

**2019**  
**COMMUNITY SERVICES PROGRAM**  
**Budget**

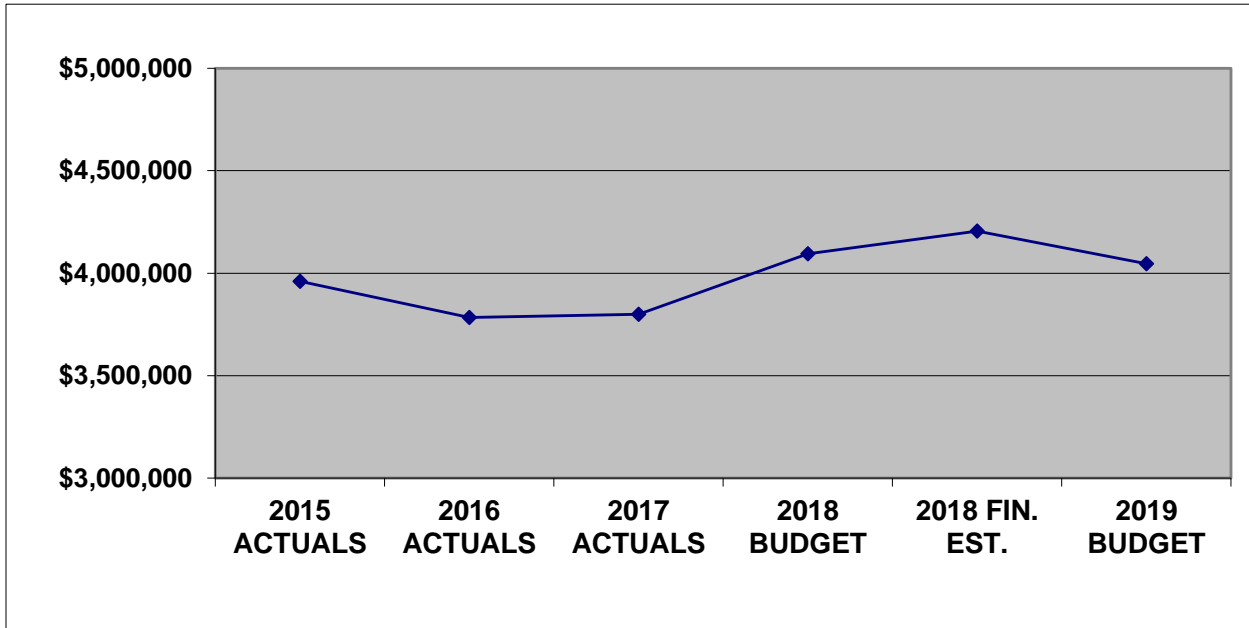
*Principle Goal/ Mission Statement: To pursue a management style based on employee input and the concept of team work – join decision making utilizing all available resources.*

**Program Categories**

- \* Streets and Bridge Maintenance*
- \* Snow and Ice Control*
- \* Storm Sewer Maintenance*
- \* Vehicle/Equipment Maintenance*
- \* D.C.S Administration*
- \* Annual Recreation Programs*
- \* Seasonal Recreation Programs*
- \* Outdoor Pool Operations*
- \* Newsletter (Hampton Magazine)*
- \* Day/ Summer Camp*
- \* Senior Citizen Programs*
- \* Youth Sports Programs*
- \* Adult Sports Programs*
- \* Operational Programs*
- \* Special Events*
- \* Private Instruction*
- \* Community Center*

## COMMUNITY SERVICES EXPENDITURES

2015 ACTUALS	2016 ACTUALS	2017 ACTUALS	2018 BUDGET	2018 FINAL EST.	2019 BUDGET
\$3,960,918	\$3,783,929	\$3,799,835	\$34,094,140	\$4,205,342	\$4,046,122



<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Community Services	Street/Bridge Maint.	01-431

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$1,363,869	\$1,303,801	\$1,312,176	\$1,322,918
Contracted Services	79,190	78,850	74,686	82,300
Materials & Supplies	84,449	123,075	95,300	110,075
<b>TOTAL</b>	<b>\$1,527,508</b>	<b>\$1,505,726</b>	<b>\$1,482,162</b>	<b>\$1,515,293</b>

### **PROGRAM DESCRIPTION**

This sub-group forms the most highly visible area of the D.C.S. efforts. It provides for the safe and efficient movement of vehicles and pedestrians through the maintenance, repair and cleaning of all park property, facilities and infrastructure, as well as streets, alleys, curbs, bridges and other facilities located within street rights-of-ways, excluding traffic control markings and devices.

Cleaning and maintenance of streets and bridges are combined because each is closely related to the other. The life and value of streets, bridges, etc. are conserved through regular inspection and effective maintenance. Key elements toward this end involve: sealcoating, shoulder/berm maintenance, patching of road surfaces, street sweeping, bridge inspection and total road surface/bridge deck replacement in accordance with annual capital improvement programs.

The regular street maintenance program runs from March through November and is planned through the combined efforts of the D.C.S. Director, Foreman, Assistant Township Manager, the Municipal Manager, Township Engineer, and most importantly, Township Council.

### **BUDGETARY COMMENT**

For 2019, costs in this sub-group have increased slightly by \$9,436 or less than 1%.

**Street/Bridge Maint. – Account Summary**

<b><u>Personnel Services (100)</u></b>	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
100 Salaries & Wages	\$806,994	\$859,285	\$859,285	\$878,543
101 Personal Buy Back	42,264	16,024	16,024	13,988
105 Salaries & Wages P.T.	0	0	0	0
110 Salaries & Wages O.T.	73,180	58,000	70,000	55,000
140 Longevity	6,023	6,192	6,192	5,832
198 Payroll Taxes & F.I.C.A.	69,709	67,675	67,675	72,932
199 Fringe Benefits	365,699	296,625	293,000	296,623
<b>TOTAL</b>	<b>\$1,363,869</b>	<b>\$1,303,801</b>	<b>\$1,312,176</b>	<b>\$1,322,918</b>
<b><u>Contracted Services (200)</u></b>				
208 Contractual-Meals	1,393	\$3,100	\$2,500	\$3,100
220 Utilities-(Water,Gas,Electric)	22,064	16,000	17,000	17,000
237 Repair/Maint.-Parks Facility	555	3,000	1,500	3,000
238 Repair/Maint.-Fields &Grounds	15,275	6,500	6,600	8,500
243 Other Rental Charges	246	250	1,000	700
245 Uniform Clean & Rental	5,246	5,500	5,500	5,500
270 Other Contracted Services	11,574	8,000	7,000	9,000
272 Contracted Radio Services	2,547	2,500	3,000	2,500
283 Contracted Bridge Maintenance	0	4,000	3,000	3,000
285 Contracted Street Sweeping	10,500	15,000	12,586	15,000
289 Contracted Tree Removal	9,790	15,000	15,000	15,000
<b>TOTAL</b>	<b>\$79,190</b>	<b>\$78,850</b>	<b>\$74,686</b>	<b>\$82,300</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial/Cleaning Supplies	\$0	\$375	\$0	\$375
310 Uniform Purchase	2,932	3,000	4,500	3,000
331 Line Painting	10,789	10,000	17,000	15,000
341 Asphalt Related Material	29,594	28,000	50,000	45,000
342 Road/Bridge Guiderails	19,633	55,000	0	20,000
346 Street Maintenance Tools	1,769	4,700	3,000	4,700
374 Park Facilities – Maint. Supplies	7,540	7,000	7,100	7,000
375 Field & Grounds – Maint. Supp.	5,404	5,500	5,000	5,500
390 Minor Equipment	4,971	5,500	6,200	5,500
395 Other Supplies	1,817	4,000	2,500	4,000
<b>TOTAL</b>	<b>\$84,449</b>	<b>\$123,075</b>	<b>\$95,300</b>	<b>\$110,075</b>
 <b>TOTAL ST. /BRIDGE MAINT.</b>	 <b>1,527,508</b>	 <b>\$1,505,726</b>	 <b>\$1,482,162</b>	 <b>\$1,515,293</b>

<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Community Services	Snow/Ice Control	01-432

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$30,955	\$64,600	\$96,885	\$69,973
Contracted Services	405	1,500	0	1,500
Materials & Supplies	406,085	555,750	651,000	457,500
<b>TOTAL</b>	<b>\$437,445</b>	<b>\$621,850</b>	<b>\$747,885</b>	<b>\$528,973</b>

**PROGRAM DESCRIPTION**

The Township of Hampton Department of Community Services has a long-standing reputation, particularly upheld by Hampton residents, of an immediate, continuous and a thorough response to snow and ice conditions that arise throughout the winter.

This budget recognizes snow and ice control as a separate program within D.C.S. because of the seasonal duration of potential snow and ice weather conditions and because of the dollar value associated with this effort.

**BUDGETARY COMMENT**

For 2019, costs within the Snow/Ice Control sub-group have decreased by \$92,877 or 17.5%. Materials & Supply costs represent this decrease.

