

**2020**  
**COMMUNITY SERVICES PROGRAM**  
**Budget**

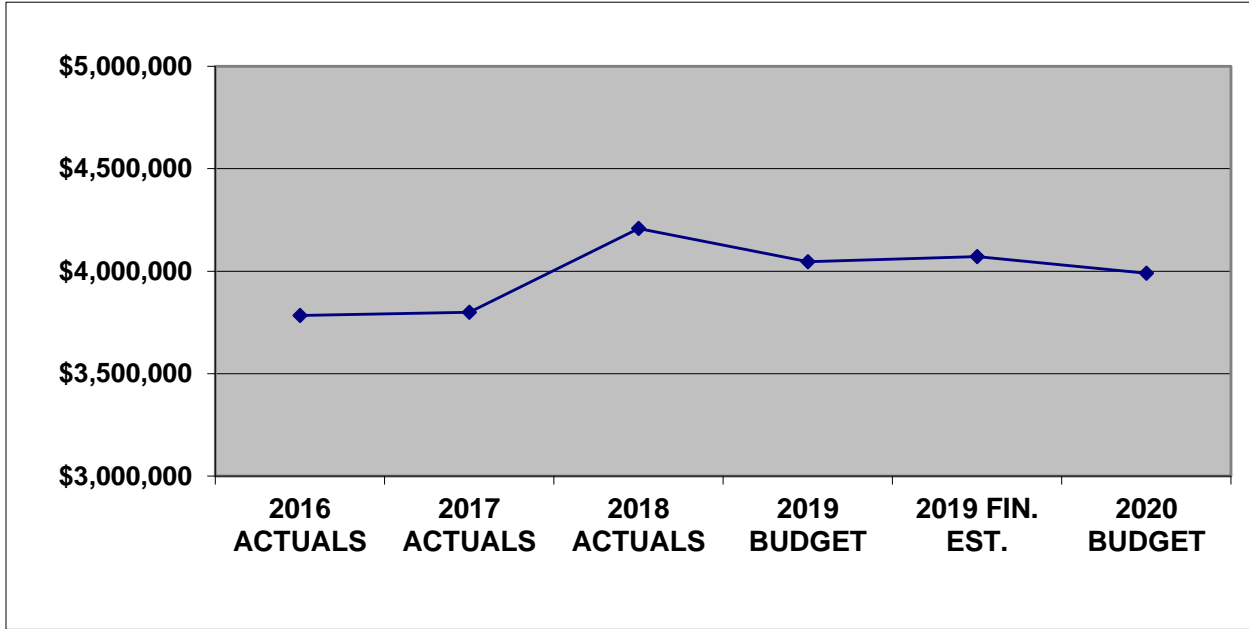
*Principle Goal/ Mission Statement: To pursue a management style based on employee input and the concept of team work – joint decision making utilizing all available resources.*

**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 Programs*
- \* Private Instruction*
- \* Community Center*

## COMMUNITY SERVICES EXPENDITURES

2016 ACTUALS	2017 ACTUALS	2018 ACTUALS	2019 BUDGET	2019 FINAL EST.	2020 BUDGET
\$3,783,929	\$3,799,835	\$4,208,164	\$4,046,123	\$4,071,828	\$3,990,545



<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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$1,313,556	\$1,322,917	\$1,360,932	\$1,417,966
Contracted Services	74,112	82,300	80,281	79,200
Materials & Supplies	99,041	110,075	114,411	150,875
<b>TOTAL</b>	<b>\$1,486,709</b>	<b>\$1,515,293</b>	<b>\$1,555,624</b>	<b>\$1,648,041</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 2020, costs in this sub-group have increased by \$132,748 or 9% as the Township looks to expand its road and park maintenance efforts.

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

<b><u>Personnel Services (100)</u></b>	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
100 Salaries & Wages	\$859,826	\$878,543	\$878,543	\$947,756
101 Personal Buy Back	14,877	13,988	13,988	23,130
105 Salaries & Wages P.T.	0	0	0	0
110 Salaries & Wages O.T.	68,397	55,000	90,000	65,000
140 Longevity	6,215	5,832	6,500	6,280
198 Payroll Taxes & F.I.C.A.	71,328	72,932	75,278	79,726
199 Fringe Benefits	292,912	296,623	296,623	296,074
<b>TOTAL</b>	<b>\$1,313,556</b>	<b>\$1,322,918</b>	<b>\$1,360,932</b>	<b>\$1,417,966</b>
<b><u>Contracted Services (200)</u></b>				
208 Contractual-Meals	1,913	\$3,100	\$2,000	\$2,000
220 Utilities-(Water, Gas, Electric)	20,380	17,000	20,000	20,000
237 Repair/Maint.-Parks Facility	392	3,000	2,000	3,000
238 Repair/Maint.-Fields & Grounds	6,524	8,500	5,000	8,500
243 Other Rental Charges	740	700	500	700
245 Uniform Clean & Rental	5,429	5,500	5,500	5,500
270 Other Contracted Services	7,380	9,000	17,000	12,000
272 Contracted Radio Services	2,929	2,500	2,500	2,500
283 Contracted Bridge Maintenance	0	3,000	0	3,000
285 Contracted Street Sweeping	12,586	15,000	13,781	0
289 Contracted Tree Removal	15,840	15,000	12,000	22,000
<b>TOTAL</b>	<b>\$74,112</b>	<b>\$82,300</b>	<b>\$80,281</b>	<b>\$79,200</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial/Cleaning Supplies	\$0	\$375	\$200	\$375
310 Uniform Purchase	4,249	3,000	5,000	4,500
331 Line Painting	16,487	15,000	2,500	18,000
341 Asphalt Related Material	49,966	45,000	35,000	50,000
342 Road/Bridge Guiderails	3,390	20,000	20,000	25,000
346 Street Maintenance Tools	3,991	4,700	3,000	4,000
374 Park Facilities – Maint. Supplies	7,248	7,000	24,000	17,000
375 Field & Grounds – Maint. Supp.	4,304	5,500	14,000	18,000
390 Minor Equipment	6,626	5,500	8,500	12,000
395 Other Supplies	2,781	4,000	2,211	2,000
<b>TOTAL</b>	<b>\$99,041</b>	<b>\$110,075</b>	<b>\$114,411</b>	<b>\$150,875</b>
<b>TOTAL ST. /BRIDGE MAINT.</b>	<b>1,486,709</b>	<b>\$1,515,293</b>	<b>\$1,555,624</b>	<b>\$1,648,041</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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$98,971	\$69,973	\$69,973	\$69,973
Contracted Services	3,400	1,500	12,000	5,000
Materials & Supplies	653,143	457,500	465,708	510,500
<b>TOTAL</b>	<b>\$755,514</b>	<b>\$528,973</b>	<b>\$547,681</b>	<b>\$585,473</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 2020, costs within the Snow/Ice Control sub-group have increased \$56,500 or 11%. Materials & Supply costs represents this increase.

