

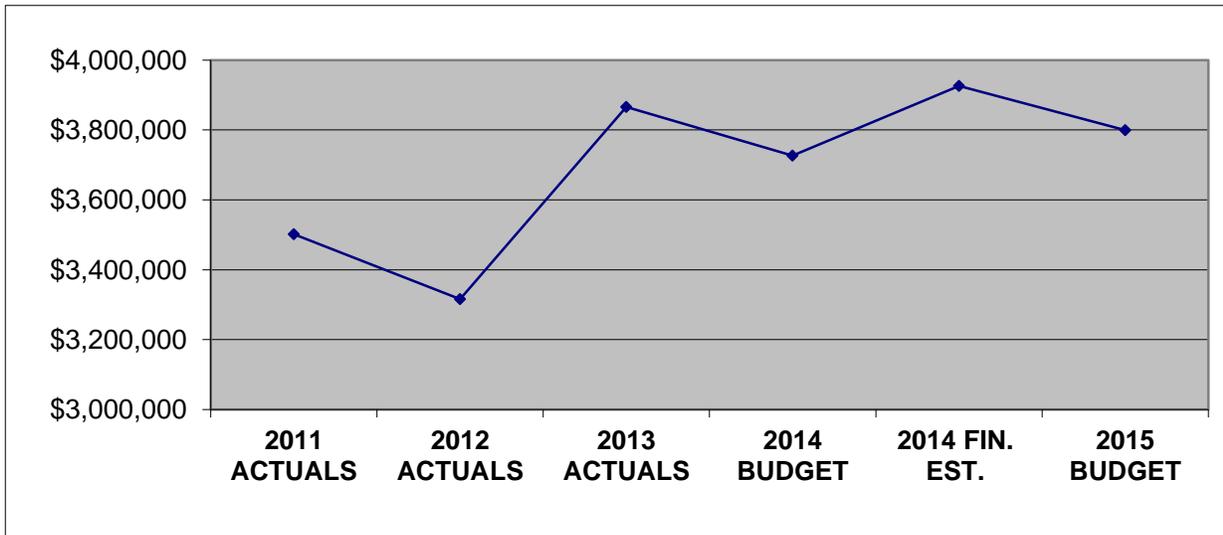
**2015**  
**COMMUNITY SERVICES PROGRAM**  
**Budget**

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

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

**COMMUNITY SERVICES**  
**EXPENDITURES**

<b>2011 ACTUALS</b>	<b>2012 ACTUALS</b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
\$3,501,396	\$3,315,782	\$3,865,602	\$3,726,173	\$3,926,095	\$3,799,118



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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$1,278,736	\$1,331,245	\$1,303,120	\$1,345,795
Contracted Services	93,113	72,250	50,585	64,750
Materials & Supplies	46,110	58,770	69,950	69,270
<b>TOTAL</b>	<b>\$1,417,959</b>	<b>\$1,462,265</b>	<b>\$1,423,655</b>	<b>\$1,479,815</b>

**PROGRAM DESCRIPTION**

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

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

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

**BUDGETARY COMMENT**

For 2015, this sub-group has increased by \$56,160 or 3.9% as compared to its 2014 counterpart. An increase can be found in the Personnel Services as well as the Contracted Services categories while the Materials & Supplies category decreased slightly.

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

<b><u>Personnel Services (100)</u></b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
100 Salaries & Wages	\$811,987	\$856,700	\$830,000	\$815,000
101 Personal Buy Back	10,410	19,375	17,000	38,700
105 Salaries & Wages P.T.	12,213	0	9,400	20,000
110 Salaries & Wages O.T.	61,179	47,000	39,000	45,000
140 Longevity	4,472	6,720	6,720	5,795
198 Payroll Taxes & F.I.C.A.	69,146	67,450	67,000	71,300
199 Fringe Benefits	309,329	334,000	334,000	350,000
<b>TOTAL</b>	<b>\$1,278,736</b>	<b>\$1,331,245</b>	<b>\$1,303,120</b>	<b>\$1,345,795</b>
<b><u>Contracted Services (200)</u></b>				
208 Contractual-Meals	\$3,848	\$3,100	\$3,100	\$3,100
220 Utilities-(Water,Gas,Electric)	16,369	17,500	16,500	16,500
237 Repair/Maint.-Parks Facility	0	1,400	500	1,400
238 Repair/Maint.-Fields &Grounds	120	6,000	1,000	5,000
243 Other Rental Charges	0	250	125	250
245 Uniform Clean & Rental	5,970	6,000	5,800	5,500
270 Other Contracted Services	7,504	6,500	3,500	6,500
272 Contracted Radio Services	1,500	1,500	1,500	1,500
283 Contracted Bridge Maint.	49,042	5,000	1,000	5,000
284 Contracted Street Sweeping	0	15,000	7,560	10,000
289 Contracted Tree Removal	8,760	10,000	10,000	10,000
<b>TOTAL</b>	<b>\$93,113</b>	<b>\$72,250</b>	<b>\$50,585</b>	<b>\$64,750</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial/Cleaning Supplies	\$0	\$270	\$700	\$270
310 Uniform Purchase	2,306	3,000	3,400	3,000
331 Line Painting	7,935	7,500	8,250	8,000
341 Asphalt Related Material	15,216	12,000	36,000	18,000
342 Road/Bridge Guiderails	4,173	15,000	4,500	15,000
346 Street Maint. Tools	1,254	2,000	2,000	2,000
374 Park Facilities – Maint. Supplies	6,467	7,000	7,000	7,000
375 Field & Grounds – Maint. Supp.	4,935	5,500	4,500	5,500
390 Minor Equipment	1,623	1,500	2,100	5,500
395 Other Supplies	2,201	5,000	1,500	5,000
<b>TOTAL</b>	<b>\$46,110</b>	<b>\$58,770</b>	<b>\$69,950</b>	<b>\$69,270</b>
 <b>TOTAL ST. /BRIDGE MAINT.</b>	 <b>\$1,417,959</b>	 <b>\$1,462,265</b>	 <b>\$1,423,655</b>	 <b>\$1,479,815</b>

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$90,928	\$67,281	\$85,929	\$75,355
Contracted Services	0	1,500	0	1,500
Materials & Supplies	732,452	527,750	663,400	536,750
<b>TOTAL</b>	<b>\$823,380</b>	<b>\$596,531</b>	<b>\$749,329</b>	<b>\$613,605</b>

**PROGRAM DESCRIPTION**

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

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

**BUDGETARY COMMENT**

For 2015, costs within the Snow/Ice Control sub-group have increased by \$17,074 or 2.8%. Both Personnel Service as well as Material and Supply costs represent this increase as Contracted Service costs have remained the same in 2015 as compared to its 2014 counterpart.

**Snow/Ice Control – Account Summary**

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b><u>Personnel Services (100)</u></b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
110 Salaries & Wages O.T.	\$85,857	\$62,500	\$80,000	\$70,000
198 Payroll Taxes & F.I.C.A.	5,071	4,781	5,929	5,355
<b>TOTAL</b>	<b>\$90,928</b>	<b>\$67,281</b>	<b>\$85,929</b>	<b>\$75,355</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$0	\$1,500	\$0	\$1,500
<b>TOTAL</b>	<b>\$0</b>	<b>\$1,500</b>	<b>\$0</b>	<b>1,500</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
343 Snow/Ice Control Material	\$725,800	\$525,000	\$650,000	\$525,000
347 Mechanical Equipment	3,629	1,000	10,000	10,000
390 Minor Equipment	2,951	1,500	3,000	1,500
395 Other Supplies	72	250	400	250
<b>TOTAL</b>	<b>\$732,452</b>	<b>\$527,750</b>	<b>\$663,400</b>	<b>\$536,750</b>
<b><u>Capital Outlays (400)</u></b>	\$0	\$0	\$0	\$0
<b>TOTAL SNOW/ICE CONTROL</b>	<b>\$823,380</b>	<b>\$596,531</b>	<b>\$749,329</b>	<b>\$613,605</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Storm Sewer Maint.