## Snow/Ice Control – Account Summary

	<b>2017</b>	<b>2018</b>	<b>2018</b>	<b>2019</b>
	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
110 Salaries & Wages O.T.	\$28,789	\$60,000	\$90,000	\$65,000
198 Payroll Taxes & F.I.C.A.	2,166	4,600	6,885	4,973
<b>TOTAL</b>	<b>\$30,955</b>	<b>\$64,600</b>	<b>\$96,885</b>	<b>\$69,973</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$405	\$1,500	\$0	\$1,500
<b>TOTAL</b>	<b>\$405</b>	<b>\$1,500</b>	<b>\$0</b>	<b>\$1,500</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
343 Snow/Ice Control Material	\$395,802	\$550,000	\$650,000	\$450,000
347 Mechanical Equipment	9,848	5,000	0	4,000
390 Minor Equipment	216	500	500	500
395 Other Supplies	219	250	500	3,000
<b>TOTAL</b>	<b>\$406,085</b>	<b>\$555,750</b>	<b>\$651,000</b>	<b>\$457,500</b>
<b><u>Capital Outlays (400)</u></b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL SNOW/ICE CONTROL</b>	<b>\$437,445</b>	<b>\$621,850</b>	<b>\$747,885</b>	<b>\$528,973</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Storm Sewer Maint.

**ACCOUNT NO.**  
01-433

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Contracted Services	\$118,995	\$105,000	\$105,000	\$125,000
Materials & Supplies	81,114	81,700	118,000	110,200
Capital Outlays	23,750	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$223,859</b>	<b>\$206,700</b>	<b>\$243,000</b>	<b>\$255,200</b>

**PROGRAM DESCRIPTION**

The Township of Hampton is responsible for the ongoing maintenance of several miles of storm sewers located throughout the township. This program addresses those maintenance items such as line repair, cleaning of storm lines and catch basins, construction of new lines and other items associated with the upkeep of the total storm sewer system.

**BUDGETARY COMMENT**

For 2019, this sub-group has increased \$48,500 or 23.4% in the Contracted Services and Materials & Supplies categories. This increase is related to a significant increase in the amount of storm line infrastructure work related to an overall increase in the 2019 Road Resurfacing Program.

**Storm Sewer Maintenance – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$118,995	\$105,000	\$105,000	\$125,000
<b>TOTAL</b>	<b>\$118,995</b>	<b>\$105,000</b>	<b>\$105,000</b>	<b>\$125,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
344 Storm Sewer Maint. Supplies	\$81,114	\$81,500	\$118,000	\$110,000
395 Other Supplies	0	200	0	200
<b>TOTAL</b>	<b>\$81,114</b>	<b>\$81,700</b>	<b>\$118,000</b>	<b>\$110,200</b>
<b><u>Capital Outlays (400)</u></b>				
400 Detention Pond Maintenance	\$23,750	\$20,000	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$23,750</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>TOTAL STORM WATER SEWER MAINTENANCE</b>	<b>\$223,859</b>	<b>\$206,700</b>	<b>\$243,000</b>	<b>\$255,200</b>



<b>FUND</b>	<b>PROGRAM</b>	<b>SUB-GROUP</b>	<b>ACCOUNT NO.</b>
General	Community Services	Vehicle/Equip. Maint.	01-434

	2017 ACTUALS	2018 BUDGET	2018 FIN. EST.	2019 BUDGET
Personnel Services	\$70,975	\$94,659	\$91,769	\$94,882
Contracted Services	113,824	113,500	76,250	92,000
Materials & Supplies	175,110	184,600	199,900	186,600
Capital Outlays	16,186	16,186	16,186	0
<b>TOTAL</b>	<b>\$376,095</b>	<b>\$408,945</b>	<b>\$384,105</b>	<b>\$373,482</b>

### **PROGRAM DESCRIPTION**

The D.C.S. performs routine maintenance on Township vehicles and equipment. Routine maintenance for the purpose of this sub-group is defined as lubrication, oil system changes, vehicle washing, tire replacement/rotation, refueling and various repairs to vehicles and equipment systems within the capability of the department's mechanical force. The D.C.S. Director generally oversees and directs maintenance performed by this work force. Items that are impractical for in-house work include wheel alignments, frames and body repair, warranty work, vehicle State inspections are contracted out.

Major Township vehicles and equipment serviced internally currently include:

3 Administrative Vehicles	12 Salt Spreaders
7 Police Vehicles, 1 ATV, 2 Bicycles	All mowing and snow plowing equipment, all other mechanical equipment
2 Pickup Trucks	2 Tractors/Mowers Units
5 5- Ton Dump Trucks	1 Brush Chipper
1-Ton Dump Trucks	3 Ton Roller
1 Ford Escape	1 International Tractor
6 Ford Explorers	1 Vibration Compaction Unit
1 Camera Van	1 Vactor Truck
1 Ford Utility Truck	3 Utility Trailers
10 Portable Generators + 2-3kw Gen.	1 Paving Equipment Trailer
1 Troy Built Rototiller	1 Boom Mower
Portable Hydraulic Power Unit & Tools	Salt Brine Prod./Storage System
1 Diesel Air Compressor	Salt Brine Pre-Weather Systems
1 CAT Backhoe	
1 Snow Blower	
2 Rubber-Tire Front Loaders	

### **BUDGETARY COMMENT**

This sub-group's budgetary costs for 2019 have decreased by \$35,463 or 9.5%. The Materials & Supplies and Contracting Services categories represent the majority of this decrease.

## Vehicle/Equipment Maintenance – Account Summary

<u>Personnel Services (100)</u>	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
100 Salaries & Wages	\$63,356	\$62,819	\$62,819	\$63,527
110 Salaries & Wages O.T.	2,632	2,000	2,000	1,500
198 Payroll Taxes & F.I.C.A.	4,987	4,950	4,950	4,975
199 Fringe Benefits	0	24,890	22,000	24,881
<b>TOTAL</b>	<b>\$70,975</b>	<b>\$94,659</b>	<b>\$91,769</b>	<b>\$94,882</b>
 <u>Contracted Services (200)</u>				
234 Repair/Main.-Motor Vehicles	\$40,747	\$32,500	\$20,000	\$30,000
236 Repair/Main.-Mech. Equipment	1,558	2,000	250	2,000
270 Contracted Services-Lease	71,519	79,000	56,000	60,000
<b>TOTAL</b>	<b>\$113,824</b>	<b>\$113,500</b>	<b>\$76,250</b>	<b>\$92,000</b>
 <u>Materials &amp; Supplies (300)</u>				
345 Hand Tools	\$875	\$1,500	\$1,400	\$1,500
350 Vehicle Parts	62,775	65,000	75,000	65,000
351 Fuel & Lubrication (Oil)	67,158	90,000	98,000	93,000
352 Tires	43,059	27,500	25,000	26,500
395 Other Supplies	1,243	600	500	600
<b>TOTAL</b>	<b>\$175,110</b>	<b>\$184,600</b>	<b>\$199,900</b>	<b>\$186,600</b>
 <u>Capital Outlays (400)</u>				
<b>TOTAL</b>	<b>\$16,186</b>	<b>\$16,186</b>	<b>\$16,186</b>	<b>\$0</b>
 <b>TOTAL VEH. /EQUIP. MAINT.</b>	 <b>\$376,095</b>	 <b>\$408,945</b>	 <b>\$384,105</b>	 <b>\$373,482</b>

<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Community Services	D.C.S. Administration	01-450

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$355,969	\$412,714	\$414,814	\$455,676
Contracted Services	50,258	41,150	45,400	52,950
Materials & Supplies	2,784	3,650	5,200	4,150
<b>TOTAL</b>	<b>\$409,011</b>	<b>\$457,514</b>	<b>\$465,414</b>	<b>\$512,776</b>

**PROGRAM DESCRIPTION**

This sub-group is responsible for the administration of the entire D.C.S. operation. The administrative operation includes: maintenance of physical plan of the township (i.e. streets, bridges, storm water control, snow/ice control, as well as Township buildings, equipment and vehicle fleet), programming, special events, facility use, park maintenance, scheduling, work with community groups, budget, purchasing, and community leisure service planning. This sub-group includes all full-time professional and seasonal administrative staff.

**BUDGETARY COMMENT**

For 2019, this sub-group has increased by \$55,262 or 12% due to an increase in all categories.

## D.C.S. Administration – Account Summary

	2017 ACTUALS	2018 BUDGET	2018 FIN. EST.	2019 BUDGET
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$233,954	\$271,325	\$271,325	\$262,064
110 Salaries & Wages –OT	0	0	0	0
140 Longevity	1,575	1,714	1,714	1,294
150 Sick Time Buyback	7,638	8,256	8,256	70,167
198 Payroll Taxes & F.I.C.A.	17,189	21,519	21,519	25,515
199 Fringe Benefits	95,613	109,900	112,000	96,637
<b>TOTAL</b>	<b>\$355,969</b>	<b>\$412,714</b>	<b>\$414,814</b>	<b>\$455,676</b>
<b><u>Contracted Services (200)</u></b>				
202 Association & Dues	\$400	\$1,000	\$600	\$3,500
203 Conf., Mtg., Seminar Exp.	98	1,000	300	5,000
261 Printing & Duplicating	0	650	250	650
262 Postage	429	2,000	500	2,000
270 Other Contracted Services	48,506	36,000	41,750	40,000
279 Employment Application Exp.	825	500	2,000	1,800
<b>TOTAL</b>	<b>\$50,258</b>	<b>\$41,150</b>	<b>\$45,400</b>	<b>\$52,950</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$2,666	\$3,000	\$4,000	\$3,500
301 Office Furniture & Equip.	0	500	1,000	500
395 Other Supplies	118	150	200	150
<b>TOTAL</b>	<b>\$2,784</b>	<b>\$3,650</b>	<b>\$5,200</b>	<b>\$4,150</b>
<b><u>Capital Outlays (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL DCS. ADMIN.</b>	<b>\$409,011</b>	<b>\$457,514</b>	<b>\$465,414</b>	<b>\$512,776</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Annual Rec. Prog.

