

SUMMARY

GENERAL FUND GENERAL GOVERNMENT



	<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Budget</u>	<u>2008</u> <u>Estimate</u>	<u>2009</u> <u>Budget</u>
General Government Expenditures					
Personal Services	\$ 927,311	\$ 988,511	\$ 1,190,533	\$ 1,187,356	\$ 1,120,070
Contractual Services	608,565	720,258	670,166	605,142	569,675
Commodities	56,134	33,083	36,900	44,212	43,250
Distributed Costs	(178,466)	(218,292)	(267,010)	(243,547)	(286,934)
Total General Government Expenditures	<u><u>\$ 1,413,544</u></u>	<u><u>\$ 1,523,560</u></u>	<u><u>\$ 1,630,589</u></u>	<u><u>\$ 1,593,163</u></u>	<u><u>\$ 1,446,061</u></u>

GENERAL GOVERNMENT OVERVIEW

The Township of Upper St. Clair's General Government consists of seven (7) departments: the Board of Commissioners, Administration, the Finance Office, Tax Collection, Legal Services, Information and Technology, and Cable 7 Television. For specific information on each department please refer to the department sections following the summary section.

2008 DEPARTMENT ACCOMPLISHMENTS

- Finalized the financing of the construction of the Community Recreation and Aquatic Center and other capital projects through the issuance of the 2008 General Obligation Variable Bonds
- Finalized and adopted the fee structure for the Community Recreation and Aquatic Center
- Negotiated a new five (5) year tax agreement with Jordan Tax Service and the Upper St. Clair School District for tax collection services
- Negotiated employment contracts with Tri-Community South Emergency Medical Services and Public Works Local 205, which resulted in an estimated 8% savings on health care coverage costs to the Township
- Received the Certificate of Achievement Award for Excellence in Financial Reporting for years ending 2006 and 2007 from the Government Finance Officers Association of America and Canada
- Received a DEP Recycling and Implementation Grant in the amount of \$5,778
- Received a RAD Grant in the amount of \$500,000
- Received a \$140,000 DEP Grant for the Boyce Mayview Regional Park Northern Tributary Habitat and Water Quality Improvement project
- Completed and implemented Human Resource Compensation Recommendations
- Amended non-union job descriptions, pay ranges and performance evaluation documents in accordance with paid professional report
- Revamped budget process to allow for more Board of Commissioners participation and a more reader friendly document
- Further implemented AccuFund software to include Department's involvement with purchasing, payroll and on-line inquiries of department specific information
- Created Human Resource database

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2009 DEPARTMENT GOALS AND OBJECTIVES

- To complete the remaining capital projects to be funded by the 2008 Bond Issue
- To seek additional funding sources and complete construction of the Boyce Perimeter Trail
- Negotiate new Cable TV Franchise Renewal contract with COMCAST
- Negotiate Insurance Broker contract for the next three (3) years
- Negotiate with auditing firms for next three (3) years
- To continue to participate in the GFOA CAFR Award Program
- To assist the Regional EEC Corporation in obtaining private funding
- To implement \$419,000 2009 funding from RAD for Boyce Mayview Park
- To begin process regarding GFOA Distinguished Budget Award Program
- To Implement new Vehicle Policy
- Assist the Department of Recreation with new staffing requirements and contracted services
- Seek continued grant support from RAD for Boyce Mayview Park
- To fully implement the AccuFund modules for the Township Library and for Tri-Community South Emergency Medical Services Department
- Implement cash management process to maximize potential investment earnings

