

2017 FINAL BUDGET



12/8/2016

Schwenksville Borough, Montgomery County PA

Final year 2017 Budget prepared by Schwenksville Borough Finance Committee [Greg Pocius, Darren Rash, and Anne Klepfer].

- Adopted 12/8/2016 by Borough Council.

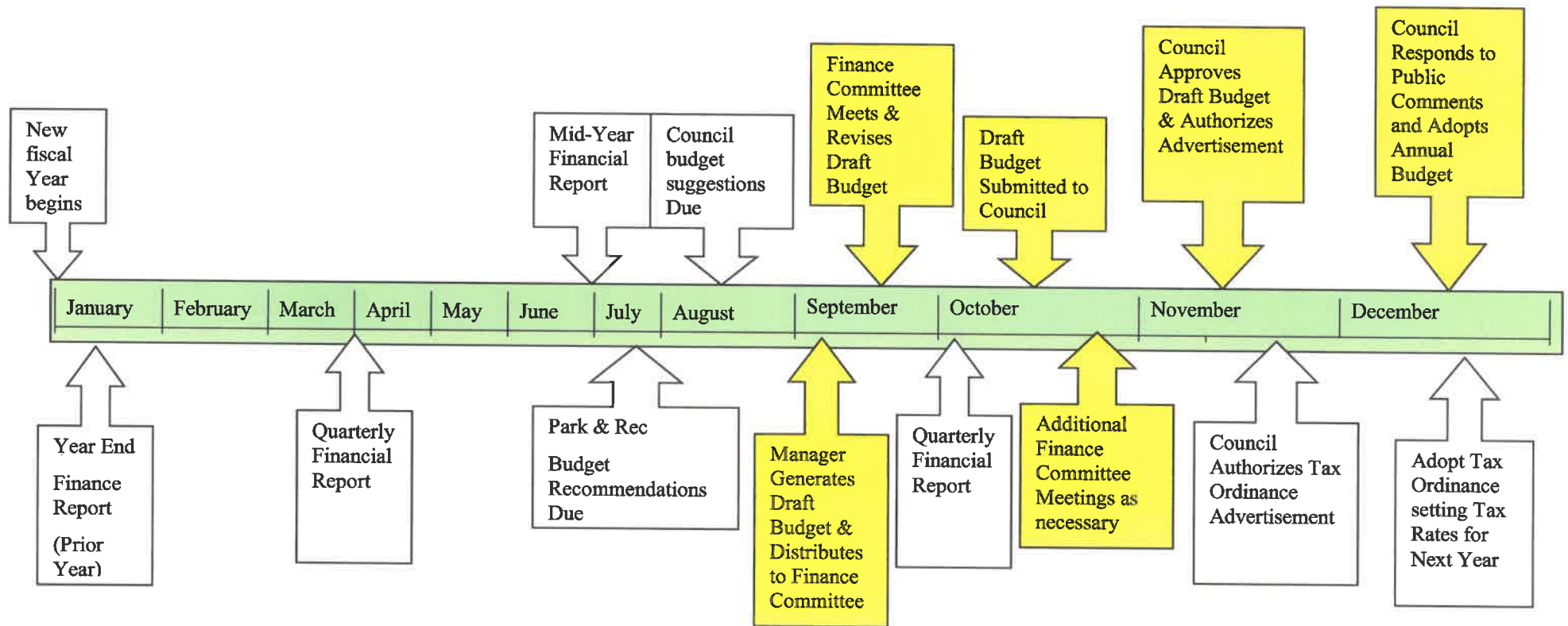
2017 Final Budget

SCHWENKSVILLE BOROUGH, MONTGOMERY COUNTY PA

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Annual Budget Process



Joseph Giunta
Mayor
Borough Council
Darren Rash – President
Lee Ann Manning Miller – Vice President
Greg Pocius – Member
Philip Berardi – Member
Todd Larsen- Member



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Anne W. Klepfer
Borough Manager

MEMO TO: Schwenksville Borough Finance Committee
FROM: Anne W. Klepfer, Borough Manager
Date: November 7, 2016
Subject: 2017 Draft Budget – Final Draft

Attached please find the draft 2017 Schwenksville Borough Operating Budget documents. I have not updated the Five Year Capital Plan yet. The Breakdown of Funds is as follows:

FUND	BALANCING FIGURE	REVENUES	CASH RESERVES	EXPENDITURE
General Fund	\$569,945	\$569,945	\$0.00	\$569,945
Capital Project Fund	\$963,575	\$901,125	\$62,450	\$963,575
Liquid Fuels Fund	\$37,000	\$33,705	\$3,295	\$37,000
TOTAL	\$1,570,520	\$1,504,775	\$65,745	\$1,570,520

The draft budget is **balanced**. Utilizing a 1 mill general fund real estate tax increase, the proposed 2017 Real Estate Tax Rate is 5.94 Mills General Fund, .36 Mill Fire Tax and .10 Mill Library Tax for a total Borough Tax Rate of 6.4 Mills, the owner of a property assessed at the Borough median home value of \$156,000.00 would pay \$926.64 to the Borough of Schwenksville, \$56.16 to the Fire Company and \$15.60 to the Library for a **total local tax of \$998.40**. Based on a revised Total Assessed Value of **\$51,617,295 (down \$297,750 since June and expected to drop further as additional appeals are processed)**, **90% collection would yield \$275,946.00**. This is the number that is used in the budget.

- Real Estate Tax Increase yielded a budget increase of \$30,946.00 which is a conservative increase – based on current assessed values a 1 mill increase should yield \$51,617 at 100 % collection.

- EIT is increased \$8,000 based on prior year(s) performance
- Tax Collection Commission increased \$1,190 from the budgeted tax increase
- There is an extra \$600.00 in the General Government Building Category. I'm not sure what you had in mind, but there was discussion of increasing the Property Committee's budget.
- Cleaning and Marking Streets budget increased \$4,000 as we now need to vacuum the porous alleys.
- Street Repairs remains at \$20,0000; Street reconstruction is at \$25,000
- Park Maintenance remains at \$8,000
- \$3,132 is shown for Street Light Debt Service. This is the most it could be in year one and is both interest and principal. It will be less than this.
- \$73,025.00 transfer to Capital Fund for Engineering and legal expenses for Capital Grant Projects.
- \$12,882 budgeted to transfer to Capital Fund Reserves for future projects.

As constructed, the draft budget calls for the use of \$62,450 of cash reserves for capital projects. This sum is planned use of fund balance for matching grant dollars for the Park Project, the ARLE projects, the Plaza Project and the Mural Project. The Budget also calls for the use of \$3,295 in Liquid Fuels fund balance for an undetermined road repair or improvement project.