**ACCOUNT NO.**

01-451

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$5,690	\$3,000	\$3,000	\$3,230
Contracted Services	0	0	0	0
Materials & Supplies	0	0	0	0
<b>TOTAL</b>	<b>\$5,690</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,230</b>

**PROGRAM DESCRIPTION**

Programs are of an instructional nature, such as year-round aqua aerobics. Program fees are established to pay for one hundred (100%) percent of all program costs. These costs include staff, equipment and supplies.

**BUDGETARY COMMENT**

Costs within this sub-group for 2019 have increased \$230 or 7.5% when compared to 2018.

**Annual Recreational Programs – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$5,690	\$3,000	\$3,000	\$3,000
198 Payroll Taxes & F.I.C.A.	0	0	0	230
<b>TOTAL</b>	<b>\$5,690</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,230</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Rec. Prog. Supplies (Equip.)	\$0	\$0	\$0	\$0
395 Other Supplies	0	0	0	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ANNUAL REC. PROG.</b>	<b>\$5,690</b>	<b>\$3,000</b>	<b>\$3,000</b>	<b>\$3,230</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Seasonal Rec. Prog.

**ACCOUNT NO.**

01-452

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$5,886	\$6,460	\$4,521	\$6,459
Materials & Supplies	0	0	(15)	0
<b>TOTAL</b>	<b>\$5,886</b>	<b>\$6,460</b>	<b>\$4,506</b>	<b>\$6,459</b>

**PROGRAM DESCRIPTION**

The indoor pool operations include fall and spring swim lessons (10 weeks each), aqua aerobics, family swim, adult swim and senior citizen swim, along with staff and material needs. The site of this operation is the Hampton High School pool and is used for approximately nine (9) months of the year.

**BUDGETARY COMMENT**

Costs within this sub-group for 2019 have remained stable when compared to 2018.

**Seasonal Recreation Programs – Account Summary**

<b><u>Personnel Services (100)</u></b>	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
105 Salaries & Wages P.T.	\$5,468	\$6,000	\$4,200	\$6,000
198 Payroll Taxes & F.I.C.A.	418	460	321	459
<b>TOTAL</b>	<b>\$5,886</b>	<b>\$6,460</b>	<b>\$4,521</b>	<b>\$6,459</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
395 Other Supplies	\$0	\$0	(\$15)	\$0
<b>TOTAL SEASONAL REC PROG.</b>	<b>\$5,886</b>	<b>\$6,460</b>	<b>\$4,506</b>	<b>\$6,459</b>



**FUND**                                      **PROGRAM**                                      **SUB-GROUP**                                      **ACCOUNT NO.**  
 General                                      Community Services                                      Outdoor Pool Operations                                      01-453

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$146,480	\$150,710	\$172,463	\$183,005
Contracted Services	77,414	78,000	73,000	76,000
Materials & Supplies	64,803	68,800	83,165	68,800
Capital Outlays	7,371	20,000	19,315	10,000
<b>TOTAL</b>	<b>\$296,068</b>	<b>\$317,510</b>	<b>\$347,943</b>	<b>\$337,805</b>

**PROGRAM DESCRIPTION**

Our 19 years old facility, which was completely renovated in 2000 is the home of a comprehensive community pool operation which averages 42,000 open swim gate admissions per season.

**BUDGETARY COMMENT**

For 2019, expenditures reflect a slight increase of 6% or \$20,295 when compared to its 2018 counterpart. This increase can be found in the Personnel Services area due to a new hourly staff pay structure.

## Outdoor Pool Operations – Account Summary

	2017 ACTUALS	2018 BUDGET	2018 FIN. EST.	2019 BUDGET
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$136,063	\$140,000	\$160,215	\$170,000
198 Payroll Taxes & F.I.C.A.	10,417	10,710	12,248	13,005
<b>TOTAL</b>	<b>\$146,480</b>	<b>\$150,710</b>	<b>\$172,463</b>	<b>\$183,005</b>
<b><u>Contracted Services (200)</u></b>				
220 Utilities-Gas, Water, Electric	\$64,254	\$65,000	\$65,000	\$64,000
236 Repair/Maint.-Mech. Equip.	8,135	6,000	2,000	5,000
270 Other Contracted Services	3,789	6,000	6,000	7,000
279 Employment Application Exp.	1,236	1,000	0	0
<b>TOTAL</b>	<b>\$77,414</b>	<b>\$78,000</b>	<b>\$73,000</b>	<b>\$76,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial/Cleaning Supplies	\$1,960	\$4,000	\$1,631	\$4,000
310 Uniform Purchase & Cleaning	2,793	2,800	3,712	2,800
372 Concession Stand	23,346	27,500	26,124	27,500
373 Chemical Supplies	29,837	25,000	28,520	25,000
395 Other Supplies	6,867	9,500	23,178	9,500
<b>TOTAL</b>	<b>\$64,803</b>	<b>\$68,800</b>	<b>\$83,165</b>	<b>\$68,800</b>
<b><u>Capital Outlays (400)</u></b>	<b>\$7,371</b>	<b>\$20,000</b>	<b>\$19,315</b>	<b>\$10,000</b>
<b>TOTAL OUTLAYS</b>	<b>\$7,371</b>	<b>\$20,000</b>	<b>\$19,315</b>	<b>\$10,000</b>
<b>TOTAL POOL OPERATIONS</b>	<b>\$296,068</b>	<b>\$317,510</b>	<b>\$347,943</b>	<b>\$337,805</b>

<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Community Services	Newsletter (Hampton Mag.)	01-456

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Contracted Services	\$21,679	\$16,000	\$16,000	\$16,000
<b>TOTAL</b>	<b>\$21,679</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>

**PROGRAM DESCRIPTION**

Four (4) issues of the Hampton Highlights are being mailed to residents. These mailings provide the resident with an up-to-date comprehensive notice of all activities available for their use. Hampton Highlights is included in the Hampton Magazine, which is a privatized published periodical.

**BUDGETARY COMMENT**

For 2019, this sub-group remains stable as compared to its 2018 counterpart. This \$16,000 cost represents the Township's annual contribution to the publication of this community magazine.

**Newsletter/Brochure – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Contracted Services (200)</u></b>				
261 Printing and Duplications	\$21,679	\$16,000	\$16,000	\$16,000
<b>TOTAL</b>	<b>\$21,679</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>
<b>TOTAL NEWSLETTER</b>	<b>\$21,679</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$16,000</b>

**FUND**                                      **PROGRAM**                                      **SUB-GROUP**                                      **ACCOUNT NO.**  
 General                                      Community Services                                      Day/Summer Camp                                      01-458

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$102,667	\$117,695	\$102,723	\$89,344
Contracted Services	42,103	45,000	23,136	2,000
Materials & Supplies	1,451	1,900	1,301	1,700
<b>TOTAL</b>	<b>\$146,221</b>	<b>\$164,595</b>	<b>\$127,160</b>	<b>\$93,044</b>

**PROGRAM DESCRIPTION**

This operation consists of the Play Camp program that is an all-day non-licensed summer day camp operation, 7:00 a.m. to 6:00 p.m., Monday thru Friday, during summer vacation. Program fees are established to pay for 100% of all program costs.

**BUDGETARY COMMENT**

Expenditures within this sub-group decreased \$71,551 or 7.6% when compared to 2018. The decrease can be found in all categories due primarily to the discontinuation of the school year Kids Club Program.

