BOROUGH OF STATE COLLEGE

243 South Allen Street, State College, PA 16801-4806

October 21, 2016

Thomas E. Daubert, President of Council
Borough of State College
243 South Allen Street
State College, Pennsylvania 16801

Dear Mr. Daubert,

As required by Section 904 of the State College Borough Charter, I am transmitting herewith the proposed 2017 Budget for the Borough of State College.

The General Fund is balanced with recurring revenues of $27,627,810, an allocation of $331 from unreserved fund balance, an allocation of $271,761 from Insurance Reserves and expenditures of $27,628,141. The total Budget after adjustments for interfund transfers is $48,594,329. The 2017 budget proposal does not include a tax increase and continues the current levels of service to the community.

In presenting this Budget, I want to acknowledge the dedicated work of the Borough's staff. Their hard work, dedication and professionalism are evident throughout the budget document. In addition to the budget document, the Borough's staff has devoted time to reach out to the community throughout the budget process. Staff will also engage in additional outreach efforts throughout the Borough Council budget review.

The Budget, as proposed, includes the use of $271,761 from Insurance Reserves for the purpose of smoothing the health insurance premium increase in 2017. Previously, the Borough has identified health insurance surplus funds from the self-insured plan to be used for health-related programs and to smooth large health care cost increases. In 2017, the Borough will experience a 14.2% increase in its health care costs. Per policy, I am anticipating that the assigned funds in the Insurance Reserves are allocated for health care costs in 2017 and 2018 to smooth the rate increases.

The Borough's Capital Improvement Plan is only partially funded in this Budget and an average ongoing funding gap of approximately $1.9 million per year persists for the next five years. Thus, I am recommending that Council begins to phase in a funding plan the Capital Improvement Fund gap beginning in 2018, and continuing for four years. I am also recommending that Council allocates $912,216 of unreserved excess balance to the Capital Improvement Plan in 2017.

The Borough is projected to end 2016 with a strong budget performance, with revenues exceeding expenditures by 1.3 million. As provided by the Borough's Financial Reserve Policy, a 12 percent fund balance is reserved for 2017 and any excess remaining fund balance on December 31, 2016 may be committed by Council in accordance with GASB 54 and Council's Financial Reserves Policy.

MAYOR: ELIZABETH A. GOREHAM

COUNCIL PRESIDENT: THOMAS E. DAUBERT
BOROUGH COUNCIL: JESSE L. BARLOW, JANET P. ENGEMAN, DAVID J. BROWN, THERESA D. LAFER, CATHERINE G. DAULER, EVAN MYERS

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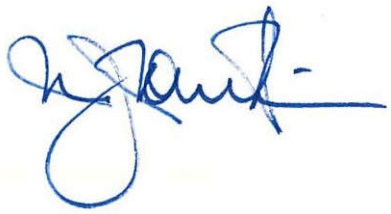
Although no tax increase is recommended for 2017, the financial projections for the next five years continue to indicate fiscal stress for the Borough of State College. As always, as Council reviews the proposed Budget over the next several weeks, Borough staff and I will provide additional information on details of the Budget.

Sincerely,



Thomas J. Fountaine, II
Borough Manager

2017 Operating Budget

State College Borough

Proposed: October 21, 2016

Adopted: December 19, 2016

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Executive Summary

Introduction

By Thomas J. Fountaine, II, State College Borough Manager

The General Fund is balanced with recurring revenues of $27,627,810, an allocation of $331 from unreserved fund balance, an allocation of $271,761 from Insurance Reserves and expenditures of $27,628,141. The total Budget, after adjustments for Interfund Transfers, is $48,594,329. The 2017 budget proposal does not include a tax increase and continues the current levels of service to the community.

The Budget, as proposed, includes the use of $271,761 from Insurance Reserves for the purpose of smoothing the health insurance premium increase in 2017. Previously, the Borough has identified health insurance surplus funds from the self-insured plan to be used for health-related programs and to smooth large health care cost increases. In 2017, the Borough will experience a 14.2% increase in its health care costs. Per policy, the assigned funds in the Insurance Reserves will be allocated for health care costs in 2017 and 2018 to smooth the rateincreases.

The Borough's Capital Improvement Plan is only partially funded in this Budget, and an average ongoing funding gap of approximately $1.9 million per year persists for the next five years. The Budget proposes that Council begin to phase in a funding plan for the Capital Fund gap beginning in 2018, and continuing for four years. It also recommends that Council allocate $912,216 of unreserved excess balance to the Capital Improvement Plan in 2017.

The Borough is projected to end 2016 with a strong budget performance. Revenues are expected to exceed expenditures by $1.19 million. As provided by the Borough's Financial Reserve Policy, a 12 percent fund balance is reserved for 2017, and any excess remaining fund balance on December 31, 2016 may be committed by Council in accordance with GASB 54 and Council's Financial Reserves Policy.

Although no tax increase is recommended for 2017, the financial projections for the next five years continue to indicate fiscal stress for the Borough of State College.

State College Borough Mission & Core Values

Mission Statement

State College Borough's mission is to enhance the quality of life by fostering a safe, vibrant, diverse and sustainable community.

Core Values

The Borough's core values provide the foundation for the organization. These values are the basis for all decisions affecting the manner in which programs are defined, resources allocated and actions are taken on a day-to-day basis.

Our Core Values Are:

Integrity	*Innovation*
Transparency	*Customer Service*
Honesty	*Accountability*
Responsibility	*Diversity*

Strategic Priorities

The 2017 Budget has been prepared based on the 2009-2014 Strategic Plan, Downtown Master Plan, Neighborhood Plan, Centre Region Comprehensive Plan and goal setting activities with Borough Council, all of which drive the following priorities:

Maintain safe, stable, attractive neighborhoods:

- Continue efforts to support and enhance neighborhood programming, including working with existing neighborhood groups and organizations.
- Expand housing initiatives that encourage and foster home ownership.

Improve operational support systems to enhance productivity:

- Develop strategies to ensure sustainability of operations.
- Improve communications within the organization, with retirees and the community.

Collaborate with local, regional and state entities to expand cooperative opportunities:

- Develop and implement mutually beneficial initiatives with Penn State University.
- Explore revenue enhancing and cost saving opportunities with other municipalities.

Expand housing opportunities:

- Develop initiatives and provide incentives for development of housing in downtown areas.
- Analyze demand for student housing, identify areas of growth and select specific areas for continued development.

Continue to improve public spaces and community infrastructure:

- Implement key recommendations from the Neighborhood Sustainability Report.
- Maintain and enhance public transportation and parking and make selected Public Works and downtown streetscape improvements.

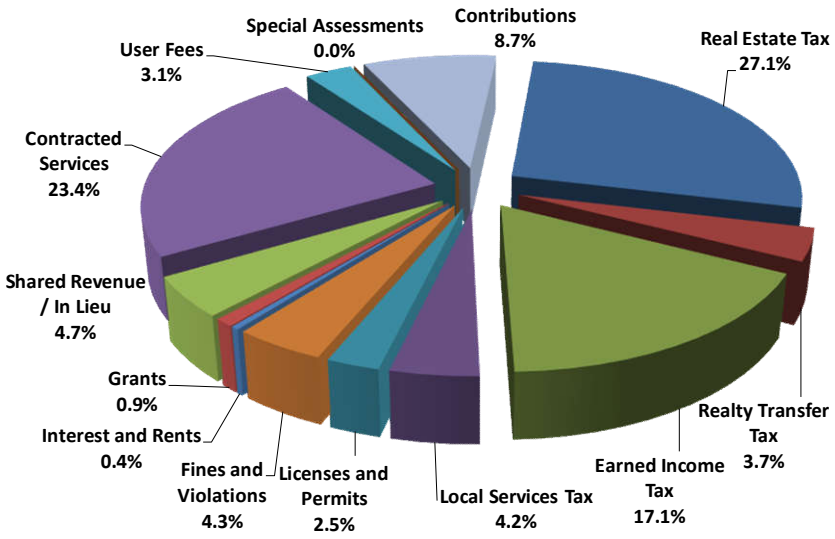
Foster commercial revitalization:

- Develop revitalization initiatives in the downtown area and within the shopping centers on Hamilton Avenue, Westerly Parkway and South Atherton Street.

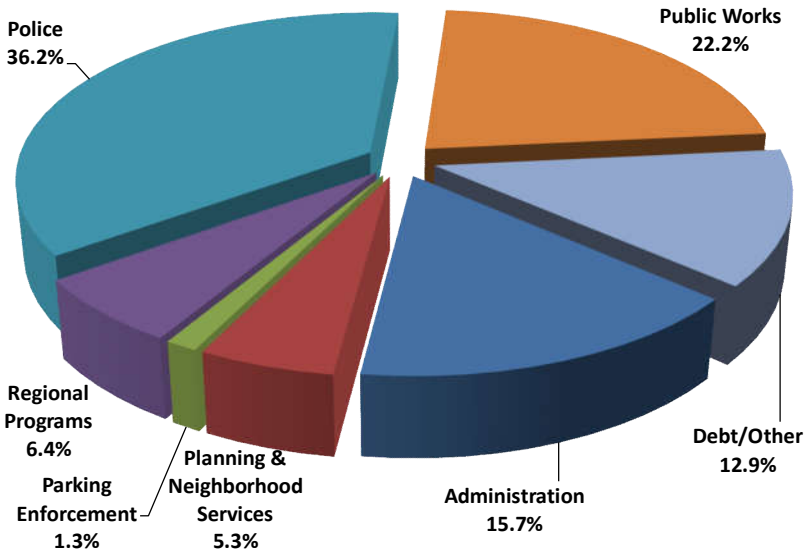
General Fund Overview

- The 2017 Budget requires no tax increases.
- Transfers to Other Funds – The following transfers are needed to fund the operating budget deficits in each Fund.
  - $16,192 transfer to Bus Terminal,
  - $63,990 transfer to Bellaire Court; and
  - $118,204 transfer to Fleet Services.
- Staff Reductions – The following staff reductions represent vacant positions that are eliminated or reduced in hours in the 2017 Operating Budget.
  - Full-time position of Finance Clerk will be reduced to 0.5 FTE;
  - Business Analyst (Information Technology) eliminated.
- The 2017 Budget restores a position that was eliminated in the 2016 Budget to provide facility maintenance.

General Fund Revenue



General Fund Expenditures



General Fund Summary

	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
BEGINNING FUND BALANCE (Reserved and Unreserved)	$ 7,227,279	$ 4,985,956	$ 4,145,063	$ 4,985,956	$ 6,277,153
REVENUE	30,479,581	24,201,159	25,198,198	27,037,913	27,627,810
EXPENDITURES	31,170,269	25,042,052	25,234,365	25,746,716	27,628,141
ADD/USE FUND BALANCE	**(690,688)**	**(840,893)**	**(36,167)**	**1,291,197**	**(331)**
TRANSFER TO RESERVE FUND	**(1,550,635)**				
ENDING FUND BALANCE (Reserved and Unreserved)	$ 4,985,956	$ 4,145,063	$ 4,108,896	$ 6,277,153	$ 6,276,822

All Funds Summary

	General Fund	Special Revenue Funds[1]	Enterprise Funds[2]	Other Governmental Funds[3]	Component Unit Funds[4]	Inter-Fund Transfers	Total
Revenue	27,627,810	1,794,272	14,745,151	2,720,872	3,993,000	(5,131,702)	45,499,403
Expenses	27,628,141	1,756,518	17,406,689	2,978,658	3,956,025	(5,131,702)	48,594,329
Excess (Deficit)	**(331)**	**37,754**	**(2,661,538)**	**(257,786)**	**36,975**	**-**	**(3,094,926)**

[1]Highway Aid, CDBG, HOME; [2]Centre Tax, Bus Terminal, Bellaire Court, Parking, Compost, Sewer, Refuse; [3]Insurance Reserve, Fleet Services, Capital, Asset Replacement; [4]RDA, CIDA

General Fund Highlights

Undefined/Detail on Receipts

- Increases Realty Transfer Tax revenue by 169,217, or 19.6%.
- Increases Earned Income Tax revenue by $229,440, or 5.1%.
- Increases Real Estate Tax revenue by $135,851, or 1.9%.
- Increases Meter Collections (47100) revenue by $245,000.
- Increases Meter Rentals (47390) revenue by $48,000.
- Increases Indirect Cost Reimbursement (49165) revenue by $182,088.

Administration

- Includes a one-time transfer (49160) in the amount of $271,761 from Insurance Reserves to smooth the extraordinary cost increases in Workers' Compensation and Health Insurance in 2017.
- Includes the position of Assistant Manager for Public Safety/Community Engagement.
- Includes $45,000 for Special Legal Services (67315) to fund specialty labor, cable franchise agreement and real estate tax assessment appeals legal services, a reduction of $10,000.
- Includes $25,000 in Professional Services (67310) to fund the Strategic Plan Update.
- Includes an appropriation of $19,000 to fund an employee training and development program (62122).
- Increases Interfund Transfer (96492) by $139,411 to support the operations at Bellaire Court, Bus Terminal and Fleet Services.
- Reflects a 17.8% increase in total expenses.

Financial Services

- Includes revenue of $20,000 for a shared services contract with Harris Township to provide financial services.
- Replaces the Full-time position of Finance Clerk with a part-time position.
- Reflects a 4.6% reduction in total expenses.

Tax Services

- Includes $120,000 to fund the costs of collecting the Borough's Earned Income Tax through the Centre Tax Agency.
- Reflects a 15.2% increase in total expenses.

Information Technology

- Eliminates the Full-time position of Business Analyst.
- Includes $15,500 in New Computer Equipment (69320) to fund new timeclock devices in Public Works, an additional printer in the Tax Office, two access points and additional hard storage drives for the Genetec video surveillance system.
- Includes $11,500 in Capital Computer Equipment (93740) to fund the replacement of storage devices for files that cannot be hosted.
- Reflects an 8.6% reduction in total expenses.

Miscellaneous, Debt, Pension & Insurance Reserve

- Increases Banking Fees (67328) by $68,000.
- Includes $10,000 in Community Grants/Gifts for support of the Woskob Family Gallery.
- Increases Total Debt Service expenses by $133,618, or 10.4%.

Planning

- Reflects an increase in the cost of the Borough's share of Centre Region Planning Agency services by $5,589, or 6.6%.
- Increases the cost for legal (67314) and stenographer (67326) services by $12,000.
- Reflects a 10.7% increase in total expenses.

Health and Neighborhood Services

- Increases Health Licenses/Permits (41350) revenue and Contract for Shared Services (46100) by $16,000, but decreases Ordinance Violation (42120) revenue by $4,000.
- Reflects a new contract for animal control, which increases contributions to local animal shelters
- Reflects a 1.6% reduction in total expenses.

Parking Enforcement

- Increases Parking Meter Violations (42140) revenue by $24,000.
- Reflects a 43.2% reduction in total expenses.

Police

- Decreases Crimes Code Violations (42100) revenue by $50,000 and Vehicle Code Violations (42110) revenue by $25,000.
- Decreases Local Shared Revenue (45600) revenue by $25,000 due to the reduction of one School Resource Officer by State College Area School District (SCASD) because of decreased need.
- Increases Part-time wages (60115) by $29,000 for the Victim Centered Intensive Case Management (VCICM) Grant Administrator.
- Increases Continuing Education/Tuition (62130) by $25,000 to fund Act 120 Basic Police Academy Training for five police officers.
- Increases Liability Insurance (80352) by $20,000.
- Reflects a 2.3% increase in total expenses.

Public Works Administration

- Increases Full-time wages (60112) due to a change in the allocation of Facilities Supervisor to Public Works Administration.
- Includes $19,800 in Special Projects/Grants to continue funding two Environmental AmeriCorps positions.
- Decreases Professional Services (67310) by $5,000 due to a reduction in cost and services from Centre County for GIS services.
- Reflects a 12% increase in total expenses.

Public Works Facilities

- Adds a Maintenance Specialist to address deferred maintenance in facilities after the Facilities Foreman position was vacated.
- Decreases Full-time Wages (60112) by a change in the allocation of the Facilities Supervisor position to Administration.
- Decreases Contracted Building Repairs/Maintenance (70373) by $18,038.
- Reflects a 9.4% increase in total expenses.

Public Works Streets

- Includes $10,000 in Repairs/Maintenance of Equipment (71300) to refurbish street furniture, refuse containers and bike racks.
- Reflects an 8.1% increase in total expenses.

Public Works Trees/Parks

- Increases Other Contracted Services (67326) by $48,500, restoring funding for additional contracted tree pruning and removal services.
- Decreases Capital Major Equipment (93775) by $10,000, because the items are non-capital in nature and were moved to Program Supplies (66238).
- The Public Works Trees/Parks budget reflects a 143.4% increase in total expenses due to more accurate cost allocation.

Fire

- Reflects a decrease in Alpha Fire Company costs by $8,439, or 2.8%.

Emergency Management

- Reflects an increase in the cost for Centre Region Emergency Management services by $1,414, or 5.5%.

Library

- Reflects an increase in the Borough's contribution for Schlow Library services by $10,623, or 2.4%.

Public Transportation

- Reflects an increase in the Centre Area Transportation Authority (CATA) contribution by 7.0%.

Parks & Recreation

- Reflects a decrease in Borough's contribution for Centre Region Parks and Recreation (67325) by $39,493, or 6.0%.

Other Expenses

- Includes an Interfund Transfer (96492) of $912,216 to fund Capital Improvements.

Major Funds Summaries

General

The General Fund is balanced with recurring revenues of $27,627,810, an allocation of $331 from unreserved fund balance, an allocation of $271,761 from Insurance Reserves and expenditures of $27,628,141.

Bellaire Court

The Bellaire Court Budget includes revenues of $162,790, which includes an Interfund Transfer from the General Fund in the amount of $63,990, and expenditures of $163,783.

Bus Terminal

The Bus Terminal Budget includes revenues of $49,592, which includes an Interfund Transfer from the General Fund in the amount of $16,192, and expenditures of $49,592.

Parking

The Parking Budget includes revenues of $3,555,269 and expenditures of $6,141,427, which includes capital expenditures of $2,417,453.

Compost Operations

The Compost Operations Budget includes revenues of $546,450 and expenditures of $626,518, which includes capital expenditures totaling $355,528.

Sanitary Sewer

The Sanitary Sewer Budget includes revenues of $6,064,000 and expenditures of $6,061,599, including $1,083,481 of capital expenditures.

Refuse Collection

The Refuse Collection Budget includes revenues of $3,352,000 and expenditures of $3,301,225 including $335,000 of capital expenditures.

All Funds

Total revenue for all Funds, after adjusting for Interfund Transfers, is $45,499,403 with expenditures of $48,594,329, resulting in a total budget deficit of $3,094,926.

All Funds Cross-Tabulation

		General Fund	Special Revenue Funds[1]	Enterprise Funds[2]	Other Governmental Funds[3]	Component Unit Funds[4]	Inter-Fund Transfers	Total
Revenue:								
Administration	30	364,361	-	-	1,122,216	-	(1,183,977)	302,600
Finance	32	23,650	-	-	-	-	-	23,650
Tax	33	100,000	-	1,015,050	-	-	-	1,115,050
Information Technology	37	290,544	-	-	66,890	-	(65,554)	291,880
Health & Neighborhood Services	40	297,700	-	-	8,177	-	(8,177)	297,700
Community Development	42	-	841,518	162,790	-	3,780,000	(63,990)	4,720,318
Economic Development	44	-	-	-	-	213,000	(177,000)	36,000
Planning	45	213,620	-	-	3,234	-	(3,234)	213,620
Fire	50	234,627	-	-	-	-	-	234,627
Emergency Management	51	-	-	-	-	-	-	-
Parking	55	-	-	3,555,269	-	-	-	3,555,269
Parking Enforcement	56	739,750	-	-	5,382	-	(5,382)	739,750
Library	60	-	-	-	-	-	-	-
Police	65	3,358,550	-	-	199,635	-	(199,635)	3,358,550
Public Works Administration	70	1,012,868	-	-	9,678	-	(1,022,546)	-
Public Works Facilities	72	318,447	-	-	34,000	-	(219,147)	133,300
Public Works Streets	73	2,035,020	952,754	-	20,552	-	(2,022,572)	985,754
Public Works Trees/Parks	74	2,000	-	-	26,092	-	(26,092)	2,000
Public Works Refuse/Compost	75	-	-	3,898,450	-	-	-	3,898,450
Public Works Sanitary Sewer	76	-	-	6,064,000	-	-	-	6,064,000
Public Transportation	77	-	-	49,592	-	-	(16,192)	33,400
Public Works Fleet Services	78	-	-	-	515,580	-	(118,204)	397,376
Parks & Rec Administration	80	-	-	-	-	-	-	-
Other	99	18,636,673	-	-	709,436	-	-	19,346,109
Total Revenue		27,627,810	1,794,272	14,745,151	2,720,872	3,993,000	(5,131,702)	45,749,403

[1]Highway Aid, CDBG, HOME; [2]Centre Tax, Bus Terminal, Bellaire Court, Parking, Compost, Sewer, Refuse; [3]Insurance Reserve, Fleet Services, Capital, Asset Replacement; [4]RDA, CIDA

		General Fund	Special Revenue Funds[1]	Enterprise Funds[2]	Other Governmental Funds[3]	Component Unit Funds[4]	Inter-Fund Transfers	Total
Expenses:								
Administration	30	2,361,036	-	-	395,361	-	(470,147)	2,286,250
Finance	32	524,885	-	-	-	-	-	524,885
Tax	33	283,415	-	1,062,545	-	-	-	1,345,960
Information Technology	37	1,166,373	-	-	396,704	-	(65,554)	1,497,523
Health & Neighborhood Services	40	489,655	-	-	-	-	(8,177)	481,478
Community Development	42	-	841,518	163,783	-	3,780,000	(58,568)	4,726,733
Economic Development	44	-	-	-	-	176,025	-	176,025
Planning	45	977,889	-	-	-	-	(3,234)	974,655
Fire	50	546,213	-	-	-	-	-	546,213
Emergency Management	51	27,012	-	-	-	-	-	27,012
Parking	55	-	-	6,141,427	-	-	(280,552)	5,860,875
Parking Enforcement	56	347,390	-	-	-	-	(15,234)	332,156
Library	60	446,753	-	-	-	-	-	446,753
Police	65	10,003,181	-	-	211,600	-	(199,635)	10,015,146
Public Works Administration	70	1,396,730	-	-	-	-	(9,678)	1,387,052
Public Works Facilities	72	1,092,719	-	-	-	-	(203,880)	888,839
Public Works Streets	73	2,848,670	915,000	-	1,380,213	-	(428,736)	4,715,147
Public Works Trees/Parks	74	783,412	-	-	79,200	-	(596,041)	266,571
Public Works Refuse/Compost	75	-	-	3,927,743	-	-	(1,103,523)	2,824,220
Public Works Sanitary Sewer	76	-	-	6,061,599	-	-	(465,720)	5,595,879
Public Transportation	77	132,428	-	49,592	-	-	(28,033)	153,987
Public Works Fleet Services	78	-	-	-	515,580	-	(105,774)	409,806
Parks & Rec Administration	80	622,812	-	-	-	-	-	622,812
Other	99	3,577,568	-	-	-	-	(1,089,216)	2,488,352
Total Expenses		27,628,141	1,756,518	17,406,689	2,978,658	3,956,025	(5,131,702)	48,594,329
Excess (Deficit) of Revenue over Expenditures		(331)	37,754	(2,661,538)	(257,786)	36,975	-	(3,094,926)
2017 Projected Beginning Fund Balance		5,734,040	1,005,325	16,499,618	5,341,721	595,436	-	29,176,140
2017 Projected Ending Fund Balance		5,733,709	1,043,079	13,838,080	5,083,935	632,411	-	26,081,214

[1]Highway Aid, CDBG, HOME; [2]Centre Tax, Bus Terminal, Bellaire Court, Parking, Compost, Sewer, Refuse; [3]Insurance Reserve, Fleet Services, Capital, Asset Replacement; [4]RDA, CIDA

Capital Improvement Projects Overview

Funded Projects

There are 17 projects planned and funded in 2017. Capital expenditures for 2017 are programmed at $6,381,019 which includes appropriations from the Capital, Asset Replacement and Sanitary Sewer Funds.

2017 Funded Capital Projects

PROJECT NUMBER	PROJECT TITLE	AMOUNT	FUND
	Discovery Space Pass Through Funding	$7,500	Capital Fund
ST001	Street Reconstruction	$1,150,000	Capital Fund
IT300	Police Record Management System	$160,000	Capital Fund
ST135	Pugh/Fraser Streetscape	$300,000	Capital Fund (Debt)
BD131	Municipal Building Improvements	$281,000	Capital Fund
BD015	Government Buildings Maintenance Reserve	$119,000	Capital Fund
OP121	Energy Savings Project	$75,000	Capital Fund
PK001	Parks Maintenance Reserve	$50,000	Capital Fund
PK200	Park Land Acquisition/Improvements	$33,000	Capital Fund
ST941	Bicycle Facility Improvements	$180,000	Capital Fund
ST002	Street and Alley Resurfacing/Curb Replacement/ADA Ramps	$174,216	Capital Fund
	Vehicle Replacement	$249,650	Asset Replacement Fund
	Computer Replacement	$243,400	Asset Replacement Fund
	Sanitary Sewer Rehabilitation	$725,000	Sewer Fund
	Sanitary Sewer Inflow & Infiltration	$280,000	Sewer Fund
PF154	Beaver Garage Elevators	$449,713	Parking Fund
PF160	Pugh Garage Improvements	$1,903,540	Parking Fund
	TOTAL	**$6,381,019**	

Other Funded Projects

The following project, totaling $250,000, was included and approved in the 2017-2021 Capital Improvement Plan and is being funded by federal funds.

Projects Funded by Other Sources in the 2017 Budget

PROJECT NUMBER	PROJECT TITLE	AMOUNT	FUND
ST021	Central Business District Streetlights	$250,000	CDBG Fund
	TOTAL	**$250,000**	

Deferred Projects

Due to a lack of funds, six projects, totaling $1,373,984, that were included and approved in the 2017-2021 Capital Improvement Plan, are not funded or not fully funded in the 2017 Budget.

Projects Not Funded in the 2017 Budget

SCORING	PROJECT NUMBER	PROJECT TITLE	AMOUNT
19	ST002	Street and Alley Resurfacing/Curb Replacement/ADA Ramps	$465,984
19	SW031	Memorial Field Drainage	$150,000
18	IT280	High-Speed Internet Infrastructure	$250,000
18	ST022	Traffic Signal & Intersection Safety Improvements	$315,000
17	SW111	Stormwater Projects	$158,000
12	IT400	Council Chambers A/V	$35,000
		TOTAL	**$1,373,984**

Budget Process Overview

Preparation of the Annual Operating Budget begins in September of each year. Department Heads review expenditures from the prior year and identify priorities for the upcoming year. Each department submits a proposed budget for review by the Borough Manager and requested expenditures are evaluated based on the priorities of the Borough, projected revenues and the financial forecast.

After reviewing each department's budget, the Borough Manager and Assistant Borough Manager draft the proposed Operating Budget for Borough Council.

This year, the budget team held multiple educational outreach events for staff and the public on the budget process and financial forecast for 2017. Council will hold more work sessions than previous years in order to provide ample opportunity for both the public and Council to review the budget. During these work sessions, the proposed budget is reviewed in detail by each department, and both Borough Council and the public are provided with opportunities to suggest changes and discuss the document before it is presented for approval. Any changes are documented in the Budget Matrix, an appendix to the adopted budget. The final Operating Budget is typically adopted at the last regular meeting of Borough Council in December, currently scheduled for December 19, 2016.

2017 Budget Calendar

Agenda Item	Date
Budget Transmittal to Council, Overview and Review of Executive Summary	**October 21, 2016**
Review of Debt Management, Capital Improvement, Administration Department and Regional Programs	October 26, 2016
Review of Public Works Department (General Fund)	November 7, 2016
Review of Public Works Department (Other Funds)	November 9, 2016
Review of Parking Department	November 14, 2016
Review of Neighborhood & Community Services Department and Community Engagement	November 15, 2016
Review of Planning Department	November 21, 2016
Review of Police Department	November 22, 2016
Public Hearing & Council Discussion	**December 5, 2016**
Council Discussion	December 6, 2016
Council Discussion and Wrap-up	December 12, 2016
Final Wrap-up	December 13, 2016
Adoption	**December 19, 2016**

Community Profile

Geography

State College Borough is one of six municipalities located in the Centre Region of Centre County, Pennsylvania.

Total Square Miles 4.56
Persons per Square Mile 9,224

Demographics

Population

	1990	2000	2010
Total Population	38,923	38,420	42,034
Males	21,033	20,011	22,698
Females	17,890	18,409	19,336

Households

	1990	2000	2010
Total	10,938	12,024	12,610
Family	3,559	3,303	3,069
Non-family	7,379	8,721	9,541
Single Person	2,998	4,034	4,323

Median Household Income: $26,627

Education

Students in State College Borough have the opportunity to attend public school in the State College Area School District, including four charter schools. State College Area School District has a graduation rate of 94%, and State College Area High School earned a silver medal in *U.S. News and World Report's* premiere ranking of the nation's best high schools.

State College Borough residents can take advantage of post-secondary education and technical training opportunities through coursework at Penn State University, the State College Area School District Career and Technical Center and the South Hills School of Business and Technology. The main campus of Penn State University is located partially within State College Borough boundaries and has a significant impact on Borough activities.

Employment

The majority of Borough residents either works for or attends Penn State University. Other major employers include the local school district, Mount Nittany Medical Center, government agencies, Glenn O. Hawbaker, Inc. and Wal-Mart Associates, Inc. Unemployment rates are low compared to other areas in Pennsylvania, but rates have steadily risen over the last decade.

Government

In 1973, the residents of State College adopted a Home Rule Charter, which provides for a Council-Manager form of government. Under the charter, there is a seven-member Council, elected at large, for four-year, overlapping terms. The Mayor is also elected at large for a four-year term.

The day-to-day operation of the Borough is the responsibility of a professional local government manager, appointed by Council.

State College Borough cooperates with five other regional municipalities in the Centre Region Council of Governments: College, Ferguson, Harris, Halfmoon and Patton Townships.

The Borough also engages with and provides services for several other municipalities throughout Centre County.

Sustainability Awards

Tree City, USA

The National Arbor Day Foundation recognized the Borough as a Tree City, USA community for the 32nd year. State College has a tree canopy cover of over 43%. In addition to the trees planted as replacements, the Borough has added trees to economically disadvantaged areas through the TreeVitalize program.

State Electronics Challenge

The State Electronics Challenge (SEC) recognized the Regional Technology Program, which is administered by the State College Information Technology Division, with a third Gold award for its work in 2015. As a result of these environmental initiatives, the Borough saved enough energy in 2015 to power 39 households per year, avoided greenhouse gas emissions equivalent to removing 64 cars from the road per year and avoided the generation of 700 pounds of hazardous waste – equivalent to the weight of two refrigerators. Borough staff also avoided the use of 200 reams of paper.

Bicycle Friendly Community

State College Borough, our surrounding municipalities and Penn State University, jointly received Bronze level recognition as a Bicycle Friendly Community from the League of American Bicyclists. The community's efforts to increase bicycle education, improve traffic enforcement and encourage bicycle commuting have made State College a more bikeable community for all riders, whether a child biking to school or a trained bicycle enthusiast. This cooperative effort is a reward in itself, promoting expanded collaboration on regional bicycle improvements.

Bicycle Friendly Business

State College Borough received Silver recognition from the League of American Bicyclists as a Bicycle Friendly Business[SM] in 2016. This award is given to businesses that provide wellness incentives to their employees that encourage biking to work and for recreation. The Borough installed bicycle repair stations, created an employee bicycle fleet and provided shower facilities for employees to make it easier for people to begin bicycling to work or exercise over the lunch hour.

EPA Green Power Leadership Club

State College is recognized by the Environmental Protection Agency as a green power user. As a Green Power Leader, the Borough purchases 100% of its electricity needs from renewable energy sources, specifically, wind power. State College has been recognized as a Green Power Partner since 2012.

Sustainable Pennsylvania Community Certification

State College Borough is among a select group of high-performing municipalities to become certified through the Sustainable Pennsylvania Community Certification program. The Borough has accepted recognition at the gold level of certification as it works its way toward meeting the platinum certification under the program's rigorous performance criteria, which tracks 131 policies and practices that define a sustainable community.

Financial Policies

Financial Reserves

Sufficient fund balances are a critical component of the Borough's financial management policies. Fund balance reserves provide sufficient funds for unexpected decreases in revenues and/or increases in service needs. Reserves are limited funds used to smooth fluctuations in revenues and expenditures caused by changes in internal and/or external conditions. The financial policies that the Borough preserves in this budget, related to financial reserves, are the following:

- The maintenance of an adequate fund balance for the General Fund to ensure sufficient resources for cash flow and to mitigate revenue shortages or emergencies shall be a priority. Prudent use of reserve funds enables the Borough to defray future costs, take advantage of matching grant funds and exercise flexible financial planning in developing future capital projects.
- The Borough will maintain undesignated reserves to ensure service levels, guarantee stability and protect against economic downturns and emergencies. On an annual basis, the Borough will budget reserves in the General Fund in an amount of 12% of projected expenditures.
- Replacement reserves based on historical value will be established for equipment and vehicles. An amount equal to the depreciation will be included in the service charges paid by Borough departments to the Asset Replacement Fund. This will permit the accumulation of cash to replace these assets cost-effectively and smooth out future budgetary impacts. The Borough will also maintain a fixed asset system that will identify all Borough assets and assess their condition. The fixed asset system will be updated regularly and no less than annually.

Debt Management

The Borough's objective is to manage its annual debt service requirements while maintaining the capacity to meet current and future financial challenges in the operating and capital budgets. The costs associated with capital and infrastructure projects undertaken, locally or regionally, may be met with the issuance of debt, usually in the form of general obligation bonds or a general obligation bank note. In order to maintain relatively stable Earned Income and Net Profits Tax and Real Estate Tax rates, the Borough will undertake analyses of existing debt, current and projected cash flows and proposed future debt before making a decision to issue a new debt obligation or participate in a regional project where the Borough assumes an obligation for the payment of debt service.

The purpose of this policy is to articulate the philosophy of the Borough regarding debt and establish a framework to guide decisions regarding the use and management of debt for capital and infrastructure projects undertaken locally or regionally.

The objectives of this policy are to:

- Strategically use the Borough's credit to fund projects to meet the highest-priority capital needs for the community, properly maintain infrastructure assets and provide a platform for economic redevelopment and growth; and
- Manage the Borough's credit to maintain the highest possible credit rating, thereby enabling the issuance of debt at the most favorable rates and terms; and
- Maintain an appropriate balance between debt service requirements and their impact on the operating and capital budgets.

The following criteria shall govern the issuance of debt by the Borough:

- Debt shall not be used to finance on-going operational costs;
- Long-term general obligation debt may be incurred, when necessary, to fund the Capital Improvement Plan (CIP) or other capital and infrastructure projects undertaken locally or regionally:
    - Prior to incurring debt, the Borough shall explore all alternative funding sources for the defined project(s) in order to minimize the overall level of debt incurred;
    - Debt funding shall be limited to those capital and infrastructure projects undertaken locally or regionally for which there is no alternative funding source and where there is a clearly demonstrated current or near-term need for the project(s); and
    - The proposed debt service structure shall be analyzed to determine its impact on the operating and capital budgets.
- The maturity date of any debt issued to finance the defined project(s) shall not exceed the reasonable expected useful life of the project(s);
- The Borough shall abide by the requirements of the Local Government Unit Debt Act of the Commonwealth of Pennsylvania, as well as all other applicable Federal and Pennsylvania statutes;
- The Borough may engage an independent financial advisor and bond counsel to analyze its current and future debt structure, prepare debt service schedules and related documents, solicit and evaluate financing proposals and meet all legal requirements with respect to the borrowing; and
- If general obligation debt is issued to finance proprietary fund projects supported by revenue producing facilities, the Borough shall apply to the Pennsylvania Department of Community and Economic Development (DCED) for approval to exclude the self-liquidating portion of the debt allocable to the proprietary fund project(s) from the Borough's debt limit under the Local Government Unit Debt Act.

The Borough shall encourage and maintain good relations with financial institutions, bond rating agencies and bond insurers. The Borough shall follow a policy of full and open disclosure in all financial reports and borrowing documents.

Generally, the Borough's debt instruments shall be of the fixed rate type. Variable rate debt shall be used only as a source of short-term interim financing.

The Borough may consider using Tax and Revenue Anticipation Notes as short-term debt instruments to manage cash flow needs or meet emergency situations.

When issuing debt, the Borough shall generally seek competitive proposals or conduct a competitive sale via a recognized internet municipal securities auction site. The Borough may negotiate for the issuance of debt when it is deemed to be in the best interest of the municipality.

Outstanding debt may be refinanced if it is determined that the Borough will achieve a net present value savings of 3% or more over the life of the respective issue. The following limitations shall apply to the Borough's General Fund indebtedness:

- Annual General Fund debt service shall not exceed 10% of annual General Fund revenues for debt issued directly by the Borough; and further, the Borough shall also consider regional debt for which it has an obligation for the payment of debt service. The combined (i.e. Local and Regional) annual, General Fund debt service shall not exceed 12% of annual General Fund revenues.

Structurally Balanced Budget

In order to achieve long-term financial stability, it is important for local municipalities to achieve and maintain a Structurally Balanced Budget. A Structurally Balanced Budget is one in which recurring revenues meet or exceed current expenditures. Use of reserves and non-recurring revenues should be the exception and should be used only in special circumstances. Recurring revenues are defined as those revenue sources for which the municipality can reasonably expect to continue from year-to-year with some degree of predictability. Non-recurring revenues are those that are one-time in nature or are subject to moderate to substantial swings from year-to-year. Reserves are the portion of fund balance that is set aside as hedge against risk and cash flow fluctuations. The Borough adopted a policy in which it maintains a minimum reserve of 12% of current year General Fund expenditures.

The Government Finance Officers' Association recommends that governments develop and adopt a Structurally Balanced Budget policy as a best practice.

It is the policy of the State College Borough to adopt a Structurally Balanced Budget in which recurring revenues equal or exceed recurring expenditures. Use of non-recurring revenues to balance the General Fund will be considered the exception, rather than a normal occurrence.

Purchasing

State College Borough's Purchasing/Contract/Property Disposition Control policy can be found in the Borough Codification of Ordinances under Chapter 1, Part N, which is reproduced below. This policy governs the purchase of products, goods and services, the making of contracts and the sale or lease of personal or real property of the Municipality. The purpose of this policy is to ensure the Borough complies with all Commonwealth and Federal laws and guarantee Borough purchases are made in a transparent, fiscally responsible and consistent manner.

PART N

Purchasing/Contract/Property Disposition Control

Section 1401. Purpose and Function.

a. **Purpose**. The purpose of this Ordinance shall be to establish procedures for the purchase of products, goods and services, the making of contracts and the sale or lease of personal or real property of the Municipality. Procedures shall include negotiated contracts, competitive bidding, controls on aggregate spending and safeguards against special interests.

b. **Functions**. The purchasing functions shall include the:

(1) Procurement of the highest quality in supplies, materials, equipment and contractual services meeting specifications at the least expense to the Municipality.

(2) Encouragement of open, competitive pricing.

(3) Encouragement of savings or cost avoidance through bulk or quantity purchasing.

(4) Maintenance of lists of vendors and contractors.

(5) Assurance of vendor and contractor compliance with Municipal specifications and contract terms and provisions.

(6) Administration of a system of stocking or warehousing of materials and supplies for day-to-day use.

Section 1402. Definitions.

As used in this Ordinance, these words and terms shall have the following meanings:

Council. The State College Borough Council, as provided for in the Home Rule Charter of the Municipality.

Home Rule Charter. The Charter of the Municipality, as approved by electors of State College, 1973, with amendments, if any, thereafter lawfully adopted and approved.

Manager. The municipal Manager, as provided for in the Home Rule Charter of the Municipality.

Municipality. The Borough of State College, Pennsylvania.

Person. Any natural person, partnership, association, firm, corporation, governmental body or agency or other entity.

Purchasing Authority. The State College Borough Manager or his designee.

Responsible Bidder. Any bidder not disqualified by the Purchasing Authority for:

...an apparent lack of capacity to perform the contract;

...an unsatisfactory record of performance (either with the Municipality or other agencies) in prior contracts; and/or

...failing to promptly supply information, bonds and documentation requested by the Municipality.

Section 1403. Competitive Bidding.

Competitive bidding shall be required on all contracts for equipment, services and construction with an estimated value in excess of $25,000, except as indicated in Sections 1404 and 1405 of this Chapter. The following provisions shall apply to competitive bidding:

a. **Notice to Prospective Bidders.** Notice of the desire of the Municipality to receive bids from contractors or vendors shall be given as follows:

(1) By advertisement, at least two times at intervals of not less than three days in at least one newspaper of general circulation in the Municipality. The first advertisement shall be published not more than 45 days and the second advertisement not less than ten days prior to the date filed for the opening of bids. This advertisement shall include a general description of the supplies, materials, equipment and contractual services to be purchased, a statement as to where bid forms and specifications may be secured and the time and place for the opening of bids.

(2) At the discretion of the Purchasing Authority, additional notice may be given in any publication or journal devoted to the dissemination of information about construction, materials and supplies.

(3) The Purchasing Authority may also solicit bids from prospective vendors and contractors by mailing copies of the specifications and forms and/or any other information, which will acquaint them with the proposed purchase or contract.

(4) By posting the advertisement in a conspicuous place within the municipal offices.

b. **Specifications for Bidders**. When bids are sought for the erection, construction or alteration of any public building or facility, the Purchasing Authority may have separate specifications prepared for any one or more of the phases, parts, sections or internal or external systems of the work, and when this is done, separate bids may be required for each of those parts of the work. The contract may be awarded to the lowest responsible bidder for each of those branches or parts or on the basis of the lowest total price.

c. **Bid Security**. When it shall be deemed necessary to protect the interests of the Municipality, bid security shall be required. The amount of security required shall be set forth in the bid

specifications. Bid security may be in the form of a certified check, cashier's check or bid bond. If a bid bond is submitted, it must be in a form approved by the Purchasing Authority.

d. **Submission, Acceptance and Opening of Bids**. Bids shall be sealed, shall be identified as bids on the envelope, shall be submitted at the place of opening no later than the time stated in the public notice inviting bids and shall be opened by the Purchasing Authority at a public meeting at the time and place stated in the public notice. Bids received after the stated time shall not be accepted.

   (1) In certain instances, when specified in the invitation to bid, the Borough will permit the electronic submission of bids. The Borough will maintain the confidentiality of these bids until the date and time of the bid opening. The Borough must receive all bids submitted electronically by the date and time and at the email address specified in the public notice. Electronic bids received after the stated time shall not be accepted.

e. **Award of Contracts**. Contract awards by Council shall be made at an advertised public meeting. The following shall apply to Council awards:

   (1) Awards shall normally be made to the lowest responsible bidder. However, Council, upon recommendation of the Purchasing Authority, shall have the right to take into consideration such other factors as delivery date, quality of service, length of warranty, etc.

   (2) Council shall have the authority to waive minor irregularities and defects when the best interests of the Borough would be served.

   (3) Council shall have the authority to accept or reject any and/or all bids or to hold all bids for 45 days or until the next regular Council meeting.

   (4) If two or more of the lowest bids received are for the same total amount or unit prices and the quality, delivery date and service capability are equal, the contract may be awarded to the bidder with business offices in the Borough or as an alternative, the Purchasing Authority may break ties by requesting each of the equal low bidders to submit, in writing, their lowest and final bid. Said bids shall be opened in public and each of the bidders shall be informed of the time and place of said opening.

   (5) A tabulation of bids shall be made available for public inspection.

f. **Exceptions**. Contracts or purchases made by the Municipality involving an expenditure of more than $25,000 to which this Ordinance shall not apply, unless the Council shall otherwise direct in a specific instance, shall include:

   (1) Those for maintenance, repair or replacement of the public works of the Municipality, provided they do not constitute new additions, extensions or enlargements of existing facilities and equipment.

   (2) Those made for improvements, repairs and maintenance of any kind made or provided by the Municipality through its employees, except that all materials used for street construction, maintenance or improvement in excess of $25,000 shall be subject to the provisions of this Ordinance.

   (3) Those where particular types, models or pieces of new equipment, articles, apparatus, vehicles or parts which

are patented, manufactured or copyrighted, cannot reasonably be acquired from more than one vendor.

(4) Those involving any purchase of insurance or surety bond; those made for public utility service under tariffs on file with the Pennsylvania Public Utility Commission; those made with the federal government, the Commonwealth of Pennsylvania or any subdivision thereof, including the sale, lease or loan of any supplies, materials, equipment or services by the Commonwealth, the federal government or their subdivisions. The price charged to the Municipality shall not be in excess of that fixed by the Commonwealth, the federal government or their subdivisions.

(5) Those involving personal or professional services.

(6) Those made for improvements, repairs and maintenance of any kind of property of the Municipality for labor, materials or profits and overhead, entered into with any organization which is engaged in rehabilitative or job training programs and such organization receives state or federal funding for such purposes.

(7) Those cases, with Council approval, where the Purchasing Authority deems it is in the best interest of the Municipality to purchase without competitive bidding.

(8) Those involving the purchase of equipment and services related to computer software, technology, and information systems. The purchase of equipment and services related to computer software, technology and information systems shall be made on the basis of best value procurement. Contracts under best value procurement shall be made only after the Borough has solicited proposals based on performance and outcome specifications developed by the Borough and describing, at minimum, the objectives to be met by the system, the tasks to be performed by the system, the users of the system, system security issues, the time frame for system implementation, potential operating technologies, compatibility with existing systems, training and maintenance, and shall indicate the process by which the contract shall be awarded. Best value procurement shall not require a sealed bid process and shall permit the Borough to negotiate the terms of the agreement with any responsive and responsible vendor. Any contract for the procurement of equipment and services related to computer software, technology or information systems in excess of $25,000 shall be awarded by Borough Council at a public meeting.

g. Disposition of Bid Deposits.

(1) The Municipality shall return to the unsuccessful bidders the bid deposits submitted by them.

(2) A successful bidder shall forfeit any deposit made by him, upon failure on his part to enter into a contract with the Municipality within 20 calendar days after award, unless an extended time is authorized in writing by the Purchasing Authority.

h. **Piecemeal Contracts and Purchases Restricted**. It shall be prohibited for any officer or employee of the Municipality to purposely evade use of the procedures for competitive bidding by making a series of purchases or contracts, each under the minimum set out in Section 3 of this Ordinance, or by making

several simultaneous purchases or contracts, each below that minimum amount.

i. **Contract Extensions**. The Purchasing Authority may authorize change orders and extend a contract if it is deemed in the best interest of the Municipality. Such change orders or extensions shall be in writing and shall not individually or jointly exceed 15 percent of the original contract award. The Purchasing Authority may make purchases from any contract awarded under Section 3 of this Ordinance within eight months of the award.

j. **Performance Bonds**. To protect the interests of the Municipality, a 100 percent performance bond shall be required from the successful bidder before entering into a construction contract.

The Purchasing Authority shall establish the percent of the contract price required in the performance bond for purchase of materials, supplies and equipment.

If the performance bond is not furnished within 20 days after the award of the contract, the award shall be void. Deliveries, accomplishments and guarantees may be required in all cases of expenditure.

k. **Bonds for the Protection of Labor and Materials**. Any person entering into a contract with the Municipality for the construction, erection, installation, completion, alteration or repair of or alteration to any public work or improvement whatsoever shall, before commencing work under the contract, execute and deliver to the Municipality, in addition to the performance bond, an additional bond, in a sum not less than 50 percent and not more than 100 percent, as the Purchasing Authority may prescribe, conditioned for the prompt payment of all material furnished and labor supplied or performed in the prosecution of the work, whether or not the material or labor entered into becomes component parts of the work or improvement contemplated. This additional bond shall be deposited with and held by the Municipality for the use of any interested party. This bond shall provide that every person who, whether as subcontractor or otherwise, has furnished material or supplied or performed labor in the prosecution of the work, and who has not been paid for it, may sue in assumpsit on this additional bond, for his use, and prosecute the suit to final judgment for whatever sum may be justly due him, and have execution thereof. The Municipality shall not be liable for the payment of any costs or expenses of any suit.

l. **Workers' Compensation**. Every contract entered into by the Municipality, which involves the construction or doing of any work involving the employment of labor, shall contain a provision that the contractor shall accept, insofar as the work covered by that contract is concerned, the provisions of the Workers Compensation Act of 1915 and its supplements and amendments, and that the contractor will insure his liability under that Act or file, with the Municipality, a certificate of exemption from insurance from the Bureau of Workers Compensation of the Pennsylvania Department of Labor and Industry. Any contract executed in violation of this Section shall be null and void.

m. **Discrimination Prohibited**. Any contract entered into by the Municipality for the construction, alteration or repair of any public building or public work may contain provisions by which the contractor agrees that, in the hiring of employees for the performance of work under the contract or any subcontract under it, no contractor or subcontractor and no person acting on behalf of the contractor or subcontractor shall, by reason of

race, creed, sex or color, discriminate against any person who is qualified and available to perform the work to which the employment relates. Violations of this provision by the contractor will constitute grounds for terminating the contract.

n. Competitive Electronic Auction Bidding

(1) Conditions of use. Notwithstanding any other provision of this ordinance concerning the requirements for competitive bidding for purchases and contracts, if the Borough determines that use of competitive electronic auction bidding is in the Borough's best interest, a contract for supplies and services, but not for construction or design professional services, may be entered into by competitive electronic auction bidding.

(2) Invitation for bids. An invitation for bids shall be issued and shall include a procurement description and all contractual terms, whenever practical and conditions applicable to the procurement, including a notice that bids will be received in an electronic auction manner.

(3) Public Notice. Public notice and advertisement of the invitation for bids shall be given in the same manner as provided in Section 3 of this ordinance.

(4) Auctions. Bids shall be accepted electronically at the time and in the manner designated in the invitation for bids. During the auction, bidders shall have the capability to view their bid rank or the low bid price. Bidders may reduce their bid prices during the auction. At the conclusion of the auction, the record of the bid prices received and the name of each bidder shall be open to public inspection.

(5) Award of Contracts. Contract awards by Council shall be made at an advertised public meeting. The following applies to Council awards:

(a) Awards shall normally be made to the lowest responsible bidder. However, Council, upon the recommendation of the Purchasing Authority, may have the right to take into consideration such other factors as delivery date, quality of service, the length of warranty, etc.

(b) Council shall have the authority to waive minor irregularities and defects when the best interests of the Borough would be served. Council shall have the authority to accept or reject any and/or all bids or to hold all bids for 45 days or until the next regular Council meeting.

(c) A tabulation of bids shall be made available for public inspection.

Section 1404. Open Market Purchases.

a. All purchases of supplies, materials, equipment and contractual services not made under the provisions of Section 3 of this Ordinance shall be made, when feasible and when in the best interests of the Municipality, in the open market without newspaper advertisement and without observing the procedures prescribed for the receipt of formal sealed bids and the award of contracts on those bids, in one of the following manners: by written inquiry, telephone solicitation or competitive electronic auction bidding.

b. Open market purchasing, wherever possible, shall be based on two or more quotations and shall be awarded based on the lowest quotation and most favorable delivery. In determining "lowest quotation," the Purchasing Authority shall do so on the basis of the lowest quotation meeting the specification or the description or the sample as set forth in the price quotation request.
c. The Purchasing Authority shall keep a record of all open market orders and the quotations submitted in competition thereon for a minimum of three years. Those records shall be open to public inspection during normal business hours.

Section 1405. Emergency Purchases.

In case of actual emergency and with the approval of the Purchasing Authority, the head of any Department or using agency may purchase directly any supplies, materials and/or equipment, the immediate procurement of which is essential to prevent delays in the work of the Department or using agency which might vitally affect the life, health, safety and/or welfare of citizens.

The head of the Department or using agency, after having made any emergency purchase, as authorized by this Section, shall submit to the Purchasing Authority, a record of the emergency purchase together with a report of the circumstances of the emergency. (Ordinance 1184, September 10, 1987, Section 5.)

Section 1406. Inspection and Testing.

The ordering department shall, through inspection, testing or other means, certify to the Purchasing Authority the conformance of all purchased goods, equipment, supplies and services with Borough specifications and contract provisions with the specifications set forth in the order of contract. (Ordinance 1184, September 10, 1987, Section 6.)

Section 1407. Cooperative Purchasing.

The Purchasing Authority shall have the authority to join with other units of government in cooperative purchasing plans when the best interests of the Municipality would be served. (Ordinance 1184, September 10, 1987, Section 7.)

Section 1408. Disposition of Municipally Owned Real Estate.

Council may authorize the disposition of real estate owned by the Municipality in any of the following ways:

a. The property may be sold to the highest bidder after notice in at least one newspaper of general circulation in the Municipality, the advertisement to give notice of the property to be disposed of, the requirement for sealed bids and the time and place where the bids are to be received and opened.
b. The property may be sold to the highest bidder at public auction, of which notice shall be given at least 30 days in advance of the auction sale, in at least one newspaper of general circulation in the Municipality.
c. In the case of property needed by another unit of government, a municipal authority, a council of governments or a similar agency, that property may be disposed of upon recommendation of the Purchasing Authority, on terms mutually agreeable to the Municipality and to the other unit of government concerned. Sale of real property shall be announced at a regular Council meeting.

Section 1409. Disposition of Surplus Personal Property.

a. All using agencies shall submit to the Purchasing Authority, at those times and in whatever form prescribed, reports showing stocks of all supplies, materials and equipment that are no longer used or that have become obsolete, worn-out or scrapped.

b. The Purchasing Authority may transfer surplus supplies, materials and equipment to other using agencies, may exchange such personal property for new supplies, materials and equipment, or may sell, on behalf of the Municipality, personal property, which has become unsuitable for public use. The sale of personal property shall be by written contract to the highest responsible bidder in the manner specified in Section 8 of this Ordinance; by public auction as specified in Section 8 of this Ordinance; by open market sale in the manner specified in Section 4 of this Ordinance; or by competitive electronic auction bidding as specified in Section 3 of this Ordinance, except without newspaper advertisement and without observing the procedures prescribed for the receipt of formal sealed bids and the award of contracts on those bids for the disposition of personal property with a value of $25,000 or less.

Investments

This policy governs the investment of operating and capital funds of State College Borough. The purpose of this policy is to ensure the Borough's funds are invested in legal and prudent instruments, consistent with the provisions herein. A separate policy governs the investment management of the Borough's Pension Plans.

The objectives, in priority order, of the Borough's investment activities shall be:

- **Safety** – Safety of principal shall be the foremost objective of this policy. All investments shall be undertaken in a manner that seeks to ensure the preservation of principal in the investment portfolio by mitigating credit or interest rate risk.
- **Liquidity** – The investment portfolio shall remain sufficiently liquid to meet all operating requirements that can be reasonably foreseen. The portfolio shall be structured so that investments mature concurrently with the Borough's anticipated cash needs.
- **Yield** – Return on investments is of least importance compared to the safety and liquidity objectives described. The investment portfolio shall be designed with the objective of attaining a market average rate of return throughout budgetary and economic cycles, consistent with investment risk constraints and liquidity needs.

Standards of Care

Investments shall be made with due care, skill, diligence and prudence. The standard to be used in managing the Borough's investment portfolio shall be the "prudent person" standard, which means that all investments shall be made with the judgment that persons of discretion and intelligence would exercise in the management of their own affairs, not for speculation but for investment, considering the safety of their capital, as well as the return to be derived.

The Public Trust

The Borough's investment program is subject to public review and shall be managed with professionalism worthy of the public's trust. All employees involved in the investment process shall refrain from personal business activities or interests that could conflict with the proper execution and management of the Borough's investment program or that could impair their ability to make impartial decisions.

All employees involved in the investment process shall disclose, in writing, material interests in entities with which they conduct business and they shall further disclose personal investment positions that could be related to the performance of the Borough's investment portfolio. Employees shall, at all times, subordinate their personal investment activities to those of the Borough.

Investment Authority

Authority to manage the investment program is granted to the Borough Manager or his/her designee. Responsibility for the operation of the investment program is hereby delegated to the Finance Director, who shall carry out the program in accordance with the provisions of this policy. The Finance Director shall be responsible for all transactions undertaken and shall regulate the activities of subordinate employees. No employee may engage in an investment transaction except as provided in the provisions of this policy.

Authorized Financial Institutions and Broker/Dealers

The Finance Director shall maintain a list of financial institutions and registered broker/dealers authorized to furnish investment services to the Borough. All financial institutions and broker/dealers who desire to offer investment services must furnish the following documentation, as appropriate:

- Audited annual financial statements
- Description of the capitalization and creditworthiness of the entity
- Proof of National Association of Securities Dealers (NASD) certification
- Proof of Pennsylvania registration
- Certification of having read and agreeing to comply with the provisions of this policy

Authorized Investment Pools

The Finance Director shall maintain a list of entities authorized to furnish pooled investment services to the Borough in accordance with the provisions of the Act of the Pennsylvania General Assembly of July 12, 1972 (P.L. 762, No. 180).

Entities that desire to offer pooled investment services must furnish a prospectus, along with the following additional documentation, as appropriate:

- Audited annual financial statements
- Description of the organization, management, operation and creditworthiness of the pool
- Statement of investment policies and objectives
- Statement of operating policies and regulations affecting participants
- Statement of applicable fees and service charges
- Methodology for calculating and distributing interest
- Certification of having read and agreeing to comply with the provisions of this policy

Authorized Investment Types

Consistent with the Borough Codification of Ordinances and applicable Pennsylvania statutes, the following types of investments are permitted by this policy:

- Insured or collateralized savings accounts or time deposits
- Insured or collateralized certificates of deposit
- United States Treasury bills
- Obligations of the United States Government or its agencies or instrumentalities
- Obligations of the Commonwealth of Pennsylvania or its agencies or instrumentalities
- Obligations of the political subdivisions of the Commonwealth of Pennsylvania or their agencies or instrumentalities
- Pooled investments in accordance with the provisions of the Act of the Pennsylvania General Assembly of July 12, 1972 (P.L. 762, No. 180)

Competitive Placement of Certain Investment Types

Prior to the placement of a fixed-term investment, the Finance Director shall obtain a minimum of two base rate quotations from entities authorized to furnish such investment services to the Borough. Notwithstanding any other provision of this policy, the investment shall be placed with the entity quoting the highest net rate of return for the term of the investment.

Internal Controls

The Finance Director is responsible for establishing and maintaining an internal control structure designed to ensure the funds of the Borough are protected from loss, theft or misuse. The internal control structure shall be designed to provide reasonable assurance that these objectives are met. The concept of "reasonable assurance" recognizes that the cost of a control should not exceed the benefits likely to be derived and that the valuation of these costs and benefits requires estimates and judgments by management. The internal controls shall address the following issues:

- Control of collusion
- Separation of transaction authority from accounting and record-keeping responsibilities
- Custodial safekeeping of investments and collateral
- Written confirmation of telecommunicated investment transactions

The Borough's Auditor shall annually conduct an independent review to assure the internal control structure adequately and appropriately addresses these and other relevant issues.

Title to Investments and Collateral

All investments shall be titled and/or registered in the name of the Borough of State College. Collateral pledged to secure the investments shall be held in the Borough's name.

Collateralization, Safekeeping and Custody

Collateralization of all Borough investments and the safekeeping and custody of assets pledged to secure the investments, shall be required and maintained in accordance with the provisions of the Act of the Pennsylvania General Assembly of August 6, 1971 (P.L. 281, No. 72).

Diversification

The Borough's investment portfolio shall be diversified in order to minimize risk and provide sufficient liquidity to meet obligations as they become due, as well as to be consistent with the safety of principal and the goal of achieving a market average rate of return.

Maximum Maturities

Investments shall be matched with the Borough's anticipated cash requirements. Unless matched to a specific cash flow, investment in instruments maturing more than three years from the date of purchase is prohibited.

Performance Standards

The Borough's investment portfolio shall be managed in accordance with the provisions of this investment policy. The portfolio should obtain a market average rate of return during an economic environment of stable interest rates.

Reporting

The Finance Director shall prepare a quarterly report that provides a succinct summary of the Borough's investment portfolio by investment type, principal amount, interest rate, maturity date and current market value. The report shall be prepared in a manner that will allow the reader to readily ascertain whether the investments conform to the provisions of this policy. The report shall be submitted to the Mayor, Borough Council and the Borough Manager within 30 days following the end of the reporting period and is a matter of public record.

Capitalization and Depreciation

Background

Generally Accepted Accounting Principles (GAAP) require the reporting of capital assets in the Borough's financial statements. Capital assets are land, improvements to land, easements, buildings, building improvements, vehicles, machinery, equipment, infrastructure and all other assets that are used in operations and have an initial useful life extending beyond a single reporting period.

Authoritative literature, such as Government Accounting Standards Board (GASB) statements and Government Finance Officers Association (GFOA) recommended practices, exist to provide guidance in determining capitalization thresholds and estimated useful lives. Whenever practical to do so, this policy utilizes the guidance provided.

Purpose

This policy is intended to assist management in complying with capital asset financial reporting required by GAAP and to outline essential criteria to be utilized when determining replacement of equipment and vehicles owned, operated and/or leased by the Borough.

Specifically, it establishes the dollar values (capitalization threshold) at which assets that are used in operations and have an estimated useful life in excess of two years are capitalized. Capital assets that are not capitalized are expended in the year of acquisition. The policy also provides specific guidance for determining the estimated useful life of an asset that, together with the value of the capital asset and its salvage value (if any), provides the basis for the calculation and recording of depreciation expenses.

Definition of Capital Projects

The five-year Capital Improvement Plan (CIP) is a compilation of projects that meet the threshold of cost and scope established for the Borough's capital budget. The CIP includes only those items having a value of $25,000 or higher and an estimated life of six years or longer. Eligible items include:

- Acquisition of property
- Purchase of new equipment (not covered by depreciation previously set aside and funded by the Asset Replacement Fund)
- Major rehabilitation or replacement of existing facilities or new construction
- Consulting fees for special one-time projects with a cost in excess of $25,000

Capital Asset Summary

The following table provides classifications for capital assets and their corresponding capitalization threshold, estimated useful life and depreciation method.

Capital Asset Summary

Capital Asset Classes	Capitalization Threshold	Estimated Useful Life	Depreciation Method
Land	$1	Capitalize only	
Computers and Equipment	$5,000	3-7 years	Straight-line
Vehicles	$5,000	3-12 years	Straight-line
Machinery/Equipment	$5,000	5-10 years	Straight-line
Furniture and Fixtures	$5,000	10 years	Straight-line
Land Improvements	$5,000	20 years	Straight-line
Buildings	$5,000	20-50 years	Straight-line
Building Improvements	$5,000	20-50 years	Straight-line
Public Domain Infrastructure	$25,000	25-40 years	Straight-line
System Infrastructure	$25,000	25-50 years	Straight-line

Capital Asset Classes

Each individual capital asset shall be classified as land, land improvement, building, building improvement, vehicle, machinery, equipment, furniture/fixtures or infrastructure for the purpose of determining whether the asset is to be reported as capitalized or expensed.

Infrastructure assets are long-lived capital assets that are stationary in nature and can be preserved for a significantly greater number of years than most other capital assets. Examples of infrastructure assets include roads, drainage systems, traffic signals, alleys, street lighting, sidewalks and curbs.

In deciding whether a capital asset should be classified as a land improvement or infrastructure, the location of the asset should be taken into consideration. For example, the street lighting of a parking lot adjacent to the Municipal Building would be classified as a land improvement, whereas street lighting along a Borough road would be classified as infrastructure.

Capitalization Threshold

Whenever the value of an individual asset, as determined by the application of GAAP, is equal to or greater than the capitalization threshold, the asset is capitalized.

Capital assets may be purchased, acquired through donation or self-constructed. The cost of donated assets is the fair market value at the time of donation. The cost of assets that have been purchased will be the initial acquisition price plus the trade-in value of any asset given up, plus all costs related to placing the asset into operation. The cost of self-constructed assets includes all costs of construction. The value of an individual capital asset includes the cost of any subsequent addition or improvement but excludes the cost of repairs. An addition or improvement, unlike a repair, either enhances a capital asset's functionality (effectiveness or efficiency) or it extends a capital asset's useful life.

Additions or improvements that significantly extend the useful life of an asset will be capitalized as follows:

- **Vehicles, Machinery and Equipment** – The cost of the addition or improvement must exceed the greater of $5,000 or 50% of the historical cost of the asset.
- **Buildings and Building Improvements** – The cost of the addition or improvement must exceed 10% of the historical cost of the asset.

Estimated Useful Life

Estimated useful life means the estimated number of months or years that an asset will be able to be used for the purpose for which it was purchased. In determining the estimated useful life to assign a given asset from the range of years provided, the following elements should be taken into consideration: general guidelines from professional organizations, information about comparable assets from other governments, engineering data, personal experience, internal information, quality, intended use, environment, maintenance policy and how long it is expected to meet service demands.

Depreciation Method

Capital assets will be depreciated using the straight-line method. Under this method, the depreciable cost of the capital asset is written off evenly over the useful life of the asset. The depreciable cost of a capital asset is its historical cost/acquisition value reduced by the estimated salvage value. Salvage value is the value it is expected to have when it is no longer useful for its intended purpose. Generally, the Borough uses its assets until all value is exhausted.

Fixed assets acquired between January 1 and June 30 of the fiscal year will be depreciated at the annual rate in the first year. Fixed assets acquired between July 1 and December 31 of the fiscal year will be depreciated at 50% of the annual rate in the first year.

Accountability

All capital assets that have a historical cost greater than $5,000 will be assigned to a department and recorded in a perpetual inventory system for control purposes. Assets that have been capitalized (historical cost exceeds the capitalization threshold) shall be identified with capital asset tags issued by the Purchasing and Risk Management Director.

A physical inventory will be conducted annually between October 1 and December 15. Using a list provided by the Purchasing and Risk Management Director, each Department Director will be responsible for conducting the inventory of the capital assets that have been assigned to their department. All discrepancies must be reported to the Purchasing and Risk Management Director at the conclusion of the inventory.

Depreciation Expenses

Each department budgets and pays into the Asset Replacement Fund the total estimated replacement value of their computer, equipment and vehicle assets over their estimated useful/economic life. For a newly purchased vehicle with an initial cost of $20,000 and an estimated useful life of four years, an amount of $5,000 is expensed as depreciation and deposited into the Asset Replacement Fund each year over the useful life of the asset.

Departments use a 948xx series account number in budgeting for depreciation of assets. The following table shows the 948xx series account numbers that are designed for annual depreciation costs.

Account Numbers for Annual Depreciation Expenses

Account Number	Description
94800	Land Improvements
94820	Buildings and Improvements
94840	Computer Equipment
94850	Vehicles
94860	Machinery/Equipment
94870	Furniture/Fixtures
94880	Infrastructure

Budgeting for New Assets

Departments use a 937xx series account number in budgeting for the acquisition and depreciation of fixed assets. Non-capitalized assets should be budgeted for in other operating accounts. The following table shows the 937xx series account numbers that are designed for capital assets.

Account Numbers for Capital Assets

Account Number	Description
93710	Capital Purchases – Land
93720	Capital Purchases – Improvements
93724	Capital Infrastructure
93730	Capital Purchases – Buildings
93740	Capital Purchases – Computer/Production Equipment
93750	Capital Purchases – Specialized Equipment
93760	Capital Purchases – Furniture/Appliances
93775	Capital Purchases – Major Equipment
93780	Capital Purchases – Vehicles

Determining Replacement

All vehicles and equipment have a broad range of useful life expectancy. Life expectancy is typically determined by age, condition, annual hours used, annual miles driven and annual maintenance costs. As with other aspects of fleet management, replacing a vehicle too soon or too late wastes money. The primary consideration for determining when a vehicle should be replaced is identifying the point at which, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs. By replacing vehicles at this point, the Borough can avoid escalating maintenance costs and optimize vehicle resale value. Catastrophic failures also need to be considered. For example, the residual value of a vehicle, versus the repair costs of major components, such as an engine and/or transmission, needs to be taken into consideration when replacing any vehicle and/or equipment. The condition of a specific vehicle also needs to be taken into consideration as vital replacement criteria. For example, dump trucks fitted with salt spreaders and snowplows are subject to more stress, strain and adverse weather conditions than a dump truck without those attachments.

Depreciation Schedule

Department	Years Depreciated	Minimum Mileage/Hours at Replacement
Police		
Frontline Police Interceptors	3	120,000 mi.
Police Administration Sedans	8	65,000 mi.
Police CI Sedans	8	75,000 mi.
Police K-9 Interceptor	6	120,000 mi.
Public Works		
Administration Sedans	8	65,000 mi.
Dump Trucks	12	65,000 mi.
Pickup Trucks	8	65,000 mi.
Loaders/Attachments	15	10,000 hrs.
Street Sweepers	10	8,000 hrs.
Skid Steer Loaders	8	8,000 hrs.
Backhoe	6	5,000 hrs.
Aerial Boom Trucks	8	5,000 hrs.
Brush Chippers	10	5,000 hrs.
Refuse		
Commercial Collection Trucks	8	13,000 hrs.
Residential/Rear Load Collection Trucks	8	13,000 hrs.
Bulk Collection Trucks	8	13,000 hrs.
Leaf Trucks	15	10,000 hrs.
Compost Equipment		
All Off-Road Equipment	15	10,000 hrs.
Parking Enforcement		
Jeep	8	100,000 mi.

Budgetary Processes and Planning

Budget Adoption Process

During the months of August and September, operating and capital budget requests are prepared by Department Directors and submitted to the Manager for consideration during budget review workshops. The Manager either approves or makes changes to the requested budget after consultation with the department directors, and key members of the Division of Financial Services staff. Based upon requests by Borough Council to increase the review time prior to the adoption of the budget, the Annual Operating Budget documents are now compiled and produced during the months of September and October and transmitted to Borough Council in late October. Once transmitted to Borough Council, the budget is available for public comment and inspection.

During the month of November, Borough Council conducts a budget review with the Manager and Borough staff. A public hearing is conducted in early December, at which time input, comments and feedback from the public is heard. Following the formal public hearing process, Borough Council concludes the budget adoption process with several additional review sessions.

By law, the Borough is required to adopt the budget on or before December 31 of each calendar year.

Managing the Budget

The Manager is authorized to transfer budget amounts between line items within individual departments, so long as the actual expenditures and operating transfers do not exceed the total authorized budget appropriation of the individual department. Revisions that alter the total authorized budget appropriation of a department require the approval of Borough Council.

All appropriations, which are neither expended, encumbered, nor specifically assigned by the Manager to be carried forward to the next calendar year, lapse on December 31.

Amending the Budget

If, during the course of the fiscal year, circumstances arise causing a significant impact to the adopted budget and the services provided to the community, the budget may be amended. To begin the amendment process, the Manager submits to Borough Council a request to amend the budget. The request contains background, explanations and justifications and proposes a financial plan to fund the proposed amendment. The amendment process is the same as the adoption process and requires a public hearing, a public inspection period and formal action by Borough Council.

Financial Planning Process

Several strategic and fiscal planning tools are employed at various times along the fiscal calendar to provide input and feedback as the Borough develops its operating plan. The tools analyze, plan, monitor and report and tools are employed in a specific sequence within the system:

- Citizen's Survey
- Financial Trend Monitoring
- Performance Measurement
- Strategic Plan
- Capital Improvement Plan
- Annual Operating Budget

Although some of these components are relatively new, the Borough has used many of these components for years. Each budget cycle, Staff continues to build and improve upon the system and each individual component.

Budget Structure and Methodology

State College Borough utilizes a functional budget system. This type of budgeting system identifies a particular level of service for each type of program and the resources needed to operate it. The Annual Operating Budget also describes the structure of the individual departments and the programs they operate. Departmental and programming budgets are separated into the following components, where appropriate:

- Mission Statement
- Goals
- Strategic Objectives
- Line Item Budget
- Detail on Appropriations

Departmental Budgets

Budgets for each department are summarized by major expenditure category, where appropriate:

- **Personnel** – Salaries, overtime and other pay including leave time and part-time wages; benefits including FICA, retirement, health insurance and other benefits
- **Operating** – Supplies, repairs, utilities and other costs of operating programs and services
- **Capital** – Vehicles and equipment, computers and other capital items including an annual depreciation expense to fund the replacement of capital assets

Funds

The Borough reports and operates four major governmental funds, six proprietary funds, three special revenue funds, two component unit funds and one internal service fund:

Governmental Funds	
General Fund	Insurance Reserve Fund
Capital Fund	Asset Replacement Fund
Proprietary Funds	
Bus Terminal Fund	Bellaire Court Fund
Parking Fund	Compost Operations Fund
Sanitary Sewer Fund	Refuse Fund
Special Revenue Funds	
HOME	CDBG
Highway Aid	
Component Unit Funds	
RDA	CIDA
Internal Service Funds	
Fleet Services	

Long Range Planning

Strategic Plan

Beginning in the fall of 2008 and continuing through 2009, State College Borough initiated and completed a comprehensive strategic planning process. This process included identification of mission and core values through a variety of methods:

- Group discussion
- Environmental scanning
- Summarization and analysis
- Operations review including individual interviews
- Budget analysis
- Visioning
- Goal setting
- Action planning
- "What if" scenario planning/budgeting
- Prioritization of implementation action plans

The process culminated in a consensus-building process that included individual interviews with elected officials.

The 2009-2014 Strategic Plan for State College Borough outlines six goals for the future of the Municipality. The highest priority objectives, as identified by Council members, are highlighted in bold. An appropriation is included in this budget to update the Strategic Plan in 2017.

Neighborhoods

Goal 1: Maintain safe, stable, attractive neighborhoods

- Improve neighborhood programs
- Encourage home ownership by expanding current programs and exploring new programs

Services

Goal 2: Improve Operational Support System to Enhance Productivity

- Continue to offer municipal services that support the quality of life in the region and assure fiscal and operational sustainability
- Formalize corporate culture and organizational policies to reflect core values
- Create and adopt a formal Risk Management Plan for the Borough
- Continue facilitation of the MUNIS system planning and implementation
- Develop a succession plan
- Achieve greater diversity of Borough staff
- Review core functions in environmental scan of October 2008 to determine validity
- Improve communications within the organization, with retirees and the community

Partnerships

Goal 3: Partner with local, regional and state entities to expand cooperative opportunities and obtain funding for key initiatives

- Create partnership between Borough, Downtown State College Improvement District and Penn State University to implement key community initiatives
- Continue to lobby state representatives for flexibility for enhanced revenue sources
- Continue and enhance inter-municipal regional cooperation
- Explore non-tax revenue funding and collaboration with Penn State University
- Develop a strategy for county-wide tax collection legislation
- Explore vertical integration strategy with county, state, school districts, PSU, Chamber, etc. ("super partnership")

Housing

Goal 4: Expand Housing Opportunities

- Establish partnerships with hospitals, lenders and key employers to create housing opportunities for staff in neighborhoods
- Implement joint housing program
- Determine the student housing market in order to direct the demand in select areas (from R1 and R2 districts)

Public Spaces and Infrastructure

Goal 5: Continue to Improve Public Spaces and Community Infrastructure

- Implement recommendations from sustainability report
- Continue to improve transportation options
- Continue to evaluate downtown parking policies
- Complete improvements to the Maintenance Facility to preserve capital investments and improve productivity and responsiveness
- Improve the public realm of downtown

Revitalization

Goal 6: Foster Commercial Revitalization

- Partner with property owners to redevelop revitalization plans for neighborhood shopping centers including Hamilton Avenue, Westerly Parkway and South Atherton
- Update the Downtown Master Plan
- Promote and develop the arts theme for downtown programming

Budget Planner

Planning for the development of the Annual Operating Budget each year begins in early March. In addition, the Borough develops a Capital Improvement Plan, collects performance measurements, publishes quarterly budget reports, conducts the Annual Audit and develops reports on financial trends and forecasts.

Long Range Budget Calendar

Date	Actions
Early March	• Project requests due for Capital Improvement Plan (CIP)
Mid-March	• ICMA Center for Performance Measurement Data Reports due
Mid-April	• Present CIP to Council
Mid-May	• Hold Public Hearing on CIP • Publish Prior Year-End Budget Report • Publish 1st Quarter Budget Report • Publish Annual Audit Report
Early June	• Adopt CIP
Mid-August	• Publish Financial Trend Monitoring Report • Publish Five-Year Financial Forecast • Publish Prior Year Performance Report • Publish 2nd Quarter Budget Report
Early-September	• Budget requests due • Public Outreach - Budget 101
Mid-October	• Publish 3rd Quarter Budget Report • Present Budget to Council
October-December	• Hold Budget Review Sessions • Public Outreach - Lunch and Learn
Early December	• Hold Public Hearing on Budget
Mid-December	• Adopt Budget

Debt Management

Overview

Under the Pennsylvania Local Government Unit Debt Act, all borrowing by a municipality must be approved by the Department of Community and Economic Development (DCED) and all debt so incurred is charged against the municipal debt limit. There are two types of debt:

- Electoral – Electoral debt is debt incurred with the approval of the voters at an election and it is not subject to limits.
- Non-electoral - Non-electoral debt is approved by Borough Council and carries a limit, which is defined by a formula based on the average net revenues of the municipality over the past three years. Average net revenues are multiplied by 250% to arrive at the non-electoral debt limit.

All State College Borough's long-term debts are non-electoral and are classified as general obligations of the Borough.

