



Patton Township 2020 Budget

**PATTON TOWNSHIP 2020 BUDGET
LINE ITEM DETAIL
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INTRODUCTION

The proposed 2020 Patton Township budget is presented in two-parts. The Township Budget presents each major revenue and expenditure category in a two-page section, highlights changes from year to year, and summarizes actual, projected, and proposed appropriations for a three-year period. To help anticipate and plan for future service needs, a 2021 Forecast is provided as a short term “look ahead”. For longer range planning, staff completed the Capital Improvement Plan for 2020-2024. This document has been incorporated into the annual operating budget where appropriate.

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

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

The final section of the Line Item Detail contains the information on each of the Township’s restricted and/or designated reserve funds. These funds have been separated into capital funds and operating funds. The capital funds have a longer term presentation with forecasts of revenue and expenditures to 2024. The operating funds forecast revenues and expenditures to 2021.

**PATTON TOWNSHIP
2020 Budget Summary**

	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
PROPOSED 2020 PATTON TOWNSHIP BUDGET: REVENUES			
REAL ESTATE TAX	\$4,527,666	\$4,575,950	\$4,822,898
EARNED INCOME TAX	2,300,153	2,341,556	2,423,510
OTHER TAXES	709,379	749,462	863,490
INTERGOVERNMENTAL PAYMENTS	1,828,169	5,517,098	2,096,866
OTHER NON-TAX SOURCES	819,424	715,170	786,171
TOTAL	\$10,184,791	\$13,899,236	\$10,992,935
PROPOSED 2020 PATTON TOWNSHIP BUDGET: EXPENDITURES			
GENERAL GOVERNMENT SERVICES	\$1,305,789	\$1,476,571	\$1,520,293
POLICE	3,046,473	3,525,233	3,508,997
PUBLIC WORKS	3,479,638	6,456,290	3,395,044
COMMUNITY SERVICES - PLANNING, PARKS	1,330,538	1,390,634	1,461,545
COMMUNITY SERVICES - OTHER	1,038,404	1,093,898	1,119,300
DEBT SERVICE/CAPITAL PROJECTS	1,107,194	1,056,221	824,069
TOTAL	\$11,308,036	\$14,998,847	\$11,829,248
REVENUES LESS EXPENSES	(\$1,123,245)	(\$1,099,611)	(\$836,313)
CARRY FORWARD FROM PRIOR YEAR	3,295,938	3,295,938	2,196,327
CASH TO START THE NEXT YEAR	\$2,172,693	\$2,196,327	\$1,360,014

<u>PERSONNEL</u>		<u>Y/E</u> <u>GRADE</u>	<u>BLENDED</u> <u>ANNUAL</u> <u>PAY</u>
Erickson	Manager		\$ 134,025
Albright, M	Records Clerk	B-28	\$ 44,111
Bainey	Assistant Road Superintendent	M-14	\$ 62,821
Barnes	Road Crew	D-28	\$ 48,488
Barnyak	Road Crew	D-3	\$ 34,937
Benshoof	Lead Tax Specialist	I-26	\$ 60,228
Bunnell	Road Crew	D-15	\$ 41,305
Casson	PW Directory/Engineer	W-14	\$ 103,117
Castrechini	Assistant Engineer	S-13	\$ 83,619
Coakley	Road Superintendent	P-20	\$ 78,850
Confer, E	Road Crew Leader	F-20	\$ 48,182
Confer, R	Eng. Tech	H-18	\$ 51,998
Grimm	Building Maintenance	D-21	\$ 44,578
Harpster	Road Crew Leader	F-26	\$ 51,881
Harter	PW Secretary	F-22	\$ 49,632
Long	Police Secretary	I-18	\$ 54,614
Miller	Mechanic	J-22	\$ 60,253
Moore	Asst. Township Secretary	I-19	\$ 54,908
New Employee	Asst. Police Secretary	E-3	\$ 18,277
New Employee	Road Crew	D-3	\$ 34,937
New Employee	Road Crew	D-3	\$ 34,937
New Employee	Receptionist	B-5	\$ 32,959
Pegher	Director of Finance and Admin	W-15	\$ 108,247
Shadle	Road Crew	D-18	\$ 43,006
Shore	Road Crew	D-9	\$ 38,441
Soder	Zoning Officer/OS ppty Mgr	N-22	\$ 73,105
Thal	Road Crew	D-7	\$ 37,300
Urbanic	Accountant	G-25	\$ 47,283
Wheeler	Public Works Project Manager	R-17	\$ 63,037
			<u>\$ 1,639,076</u>
Jolley	Police Chief	02/15/02	\$ 108,247
Albright, S	Sergeant	10/18/99	\$ 97,882
Basalla	PO 4	05/29/15	\$ 90,632
Carter	PO 5	06/29/09	\$ 90,632
Federinko	Detective	08/01/94	\$ 94,257
Finochio	PO 1	02/22/18	\$ 68,880
Haas	Detective	09/13/90	\$ 94,257
McElrath	PO 5	07/29/96	\$ 90,632
New Employee	Admin. Sergeant	01/01/20	\$ 97,882
Shaffer	PO 5	06/26/09	\$ 90,632
Shoemaker	PO 5	04/06/89	\$ 90,632
Shupenko	Sergeant	07/06/06	\$ 97,882
Snyder, M	PO 1	06/04/18	\$ 68,621
Snyder, T	Detective	09/06/02	\$ 94,257
Soofoo	PO 5	08/09/04	\$ 90,632
Stroud	Sergeant	07/07/06	\$ 97,882
Sunderland	PO 5	01/10/00	\$ 90,632
Swindell	PO 5	07/16/90	\$ 90,632
Tuskovich	PO 5	07/24/12	\$ 90,632
Vardzel	PO 1	02/12/18	\$ 68,880
			<u>\$ 1,804,615</u>
Total Salary and Wages			<u><u>\$ 3,443,691</u></u>

REVENUE: REAL ESTATE TAXES

In 2020, real estate taxes will account for approximately 34.2% (39.6% in 2019) of all revenues raised by the Township, excluding loan proceeds. This is lower due to the grants we expected to receive in 2020. Real Estate Taxes accounting for a higher percentage of all revenues has become the norm as the need for increased revenues translates into an increased burden on property owners. The real estate tax for each property in the Township is determined by applying the Township's tax rate to the assessed value of the property as established by the Centre County Board of Assessment. The most recent reassessment took place in 1994. At that time the assessed value was established to be 50 percent of that year's market value. The most recently completed computation of ratios of assessed value to current market value, as determined by the Pennsylvania Department of Revenue, is 25.5 percent (down from 28.1 percent in 2018 and 27.6 percent in 2019). The depressed factor is likely to continue until a reassessment is completed. No reassessment is planned by the County. Municipalities are suffering repercussions from assessment appeals which result in less revenue because the market value of a property is lowered to the new lower common level ratio.

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

<u>EXAMPLE OF PROPERTY</u> ⁽¹⁾	<u>FORMULA</u> ⁽²⁾	<u>CURRENT YEAR</u> <u>2019</u> <u>COST OF 1 MILL</u> <u>(0.276)</u>	<u>PROPOSED YEAR</u> <u>2020</u> <u>COST OF 1 MILL</u> <u>(0.255)</u>
Town Home (\$140,000 Market Value)	\$140,000 x .255 x .001	\$38.64	\$35.70
Single Family Home (\$280,000)	\$280,000 x .255 x .001	\$77.28	\$71.40
Large Single Family Home (\$475,000)	\$475,000 x .255 x .001	\$131.10	\$121.13
Commercial Property (\$2,000,000)	\$2,000,000 x .255 x .001	\$552.00	\$510.00

(1) Market Value is the current (2020) value of property.
 (2) 0.255 is the 2020 factor needed to convert current market value into assessed value as determined by PA Department of Revenue.

REVENUE: REAL ESTATE TAXES (CONT'D)

The estimated assessed value of Patton Township property is \$476,520,340, which is a \$6,531,985 or a 1.4% increase over 2018. Taking into account discounts earned for early payment, exonerations, uncollectible taxes, and properties added between adoption of the budget and publication of the tax duplicate, each mill of tax will bring in approximately \$476,774 in current revenue. Each 1/10 mill will produce \$47,677.

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

The proposed rate of 9.5 mills for 2020 is allocated as follows:

Tax Purpose	2019 Rate	Proposed 2020 Rate
General	6.2 mills	6.2 mills
Debt	1.2 mills	1.2 mills
Open Space Preservation	0.6 mill	0.6 mill
Library	0.4 mill	0.4 mill
Parks Capital Improvements	0.7 mill	0.7 mill
Fire	0.4 mill	0.4 mill
TOTAL	<u>9.5 mills</u>	9.5 mills

In addition to the Township tax, Centre County and the State College Area School District tax real estate in Patton Township. The 2019 County tax remained at 7.84 mills; the 2018-2019 School tax is 46.0875 mills, which is a 0.8815 mill increase over the previous year. This totals 63.4275 mills on property.

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

REVENUE: REAL ESTATE TAXES (CONT'D)

Current: #301.100

Based on the forecasted 2020 assessed values of property in Patton Township and a two-year average collection percentage, revenue for 2020 current year collections is estimated to be \$4,243,291. This growth reflects \$6.5 million in additions of property to the tax base in Patton Township but no change in the millage before Open Space Preservation.

Open Space Preservation #301.101

On November 4, 2014 the voters approved a referendum authorizing the borrowing of \$3.5 million to acquire and preserve additional open space lands in the Township. To fund this acquisition a borrowing (loan) was made in late 2017. The debt will be paid through a dedicated real estate millage estimated to be 6/10ths of a mill levied beginning in 2016. This millage was imposed beginning in January 2016. Current year collections for 2020 is estimated to be \$286,065.

Prior Real Estate Tax: #301.200

Each February and July, the County Assessor's Office publishes supplements to the tax rolls for the preceding year. These supplements add homes and buildings completed during the previous year after the tax duplicate was issued in March. The 2020 receipts are for 2019 taxes with consideration given to known large additions.

Prior Open Space Preservation: #301.201

Dedicated "Open Space" preservation taxes collected for years prior to 2020 will be reflected in this line item and will be transferred to a reserve fund for debt payments as described in # 301.101.

Delinquent: #301.300

In December, the list of unpaid real estate taxes is turned over to the County for collection. The proposal for 2020 is based on an average of uncollected real estate taxes for the prior three years.

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
301	REVENUES: REAL ESTATE TAXES					
	<u>REAL ESTATE TAXES</u>					
.100	Current	4,072,416	4,575,914	4,176,468	4,243,291	4,468,805
.101	Tax for Open Space Preservation	274,545	308,489	281,560	286,065	285,243
.200	Prior - Real Estate Tax	543	2,660	14,321	5,420	14,500
.201	Prior - Open Space Preservation	0	0	965	0	0
.300	Delinquent	36,151	30,632	54,352	41,174	54,350
	TOTAL REAL ESTATE TAXES	4,383,656	4,917,695	4,527,666	4,575,950	4,822,898

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

REVENUE: EARNED INCOME TAX

In 2020, the Earned Income Tax will produce approximately 17.5 percent of all revenues raised by the Township excluding loan proceeds. The rate of tax is one-half of one percent of the earned income of each Township resident. The School District also levies this tax at the rate of 0.95 percent. This tax is at the maximum rate permitted by the State code for Second Class Townships.

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

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

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

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

REVENUES: EARNED INCOME TAX (CONT'D)

The Earned Income Tax revenue for 2020 is proposed to be 1.8 percent higher than the 2019 projected revenue. Staff has used a linear regression function to help estimate next year’s number. In estimating the percentage increase in earned income tax the following factors were also considered: demographics of the Township’s growth, the Consumer Price Index for the year ended August 31 of the current year, and judgment about the economic outlook for the community. Growth of actual revenue in the last several years has been somewhat linear. Although population and development in the Township has been on the rise, the linear growth rate of this tax implies a shift away from higher income earners who are retiring but remaining in the municipality to most likely, younger workers who may earn relatively lower wages. We expect this trend to continue over time as “boomers” retire from the workforce in greater and greater numbers. In light of the current economy, we have been conservative in our estimate of growth. The table below illustrates the growth in earned income tax collections the last fourteen years.

PATTON TOWNSHIP EARNED INCOME TAX REVENUES			
(in thousands)			
	YEAR	REVENUES	INCREASE
	2008	1,571	10.2%
	2009	1,531	<2.5%>
	2010	1,586	3.6%
	2011	1,727	8.9%
	2012	1,786	3.4%
	2013	1,915	3.4%
	2014	1,898	<0.9%>
	2015	1,939	2.2%
	2016	2,182	12.5%
	2017	2,176	0.0%
	2018	2,207	1.4%
Projected	2019	2,300	4.2%
Proposed	2020	2,342	1.8%
Forecast	2021	2,424	3.5%

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

REVENUES: EARNED INCOME TAX (CONT'D)

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

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
310 .210	REVENUES: EARNED INCOME TAXES					
	<u>EARNED INCOME TAX</u>	2,207,061	2,657,593	2,300,153	2,341,556	2,423,510
	TOTAL EARNED INCOME TAXES	2,207,061	2,657,593	2,300,153	2,341,556	2,423,510

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

REVENUE: OTHER TAXES

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

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

Real Estate Transfer: #310.100

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

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

A modest increase is projected for 2020 and 2021.

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

REVENUE: OTHER TAXES (CONT'D)

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

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

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

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

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

Modest increases are projected for 2020 and proposed for 2021.

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
310	REVENUES: OTHER TAXES					
	<u>OTHER TAXES</u>					
.100	Real Estate Transfer	551,504	655,816	429,526	464,012	568,049
.511	Local Services Tax	266,076	349,932	279,853	285,450	295,441
	TOTAL OTHER TAXES	817,580	1,005,748	709,379	749,462	863,490

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

REVENUE: INTERGOVERNMENTAL PAYMENTS

Patton Township expects to receive about 37.3 percent of its revenue from intergovernmental payments from the County, State, and Federal governments in 2020. The Township has no regular source of Federal funds. Any Federal funds received are grants for specific purposes funneled through the State or County.

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

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

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: DEDICATED USE

Liquid Fuel Tax: #355.020

The Liquid Fuel Tax (LFT) receipts collected by the state are shared with municipalities based upon population and miles of Township roads. This is a return of some of the tax each purchaser pays when purchasing gasoline. The amount actually received depends upon how much the State collects and how Patton Township compares to other municipalities' miles of roads and population. The 2020 budget estimate is based on the State's October 2019 estimate of \$479,212. These funds are matched to eligible expenditures in the Public Works budget for maintenance and operation of Township roads and streets.

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: DEDICATED USE (CONT'D)

Act 13 Marcellus Impact Fee: #355.100

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

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

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

The Township received \$3,627 in 2019 and \$3,934 in 2018. In 2020 and 2021, revenue from the source is estimated to be \$3,627 and \$3,627, respectfully, as the amount received has decreased most years since inception. These funds have been used to offset the costs of conversion of two vehicles to bi-fuel (gasoline and Compressed Natural Gas) and the installation of a CNG fueling station on premise.

State Pension Aid: #355.120

Each non-Pennsylvania (foreign) insurance company that writes a casualty insurance policy in the Commonwealth pays a tax to the state. Act 205 of 1984, the Public Employee Retirement Act, provides that the eligible municipalities receive their share of the state funds based upon the amount of actual expenditures and/or amounts necessary to maintain actuarially sound funding for the pension plans up to a limit established by the State. The amount received for 2019 is based on the calculation of the Township's minimum municipal obligation (MMO) (completed in the fall of 2018). The funding is based on the lesser of the Township's need and the state-determined unit value of funding multiplied by the number of eligible Township employees. In years when investment returns are good, a municipality may not receive all the funds they would otherwise be entitled based on the unit value calculations because investment gains may reduce the amount that needs to be paid into the plan.

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: DEDICATED USE (CONT'D)

State Pension Aid: #355.120 CONT'D

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

The 2020 MMO, calculated using the 2019 actuarial valuations for the total pension expense, is expected to be \$326,669. For 2019, police contributed 3% of their base wages. This amount reduces to 2% of base wages in the 2020-2022 contract signed in September 2019.

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

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

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: GENERAL FUND USE

Act 205 Volunteer Fire Relief Association Aid: #355.130

Each non-Pennsylvania (foreign) insurance company that writes a fire insurance policy in the Commonwealth pays a tax to the State. These funds are distributed based upon the population and the market value of property in the township (weighted equally). These funds must be turned over to the volunteer fire company serving the area, the Alpha Fire Company. The funds must be used by the Fire Company for the health and welfare of the company members; the funds may not be used for operations or capital expenditures. (See expenditure account 411.533 for matching expenditures.) The proposed revenue for 2020 is based on the 2019 actual receipts.

Police Programs Reimbursement Grants #355.200

These revenues represent payments for participation in special task force programs such as the Centre County Drug Task Force (Bureau of Narcotics Investigations), the Centre County Alcohol Task Force and DUI patrols, State College School District School Resource Officer, football game details reimbursed by Penn State University and other reimbursements for police goods and services. The 2020 proposal is based on anticipated duty assignments.

Public Utility Realty Tax: #355.010

Some Public Utilities are exempt from property taxes but pay into a state fund in lieu of property taxes. The 2020 budget is based on the 2019 amount received.

Beverage Licenses: #355.040

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

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

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: GENERAL FUND USE

Beverage Licenses: #355.040 CONT'D

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

2020 proposed revenue is based on 2019 experience.

Motor Vehicle Code State Distribution: #355.090

These funds are remitted to the Township by the state as the local share of tickets issued by the State Police. The 2020 proposed amount is based on a three-year average of receipts and receipts year-to-date.

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

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

GRANTS

Pennsylvania DOT Community Transportation Alternatives: #357.016

The Township has been awarded funding through PennDot to develop bikeways beginning at Carnegie Drive into Ferguson Township projected to begin in 2020 which will be funded by a grant in the amount of \$1,041,212.

PennDot Automated Red Light Enforcement (ARLE): #357.017

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

REVENUE: INTERGOVERNMENTAL PAYMENTS (CONT'D)

ANNUAL PAYMENTS: GENERAL FUND USE

GRANTS CONT'D

PennDOT Multi-Modal Grant: #357.018

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

County Liquid Fuels Tax Awards: #357.030

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

Valley Vista Drive Adaptive Signaling: #357.050

The Township will deploy the next generation signal controllers along the Valley Vista Drive corridor including intersections with Carnegie Drive, Lowe's Driveway, North Atherton Street and Green Tech Drive. A grant of \$198,082 has been awarded for this project.

Solar Panels: #357.060

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

PennDOT MTM - Bernel/Fox Hill Intersection: #357.070

The Township has applied for a grant of \$1,642,112 to upgrade the intersection of Bernel Road and Fox Hill Road to a classic "T" intersection.