**Snow/Ice Control – Account Summary**

	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b><u>Personnel Services (100)</u></b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
110 Salaries & Wages O.T.	\$92,032	\$65,000	\$65,000	\$65,000
198 Payroll Taxes & F.I.C.A.	6,938	4,973	4,973	4,973
<b>TOTAL</b>	<b>\$98,971</b>	<b>\$69,973</b>	<b>\$69,973</b>	<b>\$69,973</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$3,400	\$1,500	\$12,000	\$5,000
<b>TOTAL</b>	<b>\$3,400</b>	<b>\$1,500</b>	<b>\$12,000</b>	<b>\$5,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
343 Snow/Ice Control Material	\$642,113	\$450,000	\$445,000	\$500,000
347 Mechanical Equipment	8,708	4,000	5,208	4,000
390 Minor Equipment	631	500	500	500
395 Other Supplies	1,691	3,000	15,000	6,000
<b>TOTAL</b>	<b>\$653,143</b>	<b>\$457,500</b>	<b>\$465,708</b>	<b>\$510,500</b>
<b><u>Capital Outlay (400)</u></b>	\$0	\$0	\$0	\$0
<b>TOTAL SNOW/ICE CONTROL</b>	<b>\$755,514</b>	<b>\$528,973</b>	<b>\$547,681</b>	<b>\$585,473</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Storm Sewer Maint.

**ACCOUNT NO.**  
01-433

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Contracted Services	\$102,485	\$125,000	\$60,000	\$0
Materials & Supplies	121,701	110,200	100,250	0
Capital Outlay	19,600	20,000	20,000	0
<b>TOTAL</b>	<b>\$243,786</b>	<b>\$255,200</b>	<b>\$180,250</b>	<b>\$0</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 2020, there are no expenses in this sub-group. The Hampton Township Council enacted a Storm Water Management Fee in December 2019 which will address and fund storm water sewers and catch basins.

**Storm Sewer Maintenance – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$102,485	\$125,000	\$60,000	\$0
<b>TOTAL</b>	<b>\$102,485</b>	<b>\$125,000</b>	<b>\$60,000</b>	<b>\$0</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
344 Storm Sewer Maint. Supplies	\$121,701	\$110,000	\$100,000	\$0
395 Other Supplies	0	200	250	0
<b>TOTAL</b>	<b>\$121,701</b>	<b>\$110,200</b>	<b>\$100,250</b>	<b>\$0</b>
<b><u>Capital Outlay (400)</u></b>				
400 Detention Pond Maintenance	\$19,600	\$20,000	\$20,000	\$0
<b>TOTAL</b>	<b>\$19,600</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$0</b>
<b>TOTAL STORM SEWER MAINTENANCE</b>	<b>\$243,786</b>	<b>\$255,200</b>	<b>\$180,250</b>	<b>\$0</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	Vehicle/Equip. Maint.	01-434

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$93,094	\$94,883	\$95,183	\$99,490
Contracted Services	74,158	92,000	113,000	92,000
Materials & Supplies	206,039	186,600	163,003	184,600
Capital Outlay	16,186	0	0	0
<b>TOTAL</b>	<b>\$389,478</b>	<b>\$373,483</b>	<b>\$371,186</b>	<b>\$376,090</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, and 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
5 Ford Explorers	1 Vibration Compaction Unit
1 Camera Truck	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 2020 have remained relatively stable increasing by \$2,607 or less than 1%.

## Vehicle/Equipment Maintenance – Account Summary

	<b>2018</b>	<b>2019</b>	<b>2019</b>	<b>2020</b>
<b><u>Personnel Services (100)</u></b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
100 Salaries & Wages	\$64,853	\$63,527	\$63,527	\$67,852
110 Salaries & Wages O.T.	1,536	1,500	1,800	1,500
198 Payroll Taxes & F.I.C.A.	5,002	4,975	4,975	5,305
199 Fringe Benefits	21,704	24,881	24,881	24,833
<b>TOTAL</b>	<b>\$93,094</b>	<b>\$94,883</b>	<b>\$95,183</b>	<b>\$99,490</b>
<b><u>Contracted Services (200)</u></b>				
234 Repair/Main.-Motor Vehicles	\$18,394	\$30,000	\$55,000	\$32,500
236 Repair/Main.-Mechanical Equip.	209	2,000	2,000	2,000
270 Contracted Services-Lease	55,556	60,000	56,000	57,500
<b>TOTAL</b>	<b>\$74,158</b>	<b>\$92,000</b>	<b>\$113,000</b>	<b>\$92,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
345 Hand Tools	\$1,233	\$1,500	\$1,400	\$1,500
350 Vehicle Parts	81,055	65,000	47,000	55,000
351 Fuel & Lubrication (Oil)	97,837	93,000	96,000	102,500
352 Tires	25,517	26,500	18,000	25,000
395 Other Supplies	398	600	603	600
<b>TOTAL</b>	<b>\$206,039</b>	<b>\$186,600</b>	<b>\$163,003</b>	<b>\$184,600</b>
<b><u>Capital Outlay (400)</u></b>				
<b>TOTAL</b>	<b>\$16,186</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL VEH. /EQUIP. MAINT.</b>	<b>\$389,478</b>	<b>\$373,483</b>	<b>\$371,186</b>	<b>\$376,090</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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$399,436	\$455,677	\$458,946	\$395,033
Contracted Services	45,783	52,950	50,150	60,300
Materials & Supplies	4,713	4,150	5,200	4,500
<b>TOTAL</b>	<b>\$449,932</b>	<b>\$512,777</b>	<b>\$514,296</b>	<b>\$459,833</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 2020, this sub-group has decreased by \$52,944 or 11% due to a reduction in Personnel Services.