The Local Government Unit Debt Act provides that certain debt supported by revenue-producing facilities is considered "self-liquidating" and may be excluded from the debt limit with the approval of DCED. The Parking Fund debt is considered to be self-liquidating. The following summary demonstrates the Borough's remaining debt capacity.

Legal Debt Limit

Legal Debt Limit	
Average Revenues (2013-2015)	$33,480,341
	x250
Borrowing Capacity	**$83,700,853**
Less:	
Direct Debt	$(46,800,848)
Plus Self Liquidating Debt:	$0
Remaining Debt Capacity	**$36,900,005**

Debt Policy

Before making decisions to issue new debt obligations or participating in a regional project where the Borough assumes an obligation for the payment of debt service, the Borough undertakes a full analysis of existing debt, current and projected cash flows and proposed future debt. In October 2008, Borough Council adopted a Debt Policy. The policy articulates the Borough's philosophy regarding municipal debt and establishes a framework to guide decisions regarding the use and management of debt for capital and infrastructure projects undertaken locally and regionally. The full policy is contained in the Financial Policies section of the 2017 Budget.

Summary of Borrowing

In October 2009, the Borough took advantage of historically low-interest rates and refinanced all or a portion of the Borough's 2002, 2003, 2004 and 2005 General Obligation Bond Issues. The Borough achieved a net savings of approximately $1.12 million or 4.03% of refunded principal by refinancing all or a portion of these four Bond Issues. The estimated savings exceeded the 3% threshold set forth in the Debt Policy, which was adopted by Council in Resolution 960 of February 2008. The resulting $29,265,000 General Obligation Bond Issue was sold online via the MuniAuction website. The Bank of New York Mellon submitted the winning bid with interest rates ranging from 1.00% for bonds due in 2010 to 3.75% for bonds maturing in 2025. In conjunction with the proposed refinancing, Standard & Poor's performed a rating review of the Borough. As a result of this review, the Borough was assigned an AA rating by Standard and Poor's. This represented an upgrade of the Aa3 rating previously assigned the Borough by Moody's Investors Service.

In January 2010, State College Borough was awarded the borrowing of a 10-year, $500,000 loan, at 1.625% annual interest rate through the Pennsylvania Infrastructure Bank (PIB) for the Calder Way Storm Sewer Rehabilitation Project.

In April 2011, Centre Regional Recreation Authority, through the Centre Region Council of Governments (COG), entered into a 20-year agreement with Fulton Bank to incur debt for $7.6 million for regional parks improvements. Through a Guaranty Agreement under the Local Government Debt Act, State College Borough, along with College, Ferguson, Harris and Patton Townships, secured the lease rental debt for these projects. State College Borough's portion, based on the 2011 COG Modified Formula, will be 23.37% or $1,771,168. Funding for this debt is listed as part of Pools Capital in the Regional Program section of this Budget.

In February of 2012, the Borough refinanced its outstanding General Obligation Bonds, Series of 2005, in the amount of $1,460,000. The proceeds from this bond issue were used to refund all the outstanding General Obligation Bonds, Series of 2005 (the “Refunded 2005 Bonds”) and pay the costs of issuing the bonds. The Net Present Value (NPV) of refinancing the remainder of the General Obligation Bonds, Series of 2005, was $225,001 and represented a 16.54% savings as a percent of refunded principal. This savings exceeds the 3% threshold set forth in the Debt Policy, which was adopted by Council in Resolution 960 of February 2008. The bonds, as in the past, sold online via the MuniAuction website. Interest rates range from 0.6% to 2.48%, increasing over time until the bonds mature in November 2026.

In November of 2012, Centre Regional Recreation Authority, through the Centre Region Council of Governments (COG), sold Guaranteed Revenue Bonds, Series 2012, in the amount of $6,128,000 to refinance the April 2008 Pools debt. The State College Borough’s portion of this refinance remained at 25.69%, or $1,574,283. The bonds will mature in December 2028.

In November of 2012, the Borough refinanced its outstanding General Obligation Bonds, Series of 2009, in the amount of $9,900,000. The proceeds from Bond Issue Series 2012A were used to refund a portion of the principal of the Borough’s outstanding General Obligation Bonds, Series of 2009 (the “Refunded 2009 Bonds”) and pay the costs of issuing the bonds. The Net Present Value (NPV) of refinancing the General Obligation Bonds, Series of 2009, was $541,265.06 and represented a 5.88% savings as a percent of refunded principal. This savings also exceeds the 3% threshold set forth by Council in Resolution 960 of February 2008. On November 8, 2013, Borough Council approved a 20-year bank note, with Jersey Shore State Bank, for $9,815,000 for the construction of a new Maintenance Facility. The note carries an initial interest rate of 2.34% for the first seven years and is capped at 5.25% for the remaining 13 years.

On October 14, 2014, the Borough acquired two bank notes with the proceeds used to refund a portion of its outstanding General Obligation Bonds, Series of 2009. The first note was in the amount of $9,882,000 while the second note totaled $3,418,800 leaving a balance due on the 2009 bonds of $1,175,000. The final payment for the 2009 bonds with interest was due on November 15, 2014. The first note is amortized over 11 years, with the final payment due on November 15, 2025. The second note is amortized over four years, with the final payment due on November 15, 2018. The Net Present Value (NPV) of the savings as a result of this refunding totaled $637,642. Total savings attributable to the General Fund was $415,415 while $222,227 was attributable to the Parking Fund.

In April of 2016, the Borough issued General Obligation Bonds, Series of 2016 and incurred debt in the amount of $6,233,321 at a rate of 2.03%, which was split between the Parking Fund ($5,789,724) and General Fund ($443,597). In the Parking Fund, the borrowing funds various improvements to Pugh, Fraser and Beaver Garages and is amortized over a 15-year term. In the General Fund, the $443,597 borrowing funds the Fraser/Beaver Public Space project and sidewalk reconstruction at the Pugh Street Garage and is amortized over a ten-year term.

2017 Debt Service Details

2010 Pennsylvania Infrastructure Bank Loan	**$**	**54,375**
2011 General Obligation Bond Issue	**$**	**91,248**
(Regional Debt incurred for Regional Parks projects)		
2012 General Obligation Bond Issue	**$**	**39,295**
(Parking Fund)		
2012A General Obligation Bond Issue	**$**	**966,100**
General Fund	$	56,356
Parking Fund	$	909,74
2012 Guaranteed Revenue Bond	**$**	**114,742**
(Regional Debt incurred for Park Forest and Welch Pools)		
2013 Bank Note – Jersey Shore Bank	**$**	**368,345**
(Service Building)		
2014 Bank Note – The First National Bank of Mifflintown	**$**	**601,266**
(Refunded a portion of the 2009 Bond Issue)		
General Fund	$	498,318
Parking Fund	$	102,948
2014 Bank Note – PNC Bank	**$**	**861,606**
(Refunded a portion of the 2009 Bond Issue)		
General Fund	$	405,501
Parking Fund	$	456,104
2013 RDA Loan – Fulton Bank	**$**	**35,595**
(Kemmerer Road)		
2016 General Obligation Bonds	**$**	**333,095**
General Fund	$	31400
Parking Fund	$	301,695

Debt Service Schedule

DEBT SERVICE SCHEDULE Principal and Interest Payments						
Year	General Fund	Parking Fund	Redevelopment Authority	Regional - Pools	Regional - Parks	Total
2017	1,414,295	1,809,786	35,595	114,742	132,259	3,506,678
2018	1,435,239	1,965,783	36,184	114,736	132,273	3,684,215
2019	1,435,293	1,963,806	37,707	114,737	132,242	3,683,786
2020	1,435,352	2,002,315	39,242	114,736	132,249	3,723,894
2021	1,431,618	2,057,877	40,979	114,736	132,253	3,777,464
2022	1,432,411	2,055,299	42,707	114,736	132,266	3,777,419
2023	1,430,046	2,056,096	44,622	114,740	132,270	3,777,773
2024	1,430,845	2,059,236	46,414	114,739	132,274	3,783,508
2025	1,387,761	2,206,893	48,474	114,739	132,238	3,890,106
2026	1,415,496	1,117,275	50,493	114,736	132,283	2,830,283
2027	1,364,521	458,495	52,660	114,739	132,225	2,122,640
2028	1,185,171	460,295	55,162	114,737	132,279	1,947,644
2029	1,211,566	461,265	57,482		132,235	1,862,548
2030	1,364,450	461,590	60,113		132,257	2,018,410
2031	1,364,449	461,250	62,739		132,251	2,020,690
2032	1,364,477		65,643			1,430,120
2033	1,308,531		68,611			1,377,142
2034			71,625			71,625
Total	24,803,638	23,132,229	951,434	1,491,591	2,116,104	52,494,996

Outstanding Debt Schedule

OUTSTANDING DEBT SCHEDULE Principal						
Year	General Fund	Parking Fund	Redevelopment Authority	Regional - Pools	Regional - Parks	Total
2017	16,415,636	17,516,709	586,400	1,079,309	1,246,719	36,844,772
2018	15,342,586	15,930,650	576,200	989,990	1,187,944	34,027,370
2019	14,246,912	14,310,567	564,000	898,479	1,125,593	31,145,551
2020	13,128,176	12,612,783	549,700	804,726	1,059,409	28,154,795
2021	12,251,068	10,818,492	533,000	708,674	989,159	25,300,392
2022	11,411,193	9,021,867	513,800	610,266	914,585	22,471,711
2023	10,541,643	7,178,617	491,800	518,280	835,431	19,565,771
2024	9,638,143	5,284,917	467,000	422,608	751,416	16,564,083
2025	8,743,263	3,194,997	439,000	323,101	662,282	13,362,643
2026	7,785,160	2,150,000	407,700	219,606	567,634	11,130,099
2027	6,829,360	1,740,000	372,800	111,960	467,236	9,521,356
2028	5,823,460	1,320,000	333,800		360,622	7,837,882
2029	4,764,760	890,000	290,700		247,512	6,192,971
2030	3,650,460	450,000	243,000		127,437	4,470,896
2031	2,477,660		190,500			2,668,160
2032	1,243,260		132,700			1,375,960
2033			69,300			69,300
2034						

Post-Issuance Compliance Procedures

Statement of Purpose

The Borough, as the Issuer, recognizes that it assumes post-issuance compliance responsibilities under federal tax law whenever it issues tax-exempt bonds, notes or other obligations or enters into a tax-exempt lease (all of which are referred to herein as "Obligations"), whether those Obligations are issued publicly or placed privately, as in a bank loan transaction.

The Issuer also recognizes that it assumes, in a written undertaking signed on its behalf at the time of issuance of Obligations (whether tax-exempt or taxable) sold in a public offering ("Publicly Offered Securities"), a post-issuance responsibility to provide ongoing disclosure of material information in accordance with certain requirements of SEC Rule 15c2-12.

To assure compliance with its Obligations under federal tax law with respect to its Obligations and, as applicable, its continuing disclosure undertakings with respect to Publicly Offered Securities, the Issuer has adopted the following practices and procedures (the "Procedures").

Responsible Official

The responsibility for compliance with these procedures ultimately rests with the Finance Manager of the Issuer (hereinafter referred to as the "Compliance Officer").

The Compliance Officer may identify additional officials or employees of the Issuer to assist him/her in implementing these procedures. The Compliance Officer is also responsible for ensuring an adequate succession plan for transferring post-issuance compliance responsibility when changes in staffing occur.

Post-issuance Tax-Law Compliance Procedures (For Obligations)

Compliance Officer's Responsibilities:

When tax-exempt Obligations are issued, the Compliance Officer is responsible for the following:

1. Closing Documents: Obtaining and storing a closing book, binder, CD or electronic copy of the closing documents for the Obligations.
2. Information Return: Confirming that the Issuer, or Bond Counsel or another party acting on behalf of the Issuer, has filed the applicable federal tax information return with respect to the Obligations (such as U.S. Treasury Form 8038, 8038-G, 8039-GC, or 8038-CP) on a timely basis and filing a copy of U.S. Treasury Notice CP-152 (confirming the filing of the tax information return) with the closing documents, as and when such Notice is received by the Issuer.
3. Record Retention: Maintaining (1) the closing documents, (2) all records relating to the investment and use of the proceeds of the Obligations and (3) all records related to compliance with arbitrage yield restrictions and arbitrate rebate calculations and payments, for six years beyond the final maturity date of the original Obligations or of any Obligations issued to refund, directly or in a series of refundings, the original Obligations.
4. Use and Investment of Proceeds Compliance
    a. Consulting with Bond Counsel and/or the Issuer's financial advisor to gain an understanding of the arbitrage yield restrictions, which apply or may apply to the Obligations.
    b. Assuring that the proceeds of the Obligations, including any investment earnings on such proceeds, are used as indicated in the original debt (borrowing) resolution or ordinance and closing documents or, with the advice of

Bond Counsel, as may be otherwise permitted by law and the terms of the financing documents.

c. Coordinating the receipt and retention of relevant receipts, statements, books and records with respect to the investment and expenditure of proceeds of the Obligations. Such documentation shall include the assets or types of facilities financed with the proceeds of the Obligations.

5. Arbitrage Yield Limitation Compliance

a. Consulting with Bond Counsel and/or the Issuer's financial advisor or underwriter to gain an understanding of the arbitrage yield restrictions, which apply or may apply to money constituting proceeds of the Obligations.

b. Maintaining appropriate record of any and all investment of proceeds of the Obligations.

c. Assuring that any and all investment of such proceeds is made at fair market value and establishing and maintaining records with respect to each purchase and sale of an investment, including, if applicable, the "trade date," "settlement date," purchase or sale price and, if applicable, copies of any investment bid specifications and bids received.

d. Monitoring the investment of proceeds of the Obligations to assure compliance with applicable arbitrage yield restrictions and engaging, when appropriate and subject to approval by the Council of the Issuer, an independent accountant, municipal financial advisor or arbitrage rebate consultant to assist the Issuer in complying with the arbitrage yield restriction.

6. Arbitrage Rebate Compliance

a. Engaging, when appropriate and subject to approval by the Council of the Issuer, an independent accountant, municipal financial advisor or arbitrage rebate consultant to assist the Issuer in complying with the arbitrage rebate requirements and to provide the Issuer with periodic reports of any arbitrage rebate liability with respect to the Obligations. Preferably, such reports shall be annual, but such reports shall be not less frequent than once every five years unless the Obligations have been determined to be exempt from the arbitrage rebate requirement.

b. Determining, in consultation with the retained professional and/or Bond Counsel, whether the Obligations are eligible for any exemption from the arbitrage rebate requirement contained in the Internal Revenue Code or applicable Treasury Regulations, such as the "small issuer" exemption or any of six-month expenditure, 18-month expenditure or two-year construction expenditure exemptions.

c. Assuring that any arbitrage rebate liability is properly accounted for in the Issuer's books, records and annual financial statements.

d. Assuring that any arbitrage rebate liability is calculated in compliance with federal tax rules and regulations, which presently provide that (1) the first installment of arbitrage rebate is due within 60 days following the fifth (5th) anniversary of the date of issuance of the Obligations (or any earlier arbitrage rebate calculation date elected by the Issuer) and (2) succeeding installments of arbitrage rebate are to be calculated every five years thereafter and upon final redemption of the Obligations.

e. Assuring that any arbitrage rebate payment is made no later than 60 days after the requisite rebate calculation date and is accompanied by the appropriate form, properly completed.

f. Assuring that a final calculation of arbitrage rebate is made and, if necessary, a final arbitrage rebate payment is made no later than 60 days after the last of the Obligations are paid, whether upon stated maturity or upon prior redemption or prepayment.

7. Restricted Private Business Use Compliance

a. Consulting with Bond Counsel to gain an understanding of the "private business use" restrictions that may apply to the assets financed or refinanced by the Obligations.

b. Assuring that the Issuer consults with Bond Counsel before entering into any arrangement for the use of facilities financed or refinanced in whole or in part with Obligations which could be construed as "private business use." Examples of possible private use are:

i. Sale of financed facilities

ii. Lease of financed facilities

iii. Nonqualified management or service contracts for the use of financed facilities

iv. Contracts granting "special legal entitlements" (such as naming rights or exclusive provider arrangements) with respect to financed facilities

8. Changes in Use

a. Consulting with Bond Counsel regarding any proposed or actual change in use or ownership of the assets or facilities financed in whole or in part with proceeds of the Obligations to determine whether such change in use will affect, or has affected, adversely, the tax-exempt status of the Obligations

9. Compliance with "Bank-Qualified" Bond Limitations

a. Monitoring, and consulting with Bond Counsel regarding, the issuance or expected issuance of new Obligations in the same calendar year of issuance as previous Obligations, to assure that (1) the Issuer may, if desired, designate the Obligations as "bank-qualified" Obligations under Section 265 of the Internal Revenue Code, and (2) if the Obligations have been so designated, the issuance of any other tax-exempt Obligations during the same calendar year does not adversely affect the "bank-qualified" status of the Obligations.

Procedures in the Event of Non-Compliance; Remedial Actions

If at any time it is determined that the Issuer has failed to comply, or appears to have failed to comply, with the federal tax laws and regulations applicable to the Obligations, the Issuer shall promptly implement the following procedures:

a. Engage Bond Counsel or another independent professional person, firm or corporation to examine the facts and circumstances to determine whether there has, in fact, been a failure to comply and, if so, to provide advice and counsel as to what actions can be taken to remedy the noncompliance

b. If applicable, take appropriate and timely remedial action with respect to all nonqualified bonds according to Treasury Regulation

Section 1.141-12 (relating to remedial actions if bonds become "private activity bonds" in whole or in part)

c. If applicable, utilize the Internal Revenue Service's Voluntary Closing Agreement Program (VCAP) in order to reach a settlement which preserves the tax-exempt status of interest on the Obligations

Continuing Education and Training

The Compliance Officer shall determine if Borough employees responsible for implementation of any of the above procedures should seek training to perform the duties above.

It shall be the policy of the Issuer that the Compliance Officer and any other Borough employees responsible for implementing these procedures shall periodically attend conferences, seminars or webinars discussing compliance with the rules of the Internal Revenue Code applicable to tax-exempt Obligations.

Post-issuance Continuing Disclosure Compliance Procedures (For Publicly Offered Securities)

Continuing Disclosure

The Issuer will provide ongoing financial disclosures in accordance with U.S. Securities and Exchange Commission (SEC) Rule 15c2-12 (the "Rule") and the continuing disclosure undertaking (whether in the form of a continuing disclosure certificate or agreement or a covenant contained within the financing documents themselves) for each publicly-offered issue of Obligations which remains outstanding (collectively, the "Continuing Disclosure Undertakings"). In furtherance thereof, the following procedures will be followed:

1. The Compliance Officer shall review each Continuing Disclosure Undertaking (CDU) to become familiar with its provisions and the responsibilities of the Issuer thereunder, including

   a. What financial information and operating data is required to be filed on a recurring basis (annually or more frequently) and when such filings are due.

   b. What material events are required to be publicly disclosed and when notice of any such event are required to be filed.

   c. The responsibility of the Issuer to file a notice of failure to make a timely filing when such a failure has occurred.

   d. Where and how filings are to be made.

2. The Compliance Officer shall maintain copies of each CDU as part of the closing documents for the Obligations or in a separate file.

3. The Compliance Officer will establish and maintain a calendar setting forth the "due dates" with respect to recurring (annual, or if applicable, more frequent) financial disclosures required by the CDU's and schedule timely reminders *(e.g.,* by entering "task" reminders on the Compliance Officer's electronic calendar).

4. The Compliance Officer shall schedule email reminders on the EMMA website (www.emma.msrb.org) (or other available third-party website or service) to help ensure timely filing of such recurring financial disclosures as may be required, including annual financial information, audited financial information and annual budgets, in compliance with each CDU.

5. The Compliance Officer shall consult with the Issuer's solicitor, bond counsel or financial advisor regarding any questions of interpretation or implementation of a CDU.

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Capital Improvement

Overview

The five-year Capital Improvement Plan (CIP) is a compilation of projects that meet the threshold of cost and scope established for the Borough's capital budget. The CIP includes only those items having a value of $25,000 or higher and an estimated life of six years or longer. Eligible items include:

- Acquisition of property
- Purchase of new equipment (not covered by depreciation previously set aside and funded by the Asset Replacement Fund)
- Major rehabilitation or replacement of existing facilities or new construction
- Consulting fees for special one-time projects with a cost in excess of $25,000

2017 Capital Projects

Funded Capital Projects

There is a total of 17 projects planned and funded in 2017. Capital expenditures for 2017 are programmed at $6,381,019, which includes appropriations from the Capital, Asset Replacement, Parking and Sanitary Sewer Funds.

Other Funded Projects

One project, Central Business District Streetlights, totaling $250,000, was included and approved in the 2017-2021 Capital Improvement Plan and is being funded by Community Development Block Grant Funds.

Deferred Projects

Due to a lack of funds, six projects totaling $1,373,984, that were included and approved in the 2017-2021 Capital Improvement Plan, are not funded in 2017 Budget. Projects that scored 19 or lower were deferred because of lack of available funding.

2017 Funded Capital Projects

PROJECT NUMBER	PROJECT TITLE	AMOUNT	FUND
	Discovery Space Pass Through Funding	$7,500	Capital Fund
ST001	Street Reconstruction	$1,150,000	Capital Fund
IT300	Police Record Management System	$160,000	Capital Fund
ST135	Pugh/Fraser Streetscape	$300,000	Capital Fund (Debt)
BD131	Municipal Building Improvements	$281,000	Capital Fund
BD015	Government Buildings Maintenance Reserve	$119,000	Capital Fund
OP121	Energy Savings Project	$75,000	Capital Fund
PK001	Parks Maintenance Reserve	$50,000	Capital Fund
PK200	Park Land Acquisition/Improvements	$33,000	Capital Fund
ST941	Bicycle Facility Improvements	$180,000	Capital Fund
ST002	Street and Alley Resurfacing/Curb Replacement/ADA Ramps	$174,216	Capital Fund
	Vehicle Replacement	$249,650	Asset Replacement Fund
	Computer Replacement	$243,400	Asset Replacement Fund
	Sanitary Sewer Rehabilitation	$725,000	Sewer Fund
	Sanitary Sewer Inflow & Infiltration	$280,000	Sewer Fund
PF154	Beaver Garage Elevators	$449,713	Parking Fund
PF160	Pugh Garage Improvements	$1,903,540	Parking Fund
	TOTAL	**$6,381,019**	

Projects Funded by Other Sources in the 2017 Budget

PROJECT NUMBER	PROJECT TITLE	AMOUNT	FUND
ST021	Central Business District Streetlights	$250,000	CDBG Fund
	TOTAL	**$250,000**	

Projects Not Funded in the 2017 Budget

SCORING	PROJECT NUMBER	PROJECT TITLE	AMOUNT
19	ST002	Street and Alley Resurfacing/Curb Replacement/ADA Ramps	$465,984
19	SW031	Memorial Field Drainage	$150,000
18	IT280	High-Speed Internet Infrastructure	$250,000
18	ST022	Traffic Signal & Intersection Safety Improvements	$315,000
17	SW111	Stormwater Projects	$158,000
12	IT400	Council Chambers A/V	$35,000
		TOTAL	**$1,373,984**

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B130 SCB CAPITAL PROJECTS							
30 ADMINISTRATION							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	-	308,109	-	260,177	**912,216**	0.0%
MISC/CONTRIBUTIONS TOTAL		-	$308,109	-	$260,177	**$912,216**	0.0%
TOTAL REVENUE		-	$308,109	-	$260,177	**$912,216**	0.0%
EXPENDITURES:							
OPERATING							
CONTRIBUTIONS/GRANTS							
81510	COMMUNITY GRANTS/GIFTS	-	-	7,500	7,500	**7,500**	0.0%
CONTRIBUTIONS/GRANTS TOTAL		-	-	$7,500	$7,500	**$7,500**	0.0%
OPERATING TOTAL		-	-	$7,500	$7,500	**$7,500**	0.0%
TOTAL EXPENDITURES		-	-	$7,500	$7,500	**$7,500**	0.0%
ADMINISTRATION TOTAL:		-	$308,109	($7,500)	$252,677	**$904,716**	-12162.9%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
37 INFORMATION TECHNOLOGY							
EXPENDITURES:							
OPERATING							
HARDWARE/SOFTWARE							
69310	COMPUTER MAINTENANCE/SUPPORT	(201,131)	(17,149)	13,200	292	-	-100.0%
HARDWARE/SOFTWARE TOTAL		($201,131)	($17,149)	$13,200	$292	-	-100.0%
OPERATING TOTAL		($201,131)	($17,149)	$13,200	$292		-100.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93724-IT280	CAPITAL - INFRASTRUCTURE	30,325	13,416	-	-	-	0.0%
93740-IT200	CAP PURCHASE-COMP/PRDCTN EQUIP	203,467	-	205,000	205,000	**160,000**	-22.0%
93750	CAP PURCH - SPECIALIZED EQUIP	241,777	10,998	130,000	130,000	-	-100.0%
CAPITAL CONSTRUCTION TOTAL		$475,569	$24,414	$335,000	$335,000	**$160,000**	-52.2%
CAPITAL TOTAL		$475,569	$24,414	$335,000	$335,000	**$160,000**	-52.2%
TOTAL EXPENDITURES		$274,438	$7,265	$348,200	$335,292	**$160,000**	-54.0%
INFORMATION TECHNOLOGY TOTAL:		($274,438)	($7,265)	($348,200)	($335,292)	**($160,000)**	-54.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
45 PLANNING							
REVENUE:							
GRANTS							
44200-OP254	STATE GRANT	-	-	50,000	-	-	-100.0%
GRANTS TOTAL		-	-	$50,000	-	-	-100.0%
TOTAL REVENUE		-	-	$50,000	-	-	-100.0%
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	(146,417)	-	-	-	-	0.0%
PROFESSIONAL SERVICE TOTAL		($146,417)	-	-	-	-	0.0%
OPERATING TOTAL		($146,417)	-	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93600-OP122	PROFESSIONAL FEES - CAPITAL	146,417	-	320,000	-	-	-100.0%
CAPITAL CONSTRUCTION TOTAL		$146,417	-	$320,000	-	-	-100.0%
CAPITAL TOTAL		$146,417	-	$320,000	-		-100.0%
TOTAL EXPENDITURES		-	-	$320,000	-		-100.0%
PLANNING TOTAL:		-	-	($270,000)	-	-	-100.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
56 PARKING ENFORCEMENT							
EXPENDITURES:							
CAPITAL							
CAPITAL CONSTRUCTION							
93740-IT122	CAP PURCHASE-COMP/PRDCTN EQUIP	60,000	-	-	-	-	0.0%
CAPITAL CONSTRUCTION TOTAL		$60,000	-	-	-	-	0.0%
CAPITAL TOTAL		$60,000	-	-	-		0.0%
TOTAL EXPENDITURES		$60,000	-	-	-		0.0%
PARKING ENFORCEMENT TOTAL:		($60,000)	-	-	-	-	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
65 POLICE							
EXPENDITURES:							
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	27,736	-	-	-	-	0.0%
CAPITAL CONSTRUCTION TOTAL		$27,736	-	-	-	-	0.0%
CAPITAL TOTAL		$27,736	-	-	-		0.0%
TOTAL EXPENDITURES		$27,736	-	-	-		0.0%
POLICE TOTAL:		($27,736)	-	-	-	-	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
70 PUBLIC WORKS ADMIN							
REVENUE:							
GRANTS							
44400-ST023	OTHER GRANTS	-	-	171,000	171,000	-	-100.0%
GRANTS TOTAL		-	-	$171,000	$171,000	-	-100.0%
TOTAL REVENUE		-	-	$171,000	$171,000	-	-100.0%
EXPENDITURES:							
OPERATING							
LAND/BLDG/FACILITIES							
70500-SW031	REPAIR & MAINT - INFRASTRUCTUR	-	474	-	-	-	0.0%
LAND/BLDG/FACILITIES TOTAL		-	$474	-	-	-	0.0%
OPERATING TOTAL		-	$474	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93724	CAPITAL - INFRASTRUCTURE	3,474	51,559	248,200	186,353	-	-100.0%
CAPITAL CONSTRUCTION TOTAL		$3,474	$51,559	$248,200	$186,353	-	-100.0%
CAPITAL TOTAL		$3,474	$51,559	$248,200	$186,353		-100.0%
TOTAL EXPENDITURES		$3,474	$52,034	$248,200	$186,353		-100.0%
PUBLIC WORKS ADMIN TOTAL:		($3,474)	($52,034)	($77,200)	($15,353)	-	-100.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
72 PUBLIC WORKS FACILITIES							
REVENUE:							
DEBT PROCEEDS							
50310-BD052	DEBT PROCEEDS - GO - NON ELEC	6,979,691	1,837,167	-	-	**-**	0.0%
DEBT PROCEEDS TOTAL		$6,979,691	$1,837,167	-	-	**-**	0.0%
TOTAL REVENUE		$6,979,691	$1,837,167	-	-	**-**	0.0%
EXPENDITURES:							
CAPITAL							
CAPITAL CONSTRUCTION							
93720	CAP PURCHASES - IMPROVEMENTS	(65,198)	-	-	-	**-**	0.0%
93730	CAP PURCHASES - BUILDINGS	7,319,691	1,180,687	23,138	23,138	**475,000**	1952.9%
CAPITAL CONSTRUCTION TOTAL		$7,254,492	$1,180,687	$23,138	$23,138	**$475,000**	1952.9%
CAPITAL TOTAL		$7,254,492	$1,180,687	$23,138	$23,138	**$475,000**	1952.9%
DEBT							
DEBT							
95910-BD052	DEBT ISSUANCE COSTS	60,531	-	-	-	**-**	0.0%
DEBT TOTAL		$60,531	-	-	-	**-**	0.0%
DEBT TOTAL		$60,531	-	-	-		0.0%
TOTAL EXPENDITURES		$7,315,023	$1,180,687	$23,138	$23,138	**$475,000**	1952.9%
PUBLIC WORKS FACILITIES TOTAL:		($335,332)	$656,480	($23,138)	($23,138)	**($475,000)**	1952.9%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
73 PUBLIC WORKS STREETS							
REVENUE:							
SHARE/ENTITL/IN LIEU							
45600	LOCAL SHARED REVENUE	-	-	-	-	-	0.0%
SHARE/ENTITL/IN LIEU TOTAL		-	-	-	-	-	0.0%
USER/USAGE CHARGES							
47500	SPECIAL ASSESSMENTS	203	78,727	-	85,798	-	0.0%
USER/USAGE CHARGES TOTAL		$203	$78,727	-	$85,798	-	0.0%
DEBT PROCEEDS							
50310	DEBT PROCEEDS - GO - NON ELEC	-	942,201	425,000	307,527	-	-100.0%
DEBT PROCEEDS TOTAL		-	$942,201	$425,000	$307,527	-	-100.0%
TOTAL REVENUE		$203	$1,020,928	$425,000	$393,325	-	-100.0%
EXPENDITURES:							
CAPITAL							
CAPITAL CONSTRUCTION							
93600-ST121	PROFESSIONAL FEES - CAPITAL	81,335	-	-	-	-	0.0%
93610-ST022	ARCHITECT/ENGINEERING FEES	37,002	19,018	30,987	25,000	-	-100.0%
93724	CAPITAL - INFRASTRUCTURE	1,396,374	2,045,714	1,345,000	1,185,900	**1,624,216**	20.8%
CAPITAL CONSTRUCTION TOTAL		$1,514,712	$2,064,732	$1,375,987	$1,210,900	**$1,624,216**	18.0%
CAPITAL TOTAL		$1,514,712	$2,064,732	$1,375,987	$1,210,900	**$1,624,216**	18.0%
TOTAL EXPENDITURES		$1,514,712	$2,064,732	$1,375,987	$1,210,900	**$1,624,216**	18.0%
PUBLIC WORKS STREETS TOTAL:		($1,514,508)	($1,043,804)	($950,987)	($817,575)	**($1,624,216)**	70.8%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
74 PUBLIC WORKS TREES/PARKS							
REVENUE:							
GRANTS							
44200-PK084	STATE GRANT	-	-	-	25,000	-	0.0%
GRANTS TOTAL		-	-	-	$25,000	-	0.0%
TOTAL REVENUE		-	-	-	$25,000	-	0.0%
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67310-PK083	PROFESSIONAL SERVICES	-	6,246	-	-	-	0.0%
PROFESSIONAL SERVICE TOTAL		-	$6,246	-	-	-	0.0%
LAND/BLDG/FACILITIES							
70372-PK001	REPAIRS & MAINT - BUILDINGS	-	300	-	-	-	0.0%
LAND/BLDG/FACILITIES TOTAL		-	$300	-	-	-	0.0%
OPERATING TOTAL		-	$6,546	-	-	-	0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93510-PK084	GENERAL CONSTRUCTION CONTRACTS	-	399	-	-	-	0.0%
93720-C2P2	CAP PURCHASES - IMPROVEMENTS	23,000	10,728	3,975	53,221	**263,000**	6516.4%
CAPITAL CONSTRUCTION TOTAL		$23,000	$11,127	$3,975	$53,221	**$263,000**	6516.4%
CAPITAL TOTAL		$23,000	$11,127	$3,975	$53,221	**$263,000**	6516.4%
TOTAL EXPENDITURES		$23,000	$17,673	$3,975	$53,221	**$263,000**	6516.4%
PUBLIC WORKS TREES/PARKS TOTAL:		($23,000)	($17,673)	($3,975)	($28,221)	**($263,000)**	6516.4%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
99 GENERAL							
REVENUE:							
TAXES							
40110	REAL ESTATE TAX-IN LIEU	584,460	623,744	601,536	601,536	**601,536**	0.0%
TAXES TOTAL		$584,460	$623,744	$601,536	$601,536	**$601,536**	0.0%
INTEREST AND RENTS							
43100	INTEREST EARNINGS	11,148	7,535	5,000	10,000	**4,500**	-10.0%
43150	RENT	87,734	70,734	92,400	92,400	**92,400**	0.0%
INTEREST AND RENTS TOTAL		$98,882	$78,269	$97,400	$102,400	**$96,900**	-0.5%
CONTRACTED SERVICES							
46145-ACT13	IMPACT FEE	77,004	9,184	5,000	6,410	**6,000**	20.0%
46145	IMPACT FEE	(58,249)	-	-	-	**-**	0.0%
CONTRACTED SERVICES TOTAL		$18,755	$9,184	$5,000	$6,410	**$6,000**	20.0%
DEBT PROCEEDS							
50310	DEBT PROCEEDS - GO - NON ELEC	-	-	-	128,136	**-**	0.0%
DEBT PROCEEDS TOTAL		-	-	-	$128,136	**-**	0.0%
TOTAL REVENUE		$702,097	$711,196	$703,936	$838,482	**$704,436**	0.1%
EXPENDITURES:							
OPERATING							
CONTRIBUTIONS/GRANTS							
81510	COMMUNITY GRANTS/GIFTS	50,000	150,000	-	-	**-**	0.0%
CONTRIBUTIONS/GRANTS TOTAL		$50,000	$150,000	-	-	**-**	0.0%
OPERATING TOTAL		$50,000	$150,000	-	-		0.0%
TOTAL EXPENDITURES		$50,000	$150,000	-	-		0.0%
GENERAL TOTAL:		$652,097	$561,196	$703,936	$838,482	**$704,436**	0.1%
SCB CAPITAL PROJECTS TOTAL		**($1,586,391)**	**$405,010**	**($977,064)**	**($128,420)**	**($913,064)**	**-6.6%**

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B133 SCB ASSET REPLACMENT							
37 INFORMATION TECHNOLOGY							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	251,016	156,053	151,131	151,131	**66,890**	-55.7%
MISC/CONTRIBUTIONS TOTAL		$251,016	$156,053	$151,131	$151,131	**$66,890**	-55.7%
TOTAL REVENUE		$251,016	$156,053	$151,131	$151,131	**$66,890**	-55.7%
EXPENDITURES:							
OPERATING							
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	46,229	-	-	-	**-**	0.0%
69310	COMPUTER MAINTENANCE/SUPPORT	10,713	76,827	-	-	**-**	0.0%
HARDWARE/SOFTWARE TOTAL		$56,942	$76,827	-	-	**-**	0.0%
OPERATING TOTAL		$56,942	$76,827	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93740	CAP PURCHASES - COMPUTER EQUIP	-	28,416	150,714	-	**143,400**	-4.9%
Replacement of all capital equipment having a value greater than $5,000.							
93780	CAP PURCHASES - VEHICLES	-	-	-	-	**27,750**	0.0%
CAPITAL CONSTRUCTION TOTAL		-	$28,416	$150,714	-	**$171,150**	13.6%
CAPITAL TOTAL		-	$28,416	$150,714	-	**$171,150**	13.6%
OTHER EXPENSE							
OTHER EXPENDITURES							
96492	INTERFUND TRANSFERS	-	42,200	123,270	123,270	**65,554**	-46.8%
OTHER EXPENDITURES TOTAL		-	$42,200	$123,270	$123,270	**$65,554**	-46.8%
OTHER EXPENSE TOTAL		-	$42,200	$123,270	$123,270	**$65,554**	-46.8%
TOTAL EXPENDITURES		$56,942	$147,443	$273,984	$123,270	**$236,704**	-13.6%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
INFORMATION TECHNOLOGY TOTAL:		$194,074	$8,610	($122,853)	$27,861	**($169,814)**	38.2%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
40 HEALTH & NEIGHBORHOOD SERVICES							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	6,538	6,628	12,842	12,842	**8,177**	-36.3%
MISC/CONTRIBUTIONS TOTAL		$6,538	$6,628	$12,842	$12,842	**$8,177**	-36.3%
TOTAL REVENUE		$6,538	$6,628	$12,842	$12,842	**$8,177**	-36.3%
EXPENDITURES:							
OPERATING							
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	198	-	-	-	**-**	0.0%
SMALL TOOLS/EQUIP TOTAL		$198	-	-	-	**-**	0.0%
OPERATING TOTAL		$198	-	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	13,967	-	-	-	**-**	0.0%
93780	CAP PURCHASES - VEHICLES	-	-	30,000	30,000	**-**	-100.0%
93780	CAP PURCHASES - VEHICLES	-	25,709	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$13,967	$25,709	$30,000	$30,000	**-**	-100.0%
CAPITAL TOTAL		$13,967	$25,709	$30,000	$30,000		-100.0%
TOTAL EXPENDITURES		$14,164	$25,709	$30,000	$30,000		-100.0%
HEALTH & NEIGHBORHOOD SERVICES TOTAL:		($7,626)	($19,081)	($17,158)	($17,158)	**$8,177**	-147.7%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
45 PLANNING							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	-	3,234	3,234	3,234	**3,234**	0.0%
MISC/CONTRIBUTIONS TOTAL		-	$3,234	$3,234	$3,234	**$3,234**	0.0%
TOTAL REVENUE		-	$3,234	$3,234	$3,234	**$3,234**	0.0%
EXPENDITURES:							
CAPITAL							
CAPITAL CONSTRUCTION							
93780	CAP PURCHASES - VEHICLES	-	25,842	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		-	$25,842	-	-	**-**	0.0%
CAPITAL TOTAL		-	$25,842	-	-		0.0%
TOTAL EXPENDITURES		-	$25,842	-	-		0.0%
PLANNING TOTAL:		-	($22,608)	$3,234	$3,234	**$3,234**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
56 PARKING ENFORCEMENT							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	5,350	6,940	6,940	6,940	**5,382**	-22.4%
MISC/CONTRIBUTIONS TOTAL		$5,350	$6,940	$6,940	$6,940	**$5,382**	-22.4%
TOTAL REVENUE		$5,350	$6,940	$6,940	$6,940	**$5,382**	-22.4%
EXPENDITURES:							
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	12,943	-	-	-	**-**	0.0%
93780	CAP PURCHASES - VEHICLES	-	35,362	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$12,943	$35,362	-	-	**-**	0.0%
CAPITAL TOTAL		$12,943	$35,362	-	-		0.0%
TOTAL EXPENDITURES		$12,943	$35,362	-	-		0.0%
PARKING ENFORCEMENT TOTAL:		($7,593)	($28,422)	$6,940	$6,940	**$5,382**	-22.4%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
65 POLICE							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	149,403	212,168	228,574	228,574	**199,635**	-12.7%
MISC/CONTRIBUTIONS TOTAL		$149,403	$212,168	$228,574	$228,574	**$199,635**	-12.7%
TOTAL REVENUE		$149,403	$212,168	$228,574	$228,574	**$199,635**	-12.7%
EXPENDITURES:							
OPERATING							
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	3,067	5,769	-	-	**-**	0.0%
SMALL TOOLS/EQUIP TOTAL		$3,067	$5,769	-	-	**-**	0.0%
OPERATING TOTAL		$3,067	$5,769	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	257,599	-	-	-	**-**	0.0%
93740	CAP PURCHASES - COMPUTER EQUIP	-	-	-	-	**100,000**	0.0%
This amount reflects replacement of the in-car cameras system, including server, camera, wireless device and local storage.							
93780	CAP PURCHASES - VEHICLES	106,807	185,080	35,355	-	**111,600**	215.7%
CAPITAL CONSTRUCTION TOTAL		$364,406	$185,080	$35,355	-	**$211,600**	498.5%
CAPITAL TOTAL		$364,406	$185,080	$35,355	-	**$211,600**	498.5%
TOTAL EXPENDITURES		$367,474	$190,850	$35,355	-	**$211,600**	498.5%
POLICE TOTAL:		($218,071)	$21,319	$193,219	$228,574	**($11,965)**	-106.2%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
70 PUBLIC WORKS ADMIN							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	14,322	20,671	17,852	17,852	**9,678**	-45.8%
MISC/CONTRIBUTIONS TOTAL		$14,322	$20,671	$17,852	$17,852	**$9,678**	-45.8%
TOTAL REVENUE		$14,322	$20,671	$17,852	$17,852	**$9,678**	-45.8%
EXPENDITURES:							
OPERATING							
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	1,137	-	-	-	**-**	0.0%
SMALL TOOLS/EQUIP TOTAL		$1,137	-	-	-	**-**	0.0%
OPERATING TOTAL		$1,137	-	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	22,347	-	-	-	**-**	0.0%
93780	CAP PURCHASES - VEHICLES	-	26,465	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$22,347	$26,465	-	-	**-**	0.0%
CAPITAL TOTAL		$22,347	$26,465	-	-		0.0%
TOTAL EXPENDITURES		$23,483	$26,465	-	-		0.0%
PUBLIC WORKS ADMIN TOTAL:		($9,161)	($5,794)	$17,852	$17,852	**$9,678**	-45.8%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
72 PUBLIC WORKS FACILITIES							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	16,278	34,000	34,000	34,000	**34,000**	0.0%
MISC/CONTRIBUTIONS TOTAL		$16,278	$34,000	$34,000	$34,000	**$34,000**	0.0%
TOTAL REVENUE		$16,278	$34,000	$34,000	$34,000	**$34,000**	0.0%
EXPENDITURES:							
OPERATING							
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	808	-	-	-	**-**	0.0%
SMALL TOOLS/EQUIP TOTAL		$808	-	-	-	**-**	0.0%
OPERATING TOTAL		$808	-	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	22,347	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$22,347	-	-	-	**-**	0.0%
CAPITAL TOTAL		$22,347	-	-	-		0.0%
TOTAL EXPENDITURES		$23,154	-	-	-		0.0%
PUBLIC WORKS FACILITIES TOTAL:		($6,876)	$34,000	$34,000	$34,000	**$34,000**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
73 PUBLIC WORKS STREETS							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	23,067	23,801	23,801	23,801	**20,552**	-13.7%
MISC/CONTRIBUTIONS TOTAL		$23,067	$23,801	$23,801	$23,801	**$20,552**	-13.7%
TOTAL REVENUE		$23,067	$23,801	$23,801	$23,801	**$20,552**	-13.7%
EXPENDITURES:							
OPERATING							
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	5,365	-	-	-	**-**	0.0%
SMALL TOOLS/EQUIP TOTAL		$5,365	-	-	-	**-**	0.0%
OPERATING TOTAL		$5,365	-	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	33,520	-	-	-	**-**	0.0%
93780	CAP PURCHASES - VEHICLES	(12,184)	198,265	8,093	-	**31,100**	284.3%
CAPITAL CONSTRUCTION TOTAL		$21,336	$198,265	$8,093	-	**$31,100**	284.3%
CAPITAL TOTAL		$21,336	$198,265	$8,093	-	**$31,100**	284.3%
TOTAL EXPENDITURES		$26,701	$198,265	$8,093	-	**$31,100**	284.3%
PUBLIC WORKS STREETS TOTAL:		($3,634)	($174,464)	$15,708	$23,801	**($10,548)**	-167.2%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
74 PUBLIC WORKS TREES/PARKS							
REVENUE:							
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	20,912	20,562	26,092	26,092	**26,092**	0.0%
MISC/CONTRIBUTIONS TOTAL		$20,912	$20,562	$26,092	$26,092	**$26,092**	0.0%
TOTAL REVENUE		$20,912	$20,562	$26,092	$26,092	**$26,092**	0.0%
EXPENDITURES:							
OPERATING							
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	1,047	-	-	-	**-**	0.0%
SMALL TOOLS/EQUIP TOTAL		$1,047	-	-	-	**-**	0.0%
OPERATING TOTAL		$1,047	-	-	-		0.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	11,173	-	-	-	**-**	0.0%
93780	CAP PURCHASES - VEHICLES	-	-	33,182	-	**79,200**	138.7%
CAPITAL CONSTRUCTION TOTAL		$11,173	-	$33,182	-	**$79,200**	138.7%
CAPITAL TOTAL		$11,173	-	$33,182	-	**$79,200**	138.7%
TOTAL EXPENDITURES		$12,220	-	$33,182	-	**$79,200**	138.7%
PUBLIC WORKS TREES/PARKS TOTAL:		$8,692	$20,562	($7,090)	$26,092	**($53,108)**	649.1%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
99 GENERAL							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	9,241	7,693	5,000	6,000	**5,000**	0.0%
INTEREST AND RENTS TOTAL		$9,241	$7,693	$5,000	$6,000	**$5,000**	0.0%
SPECIAL ASSESSMENTS							
48140	SALE OF GENERAL FIXED ASSETS	7,158	31,169	-	-	**-**	0.0%
SPECIAL ASSESSMENTS TOTAL		$7,158	$31,169	-	-	**-**	0.0%
TOTAL REVENUE		$16,399	$38,862	$5,000	$6,000	**$5,000**	0.0%
GENERAL TOTAL:		$16,399	$38,862	$5,000	$6,000	**$5,000**	0.0%
SCB ASSET REPLACMENT TOTAL		**($33,796)**	**($127,016)**	**$128,852**	**$357,196**	**($179,964)**	**-239.7%**

Detail on Receipts

Overview

The Receipts section of the General Fund Budget includes the revenues received from Taxes, Licenses and Permits, Fines and Costs, Interest Earnings and Rent, Intergovernmental Revenue, Departmental Services, Sales, Rentals, Assessments and Miscellaneous and Indirect Costs, Interfund Transfers and Refunds.

Goals

- Encourage revenue base growth through economic revitalization strategies
- Maintain reserves at adequate levels to provide for short-term financial protection of programs and services
- Identify additional revenue sources to improve the “financial sustainability” of the Borough

2016 General Fund Revenue Sources

Source	Basis	Rate	% of GF Revenue	Cumulative %
Real Estate Taxes	Taxable Assessed Value less Homestead Exclusion	16.4 mills	27.0%	27.0%
Earned Income Tax	Earned Income	1.3%	16.6%	43.6%
Local Services Tax	Flat Amount	$47	4.0%	47.6%
Realty Transfer Tax	Percent of Sales Price	1.5%	4.6%	52.2%
Fines & Violations			4.2%	56.4%
Licenses & Permits			2.9%	59.3%
Grants			1.0%	60.3%
Contracted Services	Cost of Service		25.3%	85.6%
Other Revenue			14.4%	100%

Detail on Receipts

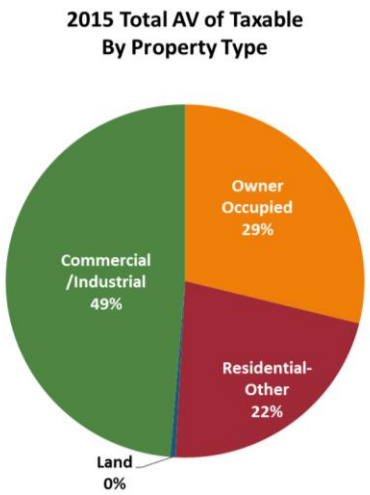
Taxes

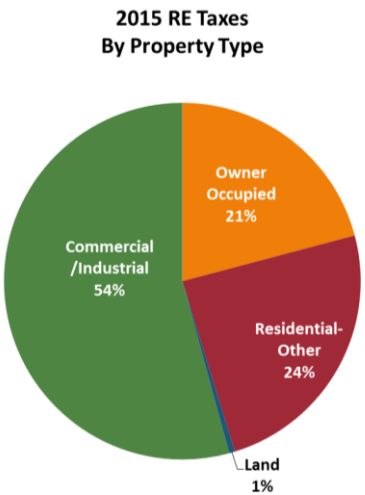
As a home rule municipality, the Borough is generally not subject to the rate limitations set forth in state enabling legislation for the following tax levies: Real Estate, Real Estate Transfer and resident Earned Income and Net Profits.

40100 – Real Estate Tax: The Real Estate Tax is one of the Borough's two principal revenue sources. The budgeted receipts for this tax are calculated by multiplying the assessed value of the taxable properties listed on the tax roll, which is maintained by the Centre County Assessment Office, by the millage rate determined by Council, less allowable exclusions. For 2016, the Borough's Real Estate Tax rate was 16.400 mills. Centre County and the State College Area School District also levy the Real Estate Tax at the rates of 7.840 and 41.674 mills respectively. The Division of Tax Services collects the Real Estate Tax for the Borough and the School District while Centre County collects their own real estate taxes.

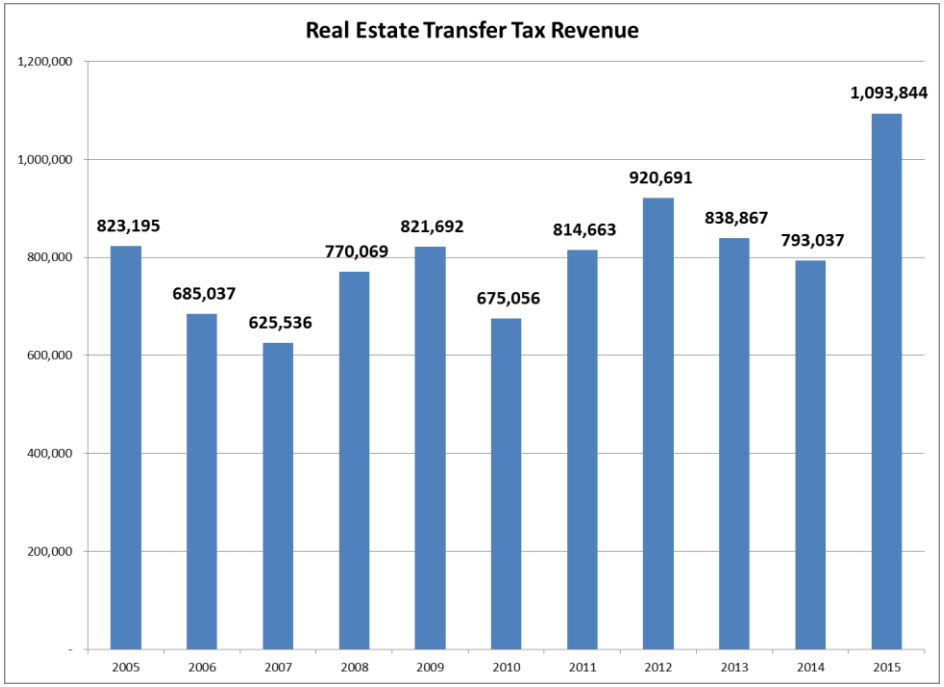
A mill is the equivalent of $1 in tax on each $1,000 of a property's assessed value or 0.001 expressed as a decimal. The assessed value of all real estate on the County's tax rolls is stated in 1995 dollars, the "base year" of the last countywide property reassessment. At that time, the County fixed the ratio of market to assessed value at 50%. Known as the "common level of assessment," this ratio is calculated annually by the State Tax Equalization Board (STEB). The common level ratio is used to value new construction and property improvements so that they are placed on the tax rolls in 1995 base-year dollars, thus maintaining uniformity in the real estate assessments. The common level ratio is also applied to changes resulting from real estate assessment appeals.

Since 2006, the Borough has offered homestead exclusion to the owners of dwellings who occupy them as their principal place of residence. The homestead exclusion supports owner-occupied housing in the Borough and shifts a portion of the Real Estate Tax burden to the owners of commercial and income-producing properties. Approximately 2,150 properties in the Borough have been qualified for this exclusion by the Centre County Assessment Office. Each qualified property receives an exclusion of $25,000 in assessed value prior to the computation of Borough Real Estate Taxes due. Mixed-use properties may also receive a proportional exclusion based on the percentage of the property that is not commercial. Due to the homestead exclusion, the Borough collects a larger percentage of property tax from commercial and rental properties than from owner-occupied properties.





Line item 40100 also includes penalties on Real Estate Taxes paid to the Division of Tax Services after the discount and face-value periods have expired. Additionally, it also includes penalties collected on delinquent Real Estate Taxes by the Centre County Tax Claim Bureau.



40200 – Real Estate Transfer Tax: In 2016, the revenue for this line item reflected a rate of 1.50% of the sales price for real estate transactions occurring within the Borough. The total rate of property transfers in the Borough is 3.00%. Of this rate, 1.00% was levied by the Commonwealth and 1.50% was levied under the Borough's Home Rule taxing powers. Additionally, the School District also levied this tax at 0.50%. The Real Estate Transfer Tax is collected by the Centre County Recorder of Deeds, who remits it to the levying bodies on a monthly basis, less a collection fee. The revenue from this tax fluctuates annually, depending upon the number and price of properties sold. Although 2015 revenues represent a large growth in collections from this taxing authority, the amount of revenue received fluctuates year-to-year dependent upon the sale of properties in the Borough.

40300 – Earned Income and Net Profits Tax: The Earned Income and Net Profits Tax is the Borough's other principal source of revenue and is remitted primarily through employer withholding. This tax is levied on the earned income and net profits received by residents of the Borough, as well as those received by non-residents who have a work site within the Borough but are not subject to a similar tax at their legal place of residence. For 2017, the rate for residents will remain at 1.30%, of which 0.80% is levied through the exercise of Home Rule taxing powers. The rate for non-residents is fixed at 1.00% and may not be increased. The School District also levies this tax on residents of the Borough at the rate of 0.95%; making the combined resident rate 2.25% (the School District may not tax non-residents).

40400 – Local Services Tax: The Local Services Tax is a flat $52 tax levied on all persons employed within the Borough, regardless of their legal place of residence. Of the total annual tax amount, $5 is levied by the School District, making the Borough's effective rate $47. The Local Services Tax is collected primarily through employer withholding. The Division of Tax Services collects this levy for the Borough, the School District and, by contract, for all political subdivisions and school districts within the Centre County Tax Collection district that levy the tax.

Licenses and Permits

41175 – Cable Television Franchise Fee: The Borough's current television cable franchise agreements with Comcast and Windstream provide for a franchise rate of 5% of gross revenues.

41200 – Commuter Parking Permits: Commuters may purchase a monthly permit from the Borough that enables them to park their vehicles on designated streets close to the downtown.

41350 –Health Licenses/Permits: The Department of Neighborhood and Community Services issues annual licenses for eating and drinking establishments, retail food establishments and massage and tattoo establishments.

41425 – Loading Zone Permits: To regulate the use of loading zones in the Central Business District, an annual permit is required for non-commercially licensed vehicles that wish to use the zones for business purposes.

41500 – Residential Parking Permits: Residents of the residential and commuter parking districts may purchase an annual permit from the Borough that allows them to park their vehicles on the street beyond the posted time limits.

41525 – Residential Rental Permits: While the Centre Region Code Administration (CRCA) agency is responsible for licensing and inspecting residential rental units, the Borough's Department of Neighborhood and Community Services regularly performs tasks to address a variety of health and safety issues related to these units. Inspections occur, on average, once every three years to ensure compliance with the property maintenance codes. To recoup the costs of performing this work, an annual permit fee per unit is imposed on the owners of residential rental units in the Borough. This fee is collected by CRCA, along with the regional rental housing permit fee and then remitted to the Borough. A fee of $25 is charged for processing changes in the ownership of residential rental units and Borough staff collects this fee at the time the ownership changes are filed.

41600 – Sign Permits/Licenses: A permit/license is required for all new signs erected in the Borough. The fees vary depending upon the size of the sign.

41625 – Street Permits: Contractors are required to obtain a permit from the Borough whenever they excavate or occupy a public street.

41650 – Towing Licenses: Firms that tow vehicles from public and/or private property are required to meet certain qualifications and obtain an annual license from the Borough.

41675 – Transient Retail Licenses: Persons who engage in the following activities are required to obtain a license: canvassing, soliciting, foot and vehicle peddling, door-to-door sales and transient retail businesses. Daily, weekly, monthly and annual licenses are available, at varying fees.

41750 – Zoning/Site Review Fees: This revenue includes funds received from zoning permits and staff review of site plans.

Fines and Costs

42100 – Crimes Code Violations: These fines are imposed and collected by the District Judge as a result of charges filed by Borough Police Officers for offenses under the Pennsylvania Crimes Code.

42110 – Vehicle Code Violations: Local fines are imposed and collected by the District Judge for Vehicle Code citations issued by Borough Police Officers. Fines collected by the Centre County Probation Office for DUI violations are also included in this line item.

42120 – Ordinance Violations (Parking Enforcement): Some fines are paid at the Municipal Building for non-meter parking violations issued by Borough Parking Enforcement Officers. The majority of these fines are for violation of the Borough's overnight (2 a.m. to 6 a.m.) parking restriction. Revenue for “boot" fees, paid by parking scofflaws to release vehicles that have been immobilized, is also included in this line item.

Additional non-Borough fines are imposed and collected by the District Judge for violations issued by Parking Enforcement Officers, which have not been paid at the Municipal Building. If the fine for these violations is not paid after 30 days, the issuing officer files a citation against the registered owner of the vehicle before the District Judge and the matter is adjudicated in Magisterial Court.

42120 – Ordinance Violations (Police): These fines are paid at the Municipal Building for non-meter parking violations issued by Borough Police Officers. If the fine for these violations is not paid after 30 days, the issuing officer files a citation before the District Judge and the matter is adjudicated in Magisterial Court.

42120– Ordinance Violations (DNCS): These fines are paid at the Municipal Building for violations issued by Borough Ordinance Enforcement Officers, including but not limited to snow, grass, refuse/recycling, lawn parking and dog law offenses. If the fine is not paid within 30 days, the issuing officer files a citation before the District Judge and the matter is adjudicated in Magisterial Court.

42130 – State Police Fines: The Borough receives a distribution of fines collected by the Commonwealth for Vehicle Code citations issued by the State Police. The distribution is based on a formula that includes road mileage and population.

42140 – Parking Meter Violations: These fines are paid at the Municipal Building for parking meter violations issued by Borough Parking Enforcement Officers on the streets and in the municipal lots. This revenue line item also includes fines imposed and collected by the District Judge for parking meter violations issued by Borough Parking Enforcement Officers that have not been paid at the Municipal Building. If the fine is not paid at the Municipal Building after 30 days, the issuing officer files a citation with the District Judge and the matter is adjudicated in Magisterial Court.

Interest Earnings/Rent

43100 – Interest Earnings: Revenue received from interest earned on the investment of temporarily idle Borough funds is determined by the amounts available for investment and the prevailing market interest rates. State law and Borough policy limit investment options to those that are relatively risk-free. In addition, financial institutions are required to fully collateralize municipal deposits in accordance with state law. The Borough's idle funds are invested in money market accounts, the Pennsylvania Local Government Investment Trust (PLGIT) and certificates of deposits with local financial

institutions. A cash concentration account is also maintained for the overnight investment of deposited funds.

43150 – Rent: Revenue in this line item is the annual credit for Centre Region Council of Governments' proportionate share of the rent paid by the agencies for the Centre Region Council of Governments (COG) Office Building Project. In previous years, this revenue line item appeared in the Regional Programs section of expenditures as an offsetting line item, reducing the appropriation for COG programs.

43170 – Rent of Facilities: Centre County's Government and Education Access Television Network (C-NET) leases 1,600 square feet of office space in the Municipal Building and two parking spaces under a 10-year agreement with the Borough. The Central Pennsylvania Farmers Market Association leases 250 square feet of space in the lobby of the Municipal Building on Fridays from December through April for the indoor farmers market. The New Leaf Initiative rents the Borough's facilities on the third floor of the Municipal Building. Meeting facilities in the Municipal Building are also available for a fee. Penn State leases property at 224 South Allen Street for the Happy Valley LaunchBox, a no-cost accelerator and co-working space for startups.

Intergovernmental Revenue

44100 – Federal Grants (Police)

Encouraging Arrests Program: The U. S. Department of Justice (DOJ) awarded the Borough a multi-year grant to cover the operating expenses of the Victim Centered Intensive Case Management (VCICM) Unit established under the Encouraging Arrests Program. This program assists the victims of domestic violence.

STOP Violence Against Women Program: The Pennsylvania Commission on Crime and Delinquency (PCCD) awarded a grant to Centre County for the STOP Violence Against Women Program. A portion of the grant funds is passed through to the Borough to cover part of the cost of the Sexual Assault Detective position.

Joint Source Investigation Project Grant (SIP): The PCCD awarded the Borough a grant to cover Police Officer overtime and other costs associated with alcohol source investigations.

44100 – Federal Grants (Planning)

Supportive Housing Program: The U. S. Department of Housing and Urban Development (HUD) awarded the Borough a grant of Continuum of Care funds to support additional case management services furnished to homeless persons with special needs and homeless youth through the Local Shelter Initiative Project, which is managed by Housing Transitions, Inc.

44200 – State Grants (Police)

Traffic Safety Grant: The Pennsylvania Department of Transportation (PennDOT) awarded a grant to the Borough Police Department to cover the costs of participating in the "Smooth Operator" program, which discourages aggressive driving through increased traffic law enforcement on selected routes.

Drug Task Force: The Borough Police Department is one of five local law enforcement agencies jointly participating in the Regional Drug Task Force. The Commonwealth reimburses the Borough for Police Officer overtime associated with investigations and operations conducted by the Task Force.

DUI Sobriety Checkpoint Grant: PennDOT awarded a grant to six local law enforcement agencies that jointly participate in a DUI Sobriety Checkpoint Program. The grant reimburses the Borough for Police Officers' salaries and benefits while they are conducting sobriety checkpoints.

45300 – State Entitlements

Public Utility Realty Tax: The Borough receives an annual distribution from the Commonwealth for a portion of the State Tax on realty owned by public utilities. The distribution is based on a formula that compares the ratio of the assessed value of public utility realty in the Borough to the assessed value of all public utility realty in the State.

Alcoholic Beverage Licenses: The Pennsylvania Liquor Control Board (PLCB) distributes license fee revenue to the Borough for the thirty-three (33) establishments currently licensed to serve alcoholic beverages in the Borough. The Borough's share of the fee is $300 per license.

45600 – Local Shared Revenue (Police)

School Resource Officer Program: The State College Area School District reimburses the Borough for 75% of the cost of the School Resource Officers assigned to the High School and the Middle Schools.

Sponsored Training Fees: Municipal Police Officers from Centre County and the surrounding counties may attend the annual in-service training program conducted by the Borough Police Department. These officers pay a fee to attend the program.

Departmental Earnings

46100 – Contract for Shared Services (Administration): The revenue in this line item is from Penn State University to help staff the Office of Community Engagement and the Centre Region COG Pensions and Risk Management shared services contract.

46100 – Contract for Shared Services (Finance): This line item covers revenue from financial services furnished by the Borough to C-NET and Harris Township.

46100 – Contract for Shared Services (Tax): This item includes revenue for tax collection services furnished by the Borough to other political subdivisions. The Division of Tax Services collects Real Estate, Local Services, Pre-Act 32 Earned Income and Net Profits Taxes for the State College Area School District (SCASD) on an actual cost plus 20% overhead basis. The Local Services Tax, under two separate agreements, is collected as described herein:

Political subdivisions located in the State College, Bellefonte and Bald Eagle Area School Districts that levy the Local Services tax, along with the Districts, have contracted with State College Borough Division of Tax Services to collect their Local Services Tax at the commission rate of 4% of net collections for 2017.

46100 – Contract for Shared Services (Information Technology): This line item covers information technology services furnished by the Borough to neighboring jurisdictions and other governmental entities.

46100 – Contract for Shared Services (Public Works Facilities): This line item includes revenue from furnishing custodial and building maintenance and management services to Schlow Centre Region Library.

46100 – Contract for Shared Services (Police): Both College and Harris Townships will continue to contract with the Borough for police services. The Townships contract for a fixed number of hours of service per week and reimburse the Borough for the contracted hours based upon an estimated hourly rate that reflects the direct costs plus a 20% overhead charge. Any additional hours of service provided to the Townships during the year are billed at a premium, full cost rate that includes all overhead and indirect costs.

This item also includes revenue from security and traffic control services provided by the State College Police Department during special events, such as School District functions, the Arts Festival and Penn State University's

homecoming parade. At the request of the University, Borough Police Officers are assigned to provide security at Beaver Stadium and related traffic control services during home football games. Penn State University reimburses the Borough for the cost of these services. The Youthful Offender Program (YOP) provides an alternative to the criminal justice system for young persons cited for underage drinking for the first time. These offenders may apply for the YOP through the District Judge, pay a fee and must complete the program, which is operated by the Community Help Center. Borough Police Officers teach a portion of the YOP, which provides an opportunity for the youthful offenders to interact with the police, to better understand the negative impact of their behavior on the community and increase their awareness of the risks of alcohol-related behavior.

This line item also includes revenue from the SCASD, which reimburses the Borough for 50% of the cost of providing the School Crossing Guards.

46100 – Contract for Shared Services (DNCS): This line item includes revenues received from contracted services furnished by the Borough's Department of Neighborhood and Community Services (DNCS) to College, Ferguson and Patton Townships. The Townships reimburse the Borough for these services based upon an hourly rate, which covers the cost of salaries, benefits and vehicle use for DNCS staff. Also included in this line item is revenue from facility plan reviews and food handler certification exam fees.

46100 – Contract for Shared Services (Public Works Services): The Public Works Department furnishes labor, administrative services and equipment services to several of the Borough's enterprise funds including Parking, Sanitary Sewer, Refuse Collection, Compost Operations, Bellaire Court and the Bus Terminal and other General Fund departments. This line item covers reimbursement to the General Fund for those services, as well as reimbursement for Public Works Department services furnished to other entities, such as traffic control services for Penn State University home football games.

46110 – Sale of Materials/Concessions (Police): Fees charged by the State College Police Department for copies of incident and vehicle crash reports and record checks are included in this line item.

46210 – Sale of Materials/Concessions (Miscellaneous): This line item includes revenue from the sale of surplus property and equipment, reimbursements for damages to Borough property and revenues from equipment rental and related services.

47390, 47100 – Meter Collections/Rentals (Street): This line item includes the revenue collected from the Borough's 398 on-street parking meters and the revenue from the rental of meter bags. The on-street metered parking rates are $1 per hour.

47400 – Permits/Passes: This line item includes revenues collected for monthly parking passes in Borough parking lots.

47500 – Special Assessments (Shade Tree): This revenue represents reimbursements received from property owners for the cost of new trees planted in the grass plot area and offsets the cost for these plantings in the Division of Trees and Parks Budget.

Miscellaneous Revenue

48120 – Miscellaneous Revenue: Through an arrangement with the Centre County Treasurer, annual dog licenses are sold at the Municipal Building. The Borough is permitted to collect $1 per license to cover the cost of issuance. This item also covers revenue that is not attributable to another budget line item, including the sale of maps and ordinances.

Indirect Costs/Interfund Transfers

49165 – Indirect Cost Reimbursement: Enterprise and internal service funds reimburse the General Fund for indirect costs such as administrative, human resources, financial, purchasing, technical services, building space allocation, etc., based on the Borough's Central Services Cost Allocation

Plan. Interfund transfers from the Centre Tax Agency (the Borough entity performing countywide Earned Income and Net Profits Tax collection services) and the Community Development Block Grant (CDBG) Program are also included in this line item.

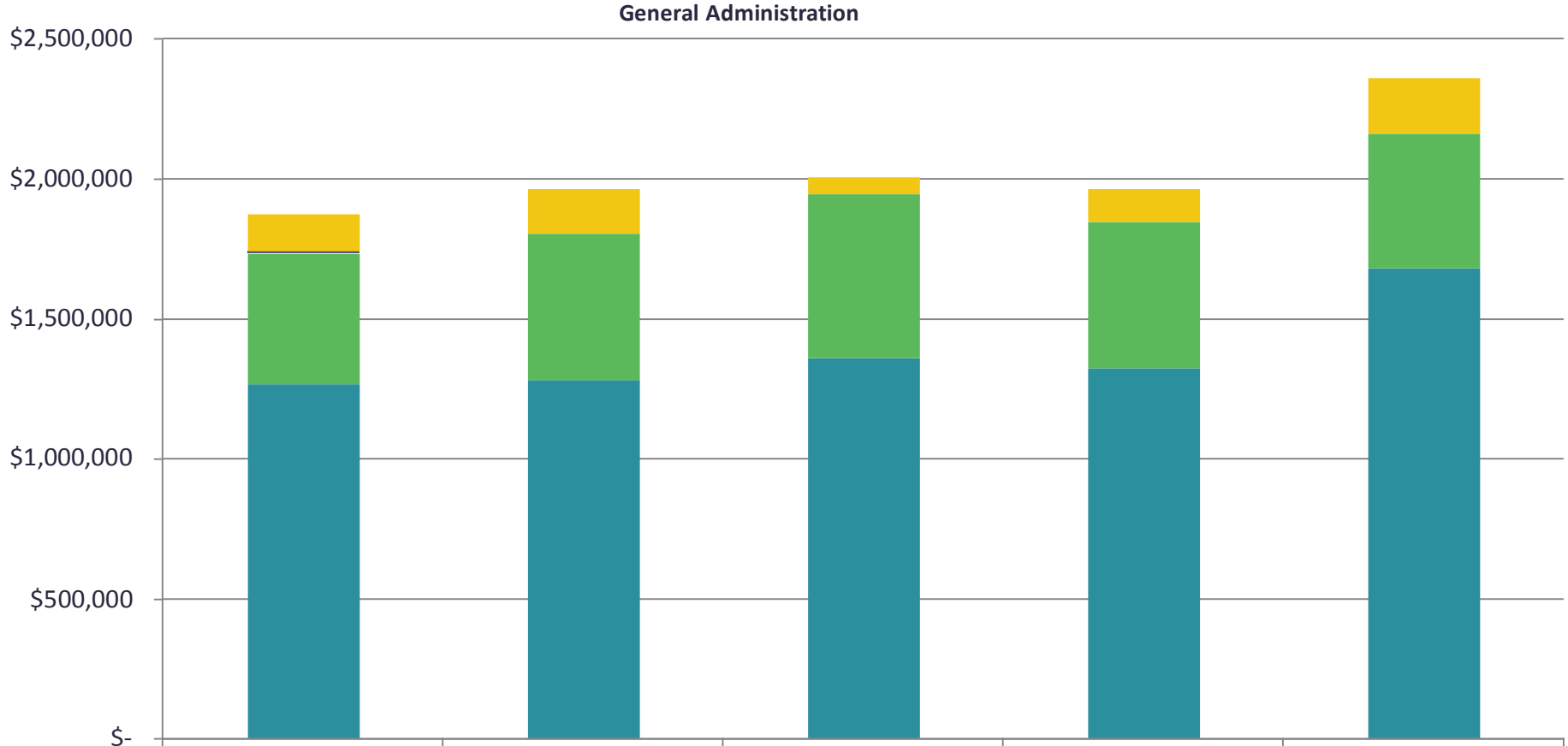
49180 – Refund Prior Year Expenses: As a member of the Pennsylvania Municipal Health Insurance Co-Operative, the Borough receives some additional revenue when the Co-Operative premium revenue exceeds their claims expenses in a given year.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
99 GENERAL							
REVENUE:							
TAXES							
40100	REAL ESTATE TAXES	4,954,829	6,402,262	7,342,798	7,342,798	**7,478,649**	1.9%
40200	REAL ESTATE TRANSFER TAX	793,037	1,093,844	865,300	1,749,627	**1,034,517**	19.6%
40300	EARNED INCOME TAX	4,495,460	3,922,649	4,495,460	5,087,914	**4,724,900**	5.1%
40400	LOCAL SERVICES TAX	1,436,501	941,139	1,180,000	1,162,970	**1,163,000**	-1.4%
TAXES TOTAL		$11,679,827	$12,359,894	$13,883,558	$15,343,309	**$14,401,066**	3.7%
LICENSES AND PERMITS							
41175	CABLE TELEVISION FRANCHISE FEE	343,350	347,314	350,000	350,000	**350,000**	0.0%
41177	RIGHT-OF-WAY RENT	-	-	-	4,500	**4,500**	0.0%
LICENSES AND PERMITS TOTAL		$343,350	$347,314	$350,000	$354,500	**$354,500**	1.3%
INTEREST AND RENTS							
43100	INTEREST EARNINGS	39,475	39,412	30,000	30,000	**30,000**	0.0%
43150	RENT	74,962	75,048	73,000	73,000	**73,000**	0.0%
43170	RENT OF FACILITIES	1,166	1,327	500	500	**2,000**	300.0%
INTEREST AND RENTS TOTAL		$115,603	$115,787	$103,500	$103,500	**$105,000**	1.4%
SHARE/ENTITL/IN LIEU							
45300	STATE ENTITLEMENT	1,035,237	1,133,374	877,657	877,657	**871,057**	-0.8%
SHARE/ENTITL/IN LIEU TOTAL		$1,035,237	$1,133,374	$877,657	$877,657	**$871,057**	-0.8%
CONTRACTED SERVICES							
46210	SALE OF MATERIALS/CONCESSIONS	24,704	13,893	20,000	4,500	**4,500**	-77.5%
CONTRACTED SERVICES TOTAL		$24,704	$13,893	$20,000	$4,500	**$4,500**	-77.5%
USER/USAGE CHARGES							
47100	METER COLLECTIONS	583,804	615,229	550,000	550,000	**795,000**	44.5%
47390	METER RENTALS	26,180	28,990	2,000	2,000	**50,000**	2400.0%
USER/USAGE CHARGES TOTAL		$609,984	$644,219	$552,000	$552,000	**$845,000**	53.1%
SPECIAL ASSESSMENTS							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
48120	MISCELLANEOUS REVENUE	45,625	23,303	1,000	1,000	**1,000**	0.0%
SPECIAL ASSESSMENTS TOTAL		$45,625	$23,303	$1,000	$1,000	**$1,000**	0.0%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	-	-	-	-	**912,216**	0.0%
49165	INDIRECT COST REIMBURSEMET	1,066,163	802,291	960,246	960,246	**1,142,334**	19.0%
Indirect cost reimbursements from other funds: B102, Centre Tax Agency - $209,399 B104, Bus Terminal - $10,003 B105, Bellaire Court - $53,098 B106, Parking - $428,930 B107, Compost - $18,115 B108, Sewer - $141,618 B109, Refuse Collection - $165,436 B114, Redevelopment Authority - $4,297 B120, Fleet Services - $111,438							
MISC/CONTRIBUTIONS TOTAL		$1,066,163	$802,291	$960,246	$960,246	**$2,054,550**	114.0%
DEBT PROCEEDS							
50310	DEBT PROCEEDS - GO - NON ELEC	8,291,000	-	-	-	**-**	0.0%
DEBT PROCEEDS TOTAL		$8,291,000	-	-	-	**-**	0.0%
TOTAL REVENUE		$23,211,492	$15,440,075	$16,747,961	$18,196,712	**$18,636,673**	11.3%
GENERAL TOTAL:		$23,211,492	$15,440,075	$16,747,961	$18,196,712	**$18,636,673**	11.3%

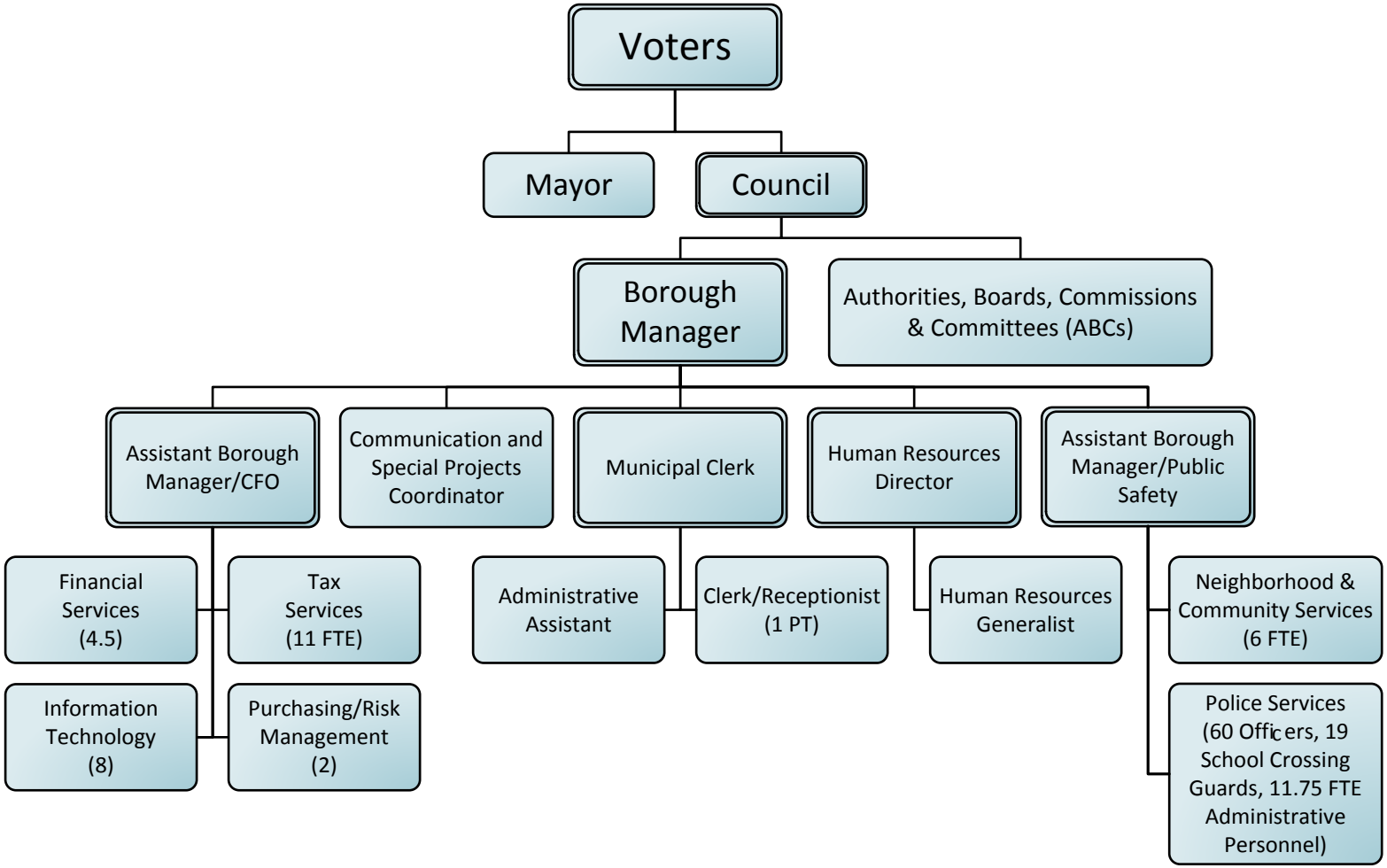
Administration Department

General Administration



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$133,000	$157,929	$58,975	$118,153	$198,386
CAPITAL	$9,651	$-	$-	$-	$-
OPERATING	$464,341	$522,297	$584,093	$521,505	$479,664
PERSONNEL	$1,267,976	$1,283,448	$1,361,672	$1,323,672	$1,682,986
TOTAL	$1,874,969	$1,963,674	$2,004,740	$1,963,330	$2,361,036

Organizational Chart



Overview

State College Borough is a home rule municipality with a Council-Manager form of government. Under the Home Rule Charter, which was adopted in 1973, there is a seven-member Council elected at large, all of which serve four-year overlapping terms. Council sets policy and has ultimate responsibility for the municipal government.