RACP Nittany Valley Sports Complex Phase 2: #357.080

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

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	REVENUES: INTERGOVERNMENTAL PAYMENTS					
	<u>ANNUAL PAYMENTS</u>					
	DEDICATED USE					
355 .020	LIQUID FUEL TAX	490,804	489,120	502,418	479,212	503,173
	OTHER DEDICATED USE					
355 .100	Act 13 Marcellus Impact Fee	3,934	3,535	3,627	3,627	3,627
355 .120	State Pension Aid	216,769	228,297	232,189	227,850	239,243
355 .130	Act 205 Volunteer Fire Relief Association	97,163	106,911	106,784	103,422	108,593
355 .200	Police Programs Reimbursement	135,249	119,612	161,018	165,848	174,140
	SUB-TOTAL	453,116	458,355	503,618	500,747	525,603
	GENERAL FUND USE					
355 .010	Public Utility Realty Tax	7,381	7,739	6,758	7,405	7,775
355 .040	Beverage License	5,100	5,100	5,400	5,100	5,100
355 .090	Motor Vehicle Code State Distribution	3,934	8,575	8,804	8,613	9,044
356 .020	Pay in Lieu of Taxes-Game Commission	1,171	1,171	1,171	1,171	1,171
	SUB-TOTAL	17,586	22,585	22,133	22,289	23,090

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	REVENUES: INTERGOVERNMENTAL PAYMENTS (CONT'D)					
	<u>GRANTS</u>					
357 .016	Pennsylvania Community Transportation Alternatives	0	1,041,212	0	1,041,212	1,000,000
357 .017	PennDot Automated Red Light Enforcement (ARLE)	0	108,964	0	108,964	0
357 .018	PennDot Multi-Modal Grant	0	800,000	800,000	0	0
357 .030	County LFT	0	24,480	0	24,480	25,000
357 .050	Valley Vista Drive Adaptive Signaling	0	121,583	0	198,082	0
357 .060	Solar Panels	0	20,000	0	0	20,000
357 .070	PennDOT MTM - Bernel/Fox Hill Intersection	0	1,171,307	0	1,642,112	0
357 .080	RACP Nit. Valley Sports Complex Phase 2	0	1,500,000	0	1,500,000	0
	SUB-TOTAL	0	4,787,546	800,000	4,514,850	1,045,000
	TOTAL INTERGOVERNMENTAL PAYMENTS	961,506	5,757,606	1,828,169	5,517,098	2,096,866

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

REVENUE: NON-TAX SOURCES

The Township will receive approximately 5.4 percent of the budgeted 2020 revenues from non-tax sources, other than loan proceeds.

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

ASSESSMENTS #301

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

Streetlight Assessments: #301.930

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

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

REVENUE: NON-TAX SOURCES (CONT'D)

ASSESSMENTS #301 (CONT'D)

Fire Hydrant Assessment: #301.940

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

Homestead Farms Neighborhood Improvement District: #301.950

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

LICENSES AND PERMITS #321

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

Health-Food Establishments Permit: #321.200

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

REVENUE: NON-TAX SOURCES (CONT'D)

LICENSES AND PERMITS #321 (CONT'D)

Zoning Permits: #321.330

Each new construction and alteration/addition to a building in Patton Township requires a zoning permit. 2020 permits are based on anticipated construction known at this time.

Rental Housing Permit Application Fee: #321.334

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

Rental Housing Permit Surcharge: #321.335

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

Fee for Issuing Dog Licenses: #321.340

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

Solicitor and Peddler's, Chickens': #321.610

A solicitor or peddler's license costs \$20.00 and chickens are \$35.00 per issuance. Typically, Patton Township only has a few of these each year.

Sign Permits: #321.900

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

REVENUE: NON-TAX SOURCES (CONT'D)

LICENSES AND PERMITS #321 (CONT'D)

Road Occupancy Permit: #322.820

This permit is required for a cut into a Township road or right-of-way. Most of these fees are generated by utility companies (gas, phone and electric) servicing or extending their underground lines. The amount budgeted for 2020 is based on a three year average plus discussions with Columbia Gas on pipe replacement work proposed in the Township.

Cable TV Franchise: #321.800

Comcast acquired Adelphia in 2006. It is still the only cable television company providing service to Patton Township residents. A new cable franchise agreement was negotiated and became effective September 1, 2008. The initial agreement was for ten years with a five year renewal period. Revenue in this line item is dependent on company revenues from Township residents. No significant changes were made to the agreement, although there were small adjustments made to the basis on which fees are calculated. 2018 proposed revenue reflects a slight increase in revenue. A new agreement is being negotiated in 2019.

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

Small Cell Antennae Fees: #321.801

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

COURT FINES #331

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

Motor Vehicle Code Violations: #331.110

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

REVENUE: NON-TAX SOURCES (CONT'D)

Ordinance and Pennsylvania Crimes Code Violations: #331.120

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

INTEREST: #341.000

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

DEPARTMENTAL EARNINGS

Fees and charges are levied for various services performed by the Township. A resolution adjusting fees was most recently adopted in 2019.

Zoning Hearing Board Fees/Rezoning Applications: #361.340

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

Plan Review and Inspection Fees: #361.400

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

REVENUE: NON-TAX SOURCES (CONT'D)

DEPARTMENTAL EARNINGS (CONT'D)

Plan Review Handling Fees: #361.410

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

Sale of Miscellaneous Ordinances: #361.520-540

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

Sale of Accident Reports: #362.110

State Law allows the Township to charge up to a \$15.00 fee for copies of accident reports. Patton Township charges \$10.00. In 2019, the Township began using CARFAX to provide reports to the public.

Sewage Permits/Soil Log Test: #362.440

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

REVENUE: NON-TAX SOURCES (CONT'D)

TAX COLLECTION FEES #361

Real Estate Tax Collection Fees: #361.640

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

Charges for Tax Payment Confirmations: #361.650

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

PENN STATE IMPACT FEES: #380.410

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

REVENUE: NON-TAX SOURCES (CONT'D)

BUILDING RENT REVENUE: #389.420

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

MISCELLANEOUS

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

Miscellaneous Revenue: #380.000

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

Winter Maintenance Contract – Private Road: #380.300

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

Private Contributions/Bus Subsidy: #387.000

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

Ferguson Township Contribution for Bikeway: #387.253

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

REVENUE: NON-TAX SOURCES (CONT'D)

MISCELLANEOUS (CONT'D)

Cash in Lieu of Parkland: #387.070

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

Community Gardens Revenue: #387.350

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

Traffic Mitigation Fees: #387.430

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

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

Insurance Proceeds: #389.100

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

REVENUE: NON-TAX SOURCES (CONT'D)

MISCELLANEOUS (CONT'D)

Sale of Surplus Property: #391.100

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

Loan Proceeds – Road Projects: #393.121

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

Loan Proceeds – Open Space Debt: #393.122

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

Return Encumbrances to Fund Balance

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

Refund: Prior Year Expenditure: #395.000

This account includes refunds (dividends) on our insurance policies and other expenditures previously paid out. For 2019, a refund from the health insurance cooperative was received for having claims that were lower than premiums. Based on a year-to-date experience, a smaller refund is expected in 2020.

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	REVENUES: NON-TAX SOURCES					
301	<u>ASSESSMENTS</u>					
.930	Streetlight Assessments	43,594	43,300	44,627	44,627	44,627
.940	Fire Hydrants Assessments	22,791	22,750	23,134	39,813	69,674
.950	Homestead Farms Neighborhood Improvmt District	20,946	14,871	12,656	12,656	12,656
	SUB-TOTAL	87,330	80,921	80,417	97,096	126,957
321	<u>LICENSES & PERMITS</u>					
.200	Health-Food Establishments	11,387	11,218	12,202	11,515	11,218
.330	Zoning Permits	61,478	61,210	23,714	48,711	44,890
.334	Rental Housing Permit Application Fee	8,120	7,160	5,750	5,750	6,310
.335	Rental Housing Permit Surcharge	10,416	10,887	11,059	10,609	9,982
.340	Fee for Issuing Dog Licenses	0	107	94	96	125
.610	Solicitors, Peddlers, & Chickens	75	15	0	0	30
.900	Sign Permits	1,024	1,375	180	90	92
322 .820	Road Occupancy Permits	3,090	4,125	3,965	4,070	4,240
	SUB-TOTAL	95,590	96,097	56,964	80,841	76,887
321 .800	CABLE TV FRANCHISE	185,325	251,875	268,274	274,985	284,609
.801	Small Cell Antennae Fees-Crown Castle	3,214	6,000	6,723	6,723	6,723
331	<u>COURT FINES</u>					
.110	Motor Vehicle Code Violations	31,258	35,131	29,692	31,143	33,509
.120	Ordinance & Crimes Code Violations	18,597	27,909	20,841	21,622	27,225
	SUB-TOTAL	49,856	63,040	50,533	52,765	60,734

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	REVENUES: NON-TAX SOURCES (CONT'D)					
341 .000	<u>INTEREST</u>	28,568	8,454	14,217	19,005	19,670
	<u>DEPARTMENTAL EARNINGS</u>					
361						
.340	ZHB Fees/Rezoning Applications	0	556	360	360	575
.400	Plan Review and Inspection Fees	15,777	14,542	22,672	17,802	18,692
.410	Plan Review Handling Fees	0	679	0	0	0
.520-.540	Sale of Misc. Ordinances	42	4,164	0	1,620	4,686
362						
.110	Sale of Accident Reports	2,680	5,901	2,890	2,717	2,812
.440	Sewage Permits/Soil Log Test	7,140	7,302	4,875	6,405	6,629
	SUB-TOTAL	25,639	33,144	30,797	28,904	33,394
361 .600	<u>TAX COLLECTION FEES</u>					
.640	Real Estate Tax Collection Fees	22,577	23,201	22,722	22,613	23,404
.650	Charges for Tax Payment Confirmation	4,415	3,320	4,050	4,222	4,370
	SUB-TOTAL	26,992	26,521	26,772	26,835	27,774

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	REVENUES: NON-TAX SOURCES (CONT'D)					
380 .410	<u>PENN STATE IMPACT FEES</u>	44,990	46,715	45,710	45,655	47,938
387 .420	<u>BUILDING RENT REVENUE</u>	37,683	37,683	37,683	37,683	37,683
	<u>MISCELLANEOUS</u>					
380 .000	Miscellaneous Revenues	3,995	3,611	6,233	4,470	3,758
380 .300	Winter Maintenance Contract - Private Road	2,235	2,252	2,229	2,344	2,398
387 .000	Private Contributions/Bus Subsidy	10,544	10,544	10,544	10,544	10,544
387 .070	Cash in Lieu of Parkland	120,000	0	0	0	0
351 .120	October 2016 Flood - FEMA Payments	0	0	0	0	0
387 .253	Bikeways - Contribution from Ferguson Township	19,032	50,000	30,968	0	19,032
387 .350	Community Gardens	2,720	3,820	3,160	3,820	3,820
387 .430	Traffic Mitigation Fees	94,760	7,500	13,787	7,500	7,500
389 .100	Insurance Proceeds	0	0	0	0	0
391 .100	Sale of Surplus Property	3,210	1,000	4,498	1,000	1,000
393 .121	Loan Proceeds-Road Projects	0	0	0	0	0
393 .122	Loan Proceeds-Open Space Debt	0	0	0	0	0
	Loan Proceeds-PIB Loan	0	0	0	0	0
395 0	Refund-Prior Year Expenditure	194,500	15,000	129,915	15,000	15,750
	SUB-TOTAL	450,996	93,727	201,334	44,678	63,802
	TOTAL NON-TAX SOURCES	1,036,184	744,177	819,424	715,170	786,171

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: GENERAL GOVERNMENT SERVICES

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

- A. **General Government** - Major general Government expenses include outside professional services (legal counsel, actuary, and auditor), liability insurance, advertising, building operations and Centre Region Council of Government (COG) administration.
- B. **Administration** - The Township's Administrative Office includes the Manager, Secretary, and Receptionist, (3 FTE: full time employees) and the Finance Office (1.875 FTE). The Manager is responsible for day-to-day operations of the Township within the policy and budgetary parameters established by the Board of Supervisors. Department heads report to the Manager. The Director of Finance and Administration is responsible for all financial reporting, tax operations and accounting for the Township, as well as human resource administration.
- C. **Tax Collection** - The Township Tax Office collected the Township/School District Earned Income Tax (EIT) through the end of 2011. In 2012 collection of EIT shifted to the Centre County Tax Collection Committee. The Committee appointed the State College Borough Tax Office as the tax collector for 2012 through 2020.

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

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

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT

GENERAL EXPENDITURES: #400

Salaries - Governing Body: #400.113

The Second Class Township Code, based on the 2010 census figures, provides that each member of the Board of Supervisors may be paid up to \$4,125 per year. Changes in the pay rate must be made by ordinance. No pay change for incumbents is permitted during their term of office. For 2020, all five Supervisors will be paid \$4,125.

Professional Services – Financial Services: #400.311

The Township appoints a Certified Public Accounting firm to perform an annual audit of the Township's financial records. The amount budgeted for 2020 is based on an estimate from the auditor. This line item also reflects the costs of mandated actuarial valuations for the Township pension plans; but additional actuarial services will be required annually because of a new financial reporting standards regarding pension liabilities. Beginning in 2015, the Government Accounting Standards Board requires that any unfunded pension liability be included in the audited financial statements. This new standard will require additional actuarial and auditing services.

Professional Services - Codification: #400.316

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

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

GENERAL EXPENDITURES (CONT'D): #400

Communications – Telephone/Data: #400.321

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

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

Advertising: #400.341

This line item covers the cost of required legal advertisements for Township meetings, public hearings, bid notices and two issues of the Township newsletter. This includes ads for special services such as leaf collection and volunteer recruiting. The 2020 proposal is based on the current year's experience.

Printing: #400.342

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

Insurance - Business Liability: #400.352

The insurance coverage for the Township provides protection for liability, errors and omissions, and an umbrella policy to cover excess claims. Courts have forced municipalities to increase taxes to pay claims when insurance coverage was not sufficient. 2020 rates are estimated to increase by 3%.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

GENERAL EXPENDITURES (CONT'D): #400

General: #400.421

General expenses include the annual appreciation dinner for residents who serve on the Township Authorities, Boards, and Commissions and an employee appreciation event, reference books, coffee supplies, memorial contributions, and other miscellaneous expenses. The 2020 appropriation is based on anticipated costs of services as well as a small contingency to cover unforeseen expenses.

LST Collection Fee: #400.423

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

Centre County Tax Collection Costs: #400.424

This line item includes the Township's share of cost for the Centre County Tax Collection Committee (CCTCC); the body responsible for overseeing the collection of earned income taxes under Act 32, as well as the fee of 2.4% of revenue collected that the Township pays State College Borough (SCB) as appointed Tax Collector for the CCTCC. Actual cost will be reconciled by SCB at year end and payments will be adjusted. The 2020 budget equals 2.1% of the Earned Income tax revenue line because each year there has been a refund when actual costs are reconciled to fees paid.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

GENERAL EXPENDITURES (CONT'D): #400

Employee Appreciation: #400.425

To show appreciation to staff for the exceptional efforts they make to serve our residents, a small amount of money has been set aside to use as needed to provide tokens of thanks. It is also used to purchase additional tickets for the 4th of July fireworks which is very popular with employees and their families. An increase for 4th Fest is included for 2020.

Wellness Program: #400.426

In 2008, an Employee Wellness Committee was formed to motivate employees to improve their quality of life through fitness, health programs, etc. This line item is funded from the premium rebates received from the self-insured health plan. Keeping people healthy and fit has a direct correlation to the cost of health insurance paid by employees and the Township. Based on survey results, funds are allocated to pay a monthly stipend to employees to offset fitness club memberships, to have a service come to the building to do health screenings for employees and family members. The 2020 appropriation is to support the continuation of this initiative.

Training and Seminars: #400.460

This line item covers the cost of attending the training sessions offered by the Pennsylvania State Association of Township Supervisors (PSATS) at the annual conference as well as other training sessions and classes for the Board of Supervisors. The Board has also elected to join the Pennsylvania Municipal League and attend the annual conference. The amount for 2020 reflects anticipated costs for conference attendance.

Centre Region COG Administration: #400.530

This item includes Patton Township's share of the general costs of membership in the Centre Region Council of Governments (COG). The Township's share of each COG program's cost is budgeted in appropriate sections of the Township budget. The COG budget provides a complete description of services, proposed 2020 activities, and allocations of municipal shares.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

LEGAL SERVICES: #404

Legal Services: #404.314

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

Other Legal Expenses: #404.316

This line item covers filing fees, recording fees, expert testimony, and other fees excluding such major cases as Bellefonte Lime. The 2020 proposal provides funds for minimal services not covered by retainer.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING: #409

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

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

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

Longevity: #409.182

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

Cleaning and General Supplies: #409.226

This line item includes the cost of cleaning and other supplies as needed. The 2020 amount is based on the current year's experience.

Heating and Fuel: #409.230

Until 2015, this line item covers the cost of heating the old Municipal Building. Beginning in 2016, the cost of heating the old Municipal Building is paid for by Clear Water Conservancy. Heat for the Township Building is electric (see line item #409.361 below). The Public Works facility is heated by gas (see line item #409.362 below). The 2020 proposal only includes the cost of fuel for the emergency generator.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING (CONT'D): #409

Repair and Maintenance Materials: #409.250

This line item includes paint, carpentry supplies, light bulbs, and so on for the buildings. The 2020 proposal is based on the current year's experience.

Property Insurance: #409.351

This category provides insurance for the Township Buildings and contents. The fire station building is included in the Township's policy but is reimbursed by COG. The numbers proposed for property insurance in 2020 are based on estimates from the agent.

Public Utility Service - Electric: #409.361

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

Public Utility Service - Gas: #409.362

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

Public Utility Service – Trash Removal: #409.365

This line item includes trash and recycled materials collections from the Municipal Building and Public Works facility. The 2020 budget proposal is based on the cost of contracted services. The Township's employees have made concerted effort to recycle as much as possible thereby reducing the amount of waste hauled. Service needs were reviewed and the Township was able to reduce the number of trash pick-ups per month.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING (CONT'D): #409

Public Utility Service - Water: #409.366

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

Repair and Maintenance - Building: #409.373

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

Capital Equipment: #409.740

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

For 2020, the proposed budget includes costs for elevator maintenance, utility software costs, website fees, software license fees, computers, monitors and a \$1,000 contingency for unexpected costs.

For 2021 the forecast includes costs for elevator maintenance, utility software costs, website fees, software license fees, computer and printer replacements and a \$1,000 contingency for unexpected costs.

Landscaping: #409.742

The 2020 proposal includes costs for general maintenance of the building landscape.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

GENERAL GOVERNMENT (CONT'D)

TOWNSHIP BUILDING (CONT'D): #409

Allocation to Buildings Refurbishment Reserve: #409.743

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

The allocation for 2020 is based on funding the replacement schedule.

KINBER Internet Service: #409.745

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

New Website: #409.746

This proposal involves upgrading our current website. Many residents have expressed a desire to improve the website to make it more user-friendly. The cost to upgrade is estimated at \$26,268 in 2020 and \$5,756 in 2021.