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

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$258,077	\$262,064	\$275,000	\$267,387
110 Salaries & Wages –OT	0	0	0	0
140 Longevity	1,677	1,294	1,294	1,200
150 Sick Time Buyback	7,999	70,167	60,500	4,704
198 Payroll Taxes & F.I.C.A.	19,777	25,515	25,515	20,907
199 Fringe Benefits	111,907	96,637	96,637	100,836
<b>TOTAL</b>	<b>\$399,436</b>	<b>\$455,677</b>	<b>\$458,946</b>	<b>\$395,033</b>
<b><u>Contracted Services (200)</u></b>				
202 Association & Dues	\$400	\$3,500	\$2,000	\$3,000
203 Conf., Mtg., Seminar Exp.	220	5,000	5,000	6,500
261 Printing & Duplicating	0	650	850	1,000
262 Postage	444	2,000	500	2,000
270 Other Contracted Services	42,951	40,000	40,000	46,000
279 Employment Application Exp.	1,768	1,800	1,800	1,800
<b>TOTAL</b>	<b>\$45,783</b>	<b>\$52,950</b>	<b>\$50,150</b>	<b>\$60,300</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$3,779	\$3,500	\$3,500	\$3,000
301 Office Furniture & Equip.	752	500	500	500
395 Other Supplies	182	150	1,200	1,000
<b>TOTAL</b>	<b>\$4,713</b>	<b>\$4,150</b>	<b>\$5,200</b>	<b>\$4,500</b>
<b><u>Capital Outlay (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL DCS. ADMIN.</b>	<b>\$449,932</b>	<b>\$512,777</b>	<b>\$514,296</b>	<b>\$459,833</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Annual Rec. Prog.

**ACCOUNT NO.**  
01-451

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$2,100	\$3,230	\$4,030	\$3,768
Contracted Services	0	0	0	5,000
Materials & Supplies	0	0	0	0
<b>TOTAL</b>	<b>\$2,100</b>	<b>\$3,230</b>	<b>\$4,030</b>	<b>\$8,768</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 2020 have increased \$5,538 or 172% when compared to 2019.

**Annual Recreational Programs – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$2,100	\$3,000	\$3,800	\$3,500
198 Payroll Taxes & F.I.C.A.	0	230	230	268
<b>TOTAL</b>	<b>\$2,100</b>	<b>\$3,230</b>	<b>\$4,030</b>	<b>\$3,768</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$0	\$0	\$0	\$5,000
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$5,000</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>\$2,100</b>	<b>\$3,230</b>	<b>\$4,030</b>	<b>\$8,768</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Seasonal Rec. Prog.

**ACCOUNT NO.**

01-452

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$2,313	\$6,459	\$5,959	\$6,459
Materials & Supplies	0	0	0	0
<b>TOTAL</b>	<b>\$2,313</b>	<b>\$6,459</b>	<b>\$5,959</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 2020 have remained stable when compared to 2019.

**Seasonal Recreation Programs – Account Summary**

<b><u>Personnel Services (100)</u></b>	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
105 Salaries & Wages P.T.	\$2,191	\$6,000	\$5,500	\$6,000
198 Payroll Taxes & F.I.C.A.	122	459	459	459
<b>TOTAL</b>	<b>\$2,313</b>	<b>\$6,459</b>	<b>\$5,959</b>	<b>\$6,459</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
395 Other Supplies	\$0	\$0	\$0	\$0
<b>TOTAL SEASONAL REC PROG.</b>	<b>\$2,313</b>	<b>\$6,459</b>	<b>\$5,959</b>	<b>\$6,459</b>



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

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$173,196	\$183,005	\$198,481	\$201,844
Contracted Services	73,450	76,000	79,457	79,500
Materials & Supplies	82,858	68,800	73,073	78,000
Capital Outlay	19,315	10,000	23,751	15,000
<b>TOTAL</b>	<b>\$348,818</b>	<b>\$337,805</b>	<b>\$374,761</b>	<b>\$374,344</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 2020, expenditures within this sub-group are up by \$36,539 or 11%. This increase can be attributed to a significant (9.8%) rise in Personnel Service costs as the result of increased lifeguard related expenses.

## Outdoor Pool Operations – Account Summary

	2018 ACTUALS	2019 BUDGET	2019 FIN. EST.	2020 BUDGET
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$160,898	\$170,000	\$184,390	\$187,500
198 Payroll Taxes & F.I.C.A.	12,298	13,005	14,090	14,344
<b>TOTAL</b>	<b>\$173,196</b>	<b>\$183,005</b>	<b>\$198,481</b>	<b>\$201,844</b>
<b><u>Contracted Services (200)</u></b>				
220 Utilities-Gas, Water, Electric	\$66,435	\$64,000	\$60,000	\$60,000
236 Repair/Maint.-Mech. Equip.	1,481	5,000	12,457	12,500
270 Other Contracted Services	5,533	7,000	7,000	7,000
279 Employment Application Exp.	0	0	0	0
<b>TOTAL</b>	<b>\$73,450</b>	<b>\$76,000</b>	<b>\$79,457</b>	<b>\$79,500</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial/Cleaning Supplies	\$1,631	\$4,000	\$2,736	\$4,000
310 Uniform Purchase & Cleaning	3,712	2,800	3,638	4,000
372 Concession Stand	25,814	27,500	28,626	30,000
373 Chemical Supplies	28,520	25,000	26,244	25,000
395 Other Supplies	23,180	9,500	11,829	15,000
<b>TOTAL</b>	<b>\$82,858</b>	<b>\$68,800</b>	<b>\$73,073</b>	<b>\$78,000</b>
<b><u>Capital Outlay (400)</u></b>	<b>\$19,315</b>	<b>\$10,000</b>	<b>\$23,751</b>	<b>\$15,000</b>
<b>TOTAL OUTLAY</b>	<b>\$19,315</b>	<b>\$10,000</b>	<b>\$23,751</b>	<b>\$15,000</b>
<b>TOTAL POOL OPERATIONS</b>	<b>\$348,818</b>	<b>\$337,805</b>	<b>\$374,761</b>	<b>\$374,344</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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2019 BUDGET</b>
Contracted Services	\$16,000	\$16,000	\$15,000	\$45,000
<b>TOTAL</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$15,000</b>	<b>\$45,000</b>

**PROGRAM DESCRIPTION**

Four (4) issues of the Hampton Magazine are being mailed to residents. These mailings provide the resident with an up-to-date comprehensive notice of all activities available for their use. In addition, 2020 will see mailers to all residents every two to three months.

**BUDGETARY COMMENT**

For 2020, this sub-group increased 182% to its 2019 counterpart. This \$45,000 cost represents the Township's annual contribution to the publication of The Hampton News Magazine and mailers to all property owners.

**Newsletter/Brochure – Account Summary**

	<b>2018 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 Duplicating	\$16,000	\$16,000	\$15,000	\$45,000
<b>TOTAL</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$15,000</b>	<b>\$45,000</b>
<b>TOTAL NEWSLETTER</b>	<b>\$16,000</b>	<b>\$16,000</b>	<b>\$15,000</b>	<b>\$45,000</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Day/Summer Camp

**ACCOUNT NO.**

01-458

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$102,958	\$89,343	\$78,368	\$43,060
Contracted Services	23,136	2,000	295	2,000
Materials & Supplies	1,301	1,700	2,200	1,600
<b>TOTAL</b>	<b>\$127,394</b>	<b>\$93,043</b>	<b>\$80,863</b>	<b>\$46,660</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 \$46,383 or 51% when compared to 2019. The decrease can be found in Personnel Services.