The Mayor is elected at large and is elected to serve a four-year term. The Mayor presides at Council meetings, represents the Borough in the community and acts as an ombudswoman in a number of areas.

The day-to-day operation of the Borough is the responsibility of a professional Manager, who is appointed by Council. The Manager is responsible for overseeing all of the operating departments, which include Administration, Police, Parking, Planning and Public Works.

The Borough also works with other regional municipalities in the Centre Region Council of Governments (COG) to provide contracted public services including park maintenance and recreation services, building inspection services, regional planning, library services, emergency management, volunteer fire services and mass transit.

Offices & Programs

Mayor's Office

The Honorable Elizabeth Goreham is completing her sixth year as Mayor of State College. She previously served three, four-year terms on Borough Council. The Mayor is the official representative and ceremonial head of Borough government. The Mayor presides at regular meetings of Borough Council and has veto power over ordinances adopted by Council. Mayor Goreham has vetoed one ordinance in her six years in office.

The Mayor has welcomed to the community many individuals and organizations, including thousands of freshmen at Penn State University and statewide governmental, fraternal and patriotic organizations. Mayor Goreham holds walk-in office hours every week at the University Park Undergraduate Association offices on Penn State University's Campus.

Borough Council

Borough Council is the policy body of the Borough. Council meets in regular session on the first and third Mondays of each month. Council also meets in work sessions on the second Monday of each month.

The current members of Council include Council President Thomas E. Daubert, Jesse L. Barlow, David J. Brown, Catherine G. Dauler, Janet P. Engeman, Theresa D. Lafer and Evan Myers.

Manager and General Administration

The Manager, Thomas J. Fountaine, II, is appointed by Council and serves as the Chief Executive Officer of the Borough. The Manager and Municipal Clerk provide direct support for Council. The general administration staff also includes the Assistant Borough Manager/CFO, Assistant Borough Manager/Public Safety, Human Resources Director, Human Resources Generalist, Purchasing and Risk Management Director, Purchasing and Risk Management Specialist, Communication and Special Projects Coordinator, Administrative Assistant and Clerk/Receptionist.

Employees in the Department of Administration provide operational management for all Borough departments and services and provide general management of the day-to-day operations. Staff also provides planning and financial oversight to all municipal functions, which include the centralized functions of Human Resources, Purchasing and Risk Management, Financial Services, Tax Services and Information Technology. Records management, communication and Council staff support services are also part of the Administration Department's responsibilities.

Mission

The mission of the Administration Department is to provide governance, leadership and management for the Borough and its citizens, to ensure that the Borough's core values of integrity, innovation, transparency, customer service, honesty, accountability, responsibility and diversity are reflected in all public policy and administration of public services.

Goals

- Provide the highest level of public policy governance
- Ensure organizational and fiscal sustainability
- Emphasize a customer focus in our relationship with the public
- Improve external and internal communications

Strategic Objectives

Initiate Review of the Borough's Strategic Plan

The Borough adopted a strategic plan in 2009 to guide Council and the Management Team in making financial and management decisions that align with community values and goals. This Plan identified key goals for the Borough and it has focused decisions on those issues that address key strategic initiatives.

This Plan will be updated in 2018 as a key element in a shift to a new two-year budget cycle. The 2018 strategic plan initiative will engage key community stakeholders in the process of defining strategic goals for State College over the next two-year budget cycle and the next 10-year planning cycle.

Complete Succession Planning for the Management Team

Staff will continue working on an ongoing project to prepare a formal succession planning. This is an important means to coordinate Management Team successions and ensure minimal disruption of the management of the Borough.

Communication

Improve communication and transparency within the community through a focus on improving request tracking through online forms and sharing more information through the Borough's many communication channels, which will provide new information to residents and increase responsiveness to the community about community services, key policy decisions of Council, Authorities, Boards and Commissions and other matters of interest to the community.

Cost Containment

Develop strategies and practices to contain employee benefit costs, primarily pension and health care. Strategies and approaches to reduce plan costs with a focus on reducing exposure to the Borough and its employees to the Affordable Care Act excise tax provisions that will begin in 2020.

Alternative Revenue Sources and Boundary Change Authorization

Work with community partners, municipal partners, state associations and others to obtain legislative authority for expanded revenue alternatives and greater options in boundary change decisions. Priority will be on specific revenue alternatives that include local tax options for alcohol and sales, expansion of local earned income tax authority, tax-exempt property reform and regional revenue sharing.

Economic Development Partnerships

The Administration Department will continue to support entrepreneurship and other job creation strategies that will improve opportunities to retain graduates in State College and create a culture that attracts young professionals and entrepreneurs to the community. Key partners in these efforts will be Penn State University and the Invent Penn State initiative, the Centre County Economic Development Partnership, Centre County and other municipalities in Centre County.

Office of Community Engagement

The Borough and Penn State University have collaborated to jointly fund the Office of Community Engagement to continue and expand on partnerships, collaborative initiatives and existing programs lead by or for residents, as a means to enhance the quality of life and support neighborhood sustainability.

Mission

The Office of Community Engagement will foster safe, diverse and vibrant neighborhoods and strengthen a sense of community for all residents.

Goals

- Increase stakeholder engagement to expand opportunities for residents to engage in discussions that promote safe, stable and attractive neighborhoods
- Expand joint Borough and University initiatives to improve conduct and enhance neighborhood cohesion
- Encourage resident involvement in community governance
- Support town-gown events for neighborhood residents by sharing events/programs/projects with local media to increase visibility and awareness of efforts lead by or for residents and town-gown leaders

Strategic Objectives

- Improve engagement within and among campus, community and downtown stakeholders to improve quality of life within neighborhoods
- Increase collaboration and interaction with the Student Affairs Departments including the Office of Off-Campus Living, Off-Campus Student Union and other student groups
- Increase community activity to minimize nuisance behaviors and complaints through town-gown collaborative efforts

Internship Programs

Partner with the Center for Character, Conscience and Public Purpose to provide a meaningful internship program experience that creatively depicts how student involvement at the local government level adds value to the off-campus student experience. The internship program affords the Borough the opportunity to receive feedback and assistance from student-minded professionals as the office launches and develops community-oriented programs.

Neighborhood Services Team

The Neighborhood Services Team will review and discuss departmental updates related to community engagement and conduct conversations/visits with property residents that have accumulated multiple violations. The Neighborhood Services Team also coordinates activities between Borough Departments and the Centre Region Code Administration related to neighborhood services.

Town and Gown efforts

The Community Engagement Office will work on a number of projects to improve town and gown communications, including the following:

- Design, develop and print an "Off-Campus Handbook"
- Host the annual Neighborhood Leadership Meeting
- Prepare and plan for LION Bash and LION Walk events
- Chair F8 weekly meetings in each fall semester

Human Resources

The Human Resources staff includes the Director and a Human Resources Generalist. The Human Resources Division provides services to over 174 full-time employees and additional part-time employees and interacts with all Borough departments and staff members. Human Resources is responsible for recruitment and selection of employees, employee benefit plan administration and coordination of salary and wage information. Human Resources works closely with the Finance Division for payroll administration and benefit-cost calculations for budget projections.

Human Resources is responsible for the administration of the Police and Public Works collective bargaining agreements, pension plan administration and oversight of a deferred compensation plan. Assistance is also provided to Council in identifying and screening candidates for the various Authorities, Boards and Commissions, maintaining a roster of current appointments and assisting with the annual ABC Appreciation Dinner.

Mission

Recruit and retain a stable, diverse, productive, competent and talented workforce.

Goals

- Promote job satisfaction
- Foster a positive work environment
- Emphasize excellent customer service
- Maintain competitive compensation and benefits

Strategic Objectives

Performance Management

As a follow-up to the recent Classification and Compensation Study and subsequent approval of the new pay plan, staff will continue to develop a performance management system that can be used in conjunction with the evaluation module in the MUNIS enterprise system.

Purchasing and Risk Management

The Division of Purchasing and Risk Management is responsible for the administration of the Borough's Purchasing Ordinance and regulations, including developing and reviewing specifications for bid packages, maintaining vendor contacts to enhance procurement of all municipal services and supplies and reviewing contracts.

The Risk Management function includes reviewing all lines of insurance to ensure the Borough maintains appropriate coverage in the most cost effective manner; managing and filing claims with the appropriate insurance carriers for automobile, property, workers' compensation and general liability claims; and working with the Borough's Safety and Wellness Committees to promote safe work practices and healthy lifestyle choices.

Mission

Procure the highest quality goods and services required by Borough Departments in the most cost effective and efficient manner and assure that all assets of the Borough are adequately and properly insured.

Goals

- Maintain compliance with all purchasing ordinances, policies and procedures
- Improve accounting for control of all Borough assets and inventory
- Implement Best Practices in the area of Risk Management
- Foster employee health, wellness and fitness

Strategic Objectives

Fixed Asset Listing Review and Update

Complete a comprehensive review of all fixed asset listings for each Department to ascertain the accuracy of the listings. Work will include photographing and fully describing each asset, deleting assets that are no longer owned and adding assets that are not currently on the listings.

Risk Management Plan/Continuity of Operations Plan

Review resource material from the Public Entity Risk Institute and Public Risk Management Association to complete a formal Risk Management Plan/ Continuity of Operations Plan for the Borough, encompassing all facets of the Borough's operations. Work on this plan began in 2014 and continued in 2015 and 2016. The plan should be completed and adopted by the end of 2017.

Employee Health and Safety Incentive Program

Work with the Borough's Wellness and Safety Committees to develop and implement health and safety incentive programs for Borough employees tailored to the needs of the individual departments.

Inventory Management and Control Improvements

During 2015, the MUNIS ERP Inventory module was implemented. The first phase of the implementation included office supplies, and this phase was operational in August of 2015. Phase 2 of the implementation included street name and traffic signs, which was completed in 2016. The final phase of the implementation is the inventory of fleet parts in the Central Garage. Work on this phase began in late 2015 and continued in 2016. Staff plans to complete this phase of the work in early 2017. This will be a major improvement to the older and less efficient processes currently used for inventory management and control.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
30 ADMINISTRATION							
REVENUE:							
SHARE/ENTITL/IN LIEU							
45601	LOCAL SHARED-UC CONTRIBUTIONS	65,986	-	-	-	**-**	0.0%
SHARE/ENTITL/IN LIEU TOTAL		$65,986	-	-	-	**-**	0.0%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	76,022	91,400	90,400	90,400	**92,600**	2.4%
This line represents the Penn State University Matching Funds Grant for Neighborhood Services Programming and the Centre Region Council of Governments (COG) Pension and Risk Management shared services contract.							
46210	SALE OF MATERIALS/CONCESSIONS	1	-	-	-	**-**	0.0%
CONTRACTED SERVICES TOTAL		$76,023	$91,400	$90,400	$90,400	**$92,600**	2.4%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	-	225,000	-	-	**271,761**	0.0%
This account includes a one-time transfer from the Insurance Reserve Fund to reduce the projected cost increases in Workers' Compensation and Health Insurance and smooth the annual increases. The amount represents funds in excess of the recommended minimum reserve of $1,550,000 in the Insurance Reserve Fund and available for these specific purposes.							
49180	REFUND PRIOR YEAR EXPENSES	277	-	-	-	**-**	0.0%
MISC/CONTRIBUTIONS TOTAL		$277	$225,000	-	-	**$271,761**	0.0%
TOTAL REVENUE		$142,286	$316,400	$90,400	$90,400	**$364,361**	303.1%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	758,892	805,576	808,099	808,099	**978,431**	21.1%
60115	SALARY & WAGES - PART TIME	13,800	31,691	40,312	40,312	**57,527**	42.7%
60180	OVERTIME PAY	21,718	1,335	3,700	1,500	**2,500**	-32.4%
60185	OTHER COMPENSATION	9,216	6,843	7,381	7,381	**8,095**	9.7%
SALARIES AND WAGES TOTAL		$803,626	$845,446	$859,492	$857,292	**$1,046,553**	21.8%
EMPLOYEE BENEFITS							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61192	OASDI- EMPLOYER PAID	46,248	49,444	48,929	48,929	**57,909**	18.4%
61193	MEDICARE - EMPLOYER PAID	11,267	12,295	12,103	12,103	**14,499**	19.8%
61195	UNEMPLOYMENT BENEFITS	128,261	-	-	-	**-**	0.0%
61196	HEALTH INSURANCE	121,191	185,077	196,854	176,854	**301,296**	53.1%
61198	VISION/DENTAL INSURANCE	7,381	8,233	9,138	8,138	**11,126**	21.8%
61199	LIFE & DISABILITY INSURANCE	3,592	2,528	2,524	2,524	**2,994**	18.6%
61200	PENSION	47,824	96,977	106,023	103,023	**114,806**	8.3%
61201	WORKERS COMPENSATION	1,064	1,327	1,719	1,719	**2,349**	36.6%
61210	EMPLOYEE PARKING	2,657	3,680	3,840	3,840	**2,400**	-37.5%
EMPLOYEE BENEFITS TOTAL		$369,487	$359,560	$381,130	$357,130	**$507,379**	33.1%
EMPLOYEE SUPPLY/EXPN							
62120	TRAVEL/MILEAGE EXPENSE	23,197	19,845	32,550	26,000	**32,550**	0.0%
This line item provides appropriations for travel by the Mayor and Council members to various conferences and meetings.							
62121	PROFESSIONAL DEVELOPMENT	19,007	21,678	28,500	20,000	**33,000**	15.8%
Included in this account is funding for staff professional development expenses including attendance at conferences, webinars and trade shows.							
62122	TRAINING AND DEVELOPMENT	-	-	-	-	**19,000**	0.0%
This account tracks expenditures for Borough-wide training and development costs sponsored by the Human Resources Division. All employees will have access to over 4,000 online courses in business, technology and creative skills taught by industry experts. If approved, this can be monitored in the first year to determine utilization and performance impacts, which can be used to determine if funding should continue in future years.							
62125	AUTOMOBILE ALLOWANCE	3,550	5,457	6,500	6,500	**6,754**	3.9%
This line item appropriation includes the car allowance for the Mayor and Borough Manager.							
62130	CONTINUING EDUCATION/TUITION	9,622	15,933	16,000	15,000	**10,000**	-37.5%
This line item provides appropriations for employee higher education and professional certification and licensure.							
62140	RECRUITMENT/RELOCATION	3,000	2,540	20,000	25,000	**10,000**	-50.0%
This line item appropriation provides funding for recruitment and relocation expenses associated with new hires in upper management positions.							
62150	EMPLOYEE/VOLUNTEER RECOGNITION	18,473	12,990	17,500	16,750	**17,750**	1.4%
This line item appropriation is used for activities to recognize the many volunteers who serve the Borough on various Authorities, Boards, Commissions and Committees (ABCs), in addition to recognizing Borough employees for their service. Specific activities include the annual ABC Dinner and service awards for employees. This line item is for expenses associated with the Borough's annual employee United Way campaign.							

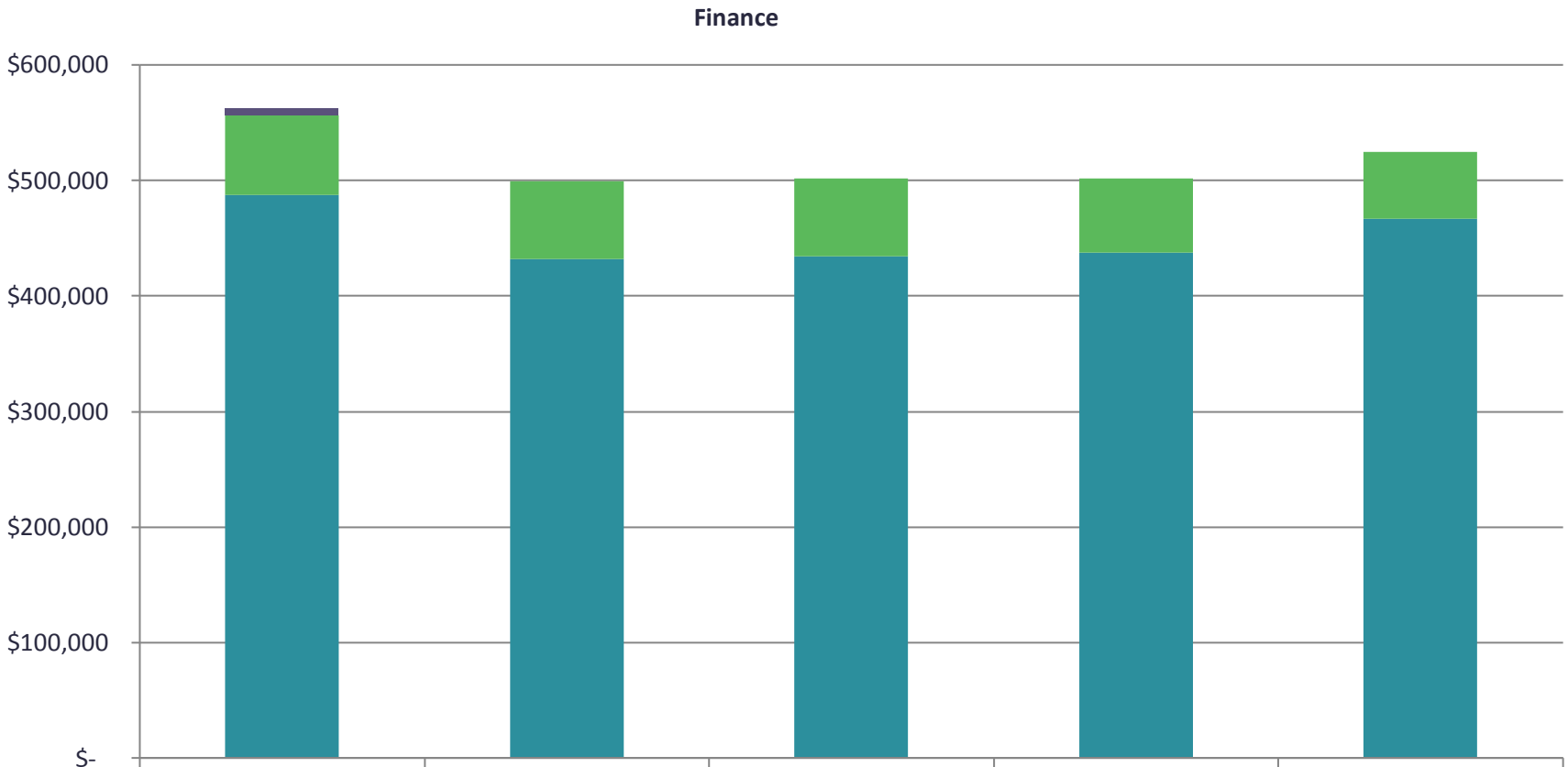
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
62155	EMPLOYEE WELLNESS	18,014	-	-	-	**-**	0.0%
EMPLOYEE SUPPLY/EXPN TOTAL		$94,863	$78,442	$121,050	$109,250	**$129,054**	6.6%
PERSONNEL TOTAL		$1,267,976	$1,283,448	$1,361,672	$1,323,672	**$1,682,986**	23.6%
OPERATING							
OFFICE SUPPLIES							
65210	SUPPLIES	3,896	11,996	4,000	5,200	**5,000**	25.0%
Appropriations in this line item cover the general office supplies needed by Administration and Council.							
65212	FORMS	4,923	230	6,000	1,000	**1,000**	-83.3%
Costs for printing the Operating Budget, Capital Improvement Plan and various required forms for the Department are included in this line item.							
65213	COMPUTER/COPIER SUPPLIES	1,058	998	2,500	750	**1,000**	-60.0%
65215	POSTAGE	2,360	1,101	3,000	9,700	**3,000**	0.0%
In addition to the costs for routine mailings, this line item includes mailing costs for various notifications from the Administration Department.							
OFFICE SUPPLIES TOTAL		$12,236	$14,325	$15,500	$16,650	**$10,000**	-35.5%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	8,486	7,243	7,000	9,150	**9,000**	28.6%
This line item reflects expenses for Borough Council and Department staff meals and meetings.							
66235	SPECIAL PROJECTS/GRANTS	57,312	49,869	34,948	20,000	**35,000**	0.1%
66238	PROGRAM SUPPLIES/ACTIVITIES	251	111	1,600	850	**350**	-78.1%
This line item covers expenses for miscellaneous items that do not fall into office supplies or minor equipment categories.							
71250	OFFICE FURNITURE/FURNISHINGS	-	509	500	500	**500**	0.0%
This line item appropriation is for office furniture and furnishings with a value of less than $5,000.							
PROGRAM EXPENSES TOTAL		$66,049	$57,732	$44,048	$30,500	**$44,850**	1.8%
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	15,679	22,182	99,300	40,000	**25,000**	-74.8%
This appropriation provides funds for consulting service needs that arise during the year. In the past three years, funds from this account have been used for human resource recruiters, the classification and compensation study and updates to the Borough's Codification of Ordinances.							
67314	LEGAL SERVICES	41,959	42,371	45,850	44,000	**46,500**	1.4%
This line item covers the retainer fee for the Borough's Solicitor.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
67315	SPECIAL LEGAL SERVICES	35,549	101,983	55,000	68,000	**45,000**	-18.2%
This appropriation covers expenses for specialized legal services required by the Department. In the past three years, this line item has covered the expenses of special labor counsel associated with personnel issues, the services of an attorney specializing in cable franchise fees and contracts and special legal services associated with the review of real estate assessment appeals.							
67321	MUNICIPAL MEMBERSHIPS	29,079	28,764	30,450	28,850	**30,000**	-1.5%
This appropriation funds membership dues for Council member participation in local, state and national organizations.							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	5,947	5,200	6,200	5,500	**6,000**	-3.2%
This line item appropriation covers dues and memberships fees for state and national organizations, as well as subscriptions and publications required by the Department.							
67325	CONTRACTED PUBLIC SERVICES	91,946	92,435	86,330	86,330	**87,880**	1.8%
Charges in this account reflect the Municipal Shares contribution for the administration of Centre Region COG and COG Building Capital.							
PROFESSIONAL SERVICE TOTAL		$220,159	$292,935	$323,130	$272,680	**$240,380**	-25.6%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	1,927	185	2,275	1,250	**1,250**	-45.1%
69310	COMPUTER MAINTENANCE/SUPPORT	14,479	10,320	1,350	3,000	**3,000**	122.2%
The line item captures costs for ImageFlow software, which tracks permanent records, as well as the Adobe Creative Cloud software used by the Office of Community Engagement.							
69320	NEW COMPUTER EQUIPMENT	1,685	680	5,300	2,000	**2,000**	-62.3%
This line item appropriation funds computer equipment with a value of less than $5,000.							
HARDWARE/SOFTWARE TOTAL		$18,092	$11,185	$8,925	$6,250	**$6,250**	-30.0%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	99	-	250	250	**250**	0.0%
This line item appropriation covers minor equipment needed for the Department but does not include computer equipment or furniture.							
SMALL TOOLS/EQUIP TOTAL		$99	-	$250	$250	**$250**	0.0%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	6,092	6,719	7,100	8,450	**8,782**	23.7%
This line item includes costs for Borough-issued cell phones, data costs for air cards and tablets and personal data plan reimbursements.							
72330	ADVERTISING	21,243	18,259	23,190	18,690	**23,250**	0.3%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
This appropriation covers the cost of publishing legal advertisements for Borough Council meetings, bid notices, job openings and other public notices required to be published in the newspaper. Also included are the costs for advertising job openings in trade publications and on job search websites. This appropriation covers advertising expenses for programs initiated through the Office of Community Engagement.							
72331	PUBLIC INFORMATION/EDUCATION	62,481	62,411	88,000	110,500	**67,000**	-23.9%
This appropriation includes operating expenses for the Borough's share of C-NET, the local government access channel.							
COMMUNICATIONS TOTAL		$89,816	$87,389	$118,290	$137,640	**$99,032**	-16.3%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	54,741	54,461	70,950	54,035	**75,402**	6.3%
This line item covers the Department's portion of property, general liability, public officials' liability and fidelity insurance.							
INSURANCE/RISK MGMT TOTAL		$54,741	$54,461	$70,950	$54,035	**$75,402**	6.3%
CONTRIBUTIONS/GRANTS							
81510	COMMUNITY GRANTS/GIFTS	3,000	4,000	3,000	3,500	**3,500**	16.7%
This line item covers the annual community programming grant that is provided to C-NET.							
81590	MISCELLANEOUS	150	270	-	-	**-**	0.0%
This line item covers miscellaneous expenses that do not fit other line items in this budget, including the cost of monthly bus passes for Borough employees and the cost of ID cards for new hires.							
CONTRIBUTIONS/GRANTS TOTAL		$3,150	$4,270	$3,000	$3,500	**$3,500**	16.7%
OPERATING TOTAL		$464,341	$522,297	$584,093	$521,505	**$479,664**	-17.9%
CAPITAL							
CAPITAL CONSTRUCTION							
93760	CAP PURCH - FURNITR/APPLIANCES	199	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$199	-	-	-	**-**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	9,452	-	-	-	**-**	0.0%
DEPRECIATION TOTAL		$9,452	-	-	-	**-**	0.0%
CAPITAL TOTAL		$9,651	-	-	-		0.0%
OTHER EXPENSE							
OTHER EXPENDITURES							
96492	INTERFUND TRANSFERS	133,000	157,929	58,975	118,153	**198,386**	236.4%

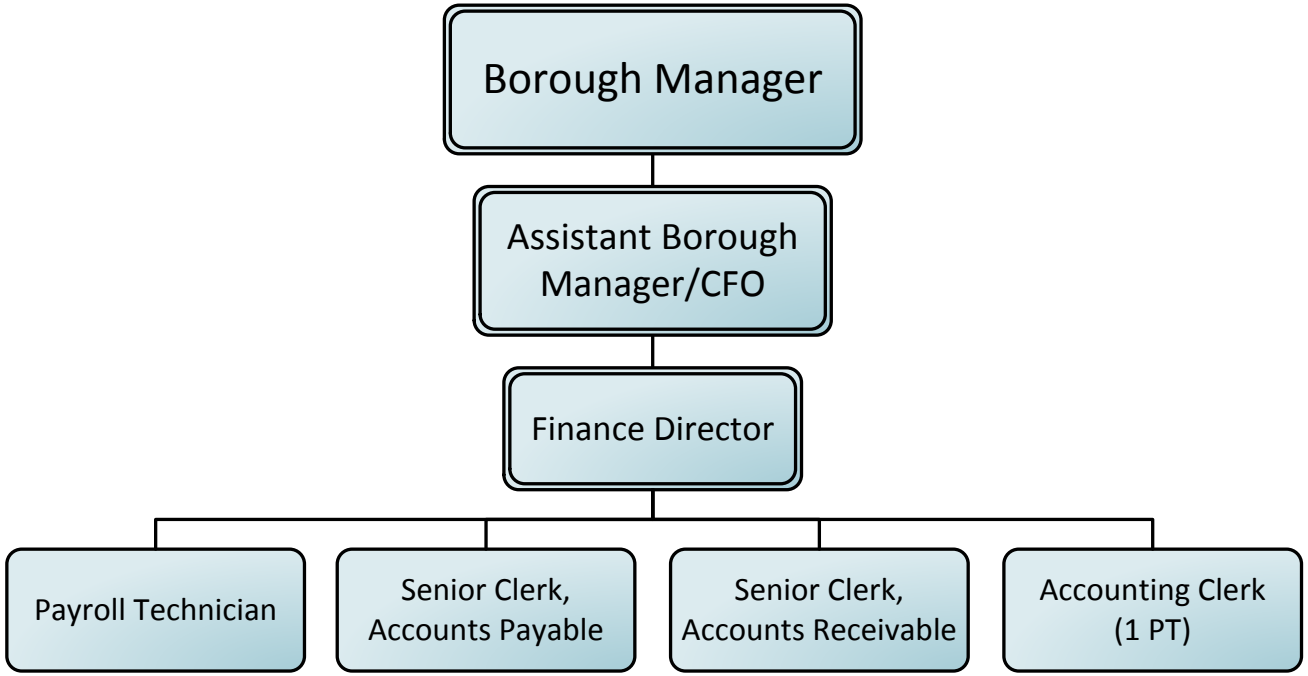
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
	This line supports the operation and activity associated with the following funds: Bus Terminal (B104) = $16,192 Bellaire Court (B015) = $63,990 Fleet Services (B120) = $118,204						
	OTHER EXPENDITURES TOTAL	$133,000	$157,929	$58,975	$118,153	**$198,386**	236.4%
	OTHER EXPENSE TOTAL	$133,000	$157,929	$58,975	$118,153	**$198,386**	236.4%
TOTAL EXPENDITURES		$1,874,969	$1,963,674	$2,004,740	$1,963,330	**$2,361,036**	17.8%
ADMINISTRATION TOTAL:		($1,732,683)	($1,647,274)	($1,914,340)	($1,872,930)	**($1,996,675)**	4.3%

Financial Services



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$6,536	$-	$-	$-	$-
OPERATING	$69,159	$67,544	$67,496	$63,493	$58,070
PERSONNEL	$487,326	$432,119	$434,091	$437,916	$466,815
TOTAL	$563,021	$499,663	$501,587	$501,409	$524,885

Organizational Chart



Overview

The Financial Services Division provides accounting and financial services to State College Borough, Harris Township and C-NET. Financial Services also assists with the Performance Measurement Program and plays a major role in the preparation of the Borough's Capital Improvement Plan, Five-Year Financial Forecast and Annual Operating Budget.

Mission

The mission of the Financial Services Division is to provide timely and accurate financial information that enables Borough leaders to make the best decisions to positively impact its service to Borough constituents.

Goals

- Promote the development of work policies, processes and procedures that enhance the productivity, efficiency and economy of departmental operations and further the mission and strategic goals of the Borough
- Strengthen internal controls and improve service to our customers
- Improve the efficiency of the annual audit by reconciling accounts quarterly and preparing audit lead schedules

Strategic Objectives

Enterprise-wide Information Technology Solution

Identify, develop and implement best business practices that thoroughly embrace the capabilities and functionality of the MUNIS system's software to efficiently and economically meet the needs of the Borough and the customers we serve. Assist in the implementation of the Project Ledger, Inventory and Work Orders modules to improve the tracking and reporting related to projects, various supplies and parts inventories and electronically track and account for Fleet Services repair orders.

Accounting Services

Provide timely and accurate financial services to Harris Township under the new intergovernmental agreement and seek other opportunities to reduce administrative costs by partnering with other entities.

Improved Revenue Controls

Implement billing procedures for the Borough rental properties in order to improve the monitoring and collection of rents.

Improve Data Collection and Reporting

Work with the Information Technology Division to identify and develop in-house database applications and reports to improve the collection and reporting of data by replacing outdated internal database applications.

Positive Budget Impacts

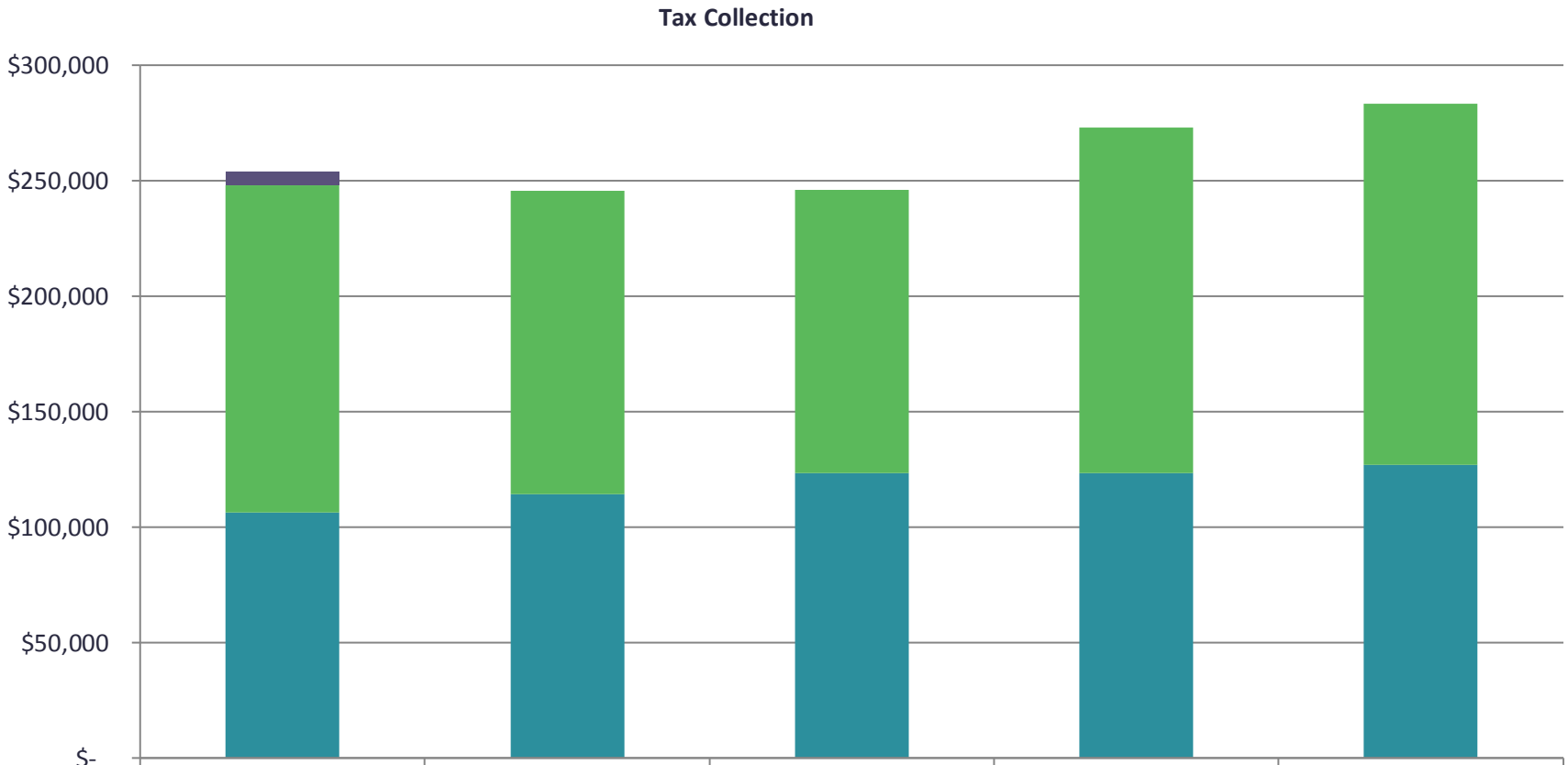
The Borough will generate $20,000 in revenue from shared accounting services and continue to save $10,000 annually by preparing the Cost Allocation Plan with existing staff.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
32 FINANCE							
REVENUE:							
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	128,800	3,892	3,605	3,605	**23,650**	556.0%
Centre Region COG has developed their own Finance Department and are no longer using the Borough's services. Starting in the fourth quarter of 2016, the Borough will begin providing financial services for Harris Township. The remaining amount in this line item represents the fee paid by C-NET for financial services performed by Borough staff.							
CONTRACTED SERVICES TOTAL		$128,800	$3,892	$3,605	$3,605	**$23,650**	556.0%
USER/USAGE CHARGES							
47520	COMPLAINT FEES	-	75	-	-	**-**	0.0%
USER/USAGE CHARGES TOTAL		-	$75	-	-	**-**	0.0%
TOTAL REVENUE		$128,800	$3,967	$3,605	$3,605	**$23,650**	556.0%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	334,344	282,968	286,566	290,391	**265,076**	-7.5%
60115	SALARY & WAGES - PART TIME	5,667	-	-	-	**16,483**	0.0%
60180	OVERTIME PAY	10,231	511	500	500	**-**	-100.0%
SALARIES AND WAGES TOTAL		$350,241	$283,479	$287,066	$290,891	**$281,559**	-1.9%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	20,580	17,679	17,402	17,402	**16,667**	-4.2%
61193	MEDICARE - EMPLOYER PAID	4,813	4,135	4,069	4,069	**3,897**	-4.2%
61196	HEALTH INSURANCE	84,164	91,665	95,094	95,094	**122,890**	29.2%
61198	VISION/DENTAL INSURANCE	3,724	3,849	3,839	3,839	**4,565**	18.9%
61199	LIFE & DISABILITY INSURANCE	1,440	915	915	915	**832**	-9.1%
61200	PENSION	13,378	20,768	16,301	16,301	**22,318**	36.9%
61201	WORKERS COMPENSATION	547	665	465	465	**647**	39.1%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61210	EMPLOYEE PARKING	1,538	1,500	1,440	1,440	**1,440**	0.0%
EMPLOYEE BENEFITS TOTAL		$130,184	$141,175	$139,525	$139,525	**$173,256**	24.2%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	4,563	6,162	6,000	6,000	**4,000**	-33.3%
This line item covers conferences and seminars, including attendance at the MUNIS user group meetings, as appropriate.							
62130	CONTINUING EDUCATION/TUITION	2,338	1,303	1,500	1,500	**8,000**	433.3%
This line item provides funds for employee higher education and professional certification and licensure.							
EMPLOYEE SUPPLY/EXPN TOTAL		$6,901	$7,465	$7,500	$7,500	**$12,000**	60.0%
PERSONNEL TOTAL		$487,326	$432,119	$434,091	$437,916	**$466,815**	7.5%
OPERATING							
OFFICE SUPPLIES							
65210	SUPPLIES	2,725	1,583	2,500	2,500	**2,500**	0.0%
65212	FORMS	1,895	1,851	2,000	2,000	**1,000**	-50.0%
65213	COMPUTER/COPIER SUPPLIES	2,614	2,856	4,000	4,000	**4,000**	0.0%
65215	POSTAGE	4,675	3,665	5,000	5,000	**3,000**	-40.0%
OFFICE SUPPLIES TOTAL		$11,909	$9,955	$13,500	$13,500	**$10,500**	-22.2%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	20	-	150	150	**150**	0.0%
PROGRAM EXPENSES TOTAL		$20	-	$150	$150	**$150**	0.0%
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	15,500	15,500	-	-	**-**	0.0%
This line item formally covered fees for the annual update of the Borough's Central Services Cost Allocation Plan, which is now prepared in-house.							
67311	ACCOUNTING & AUDITING	27,204	22,529	25,000	25,000	**25,500**	2.0%
This line item covers the annual fees for independent auditing services that are not charged to other funds.							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	892	1,672	1,300	1,300	**1,300**	0.0%
This account includes annual dues for the Government Finance Officers Association (GFOA). This membership includes regular newsletters covering Governmental Financial Reporting issues and a member-only email service for the exchange of ideas and information among the members.							
67328	BANKING FEES	877	4,487	3,000	3,000	**3,000**	0.0%
PROFESSIONAL SERVICE TOTAL		$44,473	$44,189	$29,300	$29,300	**$29,800**	1.7%

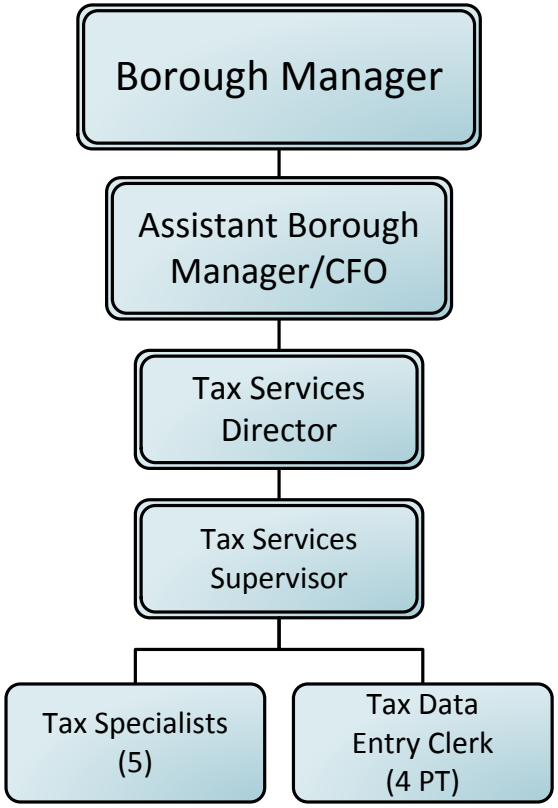
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	484	17	1,000	1,000	**1,000**	0.0%
69310	COMPUTER MAINTENANCE/SUPPORT	3,449	807	8,825	5,000	**5,000**	-43.3%
This line item covers the annual subscription to Cost Tree, the software used by the Borough to prepare the annual Cost Allocation Plan.							
69320	NEW COMPUTER EQUIPMENT	-	-	1,000	822	**-**	-100.0%
HARDWARE/SOFTWARE TOTAL		$3,933	$824	$10,825	$6,822	**$6,000**	-44.6%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	1,711	1,423	1,600	1,600	**1,600**	0.0%
COMMUNICATIONS TOTAL		$1,711	$1,423	$1,600	$1,600	**$1,600**	0.0%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	2,010	2,566	2,600	2,600	**1,931**	-25.7%
80353	BOND / SURETY & FIDELITY	5,103	8,588	9,521	9,521	**8,089**	-15.0%
INSURANCE/RISK MGMT TOTAL		$7,113	$11,154	$12,121	$12,121	**$10,020**	-17.3%
OPERATING TOTAL		$69,159	$67,544	$67,496	$63,493	**$58,070**	-14.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93760	CAP PURCH - FURNITR/APPLIANCES	2,536	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$2,536	-	-	-	**-**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	4,000	-	-	-	**-**	0.0%
DEPRECIATION TOTAL		$4,000	-	-	-	**-**	0.0%
CAPITAL TOTAL		$6,536	-	-	-		0.0%
TOTAL EXPENDITURES		$563,021	$499,663	$501,587	$501,409	**$524,885**	4.6%
FINANCE TOTAL:		($434,221)	($495,696)	($497,982)	($497,804)	**($501,235)**	0.7%

Tax Services



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$6,093	$-	$-	$-	$-
OPERATING	$141,550	$131,315	$122,599	$149,830	$156,457
PERSONNEL	$106,487	$114,462	$123,508	$123,308	$126,958
TOTAL	$254,130	$245,777	$246,107	$273,138	$283,415

Organizational Chart



Overview

The table below provides details about the taxes that will be collected for the Borough and other municipalities by the Division of Tax Services in 2017.

TAX COLLECTION	SCB	SCASD	EARLY IMPLEMENTERS	COUNTYWIDE
Real Estate	✓	✓		
Earned Income/Net Profits (Pre-ACT 32)	✓	✓	✓✓✓	
Earned Income/Net Profits (ACT 32)				✓
Local Services Tax (LST)				✓✓
✓✓- School districts that levy LST include Bald Eagle, Bellefonte and State College ✓✓✓ - Townships of Benner, College, Halfmoon, Marion and Walker; Bellefonte Area School District				
Municipalities that levy the LST by school district include the following: Bald Eagle SD: Townships of Boggs, Snow Shoe Bellefonte SD: Townships of Benner, Spring, and Bellefonte Borough State College SD: Townships of Benner, College, Ferguson, Halfmoon, Harris, Patton and State College Borough				

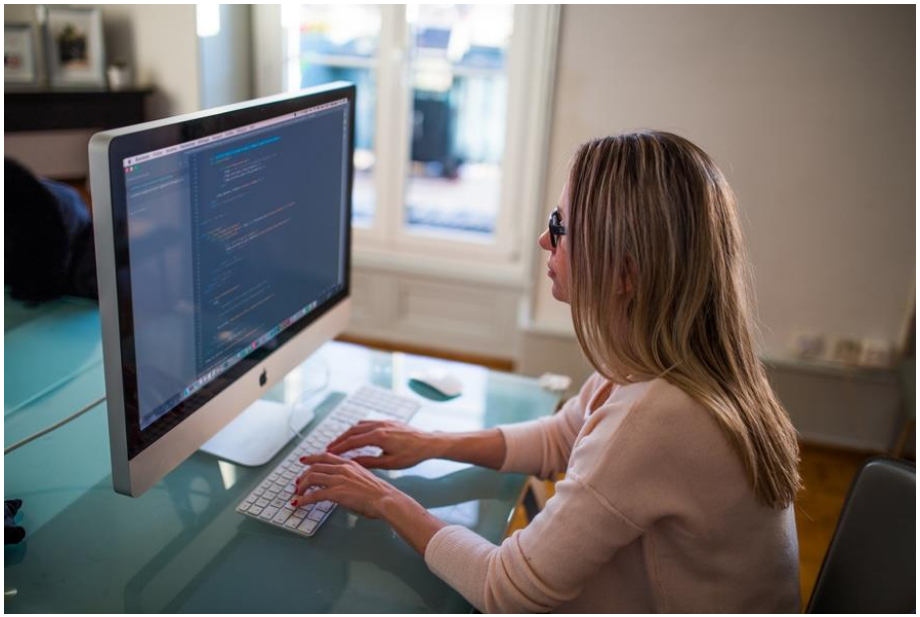
Mission

Ensure fair and uniform collection of taxes while providing friendly, professional and responsive services to the taxpayers of the Borough, as well as others, in an efficient and cost-effective manner utilizing our tax collection services.

Goals

- Automate and streamline the tax collection process, minimizing costs while maximizing customer service
- Educate employers and taxpayers on usage of electronic filing options

- Continue the use of automated mail processing services to decrease costs measured in labor, materials and postage



Strategic Objectives

Real Estate Taxes

With expanded processing features coming with a future real estate tax collection software package, we will coordinate with the vendor to allow for an automated electronic process to detect homestead exclusions that do not meet the criteria for eligibility. At this time, the process is done manually after extracting the rental housing permit file provided by the Centre Region Code Administration.

Local Services Tax

The Division continues to serve as the single collector for the Local Services Tax (LST) for worksites located within the Centre County Tax Collection District. It should be noted that the LST is not levied by the Penns Valley Area School District or by the municipalities located within that school district. The table provided details the taxes that will be collected for the Borough and other municipalities by the Division in 2017. One member has contacted the tax office requesting that the original work scope of the office be expanded. During this budget process, the tax office will determine whether the other tax collection clients wish to modify the existing agreement to broaden the tax collection services and the additional costs that would be shared to cover the expenditures related to the change in the scope of work completed.

Tax Software Updates

In September 2016, staff members attended the Statewide Software Users' Group meeting hosted by the Division's software developer. During that meeting, the users put before the vendor their expectations for software enhancements for the upcoming tax season. As a result of that meeting, the Division is now expecting changes that will improve the online filing process.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
33 TAX							
REVENUE:							
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	92,754	96,692	100,600	98,000	**100,000**	-0.6%
Included in this line item are revenues associated with tax collection services provided to the State College Area School District for real estate taxes and for the commissions charged to Centre County member municipalities that have retained the Division of Tax Services to serve as the designated Local Services Tax Collector.							
CONTRACTED SERVICES TOTAL		$92,754	$96,692	$100,600	$98,000	**$100,000**	-0.6%
TOTAL REVENUE		$92,754	$96,692	$100,600	$98,000	**$100,000**	-0.6%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	56,891	58,072	62,326	62,326	**62,201**	-0.2%
60115	SALARY & WAGES - PART TIME	26,446	26,699	27,911	27,911	**28,739**	3.0%
60180	OVERTIME PAY	372	521	500	500	**-**	-100.0%
SALARIES AND WAGES TOTAL		$83,708	$85,293	$90,737	$90,737	**$90,940**	0.2%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	4,774	5,390	5,506	5,506	**5,519**	0.2%
61193	MEDICARE - EMPLOYER PAID	1,116	1,261	1,288	1,288	**1,291**	0.2%
61196	HEALTH INSURANCE	12,036	13,939	11,094	11,094	**15,785**	42.3%
61198	VISION/DENTAL INSURANCE	722	761	614	614	**754**	22.8%
61199	LIFE & DISABILITY INSURANCE	11	188	193	193	**196**	1.6%
61200	PENSION	3,876	7,319	13,188	13,188	**11,692**	-11.3%
61201	WORKERS COMPENSATION	180	180	144	144	**209**	45.1%
61210	EMPLOYEE PARKING	63	72	144	144	**72**	-50.0%
EMPLOYEE BENEFITS TOTAL		$22,779	$29,109	$32,171	$32,171	**$35,518**	10.4%
EMPLOYEE SUPPLY/EXPN							
62130	CONTINUING EDUCATION/TUITION	-	60	600	400	**500**	-16.7%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
Act 164 of 2014 became effective January 1, 2015. The Act requires that real estate tax collectors pass an exam to demonstrate that they are qualified to perform the duties or meet a grandfather provision for collectors who have served in this capacity in previous years. In the Borough's case, the Tax Collector met the grandfathered provisions. In addition to this requirement, six credits must be earned annually allowing the collector to stay current with legislative matters related to real estate tax. During 2015 and 2016, the legislators were approached by tax collectors with smaller districts which limit their ability to earn sufficient income to cover the cost of the continuing education. Due to the feedback received, there have been changes that lower the amount of annual continuing education.							
EMPLOYEE SUPPLY/EXPN TOTAL		-	$60	$600	$400	**$500**	-16.7%
PERSONNEL TOTAL		$106,487	$114,462	$123,508	$123,308	**$126,958**	2.8%
OPERATING							
OFFICE SUPPLIES							
65210	SUPPLIES	2,508	2,694	3,144	3,000	**3,000**	-4.6%
65212	FORMS	-	373	1,500	1,000	**1,000**	-33.3%
65213	COMPUTER/COPIER SUPPLIES	1,017	1,795	1,350	2,050	**2,250**	66.7%
65215	POSTAGE	13,784	7,312	9,700	9,550	**9,950**	2.6%
OFFICE SUPPLIES TOTAL		$17,309	$12,174	$15,694	$15,600	**$16,200**	3.2%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	195	-	50	-	**100**	100.0%
71250	OFFICE FURNITURE/FURNISHINGS	-	-	500	500	**500**	0.0%
PROGRAM EXPENSES TOTAL		$195	-	$550	$500	**$600**	9.1%
PROFESSIONAL SERVICE							
67311	ACCOUNTING & AUDITING	3,686	4,200	4,200	4,200	**4,500**	7.1%
This line item covers the expenditure for the annual Local Services Tax audit.							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	-	-	100	100	**100**	0.0%
This line item provides appropriations for membership in the Pennsylvania Institute of Certified Public Accountants. This membership allows staff members to attend continuing education classes at a reduced price.							
67325	CONTRACTED PUBLIC SERVICES	107,864	101,706	86,000	115,900	**120,000**	39.5%
This line item represents the amount State College Borough remits to the Centre Tax Agency for the collection of the Act 32 Earned Income Tax (EIT). The Borough pays this charge as an adjustment to their monthly remittance. The collection contract does require an annual cost reconciliation for Centre Tax Agency. For years 2012 through 2015, the Borough received a refund of commission charges that exceeded actual costs. The Centre Tax Agency will calculate the amount, if any, and refund the Borough in March 2017.							
67328	BANKING FEES	268	-	-	-	**-**	0.0%
PROFESSIONAL SERVICE TOTAL		$111,817	$105,906	$90,300	$120,200	**$124,600**	38.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	6,306	-	1,000	1,000	**1,000**	0.0%
69310	COMPUTER MAINTENANCE/SUPPORT	261	6,786	7,500	7,000	**7,700**	2.7%
The 2017 expenditure estimate shown includes $6,846 software annual maintenance fees along with a contingency for assistance loading electronic files and a reserve of $500 for minor software changes. In 2018, the maintenance is being raised to $7,166 with funds budgeted to cover assistance with file loads. It should be noted that these increases in maintenance have been the first seen in approximately 10 years. There is an upcoming opportunity to decrease the maintenance fees if we migrate from their current software (for real estate) to a web based program. The web-based program currently is undergoing modifications. If the product meets the tax office's needs, there will be a recommendation to change to the web-based product. This will result in a decrease in on-going annual maintenance expenditures.							
69320	NEW COMPUTER EQUIPMENT	-	-	500	500	**500**	0.0%
HARDWARE/SOFTWARE TOTAL		$6,567	$6,786	$9,000	$8,500	**$9,200**	2.2%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	236	156	200	200	**225**	12.5%
COMMUNICATIONS TOTAL		$236	$156	$200	$200	**$225**	12.5%
INSURANCE/RISK MGMT							
80353	SURETY & FIDELITY	5,425	6,293	6,855	4,830	**5,632**	-17.8%
INSURANCE/RISK MGMT TOTAL		$5,425	$6,293	$6,855	$4,830	**$5,632**	-17.8%
OPERATING TOTAL		$141,550	$131,315	$122,599	$149,830	**$156,457**	27.6%
CAPITAL							
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIP	6,093	-	-	-	**-**	0.0%
DEPRECIATION TOTAL		$6,093	-	-	-	**-**	0.0%
CAPITAL TOTAL		$6,093	-	-	-		0.0%
TOTAL EXPENDITURES		$254,130	$245,777	$246,107	$273,138	**$283,415**	15.2%
TAX TOTAL:		($161,376)	($149,085)	($145,507)	($175,138)	**($183,415)**	26.1%

Centre Tax Agency

Mission

Ensure fair and uniform collection of taxes while providing friendly, professional, responsive services to the taxpayers and municipalities of Centre County in an efficient and cost-effective manner.

Goals

- Maintain county-wide Earned Income and Net Profits Tax collection services through the Centre Tax Agency on behalf of all municipalities and school districts located in the Centre County Tax Collection District
- Provide educational opportunities for employers and individuals on Act 32 of 2008 and introduce future software enhancements to the online filing modules
- Automate and streamline the tax collection process, minimizing costs while maximizing customer service
- Develop marketing strategies to broaden user base for eFiling and eReporting
- Play an active role in State-wide Software Users' Group
- Successfully obtain a contract with Centre County Tax Collection District members for continuing as the Tax Officer for the District

Strategic Objectives

County-wide Tax Collection

The Division strives to balance the needs of the Centre County Tax Collection District employers and individual taxpayers with the unique reporting requirements of out-of-state residents working in Centre County and businesses located outside of Pennsylvania performing voluntary withholding on behalf of their employees. The diverse nature of our Tax Collection District creates nuances that are not found in other Tax Collection Districts.

Tax Software Updates

Early in 2012, the Division rolled out its Act 32 tax collection software. Since that time, the Division has worked hand-in-hand with its vendor to introduce enhancements that streamline the tax collection process. The software will continue to be evaluated to determine if further changes will yield a reduced cost of collection. Staff attends annual user group conferences that allow each software user to bring forward suggestions on improved workflow and ways to streamline the tax collection process.

Online Filing Education

The Division continues to see growth in the percentage of employer usage of online filing (eReporting) and finds the data conversion provided by the Division has been an attractive draw for end users. The capability to sign into a permanent account allows end users the ability to prepare their returns in multiple sessions, as well as easily access the submitted document to reprint or to save the finalized return into an image PDF file. The Division is pleased to announce that they are currently working with a software developer that has a desire to electronically transfer individual taxpayer returns from its accounting package to the eFiling module. The Division's vendor who developed eFiling is currently reviewing the proposed filing format and is optimistic that an interface will be available for the 2015 tax return filing season. Open houses are scheduled for employers in the fall and for individuals shortly after the end of the calendar year, when W-2's are provided to employees. On-site training within Centre County is available by appointment and provides in-depth training to supplement the open houses.

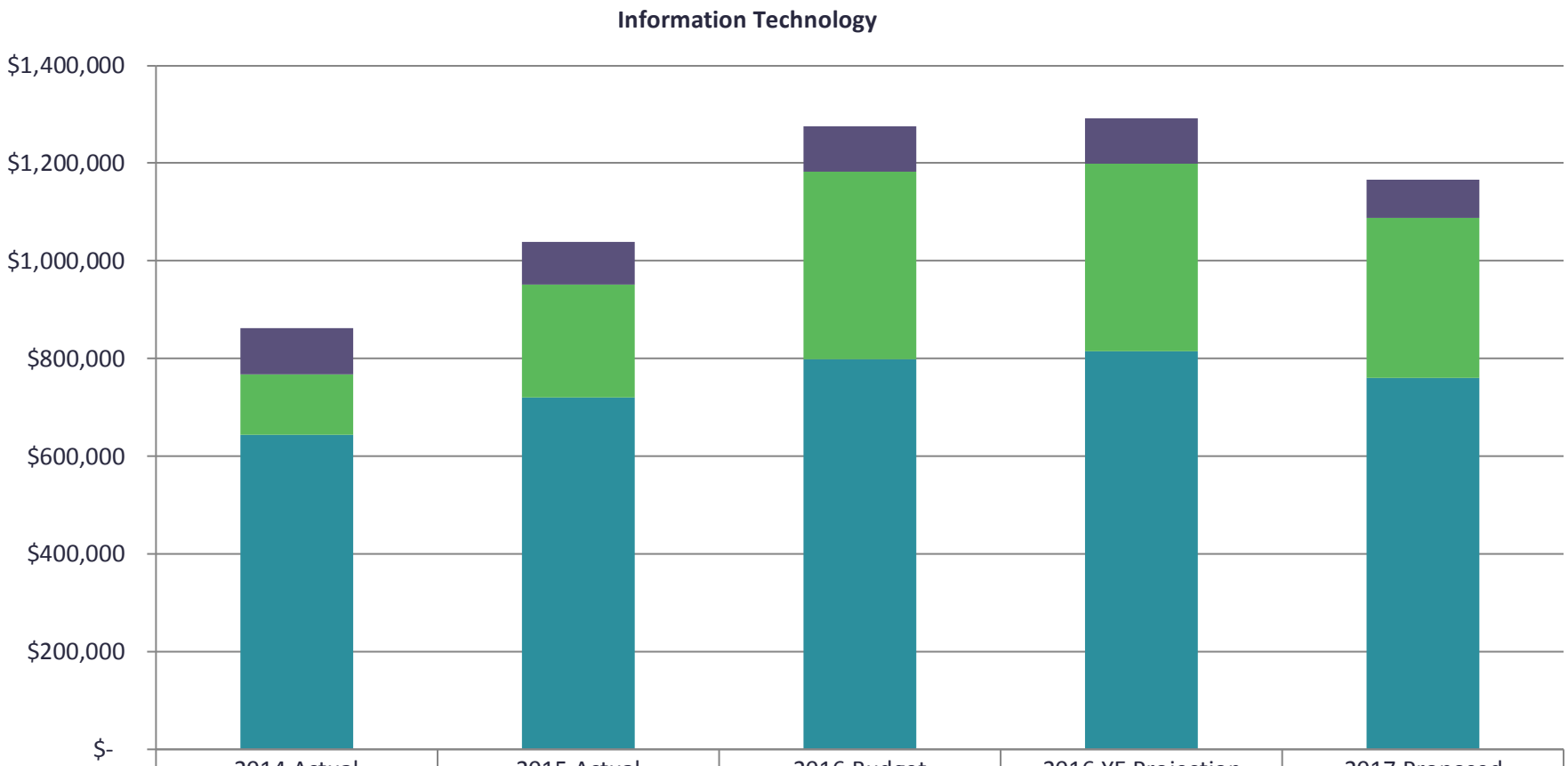
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B102 SCB CENTRE TAX AGENCY							
33 TAX							
REVENUE:							
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	880,155	936,114	1,005,000	965,000	**1,015,050**	1.0%
This line item represents the commissions that are earned by Centre Tax Agency for its county-wide Earned Income and Net Profits Tax collection services. The 2017 revenue estimate has been calculated using the commission rate of 2.4%. It should be noted that the tax collection contract requires an annual reconciliation of budgeted costs against actuals costs incurred. If the actual costs are lower than budgeted, the excess is refunded back to the members of the Tax Collection District. For 2016, it is premature to project whether there will be excess costs that need to be refunded back to the members of the Tax Collection District. It should be noted that at this time, that the Centre Tax Agency is awaiting the contract renewal for 2017 and future years.							
CONTRACTED SERVICES TOTAL		$880,155	$936,114	$1,005,000	$965,000	**$1,015,050**	1.0%
TOTAL REVENUE		$880,155	$936,114	$1,005,000	$965,000	**$1,015,050**	1.0%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	343,249	329,393	357,766	357,766	**357,667**	0.0%
60115	SALARY & WAGES - PART TIME	45,103	44,124	40,644	40,644	**52,272**	28.6%
60120	TEMPORARY STAFFING SERVICES	-	4,357	8,120	8,120	**9,000**	10.8%
60180	OVERTIME PAY	2,245	1,579	-	-	**-**	0.0%
SALARIES AND WAGES TOTAL		$390,597	$379,453	$406,530	$406,530	**$418,939**	3.1%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	22,361	23,381	23,847	23,847	**24,467**	2.6%
61193	MEDICARE - EMPLOYER PAID	5,230	5,468	5,576	5,576	**5,722**	2.6%
61196	HEALTH INSURANCE	73,282	82,463	84,738	84,738	**93,528**	10.4%
61198	VISION/DENTAL INSURANCE	4,072	4,207	4,143	4,143	**4,148**	0.1%
61199	LIFE & DISABILITY INSURANCE	1,821	1,125	1,122	1,122	**1,121**	-0.1%
61200	PENSION	24,562	40,885	49,854	49,854	**49,757**	-0.2%
61201	WORKERS COMPENSATION	539	617	626	626	**944**	50.8%
61210	EMPLOYEE PARKING	777	1,248	1,296	1,296	**1,368**	5.6%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
EMPLOYEE BENEFITS TOTAL		$132,644	$159,393	$171,202	$171,202	**$181,055**	5.8%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	417	-	2,000	1,000	**2,020**	1.0%
Expenditures include the cost of seminars related to payroll, legislative changes, development of professional skills and attendance at the Pennsylvania Institute of Certified Public Accountants' (PICPA) local government seminar.							
62130	CONTINUING EDUCATION/TUITION	8,480	7,606	14,000	6,725	**15,000**	7.1%
EMPLOYEE SUPPLY/EXPN TOTAL		$8,897	$7,606	$16,000	$7,725	**$17,020**	6.4%
PERSONNEL TOTAL		$532,138	$546,453	$593,732	$585,457	**$617,014**	3.9%
OPERATING							
OFFICE SUPPLIES							
65210	SUPPLIES	4,423	6,463	10,354	10,354	**10,500**	1.4%
65212	FORMS	16,660	14,429	25,000	25,900	**26,000**	4.0%
The Division of Tax Services has been successful in their joint venture with the State College Area School District (SCASD) for printing tax return forms. The funds in this line item reflect costs for print jobs that are currently completed by the District's print shop. These print jobs include the individual taxpayer returns, annual reconciliation forms for employers and self-sealing mailers for electronic filers requesting a personal identification number for each filing season.							
65213	COMPUTER/COPIER SUPPLIES	3,271	4,655	5,000	5,000	**5,000**	0.0%
Over the course of the last two tax seasons, the Division of Tax Services has streamlined their workflow by scanning documents rather that photocopying. The reduction of the budgeted amount reflects the adoption of this strategy.							
65215	POSTAGE	48,092	39,807	70,000	81,000	**60,000**	-14.3%
The Division of Tax Services has based the 2016 year-end projection by reviewing trends observed in past mailings as well as future activities that are being completed for the first time. These trends are being impacted in a positive way by an increased use of emails and other electronic means to provide correspondence, as well as forms and documentation. This line item will be monitored to ensure that funds are available to cover critical mailings. It should be noted, the 2016 year-end projection reflects an additional amount of postage that was expended in 2016 but related to the prior year tax returns. For this reason, the 2017 and 2018 budgets are reported with one year's expenditures.							
OFFICE SUPPLIES TOTAL		$72,446	$65,354	$110,354	$122,254	**$101,500**	-8.0%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	265	125	1,000	500	**500**	-50.0%
This line item expenditure funds hosting open houses for individual taxpayers and employers. These open houses are required under the Tax Collection Agreement with the Centre County Tax Collection District. The Agency participates in the Centre County Association of Township Officials' annual fall dinner during September. The event allows the Agency to informally meet with township officials to share feedback about the tax collection process.							
71250	OFFICE FURNITURE/FURNISHINGS	-	3,443	2,000	-	**2,000**	0.0%
PROGRAM EXPENSES TOTAL		$265	$3,568	$3,000	$500	**$2,500**	-16.7%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	-	-	5,000	5,000	**5,000**	0.0%
This line item has been included to cover the cost of professional services that may be needed to carry out the business of the Division of Tax Services. An appropriation is being requested to cover the costs of an outside consultant should there be a challenge to the Tax Division's rules and regulations. These services would be outside the scope of work performed for the Division of Tax Services by its independent auditors and legal counsel.							
67311	ACCOUNTING & AUDITING	15,500	16,100	16,100	16,100	**16,100**	0.0%
This line item is used to record the expenditures related to the independent audit for the Earned Income and Net Profits Tax Return audit.							
67314	LEGAL SERVICES	5,000	1,500	5,000	5,000	**5,000**	0.0%
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	315	325	1,000	-	**500**	-50.0%
PROFESSIONAL SERVICE TOTAL		$20,815	$17,925	$27,100	$26,100	**$26,600**	-1.8%
VEHICLE REPAIR/MAINT							
68257	RENT OF EQUIPMENT/MACHINERY	-	-	5,000	5,000	**5,000**	0.0%
At this time the Agency does not anticipate the need to rent equipment and/or machinery for 2017. However, due to the dependency on technology and equipment to generate its correspondence mailings, as well as checks, the $5,000 is included as a contingency to ensure that workflow will continue in a timely manner.							
VEHICLE REPAIR/MAINT TOTAL		-	-	$5,000	$5,000	**$5,000**	0.0%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	24,109	-	1,000	1,000	**1,000**	0.0%
69310	COMPUTER MAINTENANCE/SUPPORT	-	24,326	25,000	25,472	**27,472**	9.9%
This expenditure covers software maintenance of the Tax Office's back office accounting software, eFiling and eReporting. This line item also includes funds for secure transfer software used to send sensitive data to other tax agencies across the state. In addition to the benefit of security, this will save staff time normally spent preparing CDs of data files to be manually mailed across the state.							
69320	NEW COMPUTER EQUIPMENT	-	-	-	-	**3,000**	0.0%
This appropriation covers a new printer and stand, which will allow confidential documents to be safe guarded from access by non-confidential personnel.							
69330	SPECIALIZED/OFFICE EQUIP MAINT	-	-	1,000	1,000	**1,000**	0.0%
HARDWARE/SOFTWARE TOTAL		$24,109	$24,326	$27,000	$27,472	**$32,472**	20.3%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	759	794	1,200	900	**900**	-25.0%
72330	ADVERTISING	165	459	1,500	500	**1,500**	0.0%
This account funds an important component of the Tax Office's success as it relates to communicating with the public. Advertisements are used to educate the public, as well as to alert them of upcoming tax deadlines and open houses.							

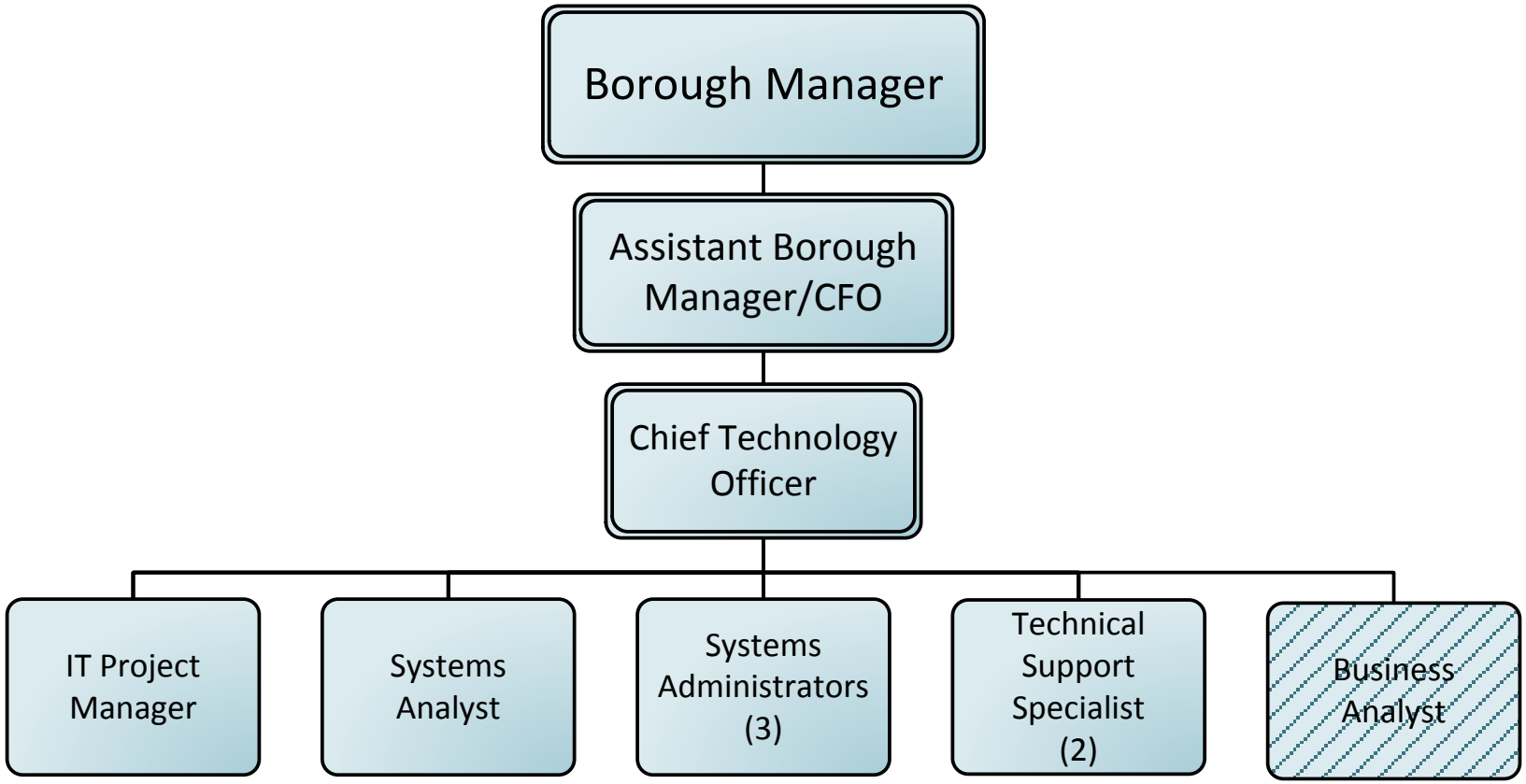
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
COMMUNICATIONS TOTAL		$924	$1,253	$2,700	$1,400	**$2,400**	-11.1%
INSURANCE/RISK MGMT							
80353	BOND / SURETY & FIDELITY	-	18,946	20,474	20,747	**22,775**	11.2%
Estimates in this line item were prepared by the Purchasing/Risk Manager and based on Centre Tax Agency continuing operations consistent with prior years. However, the Agency has been notified by payroll officials at the Pennsylvania State University that, beginning with October 2016, the University will change its filing method to a state-wide combined return. This change will require the University to begin filing and remitting the withholdings monthly rather than quarterly. At this time, the Agency is preparing revised revenue reports that will be forwarded to the bond underwriter. The monthly filing eliminates a quarterly spike for the University, which reduces the required carrying value of the bond since the University's payroll is significant. Upon receipt of a revised quote for the bond cost, this line item will be adjusted.							
INSURANCE/RISK MGMT TOTAL		-	$18,946	$20,474	$20,747	**$22,775**	11.2%
OPERATING TOTAL		$118,559	$131,372	$195,628	$203,473	**$193,247**	-1.2%
CAPITAL							
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIP	52,304	52,304	52,304	52,304	**52,304**	0.0%
DEPRECIATION TOTAL		$52,304	$52,304	$52,304	$52,304	**$52,304**	0.0%
CAPITAL TOTAL		$52,304	$52,304	$52,304	$52,304	**$52,304**	0.0%
OTHER EXPENSE							
OTHER EXPENDITURES							
96500	INDIRECT COSTS	209,399	157,048	209,399	209,399	**209,399**	0.0%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		$209,399	$157,048	$209,399	$209,399	**$209,399**	0.0%
OTHER EXPENSE TOTAL		$209,399	$157,048	$209,399	$209,399	**$209,399**	0.0%
TOTAL EXPENDITURES		$912,400	$887,176	$1,051,063	$1,050,633	**$1,071,964**	2.0%
TAX TOTAL:		($32,245)	$48,937	($46,063)	($85,633)	**($56,914)**	23.6%
SCB CENTRE TAX AGENCY TOTAL		**($32,245)**	**$48,937**	**($46,063)**	**($85,633)**	**($56,914)**	**23.6%**

Information Technology



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$94,065	$86,207	$92,785	$92,785	$78,390
OPERATING	$124,405	$230,986	$384,599	$384,599	$327,559
PERSONNEL	$643,771	$720,635	$798,206	$813,897	$760,424
TOTAL	$862,240	$1,037,828	$1,275,590	$1,291,281	$1,166,373

Organizational Chart



Overview

In addition to operating the Borough's information systems, the Information Technology (IT) Division is a contracted managed services provider currently serving the following regional partners: Centre Region Council of Governments (COG), Centre Area Transportation Agency (CATA) and the Townships of Ferguson, College and Patton. As new technology is made more affordable, the Borough's IT Division is able to offer additional services and still manage sustainable staffing levels.

The IT Division continues to benchmark itself to other IT providers in both the private and public sectors. This allows for better planning to meet future goals, as well as becoming much more "future-resistant" when implementing new services or revamping current ones. This also creates an environment that can focus on stabilizing operational costs rather than reacting to peaks and valleys. In the end, all products delivered by the team should serve the missions of the other parts of the organization.

Mission

Provide secure, cost-effective services that promote effective governance through the use of technology.

Goals

- Move from best practices toward "next" practices regarding hosting, disaster recovery, and remote access.
- Promote private and public partnerships
- Provide collaborative tools for cross-functional projects
- Create data services for better governance and decision-making.

Strategic Objectives

Research and Implementation

Implement processes and tools that position the Borough to become a "Smart City." Gauge government and commercial IT trends and correlate implications to the Borough regarding expectations of our residents. Focus on access and security of mobile devices. Build on intrusion and data-loss prevention while maintaining and improving transparency.

Service Management

Engage cross-functional teams in an effort to provide improved application support, data administration and reporting across the enterprise. Build upon project management practices to better prioritize projects, manage schedules and resources, as well as capture true costs of IT projects. Continue to implement automated and self-service tools to reduce wait times for routine service requests.

Employee Development

Develop and coordinate professional development opportunities for IT as well as providing technology to serve those same needs for Borough and regional employees.