**ACCOUNT NO.**  
01-433

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Contracted Services	\$49,147	\$65,000	\$102,000	\$70,000
Materials & Supplies	50,350	65,200	104,200	75,200
Capital Outlays	13,037	20,000	15,000	17,500
<b>TOTAL</b>	<b>\$112,534</b>	<b>\$150,200</b>	<b>\$221,200</b>	<b>\$162,700</b>

**PROGRAM DESCRIPTION**

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

**BUDGETARY COMMENT**

For 2015, this sub-group has increased by \$12,500 or 8.4% in the Contracted Services and Material & Supplies categories. While the Capital Outlay category has decreased by \$ 2,500.

**Storm Sewer Maintenance – Account Summary**

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$49,147	\$65,000	\$102,000	\$70,000
<b>TOTAL</b>	<b>\$49,147</b>	<b>\$65,000</b>	<b>\$102,000</b>	<b>\$70,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
344 Storm Sewer Maint. Supplies	\$50,210	\$65,000	\$104,000	\$75,000
395 Other Supplies	140	200	200	200
<b>TOTAL</b>	<b>\$50,350</b>	<b>\$65,200</b>	<b>\$104,200</b>	<b>\$75,200</b>
<b><u>Capital Outlays (400)</u></b>				
400- Detention Pond Maint.	\$13,037	\$20,000	\$15,000	\$17,500
<b>TOTAL</b>	<b>\$13,037</b>	<b>\$20,000</b>	<b>\$15,000</b>	<b>\$17,500</b>
<b>TOTAL STORM WATER SEWER MAINT.</b>	<b>\$112,534</b>	<b>\$150,200</b>	<b>\$221,200</b>	<b>\$162,700</b>

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$66,077	\$65,200	\$68,525	\$68,200
Contracted Services	92,697	90,300	92,800	90,300
Materials & Supplies	250,717	217,800	252,000	217,300
Capital Outlays	0	0	0	0
<b>TOTAL</b>	<b>\$409,491</b>	<b>\$373,300</b>	<b>\$413,325</b>	<b>\$375,800</b>

**PROGRAM DESCRIPTION**

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

Major Township vehicles and equipment serviced internally currently include:

- |                                       |   |
|---------------------------------------|---|
| 3 Administrative Vehicles             | 2 Rubber-Tire Front Loaders   |
| 7 Police Vehicles, 1 ATV, 2 Bicycles  | 12 Salt Spreaders   |
| 2 Pickup Trucks                       | All mowing and snow plowing equipment, all other mechanical equipment |
| 5 5- Ton Dump Trucks                  | 2 Tractors/ Mowers Units  |
| 8 1-Ton Dump Trucks                   | 1 Brush Chipper   |
| 1 Ford Escape                         | 3 Ton Roller  |
| 6 Ford Explorers                      | 1 Side Arm Tractor - Mower  |
| 1 Camera Van                          | 10 Portable Generators + 2-3kw Gen.                                   |
| 1 Ford Utility Truck                  | 1 Troy Built Rototiller   |
| 1 International Tractor               | 1 Vactor Truck  |
| 1 Vibration Compaction Units          | 3 Utility Trailers  |
| 1 Snow Blower                         | 1 Paving Equipment Trailer  |
| Portable Hydraulic Power Unit & Tools | 1 Boom Mower  |
| 1 Diesel Air Compressor               |   |
| 1 CAT Backhoe                         |   |

**BUDGETARY COMMENT**

This sub-group’s budgetary costs for 2015 have increased slightly by \$2,500 or less than 1%. Therefore sub-groups remain the same for 2015.

**Vehicle/Equipment Maintenance – Account Summary**

<b><u>Personnel Services (100)</u></b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
100 Salaries & Wages	\$59,385	\$58,500	\$58,500	\$59,960
110 Salaries & Wages O.T.	1,958	2,000	5,125	3,500
198 Payroll Taxes & F.I.C.A.	4,734	4,700	4,900	4,740
<b>TOTAL</b>	<b>\$66,077</b>	<b>\$65,200</b>	<b>\$68,525</b>	<b>\$68,200</b>
<b><u>Contracted Services (200)</u></b>				
234 Repair/Main.-Motor Vehicles	\$25,023	\$20,000	\$22,500	\$20,000
236 Repair/Main.-Mech. Equip.	1,847	3,000	3,000	3,000
270 Contracted Services-Lease	65,827	67,300	67,300	67,300
<b>TOTAL</b>	<b>\$92,697</b>	<b>\$90,300</b>	<b>\$92,800</b>	<b>\$90,300</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
345 Hand Tools	\$342	\$2,000	\$1,500	\$1,500
350 Vehicle Parts	71,051	48,000	72,500	48,000
351 Fuel & Lubrication (Oil)	149,462	140,000	150,000	140,000
352 Tires	29,422	27,500	27,500	27,500
395 Other Supplies	440	300	500	300
<b>TOTAL</b>	<b>\$250,717</b>	<b>\$217,800</b>	<b>\$252,000</b>	<b>\$217,300</b>
<b><u>Capital Outlays (400)</u></b>				
400- Capital	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL VEH. /EQUIP. MAINT.</b>	<b>\$409,491</b>	<b>\$373,300</b>	<b>\$413,325</b>	<b>\$375,800</b>

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$259,024	\$299,546	\$293,554	\$326,593
Contracted Services	6,393	7,650	12,150	12,650
Materials & Supplies	3,552	3,750	4,450	3,750
<b>TOTAL</b>	<b>\$268,969</b>	<b>\$310,946</b>	<b>\$310,154</b>	<b>\$342,993</b>

**PROGRAM DESCRIPTION**

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

**BUDGETARY COMMENT**

For 2015, this sub-group has increased by \$32,047 or 10.2% due to an increase in the Personnel Services and Contracted Services categories with the Materials and Supplies remaining stable.

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
100 Salaries & Wages	\$174,414	\$194,792	\$192,000	\$218,048
140 Longevity	1,080	1,140	1,140	1,165
150 Sick Time Buyback	6,901	6,864	6,864	7,070
198 Payroll Taxes & F.I.C.A.	13,655	15,500	12,300	17,310
199 Fringe Benefits	62,974	81,250	81,250	83,000
<b>TOTAL</b>	<b>\$259,024</b>	<b>\$299,546</b>	<b>\$293,554</b>	<b>\$326,593</b>
<b><u>Contracted Services (200)</u></b>				
202 Association & Dues	\$413	\$1,000	\$1,000	\$1,000
203 Conf., Mtg., Seminar Exp.	29	1,000	1,000	1,000
261 Printing & Duplicating	0	650	650	650
262 Postage	1,197	2,500	1,500	2,000
270 Other Contracted Services	4,754	2,500	8,000	8,000
<b>TOTAL</b>	<b>\$6,393</b>	<b>\$7,650</b>	<b>\$12,150</b>	<b>\$12,650</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$3,325	\$3,000	\$4,000	\$3,000
301 Office Furniture & Equip.	198	500	250	500
395 Other Supplies	29	250	200	250
<b>TOTAL</b>	<b>\$3,552</b>	<b>\$3,750</b>	<b>\$4,450</b>	<b>\$3,750</b>
<b><u>Capital Outlays (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL DCS. ADM.</b>	<b>\$268,969</b>	<b>\$310,946</b>	<b>\$310,154</b>	<b>\$342,993</b>

<b>FUND</b>	<b>PROGRAM</b>	<b>SUB-GROUP</b>	<b>ACCOUNT NO.</b>
General	Community Services	Annual Rec. Prog.	01-451

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$36,341	\$37,678	\$37,678	\$37,678
Contracted Services	3,603	3,900	3,900	3,900
Materials & Supplies	30	275	325	275
<b>TOTAL</b>	<b>\$39,974</b>	<b>\$41,853</b>	<b>\$41,903</b>	<b>\$41,853</b>

**PROGRAM DESCRIPTION**

All programs are of an instructional nature. They include dance instruction and year round aqua aerobics. Program fees are established to pay for one hundred (100%) percent of all program costs. These costs include staff, equipment and supplies.

