

2021
COMMUNITY SERVICES PROGRAM
Budget

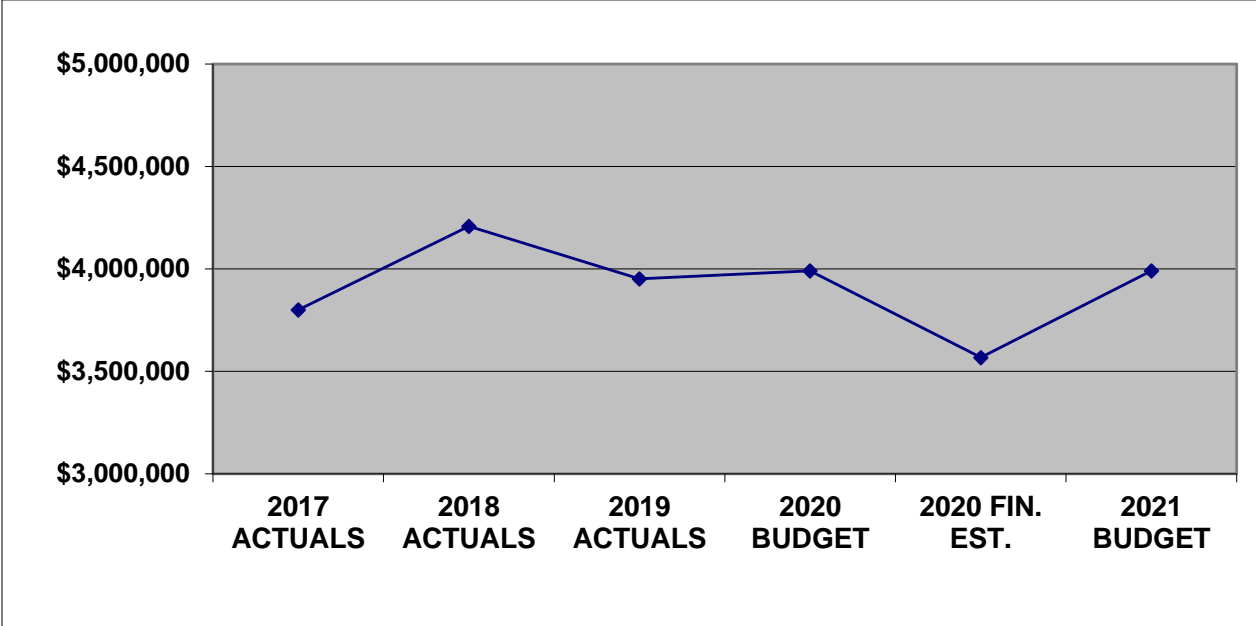
Principle Goal/ Mission Statement: To pursue a management style based on employee input and the concept of teamwork – joint decision making utilizing all available resources.

Program Categories

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

COMMUNITY SERVICES EXPENDITURES

2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 BUDGET	2020 FINAL EST.	2021 BUDGET
\$3,799,835	\$4,208,164	\$3,951,345	\$3,990,545	\$3,568,121	\$3,814,389



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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$1,351,852	\$1,417,966	\$1,384,986	\$1,404,817
Contracted Services	77,684	79,200	78,876	82,200
Materials & Supplies	95,904	150,875	116,864	155,875
TOTAL	\$1,525,440	\$1,648,041	\$1,580,726	\$1,642,892

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 2021, costs in this sub-group have decreased by \$5,149 or less than 1% as the Township looks to maintain its road and park maintenance efforts.

Street/Bridge Maint. – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
100 Salaries & Wages	\$878,260	\$947,756	\$944,549	\$934,930
101 Accrued Leave Buyback	15,515	23,130	16,572	23,742
110 Salaries & Wages O.T.	91,081	65,000	48,017	65,000
140 Longevity	6,540	6,280	6,665	6,280
198 Payroll Taxes & F.I.C.A.	74,171	79,726	75,793	78,791
199 Fringe Benefits	286,285	296,074	293,390	296,074
TOTAL	\$1,351,852	\$1,417,966	\$1,384,986	\$1,404,817
<u>Contracted Services (200)</u>				
208 Contractual-Meals	\$1,089	\$2,000	\$494	\$2,000
220 Utilities-(Water, Gas, Electric)	23,055	20,000	16,972	20,000
237 Repair/Maint.-Park Facilities	1,232	3,000	394	3,000
238 Repair/Maint.-Fields/Grounds	2,228	8,500	4,524	8,500
243 Other Rental Charges	196	700	182	700
245 Uniform Clean & Rental	5,439	5,500	5,651	5,500
270 Other Contracted Services	18,223	12,000	24,202	15,000
272 Contracted Radio Services	2,609	2,500	2,766	2,500
283 Contracted Bridge Maintenance	0	3,000	0	3,000
285 Contracted Street Sweeping	13,781	0	0	0
289 Contracted Tree Removal	9,832	22,000	23,690	22,000
TOTAL	\$77,684	\$79,200	\$78,876	\$82,200
<u>Materials & Supplies (300)</u>				
303 Janitorial/Cleaning Supplies	\$41	\$375	\$0	\$375
310 Uniform Purchase	4,120	4,500	4,535	4,500
331 Road Dept. Line Painting	2,157	18,000	17,555	18,000
341 Asphalt/Other Related Material	35,628	50,000	50,527	50,000
342 Road/Bridge Guide Rails	2,194	25,000	9,612	30,000
346 Street Maintenance Tools	2,833	4,000	2,397	4,000
374 Park Facilities – Maint. Supp.	22,801	17,000	9,064	17,000
375 Field & Grounds–Maint. Supp.	14,568	18,000	15,654	18,000
390 Minor Equipment	7,966	12,000	5,902	12,000
395 Other Supplies	3,596	2,000	1,618	2,000
TOTAL	\$95,904	\$150,875	\$116,864	\$155,875
TOTAL Street/Bridge Maint.	\$1,525,440	\$1,648,041	\$1,580,726	\$1,642,892

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$66,374	\$69,973	\$78,471	\$69,973
Contracted Services	10,793	5,000	0	5,000
Materials & Supplies	432,254	510,500	396,035	313,500
TOTAL	\$509,421	\$585,473	\$474,506	\$388,473

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 2021, costs within the Snow/Ice Control sub-group have decreased \$197,000 or 33%.