Partnerships

Build relationships to leverage services in support of economic development and costs reductions for both the private sector and the Borough.

Outreach

Build relationships with local organizations, including Penn State University, South Hills School of Business and Technology and PennTAP.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
37 INFORMATION TECHNOLOGY							
REVENUE:							
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	234,548	168,846	235,000	235,000	**225,000**	-4.3%
The Information Technology (IT) Division will see a small reduction in revenue for 2017 due to a reduction in IT services contracts.							
CONTRACTED SERVICES TOTAL		$234,548	$168,846	$235,000	$235,000	**$225,000**	-4.3%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	-	42,200	123,270	123,270	**65,544**	-46.8%
Transfer from Asset Replacement (B133) to fund Computer/Server replacements.							
MISC/CONTRIBUTIONS TOTAL		-	$42,200	$123,270	$123,270	**$65,544**	-46.8%
TOTAL REVENUE		$234,548	$211,046	$358,270	$358,270	**$290,544**	-18.9%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	440,389	491,379	539,289	539,289	**510,969**	-5.3%
60115	SALARY & WAGES - PART TIME	4,040	1,955	3,600	3,600	**3,600**	0.0%
This account provides funding for part-time personnel for routine or short-cycle tasks. The Division has taken advantage of programs such as PennTAP to provide skilled staff at a subsidized hourly rate.							
60180	OVERTIME PAY	1,083	698	7,000	2,000	**2,000**	-71.4%
SALARIES AND WAGES TOTAL		$445,512	$494,032	$549,889	$544,889	**$516,569**	-6.1%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	25,793	31,022	35,067	35,067	**30,929**	-11.8%
61193	MEDICARE - EMPLOYER PAID	6,032	7,255	8,201	8,201	**7,233**	-11.8%
61196	HEALTH INSURANCE	100,236	127,873	134,050	134,050	**128,051**	-4.5%
61198	VISION/DENTAL INSURANCE	4,473	6,215	6,201	6,201	**5,477**	-11.7%
61199	LIFE & DISABILITY INSURANCE	1,812	1,613	1,691	1,691	**1,358**	-19.7%
61200	PENSION	36,971	38,505	44,298	44,298	**46,252**	4.4%

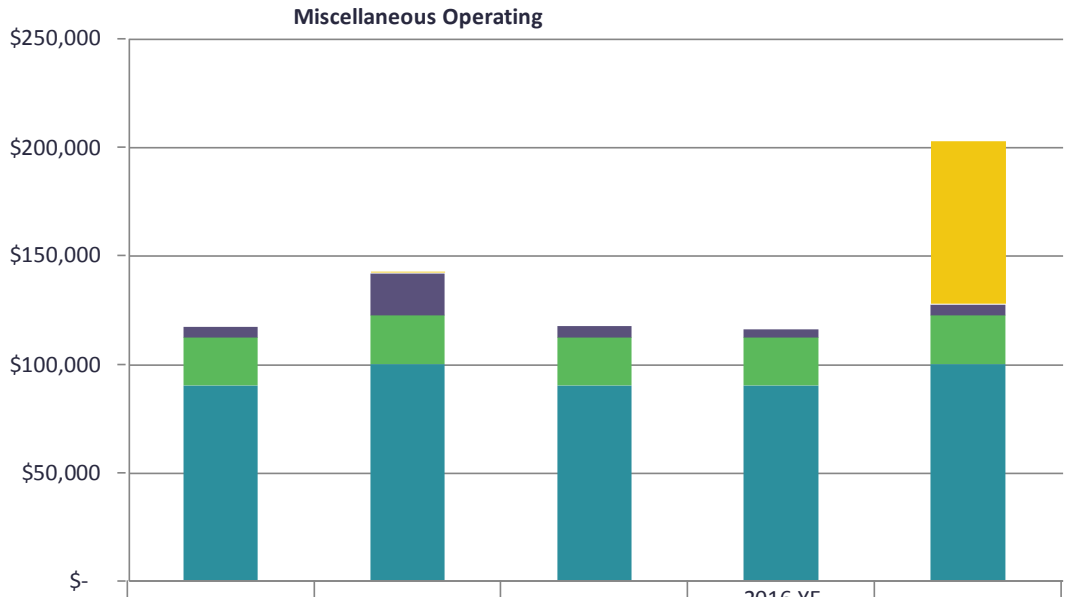
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61201	WORKERS COMPENSATION	673	913	929	1,000	**1,175**	26.5%
61210	EMPLOYEE PARKING	2,107	3,140	2,880	3,000	**2,880**	0.0%
EMPLOYEE BENEFITS TOTAL		$178,096	$216,536	$233,317	$233,508	**$223,355**	-4.3%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	12,725	8,417	10,000	25,000	**10,000**	0.0%
This line item represents participation in training sessions and user group events for security, networks and criminal justice technology, as well as emerging hardware changes.							
62130	CONTINUING EDUCATION/TUITION	7,438	1,650	5,000	10,500	**10,500**	110.0%
This line item provides funds for employee higher education and professional certification and licensure. Anticipated activities in 2017 include Cisco and Microsoft certifications for System Administrators.							
EMPLOYEE SUPPLY/EXPN TOTAL		$20,163	$10,067	$15,000	$35,500	**$20,500**	36.7%
PERSONNEL TOTAL		$643,771	$720,635	$798,206	$813,897	**$760,424**	-4.7%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	336	318	750	750	**500**	-33.3%
FUEL & LUBRICANTS TOTAL		$336	$318	$750	$750	**$500**	-33.3%
OFFICE SUPPLIES							
65210	SUPPLIES	515	363	500	500	**500**	0.0%
OFFICE SUPPLIES TOTAL		$515	$363	$500	$500	**$500**	0.0%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	-	25	100	100	**100**	0.0%
66238	GROUP ACTIVITIES/PROGRAM SUPP	1,276	2,332	2,500	2,500	**2,500**	0.0%
This line item includes funds for routine activities including hard drive destruction and equipment recycling.							
71250	OFFICE FURNITURE/FURNISHINGS	-	400	2,000	2,000	**2,000**	0.0%
PROGRAM EXPENSES TOTAL		$1,276	$2,758	$4,600	$4,600	**$4,600**	0.0%
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	15,000	-	2,500	2,500	**2,500**	0.0%
This allocation funds hiring contractors to assist with support and/or implementation of projects which require specialized skills not included within the Division's core competencies.							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	2,697	619	3,000	3,000	**2,500**	-16.7%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
The IT Division will use funds in this line item to pay for subscriptions to technical forums and knowledge bases. In addition, funds will be used for participation in user group and organization memberships such as National Association of State Chief Information Officers (NASCIO), the Public Technology Institute (PTI) and the Microsoft Project User Group (MPUG).							
PROFESSIONAL SERVICE TOTAL		$17,697	$619	$5,500	$5,500	**$5,000**	-9.1%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	842	183	1,000	1,000	**2,500**	150.0%
VEHICLE REPAIR/MAINT TOTAL		$842	$183	$1,000	$1,000	**$2,500**	150.0%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	8,808	48,576	76,460	76,460	**36,740**	-51.9%
Funds allocated to this account will provide replacements for workstations, peripherals and specialized equipment for all departments.							
69310	COMPUTER MAINTENANCE/SUPPORT	53,131	131,183	248,103	248,103	**215,675**	-13.1%
This appropriation funds support and maintenance costs associated with enterprise software and hardware including network equipment, virtual servers and endpoint protection.							
69320	NEW COMPUTER EQUIPMENT	-	13,597	3,500	3,500	**15,500**	342.9%
This line item funds the purchase of time clock device(s) for Public Works, an additional printer for Tax, two access points and additional hard drive storage for Genetec video surveillance.							
HARDWARE/SOFTWARE TOTAL		$61,939	$193,356	$328,063	$328,063	**$267,915**	-18.3%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	-	145	500	500	**500**	0.0%
SMALL TOOLS/EQUIP TOTAL		-	$145	$500	$500	**$500**	0.0%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	4,547	5,760	5,750	5,750	**5,750**	0.0%
This fund accounts for cellular data usage and staff's data plan reimbursements.							
72325	INTERNET FEES/WEBPAGE	35,712	25,386	35,500	35,500	**37,500**	5.6%
This account includes the Borough's share of our Wide Area Network (WAN), Internet fees, as well as data plans for remote connections.							
COMMUNICATIONS TOTAL		$40,258	$31,146	$41,250	$41,250	**$43,250**	4.8%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	1,542	2,098	2,436	2,436	**2,794**	14.7%
INSURANCE/RISK MGMT TOTAL		$1,542	$2,098	$2,436	$2,436	**$2,794**	14.7%
OPERATING TOTAL		$124,405	$230,986	$384,599	$384,599	**$327,559**	-14.8%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
CAPITAL							
CAPITAL CONSTRUCTION							
93740	CAP PURCHASE-COMP/PRDCTN EQUIP	-	-	11,500	11,500	**11,500**	0.0%
Funds in this account replace storage devices for files that cannot be hosted off-site.							
93760	CAP PURCH - FURNITR/APPLIANCES	1,288	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$1,288	-	$11,500	$11,500	**$11,500**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	92,777	82,973	78,335	78,335	**63,940**	-18.4%
Asset Replacement for Borough infrastructure equipment is charged to this line item. This includes backup servers, phone system and virtual server nodes.							
94850	DEPRECIATION-VEHICLES	-	3,234	2,950	2,950	**2,950**	0.0%
DEPRECIATION TOTAL		$92,777	$86,207	$81,285	$81,285	**$66,890**	-17.7%
CAPITAL TOTAL		$94,065	$86,207	$92,785	$92,785	**$78,390**	-15.5%
TOTAL EXPENDITURES		$862,240	$1,037,828	$1,275,590	$1,291,281	**$1,166,373**	-8.6%
INFORMATION TECHNOLOGY TOTAL:		($627,692)	($826,782)	($917,320)	($933,011)	**($875,829)**	-4.5%

Miscellaneous, Debt Service, Pension & Insurance Reserve

Miscellaneous



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
MISCELLANEOUS	$4,910	$19,252	$5,000	$3,500	$5,000
CIVIC CELEBRATIONS	$22,500	$22,500	$22,500	$22,500	$22,500
COMMUNITY GRANTS/GIFTS	$90,000	$100,000	$90,000	$90,000	$100,000
OTHER OPERATING	$-	$23	$-	$-	$75,000
TOTAL	$117,410	$141,752	$117,500	$116,000	$127,500

Overview

This budget covers appropriations related to civic celebrations such as First Night and Central PA 4th Fest, as well as community grants and gifts to support local programs like the Downtown State College Improvement District and town-gown partnerships.

Mission

Provide funding for programs and services that are directly related to the Borough's mission of enhancing the quality of life in State College by fostering a safe, vibrant, diverse and sustainable community.

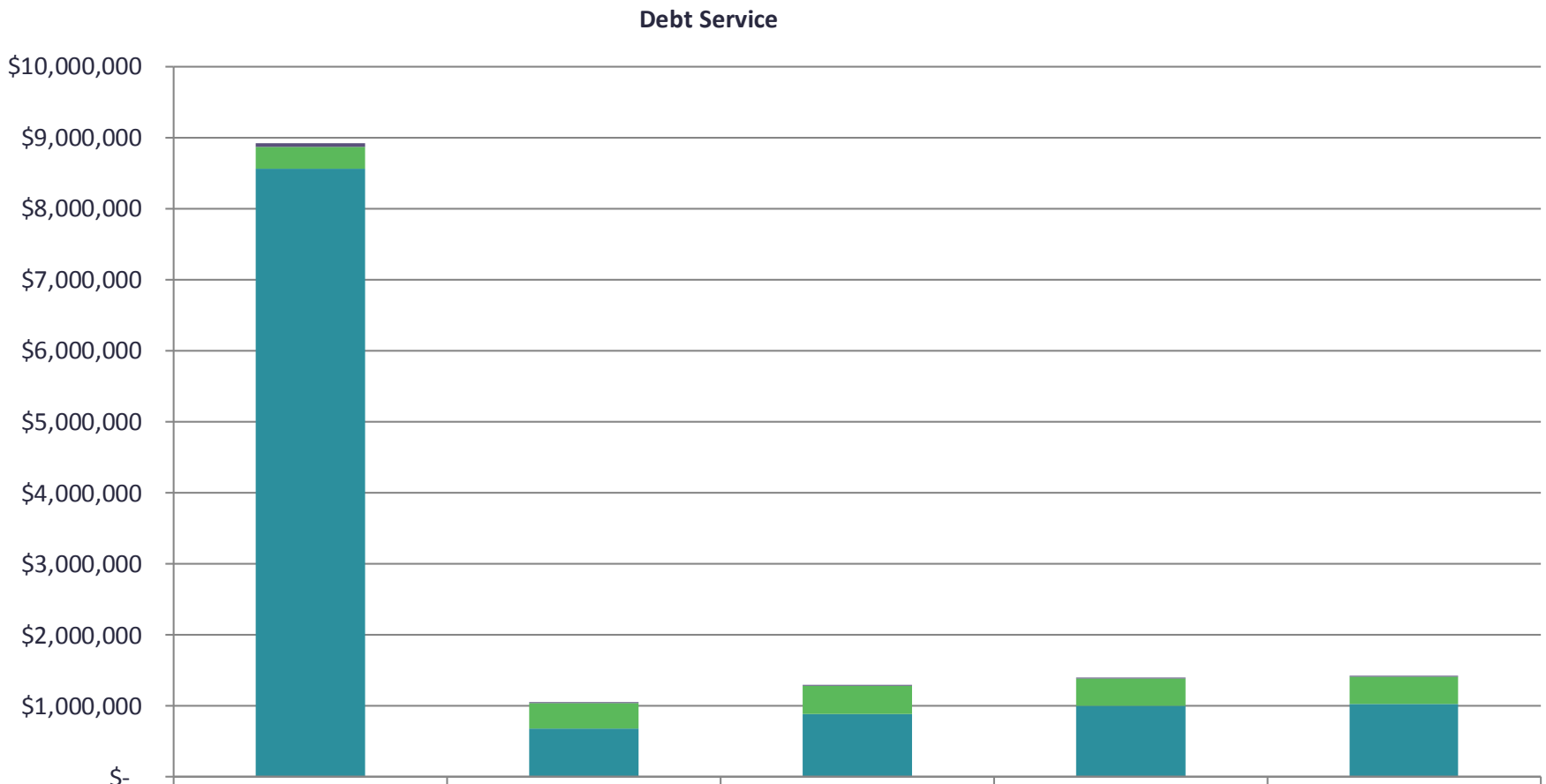
Goals

This budget is intended to cover expenditures of a miscellaneous, but recurring nature and "pass-through" expenditures for community grant programs.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
99 GENERAL							
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67328	BANKING FEES	-	-	-	-	**75,000**	0.0%
PROFESSIONAL SERVICE TOTAL		-	-	-	-	**$75,000**	0.0%
INSURANCE/RISK MGMT							
80355	PREFUNDED DEUCTIBLE	-	23	-	-	**-**	0.0%
INSURANCE/RISK MGMT TOTAL		-	$23	-	-	**-**	0.0%
CONTRIBUTIONS/GRANTS							
81510	COMMUNITY GRANTS/GIFTS	90,000	100,000	90,000	90,000	**100,000**	11.1%
Funding is included to support the programs and initiatives of The Partnership: Campus and Community United Against Dangerous Drinking, a town and gown collaboration whose mission is to reduce the high-risk behavior that can accompany dangerous drinking. Additionally, an appropriation covers the Borough's annual contribution to the Downtown State College Improvement District (DSCID), which supports District programs such as marketing, beautification and security. A new request of $10,000 from the Woskob Family Gallery is also included in 2017, which will be used to fund staffing and programs at their Allen Street location.							
81540	CIVIC CELEBRATIONS	22,500	22,500	22,500	22,500	**22,500**	0.0%
An annual contribution is provided for the Central Pennsylvania 4th Fest community celebration of America's independence, which features a day of family-oriented and alcohol-free events followed by a musically-choreographed fireworks display. An annual contribution is provided to support First Night State College, the community's family-oriented and alcohol-free celebration.							
81590	MISCELLANEOUS	4,910	19,252	5,000	3,500	**5,000**	0.0%
CONTRIBUTIONS/GRANTS TOTAL		$117,410	$141,752	$117,500	$116,000	**$127,500**	8.5%
OPERATING TOTAL		$117,410	$141,775	$117,500	$116,000	**$202,500**	72.3%
OTHER EXPENSE							
OTHER EXPENDITURES							
96492	INTERFUND TRANSFERS	-	-	155,000	291,604	**177,000**	14.2%
96492	INTERFUND TRANSFERS	-	482,673	-	260,177	**912,216**	0.0%
This transfer appropriation represents the Borough's support for the Redevelopment Authority (RDA).							
96990	GENERAL MUNICIPAL STATE AID	1,003,024	1,097,834	877,657	877,657	**871,057**	-0.8%
OTHER EXPENDITURES TOTAL		$1,003,024	$1,580,507	$1,032,657	$1,429,438	**$1,960,273**	89.8%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
OTHER EXPENSE TOTAL		$1,003,024	$1,580,507	$1,032,657	$1,429,438	**$1,960,273**	89.8%
TOTAL EXPENDITURES		$1,120,434	$1,722,282	$1,150,157	$1,545,438	**$2,162,773**	88.0%
GENERAL TOTAL:		$1,120,434	$1,722,282	$1,150,157	$1,545,438	**$2,162,773**	88.0%

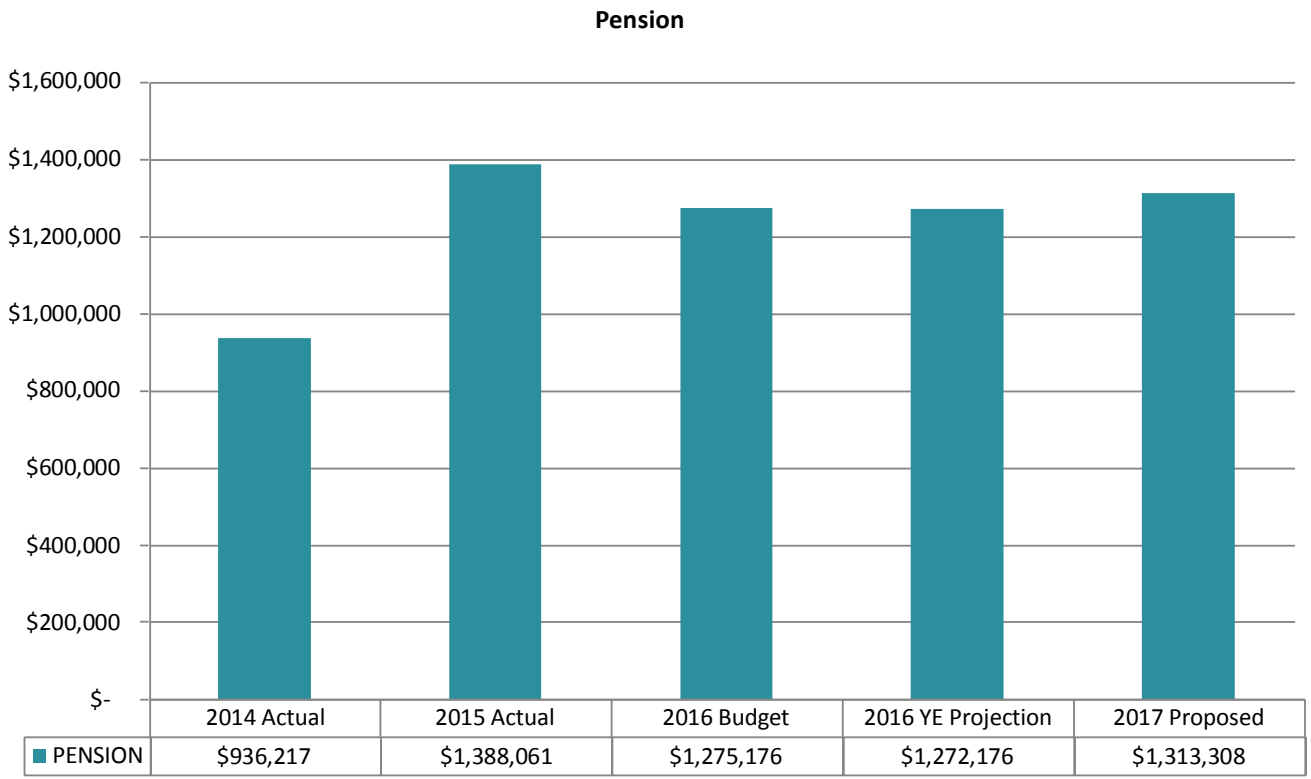
Debt Service



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
ADMINISTRATIVE FEES	$56,207	$500	$500	$500	$500
INTEREST	$302,946	$358,899	$388,052	$391,400	$380,955
PRINCIPAL	$8,569,980	$678,233	$892,625	$1,000,718	$1,033,340
TOTAL	$8,929,133	$1,037,632	$1,281,177	$1,392,618	$1,414,795

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
99 GENERAL							
EXPENDITURES:							
DEBT							
DEBT							
95900	DEBT SERVICE - PRINCIPAL	8,569,980	678,233	892,625	1,000,718	**1,033,340**	15.8%
95901	DEBT SERVICE - INTEREST	302,946	358,899	388,052	391,400	**380,955**	-1.8%
95902	DEBT SERVICE- ADMIN FEES	56,207	500	500	500	**500**	0.0%
DEBT TOTAL		$8,929,133	$1,037,632	$1,281,177	$1,392,618	**$1,414,795**	10.4%
DEBT TOTAL		$8,929,133	$1,037,632	$1,281,177	$1,392,618	**$1,414,795**	10.4%
TOTAL EXPENDITURES		$8,929,133	$1,037,632	$1,281,177	$1,392,618	**$1,414,795**	10.4%
GENERAL TOTAL:		$8,929,133	$1,037,632	$1,281,177	$1,392,618	**$1,414,795**	10.4%

Pension



Overview

The Borough maintains two pension plans classified as Defined Benefit Plans and are funded in accordance with applicable laws, rules and regulations and as recommended by the Actuary. The Police Pension Plan has 53 active members, two members in the DROP, and 52 retired members with a market value of $29,524,820.25 (as of June 30, 2016). The General Government Employees Pension Plan has 115 active members and 87 retired members with a market value of $27,221,591.07 (as of June 30, 2016).

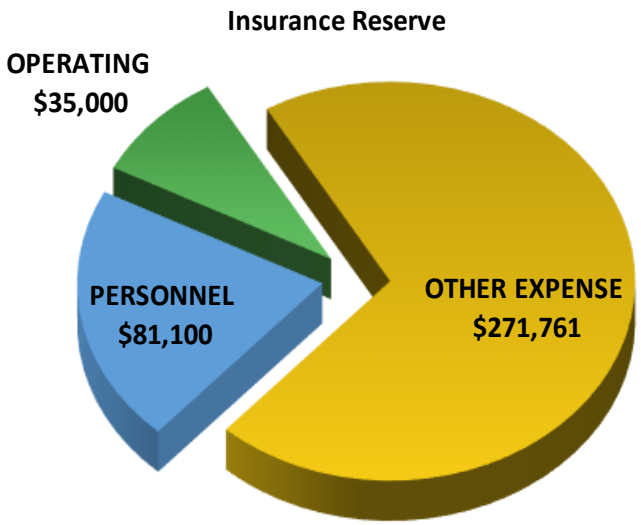
On January 1, 2012, the Borough initiated a Defined Contribution Plan for all employees hired after that date. The Defined Contribution Plan requires employees to contribute 4.5% with a Borough contribution of 4.5%. The 2016 budgeted pension cost includes $94,798 for Borough contributions.

Insurance Reserve

Overview

In the early 1980's, the Borough established a Risk Reserve account within the General Fund to develop a reserve that could self-insure certain lines, provide a vehicle to better manage insurance policy cost increases by covering a portion of risk and providing a smoothing mechanism. This account can supply additional appropriations for Workers' and Unemployment Compensation since the Borough is self-insured for unemployment claims. The Borough also uses this account to cover the deductibles for policy lines, which carry deductibles and health insurance costs for retirees.

In 2014, the Borough moved the reserve to a separate accounting fund (B103) and changed the title to Insurance Reserve. The amount transferred in 2014 was $1,550,000.



Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B103 INSURANCE RESERVE							
30 ADMINISTRATION							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	4,997	10,685	10,000	10,000	**10,000**	0.0%
INTEREST AND RENTS TOTAL		$4,997	$10,685	$10,000	$10,000	**$10,000**	0.0%
MISC/CONTRIBUTIONS							
49180	REFUND PRIOR YEAR EXPENSES	261,686	454,626	237,921	480,000	**200,000**	-15.9%
MISC/CONTRIBUTIONS TOTAL		$261,686	$454,626	$237,921	$480,000	**$200,000**	-15.9%
TOTAL REVENUE		$266,683	$465,311	$247,921	$490,000	**$210,000**	-15.3%
EXPENDITURES:							
PERSONNEL							
EMPLOYEE BENEFITS							
61195	UNEMPLOYMENT BENEFITS	10,002	16,664	15,000	15,000	**15,000**	0.0%
61196	HEALTH INSURANCE	19,572	-	9,100	9,100	**9,100**	0.0%
This account funds the Transitional and Patient-Centered Outcomes Research (PCOR) fees which are part of the Affordable Care Act (ACA). The Transitional fee was established to partially reimburse commercial insurers writing policies for individuals with high health care costs. Because the Borough's plan is self-funded, the fee is paid by the employer at a reducing amount over a three-year period. The PCOR fee is a tax paid annually to support clinical effectiveness research and is funded by some health insurance issuers and employers who sponsor certain self-insured health plans.							
61197	RETIREE HEALTH INSURANCE	21,496	36,622	37,000	37,000	**37,000**	0.0%
EMPLOYEE BENEFITS TOTAL		$51,071	$53,286	$61,100	$61,100	**$61,100**	0.0%
EMPLOYEE SUPPLY/EXPN							
62155	EMPLOYEE WELLNESS	-	17,792	20,000	20,000	**20,000**	0.0%
This line item appropriation was moved to the Insurance Reserve Fund and includes the Employee Assistance Program (EAP), no lost time incentives, flu shots, employee health screenings and activities associated with the Borough's Safety and Wellness Committees.							
EMPLOYEE SUPPLY/EXPN TOTAL		-	$17,792	$20,000	$20,000	**$20,000**	0.0%
PERSONNEL TOTAL		$51,071	$71,078	$81,100	$81,100	**$81,100**	0.0%
OPERATING							
INSURANCE/RISK MGMT							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
80355	INSURANCE CLAIMS/DEDUCTIBLE	46,752	15,698	35,000	35,000	**35,000**	0.0%
INSURANCE/RISK MGMT TOTAL		$46,752	$15,698	$35,000	$35,000	**$35,000**	0.0%
OPERATING TOTAL		$46,752	$15,698	$35,000	$35,000	**$35,000**	0.0%
OTHER EXPENSE							
OTHER EXPENDITURES							
96492	INTERFUND TRANSFERS	-	225,000	-	-	**271,761**	0.0%
OTHER EXPENDITURES TOTAL		-	$225,000	-	-	**$271,761**	0.0%
OTHER EXPENSE TOTAL		-	$225,000	-	-	**$271,761**	0.0%
TOTAL EXPENDITURES		$97,822	$311,776	$116,100	$116,100	**$387,861**	234.1%
ADMINISTRATION TOTAL:		$168,861	$153,535	$131,821	$373,900	**($177,861)**	-234.9%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
99 GENERAL							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	1,597	-	-	-	-	0.0%
INTEREST AND RENTS TOTAL		$1,597	-	-	-	-	0.0%
TOTAL REVENUE		$1,597	-	-	-	-	0.0%
GENERAL TOTAL:		$1,597	-	-	-	-	0.0%
INSURANCE RESERVE TOTAL		**$170,458**	**$153,535**	**$131,821**	**$373,900**	**($177,861)**	**-234.9%**

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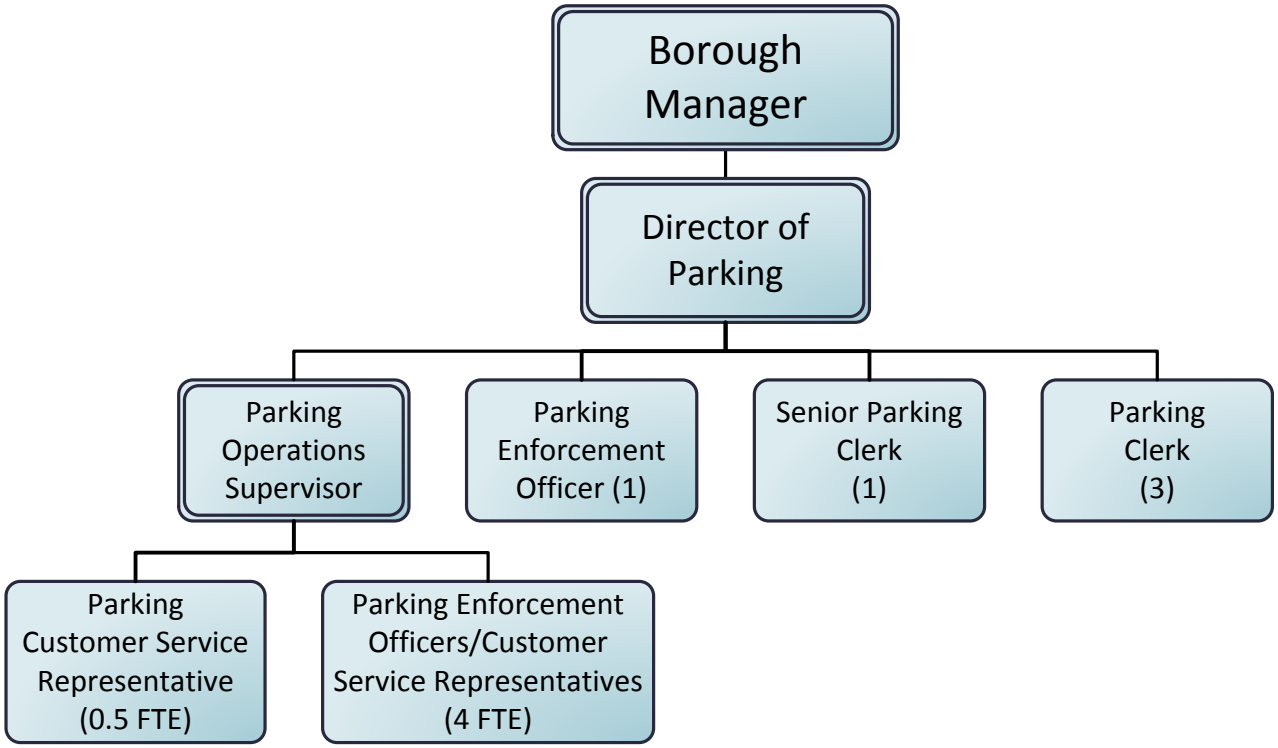
Parking Department

Parking Enforcement

	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$13,495	$6,940	$260,940	$356,940	$5,382
OPERATING	$52,709	$68,195	$74,694	$80,700	$64,502
PERSONNEL	$301,406	$234,780	$275,458	$276,058	$277,506
TOTAL	$367,610	$309,915	$611,092	$713,698	$347,390

Organizational Chart



Overview

The objective of the Borough Parking Enforcement program is to ensure that there is an ample number of parking options for visitors to the downtown and parking availability year-round for residents throughout the Borough. Parking Enforcement Officers are responsible for patrolling and enforcing all parking regulations. New technologies are making it easier for Parking Enforcement Officers to target scofflaws and to provide parking options for law-abiding citizens that balance costs, walking distances and length of stay depending upon visitors parking priorities.

Mission

Provide parking services to support the business community and neighborhoods of State College and enforce parking laws and ordinances fairly and consistently.

Goals

- Provide professional, courteous service to the public
- Exercise diligence in the fair and consistent collection of fines
- Preserve the most convenient and proximate parking spaces for short-term patrons, while encouraging long-term parkers to utilize the parking structures
- Increase the number of payment options available to customers at parking meters
- Provide real-time information about available parking downtown

Strategic Objectives

Transportation Demand-Based Strategy

Continue to develop and implement a transportation demand-based strategy for managing both on- and off-street parking.

Education on the Use of New Technology

Continue the educational program designed to help users of the parking system learn how to use new technology including the new on-street meters that will be installed in December 2016.

Maintain Proper Records of Enforcement Activity

Use existing resources to maintain proper records. Use data to target enforcement for maximum effectiveness while researching ways to enhance the customer experience.

Maintain Safe and Inviting Parking Facilities

Continue to work with the Police and Public Works Departments to maintain a high level of service in parking facilities for the public. The strong working relationship between Borough departments results in facilities that meet and exceed the expectations of the community.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
56 PARKING ENFORCEMENT							
REVENUE:							
LICENSES AND PERMITS							
41200	COMMUTER PARKING PERMIT	49,840	59,243	55,000	55,000	**67,250**	22.3%
41500	RESIDENTIAL PARKING PERMIT	1,030	1,220	1,500	1,500	**1,500**	0.0%
41425	LOADING ZONE PERMITS	900	750	500	500	**1,000**	100.0%
41200	COMMUTER PARKING PERMIT	(100)	-	-	-	**-**	0.0%
LICENSES AND PERMITS TOTAL		$51,670	$61,213	$57,000	$57,000	**$69,750**	22.4%
FINES AND VIOLATIONS							
42120	ORDINANCE VIOLATIONS	344,907	359,448	325,000	325,000	**325,000**	0.0%
42140	PARKING METER VIOLATION FINES	213,026	193,406	321,000	321,000	**345,000**	7.5%
FINES AND VIOLATIONS TOTAL		$557,933	$552,855	$646,000	$646,000	**$670,000**	3.7%
TOTAL REVENUE		$609,602	$614,067	$703,000	$703,000	**$739,750**	5.2%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	166,443	132,072	134,018	134,018	**143,811**	7.3%
60115	SALARY & WAGES - PART TIME	295	17,996	39,415	39,415	**23,436**	-40.5%
60180	OVERTIME PAY	38,640	8,102	8,000	8,000	**5,000**	-37.5%
SALARIES AND WAGES TOTAL		$205,378	$158,171	$181,433	$181,433	**$172,247**	-5.1%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	12,016	10,056	10,907	10,907	**10,214**	-6.4%
61193	MEDICARE - EMPLOYER PAID	2,810	2,352	2,551	2,551	**2,386**	-6.5%
61196	HEALTH INSURANCE	53,758	35,030	47,795	47,795	**65,336**	36.7%
61198	VISION/DENTAL INSURANCE	2,625	1,332	1,768	1,768	**2,263**	28.0%
61199	LIFE & DISABILITY INSURANCE	972	373	309	309	**356**	15.2%
61200	PENSION	14,712	14,177	24,604	24,604	**18,327**	-25.5%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61201	WORKERS COMPENSATION	5,783	7,761	591	591	**877**	48.4%
61210	EMPLOYEE PARKING	260	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$92,935	$71,081	$88,525	$88,525	**$99,759**	12.7%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	1,404	2,195	2,500	2,500	**2,500**	0.0%
62160	CLOTHING/UNIFORMS & MAINT	1,688	3,333	3,000	3,600	**3,000**	0.0%
EMPLOYEE SUPPLY/EXPN TOTAL		$3,093	$5,528	$5,500	$6,100	**$5,500**	0.0%
PERSONNEL TOTAL		$301,406	$234,780	$275,458	$276,058	**$277,506**	0.7%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	6,532	4,368	7,000	7,000	**7,000**	0.0%
FUEL & LUBRICANTS TOTAL		$6,532	$4,368	$7,000	$7,000	**$7,000**	0.0%
OFFICE SUPPLIES							
65210	SUPPLIES	1,256	1,103	1,500	1,500	**1,500**	0.0%
65212	FORMS	3,770	3,392	8,000	7,000	**11,000**	37.5%
65213	COMPUTER/COPIER SUPPLIES	1,650	2,473	1,400	1,400	**2,200**	57.1%
65215	POSTAGE	4,639	6,082	4,000	4,000	**5,250**	31.3%
OFFICE SUPPLIES TOTAL		$11,316	$13,050	$14,900	$13,900	**$19,950**	33.9%
PROGRAM EXPENSES							
66238	GROUP ACTIVITIES/PROGRAM SUPP	2,778	2,304	3,000	3,000	**3,200**	6.7%
PROGRAM EXPENSES TOTAL		$2,778	$2,304	$3,000	$3,000	**$3,200**	6.7%
PROFESSIONAL SERVICE							
67328	BANKING FEES	-	6,103	7,000	7,000	**-**	-100.0%
67329	PUBLIC WORKS SERVICES	9,932	13,100	11,944	12,500	**9,852**	-17.5%
PROFESSIONAL SERVICE TOTAL		$9,932	$19,203	$18,944	$19,500	**$9,852**	-48.0%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	3,370	3,776	5,000	5,000	**5,000**	0.0%
VEHICLE REPAIR/MAINT TOTAL		$3,370	$3,776	$5,000	$5,000	**$5,000**	0.0%
HARDWARE/SOFTWARE							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
69300	COMPUTER REPAIR/REPLACEMENT	5,800	80	-	-	**1,000**	0.0%
69310	COMPUTER MAINTENANCE/SUPPORT	184	16,363	9,550	15,000	**5,000**	-47.6%
This line item appropriation funds a maintenance agreement with ComSonics for the License Plate Recognition system and T2 for handheld devices. The remaining portion of the maintenance agreements are funded in the same line item (69310) in the Parking Fund (B106).							
69320	NEW COMPUTER EQUIPMENT	-	-	3,200	3,200	**2,400**	-25.0%
HARDWARE/SOFTWARE TOTAL		$5,984	$16,443	$12,750	$18,200	**$8,400**	-34.1%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	2,360	1,078	1,600	2,600	**1,600**	0.0%
71300	REPAIRS & MAINT - EQUIPMENT	3,754	1,743	4,000	4,000	**3,000**	-25.0%
SMALL TOOLS/EQUIP TOTAL		$6,115	$2,821	$5,600	$6,600	**$4,600**	-17.9%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	4,541	4,062	4,000	4,000	**3,000**	-25.0%
72327	RADIO EQUIPMENT MAINTENANCE	550	-	500	500	**500**	0.0%
COMMUNICATIONS TOTAL		$5,091	$4,062	$4,500	$4,500	**$3,500**	-22.2%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	1,591	2,168	3,000	3,000	**3,000**	0.0%
INSURANCE/RISK MGMT TOTAL		$1,591	$2,168	$3,000	$3,000	**$3,000**	0.0%
OPERATING TOTAL		$52,709	$68,195	$74,694	$80,700	**$64,502**	-13.6%
CAPITAL							
CAPITAL CONSTRUCTION							
93775	CAP PURCHASES - MAJOR EQUIP	-	-	254,000	350,000	**-**	-100.0%
In the 2016 Budget, the Borough planned to use Reserve funds to pay for the meters over a three-year (2016-2018) period. Given the projected 2016 positive year-end performance and projected excess in the General Fund, the year-end projection in this line item includes the full cost of the on-street parking meters project.							
CAPITAL CONSTRUCTION TOTAL		-	-	$254,000	$350,000	**-**	-100.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	8,145	-	-	-	**-**	0.0%
94850	DEPRECIATION-VEHICLES	3,963	5,000	5,000	5,000	**5,382**	7.6%
94860	DEPRECIATION-MACH/EQUIPMENT	1,388	1,940	1,940	1,940	**-**	-100.0%
DEPRECIATION TOTAL		$13,495	$6,940	$6,940	$6,940	**$5,382**	-22.4%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
CAPITAL TOTAL		$13,495	$6,940	$260,940	$356,940	**$5,382**	-97.9%
TOTAL EXPENDITURES		$367,610	$309,915	$611,092	$713,698	**$347,390**	-43.2%
PARKING ENFORCEMENT TOTAL:		$241,993	$304,152	$91,908	($10,698)	**$392,360**	326.9%

Parking Fund

Overview

State College Borough maintains an enterprise fund for revenues and expenses of the off-street parking system. The Parking Fund budget includes the costs of operating three parking garages, one metered parking deck, two metered surface parking lots and three rental surface lots.

Mission

Provide a high level of convenient off-street parking at a reasonable rate to shoppers, merchants, employees and others who visit the Central Business District.

Goals

- Provide communication to the downtown area about the Borough's parking programs and use of new technology
- Continue to partner with the Downtown State College Improvement District and collaborate on new initiatives for parking and ways to help get businesses and visitors to downtown
- Continue to make the parking system more convenient for the customer through the use of technology including items such as real-time counts and new wayfinding materials
- Prepare for the shift in parking demand in the downtown area created by new construction projects and ensure space remains available for transient parkers in those areas. The Fraser Centre will be completely online by the end of 2016; adjusting to its impact will be key for 2017
- Improve the self-sufficiency of the Parking Fund by increasing revenues and controlling expense

Strategic Objectives

PARCS Education

Staff will continue educating the public on the new Parking Access and Revenue Control System.

Preventive Maintenance

Further develop a preventive maintenance program for all garages to lengthen the life of the facilities, as well as keep them clean and well-lit at all times.

Sustainable Operations

Staff will continue to research means to increase revenues and control costs in the Parking Department. Expenses have been incurred in the parking fund based on the need for structural repairs, elevator replacement and the renovations associated with the Dr. Martin Luther King Jr. Plaza over the past year. Parking rates have increased along with this to pay off the debt service in these facilities.

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Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B106 SCB PARKING							
55 PARKING							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	12,502	6,012	6,000	6,000	-	-100.0%
43150	RENT	190,487	162,191	-	-	-	0.0%
Revenue from commercial spaces in the Borough's parking garages are posted to this account.							
43150	RENT	-	-	1,200	1,200	**2,400**	100.0%
43150	RENT	-	-	51,756	51,756	**57,500**	11.1%
43150	RENT	-	-	113,415	113,415	**113,415**	0.0%
43150	RENT	-	-	13,200	13,200	**13,200**	0.0%
INTEREST AND RENTS TOTAL		$202,989	$168,202	$185,571	$185,571	**$186,515**	0.5%
CONTRACTED SERVICES							
46210	SALE OF MATERIALS/CONCESSIONS	1,992	(183)	-	-	-	0.0%
CONTRACTED SERVICES TOTAL		$1,992	($183)	-	-	-	0.0%
USER/USAGE CHARGES							
47100	METER COLLECTIONS	312,225	329,561	-	-	-	0.0%
47400	PERMITS/PASSES	721,335	796,275	-	-	-	0.0%
47410	DAILY FEES	1,519,649	1,633,209	24,900	24,900	-	-100.0%
47500	SPECIAL ASSESSMENTS	40,969	40,969	-	40,969	**40,969**	0.0%
47400	PERMITS/PASSES	-	-	-	402,500	**447,200**	0.0%
47410	DAILY FEES	-	-	319,900	319,000	**405,000**	26.6%
47400	PERMITS/PASSES	-	-	131,900	131,900	**151,000**	14.5%
47410	DAILY FEES	-	-	734,300	734,300	**875,000**	19.2%
47400	PERMITS/PASSES	-	-	66,400	66,400	**60,400**	-9.0%
47410	DAILY FEES	-	-	596,500	596,500	**596,500**	0.0%
47100	METER COLLECTIONS	-	-	208,522	208,522	**238,000**	14.1%
47400	PERMITS/PASSES	-	-	131,900	131,900	**155,000**	17.5%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
47100	METER COLLECTIONS	-	-	196,258	196,258	**246,000**	25.3%
47400	PERMITS/PASSES	-	-	402,500	-	**-**	-100.0%
47100	METER COLLECTIONS	-	-	48,977	48,977	**61,000**	24.5%
47400	PERMITS/PASSES	-	-	61,900	61,900	**71,185**	15.0%
47400	PERMITS/PASSES	-	-	14,500	14,500	**21,500**	48.3%
USER/USAGE CHARGES TOTAL		$2,594,178	$2,800,013	$2,938,457	$2,978,526	**$3,368,754**	14.6%
SPECIAL ASSESSMENTS							
48140	SALE OF GENERAL FIXED ASSETS	-	-	-	-	**-**	0.0%
SPECIAL ASSESSMENTS TOTAL		-	-	-	-	**-**	0.0%
DEBT PROCEEDS							
50310	DEBT PROCEEDS - GO - NON ELEC	-	-	5,607,075	5,788,101	**-**	-100.0%
DEBT PROCEEDS TOTAL		-	-	$5,607,075	$5,788,101	**-**	-100.0%
TOTAL REVENUE		$2,799,158	$2,968,033	$8,731,103	$8,952,198	**$3,555,269**	-59.3%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	249,811	300,131	208,103	208,103	**247,894**	19.1%
60115	SALARY & WAGES - PART TIME	58,735	46,462	15,573	15,573	**-**	-100.0%
60180	OVERTIME PAY	28,997	28,193	5,000	5,000	**7,500**	50.0%
60112	SALARY & WAGES - FULL TIME	-	-	19,865	19,865	**39,761**	100.2%
60115	SALARY & WAGES - PART TIME	-	-	8,647	8,647	**15,025**	73.8%
60180	OVERTIME PAY	-	-	-	-	**-**	0.0%
60112	SALARY & WAGES - FULL TIME	-	-	37,774	37,774	**39,761**	5.3%
60115	SALARY & WAGES - PART TIME	-	-	8,647	8,647	**15,025**	73.8%
60180	OVERTIME PAY	-	-	-	-	**-**	0.0%
60112	SALARY & WAGES - FULL TIME	-	-	19,868	19,868	**39,745**	100.0%
60115	SALARY & WAGES - PART TIME	-	-	8,642	8,642	**15,020**	73.8%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
60180	OVERTIME PAY	-	-	-	-	**-**	0.0%
60112	SALARY & WAGES - FULL TIME	-	-	1,585	1,585	**3,761**	137.3%
60115	SALARY & WAGES - PART TIME	-	-	-	-	**-**	0.0%
60180	OVERTIME PAY	-	-	-	-	**-**	0.0%
60112	SALARY & WAGES - FULL TIME	-	-	1,055	1,055	**2,504**	137.3%
60115	SALARY & WAGES - PART TIME	-	-	-	-	**-**	0.0%
60180	OVERTIME PAY	-	-	-	-	**-**	0.0%
60112	SALARY & WAGES - FULL TIME	-	-	529	529	**1,256**	137.4%
60115	SALARY & WAGES - PART TIME	-	-	-	-	**-**	0.0%
60180	OVERTIME PAY	-	-	-	-	**-**	0.0%
SALARIES AND WAGES TOTAL		$337,542	$374,786	$335,288	$335,288	**$427,252**	27.4%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	19,568	23,906	13,579	13,579	**15,409**	13.5%
61193	MEDICARE - EMPLOYER PAID	4,576	5,591	3,175	3,175	**3,603**	13.5%
61196	HEALTH INSURANCE	47,854	67,399	56,876	56,876	**58,679**	3.2%
61198	VISION/DENTAL INSURANCE	3,158	3,705	3,117	3,117	**2,986**	-4.2%
61199	LIFE & DISABILITY INSURANCE	925	750	687	687	**531**	-22.7%
61200	PENSION	23,298	25,894	25,296	25,296	**28,268**	11.7%
61201	WORKERS COMPENSATION	6,185	3,665	533	533	**609**	14.3%
61210	EMPLOYEE PARKING	868	820	480	480	**480**	0.0%
61192	OASDI - EMPLOYER PAID	-	-	1,718	1,718	**3,186**	85.4%
61193	MEDICARE - EMPLOYER PAID	-	-	404	404	**745**	84.4%
61196	HEALTH INSURANCE	-	-	7,071	7,071	**34,068**	381.8%
61198	VISION/DENTAL INSURANCE	-	-	238	238	**1,247**	423.9%
61199	LIFE & DISABILITY INSURANCE	-	-	76	76	**85**	11.8%
61200	PENSION	-	-	1,147	1,147	**2,022**	76.3%
61201	WORKERS COMPENSATION	-	-	-	-	**234**	0.0%
61192	OASDI - EMPLOYER PAID	-	-	2,797	2,797	**3,187**	13.9%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61193	MEDICARE - EMPLOYER PAID	-	-	653	653	**746**	14.2%
61196	HEALTH INSURANCE	-	-	11,489	11,489	**34,068**	196.5%
61198	VISION/DENTAL INSURANCE	-	-	384	384	**1,243**	223.7%
61199	LIFE & DISABILITY INSURANCE	-	-	77	77	**87**	13.0%
61200	PENSION	-	-	1,953	1,953	**2,020**	3.4%
61201	WORKERS COMPENSATION	-	-	-	-	**235**	0.0%
61192	OASDI - EMPLOYER PAID	-	-	1,718	1,718	**3,185**	85.4%
61193	MEDICARE - EMPLOYER PAID	-	-	401	401	**744**	85.5%
61196	HEALTH INSURANCE	-	-	7,069	7,069	**34,055**	381.8%
61198	VISION/DENTAL INSURANCE	-	-	236	236	**1,243**	426.7%
61199	LIFE & DISABILITY INSURANCE	-	-	77	77	**87**	13.0%
61200	PENSION	-	-	1,147	1,147	**2,018**	75.9%
61201	WORKERS COMPENSATION	-	-	-	-	**235**	0.0%
61192	OASDI - EMPLOYER PAID	-	-	95	95	**220**	131.6%
61193	MEDICARE - EMPLOYER PAID	-	-	22	22	**52**	136.4%
61196	HEALTH INSURANCE	-	-	442	442	**2,464**	457.5%
61198	VISION/DENTAL INSURANCE	-	-	15	15	**91**	506.7%
61199	LIFE & DISABILITY INSURANCE	-	-	5	5	**7**	40.0%
61200	PENSION	-	-	71	71	**95**	33.8%
61201	WORKERS COMPENSATION	-	-	-	-	**9**	0.0%
61192	OASDI - EMPLOYER PAID	-	-	63	63	**147**	133.3%
61193	MEDICARE - EMPLOYER PAID	-	-	15	15	**35**	133.3%
61196	HEALTH INSURANCE	-	-	294	294	**1,641**	458.2%
61198	VISION/DENTAL INSURANCE	-	-	10	10	**60**	500.0%
61199	LIFE & DISABILITY INSURANCE	-	-	3	3	**5**	66.7%
61200	PENSION	-	-	47	47	**63**	34.0%
61201	WORKERS COMPENSATION	-	-	-	-	**6**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61192	OASDI - EMPLOYER PAID	-	-	32	32	**74**	131.3%
61193	MEDICARE - EMPLOYER PAID	-	-	7	7	**17**	142.9%
61196	HEALTH INSURANCE	-	-	148	148	**823**	456.1%
61198	VISION/DENTAL INSURANCE	-	-	5	5	**31**	520.0%
61199	LIFE & DISABILITY INSURANCE	-	-	2	2	**2**	0.0%
61200	PENSION	-	-	24	24	**32**	33.3%
61201	WORKERS COMPENSATION	-	-	-	-	**3**	0.0%
EMPLOYEE BENEFITS TOTAL		$106,433	$131,731	$143,698	$143,698	**$241,182**	67.8%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	4,848	4,073	5,000	5,000	**5,000**	0.0%
62130	CONTINUING EDUCATION/TUITION	595	-	7,500	7,500	**7,500**	0.0%
62160	CLOTHING/UNIFORMS & MAINT	-	-	4,946	7,189	**3,500**	-29.2%
The cost for the parking garage Customer Service Representatives' (CSRs) uniforms are charged to this line item.							
EMPLOYEE SUPPLY/EXPN TOTAL		$5,443	$4,073	$17,446	$19,689	**$16,000**	-8.3%
PERSONNEL TOTAL		$449,418	$510,590	$496,432	$498,675	**$684,434**	37.9%
OPERATING							
INSTITUTIONAL SUPPLY							
63237	INSTITUTIONAL SUPPLIES	44,747	22,006	3,632	3,632	**-**	-100.0%
This line item contains replacement parts for parking garage revenue control equipment, parking garage signs and office supplies.							
63237	INSTITUTIONAL SUPPLIES	-	-	13,185	13,185	**13,185**	0.0%
63237	INSTITUTIONAL SUPPLIES	-	-	13,680	13,680	**13,680**	0.0%
63237	INSTITUTIONAL SUPPLIES	-	-	14,625	14,625	**14,625**	0.0%
63237	INSTITUTIONAL SUPPLIES	-	-	3,285	3,285	**3,285**	0.0%
63237	INSTITUTIONAL SUPPLIES	-	-	90	90	**750**	733.3%
63237	INSTITUTIONAL SUPPLIES	-	-	45	45	**500**	1011.1%
63237	INSTITUTIONAL SUPPLIES	-	-	45	45	**150**	233.3%
63237	INSTITUTIONAL SUPPLIES	-	-	45	45	**45**	0.0%
INSTITUTIONAL SUPPLY TOTAL		$44,747	$22,006	$48,632	$48,632	**$46,220**	-5.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	1,475	1,609	2,100	2,100	**1,800**	-14.3%
FUEL & LUBRICANTS TOTAL		$1,475	$1,609	$2,100	$2,100	**$1,800**	-14.3%
OFFICE SUPPLIES							
65210	SUPPLIES	699	636	600	600	**-**	-100.0%
65213	COMPUTER/COPIER SUPPLIES	175	282	500	500	**500**	0.0%
65215	POSTAGE	52	90	150	150	**150**	0.0%
OFFICE SUPPLIES TOTAL		$927	$1,008	$1,250	$1,250	**$650**	-48.0%
PROGRAM EXPENSES							
66238	PROGRAM SUPPLIES/ACTIVITIES	-	-	-	-	**-**	0.0%
66238	PROGRAM SUPPLIES/ACTIVITIES	-	-	-	-	**-**	0.0%
66238	PROGRAM SUPPLIES/ACTIVITIES	-	-	-	-	**-**	0.0%
PROGRAM EXPENSES TOTAL		-	-	-	-	**-**	0.0%
PROFESSIONAL SERVICE							
67311	ACCOUNTING & AUDITING	3,179	3,500	3,950	3,950	**-**	-100.0%
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	-	670	600	600	**1,000**	66.7%
67323	TAXES/ASSESSMENTS	42,985	41,359	-	-	**-**	0.0%
This line item represents the Downtown State College Improvement District (DSCID) assessments for the parking garages and lots.							
67328	BANKING FEES	-	103,747	700	700	**-**	-100.0%
This line item represents credit card charges for the parking office and garages.							
67329	PUBLIC WORKS SERVICES	220,347	260,579	43,148	43,148	**80,132**	85.7%
The cost of services that the Public Works Department performs for the parking operation are charged to this account.							
67323	TAXES/ASSESSMENTS	-	-	19,332	19,332	**19,332**	0.0%
67328	BANKING FEES	-	-	14,800	14,800	**21,000**	41.9%
67329	PUBLIC WORKS SERVICES	-	-	58,612	58,612	**53,163**	-9.3%
67323	TAXES/ASSESSMENTS	-	-	15,336	15,636	**15,336**	0.0%
67328	BANKING FEES	-	-	32,800	32,800	**40,000**	22.0%
67329	PUBLIC WORKS SERVICES	-	-	57,979	57,979	**52,589**	-9.3%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
67323	TAXES/ASSESSMENTS	-	-	17,118	17,118	**17,118**	0.0%
67328	BANKING FEES	-	-	32,700	32,700	**35,000**	7.0%
67329	PUBLIC WORKS SERVICES	-	-	50,254	50,254	**45,827**	-8.8%
67323	TAXES/ASSESSMENTS	-	-	1,674	1,674	**1,674**	0.0%
67328	BANKING FEES	-	-	8,400	8,400	**11,500**	36.9%
67329	PUBLIC WORKS SERVICES	-	-	21,767	21,767	**19,744**	-9.3%
67323	TAXES/ASSESSMENTS	-	-	540	540	**540**	0.0%
67328	BANKING FEES	-	-	5,800	5,800	**10,000**	72.4%
67329	PUBLIC WORKS SERVICES	-	-	8,021	8,021	**7,274**	-9.3%
67328	BANKING FEES	-	-	1,500	1,500	**2,200**	46.7%
67329	PUBLIC WORKS SERVICES	-	-	8,021	8,021	**7,274**	-9.3%
67328	BANKING FEES	-	-	900	900	**1,200**	33.3%
67329	PUBLIC WORKS SERVICES	-	-	8,021	8,021	**7,274**	-9.3%
67329	PUBLIC WORKS SERVICES	-	-	8,021	8,021	**7,275**	-9.3%
PROFESSIONAL SERVICE TOTAL		$266,511	$409,855	$419,993	$420,293	**$456,452**	8.7%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	3,583	7,106	3,000	3,000	**3,500**	16.7%
VEHICLE REPAIR/MAINT TOTAL		$3,583	$7,106	$3,000	$3,000	**$3,500**	16.7%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	27,584	-	-	-	**-**	0.0%
This expense line item is for the maintenance of the parking software service.							
69310	COMPUTER MAINTENANCE/SUPPORT	72,503	73,020	-	-	**-**	0.0%
This line item appropriation funds a maintenance agreement with ComSonics for the License Plate Recognition system and T2 for handheld devices. The remaining portion of the maintenance agreement with ComSonics is funded in the same line item (69310) in the Parking Enforcement Division in the General Fund (B101).							
69320	NEW COMPUTER EQUIPMENT	-	-	-	-	**8,000**	0.0%
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	9,875	9,875	**6,500**	-34.2%
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	9,875	9,875	**6,500**	-34.2%
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	9,875	9,875	**6,500**	-34.2%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	19,750	19,750	**12,250**	-38.0%
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	9,875	9,875	**5,750**	-41.8%
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	9,875	9,875	**3,000**	-69.6%
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	4,938	4,938	**1,500**	-69.6%
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	4,937	4,937	**1,250**	-74.7%
HARDWARE/SOFTWARE TOTAL		$100,087	$73,020	$79,000	$79,000	**$51,250**	-35.1%
LAND/BLDG/FACILITIES							
70372	REPAIRS & MAINT - BUILDINGS	114,608	57,697	-	-	**-**	0.0%
70373	CONTRCTED BLDG MAINT/REPAIRS	59,969	18,346	6,527	6,527	**-**	-100.0%
This line item is for the annual service contract for the elevators and other building maintenance projects at the parking facilities.							
70374	RENT OF LAND/LEASE	17,280	17,280	-	-	**-**	0.0%
Rental fees for the Beaver Avenue Parking Lot are charged to this account.							
70372	REPAIRS & MAINT - BUILDINGS	-	-	14,486	14,486	**14,486**	0.0%
70373	CONTRCTED BLDG MAINT/REPAIRS	-	-	16,220	16,220	**8,200**	-49.4%
70372	REPAIRS & MAINT - BUILDINGS	-	-	15,272	15,272	**17,494**	14.6%
70373	CONTRCTED BLDG MAINT/REPAIRS	-	-	11,480	11,480	**7,480**	-34.8%
70372	REPAIRS & MAINT - BUILDINGS	-	-	10,178	10,178	**10,177**	0.0%
70373	CONTRCTED BLDG MAINT/REPAIRS	-	-	7,821	7,821	**3,200**	-59.1%
70372	REPAIRS & MAINT - BUILDINGS	-	-	2,222	2,222	**1,000**	-55.0%
70373	CONTRCTED BLDG MAINT/REPAIRS	-	-	4,321	4,321	**-**	-100.0%
70374	RENT OF LAND/LEASE	-	-	17,280	17,280	**26,227**	51.8%
LAND/BLDG/FACILITIES TOTAL		$191,857	$93,323	$105,807	$105,807	**$88,264**	-16.6%
SMALL TOOLS/EQUIP							
71300	REPAIRS & MAINT - EQUIPMENT	555	216	1,000	1,000	**-**	-100.0%
71300	REPAIRS & MAINT - EQUIPMENT	-	-	-	-	**-**	0.0%
SMALL TOOLS/EQUIP TOTAL		$555	$216	$1,000	$1,000	**-**	-100.0%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	9,142	6,914	2,223	2,223	**-**	-100.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
In addition to the cost of telephone services for the parking garages, this line item also includes the cost of landlines for the revenue control equipment.							
72330	ADVERTISING	21,999	1,932	6,055	6,055	**7,500**	23.9%
72321	MONTHLY CELL/TELEPHONE CHARGES	-	-	2,797	2,797	**2,350**	-16.0%
72330	ADVERTISING	-	-	-	-	**-**	0.0%
72321	MONTHLY CELL/TELEPHONE CHARGES	-	-	1,935	1,935	**1,200**	-38.0%
72330	ADVERTISING	-	-	-	-	**-**	0.0%
72321	MONTHLY CELL/TELEPHONE CHARGES	-	-	990	990	**990**	0.0%
72330	ADVERTISING	-	-	-	-	**-**	0.0%
COMMUNICATIONS TOTAL		$31,142	$8,846	$14,000	$14,000	**$12,040**	-14.0%
UTILITIES							
73360	ELECTRICITY	101,232	87,541	-	-	**-**	0.0%
73362	GAS	1,116	1,189	-	-	**-**	0.0%
Fees for natural gas service for the parking facilities are represented in this line item.							
73365	SOLID WASTE DISPOSAL	1,355	1,355	-	-	**-**	0.0%
73366	WATER AND SEWER	3,507	3,498	-	-	**-**	0.0%
The cost for the parking facilities and commercial space water and sewer services are posted to this account.							
73360	ELECTRICITY	-	-	37,170	37,170	**37,170**	0.0%
73362	NATURAL GAS	-	-	1,526	1,526	**1,200**	-21.4%
73365	SOLID WASTE DISPOSAL	-	-	260	260	**400**	53.8%
73366	WATER AND SEWER	-	-	473	473	**500**	5.7%
73360	ELECTRICITY	-	-	16,830	16,830	**16,830**	0.0%
73362	NATURAL GAS	-	-	212	212	**250**	17.9%
73365	SOLID WASTE DISPOSAL	-	-	521	521	**750**	44.0%
73366	WATER AND SEWER	-	-	1,170	1,170	**1,500**	28.2%
73360	ELECTRICITY	-	-	29,430	29,430	**25,000**	-15.1%
73365	SOLID WASTE DISPOSAL	-	-	260	260	**375**	44.2%
73366	WATER AND SEWER	-	-	2,345	2,345	**2,345**	0.0%
73360	ELECTRICITY	-	-	2,610	2,610	**2,610**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
73362	NATURAL GAS	-	-	262	262	**262**	0.0%
73366	WATER AND SEWER	-	-	45	45	**75**	66.7%
73360	ELECTRICITY	-	-	1,890	1,890	**2,100**	11.1%
73360	ELECTRICITY	-	-	2,070	2,070	**2,070**	0.0%
73365	SOLID WASTE DISPOSAL	-	-	359	359	**500**	39.3%
73366	WATER AND SEWER	-	-	467	467	**467**	0.0%
UTILITIES TOTAL		$107,211	$93,583	$97,900	$97,900	**$94,404**	-3.6%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	22,171	27,229	27,000	27,000	**-**	-100.0%
80351	PROPERTY INSURANCE	-	-	-	-	**8,567**	0.0%
80351	PROPERTY INSURANCE	-	-	-	-	**7,671**	0.0%
80351	PROPERTY INSURANCE	-	-	-	-	**6,962**	0.0%
80351	PROPERTY INSURANCE	-	-	-	-	**3,383**	0.0%
80351	PROPERTY INSURANCE	-	-	-	-	**1,469**	0.0%
80351	PROPERTY INSURANCE	-	-	-	-	**350**	0.0%
INSURANCE/RISK MGMT TOTAL		$22,171	$27,229	$27,000	$27,000	**$28,402**	5.2%
OPERATING TOTAL		$770,266	$737,801	$799,682	$799,982	**$782,982**	-2.1%
CAPITAL							
CAPITAL CONSTRUCTION							
93720-PF155	CAP PURCHASES - IMPROVEMENTS	-	-	309,000	309,000	**-**	-100.0%
93730	CAP PURCHASES - BUILDINGS	-	-	2,627,105	2,627,105	**2,374,253**	-9.6%
93740	CAP PURCHASES - COMPUTER EQUIP	-	-	675,500	671,900	**-**	-100.0%
93750	CAP PURCH - SPECIALIZED EQUIP	-	-	-	-	**43,500**	0.0%
CAPITAL CONSTRUCTION TOTAL		-	-	$3,611,605	$3,608,005	**$2,417,753**	-33.1%
DEPRECIATION							
94800	DEPRECIATION-LAND IMPROVEMENTS	8,379	7,123	-	-	**-**	0.0%
94820	DEPRECIATION-BUILDINGS	764,993	512,280	-	-	**-**	0.0%
94830	DEPRECIATION-BLGS IMPROVEMENT	70,322	76,730	-	-	**-**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
94840	DEPRECIATION-COMPUTER EQUIPMNT	-	17,542	17,542	17,542	**17,542**	0.0%
This appropriation covers 2017 annual depreciation for video surveillance. The Police Department, the Parking Fund and Public Works Facilities are sharing the depreciation for this project.							
94850	DEPRECIATION-VEHICLES	13,494	13,494	-	-	**-**	0.0%
94860	DEPRECIATION-MACH/EQUIPMENT	(16,555)	74,373	-	-	**-**	0.0%
DEPRECIATION TOTAL		$840,634	$701,542	$17,542	$17,542	**$17,542**	0.0%
CAPITAL TOTAL		$840,634	$701,542	$3,629,147	$3,625,547	**$2,435,295**	-32.9%
DEBT							
DEBT							
95900	DEBT SERVICE - PRINCIPAL	-	-	1,281,326	1,173,233	**1,401,733**	9.4%
95901	DEBT SERVICE - INTEREST	405,551	425,548	285,591	361,733	**408,053**	42.9%
95902	DEBT SERVICE- ADMIN FEES	37,589	500	1,627	1,627	**-**	-100.0%
95910	DEBT ISSUANCE COSTS	-	-	-	-	**-**	0.0%
DEBT TOTAL		$443,140	$426,048	$1,568,544	$1,536,593	**$1,809,786**	15.4%
DEBT TOTAL		$443,140	$426,048	$1,568,544	$1,536,593	**$1,809,786**	15.4%
OTHER EXPENSE							
OTHER EXPENDITURES							
96500	INDIRECT COSTS	347,815	260,861	268,059	268,059	**428,930**	60.0%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		$347,815	$260,861	$268,059	$268,059	**$428,930**	60.0%
OTHER EXPENSE TOTAL		$347,815	$260,861	$268,059	$268,059	**$428,930**	60.0%
TOTAL EXPENDITURES		$2,851,273	$2,636,842	$6,761,864	$6,728,856	**$6,141,427**	-9.2%
PARKING TOTAL:		($52,115)	$331,191	$1,969,239	$2,223,342	**($2,586,158)**	-231.3%
SCB PARKING TOTAL		**($52,115)**	**$331,191**	**$1,969,239**	**$2,223,342**	**($2,586,158)**	**-231.3%**

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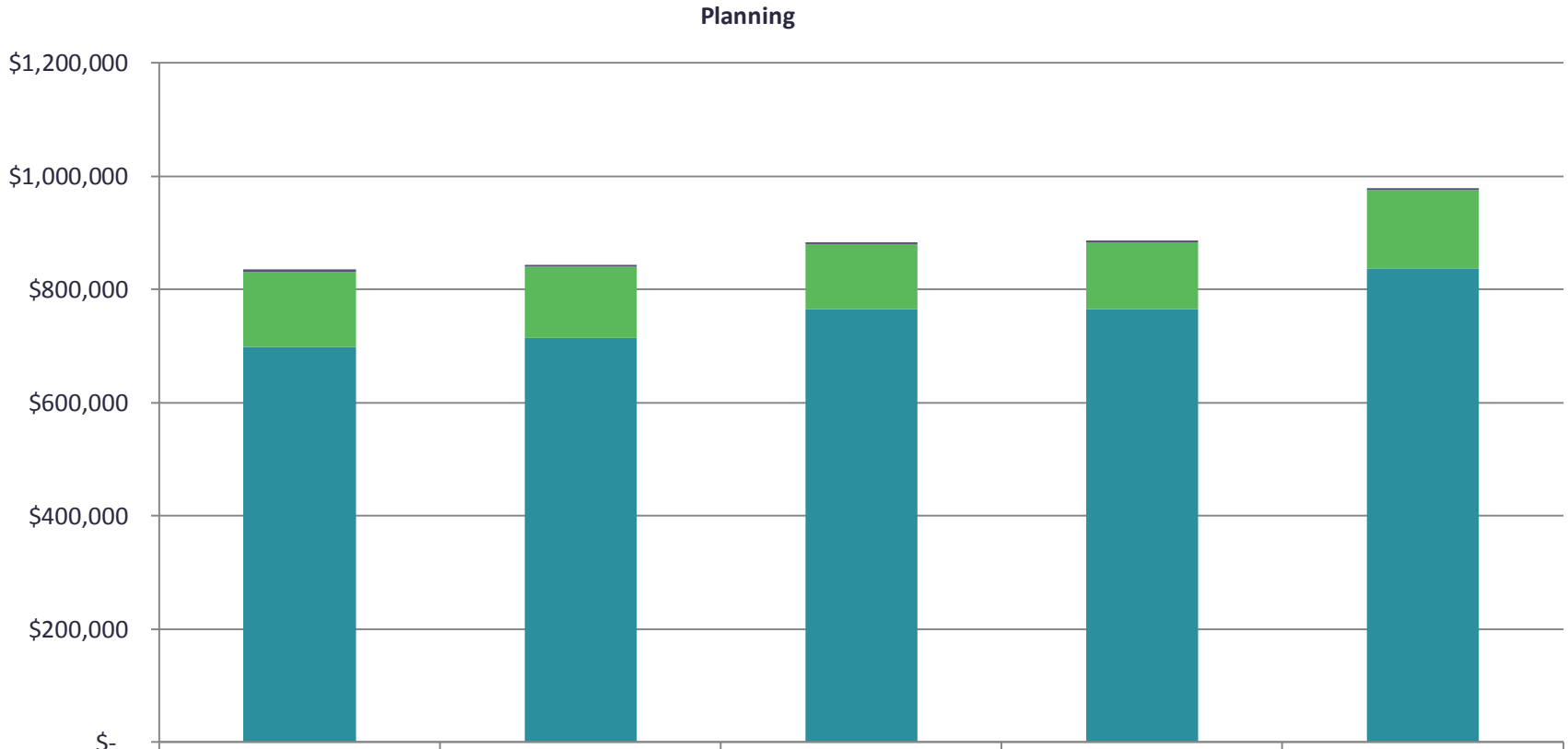
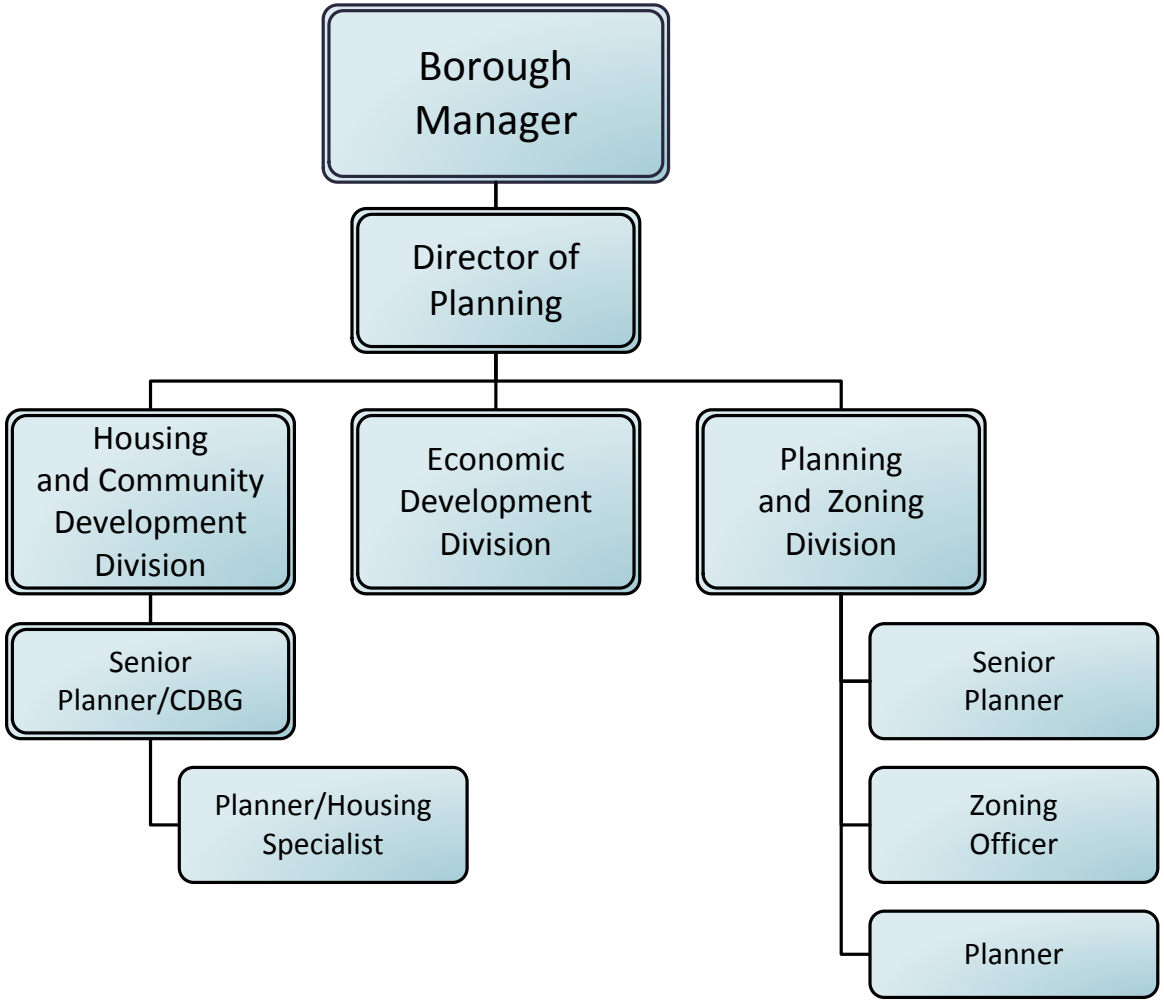
Planning Department

Planning and Zoning



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$4,756	$3,234	$3,234	$3,234	$3,234
OPERATING	$131,728	$125,601	$114,910	$118,037	$137,495
PERSONNEL	$698,724	$714,219	$765,409	$765,409	$837,160
TOTAL	$835,209	$843,054	$883,553	$886,680	$977,889

Organizational Chart



Mission

Preserve and enhance the quality of life for community residents, visitors and businesses.

Goals

- Prepare and implement strategies to enhance the long-range development of the community
- Identify mechanisms to improve community sustainability
- Encourage mixed-use development
- Identify methods to improve design of the built environment, expand the use of alternative modes of transportation and reverse the loss of family occupancy
- Expand the use of Geographic Information System (GIS) data in land use planning and analysis
- Improve capacity to use visualization techniques to assist in the decision-making process
- Improve complaint management and response procedures
- Improve data management procedures

Strategic Objectives

State College Town Center Redevelopment Project

Planning staff will work with the Redevelopment Authority (RDA) on Requests for Development Proposals and seek funding for the State College Town Center project on South Allen Street.

Redevelopment Area Certification

Prepare a Phase II redevelopment area certification plan for the properties immediately south of the Allen Street Civic District, including State College Area School District properties on Fairmount Avenue.

Comprehensive Zoning Ordinance Update

Assuming successful conclusion of the consultant selection process and a return to full staffing levels for the Department, begin a comprehensive update of the Borough's zoning code. Apply for additional funding to the Pennsylvania Department of Community & Economic Development. Begin a public process to build consensus on community goals and objectives for development and design character.

West End Redevelopment Planning

Continue working with Ferguson Township and Penn State University to identify projects of benefit to all parties. Assuming funding approval for professional services, work with Ferguson Township to execute community charrettes to build consensus on redevelopment opportunities and building scale and use. Continue seeking grant funds to improve the pedestrian/bicycle interconnections with Penn State University and develop a streetscape improvement project to be undertaken by all three entities.

Downtown Master Plan Implementation

In conjunction with other departments and partners, continue implementation of the Downtown Master Plan. Explore opportunities for intersection and pedestrian safety improvements along East College Avenue.

Neighborhood Planning & Student Home Licensing

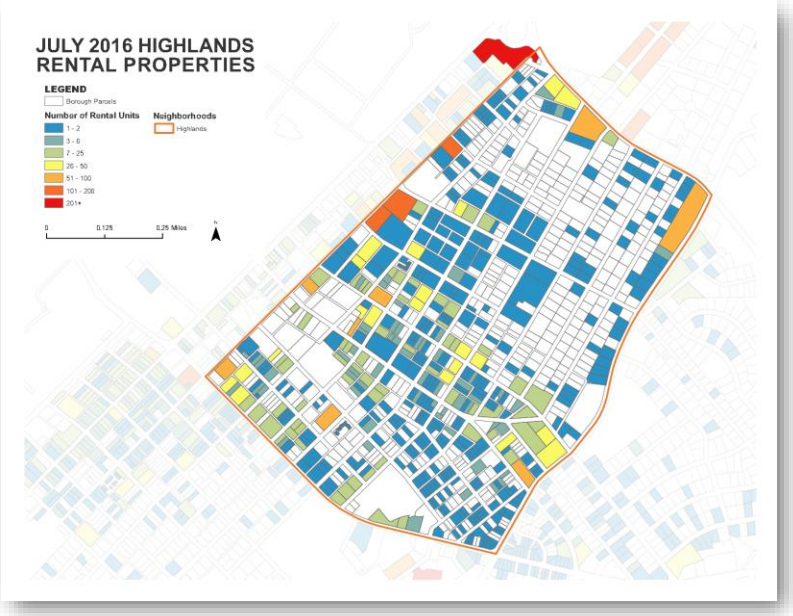
Continue implementation of the State College Borough Neighborhood Plan focusing on implementation of the Student Home Licensing and expansion of the Homestead Investment Program.