DEPARTMENT EXPENDITURES

General Government Expenditures 01-10-101-500 TO 01-10-107-500	2006 Actual	2007 Actual	2008 Budget	2008 Estimate	2009 Budget
Personal Services					
101 Full-Time Wages	\$ 662,911	\$ 702,661	\$ 873,115	\$ 859,789	\$ 767,781
110 Overtime Wages	637	27	900	50	900
120 Part-Time Wages	6,660	11,558	13,625	12,420	14,035
130 Elected Officials Salaries	8,400	8,400	8,400	8,400	8,400
162 Group Life Insurance	5,553	6,310	6,505	6,792	8,296
163 Medical Insurance	133,508	136,483	161,990	159,581	181,914
164 Workmen's Compensation	2,995	4,251	3,260	3,359	3,948
166 Pension Costs	48,188	55,947	57,345	58,711	62,248
167 Longterm Disability Insurance	2,856	3,271	3,415	3,768	5,027
168 Post Retirement Plan	7,100	7,100	7,000	7,115	7,000
198 Social Security Expense	48,503	52,503	54,978	67,371	60,521
Total Personal Services	\$ 927,311	\$ 988,511	\$ 1,190,533	\$ 1,187,356	\$ 1,120,070

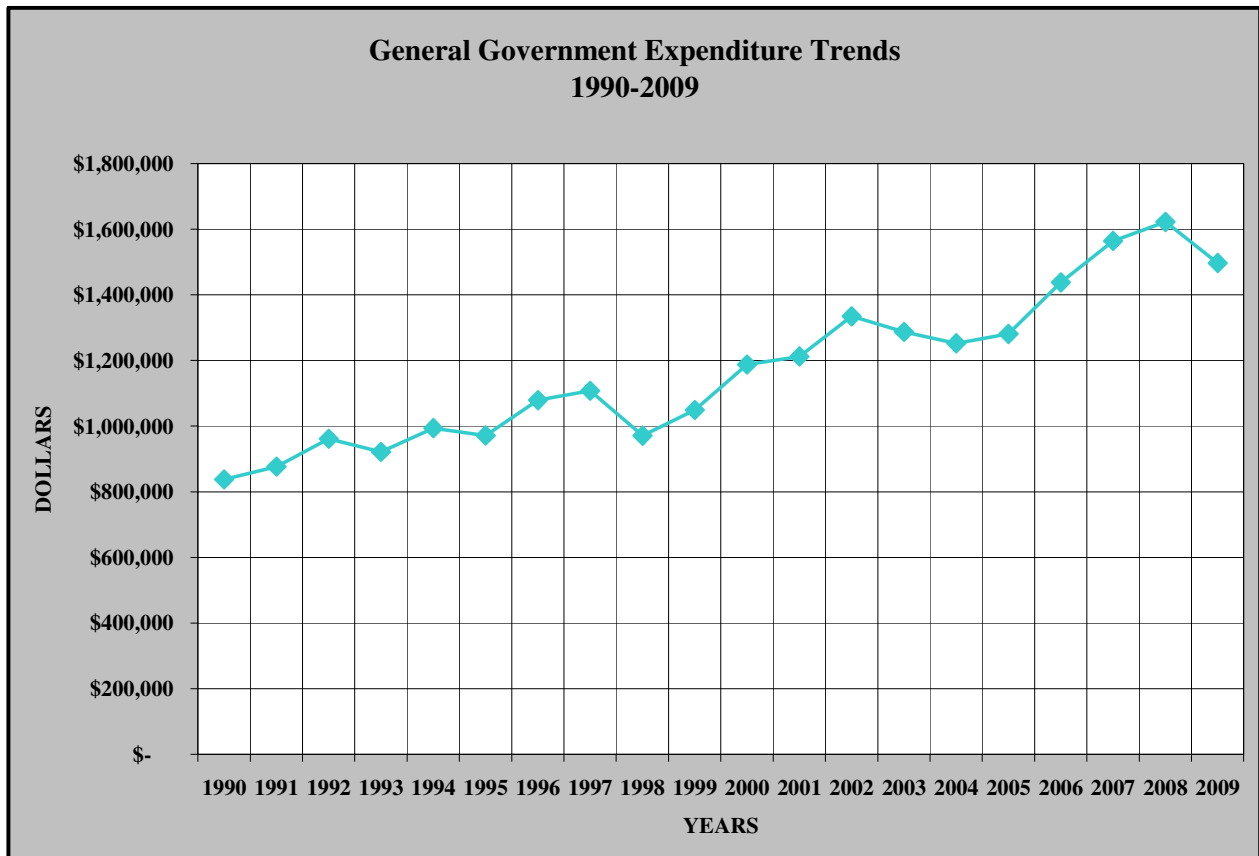
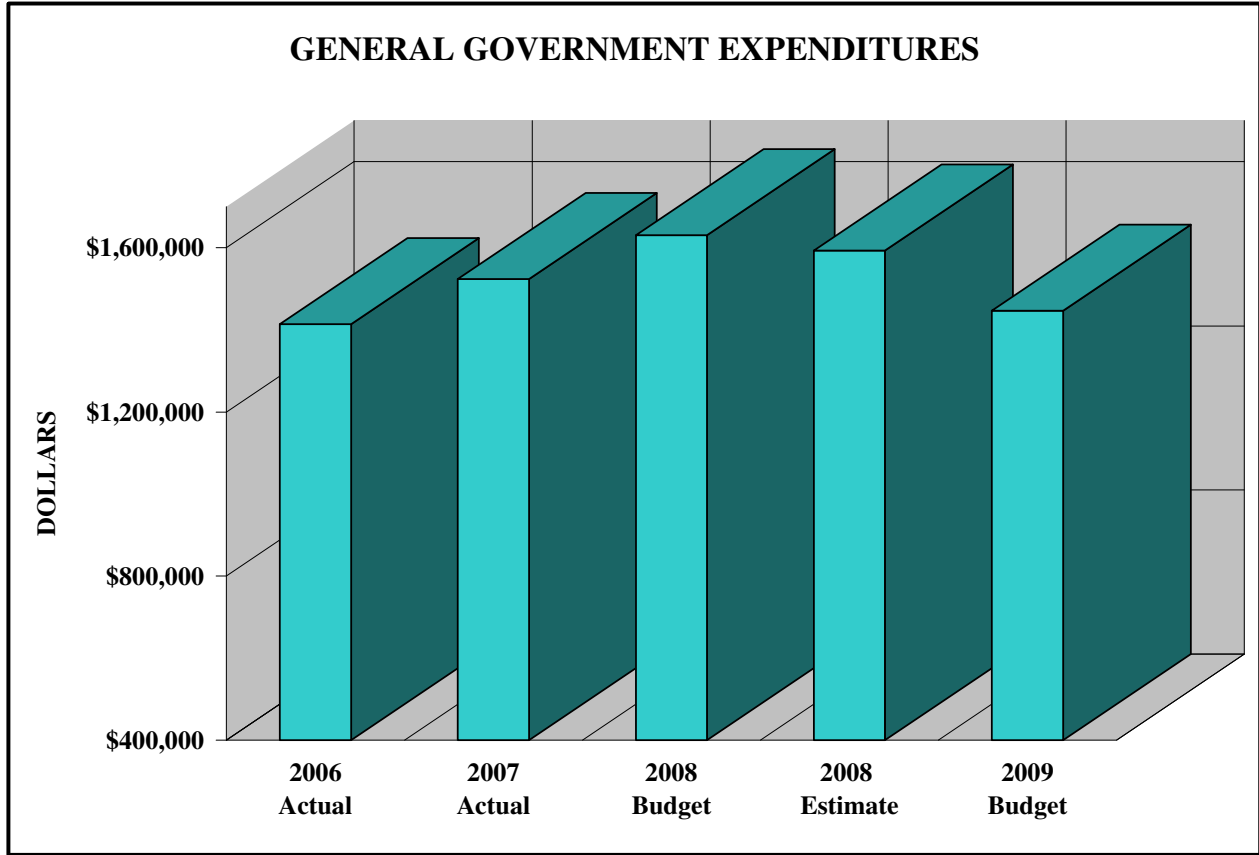
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DEPARTMENT EXPENDITURES (Continued)