Recommendation: I support the 1 mill tax increase due primarily to continued erosion of our tax base due to Board of Assessment Appeals and due to the inability to collect 100% of the assessed taxes in the same physically year levied. The additional revenue will provide us with financial security and flexibility to address unforeseen problems and to take advance of grant projects that may arise.

Significant changes from the 2016 Budget

Increased Real Estate Tax due to 1 mill tax increase

Increased Earned Income Tax Projections by \$8,000 based on 2015 and 2016 Collections

Increased Recycling Grant projection by \$6,914 due to an increase in the numbers plus DEP only paid 2015's grant in 2016. Could get two years' worth of applications in one year next year.

Reduced Subdivision Fees now that Centennial Street Apartments has submitted

Reduced Building Permit fees by \$3,410 due to extremely low activity in 2016

Increased Governing Body Expenses \$1,530 for Training Opportunities for Newly Elected Officials

Salary Increases for Staff \$2,370 (2% increase plus budget for OT for Secretary/Treasurer due to new rules)

Increased Administrative Expenses (IT related) \$2,551

Increased Fire Co. Expenses \$1050

Decreased Code Enforcement Expenses \$7,033(relative to permit fee decrease)

Increased Recycling Grant Consultation \$3,500 based on two grants at 33%

Decreased Street Lights Repairs \$1,700

Increased Street Repairs \$1,800

Increased Debt Service, \$3,257 primarily due to Street Light Upgrades

GENERAL FUND -01

Major General Fund Expenditures include

Borough Staff: The Borough Employs two full-time staff members with a combined budget of \$146,666 or 27% of the general fund operating budget. A 2% wage increase is proposed for 2017. The Borough does not provide Life Insurance Benefits or Short term Disability Insurance. The Secretary-Treasurer does receive Medical Insurance for herself and husband and both employees contribute to a retirement plan which the Borough matches up to 3% of their earnings.

Contribution to Capital Projects: \$73,025.00 Engineering & Legal Transfer to Capital Fund

Cleaning/Marking Streets/MS4 Maintenance \$25,000.00 – Line painting, street sweeping, vacuuming Green Alley 2-4x per year as needed

Winter Maintenance \$25,000.00 – Contracted Labor & Equipment Costs Only

Road Repairs: \$20,000.00 – Crack Sealing, Pot Holes, etc.

Road Maintenance/Reconstruction: \$25,000.00 – Capital improvement to be decided

- TBD

Public Safety – Fire \$54,640 which includes revenue from the fire tax (\$17,800), a \$5,100 cash contribution, Foreign Fire Relief Aid (\$8,000), an annual stipend for the Fire Marshall, the cost of providing Workers Compensation & Liability Insurance (\$17,850) Cost of Water & Sewer to the Fire House (\$1,050), and Hydrant Service Costs (\$4,440).

Public Safety- Ambulance \$1,500 Contribution from the Borough.

Debt Service \$20,153 (including new \$3,132) paid annually for three loans.

CAPITAL FUND 30

The Capital Fund is funded primarily with grant funds and contributions from the General Fund to cover matching funds and engineering and/or legal expense. It should be recognized that the budget for the Capital Fund is based on a mixture of projects that have secured funding and projects that have funding requests under review that may or may not move forward. It is also constructed based on "best guess" time lines for implementation.

The Capital Fund is an "unbalanced fund". This year's budget calls for the use of \$62,450 of General Fund Cash reserves (prior year fund balance) earmarked for grant matching dollars.

Capital Fund Projects Anticipated for 2016

<i>Meadow Park Phase II</i>	\$500,000 + additional engineering
<i>Traffic Signal Upgrades</i>	\$97,525 + additional engineering
<i>Main Street Mural</i>	\$22,000 + legal & Administrative
<i>Main Street Plaza</i>	\$241,500 + Engineering

LIQUID FUELS FUND 35

Liquid Fuels Fund Project

<i>TBD</i>	\$15,000.00
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2017 Borough Budget Summary

	Budget Balancing Figure	Revenues	(Cash Reserves)	Expenditures
GENERAL FUND - 01	\$569,945.00	\$569,945.00	\$0.00	\$569,945.00
CAPITAL PROJECT FUND - 30	\$963,575.00	\$873,625.00	\$89,950.00	\$963,575.00
LIQUID FUELS FUND - 35	\$37,000.00	\$33,705.00	\$3,295.00	\$37,000.00
	\$1,570,520.00	\$1,477,275.00	\$93,245.00	\$1,570,520.00

Cash reserves for Capital Fund = \$62,450 Proposed for Cash Matches for Grants from Capital Reserves (Prior Year General Fund Balance) + \$27,500 DCNR Cash Advance

Notes:

Draft Budget Advertisement

Pursuant to Section 1307 of the Commonwealth of Pennsylvania Borough Code, Schwenksville Borough hereby gives Public Notice of a ten (10) day public comment period and its intent to consider the 2016 Draft Budget of estimated revenues and expenditures totaling **\$1,5570,520** on Thursday, December 8, 2016 at 7:00 PM at 140 Main Street, Schwenksville PA, 19473. Public comments may be submitted to the Borough Manager at the above postal address or by email at aklepfer@schwenksville-pa.org.

Borough of Schwenksville

Profit & Loss Budget Overview

January through December 2017

General Fund -01	<u>2017 Budget</u>
Income	
300-000 · Tax Revenues	
301-000 · Real Estate Taxes	
301-100 · Real Estate Taxes-Current Year	275,946.00
301-200 · Real Estate Taxes -Prior Years	7,500.00
301-900 · Fire Tax	17,800.00
301-950 · Library Tax	4,900.00
Total 301-000 · Real Estate Taxes	<u>306,146.00</u>
Total 300-000 · Tax Revenues	<u>306,146.00</u>
310-000 · Local Tax Act (Act 511)	
310-100 · Real Estate Transfer Tax	16,000.00
310-200 · Earned Income Tax	150,000.00
Total 310-000 · Local Tax Act (Act 511)	<u>166,000.00</u>
321-000 · Business Licenses & Permits	
321-400 · Business Licenses & Permits-All	300.00
321-800 · Cable Television Franchise Fees	36,000.00
Total 321-000 · Business Licenses & Permits	<u>36,300.00</u>
322-000 · Non-Business Licenses & Permits	
322-500 · Street Opening Permit	3,000.00
322-700 · Rental Registration	4,000.00
Total 322-000 · Non-Business Licenses & Permits	<u>7,000.00</u>
331-000 · Fines	
331-100 · Distric Court Magistrate	1,000.00
331-110 · Vehicle Code Violations	500.00
Total 331-000 · Fines	<u>1,500.00</u>
332-000 · Restitutions	
332.100 · Insurance Restitutions	0.00
Total 332-000 · Restitutions	<u>0.00</u>
341.000 · Annual Interest Earnings	
341-000 · Interest Earnings	300.00
Total 341.000 · Annual Interest Earnings	<u>300.00</u>
354-000 · State Capital and Operating Gra	
354-150 · Recycling Act 101	12,209.00
Total 354-000 · State Capital and Operating Gra	<u>12,209.00</u>
355-000 · State Shared Rev. & Entitlement	
355-010 · Public Utility Realty Tax	490.00
355-070 · Foreign Fire Insurance Tax	8,000.00
Total 355-000 · State Shared Rev. & Entitlement	<u>8,490.00</u>
361-000 · Zoning & Subdivision Fees	
361-320 · Subdivision Application Fees	1,000.00
361-330 · Zoning Permit Fees	600.00
361-340 · Zoning Hearing Fees	1,000.00
Total 361-000 · Zoning & Subdivision Fees	<u>2,600.00</u>
362-000 · Public Saffey	