Snow/Ice Control – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
110 Salaries & Wages O.T.	\$61,738	\$65,000	\$72,963	\$65,000
198 Payroll Taxes & F.I.C.A.	4,636	4,973	5,508	4,973
TOTAL	\$66,374	\$69,973	\$78,471	\$69,973
<u>Contracted Services (200)</u>				
270 Other Contracted Services	\$10,793	\$5,000	\$0	\$5,000
TOTAL	\$10,793	\$5,000	\$0	\$5,000
<u>Materials & Supplies (300)</u>				
343 Snow/Ice Control Material	\$415,212	\$500,000	\$393,939	\$305,000
347 Mechanical Equipment	5,208	4,000	390	4,000
390 Minor Equipment	550	500	0	500
395 Other Supplies	11,283	6,000	1,706	4,000
TOTAL	\$432,254	\$510,500	\$396,035	\$313,500
TOTAL Snow/Ice Control	\$509,421	\$585,473	\$474,506	\$388,473

FUND

General

PROGRAM

Community Services

SUB-GROUP

Storm Sewer Maint.

ACCOUNT NO.

01-433

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Contracted Services	\$36,723	\$0	\$0	\$0
Materials & Supplies	101,368	0	2,435	0
Capital Outlay	0	0	0	0
TOTAL	\$138,091	\$0	\$2,435	\$0

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 2021, there are no expenses in this sub-group. The Hampton Township Council enacted a Storm Water Management Fee in December 2019 which will address and fund storm water sewers and catch basins.

Storm Sewer Maintenance – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Contracted Services (200)</u>				
270 Other Contracted Services	\$36,723	\$0	\$0	\$0
TOTAL	\$36,723	\$0	\$0	\$0
<u>Materials & Supplies (300)</u>				
344 Storm Sewer Maint. Supplies	\$101,160	\$0	\$2,435	\$0
395 Other Supplies	207	0	0	0
TOTAL	\$101,368	\$0	\$2,435	\$0
<u>Capital Outlay (400)</u>				
400 Detention Pond Maintenance	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0
TOTAL Storm Sewer Maintenance	\$138,091	\$0	\$2,435	\$0

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$97,474	\$99,490	\$98,958	\$97,373
Contracted Services	123,918	92,000	129,580	92,000
Materials & Supplies	166,445	184,600	149,006	172,100
Capital Outlay	0	0	0	0
TOTAL	\$387,837	\$376,090	\$377,544	\$361,473

PROGRAM DESCRIPTION

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

Major Township vehicles and equipment serviced internally currently include:

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

BUDGETARY COMMENT

This sub-group's budgetary costs for 2021 have remained relatively stable decreasing by \$14,617 or 4%.

Vehicle/Equipment Maintenance – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
100 Salaries & Wages	\$66,300	\$67,852	\$68,315	\$65,885
110 Salaries & Wages O.T.	1,532	1,500	826	1,500
198 Payroll Taxes & F.I.C.A.	5,083	5,305	5,186	5,155
199 Fringe Benefits	24,559	24,833	24,632	24,833
TOTAL	\$97,474	\$99,490	\$98,958	\$97,373
<u>Contracted Services (200)</u>				
234 Repair/Main.-Motor Vehicles	\$53,205	\$32,500	\$44,827	\$32,500
236 Repair/Main.-Mechanical Equip.	898	2,000	261	2,000
270 Contracted Services-Lease	69,816	57,500	84,492	57,500
TOTAL	\$123,918	\$92,000	\$129,580	\$92,000
<u>Materials & Supplies (300)</u>				
345 Hand Tools	\$1,083	\$1,500	\$1,758	\$1,500
350 Vehicle Parts	57,180	55,000	54,265	55,000
351 Fuel & Lubrication	88,697	102,500	66,769	90,000
352 Tires	18,469	25,000	23,914	25,000
395 Other Supplies	1,017	600	2,299	600
TOTAL	\$166,445	\$184,600	\$149,006	\$172,100
<u>Capital Outlay (400)</u>				
400 Capital Outlay	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0
TOTAL Vehicle/Equip. Maint.	\$387,837	\$376,090	\$377,544	\$361,473

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$445,527	\$395,033	\$385,999	\$405,331
Contracted Services	52,574	60,300	54,017	59,800
Materials & Supplies	3,032	4,500	2,601	4,500
TOTAL	\$501,133	\$459,833	\$442,617	\$469,631

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 2021, this sub-group has increased by \$9,798 or 2% due to an increase in Personnel Services.

D.C.S. Administration – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
100 Salaries & Wages	\$268,858	\$267,387	\$265,614	\$276,348
140 Longevity	1,275	1,200	1,553	1,680
150 Accrued Leave Buyback	59,465	4,704	3,533	4,830
198 Payroll Taxes & F.I.C.A.	24,112	20,907	19,928	21,639
199 Fringe Benefits	91,817	100,836	95,372	100,836
TOTAL	\$445,527	\$395,033	\$385,999	\$405,331
<u>Contracted Services (200)</u>				
202 Association & Dues	\$1,070	\$3,000	\$1,210	\$3,000
203 Conf., Mtg., Seminar Exp.	6,054	6,500	2,170	6,000
261 Printing & Duplicating	1,240	1,000	1,644	1,000
262 Postal Service	513	2,000	560	2,000
270 Other Contracted Services	42,117	46,000	46,896	46,000
279 Employment Application Exp.	1,579	1,800	1,536	1,800
TOTAL	\$52,574	\$60,300	\$54,017	\$59,800
<u>Materials & Supplies (300)</u>				
300 Office Supplies	\$3,020	\$3,000	\$1,080	\$3,000
301 Office Furniture & Equip.	0	500	380	500
395 Other Supplies	12	1,000	1,141	1,000
TOTAL	\$3,032	\$4,500	\$2,601	\$4,500
TOTAL D.C.S. Administration	\$501,133	\$459,833	\$442,617	\$469,631

FUND

General

PROGRAM

Community Services

SUB-GROUP

Annual Rec. Prog.

