*

- Continue to maintain the current level of trucked waste revenue while reducing the amount of high strength waste accepted at the plant. The pretreatment and trucked waste personnel will monitor costs of collection and analyze pretreatment samples.
- Work with the Environmental Protection Agency (EPA) on renewing our Local Limits.



### **Treatment Division**

#### *Program Description*

Treatment and maintenance staff monitor plant operations and perform maintenance on equipment. Operations personnel respond to changes in performance and adjust plant processes to ensure permit compliance. Other duties include composting, land application of biosolids, grounds maintenance, and a variety of other tasks. Maintenance personnel perform preventive and corrective maintenance on mechanical and electromechanical equipment, building, and vehicles.

#### *Budget Commentary*

Expenses have remained constant.

#### *Current Year Program Accomplishments*

- The maintenance staff performed the Class 2 service on the four process blowers.
- Had dewatering centrifuge #2 sent out to be overhauled.

#### *New Year Program Objectives*

- Bid and start construction on the FOG Acceptance and Raw Sewage Pump Project
- Replace the PLC and VFD's for Dewatering Centrifuge #1 and #2.
- Purchase a new biosolids spreader.
- Continue permitting farmland for biosolids application.
- Monitor electric usage and investigate methods to conserve energy.
- Plant staff will perform annual maintenance on all equipment.



## 2017–2020 Department Staffing Levels

Department - Title	2017	2018	2019	2020
<u>Administration</u>				
Township Manager	1	1	1	1
Director of Administrative Services	1	1	1	1
Director of Human Resources	1	1	1	1
Information Systems Manager	1	1	1	1
Communications Manager	0	1	1	1
Events/Public Relations/Grants Coordinator	1	0	0	0
Human Resources Specialist	1	1	1	0
Human Resources Assistant	0	0	0	1
Support Services Associate	1	1	1	1
<b>Administration Total</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>
<u>Community Development</u>				
Director of Community Development	1	1	1	1
Plan Reviewer & Inspector Supervisor	1	1	1	0
Code Compliance Supervisor/Building Code Official	0	0	0	1
Construction Code & Codes Enforcement Official	1	1	0	0
Plumbing Inspector & Codes Enforcement Official	1	0	0	0
Inspector/Codes Enforcement	0	1	2	0
Code Enforcement Officer I	0	0	0	1
Code Enforcement Officer II	0	0	0	1
Planning Assistant	0	1	1	0
Planner I	0	0	0	1
Support Services Associate	0.5	0.5	0.5	0.5
<b>Community Development Total</b>	<b>4.5</b>	<b>5.5</b>	<b>5.5</b>	<b>5.5</b>
<u>Emergency Medical Services</u>				
Emergency Medical Technicians	4	0	0	0
<b>Emergency Medical Services Total</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>Finance</u>				
Director of Finance	1	1	1	1
Deputy Director of Finance	1	1	1	1
Staff Accountant	1	1	1	1
Accounts Payable Clerk	1	1	0.5	0
Accounts Payable Specialist	0	0	0	1
<b>Finance Total</b>	<b>4</b>	<b>4</b>	<b>3.5</b>	<b>4</b>

Department - Title	2017	2018	2019	2020
<u>Police</u>				
Police Chief	1	1	1	1
Lieutenant	2	2	2	2
Sergeant	3	3	3	3
Corporal	4	4	4	4
Patrol	22	21	22	23
Administrative Assistant	1	1	1	1
Data Entry Clerk	1	1	1	0
Accreditation Coordinator	0	0	0	1
Receptionist/Data Entry Clerk	1	1	1	1
School Crossing Guard	3	3	3	3
Community Service Officer	0	1	1	1
<b>Police Total</b>	<b>38</b>	<b>38</b>	<b>39</b>	<b>40</b>
<u>Public Works</u>				
Director of Public Works/Wastewater Treatment	0.5	0.5	0.5	0.5
Superintendent of Public Works	2	2	2	2
PW/WWT Administrative Assistant	0.5	0.5	0.5	0.5
Automotive Mechanic	2	2	2	2
Crew Leader	3	3	3	3
Laborer/Operator 1	8	6	6	5
Laborer/Operator 2	1	1	4	6
Laborer	2	2	1	0
<b>Public Works Total</b>	<b>19</b>	<b>17</b>	<b>19</b>	<b>19</b>
<u>Parks and Recreation</u>				
Director of Parks & Recreation	1	1	1	1
Support Services Associate	0.5	0.5	0.5	0.5
<b>Parks and Recreation Total</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>	<b>1.5</b>
<u>Wastewater Treatment</u>				
Director of Public Works/Wastewater Treatment	0.5	0.5	0.5	0.5
Superintendent of Wastewater Treatment	2	2	2	2
PW/WWT Administrative Assistant	0.5	0.5	0.5	0.5
Solids Handling Specialist	1	1	1	1
Pre-Treatment Specialist	1	1	1	1
Laboratory Technician I	1	1	1	1
Laboratory Technician II	0	0	0	0
Lead Operator	1	1	1	1
Operator	0	0	0	6
Operator In Training	2	2	1	4
Operator I	2	2	7	0
Operator II	4	5	0	0
Lead Maintenance Mechanic	1	1	0	1
Maintenance Mechanic I	1	1	2	0
Maintenance Mechanic II	1	1	1	0
Maintenance Mechanic Helper	1	1	1	1
Maintenance Mechanic	0	0	0	2
<b>Wastewater Treatment Total</b>	<b>19</b>	<b>20</b>	<b>19</b>	<b>21</b>



