

SILVER SPRING TOWNSHIP



2012 BUDGET

SUBURBAN SERENITY WITH URBAN PROXIMITY
SILVER SPRING TOWNSHIP

Administration

8 Flowers Drive
Mechanicsburg, PA 17050

**Police, Parks & Recreation and
Silver Spring Sewer Authority**

5 Willow Mill Road
Mechanicsburg, PA, 17050

BOARD OF SUPERVISORS



Chairman

Vincent T. DiFilippo

Vice- Chairman

Nancy Konhaus Griffie

David R. Lenker II

Mary Lou Pierce-McLain

Nathan T. Spade

SILVER SPRING TOWNSHIP

2012 ANNUAL BUDGET

All Funds.....	\$7,208,547
General Fund.....	\$6,641,189
Cops Care for Kids.....	1,000
Veterans Memorial Fund.....	70,000
New Kingstown Vision Fund.....	2,000
Business Advisory Council Fund.....	14,100
Construction Fund.....	111,000
Highway Aid Fund.....	288,000
Recreation Fund.....	81,258

BUDGET PROCESS

The Township administration is responsible for establishing and maintaining an internal control structure designed to ensure that the assets of the Township are protected from loss or misuse and to ensure that adequate accounting data are compiled to allow for the preparation of financial statements in conformity with generally accepted accounting principles. The primary financial management control instrument of the Township is the annual budget. It is prepared each year by the management staff and subsequently adopted by the Board of Supervisors. The budget process involves a collaborative effort among all the Township's departments, Board of Supervisors and citizens. The goal is to provide a thorough fiscal review and an evaluation of services to provide an effective allocation of resources for current and long-range plans.

OPERATING BUDGET

The \$6.6 million dollar operating budget reflects a balanced budget. The revenues have been adjusted to reflect the current economic conditions. Revenues are projected to grow by 3.1% and operating expenses have increased by the same percentage for the 2012 Budget.

BUDGET SUMMARY

The following represents the most significant highlights for the year:

- No Tax Increase. Cumberland County's Certified Assessments for Silver Spring Township are projected to increase in value by 3% over 2011. The Township's assessment continues to grow with the addition of new developments such as Country Club Estates, Mulberry Court, Milfording Highlands Phase 3, Stone Hill Estates, Fieldstone Development, and Crossroads at Walden.
- Total General Fund revenues are \$201,388 above 2011 Revenues. The increase in revenue is primarily due to an increase in Real Estate Taxes, Earned Income Tax and Real Estate Transfer Tax. Real Estate Taxes continue to be the single largest source of revenue at \$1,627,945. EIT (Earned Income Tax) Current Year is the second largest source of revenue at \$1,350,000.
- General Fund expenditures have also increased by \$201,388. The single largest increase in expenditures comes from the principal and interest payment on the 2010 G.O. Note for the Building Acquisition/Renovation.
- No staff additions in 2012.
- Employees continue to contribute to rising health care costs. This year Non-Uniform employees will contribute 1.5% of the health care premium.
- Reduction in the use of professional services, including the elimination of outsourcing the Turf Treatment program.
- Negotiated lower energy cost, saving the Township over \$32,000.