ACCOUNT NO.

01-451

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$3,600	\$3,768	\$2,600	\$3,768
Contracted Services	0	5,000	0	5,000
Materials & Supplies	0	0	0	0
TOTAL	\$3,600	\$8,768	\$2,600	\$8,768

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

Costs within this sub-group for 2021 are maintained the same as in 2020.

Annual Recreational Programs – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$3,600	\$3,500	\$2,600	\$3,500
198 Payroll Taxes & F.I.C.A.	0	268	0	268
TOTAL	\$3,600	\$3,768	\$2,600	\$3,768
<u>Contracted Services (200)</u>				
270 Other Contracted Services	\$0	\$5,000	\$0	\$5,000
TOTAL	\$0	\$5,000	\$0	\$5,000
<u>Materials & Supplies (300)</u>				
370 Rec. Prog. Supplies/Equip.	\$0	\$0	\$0	\$0
395 Other Supplies	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0
TOTAL Annual Recreational Programs	\$3,600	\$8,768	\$2,600	\$8,768

FUND

General

PROGRAM

Community Services

SUB-GROUP

Seasonal Rec. Prog.

ACCOUNT NO.

01-452

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$3,128	\$6,459	\$1,780	\$6,459
Materials & Supplies	0	0	0	0
TOTAL	\$3,128	\$6,459	\$1,780	\$6,459

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

Costs within this sub-group for 2021 have remained stable when compared to 2020.

Seasonal Recreation Programs – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$2,979	\$6,000	\$1,679	\$6,000
198 Payroll Taxes & F.I.C.A.	149	459	102	459
TOTAL	\$3,128	\$6,459	\$1,780	\$6,459
<u>Materials & Supplies (300)</u>				
395 Other Supplies	\$0	\$0	\$0	\$0
TOTAL	\$0	\$0	\$0	\$0
TOTAL Seasonal Recreation Programs	\$3,128	\$6,459	\$1,780	\$6,459

<u>FUND</u>	<u>PROGRAM</u>	<u>SUB-GROUP</u>	<u>ACCOUNT NO.</u>
General	Community Services	Outdoor Pool Operations	01-453

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$199,233	\$201,844	\$176,048	\$201,844
Contracted Services	81,964	79,500	42,282	79,500
Materials & Supplies	72,842	78,000	40,595	78,000
Capital Outlay	23,751	15,000	0	15,000
TOTAL	\$377,790	\$374,344	\$258,925	\$374,344

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

For 2021, expenditures within this sub-group are maintained at the same level as 2020.

Outdoor Pool Operations – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$185,091	\$187,500	\$163,547	\$187,500
198 Payroll Taxes & F.I.C.A.	14,142	14,344	12,501	14,344
TOTAL	\$199,233	\$201,844	\$176,048	\$201,844
<u>Contracted Services (200)</u>				
220 Utilities-Gas, Water, Electric	\$61,437	\$60,000	\$14,465	\$60,000
236 Repair/Maint.-Mech. Equip.	12,914	12,500	8,130	12,500
270 Other Contracted Services	7,613	7,000	19,687	7,000
279 Employment Application Exp.	0	0	0	0
TOTAL	\$81,964	\$79,500	\$42,282	\$79,500
<u>Materials & Supplies (300)</u>				
303 Janitorial/Cleaning Supplies	\$2,736	\$4,000	\$2,614	\$4,000
310 Uniform Purchase & Cleaning	3,638	4,000	3,553	4,000
372 Concession Stand Supplies	28,626	30,000	0	30,000
373 Chemical Supplies - Pool	26,439	25,000	24,506	25,000
395 Other Supplies	11,404	15,000	9,923	15,000
TOTAL	\$72,842	\$78,000	\$40,595	\$78,000
<u>Capital Outlay (400)</u>				
400 Capital Outlay	\$23,751	\$15,000	\$0	\$15,000
TOTAL	\$23,751	\$15,000	\$0	\$15,000
TOTAL Outdoor Pool Operations	\$377,790	\$374,344	\$258,925	\$374,344

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Contracted Services	\$13,269	\$45,000	\$24,790	\$45,000
TOTAL	\$13,269	\$45,000	\$24,790	\$45,000

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

For 2021, this sub-group is maintained at the same rate as in 2020.

Newsletter/Brochure – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Contracted Services (200)</u>				
261 Printing and Duplicating	\$13,269	\$45,000	\$24,790	\$45,000
TOTAL	\$13,269	\$45,000	\$24,790	\$45,000
TOTAL Newsletter/Brochure	\$13,269	\$45,000	\$24,790	\$45,000

FUND

General

PROGRAM

Community Services

SUB-GROUP

Day/Summer Camp

ACCOUNT NO.

01-458

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$78,506	\$43,060	\$37,384	\$43,060
Contracted Services	295	2,000	0	2,000
Materials & Supplies	1,805	1,600	1,070	1,600
TOTAL	\$80,606	\$46,660	\$38,454	\$46,660

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

Expenditures within this sub-group are maintained at the 2020 level.

Day/ Summer Camp – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
100 Salaries & Wages	\$27,075	\$0	\$0	\$0
105 Salaries & Wages P.T.	30,773	40,000	34,727	40,000
140 Longevity	0	0	0	0
198 Payroll Taxes & F.I.C.A.	4,685	3,060	2,657	3,060
199 Fringe Benefits	15,973	0	0	0
TOTAL	\$78,506	\$43,060	\$37,384	\$43,060
<u>Contracted Services (200)</u>				
270 Other Contracted Services	\$295	\$2,000	\$0	\$2,000
TOTAL	\$295	\$2,000	\$0	\$2,000
<u>Materials & Supplies (300)</u>				
372 Concession – Daycare	\$718	\$600	\$0	\$600
395 Other Supplies	1,087	1,000	1,070	1,000
TOTAL	\$1,805	\$1,600	\$1,070	\$1,600
TOTAL Day/Summer Camp	\$80,606	\$46,660	\$38,454	\$46,660

<u>FUND</u>	<u>PROGRAM</u>	<u>SUB-GROUP</u>	<u>ACCOUNT NO.</u>
General	Community Services	Senior Citizen Programs	01-459

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$6,175	\$8,074	\$7,333	\$8,074
Materials & Supplies	2,087	3,500	845	3,500
TOTAL	\$8,262	\$11,574	\$8,178	\$11,574

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

When compared to 2020, the 2021 costs are maintained at the same rate.