Borough of Schwenksville

Profit & Loss Budget Overview

January through December 2017

General Fund -01	2017 Budget
362-140 · Crossing Guard	1,500.00
362-400 · UCC State Fee	100.00
362-410 · Building Permits	9,500.00
362-420 · Electrical Permits	1,500.00
362-430 · Plumbing Permits	1,000.00
362-450 · Use & Occupancy Permit	5,000.00
362-500 · Mechanical Permits	1,500.00
362-700 · Stormwater Permits	2,500.00
Total 362-000 · Public Safety	22,600.00
367-000 · Park & Recreation Activity Fees	
367-021 · Community Day	6,300.00
367-140 · Park Reservation Fees	400.00
367-500 · General Donations	100.00
Total 367-000 · Park & Recreation Activity Fees	6,800.00
Total Income	569,945.00
Gross Profit	569,945.00
Expense	
400-000 · General Governing Body	
400-174 · Training, Seminars & Education	2,000.00
400-319 · Misc. Expenses-Council	500.00
400-352 · General Liability	2,400.00
400-353 · Public Officials Liability	1,900.00
400-420 · Dues, Subs. & Memberships	4,500.00
400-453 · Web Design/Maintenance	600.00
Total 400-000 · General Governing Body	11,900.00
401-000 · Borough Manager Expenses	
401-110 · Borough Manager Salary	76,310.00
401-192 · Social Security Exp.-Manager	4,732.00
401-193 · Medicare Exp.-Manager	1,108.00
401-195 · Workers Compensation Insurance	295.00
401-197 · Deferred Compensation	1,820.00
401-321 · Cell Phone Reimbursement	624.00
401-420 · Dues, Subs. & Memberships	3,200.00
Total 401-000 · Borough Manager Expenses	88,089.00
402-000 · Auditing Expenses	
402-105 · Elected Auditors	400.00
Total 402-000 · Auditing Expenses	400.00
403-000 · Tax Collectors	
403-105 · Tax Collector's Commission	14,950.00
403-192 · Social Security-Tax Collector	930.00
403-193 · Medicare-Tax Collector	220.00
403-210 · Tax Collectors Supplies	325.00
403-310 · Berkheimer Commission	2,015.00
403-355 · Bond-Tax Collector	100.00

Borough of Schwenksville

Profit & Loss Budget Overview

January through December 2017

General Fund -01	2017 Budget
403-456 · MCTCC EIT Admin Fee @ 1%	50.00
403.390 · Tax Collector Bank Charges	240.00
Total 403-000 · Tax Collectors	18,830.00
404-000 · Solicitor/Legal Services	
404-310 · Professional Legal Services	13,000.00
404-317 · Administrative Meeting Fees	7,000.00
404-318 · Codification	5,000.00
Total 404-000 · Solicitor/Legal Services	25,000.00
405-000 · Secretary/Clerk	
405-110 · Secretary/Clerk Salary	39,400.00
405-192 · Social Security-Secartary/Clerk	2,536.00
405-193 · Medicare-Secretary/Clerk	593.00
405-195 · Workers Compensation Insurance	295.00
405-196 · Health Insurance	12,500.00
405-197 · Deferred Compensation	1,200.00
405-355 · Public Employee Bond	553.00
405.180 · Overtime Paid	1,500.00
Total 405-000 · Secretary/Clerk	58,577.00
406-000 · Gov't General & Admin. Exp	
406-210 · Office Supplies Expense	1,800.00
406-213 · Hardware & Software Expense	2,500.00
406-215 · Postage & Delivery Exp	1,000.00
406-252 · Computer Repairs & IT Service	2,000.00
406-319 · Misc. Office Expenses	300.00
406-321 · Telephone Expense	1,500.00
406-325 · E-Newsletter Communications	378.00
406-341 · Ads & Printing Expense	4,100.00
406-353 · Treasurer Bond	578.00
406-374 · Copy Machine Expense	1,800.00
406-390 · Bank Service Charges & Fees	100.00
Total 406-000 · Gov't General & Admin. Exp	16,056.00
408-000 · Engineering Services	
408-313 · Engineering & Architectural Fee	11,000.00
408-317 · Administrative Meeting Fees	10,000.00
Total 408-000 · Engineering Services	21,000.00
409-000 · General Gov't Building	
409-351 · Workers Comp Admin Fee	275.00
409-353 · General Liability-Building	1,800.00
409-361 · Electric Expense	900.00
409-362 · Gas-Heating Expense	1,500.00
409-364 · Water & Sewer Expense	800.00
409-370 · Repairs & Maintenance Exp	8,000.00
409-376 · General Cleaning-Borough Hall	600.00
409-740 · Major Capital Expense	600.00