**Day/ Summer Camp – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$24,640	\$26,250	\$26,418	\$26,906
105 Salaries & Wages P.T.	64,872	68,000	56,000	41,000
140 Longevity	0	140	0	139
198 Payroll Taxes & F.I.C.A.	6,805	7,225	6,305	5,205
199 Fringe Benefits	6,350	16,080	14,000	16,093
<b>TOTAL</b>	<b>\$102,667</b>	<b>\$117,695</b>	<b>\$102,723</b>	<b>\$89,344</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$42,103	\$45,000	\$23,136	\$2,000
<b>TOTAL</b>	<b>\$42,103</b>	<b>\$45,000</b>	<b>\$23,136</b>	<b>\$2,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
372 Concession – Latch-Key	\$512	\$800	\$492	\$600
395 Other Supplies	939	1,100	809	1,100
<b>TOTAL</b>	<b>\$1,451</b>	<b>\$1,900</b>	<b>\$1,301</b>	<b>\$1,700</b>
<b>TOTAL DAY/ SUMMER CAMP</b>	<b>\$146,221</b>	<b>\$164,595</b>	<b>\$127,160</b>	<b>\$93,044</b>

**FUND**                                      **PROGRAM**                                      **SUB-GROUP**                                      **ACCOUNT NO.**  
 General                                      Community Services                                      Senior Citizen Programs                                      01-459

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$5,322	\$4,000	\$8,000	\$6,459
Materials & Supplies	3,242	4,000	2,500	4,000
<b>TOTAL</b>	<b>\$8,564</b>	<b>\$8,000</b>	<b>\$10,500</b>	<b>\$10,459</b>

**PROGRAM DESCRIPTION**

Our Senior Citizens Program operates year round and includes line dancing, exercise classes, special trips, special events, information meetings, and educational programs. All senior programs are held in the Community Center. This enabled much needed program growth and expansion.

**BUDGETARY COMMENT**

When compared to 2018, the 2019 costs within this sub-group have increased \$2,459 or 304% in Personnel Services.

## Senior Citizen Program – Account Summary

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$5,306	\$4,000	\$8,000	\$6,000
198 Payroll Taxes & F.I.C.A.	16	0	0	459
<b>TOTAL</b>	<b>\$5,322</b>	<b>\$4,000</b>	<b>\$8,000</b>	<b>\$6,459</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
395 Other Supplies	\$3,242	\$4,000	\$2,500	\$4,000
<b>TOTAL</b>	<b>\$3,242</b>	<b>\$4,000</b>	<b>\$2,500</b>	<b>\$4,000</b>
<b>TOTAL SENIOR CITIZEN PROG.</b>	<b>\$8,564</b>	<b>\$8,000</b>	<b>\$10,500</b>	<b>\$10,459</b>



<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Community Services	Youth Sports Programs	01-460

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$6,707	\$7,000	\$7,000	\$6,997
Materials & Supplies	\$2,332	\$2,050	\$1,500	\$2,050
<b>TOTAL</b>	<b>\$9,039</b>	<b>\$9,050</b>	<b>\$8,500</b>	<b>\$9,047</b>

**PROGRAM DESCRIPTION**

Programs included are: Summer Recreation Swim Team, Pre-school programs, First and Second Grade Basketball Instruction, Youth Basketball League, Spring Street Hockey and Tennis Instruction. Staff, Materials & Supplies are also provided for in this category.

**BUDGETARY COMMENT**

For 2019, costs within this sub-group remain stable when compared to their 2018 counterparts.

**Youth Sports Programs – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$6,230	\$6,500	\$6,500	\$6,500
198 Payroll Taxes & F.I.C.A.	477	500	500	497
<b>TOTAL</b>	<b>\$6,707</b>	<b>\$7,000</b>	<b>\$7,000</b>	<b>\$6,997</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Rec. Prog. Sup. Sports-Equip.	\$1,925	\$1,600	\$1,000	\$1,600
371 Rec. Prog. Supplies-Awards	407	450	500	450
395 Other Supplies	0	0	0	0
<b>TOTAL</b>	<b>\$2,332</b>	<b>\$2,050</b>	<b>\$1,500</b>	<b>\$2,050</b>
<b>TOTAL YOUTH SPORTS PROG.</b>	<b>\$9,039</b>	<b>\$9,050</b>	<b>\$8,500</b>	<b>9,047</b>

<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Community Services	Adult Sports Programs	01-461

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Materials & Supplies	\$806	\$850	\$700	\$850
<b>TOTAL</b>	<b>\$806</b>	<b>\$850</b>	<b>\$700</b>	<b>\$850</b>

**PROGRAM DESCRIPTION**

All adult sport activities are included in this line account. They are: Coed Power Volleyball, Men’s Basketball, Coed Badminton and Pickle Ball. Programs included within this sub-group are considered high growth oriented and it is expected that they will continue to grow in attendance annually.

Adult Basketball, Badminton, and Volleyball moved into the Community Center in 2005. This being the case, personnel related costs have decreased due to the amended management structure of the Community Center vs. the use of school facilities. Also included are all staff salaries, equipment and supplies. Program fees are established to pay for 100% of all program costs.

**BUDGETARY COMMENT**

Costs within this sub-group for 2019 remain stable when compared to 2018.

**Adult Sports Programs – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Supplies	\$806	\$850	\$700	\$850
<b>TOTAL</b>	<b>\$806</b>	<b>\$850</b>	<b>\$700</b>	<b>\$850</b>
<b>TOTAL ADULT SPORTS PROG.</b>	<b>\$806</b>	<b>\$850</b>	<b>\$700</b>	<b>\$850</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Operational Programs

**ACCOUNT NO.**  
01-462

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$54	\$270	\$0	\$269
Contracted Services	1,437	10,500	1,000	6,000
Materials & Supplies	413	500	0	500
<b>TOTAL</b>	<b>\$1,904</b>	<b>\$11,270</b>	<b>\$1,000</b>	<b>\$6,769</b>

**PROGRAM DESCRIPTION**

By the nature of these programs, they are not related to a league, tournament or game format. In addition to existing programs, adult aerobics, family movies, teen dances, pre-school programs, open gym have been added with the opening of the Community Center in 2005. All staff salaries, equipment and supplies are included.

**BUDGETARY COMMENT**

This sub-group's budget for 2019 has decreased \$4,501 or 66% compared to the 2018 Budget due to a new individual trip format which includes less Saturdays for the Ski Program.

## Operational Programs – Account Summary

	2017 ACTUALS	2018 BUDGET	2018 FIN. EST.	2019 BUDGET
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$50	\$250	\$0	\$250
198 Payroll Tax & F.I.C.A.	4	20	0	19
<b>TOTAL</b>	<b>\$54</b>	<b>\$270</b>	<b>\$0</b>	<b>\$269</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$1,437	\$10,500	\$1,000	\$6,000
<b>TOTAL</b>	<b>\$1,437</b>	<b>\$10,500</b>	<b>\$1,000</b>	<b>\$6,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Supplies – Equipment	\$413	\$500	\$0	\$500
<b>TOTAL</b>	<b>\$413</b>	<b>\$500</b>	<b>\$0</b>	<b>\$500</b>
<b><u>Capital Outlays (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL OPERATIONAL PROG.</b>	<b>\$1,904</b>	<b>\$11,270</b>	<b>\$1,000</b>	<b>\$6,769</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Special Events

**ACCOUNT NO.**  
01-463

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$560	\$1,350	\$1,350	\$1,346
Contracted Services	33,858	40,000	41,600	41,000
Materials & Supplies	2,454	1,500	2,650	2,500
<b>TOTAL</b>	<b>\$36,872</b>	<b>\$42,850</b>	<b>\$45,600</b>	<b>\$44,846</b>

**PROGRAM DESCRIPTION**

This line account includes all costs, equipment and supplies for the Independence/Community Day and Christmas Light Up-Night celebration. The Township also participates in the Easter Egg Hunt, Halloween Parade, and Taste of Hampton in partnership with the Hampton Community Association (HCA).

**BUDGETARY COMMENT**

For 2019, costs increased \$1,996 or 4.6% due to an increase in the Contracted Services and Materials & Supplies categories due to D.C.S. taking over the HCA Easter and Halloween Special Events.

**Special Events – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$520	\$1,250	1,250	\$1,250
198 Payroll Taxes & F.I.C.A.	40	100	100	96
<b>TOTAL</b>	<b>\$560</b>	<b>\$1,350</b>	<b>\$1,350</b>	<b>\$1,346</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$33,858	\$40,000	\$41,600	\$41,000
<b>TOTAL</b>	<b>\$33,858</b>	<b>\$40,000</b>	<b>\$41,600</b>	<b>\$41,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
395 Other Supplies	\$2,454	\$1,500	\$2,650	\$2,500
<b>TOTAL</b>	<b>\$2,454</b>	<b>\$1,500</b>	<b>\$2,650</b>	<b>\$2,500</b>
<b><u>Capital Outlays (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL EVENTS</b>	<b>\$36,872</b>	<b>\$42,850</b>	<b>\$45,600</b>	<b>\$44,846</b>



**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Private Instruction

**ACCOUNT NO.**  
01-465

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$700	\$969	\$969	\$969
<b>TOTAL</b>	<b>\$700</b>	<b>\$969</b>	<b>\$969</b>	<b>\$969</b>

**PROGRAM DESCRIPTION**

This sub-group was developed in 1997 to meet the needs of those wanting to participate in Summer Private Tennis and/or Swim Instruction.

**BUDGETARY COMMENT**

For 2019, this sub-group remains stable when compared to 2018.