Senior Citizen Program – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$6,175	\$7,500	\$7,333	\$7,500
198 Payroll Taxes & F.I.C.A.	0	574	0	574
TOTAL	\$6,175	\$8,074	\$7,333	\$8,074
<u>Materials & Supplies (300)</u>				
395 Other Supplies	\$2,087	\$3,500	\$845	\$3,500
TOTAL	\$2,087	\$3,500	\$845	\$3,500
TOTAL Senior Citizen Program	\$8,262	\$11,574	\$8,178	\$11,574

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$6,635	\$9,150	\$7,914	\$10,442
Materials & Supplies	\$2,210	\$2,100	\$2,005	\$2,100
TOTAL	\$8,845	\$11,250	\$9,919	\$12,542

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

For 2021, costs within this sub-group have increased \$1,129 or 11.5% when compared to their 2020 counterparts.

Youth Sports Programs – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$6,185	\$8,500	\$7,644	\$9,700
198 Payroll Taxes & F.I.C.A.	450	650	270	742
TOTAL	\$6,635	\$9,150	\$7,914	\$10,442
<u>Materials & Supplies (300)</u>				
370 Rec. Prog. Supplies-Sports Equip.	\$1,783	\$1,600	\$1,600	\$1,600
371 Rec. Prog. Supplies-Awards	427	500	405	500
395 Other Supplies	0	0	0	0
TOTAL	\$2,210	\$2,100	\$2,005	\$2,100
TOTAL Youth Sports Programs	\$8,845	\$11,250	\$9,919	\$12,542

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Materials & Supplies	\$762	\$850	\$230	\$850
TOTAL	\$762	\$850	\$230	\$850

PROGRAM DESCRIPTION

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

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

BUDGETARY COMMENT

Costs within this sub-group for 2021 remain stable when compared to 2020.

Adult Sports Programs – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Materials & Supplies (300)</u>				
370 Supplies	\$762	\$850	\$230	\$850
TOTAL	\$762	\$850	\$230	\$850
TOTAL Adult Sports Programs	\$762	\$850	\$230	\$850

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$0	\$0	\$0	\$0
Contracted Services	4,287	6,000	11,787	6,000
Materials & Supplies	119	500	0	500
TOTAL	\$4,406	\$6,500	\$11,787	\$6,500

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

This sub-group's budget for 2021 has remained the same as 2020.

Operational Programs – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$0	\$0	\$0	\$0
198 Payroll Tax & F.I.C.A.	0	0	0	0
TOTAL	\$0	\$0	\$0	\$0
<u>Contracted Services (200)</u>				
270 Other Contracted Services	\$4,287	\$6,000	\$11,787	\$6,000
TOTAL	\$4,287	\$6,000	\$11,787	\$6,000
<u>Materials & Supplies (300)</u>				
370 Supplies – Sports Equipment	\$119	\$500	\$0	\$500
TOTAL	\$119	\$500	\$0	\$500
TOTAL Operational Programs	\$4,406	\$6,500	\$11,787	\$6,500

FUND

General

PROGRAM

Community Services

SUB-GROUP

Special Events

ACCOUNT NO.

01-463

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$684	\$1,346	\$0	\$1,346
Contracted Services	44,258	50,000	34,646	75,000
Materials & Supplies	10,977	5,000	6,513	5,000
TOTAL	\$55,918	\$56,346	\$41,159	\$81,346

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

For 2021, costs increased \$25,000 or 30% due to an increase in the Contracted Services for the Annual Hampton Community Day.

Special Events – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$635	\$1,250	\$0	\$1,250
198 Payroll Taxes & F.I.C.A.	49	96	0	96
TOTAL	\$684	\$1,346	\$0	\$1,346
<u>Contracted Services (200)</u>				
270 Other Contracted Services	\$44,258	\$50,000	\$34,646	\$75,000
TOTAL	\$44,258	\$50,000	\$34,646	\$75,000
<u>Materials & Supplies (300)</u>				
395 Other Supplies	\$10,977	\$5,000	\$6,513	\$5,000
TOTAL	\$10,977	\$5,000	\$6,513	\$5,000
TOTAL Special Events	\$55,918	\$56,346	\$41,159	\$81,346

FUND

General

PROGRAM

Community Services

SUB-GROUP

Private Instruction

ACCOUNT NO.

01-465

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$495	\$969	\$0	\$969
TOTAL	\$495	\$969	\$0	\$969

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

For 2021, this sub-group remains stable when compared to 2020.

Private Instruction – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$460	\$900	\$0	\$900
198 Payroll Taxes & F.I.C.A.	35	69	0	69
TOTAL	\$495	\$969	\$0	\$969
TOTAL Private Instruction	\$495	\$969	\$0	\$969

FUND
General

PROGRAM
Community Services

SUB-GROUP
Community Center

ACCOUNT NO.
01-466

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$97,121	\$90,788	\$88,098	\$97,308
Contracted Services	193,710	224,000	169,464	222,000
Materials & Supplies	23,573	17,600	21,174	17,600
Capital Outlay	17,939	20,000	13,735	20,000
TOTAL	\$332,342	\$352,388	\$292,471	\$356,908

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 2021, this sub-group recognizes an increase of \$3,710 or 1% as compared to 2020.