Broadband Expansion: #409.747

This proposal involves engaging consultant(s) to create a “roadmap” to extend fiber optic, very high speed internet connectivity to neighborhoods in the Township in 2020. Deliverables include defining infrastructure needs, funding scenarios and operational models. Phase 2 – Identify potential areas for deployment, select funding and operational model. Phase 3 – Implementation. The cost to implement is estimated at \$25,000 in 2020 and \$75,000 in 2021.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION #401

Finance Director Salary: #401.114

This position is a professional position requiring training in financial administration, accounting, budgeting, and appropriate computer operations as well as the supervision of the Tax Office. Five percent of the Director of Finance and Administration's salary is reflected in the Tax Collection Staff section of the budget. In prior years ten percent had been allocated to tax. The 2020 Budget is based on the Township Pay Plan.

Manager Salary: #401.121

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

Accountant Salary: #401.140

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

Administrative Secretary Salary: #401.141

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

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Receptionist Salary: #401.142

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

Finance Clerk: #401.144

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

Employee Benefits: #401.150

This account provides for the cost of pension, health, life and dental insurance, workers' compensation, unemployment insurance, employee education assistance benefit, and social security for Administration employees. It also includes the manager's additional life insurance. The 2020 proposal is based on the renewal costs of benefits, taking into consideration rate increases where appropriate.

Longevity: #401.182

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

Office Supplies: #401.210

Operation of the Township office requires a substantial supply of paper, pens, copier paper, computer accessories, etc. The amount budgeted for 2020 is based on current experience.

Repair/Maintenance Office Equipment: #401.250

This line item covers repair and maintenance for office equipment.

Communications - Postage: #401.325

Most postage in this line item is used by Township Administration for correspondence and distribution of meeting agendas and minutes. The amount for 2020 is based on this year's experience with a rate increase built in.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Auto Allowance: #401.337

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

Surety and Fidelity Bond: #401.353

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

Dues and Subscriptions: #401.420

Dues and subscriptions include the cost of Township membership in the Pennsylvania Association of Township Supervisors (PSATS); membership in the Pennsylvania Municipal League; subscriptions to municipal publications; membership for the Township Manager in the International City/County Management Association (ICMA) and the Association of Pennsylvania Municipal Managers (APMM); and membership in the Government Finance Officers Association (GFOA) and the State GFOA for the Director of Finance and Administration, as well as other memberships in professional associations as appropriate. It also covers various periodicals pertinent to government administration and finance. The amount budgeted for 2020 is based on estimated costs.

Training and Seminars: #401.460

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

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Information Technology Services: #401.530

In late 2013, State College Borough proposed a change to the way technology services would be provided going forward. The relationship has changed to a vendor (State College Borough)/customer (Patton Township) relationship and the pricing model has changed to what the Borough refers to “industry standard” pricing based on equipment owned rather than hours of service used. Since the Township is linked, technologically to State College Borough for internet, tax and police software and shared servers, it is very hard to extricate from State College Borough’s services. After years of service under this agreement, staff feels that the Township has been receiving adequate service and has renewed for 2020.

Wage Study: #401.700

In 2005 Patton, College, Ferguson, and Harris Townships participated in a wage study to review municipalities pay plans. At the time, the Township committed to having regular reviews of all positions covered in the pay plan. This is to ensure pay rates are adequate to attract and retain highly qualified employees. The last study revealed a number of positions below market rates, which were adjusted in 2009. A new complete wage study will be conducted by McGrath Consulting in early 2020.

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

ADMINISTRATION (CONT'D) #401

Machines & Equipment: Capital: #401.740

This category is used to purchase machines and equipment including such items as computers for general administration and finance, and copiers for the Township. The expenditures for 2020 included \$5,000 in lease and maintenance payments for the color copier, one computer system, software updates, financial software maintenance, capital improvement plan software, SeeClickFix software and a \$500 contingency for unexpected requirements.

TAX COLLECTION:

TAX COLLECTION: ELECTED # 402

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

Salaries and Benefits: # 402.140

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

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

Benefits: # 402.150

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

Longevity: # 402.182

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

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

TAX COLLECTION: (CONT'D)

TAX COLLECTION: ELECTED (CONT'D) # 402

Office Supplies: # 402.210

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

Other Operating Expenses: # 402.241

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

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

Telephone: # 402.321

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

Capital Purchases: #402.740

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

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

TAX COLLECTION (CONT'D):

TAX COLLECTION: STAFF #403

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

EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)

OTHER EXPENDITURES:

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

Refund Prior Year Revenues: #491.000

This account provides for refunds of Real Estate Tax, Local Services Tax, and Real Estate Transfer Tax payments received in a previous year that were paid in error or reversed by the State. No amounts are budget for 2020 and 2021.

Accrued Compensated Absence: #492.170

This account shows the annual expense to the reserve fund for severance obligations (sick leave, personal leave and vacation leave). As recommended by the Auditors, the Township began setting aside funds in 1993 as a reserve to normalize the unpredictable year- to-year variations in expenditures. See the Designated Reserve Fund: Accrued Compensated Absences for more information. In 1998 the Board of Supervisors approved a policy to budget \$5,000 for this account only if the balance fell below 10% of our obligation. As of the December 31, 2018 audited financial statements, this obligation is approximately \$607,000. A number of separations are anticipated over the next several years in police and public works, therefore, the allocation is being increased over the next several years.

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES					
	<u>GENERAL GOVERNMENT</u>					
	GENERAL					
400 .113	Salaries - Governing Body	28,087	20,625	20,625	20,625	20,625
.311	Professional Services-Financial	46,037	48,213	43,542	44,631	46,863
.316	Professional Services-Codification	4,246	5,348	4,246	4,246	4,416
.321	Communications-Phone/Internet	19,355	27,391	27,899	28,736	29,885
.341	Advertising	21,615	21,263	17,958	18,497	19,237
.342	Printing		200	0	0	0
.352	Insurance-Business Liability	36,496	37,591	28,900	29,767	30,660
.421	General	9,889	12,392	14,437	14,870	15,316
.423	LST Collection Fees	8,041	10,498	8,396	8,564	8,272
.424	Centre County Tax Collection Costs - EIT	55,858	55,062	44,978	46,103	47,717
.425	Employee Appreciation	1,741	1,913	1,278	1,310	1,349
.426	Wellness Programs		1,865	1,638	1,687	1,754
.460	Training & Seminars	5,581	5,851	7,507	7,694	8,002
.530	Centre Region COG-Administration	91,352	87,905	87,905	118,774	122,931
	SUB-TOTAL	328,299	331,117	304,309	340,504	352,027
	LEGAL SERVICES					
404 .314	Legal Services	24,000	24,000	24,000	24,000	24,000
.316	Other Legal Expenses	13,172	5,000	2,200	2,500	2,500
	SUB-TOTAL	37,172	29,000	26,200	26,500	26,500

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	<u>GENERAL GOVERNMENT (CONT'D)</u>					
409	TOWNSHIP BUILDINGS					
.142	Wages for Building, Grds Mtce, Road Crew	39,817	42,844	42,823	44,578	45,915
.182	Longevity	900	950	950	1,100	1,000
.183	Building and Grounds Maintenance Overtime	2,079	2,193	3,460	3,574	3,681
.226	Cleaning & General Supplies	2,947	1,837	2,941	3,029	3,150
.230	Heating & Fuel	706	928	901	928	965
.250	Repair & Maintenance Materials	1,372	859	2,154	2,219	2,308
.351	Property Insurance	15,978	16,457	15,206	15,662	16,288
.361	Public Utility Service - Electric	18,656	19,765	20,066	20,066	20,869
.362	Public Utility Service - Gas	3,912	4,170	3,446	3,550	3,692
.365	Public Utility Service - Trash Removal	1,530	1,707	1,886	1,942	2,020
.366	Public Utility Service - Water	1,616	1,678	1,762	1,815	1,888
.373	Repair & Maintenance Services	17,675	15,517	14,293	14,722	15,311
.740	Capital Equipment	5,181	28,000	4,753	0	6,000
.742	Landscaping	4,550	6,249	0	4,550	1,000
.743	Allocation to Building Refurbishment Reserve	0	40,000	40,000	41,500	43,000
	Kinber Internet Service	33,348	4,980	4,980	0	0
	New Website	0	26,268	0	26,268	5,756
	Broadband Expansion	0	25,000	0	25,000	75,000
	SUB-TOTAL	150,268	239,402	159,621	210,503	247,843
	TOTAL GENERAL GOVERNMENT	515,738	599,519	490,130	577,507	626,370

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	<u>ADMINISTRATION</u>					
401 .114	Finance Director Salary	89,486	98,469	98,806	102,834	104,891
.121	Manager Salary	110,139	118,515	127,417	134,025	136,706
.140	Accountant Salary	43,429	45,412	48,347	47,283	48,229
.141	Administrative Secretary Salary	48,070	53,403	49,777	54,908	56,006
.142	Receptionist Salary	33,353	35,891	25,450	32,959	33,618
.144	Finance/Tax Clerk/P/T Communications	3,240	40,000	0	40,000	30,600
.150	Employee Benefits	395,035	220,499	214,610	222,442	226,891
.182	Longevity	3,050	3,200	3,150	2,300	3,050
.210	Office Supplies	4,536	5,135	5,213	5,370	5,477
.250	Repairs / Maintenance - Office Equip.	0	0	0	0	0
.325	Communications-Postage	3,635	4,092	2,463	2,537	2,588
.337	Auto Allowance	917	1,053	1,832	1,887	1,906
.353	Surety & Fidelity Bond	3,703	3,740	3,740	3,740	3,815
.420	Dues, Subscriptions	14,374	8,734	5,518	8,500	8,670
.460	Training & Seminars	2,999	3,352	7,848	8,000	8,160
.530	Information Technology Services	42,965	48,900	59,278	70,985	73,115
.700	Wage Study	0	5,000	0	5,000	0
.740	Machine & Equipment Capital	14,458	13,315	13,192	21,192	12,916
	TOTAL ADMINISTRATION	813,389	708,709	666,641	763,962	756,638

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	<u>TAX COLLECTION</u>					
402	TAX COLLECTION: ELECTED					
.140	Salaries	54,793	57,870	59,191	60,228	61,433
.114	Finance Director 5%	4,762	5,183	5,200	5,413	5,521
.150	Benefits	29,909	32,877	32,543	34,079	34,761
.182	Longevity	1,300	1,300	1,300	1,350	1,300
.210	Office Supplies	0	150	0	0	150
.241	Other Operating Expenses	7,623	8,392	8,036	8,277	8,360
.253	Surety & Fidelity Bond	750	750	750	750	750
.321	Telephone	6	10	4	5	10
.740	Capital Purchases	0	0	0	0	0
	SUB-TOTAL	99,144	106,532	107,024	110,102	112,285
403	TAX COLLECTION: STAFF					
.241	Other Operating Expenses	0	0	0	0	0
.325	Communications - Postage	0	0	0	0	0
.353	Surety & Fidelity Bond	0	0	0	0	0
	SUB-TOTAL	0	0	0	0	0
	TOTAL TAX COLLECTION	99,144	106,532	107,024	110,102	112,285

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: GENERAL GOVERNMENT SERVICES (CONT'D)					
	<u>OTHER EXPENDITURES</u>					
491 .000	Refund Prior Year Revenues	701	0	0	0	0
489 .000	Prior Years Expenditures (Insurance Bills)	0	0	0	0	0
492 .170	Alloc. to Accrued Comp. Absence Reserve	47,075	25,000	41,994	25,000	25,000
	TOTAL OTHER EXPENDITURES	47,776	25,000	41,994	25,000	25,000
	TOTAL GENERAL GOVERNMENT SERVICES	1,476,046	1,439,760	1,305,789	1,476,571	1,520,293

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

EXPENDITURES: POLICE

The Patton Township Police Department is responsible for public safety and law enforcement in the Township. The Department currently has a force of 19 sworn personnel: a chief, three full-time detectives, three patrol sergeants, a half-time designated crime prevention officer (0.5 FTE), and 11.5 FTE patrol officers. The crime prevention officer also serves as a school resource officer for the three public schools located in Patton Township. There are two full-time civilian employees in the police department as well. The 2020 CIP includes funding for an extra patrol officer position. An Administrative Sergeant position would be created with the addition of one sworn officer. A part time civilian position is also included in the 2020 CIP.

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

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

A three-year labor contract was approved in 2019 covering the period January 1, 2020 to December 31, 2022. The Patton Township Police Officers' Association (PTPOA) represents all sworn personnel except the Chief. Related benefit costs pertaining to the contract have been incorporated into the budget.

The 2020 vehicle fleet will consist of 13 vehicles: 11 sedans and two 4x4 utility vehicles. Cars are assigned to the following uses: seven cars to active patrol use, two for criminal investigations, the Chief's vehicle, and two staff vehicles used for traffic, tactical driving training, travel to training, and as a patrol vehicle if one is out of service (see 410.741 and Appendix A: Designated Reserve Fund-Police Vehicle Replacement). In 2019, an extra retired patrol vehicle stayed in-service for the Ordinance Officer. In 2012, one patrol car was not taken out of service but instead kept as part of active patrol. Having seven patrol vehicles allows officers to be assigned a car, therefore allowing for longer vehicle life expectancy. In 2007,

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE

the policy on cruiser rotation was changed from a 5-year life to 6 years. This policy change accommodates the increase in staff size, and the increase in traffic and other police details.

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

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

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

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

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

EMERGENCY RESPONSE AND PATROL #410

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

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

Chief Salary: #410.122

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

Sergeant Salary: #410.130

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

EXPENDITURES: POLICE (CONT'D)

Police Officer Salary: #410.141

All police officer wages are set by negotiations between the PTPOA and Patton Township. A new three-year police contract will begin in January 2020. All but three officers (two hired in February 2018 and one in May 2018) will be in the Police Officer 5 category in 2020. One Police Officer 5 is assigned 50 percent to Crime Prevention/Community Relations/School Resource Officer and 50 percent to Emergency Response and Patrol. Annual wages are calculated based on 2,160 hours per year per officer including holiday pay which is regularly scheduled as part of our 24 hour/day patrol coverage.

School Crossing Guard: #410.142

The Township has one crossing guard position located at the School Drive/Douglas Drive intersection. Recently a desire has been expressed to staff a School Crossing Guard at the Grays Woods Elementary School. That position was filled in October 2019. The 2020 budget includes funds for two crossing guards.

In-House Automotive Services: #410.143

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

Employee Benefits: #410.150

This item provides for the cost of pension, health, dental, and life insurance, workers' compensation, unemployment insurance, and social security for police department employees assigned to emergency response patrol. The cost shown here is the Township's cost net of officers' contributions for health care and pension. Officers are required to contribute 2% of their base pay to the pension plan and 9% of health care premiums for 2020. In 2013, based on the actuary's recommendation, the Township changed to an updated mortality table for pension calculations. The 2019 Pension contribution will be \$234,969 spread amongst all police divisions.

Longevity Pay: #410.182

This item is set by negotiations with the Patton Township Police Officers' Association and applies to all incumbent officers completing 6 years of service. The payment schedule starts at \$800 per year and goes to \$3,000 after 25 years of

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

employment.

Overtime Pay: #410.183

Overtime is required by contract when officers attend court or magistrate hearings scheduled at times other than during their regular shift, when officers work additional hours or shifts to fill in for others on leave, attend training outside their regular shift, or when an investigation requires work beyond the regular shift. The proposed 2020 budget is based on the 2019 experience of projected overtime hours and hours for the following: special traffic enforcement, outside requests for assistance by neighboring police jurisdictions and miscellaneous duty assignments. Any overtime incurred at Penn State Football games is reimbursed to the Township at two times the regular rate, including benefits and overhead.

Supervisory Overtime: #410.187

This item covers sergeant's overtime resulting from patrol and supervisory duties. The proposal for 2020 is based on the 2019 budget plus the contracted salary increase. Any overtime incurred at Penn State Football games is reimbursed to the Township at two times the overtime rate, including benefits and overhead.

Office Supplies: #410.210

These include stationery and supply items used by the police department (e.g., print cartridges/toner, paper, tablets, calendars, staples, clips, pens, etc.). Funding for a copy machine lease is also included (\$3,200).

Gasoline: #410.231

This item reflects the cost of unleaded gas for the patrol vehicles as well as the staff and Chief's vehicles. The Township purchases gasoline at a 24-hour vendor's pump. The 2020 budget is based on the projected usage calculated at an estimated cost per gallon.

Clothing, Uniforms, Ammunition: #410.238

This category covers items such as uniforms, accessories, ballistic body armor (\$2,400), a level IV vest for TRT (\$3,000), leather goods, and ammunition (duty and practice) (\$8,900), Taser® cartridges (\$2,100), funds to outfit and equip two new officers (\$8,500) and an annual \$350 per officer boot and glove reimbursement as provided by the PTPOA contract (\$7,250). The proposed budget for 2020 is based on routine uniform and ammunition replacement, and other equipment items.

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Other Operating Expenses: #410.239

A wide variety of items and services are necessary to ensure that the department functions properly. Examples of some of the costs involved include speed timing unit calibrations (\$1,400) which must be certified every 60 days, flares, latex gloves, fire extinguisher recharges, criminal justice reference books (\$700), and command post costs (\$1,800). Additional costs include a fee (\$1,000) for medical oversight of the department's AED (automated external defibrillators) and naloxone program (\$1,000), and a resource search program (\$2,000). Funds are also set aside for equipment for the crisis negotiation team (\$2,000).

Small Tools/Minor Equipment: #410.260

Included for 2020 are funds for the following: Two Remington 870 police shotguns (\$1,300), Smoke canisters (\$1,500), distraction devices (\$1,550), Batteries for old AED's (\$1,110), Portable Breath Test devices (\$2,500), Aimpoint scope for TRT Rifle (\$500), new cameras for patrol vehicles (\$1,800), 40mm Launcher and rounds (\$2,000) and miscellaneous minor equipment.

Communications - Phone: #410.321

This account includes all long distance and cellular phone charges for the seven marked patrol vehicles, and staff. The 2020 budget continues to include reimbursement to officers for cell phone costs that allow them to be easily accessible for emergency call outs.

Communications - Postage: #410.325

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

Communications - Radio Equipment: #410.327

All police mobile radios, as well as the police base station, operate on a computer-controlled 800 MHz, P-25, digital system. This maximizes channel usage potential. Included in the proposed 2020 budget are funds for spare batteries for the portable radios and an extra portable radio for patrol (\$4,000).

EXPENDITURES: POLICE (CONT'D)

Auto Allowance: #410.337

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

Advertising: #410.341

Advertising expenses for the police department include notice of hiring and seasonal advisories. The 2020 budget includes funding for advertising police testing and the part-time secretary position.

Printing: #410.342

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

Property Insurance: #410.351

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

Liability Insurance: #410.352

This line item provides for police professional liability insurance.