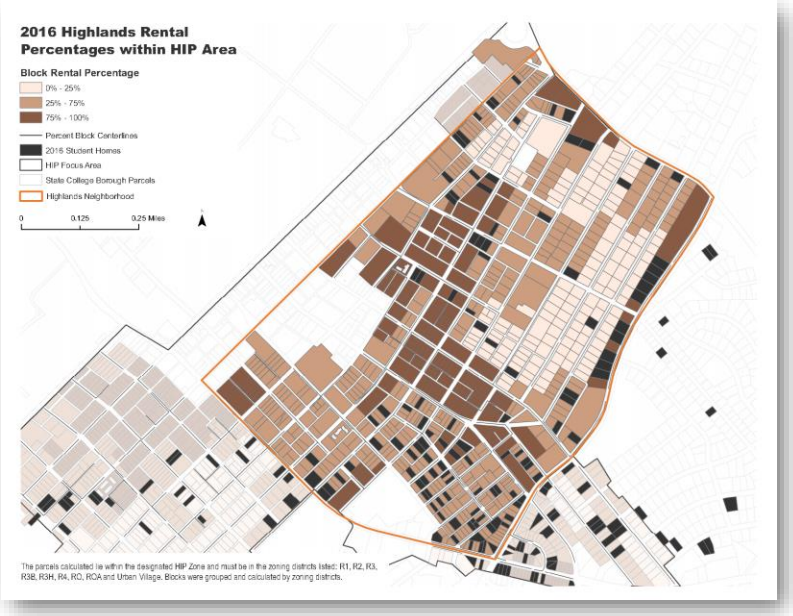
Intermittent Rentals

Continue research on the prevalence and impact of short-term rentals and identify potential areas of ordinance revisions and enforcement needs to address mitigating impact.

Complete Streets

Work with the Centre Region Metropolitan Planning Organization and the Borough Public Works Department to develop a "Complete Streets" policy for infrastructure improvements to Borough streets.





Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
45 PLANNING							
REVENUE:							
LICENSES AND PERMITS							
41600	SIGN PERMITS	2,780	2,380	2,750	2,900	**2,900**	5.5%
41750	ZONING PERMIT/PLAN REVIEWS	9,515	11,650	27,095	15,905	**15,000**	-44.6%
This line item represents charges for zoning permits, land development review fees, fees for conditional use requests, zoning verification letters and zoning amendment requests. This also includes fees for Zoning Hearing Board hearings.							
LICENSES AND PERMITS TOTAL		$12,295	$14,030	$29,845	$18,805	**$17,900**	-40.0%
GRANTS							
44100	FEDERAL GRANT	-	11,630	-	-	**-**	0.0%
GRANTS TOTAL		-	$11,630	-	-	**-**	0.0%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	120,442	196,414	147,476	147,476	**195,720**	32.7%
This line item represents reimbursements received from Community Development Block Grants (CDBG), HOME Investment Partnerships Program and Redevelopment Authority (RDA) for program administration.							
46210	SALE OF MATERIALS/CONCESSIONS	-	60	60	60	**-**	-100.0%
CONTRACTED SERVICES TOTAL		$120,442	$196,474	$147,536	$147,536	**$195,720**	32.7%
TOTAL REVENUE		$132,737	$222,134	$177,381	$166,341	**$213,620**	20.4%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	495,912	487,887	518,433	518,433	**539,245**	4.0%
60115	SALARY & WAGES - PART TIME	24,823	-	-	-	**-**	0.0%
60180	OVERTIME PAY	4,185	217	500	500	**-**	-100.0%
SALARIES AND WAGES TOTAL		$524,920	$488,105	$518,933	$518,933	**$539,245**	3.9%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	29,961	30,772	31,169	31,169	**32,230**	3.4%
61193	MEDICARE - EMPLOYER PAID	7,007	7,197	7,291	7,291	**7,538**	3.4%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61196	HEALTH INSURANCE	92,310	126,141	145,940	145,940	**175,221**	20.1%
61198	VISION/DENTAL INSURANCE	4,279	5,357	5,994	5,994	**6,406**	6.9%
61199	LIFE & DISABILITY INSURANCE	2,510	1,581	1,621	1,621	**1,445**	-10.9%
61200	PENSION	32,397	47,952	44,666	44,666	**60,944**	36.4%
61201	WORKERS COMPENSATION	696	853	835	835	**1,241**	48.6%
61210	EMPLOYEE PARKING	525	960	960	960	**1,128**	17.5%
EMPLOYEE BENEFITS TOTAL		$169,684	$220,812	$238,476	$238,476	**$286,153**	20.0%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	4,121	5,302	8,000	8,000	**8,000**	0.0%
This line item represents costs for training and conference participation, as well as continuing education requirements for staff members certified by the American Institute of Certified Planners (AICP).							
62130	CONTINUING EDUCATION/TUITION	-	-	-	-	**3,762**	0.0%
EMPLOYEE SUPPLY/EXPN TOTAL		$4,121	$5,302	$8,000	$8,000	**$11,762**	47.0%
PERSONNEL TOTAL		$698,724	$714,219	$765,409	$765,409	**$837,160**	9.4%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	765	367	600	500	**600**	0.0%
FUEL & LUBRICANTS TOTAL		$765	$367	$600	$500	**$600**	0.0%
OFFICE SUPPLIES							
65210	SUPPLIES	2,791	684	1,644	2,000	**2,500**	52.1%
65213	COMPUTER/COPIER SUPPLIES	1,842	2,885	2,500	2,000	**2,500**	0.0%
65215	POSTAGE	668	1,241	1,500	1,500	**1,500**	0.0%
This line item includes the cost of zoning enforcement mailings related to student home licensure in 2017.							
OFFICE SUPPLIES TOTAL		$5,301	$4,810	$5,644	$5,500	**$6,500**	15.2%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	2,249	1,500	2,000	2,000	**2,500**	25.0%
Expenditures for this account cover meals for advisory board meetings.							
71250	OFFICE FURNITURE/FURNISHINGS	194	1,380	400	400	**500**	25.0%
This line item includes the cost of a new filing cabinet for student home licensing files.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
66235	SPECIAL PROJECTS/GRANTS	5,050	3,085	-	-	**-**	0.0%
This line items covers the pass-through of Federal grant funds for the Local Shelter Support Initiative. The purpose of the shelter project is to increase the capacity of Centre County Women's Resource Center, Housing Transitions and Burrowes Street Youth Haven to provide services to homeless mental health consumers and homeless youth.							
PROGRAM EXPENSES TOTAL		$7,493	$5,965	$2,400	$2,400	**$3,000**	25.0%
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	4,285	125	5,000	5,000	**5,000**	0.0%
Costs for limited professional services related to outreach efforts in support of the Downtown Master Plan and Neighborhood Plan Implementation, including the Allen Street Civic District planning activities are represented in this line item.							
67314	LEGAL SERVICES	8,904	4,633	5,000	6,000	**15,000**	200.0%
This line item covers costs associated with the Zoning Hearing Board (ZHB) solicitor and legal fees associated with general ZHB functions.							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	896	617	1,000	1,141	**1,500**	50.0%
This line item pays the Planning staff's dues for the American Institute of Certified Planners (AICP) with the American Planning Association (APA) and a subscription to Pennsylvania's major zoning case law digest.							
67325	CONTRACTED PUBLIC SVCS (COG)	95,989	98,024	84,371	84,371	**89,960**	6.6%
Costs are posted to this account for the Municipal Shares contribution to Centre Region COG for the Centre Region Planning Agency (CRPA) and the Centre Region Metropolitan Planning Organization (CCMPO).							
67326	OTHER CONTRACTED SERVICES	311	-	1,000	1,000	**3,000**	200.0%
Charges for stenographer services for the ZHB are posted to this account.							
67326-LSSI	OTHER CONTRACTED SERVICES	-	-	-	-	**-**	0.0%
PROFESSIONAL SERVICE TOTAL		$110,385	$103,399	$96,371	$97,512	**$114,460**	18.8%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	2,239	4,149	3,500	4,908	**5,000**	42.9%
VEHICLE REPAIR/MAINT TOTAL		$2,239	$4,149	$3,500	$4,908	**$5,000**	42.9%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	54	70	100	-	**-**	-100.0%
69320	NEW COMPUTER EQUIPMENT	-	767	325	800	**800**	146.2%
This line item includes the license fee for Adobe products and a scanner for a staff assistant.							
HARDWARE/SOFTWARE TOTAL		$54	$836	$425	$800	**$800**	88.2%
COMMUNICATIONS							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
72321	MONTHLY TELEPHONE CHARGES	1,032	1,353	1,200	1,200	**1,200**	0.0%
72330	ADVERTISING	2,834	2,469	2,000	3,000	**2,750**	37.5%
COMMUNICATIONS TOTAL		$3,866	$3,822	$3,200	$4,200	**$3,950**	23.4%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	1,625	2,253	2,770	2,217	**3,185**	15.0%
INSURANCE/RISK MGMT TOTAL		$1,625	$2,253	$2,770	$2,217	**$3,185**	15.0%
OPERATING TOTAL		$131,728	$125,601	$114,910	$118,037	**$137,495**	19.7%
CAPITAL							
CAPITAL CONSTRUCTION							
93760	CAP PURCH - FURNITR/APPLIANCES	1,031	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$1,031	-	-	-	**-**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	3,725	-	-	-	**-**	0.0%
94850	DEPRECIATION-VEHICLES	-	3,234	3,234	3,234	**3,234**	0.0%
DEPRECIATION TOTAL		$3,725	$3,234	$3,234	$3,234	**$3,234**	0.0%
CAPITAL TOTAL		$4,756	$3,234	$3,234	$3,234	**$3,234**	0.0%
TOTAL EXPENDITURES		$835,209	$843,054	$883,553	$886,680	**$977,889**	10.7%
PLANNING TOTAL:		($702,471)	($620,920)	($706,172)	($720,339)	**($764,269)**	8.2%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B115 SCB HOME							
42 COMMUNITY DEVELOPMENT							
REVENUE:							
SHARE/ENTITL/IN LIEU							
45100	FEDERAL ENTITLEMENT	647,359	(626,929)	901,898	901,898	**341,765**	-62.1%
45110-CLT48	FEDERAL CHDO RESERVE	-	572,665	(572,665)	(572,665)	**-**	-100.0%
45120	FEDERAL GRANT - OPERATING	-	26,253	(26,253)	(26,253)	**-**	-100.0%
45130	FEDERAL GRANT - ADMINISTRATION	-	40,344	(40,344)	(40,344)	**-**	-100.0%
SHARE/ENTITL/IN LIEU TOTAL		$647,359	$12,333	$262,636	$262,636	**$341,765**	30.1%
DEBT PROCEEDS							
50340	LOAN REPAYMENT-PROCEEDS	44,598	(4,672)	4,672	4,672	**-**	-100.0%
50342-CLT16	LOAN REPAYMENT-PROGRAM INCOME	-	121,926	-	-	**-**	0.0%
50345	LOAN REPAYMENT-ADMIN	(2,714)	1,059	-	-	**-**	0.0%
50347-CLT50	PROGRAM INCOME APPLIED REV	-	-	-	-	**-**	0.0%
DEBT PROCEEDS TOTAL		$41,884	$118,313	$4,672	$4,672	**-**	-100.0%
TOTAL REVENUE		$689,243	$130,647	$267,308	$267,308	**$341,765**	27.9%
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67314	LEGAL SERVICES	-	240	-	-	**-**	0.0%
67325	CONTRACTED PUBLIC SERVICES	40,343	33,772	37,332	37,332	**-**	-100.0%
67326	OTHER CONTRACTED SERVICES	181	181	1,059	1,059	**34,177**	3125.8%
PROFESSIONAL SERVICE TOTAL		$40,524	$34,193	$38,391	$38,391	**$34,177**	-11.0%
HOME OWNERSHIP							
83500	OPERATING GRANTS - OTHR AGENCY	17,913	23,381	9,777	9,777	**17,088**	74.8%
83520	REHAB GRANTS - INDIVIDUALS	3,025	(10,226)	14,185	14,185	**-**	-100.0%
83530	PURCHASE ASSISTANCE - INDIV	279,781	(141,000)	317,320	317,320	**290,500**	-8.5%
83532-CLT50	CONTRACTOR FEES	-	35,225	-	-	**-**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
83535-CLT50	PROPERTY ACQUISITION	348,000	141,000	-	-	**-**	0.0%
83540-THF10	PROGRAM INCOME TRANSFERRED	-	1,059	-	-	**-**	0.0%
HOME OWNERSHIP TOTAL		$648,719	$49,439	$341,282	$341,282	**$307,588**	-9.9%
OPERATING TOTAL		$689,243	$83,632	$379,673	$379,673	**$341,765**	-10.0%
TOTAL EXPENDITURES		$689,243	$83,632	$379,673	$379,673	**$341,765**	-10.0%
COMMUNITY DEVELOPMENT TOTAL:		-	$47,014	($112,366)	($112,366)	**-**	-100.0%
SCB HOME TOTAL		**-**	**$47,014**	**($112,366)**	**($112,366)**	**-**	**-100.0%**

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B118 SCB COMMUNITY DEVELOPMENT							
42 COMMUNITY DEVELOPMENT							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	-	2	-	-	-	0.0%
INTEREST AND RENTS TOTAL		-	$2	-	-	-	0.0%
SHARE/ENTITL/IN LIEU							
45100	FEDERAL ENTITLEMENT	709,023	406,357	593,667	593,667	**499,753**	-15.8%
SHARE/ENTITL/IN LIEU TOTAL		$709,023	$406,357	$593,667	$593,667	**$499,753**	-15.8%
SPECIAL ASSESSMENTS							
48120	MISCELLANEOUS REVENUE	30	(30)	-	-	-	0.0%
SPECIAL ASSESSMENTS TOTAL		$30	($30)	-	-	-	0.0%
DEBT PROCEEDS							
50340	LOAN REPAYMENT-PROCEEDS	23,863	(20,243)	-	-	-	0.0%
50342-BLW09	LOAN REPAYMENT-PROGRAM INCOME	-	40,508	-	-	-	0.0%
50345	LOAN REPAYMENT-ADMIN	5,665	5,066	-	-	-	0.0%
50347-ADMIN	PROGRAM INCOME APPLIED REV	-	52,450	-	-	-	0.0%
DEBT PROCEEDS TOTAL		$29,528	$77,782	-	-	-	0.0%
TOTAL REVENUE		$738,581	$484,111	$593,667	$593,667	**$499,753**	-15.8%
EXPENDITURES:							
PERSONNEL							
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	858	751	-	-	-	0.0%
62130	CONTINUING EDUCATION/TUITION	780	284	-	-	-	0.0%
EMPLOYEE SUPPLY/EXPN TOTAL		$1,637	$1,035	-	-	-	0.0%
PERSONNEL TOTAL		$1,637	$1,035	-	-		0.0%
OPERATING							
OFFICE SUPPLIES							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
65210	SUPPLIES	1,360	348	-	-	-	0.0%
65213	COMPUTER/COPIER SUPPLIES	158	746	-	-	-	0.0%
65215	POSTAGE	479	391	-	-	-	0.0%
OFFICE SUPPLIES TOTAL		$1,997	$1,485	-	-	-	0.0%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	424	271	-	-	-	0.0%
66238-BSUMP	PROGRAM SUPPLIES/ACTIVITIES	-	2,090	-	-	-	0.0%
PROGRAM EXPENSES TOTAL		$424	$2,361	-	-	-	0.0%
PROFESSIONAL SERVICE							
67310-BR001	PROFESSIONAL SERVICES	-	22,157	-	-	-	0.0%
67311-ADMIN	ACCOUNTING & AUDITING	-	1,500	-	-	-	0.0%
67314	LEGAL SERVICES	330	613	-	-	-	0.0%
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	3,605	3,682	-	-	-	0.0%
67325	CONTRACTED PUBLIC SERVICES	80,099	107,993	99,170	99,170	-	-100.0%
67326	OTHER CONTRACTED SERVICES	27,158	12,456	100,000	100,000	**99,951**	0.0%
67328-ADMIN	BANKING FEES	-	17	-	-	-	0.0%
67329-BSUMP	PUBLIC WORKS SERVICES	-	11,255	-	-	-	0.0%
PROFESSIONAL SERVICE TOTAL		$111,191	$159,673	$199,170	$199,170	**$99,951**	-49.8%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	54	23	-	-	-	0.0%
HARDWARE/SOFTWARE TOTAL		$54	$23	-	-	-	0.0%
LAND/BLDG/FACILITIES							
70372-BR001	REPAIRS & MAINT - BUILDINGS	-	-	-	-	-	0.0%
LAND/BLDG/FACILITIES TOTAL		-	-	-	-	-	0.0%
SMALL TOOLS/EQUIP							
71260-BR001	SMALL TOOLS & MINOR EQUIPMENT	-	-	-	-	-	0.0%
SMALL TOOLS/EQUIP TOTAL		-	-	-	-	-	0.0%
COMMUNICATIONS							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
72321	MONTHLY TELEPHONE CHARGES	772	448	-	-	-	0.0%
72330	ADVERTISING	1,923	4,081	-	-	-	0.0%
COMMUNICATIONS TOTAL		$2,695	$4,529	-	-	-	0.0%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	980	980	-	-	-	0.0%
INSURANCE/RISK MGMT TOTAL		$980	$980	-	-	-	0.0%
HOME OWNERSHIP							
83500	OPERATING GRANTS - OTHR AGENCY	76,359	76,939	74,377	74,377	**74,962**	0.8%
83520	REHAB GRANTS - INDIVIDUALS	46,293	113	70,120	70,120	**74,840**	6.7%
83540-BLW09	PROGRAM INCOME TRANSFERRED	-	52,450	-	-	-	0.0%
HOME OWNERSHIP TOTAL		$122,652	$129,502	$144,497	$144,497	**$149,802**	3.7%
OPERATING TOTAL		$239,993	$298,552	$343,667	$343,667	**$249,753**	-27.3%
CAPITAL							
CAPITAL CONSTRUCTION							
93720-BR001	CAP PURCHASES - IMPROVEMENTS	-	-	-	-	-	0.0%
93724	CAPITAL - INFRASTRUCTURE	496,951	174,807	-	185,000	**250,000**	0.0%
93730-BD132	CAP PURCHASES - BUILDINGS	-	-	65,000	65,000	-	-100.0%
CAPITAL CONSTRUCTION TOTAL		$496,951	$174,807	$65,000	$250,000	**$250,000**	284.6%
CAPITAL TOTAL		$496,951	$174,807	$65,000	$250,000	**$250,000**	284.6%
TOTAL EXPENDITURES		$738,581	$474,394	$408,667	$593,667	**$499,753**	22.3%
COMMUNITY DEVELOPMENT TOTAL:		-	$9,716	$185,000	-	-	-100.0%
SCB COMMUNITY DEVELOPMENT TOTAL		**-**	**$9,716**	**$185,000**	**-**	**-**	**-100.0%**

Bellaire Court

Overview

The Bellaire Court budget covers receipts and expenditures for the operation of the Borough's 18-unit senior citizen apartment building. Operated by members of Borough staff, Bellaire Court provides housing for low- to moderate-income senior citizens.

Planning Department staff serves as the main contact with tenants, screens applications, maintains the waiting list for apartments, conducts annual income evaluations and adjusts rents accordingly. Repairs, ground maintenance and snow removal are performed by Public Works staff. Neighborhood and Community Services staff inspect all apartments periodically to ensure they are maintained in a safe and sanitary condition and respond to tenant complaints regarding health and sanitation problems. State College Police Officers respond to evening and weekend calls for service to verify the nature of the problem before the on-call Public Works Supervisor is notified. The Financial Services Division maintains records and accounts and receives rent payments by mail or in person from the tenants.

Mission

Provide affordable, quality housing for senior citizens who would not otherwise be able to live in State College Borough.

Goals

- Improve the building's energy efficiency and make needed repairs through rehabilitation of the facility funded by Community Development Block Grant funds
- Create a non-smoking environment
- Maintain 100% occupancy
- Identify opportunities to achieve self-sustaining operations

Strategic Objectives

Facility Rehabilitation

Complete a building rehabilitation project in response to improvements identified as the result of a recent building inspection. This project will also include other priority improvements identified by staff.

Move to Non-Smoking Status

Begin using U.S. Housing and Urban Development approved and recommended processes to move Bellaire to a smoke-free environment by 2017.

Occupancy

Continue to update marketing materials, including the Borough's website, to highlight the Borough's efforts to provide affordable housing options and maintain full occupancy at Bellaire Court. Bellaire Court will be included in efforts by the Redevelopment Authority to raise community awareness of housing programs in 2017.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B105 SCB BELLAIRE COURT							
42 COMMUNITY DEVELOPMENT							
REVENUE:							
INTEREST AND RENTS							
43160	RENT OF HOUSE/APARTMENT	87,164	94,289	99,788	91,472	**98,800**	-1.0%
This line item represents total rent including washer/dryer, pet and utility fees.							
INTEREST AND RENTS TOTAL		$87,164	$94,289	$99,788	$91,472	**$98,800**	-1.0%
SPECIAL ASSESSMENTS							
48140	SALE OF GENERAL FIXED ASSETS	(13,720)	-	-	-	**-**	0.0%
SPECIAL ASSESSMENTS TOTAL		($13,720)	-	-	-	**-**	0.0%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	65,000	49,113	29,870	38,505	**63,990**	114.2%
Transfer from the General Fund (B101) to provide operating support to the enterprise.							
MISC/CONTRIBUTIONS TOTAL		$65,000	$49,113	$29,870	$38,505	**$63,990**	114.2%
TOTAL REVENUE		$138,444	$143,402	$129,658	$129,977	**$162,790**	25.6%
EXPENDITURES:							
PERSONNEL							
EMPLOYEE BENEFITS							
61196	HEALTH INSURANCE	119	-	-	-	**-**	0.0%
61198	VISION/DENTAL INSURANCE	4	-	-	-	**-**	0.0%
61199	LIFE & DISABILITY INSURANCE	(6)	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$117	-	-	-	**-**	0.0%
PERSONNEL TOTAL		$117	-	-	-		0.0%
OPERATING							
INSTITUTIONAL SUPPLY							
63236	BUILDING SUPPLIES	6,393	6,877	4,000	4,000	**8,000**	100.0%
INSTITUTIONAL SUPPLY TOTAL		$6,393	$6,877	$4,000	$4,000	**$8,000**	100.0%
OFFICE SUPPLIES							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
65213	COMPUTER/COPIER SUPPLIES	23	51	50	50	**-**	-100.0%
65215	POSTAGE	182	95	200	200	**100**	-50.0%
OFFICE SUPPLIES TOTAL		$205	$145	$250	$250	**$100**	-60.0%
PROGRAM EXPENSES							
71250	OFFICE FURNITURE/FURNISHINGS	1,418	5,765	4,000	4,000	**2,000**	-50.0%
This line item covers tables and seating for the courtyard, sunroom and deck at Bellaire Court.							
PROGRAM EXPENSES TOTAL		$1,418	$5,765	$4,000	$4,000	**$2,000**	-50.0%
PROFESSIONAL SERVICE							
67311	ACCOUNTING & AUDITING	136	150	150	150	**150**	0.0%
This line item is for costs associated with the Bellaire Court portion of the annual audit.							
67314	LEGAL SERVICES	225	-	500	500	**500**	0.0%
67329	PUBLIC WORKS SERVICES	24,561	25,499	29,548	29,548	**58,567**	98.2%
This account is for services provided by the Public Works Department for maintenance and repairs.							
PROFESSIONAL SERVICE TOTAL		$24,922	$25,649	$30,198	$30,198	**$59,217**	96.1%
LAND/BLDG/FACILITIES							
70372	REPAIRS & MAINT - BUILDINGS	14,059	9,904	3,775	3,775	**3,500**	-7.3%
LAND/BLDG/FACILITIES TOTAL		$14,059	$9,904	$3,775	$3,775	**$3,500**	-7.3%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	356	367	993	993	**993**	0.0%
This line item is for the cost of ADT Security Services for emergency pull cords for residents.							
COMMUNICATIONS TOTAL		$356	$367	$993	$993	**$993**	0.0%
UTILITIES							
73360	ELECTRICITY	18,102	18,854	19,500	19,500	**19,500**	0.0%
73365	SOLID WASTE DISPOSAL	2,322	2,322	2,400	2,400	**2,500**	4.2%
73366	WATER AND SEWER	5,399	6,022	6,000	6,000	**6,200**	3.3%
73367	CABLE	4,499	5,110	4,708	4,708	**5,200**	10.5%
UTILITIES TOTAL		$30,322	$32,309	$32,608	$32,608	**$33,400**	2.4%
INSURANCE/RISK MGMT							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
80351	PROPERTY INSURANCE	1,510	2,259	2,400	2,400	**2,500**	4.2%
INSURANCE/RISK MGMT TOTAL		$1,510	$2,259	$2,400	$2,400	**$2,500**	4.2%
CONTRIBUTIONS/GRANTS							
81590	MISCELLANEOUS	846	972	972	972	**975**	0.3%
Costs for 18 rental housing permits are charged to this account.							
CONTRIBUTIONS/GRANTS TOTAL		$846	$972	$972	$972	**$975**	0.3%
OPERATING TOTAL		$80,030	$84,247	$79,196	$79,196	**$110,685**	39.8%
CAPITAL							
DEPRECIATION							
94820	DEPRECIATION-BUILDINGS	5,865	5,865	-	-	**-**	0.0%
DEPRECIATION TOTAL		$5,865	$5,865	-	-	**-**	0.0%
CAPITAL TOTAL		$5,865	$5,865	-	-		0.0%
OTHER EXPENSE							
OTHER EXPENDITURES							
96500	INDIRECT COSTS	71,053	53,290	50,781	50,781	**53,098**	4.6%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		$71,053	$53,290	$50,781	$50,781	**$53,098**	4.6%
OTHER EXPENSE TOTAL		$71,053	$53,290	$50,781	$50,781	**$53,098**	4.6%
TOTAL EXPENDITURES		$157,065	$143,402	$129,977	$129,977	**$163,783**	26.0%
COMMUNITY DEVELOPMENT TOTAL:		($18,621)	-	($319)	-	**($993)**	211.3%
SCB BELLAIRE COURT TOTAL		**($18,621)**	**-**	**($319)**	**-**	**($993)**	**211.3%**

Redevelopment Authority

Overview

The Commonwealth of Pennsylvania created the Urban Redevelopment Law to enable replanning and redevelopment of certain areas to promote the general public health, safety, convenience and welfare of citizens and the community as a whole.

Mission

Promote the elimination of blighted areas through economically and socially sound redevelopment for residential, recreational, commercial, industrial or other purposes, including the provision of healthful homes, a high-quality living environment and opportunities for employment.

Goals

- Form partnerships, as needed, with private entities to advance economic development projects
- Conduct at least one community-oriented education workshop on an economic development topic
- Work with Borough Council and staff to develop a strategy to capitalize the Authority
- Work with Borough Council and staff to prepare and implement the Authority's community and economic development goals
- Assist Borough Council in implementing its strategic plan goals and community plans
- Foster partnerships with other economic development entities to capitalize on economic development opportunities in State College and throughout Centre County

Strategic Objectives

Economic Development

Continue implementation of community and economic development goals for the Borough.

Homestead Investment Program

Operate the Homestead Investment Program (HIP), including the disposition of residential properties in the HIP district for family homeownership and affordable rental opportunities. Implement program revisions approved in fall of 2016, reauthorize the line-of-credit to support program funding and increase the volume of acquisitions.

State College Town Center Redevelopment Project

Review development proposals and select a private developer for the State College Town Center project on South Allen Street. Staff will also work to seek funding and partnership opportunities for the project.

West End Redevelopment

Focus on zoning ordinance revisions for the “Urban Village” zone to facilitate redevelopment in the district, specifically with a focus on the creation of an “Innovation Zone” that supports small business development. Identify opportunities for a demonstration mixed-use land development project in the West End either on Borough-owned land or possibly in partnership with other landowners, including Penn State University.

Improve the Entrepreneurship Ecosystem

Entrepreneurship is growing in importance as a path to expanding local economies. The Authority can play an important role in advancing entrepreneurship in the State College area.

Economic Development Partnerships

Develop partnerships with the Centre County Economic Development Partnership, Penn State University and other economic development organizations to improve opportunities for business retention, expansion and recruitment in the State College area. Also, consider opportunities for peer-to-peer studies with other similar communities to explore best practices for economic development.

Expanding Entrepreneurship Opportunities

Work with organizations such as the Centre Region Entrepreneur Network, Happy Valley Startups, New Leaf Initiative, The Make Space and the Invent Penn State accelerator in expanding opportunities for entrepreneurship in the State College area.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B114 SCB REDEVELOPMENT AUTHOR							
42 COMMUNITY DEVELOPMENT							
REVENUE:							
SPECIAL ASSESSMENTS							
48140	SALE OF GENERAL FIXED ASSETS	-	-	-	926,795	**1,785,000**	0.0%
This account reflects the estimated revenue of selling seven homes, at an average price of $255,000, for the Homestead Investment Program in 2017.							
SPECIAL ASSESSMENTS TOTAL		-	-	-	$926,795	**$1,785,000**	0.0%
DEBT PROCEEDS							
50310	DEBT PROCEEDS - GO - NON ELEC	45,287	780,294	-	-	**1,995,000**	0.0%
This account reflects the estimated acquisition cost of seven homes, at an average price of $285,000, for the Homestead Investment Program in 2017.							
DEBT PROCEEDS TOTAL		$45,287	$780,294	-	-	**$1,995,000**	0.0%
TOTAL REVENUE		$45,287	$780,294	-	$926,795	**$3,780,000**	0.0%
EXPENDITURES:							
OPERATING							
FUEL & LUBRICANTS							
64230-HIP02	HEATING FUEL	-	797	-	-	**-**	0.0%
FUEL & LUBRICANTS TOTAL		-	$797	-	-	**-**	0.0%
PROFESSIONAL SERVICE							
67314-HIP03	LEGAL SERVICES	-	-	-	210	**-**	0.0%
67323-HIP01	TAXES/ASSESSMENTS	-	-	-	9,886	**-**	0.0%
67325	CONTRACTED PUBLIC SVCS	-	-	-	38,671	**41,063**	0.0%
This appropriation is for Planning Department staff services relative to the administration of the Homestead Investment Program.							
67326	OTHER CONTRACTED SERVICES	-	800	-	54,381	**98,175**	0.0%
This appropriation is for realtor fees and other carrying costs of homes purchased and sold through the Homestead Investment Program.							
PROFESSIONAL SERVICE TOTAL		-	$800	-	$103,148	**$139,238**	0.0%
LAND/BLDG/FACILITIES							
70372	REPAIRS & MAINT - BUILDINGS	-	4,222	4,000	1,754	**43,750**	993.8%
This appropriation is for rehabilitation costs for properties purchased through the Homestead Investment Program in 2017.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
LAND/BLDG/FACILITIES TOTAL		-	$4,222	$4,000	$1,754	**$43,750**	993.8%
UTILITIES							
73360	ELECTRICITY	-	1,086	1,000	583	-	-100.0%
73362	NATURAL GAS	-	295	1,000	76	-	-100.0%
73365-HIP01	SOLID WASTE DISPOSAL	-	470	-	494	-	0.0%
73366	WATER AND SEWER	-	176	1,000	367	-	-100.0%
UTILITIES TOTAL		-	$2,027	$3,000	$1,520	-	-100.0%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	-	825	-	1,193	-	0.0%
INSURANCE/RISK MGMT TOTAL		-	$825	-	$1,193	-	0.0%
OPERATING TOTAL		-	$8,671	$7,000	$107,616	**$182,988**	2514.1%
CAPITAL							
CAPITAL CONSTRUCTION							
93730	CAP PURCHASES - BUILDINGS	-	781,262	-	307,418	**1,995,000**	0.0%
CAPITAL CONSTRUCTION TOTAL		-	$781,262	-	$307,418	**$1,995,000**	0.0%
CAPITAL TOTAL		-	$781,262	-	$307,418	**$1,995,000**	0.0%
DEBT							
DEBT							
95010	LOSS ON SALE-FIXED ASSETS	-	-	-	57,418	**210,000**	0.0%
95900	DEBT SERVICE - PRINCIPAL	-	-	-	450,552	**1,352,045**	0.0%
This line item represents repayment of the Homestead Investment Program (HIP) line-of-credit. It is assumed that the loans associated with homes that were sold are repaid in-full to properly reflect the total cost of the HIP program.							
95901	DEBT SERVICE - INTEREST	339	6,984	6,125	7,705	**35,670**	482.4%
Interest incurred on HIP line-of-credit are posted to this line item.							
95910	DEBT ISSUANCE COSTS	45,721	-	-	-	-	0.0%
This appropriation is for debt issuance fees and costs associated with the Homestead Investment Program. There are no budgeted costs in 2017.							
DEBT TOTAL		$46,061	$6,984	$6,125	$515,675	**$1,597,715**	25985.1%
DEBT TOTAL		$46,061	$6,984	$6,125	$515,675	**$1,597,715**	25985.1%
OTHER EXPENSE							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
OTHER EXPENDITURES							
96500	INDIRECT COSTS	-	2,670	3,560	3,560	**4,297**	20.7%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		-	$2,670	$3,560	$3,560	**$4,297**	20.7%
OTHER EXPENSE TOTAL		-	$2,670	$3,560	$3,560	**$4,297**	20.7%
TOTAL EXPENDITURES		$46,061	$799,587	$16,685	$934,269	**$3,780,000**	22555.1%
COMMUNITY DEVELOPMENT TOTAL:		($773)	($19,293)	($16,685)	($7,474)	**-**	-100.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
44 ECONOMIC DEVELOPMENT							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	-	-	-	-	**-**	0.0%
INTEREST AND RENTS TOTAL		-	-	-	-	**-**	0.0%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	33,000	174,564	155,000	291,604	**177,000**	14.2%
The line item appropriation is an Interfund Transfer of 0.25% of the total Realty Transfer Tax revenue from the General Fund to the Redevelopment Authority in support the activities and operations of the component unit. The Realty Transfer Tax rate was increased in 2015 for this purpose.							
MISC/CONTRIBUTIONS TOTAL		$33,000	$174,564	$155,000	$291,604	**$177,000**	14.2%
DEBT PROCEEDS							
50320	SMALL BORROWING - CAPITAL	34,578	35,944	36,000	36,000	**36,000**	0.0%
Revenue received from Housing Transitions, Inc. for payment on the Kemmerer Road loan are included in this account.							
DEBT PROCEEDS TOTAL		$34,578	$35,944	$36,000	$36,000	**$36,000**	0.0%
TOTAL REVENUE		$67,578	$210,508	$191,000	$327,604	**$213,000**	11.5%
EXPENDITURES:							
PERSONNEL							
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	1,525	-	1,600	1,600	**2,000**	25.0%
EMPLOYEE SUPPLY/EXPN TOTAL		$1,525	-	$1,600	$1,600	**$2,000**	25.0%
PERSONNEL TOTAL		$1,525	-	$1,600	$1,600	**$2,000**	25.0%
OPERATING							
OFFICE SUPPLIES							
65210	SUPPLIES	7	10	500	200	**300**	-40.0%
65213	COMPUTER/COPIER SUPPLIES	-	-	250	100	**250**	0.0%
65215	POSTAGE	-	-	250	50	**500**	100.0%
OFFICE SUPPLIES TOTAL		$7	$10	$1,000	$350	**$1,050**	5.0%
PROGRAM EXPENSES							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
66227	MEALS & MEETINGS	502	602	750	750	**750**	0.0%
This line item covers lunch meetings for the Redevelopment Authority.							
PROGRAM EXPENSES TOTAL		$502	$602	$750	$750	**$750**	0.0%
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	415	-	38,810	62,120	**65,500**	68.8%
This account is for professional services related to real estate and/or economic activities of the Redevelopment Authority. Such services could include appraisals, pro forma development, assistance for request for proposal development, site survey and analysis and engineering and other professional design costs. The 2017 appropriation funds the continuation of the Allen Street Civic District and State College Town Centre projects.							
67311	ACCOUNTING & AUDITING	-	2,700	2,700	2,700	**2,700**	0.0%
67314	LEGAL SERVICES	-	-	5,000	5,000	**15,000**	200.0%
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	-	400	400	400	**400**	0.0%
67325	CONTRACTED PUBLIC SVCS	-	34,497	39,200	-	**20,530**	-47.6%
This line item includes a reimbursement to the General Fund for the costs associated with administration and delivery of economic development programs and services.							
PROFESSIONAL SERVICE TOTAL		$415	$37,597	$86,110	$70,220	**$104,130**	20.9%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	-	-	100	-	**-**	-100.0%
HARDWARE/SOFTWARE TOTAL		-	-	$100	-	**-**	-100.0%
COMMUNICATIONS							
72330	ADVERTISING	102	119	1,490	1,490	**1,500**	0.7%
COMMUNICATIONS TOTAL		$102	$119	$1,490	$1,490	**$1,500**	0.7%
CONTRIBUTIONS/GRANTS							
81510	COMMUNITY GRANTS/GIFTS	26,000	27,800	25,000	25,000	**25,000**	0.0%
This line item provides support for the Centre County Economic Development Partnership.							
CONTRIBUTIONS/GRANTS TOTAL		$26,000	$27,800	$25,000	$25,000	**$25,000**	0.0%
HOME OWNERSHIP							
83505	ECONOMIC DEVELOPMENT PARTNERSH	5,575	-	-	9,595	**6,000**	0.0%
HOME OWNERSHIP TOTAL		$5,575	-	-	$9,595	**$6,000**	0.0%
OPERATING TOTAL		$32,601	$66,127	$114,450	$107,405	**$138,430**	21.0%
DEBT							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
DEBT							
95900	DEBT SERVICE - PRINCIPAL	5,000	6,600	8,200	8,200	**9,200**	12.2%
This line item provides for payment on the Kemmerer Road loan.							
95901	DEBT SERVICE - INTEREST	27,328	27,094	26,780	26,780	**26,395**	-1.4%
DEBT TOTAL		$32,328	$33,694	$34,980	$34,980	**$35,595**	1.8%
DEBT TOTAL		$32,328	$33,694	$34,980	$34,980	**$35,595**	1.8%
TOTAL EXPENDITURES		$66,455	$99,821	$151,030	$143,985	**$176,025**	16.5%
ECONOMIC DEVELOPMENT TOTAL:		$1,123	$110,687	$39,970	$183,620	**$36,975**	-7.5%
SCB REDEVELOPMENT AUTHOR TOTAL		**$350**	**$91,394**	**$23,285**	**$176,145**	**$36,975**	**58.8%**

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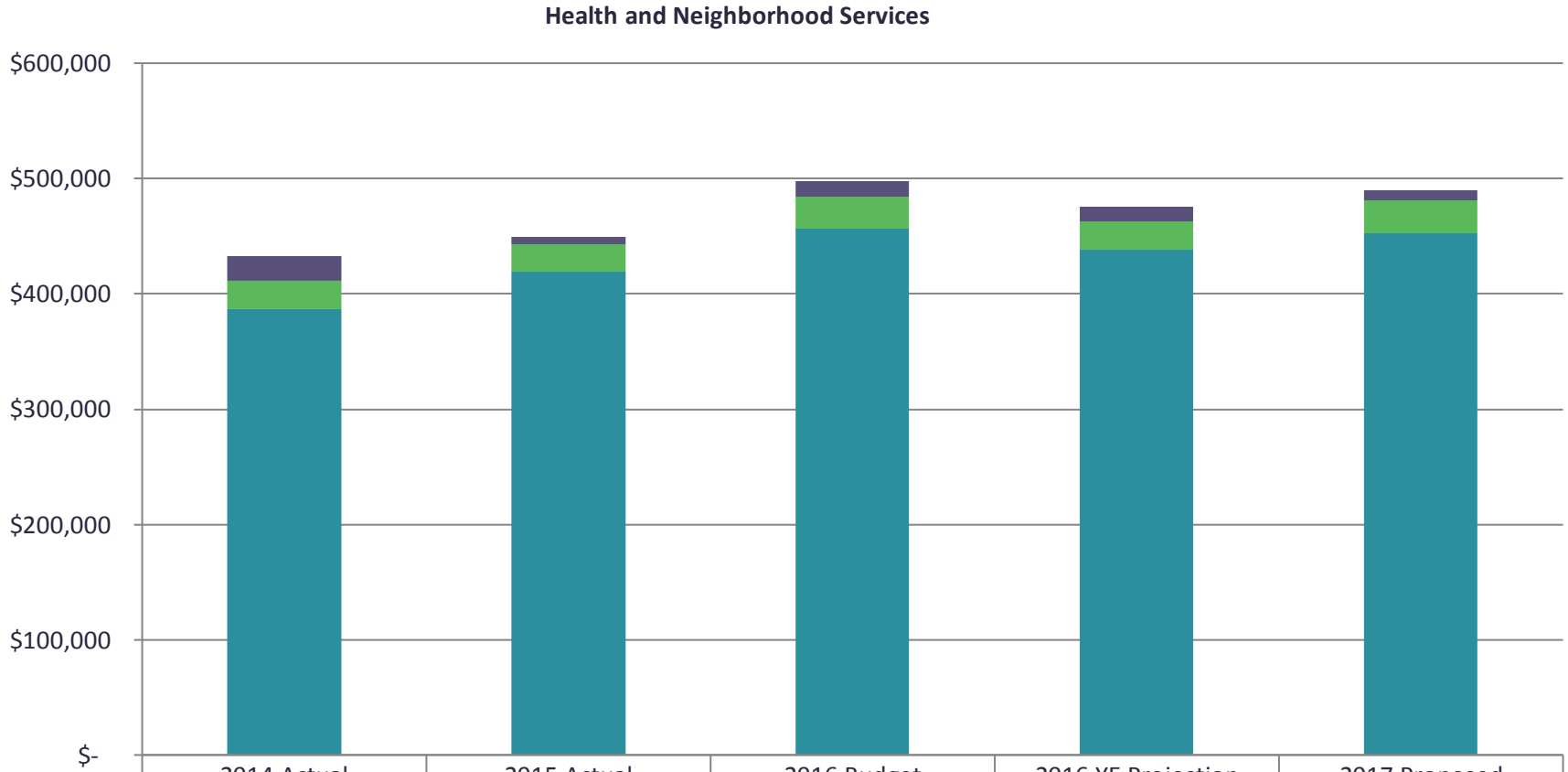
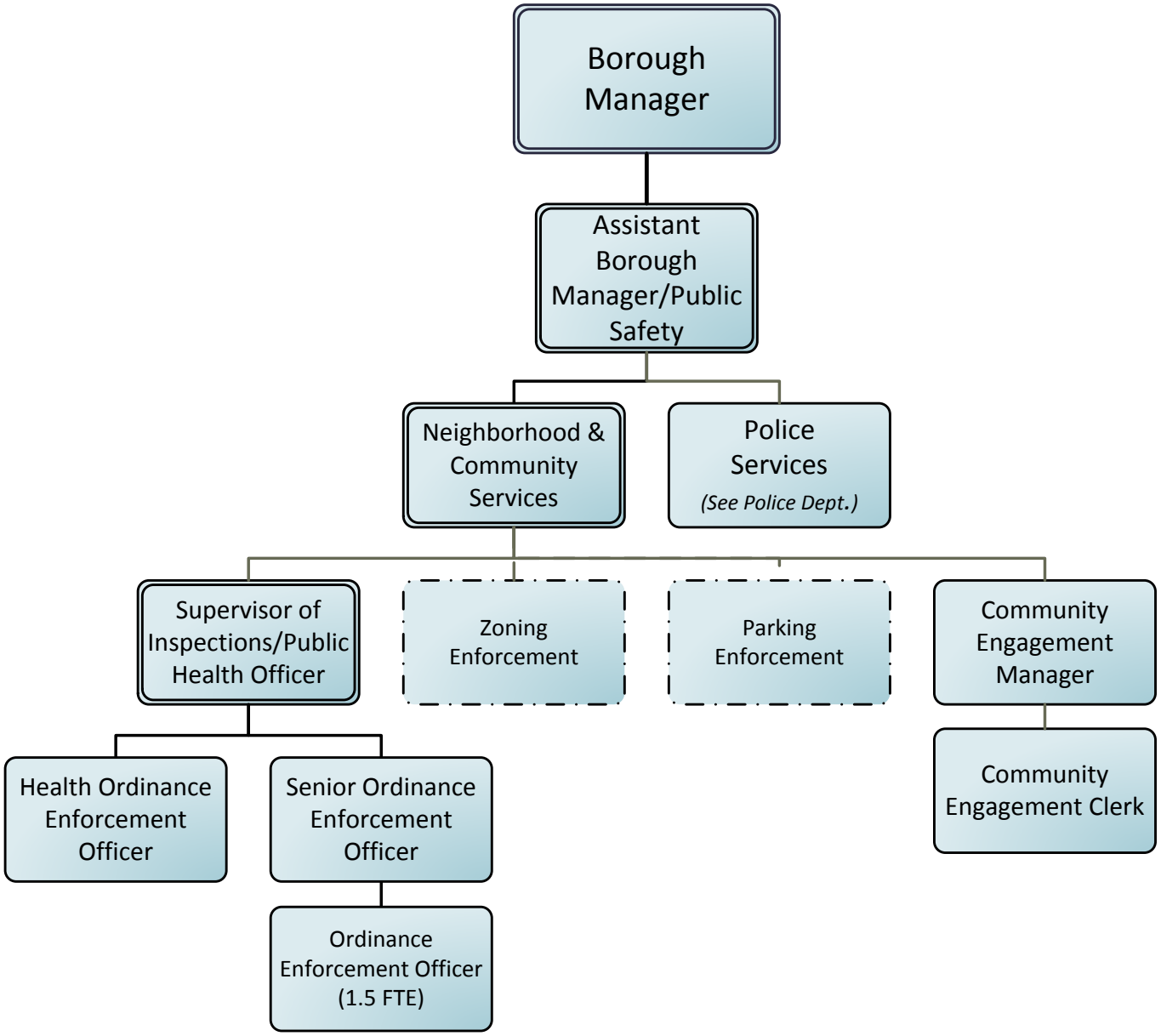
Neighborhood & Community Services Department

Health and Neighborhood Services



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$21,778	$6,628	$12,842	$12,842	$8,177
OPERATING	$24,813	$23,297	$27,945	$24,600	$28,742
PERSONNEL	$386,605	$419,541	$456,714	$438,461	$452,736
TOTAL	$433,196	$449,466	$497,501	$475,903	$489,655

Organizational Chart



Overview

Ordinance Enforcement and Public Health functions within the Borough are now housed under the Department of Neighborhood and Community Services. The Borough provides restaurant inspections for the Townships of Ferguson, Patton, and College and addresses other public health concerns in conjunction with the Board of Health.

Mission

Prevent and control disease, promote healthy lifestyles, educate and enforce ordinances that protect public health and enhance and preserve the quality of life for our community, neighborhoods and visitors to the State College area.

Goals

- Reduce the number of critical food violations within local food establishments through enhanced monitoring
- Reduce the number of ordinance violations with an increased emphasis during the first several weeks of the fall semester
- Reduce the number of violations by achieving voluntary compliance through educational outreach on weeds/grass, refuse, snow/ice, open burning, commercial and residential recycling and dogs off-leash.
- Continue enforcement of readable house numbers for emergency personnel and ordinance enforcement staff
- Improve complaint management and response procedures
- Improve education on food safety through classes, website improvements and notifications on critical public health information
- Maintain a minimum of 90% compliance for the Sanitation Supervisor as required by the Pennsylvania Department of Agriculture food regulations (2015 - 98.38% compliance)

Strategic Objectives

Rental Housing Educational Materials

In 2017, the Department will create and distribute educational materials to rental property owners in order to increase outreach to Persons in Charge (PICs), property owners, tenants and visitors. Through educational programs, email notifications and updates to the website, the Department will increase knowledge of ordinances and regulations in the Centre Region Building Safety and Property Maintenance Code, as they pertain to rental permitting and new construction.

Food Establishment Inspections

In 2013, staff established baseline data on the number of major food violations based on the Pennsylvania Department of Agriculture inspection procedures/form. This baseline provided the starting point for meeting the goal of a 15% reduction in the number of major food violations over the next four years. In 2017, staff will continue to work to meet the reduction goal. Major food violations were reduced by 55% from 2015 to 2016.

Safe Food Handling Education

Staff will continue offering food safety programs for both non-profit and for-profit food facilities to lessen the potential for foodborne illness outbreaks in the Centre Region.

Disease Control

Staff will continue to monitor the potential for outbreaks of risk to public health, such as influenza epidemics and West Nile Virus, and work with other public health entities including the Centers for Disease Control and Prevention to respond and prevent such threats and reduce exposure. The Department continues to work closely with Centre County to reduce exposure to diseases from vectors such as mosquitos.

Refuse

In 2016, properties receiving multiple refuse violations issued during the previous fall semester were identified and staff made personal contact to landlords/tenants at the beginning of the 2016 fall semester. In 2017, staff will continue to contact landlords/tenants with multiple refuse violations at the beginning of the fall semester. In addition, staff will provide local media with information about proper refuse disposal.

Weed/Grass

In 2016, properties receiving multiple weed/grass violations in the spring of 2015 were identified and the property owners were contacted prior to the growing season. In 2017, staff will continue to contact property owners with multiple violations prior to the growing season. In addition, staff will provide local media with information about the maintenance of lawns.

Snow/Ice

In 2016, properties receiving multiple snow/ice violations in the winter of 2015 were identified and the property owners were contacted prior to the snow season. In 2017, staff will continue to contact property owners with multiple violations prior to the snow season. In addition, staff will provide local media with information about the proper maintenance of sidewalks.

Open Burning

In 2016, all properties receiving open burning violations during the previous year were identified and the property owners/tenants contacted and given information about open burning regulations. In 2017, staff will continue this practice.

Recycling

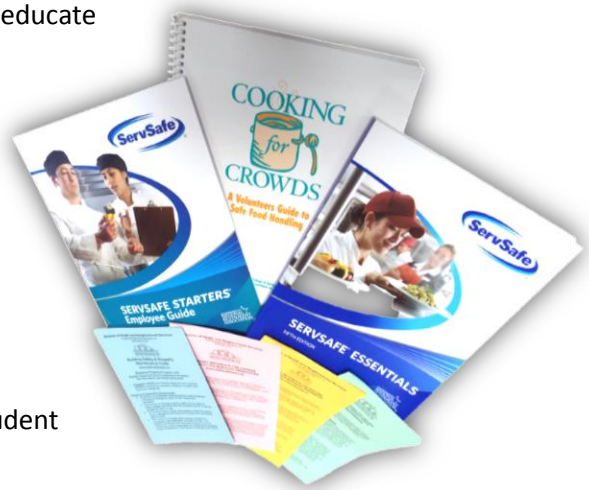
Ensure compliance with recycling requirements at residential properties and commercial establishments. Revise ordinances related to recycling to ensure adequate tools exist to obtain compliance. Assist with education to restaurants on organics recycling.

Dog Ordinance

Contact individuals who are repeat offenders of the dog ordinances regarding dogs at large, vaccination, dog feces and animal bites.

Education Programs

Continue outreach initiatives to educate residents and businesses on property maintenance and safe food handling practices. Expand outreach initiatives at public events.



Rental Permitting

Work with Centre Region Code Agency to implement expanded annual rental permitting and student licensing.

Coordination with Zoning Enforcement

Coordinate with zoning enforcement on research and evaluation of intermittent rental properties in the Borough – primarily related to Tourist Home and football weekend rentals.

Community Engagement

Coordinate with the Office of Community Engagement on educational outreach to rental properties that receive three or more nuisance property points.

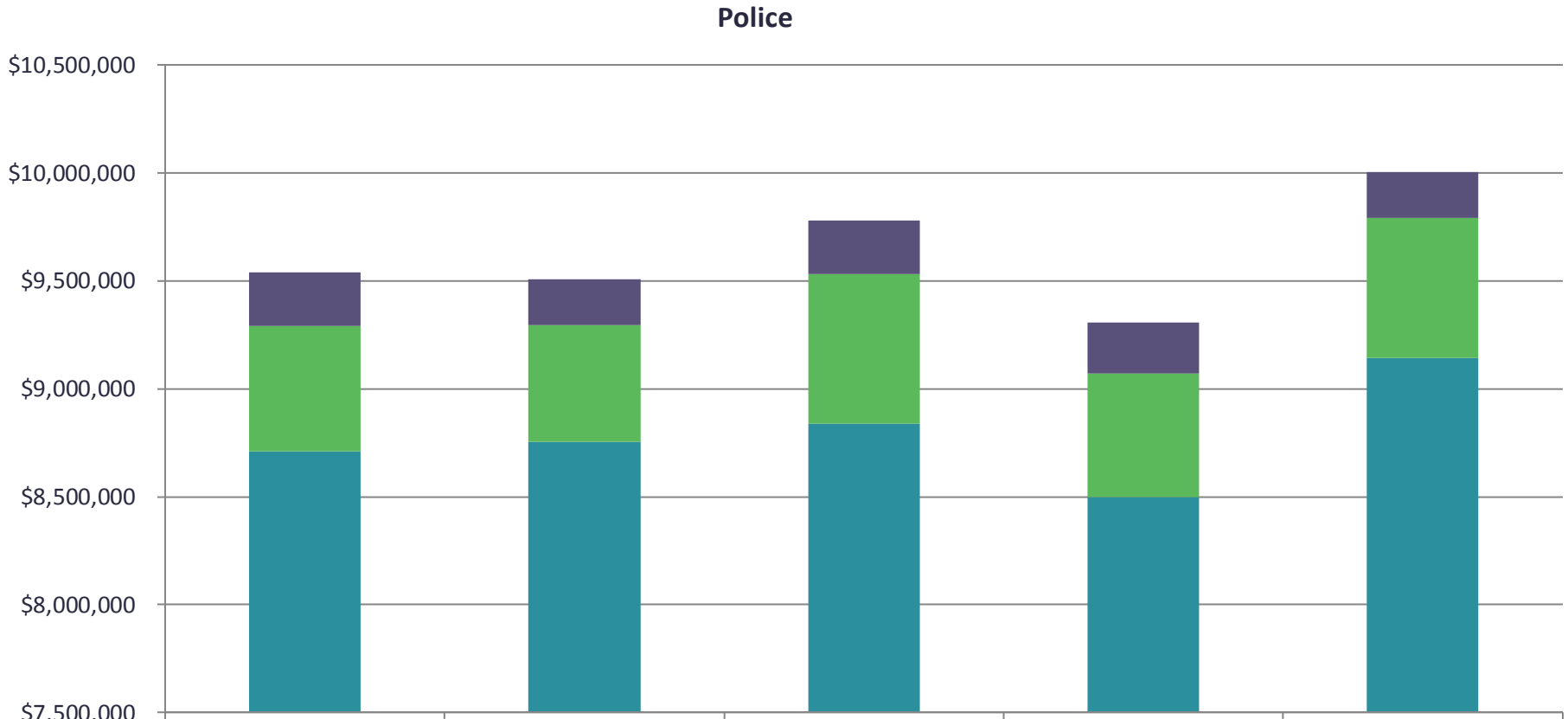
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
40 HEALTH & NEIGHBORHOOD SERVICES							
REVENUE:							
LICENSES AND PERMITS							
41350	HEALTH LICENSES/PERMITS	48,911	60,501	45,000	55,000	**55,000**	22.2%
This account includes the revenue generated by restaurant and tattoo and massage licenses and permits.							
41525	RESIDENTIAL RENTAL PERMIT	179,304	175,961	171,326	175,000	**172,000**	0.4%
41675	TRANSIENT RETAILERS LICENSE/PE	14,888	13,116	12,500	12,500	**12,500**	0.0%
This account represents revenue from Arts Festival vendors and other transient retail licenses.							
41750	ZONING PERMIT/PLAN REVIEWS	-	-	4,275	2,900	**3,000**	-29.8%
This account represent fees for Facility Plan review.							
LICENSES AND PERMITS TOTAL		$243,103	$249,578	$233,101	$245,400	**$242,500**	4.0%
FINES AND VIOLATIONS							
42120	ORDINANCE VIOLATIONS	26,864	43,851	30,000	25,000	**26,000**	-13.3%
42170	RHRAB APPEAL FEES	-	840	1,200	1,200	**1,200**	0.0%
This account represents fees for Rental Housing Revocation Appeal Board hearings.							
FINES AND VIOLATIONS TOTAL		$26,864	$44,691	$31,200	$26,200	**$27,200**	-12.8%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	22,126	29,793	22,000	32,000	**28,000**	27.3%
Revenue from inspections performed for College, Ferguson and Patton Townships is included in this account.							
CONTRACTED SERVICES TOTAL		$22,126	$29,793	$22,000	$32,000	**$28,000**	27.3%
TOTAL REVENUE		$292,092	$324,062	$286,301	$303,600	**$297,700**	4.0%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	258,540	246,261	257,587	257,587	**260,938**	1.3%
60115	SALARY & WAGES - PART TIME	-	21,778	35,616	20,113	**18,972**	-46.7%
60180	OVERTIME PAY	4,338	151	1,583	1,583	**1,500**	-5.2%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
SALARIES AND WAGES TOTAL		$262,878	$268,190	$294,786	$279,283	**$281,410**	-4.5%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	15,284	16,857	17,644	17,644	**16,793**	-4.8%
61193	MEDICARE - EMPLOYER PAID	3,574	3,943	4,126	4,126	**3,927**	-4.8%
61196	HEALTH INSURANCE	69,298	78,477	82,262	82,262	**105,032**	27.7%
61198	VISION/DENTAL INSURANCE	4,278	4,263	4,254	4,254	**3,819**	-10.2%
61199	LIFE & DISABILITY INSURANCE	1,258	888	915	915	**779**	-14.9%
61200	PENSION	23,254	35,820	44,485	44,485	**34,789**	-21.8%
61201	WORKERS COMPENSATION	1,077	5,822	1,030	1,030	**1,279**	24.2%
61210	EMPLOYEE PARKING	715	912	912	912	**408**	-55.3%
EMPLOYEE BENEFITS TOTAL		$118,740	$146,982	$155,628	$155,628	**$166,826**	7.2%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	105	-	-	-	**-**	0.0%
62130	CONTINUING EDUCATION/TUITION	3,868	3,618	5,000	2,800	**3,200**	-36.0%
This line item provides appropriations for employee higher education and professional certification and licensure.							
62160	CLOTHING/UNIFORMS & MAINT	1,014	751	1,300	750	**1,300**	0.0%
EMPLOYEE SUPPLY/EXPN TOTAL		$4,987	$4,369	$6,300	$3,550	**$4,500**	-28.6%
PERSONNEL TOTAL		$386,605	$419,541	$456,714	$438,461	**$452,736**	-0.9%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	4,339	3,743	4,500	3,000	**3,500**	-22.2%
FUEL & LUBRICANTS TOTAL		$4,339	$3,743	$4,500	$3,000	**$3,500**	-22.2%
OFFICE SUPPLIES							
65210	SUPPLIES	1,647	961	1,800	1,800	**1,800**	0.0%
65212	FORMS	1,060	2,924	2,500	2,500	**2,500**	0.0%
The costs for enforcement forms and citations are paid from this account.							
65213	COMPUTER/COPIER SUPPLIES	978	2,459	1,500	2,000	**1,500**	0.0%
This line item represents the costs for computer and copier supplies, as well as copy costs related to Right-to-Know requests.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
65215	POSTAGE	2,583	3,031	2,800	2,800	**2,750**	-1.8%
OFFICE SUPPLIES TOTAL		$6,269	$9,375	$8,600	$9,100	**$8,550**	-0.6%
PROGRAM EXPENSES							
66226	ANIMAL CONTROL COSTS	-	-	500	500	**2,500**	400.0%
This account covers the costs for traps and other animal control devices.							
66238	GROUP ACTIVITIES/PROGRAM SUPP	214	914	2,000	1,600	**2,000**	0.0%
Expenses for ServSafe and other health classes, as well as support for the Community Resource Fair are shown in this account.							
71250	OFFICE FURNITURE/FURNISHINGS	-	-	400	400	**400**	0.0%
This appropriation will be used to purchase a four-drawer filing cabinet for Nuisance Property files.							
PROGRAM EXPENSES TOTAL		$214	$914	$2,900	$2,500	**$4,900**	69.0%
PROFESSIONAL SERVICE							
67314	LEGAL SERVICES	-	2,191	1,400	1,400	**1,400**	0.0%
This appropriation funds legal services for Rental Housing Revocation Appeals Board hearings.							
67326	OTHER CONTRACTED SERVICES	-	320	500	500	**500**	0.0%
This line item represents expenditures for stenographer services for Rental Housing Revocation Appeals Board hearings.							
PROFESSIONAL SERVICE TOTAL		-	$2,511	$1,900	$1,900	**$1,900**	0.0%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	7,334	1,655	2,500	3,200	**3,500**	40.0%
VEHICLE REPAIR/MAINT TOTAL		$7,334	$1,655	$2,500	$3,200	**$3,500**	40.0%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	1,192	23	100	-	**100**	0.0%
69320	NEW COMPUTER EQUIPMENT	-	374	-	-	**-**	0.0%
HARDWARE/SOFTWARE TOTAL		$1,192	$397	$100	-	**$100**	0.0%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	3,715	1,967	4,000	2,500	**2,750**	-31.3%
72327	RADIO EQUIPMENT MAINTENANCE	-	-	100	-	**100**	0.0%
72330	ADVERTISING	131	409	500	500	**500**	0.0%
COMMUNICATIONS TOTAL		$3,845	$2,376	$4,600	$3,000	**$3,350**	-27.2%

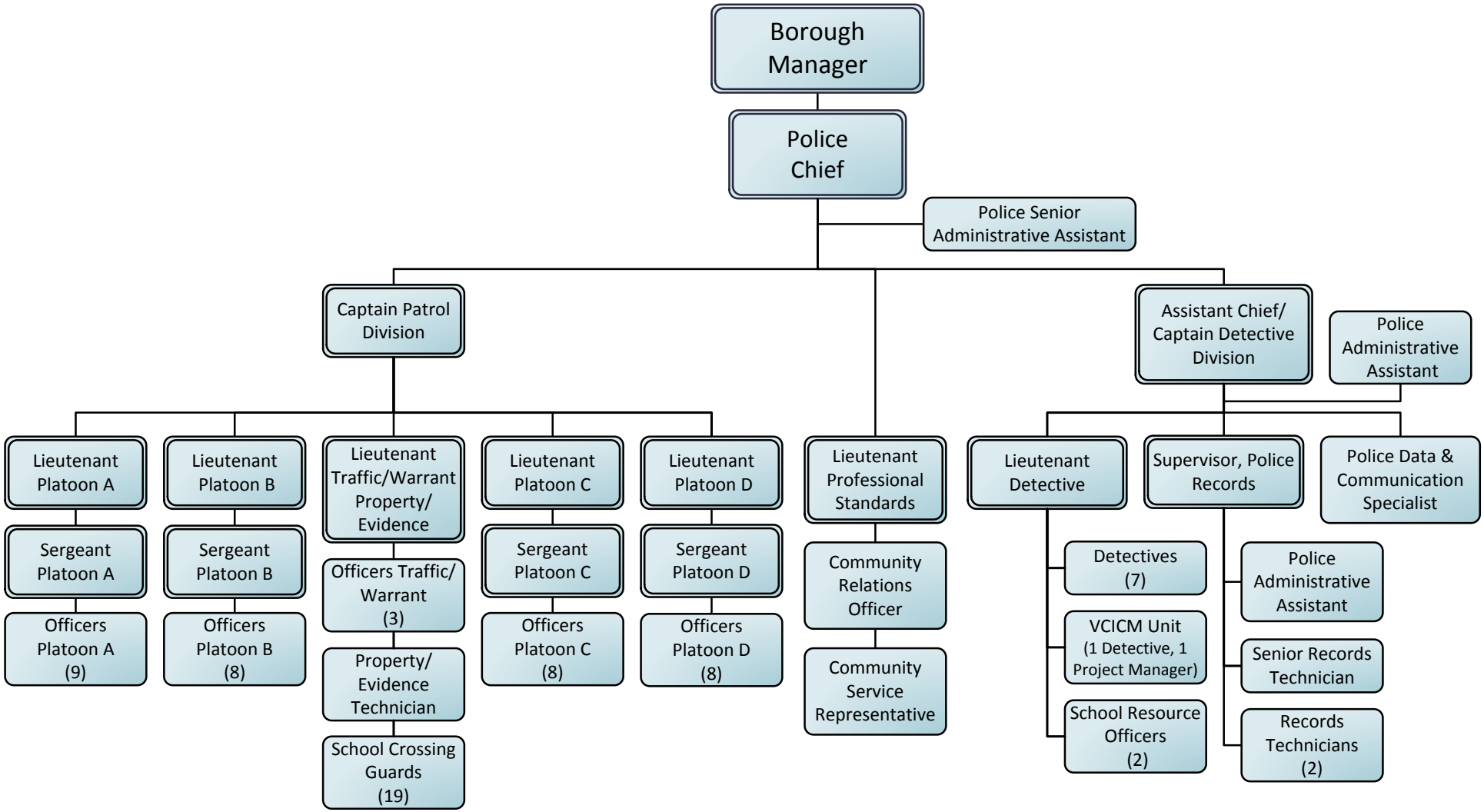
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	1,620	2,326	2,845	1,900	**2,942**	3.4%
INSURANCE/RISK MGMT TOTAL		$1,620	$2,326	$2,845	$1,900	**$2,942**	3.4%
OPERATING TOTAL		$24,813	$23,297	$27,945	$24,600	**$28,742**	2.9%
CAPITAL							
CAPITAL CONSTRUCTION							
93760	CAP PURCH - FURNITR/APPLIANCES	13,316	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$13,316	-	-	-	**-**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	1,924	-	-	-	**-**	0.0%
94850	DEPRECIATION-VEHICLES	5,151	4,688	10,902	10,902	**6,214**	-43.0%
94860	DEPRECIATION-MACH/EQUIPMENT	1,388	1,940	1,940	1,940	**1,963**	1.2%
This line item covers the depreciation for radio equipment.							
DEPRECIATION TOTAL		$8,462	$6,628	$12,842	$12,842	**$8,177**	-36.3%
CAPITAL TOTAL		$21,778	$6,628	$12,842	$12,842	**$8,177**	-36.3%
TOTAL EXPENDITURES		$433,196	$449,466	$497,501	$475,903	**$489,655**	-1.6%
HEALTH & NEIGHBORHOOD SERVICES TOTAL:		($141,104)	($125,404)	($211,200)	($172,303)	**($191,955)**	-9.1%

Police Department



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$249,706	$212,168	$244,574	$237,643	$209,635
OPERATING	$577,985	$541,508	$694,075	$571,544	$650,431
PERSONNEL	$8,712,349	$8,753,215	$8,839,371	$8,498,388	$9,143,115
TOTAL	$9,540,040	$9,506,892	$9,778,020	$9,307,575	$10,003,181

Organizational Chart



Overview

The State College Police Department provides police services to State College Borough and the Townships of College and Harris. The Townships reimburse the Borough on a per-hour rate based upon a direct cost sharing formula, plus a factor for indirect costs. The Department provides the following services: community education and crime prevention, crime control, traffic safety, intergovernmental public safety services, victim support services, aggressive driving enforcement programs, alcohol source investigation, records management and police officer training.

Mission

The employees of the State College Police Department are committed to being responsive to our community in the delivery of quality services. Recognizing their responsibility to maintain order, while affording dignity and respect to every individual. Our mission is to improve the quality of life in our jurisdictions through a community partnership that promotes safe and secure neighborhoods and business districts. We will endeavor to identify and reduce citizens' concerns regarding traffic safety, criminal activity, neighborhood deterioration and continual nuisances by closely interacting with the community and local government departments while also engaging in crime prevention, criminal apprehension and other activities to reduce concerns in the community.

Goals

- Reduce crime through crime prevention initiatives
- Improve traffic safety in our jurisdictions
- Improve the safety of the downtown and neighborhoods
- Reduce unreasonable noise in the neighborhoods at night
- Improve police professionalism through training

Strategic Objectives

The primary police programs in this section of the budget include Crime Prevention, Crime Control, Traffic Safety, Intergovernmental Public Safety Services and Organizational Support. The following is a summary of police program plans for 2017.

Crime Prevention/Professionalism

The Professional Standards Section (PSS) oversees the Accreditation Program, Training, the Community Relations/Crime Prevention (CR/CP) officer and the Community Police Representatives. The PSS includes one Lieutenant, one Community Relations Police Officer and two Community Service Representatives.

The objectives under Crime Prevention include:

- Community Education Programs, which include involvement with neighborhood associations, issuance of media releases, release of messages through social media, talks to community groups and school classrooms, the Community Resource Fair, National Crime Prevention displays, career fairs, the citizen ride-along program, membership in the University Park Campus Community Partnership, chairing the F8 program, participation in Nuisance Property Task Force, coordination of the County's TRIAD program and participation in the Citizens' Police Academy.
- Youth Programs, which include assignment of three School Resource Officers, car seat safety checks, Centre County Law Enforcement Camp Cadet, bicycle rodeos, station tours, participation in Community Help Center's Youthful Offender Program and alternative adjudication programs.

Crime Control

The objectives under Crime Control include:

- Proactive Police Services, which include maintaining a system for business contact information, offering vacation home checks, park checks and school building patrols, initiating Problem Oriented Policing Projects and operating a bicycle patrol unit.
- Prevention and Detection of Crime, which includes the Highlands Neighborhood Safety Enhancement Program, participation in Centre County Crime Stoppers, Code Red Telephone Emergency Notification System, Neighborhood Watch, downtown foot and bike patrols, use of downtown public cameras and oversight of the Downtown Safety Enhancement Program.
- Apprehension of Criminals includes referral of all Penn State University student criminal arrests to Penn State University's Office of Judicial Affairs (in addition to criminal sanctions), seven Detectives to investigate crime, joint efforts with the Pennsylvania State Police, Liquor Control Enforcement and other Centre Region police agencies to enforce alcohol violations, Centre County investigators meetings to share information, Source Investigation Project (SIP), participating in the Centre County Drug Task Force with the Pennsylvania Office of Attorney General and access to the Pennsylvania Justice Network (JNET).

Traffic Safety

The objectives under Traffic Safety include:

- Identification of Hazardous Conditions and Locations, which includes analysis of high-crash locations, traffic/speed surveys, use of speed monitoring and recording systems, use of the Department's Strategic Traffic Enforcement Program (STEP), special event planning for road closures, parades and races and use of Patrol Complaint Cards.
- Traffic Enforcement, which includes special speed and traffic signal enforcement details, motorcycle patrol, truck enforcement details, emphasis on the enforcement of speeding, red light, stop sign and other aggressive driving violations.
- Apprehension of Intoxicated Drivers, which includes a high priority for drunken and drugged driving enforcement by patrols, joint Driving Under the Influence (DUI) Sobriety Checkpoints and the Cops in Shops Program.

Intergovernmental Public Safety Services

The objectives under Intergovernmental Public Safety Services include:

- Administration of Township Police Contracts, which is budgeted based on a proposed number of hours of police service per week for College and Harris Townships.
- Regional Programs, which are programs or services shared jointly between Centre Region police agencies, Centre County local police agencies or between the Police Department and the State College Area School District. These include a computerized records management and mobile system, a central booking center, a mobile command post, Tactical Response Team, South-Central Terrorism Task Force, DUI Sobriety Checkpoints, Crisis Intervention Team (CIT) training and School Resource Officers.

Training Improves Competence/Reduces Liability

Ongoing training of police officers is critical to maintaining a highly professional and competent police department. Some of the agency-wide training anticipated for 2017 include:

- Mandatory in-service training, Crisis Intervention Team (CIT) training, Cultural Awareness/Sensitivity, use of force, firearms training to include handgun, shotgun, less lethal weapon, Mini-14 rifle and interactive shooting.
- Tactical Response Team training, Mobile Field Force, Active Shooter refresher, CPR, Automatic External Defibrillator (AED) and First Aid, Crisis Negotiations, Bomb Team training, supervisory courses, Emergency Vehicle Driving refresher and other pertinent training needs identified throughout the year. In addition, there will be various specialized training for individual officers, depending on their current specialized assignment.
- Crisis Intervention Team (CIT) Training: In 2011, the Department, along with other local police agencies in Centre County and the Centre County Mental Health/Intellectual Disabilities/Early Intervention & Drug and Alcohol (MHID) Office, implemented a CIT Program. The Department has trained 38 officers, providing each officer with 40 hours of specialized training on effectively dealing with persons in emotional crisis.

2017 Grant Programs

The Department anticipates grant funding for various programs in 2017 that include:

- Victim Centered Intensive Case Manager (VCICM) Unit: Since 2006, grant funding has been received to fund a portion of the salary and benefit costs for a Domestic Violence Detective position, a Project Technician and for a Victim Advocate from the Women's Resource Center who is assigned full-time to the VCICM Unit. This funding accounts for approximately $100,000 annually.
- Sexual Assault Officer: Approximately $40,000 is expected to support a portion of the Department's Sexual Assault Detective position through the STOP Violence Against Women Program.
- Aggressive Driving Enforcement: The Department continues to receive Aggressive Driving Enforcement funds from PennDOT. These grant funds are designated to conduct assertive enforcement of aggressive driving violations such as speeding, red light running, following too close, stop sign and other dangerous driving violations. In 2017, the Department expects to receive approximately $12,000 to offset police overtime costs.
- Source Investigation Project (SIP): The Pennsylvania Liquor Control Board continues to provide funds for officers to conduct additional patrols for persons furnishing alcohol to minors. These funds are used to conduct source investigations on- and off-campus. In August 2015, the Department received a $40,000 grant for a two-year period, which ends July 2017.

College Township Contract

The calls for police service in College Township in the year ending July 2016 (3,956) were 4.9% lower than the year ending July 2015 (4,158). This does not include vehicle stops in the township.

Reported Part I Crimes in College Township decreased 11% (155) from the previous year ending July 2015 (174). Reported Part II Crimes increased 13% (444) versus the previous year (388).

Vehicle crashes in College Township have decreased 8.9% (358) from the previous year (390).

In 2017, it is recommended the College Township/State College Police Department contract be based on 265 hours per week, five hours more per week than provided in 2016.

This schedule does not provide 24-hour patrol assigned in the township but does provide for a regularly scheduled patrol into the early morning hours' certain days of the week and two police officers/cars assigned to the township during peak business hours. For certain crimes, additional investigation hours are required. If service hours are required above the amount contracted, they are billed at a premium hourly rate.

Harris Township Contract

Calls for service in Harris Township ending July 2016 were 2% higher (1,265) than the previous year ending July 2015 (1,241). This does not include vehicle stops in the township.

Reported Part I Crimes in Harris Township were 14% (34) lower in the 12 months ending July 2016 compared to the previous 12 months (39). Reported Part II Crimes increased 11% (98) in the 12 months ending July 2016 from the previous year (88).

Vehicle crashes in Harris Township decreased 13% (76) in the period from August 2015 to July 2016 when compared to the previous year (86).