**Private Instruction – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$650	\$900	\$900	\$900
198 S.U.I. & F.I.C.A.	50	69	69	69
<b>TOTAL</b>	<b>\$700</b>	<b>\$969</b>	<b>\$969</b>	<b>\$969</b>
<b>TOTAL PRIVATE INSTRUCTION</b>	<b>\$700</b>	<b>\$969</b>	<b>\$969</b>	<b>\$969</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Community Center

**ACCOUNT NO.**  
01-466

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$66,713	\$67,151	\$69,973	\$86,120
Contracted Services	202,529	211,400	209,500	210,500
Materials & Supplies	15,571	14,300	17,425	14,300
Capital Outlays	7,675	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$292,488</b>	<b>\$312,851</b>	<b>\$316,898</b>	<b>\$330,920</b>

### **PROGRAM DESCRIPTION**

This sub-group was first put into place for the Community Center operation in 2005. The Hampton Community Center represents the jewel of the Township's Parks and Recreation facilities and is also the home to the Hampton Community Library. It is widely popular with the Township's residents and serves as a quasi-downtown for Hampton Community Park.

### **BUDGETARY COMMENT**

For 2019, this sub-group recognizes an increase of \$18,069 or 26.9% as compared to 2018. The increase is directly related to a new pay structure for the part-time facility managers.

## Community Center – Account Summary

	2017 ACTUALS	2018 BUDGET	2018 FIN. EST.	2019 BUDGET
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$61,969	\$62,500	\$65,000	\$80,000
198 Payroll Taxes & F.I.C.A.	4,744	4,651	4,973	6,120
<b>TOTAL</b>	<b>\$66,713</b>	<b>\$67,151</b>	<b>\$69,973</b>	<b>\$86,120</b>
<b><u>Contracted Services (200)</u></b>				
220 Utilities (Water, Gas, Electric)	\$74,201	\$80,000	\$80,000	\$80,000
235 Repair/Maint. – Bldg. & Fac.	18,106	15,000	20,000	15,000
264 Janitorial Services	73,503	77,900	71,000	75,500
270 Other Contracted Services	36,719	38,500	38,500	40,000
<b>TOTAL</b>	<b>\$202,529</b>	<b>\$211,400</b>	<b>\$209,500</b>	<b>\$210,500</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial & Cleaning Supplies	\$5,301	\$5,000	\$5,000	\$5,000
345 Hand Tools	455	500	275	500
360 Bldg. Maint. Parts & Supplies	2,528	2,500	3,750	2,500
372 Concession Stand Supplies	1,203	800	400	800
390 Minor Equipment	2,453	2,500	3,200	2,500
395 Other Supplies	3,631	3,000	4,800	3,000
<b>TOTAL</b>	<b>\$15,571</b>	<b>\$14,300</b>	<b>\$17,425</b>	<b>\$14,300</b>
<b><u>Capital Outlays (400)</u></b>				
400 Capital Outlay	\$7,675	\$0	\$0	\$0
400 Fitness Equipment Leases	0	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$7,675</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>TOTAL COMMUNITY CENTER</b>	<b>\$292,488</b>	<b>\$312,851</b>	<b>\$316,898</b>	<b>\$330,920</b>

**2019**  
**Environmental Services**  
**Budget**

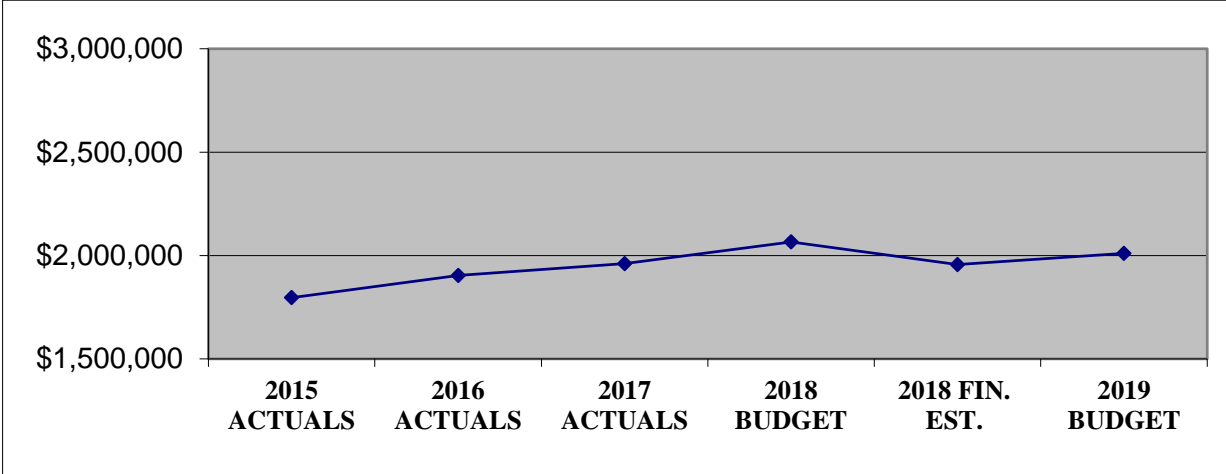
***Principle Goal/ Mission Statement:** To operate in accordance with Federal, State, County and Municipal environmental standards and to continue a management style based on the concept of teamwork and joint decision making as well as employee empowerment.*

**Program Categories**

- \* Environmental Services Administration***
- \* Environmental Services Operations***

**ENVIRONMENTAL SERVICES**  
**EXPENDITURES**

<b>2015 ACTUALS</b>	<b>2016 ACTUALS</b>	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
\$1,795,993	\$1,903,913	\$1,961,462	\$2,065,432	\$1,956,608	\$2,011,101



<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Envir'l. Services	Administration	01-440

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$109,158	\$111,910	\$111,910	\$122,067
Contracted Services	60,033	90,450	49,500	39,950
Materials & Supplies	748	700	950	700
<b>TOTAL</b>	<b>\$169,939</b>	<b>\$203,060</b>	<b>\$162,360</b>	<b>\$162,717</b>

**PROGRAM DESCRIPTION**

This sub-group of the Wastewater Pollution Control Program provides management and administration support to Environmental Service programs. This Department consists of the Environmental Services Director and a time related percentage of the Municipal Manager as well as Finance Director's salaries and benefits.

In conjunction with the administrative and managerial support, this group through the Environmental Services Director is responsible for assisting the Municipal Manager with budgeting, personnel administration and long-range planning of the Township's Wastewater Pollution Control Program.

**BUDGETARY COMMENT**

For the 2019 calendar year, the Department of Environmental Services budget decreased by 19.9% from the 2018 Budget. This reduction is primarily due to the decrease in engineering expenses in the Contracted Services budget.

**Environmental Services - Administration – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$75,000	\$77,000	\$77,000	\$86,000
140 Longevity	240	318	318	318
150 Accrued Leave Buyback	3,462	3,557	3,557	3,972
198 Payroll Taxes & F.I.C.A.	5,780	6,185	6,185	6,907
199 Fringe Benefits	24,676	24,850	24,850	24,869
<b>TOTAL</b>	<b>\$109,158</b>	<b>\$111,910</b>	<b>\$111,910</b>	<b>\$122,067</b>
<b><u>Contracted Services (200)</u></b>				
202 Assoc. & Professional Dues	\$0	\$2,500	\$1,000	\$2,000
203 Conf., Mtg., Seminar Expenses	1,818	4,000	4,500	4,000
204 Regulatory Fees	2,928	3,500	3,500	3,500
207 Engineering Services	46,157	80,000	40,000	30,000
261 Printing & Duplication	0	200	200	200
262 Postal Services	16	250	300	250
270 Other Contracted Services	9,114	0	0	0
<b>TOTAL</b>	<b>\$60,033</b>	<b>\$90,450</b>	<b>\$49,500</b>	<b>\$39,950</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$692	\$500	\$750	\$500
395 Other Supplies	56	200	200	200
<b>TOTAL</b>	<b>\$748</b>	<b>\$700</b>	<b>\$950</b>	<b>\$700</b>
<b><u>Capital Outlays (400)</u></b>				
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ENVIR. SVS. ADMIN.</b>	<b>\$169,939</b>	<b>\$203,060</b>	<b>\$162,360</b>	<b>\$162,717</b>



<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Envir'l Services	Operations	01-443

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Personnel Services	\$917,135	\$928,872	\$923,118	\$915,953
Contracted Services	521,668	535,250	530,100	561,250
Materials & Supplies	293,541	289,500	236,350	266,500
Capital Outlays	59,179	108,750	104,680	104,680
<b>TOTAL</b>	<b>\$1,791,523</b>	<b>\$1,862,372</b>	<b>\$1,794,248</b>	<b>\$1,848,384</b>

### **PROGRAM DESCRIPTION**

In 2006, the Township elected to combine a portion of its Water Pollution Control and Sewer Line Maintenance Program budgets in conjunction with the creation of a new Department of Environmental Services. Therefore, this sub-group is a combination of Sewer Line Maintenance and Water Pollution Control Plant expenditures.

### **BUDGETARY COMMENT**

For the 2019 Department of Environmental Services budget, the total has increased by \$13,988 (0.75%) from 2018 due to the following changes:

- ✓ Personnel Services has decreased by \$12,919 (-1.4%) due to the retirement of an employee in the first quarter of 2018.
- ✓ Contracted Services increased by \$26,000 (+4.8%) due to increased needs at the Water Pollution Control Plant.
- ✓ Materials & Supplies decreased \$23,000 (-7.9%) due to a decreased expense in odor control materials for the Water Pollution Control Plant.
- ✓ Capital Outlays are equal to the 2018 expenses.