Cruiser Maintenance: Parts and Service: #410.374

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

Laundry Service: #410.440

This line item includes cleaning of uniforms and other items.

Meetings, Conferences, Seminars, Dues: #410.460

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

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

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

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

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

Previously listed training will continue on an annual basis. The 2020 budget proposes the following training: supervisory training, crisis negotiations training, executive development, Taser recertification and crime scene training, annual in-service/specialty training (\$3,000), PA Tactical Officers Association Conference (\$900), and crisis intervention training (\$2,600), firearms and drug recognition expert training. The annual fee for the Accreditation Program (\$1,000) is also included.

Hiring/Promotion Expense: #410.461

The current police officer entry certified list expired on October 31, 2019. Three patrol positions were filled in 2018 as a result of a promotion (in 2017) and a retirement (in 2018). An additional officer was hired to have sufficient staffing while accommodating the School Resource Officer position. The department will go through the hiring process in 2020 as one police officer will be retiring in 2020. An additional patrol position has also been budgeted for 2020. This line item includes funding for expenses related to testing and attending the police academy (tuition, room and meals), medical and psychological testing.

Machinery and Equipment: #410.740

Items costing more than \$4,000 are included in this line item. The 2020 budget proposes the purchase of two new AED's (\$5,000). Rather than paying \$8,000 per year for warranty, contingency funds of \$5,000 have been added for any potential body camera or mobile video recorder equipment issues.

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Allocation to Police Vehicle Replacement Fund: #410.741

This account provides for the annual appropriation for the police vehicle replacement (see Restricted Reserve Fund - Police Vehicle Replacement). All patrol car vehicles are purchased through cooperative or state contract bid programs. In keeping with the police vehicle replacement fund matrix, two new patrol vehicles are proposed for purchase in 2020.

EXPENDITURES: POLICE (CONT'D)

CRIME PREVENTION / COMMUNITY RELATIONS #413

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

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

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

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

The Patton Township Police Department sponsored its 18th annual Safety Fair at the Colonnade shopping plaza in May 2019. The Safety Fair provides opportunities for children and adults to meet first responders during a relaxed and fun-filled day. Patton Township would like to commend the Patton Township Business Association for their tremendous support of this important community event. The business association will continue to be an active participant in future fairs.

The Patton Township Junior Police Academy had its first graduating class in 2002. This is a cooperative program with other jurisdictions led by Patton Township. The purpose of the academy is to provide positive interaction between police and Centre County high school students aged 15-17. The 2020 academy will consist of 12 hours of instruction over six weeks.

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

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Police Officer Salary: #413.141

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

Overtime Pay: #413.183

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

Other Operating Supplies & Minor Equipment: #413.242

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

Meetings, Conferences, Seminars, Dues: #413.460

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

Machinery and Equipment (Major): #413.740

No items are budgeted for 2020.

EXPENDITURES: POLICE (CONT'D)

CRIMINAL INVESTIGATION #416

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

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

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

Police Officer Salary: #416.141

One officer has been assigned full-time to this function since 1989. A second detective was appointed to the position in July 2000. The newly assigned third detective assumed responsibilities in April 2010. Their salaries are set by contract with the PTPOA. Detectives' rates are 4% above a Police Officer 5 salary (Police Officer 5 - see #410.141).

In-House Automotive Services: #416.143

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

Employee Benefits: #416.150

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

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Longevity Pay: #416.182

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

Overtime Pay: #416.183

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

Gasoline: #416.231

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

Clothing, Uniforms, Ammunition: #416.238

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

Other Operating Expenses: #416.239

This account provides for minor items for the detectives. The 2020 budget includes crime scene materials, reserve for possible DNA services (\$2,500) and vehicle rental fee for the drug investigator (\$4,000).

Small Tools/Minor Equipment: #416.260

This line item includes tools and equipment costing less than \$4,000. Included for 2020 is funding for cell phone forensic analysis software (\$2,600), a new Nikon camera Body (\$1,300) and miscellaneous small tools (\$1,400).

Communications - Phone: #416.321

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

Communications - Radio Equipment: #416.327

This account covers spare portable radio batteries.

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

Property Insurance: #416.351

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

Liability Insurance: #416.352

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

Repair and Maintenance of Vehicles: #416.374

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

Laundry Service: #416.440

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

Meetings, Conferences, Seminars, Dues: #416.460

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

EXPENDITURES: POLICE (CONT'D)

COMMUNICATIONS/RECORDS #417

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

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

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

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

Chief Salary: #417.122

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

Secretary Salary: #417.140

The police secretary position is a full-time position, with responsibilities for the police department reception and for police records. The salary is set by the Township's pay plan. An addition part-time secretary position was added in 2020.

EXPENDITURES: POLICE (CONT'D)

COMMUNICATIONS/RECORDS (CONT'D) #417

Records Clerk Salary: #417.141

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

Employee Benefits: #417.150

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

Longevity: #417.182

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

Overtime Pay: #417.183

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

Contracted Services (Computer): #417.450

This account covers maintenance costs related to the new records management system. Patton Township is a 12.5% owner of the new system. Included in the proposed 2020 budget is \$10,000 for RMS Hosting Fees. RMS Maintenance Fee (\$15,300 for 2020). The Mobile Computer Terminal (MCTs) airtime costs for eight computers (\$7,700) are in this line item. Also included in this line item are costs related to the operation of the Centre County Central Booking Center that is located at the Centre County Correctional Facility (\$0). This is due to revenues (court costs paid by defendants) exceeding expenditures.

Meetings, Conferences, Seminars, Dues: #417.460

Included in this category is training for the police secretary and records clerk and new part-time secretary

Hiring Expense: #417.461

This line item covers hiring expenses as needed.

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: POLICE (CONT'D)

COMMUNICATIONS/RECORDS (CONT'D) #417

Machinery and Equipment: #417.740

The proposed 2020 budget includes funding for 7 computer systems that are due to be replaced, two systems added, a tablet and a contingency of \$3,000.

CRIMES System Software Upgrade: #417.741

The current Records Management System went live in June 2009. The vendor of the existing records management system which is shared regionally will no longer provide a service agreement after 2018. Therefore, a consortium of local law enforcement agencies has been researching options related to a new system. \$145,000 has been encumbered by the end of 2017 towards the system. \$40,101 is budgeted for 2020 to complete the purchase and installation of the new records management system.

Automatic License Plate Recognition (ALPR): #417.744

An Automatic License Plate Recognition System would be placed on a marked patrol vehicle. The system consists of two cameras, one high resolution digital camera and one IR camera. These cameras capture images of license plates to locate stolen, wanted or suspected vehicles. The system can also be used to locate suspects, victims, witnesses, missing children and protect the public during special events or situational awareness.

External Consultant: #417.745

To ensure that the Patton Township Police Department is providing the best possible public safety services to the residents of Patton Township, the policies and procedures of the department should be reviewed by an independent source. This project would set aside money to hire an external consultant to review the policies and procedures and make recommendations to strengthen these guidelines for the department. Contemporizing the policies and procedures will limit or eliminate liability the department and its officers could face in the future. An external review should be conducted at least every 10 years.

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: POLICE					
410	<u>EMERGENCY RESPONSE PATROL</u>					
.122	Chief Salary	84,879	93,468	93,283	97,563	99,514
.130	Sergeant Salary	209,772	268,136	265,213	391,528	403,274
.141	Police Officer Salary	840,937	951,117	921,098	976,749	1,006,051
.142	School Crossing Guard	2,795	2,423	6,864	11,039	11,260
.143	In-house Automotive Services	8,222	9,262	9,856	9,640	9,833
.144	Enforcement Officer	0	0	9,150	15,600	16,068
.150	Employee Benefits	682,782	736,586	711,793	791,380	807,208
.182	Longevity Pay	13,550	14,000	13,900	22,250	23,800
.183	Overtime Pay	68,324	64,555	77,175	79,490	81,080
.187	Supervisory Overtime	13,060	13,288	11,486	11,831	12,068
.210	Office Supplies	2,677	3,360	3,294	4,568	5,679
.231	Gasoline	29,239	29,200	28,578	29,435	30,318
.238	Clothing, Uniforms, Ammunition	26,538	30,818	30,214	34,848	31,434
.239	Other Operating Expenses	8,159	7,072	8,146	9,992	9,261
.260	Small Tools/Minor Equipment	13,797	15,960	14,744	15,068	15,369
.321	Communications-Phone	9,610	9,154	8,437	8,605	8,777
.325	Communications-Postage	647	1,125	799	814	830
.327	Communications-Radio Equip.	63	3,060	1,162	5,060	2,121
.337	Auto Allowance	1,359	1,609	1,663	1,918	1,975
.341	Advertising	0	1,500	0	5,500	3,500
.342	Printing	310	775	465	779	785
.351	Property Insurance (Cruisers, Radios, etc...)	10,813	11,137	8,805	9,069	9,250
.352	Liability Insurance	14,372	14,803	11,371	11,712	11,946
.374	Cruiser Maintenance: Parts and Service	9,208	12,680	13,274	13,539	13,809

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: POLICE (CONT'D)					
	EMERGENCY RESPONSE PATROL (CONT'D)					
410 .440	Laundry Service	3,626	3,739	4,707	4,848	4,993
.460	Meetings/Conferences/Seminars/Dues	15,583	17,943	15,792	14,943	15,241
.461	Hiring / Promotion Expense	11,544	15,382	15,382	15,382	15,278
.740	Machinery and Equipment (Major)	35,024	30,305	30,305	30,305	13,380
.741	Allocation to Police Vehicle Reserve Fund	0	49,000	49,000	49,000	50,000
	TOTAL EMERGENCY RESPONSE PATROL	2,116,891	2,411,456	2,365,956	2,672,455	2,714,102
413	CRIME PREVENTION/COMMUNITY RELATIONS					
.141	Police Officer Salary	38,817	41,382	40,858	45,316	46,675
.183	Overtime Pay	0	500	500	500	500
.242	Other Operating Supplies & Minor Equipment	4,645	5,545	5,480	5,655	5,768
.460	Meetings/Conferences/Seminars/Dues	0	1,500	932	1,000	1,000
	TOTAL CRIME PREVENT./COMMUN. RELAT.	43,462	48,927	47,770	52,471	53,943

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: POLICE (CONT'D)					
416	<u>CRIMINAL INVESTIGATION</u>					
.141	Police Officer Salary	209,677	254,481	252,247	282,770	291,253
.143	In-house Automotive	429	1,158	1,176	1,205	1,241
.150	Employee Benefits	142,230	143,502	109,524	115,003	117,303
.182	Longevity Pay	4,000	4,050	5,450	7,200	4,100
.183	Overtime Pay	35,323	38,697	43,992	45,312	46,218
.231	Gasoline	1,716	1,900	2,995	3,084	3,176
.238	Clothing, Ammo	4,586	3,162	3,100	4,450	4,539
.239	Other Operating Expenses	586	4,897	4,379	6,597	6,574
.260	Small Tools/Minor Equipment	4,603	7,450	5,690	7,450	5,920
.321	Communications-Phone	829	2,040	1,374	1,415	1,457
.327	Communications-Radio Equipment	0	500	0	339	345
.351	Property Insurance	1,444	4,410	1,142	1,176	1,200
.374	Repairs & Maintenance of Vehicles	23	1,200	633	848	873
.440	Laundry Service	1,020	2,950	1,358	2,273	2,318
.460	Meetings/Conferences/Seminars/Dues	5,075	7,600	5,257	6,189	6,374
	TOTAL CRIMINAL INVESTIGATION	411,542	477,997	438,317	485,311	492,891

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
417	EXPENDITURES: POLICE (CONT'D)					
	<u>COMMUNICATIONS / RECORDS</u>					
	.122 Chief Salary	9,564	10,386	10,365	10,841	11,058
	.140 Secretary Salary	48,829	50,726	52,227	75,934	77,453
	.141 Records Clerk Salary	39,413	42,399	42,383	44,111	44,993
	.150 Employee Benefits	50,262	60,458	60,607	63,570	64,841
	.182 Longevity	2,600	2,600	2,600	2,700	2,700
	.183 Overtime	3,611	3,719	4,490	4,500	4,500
	.450 Contracted Services (Computer)	8,702	22,500	10,053	33,000	30,235
	.460 Meetings/Conferences/Seminars/Dues	3,350	4,850	4,261	4,850	5,281
	.740 Machinery & Equipment (Major)	1,435	18,060	2,857	15,389	4,500
	.741 Records Management System	27,685	7,038	4,587	40,101	0
	.742 Emergency Communications Upgrade	0	0	0	0	0
	.744 Automatic License Plate Recognition	0	0	0	20,000	2,500
	.745 External Consultant	0	0	0	15,000	0
	TOTAL COMMUNICATIONS / RECORDS	195,451	222,736	194,430	314,996	248,061
	TOTAL POLICE EXPENDITURES	2,767,346	3,161,116	3,046,473	3,525,233	3,508,997

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

EXPENDITURES: PUBLIC WORKS

I. Overview

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

A. Maintenance

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

I. Overview (CONT'D)

B. Engineering

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

C. Construction Contracts

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

D. Other Responsibilities

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

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

II. Commentary

Some of the noteworthy elements of the 2020 budget include the following:

A. Road Maintenance

In 2020, the Budget continues an increase in the general fund contribution to The Road Resurfacing Reserve Fund to \$100,000 so that necessary curbing may be completed with upcoming road resurfacing projects. The typical overlay projects recommended by the Fall and Spring Road Report will continue in 2020.

B. Salt Prices

The 2020 budget includes our projected salt usage at \$78.50 per ton, which is the fixed per ton price in the 2019-2020 COSTARS Sodium Chloride Contract, a 3.9% increase over the previous contract. Staff should continue to pay close attention to salt prices so that adjustments can be made.

C. Valley Vista Left Turn Lanes

The 2019 budget included the remainder of the construction for the Left Turn Lane project on Valley Vista Drive. The turning lanes are located at the Valley Vista Drive intersections with Amblewood Way, Oakley Drive, Sandy Ridge Road and Devonshire Drive. Patton Township has been awarded an \$800,000 Multi-Model Transportation Grant through the Pennsylvania Department of Transportation. In the Grant Application, Patton Township proposed a funding scenario of \$452,207 to be paid by Patton Township and the balance of \$800,000 to be paid with the grant money.

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

The project was completed in June/July 2019.

EXPENDITURES: PUBLIC WORKS (CONT'D)

II. Commentary (Cont'd)

D. Traffic Signal Battery Backup

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

E. Adaptive Signaling on Valley Vista Drive

The Public Works Department is proposing the installation of an adaptive signal control system for the Valley Vista Drive corridor. The project is estimated at \$264,108 and consists of upgrading the controllers at the traffic signals on Valley Vista Drive, upgrading signal detection to radar and connection and set up with the Centracs system. This project has been given an extension (May 2020) to the Green Light Go grant but the project bids had come in over budget. The Township will be working with PennDOT to determine whether to move forward with this project or postpone and apply for another grant round.

F. Road Equipment Reserve Fund

The Public Works Department is proposing an allocation of \$65,000 to the Road Equipment Reserve Fund. A detailed description can be found in the Designated Reserve Fund of the budget.

EXPENDITURES: PUBLIC WORKS (CONT'D)

III. LFT Expenses

Each year the Township receives an allocation from State Liquid Fuel Taxes (LFT) collected on gasoline and diesel fuel sales. The amount provided is based on a municipality's road mileage and population. The expected allocation for 2020 is \$479,212. This is a decrease of approximately 4.6% from the 2019 actual liquid fuels funds.

Each year the Township expends these LFT funds on eligible road maintenance and related items such as asphalt, road salt, and electric expenditures for traffic signals. Beginning with the 2006 budget, the Department provided a detailed plan of the specific expenses that will be paid with LFT funds. Where LFT funds are allocated to Reserve Funds, separate allocations from the LFT funds and General funds are denoted. Following are the proposed 2020 allocations:

<u>Line Item</u>	<u>LFT Expense</u>	<u>General Fund Expense</u>	<u>Total</u>
Repair & Maintenance Supplies (SALT)	\$ 62,083	\$ 33,619	\$ 98,754
Repair & Maintenance of Vehicles	\$ 32,306	\$ 35,403	\$ 67,709
Electricity/Traffic Signals	\$ 8,376	\$ 0	\$ 8,376
Allocation to Equip. Replacement Res.	\$ 150,000 ⁽¹⁾	\$ 62,083	\$ 212,083
Allocation to Road Improvement Res.	<u>\$ 300,000</u>	<u>\$ 100,000</u>	<u>\$ 400,000</u>
Total	\$ 552,765	Total \$ 231,105	Total \$ 783,870

⁽¹⁾This is the maximum allowable amount of LFT funds (20%) that may be utilized for equipment purchases plus the 20% allowable from 2019.

EXPENDITURES: PUBLIC WORKS (CONT'D)

IV. Line Item Detail

PUBLIC WORKS #430

Salary - Road Superintendent: #430.122

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

Salary – Assistant Road Superintendent: #430.123

The Assistant Road Superintendent to directly supervise the Road Crew. The Road Superintendent will take on higher level responsibilities to assist the Director. The Assistant Road Superintendent's salary is established as part of the Township's pay classification plan.

Assistant Public Works Director – Salary: #430.125

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

Public Works Director - Salary: #430.130

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

Secretary - Salary: #430.140

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

Public Works Project Manager: #430.141

The salary is established as part of the Township's pay plan. The Project Manager will assist the Director by managing the day to day administration activities of assigned projects. A portion of this position's salary is paid from the General Fund – Parks where a small amount of duties is still required to be managed by this position in 2020.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Engineering Technician – Salary: #430.142

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

Salaries - Road Crew: #430.143

Road crew salaries are established as part of the Township pay plan. Proposed 2020 staffing consists of eleven (11) full-time road crew employees, 1 building maintenance employee, and 1 mechanic position. This is the same level of staffing as 2019. Portions of the road crew salaries are assigned to the Police, Buildings, and Parks budgets to account for services performed to support these functions. Seasonal workers if required may be available on standby during the winter months if additional assistance is needed.

Employee Benefits: #430.150

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Longevity: #430.182

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

Secretary Wages - Overtime: #430.181

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

Engineering Technician Overtime: #430.183

This item provides for overtime pay for the Engineering Technician. Little overtime is anticipated for 2020.

Overtime Pay: #430.184

Most of the overtime for the Public Works crew is due to snow and ice removal, since this work cannot be scheduled. Overtime may also be incurred due to leaf collection because leaves may not fall proportionately throughout the dedicated collection period. The funds budgeted for 2020 remain unchanged from 2019 which are based on the last 15 years' experience and adjusted for additional crewmembers.

Office Supplies: #430.210

This line item includes regular office supplies and equipment used in the Public Works office. The projected expenses are based on the previous ten years' costs plus inflation. Expenses previously budgeted in G414210 have been included within this line item for 2020.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Vehicle Fuel - Gasoline: #430.231

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

For 2019, overall gas prices were in line with projections. Projected expenditures will be in line with the budget.