In 2017, it is recommended the Harris Township/State College Police Department contract be based on 75 hours per week, the same level as provided in 2016.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
65 POLICE							
REVENUE:							
LICENSES AND PERMITS							
41650	TOWING LICENSES	2,325	2,550	2,550	2,400	**2,550**	0.0%
Revenue in this line item accounts for license renewal fees for Borough-approved towing companies. Currently, there are three towing companies licensed within the Borough.							
LICENSES AND PERMITS TOTAL		$2,325	$2,550	$2,550	$2,400	**$2,550**	0.0%
FINES AND VIOLATIONS							
42100	CRIME CODE VIOLATIONS	230,064	191,518	230,000	175,000	**180,000**	-21.7%
This line item accounts for fines paid by defendants for criminal offenses.							
42110	VEHICLE CODE VIOLATIONS	126,219	113,352	125,000	85,000	**100,000**	-20.0%
This line item accounts for fines paid by violators for vehicle code and/or traffic offenses.							
42120	ORDINANCE VIOLATIONS	102,418	83,043	273,000	85,000	**200,000**	-26.7%
Revenue from fines paid for various criminal ordinance violations are assigned to this account. The most common violations include noise, public urination and open container. The anticipated increase, which was not realized, in 2016 in this account was a result of the change made to the minimum charge for these common ordinance violations							
42130	STATE POLICE FINES	16,025	15,718	15,000	12,000	**15,000**	0.0%
This revenue is a portion of traffic violations fines issued within the Borough by the Pennsylvania State Police.							
FINES AND VIOLATIONS TOTAL		$474,725	$403,630	$643,000	$357,000	**$495,000**	-23.0%
GRANTS							
44100	FEDERAL GRANT	206,776	168,894	136,000	125,000	**159,000**	16.9%
This revenue accounts for federal grants the Borough receives for Police Department programs. These programs include the Encouraging Arrest Grant, which partially covers the Victim Centered Intensive Case Management (VCICM) Unit. The STOP grant provides partial reimbursement for the Sexual Assault Detective.							
44200	STATE GRANT	59,458	69,200	75,000	115,000	**95,000**	26.7%
This account includes the Drug Task Force, Buckle Up PA, Aggressive Driving and DUI Sobriety Checkpoints grants received from the Commonwealth. It also includes grant money from the Pennsylvania Liquor Control Board (PLCB) for overtime incurred by the Department's Source Investigation Program (SIP).							
GRANTS TOTAL		$266,234	$238,094	$211,000	$240,000	**$254,000**	20.4%
SHARE/ENTITL/IN LIEU							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
45600	LOCAL SHARED REVENUE	30,652	201,311	210,000	213,477	**185,000**	-11.9%
This account is for reimbursement by the State College Area School District for the School Resource Officer (SRO) programs at the high school, middle school and Delta program.							
SHARE/ENTITL/IN LIEU TOTAL		$30,652	$201,311	$210,000	$213,477	**$185,000**	-11.9%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	2,235,253	2,285,395	2,350,000	2,350,000	**2,400,000**	2.1%
Revenue in this account is for the police service agreements with College and Harris Townships and reimbursement for overtime police services for Penn State football, Central Pennsylvania Festival of the Arts and other entities that purchase overtime services from the Borough.							
46110	FEE FOR SERVICES	1,339	1,801	2,000	2,000	**2,000**	0.0%
Revenue in this account reflects reimbursement for specialized forensic services provided to other police departments.							
46210	SALE OF MATERIALS/CONCESSIONS	20,216	19,704	20,000	19,000	**20,000**	0.0%
This account receives payment for providing crash reports to insurance companies and involved parties, as well as the purchase of various police reports.							
CONTRACTED SERVICES TOTAL		$2,256,809	$2,306,900	$2,372,000	$2,371,000	**$2,422,000**	2.1%
TOTAL REVENUE		$3,030,745	$3,152,485	$3,438,550	$3,183,877	**$3,358,550**	-2.3%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	5,460,763	5,158,626	5,330,556	5,025,000	**5,299,285**	-0.6%
60115	SALARY & WAGES - PART TIME	78,590	73,065	81,000	115,000	**110,429**	36.3%
60180	OVERTIME PAY	528,148	493,347	550,000	540,000	**575,000**	4.5%
SALARIES AND WAGES TOTAL		$6,067,502	$5,725,038	$5,961,556	$5,680,000	**$5,984,714**	0.4%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	352,606	358,592	360,042	352,000	**355,956**	-1.1%
61193	MEDICARE - EMPLOYER PAID	82,464	83,946	84,210	82,000	**83,242**	-1.1%
61196	HEALTH INSURANCE	1,230,601	1,393,623	1,396,679	1,360,000	**1,555,879**	11.4%
61198	VISION/DENTAL INSURANCE	56,817	59,896	59,065	58,000	**62,148**	5.2%
61199	LIFE & DISABILITY INSURANCE	19,257	13,043	12,870	12,870	**14,854**	15.4%
61200	PENSION	544,220	735,092	545,934	545,934	**575,142**	5.4%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61201	WORKERS COMPENSATION	184,864	224,093	233,363	253,184	**298,340**	27.8%
61210	EMPLOYEE PARKING	3,300	3,460	3,360	3,900	**3,840**	14.3%
EMPLOYEE BENEFITS TOTAL		$2,474,131	$2,871,744	$2,695,523	$2,667,888	**$2,949,401**	9.4%
EMPLOYEE SUPPLY/EXPN							
62120	TRAVEL/MILEAGE EXPENSE	5,067	4,419	6,500	6,000	**6,000**	-7.7%
This line item reimburses Police Officers for the use of personal vehicles to attend court when off duty.							
62121	PROFESSIONAL DEVELOPMENT	1,005	53,823	58,000	58,000	**58,000**	0.0%
In addition to ongoing general police development, funds have been included for various professional training courses, seminars and conferences.							
62130	CONTINUING EDUCATION/TUITION	101,872	37,691	50,000	22,000	**75,000**	50.0%
This account represents tuition expenses for Police Officers, as well as funds to send five Police Officers to the required Act 120 Basic Police Academy.							
62140	RECRUITMENT/RELOCATION	15,224	3,936	7,500	7,500	**10,000**	33.3%
This account represents costs to recruit candidates for future testing, to conduct background investigations on police officer candidates and promotional testing and selection.							
62160	CLOTHING/UNIFORMS & MAINT	47,548	56,564	60,292	57,000	**60,000**	-0.5%
This account covers costs to purchase a set of winter and summer uniforms for each officer, bicycle uniforms for each bicycle patrol officer, motorcycle uniforms for three motorcycle officers and uniforms for newly hired police officers. The 2017 Budget also includes the replacement of ballistic vests. Expenditures are also budgeted for uniform maintenance (dry cleaning and alterations).							
EMPLOYEE SUPPLY/EXPN TOTAL		$170,716	$156,434	$182,292	$150,500	**$209,000**	14.7%
PERSONNEL TOTAL		$8,712,349	$8,753,215	$8,839,371	$8,498,388	**$9,143,115**	3.4%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	102,360	70,085	110,000	70,000	**85,000**	-22.7%
This line item covers the fueling costs for 31 police vehicles.							
FUEL & LUBRICANTS TOTAL		$102,360	$70,085	$110,000	$70,000	**$85,000**	-22.7%
OFFICE SUPPLIES							
65210	SUPPLIES	11,903	10,191	13,000	10,000	**12,000**	-7.7%
65212	FORMS	2,299	2,997	3,500	3,500	**3,500**	0.0%
65213	COMPUTER/COPIER SUPPLIES	6,161	7,491	6,300	6,500	**7,500**	19.0%
This line item includes maintenance costs for the three photocopy machines, as well as toner cartridges and other copying expenses.							

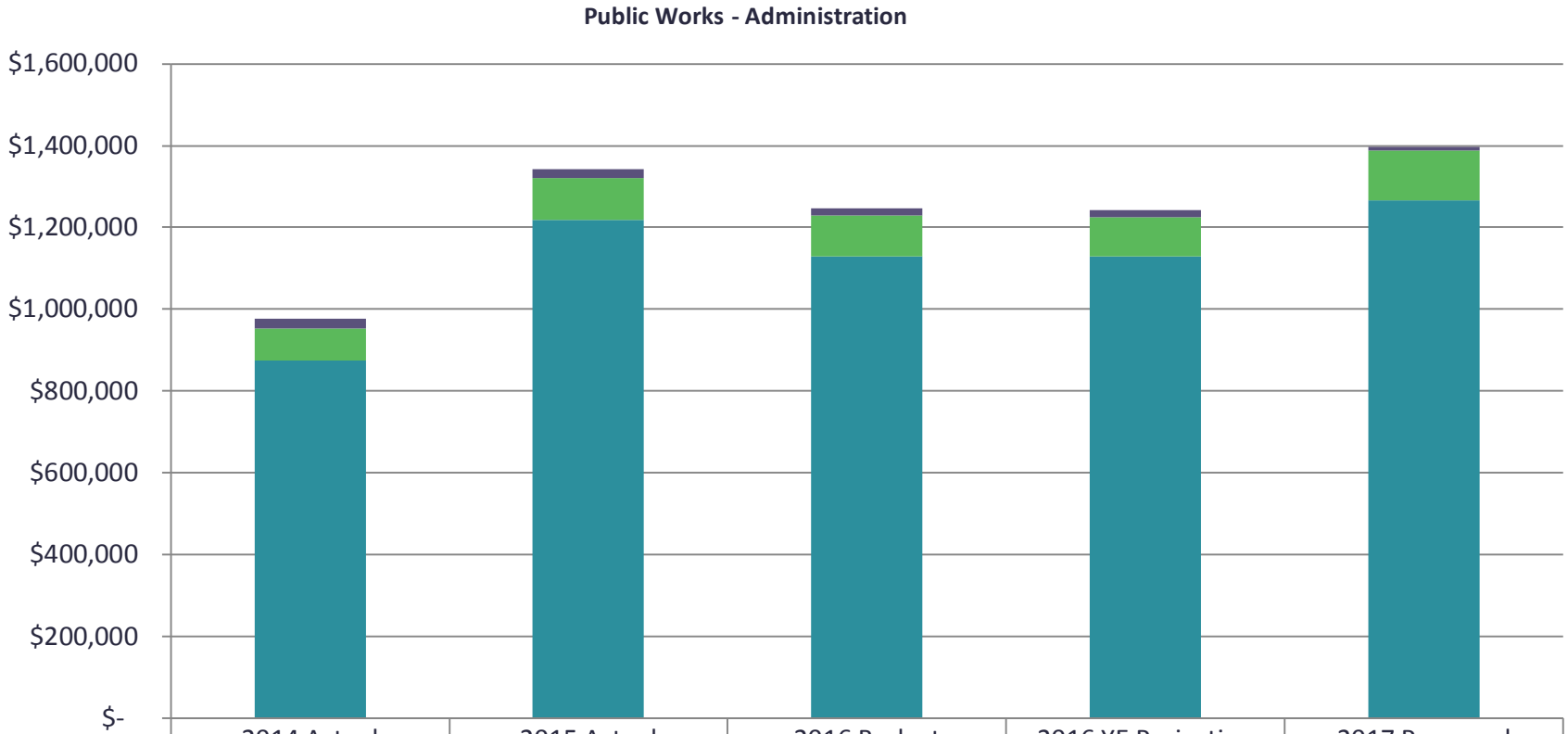
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
65215	POSTAGE	7,390	6,608	7,500	7,500	**7,500**	0.0%
OFFICE SUPPLIES TOTAL		$27,753	$27,288	$30,300	$27,500	**$30,500**	0.7%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	1,316	1,578	1,750	1,800	**1,800**	2.9%
66235	SPECIAL PROJECTS/GRANTS	74,749	65,780	35,000	41,000	**44,500**	27.1%
This line item accounts for expenses associated with the various special projects and grants received for Police Department programs.							
66238	GROUP ACTIVITIES/PROGRAM SUPP	16,640	40,509	45,121	46,000	**45,000**	-0.3%
This line item covers the cost of items used by the officers in the field during investigations and for training purposes including targets, ammunition, supplies for less lethal weapons, supplies for crime prevention, first aid, bicycle programs, batteries, highway flares, CDs, DVDs, thumb drives and repair and maintenance of various items.							
66260	INVESTIGATIVE COSTS	10,645	19,911	19,200	25,000	**26,500**	38.0%
Charges in this account are for miscellaneous investigative costs including urgent DNA analysis conducted by a private lab. This account also includes a computerized auto tracking system, costs for computer forensic analysis and lease costs for a vehicle for an undercover drug detective.							
71250	OFFICE FURNITURE/FURNISHINGS	-	9,599	2,000	1,900	**6,000**	200.0%
Funds in this account will be used to purchase chairs for the police media room and interview rooms.							
PROGRAM EXPENSES TOTAL		$103,350	$137,376	$103,071	$115,700	**$123,800**	20.1%
PROFESSIONAL SERVICE							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	6,510	9,692	12,000	6,000	**10,000**	-16.7%
Budgeted in this line item are charges for various professional association dues, membership fees and annual subscriptions including annual accreditation fee and International Association of Chiefs of Police (IACP) Net service.							
67325	CONTRACTED PUBLIC SERVICES	-	-	5,000	-	**5,000**	0.0%
Appropriations are budgeted for the few instances when Central Booking Center operating costs are not covered by the defendant's booking fee. If local municipal contributions are required, each local police department will be assessed fees based on each agency's percentage of misdemeanor and felony criminal complaints filed in the Court of Common Pleas. Local contributions have not been necessary for the past four years.							
PROFESSIONAL SERVICE TOTAL		$6,510	$9,692	$17,000	$6,000	**$15,000**	-11.8%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	82,610	59,125	82,749	55,000	**75,000**	-9.4%
This line item represents the repair and maintenance costs of 31 Police Department vehicles.							
VEHICLE REPAIR/MAINT TOTAL		$82,610	$59,125	$82,749	$55,000	**$75,000**	-9.4%
HARDWARE/SOFTWARE							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
69300	COMPUTER REPAIR/REPLACEMENT	5,781	470	2,000	1,000	**2,000**	0.0%
69310	COMPUTER MAINTENANCE/SUPPORT	59,441	29,521	110,000	60,000	**63,500**	-42.3%
Costs in this account include server maintenance and support, operation, connectivity and support for the Borough's share of mobile computers in the patrol vehicles, annual costs for the Department's ExecuTime scheduling software, PowerDMS and Crime Reports software, Police Records Management System (RMS) Software Service Maintenance Agreement (SSMA), 15 in-car cameras and server, three Oxygen and one Cellebrite licensing costs.							
69320	NEW COMPUTER EQUIPMENT	-	-	7,800	2,500	**-**	-100.0%
HARDWARE/SOFTWARE TOTAL		$65,222	$29,991	$119,800	$63,500	**$65,500**	-45.3%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	10,178	27,479	36,155	38,000	**33,000**	-8.7%
This line item budgets for various minor equipment needed in the Police Department. In 2017, the Department will purchase six Conducted Electrical Weapons (i.e. Tasers), a new police bicycle, AEDs, Bomb Team X-ray Source, Motorcycle Transport Trailer and other various equipment needs.							
71300	REPAIRS & MAINT - EQUIPMENT	9,962	10,590	11,000	11,000	**12,500**	13.6%
These line item expenditures will be used for calibration and repairs to the speed timing devices, AED batteries and maintenance, medical director's fee for oversight of the AED and Naloxone program, the Borough's share of the Region's Mobile Command Post vehicle, Speed Sign Board batteries, reporting and patrol vehicle fire extinguisher maintenance.							
SMALL TOOLS/EQUIP TOTAL		$20,140	$38,069	$47,155	$49,000	**$45,500**	-3.5%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	43,412	46,439	50,000	60,000	**60,000**	20.0%
This line item covers usage for all cellular phones for all on-duty police officers and smartphones for all detectives and administrators.							
72327	RADIO EQUIPMENT MAINTENANCE	1,153	454	5,000	5,000	**4,000**	-20.0%
This account will be used for maintaining the Department's 66 portable radios, 31 mobile radios and six control stations. This also includes the purchase of replacement radio batteries, lapel microphones and ear pieces.							
COMMUNICATIONS TOTAL		$44,566	$46,893	$55,000	$65,000	**$64,000**	16.4%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	1,646	7,432	14,000	4,843	**11,131**	-20.5%
This line item represents the Police Department's share of insurance coverage for vehicle liability, physical equipment damage and public employees bond.							
80352	LIABILITY INSURANCE	123,829	115,557	115,000	115,001	**135,000**	17.4%
INSURANCE/RISK MGMT TOTAL		$125,475	$122,989	$129,000	$119,844	**$146,131**	13.3%
OPERATING TOTAL		$577,985	$541,508	$694,075	$571,544	**$650,431**	-6.3%
CAPITAL							
CAPITAL CONSTRUCTION							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
93740	CAP PURCHASES - COMPUTER EQUIP	1,058	-	16,000	9,069	**-**	-100.0%
93750	CAP PURCH - SPECIALIZED EQUIP	8,598	-	-	-	**-**	0.0%
93760	CAP PURCH - FURNITR/APPLIANCES	2,650	-	-	-	**10,000**	0.0%
Funds in this line item will be used to increase storage capacity and facilitate property and evidence management. This will coincide with barcoding capability with the adoption of the new Records Management System (RMS). In addition, this will enable us to comply with recommended best practices for storing DNA and other biological evidence.							
93775	CAP PURCHASES - MAJOR EQUIP	29,122	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$41,428	-	$16,000	$9,069	**$10,000**	-37.5%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	58,875	35,084	52,084	52,084	**45,084**	-13.4%
This account covers the first year annual depreciation for Highlands video surveillance equipment. The Police Department, Parking Fund and Public Works Facilities share depreciation for cameras used in Municipal buildings and downtown.							
94850	DEPRECIATION-VEHICLES	120,528	132,164	131,570	131,570	**109,631**	-16.7%
94860	DEPRECIATION-MACH/EQUIPMENT	28,875	44,920	44,920	44,920	**44,920**	0.0%
This account represents depreciation of the Police Department's 66 portable radios, 31 mobile radios, and six control stations.							
DEPRECIATION TOTAL		$208,278	$212,168	$228,574	$228,574	**$199,635**	-12.7%
CAPITAL TOTAL		$249,706	$212,168	$244,574	$237,643	**$209,635**	-14.3%
TOTAL EXPENDITURES		$9,540,040	$9,506,892	$9,778,020	$9,307,575	**$10,003,181**	2.3%
POLICE TOTAL:		($6,509,295)	($6,354,407)	($6,339,470)	($6,123,698)	**($6,644,631)**	4.8%

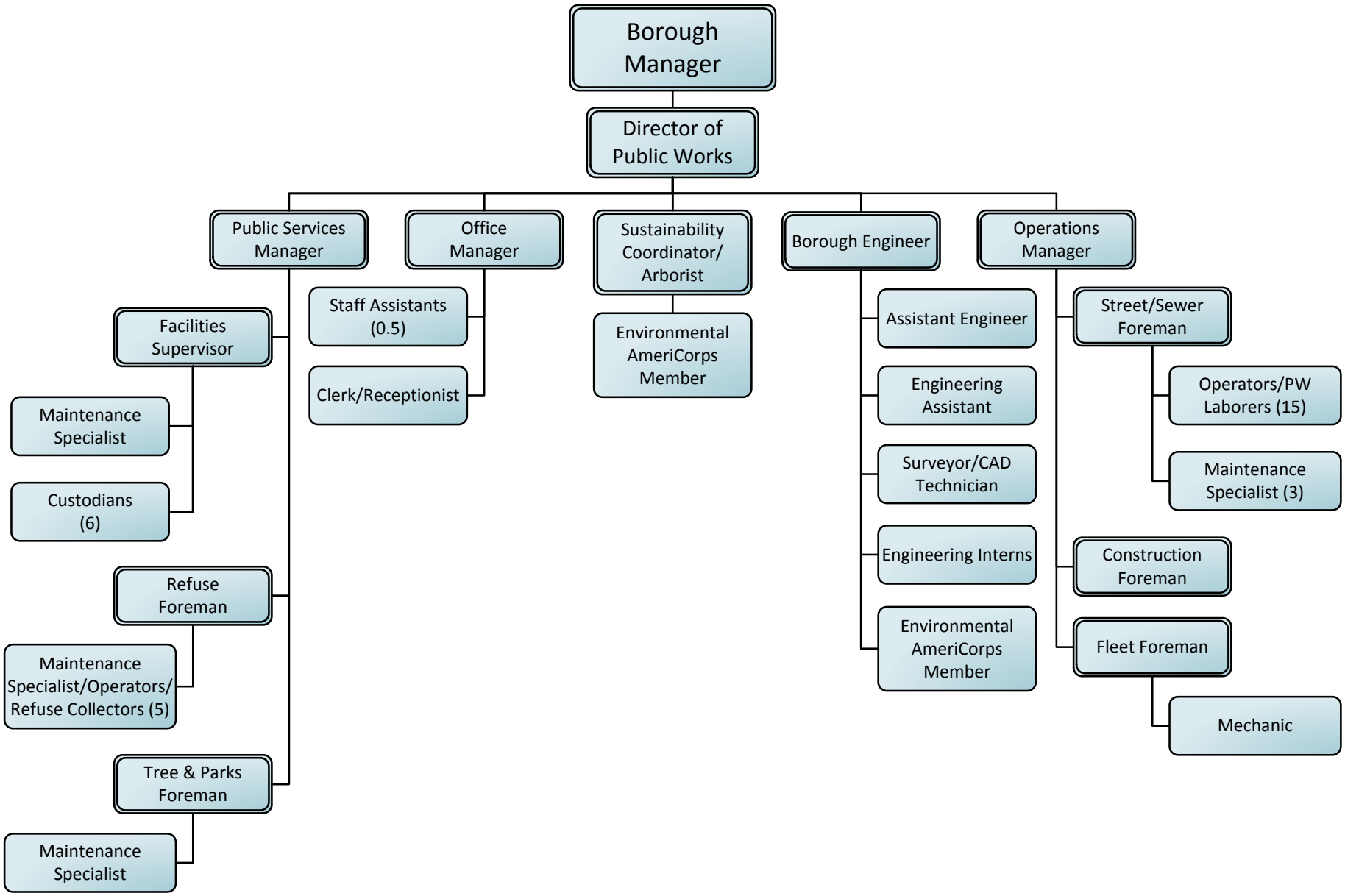
Public Works Department

Public Works Department Administration Division



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$23,606	$20,671	$17,852	$17,852	$9,678
OPERATING	$78,739	$103,277	$99,217	$94,694	$120,455
PERSONNEL	$874,401	$1,217,858	$1,129,945	$1,129,945	$1,266,597
TOTAL	$976,747	$1,341,806	$1,247,014	$1,242,491	$1,396,730

Organizational Chart



Overview

The Administration Division of the Public Works Department provides planning, supervision, engineering, construction management and land surveying services for all Borough facilities and projects. The Division is also responsible for administrative services for solid waste management, maintenance of all municipal-owned buildings and grounds, streets, alleys, storm and sanitary sewers, vehicles and equipment. The Division oversees the administration of all contract services provided to the Borough. Staff provides professional services to the Tree Commission, Transportation Commission and other authorities, boards and commissions, as needed.

Mission

Administer the activities of the various divisions of the Public Works Department in a cost-effective manner and provide engineering and technical support services to all departments of the Borough.

Goals

- Improve education initiatives for various programs including storm sewer management, waste reduction and sanitary sewer inflow/infiltration
- Identify various work-related components that could be completed through the use of volunteers and solicit volunteers for completing these projects

Strategic Objectives

Municipal Separate Storm Sewer System (MS4)

Continue efforts in education and recordkeeping in accordance with a permit through the Department of Environmental Protection (DEP) for our storm water system.

Project Management Plans

Produce a Project Management Plan (PMP) for each project. These plans will include, at a minimum, a description, budget, schedule for bidding and construction, a public relations plan and project closeout.

Sustainability Initiatives

Pursue sustainability initiatives in-house and through the development of additional community programs.

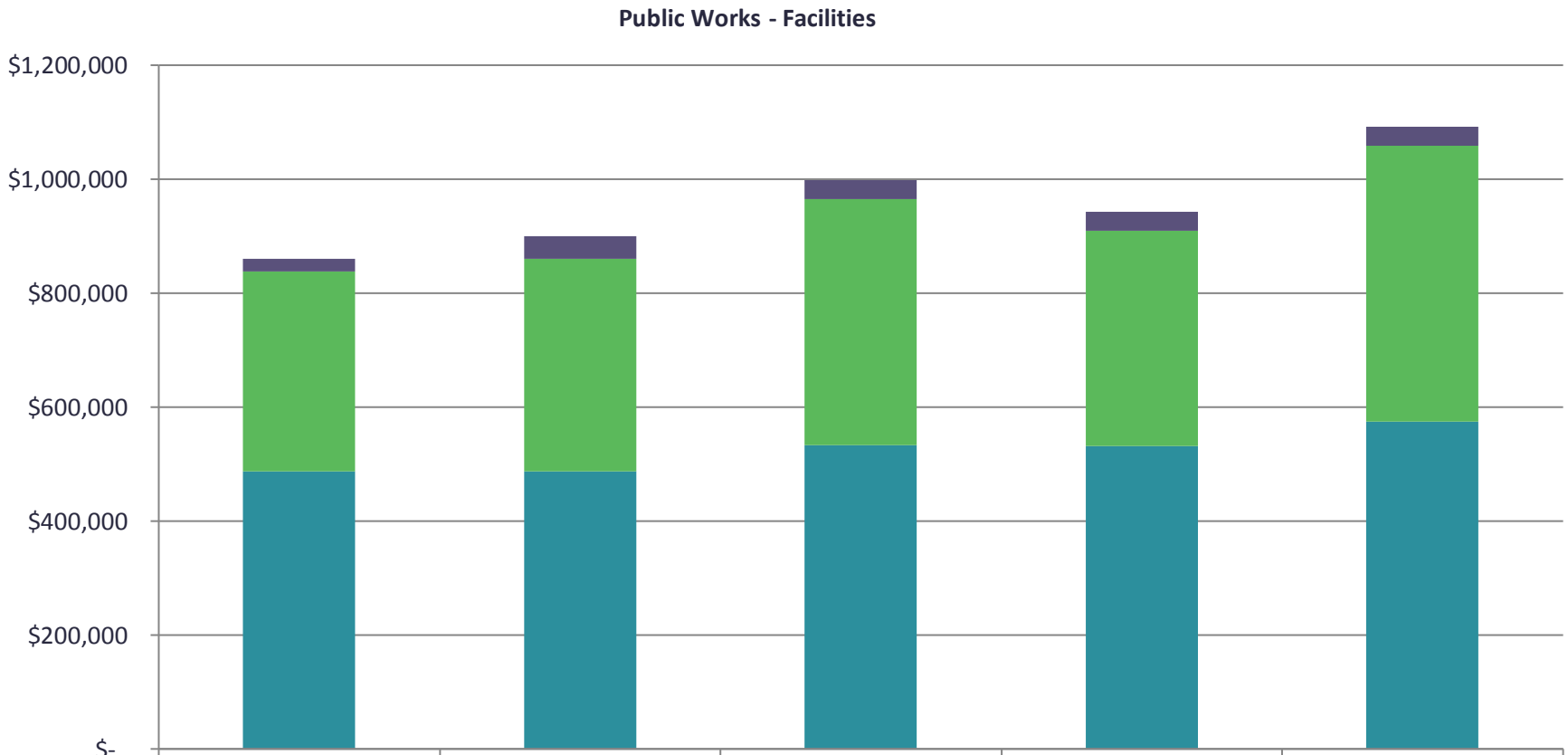
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
70 PUBLIC WORKS ADMIN							
REVENUE:							
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	514,771	-	-	-	**-**	0.0%
This line item represents revenue received from Streets, Facilities, Trees/Park and Other Funds for Department of Public Works Administrative Services.							
46101	PUBLIC WORKS SERVICES	-	740,529	701,550	701,550	**1,012,868**	44.4%
The account represents revenue received from Streets, Facilities, Trees/Park and Other Funds for Department of Public Works Administrative Services.							
CONTRACTED SERVICES TOTAL		$514,771	$740,529	$701,550	$701,550	**$1,012,868**	44.4%
TOTAL REVENUE		$514,771	$740,529	$701,550	$701,550	**$1,012,868**	44.4%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	639,750	824,052	770,794	770,794	**842,491**	9.3%
60115	SALARY & WAGES - PART TIME	13,221	8,194	7,800	7,800	**7,800**	0.0%
60180	OVERTIME PAY	5,212	3,995	2,385	2,385	**1,200**	-49.7%
SALARIES AND WAGES TOTAL		$658,183	$836,240	$780,979	$780,979	**$851,491**	9.0%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	38,756	52,121	47,860	47,860	**51,621**	7.9%
61193	MEDICARE - EMPLOYER PAID	9,064	12,278	11,210	11,210	**12,072**	7.7%
61196	HEALTH INSURANCE	100,799	168,894	161,012	161,012	**208,004**	29.2%
61198	VISION/DENTAL INSURANCE	4,313	6,749	6,289	6,289	**7,367**	17.1%
61199	LIFE & DISABILITY INSURANCE	3,487	2,641	2,442	2,442	**2,285**	-6.4%
61200	PENSION	28,520	113,005	93,836	93,836	**113,347**	20.8%
61201	WORKERS COMPENSATION	13,493	9,975	1,849	1,849	**2,762**	49.4%
61210	EMPLOYEE PARKING	1,386	1,968	1,968	1,968	**1,824**	-7.3%
EMPLOYEE BENEFITS TOTAL		$199,817	$367,631	$326,466	$326,466	**$399,282**	22.3%
EMPLOYEE SUPPLY/EXPN							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
62121	PROFESSIONAL DEVELOPMENT	8,666	6,935	14,500	14,500	**7,000**	-51.7%
This line item includes seminars, conferences and trade shows for those employees that want and need to stay abreast of new techniques, advanced training and changing technology.							
62130	CONTINUING EDUCATION/TUITION	7,735	7,051	8,000	8,000	**8,824**	10.3%
This line item provides appropriations for employee higher education and professional certification and licensure.							
EMPLOYEE SUPPLY/EXPN TOTAL		$16,401	$13,987	$22,500	$22,500	**$15,824**	-29.7%
PERSONNEL TOTAL		$874,401	$1,217,858	$1,129,945	$1,129,945	**$1,266,597**	12.1%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	3,894	2,722	3,750	2,125	**2,235**	-40.4%
FUEL & LUBRICANTS TOTAL		$3,894	$2,722	$3,750	$2,125	**$2,235**	-40.4%
OFFICE SUPPLIES							
65210	SUPPLIES	2,780	1,732	1,900	1,500	**1,550**	-18.4%
65212	FORMS	669	599	225	225	**1,690**	651.1%
This line item includes forms used by Engineering staff that are printed in duplicate or triplicate and include sidewalk inspection forms, sewer permits, street excavation and/or occupancy permits and tree permits.							
65213	COMPUTER/COPIER SUPPLIES	1,768	4,094	3,200	3,600	**3,800**	18.8%
65215	POSTAGE	1,034	1,275	1,200	1,300	**1,450**	20.8%
OFFICE SUPPLIES TOTAL		$6,251	$7,700	$6,525	$6,625	**$8,490**	30.1%
PROGRAM EXPENSES							
66227	MEALS & MEETINGS	1,664	1,874	2,890	2,890	**3,041**	5.2%
This line item covers lunch meetings for the Transportation Commission (TC) and staff meetings for the Safety Committee, Regional Public Works Engineers and a few unscheduled design charettes or other meetings throughout the year.							
66235	SPECIAL PROJECTS/GRANTS	11,596	30,498	27,600	27,600	**39,000**	41.3%
Costs for the annual contract with ClearWater Conservancy (CWC) with regard to the Borough's National Pollution Discharge Elimination System (NPDES) and Municipal Separate Storm Sewer System (MS4) permit are covered under this account. CWC assists with many of the public education and participation requirements of the permit. In anticipation of continued Federal and State support for the AmeriCorps Program, amounts have been included in this line item for the Borough's portion of the cost of hosting an Environmental AmeriCorps member. Additional monies have been added to support the continuation of the Penn State Sustainable Communities Collaborative.							
66238	GROUP ACTIVITIES/PROGRAM SUPP	5,121	8,282	7,650	7,650	**10,375**	35.6%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
Costs for equipment, tools and supplies used by the Department, the yearly expense associated with the PA One-Call System, inspection of fire extinguishers and a portion of required drug and alcohol testing are covered by this line item. An appropriation is requested to purchase updated design manuals, specifically the American Association of Safety & Highway Transportation Official (AASHTO), which is slated for publication in 2017.							
71250	OFFICE FURNITURE/FURNISHINGS	-	-	-	-	**500**	0.0%
PROGRAM EXPENSES TOTAL		$18,382	$40,655	$38,140	$38,140	**$52,916**	38.7%
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	10,465	10,328	13,413	14,400	**15,400**	14.8%
An appropriation is included for the services of consultants to assist or supplement the work of the Engineering staff. This typically includes traffic studies, vehicle counts and assistance with the various parking structures. Also included is the Department's annual Geographic Information Systems (GIS) services contract with Centre County.							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	-	1,135	1,355	1,355	**1,415**	4.4%
This line item includes dues for the American Public Works Association (APWA), which are both national and local memberships. Also included are memberships with the Arbor Day Foundation and the International Society of American Arborists.							
67325	CONTRACTED PUBLIC SERVICES	1,590	-	-	-	**-**	0.0%
PROFESSIONAL SERVICE TOTAL		$12,055	$11,463	$14,768	$15,755	**$16,815**	13.9%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	4,617	7,356	7,000	4,050	**2,850**	-59.3%
This line item covers the cost for the fleet vehicles used by the Public Works Administration staff.							
VEHICLE REPAIR/MAINT TOTAL		$4,617	$7,356	$7,000	$4,050	**$2,850**	-59.3%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	54	23	-	-	**2,975**	0.0%
This line item covers the surveying equipment, GPS and other equipment used by staff.							
69310	COMPUTER MAINTENANCE/SUPPORT	18,162	13,639	10,500	10,500	**14,250**	35.7%
Included in this line item are new and existing software maintenance costs, including AutoCAD, ESRI and DLT Solutions.							
69320	NEW COMPUTER EQUIPMENT	-	390	-	-	**-**	0.0%
HARDWARE/SOFTWARE TOTAL		$18,216	$14,052	$10,500	$10,500	**$17,225**	64.0%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	3,463	4,202	3,500	5,300	**5,500**	57.1%
Included in this item are the monthly telephone charges for both land lines and cellular service for the Public Works Administration Staff.							
COMMUNICATIONS TOTAL		$3,463	$4,202	$3,500	$5,300	**$5,500**	57.1%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	4,537	5,071	6,343	3,508	**5,733**	-9.6%
INSURANCE/RISK MGMT TOTAL		$4,537	$5,071	$6,343	$3,508	**$5,733**	-9.6%
CONTRIBUTIONS/GRANTS							
81510	COMMUNITY GRANTS/GIFTS	7,325	10,057	8,691	8,691	**8,691**	0.0%
This account is for the Water Resources Monitoring Project, as well as the Borough's dues with the Spring Creek Watershed Commission.							
CONTRIBUTIONS/GRANTS TOTAL		$7,325	$10,057	$8,691	$8,691	**$8,691**	0.0%
OPERATING TOTAL		$78,739	$103,277	$99,217	$94,694	**$120,455**	21.4%
CAPITAL							
CAPITAL CONSTRUCTION							
93650	MINOR CAPITAL PROJECTS	568	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$568	-	-	-	**-**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	8,716	-	-	-	**-**	0.0%
94850	DEPRECIATION-VEHICLES	13,212	17,306	14,487	14,487	**6,537**	-54.9%
94860	DEPRECIATION-MACH/EQUIPMENT	1,110	3,365	3,365	3,365	**3,141**	-6.7%
This line item covers the depreciation of the eight radios used by Public Works Administration.							
DEPRECIATION TOTAL		$23,038	$20,671	$17,852	$17,852	**$9,678**	-45.8%
CAPITAL TOTAL		$23,606	$20,671	$17,852	$17,852	**$9,678**	-45.8%
TOTAL EXPENDITURES		$976,747	$1,341,806	$1,247,014	$1,242,491	**$1,396,730**	12.0%
PUBLIC WORKS ADMIN TOTAL:		($461,975)	($601,276)	($545,464)	($540,941)	**($383,862)**	-29.6%

Public Works Department Municipal Facilities Division



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$23,504	$38,975	$34,000	$34,000	$34,000
OPERATING	$350,088	$373,154	$430,522	$377,697	$483,270
PERSONNEL	$487,670	$487,230	$534,249	$531,449	$575,449
TOTAL	$861,262	$899,359	$998,771	$943,146	$1,092,719

Overview

The Municipal Facilities Division of the Public Works Department maintains the Municipal Building, the Maintenance Facility and other municipally owned or maintained buildings.

Mission

Maintain Borough facilities in a safe, clean and efficient manner to best serve the community.

Goals

- Implement the work order system for the Municipal Facilities Division. Work orders will track actual time and supplies consumed on virtually all work functions of this and other Public Works Divisions
- Continue to implement energy saving strategies to increase energy efficiency

Strategic Objectives

Energy Efficiency Projects

Energy audits have been completed on several buildings. Staff implemented cost-effective, energy-saving measures and will continue to pursue identified strategies that do not directly conflict with the core services of audited facilities. These projects should have an anticipated break-even point of five years or less.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
72 PUBLIC WORKS FACILITIES							
REVENUE:							
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	112,965	119,564	121,420	121,400	**133,300**	9.8%
Payments for custodial and building maintenance services provided to Schlow Centre Region Library are recorded in this line item.							
46101	PUBLIC WORKS SERVICES	-	-	177,157	177,157	**185,147**	4.5%
46101	PUBLIC WORKS SERVICES	-	185,071	177,157	-	**-**	-100.0%
CONTRACTED SERVICES TOTAL		$112,965	$304,635	$475,734	$298,557	**$318,447**	-33.1%
TOTAL REVENUE		$112,965	$304,635	$475,734	$298,557	**$318,447**	-33.1%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	289,507	262,907	298,358	298,358	**292,727**	-1.9%
Payroll charges for Custodians and the Facilities Coordinator are posted to this account along with pro-rated charges for Public Works Administration staff.							
60180	OVERTIME PAY	14,688	12,559	18,389	18,389	**21,560**	17.2%
60185	OTHER COMPENSATION	-	175	-	-	**-**	0.0%
SALARIES AND WAGES TOTAL		$304,195	$275,641	$316,747	$316,747	**$314,287**	-0.8%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	17,553	17,006	19,425	19,425	**18,492**	-4.8%
61193	MEDICARE - EMPLOYER PAID	4,105	3,977	4,544	4,544	**4,324**	-4.8%
61196	HEALTH INSURANCE	114,053	123,723	125,780	125,780	**157,901**	25.5%
61198	VISION/DENTAL INSURANCE	5,139	5,212	5,112	5,112	**5,782**	13.1%
61199	LIFE & DISABILITY INSURANCE	1,297	841	943	943	**764**	-19.0%
61200	PENSION	25,355	41,898	40,350	40,350	**41,451**	2.7%
61201	WORKERS COMPENSATION	11,479	15,047	14,348	14,348	**22,848**	59.2%
61210	EMPLOYEE PARKING	14	-	-	-	**-**	0.0%

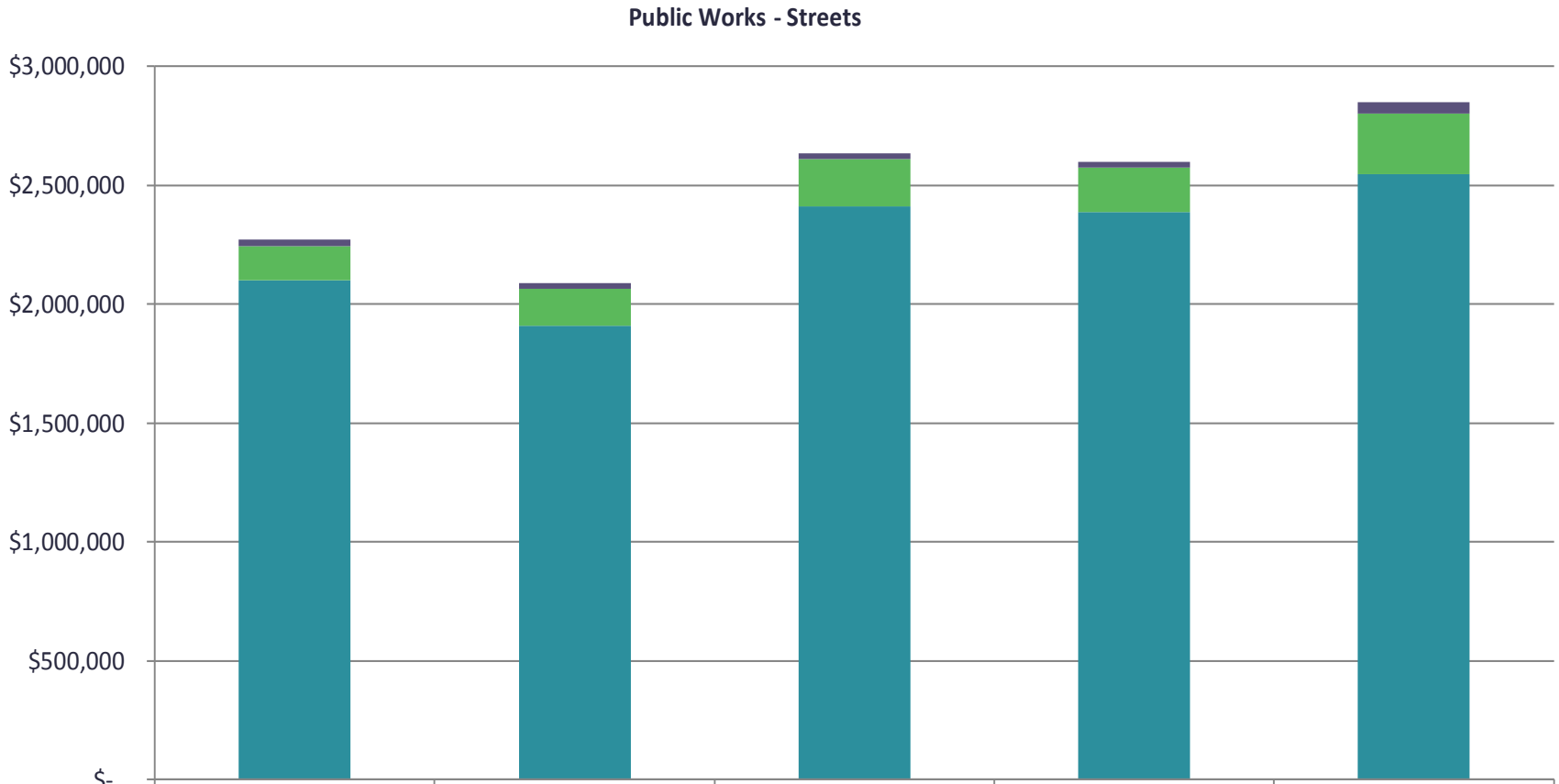
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
EMPLOYEE BENEFITS TOTAL		$178,995	$207,704	$210,502	$210,502	**$251,562**	19.5%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	239	239	1,500	500	**2,000**	33.3%
This line item represents the cost of attendance at Facilities related conferences and seminars.							
62130	CONTINUING EDUCATION/TUITION	149	-	1,000	-	**3,000**	200.0%
This line item provides funding for employee higher education and professional certification and licensure.							
62160	CLOTHING/UNIFORMS & MAINT	4,092	3,646	4,500	3,700	**4,600**	2.2%
The cost of footwear, foul weather gear, gloves, safety glasses and ANSI III uniforms for crew members assigned to maintaining municipal facilities is charged to this account.							
EMPLOYEE SUPPLY/EXPN TOTAL		$4,480	$3,885	$7,000	$4,200	**$9,600**	37.1%
PERSONNEL TOTAL		$487,670	$487,230	$534,249	$531,449	**$575,449**	7.7%
OPERATING							
INSTITUTIONAL SUPPLY							
63226	CLEANING SUPPLIES	18,496	12,778	16,500	12,400	**12,500**	-24.2%
Custodial supplies specific to the operation of government buildings are charged to this account.							
63236	BUILDING SUPPLIES	517	1,976	2,000	2,000	**2,000**	0.0%
Non-custodial supplies specific to the operation of government buildings are charged to this account.							
INSTITUTIONAL SUPPLY TOTAL		$19,013	$14,754	$18,500	$14,400	**$14,500**	-21.6%
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	2,802	3,457	4,000	3,900	**4,000**	0.0%
All fuel used in Municipal Building diesel generator and in vehicles and equipment assigned to municipal facilities is charged to this account.							
FUEL & LUBRICANTS TOTAL		$2,802	$3,457	$4,000	$3,900	**$4,000**	0.0%
PROGRAM EXPENSES							
66238	GROUP ACTIVITIES/PROGRAM SUPP	10,249	8,591	12,000	9,000	**9,500**	-20.8%
Charges are made to this account for consumables, equipment, first aid supplies and other items used to support the occupants of and the programs conducted within government buildings.							
PROGRAM EXPENSES TOTAL		$10,249	$8,591	$12,000	$9,000	**$9,500**	-20.8%
PROFESSIONAL SERVICE							
67326	OTHER CONTRACTED SERVICES	365	-	-	-	**-**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
67329	PUBLIC WORKS SERVICES	83,849	90,557	92,336	92,336	**169,880**	84.0%
The allocation of Public Works Administration costs chargeable to Facilities is charged to this account.							
PROFESSIONAL SERVICE TOTAL		$84,214	$90,557	$92,336	$92,336	**$169,880**	84.0%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	3,444	2,945	4,500	6,000	**6,000**	33.3%
This line item covers the cost of repairs and maintenance of vehicles assigned to the maintenance of municipal facilities.							
VEHICLE REPAIR/MAINT TOTAL		$3,444	$2,945	$4,500	$6,000	**$6,000**	33.3%
HARDWARE/SOFTWARE							
69300	COMPUTER REPAIR/REPLACEMENT	-	99	500	500	**500**	0.0%
This appropriation covers the cost of repairs and maintenance of computers assigned to the maintenance of municipal facilities.							
69310	COMPUTER MAINTENANCE/SUPPORT	-	-	6,150	-	**-**	-100.0%
HARDWARE/SOFTWARE TOTAL		-	$99	$6,650	$500	**$500**	-92.5%
LAND/BLDG/FACILITIES							
70372	REPAIRS & MAINT - BUILDINGS	49,354	35,798	40,000	35,000	**40,000**	0.0%
Funds budgeted in this account are for unanticipated repairs to buildings and building mechanisms.							
70373	CONTRCTED BLDG MAINT/REPAIRS	20,246	57,289	74,038	50,000	**56,000**	-24.4%
Contracts for maintenance and repairs related to the Municipal Building, Maintenance Facility and the former Verizon Building are consolidated in this account. These contracts include fire alarm monitoring, HVAC system maintenance, HVAC controls maintenance, fire extinguisher service, overhead door service, walk-off floor mats, water softener service, generator service, elevator maintenance and pest control.							
LAND/BLDG/FACILITIES TOTAL		$69,599	$93,087	$114,038	$85,000	**$96,000**	-15.8%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	9,483	9,322	10,000	9,000	**9,500**	-5.0%
This line item represents routine purchases of small tools and equipment used in the maintenance of municipal facilities, including vacuum cleaners, hand tools and ladders, as well as parts for service and repairs.							
71300	REPAIRS & MAINT - EQUIPMENT	7,316	760	5,000	4,500	**5,000**	0.0%
Charges are posted to this account for parts purchased directly and used by facilities staff or outside contractors to repair building equipment.							
SMALL TOOLS/EQUIP TOTAL		$16,798	$10,082	$15,000	$13,500	**$14,500**	-3.3%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	1,548	1,128	1,500	1,200	**1,200**	-20.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
The costs of monthly telephone charges, land line or cellular, are charged to this appropriation.							
72327	RADIO EQUIPMENT MAINTENANCE	-	-	350	350	**350**	0.0%
Radio equipment repairs not covered under warranty are charged to this account.							
COMMUNICATIONS TOTAL		$1,548	$1,128	$1,850	$1,550	**$1,550**	-16.2%
UTILITIES							
73360	ELECTRICITY	82,487	86,783	95,000	90,000	**95,000**	0.0%
73362	GAS	28,717	23,935	30,000	22,000	**27,500**	-8.3%
73365	SOLID WASTE DISPOSAL	2,439	2,439	3,000	1,835	**3,000**	0.0%
73366	WATER AND SEWER	14,829	20,552	17,000	20,500	**22,000**	29.4%
73367	CABLE	879	995	900	900	**900**	0.0%
UTILITIES TOTAL		$129,351	$134,704	$145,900	$135,235	**$148,400**	1.7%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	13,069	13,751	15,748	16,276	**18,440**	17.1%
INSURANCE/RISK MGMT TOTAL		$13,069	$13,751	$15,748	$16,276	**$18,440**	17.1%
OPERATING TOTAL		$350,088	$373,154	$430,522	$377,697	**$483,270**	12.3%
CAPITAL							
CAPITAL CONSTRUCTION							
93650	MINOR CAPITAL PROJECTS	2,503	-	-	-	**-**	0.0%
93750	CAP PURCH - SPECIALIZED EQUIP	-	4,975	-	-	**-**	0.0%
93775	CAP PURCHASES - MAJOR EQUIP	3,471	-	-	-	**-**	0.0%
CAPITAL CONSTRUCTION TOTAL		$5,974	$4,975	-	-	**-**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	1,252	17,542	17,542	17,542	**17,542**	0.0%
This appropriation covers year one of the annual depreciation for video surveillance. The Police Department, the Parking Fund and Public Works Facilities are sharing the depreciation for this project.							
94850	DEPRECIATION-VEHICLES	14,058	13,318	13,318	13,318	**13,318**	0.0%
Depreciation of vehicles assigned to municipal facilities is charged to this account.							
94860	DEPRECIATION-MACH/EQUIPMENT	2,220	3,140	3,140	3,140	**3,140**	0.0%
Depreciation of radio equipment assigned to municipal facilities is charged to this account.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
DEPRECIATION TOTAL		$17,530	$34,000	$34,000	$34,000	**$34,000**	0.0%
CAPITAL TOTAL		$23,504	$38,975	$34,000	$34,000	**$34,000**	0.0%
TOTAL EXPENDITURES		$861,262	$899,359	$998,771	$943,146	**$1,092,719**	9.4%
PUBLIC WORKS FACILITIES TOTAL:		($748,297)	($594,725)	($523,037)	($644,589)	**($774,272)**	48.0%

Public Works Department Streets Division



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$27,097	$23,901	$23,801	$23,801	$47,452
OPERATING	$144,862	$154,825	$198,928	$186,794	$254,542
PERSONNEL	$2,100,266	$1,910,707	$2,412,028	$2,387,580	$2,546,676
TOTAL	$2,272,225	$2,089,434	$2,634,757	$2,598,175	$2,848,670

Overview

The appropriation in this budget covers the cost of the Public Works Streets crew, emergency weekend standby pay and street-related expenses that are ineligible under other funding sources.

Mission

Maintain the Borough's infrastructure, including streets, storm sewers, street lighting, signs and traffic signals, in a manner that addresses public need, safety and welfare.

Goals

- Improve citizen satisfaction with snow removal services by 5% over the next three years
- Reduce street light energy consumption by 15% over the next five years
- Provide maintenance, including curb replacement and resurfacing, so that 80% of Borough streets have a "Satisfactory" rating or better

Strategic Objectives

Infrastructure Improvements

Focus division efforts on needed street maintenance, such as crack sealing, milling, patching and applying E-3 emulsion spray patch. Also, survey and identify needed storm sewer infrastructure improvements. Due to an aged system, numerous pipes are beginning to fail and need to be replaced. Staff will evaluate areas where structural flooding occurs from overtopped street storm sewer systems and plan recommended improvements.

Financial Tracking Improvements

Track all costs associated with street maintenance activities through the implementation of a work order system

Snow Removal Optimization

Replace salt spreading equipment with new technology, including electronically calibrated equipment and GPS-based reporting capabilities. For a quicker response, all front-line snowplow trucks will be equipped with wing plows.

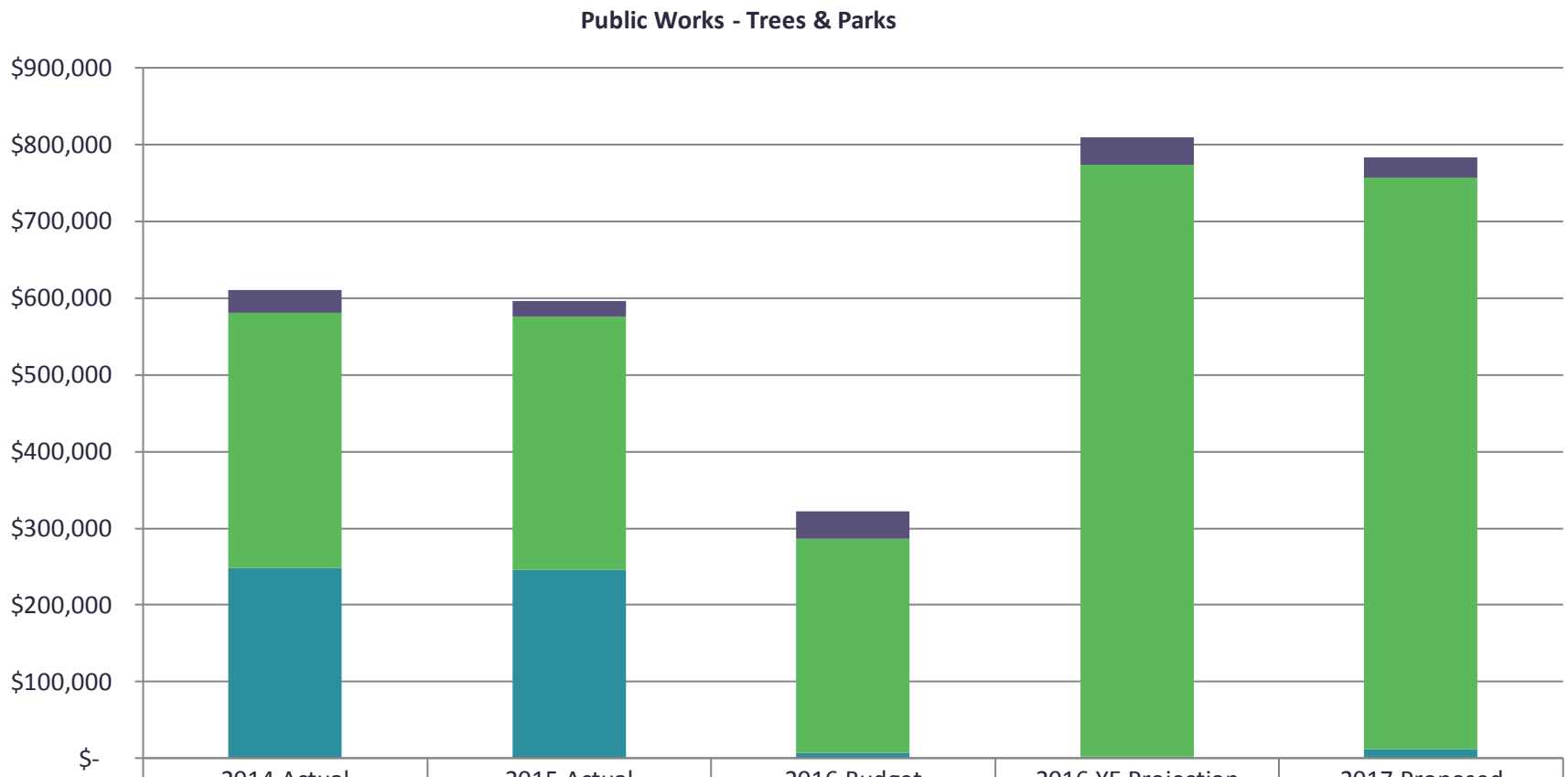
Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
73 PUBLIC WORKS STREETS							
REVENUE:							
LICENSES AND PERMITS							
41625	STREET PERMITS	4,878	6,270	4,500	4,500	**3,000**	-33.3%
LICENSES AND PERMITS TOTAL		$4,878	$6,270	$4,500	$4,500	**$3,000**	-33.3%
GRANTS							
44100	FEDERAL GRANT	1,027	-	-	-	**-**	0.0%
During catastrophic events, such as major flooding, FEMA may declare a state of emergency possibly releasing monies and open grant funding, which the Borough could have the opportunity to apply for to recover some of its losses.							
GRANTS TOTAL		$1,027	-	-	-	**-**	0.0%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	1,678,188	46,417	2,741	23,496	**30,000**	994.5%
This line item includes revenue received for contracted external services provided by the Streets Division.							
46101	PUBLIC WORKS SERVICES	-	2,003,028	1,866,429	2,557,987	**2,002,020**	7.3%
Revenue received for internal services provided by Facilities and Trees/Parks for Administrative and Labor Services.							
CONTRACTED SERVICES TOTAL		$1,678,188	$2,049,444	$1,869,170	$2,581,483	**$2,032,020**	8.7%
TOTAL REVENUE		$1,684,093	$2,055,714	$1,873,670	$2,585,983	**$2,035,020**	8.6%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	1,252,186	1,054,835	1,249,891	1,249,891	**1,287,294**	3.0%
60115	SALARY & WAGES - PART TIME	51,901	49,587	111,440	111,440	**113,503**	1.9%
60180	OVERTIME PAY	115,634	86,104	139,335	139,335	**141,955**	1.9%
60185	OTHER COMPENSATION	13,192	11,451	12,700	12,700	**12,700**	0.0%
This appropriation covers the cost for Public Works crews who are assigned to stand-by duty, whether weekend or holiday, over and above compensation paid for work performed.							
SALARIES AND WAGES TOTAL		$1,432,914	$1,201,977	$1,513,366	$1,513,366	**$1,555,452**	2.8%
EMPLOYEE BENEFITS							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61192	OASDI- EMPLOYER PAID	82,345	75,998	95,308	95,308	**93,106**	-2.3%
61193	MEDICARE - EMPLOYER PAID	19,258	17,774	22,289	22,289	**21,777**	-2.3%
61196	HEALTH INSURANCE	380,820	382,130	448,882	448,882	**541,775**	20.7%
61198	VISION/DENTAL INSURANCE	17,773	16,165	18,899	2,067	**20,696**	9.5%
61199	LIFE & DISABILITY INSURANCE	5,770	3,391	3,953	3,487	**4,049**	2.4%
61200	PENSION	98,841	147,483	210,026	210,026	**178,865**	-14.8%
61201	WORKERS COMPENSATION	48,747	56,253	79,905	79,905	**113,031**	41.5%
61210	EMPLOYEE PARKING	56	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$653,610	$699,194	$879,262	$861,964	**$973,299**	10.7%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	259	44	2,500	-	**2,500**	0.0%
This appropriation provides for employees to attend various training functions throughout the year.							
62130	CONTINUING EDUCATION/TUITION	379	-	500	500	**500**	0.0%
This line item provides appropriations for employee higher education, professional certification and licensure.							
62160	CLOTHING/UNIFORMS & MAINT	13,105	9,492	16,400	11,750	**14,925**	-9.0%
This line item provides American National Standard Institute (ANSI) safety uniforms and safety shoes for Public Works Staff.							
EMPLOYEE SUPPLY/EXPN TOTAL		$13,743	$9,536	$19,400	$12,250	**$17,925**	-7.6%
PERSONNEL TOTAL		$2,100,266	$1,910,707	$2,412,028	$2,387,580	**$2,546,676**	5.6%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	8,854	7,344	6,650	7,550	**7,750**	16.5%
This line item covers the fuel expenses for vehicles within the Streets Division.							
FUEL & LUBRICANTS TOTAL		$8,854	$7,344	$6,650	$7,550	**$7,750**	16.5%
OFFICE SUPPLIES							
65210	SUPPLIES	645	786	1,100	975	**1,150**	4.5%
This line item covers a shared portion of office supplies for the Maintenance Facility.							
OFFICE SUPPLIES TOTAL		$645	$786	$1,100	$975	**$1,150**	4.5%
PROGRAM EXPENSES							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
66227	MEALS & MEETINGS	178	1,165	1,000	750	**1,100**	10.0%
This line item funds overtime meal allowances and various training sessions meals.							
66235	SPECIAL PROJECTS/GRANTS	-	19	1,000	1,000	**1,000**	0.0%
This line item covers any special Streets projects.							
66238	GROUP ACTIVITIES/PROGRAM SUPP	7,477	6,285	11,500	11,500	**13,500**	17.4%
This account funds the purchase of various supplies and for mandatory drug and alcohol testing for employees holding a Commercial Drivers License (CDL).							
71250	OFFICE FURNITURE/FURNISHINGS	-	-	873	873	**1,500**	71.7%
This line item covers office furniture expenses.							
PROGRAM EXPENSES TOTAL		$7,655	$7,469	$14,373	$14,123	**$17,100**	19.0%
PROFESSIONAL SERVICE							
67329	PUBLIC WORKS SERVICES	99,671	107,645	135,835	135,835	**177,893**	31.0%
PROFESSIONAL SERVICE TOTAL		$99,671	$107,645	$135,835	$135,835	**$177,893**	31.0%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	4,878	3,340	6,975	6,975	**7,175**	2.9%
This account provides vehicle support for maintenance and repairs for Streets Division vehicles.							
VEHICLE REPAIR/MAINT TOTAL		$4,878	$3,340	$6,975	$6,975	**$7,175**	2.9%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	377	2,840	2,100	2,100	**2,100**	0.0%
This line item is used to procure small items such as drills, saws, leaf blowers, etc.							
71300	REPAIRS & MAINT - EQUIPMENT	-	-	-	-	**10,000**	0.0%
Refurbish various pieces of street furniture, such as bike racks, benches and street refuse containers.							
SMALL TOOLS/EQUIP TOTAL		$377	$2,840	$2,100	$2,100	**$12,100**	476.2%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	2,623	2,966	3,445	3,445	**3,525**	2.3%
72327	RADIO EQUIPMENT MAINTENANCE	438	398	1,000	1,000	**1,200**	20.0%
COMMUNICATIONS TOTAL		$3,061	$3,363	$4,445	$4,445	**$4,725**	6.3%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	19,723	22,038	27,450	14,791	**26,649**	-2.9%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
INSURANCE/RISK MGMT TOTAL		$19,723	$22,038	$27,450	$14,791	**$26,649**	-2.9%
OPERATING TOTAL		$144,862	$154,825	$198,928	$186,794	**$254,542**	28.0%
CAPITAL							
CAPITAL CONSTRUCTION							
93775	CAP PURCHASES - MAJOR EQUIP	-	100	-	-	**26,900**	0.0%
This line item is for the purchase of a hazardous spill response trailer and a replacement pickup truck complete with snowplow for the Streets Division.							
CAPITAL CONSTRUCTION TOTAL		-	$100	-	-	**$26,900**	0.0%
DEPRECIATION							
94840	DEPRECIATION-COMPUTER EQUIPMNT	4,030	-	-	-	**-**	0.0%
94850	DEPRECIATION-VEHICLES	18,627	17,521	17,521	17,521	**14,272**	-18.5%
94860	DEPRECIATION-MACH/EQUIPMENT	4,440	6,280	6,280	6,280	**6,280**	0.0%
This appropriation covers the portable radios purchased in 2014. The depreciation will be spread over a ten-year period.							
DEPRECIATION TOTAL		$27,097	$23,801	$23,801	$23,801	**$20,552**	-13.7%
CAPITAL TOTAL		$27,097	$23,901	$23,801	$23,801	**$47,452**	99.4%
TOTAL EXPENDITURES		$2,272,225	$2,089,434	$2,634,757	$2,598,175	**$2,848,670**	8.1%
PUBLIC WORKS STREETS TOTAL:		($588,132)	($33,719)	($761,087)	($12,192)	**($813,650)**	6.9%

Public Works Department Shade Tree/Parks Division



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$29,709	$20,562	$36,092	$36,092	$26,092
OPERATING	$332,086	$330,178	$278,113	$770,288	$745,120
PERSONNEL	$248,257	$245,564	$7,700	$3,059	$12,200
TOTAL	$610,052	$596,304	$321,905	$809,439	$783,412

Overview

The Shade Tree Division of the Public Works Department plants, prunes, sprays, maintains and removes shade trees in the grass plot areas along municipal streets and in Borough parks. In addition to tree maintenance, the Division provides full landscape maintenance for all municipally-owned properties and provides resources for volunteers to maintain flower gardens throughout the Borough. The Division assists with additional projects such as the development of the Westerly Parkway Wetland Education Center and on-street and off-street rain gardens.

Mission

Maintain a safe, healthy urban forest, including trees and shrubs along rights-of-way, in parks and parking lots, as well as on other municipal property. The Division also strives to improve the aesthetic quality of the Borough through the installation and maintenance of landscaping and flowers on public lands.

Goals

- Prune all street trees within the Borough every five to seven years
- Manage conflicts between trees and sidewalks
- Reduce losses of newly planted trees due to vandalism and environmental factors
- Find alternatives to using General Fund allocations for playground replacement and other infrastructure improvements
- Expand the use of volunteers for special initiatives and projects

Strategic Objectives

Tree Maintenance

Prune 1,000 to 1,300 trees per year depending upon tree condition and weather.

Sidewalk Protection

Work with homeowners and sidewalk contractors when defective sidewalk blocks are replaced to manage conflicts between tree roots and sidewalks.

Community Involvement in Tree Planting and Maintenance

Include student organizations, such as schools and fraternities, in the planting and maintenance of trees in their neighborhood.

Obtain Additional Grant Funding

Continue to apply for various grants to help pay for playground and other infrastructure improvements.

Provide Greater Community Volunteer Opportunities

Provide additional opportunities for volunteers to assist in equipment and landscaping installation and park maintenance.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
74 PUBLIC WORKS TREES/PARKS							
REVENUE:							
GRANTS							
44200	STATE GRANT	-	-	-	4,555	-	0.0%
44200	STATE GRANT	50,000	-	4,519	4,519	-	-100.0%
44400	OTHER GRANTS	684	-	-	-	-	0.0%
GRANTS TOTAL		$50,684	-	$4,519	$9,074	-	-100.0%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	2,629	1,413	-	-	-	0.0%
46110	FEE FOR SERVICES	15,540	-	1,500	2,015	**1,500**	0.0%
CONTRACTED SERVICES TOTAL		$18,169	$1,413	$1,500	$2,015	**$1,500**	0.0%
USER/USAGE CHARGES							
47500	SPECIAL ASSESSMENTS	392	1,686	500	2,272	**500**	0.0%
This line item represents costs or fees that individuals and/or property owners may be assessed for shade trees.							
USER/USAGE CHARGES TOTAL		$392	$1,686	$500	$2,272	**$500**	0.0%
TOTAL REVENUE		$69,245	$3,099	$6,519	$13,361	**$2,000**	-69.3%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	120,523	124,009	-	-	-	0.0%
60115	SALARY & WAGES - PART TIME	46,504	31,113	-	42	-	0.0%
60180	OVERTIME PAY	7,948	6,499	-	12	-	0.0%
60185	OTHER COMPENSATION	-	591	-	-	-	0.0%
SALARIES AND WAGES TOTAL		$174,975	$162,212	-	$54	-	0.0%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	10,279	10,120	-	3	-	0.0%
61193	MEDICARE - EMPLOYER PAID	2,404	2,367	-	1	-	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61196	HEALTH INSURANCE	39,367	45,859	-	-	**-**	0.0%
61198	VISION/DENTAL INSURANCE	1,826	1,936	-	-	**-**	0.0%
61199	LIFE & DISABILITY INSURANCE	431	370	-	-	**-**	0.0%
61200	PENSION	9,175	11,229	-	-	**-**	0.0%
61201	WORKERS COMPENSATION	7,505	9,875	-	-	**-**	0.0%
61210	EMPLOYEE PARKING	19	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$71,007	$81,755	-	$4	**-**	0.0%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	80	75	2,500	500	**4,000**	60.0%
The cost of attendance at conferences and seminars for staff assigned to managing and maintaining the urban forest are charged to this account.							
62130	CONTINUING EDUCATION/TUITION	609	30	2,000	-	**5,000**	150.0%
This line item provides appropriations for employee higher education and professional certification and licensure.							
62160	CLOTHING/UNIFORMS & MAINT	1,586	1,492	3,200	2,500	**3,200**	0.0%
The cost of footwear, foul weather gear, gloves, safety glasses and ANSI III uniforms for crew assigned to maintaining the urban forest are charged to this account.							
EMPLOYEE SUPPLY/EXPN TOTAL		$2,275	$1,597	$7,700	$3,000	**$12,200**	58.4%
PERSONNEL TOTAL		$248,257	$245,564	$7,700	$3,059	**$12,200**	58.4%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	10,145	7,066	10,500	7,500	**9,500**	-9.5%
All fuels and lubricants used in vehicles and equipment assigned to the shade tree operation are charged to this account.							
FUEL & LUBRICANTS TOTAL		$10,145	$7,066	$10,500	$7,500	**$9,500**	-9.5%
OFFICE SUPPLIES							
65210	SUPPLIES	55	163	1,050	250	**750**	-28.6%
Small consumable field supplies used in the shade tree operation are charged to this line item.							
65213	COMPUTER/COPIER SUPPLIES	347	439	750	450	**500**	-33.3%
Copier costs and office supplies used in the shade tree operation are charged to this line item.							
65215	POSTAGE	63	17	200	75	**200**	0.0%
This appropriation covers routine postage costs, special postage services (certified mail) and shipping costs.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
OFFICE SUPPLIES TOTAL		$466	$619	$2,000	$775	**$1,450**	-27.5%
PROGRAM EXPENSES							
66221	PLANT MATERIAL/MAINTENANCE	21,548	32,118	32,000	27,000	**32,000**	0.0%
This account will be used for the purchase of new street trees and replacement plantings for municipally-owned properties, on-street rain gardens, diverters and the Wetland Education Center. This account is also used for the purchase of planting materials for flower beds.							
66222	CHEMICALS/PESTICIDE/FERTILIZER	21,423	9,404	17,500	17,500	**18,500**	5.7%
This allocation will support the ongoing Emerald Ash Borer treatment program as well as continuing programs.							
66227	MEALS & MEETINGS	268	211	350	250	**350**	0.0%
Expenses for monthly meetings of the Tree Commission (TC) are charged to this account.							
66235	SPECIAL PROJECTS/GRANTS	-	-	4,519	4,519	**-**	-100.0%
66238	GROUP ACTIVITIES/PROGRAM SUPP	6,115	10,708	12,000	12,000	**8,000**	-33.3%
This account includes charges for consumables, supplies, portable toilet rentals and small engine repairs.							
PROGRAM EXPENSES TOTAL		$49,353	$52,441	$66,369	$61,269	**$58,850**	-11.3%
PROFESSIONAL SERVICE							
67322	DUES/MEMBERSHIPS/SUBSCRIPTIONS	-	552	400	150	**400**	0.0%
67325	CONTRACTED PUBLIC SVCS (COG)	-	9,329	-	-	**-**	0.0%
67326	OTHER CONTRACTED SERVICES	120,227	123,231	20,500	20,500	**69,000**	236.6%
This line item includes the cost for contract tree pruning, contract tree removals, contract stump grinding and contract tub grinding.							
67329	PUBLIC WORKS SERVICES	107,735	116,353	141,341	655,742	**569,949**	303.2%
PROFESSIONAL SERVICE TOTAL		$227,962	$249,465	$162,241	$676,392	**$639,349**	294.1%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	36,972	11,604	25,000	16,000	**20,000**	-20.0%
This appropriation covers the cost of repairs and maintenance of vehicles assigned to the shade tree program.							
68257	RENT OF EQUIPMENT/MACHINERY	2,211	2,733	3,000	2,000	**4,500**	50.0%
Charges for this account cover the rental costs for equipment used for tree planting and root pruning.							
VEHICLE REPAIR/MAINT TOTAL		$39,183	$14,337	$28,000	$18,000	**$24,500**	-12.5%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	145	1,090	1,500	1,500	**4,000**	166.7%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
This account includes routine purchases of hand saws, climbing gear, ropes and small chain saws. Included in 2017 is $3,000 to purchase a Good Rigging Control System, which improves safety and control of large limbs during removal and pruning operations.							
SMALL TOOLS/EQUIP TOTAL		$145	$1,090	$1,500	$1,500	**$4,000**	166.7%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	1,407	881	1,500	1,100	**1,500**	0.0%
The cost of monthly telephone charges, land line or cellular, are charged to this appropriation.							
72327	RADIO EQUIPMENT MAINTENANCE	-	30	500	200	**500**	0.0%
Charges not covered under the warranty are charged to this appropriation.							
72330	ADVERTISING	139	303	300	300	**325**	8.3%
The cost of advertising Tree Commission meetings and activities is charged to this account.							
COMMUNICATIONS TOTAL		$1,546	$1,215	$2,300	$1,600	**$2,325**	1.1%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	3,287	3,946	5,203	3,252	**5,146**	-1.1%
The cost of insurance assigned to the shade tree operation is charged to this account.							
INSURANCE/RISK MGMT TOTAL		$3,287	$3,946	$5,203	$3,252	**$5,146**	-1.1%
OPERATING TOTAL		$332,086	$330,178	$278,113	$770,288	**$745,120**	167.9%
CAPITAL							
CAPITAL CONSTRUCTION							
93775	CAP PURCHASES - MAJOR EQUIP	8,797	-	10,000	10,000	**-**	-100.0%
CAPITAL CONSTRUCTION TOTAL		$8,797	-	$10,000	$10,000	**-**	-100.0%
DEPRECIATION							
94850	DEPRECIATION-VEHICLES	19,802	18,992	24,522	24,522	**24,522**	0.0%
94860	DEPRECIATION-MACH/EQUIPMENT	1,110	1,570	1,570	1,570	**1,570**	0.0%
Depreciation of radio equipment assigned to the Shade Tree Program is charged to this account.							
DEPRECIATION TOTAL		$20,912	$20,562	$26,092	$26,092	**$26,092**	0.0%
CAPITAL TOTAL		$29,709	$20,562	$36,092	$36,092	**$26,092**	-27.7%
TOTAL EXPENDITURES		$610,052	$596,304	$321,905	$809,439	**$783,412**	143.4%
PUBLIC WORKS TREES/PARKS TOTAL:		($540,807)	($593,205)	($315,386)	($796,078)	**($781,412)**	147.8%

Bus Terminal

Overview

The Bus Terminal Fund provides for the operation and maintenance of the Centre Region Bus Terminal, located at 152 North Atherton Street. This facility is an inter-city bus terminal that provides office space and bus parking for private bus operators.

The terminal was originally constructed as a railway station for Bellefonte Central Railroad. When the company abandoned the Bellefonte-State College railway line in 1972, the facility was donated to Penn State University and later leased to State College Borough for the cost of $1.00 per year. The current agreement assigns the University responsibility for capital improvements and major repairs, with the Borough responsible for minor repairs and maintenance.

Mission

Make available a clean, efficient and convenient facility to serve as an inter-city bus terminal for area residents.

Goals

- Work with Penn State University to keep this valuable community asset available, while continuing efforts to secure a new location for a new facility
- When possible, generate a surplus in this fund to provide financial support for bicycle facility enhancements

Strategic Objectives

Minor Maintenance

Provide minor maintenance, as needed, at a reasonable cost (major maintenance that requires capital expenditures is the responsibility of Penn State University).

Custodial Care

Provide custodial care six days per week to clean restrooms and floors in the facility.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B104 SCB BUS TERMINAL							
77 PUBLIC TRANSPORTATION							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	(1)	-	-	-	**-**	0.0%
43170	RENT OF FACILITIES	25,736	26,036	25,971	26,275	**26,400**	1.7%
Rent paid by the operator of the Bus Terminal, as well as rental of bus parking at the rear of the Bus Terminal are posted to this account.							
INTEREST AND RENTS TOTAL		$25,735	$26,036	$25,971	$26,275	**$26,400**	1.7%
CONTRACTED SERVICES							
46210	SALE OF MATERIALS/CONCESSIONS	1,466	1,671	1,500	1,550	**1,500**	0.0%
Payments received from the vending company for concessions in the Bus Terminal constitute this revenue account.							
CONTRACTED SERVICES TOTAL		$1,466	$1,671	$1,500	$1,550	**$1,500**	0.0%
USER/USAGE CHARGES							
47400	PERMITS/PASSES	6,539	6,074	4,924	4,924	**5,500**	11.7%
Parking permit revenue for nine monthly rental spaces are posted to this account.							
USER/USAGE CHARGES TOTAL		$6,539	$6,074	$4,924	$4,924	**$5,500**	11.7%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	35,000	30,216	29,105	29,105	**16,192**	-44.4%
Transfer from the General Fund (B101) to provide operating support to the enterprise.							
MISC/CONTRIBUTIONS TOTAL		$35,000	$30,216	$29,105	$29,105	**$16,192**	-44.4%
TOTAL REVENUE		$68,740	$63,997	$61,500	$61,854	**$49,592**	-19.4%
EXPENDITURES:							
PERSONNEL							
EMPLOYEE BENEFITS							
61196	HEALTH INSURANCE	38	-	-	-	**-**	0.0%
61198	VISION/DENTAL INSURANCE	3	-	-	-	**-**	0.0%
61199	LIFE & DISABILITY INSURANCE	(4)	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$37	-	-	-	**-**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
PERSONNEL TOTAL		$37	-	-	-		0.0%
OPERATING							
INSTITUTIONAL SUPPLY							
63237	INSTITUTIONAL SUPPLIES	1,829	676	2,150	1,000	**1,500**	-30.2%
Custodial and other supplies used in the maintenance of the Bus Terminal are charged to this line item.							
INSTITUTIONAL SUPPLY TOTAL		$1,829	$676	$2,150	$1,000	**$1,500**	-30.2%
PROFESSIONAL SERVICE							
67311	ACCOUNTING & AUDITING	136	136	150	150	**150**	0.0%
This appropriation covers the cost of review and preparation of the annual audited financial statements.							
67329	PUBLIC WORKS SERVICES	34,673	38,288	38,685	36,385	**28,033**	-27.5%
This line item covers the personnel costs for Public Works employees assigned to custodial care and maintenance, as well as snow removal operations at the Bus Terminal. In addition, time for administrative staff is charged to this account based on an allocation of their time over the course of the previous year.							
PROFESSIONAL SERVICE TOTAL		$34,809	$38,424	$38,835	$36,535	**$28,183**	-27.4%
LAND/BLDG/FACILITIES							
70372	REPAIRS & MAINT - BUILDINGS	55	-	200	200	**200**	0.0%
This appropriation covers the cost of minor repairs and maintenance of the Bus Terminal. Major repairs are the responsibility of Penn State University.							
70373	CONTRCTED BLDG MAINT/REPAIRS	1,486	1,417	1,500	1,250	**1,500**	0.0%
This appropriation covers the cost of walk-off floor mats.							
LAND/BLDG/FACILITIES TOTAL		$1,541	$1,417	$1,700	$1,450	**$1,700**	0.0%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	2,227	1,336	1,200	1,100	**1,200**	0.0%
The monthly charges for pay telephones at the Bus Terminal are charged to this appropriation.							
COMMUNICATIONS TOTAL		$2,227	$1,336	$1,200	$1,100	**$1,200**	0.0%
UTILITIES							
73360	ELECTRICITY	6,288	4,448	5,750	4,500	**5,000**	-13.0%
The cost of electricity for the Bus Terminal is charged to this appropriation.							
73365	SOLID WASTE DISPOSAL	688	688	840	857	**900**	7.1%
This appropriation covers the cost of refuse and recycling services for the Bus Terminal.							
UTILITIES TOTAL		$6,976	$5,136	$6,590	$5,357	**$5,900**	-10.5%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	290	903	981	1,038	**1,106**	12.7%
The costs assigned to the Bus Terminal for insurance are charged to this account.							
INSURANCE/RISK MGMT TOTAL		$290	$903	$981	$1,038	**$1,106**	12.7%
OPERATING TOTAL		$47,671	$47,893	$51,456	$46,480	**$39,589**	-23.1%
OTHER EXPENSE							
OTHER EXPENDITURES							
96500	INDIRECT COSTS	21,472	16,104	10,463	10,463	**10,003**	-4.4%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		$21,472	$16,104	$10,463	$10,463	**$10,003**	-4.4%
OTHER EXPENSE TOTAL		$21,472	$16,104	$10,463	$10,463	**$10,003**	-4.4%
TOTAL EXPENDITURES		$69,180	$63,997	$61,919	$56,943	**$49,592**	-19.9%
PUBLIC TRANSPORTATION TOTAL:		($439)	-	($419)	$4,911	**-**	-100.0%
SCB BUS TERMINAL TOTAL		**($439)**	**-**	**($419)**	**$4,911**	**-**	**-100.0%**

Compost Operations

Overview

The Compost Operations Fund uses revenues from the disposal of leaves from the Borough and the Townships of College, Ferguson and Patton at the Borough-owned Composting Facility; from food waste and mixed organics collected from Borough residential properties; and food waste from a growing number of commercial customers; as well as revenue from the sale of finished compost. Expenditures pay for processing operations to compost leaves, grass clippings and other organic material.