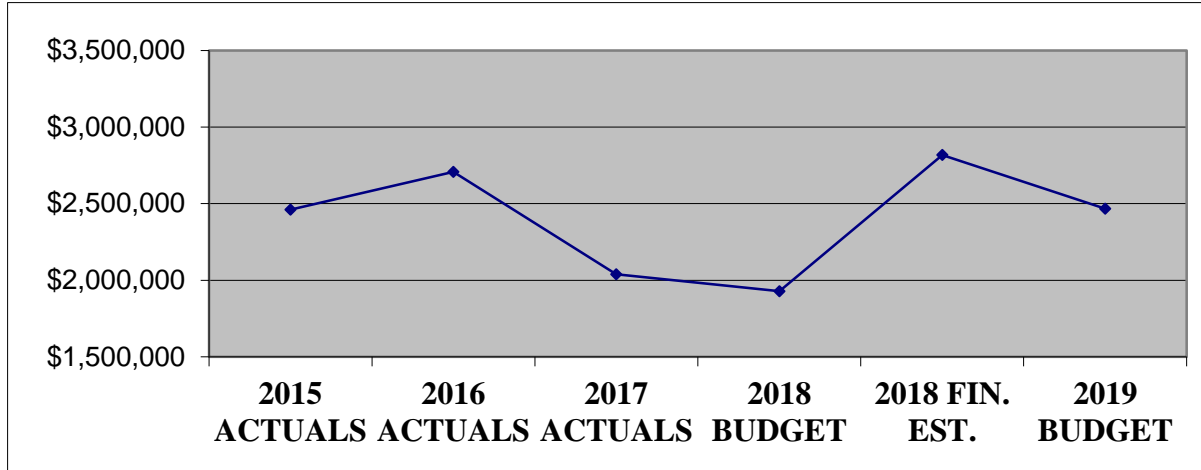
## Environmental Services – Operations – Account Summary

	2017 ACTUALS	2018 BUDGET	2018 FIN. EST.	2019 BUDGET
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$523,806	\$567,700	\$559,000	\$594,348
101 Sick Time Buybacks	76,417	39,290	39,290	12,712
105 Salaries & Wages P.T.	514	3,800	6,496	0
110 Salaries & Wages O.T.	56,106	48,500	60,000	54,000
140 Longevity	3,845	3,607	3,607	3,552
198 Payroll Taxes & F.I.C.A.	47,387	50,725	50,725	50,843
199 Fringe Benefits	209,060	215,250	204,000	200,499
<b>TOTAL</b>	<b>\$917,135</b>	<b>\$928,872</b>	<b>\$923,118</b>	<b>\$915,953</b>
<b><u>Contracted Services (200)</u></b>				
203 Conf., Mtg., Seminar Expenses	\$3,857	\$6,000	\$6,000	\$5,000
208 Contractual – Meals	540	500	600	500
220 Utilities – Gas, Water, Electric	192,878	195,000	230,000	240,000
236 Repair/Maint.-Mechanical Equip.	52,505	73,750	65,000	73,750
239 Repair/Maint.-Sewer Plant	34,135	25,000	18,000	25,000
245 Uniform Rental & Cleaning	3,496	3,500	3,500	3,500
246 Equipment Rental	70	1,500	0	1,500
269 Sludge Disposal	105,374	115,000	94,000	100,000
270 Other Contracted Services	124,330	105,000	110,000	102,000
275 Contr. Emergency Repairs-SLM	4,483	10,000	3,000	10,000
<b>TOTAL</b>	<b>\$521,668</b>	<b>\$535,250</b>	<b>\$530,100</b>	<b>\$561,250</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$625	\$500	\$250	\$500
310 Uniform Purchase	1,925	2,500	2,100	2,500
311 Protective/Safety Clothing	3,799	6,000	6,000	6,000
344 Sewer Maintenance Supplies	16,154	25,000	35,000	28,000
346 Sewer Maintenance – Vactor	6,201	4,000	2,000	4,000
347 Mech. Equip. - (Parts, Supplies)	36,262	36,000	28,000	32,500
348 Mech. Equip. – Filter Press	17,444	15,000	12,000	15,000
362 Lab Supplies	28,964	23,000	23,000	23,000
363 Chlorine	11,480	12,500	18,500	20,000
365 Belt Press Polymers	10,030	15,000	15,000	15,000
366 Misc. Chemical Supplies	158,615	140,000	88,000	110,000
390 Minor Equipment	765	5,000	4,000	5,000
395 Other Supplies	1,277	5,000	2,500	5,000
<b>TOTAL</b>	<b>\$293,541</b>	<b>\$289,500</b>	<b>\$236,350</b>	<b>\$266,500</b>

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Capital Outlays (400)</u></b>				
400 Capital Outlay	\$59,179	\$108,750	\$104,680	\$104,680
<b>TOTAL</b>	<b>\$59,179</b>	<b>\$108,750</b>	<b>\$104,680</b>	<b>\$104,680</b>
<b>TOTAL ENVRN'L SERV. OPER.</b>	<b>\$1,791,523</b>	<b>\$1,862,372</b>	<b>\$1,794,248</b>	<b>\$1,848,384</b>

**DEBT SERVICE  
EXPENDITURES**

<b>2015 ACTUALS</b>	<b>2016 ACTUALS</b>	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
\$2,461,515	\$2,708,170	\$2,039,794	\$1,928,500	\$2,817,500	\$2,467,000



<b><u>FUND</u></b>	<b><u>PROGRAM</u></b>	<b><u>SUB-GROUP</u></b>	<b><u>ACCOUNT NO.</u></b>
General	Debt Service	Debt and Transfers	01-470

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
Debt Services/Transfers	\$2,039,794	\$1,928,500	\$2,817,500	\$2,467,000
<b>TOTAL</b>	<b>\$2,039,794</b>	<b>\$1,928,500</b>	<b>\$2,817,500</b>	<b>\$2,467,000</b>

**PROGRAM DESCRIPTION**

The Township of Hampton elected to take advantage of favorable interest rates in 2002 and restructure the municipality’s entire debt burden. This included the debt of the Hampton Township Sanitary Authority (HTSA) which was then dissolved by this action.

Today, the Township of Hampton’s total debt burden equates out to the current legal debt limit for the Township is a little over \$32,000,000 with this value is expected to climb to \$36,000,000 by the end of the 2018 fiscal year. This being the case, the Township has used up approximately 65% of its legal debt limit, leaving about \$10,873,018 available for borrowing should the need arise.

Annual Tax and Revenue Anticipation Note (TRAN) borrowing (2018: \$2,250,000) is also accounted for in this sub-group as is budgetary transfers. Each year, the Township also transfers funds from its General Fund to its Capital Improvement, Capital Reserve, Emergency Reserve, Sewer Capital Improvements Reserve, and Escrow Fund.

**BUDGETARY COMMENT**

For 2019, costs within the Debt Service and Transfers sub-group rose by \$538,500 or 28%. This increase in costs is attributable to a change in the Township Debt Service schedule reflecting an increase Sewer Capital Debt as the Township began the first phase in designing and constructing a new \$45 million sewerage treatment plant.

**Debt Service – T.A.N. – Account Summary**

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST.</b>	<b>2019 BUDGET</b>
<b><u>Debt Service/Transfers (500)</u></b>				
501 Inter. On Tax/ Revenue Note	\$15,671	\$20,000	\$24,000	\$25,000
502 G.O.B. Debt Service	1,687,597	1,766,500	1,766,500	2,300,000
503 Transfer to Sewer Sys. Cap. Fund	0	0	100,000	0
506 Transfer to Escrow Fund	19,526	0	0	0
506 Transfer to Rec. Maintenance	225,000	50,000	35,000	50,000
507 Transfer to Emer. Reserve	0	0	100,000	0
508 Transfer to Cap. Impr. Fund	0	0	200,000	0
509 Transfer to Capital Reserve Fund	0	0	500,000	0
590 Library Debt Service	92,000	92,000	92,000	92,000
<b>TOTAL TRANSFERS</b>	<b>\$2,039,794</b>	<b>\$1,928,500</b>	<b>\$2,817,500</b>	<b>\$2,467,000</b>

	<b>2017 ACTUALS</b>	<b>2018 BUDGET</b>	<b>2018 FIN. EST</b>	<b>2019 BUDGET</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$13,956,744</b>	<b>\$14,936,776</b>	<b>\$15,898,058</b>	<b>\$15,200,347</b>