**BUDGETARY COMMENT**

Costs within this sub-group for 2015 remain stable when compared to 2014.

## Recreational Program – Account Summary

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b><u>Personnel Services (100)</u></b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
105 Salaries & Wages P.T.	\$34,034	\$35,000	\$35,000	\$35,000
198 Payroll Taxes & F.I.C.A.	2,307	2,678	2,678	2,678
<b>TOTAL</b>	<b>\$36,341</b>	<b>\$37,678</b>	<b>\$37,678</b>	<b>\$37,678</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$3,603	\$3,900	\$3,900	\$3,900
<b>TOTAL</b>	<b>\$3,603</b>	<b>\$3,900</b>	<b>\$3,900</b>	<b>\$3,900</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Rec. Prog. Supplies (Equip.)	\$30	\$75	\$75	\$75
395 Other Supplies	0	200	250	200
<b>TOTAL</b>	<b>\$30</b>	<b>\$275</b>	<b>\$325</b>	<b>\$275</b>
<b>TOTAL ANNUAL REC. PROG.</b>	<b>\$39,974</b>	<b>\$41,853</b>	<b>\$41,903</b>	<b>\$41,853</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Seasonal Rec. Prog.

**ACCOUNT NO.**  
01-452

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$5,892	\$8,075	\$7,575	\$8,075
Materials & Supplies	0	0	0	0
<b>TOTAL</b>	<b>\$5,892</b>	<b>\$8,075</b>	<b>\$7,575</b>	<b>\$8,075</b>

**PROGRAM DESCRIPTION**

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

**BUDGETARY COMMENT**

Costs within this sub-group for 2015 have remained the same as compared to their 2014 budget counterparts.

## Seasonal Recreation Programs – Account Summary

<u>Personnel Services (100)</u>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
105 Salaries & Wages P.T.	\$5,487	\$7,500	\$7,000	\$7,500
198 Payroll Taxes & F.I.C.A.	405	575	575	575
<b>TOTAL</b>	<b>\$5,892</b>	<b>\$8,075</b>	<b>\$7,575</b>	<b>\$8,075</b>
 <u>Materials &amp; Supplies (300)</u>				
395 Other Supplies	\$0	\$0	\$0	\$0
<b>TOTAL SEASONAL REC PROG.</b>	<b>\$5,894</b>	<b>\$8,075</b>	<b>\$7,575</b>	<b>\$8,075</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Pool Operations Prog.

**ACCOUNT NO.**  
01-453

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$153,434	\$158,770	\$149,414	\$156,100
Contracted Services	\$86,900	74,300	77,500	74,500
Materials & Supplies	60,904	65,200	67,144	65,200
Capital Outlays	0	0	0	0
<b>TOTAL</b>	<b>\$301,238</b>	<b>\$298,270</b>	<b>\$294,058</b>	<b>\$295,800</b>

**PROGRAM DESCRIPTION**

In 2000, a newly renovated and expanded community park outdoor pool facility opened. Additional programming, hours of operation, shade areas, concession building, staffing, water surface area, sun bathing area, and water features were included. As a result, our average season attendance of 42,000 has increased to 60,000. The operation program fees have been revised to cover all operating expenditures.

**BUDGETARY COMMENT**

For 2015, expenditures reflect a slight decrease of less than 1% or \$2,470 when compared to its 2014 counterpart. This decrease can be found in Personnel Services costs.

**Outdoor Pool Program – Account Summary**

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b><u>Personnel Services (100)</u></b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
105 Salaries & Wages P.T.	\$142,508	\$147,500	\$138,764	\$145,000
198 Payroll Taxes & F.I.C.A.	10,926	11,270	10,650	11,100
<b>TOTAL</b>	<b>\$153,434</b>	<b>\$158,770</b>	<b>\$149,414</b>	<b>\$156,100</b>
<b><u>Contracted Services (200)</u></b>				
220 Utilities-Gas, Water, Electric	\$69,426	\$60,000	\$69,500	\$61,000
236 Repair/Maint.-Mech. Equip.	6,379	6,500	1,500	6,500
270 Other Contracted Services	11,095	7,800	6,500	7,000
<b>TOTAL</b>	<b>\$86,900</b>	<b>\$74,300</b>	<b>\$77,500</b>	<b>\$74,500</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial/Cleaning Supplies	\$3,833	\$3,900	\$4,700	\$3,900
310 Uniform Purchase & Cleaning	1,888	2,800	2,000	2,800
372 Concession Stand	22,862	27,000	24,000	26,000
373 Chemical Supplies	21,074	21,000	21,661	21,000
395 Other Supplies	11,247	10,500	14,783	11,500
<b>TOTAL</b>	<b>\$60,904</b>	<b>\$65,200</b>	<b>\$67,144</b>	<b>\$65,200</b>
<b><u>Capital Outlays (400)</u></b>				
400 Capital Outlays	\$0	\$0	\$0	\$0
<b>TOTAL POOL OPERATIONS</b>	<b>\$301,238</b>	<b>\$298,270</b>	<b>\$294,058</b>	<b>\$295,800</b>

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Contracted Services	\$19,779	\$17,500	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$19,779</b>	<b>\$17,500</b>	<b>\$20,000</b>	<b>\$20,000</b>

**PROGRAM DESCRIPTION**

As of 2005, a total of six (6) issues of the Hampton Highlights are being mailed to residents. These mailings provide the resident with an up-to-date comprehensive notice of all activities available for their use. This mailing also provides the Township with 95% of its advertising revenue as an offset to publication costs associated with the Hampton Highlights being included in the Hampton Magazine, which is a privatized published periodical.

**BUDGETARY COMMENT**

For 2015, this sub-group has increased \$2,500 or 14.5% as compared to its 2014 counterpart. This \$20,000 cost represents the Township's annual contribution to the publication of this community magazine.

**Brochure/Newsletter – Account Summary**

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Contracted Services (200)</u></b>				
261 Printing and Duplications	\$19,779	\$17,500	\$20,000	\$20,000
<b>TOTAL</b>	<b>\$19,779</b>	<b>\$17,500</b>	<b>\$20,000</b>	<b>\$20,000</b>
<b>TOTAL NEWSLETTER</b>	<b>\$19,779</b>	<b>\$17,500</b>	<b>\$20,000</b>	<b>\$20,000</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Day/ Summer Camp

**ACCOUNT NO.**

01-458

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$127,030	\$127,577	\$127,877	\$128,175
Contracted Services	8,334	8,000	7,500	8,000
Materials & Supply	1,547	3,000	1,600	2,400
<b>TOTAL</b>	<b>\$136,911</b>	<b>\$138,577</b>	<b>\$136,977</b>	<b>\$138,575</b>

**PROGRAM DESCRIPTION**

Since 1995, this operation has consisted of two (2) elements: A State-licensed D.P.W. Day Care (before school and after school) program at each elementary school, Monday thru Friday throughout the school year and a Play Camp program that is an all-day non-licensed summer day camp operation, 7:00 a.m. to 6:00 p.m., Monday thru Friday, during summer vacation. Program fees are established to pay for 100% of all program costs.