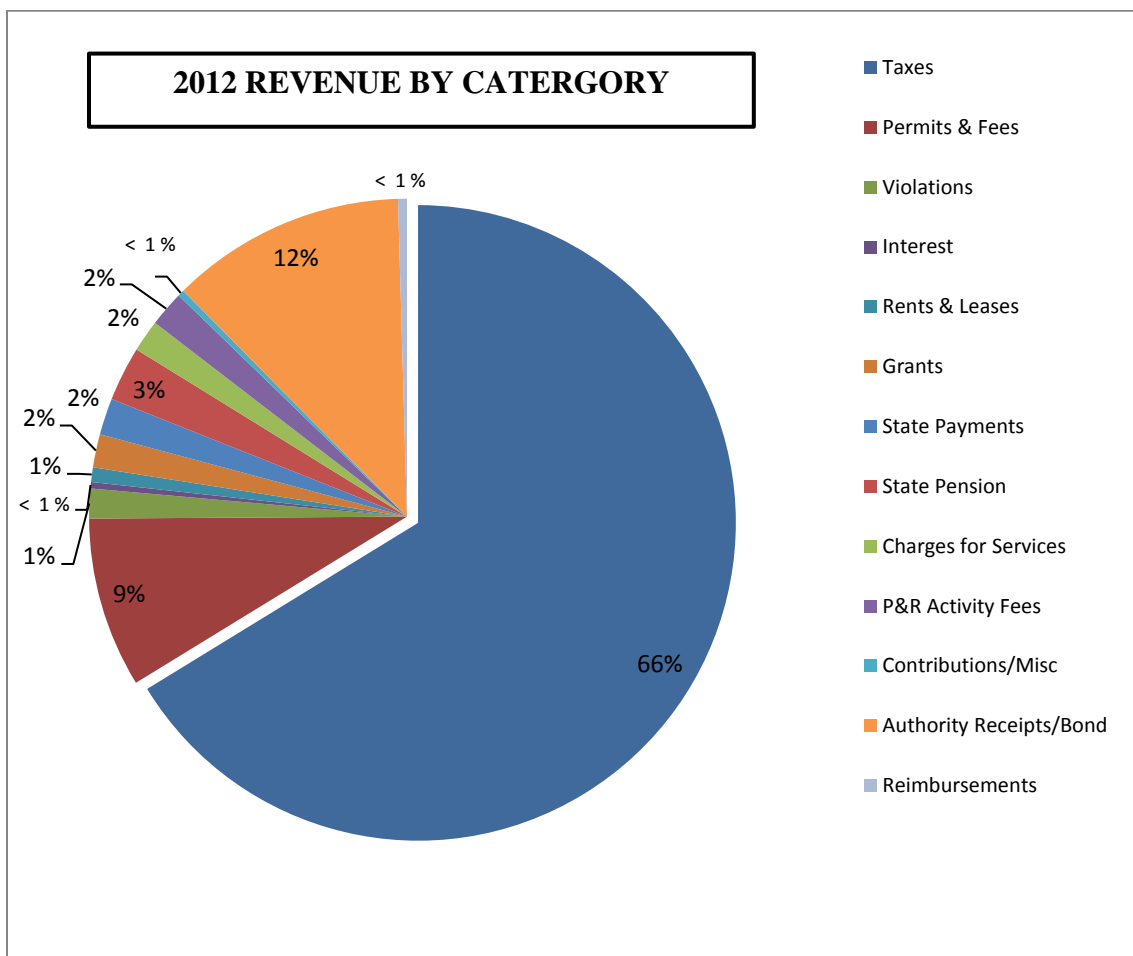
CAPITAL PURCHASES/EQUIPMENT

Capital purchases and equipment decreased from 2011 by 20.6 %. Capital investments for 2012 include the following:

- Digital Imaging Program for Township-wide documents and plans.
- Police Department adding 4 computers.
- Police Department adding evidence shed.
- Highway Department adding 2012 Dodge Ram 5500 Regular Cab Truck, Snowplow, Hopper and Spreader.
- Parks and Recreation adding boom sprayer.