Borough of Schwenksville

Profit & Loss Budget Overview

January through December 2017

General Fund -01	2017 Budget
Total 409-000 · General Gov't Building	14,475.00
410-000 · Public Safety-Police	
410-197 · Pension Contribution	0.00
Total 410-000 · Public Safety-Police	0.00
411-000 · Public Safety-Fire	
411-188 · Fire Marshall Stipend	400.00
411-195 · Workers Compensation-Fire	12,100.00
411-352 · Liability-Fire	5,750.00
411-357 · Foreign Fire Relief	8,000.00
411-363 · Hydrant Service	4,440.00
411-364 · Water & Sewer-Fire Co.	1,050.00
411-430 · Fire Tax	18,000.00
411-540 · Contribution to Fire Company	5,100.00
Total 411-000 · Public Safety-Fire	54,840.00
412-000 · Public Safety-Ambulance/Rescue	
412-540 · Contribution to Ambulance Svc	1,500.00
Total 412-000 · Public Safety-Ambulance/Rescue	1,500.00
413-000 · UCC and Code Enforcement	
413-310 · Code Enforcement-Outside Svc	15,000.00
413-317 · PA UCC Admin. fees	300.00
Total 413-000 · UCC and Code Enforcement	15,300.00
414-000 · Planning & Zoning	
414-310 · Legal Svcs-Zoning & Planning	2,500.00
414-450 · Contracted Services	7,500.00
Total 414-000 · Planning & Zoning	10,000.00
415-000 · Emergency Mgt & Communication	
415.210 · Supplies	500.00
Total 415-000 · Emergency Mgt & Communication	500.00
419-000 · Other Public Safety	
419-115 · Salary/Wages-Crossing Guard	3,240.00
419-192 · Social Security-Crossing Guard	201.00
419-193 · Medicare-Crossing Guard	47.00
419-195 · Workers Compensation	270.00
Total 419-000 · Other Public Safety	3,758.00
426-000 · SANITATION	
426-310 · Recycling Grant Consultation	4,030.00
Total 426-000 · SANITATION	4,030.00
431-000 · Highway, Roads & Streets	
431-375 · Cleaning & Marking Streets	15,000.00
Total 431-000 · Highway, Roads & Streets	15,000.00
432-000 · Winter Maint.-Snow Removal	
432-377 · Snow Removal/Salt	25,000.00
Total 432-000 · Winter Maint.-Snow Removal	25,000.00
433-000 · Traffic Controls & Devices	

Borough of Schwenksville

Profit & Loss Budget Overview

January through December 2017

General Fund -01	2017 Budget
433-372 · Traffic/Street Signs	800.00
Total 433-000 · Traffic Controls & Devices	800.00
434-000 · Street Lighting	
434-378 · Street Light Maintenance/Repair	900.00
434-379 · Christmas Light Maint./Repairs	400.00
Total 434-000 · Street Lighting	1,300.00
436-000 · Storm Sewers & Drains	
436-379 · Sewer & Drain Maint./Repairs	10,000.00
Total 436-000 · Storm Sewers & Drains	10,000.00
438-000 · Maint./Repairs-Roads & Bridge	
438-379 · Street & Road Maint./Repairs	20,000.00
Total 438-000 · Maint./Repairs-Roads & Bridge	20,000.00
439-000 · Hwy Construction & Rebuilding	
439-372 · Construction/Rebuilding Project	25,000.00
Total 439-000 · Hwy Construction & Rebuilding	25,000.00
454-000 · Parks & Cultural Projects	
454-379 · Maintenance/Repair Svc	8,000.00
Total 454-000 · Parks & Cultural Projects	8,000.00
456-000 · Library Expenses	
456-450 · Library Tax	4,900.00
Total 456-000 · Library Expenses	4,900.00
457-000 · CIVIC CELEBRATIONS	
457-510 · Summer Concerts	2,200.00
457-520 · Contr to Halloween Parade	2,000.00
Total 457-000 · CIVIC CELEBRATIONS	4,200.00
459.000 · Community Day Expenses	
459.210 · Supplies	455.00
459.216 · Signs/flyers	300.00
459.218 · Other Expenses	4,675.00
Total 459.000 · Community Day Expenses	5,430.00
471-000 · Debt Principal	
471-200 · Debt Principal Del Val Loan	10,000.00
471-471 · Debt Principal-PennVest	4,404.00
471-476 · Debt Principal Street Lights	3,132.00
Total 471-000 · Debt Principal	17,536.00
472-000 · Debt Interest	
472-471 · Penn Vest Interest Exp	1,117.00
472-475 · Delaware Valley Regional Author	1,500.00
472-476 · Debt Interest Street Lights	0.00
Total 472-000 · Debt Interest	2,617.00
492-000 · Interfund Operating Expense	
492-300 · Trans. to Capital Project Fund	73,025.00
492-310 · Transfer to Capital Fund Saving	12,882.00
Total 492-000 · Interfund Operating Expense	85,907.00

Borough of Schwenksville
Profit & Loss Budget Overview
January through December 2017

	General Fund -01	2017 Budget
Total Expense		569,945.00
Net Income		0.00

Schwenksville Borough Capital Project Fund - 30
Profit & Loss Budget Overview
January through December 2017

	<u>Jan - Dec 17</u>
Income	
354-STATE GRANTS	
354-030-PennDOT_ARLE Grant	103,550.00
354-070-Parks & Recreation	<u>412,500.00</u>
Total 354-STATE GRANTS	516,050.00
357-000-MONTCO GRANTS	
357-040-Trall Parking Contr	28,000.00
357-030-Economic Dev.	<u>228,300.00</u>
Total 357-000-MONTCO GRANTS	256,300.00
387-000- CONT- PRVT SOURCE	
387-300-Donat fm prvte Sources	15,000.00
387-100- PECO Grant	6,750.00
387-200- Donations -Fire Co	<u>6,500.00</u>
Total 387-000- CONT- PRVT SOURCE	28,250.00
392-000-INTERFUND TRANSFERS	
392-001-Trans from General Fund	<u>73,025.00</u>
Total 392-000-INTERFUND TRANSFERS	<u>73,025.00</u>
Total Income	873,625.00
Expense	
404-000-LEGAL SERVICES	
404-310-Legal Fees	<u>9,000.00</u>
Total 404-000-LEGAL SERVICES	9,000.00
408-000-ENGINEERING	
408-313-Engineering Design	51,042.00
408-317- Engineering Inspection	<u>9,008.00</u>
Total 408-000-ENGINEERING	60,050.00
433-000-Traffic Control Devices	
433-372-Traffic/Signals or Sign	<u>97,525.00</u>
Total 433-000-Traffic Control Devices	97,525.00
454-000-PARK Construction	
454.721. General Park Improveme	13,500.00
454-722 Meadow Park Phase II	<u>500,000.00</u>
Total 454-000-PARK Construction	513,500.00
463-000-ECONOMIC DEVELOPMENT	
463-620-Old Post Office Project	20,000.00
463-610-Plaza Construction	241,500.00
463-510-Mural Art	<u>22,000.00</u>
Total 463-000-ECONOMIC DEVELOPMENT	283,500.00
492-000-INTERFUND TRANSFERS	
492-001-Trans to General Fund	<u>0.00</u>
Total 492-000-INTERFUND TRANSFERS	<u>0.00</u>
Total Expense	963,575.00
Net Income	<u><u>-89,950.00</u></u>