**BUDGETARY COMMENT**

Expenditures within this sub-group remain stable when compared to 2014.

**Day/ Summer Camp – Account  
Summary**

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
100 Salaries and Wages	\$20,381	\$21,700	\$22,000	\$22,400
105 Salaries & Wages P.T.	91,914	91,000	91,000	91,000
198 Payroll Taxes & F.I.C.A.	8,548	8,622	8,622	8,675
199 Fringe Benefits	6,187	6,255	6,255	6,100
<b>TOTAL</b>	<b>\$127,030</b>	<b>\$127,577</b>	<b>\$127,877</b>	<b>\$128,175</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$8,334	\$8,000	\$7,500	\$8,000
<b>TOTAL</b>	<b>\$8,334</b>	<b>\$8,000</b>	<b>\$7,500</b>	<b>\$8,000</b>
<b><u>Materials &amp; Supply (300)</u></b>				
372 Concession – Latch-Key	\$916	\$1,200	\$800	\$1,200
395 Other Supplies	631	1,800	800	1,200
<b>TOTAL</b>	<b>\$1,547</b>	<b>\$3,000</b>	<b>\$1,600</b>	<b>\$2,400</b>
<b>TOTAL DAY/ SUMMER CAMP</b>	<b>\$136,911</b>	<b>\$138,577</b>	<b>\$136,977</b>	<b>\$138,575</b>

**FUND**

General

**PROGRAM**

Community Services

**SUB-GROUP**

Senior Citizen Prog.

**ACCOUNT NO.**

01-459

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$1,337	\$3,632	\$2,210	\$3,632
Materials & Supplies	0	750	300	450
<b>TOTAL</b>	<b>\$1,337</b>	<b>\$4,382</b>	<b>\$2,510</b>	<b>\$4,082</b>

**PROGRAM DESCRIPTION**

Our Senior Citizens Program operates year round and includes line dancing, exercise classes, special trips, special events, information meetings, and educational programs. As of March, 2005, all senior programs have moved into the new Community Center. This enabled much needed program growth and expansion. As well, to offset this budget increase, all senior program fees have been adjusted to cover 100% of all related costs.

**BUDGETARY COMMENT**

When compared to 2014, the 2015 costs within this sub-group have decreased \$300 or 7.2%.

**Senior Citizen Program – Account  
Summary**

**2013  
ACTUALS**

**2014  
BUDGET**

**2014  
FIN. EST.**

**2015  
BUDGET**

**Personnel Services (100)**

105 Salaries & Wages P.T.	\$1,337	\$3,374	\$2,000	\$3,374
198 Payroll Taxes & F.I.C.A.	0	258	210	258
<b>TOTAL</b>	<b>\$1,337</b>	<b>\$3,632</b>	<b>\$2,210</b>	<b>\$3,632</b>

**Materials & Supplies (300)**

395 Other Supplies	\$0	\$750	\$300	\$450
<b>TOTAL</b>	<b>\$0</b>	<b>\$750</b>	<b>\$300</b>	<b>\$450</b>

<b>TOTAL SENIOR CITIZEN PROG.</b>	<b>\$1,337</b>	<b>\$4,382</b>	<b>\$2,510</b>	<b>\$4,082</b>
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**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Youth Sports Prog.

**ACCOUNT NO.**  
01-460

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$7,680	\$10,766	\$7,536	\$9,766
Materials & Supplies	\$2,013	3,650	725	3,150
<b>TOTAL</b>	<b>\$9,693</b>	<b>\$14,416</b>	<b>\$8,261</b>	<b>\$12,916</b>

**PROGRAM DESCRIPTION**

Programs included are: Summer Recreation Swim Team, Pre-school programs, Fourth Grade Basketball Instruction, Youth Basketball League, Spring Street Hockey and Tennis Instruction. Staff, materials and supplies are also provided for in this category.

**BUDGETARY COMMENT**

For 2015, costs within this sub-group have decreased 9% or \$1,500 when compared to their 2014 counterparts. This is a result of a decrease in costs mainly within the Materials & Supplies category.

**Youth Sports Program – Account Summary**

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
<b><u>Personnel Services (100)</u></b>	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
105 Salaries & Wages P.T.	\$7,134	\$10,000	\$7,000	\$9,000
198 Payroll Taxes & F.I.C.A.	546	766	536	766
<b>TOTAL</b>	<b>\$7,680</b>	<b>\$10,766</b>	<b>\$7,536</b>	<b>\$9,766</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Rec. Prog. Sup. Sports-Equip.	\$1,854	\$3,000	\$300	\$2,500
371 Rec. Prog. Supplies-Awards	0	450	325	450
395 Other Supplies	159	200	100	200
<b>TOTAL</b>	<b>\$2,013</b>	<b>\$3,650</b>	<b>\$725</b>	<b>\$3,150</b>
<b>TOTAL YOUTH SPORTS PROG.</b>	<b>\$9,693</b>	<b>\$14,416</b>	<b>\$8,261</b>	<b>\$12,916</b>

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Materials & Supplies	\$774	\$800	\$800	\$800
<b>TOTAL</b>	<b>\$774</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>

**PROGRAM DESCRIPTION**

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

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

**BUDGETARY COMMENT**

Costs within this sub-group for 2015 remain stable.

**Adult Sports Program – Account  
Summary**

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Supplies	\$774	\$800	\$800	\$800
<b>TOTAL</b>	<b>\$774</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>
<b>TOTAL ADULT SPORTS PROG.</b>	<b>\$774</b>	<b>\$800</b>	<b>\$800</b>	<b>\$800</b>

<b>FUND</b>	<b>PROGRAM</b>	<b>SUB-GROUP</b>	<b>ACCOUNT NO.</b>
General	Community Services	Operational Prog.	01-462

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$0	\$270	\$0	\$270
Contracted Services	10,802	10,000	8,500	9,500
Materials & Supplies	0	150	100	150
<b>TOTAL</b>	<b>\$10,802</b>	<b>\$10,420</b>	<b>\$8,600</b>	<b>\$9,920</b>

**PROGRAM DESCRIPTION**

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

**BUDGETARY COMMENT**

This sub-group's budget for 2015 has decreased slightly when compared to the 2014 Budget, resulting in a reduction of \$500 within the Contracted Services category.

**Operational Programs – Account  
Summary**

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$0	\$250	\$0	\$250
198 Payroll Tax & F.I.C.A.	0	20	0	20
<b>TOTAL</b>	<b>\$0</b>	<b>\$270</b>	<b>\$0</b>	<b>\$270</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$10,802	\$10,000	\$8,500	\$9,500
<b>TOTAL</b>	<b>\$10,802</b>	<b>\$10,000</b>	<b>\$8,500</b>	<b>\$9,500</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
370 Supplies – Equipment	\$0	\$150	\$100	\$150
<b>TOTAL</b>	<b>\$0</b>	<b>\$150</b>	<b>\$100</b>	<b>\$150</b>
<b><u>Capital Outlays (400)</u></b>				
	\$0	\$0	\$0	\$0
<b>TOTAL OPERATIONAL PROG.</b>	<b>\$10,802</b>	<b>\$10,420</b>	<b>\$8,600</b>	<b>\$9,920</b>

<b>FUND</b>	<b>PROGRAM</b>	<b>SUB-GROUP</b>	<b>ACCOUNT NO.</b>
General	Community Services	Special Events	01-463

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$54	\$1,350	\$570	\$1,350
Contracted Services	15,317	30,000	32,500	32,500
Materials & Supplies	920	2,500	1,500	3,000
<b>TOTAL</b>	<b>\$16,291</b>	<b>\$33,850</b>	<b>\$34,570</b>	<b>\$36,850</b>

**PROGRAM DESCRIPTION**

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

**BUDGETARY COMMENT**

For 2015, costs increased \$3,000 or 809% due to a slight increase in the Contracted Services category plus a \$1,000 increase to support the Hampton Community Association's special events.