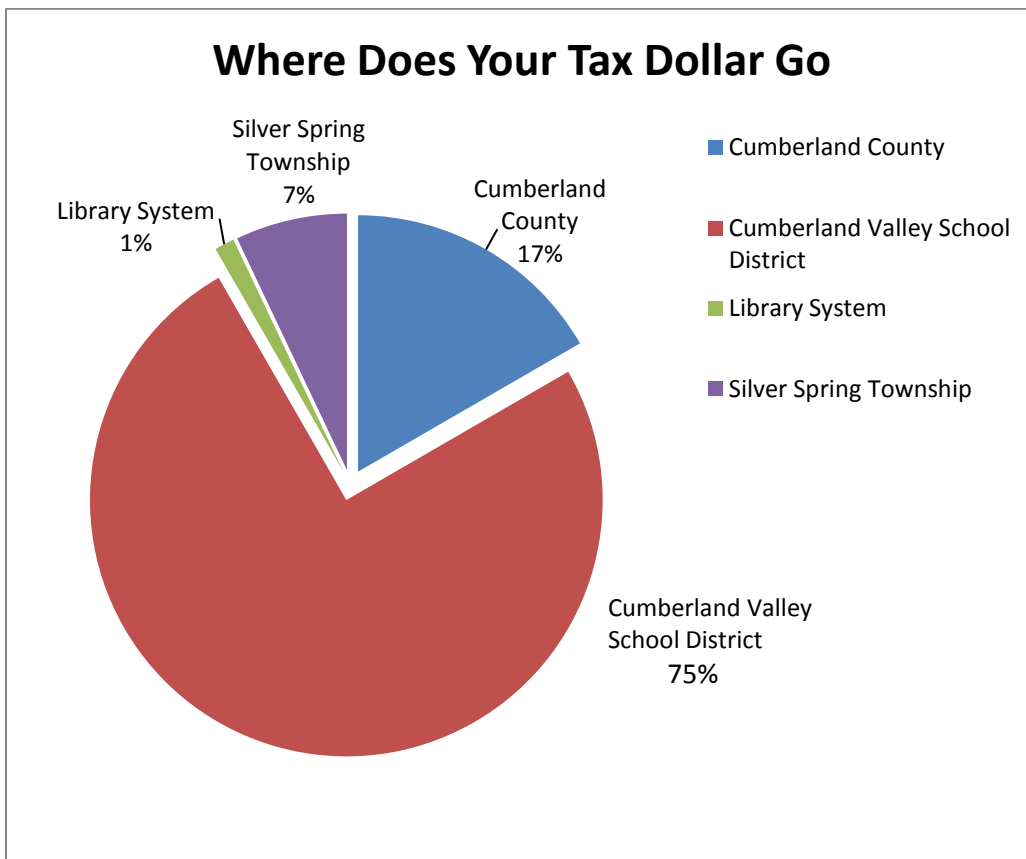
REVENUE SUMMARY

The primary revenue source for the Township is comprised of a composite of several tax sources that represent approximately 66% of all revenues (refer to Revenue chart below). The real estate tax is the one of the primary source of revenue for Silver Spring Township. A percentage of the real estate revenue for the Township is shared with the Fire Companies. This is a Fire Tax and is paid to the New Kingstown and Silver Spring Fire Companies. The Per Capita Tax is expected to increase by 35% given an increase in the number of Township residents. Our Township continues to grow and we are expected to show an increase of 8% in the Real Estate Transfer Tax for 2012. The Earned Income Tax (EIT), the second largest source of income, is a tax based on the anticipated revenue for payroll deductions. The EIT is expected to increase 2.8%. Finally, the Local Service Tax (LST), tax based on individuals employed in the Township, is expected to increase 4% based on slight increase in the number of individuals employed in the Township.



LOCAL TAX ALLOCATION

A resident's tax dollar amount is based on the millage rate per assessed value of real estate property. Real Estate Taxes are divided among three entities: Silver Spring Township, Cumberland Valley School District and Cumberland County. Silver Spring Township mill rate for 2012 is .8045-exactly the same rate as last year. The taxes and millage rates are listed below.



EXPENSE SUMMARY

Overall, the expenditures show an increase of 3.1%. The majority of the Township Departments has trimmed expenses and shows an overall decrease in expenses from 2011 Budget. The following shows each department and the overall decrease from 2011 expenses:

Police: -3.9

Building Codes, Planning and Zoning: -7.8

Highway: -8.0

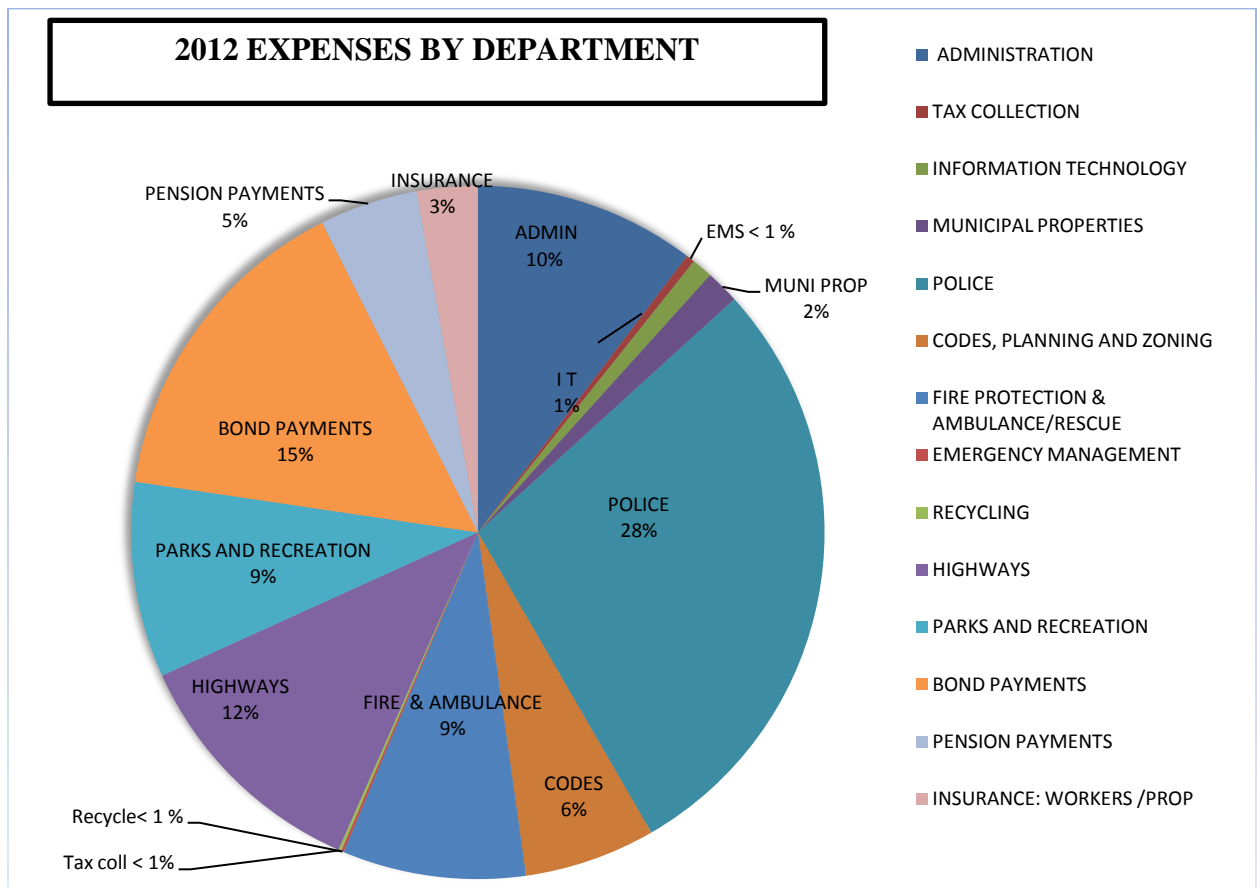
Parks and Recreation/Admin: -11.9

Parks and Recreation/Maintenance -6.9

The most obvious increase is derived from the principal and interest payment of 2010 G. O.

Note for the Building Acquisition/Renovation.

Total expenses are shown below.



**SILVER SPRING TOWNSHIP
2012 BUDGET**

GENERAL FUND REVENUE

	<u>2011</u>	<u>2012</u>	<u>% CHG</u>
Taxes	4,212,952	4,399,595	4.4%
Permits & Fees	549,650	574,905	4.6%
Violations	107,000	100,340	-6.2%
Interest	45,500	21,600	-52.5%
Rents & Leases	12,150	49,400	306.6%
Grants	96,015	112,000	16.6%
State Payments	121,878	123,628	1.4%
State Pension	184,000	184,386	0.2%
Charges for Services	103,373	108,000	4.5%
Employee Health Contribution	0	6,380	100.0%
P&R Activity Fees	131,850	120,307	-8.8%
Contributions	10,950	11,200	2.3%
Gasoline Reimbursement	20,000	30,000	50.0%
Loan Payments- Authority	654,933	763,450	16.6%
Misc Receipts-Authority	24,550	31,798	29.5%
Newsletter	3000	3000	0.0%
Fixed Asset Sale	0	1200	100.0%
Inter-Fund Transfers	162,000	0	-100.0%
	6,439,801	6,641,189	3.1%