Community Center – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
105 Salaries & Wages P.T.	\$90,217	\$84,336	\$81,830	\$90,393
198 Payroll Taxes & F.I.C.A.	6,904	6,452	6,268	6,915
TOTAL	\$97,121	\$90,788	\$88,098	\$97,308
<u>Contracted Services (200)</u>				
220 Utilities (Water, Gas, Electric)	\$75,776	\$79,000	\$73,744	\$78,000
235 Repair/Maint. – Bldg. & Fac.	16,433	15,000	11,593	15,000
264 Janitorial Services	73,982	95,000	60,943	94,000
270 Other Contracted Services	27,519	35,000	23,184	35,000
TOTAL	\$193,710	\$224,000	\$169,464	\$222,000
<u>Materials & Supplies (300)</u>				
303 Janitorial & Cleaning Supplies	\$5,323	\$6,000	\$4,400	\$6,000
345 Hand Tools	0	300	0	300
360 Bldg. Maint. Parts & Supplies	2,808	3,000	6,802	3,000
372 Concession Stand Supplies	883	800	0	800
390 Minor Equipment	3,736	3,500	3,902	3,500
395 Other Supplies	10,823	4,000	6,071	4,000
TOTAL	\$23,573	\$17,600	\$21,174	\$17,600
<u>Capital Outlay (400)</u>				
400 Capital Outlay	\$0	\$0	\$0	\$5,000
400 Fitness Equipment Leases	17,939	20,000	13,735	15,000
TOTAL	\$17,939	\$20,000	\$13,735	\$20,000
TOTAL Community Center	\$332,342	\$352,388	\$292,471	\$356,908

2021
Environmental Services
Budget

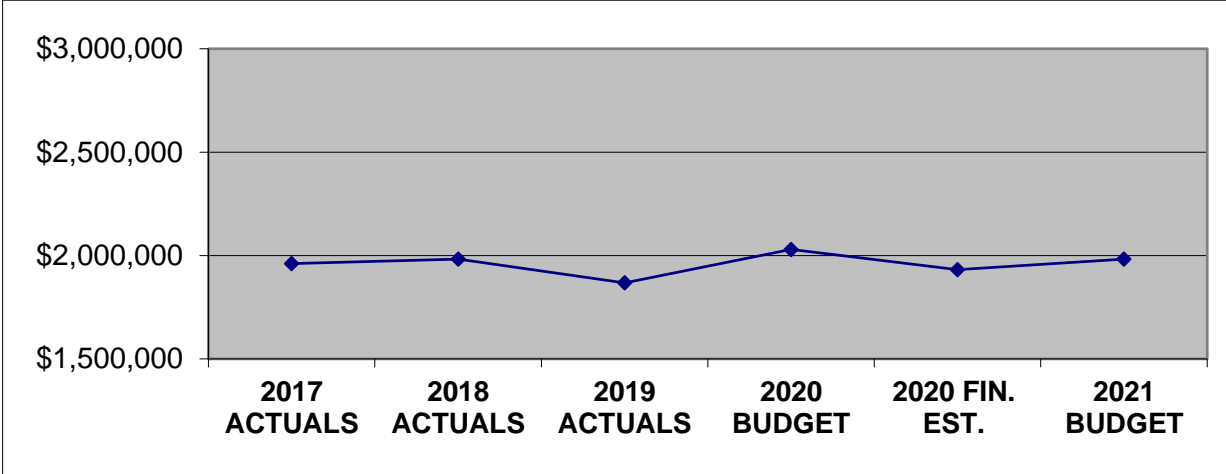
Principle Goal/ Mission Statement: *To operate in accordance with Federal, State, County and Municipal environmental standards and to continue a management style based on the concept of teamwork and joint decision making as well as employee empowerment.*

Program Categories

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

ENVIRONMENTAL SERVICES
EXPENDITURES

2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
\$1,961,462	\$1,867,493	\$1,867,493	\$2,029,416	\$1,931,543	\$1,982,450



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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$121,566	\$125,616	\$125,007	\$127,621
Contracted Services	27,623	35,450	24,436	22,950
Materials & Supplies	747	700	852	700
TOTAL	\$149,935	\$161,766	\$150,295	\$151,271

PROGRAM DESCRIPTION

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

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

BUDGETARY COMMENT

For the 2021 calendar year, the Department of Environmental Services budget decreased by ~6.9% from the 2020 Budget. This reduction is primarily due to the decrease in engineering expenses in the Contracted Services budget.

Environmental Services - Administration – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
100 Salaries & Wages	\$86,000	\$89,000	\$89,000	\$90,780
140 Longevity	360	480	480	480
150 Accrued Leave Buyback	3,969	4,108	4,108	4,190
198 Payroll Taxes & F.I.C.A.	6,622	7,159	6,725	7,302
199 Fringe Benefits	24,614	24,869	24,694	24,869
TOTAL	\$121,566	\$125,616	\$125,007	\$127,621
<u>Contracted Services (200)</u>				
202 Assoc. & Professional Dues	\$220	\$2,000	\$265	\$2,000
203 Conf., Mtg., Seminar Expenses	2,382	4,000	266	4,000
204 Regulatory Fees	3,858	4,000	3,260	4,000
207 Engineering Services	20,817	25,000	20,548	12,500
261 Printing & Duplicating	264	200	0	200
262 Postal Service	81	250	97	250
270 Other Contracted Services	0	0	0	0
TOTAL	\$27,623	\$35,450	\$24,436	\$22,950
<u>Materials & Supplies (300)</u>				
300 Office Supplies	\$637	\$500	\$735	\$500
395 Other Supplies	110	200	117	200
TOTAL	\$747	\$700	\$852	\$700
TOTAL Environmental Services - Administration	\$149,935	\$161,766	\$150,295	\$151,271

FUND
General

PROGRAM
Envir'l Services

SUB-GROUP
Operations

ACCOUNT NO.
01-443

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Personnel Services	\$908,119	\$983,044	\$959,845	\$977,038
Contracted Services	500,406	551,700	503,806	551,700
Materials & Supplies	205,240	235,300	230,987	225,300
Capital Outlay	103,793	97,606	86,611	77,141
TOTAL	\$1,717,558	\$1,867,650	\$1,781,249	\$1,831,179

PROGRAM DESCRIPTION

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

BUDGETARY COMMENT

For the 2021 Department of Environmental Services budget, the total has decreased by \$36,471 (~2.0%) from 2020 due to the following changes:

- ✓ Personnel Services has decreased by \$6,060 (~0.6%) due to reduced overtime expenses.
- ✓ Contracted Services remained constant due to minimal expense changes.
- ✓ Materials & Supplies decreased by \$10,000 (~4.4%) primarily due to a minimal reduction of chemical supply purchases for the Water Pollution Control Plant.
- ✓ Capital Outlay decreased by \$20,465 (~26.5%) due to a reduction in expenses.

