

General Fund 2016

Operating Revenues

Earned Income Taxes - \$1,750,000

This is part of a 1.6% tax that is withheld from people who earn wages and reside in Richland Township. The tax is distributed as follows:

1.0% to the Quakertown School District

0.5% to Richland Township

0.1% to the Richland Township's Open Space Fund to purchase open space properties, with the tax sunsetting in 2018.

Real Estate Transfer Tax - \$250,000

Any person buying or selling real estate within the Township is subject to a 2% tax. One half of this tax goes to the School District and the other half to the Township. The County collects this tax and remits the Township's portion less a 2% collection fee to the Township in which the real estate was sold.

Public Works Services - \$12,400

This category includes sales of gasoline and snow removal supplies as well as the public works department charges to the County for mowing and snow removal at the Municipal Complex Campus on California road.

Permits - \$90,000

The following permits/licenses are required by Richland Township Ordinances:

Street, Curb and Street Encroachments

- Anyone desiring to connect a driveway to a Township road is required to pay a \$25 - \$100 fee. Road Occupancy permits are also required if work is done on or around a Township road. The Fees for this range from \$10 - \$80.

Building Permits

- Anyone wishing to build within the Township must obtain a building permit. The permit fees are based upon the following: size, estimated cost and project type.

Plumbing Permits

- Permits are required in the Township for any type of plumbing work. The fees are based upon the number of fixtures.

Earth Disturbance

- Per Ordinance #210, this permit regulates grading, erosion and sediment control. The fee for this permit is \$500.

Well Drilling

- This permit is required for anyone drilling a water well. The fee for this ranges from \$35 - \$500 depending on whether it is a residential, commercial or industrial well.

Charges for Services - \$52,400

Zoning Fees

- These are fees collected for zoning permits that are required for new construction, businesses, signs, alterations, additions and repairs. This permit, once approved, indicates compliance with the Zoning Ordinance. Fees vary depending upon the request for review.

Subdivision/Land Development Fees

- Fees collected from applicants desiring to subdivide or develop land located within the Township. The fees vary depending upon the project.

Hearing Fees

- Hearing fees are collected from applicants who may be required to obtain a Variance, Special Exception, Conditional Use or Curative Amendment.

Sale of Copies, Maps, Publications or Reproduction Fees

- Revenue for this item is received from the sale of Zoning Ordinance Books and maps, Subdivision and Land Development Ordinance Books, Comprehensive Plan Books, BOCA Books, and photo copying charges.

Solid Waste Collection/Disposal

- These are for fees collected to release liens from resident's properties for recycling fees that were not paid to the Township when the Township collected the fees prior to 1995.

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Grants and Donations - \$131,796

This figure will represent any grants or donations received from individuals, agencies or businesses. The Township's anticipated revenue for 2015 is \$54,904 for the 904 Recycling Performance Grant, \$54,892 for the Non-Uniform Pension Grant, \$22,000 for park utilities reimbursement from RASA.

Water Management Fee - \$160,000

This is the reimbursement of RTWA for expenses, such as vehicle gasoline, postage, secretary, tech operator, and insurance.

Administrative Fees – Developers Plan Reviews - \$50,000

This is a 10% administrative charge that is added to Developer Escrow Invoices, to cover Township administrative costs associated with maintaining the escrow accounts.

Miscellaneous - \$21,500

Property/Public Utility Realty Tax

- The Township receives money from those public utilities that have buildings or land located within the township, such as PP&L. This figure is based on the income received in 2014, approximately \$5,500.

Alcoholic Beverage Taxes

- The Township receives a fee for those establishments located within the Township that dispense liquor. Annually the Township receives \$1,650 from this tax.

Game Commission Lands

- The Township receives \$.40 per acre for state game lands located in our Township from the State Game Commission. There are 127.20 acres. Also included is \$.80/acre from Pennsylvania Gaming Control Board's Gaming Fund in accordance with Act 102 of 2006 (these funds are derived from the gambling proceeds). \$152.64 is received annually.

Newsletter Advertising

- Different businesses and individuals contribute \$10,500 annually to the Township's semiannual newsletter

Miscellaneous Revenues

- The category is used for revenues received that have no specific category. Approximately \$3,700 is expected to be received.

Operating Expenses

Salaries & Wages – Administrative - \$504,128

Salaries and wages for Board of Supervisors, Township Manager, Administrative Assistant, Finance Advisor, Assistant Manager/Zoning Officer, Treasurer, Code Enforcement Officer, Receptionist and Zoning Hearing Board. As the current Township Manager is retiring, a new Township Manager will be paid for about five months during the transition. This 2016 budget includes an average of 3% increase for all employees (except police officers who are covered by their agreement).

Salaries & Wages – Administrative Overtime - \$100

Overtime wages for all non-salaried employees computed at time and one half of the employees' wage.

Salaries & Wages – Public Works - \$297,101

Salaries and wages for the Director of Public Works/Roadmaster, Assistant Roadmaster and two full-time laborers. This also includes provision for two part-time helpers.

Salaries & Wages – Public Works Overtime - \$9,500

Overtime wages for all non-salaried employees computed at time and one half of the employees' wage.

Payroll Taxes - \$61,653

This category includes the Township's Social Security/Medicare (7.65%) responsibility for each employee.

Staff Bonuses - \$1,000

The Employee of the Year award.

Pension - \$94,382

This is the Township's annual payment to the Pension Plan based on requirements of the State of PA. The budgeted amount will be partially offset by the state pension assistance grant noted above.

Employee Benefits - \$356,400

This figure represents the cost for health/dental/life insurance benefits less employee contributions..

EIT Salary - \$0

The Township EIT Office closed September 30, 2012.