**Day/ Summer Camp – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$26,418	\$26,906	\$27,076	\$0
105 Salaries & Wages P.T.	56,284	41,000	30,773	40,000
140 Longevity	0	139	0	0
198 Payroll Taxes & F.I.C.A.	6,231	5,205	4,425	3,060
199 Fringe Benefits	14,024	16,093	16,093	0
<b>TOTAL</b>	<b>\$102,958</b>	<b>\$89,343</b>	<b>\$78,368</b>	<b>\$43,060</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$23,136	\$2,000	\$295	\$2,000
<b>TOTAL</b>	<b>\$23,136</b>	<b>\$2,000</b>	<b>\$295</b>	<b>\$2,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
372 Concession – Latch-Key	\$492	\$600	\$1,000	\$600
395 Other Supplies	809	1,100	1,200	1,000
<b>TOTAL</b>	<b>\$1,301</b>	<b>\$1,700</b>	<b>\$2,200</b>	<b>\$1,600</b>
<b>TOTAL DAY/ SUMMER CAMP</b>	<b>\$127,394</b>	<b>\$93,043</b>	<b>\$80,863</b>	<b>\$46,660</b>

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

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$6,789	\$6,459	\$7,000	\$8,074
Materials & Supplies	1,781	4,000	2,087	3,500
<b>TOTAL</b>	<b>\$8,570</b>	<b>\$10,459</b>	<b>\$9,087</b>	<b>\$11,574</b>

**PROGRAM DESCRIPTION**

Our Senior Citizen 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 2019, the 2020 costs within this sub-group have increased \$1,115 or 11%.

## Senior Citizen Program – Account Summary

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$6,789	\$6,000	\$7,000	\$7,500
198 Payroll Taxes & F.I.C.A.	0	459	0	574
<b>TOTAL</b>	<b>\$6,789</b>	<b>\$6,459</b>	<b>\$7,000</b>	<b>\$8,074</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
395 Other Supplies	\$1,781	\$4,000	\$2,087	\$3,500
<b>TOTAL</b>	<b>\$1,781</b>	<b>\$4,000</b>	<b>\$2,087</b>	<b>\$3,500</b>
<b>TOTAL SENIOR CITIZEN PROG.</b>	<b>\$8,570</b>	<b>\$10,459</b>	<b>\$9,087</b>	<b>\$11,574</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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$6,804	\$6,997	\$6,997	\$9,150
Materials & Supplies	\$2,512	\$2,050	\$2,050	\$2,100
<b>TOTAL</b>	<b>\$9,316</b>	<b>\$9,047</b>	<b>\$9,047</b>	<b>\$11,250</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 2020, costs within this sub-group have increased \$2,203 or 24% when compared to their 2019 counterparts.

**Youth Sports Programs – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$6,321	\$6,500	\$6,500	\$8,500
198 Payroll Taxes & F.I.C.A.	483	497	497	650
<b>TOTAL</b>	<b>\$6,804</b>	<b>\$6,997</b>	<b>\$6,997</b>	<b>\$9,150</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Rec. Prog. Sup. Sports-Equip.	\$2,050	\$1,600	\$1,600	\$1,600
371 Rec. Prog. Supplies-Awards	463	450	450	500
395 Other Supplies	0	0	0	0
<b>TOTAL</b>	<b>\$2,512</b>	<b>\$2,050</b>	<b>\$2,050</b>	<b>\$2,100</b>
<b>TOTAL YOUTH SPORTS PROG.</b>	<b>\$9,316</b>	<b>\$9,047</b>	<b>\$9,047</b>	<b>\$11,250</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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Materials & Supplies	\$556	\$850	\$850	\$850
<b>TOTAL</b>	<b>\$556</b>	<b>\$850</b>	<b>\$850</b>	<b>\$850</b>

**PROGRAM DESCRIPTION**

All adult sport activities are included in this line account. They are: Co-ed Power Volleyball, Men’s Basketball, Co-ed 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 2020 remain stable when compared to 2019.

**Adult Sports Programs – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Supplies	\$556	\$850	\$850	\$850
<b>TOTAL</b>	<b>\$556</b>	<b>\$850</b>	<b>\$850</b>	<b>\$850</b>
<b>TOTAL ADULT SPORTS PROG.</b>	<b>\$556</b>	<b>\$850</b>	<b>\$850</b>	<b>\$850</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Operational Programs

**ACCOUNT NO.**

01-462

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$0	\$269	\$269	\$0
Contracted Services	834	6,000	3,524	6,000
Materials & Supplies	0	500	500	500
<b>TOTAL</b>	<b>\$834</b>	<b>\$6,769</b>	<b>\$4,293</b>	<b>\$6,500</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 2020 has decreased \$269 or 4% compared to the 2019 Budget.

## Operational Programs – Account Summary

	2018 ACTUALS	2019 BUDGET	2019 FIN. EST.	2020 BUDGET
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$0	\$250	\$250	\$0
198 Payroll Tax & F.I.C.A.	0	19	19	0
<b>TOTAL</b>	<b>\$0</b>	<b>\$269</b>	<b>\$269</b>	<b>\$0</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$834	\$6,000	\$3,524	\$6,000
<b>TOTAL</b>	<b>\$834</b>	<b>\$6,000</b>	<b>\$3,524</b>	<b>\$6,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Supplies – Equipment	\$0	\$500	\$500	\$500
<b>TOTAL</b>	<b>\$0</b>	<b>\$500</b>	<b>\$500</b>	<b>\$500</b>
<b><u>Capital Outlay (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL OPERATIONAL PROG.</b>	<b>\$834</b>	<b>\$6,769</b>	<b>\$4,293</b>	<b>\$6,500</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Special Events

**ACCOUNT NO.**

01-463

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$710	\$1,346	\$1,090	\$1,346
Contracted Services	39,581	41,000	50,000	50,000
Materials & Supplies	4,866	2,500	7,221	5,000
<b>TOTAL</b>	<b>\$45,157</b>	<b>\$44,846</b>	<b>\$58,311</b>	<b>\$56,346</b>

**PROGRAM DESCRIPTION**

This line account includes all costs, equipment and supplies for the Hampton 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 2020, costs increased \$11,500 or 26% due to an increase in the Contracted Services for the Hampton Community Day, Easter and Halloween Special Events.