Schwenksville Borough - Liquid Fuels

Profit & Loss Budget Overview

January through December 2017

	<u>Jan - Dec 17</u>
Ordinary Income/Expense	
Income	
340.000 · Interest Earned	
341.030 · Interest Income	65.00
Total 340.000 · Interest Earned	<u>65.00</u>
350.000 · Grants	
355.020 · Motor Vehicle Fuel Tax	33,640.00
Total 350.000 · Grants	<u>33,640.00</u>
Total Income	<u>33,705.00</u>
Expense	
432.000 · Winter Maintenance	
432.200 · Salt/Ciders Purchased	10,000.00
Total 432.000 · Winter Maintenance	<u>10,000.00</u>
433.000 · Traffic Control Devices	
433-372 · Traffic/Street Signs	4,000.00
Total 433.000 · Traffic Control Devices	<u>4,000.00</u>
434.000 · Hwy. Maint St. Lights	
434.360 · Street Lights Electric	8,000.00
Total 434.000 · Hwy. Maint St. Lights	<u>8,000.00</u>
438.000 · Hwy. Maint. Repair Streets	
438.370 · Street Main/Repair	15,000.00
Total 438.000 · Hwy. Maint. Repair Streets	<u>15,000.00</u>
Total Expense	<u>37,000.00</u>
Net Ordinary Income	<u>-3,295.00</u>
Net Income	<u><u>-3,295.00</u></u>

Activity Committee Fund Balance

	2010	2011	2012	2013	2014	2015	2016	Total
Total Revenues	3,970.00	\$5,517.41	\$6,704.00	\$5,105.75	\$4,720.05	\$6,854.50	\$6,017.00	\$38,888.71
Total Expenditures	-5,069.24	-\$5,892.79	-\$4,569.65	-\$5,943.59	-\$5,311.36	-\$5,616.14	-\$5,211.14	-\$37,613.91
	-1,099.24	-\$375.38	\$2,134.35	-\$837.84	-\$591.31	\$1,238.36	\$805.86	\$1,274.80

Notes

Does not include final expenses/extra donation to Fire Company

Does not include facility maintenance expenses charged to Park Maintenance Budget Line for 2010-2015

Does not include data from 2009 first year of Community Day - Data not available

Park Recreation Budget

Expenditures		2016	2016 Actual	2017
<u>Community Day</u>				
Advertising		\$300.00	\$243.05	\$300.00
Other Expense/Rentals		\$4,475.00	\$3,434.00	\$4,475.00
Supplies		\$455.00	\$59.09	\$455.00
T-Shirts		\$0.00	\$0.00	\$0.00
Preparation/Work Orders		\$0.00	\$75.00	\$200.00
		\$5,230.00	\$3,811.14	\$5,430.00
<u>Music in the Meadow</u>				
Bands Cost		\$2,000.00	\$1,250.00	\$2,000.00
Advertising		\$0.00	\$0.00	\$0.00
Preparation Costs		\$0.00	\$150.00	\$200.00
		\$2,000.00	\$1,400.00	\$2,200.00
Subtotal Activities Committee Expense		\$7,230.00	\$5,211.14	\$7,630.00
<u>Halloween Parade</u>				
Donnation to Rotary Club		\$2,000.00	\$2,000.00	\$2,000.00
Subtotal Civic Celebration Expense		\$2,000.00	\$2,000.00	\$2,000.00
<u>Park Maintenance</u>			\$4,572.67	
Meadow Park Maintenance Contract		\$4,000.00		\$4,000.00
Trail Head Maintenance Contract		\$1,800.00		\$1,800.00
Empty Trash Cans @ Park & Tail Head		\$0.00		\$0.00
Repairs, Contracted Work/Work Orders		\$2,200.00		\$2,200.00
		\$8,000.00	\$8,000.00	\$8,000.00
Subtotal Park Maintenance		\$8,000.00	\$8,000.00	\$8,000.00
<u>Park Improvements - Not Currently included in a grant</u>				
Post Office/Park Kiosk Repairs		\$1,111.00	\$0.00	\$0.00
Park Entrance Sign		\$0.00	\$0.00	\$0.00
Improvements to Moccia's ramp or drainage swale		\$0.00	\$0.00	\$0.00
		\$1,111.00	\$0.00	\$0.00
Subtotal Other Park Improvements:		\$1,111.00	\$0.00	\$0.00
TOTAL EXPENSE		\$18,341.00	\$15,211.14	\$17,630.00
<u>Revenues</u>				
Community Day Program Fees		\$6,300.00	\$6,017.00	\$6,400.00
Park Reservation Fees		\$0.00	\$0.00	\$400.00
Civic Celebration General Fund Contribution		\$2,000.00	\$2,000.00	\$2,000.00
Activities Committee Fund Balance		\$0.00	\$1,274.80	\$830.00
Park Maintenance General Funds		\$8,000.00	\$8,000.00	\$8,000.00
Total Park & Rec Revenues		\$16,300.00	\$17,291.80	\$17,630.00

Schwenksville Borough

Fund Balance Policy

Developed for GASB 54

Purpose

The Borough Council recognizes that the maintenance of a fund balance is essential to the preservation of the financial integrity of the Borough and is fiscally advantageous for both the Borough and the taxpayer. This policy establishes goals and provides guidance concerning the desired level of fund balance maintained by the Borough to mitigate financial risk that can occur from unforeseen revenue fluctuations, unanticipated expenditures, and similar circumstances.

Definitions

Fund balance is a measurement of available financial resources and is the difference between total assets and total liabilities in each fund.

GASB Statement 54 distinguishes fund balance classified based on the relative strength of the constraints that control the purposes for which specified amounts can be spent. Beginning with the most restrictive constraints, fund balance amounts will be reported in the following categories:

- 1) **Nonspendable fund balance** – amounts that are not in a spendable form (e.g., inventory) or are legally or contractually required to be maintained intact (e.g., permanent fund principal).
- 2) **Restricted fund balance** – amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation (e.g., grants, Liquid Fuels or donations).
- 3) **Committed fund balance** – amounts that can be used only for the specific purposes determined by a formal action of the Borough Council. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., Council Resolutions of commitment in connection with future construction projects).
- 4) **Assigned fund balance** – amounts *intended* to be used by the government for specific purposes. Intent can be expressed by Borough Council or by a designee to whom the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed.
- 5) **Unassigned fund balance** – includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose and are considered the Borough's "Budget Reserve" set aside to maintain borough operations in an emergency or unanticipated circumstance, or until current year tax revenues are received.

Policy

The responsibility for designating funds to specific classifications shall be as follows:

Committed Fund Balance – The Borough Council is the Borough's highest level of decision-making authority, and the formal action that is required to be taken to establish, modify, or rescind a fund balance commitment is a Resolution approved by the Council.

Assigned Fund Balance – The Borough Council has authorized the Borough Manager and the Finance Committee as officials authorized to assign fund balance to a specific purpose as approved the Annual Budget or consistent with this fund balance policy .