<b>Staffing Summary</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>
Administration	7	7	7	7
Community Development	4.5	5.5	5.5	5.5
Emergency Medical Services	4	0	0	0
Finance	4	3.5	4	4
Police	38	38	39	40
Public Works	19	17	19	19
Parks & Recreation	1.5	1.5	1.5	1.5
Wastewater Treatment	19	20	19	21
	<b>97</b>	<b>92.5</b>	<b>95</b>	<b>98</b>

Staffing changes from 2019 to 2020 reflect Public Works employee retirements at year end with new hires filling positions in the new year. Community Development added one full time employee for 2020, and the Police added a sworn officer to the force. Both departments are now fully staffed.

In January 2019, collective bargaining agreements were approved and signed for the Police and Local Teamsters Union, respectively. The police collective bargaining agreement is a four-year contract, effective 2017 – 2020. For Public Works and the Wastewater Treatment Facility, the Local Teamsters Union 776 approved a five-year contract, effective 2019 - 2022.





# Performance Indicators

Springettsbury Township Key Performance Indicators					
GENERAL	2017	2018	2019	2020	2021
Median household income	55,957	55,957	55,957		
Percentage of Housing units that are vacant	4.2	4.2	4.2		
Percentage of population below poverty level	7.4	7.4	7.4		
Percentage of population 17 or under (Juvenile)	43.8	43.8	43.8		
Population: Residential population of jurisdiction	26,668	26,668	26,668		
Square miles of land area served	16.1	16.1	16.1		
Unemployment rate	2.9	2.9	2.9		
FINANCE					
Purchase orders approved / processed annually	4,210	3,840	3,826		
Accounts Payable invoices processed annually	5,756	5,725	5,917		
Payments processed annually	3,056	2,838	2,827		
Sewer invoices processed annually	33,422	33,276	33,284		
Real Estate Tax Collections	96.84%	97.40%	98.10%		
RECYCLING					
Waste Diversion: Percentage diverted	-	-	26.70%		
Tons recycled	-	8,755	1,796		
INFORMATION TECHNOLOGY SYSTEMS					
Expenditures: Information technology personnel and operations	\$ 214,113	\$ 301,011	\$ 369,932		
IT: Number of endpoints served	-	-	528		
COMMUNITY DEVELOPMENT					
Code Enforcement cases resolved through forced compliance	-	-	14		
Average calendar days, Inspection to forced compliance	-	-	90		
Average calendar days, Inspection to voluntary compliance	-	-	20		
Percentage of cases resolved through forced compliance	-	-	2.40%		
Total code cases available for resolution during the reporting period	-	-	577		
Development inspections: Number of Commercial/industrial	-	-	1,185		
Development inspections: Number of Residential	-	-	2,100		
Development permits: Average calendar days from application to issuance: Commercial	-	-	50		
Development permits: Average calendar days from application to issuance: Residential	-	-	25		
Development: Average calendar days from request to inspection: Commercial	-	-	1		
Development: Average calendar days from request to inspection: Residential	-	-	1		