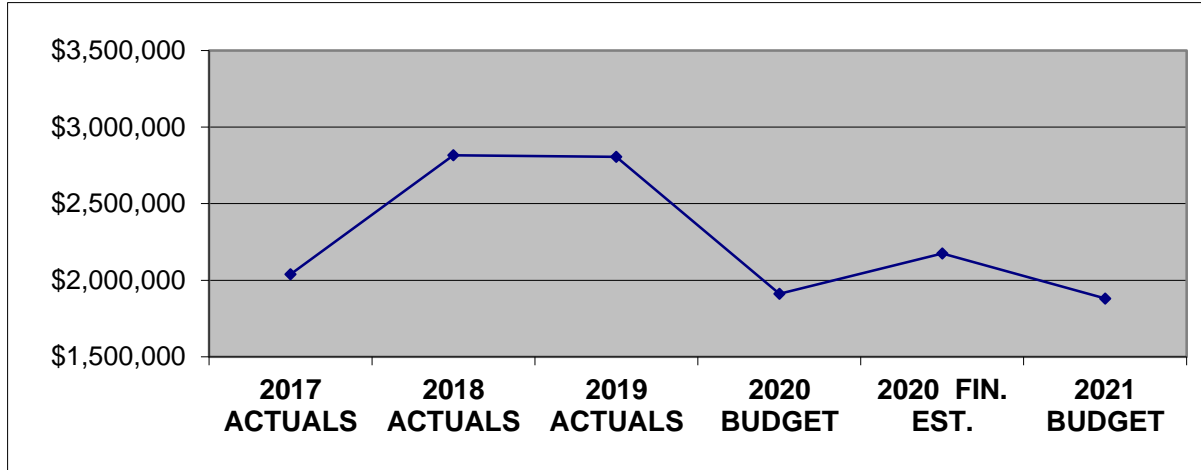
Environmental Services – Operations – Account Summary

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Personnel Services (100)</u>				
100 Salaries & Wages	\$586,133	\$649,343	\$640,163	\$643,415
101 Accrued Leave Buyback	12,522	13,389	14,637	13,738
105 Salaries & Wages P.T.	0	0	0	0
110 Salaries & Wages O.T.	57,469	60,000	48,407	60,000
140 Longevity	3,679	3,552	4,149	3,552
198 Payroll Taxes & F.I.C.A.	49,334	55,561	52,862	55,134
199 Fringe Benefits	198,983	201,199	199,627	201,199
TOTAL	\$908,119	\$983,044	\$959,845	\$977,038
<u>Contracted Services (200)</u>				
203 Conf., Mtg., Seminar Expenses	\$5,644	\$6,000	\$1,747	\$6,000
208 Contractual – Meals	323	500	119	500
220 Utilities – Gas, Water, Electric	223,941	235,000	208,941	235,000
236 Repair/Maint.-Mechanical Equip.	39,884	70,000	52,940	50,000
239 Repair/Maint.-Sewer Plant	14,709	25,000	16,451	25,000
245 Uniform Rental & Cleaning	3,914	3,700	3,927	3,700
246 Equipment Rental	4,987	1,500	0	1,500
269 Sludge Disposal	106,934	100,000	124,215	120,000
270 Other Contracted Services	98,263	100,000	95,466	100,000
275 Contr. Emergency Repairs-SLM	1,807	10,000	0	10,000
TOTAL	\$500,406	\$551,700	\$503,806	\$551,700
<u>Materials & Supplies (300)</u>				
300 Office Supplies	\$472	\$500	\$616	\$500
310 Uniform Purchase	1,925	2,800	1,925	2,800
311 Protective/Safety Clothing	7,672	8,000	7,587	8,000
344 Sewer Maintenance Supplies	23,241	25,000	25,464	25,000
346 Sewer Maintenance – Vactor	22,589	5,000	5,798	5,000
347 Mech. Equip. - Parts/Supplies	12,458	30,000	20,796	25,000
348 Mech. Equip. – Filter Press	11,550	15,000	7,175	15,000
362 Lab Supplies	29,496	25,000	24,301	25,000
363 Chlorine	18,589	19,000	25,880	19,000
365 Belt Press Polymers	13,030	15,000	12,893	15,000
366 Misc. Chemical Supplies	59,998	80,000	88,494	75,000
390 Minor Equipment	2,692	5,000	5,236	5,000
395 Other Supplies	1,527	5,000	4,823	5,000
TOTAL	\$205,240	\$235,300	\$230,987	\$225,300

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Capital Outlay (400)</u>				
400 Capital Outlay	\$103,793	\$97,606	\$86,611	\$77,141
TOTAL	\$103,793	\$97,606	\$86,611	\$77,141
TOTAL Environmental Services - Operations	\$1,717,558	\$1,867,650	\$1,781,249	\$1,831,179

**DEBT SERVICE
EXPENDITURES**

2017 ACTUALS	2018 ACTUALS	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
\$2,039,794	\$2,816,008	\$2,806,160	\$1,911,000	\$2,175,525	\$1,881,000



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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
Debt Services/Transfers	\$2,806,160	\$1,911,000	\$2,175,525	\$1,881,000
TOTAL	\$2,806,160	\$1,911,000	\$2,175,525	\$1,881,000

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.

Prior to 2020, the Township of Hampton’s total debt burden equated out to the current legal debt limit for the Township of \$32,000,000. This being the case, the Township had used up approximately 65% of its legal debt limit leaving about \$10,873.018 available for borrowing should the need arise.

In 2020, the Township converted a large part of this debt identified into special revenue bonds and now accounts for this debt in a separate fund. As such, General Obligation Bond debt now totals \$11,375,586 thus reducing the Township’s annual debt service payments from this fund significantly.

Annual Tax and Revenue Anticipation Note (TRAN) borrowing (2021: \$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 Funds. These transfers are accounted for as part of this sub-group budget.

BUDGETARY COMMENT

For 2021, costs within the Debt Service and Transfers sub-group dropped by \$30,000 or 1.5%. This decrease in costs is attributable to a change in the Township Debt Service schedule reflecting a reduction in General Obligation Bond Debt attributed to the construction of the Hampton Community Center.