Minimum Unassigned Fund Balance

It is the goal of Schwenksville Borough to achieve and maintain an unassigned fund balance in the general fund at fiscal year end of not less than the average of *three months expenditures* . If the unassigned fund balance at fiscal year end falls below the goal, the District shall develop a restoration plan to achieve and maintain the minimum fund balance.

Order of Expenditure of Funds

When multiple categories of fund balance are available for expenditure (e.g., a project is being funded partly by a grant, funds set aside by Borough Council, and unassigned fund balance), the Borough will start with the most restricted category and spend those funds first before moving down to the next category with available funds.

Fund Balance Worksheet

	Assets	Est. Cash on hand	CASH RESERVE	<i>Intended to pay bills per Budget</i>	<i>Grant Matching Funds</i>	<i>Escrow Held for others</i>	<i>Accounts Receivable</i>	
FUND BALANCE	9/30/2016	12/31/2016	Unassigned FB	Assigned FB	Committed FB	Restricted FB	Nonspendable FB	
General Fund	\$320,708.95	\$274,905.80	\$75,000.00	\$118,232.42	\$62,450.00	\$19,003.38	\$220.00	\$274,905.80
Capital Fund	\$41,856.74	\$26,639.33	\$1,001.01	\$3,358.86	\$0.00	\$22,279.46	\$0.00	\$26,639.33
Trash Fund	\$8,782.66	\$8,785.00	\$2,834.00	\$0.00	\$0.00	\$0.00	\$5,951.00	\$8,785.00
Liquid Fuels	\$33,388.18	\$28,237.55	\$11,600.00	\$16,637.55	\$0.00	\$0.00	\$0.00	\$28,237.55
		\$338,567.68	\$90,435.01	\$138,228.83	\$62,450.00	\$41,282.84	\$6,171.00	\$338,567.68

1) Nonspendable fund balance: Amounts that are not in a spendable form (e.g., inventory, accounts receivable) or are legally or contractually required to be maintained intact (e.g. permanent fund principle)

2) Restricted fund balance: Amounts that can be spent only for the specific purposes stipulated by external parties either constitutionally or through enabling legislation, or by agreement.

3) Committed fund balance: Amounts that can be used only for the specific purposes determined by a formal action of the Borough Council. Commitments may be changed or lifted only by referring to the formal action that imposed the constraint originally (e.g., Council Resolutions of commitment in connection with future construction projects).

4)Assigned fund balance: Amounts intended to be used by the government for specific purposes. Intent can be expressed by Borough Council or be a designee to whome the governing body delegates the authority. In governmental funds other than the general fund, assigned fund balance represents the amount that is not restricted or committed.

5) Unassigned fund balance: Includes all amounts not contained in other classifications and is the residual classification of the general fund only. Unassigned amounts are available for any legal purpose and are considered the Borough's "Budget Reserve" set aside to maintain Borough operations in an emergency or unanticipated circumstance or until current year tax revenues are received.

ACTIVE GRANTS	Grant Award	Matching Dollars	Total Project Cost	Completion Date	Expense Year	Matched with other Sources	Notes
2014 ARLE GRANT - PERKIOMEN AVE	\$29,750	\$5,250	\$35,000	Mar-18	2016-2017		
2014 ARLE GRANT - GAME FARM RD	\$73,800	\$8,200	\$82,000	Mar-18	2016-2017		
PECO Grant	\$6,750	\$6,750	\$13,500	Must re-apply in 2016	2017-2018		What to re-apply for
2017 CDBG Application Main Street Sidewalks Phase II	\$178,800	\$29,800	\$208,600		2018		Re-Applying in 2017
GTRP Grant - Meadow Park	\$200,000	\$50,000	\$250,000				\$21,808 in Engineering, Permits, Contingency costs. Total Borough Contribution = \$46,808
DCNR C2P2 - Meadow Park	\$250,000	\$0	\$250,000	Awarded	2016-2018	28000 & DCNR \$250,000	
Local Grant	\$18,300	\$3,700	\$22,000	Awarded	2016-2018	See GTRP	
Old Post Office Grants	\$15,000	\$10,000	\$25,000		2017	2017 Home Depot Grant & DAR Grant	Historical Society Funds
Plaza Grant	\$210,000	\$31,500	\$241,500				Fire Company asked to contribute \$6,500
	\$982,400	\$145,200	\$1,127,600	Application Pending	2017-2018		
Projects seeking Grant Money							
Post Office Restoration							
Ornamental Street Lighting							
Murals							
Moccia's Steps down into the Park							
Entrance Sign to the Park							
Stormwater Mgt. Rear of Borough Hall							
Borough Hall Accessibility/Expansion							
Summit Avenue							
2nd Street - south of Perkiomen Aven							
Main Street Sidewalks & Curbs							
Summit Avenue North							
Summit Avenue Sidewalk Improvement							

PROJECT COST BREAKDOWN	Construction	Engineering	Legal & Contingency
2014 ARLE GRANT - PERKIOMEN AVE	\$26,025.00	\$9,000.00	\$500.00
2014 ARLE GRANT - GAME FARM RD	\$71,500.00	\$10,500.00	\$500.00
2017 CDBG Grant - Sidewalks	\$208,600.00	\$29,800.00	\$500.00
Meadow Park Phase II Improvements	\$421,150.00	\$79,600.00	\$24,058.00
Mural Grant	\$22,000.00	\$0.00	\$3,000.00
Old Post Office Project	\$25,000.00	\$1,000.00	\$2,000.00
Plaza Grant	\$241,500.00	\$43,470.00	\$5,500.00
	\$1,015,775.00	\$173,370.00	\$36,058.00

BUDGET SCHEDULE	2016	2017	2018	Total
2014 ARLE GRANT - PERKIOMEN AVE		\$26,025		\$26,025
Engineering	\$6,000	\$3,000		\$9,000
Legal/Other	\$500			\$500
2014 ARLE GRANT - GAME FARM RD		\$71,500		\$71,500
Engineering	\$8,000	\$2,500		\$10,500
Legal/Other	\$500			\$500
Meadow Park Phase II Improvements		\$420,385	\$42,115	\$462,500
Engineering	\$37,500	\$34,100	\$8,000	\$79,600
Legal/Other	\$2,000	\$13,292	\$10,000	\$25,292
Mural Grant		\$22,000		\$22,000
Engineering		\$0		\$0
Legal/Other	\$3,000	\$2,000		\$5,000
Old Post Office Project		\$25,000		\$25,000
Engineering		\$3,000		\$3,000
Legal/Other		\$241,500		\$241,500
Plaza Grant		\$28,470		\$28,470
Engineering	\$15,000	\$13,470		\$28,470
Legal/Other	\$3,000	\$1,000		\$4,000
				\$183,050.00



ORDINANCE NO. 389

**BOROUGH OF SCHWENKSVILLE
MONTGOMERY COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE BOROUGH OF SCHWENKSVILLE
LEVYING THE TAX RATES FOR THE YEAR 2017**

BE IT ENACTED and ORDAINED, and it is hereby ordained and enacted by the Borough of Schwenksville that a tax be levied on all real estate property within the Borough subject to taxation for the Fiscal Year 2017 as follows:

Tax rate for General Purposes, the sum of 5.94 mills on each dollar assessed valuation.