## Special Events – Account Summary

	<b>2013</b>	<b>2014</b>	<b>2014</b>	<b>2015</b>
	<b>ACTUALS</b>	<b>BUDGET</b>	<b>FIN. EST.</b>	<b>BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$50	\$1,250	\$530	\$1,250
198 Payroll Taxes & F.I.C.A.	4	100	40	100
<b>TOTAL</b>	<b>\$54</b>	<b>\$1,350</b>	<b>\$570</b>	<b>\$1,350</b>
<b><u>Contracted Services (200)</u></b>				
270 Other Contracted Services	\$15,317	\$30,000	\$32,500	\$32,500
<b>TOTAL</b>	<b>\$15,317</b>	<b>\$30,000</b>	<b>\$32,500</b>	<b>\$32,500</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
395 Other Supplies	\$920	\$2,500	\$1,500	\$3,000
<b>TOTAL</b>	<b>\$920</b>	<b>\$2,500</b>	<b>\$1,500</b>	<b>\$3,000</b>
<b><u>Capital Outlays (400)</u></b>	\$0	\$0	\$0	\$0
<b>TOTAL SPECIAL EVENTS</b>	<b>\$16,291</b>	<b>\$33,850</b>	<b>\$34,570</b>	<b>\$36,850</b>

**FUND**  
General

**PROGRAM**  
Community Services

**SUB-GROUP**  
Private Instruction

**ACCOUNT NO.**  
01-465

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$366	\$1,315	\$538	\$861
<b>TOTAL</b>	<b>\$366</b>	<b>\$1,315</b>	<b>\$538</b>	<b>\$861</b>

**PROGRAM DESCRIPTION**

This sub-group was developed in 1997 to meet the needs of those wanting to participate in Summer Private Tennis and/or Swim Instruction. This operation was well received and recommended for continuation in the operating budget.

**BUDGETARY COMMENT**

For 2015, this sub-group is showing a decrease of \$454 or 52% as compared to 2014, resulting from a decrease in Personnel Service costs.

**Private Instruction – Account  
Summary**

<b><u>Personnel Services (100)</u></b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
105 Salaries & Wages P.T.	\$340	\$1,200	\$500	\$800
198 S.U.I. & F.I.C.A.	26	115	38	61
<b>TOTAL</b>	<b>\$366</b>	<b>\$1,315</b>	<b>\$538</b>	<b>\$861</b>
<b>TOTAL PRIVATE INSTRUCTION</b>	<b>\$366</b>	<b>\$1,315</b>	<b>\$538</b>	<b>\$861</b>

<b>FUND</b>	<b>PROGRAM</b>	<b>SUB-GROUP</b>	<b>ACCOUNT NO.</b>
General	Community Services	Community Center	01-466

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$74,254	\$69,973	\$62,590	\$67,973
Contracted Services	203,886	176,000	178,000	170,000
Materials & Supplies	12,073	17,500	12,050	16,500
Capital Outlays	0	0	0	0
<b>TOTAL</b>	<b>\$290,213</b>	<b>\$263,473</b>	<b>\$252,640</b>	<b>\$254,473</b>

**PROGRAM DESCRIPTION**

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

**BUDGETARY COMMENT**

For 2014, this sub-group recognizes a decrease of \$9,000 as compared to 2014. Personnel Services, Contracted Services as well as Materials & Supplies costs decreased.

## Community Center – Account Summary

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Personnel Services (100)</u></b>				
105 Salaries & Wages P.T.	\$68,759	\$65,000	\$58,000	\$63,000
198 Payroll Taxes & F.I.C.A.	5,495	4,973	4,590	4,973
<b>TOTAL</b>	<b>\$74,254</b>	<b>\$69,973</b>	<b>\$62,590</b>	<b>\$67,973</b>
<b><u>Contracted Services (200)</u></b>				
220 Utilities (Water, Gas, Electric)	\$74,628	\$92,000	\$90,000	\$86,000
235 Repair/Maint. – Bldg. & Fac.	7,855	6,500	10,000	6,500
264 Janitorial Services	78,301	70,000	67,500	70,000
270 Other Contracted Services	43,102	7,500	10,500	7,500
<b>TOTAL</b>	<b>\$203,886</b>	<b>\$176,000</b>	<b>\$178,000</b>	<b>\$170,000</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
303 Janitorial & Cleaning Supplies	\$5,098	\$4,000	\$5,500	\$5,000
345 Hand Tools	0	500	450	500
360 Bldg. Maint. Parts & Supplies	3,560	5,000	1,000	3,500
372 Concession Stand Supplies	793	1,500	1,000	1,500
390 Minor Equipment	1,508	2,500	1,600	2,500
395 Other Supplies	1,114	4,000	2,500	3,500
<b>TOTAL</b>	<b>\$12,073</b>	<b>\$17,500</b>	<b>\$12,050</b>	<b>\$16,500</b>
<b><u>Capital Outlays (400)</u></b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL COMMUNITY CENTER</b>	<b>\$290,213</b>	<b>\$263,473</b>	<b>\$252,640</b>	<b>\$254,473</b>

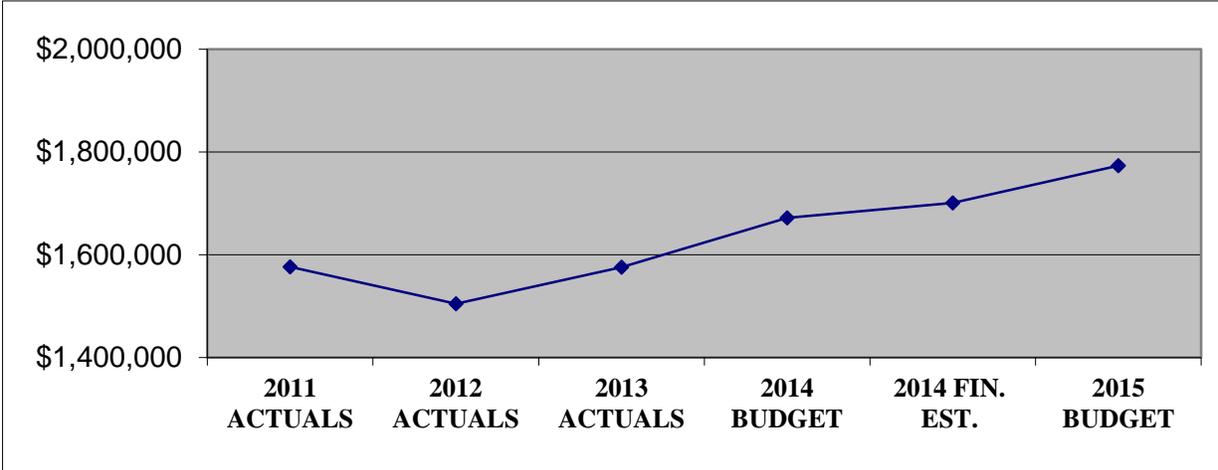
**2015**  
**Environmental Services**  
**Budget**

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

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

**ENVIRONMENTAL SERVICES**  
**EXPENDITURES**

<b>2011 ACTUALS</b>	<b>2012 ACTUALS</b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
\$1,576,422	\$1,504,594	\$1,575,990	\$1,671,648	\$1,700,860	\$1,772,921



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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$97,686	\$102,000	\$101,500	\$103,564
Contracted Services	63,144	62,200	57,650	62,950
Materials & Supplies	731	550	550	550
<b>TOTAL</b>	<b>\$161,561</b>	<b>\$164,750</b>	<b>\$159,700</b>	<b>\$167,064</b>

**PROGRAM DESCRIPTION**

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

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

**BUDGETARY COMMENT**

Costs within this sub-group for the 2015 Budget year total \$167,064. While this sub-group shows a slight increase in Personnel Service costs, Contracted Services as well as Materials & Supplies costs remained relatively stable.