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

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST.	2021 BUDGET
<u>Debt Service/Transfers (500)</u>				
501 Inter. on Tax/Revenue Note	\$32,811	\$32,000	\$24,815	\$27,000
502 G.O.B./Notes Debt Service	1,765,858	1,762,000	1,758,710	1,762,000
503 Transfer to Sewer Sys. Cap. Fund	0	0	0	0
506 Transfer to Rec. Maintenance	50,000	0	25,000	0
507 Transfer to Emerg. Reserve Fund	300,000	25,000	275,000	0
508 Transfer to Capital Impr. Fund	0	0	0	0
509 Transfer to Capital Reserve Fund	0	0	0	0
517 Transfer to Capital Debt Service	565,490	0	0	0
590 Library Debt Service	92,000	92,000	92,000	92,000
TOTAL Debt and Transfers	\$2,806,160	\$1,911,000	\$2,175,525	\$1,881,000

	2019 ACTUALS	2020 BUDGET	2020 FIN. EST	2021 BUDGET
TOTAL GENERAL FUND EXPENSES	\$15,404,671	\$14,800,407	\$14,303,407	\$14,738,627

TOWNSHIP OF HAMPTON
2021 SUMMARY OF OTHER FUNDS

	Liquid Fuels (02)	Sewer Cap. Res Fund (03)	Escrow Fund (04)
Revenue Source			
Tax Revenue/Fees			\$100,000
Liquid Fuels	\$575,000		
Foreign Casualty Tax/Grants			
Transfer from Capital Reserve			
Transfer from General Fund			
Transfer from Sewer Cap. Res.			
Other Revenues & Investments	\$500	\$500	\$500
Rental (Capital Fees)		\$250,000	
Total Estimated Revenue	\$575,000	\$250,500	\$100,500
Unobligated Balance (1/1/21)			
Cash/Investment	\$60,000	\$200,000	\$440,000
Total Available Revenue	\$635,500	\$450,500	\$540,500
Expenditures			
Capital Budget			
Personnel Services (Salaries)			
Contracted Services	\$25,000	\$110,000	\$40,000
Materials & Supplies			
Capital Outlay (up to \$4,000)			
Employer Pension Contribution			
Debt Service/Refunds			
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund	\$305,000	\$25,000	
Transfer to Sewer Fund			
Transfer to Capital Imp. Fund	\$300,000	\$302,000	\$0
Return to Developers			\$200,000
Miscellaneous	\$500		
Total Expenditures	\$630,500	\$437,000	\$240,000
Unobligated Balance (Fund Deficit)	\$5,000	\$13,500	\$300,500

	Stormwater Mgmt. Fund (05)	Emergency Reserve (07)	Sewer Debt Service (017)
Revenue Source			
Tax Revenue/Fees	\$976,000		\$1,800,000
Liquid Fuels			
Foreign Casualty Tax/Grants			
Transfer from Capital Reserve			
Transfer from Escrow Fund	\$40,000		
Transfer from General Fund			
Transfer from Sewer Cap. Res.			
Transfer from 643 Fund			\$0
Other Revenues & Investments	\$1,500	\$175,500	\$1,000
Rental (Capital Fees)			
Total Estimated Revenue	\$1,017,500	\$175,500	\$1,801,000
Unobligated Balance (1/1/21)			
Cash/Investment	\$250,000	\$135,000	\$983,000
Total Available Revenue	\$1,267,500	\$310,500	\$2,784,000
Expenditures			
Capital Budget			
Personnel Services (Salaries)			
Contracted Services	\$353,000	\$0	\$100
Materials & Supplies	\$107,500		
Capital Outlay (up to \$4,000)	\$45,000		
Employer Pension Contribution			
Debt Service/Refunds			\$1,133,561
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund	\$112,000	\$0	
Transfer to Sewer Fund			\$0
Transfer to Capital Imp. Fund	\$400,000		
Transfer to 643 Fund			\$0
Return to Developers			
Miscellaneous	\$0	\$0	\$0
Total Expenditures	\$1,017,500	\$0	\$1,133,661
Unobligated Balance (Fund Deficit)	\$250,000	\$310,500	\$1,650,339

	Capital Reserve (009)	Fire Fund (010)	Sewer System Replacement Fund (643)
Revenue Source			
Tax Revenue/Fees		\$350,000	\$0
Liquid Fuels			
Foreign Casualty Tax/Grants		\$129,250	
Transfer from Capital Reserve			
Transfer from General Fund			
Transfer from Sewer Cap. Res.			\$0
Transfer from 643 Fund			
Other Revenues & Investments	\$100	\$500	\$34,500
Rental (Capital Fees)			
Total Estimated Revenue	\$100	\$479,750	\$34,500
Unobligated Balance (1/1/21)			
Cash/Investment	\$32,445	\$15,000	\$22,703,007
Total Available Revenue	\$32,545	\$494,750	\$22,737,507
Expenditures			
Capital Budget		\$340,000	\$1,250,000
Personnel Services (Salaries)			
Contracted Services			\$625,000
Materials & Supplies			
Capital Outlay (up to \$4,000)			
Employer Pension Contribution		\$129,250	
Debt Service/Refunds		\$1,000	
Encumbered Balance			
Return to Cash Investment			
Transfer to General Fund			
Transfer to Sewer Fund			
Transfer to Capital Imp. Fund	\$0		
Transfer to 643 Fund			
Return to Developers			
Miscellaneous	\$0	\$500	\$0
Total Expenditures	\$0	\$470,750	\$1,875,000
Unobligated Balance (Fund Deficit)	\$32,545	\$24,000	\$20,862,507

TOWNSHIP OF HAMPTON **CAPITAL IMPROVEMENTS PROGRAM POLICIES**

- ◆ The Township will coordinate development of the capital improvement budget with development of the operating budget. Future operating costs associated with new capital improvements will be projected and included in operating budgets.
- ◆ The Township will enact an annual capital budget. Future capital expenditures necessitated by changes in population, changes in real estate development, or changes in economic base will be calculated and included in capital improvement projections.
- ◆ The Township will make all capital improvements in accordance with the adopted Capital Improvements Program.
- ◆ The Township will pursue a long-term, consistent source of funding in order to maintain an effective as well as long-term Capital Improvements Program.
- ◆ The Township will use intergovernmental assistance to finance only those capital improvements that are consistent with the capital improvement plan and Township priorities, and who is 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**