Over the past year the Public Works Department has purchased gas at prices ranging from \$2.56 per gallon to \$3.76 per gallon. The usage of gasoline has declined in recent years due to additions of two CNG vehicles. The Township pays market price per gallon minus sales tax. The projected expenditure in 2020 is equivalent the 2019 budgeted amount plus inflation for gasoline projected by the United States Energy Information Administration. Inflation for gasoline in 2020 is projected to be 1.5 % according to the Short Term Energy Outlook - September 2019 prepared by the United States Energy Information Administration.

Vehicle Fuel - Diesel: #430.232

This line includes pump purchases for trucks and bulk purchases for other equipment. The budget is based on the expected usage based on previous experience. Over 2019, the Public Works Department has purchased diesel fuel at prices ranging from \$3.20 per gallon to \$3.68 per gallon. The projected amount of diesel used in 2019 is projected like that in the previous five years. The budgeted amount is equivalent to the 2019 budget plus an inflation cost of 1.5 % despite an expected slight price decrease projected by the Short Term Energy Outlook – September 2019 prepared by the United States Energy Information Administration.

Oil, Lubricants & Other Operating Expense: #430.234

This line item includes the costs of oil and lubricants for the operation of Township vehicles. The 2020 expenses are based costs for the previous 10 years.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Clothing Allowance: #430.238

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

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

The use of salt is critical to effective snow and ice control. The projected amount for 2019/2020 winter includes purchases to date for last winter and approximately 200 tons (at \$78.50 per ton) to manage snow through the end of the year. The budgeted amount is based on the average usage per road mile over the last 5 years at the contract price.

The road salt budget for 2020 is in line with the 2019 budget. The current per ton price under the State COSTARS contract is \$78.50 which is a 3.9% increase per ton from the 2018/2019 contract price.

Operating Supplies: #430.246

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

Road Materials (Road Work & Drainage): #430.247

This line item covers materials used in road and drainage maintenance, including pipe, signs, asphalt for paving shoulders and repairing roads, and stone for maintaining shoulders. As the Township maintains an aggressive resurfacing program, the material requirements for roadway maintenance are reduced. In contrast, expenditures for materials to replace drainage facilities have increased in the last three years indicating that pipes installed in Park Forest Village 30 to 40 years ago are reaching the end of their service life. Several unexpected culvert replacement projects have been creeping into the costs in 2019 and past years

The 2020 budget is an average of costs for the past 5 years plus inflation.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

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

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

In 2006, the Board authorized the hiring of a mechanic to maintain this fleet. The new mechanic has relieved Road Crew personnel from repairs and enables them to address road maintenance needs and has reduced the amount spent on outside repairs. The 2019 projections show that expenses are in-line with the budget for vehicle maintenance. The 2020 budget amount is based on average costs for the past 10 years plus inflation.

Small Tools and Minor Equipment: #430.260

This line item provides for the purchase of small tools and minor equipment costing less than \$4,000. The 2020 projection is equivalent to the 2019 budget plus inflation. This line item also includes an allowance of \$50 for each road crew member to purchase small tool items.

Line Painting: #430.310

This line item covers costs associated with painting double-yellow centerline and white edge line along our collector streets. The 2020 projection is based on the 2019 budget plus inflation.

This work is managed through a contract bid and administered by Ferguson Township and is based upon expected needs which have not changed from 2019.

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Professional Services - General: #430.313

The appropriation in the budget covers specialized services (such as geotechnical, surveying and testing) that may be needed for roadways, and maintenance fees for software. The annual MS4 permitting program contracts with Clearwater Conservancy to administer the educational components of the permit. The 2020 budget includes the maintenance fees of Public Works software, such as Facility Dude to track work orders within the Township.

Other Services: #430.316

This item includes outside services and miscellaneous items:

Drug & Alcohol testing	\$1,200	Winter Maintenance for Purdue Mtn. Road	\$1,100
Scheduled maintenance of traffic signals	\$1,100	Meals & Lodging for crew for extended snow storms	\$ 600
Traffic Signal Repairs	\$4,015	ONE-CALL Fees	\$1,100
Tree removal/care	\$5,600	Miscellaneous	\$3,000
Employment Physicals	\$ 410	Paint for Intersections	\$6,470

Leaf Composting: #430.317

The leaf composting fee is based on the Patton Township's share of the costs for the processing site and operation. The billing period for the leaf composting fee runs from October 2018 to October 2019. During this period, Patton Township has historically provided \$23,000 in-kind services. In recent years Patton Township has not provided in-kind services and consequently this line item has increased. It is anticipated that a cash payment of approximately \$49,000 for 2020 will be paid to State College Borough. Over the past few years, Patton Township's leaves accounted for 35% to 40% of the total tonnage hauled to the site.

Communications - Phone: #430.321

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Communications - Postage: #430.325

This item covers postage for the Public Works Department.

Communications - Radio: #430.327

This item includes expenses for the Public Works radio network. In 2018 this cost reflects purchasing new rechargeable batteries for all radios and one new radio allowing all crew members and the mechanic to have a radio during snow plowing.

Auto Allowance: #430.337

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

Insurance: #430.351

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

Electricity: #430.361 & L433.361

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

Landfill Fees: #430.365

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Equipment Rental: #430.384

This line item covers the rental of not often used equipment that may be necessary for the road crew to perform certain project tasks, such as sewer cleaning apparatus from University Area Joint Authority for clogged drains, specialized mower, or a larger excavator for larger jobs.

Dues & Subscriptions: #430.420

This account covers the cost of subscriptions, professional association dues, engineering software and reference materials for the Director, Assistant Director, Road Superintendent, traffic signal technicians, etc.

Laundry Service: #430.440

This account covers the cost of cleaning the road crewmembers' uniforms. The budget amount is based on the 2019 projected cost plus inflation.

Training and Seminars: #430.460

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

Hiring Expenses: #430.461

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

PUBLIC WORKS (CONT'D) #430

Capital Equipment: #430.740

The 2020 expenditures include:

- GPS/GIS Handheld replacement \$15,043
- Dumpster lid for metals roll-off \$ 2,500
- Automatic traffic counter (radar) \$ 6,000
- Slope laser level \$ 3,550

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

This line item provides the funding for the capital equipment replacement program. The current schedule budgets for the timely replacement of trucks and other equipment. In 2014, \$23,752 was allocated from the General Fund to offset equipment expenses associated for work completed on School Drive. The work completed on School Drive was performed by the Road Crew and invoiced to the State College Area School District. A second allocation of \$6,113 was also made from the General Fund for money received for a DEP Alternate Fuel Grant that offset 50% of the CNG up-fit of the new Public Works Sign Truck. A more detailed discussion is located in the Designated Reserve Fund for Road Equipment Replacement section of the Budget. The projected allocation for 2020 is \$65,000.

Allocation to Reserve Fund for Emergency Assistance: #430.750

The 2004 budget established a new Designated Reserve Fund to provide funds for responding to extraordinary weather events and other emergency conditions. In light of the COG establishing an Emergency Management Contingency Fund, the Township has maintained the fund at its current level. Storm cleanup expenses in October 2009 were paid from this fund and Oak Wilt tree removal and injection expenses were paid as needed. Allocations were made in 2012, 2013, and 2014 to replenish the fund. An allocation \$2500 was included for 2018. In 2018 and 2019 costs to contain Oak Wilt at several locations were incurred. The 2020 budget proposes a \$30,000 allocation to bring the fund back to prior levels.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT #439

Traffic Mitigation Project: #439.430

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

Table 1. Contributions for Each Type of Development

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

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

Homestead Farms Road Development: #439.599

The details of this line item can be found under Designated Reserve Fund: Homestead Farms Neighborhood Improvement District section of the Budget. No construction was completed in 2019.

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

The details of this line item can be found under Designated Reserve Fund: Road Resurfacing and Reconstruction section of the Budget. The allocation for 2020 from the General Fund shown on this line (G439.610) is \$100,000. An allocation from Liquid Fuels Tax Funds (L439.610) totaling \$300,000 will also be included in the Road Resurfacing Reserve Fund.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Bernel Rd/Fox Hollow Rd Interchange: #439.630

Long identified as a candidate for re-configuration to a standard “T” layout, new development in the vicinity is likely to finally warrant improvement to this intersection. It is anticipated that multiple funding partners including developers, the Township, PennDOT and possibly PSU, will be required to finance the project. The Township encumbered \$100,000 in 2019 for its previous commitment. The amount shown on this line item represents the Townships current additional commitment of \$50,000.

MS4 Stormwater Projects: #439.631

It is anticipated that during the next MS4 permit term 2018-2023 best management practices (BMPs) will need to be installed to reduce the amount of sediment transported to local streams by 10% from baseline. Expenditures in 2020 include engaging a consultant to begin the work for a streambank restoration project that was identified during the preparation of the Pollution Reduction Plan.

Toftrees Corridor Improvement: #439.632

The Board of Supervisors approved of this project to comprehensively look at the Toftrees Corridor with respect to traffic, on-street parking, stormwater, and pedestrian and bicycle facilities and prepare a plan for a first Phase such that the Township could work to secure grant funding for these improvements. Navarro and Wright have been contracted to perform the feasibility and initial design work.

Solar Panels: #439.633

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Valley Vista Left Turn Lanes: #439.614

A study conducted by staff and the Township consultant in 2014 recommended improvements within the Valley Vista Drive corridor to include installation of turning lanes at the following intersections: Devonshire Drive, Sandy Ridge Road, Oakley Drive, Pedestrian Crossing/School Athletic Field, and Amblewood Way. In 2014, Patton Township was awarded a Multi-Model Transportation Grant through the Pennsylvania Department of Transportation. **The project was completed in June/July 2019.**

Douglas Ditch Stabilization Project: #439.617

In 2007, the Public Works Department began a stream bank stabilization project along a drainage ditch located between Douglas Drive and Hillside Avenue. The main function of the project is to eliminate the erosion of the stream bank which occurs during excessive rainfall events due to residential development of this area over time. This project not only protects the stream bank from excessive erosion but also maintains property values of homes located along the drainage way by keeping yards from eroding. The project consists of placing a block retaining wall along both sides of the stream bed creating an artificial stream bank that is able to withstand the erosion forces of the stormwater. Currently the proposal is to construct 50 feet of the retaining wall on each side of the ditch each year. This project should be completed in 6 years. An allocation of \$6,000 is included in the budget for 2020 and \$6,000 for 2021. This project was made part of our Chesapeake Bay Pollution Reduction Plan, a mandatory requirement of our MS4 Permit.

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Traffic Signal Battery Back-Up: #439.618

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

Sign Reflectivity Project: #439.619

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

Bikeway Development: #439.624

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

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Adaptive Signaling on Valley Vista Drive: #439.628

To further reduce traffic congestion and delays along the Valley Vista Drive corridor, this project has been established to generate the funds to install adaptive signaling control at each of the four intersections along the corridor. The construction bids for this project pushed the project cost over budget by approximately \$50,000. The Board of Supervisors chose to reject the bid and seek other alternatives. The Township will be discussing options with PennDOT for project completion under this Green Light Go grant or applying during a subsequent grant round.

Other Projects: #

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

NAME OF PROJECT	2019	2020
Fire Station Retaining Wall	9,600	-
Scotia Road Surface Improvement	92,000	392,576
Stormwater Pipe Rehabilitation	40,250	-
RACP Nittany Valley Sports Complex Phase 2	1,500,000	-
TOTAL	\$1,641,850	\$392,576

EXPENDITURES: PUBLIC WORKS (CONT'D)

CONSTRUCTION CONTRACT (CONT'D) #439

Liquid Fuels Tax Related Expenditures: #L430.740

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

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: PUBLIC WORKS					
430 .122	Salary-Road Super.	67,698	75,765	77,129	78,850	80,427
.123	Assistant Road Superintendent	58,936	62,710	61,353	62,821	64,077
.12	Assistant Engineer	48,782	78,409	56,582	83,619	85,291
.130	Public Works Director-Salary	77,846	79,122	79,332	79,122	80,704
.140	Secretary - Salary	21,755	23,837	24,621	23,837	24,314
.142	Engineering Technician	46,937	49,972	50,821	49,972	50,971
.145	Public Works Project Manager	37,222	39,881	40,083	39,881	40,679
.143	Salaries of Road Crew	422,898	404,823	368,685	404,823	412,919
.150	Employee Benefits	557,744	660,086	575,260	660,086	673,288
.182	Longevity	8,275	9,863	9,300	9,863	9,525
.181	Secretary Overtime/temp	0	250	250	250	255
.183	Engineering Technician Overtime	0	250	0	250	255
.184	Road Crew Overtime	4,888	17,977	15,000	17,977	18,337
.210	Office Supplies/Minor Equipment	662	1,308	1,634	1,347	1,374
.231	Vehicle Fuel - Gasoline	8,766	7,152	7,191	7,106	7,248
.232	Vehicle Fuel - Diesel	46,752	44,562	44,240	42,037	42,878
.234	Oil. Lub & Other Oper. Ex.	1,352	2,259	3,163	2,444	2,493
.238	Clothing	7,924	7,376	7,000	7,522	7,672
.245	Road Salt	17,936	32,960	23,801	33,619	34,291
.246	Operating Supplies	9,435	11,900	11,900	12,100	12,342
.247	Repair & Maint. Supplies (ROAD WORK)	55,025	36,085	52,986	42,037	42,878
.250	Repair & Maintenance of Vehicles	33,960	36,405	30,633	35,403	36,111
.260	Small Tools/Minor Equipment	1,660	6,048	5,500	6,168	6,291
.310	Line Painting	14,888	17,000	14,342	17,340	17,687
.313	Prof. Services - General	22,035	22,733	18,470	23,184	23,648
.316	Other Svcs.-Road Work	14,011	19,450	55,728	28,025	28,586
.317	Leaf Composting	47,200	47,600	47,600	49,028	50,009
.321	Communications-Phone	6,092	6,208	6,272	6,331	6,458
.325	Communications-Postage	2,371	2,715	1,751	2,715	2,769
.327	Communications-Radio	3,856	500	4,940	500	510
.337	Auto Allowance-Public Works	316	200	478	500	510
.351	Property Insurance	10,110	10,413	10,838	11,163	11,386

2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: PUBLIC WORKS (CONT'D)					
.365	Landfill Fees	827	1,130	1,783	1,820	1,856
.384	Equipment Rental	4,141	6,000	6,000	6,000	6,120
.420	Dues & Subscriptions - Public Works	735	6,743	6,743	8,343	8,510
.440	Laundry Service	12,318	10,700	12,099	12,300	12,546
.460	Training & Seminars	10,528	8,595	8,358	8,524	8,694
.461	Hiring Expense	980	2,000	5,500	5,500	5,610
.740	Machines/Equip. Major/Cap.	17,581	21,360	21,360	29,253	29,838
.741	Allocation to Equip Replacement Reserve Fund	0	60,000	60,000	65,000	65,000
	Allocation to Traffic Light Replacement Fund	33	26,000	26,000	28,000	28,000
	DEP Alternate Fuel Grant - CNG Truck Upfit (RERF)	0	0	0	0	0
	Recycling Grant for Loader	0	0	0	0	0
.750	Reserve for Emergency Assistance	16,525	15,000	15,000	30,000	10,000
	TOTAL PUBLIC WORKS	1,720,999	1,973,346	1,869,726	2,034,659	2,052,357
	CONSTRUCTION CONTRACT					
439 .430	Allocation to Toftrees Traffic Mitigation Proj.	0	6,615	2,130	6,615	10,613
.599	Homestead Farms Road Development	0	0	0	25,132	0
.610	Allocation to Road Resurfacing Reserve Fund	0	100,000	100,000	100,000	103,000
.630	Bernel Rd/Fox Hollow Rd Interchange	0	1,271,307	150,000	50,000	0
.631	MS4 Stormwater Projects	0	40,000	0	40,000	40,000
.632	Toftrees Corridor Improvements	0	48,950	2,813	80,440	29,325
.633	Solar Panels	5,300	50,000	0	0	50,000
.613	Waddle Road Traffic Study/Widening	0	241,000	0	0	0
.614	Valley Vista Left Turn Lanes	962,979	336,342	620,600	0	0
.615	County LFT Expenses/Julian Pike Guide Rails	0	36,750	34,117	0	0
.617	Douglas Ditch Stabilization Project	18,786	6,000	21,758	6,000	6,000
.618	Traffic Signal Battery Back-up	0	49,988	0	49,988	0
.619	Sign Reflectivity Project	1,827	3,000	1,500	3,000	3,000
.634	LED Street Light Replacement	0	0	0	0	0
.623	Waddle Rd Interchange Loan Proceeds	0	0	0	0	0
	Other New Projects	66,188	1,981,915	43,725	1,641,850	392,576
.624	Bikeway Development	57,095	1,191,212	72,851	1,642,394	205,000
.625	North Atherton Traffic Signal Upgrade	0	0	10,000	0	0
.628	Adaptive Signaling on Valley Vista Drive	14,509	264,108	48,000	297,000	0
	TOTAL CONSTRUCTION CONTRACT	1,126,684	5,627,187	1,107,494	3,942,419	839,514
	2019 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET					

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
L430 .740	LIQUID FUELS TAX RELATED EXPENDITURES					
	Allocation to Liquid Fuels Fund	490,804	489,120	502,418	479,212	503,173
	TOTAL LIQUID FUELS RELATED PROJECT	490,804	489,120	502,418	479,212	503,173
	TOTAL PUBLIC WORKS	3,338,486	8,089,653	3,479,638	6,456,290	3,395,044
	* Liquid Fuels Tax related expenditures previously combined in Public Works line items are now budgeted separately					

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

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

PLANNING AND ZONING: #414

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

Zoning Hearing Board: #414.100

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

Public Works Director – Salary: #414.130

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

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

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

Secretary - Salary: #414.140

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

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

PLANNING AND ZONING: #414 (CONT'D)

Employee Benefits: 414.150

This line item provides for the employee benefits for personnel assigned to the Zoning Office (Zoning Officer and a portion of the Secretary and Public Works Director). In 2020, a portion of the benefits for these positions will be charged here.

Longevity: 414.182

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

Secretary Wages - Overtime: 414.183

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

Training and Seminars: 414.460

This line item continues membership for the members of the Recreational Advisory Committee in the Pennsylvania Recreation and Park Society and for the cost of the annual educational programs that they or the Public Works Project Manager may attend.

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

PLANNING AND ZONING: #414 (CONT'D)

Contributions to CRPA/CCMPO: #414.530

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

The amount budgeted for 2020 is the sum of the following amounts in the Tentative COG Budget:

- Planning \$ 95,653
- CCMPO \$ 25,497
- \$121,150

Contributions for Water Quality Monitoring: #414.531

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

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

Machine/Major Equipment/Capital: #414.740

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

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

PARKS AND RECREATION: #454

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

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

Parks Project Manager Salary and Benefits: #454.145

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

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

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

PARKS AND RECREATION (CONT'D): #454

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

Centre Region Pools - Capital: #454.529

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

In 2012, the General Forum approved a refinancing of this loan which reduced payments to \$74,011 in 2013 and are being maintained at this approximate level through transfers of excess funds from the Pools Operating budget, which at this time is self-sustaining. For 2015, the pools operating fund could no longer afford to offset the debt costs for pools, therefore debt service costs to municipalities increased. Patton Township's share for 2020 will be \$130,972.