**SILVER SPRING TOWNSHIP
2012 BUDGET**

GENERAL FUND EXPENSES

		2011	2012	% CHG
400 ADMINISTRATION				
100	Salaries & Wages	359,600	378,870	5.4%
100	Taxes & Benefits	148,690	140,845	-5.3%
200	Supplies	13,000	13,000	0.0%
310	Professional Services	98,500	106,500	8.1%
320	Communications	5,500	6,065	10.3%
340	Advertising & Printing	14,530	13,000	-10.5%
350	Insurance	13,724	0	-100.0%
370	Maintenance & Repair	3,300	2,900	-12.1%
400	Employee Related Expenses	7,000	11,750	67.9%
500	Humane Society	0	12,000	100.0%
700	Capital Purchases	2,600	0	-100.0%
TOTAL		666,444	684,930	2.8%
403 TAX COLLECTOR				
100	Salaries & Wages	19,000	20,000	5.3%
100	Taxes & Benefits	1,500	1,500	0.0%
200	Supplies	4,800	4,800	0.0%
350	Insurance	250	0	-100.0%
430	Tax Overpayment Refund	0	0	0.0%
TOTAL		25,550	26,300	2.9%
407 INFORMATION TECHNOLOGY				
200	Supplies	4,970	6,560	32.0%
310	Professional Services	20,500	53,985	163.3%
320	Communications and Website	1,625	1,725	6.2%
400	Employee Related Expenses	1,000	1,100	10.0%
700	Capital Purchases	12,000	1,383	-88.5%
TOTAL		40,095	64,753	61.5%

409 MUNICIPAL PROPERTIES		2011	2012	% CHG
200	Supplies	24,000	9,500	-60.4%
360	Utilities	74,506	64,895	-12.9%
370	Maintenance & Repairs	61,800	29,960	-51.5%
700	Capital Purchases	0	0	0.0%
TOTAL		160,306	104,355	-34.9%

**410
POLICE**

100	Salaries & Wages	1,230,100	1,271,239	3.3%
100	Taxes & Benefits	447,600	399,222	-10.8%
192	Tuition Reimbursement	0*	16,500	100.0%
200	Supplies	90,465	87,660	-3.1%
310	Professional Services	12,000	3,000	-75.0%
320	Communications	14,400	19,305	34.1%
330	Speed Checks	1,800	1,800	0.0%
350	Insurance	22,546	0	-100.0%
370	Maintenance & Repairs	37,800	37,000	-2.1%
385	Vehicle Lease	17,955	17,995	0.0%
400	Employee Related Expenses	36,975	19,700	-46.7%
500	Donations - Humane Society	12,000	0	-100.0%
700	Capital Purchases	39,900	13,000	-67.4%
TOTAL		1,963,541	1,886,421	-3.9%

411/412 FIRE PROTECTION & AMBULANCE/RESCUE

100	Workers Comp	14,500	0	-100.0%
200	Supplies-Fuel	22,000	30,000	36.4%
350	Insurance	8,408	0	-100.0%
360	Hydrant Rental	70,000	78,480	12.1%
500	Fire Relief Fund	100,000	115,156	15.2%
540	Contributions	46,350	46,350	0.0%
541	Fire Tax Distribution	281,546	297,555	5.7%
TOTAL		542,804	567,541	4.6%

* Police Tuition was included in Employee Related Expenses in 2011

413 Bldg, Code, Planning and Zoning		2011	2012	% CHG
100	Salaries & Wages	271,900	256,705	-5.6%
100	Taxes & Benefits	79,900	73,980	-7.4%
200	Supplies	12,610	10,700	-15.1%
310	Professional Services	49,350	38,975	-21.0%
320	Communications	5,980	8,690	45.3%
340	Advertising & Printing	7,000	5,000	-28.6%
350	Insurance	2,655	0	-100.0%
370	Maintenance & Repairs	3,000	3,500	16.7%
390	Fees	1,120	1,200	7.1%
400	Employee Related Expenses	7,600	6,830	-10.1%
700	Capital Purchases	0	1,000	100.0%
TOTAL		441,115	406,580	-7.8%