New commercial establishments began to participate in the organics collection program in 2016. The commercial food waste diversion program is expected to grow steadily and is ultimately expected to divert 1,500 combined tons of food waste from the landfill-bound commercial and residential waste streams.

The addition of food to the former yard waste composting program requires a greater staff presence at the compost facility, which is reflected in the labor services section of this budget.

Mission

Efficiently process organic materials diverted from the landfill-bound municipal solid waste stream.

Goals

- Balance the budget between cost of operations and revenues generated in composting activities
- Continue to compost leaves and grass clippings delivered to the former landfill by State College Borough and the Townships of College, Ferguson and Patton
- Incorporate yard wastes into the composting process
- Incorporate food waste into the process when the proper mix is determined, sources of materials are secured and mode of delivery of materials is determined
- Explore new markets for the growing compost inventory.

Strategic Objectives

Receiving Area

Improve management of incoming materials by creating a receiving area.

Recycling Grant

A Pennsylvania Department of Environmental Protection (DEP) sponsored Act 101 Section 902 Recycling Grant was approved in 2016 to fund the first phase of planned improvements at the Composting Facility. Future grant rounds are dependent on the reauthorization of Act 101 recycling fees.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B107 SCB COMPOST OPERATIONS							
75 PUBLIC WORKS REFUSE/COMPOST							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	3,014	2,136	2,000	1,950	**2,000**	0.0%
INTEREST AND RENTS TOTAL		$3,014	$2,136	$2,000	$1,950	**$2,000**	0.0%
GRANTS							
44200	STATE GRANT	-	-	-	-	**250,000**	0.0%
GRANTS TOTAL		-	-	-	-	**$250,000**	0.0%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	96,077	97,169	96,025	96,025	**96,025**	0.0%
Payments made under contracts with College, Ferguson and Patton Townships for disposal of yard waste materials are represented in this account.							
46210	SALE OF MATERIALS/CONCESSIONS	45,463	51,404	67,500	67,500	**70,000**	3.7%
This account represents sales of compost and mulch products. Bulk sales are primarily wholesale or to the Refuse Fund for product made available to residents at no cost for those who pick up the material at the Maintenance Facility. Amounts received for bagged product that is sold at the Maintenance Facility and pre-paid bulk product that are delivered to Borough residents are also posted to this account.							
CONTRACTED SERVICES TOTAL		$141,540	$148,573	$163,525	$163,525	**$166,025**	1.5%
SPECIAL ASSESSMENTS							
48140	SALE OF GENERAL FIXED ASSETS	75	-	-	-	**-**	0.0%
Payments for the disposition of old vehicles and equipment are posted to this account.							
SPECIAL ASSESSMENTS TOTAL		$75	-	-	-	**-**	0.0%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	47,868	54,233	183,425	118,425	**128,425**	-30.0%
This line item represents payments from the Refuse Collection Fund for leaf disposal plus anticipated disposal of 1,500 tons of food waste diverted from residential and commercial properties.							
MISC/CONTRIBUTIONS TOTAL		$47,868	$54,233	$183,425	$118,425	**$128,425**	-30.0%
TOTAL REVENUE		$192,498	$204,942	$348,950	$283,900	**$546,450**	56.6%

EXPENDITURES:

PERSONNEL

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
EMPLOYEE BENEFITS							
61196	HEALTH INSURANCE	19	-	-	-	**-**	0.0%
61201	WORKERS COMPENSATION	55	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$74	-	-	-	**-**	0.0%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	1,534	-	750	909	**1,500**	100.0%
The cost of attendance at conferences and seminars for staff assigned to managing or working in day-to-day composting operations are charged to this account.							
62130	CONTINUING EDUCATION/TUITION	763	-	1,750	934	**2,000**	14.3%
The cost of continuing education and certification classes for staff assigned to managing or working in day-to-day composting operations are charged to this account.							
62160	CLOTHING/UNIFORMS & MAINT	120	228	1,000	1,000	**1,000**	0.0%
The cost of footwear, foul weather gear, gloves, safety glasses and ANSI III uniforms are charged to this account.							
EMPLOYEE SUPPLY/EXPN TOTAL		$2,417	$228	$3,500	$2,843	**$4,500**	28.6%
PERSONNEL TOTAL		$2,491	$228	$3,500	$2,843	**$4,500**	28.6%
OPERATING							
INSTITUTIONAL SUPPLY							
63236	BUILDING SUPPLIES	101	80	750	300	**750**	0.0%
Supplies specific to the pole building at the Composting Facility are charged to this account.							
INSTITUTIONAL SUPPLY TOTAL		$101	$80	$750	$300	**$750**	0.0%
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	3,997	-	750	750	**750**	0.0%
64232	DIESEL FUEL	15,745	9,790	15,000	10,000	**13,500**	-10.0%
All fuel used at the Composting Facility is charged to this account.							
FUEL & LUBRICANTS TOTAL		$19,742	$9,790	$15,750	$10,750	**$14,250**	-9.5%
OFFICE SUPPLIES							
65210	SUPPLIES	447	925	600	1,000	**2,250**	275.0%
Consumable supplies used in the operation of the Composting Facility, such as forms and copies, are charged to this account.							
OFFICE SUPPLIES TOTAL		$447	$925	$600	$1,000	**$2,250**	275.0%
PROFESSIONAL SERVICE							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
67311	ACCOUNTING & AUDITING	245	250	250	250	**250**	0.0%
The portion of the cost of the preparation of the annual audited financial statements is charged to this account.							
67325	CONTRACTED PUBLIC SERVICES	38,670	9,520	30,000	10,000	**20,000**	-33.3%
Represented in this account are expenses associated with the use of labor and equipment from the Borough's municipal partners in the compost operation. College Township graders are used occasionally for minor road repairs and re-grading after stockpiled snow melts in the spring. Patton Township labor and loaders are used to maintain work areas for the accumulation of dumped leaves and wood chips. The invoice received for disposal of leaves is offset against the labor and equipment efforts and the Townships are billed for the net amount.							
67329	PUBLIC WORKS SERVICES	140,571	173,197	206,904	192,500	**165,709**	-19.9%
In addition to personnel costs for Public Works employees, time for administrative staff is charged to this account based on an allocation of their time over the course of the previous year.							
PROFESSIONAL SERVICE TOTAL		$179,486	$182,967	$237,154	$202,750	**$185,959**	-21.6%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	26,652	24,229	25,000	35,000	**30,000**	20.0%
The cost of repairs and maintenance of vehicles assigned to this enterprise fund are posted to this account.							
68257	RENT OF EQUIPMENT/MACHINERY	6,790	5,750	7,500	7,500	**7,500**	0.0%
The appropriation in this account includes the cost of equipment rentals. Primarily, a tub grinder is rented to process accumulated wood waste into a saleable mulch product.							
VEHICLE REPAIR/MAINT TOTAL		$33,442	$29,979	$32,500	$42,500	**$37,500**	15.4%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	2,976	-	1,000	350	**1,000**	0.0%
SMALL TOOLS/EQUIP TOTAL		$2,976	-	$1,000	$350	**$1,000**	0.0%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	-	-	300	300	**300**	0.0%
The costs of monthly telephone charges, land line or cellular, are charged to this appropriation.							
72327	RADIO EQUIPMENT MAINTENANCE	-	-	300	300	**300**	0.0%
Radio equipment repairs not covered under warranty are charged to this appropriation.							
COMMUNICATIONS TOTAL		-	-	$600	$600	**$600**	0.0%
UTILITIES							
73360	ELECTRICITY	161	171	300	200	**225**	-25.0%
The cost of electricity primarily for exterior and interior lighting at the facility is charged to this appropriation.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
73366	WATER AND SEWER	288	223	300	250	**300**	0.0%
UTILITIES TOTAL		$450	$394	$600	$450	**$525**	-12.5%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	4,610	5,461	7,105	4,796	**5,541**	-22.0%
The costs assigned to the Compost Operations Fund for insurance are charged to this account							
INSURANCE/RISK MGMT TOTAL		$4,610	$5,461	$7,105	$4,796	**$5,541**	-22.0%
OPERATING TOTAL		$241,254	$229,595	$296,059	$263,496	**$248,375**	-16.1%
CAPITAL							
CAPITAL CONSTRUCTION							
93720	CAP PURCHASES - IMPROVEMENTS	-	-	277,778	-	**277,778**	0.0%
This line item funds paving improvements to the Composting Facility. The project is conditioned upon approval and receipt of a Pennsylvania Department of Environmental Protection 902 Recycling Grant award.							
CAPITAL CONSTRUCTION TOTAL		-	-	$277,778	-	**$277,778**	0.0%
DEPRECIATION							
94800	DEPRECIATION-LAND IMPROVEMENTS	31,460	21,139	-	-	**-**	0.0%
94820	DEPRECIATION-BUILDINGS	6,819	2,645	-	-	**-**	0.0%
94830	DEPRECIATION-BLGS IMPROVEMENT	2,540	2,540	-	-	**-**	0.0%
94850	DEPRECIATION-VEHICLES	51,627	51,627	77,750	77,750	**77,750**	0.0%
94860	DEPRECIATION-MACH/EQUIPMENT	42,699	42,745	-	-	**-**	0.0%
Depreciation of specialty equipment and radios are represented in this account.							
DEPRECIATION TOTAL		$135,145	$120,696	$77,750	$77,750	**$77,750**	0.0%
CAPITAL TOTAL		$135,145	$120,696	$355,528	$77,750	**$355,528**	0.0%
OTHER EXPENSE							
OTHER EXPENDITURES							
96500	INDIRECT COSTS	35,654	26,741	17,532	17,532	**18,115**	3.3%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		$35,654	$26,741	$17,532	$17,532	**$18,115**	3.3%
OTHER EXPENSE TOTAL		$35,654	$26,741	$17,532	$17,532	**$18,115**	3.3%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
TOTAL EXPENDITURES		$414,544	$377,259	$672,619	$361,621	**$626,518**	-6.9%
PUBLIC WORKS REFUSE/COMPOST TOTAL:		($222,046)	($172,317)	($323,669)	($77,721)	**($80,068)**	-75.3%
SCB COMPOST OPERATIONS TOTAL		**($222,046)**	**($172,317)**	**($323,669)**	**($77,721)**	**($80,068)**	**-75.3%**

Sanitary Sewer Fund

Overview

The Sanitary Sewer Fund was established to track the operation and treatment costs associated with the Borough's sanitary sewer system. This allows the total cost of this service to be covered entirely by user fees based on water use.

Mission

Operate and maintain an environmentally sound sewage collection and conveyance system.

Goals

- Reduce sewer line backups by 10% over the next three years
- Reduce infiltration/inflow in the sewer system by 10% over the next three years

Strategic Objectives

Infiltration/Inflow Reduction Plan & Implementation

Continue a plan to identify and reduce infiltration/inflow into the sanitary sewer system. Replace or line manholes and sewer mains to reduce infiltration/inflow.

Identification of Illegal Connections

Smoke test sewer lines to identify illegal connections to sewer lines, which allow rainwater to enter the system.

Annual Maintenance

Clean all sewer mains at least once a year and clean older clay lines semi-annually to help reduce the chance of sewer back-ups.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B108 SCB SANITARY SEWER							
76 PUBLIC WORKS SANITARY SEWER							
REVENUE:							
LICENSES AND PERMITS							
41575	SEWAGE PERMITS	4,450	16,872	7,500	3,000	**3,000**	-60.0%
Sanitary sewer permit fees are recognized in this line item.							
LICENSES AND PERMITS TOTAL		$4,450	$16,872	$7,500	$3,000	**$3,000**	-60.0%
INTEREST AND RENTS							
43100	INTEREST EARNINGS	7,749	9,413	11,000	18,000	**11,000**	0.0%
INTEREST AND RENTS TOTAL		$7,749	$9,413	$11,000	$18,000	**$11,000**	0.0%
GRANTS							
44100	FEDERAL GRANT	4,445	(4,445)	-	-	**-**	0.0%
GRANTS TOTAL		$4,445	($4,445)	-	-	**-**	0.0%
USER/USAGE CHARGES							
47450	USER FEES	5,150	384,770	150,000	193,200	**150,000**	0.0%
Income from sewer tapping fees are represented in this account. For 2017, a portion of the tapping fees for The Metropolitan should be realized.							
47460	USAGE CHARGES	5,697,540	5,872,176	5,900,000	5,900,000	**5,900,000**	0.0%
USER/USAGE CHARGES TOTAL		$5,702,691	$6,256,946	$6,050,000	$6,093,200	**$6,050,000**	0.0%
SPECIAL ASSESSMENTS							
48120	MISCELLANEOUS REVENUE	-	3,802	-	-	**-**	0.0%
48140	SALE OF GENERAL FIXED ASSETS	-	-	1,500	5,000	**-**	-100.0%
The sale of assets, such as old sewer maintenance equipment, is included in this account.							
SPECIAL ASSESSMENTS TOTAL		-	$3,802	$1,500	$5,000	**-**	-100.0%
TOTAL REVENUE		$5,719,335	$6,282,588	$6,070,000	$6,119,200	**$6,064,000**	-0.1%
EXPENDITURES:							
PERSONNEL							
EMPLOYEE BENEFITS							
61196	HEALTH INSURANCE	59	-	-	-	**-**	0.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61201	WORKERS COMPENSATION	289	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$348	-	-	-	**-**	0.0%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	-	231	2,500	1,245	**1,000**	-60.0%
Expenses incurred for training and professional development, including state and federal requirements, are included in this line item.							
62130	CONTINUING EDUCATION/TUITION	438	-	1,500	-	**-**	-100.0%
This line item provides appropriations for employee higher education and professional certification and licensure.							
EMPLOYEE SUPPLY/EXPN TOTAL		$438	$231	$4,000	$1,245	**$1,000**	-75.0%
PERSONNEL TOTAL		$786	$231	$4,000	$1,245	**$1,000**	-75.0%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	29,619	20,420	28,500	28,500	**28,500**	0.0%
FUEL & LUBRICANTS TOTAL		$29,619	$20,420	$28,500	$28,500	**$28,500**	0.0%
PROGRAM EXPENSES							
66238	GROUP ACTIVITIES/PROGRAM SUPP	39,237	40,728	50,000	50,000	**50,000**	0.0%
Various supplies, as well as the rental of specialized equipment for the maintenance and repair of sewer lines and laterals are included in this account.							
PROGRAM EXPENSES TOTAL		$39,237	$40,728	$50,000	$50,000	**$50,000**	0.0%
PROFESSIONAL SERVICE							
67311	ACCOUNTING & AUDITING	6,522	6,800	7,000	7,000	**6,500**	-7.1%
This appropriation covers that allocated cost for the annual audit.							
67313	ENGINEERING & ARCHITECTURAL	545	(4,400)	214,600	50,000	**50,000**	-76.7%
Professional services for specialized sewer design, as well as capacity studies, rate studies and other sewer related professional engineering services are included in this line item.							
67314	LEGAL SERVICES	1,000	1,000	1,500	-	**1,500**	0.0%
A portion of the Solicitor's retainage as it relates to the sanitary sewer system is included in this line item.							
67326	OTHER CONTRACTED SERVICES	39,079	46,102	17,048	17,048	**-**	-100.0%
67327	FINANCIAL SERVICES	17,713	17,941	28,000	28,000	**28,000**	0.0%
The State College Borough Water Authority (SCBWA) bills residents for both water and sewer service. The Borough reimburses the Authority for this service, which is charged to this account.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
67328	BANKING FEES	114	366	-	-	**-**	0.0%
67329	PUBLIC WORKS SERVICES	349,773	381,365	510,313	510,313	**465,720**	-8.7%
This line item is for labor performed by the Public Works Department on sewer maintenance.							
PROFESSIONAL SERVICE TOTAL		$414,746	$449,174	$778,461	$612,361	**$551,720**	-29.1%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	59,788	46,278	65,000	55,000	**45,840**	-29.5%
The maintenance charges for vehicles and equipment including backhoes, dump trucks, sewer jetters, message boards, compressors and skid loaders are included in this account.							
VEHICLE REPAIR/MAINT TOTAL		$59,788	$46,278	$65,000	$55,000	**$45,840**	-29.5%
HARDWARE/SOFTWARE							
69310	COMPUTER ACCESS/SOFTWARE MAINT	-	-	-	1,500	**1,750**	0.0%
HARDWARE/SOFTWARE TOTAL		-	-	-	$1,500	**$1,750**	0.0%
LAND/BLDG/FACILITIES							
70500	REPAIR & MAINT - INFRASTRUCTUR	449,574	1,264	-	-	**-**	0.0%
LAND/BLDG/FACILITIES TOTAL		$449,574	$1,264	-	-	**-**	0.0%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	3,438	143	-	-	**27,000**	0.0%
71300	REPAIRS & MAINT - EQUIPMENT	-	1,660	2,000	2,000	**-**	-100.0%
This line item includes approriations for the repair of specialized sewer equipment, such as meters, pumps, television equipment, cameras, jetters, etc.							
SMALL TOOLS/EQUIP TOTAL		$3,438	$1,803	$2,000	$2,000	**$27,000**	1250.0%
COMMUNICATIONS							
72321	MONTHLY CELL/TELEPHONE CHARGES	-	183	600	185	**200**	-66.7%
This line item represents the cost for cellular data services to provide meter flow data in real-time.							
72327	RADIO EQUIPMENT MAINTENANCE	139	30	1,000	1,000	**1,000**	0.0%
This account includes the three-year warranty provided with the 2014 purchase of new portable radios. This warranty will cover most charges for repairs.							
72330	ADVERTISING	464	-	-	-	**-**	0.0%
COMMUNICATIONS TOTAL		$603	$213	$1,600	$1,185	**$1,200**	-25.0%
UTILITIES							
73360	ELECTRICITY	989	1,005	980	850	**935**	-4.6%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
Electricity charges for the various metering stations for the Borough's system.							
73366	WATER AND SEWER	2,828	916	2,500	500	**500**	-80.0%
Charges for domestic water used for the sewer cleaning operation are expensed in this account. This amount has decreased over recent years due to use of the rainwater harvesting operation at the Maintenance Facility.							
73368	SEWAGE TREATMENT COSTS	4,201,083	4,014,196	4,200,000	4,200,000	**4,100,000**	-2.4%
This line item accounts for treatment costs at both the Penn State University plant and University Area Joint Authority plants. The projection for 2017 indicates an increase in flow due to the completion of several high density commercial/residential buildings within the downtown.							
UTILITIES TOTAL		$4,204,900	$4,016,116	$4,203,480	$4,201,350	**$4,101,435**	-2.4%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	6,645	7,423	10,500	16,139	**28,055**	167.2%
INSURANCE/RISK MGMT TOTAL		$6,645	$7,423	$10,500	$16,139	**$28,055**	167.2%
OPERATING TOTAL		$5,208,551	$4,583,421	$5,139,541	$4,968,035	**$4,835,500**	-5.9%
CAPITAL							
CAPITAL CONSTRUCTION							
93724-I&I	CAPITAL - INFRASTRUCTURE	-	-	825,000	825,000	**1,005,000**	21.8%
93775	CAP PURCHASES - MAJOR EQUIP	-	-	9,500	9,500	**-**	-100.0%
93780	CAP PURCHASES - VEHICLES	-	-	359,005	188,500	**-**	-100.0%
CAPITAL CONSTRUCTION TOTAL		-	-	$1,193,505	$1,023,000	**$1,005,000**	-15.8%
DEPRECIATION							
94850	DEPRECIATION-VEHICLES	84,093	74,042	87,146	87,146	**77,303**	-11.3%
94860	DEPRECIATION-MACH/EQUIPMENT	15,520	17,149	1,100	1,100	**1,178**	7.1%
This appropriation is for the depreciation of the Division's two-way radios.							
94880	DEPRECIATION-INFRASTRUCTURE	487,847	280,723	-	-	**-**	0.0%
DEPRECIATION TOTAL		$587,460	$371,914	$88,246	$88,246	**$78,481**	-11.1%
CAPITAL TOTAL		$587,460	$371,914	$1,281,751	$1,111,246	**$1,083,481**	-15.5%
OTHER EXPENSE							
OTHER EXPENDITURES							
96500	INDIRECT COSTS	154,421	115,816	128,697	128,697	**141,618**	10.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
	This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.						
	OTHER EXPENDITURES TOTAL	$154,421	$115,816	$128,697	$128,697	**$141,618**	10.0%
	OTHER EXPENSE TOTAL	$154,421	$115,816	$128,697	$128,697	**$141,618**	10.0%
TOTAL EXPENDITURES		$5,951,218	$5,071,382	$6,553,989	$6,209,223	**$6,061,599**	-7.5%
PUBLIC WORKS SANITARY SEWER TOTAL:		($231,883)	$1,211,207	($483,989)	($90,023)	**$2,401**	-100.5%
SCB SANITARY SEWER TOTAL		**($231,883)**	**$1,211,207**	**($483,989)**	**($90,023)**	**$2,401**	**-100.5%**

Refuse Collection Fund

Overview

The Public Works Department collects and disposes of refuse and bulk items in State College Borough. An enterprise fund is used to provide for an equitable distribution of costs among users. The collection of refuse within the Borough is accomplished with six different vehicle/crew types: residential, commercial/apartment, bulk items, street containers/cleaning, leaf collection and recyclable materials. A financial model was developed through the Refuse Services Evaluation and Rate Study presented to Council in 2015 and includes an analysis of the costs attributable to each collection program. This analysis is used to develop a user-fee rate structure that is equitable based upon the different types of collection.

After collection by Borough staff, municipal solid waste is hauled to the Centre County Recycling and Refuse Authority where it is re-compacted onto large tractor-trailer trucks and hauled to a landfill. Additionally, the Authority, on a contractual basis, collects and recycles glass, blow-molded plastics, newspaper, magazines, office paper and metal cans throughout the Borough. The Borough collects corrugated cardboard from the commercial areas of the Borough.

Leaves, brush and other organic materials are collected by the Public Works crews and hauled to the Borough-owned Composting Facility for processing and reuse as mulch and compost. In 2013, the Borough added food waste to the existing organics recycling program to divert additional organic material from the landfill. It is anticipated that an additional 1,500 tons of food waste will ultimately be diverted through the new phase of organics diversion, which is reflected as a separate disposal cost in this budget.

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Mission

Provide a healthy, clean and aesthetically pleasing environment through an effective combination of the promotion of recycling, as well as the collection and disposal of solid waste, within residential and commercial areas.

Goals

- Divert organic waste from the municipal solid waste stream
- Improve efficiency of operations while maintaining a refuse collection service that exceeds customer expectations

Strategic Objectives

Increased Diversion

Increase the amount of organics diverted from the waste stream, with an ultimate goal of reducing residual waste to 35% of the total waste stream, through combined increases in the recycling of plastics, metals, glass, paper, organic waste, electronics and other recyclable items.

Expand Organic Collection

Expand organic collection to the commercial sector by placing additional organics collection containers (dumpsters or carts) throughout the Borough during 2017.

Improve Tracking, Performance Metrics and Refuse Operations

Continue to implement recommendations from the Refuse Services Evaluation and Rate Study, consider revisions to simplify the rate schedule and align service fees with costs incurred, implement operational efficiencies resulting from the study and improve data collection and logistics.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B109 SCB REFUSE COLLECTIONS							
75 PUBLIC WORKS REFUSE/COMPOST							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	9,180	12,367	8,000	8,100	**8,000**	0.0%
Anticipated interest earnings on funds attributable to the Refuse Collection Fund.							
INTEREST AND RENTS TOTAL		$9,180	$12,367	$8,000	$8,100	**$8,000**	0.0%
GRANTS							
44200	STATE GRANT	-	250,000	-	-	**-**	0.0%
Grant awards received from Act 101, Section 902 Recycling program from the Commonwealth of Pennsylvania are recognized in this line item. The Borough is eligible to receive grants every two years.							
44300	LOCAL GOVERNMENT GRANTS	-	50,000	-	-	**-**	0.0%
GRANTS TOTAL		-	$300,000	-	-	**-**	0.0%
SHARE/ENTITL/IN LIEU							
45500	COUNTY SHARED REVENUE	26,756	43,888	25,000	15,381	**15,000**	-40.0%
This account includes revenue from the Centre County Recycling and Refuse Authority's (CCRRA) recycling rebate. A portion of its annual Section 904 grant is returned to participating municipalities.							
SHARE/ENTITL/IN LIEU TOTAL		$26,756	$43,888	$25,000	$15,381	**$15,000**	-40.0%
CONTRACTED SERVICES							
46110	FEE FOR SERVICES	3,740	11,202	9,000	11,500	**9,000**	0.0%
Revenue from extraordinary collections (bulk or brush) and from non-Borough participants in the organics recycling program are posted to this account.							
46210	SALE OF MATERIALS/CONCESSIONS	37,095	31,418	20,000	23,500	**20,000**	0.0%
Charges for dumpsters and carts purchased by users and charges for repairs to dumpsters are posted to this account.							
CONTRACTED SERVICES TOTAL		$40,835	$42,620	$29,000	$35,000	**$29,000**	0.0%
USER/USAGE CHARGES							
47460	USAGE CHARGES	3,069,799	3,040,550	3,693,000	3,270,000	**3,300,000**	-10.6%
Posted to this account are annual charges for refuse collection services, late fees and penalties.							
47520	COMPLAINT FEES	-	3,781	-	-	**-**	0.0%
USER/USAGE CHARGES TOTAL		$3,069,799	$3,044,332	$3,693,000	$3,270,000	**$3,300,000**	-10.6%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
SPECIAL ASSESSMENTS							
48140	SALE OF GENERAL FIXED ASSETS	-	68,000	-	-	**-**	0.0%
SPECIAL ASSESSMENTS TOTAL		-	$68,000	-	-	**-**	0.0%
TOTAL REVENUE		$3,146,570	$3,511,207	$3,755,000	$3,328,481	**$3,352,000**	-10.7%
EXPENDITURES:							
PERSONNEL							
EMPLOYEE BENEFITS							
61199	LIFE & DISABILITY INSURANCE	17	-	-	-	**-**	0.0%
61201	WORKERS COMPENSATION	38	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$56	-	-	-	**-**	0.0%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	770	3,199	4,000	4,122	**4,000**	0.0%
This appropriation covers the cost of attendance at conferences and seminars for staff assigned to managing the Refuse fleet or working in day-to-day operations.							
62130	CONTINUING EDUCATION/TUITION	346	888	1,000	150	**2,000**	100.0%
This line item provides appropriations for employee higher education and professional certification and licensure.							
62160	CLOTHING/UNIFORMS & MAINT	9,241	8,129	9,500	7,500	**9,500**	0.0%
This appropriation covers the cost of footwear, foul weather gear, gloves, safety glasses and ANSI III uniforms.							
EMPLOYEE SUPPLY/EXPN TOTAL		$10,357	$12,216	$14,500	$11,772	**$15,500**	6.9%
PERSONNEL TOTAL		$10,413	$12,216	$14,500	$11,772	**$15,500**	6.9%
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	106,559	69,100	75,000	73,000	**75,000**	0.0%
It is anticipated that Compressed Natural Gas (CNG) purchases through Clean Energy will continue into 2017 with four front-line vehicles now fueled by CNG.							
FUEL & LUBRICANTS TOTAL		$106,559	$69,100	$75,000	$73,000	**$75,000**	0.0%
OFFICE SUPPLIES							
65210	SUPPLIES	374	507	1,250	600	**1,000**	-20.0%
Copier costs and office supplies used in the refuse operation are charged to this line item.							
65215	POSTAGE	4,897	4,809	5,000	4,800	**5,200**	4.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
The appropriation covers the cost of postage costs for billing, special postage services (certified mail) and shipping costs.							
OFFICE SUPPLIES TOTAL		$5,271	$5,316	$6,250	$5,400	**$6,200**	-0.8%
PROGRAM EXPENSES							
66238	GROUP ACTIVITIES/PROGRAM SUPP	5,725	19,864	10,000	10,000	**10,000**	0.0%
The cost of printed materials, such as invoice forms and door hangers, credit card charges for online bill payments, random and pre-employment testing and supplies used in the field are expensed in this line item.							
66255	PERMITS AND FEES	1,250	1,350	1,750	1,400	**1,500**	-14.3%
This appropriation covers the cost of Pennsylvania Department of Environmental Protection permits for waste hauler and waste tire transporter licenses.							
PROGRAM EXPENSES TOTAL		$6,975	$21,214	$11,750	$11,400	**$11,500**	-2.1%
PROFESSIONAL SERVICE							
67310	PROFESSIONAL SERVICES	54,000	31,200	-	-	**-**	0.0%
67311	ACCOUNTING & AUDITING	3,803	3,750	3,900	3,561	**3,900**	0.0%
Cost of review and preparation of the annual audited financial statements.							
67315	SPECIAL LEGAL SERVICES	60	3,843	5,000	4,500	**5,000**	0.0%
This appropriation is used primarily for the cost of attorney's fees incurred to pursue legal recourse against past due accounts.							
67325	CONTRACTED PUBLIC SERVICES	8,160	7,600	10,000	8,400	**10,000**	0.0%
This appropriation is used primarily for the cost of placing roll-off boxes in various areas of the Borough during the student move-out and move-in cycle in August of each year.							
67328	BANKING FEES	114	364	500	250	**500**	0.0%
Fees for acceptance of credit card payments are posted to this account.							
67329	PUBLIC WORKS SERVICES	763,666	1,276,140	1,124,332	1,124,332	**937,814**	-16.6%
This line item covers the personnel costs for Public Works employees assigned to collect refuse, yard waste, bulk items and leaves. In addition, time for administrative staff is charged to this account based on an allocation of their time over the course of the previous year.							
PROFESSIONAL SERVICE TOTAL		$829,803	$1,322,898	$1,143,732	$1,141,043	**$957,214**	-16.3%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	239,141	205,461	200,000	190,000	**200,000**	0.0%
Cost of repairs and maintenance of vehicles assigned to this enterprise fund.							
VEHICLE REPAIR/MAINT TOTAL		$239,141	$205,461	$200,000	$190,000	**$200,000**	0.0%
HARDWARE/SOFTWARE							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
69310	COMPUTER MAINTENANCE/SUPPORT	10,000	18,600	20,000	18,600	**20,000**	0.0%
This appropriation covers the cost of data collection of refuse cart and dumpster container tipping, location of assets in inventory and the tracking of collection equipment.							
HARDWARE/SOFTWARE TOTAL		$10,000	$18,600	$20,000	$18,600	**$20,000**	0.0%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	25,927	43,237	60,000	40,000	**61,500**	2.5%
This line item represents the cost of routine purchases of dumpsters and carts plus small tools and equipment used in the operation.							
SMALL TOOLS/EQUIP TOTAL		$25,927	$43,237	$60,000	$40,000	**$61,500**	2.5%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	877	883	1,200	900	**1,000**	-16.7%
The costs of monthly telephone charges, land line or cellular, are charged to this appropriation							
72327	RADIO EQUIPMENT MAINTENANCE	438	206	1,000	400	**1,000**	0.0%
Radio equipment repairs not covered under warranty are charged to this appropriation.							
72330	ADVERTISING	-	353	1,000	400	**1,000**	0.0%
The cost of advertising is charged to this account.							
COMMUNICATIONS TOTAL		$1,315	$1,443	$3,200	$1,700	**$3,000**	-6.3%
UTILITIES							
73363	FOOD WASTE	-	-	60,000	60,000	**65,000**	8.3%
The costs for the disposal of organics at the Composting Facility are posted to this account.							
73364	RECYCLING	292,464	293,576	295,000	295,000	**320,000**	8.5%
This appropriation is used for the cost of monthly Centre County Recycling and Refuse Authority invoices for residential and commercial recycling collection.							
73365	SOLID WASTE DISPOSAL	956,923	951,571	955,000	945,000	**955,000**	0.0%
Cost of disposal of landfill-bound waste at the Centre County Recycling and Refuse Authority (CCRRA) transfer station are charged to this account. The budget appropriation is based on CCRRA maintaining the current tipping fees for disposed waste and tires.							
UTILITIES TOTAL		$1,249,387	$1,245,147	$1,310,000	$1,300,000	**$1,340,000**	2.3%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	12,636	15,952	20,233	21,456	**47,450**	134.5%
The costs assigned to the Refuse Collection Fund for insurance are charged to this account.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
INSURANCE/RISK MGMT TOTAL		$12,636	$15,952	$20,233	$21,456	**$47,450**	134.5%
OPERATING TOTAL		$2,487,015	$2,948,368	$2,850,165	$2,802,599	**$2,721,864**	-4.5%
CAPITAL							
CAPITAL CONSTRUCTION							
93750	CAP PURCH - SPECIALIZED EQUIP	-	-	40,000	65,608	**-**	-100.0%
This appropriation is used for purchase of capital equipment used in the collection of waste or recyclable materials.							
93780	CAP PURCHASES - VEHICLES	-	-	235,863	195,664	**-**	-100.0%
CAPITAL CONSTRUCTION TOTAL		-	-	$275,863	$261,272	**-**	-100.0%
DEPRECIATION							
94850	DEPRECIATION-VEHICLES	149,010	310,849	329,806	329,806	**335,000**	1.6%
94860	DEPRECIATION-MACH/EQUIPMENT	10,112	9,753	-	-	**-**	0.0%
DEPRECIATION TOTAL		$159,121	$320,601	$329,806	$329,806	**$335,000**	1.6%
CAPITAL TOTAL		$159,121	$320,601	$605,669	$591,078	**$335,000**	-44.7%
OTHER EXPENSE							
OTHER EXPENDITURES							
96492	INTERFUND TRANSFERS	47,868	54,233	131,425	131,425	**63,425**	-51.7%
This appropriation represents interfund transfers from the Refuse Collection Fund to the Compost Operations Fund.							
96500	INDIRECT COSTS	154,092	115,569	183,150	183,150	**165,436**	-9.7%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		$201,960	$169,802	$314,575	$314,575	**$228,861**	-27.2%
OTHER EXPENSE TOTAL		$201,960	$169,802	$314,575	$314,575	**$228,861**	-27.2%
TOTAL EXPENDITURES		$2,858,509	$3,450,988	$3,784,909	$3,720,024	**$3,301,225**	-12.8%
PUBLIC WORKS REFUSE/COMPOST TOTAL:		$288,061	$60,219	($29,909)	($391,543)	**$50,775**	-269.8%
SCB REFUSE COLLECTIONS TOTAL		**$288,061**	**$60,219**	**($29,909)**	**($391,543)**	**$50,775**	**-269.8%**

Fleet Services

Overview

The Fleet Services budget covers the cost of maintenance and repair of Borough vehicles.

Mission

Ensure that all Borough vehicles and equipment are maintained in a prudent and economical manner to remain cost competitive. All vehicles and equipment will be evaluated annually to determine condition and recommended replacement timeline.

Goals

- Minimize the environmental impact of the fleet
- Provide quality fleet services, efficiently and economically

Strategic Objectives

Fuel Efficiency

Research and recommend the most energy efficient vehicle models available.

Biofuels

Continue the use of ultra-low sulfur B-5 biodiesel. While higher percentage biodiesel is available, manufacturers' engine warranties do not extend to higher composition biofuels.

Update Diagnostic Equipment

Evaluate and update existing electronic diagnostic equipment as necessary.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B120 SCB FLEET SERVICES							
78 PUBLIC WORKS FLEET SERVICES							
REVENUE:							
GRANTS							
44100	FEDERAL GRANT	2,085	(2,085)	-	-	**-**	0.0%
GRANTS TOTAL		$2,085	($2,085)	-	-	**-**	0.0%
CONTRACTED SERVICES							
46100	CONTRACT FOR SHARED SERVICES	307,998	251,848	357,183	357,183	**372,376**	4.3%
CONTRACTED SERVICES TOTAL		$307,998	$251,848	$357,183	$357,183	**$372,376**	4.3%
USER/USAGE CHARGES							
47460	USAGE CHARGES	34,267	17,628	25,000	25,000	**25,000**	0.0%
USER/USAGE CHARGES TOTAL		$34,267	$17,628	$25,000	$25,000	**$25,000**	0.0%
MISC/CONTRIBUTIONS							
49160	INTERFUND OPERATING TRANSFERS	-	78,600	-	59,178	**118,204**	0.0%
MISC/CONTRIBUTIONS TOTAL		-	$78,600	-	$59,178	**$118,204**	0.0%
TOTAL REVENUE		$344,351	$345,990	$382,183	$441,361	**$515,580**	34.9%
EXPENDITURES:							
PERSONNEL							
SALARIES AND WAGES							
60112	SALARY & WAGES - FULL TIME	117,352	105,173	112,795	112,795	**116,428**	3.2%
60180	OVERTIME PAY	11,567	9,129	12,224	12,224	**12,300**	0.6%
60185	OTHER COMPENSATION	-	649	-	-	**-**	0.0%
SALARIES AND WAGES TOTAL		$128,919	$114,951	$125,019	$125,019	**$128,728**	3.0%
EMPLOYEE BENEFITS							
61192	OASDI- EMPLOYER PAID	8,188	7,412	7,860	7,860	**7,634**	-2.9%
61193	MEDICARE - EMPLOYER PAID	1,915	1,734	1,838	1,838	**1,785**	-2.9%
61196	HEALTH INSURANCE	27,155	38,522	43,128	43,128	**48,636**	12.8%
61198	VISION/DENTAL INSURANCE	1,361	1,773	1,772	1,772	**1,826**	3.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
61199	LIFE & DISABILITY INSURANCE	516	350	350	350	**367**	4.9%
61200	PENSION	9,832	11,059	11,926	11,926	**11,100**	-6.9%
61201	WORKERS COMPENSATION	4,488	5,778	7,160	7,160	**9,358**	30.7%
61210	EMPLOYEE PARKING	54	-	-	-	**-**	0.0%
EMPLOYEE BENEFITS TOTAL		$53,509	$66,628	$74,034	$74,034	**$80,706**	9.0%
EMPLOYEE SUPPLY/EXPN							
62121	PROFESSIONAL DEVELOPMENT	135	199	2,400	2,400	**4,000**	66.7%
This appropriation funds employee training and development, which is needed in order to remain up-to-date with new technology and newly purchased vehicles and equipment. The increase in this line item is due to certification requirements for CNG vehicles.							
62130	CONTINUING EDUCATION/TUITION	135	-	-	-	**2,000**	0.0%
This appropriation is for continued education on specialized equipment and technology.							
62160	CLOTHING/UNIFORMS & MAINT	4,019	3,059	4,050	3,275	**3,750**	-7.4%
This line itme includes the expenses for cleaning and purchasing uniforms for mechanics as well as purchases of safety related clothing.							
EMPLOYEE SUPPLY/EXPN TOTAL		$4,289	$3,258	$6,450	$5,675	**$9,750**	51.2%
PERSONNEL TOTAL		$186,717	$184,837	$205,503	$204,728	**$219,184**	6.7%
OPERATING							
INSTITUTIONAL SUPPLY							
63237	INSTITUTIONAL SUPPLIES	-	-	2,000	2,000	**2,000**	0.0%
INSTITUTIONAL SUPPLY TOTAL		-	-	$2,000	$2,000	**$2,000**	0.0%
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	5,318	11,929	875	875	**875**	0.0%
FUEL & LUBRICANTS TOTAL		$5,318	$11,929	$875	$875	**$875**	0.0%
PROGRAM EXPENSES							
66235	SPECIAL PROJECTS/GRANTS	-	146	800	150	**500**	-37.5%
These costs are used for cleaning the shop floor drains and plumbing infrastructure. Often an outside contractor provides these services due to disposal requirements.							
66238	GROUP ACTIVITIES/PROGRAM SUPP	14,808	12,838	16,375	15,100	**16,500**	0.8%
PROGRAM EXPENSES TOTAL		$14,808	$12,983	$17,175	$15,250	**$17,000**	-1.0%
PROFESSIONAL SERVICE							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
67326	OTHER CONTRACTED SERVICES	1,919	5,981	-	8,850	**-**	0.0%
67329	PUBLIC WORKS SERVICES	87,100	94,068	104,445	104,445	**105,774**	1.3%
Public Works labor services costs cover the personnel costs for Public Works employees assigned to the fleet operation. In addition, time for administrative staff is charged to this account based on an allocation of their time over the course of the previous year.							
PROFESSIONAL SERVICE TOTAL		$89,019	$100,049	$104,445	$113,295	**$105,774**	1.3%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	4,157	5,361	2,200	2,200	**2,500**	13.6%
VEHICLE REPAIR/MAINT TOTAL		$4,157	$5,361	$2,200	$2,200	**$2,500**	13.6%
HARDWARE/SOFTWARE							
69320	NEW COMPUTER EQUIPMENT	-	469	2,400	2,400	**4,600**	91.7%
This line item includes funds for specialized equipment updates. The increase in this line item is due to annual update expenses for scanner equipment.							
HARDWARE/SOFTWARE TOTAL		-	$469	$2,400	$2,400	**$4,600**	91.7%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	2,371	5,266	4,200	4,200	**4,500**	7.1%
This line item provides for tool reimbursement for up to $1,000 per mechanic under the union contract and minor shop tools such as air impact wrenches, jacks, etc.							
71300	REPAIRS & MAINTENANCE - FUEL I	9,774	5,568	11,575	8,375	**9,250**	-20.1%
The appropriation in this line item covers the maintenance cost of the fuel island operations.							
SMALL TOOLS/EQUIP TOTAL		$12,145	$10,834	$15,775	$12,575	**$13,750**	-12.8%
COMMUNICATIONS							
72321	MONTHLY TELEPHONE CHARGES	864	983	1,200	1,200	**1,225**	2.1%
This line item covers phone and data plan expenses.							
72327	RADIO EQUIPMENT MAINTENANCE	-	-	375	375	**375**	0.0%
This line item covers radio maintenance expenses for two portable radios and one base station used by the mechanics.							
COMMUNICATIONS TOTAL		$864	$983	$1,575	$1,575	**$1,600**	1.6%
INSURANCE/RISK MGMT							
80351	PROPERTY INSURANCE	1,318	1,877	2,375	1,591	**2,212**	-6.9%
INSURANCE/RISK MGMT TOTAL		$1,318	$1,877	$2,375	$1,591	**$2,212**	-6.9%
OPERATING TOTAL		$127,628	$144,485	$148,820	$151,761	**$150,311**	1.0%

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
CAPITAL							
CAPITAL CONSTRUCTION							
93775	CAP PURCHASES - MAJOR EQUIP	4,523	-	8,900	6,950	**-**	-100.0%
With new incentives offered by the EPA, vehicle manufacturers are switching to a new refrigerant in air conditioning units. The new refrigerant will require new recharging equipment to be able to service the air conditioning units.							
93780	CAP PURCHASES - VEHICLES	-	-	-	-	**36,800**	0.0%
The current Fleet vehicle is 20 years old and in need of replacement. These funds would be used to transfer a pickup truck from the Street Division to the Fleet Division and install a new service body on the pickup truck.							
CAPITAL CONSTRUCTION TOTAL		$4,523	-	$8,900	$6,950	**$36,800**	313.5%
DEPRECIATION							
94850	DEPRECIATION-VEHICLES	-	-	1,445	1,445	**1,445**	0.0%
94860	DEPRECIATION-MACH/EQUIPMENT	2,104	4,204	1,178	1,178	**-**	-100.0%
DEPRECIATION TOTAL		$2,104	$4,204	$2,623	$2,623	**$1,445**	-44.9%
CAPITAL TOTAL		$6,628	$4,204	$11,523	$9,573	**$38,245**	231.9%
OTHER EXPENSE							
OTHER EXPENDITURES							
96500	INDIRECT COSTS	72,257	54,193	91,099	91,099	**111,438**	22.3%
This line item appropriation reimburses the General Fund for Central Services provided including Administration, Human Resources, Financial Services, Information Technology and Facilities. Cost recovery amounts are determined annually through the Cost Allocation Plan. Current amounts are based upon actual costs from the 2015 Cost Allocation Plan.							
OTHER EXPENDITURES TOTAL		$72,257	$54,193	$91,099	$91,099	**$111,438**	22.3%
OTHER EXPENSE TOTAL		$72,257	$54,193	$91,099	$91,099	**$111,438**	22.3%
TOTAL EXPENDITURES		$393,229	$387,719	$456,945	$457,161	**$519,178**	13.6%
PUBLIC WORKS FLEET SERVICES TOTAL:		($48,879)	($41,729)	($74,762)	($15,800)	**($3,598)**	-95.2%
SCB FLEET SERVICES TOTAL		**($48,879)**	**($41,729)**	**($74,762)**	**($15,800)**	**($3,598)**	**-95.2%**

Highway Aid Fund

Overview

The Highway Aid Fund accounts for expenditures paid from Commonwealth taxes on motor fuels, which are distributed to Pennsylvania counties and municipalities in accordance with a street mileage/population formula. These levies are placed in a separate fund and disbursed in accordance with Commonwealth guidelines. A state audit is performed on this fund annually to assure compliance with the Pennsylvania Department of Transportation and Commonwealth fiscal policies.

This Budget includes appropriations for the maintenance of streets (including curbs and sidewalks), traffic control devices and storm sewers. Street resurfacing, street reconstruction and other major street improvements are funded primarily through the Borough's Capital Projects Fund.

Mission

Apply funds from Commonwealth taxes on motor fuels towards maintaining Borough streets, storm sewers, traffic and regulatory signs, signals and markings, as well as the fleet vehicles and equipment used in street maintenance.

Goals

- Improve citizens' satisfaction rating for snow removal services by 5% over the next three years as measured by the National Citizen Survey
- Reduce Central Business District (CBD) street light energy consumption by 15% over the next five years
- Provide maintenance, including curb replacement, patching, resurfacing and street reconstruction such that 80% of Borough streets have a "Satisfactory" rating or better

Strategic Objectives

Infrastructure Improvements

Due to an aging system, numerous storm water pipes are beginning to fail and need to be replaced. Continue to survey and identify needed infrastructure improvements.

Reduced Salt Application

Replace salt spreading equipment with current technology, including electronically calibrated equipment with GPS-based reporting capabilities. For a quicker response rate, all front-line snowplow trucks will be equipped with wing plows.

Track Costs

Track all costs associated with storm sewer repairs and curb replacement through the MUNIS work order system.

Reduce Central Business District Street Light Energy Consumption

Continue to replace street light fixtures with more energy efficient bulbs and energy management technology.

Develop Standard Operating Procedures

In accordance with our MS4 permit through the U.S. Environmental Protection Agency and the Pennsylvania Department of Environmental Protection, develop standard operating procedures for the maintenance of our storm sewer system.

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B135 SCB HIGHWAY AID							
73 PUBLIC WORKS STREETS							
REVENUE:							
INTEREST AND RENTS							
43100	INTEREST EARNINGS	5,598	7,220	5,800	6,700	**5,800**	0.0%
This line item represents interest earnings that are accrued after receipt of the allocation from the Commonwealth in the spring.							
INTEREST AND RENTS TOTAL		$5,598	$7,220	$5,800	$6,700	**$5,800**	0.0%
GRANTS							
44100	FEDERAL GRANT	5,073	-	-	-	**-**	0.0%
Occasionally, the Borough receives federal grant appropriation due to severe winter storms. Appropriations from these grants are posted to this line item.							
GRANTS TOTAL		$5,073	-	-	-	**-**	0.0%
SHARE/ENTITL/IN LIEU							
45300	STATE ENTITLEMENT	687,274	757,387	848,275	884,468	**906,000**	6.8%
Liquid Fuels tax allocations from the Commonwealth are represented in this account.							
SHARE/ENTITL/IN LIEU TOTAL		$687,274	$757,387	$848,275	$884,468	**$906,000**	6.8%
CONTRACTED SERVICES							
46110	FEE FOR SERVICES	45,095	50,151	40,275	40,954	**40,954**	1.7%
Revenues from PennDOT contracts with the Borough for winter maintenance of State highways in the Borough are posted to this account. Approximately ten miles of State highways are located within the Borough. Additionally, the Borough provides winter maintenance on short sections of University Drive and Park Avenue, as well as University Drive Extension in College Township, which are also State highways. During particularly severe winters, PennDOT will provide an additional supplemental payment for winter maintenance contract services.							
CONTRACTED SERVICES TOTAL		$45,095	$50,151	$40,275	$40,954	**$40,954**	1.7%
TOTAL REVENUE		$743,040	$814,758	$894,350	$932,122	**$952,754**	6.5%
EXPENDITURES:							
OPERATING							
FUEL & LUBRICANTS							
64231	GASOLINE/LUBRICANTS	24,504	29,844	23,000	19,000	**22,500**	-2.2%
Fifteen vehicles and miscellaneous equipment within the Public Works Department are eligible for fuel cost reimbursement from the Highway Aid Fund. The appropriation covers the anticipated fuel costs for this equipment.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
FUEL & LUBRICANTS TOTAL		$24,504	$29,844	$23,000	$19,000	**$22,500**	-2.2%
PROGRAM EXPENSES							
66224	DEICING/ANTI-SKID MATERIALS	91,873	124,514	98,500	75,000	**110,000**	11.7%
The cost of deicing and anti-skid materials, as well as contract snow removal, is included in this line item.							
66238	GROUP ACTIVITIES/PROGRAM SUPP	203	40,010	-	1,000	**2,500**	0.0%
66250	HIGHWAY SUPPLIES	79,335	107,394	180,889	156,000	**180,000**	-0.5%
66251	HIGHWAY AID-STORM SEWER SUPPLY	20,018	15,089	35,000	35,000	**50,000**	42.9%
This line item is for materials for storm sewer maintenance including pipe, inlets, manholes and culverts.							
PROGRAM EXPENSES TOTAL		$191,428	$287,006	$314,389	$267,000	**$342,500**	8.9%
PROFESSIONAL SERVICE							
67329-ST022	PUBLIC WORKS SERVICES	-	7,397	-	-	**-**	0.0%
PROFESSIONAL SERVICE TOTAL		-	$7,397	-	-	**-**	0.0%
VEHICLE REPAIR/MAINT							
68251	REPAIR & MAINT - VEHICLE	120,959	119,405	125,000	125,000	**125,000**	0.0%
This line item includes the repair and maintenance of Highway Aid eligible equipment.							
VEHICLE REPAIR/MAINT TOTAL		$120,959	$119,405	$125,000	$125,000	**$125,000**	0.0%
SMALL TOOLS/EQUIP							
71260	SMALL TOOLS & MINOR EQUIPMENT	213	-	11,900	11,900	**32,000**	168.9%
To be in compliance with PennDOT regulations for Work Zone Traffic Control, the appropriation from this account will be used to purchase various regulatory warning signs and traffic control devices, including traffic cones. These signs will also be used for temporary road closures.							
71261	SIGNS/SIGNALS/MARKINGS	52,123	57,107	85,973	85,973	**100,000**	16.3%
Installing and maintaining traffic and regulatory signs constitutes a major function of the Public Works Department. The Department is also responsible for street markings and the maintenance of traffic signals. The Borough has 33 signalized intersections, 12 school zone flashers, two pedestrian/bicycle crossing signals and a centralized computer and appurtenances for systemized operation of the downtown signals on Atherton Street at College, Park and Beaver Avenues. Minor repair of traffic signal controllers and electronic equipment is completed in-house. All major traffic signal repairs are contracted to qualified electronics technicians as required by PennDOT. Tel Power Inc. of Hollidaysburg, Pennsylvania handles maintenance and repair, often in conjunction with signal manufacturer's representatives, on a call-in basis, usually within a two-day response time. Additional appropriations are allocated to this account to replace street, regulatory and parking signs on a ten year replacement cycle, in conformance with federal standards.							
71262	STREETLIGHT SUPPLIES	46,690	19,614	40,980	40,980	**50,000**	22.0%
Maintenance, repair and replacement of downtown ornamental street lights, as well as installation of residential street lights by West Penn Power are included in this line item. Also included is any wiring and other electrical appurtenances for the street light system.							

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
SMALL TOOLS/EQUIP TOTAL		$99,025	$76,721	$138,853	$138,853	**$182,000**	31.1%
UTILITIES							
73360	ELECTRICITY	9,390	10,566	10,760	13,350	**14,000**	30.1%
Electricity for the operation of all traffic signals, including school zone signals and pedestrian signals, is included in this appropriation.							
73361	STREETLIGHTING ELECTRICITY	125,059	136,020	162,200	150,800	**165,000**	1.7%
Electricity for the downtown street light system, as well as the street light rentals from West Penn Power for residential street lighting is included in this line item.							
UTILITIES TOTAL		$134,448	$146,585	$172,960	$164,150	**$179,000**	3.5%
INSURANCE/RISK MGMT							
80353	BOND / SURETY & FIDELITY	-	1,557	-	1,400	**1,500**	0.0%
INSURANCE/RISK MGMT TOTAL		-	$1,557	-	$1,400	**$1,500**	0.0%
OPERATING TOTAL		$570,364	$668,516	$774,202	$715,403	**$852,500**	10.1%
CAPITAL							
CAPITAL CONSTRUCTION							
93724-ST002	CAPITAL - INFRASTRUCTURE	-	-	-	34,100	**-**	0.0%
93780	CAP PURCHASES - VEHICLES	1,500	-	368,705	366,605	**62,500**	-83.0%
CAPITAL CONSTRUCTION TOTAL		$1,500	-	$368,705	$400,705	**$62,500**	-83.0%
CAPITAL TOTAL		$1,500	-	$368,705	$400,705	**$62,500**	-83.0%
TOTAL EXPENDITURES		$571,864	$668,516	$1,142,907	$1,116,108	**$915,000**	-19.9%
PUBLIC WORKS STREETS TOTAL:		$171,176	$146,241	($248,557)	($183,986)	**$37,754**	-115.2%
SCB HIGHWAY AID TOTAL		**$171,176**	**$146,241**	**($248,557)**	**($183,986)**	**$37,754**	**-115.2%**

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Regional Programs

Overview

This section covers the Borough's share of the cost of the Centre Region Council of Governments (COG) programs in which the Borough participates, as well as the Borough's share of the Centre Area Transportation Authority (CATA) local subsidy for operating and capital costs related to public transit.

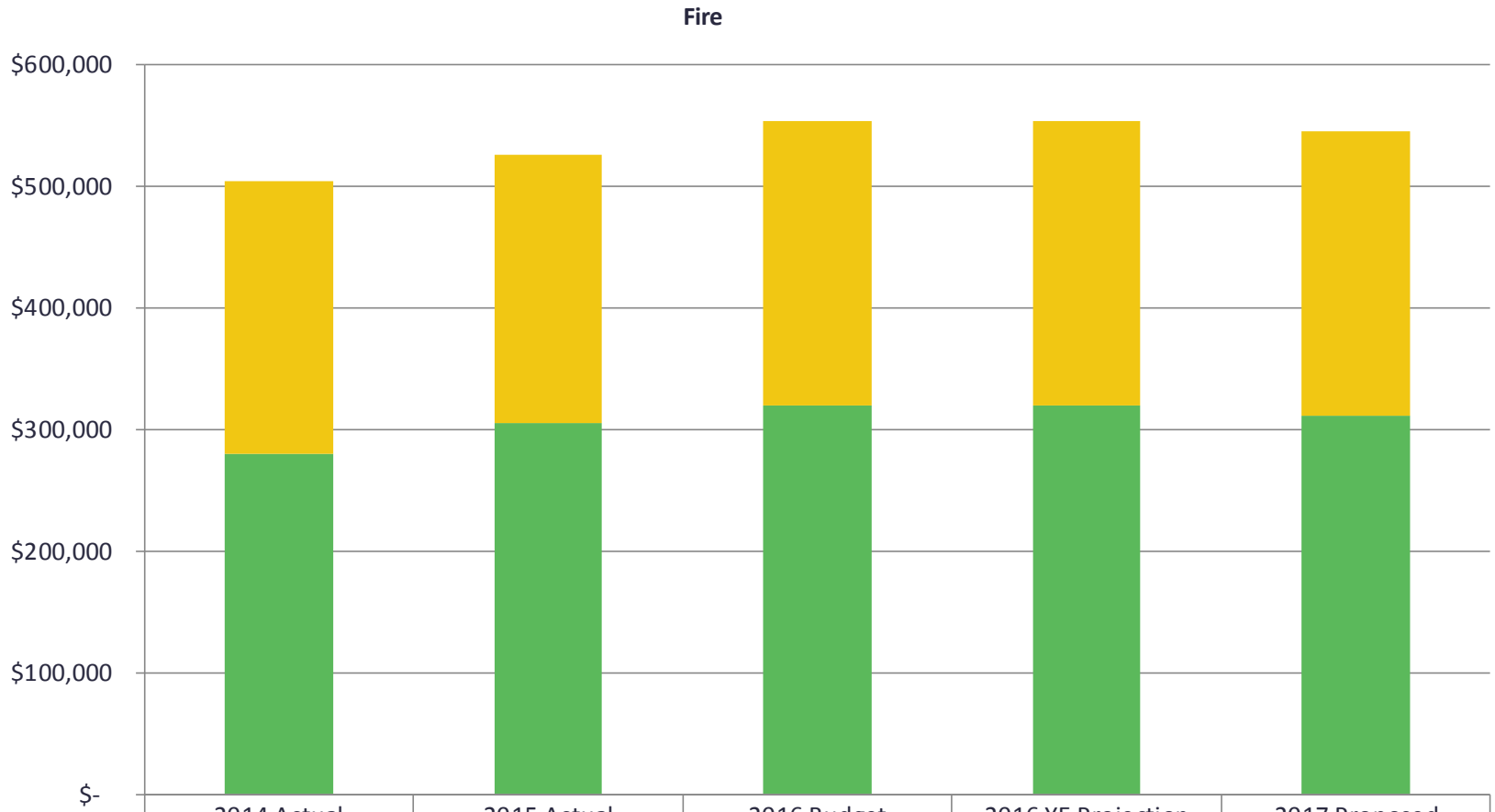
Determination of Regional Program Commitment

The Borough's share of the cost of the COG programs is assessed on a formula basis as specified in the Inter-Municipal Agreement for each program. Most of these assessments are based on the COG Standard Formula, in which a combination of the assessed valuation of taxable real estate, population (excluding college students) and adjusted gross earned income is used to determine the municipal shares of budgeted program costs. The COG Standard Formula was revised in 2009 and the municipal shares for 2017 are calculated as follows:

State College Borough	21.19%
College Township	16.31%
Ferguson Township	28.20%
Halfmoon Township	4.14%
Harris Township	9.19%
Patton Township	20.97%

Detailed information concerning the activities, operation and cost of each Centre Region COG program is contained in the 2017 COG Budget and COG Program Plan.

Alpha Fire Company



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$223,450	$219,925	$234,657	$234,657	$234,657
CAPITAL	$-	$-	$-	$-	$-
OPERATING	$280,760	$305,954	$319,995	$319,995	$311,556
PERSONNEL	$-	$-	$-	$-	$-
TOTAL	$504,209	$525,878	$554,652	$554,652	$546,213

Overview

The Alpha Fire Company is the service provider for the Centre Region's Regional Fire Protection Program. The Company operates three fire stations with the main fire station being located in State College Borough. This budget covers the Borough's portion of the operating and capital expenditures for the Regional Fire Protection Program.

Mission

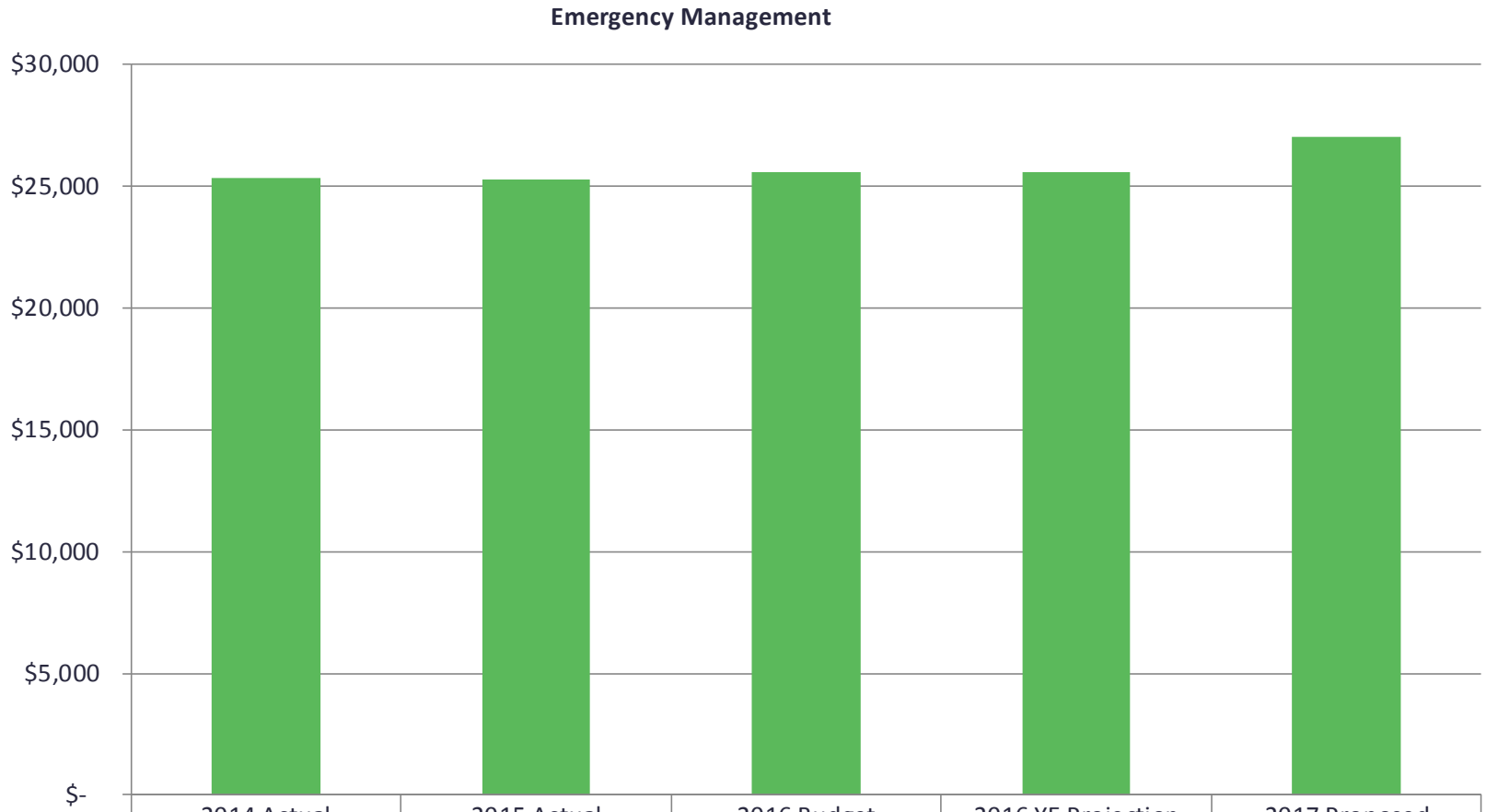
The mission of the Regional Fire Protection Program is to maintain a volunteer fire company to provide fire, rescue and related services to State College Borough, the Townships of College, Ferguson and Patton, a small portion of Benner Township and Penn State's University Park Campus. The Regional Fire Protection Program also provides support and assistance necessary to assure the delivery of quality services.

Goals

- Ensure the Alpha Fire Company has the facilities, equipment and support necessary to accomplish its mission
- Continue to provide protection to Centre Region residents in a cost-effective manner
- Respond to emergency calls for service
- Ensure programs meet statutory requirements

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
50 FIRE							
REVENUE:							
SHARE/ENTITL/IN LIEU							
45300	STATE ENTITLEMENT	223,450	219,925	234,657	234,657	**234,627**	0.0%
SHARE/ENTITL/IN LIEU TOTAL		$223,450	$219,925	$234,657	$234,657	**$234,627**	0.0%
TOTAL REVENUE		$223,450	$219,925	$234,657	$234,657	**$234,627**	0.0%
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67325	CONTRACTED PUBLIC SVCS (COG)	259,047	287,770	298,395	298,395	**289,956**	-2.8%
Costs are posted to this account for Municipal Shares contribution to Centre Region COG for Fire Protection and Fire Capital.							
PROFESSIONAL SERVICE TOTAL		$259,047	$287,770	$298,395	$298,395	**$289,956**	-2.8%
UTILITIES							
73366	WATER AND SEWER	21,713	18,184	21,600	21,600	**21,600**	0.0%
UTILITIES TOTAL		$21,713	$18,184	$21,600	$21,600	**$21,600**	0.0%
OPERATING TOTAL		$280,760	$305,954	$319,995	$319,995	**$311,556**	-2.6%
OTHER EXPENSE							
OTHER EXPENDITURES							
96940	FOREIGN FIRE INSURANCE TAX	223,450	219,925	234,657	234,657	**234,657**	0.0%
OTHER EXPENDITURES TOTAL		$223,450	$219,925	$234,657	$234,657	**$234,657**	0.0%
OTHER EXPENSE TOTAL		$223,450	$219,925	$234,657	$234,657	**$234,657**	0.0%
TOTAL EXPENDITURES		$504,209	$525,878	$554,652	$554,652	**$546,213**	-1.5%
FIRE TOTAL:		($280,760)	($305,954)	($319,995)	($319,995)	**($311,586)**	-2.6%
SCB GENERAL FUND TOTAL		**($280,760)**	**($305,954)**	**($319,995)**	**($319,995)**	**($311,586)**	**-2.6%**

Centre Region Emergency Management



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$-	$-	$-	$-	$-
OPERATING	$25,349	$25,293	$25,598	$25,598	$27,012
PERSONNEL	$-	$-	$-	$-	$-
TOTAL	$25,349	$25,293	$25,598	$25,598	$27,012

Overview

The Pennsylvania Emergency Management Code (Title 35) requires each municipality to have an Emergency Management Coordinator, an Emergency Operations Center (EOC) and an Emergency Operations Plan (EOP). In 1990, the Borough, in conjunction with all of the Centre Region municipalities, created a regional Emergency Management Program with a single coordinator through an agreement with Penn State University's Office of University Safety. Through this program, there is a designated EOC, which provides for a regional approach to emergency management.

The Borough also supports the Centre Region Emergency Management Contingency Fund, which provides a pool of funds for the Centre Region Emergency Management Coordinator to use in responding to a declared emergency.

This Budget covers the Borough's portion of the operating expenditures for the Emergency Management Program. More information about this program can be found in the 2017 COG Program Plan.

Mission

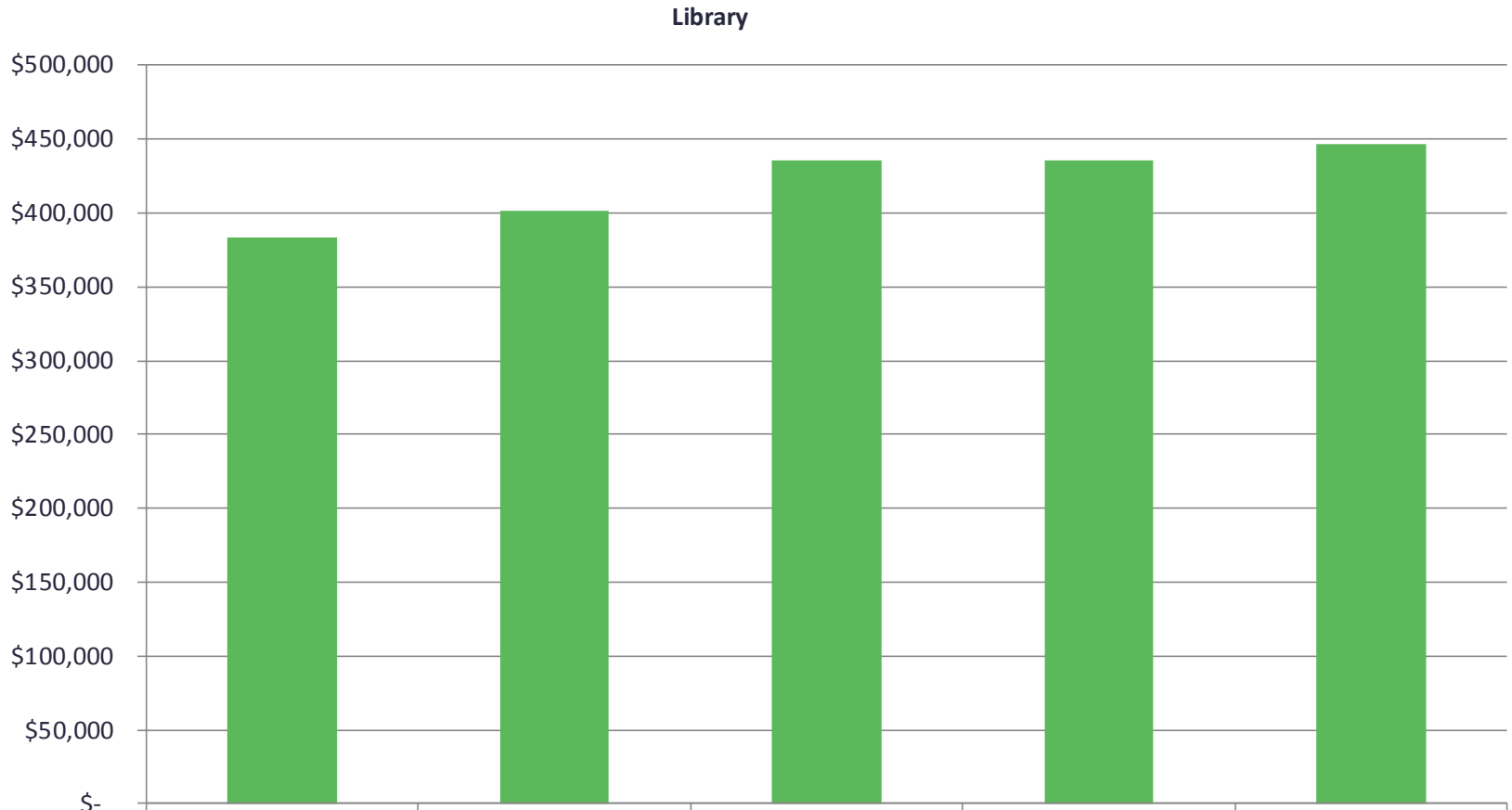
The Centre Region Emergency Management Program is responsible for preparing the Borough and the Townships of College, Ferguson, Halfmoon, Harris and Patton, to respond to and recover from natural or technological disasters and acts of terrorism.

Goals

- Develop, maintain and update EOPs for the Centre Region municipalities
- Enhance the Centre Region's Emergency Management public outreach
- Identify, maintain, equip and staff Regional Emergency Shelters
- Provide training opportunities and conduct exercises for staff and volunteers who may be needed during emergencies
- Maintain and, if necessary, activate the EOC

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
51 EMERGENCY MANAGEMENT							
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67325	CONTRACTED PUBLIC SVCS (COG)	25,349	25,293	25,598	25,598	**27,012**	5.5%
The Municipal Shares contributions to Centre Region COG for Emergency Management and Emergency Management Contingency are charged to this line item.							
PROFESSIONAL SERVICE TOTAL		$25,349	$25,293	$25,598	$25,598	**$27,012**	5.5%
OPERATING TOTAL		$25,349	$25,293	$25,598	$25,598	**$27,012**	5.5%
TOTAL EXPENDITURES		$25,349	$25,293	$25,598	$25,598	**$27,012**	5.5%
EMERGENCY MANAGEMENT TOTAL:		($25,349)	($25,293)	($25,598)	($25,598)	**($27,012)**	5.5%
SCB GENERAL FUND TOTAL		**($25,349)**	**($25,293)**	**($25,598)**	**($25,598)**	**($27,012)**	**5.5%**

Schlow Centre Region Library



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$-	$-	$-	$-	$-
OPERATING	$383,102	$401,080	$436,130	$436,130	$446,753
PERSONNEL	$-	$-	$-	$-	$-
TOTAL	$383,102	$401,080	$436,130	$436,130	$446,753

Overview

Schlow Centre Region Library is the public library serving the State College Borough and College, Ferguson, Halfmoon, Harris and Patton Townships. Schlow is a member of the Centre County Federation of Public Libraries, a public library system that includes the Centre County Library, its branches and the Centre County Bookmobile. The Library staff are assisted by approximately 50 regular volunteers. This Budget covers the Borough's portion of the operating expenditures for Schlow Centre Region Library.

Mission

The mission of Schlow Centre Region Library is to become the "Centre of Reading and Learning" for area residents.

Goals

- Serve as a community gathering place by maintaining the physical appeal, safety and cleanliness of the facility
- Provide collections of books, media and online resources for loan and public use
- Provide educational and cultural programs, including technology training
- Serve as the District Library Center for public libraries in Centre, Clearfield, Mifflin and Juniata counties

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
60 LIBRARY							
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67325	CONTRACTED PUBLIC SERVICES	383,102	401,080	436,130	436,130	**446,753**	2.4%
The Municipal Shares contribution to Centre Region COG for Library Operating are covered by this line item.							
PROFESSIONAL SERVICE TOTAL		$383,102	$401,080	$436,130	$436,130	**$446,753**	2.4%
OPERATING TOTAL		$383,102	$401,080	$436,130	$436,130	**$446,753**	2.4%
TOTAL EXPENDITURES		$383,102	$401,080	$436,130	$436,130	**$446,753**	2.4%
LIBRARY TOTAL:		($383,102)	($401,080)	($436,130)	($436,130)	**($446,753)**	2.4%
SCB GENERAL FUND TOTAL		**($383,102)**	**($401,080)**	**($436,130)**	**($436,130)**	**($446,753)**	**2.4%**

Centre Area Transportation Authority

	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$-	$-	$-	$-	$-
OPERATING	$105,634	$116,051	$123,709	$123,709	$132,428
PERSONNEL	$-	$-	$-	$-	$-
TOTAL	$105,634	$116,051	$123,709	$123,709	$132,428

Overview

The Centre Area Transportation Authority (CATA) is a joint municipal authority formed under the "Municipal Authorities Act of 1945." It was formed for the purpose of providing public transportation services within the boundaries of its member municipalities: the Borough of State College and the Townships of College, Ferguson, Harris and Patton. Subsequent agreements with the Borough of Bellefonte and Spring, Benner and Halfmoon Townships have allowed for service extensions to Bellefonte, Pleasant Gap and Stormstown. This Budget covers the Borough's share of the cost of the CATA local subsidy for operating and capital costs.