**Special Events – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$660	\$1,250	\$1,000	\$1,250
198 Payroll Taxes & F.I.C.A.	50	96	90	96
<b>TOTAL</b>	<b>\$710</b>	<b>\$1,346</b>	<b>\$1,090</b>	<b>\$1,346</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$39,581	\$41,000	\$50,000	\$50,000
<b>TOTAL</b>	<b>\$39,581</b>	<b>\$41,000</b>	<b>\$50,000</b>	<b>\$50,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
395 Other Supplies	\$4,866	\$2,500	\$7,221	\$5,000
<b>TOTAL</b>	<b>\$4,866</b>	<b>\$2,500</b>	<b>\$7,221</b>	<b>\$5,000</b>
<b><u>Capital Outlay (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL EVENTS</b>	<b>\$45,157</b>	<b>\$44,846</b>	<b>\$58,311</b>	<b>\$56,346</b>



**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Private Instruction

**ACCOUNT NO.**

01-465

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$678	\$969	\$969	\$969
<b>TOTAL</b>	<b>\$678</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 2020, this sub-group remains stable when compared to 2019.

**Private Instruction – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$630	\$900	\$900	\$900
198 S.U.I. & F.I.C.A.	48	69	69	69
<b>TOTAL</b>	<b>\$678</b>	<b>\$969</b>	<b>\$969</b>	<b>\$969</b>
<b>TOTAL PRIVATE INSTRUCTION</b>	<b>\$678</b>	<b>\$969</b>	<b>\$969</b>	<b>\$969</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Community Center

**ACCOUNT NO.**  
01-466

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$70,821	\$86,120	\$91,503	\$90,788
Contracted Services	211,204	210,500	202,718	224,000
Materials & Supplies	17,942	14,300	25,400	17,600
Capital Outlay	21,042	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$321,009</b>	<b>\$330,920</b>	<b>\$339,621</b>	<b>\$352,388</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 2020, this sub-group recognizes an increase of \$21,468 or 6% as compared to 2019.

## Community Center – Account Summary

	2018 ACTUALS	2019 BUDGET	2019 FIN. EST.	2020 BUDGET
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$65,769	\$80,000	\$85,000	\$84,336
198 Payroll Taxes & F.I.C.A.	5,052	6,120	6,503	6,452
<b>TOTAL</b>	<b>\$70,821</b>	<b>\$86,120</b>	<b>\$91,503</b>	<b>\$90,788</b>
<b><u>Contracted Services (200)</u></b>				
220 Utilities (Water, Gas, Electric)	\$82,230	\$80,000	\$77,000	\$79,000
235 Repair/Maint. – Bldg. & Fac.	21,358	15,000	15,218	15,000
264 Janitorial Services	70,076	75,500	75,500	95,000
270 Other Contracted Services	37,540	40,000	35,000	35,000
<b>TOTAL</b>	<b>\$211,204</b>	<b>\$210,500</b>	<b>\$202,718</b>	<b>\$224,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial & Cleaning Supplies	\$4,694	\$5,000	\$5,500	\$6,000
345 Hand Tools	500	500	500	300
360 Bldg. Maint. Parts & Supplies	3,554	2,500	6,000	3,000
372 Concession Stand Supplies	612	800	400	800
390 Minor Equipment	3,954	2,500	4,500	3,500
395 Other Supplies	4,628	3,000	8,500	4,000
<b>TOTAL</b>	<b>\$17,942</b>	<b>\$14,300</b>	<b>\$25,400</b>	<b>\$17,600</b>
<b><u>Capital Outlays (400)</u></b>				
400 Capital Outlay	\$0	\$0	\$0	\$0
400 Fitness Equipment Leases	21,042	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$21,042</b>	<b>\$20,000</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>TOTAL COMMUNITY CENTER</b>	<b>\$321,009</b>	<b>\$330,920</b>	<b>\$339,621</b>	<b>\$352,388</b>

**2020**  
**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.*

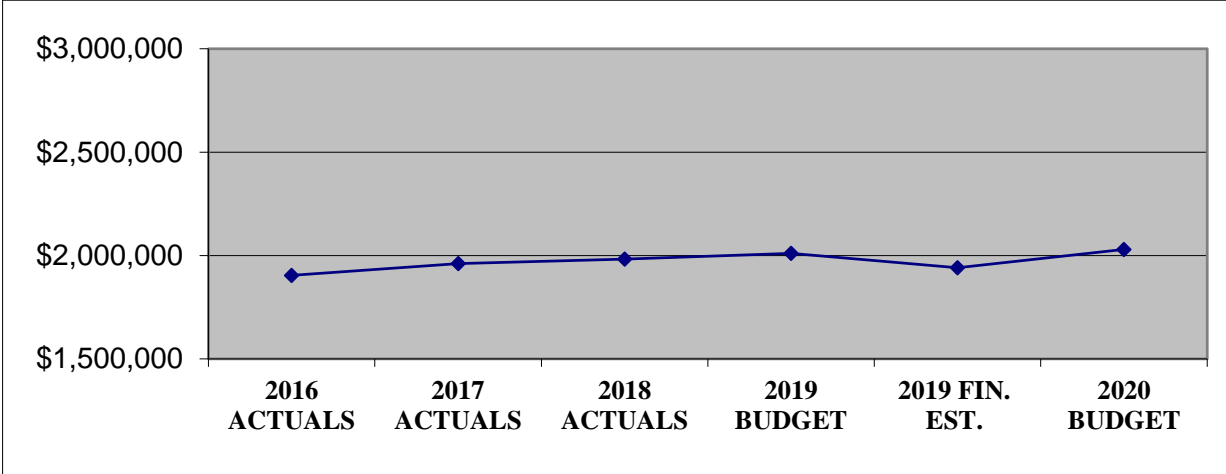
**Program Categories**

***\* Environmental Services Administration***

***\* Environmental Services Operations***

**ENVIRONMENTAL SERVICES**  
**EXPENDITURES**

<b>2016 ACTUALS</b>	<b>2017 ACTUALS</b>	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
\$1,903,913	\$1,961,462	\$1,981,927	\$2,011,100	\$1,940,816	\$2,029,416



<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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$111,540	\$122,066	\$122,066	\$125,616
Contracted Services	71,563	39,950	33,064	35,450
Materials & Supplies	1,117	700	850	700
<b>TOTAL</b>	<b>\$184,220</b>	<b>\$162,716</b>	<b>\$155,980</b>	<b>\$161,766</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 2020 calendar year, the Department of Environmental Services budget decreased by ~0.6% from the 2019 budget. This reduction is primarily due to the decrease in engineering expenses in the Contracted Services budget.