Springettsbury Township Key Performance Indicators				
<b>HUMAN RESOURCES</b>				
Turnover rate: All full-time employees	-	-	0.05%	
Workers compensation, Number days lost to injury: All departments	-	-	0	
Third party vehicle liability, Number of accidents: Marked police vehicles per 100,000 miles driven	-	-	0	
Workers compensation claims: Number	-	-	14	
<b>PARKS AND RECREATION</b>				
Developed park acreage: Total	150	150	150	
Park maintenance expenditures	\$ 223,866	\$ 152,272	\$ 198,271	
Recreation Community Centers: Class/program/facility registrants	1,987	1,924	2,051	
<b>FIRE</b>				
EMS: Total BLS and ALS Responses	-	-	4,587	
Expenditure: Total fire/EMS personnel and operations (including support charged to department)	-	-	\$ 3,021,239	
Total Springettsbury incidents	-	1,462	1,614	
Detectors provided	-	29	39	
People taught to use fire extinguishers	-	878	654	
Public education contacts	-	3,134	2,682	
Plan reviews	-	87	82	
Inspections	-	127	129	
<b>POLICE</b>				
DUI Arrests	-	-	239	
Number of traffic accidents involving fatalities	-	-	0	
Number of traffic accidents involving alcohol with fatalities	-	-	0	
Hours Paid: Sworn police staff	-	-	1,274	
Percentage of property crimes cleared	-	-	70.55%	
Percentage of violent crimes cleared	-	-	62.22%	
Police calls: Calls for service resulting in a unit being dispatched	-	-	11,689	
Top Priority calls: Average time, dispatch to arrival on scene	-	-	3.634 min	
Top Priority calls: Average time from receipt to dispatch	-	-	1.474 min	
UCR Part I Property Crimes: Reported	-	-	781	
UCR Part I Violent Crimes: Reported	-	-	90	
<b>PUBLIC WORKS</b>				
Expenditures, Road rehabilitation: Paved lane miles	6,185.49	2,712.80	7,405.34	
Paved lane miles for which the jurisdiction is responsible	159.277	159.277	159.277	
Paved Lane Miles Assessed as Satisfactory as a Percentage of Miles Assessed	-	91.31%	-	
Admin/office facilities, Custodial expenditure per square foot	\$ 1.63	\$ 1.83	\$ 1.81	



# Glossary

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**Account**

A separate financial reporting unit for budgeting, management, or accounting purposes. All budgetary transactions, whether revenue or expenditure, are recorded in accounts. Several related accounts may be grouped together in a fund. A list is called a chart of accounts.

**Accounting Standards**

The generally accepted accounting principles (GAAP) promulgated by the Governmental Accounting Standards Board (GASB) that guide the recording and reporting of financial information by state and local governments.

**Actual vs. Budgeted**

Difference between the amounts projected (budgeted) in revenues or expenditures at the beginning of the fiscal year and the actual receipts or expenses, which are incurred by the end of the fiscal year.

**Accrual Basis of Accounting**

The accrual basis of accounting is a method of recognizing revenues and expenses when they are incurred instead of focusing on when they are paid or collected.

**Adoption**

Formal action by Springettsbury Township Board of Supervisors which sets the spending limits for the fiscal year.

**Appropriations**

Specific amount of monies authorized by the Board of Supervisors for the purpose of incurring obligations and acquiring goods and services.

**Assets**

The resources and property of the Township that can be used or applied to cover liabilities.

**Audit Report**

The report prepared by an auditor covering the audit or investigation of an entity's financial position for a given period, usually a year. As a rule, the report should include: 1) a statement of the scope of the audit; 2) explanatory comments concerning exceptions from generally accepted auditing standards; 3) opinions; 4) explanatory comments concerning verification procedures; 5) financial statements and schedules, and 6) statistical tables, supplementary comments and recommendations. The Township is required to have an annual audit conducted by qualified certified public accountants.

**Balanced Budget**

A financial plan that requires expenditures equal revenues for governmental spending, services, and programs.

**Bond**

A written promise to pay a specified sum of money (called the principal amount) at a specified date or dates in the future (called the maturity dates), and carrying interest at a specified rate, usually paid



periodically. The difference between a bond and a note is that a bond is issued for a longer period and requires greater legal formality.

Bonds are primarily used to finance capital projects. The most common types of bonds are general obligation (GO) bonds. This type of bond is secured by the full faith, credit, and taxing power of the municipality.

### **Budget**

A financial plan of authorized expenditures and anticipated revenues adopted for a specific period outlining a plan for achieving legislative goals and objectives.

### **Capital Budget**

A spending plan for improvements to or acquisition of land, facilities, and infrastructure that balances revenues and expenditures, specifies the sources of revenues, and lists each project or acquisition. A capital budget is also approved by the Board of Supervisors. The capital budget and accompanying appropriation ordinance may be included in a consolidated budget document that has a section devoted to capital expenditures and another to operating expenditures. Alternatively, two separate documents may also be prepared – one for the capital budget and one for the operating budget.

### **Capital Improvements**

Expenditures for the construction, purchase, or renovation of facilities or property.

### **Capital Improvements Plan**

A five-year strategic planning tool used to identify township-wide capital improvements, equipment needs and acquisitions.

### **Capital Outlay**

Expenditures resulting in the acquisition of or addition to the fixed assets.

### **Cash Basis of Accounting**

The cash basis of accounting is a method of recognizing revenue and expenses when cash is received.

### **Contingency/Reserve**

An amount set aside as available, with Board of supervisor's approval, to cover unforeseen expenditures, emergency expenditures, or revenue short falls.

### **Debt Service**

Principal and interest payments on outstanding bonds and notes.