2021 CAPITAL IMPROVEMENTS FUND BUDGET

**2021
BUDGET**

REVENUES:

Cash Balance 1-1-2021	\$610,000
Interest on Investments	5,000
TOTAL REVENUE	\$615,000

EXPENDITURES:

General Government/Administration.....	\$-0-
Information Technology	75,000
Public Safety	329,000
Community Development/Land-Use	-0-
Community Services	2,050,000
Environmental Services (SLM/WPCP)	302,000
Facilities	246,000
TOTAL EXPENDITURES	\$3,002,000

(Deficiency) of Revenue over Expenditures..... **(\$2,387,000)**

TRANSFERS FROM OTHER FUNDS:

Capital (Equipment) Reserve (CR).....	\$-0-
Capital Improvement Tax (CIT)	1,240,000
Sewer System Capital Reserve (SSCR).....	302,000
Liquid Fuels (LF).....	300,000
Recreation (CPM) Fund.....	90,000
Storm Water Management Maintenance (SWM) Fund	30,000
DCNR Trail Grant (DCNR).....	200,000
ARLE Traffic Signal Grant (ARLE).....	165,000

TOTAL TRANSFER FROM OTHER FUNDS **\$2,327,000**

TRANSFER TO:

Excess (Deficiency) of Revenues
and Transfers over Expenditures..... **(\$60,000)**

2021 TOWNSHIP OF HAMPTON

Administrative Staff Salary Information

<u>Position</u>	<u>Name</u>	<u>2019 Base Salary</u>	<u>2020 Base Salary</u>	<u>2021 Base Salary</u>
Manager	Lochner	\$128,850	\$136,500	\$145,500
Asst. Manager	Bernet	84,000	86,520	88,500
Chief of Police	Vulakovich	115,800	119,274	122,852
Comm. Serv. Dir.	Flannery	87,520	80,000	85,000
Envir'l. Serv. Dir.	Degnan	86,000	89,000	90,780
Land Use Adm.	Gold-Lukas	78,300	65,000	66,300
Facilities Director	Corace	80,000	82,500	84,150
Finance Director	Omecece	75,000	80,000	82,000
I.T. Director	Zech	75,000	84,000	85,680
Police Secretary	Pastor	36,900	38,007	38,767
Land Use Assistant	Perrucci	42,128	41,097	43,000
Support System Tech.	Wielgus	39,506	41,000	43,000
GIS Dev. Tech.	Livoti	-0-	60,000	63,000
Cyber Sec. Tech.	Strogen	-0-	65,000	68,250
Finance Clerk	White	37,500	40,000	42,000
Marketing/Sp. Event Coordinator	Martino	38,438	40,500	42,000
Program Supervisor	Ryder	44,023	45,344	46,251
Facility Manager(s) • Operations	Hoburg	37,438	38,561	39,332
Permit Clerk	Pascucci/ Romanek	34,773	31,600	37,500
Web User Designer	Mihm	37,925	39,063	39,844
TOTAL		\$1,159,101	\$1,302,966	\$1,353,706
Part-time Employees				
Receptionist	Lichina	\$14.75	\$15.25	16.00
Receptionist	Baker	14.50	15.00	15.25
Mgr. Secretary	Lipke	15.00	15.25	16.25
Part-time Code Enforcement Officers	Kovac McLaughlin	20.00 13.50	20.50 14.00	21.00 14.50
Part-time Finance Clerk	Backus	16.75	17.25	17.50
Community Center Rental Clerk	Radage	23.00	23.00	23.00

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

Position	2016	2017	2018	2019	2020	2021
Municipal Manager	1	1	1	1	1	1
Chief of Police	1	1	1	1	1	1
Chief Administrator of Police	0	0	0	0	0	0
Community Services Director	1	1	1	1.5	1	1
W.P.C.P. Director	0	0	0	0	0	0
Environmental Serv. Dir.	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1
Sewer Line Maint. Supt.	0	0	0	0	0	0
Environmental Serv. Supt.	0	0	0	0	0	0
Land Use Administrator	1	1	1	1	1	1
Information Technology Dir.	1	1	1	1	1	1
Manager's Secretary	1	1	0	0	0	0
Asst. Township Manager	1	1	1	1	1	1
IT System Support Tech.	1	1	1	2	2	1
Facility Maintenance Director	1	1	1	1	1	1
Recreation Program Supervisor	1	1	1	2	2	2
Facility Manager (Comm. Ctr.)	1	1	1	1	1	1
Finance Clerk	1	1	1	1	1	1
Police Secretary	1	1	1	1	1	1
G.I.S. Tech	0	0	0	.5	1	1
Cyber Sec. Tech.	0	0	0	0	1	1
Land Use Assistant	1	1	1	1	1	1
Revenue/Purchasing Clerk	1	0	0	0	0	0
Permit Clerk/Typist II	1	1	1	1	1	1
Parks & Recreation Secretary	0	0	0	0	0	0
Front Desk Receptionist	0	0	0	0	0	0
Police Sergeant/Captain	4	4	4	4	4	4
Police Officers	13	13	13	13	14	14
Public Works Fore./Supervisor	2	2	2	2	2	2
Community Services Laborer(s)	15	14	14	14	14	14
Sewer Line Maint. Laborer(s)	0	0	0	0	0	0
Environmental Serv. Laborer(s)	10	10	10	11	11	11
TOTAL	62	60	59	63	65	64

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 (1st) 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 (1st) day of November of each year, the Manager shall submit to Council a proposed budget for the ensuing fiscal year and an accompanying message.

Section 1103. Budget Message

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

Section 1104. Budget

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

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

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

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

Section 1105. Adoption of Budget

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

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

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

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

Section 1106. Amendment of Budget

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

Section 1107. Appropriations

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

Section 1108. Payment of Funds

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

Section 1109. Capital Program

On or before the first (1st) 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.