**Environmental Services - Administration – Account Summary**

<b><u>Personnel Services (100)</u></b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
100 Salaries & Wages	\$66,500	\$68,500	\$68,500	\$70,500
140 Longevity	226	240	240	240
150 Accrued Leave Buyback	1,535	3,160	3,160	3,254
198 Payroll Taxes & F.I.C.A.	5,072	5,500	5,000	5,670
199 Fringe Benefits	24,353	24,600	24,600	23,900
<b>TOTAL</b>	<b>\$97,686</b>	<b>\$102,000</b>	<b>\$101,500</b>	<b>\$103,564</b>
<b><u>Contracted Services (200)</u></b>				
202 Assoc. & Professional Dues	\$110	\$2,500	\$100	\$2,500
203 Conf., Mtg., Seminar Expenses	157	2,000	2,000	2,000
204 Regulatory Fees	1,805	3,000	2,500	3,000
207 Engineering Services	40,045	35,000	24,625	35,000
261 Printing & Duplication	0	200	175	200
262 Postal Services	160	500	250	250
270 Other Contracted Services	20,867	19,000	28,000	25,000
<b>TOTAL</b>	<b>\$63,144</b>	<b>\$62,200</b>	<b>\$57,650</b>	<b>\$62,950</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$602	\$400	\$400	\$400
395 Other Supplies	129	150	150	150
<b>TOTAL</b>	<b>\$731</b>	<b>\$550</b>	<b>\$550</b>	<b>\$550</b>
<b><u>Capital Outlays (400)</u></b>	\$0	\$0	\$0	\$0
 <b>TOTAL ENVIR. SVS. ADMIN.</b>	 <b>\$161,561</b>	 <b>\$164,750</b>	 <b>\$159,700</b>	 <b>\$167,064</b>

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Personnel Services	\$817,262	\$860,698	\$860,698	\$916,545
Contracted Services	427,787	417,500	426,350	442,500
Materials & Supplies	150,447	164,700	175,500	168,200
Capital Outlays	18,933	64,000	78,612	78,612
<b>TOTAL</b>	<b>\$1,414,429</b>	<b>\$1,506,898</b>	<b>\$1,541,160</b>	<b>\$1,605,857</b>

**PROGRAM DESCRIPTION**

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

**BUDGETARY COMMENT**

For 2015 budget, the costs within this sub-group have risen by \$98,959 or approximately 6 %. Each category of this sub-group increased approximately 4-6%, while Capital Outlay was higher due to the increase expense of the lease agreement for the new GapVax Combination Vacuum Truck.

**Environmental Services – Operations – Account Summary**

<b><u>Personnel Services (100)</u></b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
100 Salaries & Wages	\$530,569	\$567,000	\$567,000	\$588,326
101 Sick Time Buybacks	16,931	18,000	18,000	18,350
105 Salaries & Wages P.T.	12,213	0	0	0
110 Salaries & Wages O.T.	45,499	46,000	46,000	46,000
140 Longevity	3,660	4,698	4,698	4,819
198 Payroll Taxes & F.I.C.A.	46,304	49,000	49,000	50,300
199 Fringe Benefits	162,086	176,000	176,000	208,750
<b>TOTAL</b>	<b>\$817,262</b>	<b>\$860,698</b>	<b>\$860,698</b>	<b>\$916,545</b>

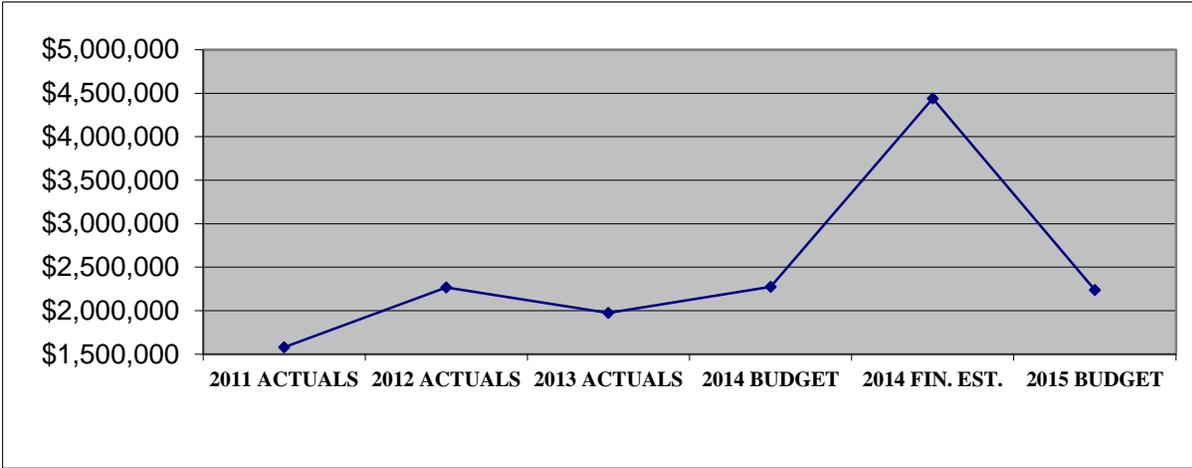
**Contracted Services (200)**

203 Conf., Mtg., Seminar Expenses	\$2,853	\$3,000	\$2,000	\$3,000
208 Contractual – Meals	209	500	250	500
220 Utilities – Gas, Water, Electric	203,128	195,000	200,000	197,500
236 Repair/Maint.-Mechanical Equip.	48,405	53,000	70,000	53,000
239 Repair/Maint.-Sewer Plant	42,581	35,000	33,500	60,000
245 Uniform Rental & Cleaning	3,660	4,000	3,000	4,000
246 Equipment Rental	0	2,000	1,000	2,000
269 Sludge Disposal	109,578	105,000	95,000	102,500
270 Other Contracted Services	6,261	0	1,600	0
275 Contr. Emergency Repairs-SLM	11,112	20,000	20,000	20,000
<b>TOTAL</b>	<b>\$427,787</b>	<b>\$417,500</b>	<b>\$426,350</b>	<b>\$442,500</b>

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Materials &amp; Supplies (300)</u></b>				
300 Office Supplies	\$156	\$200	\$500	\$200
310 Uniform Purchase	1,521	2,500	2,500	2,500
311 Protective/Safety Clothing	2,165	5,000	9,500	6,000
344 Sewer Maintenance Supplies	24,168	26,500	32,500	26,500
346 Sewer Maintenance – Vactor	10,310	5,000	2,500	3,000
347 Mech. Equip. - (Parts, Supplies)	32,673	38,500	37,000	37,500
348 Mech. Equip. – Filter Press	8,391	11,000	19,000	13,000
362 Lab Supplies	13,865	16,000	15,000	23,000
363 Chlorine	10,054	9,000	8,000	9,000
365 Belt Press Polymers	7,001	8,500	8,500	8,500
366 Misc. Chemical Supplies	29,705	28,500	27,000	25,000
390 Minor Equipment	4,107	5,000	4,500	5,000
395 Other Supplies	6,331	9,000	9,000	9,000
<b>TOTAL</b>	<b>\$150,447</b>	<b>\$164,700</b>	<b>\$175,500</b>	<b>\$168,200</b>
<b><u>Capital Outlays (400)</u></b>				
400 Capital Outlay	\$18,933	\$64,000	\$78,612	\$78,612
<b>TOTAL</b>	<b>\$18,933</b>	<b>\$64,000</b>	<b>\$78,612</b>	<b>\$78,612</b>
<b>TOTL. ENVRN'L SERV. OPER.</b>	<b>\$1,414,429</b>	<b>\$1,506,898</b>	<b>\$1,541,160</b>	<b>\$1,605,857</b>