**TOWNSHIP OF HAMPTON**  
**2019 SUMMARY OF OTHER FUNDS**

	Liquid Fuels (02)	Sewer Cap. Res Fund (03)	Escrow Fund (04)
<b>Revenue Source</b>			
Tax Revenue/Fees			\$10,000
Liquid Fuels	\$614,519		
Foreign Casualty Tax/Grants			
Transfer from Capital Reserve			
Transfer from General Fund			
Transfer from Sewer Cap. Res.			
Other Revenues & Investments	\$4,000	\$100	\$500
Rental (Capital Fees)		\$302,000	
<b>Total Estimated Revenue</b>	<b>\$618,519</b>	<b>\$302,100</b>	<b>\$10,500</b>
Unobligated Balance (1/1/19)			
Cash/Investment	\$20,000	\$169,000	\$450,813
<b>Total Available Revenue</b>	<b>\$638,519</b>	<b>\$471,100</b>	<b>\$461,313</b>
<b>Expenditures</b>			
Capital Budget			
Personnel Services (Salaries)			
Contracted Services	\$30,000	\$102,000	\$50,000
Materials & Supplies			
Capital Outlay (up to \$4,000)			
Employer Pension Contribution			
Debt Service/Refunds			
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund	\$310,000	\$25,000	
Transfer to Sewer Fund			
Transfer to Capital Imp. Fund	\$275,000	\$242,000	
Return to Developers			\$25,000
Miscellaneous	\$300		
<b>Total Expenditures</b>	<b>\$615,300</b>	<b>\$369,000</b>	<b>\$75,000</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$23,219</b>	<b>\$102,100</b>	<b>\$386,313</b>

**TOWNSHIP OF HAMPTON**  
**2019 SUMMARY OF OTHER FUNDS**

	Emergency Reserve (07)	Capital Reserve (09)
Tax Revenue/Fees		
Liquid Fuels		
Foreign Casualty Tax/Grants (FEMA)		
Transfer from Capital Reserve		
Transfer from General Fund		
Transfer from Sewer Cap. Res.		
Transfer from Emergency Reserve		
Bond Proceeds		
Other Revenue and Investments	\$10,000	\$5,000
<b>Total Estimated Revenue</b>	<b>\$10,000</b>	<b>\$5,000</b>
Unobligated Balance (1/1/19)		
Cash/Investment	\$650,919	\$382,887
<b>Total Available Revenue</b>	<b>\$660,419</b>	<b>\$387,887</b>
Capital Budget		
Personnel Services (Salaries)		
Contracted Services		
Materials & Supplies		
Capital Outlay (up to \$4,000)		
Employer Pension Contribution		
Debt Service/Refunds		
Encumbered Balance		
Return on Cash Investments		
Transfer to General Fund		\$360,000
Transfer to Sewer Fund		
<b>Total Expenditures</b>	<b>\$-0-</b>	<b>\$360,000</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$660,419</b>	<b>\$27,887</b>



**TOWNSHIP OF HAMPTON  
SUMMARY OF OTHER FUNDS**

	Fire Fund (10)	Capital Debt (17)
Tax Revenue	\$340,000	
Liquid Fuels		
Foreign Casualty Tax/Pension	\$112,000	
Transfer from Capital Reserve		\$532,620
Transfer from General Fund		
Transfer from Sewer Cap. Res.		
Other Revenue and Investments	\$500	\$500
<b>Total Estimated Revenue</b>	<b>\$452,500</b>	<b>\$533,120</b>
Unobligated Balance (1/1/19)		
Cash/Investment	\$10,000	\$0
<b>Total Available Revenue</b>	<b>\$462,500</b>	<b>\$533,120</b>
Capital Budget		
Personnel Services (Salaries)		
Contracted Services		
Materials & Supplies		
Capital Outlay (up to \$4,000)		
Employer Pension Contribution	\$112,000	
Debt Service/Refunds	\$1,000	\$420,000
Encumbered Balance		
Return on Cash Investments		
Transfer to General Fund		
Transfer to Emergency Reserve		
Transfer to Sewer Fund		
Transfer to Fire Association	\$330,000	
Miscellaneous	\$100	
<b>Total Expenditures</b>	<b>\$443,100</b>	<b>\$420,000</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$19,400</b>	<b>\$113,120</b>

## **TOWNSHIP OF HAMPTON** **CAPITAL IMPROVEMENTS PROGRAM POLICIES**

- ◆ The Township will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budgets.
- ◆ The Township will enact an annual capital budget. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be calculated and included in capital improvement projections.
- ◆ The Township will make all capital improvements in accordance with the adopted Capital Improvements Program.
- ◆ The Township will pursue a long-term, consistent source of funding in order to maintain an effective as well as long-term Capital Improvements Program.
- ◆ The Township will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Township priorities, and who's operating and maintenance costs have been included in an operating budget.
- ◆ The Township will determine the least costly financing method for all new projects.
- ◆ The Township will project its equipment replacement and maintenance needs for the next several years and will update this projection each year. From this projection, a maintenance and replacement schedule will be developed and followed.
- ◆ The Township staff will identify the estimated costs and potential funding sources for each capital project proposal before it is submitted to Council for approval.
- ◆ The Township will maintain all of its assets at a level adequate to protect the Township's capital improvements and to minimize future maintenance and replacement costs.

**TOWNSHIP OF HAMPTON**

**STATEMENT OF REVENUES, EXPENDITURES  
TRANSFERS AND CHANGE IN FUND BALANCE**

**CAPITAL IMPROVEMENTS FUND BUDGET**

**2019  
BUDGET**

**REVENUES:**

Cash Balance 1-1-19 .....	\$25,000
Interest on Investments .....	2,500
<b>TOTAL REVENUE .....</b>	<b>\$27,500</b>

**EXPENDITURES:**

General Government/Administration.....	\$0
Information Technology .....	35,000
Police/Public Safety .....	30,827
Community Development/Land Use .....	0
Community Services .....	1,587,850
Environmental Services (SLM/WPCP) .....	302,000
Facilities .....	95,000
<b>TOTAL EXPENDITURES .....</b>	<b>\$2,050,677</b>

**(DEF.) OF REVENUE OVER EXPENDITURES .....** (\$2,023,177)

**TRANSFERS FROM OTHER FUNDS:**

Capital Improvement Tax (CIT) .....	\$1,120,000
Recreation Maintenance (CPM) Fund .....	50,000
Sewer Systems Capital Reserve (SSCR) .....	302,000
Liquid Fuels (LF) .....	275,000
Capital Reserve Fund .....	250,000
<b>TOTAL TRANSFER FROM OTHER FUNDS .....</b>	<b>\$1,997,000</b>

**TRANSFER TO:**

Excess (Deficiency) of Revenues and Transfers over Expenditures .....	(\$26,177)
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## 2019 TOWNSHIP OF HAMPTON

### Administrative Staff Salary Information

<u>Position</u>	<u>Name</u>	<u>2017 Base Salary</u>	<u>2018 Base Salary</u>	<u>2019 Base Salary</u>
Manager	Lochner	\$125,850	\$127,850	\$128,850
Asst. Manager	Bernet	77,000	79,125	84,000
Chief of Police	Vulakovich	108,500	112,000	115,800
Comm. Serv. Dir.	Zarenko/Flannery	95,000	97,600	87,520
Envir. Serv. Dir.	Degnan	75,000	77,000	86,000
Land Use Adm.	Orban	68,750	75,000	78,300
Facilities Director	Corace	75,000	77,000	80,000
Finance Director	Omecene	75,000	72,500	75,000
I.T. Director	Zech	62,400	64,125	75,000
Police Secretary	Pastor	34,000	35,000	36,900
Land Use Assistant	Lukas-Gold	40,000	41,000	42,128
Support System Tech.	Wielgus	36,625	37,625	39,506
Finance Clerk	White	32,500	35,000	37,500
Day Camp/ PC Dir.	Martino	35,000	37,500	38,438
Program Supervisor	Ryder	41,800	42,950	44,023
Facility Manager(s)				
• Operations	Hoburg	35,550	36,525	37,438
Permit Clerk	Perrucci	33,000	33,925	34,773
Web User Designer	Mihm	36,000	37,000	37,925
<b>TOTAL</b>		<b>\$1,131,775</b>	<b>\$1,164,825</b>	<b>\$1,159,100</b>
<b>Part-time Employees</b>				
Receptionist	Lichina	\$14.00	\$14.25	\$14.75
Receptionist	Pascucci	13.50	14.25	14.50
Mgr. Secretary	Lipke	14.00	14.50	15.00
Part-time Code	Kovac	12.00	12.00	20.00
Enforcement Officers	McLaughlin	13.00	13.00	13.50
Part-time Finance				
Clerk	Backus	18.75	19.25	16.75
Rental Clerk	Radage	n/a	n/a	23.00