Real Estate Tax Collection - \$23,668

The Real Estate Tax Collector will receive \$4.22 per real estate tax bill collected in 2016 and \$4.30 in 2017. This category represents his salary for the collection.

EIT Collection Fees - \$28,591

This category covers the new Act 32 regulations for county-wide Earned Income Tax collection which began in 2012. The Township pays Keystone Collection Group commission of 1.39% of earned income taxes collected for the Township.

Payroll Taxes - \$1,793

This category represents Social Security/Medicare (7.65%) for the tax collector.

Employee Benefits - \$0

The Real Estate Tax Collector does not receive the insurance benefits.

Office Expense - \$1,600

This category includes expenses of the Tax Collector such as supplies, forms and postage

Road & Public Works - \$232,600

This includes such costs as uniform rental for the road crew and various shop supplies, snow removal contractors, and costs of vehicles maintenance and fuel. The majority of the expenses for operating supplies for the repairs and maintenance of the roads are paid from the Highway Aid Fund and detailed in that fund's explanation.

Professional Fees - \$180,000

This professional staff includes engineers, solicitors for the Township and the Zoning Hearing Board, outside auditors, and planner.

Insurance - \$51,551

The insurance paid by the Township includes: bonding, property, liability, errors and omissions, crime, and workers' compensation.

Contractual Services - \$9,800

This is the annual fee for preparation of the annual PA DEP 904 Recycling Grant Application for Richland Township.

Utilities - \$62,800

This includes electric supplied for all Township facilities (except the Police Department), public streetlights and traffic signals within the Township in addition to heating fuel.

Telephone - \$8,800

This includes phone expenses from Comcast and Verizon Wireless cell phones.

Supplies - \$7,400

This includes supplies, except office supplies, for all departments within the Township.

Office Supplies - \$25,000

This includes everyday office supplies as well as maintenance contracts for office machinery, postage machine lease payments, and reproduction costs of ordinance books and other items available for sale to the public.

Meetings, Conferences, Transportation & Travel - \$22,400

This includes costs associated with seminars, meetings, conferences, etc. This category is also for mileage reimbursement to employees or monthly car allowances and operating costs for two vehicles used by Code Enforcement and Zoning.

Postage - \$5,500

Postage expense is for all mailings done for the Township except the newsletters.

Advertising, Public Notices & Meetings - \$12,000

This includes all advertising costs for meetings, hearings, bids, help wanted, etc. for the Township.

Dues, Subscriptions, Memberships - \$8,500

This includes membership, dues and subscriptions for all departments.

Park Maintenance - \$76,000

This includes the proposed cost of wood playground chips, infield soil mix, weed control and seeding and miscellaneous repairs in the parks.

Township Newsletters - \$10,200

The Township publishes spring and fall issues of the "Richland Township Times". All costs associated with the production, and mailing of the newsletter are included in this category. The Township also sells advertising to businesses to help defer the costs of the newsletter. This advertising income is included in Miscellaneous Revenue.

Reward & Recognition - \$6,200

All Township volunteers and staff members are recognized annually at a dinner held in December. Costs for the hall rental, caterer, supplies, and awards are included in this category.

Facilities Maintenance - \$59,100

This includes recurring extermination charges, security monitoring costs, and cleaning services. Other costs include HVAC unit, repairs/maintenance and any other charges the Township may incur for maintenance of the Township facility.

Other Expenses - \$5,000

This category is for expenses where there is no specific line item to account for the expense. This includes bank fees, cable fees, county recording fees and donations made to outside agencies (i.e. Quakertown 4th of July Fireworks and Richland Historical Society donations).

Non Operating Revenue/Expenses

Interest Income - \$8,000

Investments are made in local banks' Certificates of Deposit and High Yield Money Markets. Funds are also carried in PLGIT (Pennsylvania Local Government Investment Trust) accounts.

Rent Income -- \$8,940

This is for rental fees collected for rental of the meeting room, lease revenue for property and the cell tower located on Township property.

Transfers to/(from) Other Funds - \$770,342 net expense

The Open Space Fund will pay \$29,365 to reimburse the General Fund for Bond Payments made on behalf of the Open Space Fund in prior years. An estimated \$6,000 Golf Outing proceeds will be received from the Recreation Fund for reimbursement of advances paid for the War Memorial at Veterans Park and \$541,000 will be transferred for the Brayton Gardens II Park project. The General Fund will transfer \$22,000 to the Volunteer Boards Fund, \$42,707 to the Solar Project Fund to help fund the bond payments and \$200,000 to the Police Department.

Capital Expenditures Equipment/Projects - \$433,000 (Expense)

Capital expenses for 2016 include the following:

Road Department

Bridges and Culverts	<u>\$398,000</u>
Subtotal	<u>398,000</u>

Administrative

Motorola Two-way radio base	1,500
VHF Repeater w/ special duplexor	15,000
Ordinance book update	2,000
Replace HP Laser Printer	3,000
Fax machine	500
Replace Digital projector for meeting room	1,000
Computer /software updates	<u>5,000</u>
Subtotal	<u>28,000</u>

Building Construction and Improvement

Replace HVAC unit of Municipal Bldg.	<u>7,000</u>
Subtotal	<u>7,000</u>

Total Capital Improvements \$433,000

Developer Contributions - \$31,000 (Income)

The amount of developer contributions could be more or less, depending on how fast the projects move forward.

Extraordinary Revenue - \$0 (Income)

There are no extraordinary revenues budgeted in 2014.

Extraordinary Expenses - \$0 (Expense)

There are no extraordinary expenses budgeted in 2014.

General Obligation Bond Payments - \$139,095

This is for two payments due in 2016 on the Police Building Construction Bond Issue.