Tax rate for Fire Protection purpose, the sum of .36 mills on each dollar of assessed valuation.

Tax rate for Library purpose, the sum of .10 mills on each dollars of assessed valuation.

Any Ordinance, or part of Ordinance, conflicting with this Ordinance be and the same is hereby repealed insofar as the same affects this Ordinance.

ENACTED and ORDAINED into law this 8th day of December, 2016 by Schwenksville Borough Council.

SCHWENKSVILLE BOROUGH COUNCIL

BY: _____

Darren Rash
Darren Rash, PRESIDENT

ATTEST: _____

Gail L. Phillips
GAIL L. PHILLIPS, SECRETARY

Read and approved this 8th day of December, 2016.

BY: _____

Joseph A. Giunta
JOSEPH A. GIUNTA, MAYOR



Five Year Capital Plan

2017-2021 Update

Last Revised:

12/8/2016

This document contains a summary of proposed capital spending for Schwenksville Borough, Montgomery County Pennsylvania for the years 2017-2021. It is intended as a guide and is subject to deviation at Council and Management Discretion and is intended to be revised and updated annually.

Schwenksville Borough

Five-Year Capital Plan

2017-2021 Update

Capital Planning

Overview

Schwenksville Borough's Five-year Capital Plan annually assesses infrastructure needs, identifies sources of funds required to meet those needs, and develops a finance plan to fund projects and uses prioritized. The Capital Planning Team is composed of the Finance Committee, the Streets and Lights Committee and the Revitalization Council Liaison. The Capital Planning Team reviews the proposed capital expenditure plan and monitors the Borough's ongoing compliance with the final adopted capital plan. After the plan is adopted by Borough Council for the first time, it should be reviewed, updated, and amended by Borough Council annually in conjunction with the Borough's Annual Budget.

The Fiscal Year (FY) 2017-2021 Capital Plan recommends \$2,232,060.00 for capital projects over the next five years. In government, funding from external agencies is usually appropriated for specific and limited uses. Prioritizing of projects is accomplished within each category of use. Which projects are chosen for implementation is based on available funding for each use category and prioritization given within the category. If the Borough is successful at garnering Park and Recreation grant funds, then Park and Recreation Projects will appear on the five year plan. This does not mean that Park and Recreation projects are more important than other use categories; it just indicates that funding is available.

Capital Projects

A. Road Improvement Plan

2017	Summit Ave	Speed Humps between Hillcrest and Woodland	\$15,000.00
2017	Summit Ave	Patch and Repair between Hillcrest and Woodland	\$15,000.00
2018	Hill Crest Ave	Hill Rest Resurfacing	\$10,000.00
2019	Clearfield Ave	Clearfield Ave - Resurfacing	\$25,500.00
2018	Third Street	Patch and Overlay	\$45,000.00
2019	Second Street	Reconstruct Borough Line to Perkiomen Ave	\$72,000.00
2019	Summit Ave North	Reconstruction and Stormwater Mgt.	\$150,000.00

2019	Clearfield Avenue	Resurfacing	\$25,000.00
2020	TBD		
2020	TBD		
2021	TBD		
2021	Centennial Street	Reconstruction and Stormwater Mgt.	\$200,000.00

B. Stormwater Management Improvement Plan

2022	All	Borough-Wide Storm Inlet Box Replacement	\$120,000.00
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C. Revitalization Improvement Plan

2017	Borough Wide	Update all Street Lights to LED	\$41,244.00
2018	Main Street	Sidewalk Improvements 100 Block	\$208,600.00
2019	Main Street	Install Ornamental Street Lights per Main St. Plan	\$200,000.00
2020	Main Street	ADA Improvements to Borough Hall	\$250,000.00

D. Public Safety

Year	Street	Work to be Completed	Estimated Cost
2016	Perkiomen Ave	Upgrade Safety Features to Traffic Signal	\$26,025.00
2016	Game Farm Road	Upgrade Safety Features to Traffic Signal	\$71,500.00
2016	Perkiomen Ave	Replace Signal Equipment	\$94,929.00
2016	Game Farm Road	Replace Signal Equipment	\$247,103.00
2017	Summit Ave	Sidewalk Extension	\$45,000.00
	Centennial Street	Traffic Signal at Centennial Street & Main	

E. Park and Recreation or Historic Preservation

2017	Meadow Park Phase II Improvements	Construction	\$440,224.00
2018	Meadow Park Phase II Improvements	Complete & Close Out Grant	\$41,914.00
2021	Meadow Park	Install Stairs & Drainage Improvements N. Access	\$20,000.00

F. Environmental

2018		Environmental Project TBD	\$5,000.00
2019		Environmental Project TBD	\$5,000.00

Amendments

Capital Planning and Budgeting is a tool used for prioritizing projects and planning for how and when those projects are going to be funded. It is intended as a guide; numbers, dates and projects will change as progress is made to implement them, as funding becomes available or scarce and as the priorities of the community evolve. It is essential that the Capital Plan and Capital Project Budget be amended and updated annually to reflect projects that were completed, changes in priorities, new funding opportunities or other variables.

Goals and Objectives

A Capital Plan should reflect a community's goals and objectives. Goals identified by Schwenksville Borough include:

1. Maintain Streets and Roads to a standard based on safety and community welfare.
2. Maintain Stormwater Infrastructure to a standard based on function and good faith compliance with state regulations.
3. Promote revitalization and economic development in the Main Street Corridor through streetscape improvements, parking improvements, street lighting and code enforcement.
4. Improve and promote public safety through-out the borough.
5. Promote Health and Welfare by protecting environmental assets and providing recreational opportunities for the community.