	<u>2006</u> <u>Actual</u>	<u>2007</u> <u>Actual</u>	<u>2008</u> <u>Budget</u>	<u>2008</u> <u>Estimate</u>	<u>2009</u> <u>Budget</u>
Contractual Services					
210 Professional Legal Services	\$ 160,334	\$ 276,642	\$ 160,000	\$ 218,705	\$ 170,000
212 Professional Auditing Services	13,495	17,150	16,500	17,759	1,350
220 Liability Insurance	12,776	13,120	13,251	12,595	13,000
223 Tax Collection Bonds	3,475	3,704	4,500	6,563	5,250
230 Association Dues	22,069	22,697	22,450	23,366	22,450
231 Travel & Conference Expense	27,278	25,817	30,000	31,335	28,750
243 Utilities-Telephone	21,711	22,297	25,000	24,500	25,500
250 Repairs & Maintenance- Office Equipment	32,706	37,522	51,865	43,921	42,300
263 Office Equipment Rental	-	-	100	-	100
274 Services-Legal Advertisement	10,766	20,789	15,000	17,000	15,500
275 Services-Printing & Duplicating	2,098	3,234	3,000	2,000	3,000
278 Services-Postal	14,859	5,795	11,000	6,250	11,000
280 Mileage Reimbursement	11	349	500	750	750
290 Other Contractual Services	270,141	267,885	291,500	196,125	209,225
291 Real Estate Appraisal Services	15,942	2,655	6,000	2,000	2,000
292 Volunteer Boards & Commissions Recognition Expense	-	-	7,500	1,273	7,500
299 Internet Connection Services	904	602	12,000	1,000	12,000
Total Contractual Services	<u>\$ 608,565</u>	<u>\$ 720,258</u>	<u>\$ 670,166</u>	<u>\$ 605,142</u>	<u>\$ 569,675</u>
Commodities					
300 Office Furniture & Equipment	\$ 3,866	\$ -	\$ 3,000	\$ 2,387	\$ 3,650
301 Expendable Office Supplies	15,288	12,007	13,200	12,100	13,300
302 Books, Periodicals & Subscript.	897	1,289	1,700	1,550	1,750
303 Tapes	-	-	-	-	1,200
304 Publicity Material	-	288	-	7,175	1,100
390 Other Supplies	36,083	19,499	19,000	21,000	22,250
Total Commodities	<u>\$ 56,134</u>	<u>\$ 33,083</u>	<u>\$ 36,900</u>	<u>\$ 44,212</u>	<u>\$ 43,250</u>
Distributed Costs					
601 Dist. Vehicle Costs	\$ 6,110	\$ 6,065	\$ 6,277	\$ 6,277	\$ 6,494
602 Dist. Data Processing Costs	(184,576)	(224,357)	(273,287)	(249,824)	(293,428)
Total Distributed Costs	<u>\$ (178,466)</u>	<u>\$ (218,292)</u>	<u>\$ (267,010)</u>	<u>\$ (243,547)</u>	<u>\$ (286,934)</u>
Total General Government Expenditures	<u><u>\$ 1,413,544</u></u>	<u><u>\$ 1,523,560</u></u>	<u><u>\$ 1,630,589</u></u>	<u><u>\$ 1,593,163</u></u>	<u><u>\$ 1,446,061</u></u>



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SUPPLEMENTARY INFORMATION

General Fund Revenue Breakdown

How much tax revenue does it take to operate the General Government department?

Net Expenditures*		\$816,551
How many real estate tax mills?	0.19	\$314,575
Earned Income Tax per \$100?	\$5.64	\$415,728
Percentage of Other Taxes?	0.60%	\$86,248

**Net Expenditures are the total expenditures for the department less direct applicable funding streams such as department specific fees, grants, and portions of the State pension grant.*

Administrative Vehicles

	Vin Number	Year	Make	Model	Mileage (as of 10-30- 2008)	Age in Years	Condition	Anticipated Replacement Year
1	1FMZU72E22ZA29653	2002	Ford	Explorer	98,054	7	Poor	2009
2	1GNEK13Z24J290930	2004	Chevy	Tahoe	50,108	5	Good	2010
3	1FMEU73807UB21386	2007	Ford	Explorer	16,035	2	Excellent	2013
4	1FMZU72K93ZB05361	2003	Ford	Explorer	46,128	6	Poor	Rotation Vehicle
5	1GNEK13Z32J305884	2002	Chevy	Tahoe	124,943	7	Poor	2009
6	1GCGK29U01Z312732	2001	Chevy	PU Truck	79,499	8	Poor	Rotation Vehicle