**DEBT SERVICE  
EXPENDITURES**

<b>2011 ACTUALS</b>	<b>2012 ACTUALS</b>	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
\$1,580,547	\$2,628,200	\$1,976,926	\$2,275,000	\$4,439,000	\$2,238,000



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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
Debt Services/Transfers	\$1,976,926	\$2,275,000	\$4,439,000	\$2,238,000
<b>TOTAL</b>	<b>\$1,976,926</b>	<b>\$2,275,000</b>	<b>\$4,439,000</b>	<b>\$2,238,000</b>

**PROGRAM DESCRIPTION**

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

Today, the Township of Hampton's total debt burden equates out to \$21,126,982. The current legal debt limit for the Township is a little over \$32,000,000 with this value is expected to climb to \$35,000,000 by the end of the 2015 fiscal year. This being the case, the Township has used up approximately 65% of its legal debt limit, leaving about \$10,873,018 available for borrowing should the need arise.

Annual Tax and Revenue Anticipation Note (TRAN) borrowing (2015: \$2,000,000) is also accounted for in this sub-group as is budgetary transfers. Each year, the Township also transfers funds from its General Fund to its Capital Improvement, Capital Reserve, Emergency Reserve, Sewer Capital Improvements Reserve, and Escrow Fund.

**BUDGETARY COMMENT**

For 2015, costs within the Debt Service and Transfers sub-group have increased by \$37,000 or approximately 1.6%. This increase in costs is attributable to an increase in GOB Debt Service costs as the Township finalizes a 10 year Capital Projects loan for work to be completed in 2014 – 2015.

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

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST.</b>	<b>2015 BUDGET</b>
<b><u>Debt Service/Transfers (500)</u></b>				
501 Inter. On Tax/ Revenue Note	\$21,308	\$35,000	\$17,000	\$21,000
502 G.O.B. Debt Service	1,558,087	1,698,000	1,850,000	1,700,000
507 Transfer to Emer. Reserve	100,000	0	200,000	0
508 Transfer to CAP. Equip. Reserve	0	0	0	0
509 Transfer to Capital Impr.	205,531	450,000	1,680,000	425,000
515 Library Debt Service	92,000	92,000	92,000	92,000
517 Transfer to Lower A.P.	0	0	600,000	0
<b>TOTAL TRANSFERS</b>	<b>\$1,976,926</b>	<b>\$2,275,000</b>	<b>\$4,439,000</b>	<b>\$2,238,000</b>

**GENERAL   FUND   SUMMARY  
TOTAL**

	<b>2013 ACTUALS</b>	<b>2014 BUDGET</b>	<b>2014 FIN. EST</b>	<b>2015 BUDGET</b>
<b>TOTAL GEN.FUND EXPENSES</b>	\$13,451,274	\$13,783,716	\$16,132,086	\$13,871,963

**TOWNSHIP OF HAMPTON**  
**2015 SUMMARY OF OTHER FUNDS**

	Liquid Fuels (02)	Sewer Cap. Res Fund (03)	Escrow Fund (04)
<b>Revenue Source</b>			
Tax Revenue/Fees			
Liquid Fuels	\$486,000		
Foreign Casualty Tax/Grant			
Transfer from Capital Reserve			
Transfer from General Fund			
Transfer from Sewer Cap. Res.			
Other Revenues & Investments	100	\$100	\$11,000
Rental (Capital Fees)		185,000	
<b>Total Estimated Revenue</b>	<b>\$486,100</b>	<b>\$185,100</b>	<b>\$11,000</b>
Unobligated Balance (1/1/01)	\$35,000	150,000	\$633,720
Cash/Investment			
<b>Total Available Revenue</b>	<b>\$521,100</b>	<b>\$335,100</b>	<b>\$644,720</b>
<b>Expenditures</b>			
Capital Budget	\$250,000	\$200,000	
Personnel Services (Salaries)			
Contracted Services	20,000		\$50,000
Materials and Supplies			
Capital Outlay (up to \$4,000)			
Employer Pension Contribution			
Debt Service/Refunds			
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund	233,000	25,000	
Transfer to Sewer Fund			
Transfer to Capital Imp. Fund			0
Return to Developers			100,000
Miscellaneous	50		2,000
<b>Total Expenditures</b>	<b>\$503,050</b>	<b>\$225,000</b>	<b>\$152,000</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$18,050</b>	<b>\$110,100</b>	<b>\$492,720</b>

**TOWNSHIP OF HAMPTON  
2015 SUMMARY OF OTHER FUNDS**

	Emergency Reserve (07)	Capital Improvement (08)
Tax Revenue		<b>Included as part of Budget Booklet</b>
Liquid Fuels		
Foreign Casualty Tax/Grants (FEMA)		
Transfer from Capital Reserve		
Transfer from General Fund		
Transfer from Sewer Cap. Res.		
Transfer from Emergency Reserve		
Bond Proceeds		
Other Revenue and Investments	\$1,500	
<b>Total Estimated Revenue</b>		
Unobligated Balance (1/1/01) Cash/Investment	\$539,310	
<b>Total Available Revenue</b>	<b>\$540,810</b>	
Capital Budget		
Personnel Services (Salaries)		
Contracted Services		
Materials and Supplies		
Capital Outlay (up to \$4,000)		
Employer Pension Contribution		
Debt Service/Refunds		
Encumbered Balance		
Return on Cash Investments		
Transfer to General Fund		
Transfer to Sewer Fund		
<b>Total Expenditures</b>	<b>\$0</b>	
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$540,810</b>	

**TOWNSHIP OF HAMPTON  
SUMMARY OF OTHER FUNDS**

	Capital Reserve (09)	Fire Fund (10)
Tax Revenue		\$323,900
Liquid Fuels		
Foreign Casualty Tax/Pension		137,000
Transfer from Capital Reserve		
Transfer from General Fund	\$0	
Transfer from Sewer Cap. Res.	200	5,000
Other Revenue and Investments		
<b>Total Estimated Revenue</b>	<b>200</b>	<b>465,900</b>
Unobligated Balance (1/1/01) Cash/Investment	\$14,785	\$5,000
<b>Total Available Revenue</b>	<b>\$14,985</b>	<b>\$470,900</b>
Capital Budget		
Personnel Services (Salaries)		
Contracted Services		
Materials and Supplies		
Capital Outlay (up to \$4,000)		
Employer Pension Contribution		\$137,000
Debt Service/Refunds		1,000
Encumbered Balance		
Return on Cash Investments		
Transfer to General Fund		
Transfer to Emergency Reserve		
Transfer to Sewer Fund		
Transfer to Fire Association		320,000
Miscellaneous		1,000
<b>Total Expenditures</b>	<b>\$0</b>	<b>\$459,000</b>
<b>Unobligated Balance (Fund Deficit)</b>	<b>\$14,985</b>	<b>\$11,900</b>