### **Debt Service Fund**

One or more funds established to account for revenues used to repay the principal and interest on debt.

### **Department**

A functional group of the Township with related activities aimed at accomplishing a major Township service or program.



**Depreciation**

An accounting method of allocating the cost of a tangible asset over its useful life and is used to account for declines in value over time.

**Division**

A grouping of related activities within a department (example, Wastewater Treatment Division is a division of Wastewater Department).

**Estimated Revenue**

The amount of projected revenue to be collected during the budget year.

**Expenditure**

If accounts are kept on the accrual basis, this term designates total charges incurred, whether paid or unpaid. If they are kept on the cash basis, the term covers only actual disbursements for these purposes.

**Full-Time Equivalent**

A position converted to the decimal equivalent of a full-time position based on 2,080 hours per year. For example, a part-time typist working for 20 hours per week would be equivalent to a 0.5 FTE.

**Fiscal Year**

Any period of twelve consecutive months establishing the beginning and the ending of financial transactions. For Springettsbury Township, the fiscal period follows the calendar year, January 1 through December 31.

**Fiduciary Funds**

Funds used to account for assets held by government acting as a trustee or agent for entities external to the governmental unit, including individuals, organizations, and other governmental units.

**Fund**

A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources.

**Fund Accounting**

An accounting system for recording resources whose use has been limited by the donor, grant authority, governing agency, or other individuals or organizations or by law.

**Fund Balance**

A balance or carry over that occurs when actual revenues exceed budgeted revenues and/or when actual expenditures are less than budgeted expenditures.

**General Fund**

The major fund for most governmental entities. While other funds tend to be restricted to a single purpose, the general fund is a consolidation for all general government purposes. The general fund contains the activities commonly associated with a municipal government, such as administration, financial activities, planning/zoning, public works services, public safety, and parks/recreation programs.



**Infrastructure**

Facilities that support the continuance and growth of a community. Examples include roads, water lines, sewers, public buildings, and parks.

**Intergovernmental Revenue**

Federal and state grants and other forms of revenue.

**Internal Controls**

A system of accounting or financial methods and measures necessary for safeguarding assets, verifying the accuracy of accounting data, promoting accountability, and substantiating its financial statements.

**Major Fund**

Fund identified as 10% or more of the corresponding total – assets, liabilities – for all funds of that category, as required under GASB Statement No. 34. General Fund is classified as a Major Fund.

**Objectives**

A measurable output that an organization strives to achieve within a designated period. The achievement of the objective advances an organization toward a corresponding goal.

**Operating Budget**

Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financial activities of the Township are controlled.

**Ordinance**

A formal legislative enactment by the Board of Supervisors.

**Resolution**

A special or even a temporary action of the Board of Supervisors. Requires less formality than an ordinance.

**Resources**

Total amounts available for appropriation including estimated revenues, bond/loan proceeds, fund transfers, and beginning fund balances.

**Revenues**

Financial resources including receipts from taxes, user charges, and payments from other levels of government.

**Tax Rate**

The amount of tax levied for each \$1,000 of assessed valuation. One (1) mill = \$1 for every \$1,000 of property assessed value.

**Transfer**

Movement of resources between two funds. Example: An Inter-fund transfer would include the transfer of operating resources from the general fund to the capital fund.



### Abbreviations and Acronyms

ADA	Americans with Disabilities Act
ADM	Administration Department
AED	Automatic External Defibrillator
ALS	Advanced Life Support
BAB	Build America Bond
BMP	Best Management Practices – Stormwater
CD	Community Development Department
CIP	Capital Improvements Plan
DCNR	Department of Conservation and Natural Resources
DEP	Department of Environmental Protection
DUI	Driving under the Influence
EMS	Emergency Management Service
EMT	Emergency Medical Technician
EPA	Environmental Protection Agency
FOG	Fats, Oils, Grease Acceptance Project
FIN	Finance Department
FTE	Full-Time Equivalent
GAAP	Generally Accepted Accounting Principals
GASB	Governmental Accounting Standards Board
GF	General Fund
GIS	Geographic Information System
GFOA	Government Finance Officers Association
IT	Information Technology
HR	Human Resources Department
IPMC	International Property Maintenance Code
MCM	Minimum Control Measure – Stormwater
MIS	Management Information Systems Department
MS4	Municipal Separate Storm Sewer System
NPDES	National Pollution Discharge Elimination System
PennDOT	Pennsylvania Department of Transportation
POL	Police Department
PW	Public Works Department
REC	Parks and Recreation Department
SSCS	Sounds of Summer Concert Series
STARS	Senior Time Activities for Residents of Springettsbury
UPMC	University of Pittsburg Medical Center
WWT	Wastewater Treatment Facility
YAUFR	York Area United Fire and Rescue
YATB	York Adams Tax Bureau