**TOWNSHIP OF HAMPTON  
FULL-TIME PERSONNEL/POSITION COUNTS**

<b>Position</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>
Municipal Manager	1	1	1	1	1	1
Chief of Police	1	1	1	1	1	1
Chief Administrator of Police	0	0	0	0	0	0
Community Services Director	1	1	1	1	1	1
W.P.C.P. Director	0	0	0	0	0	0
Environmental Serv. Dir.	1	1	1	1	1	1
Finance Records Coordinator	0	0	0	0	0	0
Finance Director	1	1	1	1	1	1
Sewer Line Maint. Supt.	0	0	0	0	0	0
Environmental Serv. Supt.	0	0	0	0	0	0
Land Use Administrator	1	1	1	1	1	1
Information Technology Dir.	1	1	1	1	1	1
Administrative Assistant	0	0	0	0	0	0
Asst. to the Manager-Public Rel	0	0	0	0	0	0
Manager's Secretary	1	1	1	1	0	0
Asst. Township Manager	1	1	1	1	1	1
IT System Support Tech.	1	1	1	1	1	2
Facility Maintenance Director	1	1	1	1	1	1
Recreation Program Supervisor	1	1	1	1	1	2
Facility Manager (Comm. Ctr.)	1	1	1	1	1	1
Finance Clerk	1	1	1	1	1	1
Police Secretary	1	1	1	1	1	1
Planning/G.I.S. Secretary	0	0	0	0	0	.5
Land Use Assistant	1	1	1	1	1	1
Revenue/Purchasing Clerk	1	1	1	0	0	0
Permit Clerk/Typist II	1	1	1	1	1	1
Parks & Recreation Secretary	0	0	0	0	0	0
Front Desk Receptionist	0	0	0	0	0	0
Police Sergeant/Captain	4	4	4	4	4	4
Police Officers	13	13	13	13	13	13
Public Works Fore./Supervisor	1	2	2	2	2	2
Community Services Laborer(s)	16	15	15	14	14	14
Sewer Line Maint. Laborer(s)	0	0	0	0	0	0
Environmental Serv. Laborer(s)	9	10	10	10	10	11
<b>TOTAL</b>	<b>60</b>	<b>62</b>	<b>62</b>	<b>60</b>	<b>59</b>	<b>60.5</b>

**TOWNSHIP OF HAMPTON**  
**OPERATING BUDGET**  
**GLOSSARY OF TERMS**

***Assessed Valuation*** – A valuation (100%) set upon real estate or other property by a government as a basis for levying taxes. For Hampton, the Allegheny County Assessor handles this function.

***Appropriation*** – A legal authorization granted by a legislative body (the Township Council) to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and as to the time when it may be expended. Appropriations are generally made for a one-year period for operational purposes, but can be multi-year appropriations when capital projects or other special projects are involved. Multi-year appropriation authority remains in effect until the amount appropriated has been totally expended or until the fund, program or project is closed because its assigned purpose has been changed or accomplished.

***Budget*** – A financial plan consisting of proposed expenditures for a period of time, generally one year or a fiscal year, and the proposed revenue sources of financing the expenditures.

***Budget Amendment*** – A change to a budget adopted in accordance with State law and the Township’s Home Rule Charter. A budget may be amended to increase expenditures/expenses at the fund level by Ordinance.

***Budget Calendar*** – The schedule of important dates which the Township follows in the preparation and adoption of the budget.

***Capital Improvement Program*** – A plan for capital expenditures to be incurred each year over a fixed period of several future years setting forth each capital project, the amount to be expended in each year, and the method of financing those expenditures.

***Capital Outlay*** – Expenditures which result in the acquisition of or addition to fixed assets.

***Contingency*** – A budgetary reserve set aside for emergencies or unforeseen expenditures for which no other budget exists.

***Debt Service*** – Payment of interest and repayment of principal to holders of the Township’s debt instruments.

***Expenditures*** – When account records are maintained on the cash basis, as they are for all funds of the Township of Hampton, expenditures/expenses are recognized when cash payments for purchases are made.

***Fiscal Year*** – A twelve (12) month period to which the annual operating budget applies at the end of which a government determines its financial position and results of its operations.

***Fund*** – A fiscal and accounting entity with a self-balancing set of accounts recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

***Fund Balance*** – The excess of an entity’s assets over its liabilities. A negative fund balance is sometimes called a deficit.

***General Obligation Bonds*** – Bonds for which the full faith and credit of the issuing government are pledged for the payment of the debt principal and interest.

***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 financing of acquisition, spending and service delivery activities of a government are controlled.

***Program*** – A group of similar or related services or activities having a common purpose.

***Reserve*** – An account used to indicate that a portion of fund equity is legally restricted for a specific purpose or not available for appropriation and subsequent spending.

***Resources*** – Total dollars available for appropriation including estimated revenues, fund transfers and beginning fund balances.

***Revenue Estimate*** – A formal estimate of how much revenue will be earned from a specific revenue source for some future period, typically a fiscal year.

***Supplies*** – Items used to deliver services, such as office, operating, books, maps, and other minor items not classified as equipment.

# **Township of Hampton Home Rule Charter Budget Requirements Section**

## **ARTICLE XI FINANCE**

### **Section 1101. Fiscal Year**

The fiscal year of the Municipality shall begin on the first (1<sup>st</sup>) day of January and end on the last day of December of each year.

### **Section 1102. Submission of Budget and Budget Messages**

On or before the first (1<sup>st</sup>) day of November of each year, the Manager shall submit to Council a proposed budget for the ensuing fiscal year and an accompanying message.

### **Section 1103. Budget Message**

The Manager's budget message shall explain the budget both in fiscal terms and in terms of programs. It shall outline the proposed financial policies of the Municipality for the ensuing fiscal year, describe the important features of the budget, indicate any major changes from the current year in financial policies, expenditures, and revenues, together with the reasons for such changes, summarize the Municipality's debt position, and include such other material as the Manager deems desirable.

### **Section 1104. Budget**

The budget shall provide a complete financial plan of all Municipal funds and activities for the ensuing fiscal year and, except as required by this Chapter, shall be in such form as the Manager deems desirable but must also be in such form as the Council may require. In organizing the budget, the Manager shall utilize the most feasible combination of expenditure classification by fund, organization unit, program, purpose of activity, and object. The budget shall contain, among other things, the following:

1. It shall begin with a general summary of its contents.
2. It shall show in detail all estimated income, indicating the existing and proposed tax levies, as well as other assessments, rentals, fees, charges, and other income.
3. It shall show the number of proposed employees in each job classification and the number presently employed in each job classification.
4. It shall be so arranged as to show comparative figures for actual and estimated income and expenditures for the current fiscal year and actual income and expenditures of the preceding fiscal year.
5. It shall indicate proposed operating expenditures, including debt service during the ensuing fiscal year, detailed by offices, departments and agencies, in terms of their respective work programs and the proposed methods of financing such expenditures.



6. It shall indicate proposed capital expenditures during the ensuing fiscal year, detailed by offices, departments and agencies when practicable, and the proposed method of financing each such capital expenditure.
7. It shall indicate any anticipated net surplus or deficit for the ensuing fiscal year of each utility owned or operated by the Municipality and the proposed method of its disposition; subsidiary budgets for each such utility giving detailed income and expenditure information shall be attached has appendices to the budget.

The total of proposed expenditures shall not exceed the total of estimated income.

### **Section 1105. Adoption of Budget**

Council shall publish in a newspaper of general circulation in the Municipality the general summary of the budget and a notice stating:

1. The times when and the places where copies of the message and budget are available for inspection by the public, and
2. The place and time, not less than two (2) weeks after such publication, for a public hearing on the budget.

After the public hearing, the Council may adopt the budget with or without amendment. In amending the budget, Council may make changes in any scope or amount, except for expenditures requires by law or for debt service. Such changes may include but not be limited to additions or deletions of programs as well as increases or decreases in funds.

Should Council fail to adopt a budget on or before the last day of the last month of the fiscal year currently ending, the amounts appropriated for current operation of the current fiscal year shall be deemed adopted for the ensuing fiscal year on a month-to-month basis with all items in its prorated accordingly, until such time as Council adopts a budget for the ensuing fiscal year.

### **Section 1106. Amendment of Budget**

Council may amend the budget by ordinance during the fiscal year for which the budget was adopted; provided, however, that such amendment follows a public hearing and that such amendment shall not result in expenditures exceeding the estimated income determined as of the time of the amendment.

### **Section 1107. Appropriations**

Adoption of the budget and amendments thereof shall constitute appropriations for the expenditures set forth therein.

### **Section 1108. Payment of Funds**

No payment of any funds of the Municipality shall be made unless provided for in the budget; provided, however, that payroll and utility expenditures may be made at the direction of the Manager where based upon a prior ordinance or contract.

### **Section 1109. Capital Program**

On or before the first (1<sup>st</sup>) day of August of each year, the Manager shall prepare and submit to the Council a five (5) year capital program. The capital program shall include:

1. A clear general summary of its contents.
2. A list of all capital improvements proposed to be undertaken during the next five (5) fiscal years, with appropriate supporting information as to the necessity for such improvements.
3. Cost estimates, method of financing and recommended time schedules for each such improvement.
4. The estimated annual cost of operating and maintaining the facilities to be constructed or acquired.
5. Comparison between projected and actual capital programs for the previous twelve (12) months.

The program shall include capital improvements still pending or in process of construction or acquisition, revised to reflect latest costs and plans presented in the same manner.

#### **Section 1110. Resolution on Capital Program**

Council shall publish in one or more newspapers of general circulation in the Municipality the general summary of the capital program and a notice stating:

1. The times when and places where copies of the capital program are available for inspection by the public, and
2. The place and time, not less than two (2) weeks after such publication, for a public hearing on the capital program.

Council by resolution shall adopt the capital program with or without amendment after the public hearing.

#### **Section 1111. Public Records**

Copies of the budget and the capital program as adopted shall be public records and shall be made available to the public at the office of the Manager.