415 EMERGENCY MANAGEMENT

100	Salaries & Wages	5,923	6,101	3.0%
200	Supplies	2,290	850	-62.9%
320	Communications	500	1,340	168.0%
500	EMC Thanks Fees	0	0	0.0%
700	Capital Purchases	6,400	0	100.0%
TOTAL		15,113	8,291	-45.1%

426 RECYCLING

200	Supplies	550	550	0.0%
310	Professional Services	300	300	0.0%
370	Maintenance & Repairs	5,000	5,000	0.0%
380	Equipment Rental	3,000	3,600	20.0%
700	Capital Purchases	0	0	0.0%
TOTAL		8,850	9,450	6.8%

430 HIGHWAY		2011	2012	% CHG
100	Salaries & Wages	297,050	307,263	3.4%
100	Taxes & Benefits	131,700	121,779	-7.5%
200	Supplies	87,492	91,308	-1.9%
310	Professional Services	29,250	10,750	-44.4%
320	Communications	2,350	1,900	-19.1%
350	Insurance	17,346	0	-100.0%
360	Utilities	139,082	124,420	-10.5%
370	Maintenance & Repairs	90,472	81,835	-9.5%
380	Equipment Rental	12,000	12,000	0.0%
400	Employee Related Expenses	1,100	1,100	0.0%
450	Maintenance Contracts	30,000	20,000	-33.3%
700	Capital Purchases	1,300	0	-100.0%
TOTAL		839,142	772,355	-8.0%

452 Park & Recreation Administration

100	Salaries & Wages	131,000	122,972	-6.1%
100	Taxes & Benefits	49,100	28,829	-41.3%
200	Supplies	54,564	42,402	-22.3%
310	Professional Services	13,151	22,275	69.4%
320	Communications	1,708	4,562	167.1%
340	Advertising & Printing	11,538	5,325	-53.8%
350	Insurance	1,797	0	-100.0%
370	Maintenance - M&E	250	150	-40.0%
380	Equipment Rental	0	1,350	100.0%
400	Employee Related Expenses	7,879	7,349	-6.7%
450	Program Instructor Contracts	26,410	28,280	7.1%
500	Donations	5,956	6,000	0.7%
700	Capital Purchases	2,600	0	-100.0%
TOTAL		305,953	269,494	-11.9%

454 PARK MAINTENANCE / CAPITAL IMPROVEMENT

100	Salaries & Wages	140,304	151,300	7.8%
100	Taxes & Benefits	42,500	38,031	-10.5%
200	Supplies	3,800	9,017	137.3%
310	Professional Services	10,500	7,000	-33.3%
340	Advertising & Printing	0	350	100.0%
360	Utilities	14,978	18,562	23.9%
370	Maintenance & Repairs	103,050	84,200	-18.3%
380	Equipment Rental	8,767	8,367	-4.6%
400	Employee Related Expenses	1,330	560	-57.9%
500	Donations	0	0	0.0%
600/700	Capital Purchases and Improvements	34,646	18,402	-46.9%
TOTAL		359,875	335,789	-6.7%

471/472 BONDS / LOANS		2011	2012	%CHG
471	Gen'l Obligation Bond - Principal	555,000	726,030	30.8%
472	Gen'l Obligation Bond - Interest	206,393	286,710	38.9%
TOTAL		761,393	1,012,740	33.0%
483 ** PENSION				
483	Non-uniform	19,628	111,036	465.7%
483	Police Pension	111,477	192,694	72.9%
TOTAL		131,105	303,730	131.7%
487/490 OTHER EXPENSES				
486	Insurance	0.00	188,460	100.0%
490	Interfund Transfers	178,515	0	-100.0%
TOTAL		178,515	188,460	5.6%
TOTAL EXPENDITURES		6,439,801	6,641,189	3.1%
TOTAL REVENUE				
		6,439,801	6,641,189	3.1%
TOTAL EXPENDITURES				
		6,439,801	6,641,189	3.1%
TOTAL GF FUND BALANCE				
		0	(0)	100.0%

PLEASE NOTE ALL INSURANCE COSTS ARE NOW LISTED AS A SEPARATE LINE ITEM IN 486 AND NOT IN THE INDIVIDUAL DEPARTMENTS.