SCHWENKSVILLE BOROUGH
CAPITAL PROJECT PLAN BUDGET
FY 2017-2021

Year	GF Current Year	GF Reserves	Capital Project Reserves	Liquid Fuels	Grants	TOTAL
2017	\$74,165.00		\$964,505.00			
2018	\$63,000.00		\$243,400.00	\$12,250.00		
2019	\$20,000.00		\$572,500.00	\$15,500.00		
2020	\$35,000.00		\$295,000.00	\$15,000.00		
2021	\$40,000.00		\$236,000.00			
	<u>\$232,165.00</u>		<u>\$2,311,405.00</u>	<u>\$42,750.00</u>		
2017	\$15,000.00	Speed Humps		2018	\$12,250.00	Hill Crest Ave
	\$15,000.00	Repairs - Summit Avenue			\$53,000.00	Third Street
	\$10,000.00	Stormwater Savings			\$10,000.00	Stormwater Savings
	\$34,165.00	LED Street Lights			\$238,400.00	Sidewalk Improvements 100B
	\$23,000.00	Main Street Mural			<u>\$5,000.00</u>	TBD Environmental
	\$35,000.00	Traffic Light Upgrade -Perki			<u>\$318,650.00</u>	
	\$82,000	Traffic Light Upgrade - GF				
	\$277,697.00	Signal Replacen	2019	\$86,500.00	Second Street	
	\$521,808.00	Meadow Park		\$175,000.00	Summit Ave North	
	<u>\$25,000.00</u>	Post Office		\$30,500.00	Clearfield Ave	
	<u>\$1,038,670.00</u>	Plus Crack Sealing & 4th repair		\$10,000.00	Stormwater Savings	
2020	\$30,000.00	TBD Road Improvement		\$236,000.00	Ornamental Street Lights	
	\$20,000.00	TBD Road Improvement		\$45,000.00	Sidewalk Extension- Summit	
	\$10,000.00	Stormwater Savings		\$25,000.00	Meadow Park North Entrance	
	<u>\$295,000.00</u>	Borough Hall Improvements		<u>\$5,000.00</u>	TBD Environmental	
	<u>\$355,000.00</u>			<u>\$613,000.00</u>		
2021	\$30,000.00	TBD Road Improvement				
	\$236,000.00	Centennial Street				
	<u>\$10,000.00</u>	Stormwater Savings				
	<u>\$276,000.00</u>					

SCHWENKSVILLE BOROUGH
CAPITAL PROJECT PLAN BUDGET
FY 2017-2021

Year	Street	Work to be Completed	Estimated Cost	Completed	Actual Cost
Road Improvements					
2015	Second Street	Maple Street to Church Street	\$95,510.00	In Progress	\$121,357.50
2015	Maple Street	Second Street to Main Street	\$22,000.00	Aug-15	\$6,925.00
2015	Summit Ave	Patching Mine Hill to Hill Crest	added	Aug-15	\$10,000.00
2016	Walnut Street	Mill, partial reconstruction, overlay Walnut Street	\$101,460.00	May-16	\$76,384.00
2016	Library Lane	Centennial Street to Church Street	\$17,000.00	2016	\$20,375.00
2016	Mountain View	Mill, patch section of Roadway	\$9,000.00	2016	\$9,853.00
2016	Miller/Boyer/Cedar	Drainage/Mill/Overlay		2016	\$90,584.82
2016	Clearfield Ave	Patch and repair		2016	\$8,736.00
2017	Summit Ave	Speed Humps between Hillcrest and Woodland	\$15,000.00		
2017	Summit Ave	Patch and Repair between Hillcrest and Woodland	\$15,000.00		
2018	Hill Crest Ave	Hill Rest Resurfacing	\$10,000.00		
2019	Clearfield Ave	Clearfield Ave - Resurfacing	\$25,500.00		
2018	Third Street	Patch and Overlay	\$45,000.00		
2019	Second Street	Reconstruct Borough Line to Perkiomen Ave	\$72,000.00		
2019	Summit Ave North	Reconstruction and Stormwater Mgt.	\$150,000.00		
2019	Clearfield Avenue	Resurfacing	\$25,000.00		
2020					
2020					
2021					
2021	Centennial Street	Reconstruction and Stormwater Mgt.	\$200,000.00		
Stormwater Management Improvements					
2014	Centennial Street	Stormwater Pipe Replacement/Emergency Repair	\$9,950.00	Yes	\$9,950.00
2014	Woodland Ave	Replace Stormsewer Pipes & Repair Inlets	\$8,737.00	Yes	\$11,137.00
2022	All	Borough-Wide Storm Inlet Box Replacement	\$120,000.00		
Revitalization					
2013	South Main Street	Sidewalk & Road Re-alignment, Parking	\$188,940.00	2016	\$188,940.00

SCHWENKSVILLE BOROUGH
CAPITAL PROJECT PLAN BUDGET
FY 2017-2021

2017	Borough Wide	Update all Street Lights to LED	\$29,165.00	2017	\$41,244.00
2018	Main Street	Sidewalk Improvements 100 Block	\$208,600.00		
2019	Main Street	Install Ornamental Street Lights per Main St. Plan	\$200,000.00		
2020	Main Street	ADA Improvemenets to Borugh Hall	\$250,000.00		
Public Safety					
2017	Perkiomen Ave	Upgrade Safety Features	\$26,025.00		
2017	GameFarm Rd	Upgrade Safety Features	\$71,500.00		
2017	GameFarm Rd	Replace Equipment	\$247,103.00		
2019	Summit Ave	Sidewalk Extension	\$45,000.00		
	Centennial Street	Traffic Signal at Centennial Street & Main			
Park and Recreation					
2016	Meadow Park	Restore historic Post Office structure			
2016	Meadow Park Phase II Improvements	Design & Begin Construction	\$66,225.00		
2017	Meadow Park Phase II Improvements	Construction	\$440,224.00		
2018	Meadow Park Phase II Improvements	Complete & Close Out Grant	\$41,914.00		
2021	Meadow Park	Install Stairs & Drainage Improvements N. Access	\$20,000.00	Unfunded	
Environmental					
2018		Environmental Project TBD	\$5,000.00		
2019		Environmental Project TBD	\$5,000.00		

**SVILLE BOROUGH
JECT PLAN BUDGET
2016-2020**

[illegible]

CSVILLE BOROUGH
JECT PLAN BUDGET
2016-2020

00	\$0.00	\$409,187.00								
00	\$0.00	\$450,000.00			\$521,808.00					
00	\$0.00	\$25,000.00			\$25,000.00					
00	\$0.00	\$20,000.00						\$25,000.00		
00	\$0.00	\$495,000.00								
00	\$0.00	\$5,000.00				5,000.00				
00	\$0.00	\$5,000.00						5,000.00		
00	\$0.00	\$10,000.00								
00	\$51,750.00	\$1,664,143.00	\$138,282.50	\$424,872.82	\$1,043,870.00	\$318,650.00	\$613,000.00	\$355,000.00	\$276,000.00	\$3,169,675.32