Centre Region Parks and Recreation - Operating Program: #454.531

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

Centre Region Parks and Recreation – Capital Equipment:

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

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

PARKS AND RECREATION (CONT'D): #454

Contribution to Regional Parks: #454.532

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

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

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

In 2014, the debt service was \$114,494 plus an additional \$16,211 for the cost of temporary maintenance facilities. Due to further delay in the construction of Whitehall Road Park, the permanent maintenance facility will not be built in the near term. For 2020, there is \$84,110 for debt service costs for the parks.

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

PARKS AND RECREATION (CONT'D): #454

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

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

Contribution to Community Fireworks: #458.615

In 2003, Centre Region COG discontinued its program of contributing to the region's fireworks display on July 4th. The decision to contribute was left up to individual municipalities. The Township has allocated \$3,000 for this purpose.

Contribution to Spring Creek Watershed: #454.616

The Spring Creek Watershed Commission was established through an intergovernmental agreement of 11 of the 14 municipalities in the watershed. The amount of this line item represents contributions for administrative expenses for 2019 and 2020.

Senior Citizens Center: #458.530

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

Community Gardens: #459.100

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

EXPENDITURES: COMMUNITY SERVICES: OTHER

FIRE PROTECTION: #411

Hydrant Service: #411.363

This line item provides for the transfer of the fire hydrant assessments received during the year to the Fire Hydrant Reserve Fund. The costs of fire hydrants are paid from the reserve fund. In 2019, fire hydrant costs went from \$125/per hydrant to \$252/hydrant, a 100% increase. In 2020, fire hydrant costs are increasing to \$336/hydrant, a 33% increase. Patton Township has 210 hydrants.

Alpha Fire Company-Operating: #411.531

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

Alpha Fire Company-Capital: #411.532

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

Act 205 Volunteer Fire Relief Allocation: #411.533

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

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

HEALTH AND WELFARE: #421

Professional Services - SEO: #421.316

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

Contract Services - Health Officer: #421.452

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

Contract Services - Gypsy Moth Suppression: #421.453

Centre County has established a program for coordinating inspection and spraying for gypsy moth caterpillar suppression for the spring of 2008. A small amount has been budgeted for 2020 and 2021.

Centre Region Emergency Management: #421.531

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

COG Emergency Management Contingency Fund: #421.531A

The COG Budget proposes continuing a contingency fund for responding to disasters and emergencies. This amount reflects the Township's obligation. No funds are required for 2020 according to the COG budget.

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

HEALTH AND WELFARE: #421 (CONT'D)

Pandemic Flu and Shelter Supplies: #421.536

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

Contribution to Community Housing: #421.537

This line item represents a \$6,000 contribution annually to Centre County Housing & Land Trust for work on meeting affordable housing needs.

Contribution to First Night: #421.538

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

Contribution to Regional Economic Development: #421.539

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

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

Transfer to Economic Development Reserve Fund: #421.541

On October 23, 2019, the Board of Supervisors of Patton Township, establish a Designated Reserve Fund for Economic Development. Commencing with the 2020 Township Budget, five percent (5%) of the budgeted Real Estate Transfer Tax (RETT) revenue will be allocated to the Economic Development Reserve Fund (EDRF) for the budget year. In addition, twenty percent (20%) of the RETT funds received that exceed the prior year's budgeted amount will be allocated to the Economic Development Reserve Fund.

CABLE TV - C-NET: #442

Contributions - C-NET: #442.411

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

TRANSIT SYSTEM - CATA: #447

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

Contributions - CATA Capital: #447.531

This line item represents capital contributions to CATA for equipment.

Contributions - CATA Operating: #447.532

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

LIBRARIES #456

Schlow Library: #456.531

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

EXPENDITURES: COMMUNITY SERVICES: OTHER (CONT'D)

STREETLIGHTS: #434

Electricity: #434.361

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

OPEN SPACE LOAN PROCEEDS #435

Open Space Loan Proceeds: #435.100

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

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: COMMUNITY SERVICES - PLANNING & ZONING, PARKS & RECREATION					
414	<u>PLANNING & ZONING</u>					
.100	Zoning Hearing Board	0	2,000	2,000	2,000	2,000
.130	Public Works Director-Salary	17,974	19,336	19,833	20,624	21,036
.131	Zoning Officer-Salary	56,790	62,270	63,550	65,105	66,407
.140	Secretary - Salary	19,349	23,838	24,621	23,838	24,315
.150	Employee Benefits	58,363	72,620	72,211	72,620	74,073
.182	Longevity	1,250	1,300	1,300	1,300	1,300
.183	Secretary Wages - Overtime	286	1,000	608	1,000	1,050
.210	Office Supplies	449	0	0	0	0
.250	Repair and Maintenance of Vehicles	203	0	0	0	0
.321	Communications - Phone	525	0	0	0	0
.351	Auto Insurance	740	1,200	986	1,200	1,260
.420	Subscriptions, Dues	518	0	0	0	0
***	Training and Seminars	0	1,855	0	1,855	2,000
.530	Contributions to CRPA/MPO	143,183	154,468	154,468	121,150	159,102
.531	Contributions to Water Quality Monitoring Project	10,210	5,105	5,105	5,105	5,105
.740	Capital Equipment	0	0	0	0	0
	TOTAL PLANNING & ZONING	309,839	344,992	344,682	315,797	357,648

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: COMMUNITY SERVICES - PLANNING & ZONING, PARKS & RECREATION (CONT'D)					
454	<u>PARKS AND RECREATION</u>					
.145	Parks Project Manager Salary and Benefits	21,225	26,244	24,469	24,491	25,581
.529	Centre Region Pools-Capital	142,052	108,985	135,329	130,972	133,591
.531	Centre Region Park & Rec. Program -Operating	308,996	339,597	304,725	341,097	347,919
.530	Centre Region Park & Rec. - Capital		46,583	9,299	9,909	10,107
.532	Contribution to Regional Parks	98,425	124,229	124,229	160,742	163,957
.610	Allocation to PT Park Fund (Tax Revenue)	320,302	386,530	356,109	359,906	374,605
.615	Contribution to Community Fire Works	2,000	1,000	2,000	3,000	3,000
.616	Contribution to Spring Creek Watershed	3,062	498	1,531	1,531	1,531
	Millbrook Marsh Nature Center	0	0	0	16,500	16,500
	Myers/Everhart Farm Conservation	75,000	0	0	0	0
458 .530	Centre Region Senior Citizen Center	17,714	19,943	17,949	20,869	21,286
459 .100	Community Gardens	8,048	3,500	10,216	5,820	5,820
	Community Gardens - Capital Expansion	1,979	0	0	0	0
	TOTAL PARKS AND RECREATION	998,804	1,057,109	985,856	1,074,837	1,103,897
	TOTAL COMMUNITY SERVICES - PLANNING & ZONING, PARKS & RECREATION	1,308,643	1,402,101	1,330,538	1,390,634	1,461,545

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: COMMUNITY SERVICES - OTHER					
411	<u>FIRE PROTECTION</u>					
.363	Transfer to Hydrant Fund	25,399	22,827	52,920	70,560	71,971
.531	Alpha Fire Company-Operating	252,027	264,479	264,479	289,528	295,319
.532	Alpha Fire Company-Capital	73,016	73,516	72,309	76,212	77,736
.533	Act 205 Volunteer Fire Relief Allocation	97,163	106,911	106,784	103,422	108,593
	TOTAL FIRE PROTECTION	447,605	467,733	496,492	539,722	553,619
421	<u>HEALTH & WELFARE</u>					
.316	Prof. Services-SEO	6,490	10,237	9,843	10,138	9,046
.452	Contracted Svcs./Health Officer	9,925	8,101	10,457	10,771	9,913
.453	Contracted Svcs./Gypsy Moth	0	2,000	0	2,000	2,000
.531	Centre Region Emergency Management	27,340	27,145	27,145	29,278	29,864
.531A	COG Emergency Mgt Contingency Fund	0	0	0	0	0
.537	Contribution to Community Housing	5,000	5,000	0	6,000	6,000
.538	Contribution to First Night	660	550	550	550	550
.539	Contribution to Regional Econ. Development	20,000	22,500	42,500	2,000	0
.540	Contribution to Community Diversity Conference	0	500	500	0	500
.541	Transfer to Economic Development Fund	0	0	0	23,201	28,402
	TOTAL HEALTH & WELFARE	69,415	76,033	90,995	83,938	86,275

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	EXPENDITURES: COMMUNITY SERVICES - OTHER (CONT'D)					
442 .411	<u>CABLE TV - C-NET</u> C-NET	32,649	32,771	33,131	32,792	33,448
	TOTAL CABLE TV - C-NET	32,649	32,771	33,131	32,792	33,448
447 .531 .532	<u>TRANSIT</u> CATA Capital CATA Operating	19,893 85,780	14,461 89,953	14,461 89,953	14,410 94,120	14,461 96,002
	TOTAL TRANSIT	105,673	104,414	104,414	108,530	110,463
456 .531	<u>LIBRARY</u> Schlow Library	278,757	285,290	285,290	300,834	306,851
	TOTAL LIBRARY	278,757	285,290	285,290	300,834	306,851

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
434 .361	EXPENDITURES: COMMUNITY SERVICES - OTHER (CONT'D)					
	<u>STREETLIGHTS</u>					
	Transfer to Streetlight Fund	29,244	48,276	28,082	28,082	28,644
	TOTAL STREETLIGHTS	29,244	48,276	28,082	28,082	28,644
	<u>OPEN SPACE LOAN PROCEEDS</u>					
	Transfer loan proceeds to reserve fund	0	0	0	0	0
	TOTAL OPEN SPACE LOAN PROCEEDS	0	0	0	0	0
	TOTAL COMMUNITY SERVICES - OTHER	963,343	1,014,517	1,038,404	1,093,898	1,119,300
TOTAL COMMUNITY SERVICES	2,271,986	2,416,618	2,368,942	2,484,532	2,580,845	

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

EXPENDITURES: DEBT SERVICE

DEBT SERVICE: # 470

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

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

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

In 2017, the Township was able to take advantage of historically low interest rates to refinance all outstanding debt as well as borrow new money for the purchase of new Open Space Preservation property. The refinancing saved \$138,172 over the remaining life of the 2010 debt and the 2011 debt. These savings which are reflected in the general fund as well as the open space fund, have helped considerably in keeping significant tax increases at bay for the next several years.

EXPENDITURES: DEBT SERVICE (CONT'D)

DEBT SERVICE (CONT'D): # 470

2010 Debt Refinancing: #472.111

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

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

EXPENDITURES: DEBT SERVICE (CONT'D)

DEBT SERVICE (CONT'D): # 470

2011 General Obligation Note: #472.121

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

This project did not occur at the pace anticipated because of additional traffic studies requested by PennDOT. Money was not drawn at the expected pace therefore; debt payments were lower than budget.

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

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

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

EXPENDITURES: DEBT SERVICE (CONT'D)

DEBT SERVICE (CONT'D): # 470

Open Space Preservation Phase 2

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

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

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

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

PIB Loan/Capital Project Line of Credit

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

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
470	EXPENDITURES: DEBT SERVICE					
	<u>DEBT SERVICE</u>					
	<u>2003 Bond Issue</u>					
472 .110	Allocation to Open Space Preservation Fund	0	0	0	0	0
	<u>2010 Debt Refinancing</u>					
472 .111	Principal and Interest	248,178	643,021	643,021	592,050	359,897
	<u>2011 General Obligation Note</u>					
472 .121	Principal and Interest	122,277	122,278	122,278	122,276	122,277
472 .130	Allocation to Open Space Preservation Phase 2	0	245,434	245,434	245,435	245,435
472 .132	PIB Loan	55,230	96,460	96,460	96,460	96,460
	TOTAL DEBT SERVICE	425,685	1,107,194	1,107,194	1,056,221	824,069

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

TOTALS/CASH BALANCE

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

Cash balance is the amount remaining in the General Fund account at the end of the year. It is the cumulative difference between revenues and expenditures. A healthy balance provides the needed cash to pay bills early in the year before tax revenues are received. It is also important to have a cash balance to cover unexpected expenditures and to ensure a solid bond rating. The overall revenue projection for year-end 2019 is that revenues will be approximately 32% below the budgeted amount mainly because of the delay in the receipt of Nittany Valley Sports Complex and Multi-Modal Grants. Likewise, overall expenditures are approximately 69.6% of budgeted expenditures due to delay in expenditures related to the above mentioned grants.

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

	2018 Actual	2019 Budget	2019 Projection	2020 Proposed	2021 Forecast
Ending Cash Balance	\$3,295,938	\$3,016,936	\$2,172,693	\$2,196,327	\$1,360,014
Expenditures	\$10,279,549	\$16,214,341	\$11,308,036	\$14,998,847	\$11,829,248
Percentage of Expenditures	32.06%	18.61%	19.21%	14.64%	11.50%

ACCOUNT NUMBER	ACCOUNT TITLE	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST
	<u>TOTALS</u>					
	TOTAL REVENUE	9,405,986	15,082,819	10,184,791	13,899,236	10,992,935
	TOTAL EXPENSES	10,279,549	16,214,341	11,308,036	14,998,847	11,829,248
	NET + (-)	(873,563)	(1,131,522)	(1,123,245)	(1,099,611)	(836,313)
	FUND BALANCE					
	BEGINNING BALANCE	4,169,501	4,148,458	3,295,938	3,295,938	2,196,327
	NET + (-)	(873,563)	(1,131,522)	(1,123,245)	(1,099,611)	(836,313)
	ENDING BALANCE	3,295,938	3,016,936	2,172,693	2,196,327	1,360,014
		32.06%	18.61%	19.21%	14.64%	11.50%

2019 PATTON TOWNSHIP LINE ITEM **DETAIL BUDGET**

**PATTON TOWNSHIP 2020 BUDGET
LINE ITEM DETAIL
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DESIGNATED RESERVE FUND: POLICE VEHICLE REPLACEMENT

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

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

The schedule of replacement is as follows:

- on average, one cruiser per year is replaced. Each has a six-year life as a marked vehicle. At the end of six years the vehicle may become a staff vehicle. For 2020, two patrol vehicles are scheduled to be decommissioned. After its secondary use, a vehicle may be used as a non-police staff vehicle or sold.
- other vehicles such as nonstandard cars are replaced as provided for in the schedule in this section. It is anticipated that these cars will have a longer life than six years because of the nature of their use.
- Patton Township contributes approximately \$1,000 for the maintenance of the mobile command post. This vehicle has been used numerous times for Patton Township critical incidents and for community relations functions.

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

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

The expenditures for 2020 are as follows:

2 Patrol vehicles and Computers	\$61,588 + \$12,360
---------------------------------	---------------------

Years	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	
# of cars to replace	two	two	two	one	two	one	one	two	one	one	one	two	two	two	
38-1 Cruiser 1	2013 Dodge Charger						1						1	6 year replacement	
38-2 Cruiser 2	2015 Dodge Charger							1							6 year replacement
38-3 Cruiser 3	2014 Dodge Charger							1						1	6 year replacement
38-5 Cruiser 4	2016 Ford Taurus							1							6 year replacement
38-6 Cruiser 5	2014 Dodge Charger							2						2	6 year replacement
38-7 Cruiser 6	2012 Dodge Charger					2018 Dodge Charger						1			6 year replacement
38-4 SUV	2008 Ford Expedition														No cash outlay-old SUV
SUV						2017 Ford Escape						1			6 year replacement
Detective Car 1			2015 Ford Fusion								2			10 year replacement	
Detective Car 2	Car Loaned by Distric Attorney's Office														8 year replacement
Detective Car 3	* 2006 Chevy Impala			2018 Ford Fusion											10 year replacement
38-12 Chief Car						2014 Ford Fusion								2	10 year replacement
38-11 Staff Car	2006 Ford Crown Victoria														No cash outlay-old cruiser

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: POLICE CAR REPLACEMENTS

	2018 ACTUAL	2019 FORECAST	2019 PROJECTED	2020 FORECAST	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST	2025 FORECAST	2026 FORECAST
# CARS PURCHASED	ONE	ONE	ONE	TWO	ONE	ONE	ONE	TWO	TWO	TWO
	38-7	38-71	38-1	38-3 AND 38-6	38-2	38-5	38-4	38-7 and Chief's Car	38-1 and Detective	38-3 and 38-6
REVENUE										
REVENUE AMOUNT TO FUND	\$48,038	\$49,000	\$49,000	\$50,000	\$50,000	\$50,000	\$50,000	\$60,000	\$70,000	\$70,000
Insurance			11,554							
EXPENDITURES										
CAR	29,115	29,897	32,668	61,588	34,657	35,697	33,647	62,690	64,586	66,524
COMPUTER REPLACEMENT	0	6,000	2,471	12,360	2,621	2,700	6,753	16,120	16,603	17,101
	29,115	35,897	35,139	73,948	37,278	38,397	40,400	78,810	81,189	83,625
BALANCE, BEGINNING OF YEAR	35,328	54,348	54,348	79,912	56,064	68,886	80,539	90,239	71,529	60,440
INTEREST	97	100	149	100	100	50	100	100	100	100
BALANCE, END OF YEAR	\$54,348	\$67,551	\$79,912	\$56,064	\$68,886	\$80,539	\$90,239	\$71,529	\$60,440	\$46,915

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: PARKLAND ACQUISITION AND IMPROVEMENT

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

In 1998, the Board approved a dedicated 0.7 Recreation Millage as recommended by the Recreation Advisory Committee (RAC). This millage funded acquisition and development of Circleville Park (formerly known as Haugh Tract) and the Bernel Road Park (formerly the Crust property).

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

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

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

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

The RAC developed the "Patton Township Bicycle and Pedestrian Path Plan 2019-2024", which was adopted by the Board in February 2019.

A combined Parks and Bicycle Plan will be updated in 2020.

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

REVENUE

Private Contributions

- **Payment in Lieu of land:** Developers have a choice as to whether to provide land in their developments for a park or, at their discretion propose a payment to the Township instead of providing land. The fee is based on negotiations between the developer and Township staff. If the developer prefers to make a payment, it is assigned to one of two categories.
 1. General: Applied to the New Park Development Fund for future use. The Village of Penn State Made a payment of \$120,000 in 2018 for future bikeway development.
 2. Specific: Applied to the specific project identified in the subdivision/land development plan. No such payments are anticipated in 2020.
- **Payments for Equipment:** In some cases developers provide a payment for playground equipment or other improvements in a park. These funds are reserved for general or specific uses, as appropriate. No funds are anticipated in 2020.

Tax Revenue

As described in the introduction to this section, a dedicated amount of the total real estate tax millage is assigned to Patton Township parks. In 2019, 7/10ths of a mill of tax is expected to generate \$356,109 of revenue. For 2020, the same millage is anticipated to produce \$359,906.