**** MMO CALCULATION:**

Police Pension Plan Required Contribution:	\$192,694 (Includes Police Contribution)
Non-Uniform with Authority Pension Plan Required Contribution:	<u>\$111,036</u>
Total Pension Expense	\$303,730
Anticipated State Aid	\$184,386
Authority Contribution	\$21,298
Net Anticipated Contribution from General Fund in 2012	\$98,046

**GENERAL FUND
ESTIMATED BALANCES**

	<u>2011</u>	<u>2012</u>
Beginning Balance	\$3,902,885.00	\$2,003,885.00
Revenue	\$6,435,000.00	\$6,641,189.00
Expenses	\$6,360,000.00	\$6,641,189.00
Estimated Deficit/Surplus	\$75,000.00	\$0
Transfer to Building Exp	(\$1,974,000.00)	\$0
Anticipated Balance-12/31	\$2,003,885.00	\$2,003,885.00

ANITICPATED PROJECTS

HIGHWAY DEPARTMENT

Dan Wenrich, *Department Head*

The Highway Department maintains in excess of 70 miles of Township roads. The planned improvements for 2012 are as follows:

- Pleasant Grove Cross Drains
- Skyline Drive Cross Drains
- Kost Road Base
- Nottingham Drive Drain Intersection
- Bridge Repair- Kost Road
- Hempt Road Paving Texaco to Bridge
- Kost Road Paving-IBM to Deitch
- Nottingham Road Paving- Main to John King
- Royal Palm Paving
- Beltsville Road Paving
- Bourbon Road Paving

PARKS & RECREATION

Jeff Williams, *Director*

The Parks and Recreation Department maintain 168 acres of developed parkland including athletic fields and an additional 9.5 acres of storm water basins. Our parks include Willow Mill, Potteiger, Hidden Creek, Paul Walters Memorial, Pleasant View and Stony Ridge. Our fields are the home to SSYBA baseball, HMMS soccer, CV Lacrosse, CV Softball, CVMFA football, Fire Chiefs and West Shore softball leagues, adult lacrosse and soccer leagues, and several other tournaments. The Department offers many classes, trips, camps and programs for all ages and hosts many community events such as the National Lands Day, blood drives, Easter Egg Hunt, 5K Jig Jog, Fall Festival and the Tree Lighting Ceremony. Major projects in 2012 include the following:

- Install outfield fencing, backstops, and players' benches at Stony Ridge Park
- Install 20 trees through the TreeVitalize grant at Stony Ridge
- Supply electric service to the bumper car pavilion at Willow Mill
- Install a wind turbine at Stony Ridge Park
- Construct pathways at Stony Ridge Park around the new fields
- Install gravel lot and pathway at Willow Mill to service the Veteran's Memorial
- Work with the Tri-County Planning Commission grant, coordinated through Lower Allen Township for the West Shore trail plan
- Begin work with Township engineers on re-assessing the structural and renovation plan for the Huston Mill.

POLICE DEPARTMENT

Richard Hammon, *Superintendent of Police*

The Silver Spring Township Board of Supervisors and the Department's Officers have made it their goal for the Police Department to become accredited by July 2012. Accreditation is a progressive and time-proven way of helping institutions evaluate and improve their overall performance. The cornerstone of this strategy lies in the promulgation of standards containing a clear statement of professional objectives. Participating administrators conduct a thorough analysis to determine how existing operations can be adapted to meet these objectives. When the procedures are in place, a team of independent professionals is assigned to verify that all applicable standards have been successfully implemented. The process culminates with a decision by an authoritative body that the institution is worthy of accreditation.

The Board of Supervisors believes our residents deserve the best from their Police Department. Your Police Department has accepted and is working towards the most modern professional police practices.

The Silver Spring Township currently employs 16 full-time police officers.

MUNICIPAL PROPERTIES

In February 2011, the Township purchased two buildings for home of the Administration and the Police/Parks and Recreation/Silver Spring Sewer Authority. Over the course of six months, the buildings were renovated and were occupied in September. The total cost of acquisition and renovations is approximately \$3.6 Million.



NEW ADMINISTRATION BUILDING



NEW POLICE / PARKS & RECREATION /SILVER SPRING TOWNSHIP SEWER AUTHORITY BUILDING