**Environmental Services - Administration – Account Summary**

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$77,000	\$86,000	\$86,000	\$89,000
140 Longevity	328	318	318	480
150 Accrued Leave Buyback	3,554	3,972	3,972	4,108
198 Payroll Taxes & F.I.C.A.	5,853	6,907	6,907	7,159
199 Fringe Benefits	24,806	24,869	24,869	24,869
<b>TOTAL</b>	<b>\$111,540</b>	<b>\$122,066</b>	<b>\$122,066</b>	<b>\$125,616</b>
<b><u>Contracted Services (200)</u></b>				
202 Assoc. & Professional Dues	\$425	\$2,000	\$1,000	\$2,000
203 Conf., Mtg., Seminar Expenses	3,238	4,000	3,000	4,000
204 Regulatory Fees	2,805	3,500	3,500	4,000
207 Engineering Services	64,676	30,000	25,000	25,000
261 Printing & Duplicating	100	200	264	200
262 Postal Services	319	250	300	250
270 Other Contracted Services	0	0	0	0
<b>TOTAL</b>	<b>\$71,563</b>	<b>\$39,950</b>	<b>\$33,064</b>	<b>\$35,450</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$790	\$500	\$750	\$500
395 Other Supplies	327	200	100	200
<b>TOTAL</b>	<b>\$1,117</b>	<b>\$700</b>	<b>\$850</b>	<b>\$700</b>
<b><u>Capital Outlay (400)</u></b>				
	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ENVIR'L. SVS. ADMIN.</b>	<b>\$184,220</b>	<b>\$162,716</b>	<b>\$155,980</b>	<b>\$161,766</b>



**FUND**  
General

**PROGRAM**  
Envir'l Services

**SUB-GROUP**  
Operations

**ACCOUNT NO.**  
01-443

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Personnel Services	\$928,643	\$915,954	\$915,454	\$983,044
Contracted Services	531,807	561,250	526,000	551,700
Materials & Supplies	232,577	266,500	239,589	235,300
Capital Outlay	104,680	104,680	103,793	97,606
<b>TOTAL</b>	<b>\$1,797,707</b>	<b>\$1,848,384</b>	<b>\$1,784,836</b>	<b>\$1,867,650</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 2020 Department of Environmental Services budget, the total has increased by \$19,266 (~1.0%) from 2019 due to the following changes:

- ✓ Personnel Services has increased by \$67,090 (~7.3%) due to the contractual labor obligations and additional overtime expenses.
- ✓ Contracted Services decreased by \$9,550 (~1.7%) due to expected decreases in utilities as well as some repair costs.
- ✓ Materials & Supplies decreased \$31,200 (~11.7%) primarily due to a reduction of chemical supply purchases for the Water Pollution Control Plant.
- ✓ Capital Outlays decreased by \$7,074 (~6.8%) due to the final payment for the GapVax Truck.

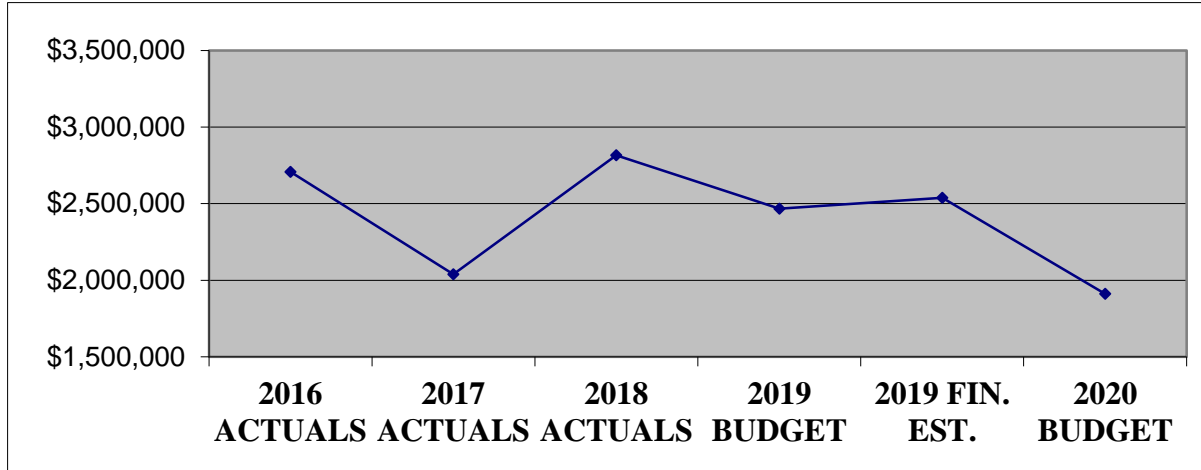
## Environmental Services – Operations – Account Summary

	2018 ACTUALS	2019 BUDGET	2019 FIN. EST.	2020 BUDGET
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$558,831	\$594,348	\$594,348	\$649,343
101 Sick Time Buybacks	39,342	12,712	12,712	13,389
105 Salaries & Wages P.T.	6,496	0	0	0
110 Salaries & Wages O.T.	68,452	54,000	63,500	60,000
140 Longevity	3,621	3,552	3,552	3,552
198 Payroll Taxes & F.I.C.A.	48,419	50,843	50,843	55,561
199 Fringe Benefits	203,483	200,499	200,499	201,199
<b>TOTAL</b>	<b>\$928,643</b>	<b>\$915,954</b>	<b>\$915,454</b>	<b>\$983,044</b>
<b><u>Contracted Services (200)</u></b>				
203 Conf., Mtg., Seminar Expenses	\$3,822	\$5,000	\$6,000	\$6,000
208 Contractual – Meals	696	500	500	500
220 Utilities – Gas, Water, Electric	229,645	240,000	230,000	235,000
236 Repair/Maint.-Mechanical Equip.	56,529	73,750	60,000	70,000
239 Repair/Maint.-Sewer Plant	13,111	25,000	18,000	25,000
245 Uniform Rental & Cleaning	3,696	3,500	3,500	3,700
246 Equipment Rental	0	1,500	15,000	1,500
269 Sludge Disposal	95,157	100,000	100,000	100,000
270 Other Contracted Services	126,112	102,000	90,000	100,000
275 Contr. Emergency Repairs-SLM	3,039	10,000	3,000	10,000
<b>TOTAL</b>	<b>\$531,807</b>	<b>\$561,250</b>	<b>\$526,000</b>	<b>\$551,700</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$357	\$500	\$500	\$500
310 Uniform Purchase	2,100	2,500	2,500	2,800
311 Protective/Safety Clothing	6,933	6,000	8,000	8,000
344 Sewer Maintenance Supplies	34,233	28,000	25,000	25,000
346 Sewer Maintenance – Vactor	1,550	4,000	22,589	5,000
347 Mech. Equip. - (Parts, Supplies)	28,256	32,500	20,000	30,000
348 Mech. Equip. – Filter Press	11,756	15,000	12,000	15,000
362 Lab Supplies	28,889	23,000	30,000	25,000
363 Chlorine	16,860	20,000	18,500	19,000
365 Belt Press Polymers	11,738	15,000	15,000	15,000
366 Misc. Chemical Supplies	84,784	110,000	80,000	80,000
390 Minor Equipment	2,341	5,000	3,000	5,000
395 Other Supplies	2,780	5,000	2,500	5,000
<b>TOTAL</b>	<b>\$232,577</b>	<b>\$266,500</b>	<b>\$239,589</b>	<b>\$235,300</b>