Bond Proceeds

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

Interest

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

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

EXPENDITURES

Parks Project Manager Salary

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

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

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

Administrative Expenses

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

Debt Service Payments

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

Parkland Improvements

A schedule of improvements has been developed by staff and approved by the Patton Township Recreation Advisory Committee (RAC). All capital and major maintenance work expected through 2021 is included in the "Patton Township Parks Plan 2015-2024", adopted by the Board in July 2020.

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

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

New Park Development

- Bernel Road Park (formerly Crust Tract) Development: The Master Plan was developed in 2007. With financing secured, a firm was hired to complete design and engineering of Phase 1. Construction of the playground was substantially complete in 2011, however extreme wet conditions delayed the completion of the parking lot and tennis courts until 2012. Due to the number of play fields (soccer and baseball/softball) planned for Oak Hall and Whitehall Parks, the RAC and the Centre Region Parks Authority) CRPA believe the need for these fields has been met for the Centre Region. Phase 1 of Oak Hall Park has been completed and Whitehall Road Park construction has yet to begin. In 2016, the RAC and their design professional began the task of updating the Master Plan for Phase 2 of Bernel Road Park. The original Master Plan included only play fields and the revised Master Plan is being developed to reflect the current needs of the residents. The revised Master Plan was approved by the Board in 2017. A detailed plan for development of Phase 1A will be completed in 2018 allowing the Township staff to seek grant or private funds to begin construction of Phase 1A prior to 2021.
- Gray's Woods Park
The 43 acre Gray's Woods Park encompasses a large wetlands complex. A species survey was completed in 2010 and the identification of species of concern was made. Location and a plan for protection was developed with regulatory agencies in advance of any park master planning efforts. The master planning process for this park was completed in 2013. Design for Phase1 was completed in 2017. Construction of Phase 1 will be complete in 2019.
- Valley Vista Multi-Use Path
Patton Township received a \$1,041,212 grant to construct a multi-use path along the west side of Valley Vista Drive from Carnegie Drive to Circleville Road in Ferguson Township. The engineer was selected and has begun engineering in 2018. Construction is anticipated in 2020.
- Patton Township Bicycle Plan
The Township Recreation Advisory Committee (RAC) has completed the Township Bicycle & Pedestrian Path Plan.

RESTRICTED RESERVE FUND: PARKLAND ACQUISITION AND IMPROVEMENT

	2018 Actual	2019 Budget	2019 Projection	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
REVENUE:								
Tax Revenue	320,302	386,530	356,109	359,906	374,605	387,716	401,286	415,331
Bond Proceeds/Borrowing	0	0	0	0	0	0	0	0
Grants	0		200,000		1,050,000	340,000	0	250,000
Miscellaneous Revenue/Private Donations	143,290	0	0	0	0	0	0	0
Interest Earnings	2,536	1,000	4,018	2,500	2,500	1,500	1,000	1,000
Total Revenue	\$466,128	\$387,530	\$560,127	\$362,406	\$1,427,105	\$729,216	\$402,286	\$666,331
EXPENDITURES:								
Parks Project Manager Salary and Benefits	0							
Administrative Expenses	162	250	1,506	261	266	271	276	282
Debt Service Payments	253,790	240,500	244,791	238,525	0	0	0	0
Parkland Improvements	3,087	65,000	1,177	0	13,734	0	0	0
New Park Development								
Green Hollow Park	0	0	82,936	0	0	0	0	0
Bernel Road Park	30,205	0	34,321	128,485	900,000	0	498,633	100,000
Gray's Woods Park	272,467	0	214,109	0	0	340,000	0	250,000
Total Expenditures	\$559,710	\$305,750	\$578,839	\$367,271	\$914,000	\$340,271	\$498,909	\$350,282
Difference	(93,582)	81,780	(18,712)	(4,865)	513,105	388,945	(96,623)	316,049
Cash Balance, January 1	152,416	58,834	140,614	121,902	117,037	630,142	1,019,087	922,464
Cash Balance, December 31	\$58,834	\$140,614	\$121,902	\$117,037	\$630,142	\$1,019,087	\$922,464	\$1,238,513

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION

2020 Budget

2014 Open Space Referendum

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

2017 Open Space Property Acquisitions

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

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

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

Previous Referendum

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

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

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

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

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

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

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

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

For maintenance and monitoring of the property for the future, four revenue streams are available: the Centre County Community Foundation Haugh Family endowment, the Township endowment, the farm lease, and income from forestry management practices developed through the Forest Stewardship Plan. These revenues are forecasted to be sufficient to fund anticipated maintenance, monitoring, and improvements through 2022. No additional tax revenue is required.

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

REVENUE

Forestry Best Management Practices

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

Dedicated Real Estate Tax

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

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

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

CCCF Endowment Income

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

Farm Rental Income

The sales agreement provides for the continuation of farming. The 2020 rent is based on 230 tillable acres at \$65 per acre.

Interest

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

EXPENDITURES

Real Estate Taxes

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

Stewardship Expenses

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

Forestry Management Practices

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

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

Maintenance

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

Committee Expenses

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

Allocation of Property Manager Costs

In addition to his other responsibilities, the Township Zoning Officer was promoted to take over the management of the Haugh Family Farm property. A portion of his salary and benefits is reflected here, with the remainder in account 414.131. The allocation was increased to \$8,000 in 2013, \$8,500 in 2016 and \$9,000 in 2019.

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

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

Circleville Bike Path Construction

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

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

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

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

Property Acquisition

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

Debt and other Closing Costs

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

Debt Service Payment-Principal and Interest

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

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

Balance at Year End

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

DESIGNATED RESERVE FUND: OPEN SPACE PRESERVATION

	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 BUDGET	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST
BEGINNING YEAR BALANCE	\$793,811	\$1,000,001	\$999,752	\$1,036,787	\$1,094,887	\$1,160,487	\$1,242,037	\$1,322,087
REVENUE								
Other Revenue Sources								
Loan Proceeds - 2014 Referendum	0	0	0	0	0	0	0	0
Interest (Tax Revenue Account)	804	500	1,821	1,200	1,200	1,200	1,200	1,200
Operational Revenues								
Forestry Best Management Practices		2,500	0	5,000	0	5,000	0	5,000
Dedicated Real Estate Tax	274,584	291,023	291,023	301,000	311,000	321,000	326,000	331,000
CCCF Endowment Income	12,717	13,300	12,838	13,000	13,100	13,200	13,300	13,400
Farm Rental Income	14,950	15,000	14,950	15,400	15,800	16,200	16,200	16,600
Reimbursement Grant		0		0	0	0	0	0
Interest from Operating Accts and Endowment	481	250	646	500	500	500	500	500
TOTAL REVENUE	303,536	322,573	321,278	336,100	341,600	357,100	357,200	367,700
EXPENDITURES								
Operational Expenditures								
Real Estate Taxes	2,943	3,050	2,992	3,050	3,050	3,100	3,150	3,200
Stewardship Expenses	6,657	7,500	7,000	11,000	9,000	8,000	8,000	8,000
Forestry Management Practices	6,579	6,000	6,500	6,000	6,000	6,000	6,500	6,500
Maintenance	3,519	13,000	13,000	3,000	3,000	3,000	4,000	4,000
Committee Expenses	528	950	750	950	950	950	1,000	1,000
Allocation - Property Manager	8,500	9,000	9,000	9,000	9,000	9,500	9,500	9,500
2014 Survey, Referendum & OSTF								
Capital Expenditures and Debt Service								
Circleville Bike Path Construction								
Property Acquisition		0		0	0	0	0	0
Debt and other Closing Costs	(30)	0		0	0	0	0	0
Debt Service payment-principal and interest	68,899	245,000	245,000	245,000	245,000	245,000	245,000	245,000
TOTAL EXPENSE	97,595	284,500	284,242	278,000	276,000	275,550	277,150	277,200
BALANCE AT YEAR END	\$999,752	\$1,038,074	\$1,036,787	\$1,094,887	\$1,160,487	\$1,242,037	\$1,322,087	\$1,412,587
Reserve Fund Balances								
Reserved for Debt Service (Tax Revenue)	\$759,782	\$810,874	\$807,626	\$868,074	\$935,274	\$1,012,474	\$1,094,674	\$1,181,874
Bond Revenue								
Township Endowment	\$199,196	\$199,146	\$199,696	\$199,346	\$199,546	\$199,746	\$199,946	\$200,146
Operating Funds	\$40,774	\$28,054	\$29,466	\$27,468	\$25,668	\$29,818	\$27,468	\$30,568
	<u>\$999,752</u>	<u>\$1,038,074</u>	<u>\$1,036,787</u>	<u>\$1,094,887</u>	<u>\$1,160,487</u>	<u>\$1,242,037</u>	<u>\$1,322,087</u>	<u>\$1,412,587</u>

DESIGNATED RESERVE FUND: LIQUID FUELS TAX EXPENSE FUND

Each year the Commonwealth of Pennsylvania provides funds to municipalities from the Liquid Fuels Tax Fund generated from the sale of gasoline and diesel fuel. These funds are allocated to municipalities based upon population and local road mileage. The Pennsylvania Department of Transportation Bureau of Municipal Services has indicated that the 2020 allocation totals \$479,212. This is a decrease \$11,592 from the 2019 liquid fuel funds received. In the future this is expected to decline as more vehicles are powered by electricity. PennDOT is beginning to consider how to deal with the short fall that keep paved roads in good shape.

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

Budgeted LFT expenditures for 2020 are as follows:

- \$62,083 for Repair & Maintenance Supplies (Rock Salt)
- \$8,376 for Traffic Signal Electricity
- \$33,275 Repair & Maintenance of Vehicles
- \$300,00 Road Resurfacing Project Allocation
- \$95,842 Road Equipment

The total LFT eligible expenditures for 2020 are \$499,576.

DESIGNATED RESERVE FUND: LIQUID FUELS TAX RELATED EXFBudget Year 2020
DESIGNATED RESERVE FUND: LIQUID FUELS TAX FUND

	2018 Actual	2019 Budget	2019 Projections	2020 Proposed	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
Cash Balance, January 1	\$305,898	\$371,093	\$ 371,093	\$401,951	\$382,587	\$389,664	\$384,042	\$425,675
<u>REVENUE</u>								
L355020 LFT Revenue	490,804	489,120	502,418	479,212	503,173	503,929	504,686	505,445
L341000 Interest	1,322	300	1,863	1000	750	500	300	300
Transfer from General Fund	-	-	-	-	-	-	-	-
County LFT Grant	-	-	-	-	-	-	-	-
Total Revenue	492,126.31	489,420	504,281	480,212	503,923	504,429	504,986	505,745
<u>EXPENDITURES</u>								
L430740 Equipment Purchase	128,909	150,000	196,516	95,842	90,000	100,000	50,000	100,000
L432245 Repair & Maint. Supplies (SALT)	60,942	62,083	61,062	62,083	63,945	65,864	67,840	69,875
L430260 Minor Equipment	-	-	-	-	-	-	-	-
Miscellaneous	567	-	-	-	-	-	-	-
L433246 Traffic Signal Operations	-	-	-	-	-	-	-	-
L432262 Street Signs/Road Maintenance	-	-	-	-	-	-	-	-
L433361 Traffic Signal Electricity	7,577	8,376	8,028	8,376	8,627	8,886	9,152	9,427
L437250 Repair & Maintenance of Vehicle	25,760	32,306	23,532	33,275	34,273	35,302	36,361	37,452
Waddle Road Widening	-	-	-	-	-	-	-	-
L439610 Road Resurfacing Project Allocation	203,175	250,000	184,285	300,000	300,000	300,000	300,000	300,000
Total Expenditures	426,931	502,765	473,424	499,576	496,846	510,051	463,353	516,753
Cash Balance, December 31								
Total Fund Balance	\$371,093	\$357,748	\$401,951	382,587	389,664	\$384,042	\$425,675	\$414,666
<u>Composition of Fund Balance:</u>								
Carry forward of Equipment rese	\$96,033	\$96,033	\$96,033	0	0	\$10,635	\$11,421	\$62,358
Current Year's Equipment Alloca	\$98,161	\$97,824	\$100,484	95,842	100,635	\$100,786	\$100,937	\$101,089
Less Equipment Purchases	\$128,909	\$150,000	\$196,516	95,842	90,000	\$100,000	\$50,000	\$100,000
Reserved for Equipment Purchas	\$65,285	\$43,857	\$0	0	10,635	\$11,421	\$62,358	\$63,447
Available for other uses	\$305,808	\$313,891	\$401,951	382,587	379,029	\$372,621	\$363,317	\$351,219

DESIGNATED RESERVE FUND: ROAD EQUIPMENT REPLACEMENT

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

Allocation History

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

The 2020 budget is scheduled for an allocation of \$215,000 to continue the current allocation formula. 2020 allocation will be achieved by using \$150,000 form Liquid Fuels Tax Funds and the remainder \$65,000 from the General Fund.

Purchases proposed for 2020 include a new 30,000 lb. GVW truck, a dual drum roller, and a small utility truck.

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

Description	ID	Estimated Service Life															
			2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	
Pull Broom	PB-1	20 years															
Leaf Collector	ODB-1	15 years															2023 ODB-1
Brush Chipper	BC-3	15 years															2020 CHIPPER
Brush Chipper	BC-4	15 years	2011 Brush Chipper (2026)														
Asphalt Roller	RL-1	15 years															2020 ROLLER (Postponed)
Backhoe	BH-1	15 years															2016 Backhoe (2031)
Front End Loader	WL-1	20 years															2012 Front End Loader (2032)
Motor Grader	GR-1	20 years															2015 Motor Grader (Postponed)
Mini Excavator	ME-1	15 years															2013 Mini Excavator (2028)
Street Sweeper	P-8	15 years															2019 Sweeper
Sign Truck Bi-Fuel	P-12	10 years															2014 Sign Truck (2024)
11,000# Truck	P-21	12 years															2015 Truck (2027)
11,000# Truck	P-27	12 years															2015 Truck (2027)
11,000# Truck	P-22	12 years															2016 Truck (2028)
11,000# Truck	P-25	12 years															2021 Truck
30,000# Truck	P-5	12 years															2016 Truck (2028)
30,000# Truck	P-23	12 years															2018 Truck (2030)
30,000# Truck	P-28	12 years															2020 Truck
1 Ton Truck	P-27	10 years															2015 Truck (2025)
30,000# Truck	P-24	12 years															2021 Truck
Pick-up Truck Bi-Fuel	P-4	10 years															2016 Pick-up Truck
Pick-up Truck	P-7	10 years															2016 Repurposed to replace P6
Multi-use Tractor (Steiner)	ST-1	8 years															2019 Multi-Use tractor
Multi-use Tractor (Steiner)	ST-2	8 years															
Tractor Mower (John Deere)	MT-1	15 years															2013 Tractor (2028)
Skid Steer Loader	SL-1	15 years															2013 Skid Steer (Postponed)
Bucket Truck	P-10	15 years															2016 Used Bucket Truck (2031)
One-Man Leaf Truck	P-9	20 years															
One-Man Leaf Truck	P-11	20 years	2011 One Man Leaf Truck (2031)														
Towable Air Compressor	AC-1	20 years															2012 Air Compressor (2032)
Asphalt Hot Box	HB-1	15 years															2016 Hot Box (2031)
SL Trailer	TR-1	20 years															
Trailer (Portable Generator)	TR-2	20 years															2018 Trailer (Postponed)
PM Trailer	TR-3	20 years															2018 Trailer (Postponed)
Tilt Trailer	TR-4	20 years															2013 Trailer (2033)
Trailer (Steiner)	TR-5	20 years															2013 Trailer (2033)
Trailer (Concrete Forms)	CFTR-1	20 years															2017 Trailer (2037)

DESIGNATED RESERVE FUND: ROAD EQUIPMENT REPLACEMENT (E1074010)

	2018 <u>Actual</u>	2019 <u>Budget</u>	2019 <u>Projected</u>	2020 <u>Proposed</u>	2021 <u>Forecast</u>	2022 <u>Forecast</u>	2023 <u>Forecast</u>	2024 <u>Forecast</u>
Cash Balance January 1	\$150,506	\$169,446	\$169,446	\$49,176	\$5,931	\$20,665	\$123,908	\$274,008
<u>Revenue</u>								
General Fund Allocation	55,000	60,000	60,000	65,000	75,000	80,000	80,000	85,000
Equipment Purchases Paid from Liquid Fuel Funds	98,161	150,000	100,484	95,842	90,000	100,000	50,000	100,000
Grants	-	-	-	-	-	-	-	-
Loan from the General Fund	-	-	-	-	-	-	-	-
Interest	171	100	284	100	100	100	100	100
SCASD (School Drive Project)	-	-	-	-	-	-	-	-
Rebate on Equipment	-	-	-	-	-	-	-	-
Sale Of Used Equipment	-	20,000	10,000	40,000	40,000	20,000	20,000	20,000
Total Revenue	153,332	230,100	170,768	200,942	205,100	200,100	150,100	205,100
<u>Expenditures</u>								
12,000 GVW dump truck replacement	-	-	-	25,000	-	96,857	-	-
30,000 GVW dump truck replacement	128,909	-	-	185,000	190,365	-	-	-
4-wheel drive mower replacement	-	35,000	34,725	-	-	-	-	-
Zero Turn Mower replacement	5,482	-	-	-	-	-	-	-
Asphalt Roller replacement	-	-	-	34,187	-	-	-	-
Street Sweeper replacement	-	255,000	256,313	-	-	-	-	-
Trailer (concrete forms)	-	-	-	-	-	-	-	-
Total Expenditures	134,391	290,000	291,038	244,187	190,365	96,857	0	0
Cash Balance December 31	\$169,446	\$109,546	\$49,176	\$5,931	\$20,666	\$123,908	\$274,008	\$479,108

DESIGNATED RESERVE FUND: ROAD RESURFACING AND RECONSTRUCTION

In 2001, the Board of Supervisors established this reserve fund to finance the annual street overlay program and road reconstruction. The proposed annual appropriation to the fund is based on the township's road mileage 15 years ago, the projected value of the *Engineering News Record (ENR) Construction Cost Index* for July 2020, and a fixed unit funding amount per mile per 100 ENR index points. A preliminary work plan for the next year is presented with the Fall Road Condition Report. The final list of streets to be overlaid will be finalized following the Spring Road Condition Report.