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

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

**TOWNSHIP OF HAMPTON**

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

**CAPITAL IMPROVEMENTS FUND BUDGET**

**2015  
BUDGET**

**REVENUES:**

Cash Balance 1-1-15.....	\$65,000
Interest on Investments.....	<u>500</u>
<b>TOTAL REVENUE.....</b>	<b>\$65,500</b>

**EXPENDITURES:**

General Govt./Administration.....	\$ -0-
Information Technology.....	45,000
Police/Public Safety.....	13,000
Community Devel./Land Use.....	-0-
Community Services.....	738,000
Environmental Svs.(SLM/WPCP).....	150,000
Facilities.....	52,000
H.C.A.Playground Project.....	60,000
Lower A.P. Traffic Impr. Project Cont.....	-0-
<b>TOTAL EXPENDITURES.....</b>	<b>\$ 1,058,000</b>

**(DEF.) OF REVENUE OVER EXP..... \$ (993,000)**

**TRANSFERS FROM OTHER FUNDS:**

General Fund (GF).....	\$ 475,000
Capital Reserve (CR).....	-0-
Sewer System Cap. Res. (SSCR).....	200,000
Liquid Fuels (LF).....	250,000
CPM (Rec. Capital) Fund.....	25,000
H.C.A. Donation Funds.....	<u>35,000</u>

**TOTL. TRAN. FROM OTHER FUNDS.....\$ 985,000**

**TRANSFER TO:**

Excess (Deficiency) of Revenues And Transfers over Expenditures.....	\$ (8,000)
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**Township of Hampton**  
**2015 Capital Budget Summary**

<b><u>Category</u></b>	<b><u>Proposed Budget</u></b>
<b>Information Technology</b>	\$ 45,000
• Municipal Building and Multi-Media Conference Room.	
<b>Police/ Public Safety</b>	\$ 13,500
• U.H.F. Radios	
<b>Environmental Services (Sewer)</b>	\$ 150,000
• Additional Storage Building (Gap-Vax) \$ 50,000	
• Lab Equipment up-grade 25,000	
• Emergency Generator 20,000	
• Slip-Lining 55,000	
<b>Community Services</b>	\$ 738,000
• 2015 Road Resurfacing Program \$ 525,000	
• 5 Ton Truck Purchase 150,000	
• Brine System 50,000	
• Skid- Steer Power Broom 9,000	
• Phase II- Rotary Lake Project 4,000	
<b>Facilities</b>	\$ 52,000
• Police Building Roof	
<b>Other- H.C.A. Playground Project</b>	\$ 60,000
<b>TOTAL</b>	<b>\$ 1,058,000</b>
<b>TOTAL AVAILABLE REVENUE:</b>	<b>\$ 885,000</b>
• Gen. Fund Transfer \$ 425,000	
• Sewer Sys. Capital Res. 150,000	
• Liquid Fuels 250,000	
• C.P.M. (Rec Capital) Fund 25,000	
• H.C.A. Donations 35,000	
<b><u>VARIANCE</u></b>	<b>\$ (173,000)</b>

**2015 Township of Hampton**

**Administrative Staff**  
**Salary Information**

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>2014 Base Salary</u></b>	<b><u>2015 Base Salary</u></b>
Manager	Lochner	\$121,000	\$122,850
Asst. Manager	Bernet	69,500	71,600
Chief of Police	Pecora	98,361	101,500
Comm. Serv. Dir.	Zarenko	86,950	89,550
Envir. Serv. Dir.	Degnan	68,500	70,500
Land Use Adm.	Orban	63,000	64,800
Facilities Director	Corace	68,500	70,500
Finance Director	Presto	68,000	70,000
I.T. Director	Zech	57,100	58,850
Police Secretary	Kelley/Pastor	39,900	32,500
Land Use Assistant	Gaus/Lukas	30,100	31,000
Support System Tech.	Wielgus	33,500	34,500
Purchasing./Rev. Clerk	Perzel	34,000	35,000
Finance Clerk	Maramonte	29,000	30,000
Day Camp/ PC Dir.	Adlesic	31,000	32,000
Program Supervisor	Ryder	35,150	36,200
Facility Manager(s)			
• Rentals	Radage	31,950	32,900
• Operations	Hoburg	31,442	33,500
Permit Clerk	Lukas/Perrucci	30,000	30,635
Web User Designer	Concannon	-0-	32,596
<b>TOTAL</b>		<b>\$1,026,953</b>	<b>\$1,080,981</b>
<b>Part-time Employees</b>		<b>Hourly Rate</b>	
Receptionist	Lichina	\$12.50	\$13.00
Receptionist	White	12.50	\$13.00
Mgr. Secretary	Scolieri	12.00 (13.50- March 1, 2014)	\$14.00
Part-time Code Enf. Officers		\$12.00	\$12.00

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

<b>Position</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>	<b>2013</b>	<b>2014</b>	<b>2015</b>
Municipal Manager	1	1	1	1	1	1
Chief of Police	0	0	1	1	1	1
Chief Administrator of Police	1	1	0	0	0	0
Public Works/Parks & Rec. Dir.	0	0	0	0	0	0
Community Services Director	1	1	1	1	1	1
W.P.C.P. Director	0	0	0	0	0	0
Environmental Serv. Dir.	1	1	1	1	1	1
Finance Records Coordinator	0	0	0	0	0	0
Finance Director	1	1	1	1	1	1
Sewer Line Maint. Supt.	0	0	0	0	0	0
Environmental Serv. Supt.	0	0	0	0	0	0
Land Use Administrator	1	1	1	1	1	1
Information Technology Dir.	1	1	1	1	1	1
Building Insp. /Code Enforce.	1	1	1	0	0	0
Administrative Assistant	0	0	0	0	0	0
Asst. to the Manager-Public Rel	0	0	0	0	0	0
Manager's Secretary	1	1	1	1	1	1
Asst. Township Manager	1	1	1	1	1	1
IT System Support Tech.	0	0	0	1	1	1
Facility Maintenance Director	0	0	0	1	1	1
Recreation Program Supervisor	1	1	1	1	1	1
Facility Manager (Comm Ctr)	1	0	0	1	1	1
Finance Clerk	1	1	1	1	1	1
Police Secretary	1	1	1	1	1	1
Planning/G.I.S. Secretary	0	0	0	0	0	0
Land Use Assistant	1	1	1	1	1	1
Revenue/Purchasing Clerk	1	1	1	1	1	1
Permit Clerk/Typist II	1	1	1	1	1	1
Parks & Recreation Secretary	0	0	0	0	0	0
Front Desk Receptionist	1	1	0	0	0	0
Police Sergeant/ Captain	5	5	4	4	4	4
Police Officers	12	12	13	13	13	13
Public Works Fore./Supervisor	0	0	0	0	1	2
Community Services Supt.	1	1	1	1	0	0
Public Works Laborer(s)	0	0	0	0	0	0
Parks & Recreation Laborer(s)	0	0	0	0	0	0
Community Services Laborer(s)	15	15	15	15	16	15
WPCP. Laborer(s)	0	0	0	0	0	0
Sewer Line Maint. Laborer(s)	0	0	0	0	0	0
Environmental Serv. Laborer(s)	8	9	9	9	10	10
<b>TOTAL</b>	<b>58</b>	<b>59</b>	<b>58</b>	<b>60</b>	<b>62</b>	<b>62</b>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

***Operating Budget*** – Plans of current expenditures and the proposed means of financing them. The annual operating budget is the primary means by which most of the financing of acquisition, spending and service delivery activities of a government are controlled.

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

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

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

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

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

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

## **ARTICLE XI FINANCE**

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

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

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

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

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

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

### **Section 1104. Budget**

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

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

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

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

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

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

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

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

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

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

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

### **Section 1107. Appropriations**

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

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

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

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

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

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

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

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

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

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

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

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

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