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Capital Outlay (400)</u></b>				
400 Capital Outlay	\$104,680	\$104,680	\$103,793	\$97,606
<b>TOTAL</b>	<b>\$104,680</b>	<b>\$104,680</b>	<b>\$103,793</b>	<b>\$97,606</b>
<b>TOTAL ENVIR'L SERV. OPER.</b>	<b>\$1,797,707</b>	<b>\$1,848,384</b>	<b>\$1,784,836</b>	<b>\$1,867,650</b>

**DEBT SERVICE  
EXPENDITURES**

<b>2016 ACTUALS</b>	<b>2017 ACTUALS</b>	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
\$2,708,170	\$2,039,794	\$2,816,008	\$2,467,000	\$2,537,630	\$1,911,000



<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>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
Debt Services/Transfers	\$2,816,008	\$2,467,000	\$2,537,630	\$1,911,000
<b>TOTAL</b>	<b>\$2,816,008</b>	<b>\$2,467,000</b>	<b>\$2,537,630</b>	<b>\$1,911,000</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.

In 2019, 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.

For 2020, the Township has converted a large part of the debt identified above into special revenue bonds and now accounts for this debt in a separate fund. As such, General Fund only debt now totals \$12,620,586 thus reducing the Township’s annual debt service payments from this fund significantly.

Annual Tax and Revenue Anticipation Note (TRAN) borrowing (2020: \$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 2020, costs within the Debt Service and Transfers sub-group dropped by \$556,000 or 22%. This decrease in costs is attributable to a change in the Township Debt Service schedule reflecting a reduction in Sewer Capital Debt as the Township began the first phase in designing and constructing a new \$45 million sewerage treatment plant and reassigned this related debt to a separate fund.

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

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST.</b>	<b>2020 BUDGET</b>
<b><u>Debt Service/Transfers (500)</u></b>				
501 Inter. on Tax/Revenue Note	\$21,609	\$25,000	\$32,811	\$32,000
502 G.O.B./Notes Debt Service	1,767,399	1,767,380	1,767,380	1,762,000
503 Transfer to Sewer Sys. Cap. Fund	100,000	0	0	0
506 Transfer to Escrow Fund	35,000	0	0	0
506 Transfer to Rec. Maintenance	100,000	50,000	50,000	25,000
507 Transfer to Emerg. Reserve	200,000	0	0	0
508 Transfer to Capital Impr. Fund	500,000	0	0	0
509 Transfer to Capital Reserve Fund	0	0	0	0
517 Transfer to Capital Debt Service	0	532,620	595,439	0
590 Library Debt Service	92,000	92,000	92,000	92,000
<b>TOTAL TRANSFERS</b>	<b>\$2,816,008</b>	<b>\$2,467,000</b>	<b>\$2,537,630</b>	<b>\$1,911,000</b>

	<b>2018 ACTUALS</b>	<b>2019 BUDGET</b>	<b>2019 FIN. EST</b>	<b>2020 BUDGET</b>
<b>TOTAL GENERAL FUND EXPENSES</b>	<b>\$16,804,424</b>	<b>\$15,474,970</b>	<b>\$16,019,249</b>	<b>\$14,799,764</b>

**TOWNSHIP OF HAMPTON**  
**2020 SUMMARY OF OTHER FUNDS**

	Liquid Fuels (02)	Sewer Cap. Res Fund (03)	Escrow Fund (04)
<b>Revenue Source</b>			
Tax Revenue/Fees			\$100,000
Liquid Fuels	\$602,057		
Foreign Casualty Tax/Grants			
Transfer from Capital Reserve			
Transfer from General Fund			
Transfer from Sewer Cap. Res.			
Other Revenues & Investments	\$2,000	\$100	\$500
Rental (Capital Fees)		\$305,000	
<b>Total Estimated Revenue</b>	<b>\$604,057</b>	<b>\$305,100</b>	<b>\$100,500</b>
Unobligated Balance (1/1/20)			
Cash/Investment	\$50,000	\$100,000	\$600,000
<b>Total Available Revenue</b>	<b>\$654,057</b>	<b>\$405,100</b>	<b>\$700,500</b>
<b>Expenditures</b>			
Capital Budget			
Personnel Services (Salaries)			
Contracted Services	\$30,000	\$102,000	\$50,000
Materials & Supplies	\$0		
Capital Outlay (up to \$4,000)			
Employer Pension Contribution			
Debt Service/Refunds			
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund	\$300,000	\$0	
Transfer to Sewer Fund			
Transfer to Capital Imp. Fund	\$300,000	\$200,000	\$0
Return to Developers			\$250,000
Miscellaneous	\$300		\$0
<b>Total Expenditures</b>	<b>\$630,300</b>	<b>\$302,000</b>	<b>\$300,000</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$23,757</b>	<b>\$103,100</b>	<b>\$400,500</b>

	<b>Stormwater Mgmt. Fund (05)</b>	<b>Emergency Reserve (07)</b>	<b>Sewer Debt Service (017)</b>
<b>Revenue Source</b>			
Tax Revenue/Fees	\$900,000		\$1,200,000
Liquid Fuels			
Foreign Casualty Tax/Grants	\$0		\$425,143
Transfer from Capital Reserve	\$50,000		
Transfer from General Fund		\$150,000	
Transfer from Sewer Cap. Res.			
Transfer from 643 Fund			\$350,000
Other Revenues & Investments	\$11,000	\$10,000	\$5,000
Rental (Capital Fees)			
<b>Total Estimated Revenue</b>	<b>\$961,000</b>	<b>\$160,000</b>	<b>\$1,980,143</b>
Unobligated Balance (1/1/20)			
Cash/Investment	\$0	\$201,419	\$170,000
<b>Total Available Revenue</b>	<b>\$961,000</b>	<b>\$361,419</b>	<b>\$2,150,143</b>
<b>Expenditures</b>			
Capital Budget	\$271,000		
Personnel Services (Salaries)			
Contracted Services	\$310,000	\$200,000	
Materials & Supplies	\$110,000		
Capital Outlay (up to \$4,000)			
Employer Pension Contribution			
Debt Service/Refunds			\$1,455,854
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund	\$100,000	\$0	
Transfer to Sewer Fund			\$0
Transfer to Capital Imp. Fund	\$170,000		
Transfer to 643 Fund			\$425,143
Return to Developers			
Miscellaneous			\$2,000
<b>Total Expenditures</b>	<b>\$961,000</b>	<b>\$200,000</b>	<b>\$1,882,997</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$0</b>	<b>\$161,419</b>	<b>\$267,146</b>