Prior to 2005 the unit funding amount used was \$52.035. This figure was originally derived from the Township's expenses for 1998 to 2000. In 2005, the unit funding amount was reduced 6% to \$48.913, reflecting some reduced costs afforded through using micro-surfacing instead of overlay paving and reflecting the good condition of the Township roadways. The previous funding formula for road resurfacing would provide a total allocation for road resurfacing of \$280,146. Past practices of placing pavement overlay over to of the gutter of the curbs had left some curbing under the Township standard height. Many of those Township roads are coming back up for resurfacing in the next several years. In accordance with PennDOT Publication No. 9 – Policies and Procedures for the Administration of the Liquid Fuels Tax Act 655, curbing and sidewalks are an unacceptable expenditure of the liquid fuels funds that the Township receives. This leaves the cost of curbing to be taken from the General Fund portion of the Road Resurfacing Fund. Based on a current road rating and estimate of the cost of resurfacing and curb installation for the next 5 years completed by the Township engineers the Board agreed to increase the General Fund allocation to the Resurfacing Fund to \$100,000. The total appropriation for 2020 is comprised of 300,000 from Liquid Fuel Tax revenues from the Commonwealth and a \$100,000 General Fund contribution for a total of \$450,000.

The 2019 program included an asphalt overlay over West Hillside Avenue and sections of Toftrees Avenue and Julian Pike, and replacing curbing and an asphalt overlay on a portion of Highland Drive. A preliminary list of work for 2020 will be presented with the Fall 2019 Road Report. A final list will be proposed in the Spring of 2020 with modifications based on the Spring 2020 road inspection.

DESIGNATED RESERVE FUND: ROAD RESURFACING AND RECONSTRUCTION

	2018 <u>Actual</u>	2019 <u>Budget</u>	2019 <u>Projections</u>	2020 <u>Proposed</u>	2021 <u>Forecast</u>	2022 <u>Forecast</u>	2023 <u>Forecast</u>	2024 <u>Forecast</u>
Cash Balance January 1	\$28,422	\$77,400	\$77,400	\$82,666	\$114,766	\$89,866	\$68,941	\$50,016
<u>Revenue</u>								
General Fund Allocation	66,656	100,000	100,000	100,000	103,000	107,000	111,000	115,000
Liquid Fuel Tax	203,175	250,000	184,285	300,000	300,000	300,000	300,000	300,000
Rev. from SCBWA	-	-	-	-	-	-	-	-
Grants-County LFT	-	-	-	-	-	-	-	-
Loan from Road Improvements Fund	-	-	-	-	-	-	-	-
Developer Funds	-	-	-	-	-	-	-	-
Adjustment for payment of P&R Exp	-	-	-	-	-	-	-	-
Interest	114	50	246	100	100	75	75	50
Total Revenue	269,945	350,050	284,531	400,100	403,100	407,075	411,075	415,050
<u>Expenditures</u>								
Overlays -Expenditures	203,175	325,000	256,076	340,000	400,000	400,000	400,000	400,000
Patching - contract			-	-	-	-	-	-
Road Crew materials (General Fund)	17,792	28,000	23,190	28,000	28,000	28,000	30,000	20,000
Total Expenditures	220,968	353,000	279,265	368,000	428,000	428,000	430,000	420,000
Cash Balance December 31	\$77,400	\$74,450	\$82,666	\$114,766	\$89,866	\$68,941	\$50,016	\$45,066

DESIGNATED RESERVE FUND: BUILDINGS REFURBISHMENT

2020 Budget

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

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

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

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

2016 expenditures include minor lighting upgrades in the meeting room, door lock replacements and replacement of the dish washer. 2017 expenditures include major lighting upgrades in the meeting room. 2018 expenditures include door, generator, and HVAC repairs; a new sound system for the Board Meeting Room, new office furnishings for Public Works, security window film for meeting rooms and the Police Department; office parking lot overlay paving; and replacement of a water heater in the shop. 2019 expenditures include Tax Office renovations and security film on the front windows.

DESIGNATED RESERVE FUND: BUILDINGS REFURBISHMENT

Expected expenditures for 2020 and 2021 include:

<u>2020 Expenditures</u>		<u>2021 Expenditures</u>	
Carpet - other areas	\$ 9,000	Carpet - other areas	\$ 9,000
Paint	\$ 10,000	Paint	\$ 10,000
Door Hardware	\$ 7,700	Office HVAC (PTACs)	\$ 5,500
Office HVAC (PTACs)	\$ 2,700	Water Heaters	\$ 4,004
Shared Systems	\$ 7,700	Furnishings	\$ 7,007
Elevator Contingency	\$ 7,404	Parking Lot - Fire Station	\$ 22,423
Water Cooler	\$ 296	Municipal Building Contingency	\$ 2,000
Water Fountain	\$ 1,369	Shop Contingency	\$ 600
Televisions	\$ 1,333		<u>\$60,534</u>
Furnishings	\$ 6,479		
Lighting	\$ 15,104		
Municipal Building Contingency	\$ 2,000		
Shop Vehicle Lift	\$ 19,171		
Shop Refrigerator	\$ 1,343		
Shop Roof/Shingles	\$ 49,844		
Shop Overhead Doors	\$ 1,611		
Shop Parking Lot	\$ 23,740		
Shop Contingency	\$ 600		
	<u>\$167,394</u>		

DESIGNATED RESERVE FUND: BUILDING REFURBISHMENT FUND

	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 FORECAST	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST
BEGINNING YEAR BALANCE	\$143,106	\$171,884	\$171,884	\$139,470	\$13,726	\$342	\$1,004	\$13,795
<u>REVENUE</u>								
Appropriation	38,500	40,000	40,000	41,500	47,000	48,500	46,000	67,500
Interest	357	150	325	150	150	150	150	150
TOTAL REVENUE	38,857	40,150	40,325	41,650	47,150	48,650	46,150	67,650
<u>EXPENSE</u>								
	10,080	164,159	72,740	167,394	60,534	47,988	33,359	81,054
YEAR END BALANCE	\$171,884	\$47,875	\$139,470	\$13,726	\$342	\$1,004	\$13,795	\$391

DESIGNATED RESERVE FUND: TOFTREES TRAFFIC MITIGATION PROJECT

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

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

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

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

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

In 2014, PennDOT announced that \$12 million had been earmarked for the construction of the Waddle Road Interchange Improvements. In October 2015, the project was bid out as a PennDOT Design-Build contract.

DESIGNATED RESERVE FUND: TRAFFIC MITIGATION PROJECT

	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 FORECAST	2021 FORECAST
BEGINNING YEAR BALANCE	\$195,862	\$286,341	\$286,341	\$301,656	\$310,156
<u>REVENUE</u>					
Bank Loan - Drawdown	\$0	\$0	\$0	0	0
General Fund Allocation	\$0	\$2,784	\$0	0	0
General Fund Allocation for Debt Service	\$0	\$122,277	\$122,277	122,276	122,277
Traffic Mitigation Fee	\$89,835	\$94,760	\$13,787	7,500	7,500
Interest	\$644	\$535	\$1,528	1,000	750
<u>TOTAL REVENUE</u>	<u>90,479</u>	<u>220,356</u>	<u>137,592</u>	<u>130,776</u>	<u>130,527</u>
<u>EXPENSE</u>					
Debt Service	0	122,277	122,277	122,276	122,277
Consulting Fees - Delta	0	0	0	0	0
Consulting Fees - Design	0	7,887	0	0	0
Appraisals					
Legal Fees					
Purchases - Easements/Right of Ways					
Engineering					
Utility Relocation	0	0	0	0	0
Contingency	0	0	0	0	0
	<u>0</u>	<u>130,164</u>	<u>122,277</u>	<u>122,276</u>	<u>122,277</u>
YEAR END BALANCE	<u>\$286,341</u>	<u>\$376,533</u>	<u>\$301,656</u>	<u>\$310,156</u>	<u>\$318,406</u>

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: HOMESTEAD FARMS NEIGHBORHOOD IMPROVEMENT DISTRICT

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

The schedule of road improvements to be made over the next ten years is included in the Plan for Establishing Neighborhood Improvement Districts for Homestead Farms in Patton Township and Ferguson Township. No construction was completed in 2019. Replacement of the curbing on Crandall Drive is planned for 2020 followed by an asphalt overlay in 2021, thus complete the NID upgrades.

ASSIGNED RESERVE FUND: HOMESTEAD FARMS NEIGHBORHOOD IMPROVEMENT DISTRICT

	2018 Actual	2019 Budget	2019 Proposed	2020 Forecast	2021 Forecast	2022 Forecast	2023 Forecast	2024 Forecast
Balance January 1	\$15,099	\$6,019	\$6,019	18,907	\$8,033	\$3,224	\$18,115	\$32,996
Revenue:								
Interest	35	20	49	20	20	20	10	-
Due to General Fund	10,000	-	-		10,000	-		
Assessment	22,248	14,871	12,840	14,238	14,871	14,871	14,871	14,871
	32,283	14,891	12,889	14,258	24,891	14,891	14,881	14,871
Expenditures:								
Labor Costs		-	-	-	-	-	-	-
Road Improvements	41,362	-	-	25,132	29,700	-	-	-
	41,362	-	-	25,132	29,700	-	-	-
	\$6,019	\$20,910	\$18,907	\$8,033	\$3,224	\$18,115	\$32,996	\$47,867
Balance December 31								

DESIGNATED RESERVE FUND: TRAFFIC LIGHT REPLACEMENT

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

The sum of \$20,000 was appropriated to this fund in 2016 with a similar amount in the following years to fund traffic signal equipment replacement. In 2020 the appropriation to this fund will be increased to \$28,000 with projected traffic signal replacements in 2020 expected to be \$67,554.

DESIGNATED RESERVE: TRAFFIC LIGHT REPLACEMENT

	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST
BEGINNING YEAR BALANCE	\$42,000	\$39,872	\$39,872	\$65,872	\$26,328	\$21,740	\$19,152	\$16,884
<u>REVENUE</u>								
Allocation	24,000	26,000	26,000	28,000	30,000	32,000	34,000	36,000
<u>TOTAL REVENUE</u>	24,000	26,000	26,000	28,000	30,000	32,000	34,000	36,000
<u>TOTAL EXPENSE</u>	26,128	0	0	67,544	34,588	34,588	36,268	36,268
YEAR END BALANCE	\$39,872	\$65,872	\$65,872	\$26,328	\$21,740	\$19,152	\$16,884	\$16,616

DESIGNATED RESERVE FUND: FIRE HYDRANTS

Each property in the Township within 780 feet of a fire hydrant is assessed on a front-foot basis at 7.0 cents per front foot. The current rate for hydrant services from the State College Borough Water Authority is \$252 per year per hydrant. The cost per hydrant will increase to \$336 per year in 2020.

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

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

DESIGNATED RESERVE FUND: FIRE HYDRANTS

	2018 Actual	2019 Budget	2019 Projected	2020 Forecast	2021 Forecast
Balance January 1	52,039	49,431	49,431	\$21,601	\$21,601
Assessments	22,791	22,750	22,834	39,884	59,826
Reserve for Dry Hydrant					
Ferne Smith	0	0	0	0	0
Cedar Cliff	0	550	2,200	550	550
Transfer to PT Water Authority	0	0	0	0	0
Payments	(25,399)	(51,130)	(52,920)	(70,560)	(71,971)
Balance December 31	<u>\$49,431</u>	<u>\$21,601</u>	<u>\$21,545</u>	<u>-\$8,525</u>	<u>\$10,006</u>

Cash Balance Allocations

General	\$40,081	\$11,701	\$11,645	(\$18,975)	(\$994)
Dry Hydrants	9,350	9,900	9,900	10,450	11,000
Total Cash Balance	<u>\$49,431</u>	<u>\$21,601</u>	<u>\$21,545</u>	<u>(\$8,525)</u>	<u>\$10,006</u>

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

DESIGNATED RESERVE FUND: STREETLIGHTS

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

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

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

DESIGNATED RESERVE FUND: STREETLIGHTS

	<u>2017 Actual</u>	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Proposed</u>	<u>2021 Forecast</u>
Balance January 1	\$20,924	\$4,883	\$4,883	\$19,244	\$37,871	\$54,498
Assessments	42,840	43,594	43,300	44,627	44,627	44,627
Net Assessment transferred From General Fund	42,840	43,594	43,300	44,627	44,627	44,627
Payments	47,130	29,233	40,237	26,000	28,000	28,000
Repair/Replacement	11,750	0	0	0	0	0
	<u>58,881</u>	<u>29,233</u>	<u>40,237</u>	<u>26,000</u>	<u>28,000</u>	<u>28,000</u>
Balance December 31	<u>\$4,883</u>	<u>\$19,244</u>	<u>\$7,946</u>	<u>\$37,871</u>	<u>\$54,498</u>	<u>\$71,125</u>

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: ACCRUED COMPENSATED ABSENCES

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

A number of separations occurred between 2015 and 2019, with more anticipated in the next several years, therefore it is necessary to continue to contribute to this fund at a higher rate.

DESIGNATED RESERVE FUND: ACCRUED COMPENSATED ABSENCES FUND

	<u>2018 Actual</u>	<u>2019 Budget</u>	<u>2019 Projected</u>	<u>2020 Proposed</u>	<u>2021 Forecast</u>
Balance January 1	\$24,826	\$24,879	\$24,879	\$24,953	\$25,003
<u>Revenue</u>					
Appropriation	47,075	25,000	41,994	25,000	25,000
Interest	53	50	75	50	50
Total Revenue	<u>47,128</u>	<u>25,050</u>	<u>42,068</u>	<u>25,050</u>	<u>25,050</u>
<u>Expenses</u>					
Payments made from fund	<u>47,075</u>	<u>17,871</u>	<u>41,994</u>	<u>25,000</u>	<u>25,000</u>
Total Expenses	<u>47,075</u>	<u>17,871</u>	<u>41,994</u>	<u>25,000</u>	<u>25,000</u>
Balance December 31	<u><u>\$24,879</u></u>	<u><u>\$32,058</u></u>	<u><u>\$24,953</u></u>	<u><u>\$25,003</u></u>	<u><u>\$25,053</u></u>

DESIGNATED RESERVE FUND: EMERGENCY ASSISTANCE

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

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

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

DESIGNATED RESERVE: EMERGENCY ASSISTANCE

	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST	2022 FORECAST
BEGINNING YEAR BALANCE	\$32,602	\$34,814	\$34,814	\$34,918	\$34,968	\$35,018
<u>REVENUE</u>						
Allocation	2,500	15,000	15,000	30,000	10,000	5,000
Interest	72	50	104	50	50	50
<u>TOTAL REVENUE</u>	2,572	15,050	15,104	30,050	10,050	5,050
<u>TOTAL EXPENSE</u>	360	15,000	15,000	30,000	10,000	5,000
YEAR END BALANCE	\$34,814	\$34,864	\$34,918	\$34,968	\$35,018	\$35,068

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: ENCUMBERANCES

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

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

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

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

The remaining balance at the end of 2019 represents funds for traffic signal upgrades, adaptive signaling, both to be completed in 2020, \$25,000 contribution for future economic development, \$40,101 for the new Police Records Software, \$150,000 for Bernel Rd/Fox Hollow Rd Interchange, \$50,000 for Solar Panels and \$1,191,212 for Bikeway Development.

DESIGNATED RESERVE FUND: ENCUMBRANCES

	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 FORECAST	2021 FORECAST
ENCUMBERED FUNDS, Beginning Balance	\$2,869,259	\$2,852,728	\$2,852,728	\$1,490,301	\$259,000
Police Records System	0	0	0	0	0
Public Works Office Renovation	0	0	0	0	0
Regional Economic Development	9,000	0	0	0	0
Bernel Rd/Fox Hollow Rd Interchange	0	0	0	50,000	0
Solar Panels	20,000	0	0	0	0
Valley Vista Left Turn Lanes	0	0	0	0	0
Bikeway Development	0	0	0	0	0
	0	0	0	0	0
	<u>29,000</u>	<u>0</u>	<u>0</u>	<u>50,000</u>	<u>0</u>
EXPENDITURE					
Police Records System	0	65,747	33,681	40,101	0
Return Excess Funds to General Fund	0	0	0	0	0
Traffic Signal Upgrades-Battery Backups	0	49,988	0	49,988	0
Valley Vista Adaptive Signalling Project	0	34,000	0	0	34,000
Public Works Office Renovation	45,531	17,838	0	0	0
Regional Economic Development (2013 Contribution)	0	0	73,469	0	0
Bernel Rd/Fox Hollow Rd Interchange	0	100,000	0	0	150,000
Solar Panels	0	50,000	0	0	50,000
Valley Vista Left Turn Lanes	0	0	1,255,277	0	0
Bikeway Development	0	1,191,212	0	1,191,212	0
	0	0	0	0	0
	0	0	0	0	0
	<u>45,531</u>	<u>1,508,785</u>	<u>1,362,427</u>	<u>1,281,301</u>	<u>234,000</u>
YEAR END BALANCE	<u>\$2,852,728</u>	<u>\$1,343,943</u>	<u>\$1,490,301</u>	<u>\$259,000</u>	<u>\$25,000</u>
Balance Reserved For:					
Economic Development (2012)	25,000	25,000	25,000	25,000	25,000
Traffic Signal Upgrades-Battery Backups (2014)	49,988	49,988	49,988	0	0
Valley Vista Adaptive Signaling Project (2014)	34,000	34,000	34,000	34,000	0
Police Records System (2015 & 2016)	73,782	0	40,101	0	0
Public Works Office Renovation (2015 & 2016)	73,469	0	0	0	0
Bernel Rd/Fox Hollow Rd Interchange (2017)	100,000	100,000	100,000	150,000	0
Solar Panels (2017)	50,000	0	50,000	50,000	0
Valley Vista Left Turn Lanes (2017)	1,255,277	0	0	0	0
Bikeway Development (2017)	1,191,212	1,191,212	1,191,212	0	0
	<u>\$2,852,728</u>	<u>\$1,400,200</u>	<u>\$1,490,301</u>	<u>\$259,000</u>	<u>\$25,000</u>

2020 PATTON TOWNSHIP LINE ITEM DETAIL BUDGET

DESIGNATED RESERVE FUND: ECONOMIC DEVELOPMENT FUND

On October 23, 2019, the Board of Supervisors of Patton Township, establish a Designated Reserve Fund for Economic Development. Commencing with the 2020 Township Budget, five percent (5%) of the budgeted Real Estate Transfer Tax (RETT) revenue will be allocated to the Economic Development Reserve Fund (EDRF) for the budget year. In addition, twenty percent (20%) of the RETT funds received that exceed the prior year's budgeted amount will be allocated to the Economic Development Reserve Fund.

ECONOMIC DEVELOPMENT FUND

	2018 ACTUAL	2019 BUDGET	2019 PROJECTED	2020 PROPOSED	2021 FORECAST	2022 FORECAST	2023 FORECAST	2024 FORECAST
BEGINNING YEAR BALANCE	\$0	\$0	\$0	\$0	\$23,201	\$31,603	\$60,857	\$70,989
<u>REVENUE</u>								
Allocation	0	0	0	23,201	28,402	29,254	30,132	31,036
<u>TOTAL REVENUE</u>	0	0	0	23,201	28,402	29,254	30,132	31,036
<u>TOTAL EXPENSE</u>	0	0	0	0	20,000	0	20,000	0
YEAR END BALANCE	\$0	\$0	\$0	\$23,201	\$31,603	\$60,857	\$70,989	\$102,025