	<b>Capital Reserve (009)</b>	<b>Fire Fund (010)</b>	<b>Sewer System Replacement Fund (643)</b>
<b>Revenue Source</b>			
Tax Revenue/Fees		\$350,000	\$0
Liquid Fuels			
Foreign Casualty Tax/Grants		\$115,000	
Transfer from Capital Reserve			
Transfer from General Fund			
Transfer from Sewer Cap. Res.			\$425,143
Transfer from 643 Fund			
Other Revenues & Investments	\$300	\$500	\$350,000
Rental (Capital Fees)			
<b>Total Estimated Revenue</b>	<b>\$300</b>	<b>\$465,500</b>	<b>\$775,143</b>
Unobligated Balance (1/1/20)			
Cash/Investment	\$150,000	\$10,000	\$23,000,000
<b>Total Available Revenue</b>	<b>\$150,300</b>	<b>\$475,500</b>	<b>\$23,775,143</b>
<b>Expenditures</b>			
Capital Budget		\$340,000	\$1,000,000
Personnel Services (Salaries)			
Contracted Services			\$1,625,000
Materials & Supplies			
Capital Outlay (up to \$4,000)			
Employer Pension Contribution		\$115,000	
Debt Service/Refunds		\$1,000	
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund			
Transfer to Sewer Fund			
Transfer to Capital Imp. Fund	\$150,000		
Transfer to 643 Fund			
Return to Developers			
Miscellaneous		\$200	\$500,000
<b>Total Expenditures</b>	<b>\$150,000</b>	<b>\$456,200</b>	<b>\$3,125,000</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$300</b>	<b>\$19,300</b>	<b>\$20,650,143</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**

**2020  
BUDGET**

**REVENUES:**

Cash Balance 1-1-2020 .....	\$310,000
Interest on Investments .....	3,000
<b>TOTAL REVENUE .....</b>	<b>\$313,000</b>

**EXPENDITURES:**

General Government/Administration.....	\$-0-
Information Technology .....	118,000
Police/Public Safety .....	26,500
Community Development/Land Use .....	-0-
Community Services .....	1,610,000
Environmental Services (SLM/WPCP) .....	302,000
Facilities .....	299,000
<b>TOTAL EXPENDITURES .....</b>	<b>\$2,355,500</b>

**(Deficiency) of Revenue over Expenditures..... (\$2,042,500)**

**TRANSFERS FROM OTHER FUNDS:**

Capital (Equipment) Reserve (CR).....	\$-0-
Capital Improvement Tax (CIT) .....	1,235,000
Sewer System Capital Reserve (SSCR).....	302,000
Liquid Fuels (LF).....	300,000
Recreation Maintenance (CPM) Fund .....	50,000
Storm Sewer Maintenance (SSM) Fund .....	20,000

**TOTAL TRANSFER FROM OTHER FUNDS..... \$1,907,000**

**TRANSFER TO:**

**Excess (Deficiency) of Revenues  
and Transfers over Expenditures..... (\$135,500)**

## 2020 TOWNSHIP OF HAMPTON

### Administrative Staff Salary Information

<u>Position</u>	<u>Name</u>	<u>2018 Base Salary</u>	<u>2019 Base Salary</u>	<u>2020 Base Salary</u>
Manager	Lochner	\$127,850	\$128,850	\$136,500
Asst. Manager	Bernet	79,125	84,000	86,520
Chief of Police	Vulakovich	112,000	115,800	119,274
Comm. Serv. Dir.	Zarenko/Flannery	97,600	87,520	80,000
Envir'l. Serv. Dir.	Degnan	77,000	86,000	89,000
Land Use Adm.	Orban/Gold-Lukas	75,000	78,300	60,000
Facilities Director	Corace	77,000	80,000	80,000
Finance Director	Omecece	72,500	75,000	80,000
I.T. Director	Zech	64,125	75,000	84,000
Police Secretary	Pastor	35,000	36,900	38,007
Land Use Assistant	Perrucci	41,000	42,128	41,097
Support System Tech.	Wielgus	37,625	39,506	41,000
GIS Dev. Tech.		-0-	-0-	60,000
Cyber Sec. Tech.		-0-	-0-	65,000
Finance Clerk	White	35,000	37,500	40,000
Marketing/Sp. Event Coordinator	Martino	37,500	38,438	40,500
Program Supervisor	Ryder	42,950	44,023	45,344
Facility Manager(s)				
• Operations	Hoburg	36,525	37,438	38,561
Permit Clerk	Pascucci	33,925	34,773	31,600
Web User Designer	Mihm	37,000	37,925	39,063
<b>TOTAL</b>		<b>\$1,164,825</b>	<b>\$1,159,100</b>	<b>1,295,466</b>
<b>Part-time Employees</b>				
Receptionist	Lichina	\$14.25	\$14.75	15.25
Receptionist	Baker	14.25	14.50	15.00
Mgr. Secretary	Lipke	14.50	15.00	15.25
Part-time Code Enforcement Officers	Kovac	12.00	20.00	20.50
	McLaughlin	13.00	13.50	14.00
Part-time Finance Clerk	Backus	19.25	16.75	17.25
Community Center Rental Clerk	Radage	n/a	23.00	23.00

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

<b>Position</b>	<b>2015</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</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	1.5	1
W.P.C.P. Director	0	0	0	0	0	0
Environmental Serv. Dir.	1	1	1	1	1	1
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
Manager's Secretary	1	1	1	0	0	0
Asst. Township Manager	1	1	1	1	1	1
IT System Support Tech.	1	1	1	1	2	2
Facility Maintenance Director	1	1	1	1	1	1
Recreation Program Supervisor	1	1	1	1	2	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
G.I.S. Tech	0	0	0	0	.5	1
Cyber Sec. Tech.	0	0	0	0	0	1
Land Use Assistant	1	1	1	1	1	1
Revenue/Purchasing Clerk	1	1	0	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	14
Public Works Fore./Supervisor	2	2	2	2	2	2
Community Services Laborer(s)	15	15	14	14	14	14
Sewer Line Maint. Laborer(s)	0	0	0	0	0	0
Environmental Serv. Laborer(s)	10	10	10	10	11	11
<b>TOTAL</b>	<b>62</b>	<b>62</b>	<b>60</b>	<b>59</b>	<b>63</b>	<b>65</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.