Mission

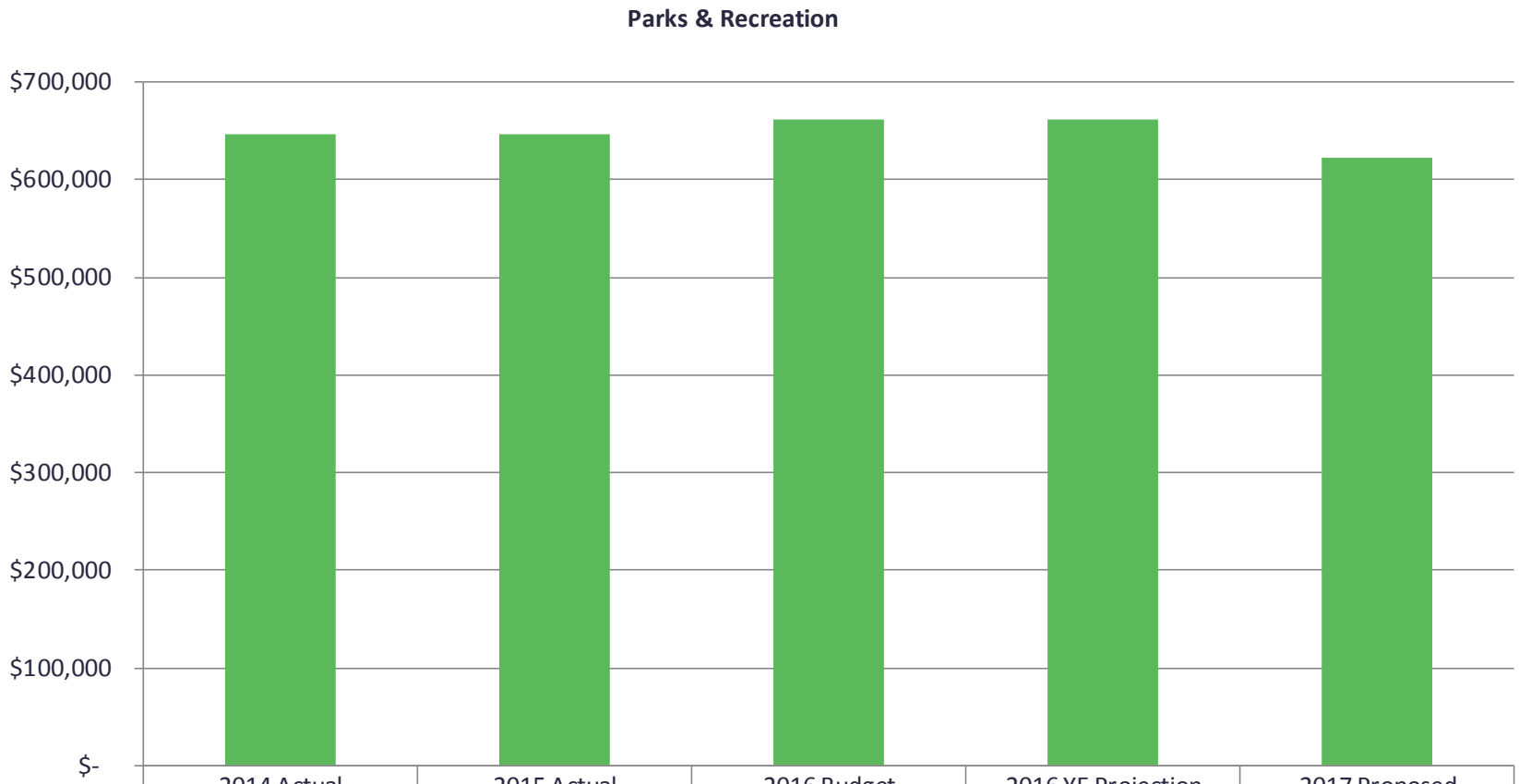
The mission of CATA is to deliver safe, reliable, accessible and affordable transportation, provided in a courteous and environmentally, fiscally and socially responsible manner.

Goals

- Develop holistic processes to meet the needs of a growing community and increasing demand for service in the face of financial and equipment challenges
- Use both internal and customer-focused technologies to improve management, operations and customer relations
- Plan for succession by preparing to replace skilled, trained, employees as they move up through the organization or retire
- Build capital and operating reserves to buffer against funding uncertainties and programmatic changes at the federal, state and local levels
- Enhance the use of metrics by identifying and tracking performance measures and other key indicators to make management, planning and operational decisions

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
77 PUBLIC TRANSPORTATION							
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67325	CONTRACTED PUBLIC SERVICES	105,634	116,051	123,709	123,709	**132,428**	7.0%
This line item represents the 2017 CATA contribution.							
PROFESSIONAL SERVICE TOTAL		$105,634	$116,051	$123,709	$123,709	**$132,428**	7.0%
OPERATING TOTAL		$105,634	$116,051	$123,709	$123,709	**$132,428**	7.0%
TOTAL EXPENDITURES		$105,634	$116,051	$123,709	$123,709	**$132,428**	7.0%
PUBLIC TRANSPORTATION TOTAL:		($105,634)	($116,051)	($123,709)	($123,709)	**($132,428)**	7.0%
SCB GENERAL FUND TOTAL		**($105,634)**	**($116,051)**	**($123,709)**	**($123,709)**	**($132,428)**	**7.0%**

Centre Region Parks & Recreation/Centre Region Parks & Recreation Authority



	2014 Actual	2015 Actual	2016 Budget	2016 YE Projection	2017 Proposed
OTHER EXPENSE	$-	$-	$-	$-	$-
CAPITAL	$-	$-	$-	$-	$-
OPERATING	$647,028	$646,556	$662,305	$662,305	$622,812
PERSONNEL	$-	$-	$-	$-	$-
TOTAL	$647,028	$646,556	$662,305	$662,305	$622,812

Overview

Centre Region Parks and Recreation is the official parks and recreation agency for the State College area. It was formed for the purpose of providing parks and recreation services within the boundaries of its member municipalities: the Borough of State College and the Townships of College, Ferguson, Harris and Patton. This Budget represents the Borough's portion of operating expenditures for parks and recreation services, which include the maintenance, operations and program activities associated with the following amenities:

- 44 municipal parks
- Three regional park sites
- William Welch and Park Forest Community Swimming Pools
- Millbrook Marsh Nature Center
- Centre Region Senior Center
- Three elementary school sport field sites
- 29 park pavilions
- 34 sport fields
- 21 tennis courts

Mission

The mission of Centre Region Parks and Recreation (CRPR) is to serve Centre Region residents of all ages throughout the year with a variety of recreational opportunities for enriching their lives through the use of programs and facilities, leadership resources and technical assistance services.

Goals

- Plan and offer a diverse menu of year-round programs and classes, sports leagues and special events
- Promote and accommodate self-directed uses of the various parks and facilities by individuals, families and groups
- Provide efficient parks maintenance and operations services across an extensive range of recreation facilities at a reasonable cost
- Provide coordination and administrative support for all operations
- Provide safe and clean swimming facilities, quality programming and events at aquatic facilities for Centre Region residents at a reasonable cost
- Maintain, repair and improve the two swimming pools operated by the Centre Region Parks and Recreation Authority
- Provide high quality and diverse programming to Senior Center participants
- In cooperation with the Centre County Office of Aging, provide a balanced and nutritious noon time meal for participants of the Senior Center and coordinate county van transportation services
- Preserve the Centre Region's historical, agricultural and environmental heritage by maintaining and enhancing the buildings and lands of Millbrook Marsh Nature Center
- Serve the community by providing safe, fun and educational programs, community events, facility rentals and other services at Millbrook Marsh Nature Center

Account #	Account Description	2014 Actual	2015 Actual	2016 Budget	2016 YE Proj.	2017 Proposed	% Change
B101 SCB GENERAL FUND							
80 PARKS & RECREATION ADMIN							
EXPENDITURES:							
OPERATING							
PROFESSIONAL SERVICE							
67325	CONTRACTED PUBLIC SVCS (COG)	647,028	646,556	662,305	662,305	**622,812**	-6.0%
This account represents the Municipal Shares contributions to Centre Region COG for Parks & Recreation, Parks Capital, Pools Capital, Senior Center, Regional Nature Center and Regional Parks.							
PROFESSIONAL SERVICE TOTAL		$647,028	$646,556	$662,305	$662,305	**$622,812**	-6.0%
OPERATING TOTAL		$647,028	$646,556	$662,305	$662,305	**$622,812**	-6.0%
TOTAL EXPENDITURES		$647,028	$646,556	$662,305	$662,305	**$622,812**	-6.0%
PARKS & RECREATION ADMIN TOTAL:		($647,028)	($646,556)	($662,305)	($662,305)	**($622,812)**	-6.0%
SCB GENERAL FUND TOTAL		**($647,028)**	**($646,556)**	**($662,305)**	**($662,305)**	**($622,812)**	**-6.0%**

Appendix A: Glossary

47410 DAILY FEES: This account includes revenues collected as daily fees in Borough parking garages.

47450 USER FEES: Income from sewer tapping fees is accounted for in this line item. Tapping fees are assessed for new construction or change in use of existing properties.

48140 SALE OF GENERAL FIXED ASSETS: Funds received from the occasional disposition of old vehicles and equipment are posted to this account.

50310 DEBT PROCEEDS – GO – NON ELEC: This account reflects the drawdown from a line-of-credit established for the Homestead Investment Program.

50320 SMALL BORROWING – CAPITAL: This line item is for revenues generated from the issuance of small loans by the Borough.

60112 SALARY & WAGES – FULL TIME: The total salary and wages for employees who occupy regular full-time positions. A regular full-time position is that which requires the employee to work at least 30 hours a week throughout the year.

60115 SALARY & WAGES – PART TIME: The total salary and wages for employees who occupy part-time and seasonal positions.

60180 OVERTIME PAY: Salary and wages paid to non-exempt employees for hours worked in excess of 40 hours per week or 8 hours per day and paid at one and one-half times the base hourly rate.

60185 OTHER COMPENSATION: Any other compensation received by the employee not related to regular base pay.

61192 OISDI (FICA) - EMPLOYER PAID: This is the employer's share of taxes paid for Social Security.

61193 MEDICARE - EMPLOYER PAID: This is the employer's share of Medicare taxes.

62121 PROFESSIONAL DEVELOPMENT: This account is for expenses incurred for training and professional development, including requirements by the state and federal government.

62125 AUTOMOBILE ALLOWANCE: This line item appropriation includes car allowances for the Mayor and Borough Manager.

62130 CONTINUING EDUCATION/TUITION: This line item covers the cost of continuing education and certification classes, as well as specialized training for safety and maintenance requirements.

62160 CLOTHING/UNIFORMS & MAINTENANCE: This account is for the cost of footwear, uniforms, foul weather gear, gloves, safety glasses, ANSI III uniforms for Parking Enforcement Officers, Public Works crew members and Police and the cleaning of uniforms for Parking Enforcement Officers, Fleet Services crew members, Police, etc.

63236 BUILDING SUPPLIES: This line item covers non-custodial supplies specific to the operation of facilities managed by the Borough.

63237 INSTITUTIONAL SUPPLIES: This line item covers custodial and other supplies, including replacement parts and new equipment, used in the maintenance of the Bus Terminal, Borough parking garages, roads and other facilities managed by the Borough.

64231 GASOLINE/LUBRICANTS: All costs for gasoline, compressed natural gas and lubricants used by Borough departments are charged to this account.

65210 OFFICE/MISC. SUPPLIES: This line item appropriation includes various office supplies and consumable products needed for the day-to-day operation of Borough departments.

65213 PRINTING/COPIER SUPPLIES: This line item appropriation is for computer, printer and copier supplies.

65215 POSTAGE: This line item appropriation covers the cost of postage for billing, special postage services (e.g. certified mail) and shipping costs.

66221 PLANT MATERIAL/MAINTENANCE: This line item is for the purchase of new street trees, replacement plantings for the Municipal Building, on-street rain gardens and the Wetland Education Center, as well as materials for Borough maintained flowerbeds.

66222 CHEMICALS/PESTICIDE/FERTILIZER: This line item is for the expense of chemicals, pesticides and fertilizer used on Borough maintained properties.

66224 DEICING/ANTI-SKID MATERIALS: This line item covers the cost of deicing and antiskid materials, as well as contract snow removal.

66226 ANIMAL CONTROL COSTS: This account covers expenses for traps and other animal control devices.

66250 HIGHWAY SUPPLIES: This line item covers the cost of materials used for street patching, crack sealing and spray patch, as well as handicap ramps and other necessary ADA improvements.

66251 HIGHWAY AID-STORM SEWER SUPPLY: The line item is for materials for storm sewer maintenance including, pipe, inlets, manholes, culverts, etc.

66255 PERMITS AND FEES: This line item covers the costs for permits issued and fees assessed by other government entities.

66260 INVESTIGATIVE COSTS: This account includes costs for miscellaneous investigative costs, including the cost of tests provided by private labs and in-house investigative and forensic efforts.

67311 ACCOUNTING & AUDITING: Expenses for audit services are assessed to this account.

67313 ENGINEERING & ARCHITECTURAL: This line item covers expenses for professional services rendered by engineering and architectural firms for designs and studies.

67314 LEGAL SERVICES: This account is for the retainage of a solicitor and other legal services for ABCs.

67315 SPECIAL LEGAL SERVICES: This line item refers to the costs for contracted legal services for Borough programs.

67321 MUNICIPAL MEMBERSHIPS: Membership dues for Council member participation in state and national organizations are covered in this account.

67322 DUES/MEMBERSHIPS/SUBSCRIPTIONS: This line item covers subscriptions to publications related to staff's professional development, memberships in and dues to professional organizations.

67325 CONTRACTED PUBLIC SERVICES: This line item addresses the Borough Municipal Share contribution to Centre Region Council of Governments (COG), as well as the expenses associated with the use of labor and equipment from individual municipal partners.

67329 PUBLIC WORKS SERVICES: This line item represents the cost of services that the Public Works Department performs for other Borough departments.

68251 REP & MAINT - VEHICLE: Posted to this account are the cost of repairs and maintenance of vehicles assigned to a department or enterprise fund.

68257 RENT OF EQUIPMENT/MACHINERY: This account is for the cost of equipment rentals for Borough facilities and programs.

69300 COMPUTER REPAIR/REPLACEMENT: This line item appropriation funds repairs to computers and printers, as well as the annual maintenance for the indexing of the Borough's permanent records.

69310 COMPUTER ACCESS/SOFTWARE MAINT: This line item appropriation covers the cost of data collection and maintenance of hardware and software used in Borough operations.

70372 REPAIRS & MAINT – BUILDINGS: This line item covers the costs of repairs and maintenance that are not handled by the Borough maintenance staff.

71260 SMALL TOOLS & MINOR EQUIPMENT: This covers the routine purchase of small tools and minor equipment by Borough departments.

72321 MONTHLY CELL/TELEPHONE CHARGES: The account covers the costs of monthly telephone charges (landline or cellular). Costs for cellular data services to provide real-time data from off-site monitors are charged to this account.

72325 INTERNET FEES/WEBPAGE: This account is for the costs associated with Internet services and the website content management system.

72327 RADIO EQUIPMENT MAINTENANCE: This account includes the cost of maintenance and repairs that fall outside the scope of the three-year warranty.

73360 ELECTRICITY: This line item is for the cost of electrical services at Borough facilities.

73364 RECYCLING: This line item is for the cost of monthly Centre County Recycling and Refuse Authority (CCRRA) invoices for residential and commercial recycling collection.

73365 SOLID WASTE DISPOSAL: This account is for solid waste disposal of landfill-bound waste at the CCRRA transfer station.

73366 WATER AND SEWER: This account covers the anticipated annual charge for water and sewer at Borough facilities.

80351 PROPERTY INSURANCE: This account covers the cost of property and general liability insurances for Borough facilities, vehicles, physical equipment damage and public employees bond.

80352 LIABILITY INSURANCE: This account is for professional liability insurance.

81590 MISCELLANEOUS: This line item is for appropriations budgeted as a contingency for unanticipated expenditures that may arise during the year.

83505 ECONOMIC DEVELOPMENT PARTNERSH: This account is for the support of local partnerships with non-governmental entities, which address economic development and strategic programs by the Borough to encourage business creation and relocation to the Borough.

96500 INDIRECT COSTS/ADMINISTRATIVE: This line item appropriation represents the charges to a department or enterprise fund, based on the cost allocation plan, for administrative and overhead costs from other departments that are not charged directly through other accounts, such as payroll, human resources, purchasing, risk management and financial processing.

Appendix B: State College Borough Proposed Pay Plan

Grade	Role & Level	Proposed Job Title	New Grade Minimum Annually	New Grade Midpoint Annually	New Grade Maximum Annually	New Grade Minimum Hourly	New Grade Midpoint Hourly	New Grade Maximum Hourly
11	L6	Assistant Borough Manager for Public Safety	$ 93,000	$ 117,000	$ 141,000	$ 44.71	$ 56.25	$ 67.79
11	L6	Assistant Borough Manager/Chief Financial Officer	$ 93,000	$ 117,000	$ 141,000	$ 44.71	$ 56.25	$ 67.79
10	L5	Director, Parking	$ 84,000	$ 105,000	$ 126,000	$ 40.38	$ 50.48	$ 60.58
10	L5	Director, Planning	$ 84,000	$ 105,000	$ 126,000	$ 40.38	$ 50.48	$ 60.58
10	L5	Director, Public Works	$ 84,000	$ 105,000	$ 126,000	$ 40.38	$ 50.48	$ 60.58
10	L5	Police Chief	$ 84,000	$ 105,000	$ 126,000	$ 40.38	$ 50.48	$ 60.58
9	L4	Borough Engineer	$ 71,000	$ 89,000	$ 107,000	$ 34.13	$ 42.79	$ 51.44
9	L4	Chief Technology Officer	$ 71,000	$ 89,000	$ 107,000	$ 34.13	$ 42.79	$ 51.44
9	L4	Finance Director	$ 71,000	$ 89,000	$ 107,000	$ 34.13	$ 42.79	$ 51.44
9	L4	Police Captain	$ 71,000	$ 89,000	$ 107,000	$ 34.13	$ 42.79	$ 51.44
9	L4	Tax Services Director	$ 71,000	$ 89,000	$ 107,000	$ 34.13	$ 42.79	$ 51.44
9	P5	Human Resources Director	$ 71,000	$ 89,000	$ 107,000	$ 34.13	$ 42.79	$ 51.44
9	P5	Purchasing & Risk Management Director	$ 71,000	$ 89,000	$ 107,000	$ 34.13	$ 42.79	$ 51.44
8	L3	Manager, Public Services	$ 61,000	$ 77,000	$ 93,000	$ 29.33	$ 37.02	$ 44.71
8	L3	Operations Manager, Public Works	$ 61,000	$ 77,000	$ 93,000	$ 29.33	$ 37.02	$ 44.71
7	L2	Municipal Clerk	$ 53,000	$ 67,000	$ 81,000	$ 25.48	$ 32.21	$ 38.94
7	L2	Supervisor, Inspections	$ 53,000	$ 67,000	$ 81,000	$ 25.48	$ 32.21	$ 38.94
7	P3	Assistant Borough Engineer	$ 53,000	$ 67,000	$ 81,000	$ 25.48	$ 32.21	$ 38.94
7	P3	Community Engagement Director	$ 53,000	$ 67,000	$ 81,000	$ 25.48	$ 32.21	$ 38.94
7	P3	IT Project Manager	$ 53,000	$ 67,000	$ 81,000	$ 25.48	$ 32.21	$ 38.94
7	P3	Planner, Senior	$ 53,000	$ 67,000	$ 81,000	$ 25.48	$ 32.21	$ 38.94
7	P3	Sustainability Coordinator /Arborist	$ 53,000	$ 67,000	$ 81,000	$ 25.48	$ 32.21	$ 38.94
6	L1	Supervisor, Facilities	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	L1	Supervisor, Parking Operations	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	L1	Supervisor, Police Records	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	L1	Supervisor, Tax Services	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54

Grade	Role & Level	Proposed Job Title	New Grade Minimum Annually	New Grade Midpoint Annually	New Grade Maximum Annually	New Grade Minimum Hourly	New Grade Midpoint Hourly	New Grade Maximum Hourly
6	P2	Accountant, Staff	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	P2	Coordinator, Communication & Special Projects	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	P2	Coordinator, CRA	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	P2	Human Resources Generalist	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	P2	Planner	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	P2	Planner, Housing Specialist	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	P2	Specialist, Data & Communications	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	P2	Systems Analyst	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
6	T5	Zoning Officer	$ 50,000	$ 63,000	$ 76,000	$ 24.04	$ 30.29	$ 36.54
5	A5	Office Manager	$ 46,000	$ 58,000	$ 70,000	$ 22.12	$ 27.88	$ 33.65
5	P1	Business Analyst	$ 46,000	$ 58,000	$ 70,000	$ 22.12	$ 27.88	$ 33.65
5	T4	Foreman	$ 46,000	$ 58,000	$ 70,000	$ 22.12	$ 27.88	$ 33.65
5	T4	Health Ordinance Enforcement Officer	$ 46,000	$ 58,000	$ 70,000	$ 22.12	$ 27.88	$ 33.65
5	T4	Senior Ordinance Enforcement Officer	$ 46,000	$ 58,000	$ 70,000	$ 22.12	$ 27.88	$ 33.65
5	T4	Surveyor/CADD Senior Technician	$ 46,000	$ 58,000	$ 70,000	$ 22.12	$ 27.88	$ 33.65
5	T4	Technician, Property & Evidence	$ 46,000	$ 58,000	$ 70,000	$ 22.12	$ 27.88	$ 33.65
4	A4	Administrative Assistant, Senior	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
4	A4	Clerk Senior, Parking Office	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
4	T3	Specialist Senior, Tax	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
4	T3	Specialist, Purchasing & Risk Management	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
4	T3	Systems Administrator	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
4	T3	Technician Senior, Records	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
4	T3	Technician, Engineering / Surveyor	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
4	T3	Technician, Payroll	$ 42,000	$ 53,000	$ 64,000	$ 20.19	$ 25.48	$ 30.77
3	A3	Administrative Assistant	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
3	A3	Administrative Assistant, Police	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
3	A3	Clerk Senior, Accounts Payable	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
3	A3	Parking Enforcement Officer (PEO)	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
3	A3	PEO/CSR	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
3	A3	Representative, Community Service	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48

Grade	Role & Level	Proposed Job Title	New Grade Minimum Annually	New Grade Midpoint Annually	New Grade Maximum Annually	New Grade Minimum Hourly	New Grade Midpoint Hourly	New Grade Maximum Hourly
3	T2	Ordinance Enforcement Officer	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
3	T2	Specialist, Tax	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
3	T2	Specialist, Technical Support	$ 35,000	$ 44,000	$ 53,000	$ 16.83	$ 21.15	$ 25.48
2	A2	Clerk, Accounting	$ 32,000	$ 38,000	$ 42,000	$ 15.38	$ 18.27	$ 20.19
2	A2	Clerk, Parking Office	$ 32,000	$ 38,000	$ 42,000	$ 15.38	$ 18.27	$ 20.19
2	A2	Clerk, Tax Data Entry	$ 32,000	$ 38,000	$ 42,000	$ 15.38	$ 18.27	$ 20.19
2	A2	Office Assistant/Receptionist, Senior	$ 32,000	$ 38,000	$ 42,000	$ 15.38	$ 18.27	$ 20.19
2	A2	Community Engagement Clerk	$ 32,000	$ 38,000	$ 42,000	$ 15.38	$ 18.27	$ 20.19
2	T1	Technician, Records	$ 32,000	$ 38,000	$ 42,000	$ 15.38	$ 18.27	$ 20.19
1	A1	Office Assistant/Receptionist	$ 30,000	$ 34,000	$ 38,000	$ 14.42	$ 16.35	$ 18.27
1	A1	Representative, Parking Customer Service	$ 30,000	$ 34,000	$ 38,000	$ 14.42	$ 16.35	$ 18.27

Appendix C: Fee Schedule

Permit Expiration and Permit Renewal Fees	
The following fees are applicable to permits that are subject to the provisions of Pennsylvania Act 46 of 2010:	
Written Verification of Expiration Date	
Residential	$100.00
Non-Residential	$500.00
Permit Extension Fee	25% of the original base permit fee not to exceed $5,000.00
All Permit Renewals are Applicable until July 2016.	

General Administration Fees	
Copies of Preprinted or Other Materials	$0.25 per black and white page, $0.50 per color page, plus actual cost of staff time to retrieve copy or otherwise produce any material that is not readily available.
CD's/Diskettes	$25.00 each
Certification of Record	$25.00
Code of Ordinances	$350.00
Returned Item Fee	$35.00 for each item, plus bank service charges, if any
Payment Stopped by Issuer	$30.00
Bid Packages	$30.00
Application for Police Officer Testing	$30.00
Domestic Partnership Registration	$30.00

Police	
Crash Report	$15.00
Crash Reconstruction Diagram	$5.00 fee + actual cost
Property Report	$20.00
Criminal Records Check	$25.00
Lost/Stolen Property Statement	$20.00
Research Reports	$60.00 per hour
Incident Summary Letters	$50.00 per report
Crime Report Verification Letter	$10.00
Towing Licenses	
Public - Initial License	$900.00
Private - Initial License	$900.00
Multiple - Initial License	$900.00 for first, $240.00 each additional license
Renewal Licenses	$500.00 for single, $800.00 for both public & private
Noise Control Ordinance	$750.00 for first offense and $1,000 for any subsequent violation
Open Container	$250.00 for first, $500 for second and $1,000 for any subsequent violation
Public Urination & Defecation	$750.00 for first offense and $1,000 for any subsequent violation

Tax Collection	
Tax Reports	
Duplicate Statements	$5.00
Notice of Collection	$25.00
Wage Attachment	$25.00
Municipal Claims/Liens	
Filing or Satisfaction Fee	$25.00
Certification Fee	$15.00
Expedition Fee	$25.00
Tax Certification Fee	$15.00

Bicycles (Chapter III)	
Registration Fee	FREE

Building and Rental Codes (Chapter IV)	
Actual cost. **See Centre Region Code Administration**	
Rental Housing Revocation Appeals Board	$600.00
Rental Housing Change of Ownership	$25.00
Student Home License – New License	$1,000.00
Student Home License – Renewal	$10.00
Student Home License – Change of Ownership	$25.00

Liquor License Transfers (Chapter V)	
Application for Transfer	
Initial Application	$1,500.00
Additional Hearings	$750.00 each
Official Transcript	Actual cost

Emergency Alarms (Chapter VI)	
Alarm License	$100.00 per year
Alarm System Permit	$100.00 per year

Garbage and Refuse (Chapter VIII)		
	2017 Rate	**2016 Rate**
Annual User Fees for Residential and Commercial Service		
Can Collection		
Residence – per unit – at curb/at house	$343.00/$428.50 annually	
Residence – low usage – per unit – at curb/at house	$308.50/$390.00 annually	
Residence with one apartment – at curb/at house	$456.00/$542.00 annually	
Apartment – can collected – per unit – at curb/at house	$274.00/$343.00 annually	
Commercial/Municipal/Church – can collection – yard	$428.50 annually	
Each additional waste cart	$50.00 annually	
Rooming House – can – at house – unit (per roomer over 3)	$428.50 + $113.00 annually	
Dumpster Collection Fees (all invoices have a tip fee and disposal fee)		
Tipping Fee – cost per tip per week	$863.00 annually	*Described in prior Schedule of Fees in table format.*
Disposal Fee – cost per cubic yard disposed of per week		
Commercial	$60.00 annually	
Residential/apartment	$74.00 annually	
Fraternity	$80.50 annually	
Restaurant	$80.50 annually	

Garbage and Refuse (Chapter VIII)		
	2017 Rate	**2016 Rate**
Note: Tipping fees may be billed in increments in the event of shared or community dumpsters		
Other Services		
Chipping brush – After 20 minutes	Cost of labor and equipment	
Bulk Items – In excess of normal household bulk items	Cost of labor, equipment and disposal	*Not defined in 2016*
Rolling dumpsters at collection point – per container per stop	$25.00	
Call back for "missed" collections – Commercial/Residential	$50.00/$25.00	
Compost and Mulch		
Compost purchased per cubic yard	$15.00	
Mulch purchased per cubic yard	$13.00	
Bulk Purchase of Compost/Mulch per cubic yard (if over 50 cubic yard/transaction)	$10.00	
Compost purchased per bag	$4.00	
Compost or Mulch Delivered (in Borough only) excludes cost of product	$70.00 plus the cost of product	

Health & Sanitation (Chapter IX)		
	2017 Rate	**2016 Rate***
Eating & Drinking Licenses		
Take-out/No seating or Permanent stationary/mobile vendor	**$250.00 annually**	$230.00 annually
Up to 100 seats	**$300.00 annually**	$275.00 annually
100-249 seats	**$375.00 annually**	$340.00 annually
250 or more seats	$410.00 annually	$410.00 annually
Temporary	**$110.00 for day one, $30.00 each day for days two through five**	$100.00 for day one; $25.00 each day for days two through five
Duplicate Food License	$10.00 each	
Vehicle Peddler Eating & Drinking Licenses	**$250.00 annually**	$230.00 annually
Retail Food Establishments (prepackaged foods only)	**$125.00 annually**	$115.00 annually
Proctor/Administer Online Sanitation Exams	**$65.00 + materials**	$60 + materials

Health & Sanitation (Chapter IX)		
	2017 Rate	**2016 Rate***
Tattoo/Body Piercing Establishments	**$150.00**	$125.00 annually
Massage Establishment	**$150.00**	$125.00 annually
Facility Plan Review	**$250.00**	$200.00
Change of Ownership and No Physical Construction or Remodeling	**$80.00**	$75.00
Re-inspection Fee after annual inspection within calendar year	**$150.00 for 1st re-inspection, $200.00 for 2nd re-inspection**	$100.00 each
Late Payment Fees	20% of license fee	
Vaccination Booklet	$2.00	
Food Safety Classes for Non-Profit Establishments	$25.00 per person	
Food Safety Classes For Profit Establishments	**$135 per establishment with no certification or $215 per person for ServSafe Certification Class & Exam**	$125 per establishment with no certification or $200 per person for ServSafe Certification Class & Exam
Public Health Educational Classes	**$110.00**	$100.00
Establishment Closure	Per hourly rate of inspection	
School Establishment Inspection	Per hourly rate of inspection	
Late Payment Fees	20% of license fee	

Licenses and Permits (Chapter X)	
Solicitors/Canvassers	$30.00 per day
	$60.00 per week
	$120.00 per month
Door-to-Door/Foot/Vehicle Peddlers License	$30.00 per day
	$60.00 per week
	$120.00 per month
Temporary Retail Business	$75.00 per day
	$300.00 per week
	$600.00 per month

Vehicles and Traffic (Chapter XI)	
On-Street Parking Permits	
"R" Permit	$10.00 annually
"R1" Permit	$10.00 annually
Commuter Permit	$45.00 monthly
On-Street Metered Parking Hourly Rate (Enforced 10 a.m. to 10 p.m.)	
In 15- and 30-minutes and two-hour spaces	$0.25 for each 15 minutes Effective 7/1/2017: $0.25 for every 12 minutes (increments of 24 minutes)
In 5-hour spaces	$0.25 for each half hour
Metered Parking Facilities Hourly Rate (Enforced 10 a.m. to 10 p.m.)	
Normal Rates	$0.50 for each half hour Effective 7/1/2017: $1.25 per hour (increments of 24 minutes)
Special Event Rates	$2.25 for each hour $32 - 24-hour maximum charge
Off-Street Parking Garages Hourly Rates	
6 a.m. to 6 p.m.	First half-hour free $0.50 for each half-hour or portion thereof Effective 7/1/2017: First half hour free, $0.50 for 30 - 60 minutes, $1.25 per hour (or portion thereof) after 1st hour
6 p.m. to 6 a.m.	First half-hour free $0.50 for each hour or portion thereof Effective 7/1/2017: First half hour free, $0.75 for 30 - 90 minutes, $0.75 per hour after 1st 90 min
24-Hour Maximum Charge	$16.00 Effective 7/1/2017: $20.00
Special Event Rates	$2.25 for each hour $32.00 maximum charge for 24 hours.

Vehicles and Traffic (Chapter XI)	
Off-Street Parking Facilities Permits	
Beaver Avenue Garage	$100 per permit per month for 24-hour parking
Beaver Avenue Garage – Commuter-Only	$85 per permit per month for commuter-only parking (available only for existing commuter-only customers)
Fraser Plaza Garage	$115 per permit per month for 24-hour parking
Fraser Plaza Garage – Commuter-Only	$85 per permit per month for commuter-only parking (available only for existing commuter-only customers)
Sparks Street Lot	$65.00 per space per month
McAllister Street Deck	$100 per permit per month for 2nd floor
McAllister Street Deck - Roof	$85 per permit per month for roof option
Pugh Street Garage	$115 per permit per month for 24-hour parking
Pugh Street Garage – Commuter-Only	$100 per permit per month for commuter-only parking (available only for existing customers)
Railroad Lot	$75 per space per month
Barnard Street Lot	$75 per space per month
Loading and Unloading Zone Permit	$35 annually
Meter Bag Rental (lots and on-street)	$20.00 per meter per day
Processing Fee (garages)	$20.00
Merchant Validation Rate (garages)	$0.75 per hour
EZ Card	$20.00
Card/Permit Replacement	$20.00
Late Payment Fee	$10.00
Booting Fee	$100.00
Cash Key Deposit – This program will be eliminated with new on-street meters	$25.00
Actual cost. **See Centre Region Parks & Recreation**	

Sewer and Drainage (Chapter XIV)		
	2017 Rates	**2016 Rates***
User Fees	$9.35 per 1,000 gallons per quarter	
	$28.05 Minimum Charge	
Residential Tapping Fees		
Residential (capacity)	$1,368.00 per connection	
Residential (collection)	$1,207.00 per connection	
UAJA (treatment)	**$5,008.00 per Equivalent Dwelling Unit (EDU)**	$4,829.00 per Equivalent Dwelling Unit (EDU)
TOTAL	**$7,583.00 per connection**	$7,404.00 per connection
Non-Residential Tapping Fees		
Non-Residential (capacity)	$6.61 per Gallons/Day	
Non-Residential (collection)	$5.83 Gallons/Day	
UAJA Fee (treatment)	**$21.49 Gallons/Day**	$20.71 Gallons/Day
TOTAL	**$33.92 per Gallons/Day**	$33.15 per Gallons/Day
Sewer Permits	$125.00	

Signs (Chapter XV)	
0 - 5 square feet	$22.00
6 - 10 square feet	$28.00
11 - 50 square feet	$49.00
51 - 100 square feet	$66.00
101 - 200 square feet	$82.00
Over 200 square feet	$110.00
Awnings, Canopies, Marquees and Projecting Overhanging Signs	$22.00

Streets and Sidewalks (Chapter XVI)	
Street Excavation Permit	$60.00

Zoning and Land Development (Chapter XIX)	
Escrow Account Deposits	
Storm Water Plan and Traffic Impact Study	$4,000.00
Storm Water Plan without a Traffic Impact Study	$1,500.00
Lighting Plan	$200.00
Proposal to amend Zoning Ordinance or Map	$500.00
Sanitary Sewer Capacity Analysis	5 or more EDUs, $100.00/EDU
Application Review Fees	
Minor Subdivision	$75.00 per lot
All Other Subdivisions	$75.00 per lot
Lot Consolidation Plan	$100.00
Minor Land Development Plan (Final)	$160.00 + actual costs (hourly rate)
Land Development Plan (Preliminary)	$330.00 + actual costs (hourly rate)
Land Development Plan (Final)	$160.00 + actual costs (hourly rate)
Lighting Plan	$80/hour of review
Sanitary Sewer Extension	$150.00 minimum $100.00/hour after an initial two hours of review
Plan Resubmission	$80.00
Permit Fees	
Sheds	$35.00
Driveway	$35.00
Chicken Coop	$35.00
Land Development	$100.00
Zoning Permit	$50.00
Demolition Permit	$40.00

Zoning and Land Development (Chapter XIX)	
Street or Alley Construction	$0.50/square yard
Zoning Hearing Board	
Zoning Hearing Board	$600.00
Other Zoning Related Fees	
Zoning & Land Development Ordinance	$32.00
Zoning Map	$4.00
Zoning Verification Letter	$80.00
Request for Zoning Map Change (Rezoning)	$2,500.00
Request for Zoning Text Amendment	$2,500.00
Conditional Use Application	$600.00
Inclusionary Housing: Monitoring Fee	Actual time x hourly rate
Inclusionary Housing: Fee-in-Lieu Fee = Construction cost per unit, per dwelling type plus land cost (Land cost for all projects equals $47,500 per acre divided by residential density of the project) Dwelling Type 1-Family Dwelling 2-Family Dwelling Row Dwelling Multiple Dwelling Unit	 Fee per Unit $260,000 $196,000 $121,000 $129,000
Parking: Fee-in-Lieu	$26,000 per space

Sewage Enforcement	
Applications	
New System (Site Approved or Denied)	$600.00
Replace or Major Repair/Alteration	$600.00
Additional Percolation Test	$360.00
Minor Repairs	$400.00

Sewage Enforcement	
Tank Replacements	$360.00
Renew, Reuse or Transfer Permit	$300.00
Interim or Final Inspection(s)	$1140.00
IRSIS (Spray Irrigation) and Drip Irrigation	$1,000.00
Existing Systems Inspections	
Inspections due to housing inspection - unsuitable system	$300.00
Small Flow Treatment Facility	$300.00
Inspection for any reason other than noted above	$300.00
Design Services	
Inground Gravity Flow System	$265.00
Inground Pressure Dosed System	$300.00
Elevated Sand Mound or At-Grade Systems	$400.00
Orenco System	$1,200.00
On-lot Sewage Management Program Inspections	
Complete Site Inspection with Open Tank(s), per system	$140.00
Walkover Inspection, per site or system	$100.00
Open Tank(s) Inspection for Pumping Waiver, per system	$140.00
Municipal Consultation / Enforcement	
Primary Sewage Enforcement Officer	$56.00 per hour
Alternate Sewage Enforcement Officer	$46.00 per hour
Secretarial Administration	$36.00 per hour
Mileage Rate	IRS allowable rate

Sewage Enforcement	
Subdivision / Land Development - (Actual costs as per the following)	
Primary Sewage Enforcement Officer	$60.00 per hour
Alternate Sewage Enforcement Officer	$48.00 per hour
Administration	$38.00 per hour
Technicians	$32.00 per hour
Mileage Rate	IRS allowable rate
Percolation test hold preparation	$200.00
Providing water for percolation test	$120.00
Percolation testing	$350.00
Planning Module Review	
Component 1	$200.00
Component 2	$300.00

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Appendix D: Capital Improvement Plan

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Capital Improvement Plan

STATE COLLEGE, PA

2017-2021

BOROUGH OF STATE COLLEGE

243 South Allen Street, State College, PA 16801-4806

June 6, 2016

Thomas E. Daubert, President of Council
Borough of State College

Dear Mr. Daubert:

As required by Section 907 of the Home Rule Charter, I am transmitting herewith, the proposed Capital Improvement Plan for 2017-2021. The Plan recommends capital projects that total $26,669,934 over the five-year program, with $5,145,978 recommended for 2017. Capital Projects include those items that have a value of $25,000 or higher and a useful life of six or more years. The Plan requires General Fund contributions of $2.8M in 2017, $1.8M in 2018, $1.9M in 2019, $1.6M in 2020 and $1.5M in 2021. The 2017-2021 Plan also includes future debt proceeds totaling for $4.8M.

The Capital Improvement Plan is built to provide adequate investment to protect and extend the life of existing assets. First and foremost, projects that are required to maintain infrastructure of the Borough have been included in the CIP. A reasonable level of annual funding for maintaining the infrastructure is critical to the operations and the long-term financial stability. While the Plan tries to balance the costs to maintain infrastructure over the full five years, unforeseen conditions sometimes necessitate modifications to the schedule that result in fluctuations in annual budgeted amounts.

Over the next few weeks, Council is asked to review the proposed Plan. A public hearing is scheduled for August 1, 2016, and it is recommended that Council adopt the Plan on August 15, 2016, including any changes that are made during the review period.

Sincerely,

Thomas J. Fountaine, II
Borough Manager

cc: Elizabeth A. Goreham, Mayor

MAYOR: ELIZABETH A. GOREHAM
COUNCIL PRESIDENT: THOMAS E. DAUBERT
BOROUGH COUNCIL: JESSE L. BARLOW, JANET P. ENGEMAN, DAVID J. BROWN, THERESA D. LAFER, CATHERINE G. DAULER, EVAN MYERS
PHONE: (814) 234-7110
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2017-2021 Capital Improvement Plan

Introduction

The five-year Capital Improvement Plan (CIP) is a collection of projects that meet the threshold of cost and scope established for the Capital Budget. Generally, the CIP includes only those items having a value of $25,000 or higher and an estimated life of six years or longer. Eligible items include:

- Acquisition of property
- Purchase of new equipment (not covered by depreciation previously set aside and funded by the Asset Replacement Fund)
- Major rehabilitation or replacement of existing facilities or new construction
- Consulting fees for special one-time projects with a cost in excess of $25,000

The CIP is a reasonable and practical list of projects. All of the projects included in the 2017-2021 CIP should be considered, limited only by the Borough's ability to commit funding.

First and foremost, projects that are required to maintain the infrastructure of the Borough have been included. A reasonable level of annual funding for maintaining the infrastructure is critical to the operations and the long term financial stability. While the CIP tries to balance the costs to maintain the investment in infrastructure over the full five years of the plan, unforeseen conditions at times necessitate modifications to the schedule that result in fluctuations in the CIP budget. Failure to plan and budget adequately for these maintenance projects will likely result in higher costs and more extensive repairs in the future.

A second category of projects include new projects that will address an existing problem or condition. These projects may also address a situation that is mandated by the state or federal governments.

Others fit into the category of new projects that will improve the quality of life in the community or improve business operations. These projects are desirable when funding is available or when the benefits of the project warrant funding. These projects often involve innovative approaches to service delivery and/or enhance the quality of life in the community. Finally, the Borough receives requests from other groups for projects that will benefit the community. These are worthwhile community endeavors and often deserve support if funding is available and when the benefits justify the cost of the project.

The 2017 Budget will be presented for consideration by Council before the end of the year and will include the funding for the first year of the CIP. Modifications to the approved CIP may be made as part of the operating budget adoption.

2017-2021 Capital Improvement Plan Summary

	2017	2018	2019	2020	2021	
BEGINNING UNRESERVED FUND BALANCE (Capital Fund)	**$ 260,177**	**$ 230,177**	**$ 182,677**	**$ 134,777**	**$ (512,723)**	
REVENUES						**Totals**
In-Lieu Payment - PSU	642,600	655,452	668,561	681,932	695,571	3,344,116
Rent (Verizon Building)	70,000	-	-	-		70,000
Act 13 Impact Fee	5,000	5,000	5,000	5,000	5,000	25,000
Interest Earnings	7,500	7,500	7,500	7,500	7,500	37,500
Other Contributions (Agency, Civic, etc.)	-	-	-	-	-	-
Special Assessment	-	-	-	-	-	-
State Grant(s)	250,000	50,000	250,000	600,000	250,000	1,400,000
Federal Grant(s)	-	-	-	-	-	-
Other Grant(s)	15,000	109,000	238,000	-	-	362,000
Asset Replacement Fund	-		-	-	-	-
General Fund - FUNDING REQUESTS	2,843,100	1,786,648	1,921,939	1,559,468	1,470,429	9,581,584
Future Debt Proceeds - FUNDING REQUESTS	-	-	-	3,520,000	1,250,000	4,770,000
CDBG Fund	250,000	250,000	250,000	250,000	250,000	1,250,000
Sanitary Sewer Fund	1,005,000	916,000	875,000	490,000	1,240,000	4,526,000
Refuse Collection Fund		-		-	-	-
Compost Operations Fund	27,778	-	27,778	-	27,778	83,334
Parking Fund	-	-	-	30,000	495,000	525,000
TOTAL REVENUES	**$ 5,115,978**	**$ 3,779,600**	**$ 4,243,778**	**$ 7,143,900**	**$ 5,691,278**	**$ 25,974,534**
EXPENDITURES						
Streets	2,535,200	2,120,600	2,490,400	6,255,400	3,101,500	16,503,100
Storm Water	308,000	150,000	125,000	55,000	55,000	693,000
Buildings	400,000	153,000	198,000	623,000	128,000	1,502,000
Information Technology	462,000	167,000	167,000	167,000	167,000	1,130,000
Parks	83,000	245,500	83,500	96,000	74,500	582,500
Regional and Other Projects	75,000	75,000	75,000	75,000	75,000	375,000
Sanitary Sewer Fund	1,005,000	916,000	875,000	490,000	1,240,000	4,526,000
Refuse Collection Fund	-	-	-	-	-	-
Compost Operations Fund	277,778	-	277,778	-	277,778	833,334
Parking Fund	-	-	-	30,000	495,000	525,000
TOTAL EXPENDITURES	**$ 5,145,978**	**$ 3,827,100**	**$ 4,291,678**	**$ 7,791,400**	**$ 5,613,778**	**$ 26,669,934**
REVENUE less EXPENDITURES	$ (30,000)	$ (47,500)	$ (47,900)	$ (647,500)	$ 77,500	
ENDING UNRESERVED FUND BALANCE	**$ 230,177**	**$ 182,677**	**$ 134,777**	**$ (512,723)**	**$ (435,223)**	

Capital Improvement Plan

Prioritization Categories

MUST DO

- Meets legal mandate or moves Borough closer into compliance
- Eliminates or reduces hazards

SHOULD DO

- Advances strategic goals
- Improves efficiency or productivity
- Maintains a standard of service
- Supports economic development

COULD DO

- Improves service
- Facilitates new services
- Improves quality of life or aesthetic values
- Offers convenience

CIP Project Scoring

STATE COLLEGE, PA

Project Number

Project Title

Division

Change from Previous CIP

	Possible Scores			Project Manager Scoring	CIP Committee Scoring
Criteria	0	1	2		
Consistency	Project is not based upon a Comprehensive Plan or does nothing to advance the Borough's strategic goals	Project is consistent with a Comprehensive Plan but does little to advance the Borough's near-term strategic goals	Project is directly consistent with a Comprehensive Plan and advances the Borough's near-term strategic goals		
Coordination	Project will not be conducted in conjunction with another project		Project will be conducted in conjunction with another project		
Maximum Benefit (Cost/ Benefit or other Analysis)	Analysis submitted is open to questioning and/or the Project will result in slight benefits	Analysis submitted is credible, and the Project will result in moderate benefits	Analysis submitted is credible, and the Project will result in maximum benefits		
Health and Safety	Project would have no impact on existing public health and/or safety	Project would increase public health and/or safety but is not an urgent, continual need or hazard	Project addresses an immediate, continual safety hazard or public health and/or safety need		
Legally Required	Project is not mandated or otherwise required by court order, judgment or agreement	Project would address anticipated mandates, other legal requirements or agreements	Project required by federal, state or local mandate, court order, judgment or agreement		
Preservation of Existing Assets	Project does not involve an existing asset	Project will deter future capital or operating expenditure in an existing asset	Project is critical to save the integrity of an existing asset		
Availability of Financing	No External Funding Sources currently exist	External Funding Sources have been identified but not yet committed for 50% or more of project funds	Project is 50% or more funded from External Funding Sources		
Opportunity Cost	If deferred, the increase in project costs would be less than the rate of inflation	If deferred, the increase in project costs would be equal to inflation	If deferred, the increase in project costs would be greater than the rate of inflation		
Feasibility	Project is unable to proceed due to obstacles	Minor obstacles exist, project is not entirely ready to proceed	Project is entirely ready to proceed, no obstacles exist		
Extent of Benefit	Project would benefit only a small percentage of citizens or particular neighborhood or area	Project would benefit a large percentage of citizens of the Borough	Project would benefit all of the citizens of the Borough		
Operating Budge Impact	Project would significantly increase debt service, personnel or other operating costs; or decrease revenues	Project would neither increase or decrease debt service, personnel or other operating costs or revenues	Project would decrease debt service, personnel or other operating costs; or increase revenues		

CIP Project Scoring

	Possible Scores			Project Manager Scoring	CIP Committee Scoring
Conservation	Project will not result in any conservation or pollution reduction	Project will result in minimal conservation or pollution reduction, or there is no substantiation to the claims of conservation	Project will result in substantiated conservation or pollution reduction		
Environmental Impact	Project would have a negative effect on the environmental quality of the Borough	Project would not affect the environmental quality of the Borough	Project would improve the environmental quality of the Borough		
Neighborhood Impact	Project would have negative impact on the surrounding neighborhood	Project would have no impact on the surrounding neighborhood	Project would have positive impact on the surrounding neighborhood		
Economic Development Impact	Project would discourage or directly prevent capital investment, decrease the tax base, decrease assessed valuation or decrease job opportunities	Project would have no impact on capital investment, the tax base, assessed valuation or job opportunities	Project would directly result in capital investment, increased tax base, increased assessed valuation or improved job opportunities		
			Total:		

Capital Improvement Plan

2017-2021 Projects - Scoring Summary

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
26	ST001	Street Reconstruction	$1,150,000	$450,000	$575,000	$300,000	$550,000
25	ST021	Central Business District Streetlights	$250,000	$250,000	$250,000	$250,000	$250,000
24	RF122	Recycling Enterprise Improvements	$277,778	$0	$277,778	$0	$277,778
23	BD131	Municipal Building Improvements	$281,000	$25,000	$70,000	$495,000	$0
22	PF086	Pugh Street Garage Maintenance	$0	$0	$0	$0	$45,000
22	PF111	Beaver Garage and McAllister Deck Maintenance	$0	$0	$0	$30,000	$450,000
20	OP121	Energy Savings Project	$75,000	$75,000	$75,000	$75,000	$75,000
20	PK001	Parks Maintenance Reserve	$50,000	$42,500	$42,500	$43,500	$43,500
20	BD015	Government Buildings Maintenance Reserve	$119,000	$128,000	$128,000	$128,000	$128,000
20	PK200	Park Land Acquisition/Improvements	$33,000	$203,000	$41,000	$52,500	$31,000

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
20	ST941	Bicycle Facility Improvements	$180,000	$120,000	$370,000	$30,000	$30,000
19	ST002	Street & Alley Resurfacing/Curb Replacement/ADA Ramps	$640,200	$870,600	$840,400	$905,400	$846,500
19	ST121	Atherton Corridor Improvement Project	$0	$126,000	$0	$4,225,000	$1,250,000
19	IT300	Police Records Management System (RMS)	$177,000	$67,000	$67,000	$67,000	$67,000
19	SW031	Memorial Field Drainage	$150,000	$0	$0	$0	$0
18	ST022	Traffic Signal & Intersection Safety Improvements	$315,000	$430,000	$455,000	$545,000	$175,000
18	IT280	High-Speed Internet Infrastructure	$250,000	$100,000	$100,000	$100,000	$100,000
17	SW111	Stormwater Projects	$158,000	$150,000	$125,000	$55,000	$55,000
17	SS-1	Sanitary Sewer Rehabilitation/Replacement	$725,000	$655,000	$740,000	$355,000	$1,240,000
16	SS-2	Sanitary Sewer Inflow & Infiltration Reduction	$280,000	$135,000	$135,000	$135,000	$0
12	IT400	Council Chambers A/V	$35,000	$0	$0	$0	$0
			$5,145,978	$3,827,100	$4,291,678	$7,791,400	$5,613,778

Capital Improvement Plan

2017-2021 Buildings

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
23	BD131	Municipal Building Improvements	$281,000	$25,000	$70,000	$495,000	$0
20	BD015	Government Buildings Maintenance Reserve	$119,000	$128,000	$128,000	$128,000	$128,000
			$400,000	$153,000	$198,000	$623,000	$128,000

Capital Improvement Project Summary

Project Number	Request Type	Priority
BD131	Revised Submission	2 Should Do

Project Title

Municipal Building Improvements

Change from Previous CIP	Project Location
Increase in Amount or Scope	243 South Allen Street
Department	**Division**
Public Works	Government Buildings

Project Description

Improvements proposed for the Municipal Building include expansion of the sallyport ($160,000), the addition of glass partitions in the Finance lobby and new glass partitions and additional security improvements in the Police lobby ($60,000) and replacement of the primary breaker ($40,000) in 2017. Living Furniture is included in 2017 in the amount of $15,000, with one unit each in the second and third floor elevator lobbies. Additional units are budgeted in 2018 (first floor lobby - $25,000) and 2019 (second floor lobby - $20,000). In 2019, a design contract ($50,000) is budgeted for a 2020 building envelope project ($175,000), aimed at identifying and eliminating energy losses in the Municipal Building through windows, doors, joints and other openings. In 2020, $320,000 is budgeted for replacement of the brick plaza and sidewalks around the building.

Statement of Need

The motorcycle unit and bicycles used by Police patrol officers are parked in the sallyport, which was designed as an enclosed and secure area for transport of people in Police custody. A separate area would improve the security of the operation while providing a segregated space for these special patrol vehicles. Changes to partitions in Police and Finance lobby areas would improve security. The obsolescence of the primary breaker became apparent in January 2013, when the building was without primary power for parts of several days. Replacement parts are rare and designing and installing replacement switchgear is recommended to minimize the chance of long-term power failures. The “Living Furniture" integrates a self-cleaning fish tank with a self-maintaining indoor ornamental or edible garden—creating a single, standalone furniture piece. As the building ages, elements of the building envelope will require repair and/or replacement for energy efficiency. The brick sidewalk and plaza are reaching the point where periodic, small-scale repairs are no longer adequate. The brick should be removed, and a new base installed, possibly including permeable concrete or asphalt. New pavers with a higher coefficient of friction are recommended to replace the existing brick.

Capital Improvement Project Summary

Project Title

Municipal Building Improvements

Project Alternatives

Continue to use the sallyport for both parking and secure custody area, exposing the vehicles and officers to potential harm. Make no changes in the security of the lobby areas or elevators. Make no changes in the switchgear and risk days-long power failures if existing equipment fails. Eliminate the "Living Furniture" in favor of keeping the existing.

Impact on Operating Budget & Departments - Narrative

The sallyport project is expected to have a small impact on lighting and ventilation costs as the new space in the sallyport is brought on line. The living furniture will require periodic feeding by staff, but the impact is expected to be minimal. Building envelope project will reduce energy consumption. Plaza and sidewalk project will reduce staff time on repairs.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact
$1,750	$1,750	$1,750	$1,750	$1,750

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$281,000	General	$25,000	General	$70,000	Future Debt	$495,000		
	$0		$0				$0		$0
	$0		$0				$0		$0
	$0		$0				$0		$0
	$0		$0				$0		$0
$281,000		$25,000		$70,000		$495,000		$0	

Construction:	$616,800
Construction Contingency:	$14,000
Design, Engineering & Consultant Costs:	$77,000
Equipment:	$133,200
Demolition:	$30,000
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$871,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/2/2017	10/31/2020	10 to 50 years

Project Number BD131

Project Scorecard 23

Capital Improvement Project Summary

Project Number	Request Type	Priority
BD015	Revised Submission	2 Should Do

Project Title

Government Buildings Maintenance Reserve

Change from Previous CIP	Project Location
Increase in Amount or Scope	243 South Allen Street and 330 South Osmond Street
Department	**Division**
Public Works	Government Buildings

Project Description

This reserve is established for the replacement of components of the Municipal Building and Service Facility as major building components wear out. Components are depreciated between 10 and 50 years.

Statement of Need

Building maintenance reserves are used to fund major or unusual building repairs, including portions of remodeling, alteration and renovation projects, which cannot be capitalized. A major or unusual repair is one of a significant dollar amount for which funds would not normally be available within the operating budget, and which would not be expected to recur within four years. Some examples of projects where charging expenses to building maintenance reserves may be appropriate are roofing, plumbing, HVAC equipment and interior alterations of a non-capital nature. If value is added to the building, the expenditure would be capitalized and reserve funds would not normally be used. In order to fund annual depreciation of the major building infrastructure, $128,000 should be added to the reserve annually. This project reflects a steady increase in the reserve to meet the higher level of reserves required by adding the new Service Facility to the reserve.

Capital Improvement Project Summary

Project Title

Government Buildings Maintenance Reserve

Project Alternatives

Request approval of significant unbudgeted expenditures when equipment failures occur or delay significant repairs to consider such projects in operating budget deliberations.

Impact on Operating Budget & Departments - Narrative

The reserve levels out expenditures for the replacement of major building maintenance or systems replacement. As the buildings age, significant components will reach the end of their predicted useful lives and wear out. Replacement can be addressed with a funding mechanism in place such as the Asset Replacement Fund, which acts as a funding source for vehicle replacements. A steady increase in the annual appropriation is necessary to bring the appropriation closer to the annual depreciation of building systems by the end of this 5-year CIP cycle.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$119,000	General	$128,000	General	$128,000	General	$128,000	General	$128,000
$119,000		$128,000		$128,000		$128,000		$128,000	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	$631,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$631,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2017	12/31/2021	10 to 50 years, depending on specific building component.

Project Number **BD015**

Project Scorecard **20**

Capital Improvement Plan

2017-2021 Information Technology

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
19	IT300	Police Records Management System (RMS)	$177,000	$67,000	$67,000	$67,000	$67,000
18	IT280	High-Speed Internet Infrastructure	$250,000	$100,000	$100,000	$100,000	$100,000
12	IT400	Council Chambers A/V	$35,000	$0	$0	$0	$0
			$462,000	$167,000	$167,000	$167,000	$167,000

Capital Improvement Project Summary

Project Number	Request Type	Priority
IT300	Previously Authorized - In Progress	1 Must Do

Project Title

Police Records Management System (RMS)

Change from Previous CIP	Project Location
Increase in Amount or Scope	Police Department
Department	**Division**
Police, Administration	Information Technology, Patrol

Project Description

The current RMS was purchased in 2008; two years after the original request for proposal was released. The vendor, acquired three times since the purchase, is no longer supporting the region's records system effective June 2015.

Statement of Need

The Police Department uses an electronic RMS that is jointly owned by 4 entities: State College, Penn State University, Ferguson and Patton Townships. There is 20 years' worth of data and police records in the system, which is widely used by officers in the field to complete all report documentation from the police cars. An interface with the Centre County's 911/Dispatch software enables more accurate data entry and provides the ability to run time-sensitive reports. The current system is fully depreciated and no longer supported. Centre County has procured a new dispatch software package. Their legacy software will soon go offline. The proposed costs for this project reflect the Borough's 33% ownership of the Records Management System.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Police Records Management System (RMS)

Project Alternatives

Upgrade the current version of software or solicit proposals for a new product and installation.

Impact on Operating Budget & Departments - Narrative

Operating expenditures in the Police Department will increase marginally. Annual hardware and software maintenance costs are projected to increase to approximately $45,000. Appropriations for asset replacement are projected to be $22,000 per year.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$177,000	General	$67,000	General	$67,000	General	$67,000	General	$67,000
$177,000		$67,000		$67,000		$67,000		$67,000	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	$110,000
Other:	
Land Acquisition:	

Total Project Costs

$445,000

Estimated Start	*Estimated Completion*	*Estimated Useful Life*
6/1/2016	10/31/2017	6 years

Capital Improvement Project Summary

Project Number	Request Type	Priority
IT280	Previously Deferred	2 Should Do

Project Title

High-Speed Internet Infrastructure

Change from Previous CIP	Project Location
Increase in Amount or Scope	Borough-wide
Department	**Division**
Administration	Information Technology

Project Description

This project is a phased implementation to create and extend high speed network connectivity throughout State College in concert with the Penn State University, local businesses and public-private partnerships.

Statement of Need

Beyond the Borough's immediate use, near-future collaboration and shared services within the Centre Region will require increasingly higher speed broadband service to share services. This results in better management of facilities and services ranging from street lighting to public safety. Facilitating access to a high speed network infrastructure allows for competition among providers, reduces a roadblock for entrepreneurs, and even enables residents to work "anytime/anywhere." Access to high speed Internet is becoming the largest factor for creating an environment that promotes innovation and economic development. This is due to the increasing amount of data needed to run business. Many companies are dependent on hosted services for storage, computing, databases, and software development to name a few. Email is no longer the primary use of the Internet.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

High-Speed Internet Infrastructure

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

It is expected that maintenance agreements and asset replacement will become part of the operational budget. There is potential to realize secondary revenue streams by appropriately sizing the infrastructure. Any potential revenue is dependent on the implementation model.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$250,000	General	$100,000	General	$100,000	General	$100,000	General	$100,000
$250,000		$100,000		$100,000		$100,000		$100,000	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	$650,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$650,000

Estimated Start	Estimated Completion	Estimated Useful Life
3/1/2016	6/1/2020	10 years

Capital Improvement Project Summary

Project Number	Request Type	Priority
IT400	New	3 Could Do

Project Title

Council Chambers A/V

Change from Previous CIP	Project Location
No Change	Council Chambers
Department	**Division**
Administration	Information Technology

Project Description

Provide improved audio and video technology in Council Chambers in order to facilitate staff and public presentations and viewing.

Statement of Need

Staff and presenters are more frequently using the Chambers' technology for visuals such as maps, budgets charts and graphs. Recently, a transportation consultant remotely presented his documents and was able to provide 'face time' as it's becoming the norm. Until a few years ago, the prohibitive costs for displays large and clear enough to be viewed from the public and Council seating means everyone must turn in their seats and focus on one large screen along a side wall. While the projection is large, appropriate lighting for a meeting also washes out the image. An upgrade and addition of A/V equipment will remove the distraction of inadequate technology so the Council and public can focus on the issues and deliberation.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Council Chambers A/V

Project Alternatives

The alternative is to continue using the current equipment/projection along the side wall of the Chambers.

Impact on Operating Budget & Departments - Narrative

After implementation, the expected maintenance and asset replacement is $1,000 and $2,500, respectively.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact
	$3,500	$3,500	$3,500	$3,500

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$35,000		$0				$0		$0
	$0		$0				$0		$0
	$0		$0				$0		$0
	$0		$0				$0		$0
	$0		$0				$0		$0
$35,000		$0		$0		$0		$0	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	$35,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$35,000

Estimated Start	*Estimated Completion*	*Estimated Useful Life*
3/15/2017	4/15/2017	5 years

Capital Improvement Plan

2017-2021 Parks

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
20	PK200	Park Land Acquisition/Improvements	$33,000	$203,000	$41,000	$52,500	$31,000
20	PK001	Parks Maintenance Reserve	$50,000	$42,500	$42,500	$43,500	$43,500
			$83,000	$245,500	$83,500	$96,000	$74,500

Capital Improvement Project Summary

Project Number	Request Type	Priority
PK200	Revised Submission	2 Should Do

Project Title

Park Land Acquisition/Improvements

Change from Previous CIP	Project Location
Decrease in Amount or Scope	Various Parks & Facilities
Department	**Division**
Public Works	Parks

Project Description

This appropriation is included to provide funds for parkland acquisition and/or improvements as the need is determined. Without these funds, we may not be able to take advantage of state/federal grants which require a local match. As future projects are identified, they will be brought to Council for approval.

Holmes-Foster Park Improvements:

2017 - Begin implementation of improvements to Holmes-Foster Park as identified in the Holmes-Foster Park Master Plan starting with re-establishment of the overstory and understory plant communities;
2018 - Continue with plantings but also design a new Sparks Street entrance and sign;
2019 - Continue with plantings and build the Sparks Street entrance and sign;
2020 - Continue with plantings but also design and build the West Fairmount Avenue entrance;
2021 - Continue with plantings and design the primary path.

Statement of Need

Used as a match for various grants and to provide funds for regional projects and facilities.

Capital Improvement Project Summary

Project Title

Park Land Acquisition/Improvements

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

N/A

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: Designated Reserve - Park Land Acquisition/Improvements

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$28,000	General	$28,000	General	$41,000	General	$52,500	General	$31,000
$28,000		$28,000		$41,000		$52,500		$31,000	

Construction:	$157,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$14,500
Equipment:	$9,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$180,500

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2017	12/30/2021	N/A

Project Number PK200

Project Scorecard 19

Capital Improvement Project Summary

Project Number	Request Type	Priority
PK171	New	2 Should Do

Project Title

Action Sports Park

Change from Previous CIP	Project Location
New Project	In one of the Borough owned Parks or open spaces
Department	**Division**
Public Works	Parks

Project Description

This project includes the identification and evaluation of potential sites for an Action Sports Park, followed by its design and construction that may include facilities for skateboards, roller blades, scooters and bicycles. A specific location for the facility will be selected after considering all parks and open spaces (both public and private) in consultation with community members, Centre Region Parks and Recreation staff, Council and other stakeholder groups.The site selection process is expected to be completed by the end of 2017. It is proposed that the Borough develop a conceptual design, including site evaluation for storm water, traffic and other factors that will influence the final design in 2018 and complete final design for construction of the park in 2019.

Statement of Need

State College Borough has many parks and other outdoor recreational facilities but there are no areas within the Borough's park system that serve the community members that would utilize an Action Skate Park. This is a need that has been identified through preliminary planning and consultation with members of the community, both from the Borough as well as the Centre Region.

Capital Improvement Project Summary

Project Title
Action Sports Park

Project Alternatives
N/A

Impact on Operating Budget & Departments - Narrative
The new facility, when complete, would require increased maintenance from Park & Rec staff or Borough staff to clean, repair equipment and empty trash cans.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:	

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
	$0	General	$2,500	General	$250,000		$0		$0
	$0	Other Grant(s)	$2,500	State Grant	$50,000		$0		$0
	$0		$0	Other Grant(s)	$50,000		$0		$0
	$0		$0				$0		$0
	$0		$0				$0		$0
$0		$5,000		$350,000		$0		$0	

Construction:	$290,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$25,000
Equipment:	$40,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs
$355,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2018	12/2/2019	20 years

Project Number **PK171**

Project Scorecard **9**

Capital Improvement Project Summary

Project Number	Request Type	Priority
PK001	Previously Authorized - In Progress	2 Should Do

Project Title

Parks Maintenance Reserve

Change from Previous CIP	Project Location
Increase in Amount or Scope	Various Parks
Department	**Division**
Public Works	Parks

Project Description

This project is an umbrella project from which to manage annual maintenance projects for Borough parks. Such projects include replacing outdated and deteriorated play equipment, rehabilitation of play courts, upgrades and repairs to restroom buildings and pavilions, parking lot maintenance, lighting and electrical projects.

Play equipment is replaced every 10-15 years. Large play structures are scheduled for replacement as follows:

2017 - Tusseyview Park (Tot Playground)

Attempts to secure grant funding to pay for part or all of the replacements or improvements will be made, if available. Restrooms, pavilions, parking lots and other park facilities require periodic maintenance to extend their useful life. It is anticipated that the Sunset Park restroom roof will have to be re-shingled and fascia replaced in 2017. Overhead electrical lines are also scheduled to be relocated in Sunset Park at this time.

Statement of Need

Replace outdated or unsafe play equipment, as well as improve playing surface. Regular maintenance of restrooms and pavilion structures will extend their useful life.

Capital Improvement Project Summary

Project Title

Parks Maintenance Reserve

Project Alternatives

Budget smaller projects and request funding annually in the operating budget.

Impact on Operating Budget & Departments - Narrative

Public Work's labor force will be required to prepare play pits for the installation of new equipment and repair parking lot surfaces in advance of sealcoating.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$35,000	General	$42,500	General	$42,500	General	$43,500	General	$43,500
Other Grant(s)	$15,000								
$50,000		$42,500		$42,500		$43,500		$43,500	

Construction:	$74,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	$148,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$222,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2016	12/31/2020	10 to 25 years

Project Number PK001

Project Scorecard 20

Capital Improvement Plan

2017-2021 Streets

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
26	ST001	Street Reconstruction	$1,150,000	$450,000	$575,000	$300,000	$550,000
25	ST021	Central Business District Streetlights	$250,000	$250,000	$250,000	$250,000	$250,000
20	ST941	Bicycle Facility Improvements	$180,000	$120,000	$370,000	$30,000	$30,000
19	ST121	Atherton Corridor Improvement Project	$0	$126,000	$0	$4,225,000	$1,250,000
19	ST002	Street & Alley Resurfacing/Curb Replacement/ADA Ramps	$640,200	$870,600	$840,400	$905,400	$846,500
18	ST022	Traffic Signal & Intersection Safety Improvements	$315,000	$430,000	$455,000	$545,000	$175,000
			$2,535,200	$2,246,600	$2,490,400	$6,255,400	$3,101,500

Capital Improvement Project Summary

Project Number	Request Type	Priority
ST001	Revised Submission	2 Should Do

Project Title

Street Reconstruction

Change from Previous CIP	Project Location
Increase in Amount or Scope	Various
Department	**Division**
Public Works	Streets

Project Description

Street reconstruction is an ongoing program to upgrade deteriorated streets in which sub-base or pavement structure failures require reconstruction. Each project will improve drainage, provide an adequate pavement structure for present and reasonable future vehicle loads, install pedestrian ramps with detectable warning devices, improve safety and reduce annual maintenance costs. Type I reconstruction costs range from $140 to $150 per square yard of pavement, and includes removal and replacement of complete roadway structure (base, asphalt base course, asphalt wearing course, curb replacement, storm sewer and inlet replacement, and installation of handicapped ramps at intersections). Type II reconstruction, which requires limited pavement sub-base repair, replacement of deteriorated curb, storm sewers and inlets, and a complete mill and asphalt overlay of the wearing course. Cost for Type II reconstruction range from approximately $45 to $80 per square yard of pavement. The ranges includes mobilization and all project costs, which vary depending on the scope of the project, as well as detour and property/business access requirements. The following streets are recommended for reconstruction using General Fund monies:

2017 - Easterly Parkway from Allen Street to Garner Street ($1,150,000)

2018 - O'Bryan Lane from Westerly Parkway to Waupelani Drive ($450,000)

2019 - Oneida Street from Westerly Parkway to Waupelani Drive ($575,000)

2020 - North Allen Street from Park Avenue to Adams Avenue ($300,000)

2021 - West Fairmount Avenue from Patterson Street to Westerly Parkway ($550,000)

2022 - Woodland Drive from Hillcrest Avenue to North Atherton Street ($190,000)

Statement of Need

The selection of streets to be reconstructed or resurfaced is based on a Pavement Management Evaluation System which is completed every two years. The rating system consists of several elements, such as cracking, curb condition, rutting, potholes, drainage, patching, ride quality and traffic volume. The sum of these elements establishes the PCI (Pavement Condition Index), and this score then forms the basis for future maintenance. The worst street sections receive a more in-depth review as to need for curb work, utility work or "in fact" whether the street can be salvaged by resurfacing. Once identified, streets rated ”serious”, “very poor” or “poor” are recommended for improvement(s). The amount of work recommended is limited to the number of street sections that the budget can afford. Street reconstruction is completed to upgrade deteriorated streets in which sub-base or pavement structure failures require reconstruction, which generally adds value to adjacent properties and eliminates the need for extensive maintenance for approximately 25 years.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Street Reconstruction

Project Alternatives

None

Impact on Operating Budget & Departments - Narrative

Reduced street maintenance.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$1,150,000	General	$450,000	General	$575,000	General	$300,000	General	$550,000
$1,150,000		$450,000		$575,000		$300,000		$550,000	

Construction:	$3,025,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$3,025,000

Estimated Start	Estimated Completion	Estimated Useful Life
5/11/2015	9/1/2020	25 years

Capital Improvement Project Summary

Project Number	Request Type	Priority
ST021	Revised Submission	2 Should Do

Project Title

Central Business District Streetlights

Change from Previous CIP	Project Location
No Change	Downtown
Department	**Division**
Public Works	Streets

Project Description

The average life expectancy of context sensitive streetlights is 25-30 years. Because most of the streetlights in the Downtown were installed in the early to mid-1980s, the streetlight extension/replacement project addresses the need to replace those fixtures, as well as add new fixtures where needs are identified. Reconstruction of handicapped ramps to meet the new ADA guidelines will also be included with the project.

2017 - Install handicap ramps and replace streetlight poles, fixtures and foundations on College Avenue from Garner Street to High Street ($250,000);

2018 - Install handicap ramps and replace streetlight poles, fixtures and foundations on Beaver Avenue from Allen Street to McAllister Alley ($250,000);

2019 - Install handicap ramps and replace streetlight poles, fixtures and foundations on Pugh Street from Beaver Avenue to Nittany Avenue and on East Foster Avenue from Allen Street to Pugh Street ($250,000);

2020 - Install handicap ramps and replace streetlight poles, fixtures and foundations on McAllister Street, Locust Lane and Hiester Street between Beaver and College Avenues ($250,000);

2021 - Install handicap ramps and replace streetlight poles, fixtures and foundations on Beaver Avenue from McAllister Alley to Garner Street. ($250,000);

Statement of Need

Street lighting enhances the safety and ambience of the Downtown.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Central Business District Streetlights

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

Streetlight replacements will reduce energy costs and maintenance expenses. The induction flourescent bulbs use 15% less electricity and last 12 years in comparison to high pressure sodium which lasts about 5 years.

Each additional streetlight will require approximately $10 per year for maintenance and approximately $36 per year in energy costs.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
CDBG	$250,000	CDBG	$250,000	CDBG	$250,000	CDBG	$250,000	CDBG	$250,000
$250,000		$250,000		$250,000		$250,000		$250,000	

Construction:	$625,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	$625,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$1,250,000

Estimated Start	*Estimated Completion*	*Estimated Useful Life*
6/16/2004	11/16/2020	25 years

STATE COLLEGE BOROUGH

Interoffice MEMORANDUM

PUBLIC WORKS DEPARTMENT

To: Edward LeClear, Planning Director
Roger Dunlap, Assistant Borough Manager
Thomas J. Fountaine, Borough Manager
Sharon Ergler, Council Secretary
Amy Kerner, Borough Engineer

From: Mark A. Whitfield, Public Works Director

Subject: 2017-2021 Capital Improvement Plan – CDBG Funding

Date: May 25, 2016

On the reverse side of this memo are the Public Works Department's recommendations for the use of Community Development Block Grant funds for the 2017 – 2021 Capital Improvement Plan. I will be at the CAC meeting on June 7 to answer any question the Committee may have.

CDBG Capital Improvement Projects
2017 – 2021

2015

Street Lights/Handicapped Ramps **$410,000**

Burrowes Street	College Avenue to Beaver Avenue
College Avenue	Atherton Street to Fraser Street
College Avenue	Atherton Street to Barnard Street*

*includes $160,000 of CBICC HUD Grant

2017

Street Lights/Handicapped Ramps **$250,000**

College Avenue	Garner Street to High Street

2018

Street Lights/Handicapped Ramps **$250,000**

Beaver Avenue	Allen Street to McAllister Street

2019

Street Lights/Handicapped Ramps **$250,000**

Pugh Street	Beaver Avenue to Nittany Avenue
Foster Avenue	Allen Street to Pugh Street

2020

Street Lights/Handicapped Ramps **$250,000**

McAllister Street	College Avenue to Beaver Avenue
Locust Lane	College Avenue to Beaver Avenue
Heister Street	College Avenue to Beaver Avenue

2021

Street Lights/Handicapped Ramps **$250,000**

Beaver Avenue	McAllister Street to Garner Street

Capital Improvement Project Summary

Project Number	Request Type	Priority
ST941	Revised Submission	2 Should Do

Project Title

Bicycle Facility Improvements

Change from Previous CIP	Project Location
Increase in Amount or Scope	Various
Department	**Division**
Public Works	Streets

Project Description

The Borough has been installing bike paths and/or bike lanes at several locations throughout State College for the last 30 years. The paths and lanes provide both transportation links and recreational opportunities and make vital connections to other facilities within the Borough, on campus and within the Centre Region. However, maintenance of the existing off-street paths has been virtually non-existent. As a result of a Bike Path Inventory Report and input from the Transportation Commission, projects have been identified and prioritized, as follows:

2017 - Surface improvements and sign replacement for the Orchard Park Bike Path and the Blue/White Path ($30,000); Storm water improvements south of Edgewood Circle ($30,000); Storm water and surface improvements at the end of Gill Street adjacent to SCASD property ($45,000); Seek funding to design and construct a shared use path along Easterly/Westerly Parkway between University Drive and O'Bryan Lane which is estimated to cost $195,000. Funding opportunities exist from PENNDOT Multimodal which requires a 30% match; Department of Community and Economic Development (DCED) Multimodal which requires a 30% match or DCED Greenways and Trails which requires a 15% match and Department of Conservation and Natural Resources (DCNR) Rec Trails which requires a match of 20% or DCNR Keystone Funds which requires a 50% match.

2017 - construct the shared use path as part of the Easterly Parkway Reconstruction Project between Allen Street and Garner Street which is estimated to cost $75,000.

2018 - continue the construction of the shared use path along Easterly/Westerly Parkway for remaining segments which is estimated to cost $120,000.

2019 - seek funding for the design and construction of a shared use path along Blue Course Drive between Whitehall Road and the Orchard Park bike path ($340,000); future identified maintenance ($30,000).

2020 - future identified maintenance ($30,000).

2021- future identified maintenance ($30,000). Ancillary projects such as covered bike racks and bike repair stations will be located at approved locations.

Statement of Need

Bicycling is an important mode of transportation in State College, and rising fuel costs are only expected to increase bicycle use. Installation and maintenance of bike paths, lanes and amenities will be needed to meet the demands of those who choose to bike as a main means of transportation. The recently completed Downtown Master Plan also emphasizes the need for additional bicycle infrastructure.

A bike lane or shared use path will also be considered for Easterly and Westerly Parkway as part of other road improvements made to this corridor.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Bicycle Facility Improvements

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

Maintenance of bicycle facilities has been minimal, and it is recognized that more effort is needed to maintain a desirable riding surface, ensure proper signage and trim back vegetation on a regular basis. Bicycle amenities have a limited amount of annual maintenance. Annual painting of bike lanes will cost about $100 per mile. Snow removal for off-street paths cost about $50 per mile per event.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$127,500	General	$36,000	General	$132,000	General	$30,000	General	$30,000
Other Grant(s)	$52,500	Other Grant(s)	$84,000	Other Grant(s)	$238,000				
$180,000		$120,000		$370,000		$30,000		$30,000	

Construction:	$705,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$25,000
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$730,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2016	12/31/2021	25 years

Capital Improvement Project Summary

Project Number	Request Type	Priority
ST121	Revised Submission	2 Should Do

Project Title

Atherton Corridor Improvement Project

Change from Previous CIP	Project Location
Increase in Amount or Scope	Atherton Street - entire length through the Borough

Department	Division
Public Works	Engineering, Streets

Project Description

Over the next several years, PennDOT will be reconstructing South Atherton Street from the Mount Nittany Expressway in Patton Township to Boalsburg. Reconstruction of the Borough's portion (i.e. Aaron Drive to Park Avenue) should begin in 2018. In 2020, the section between Park Avenue and Westerly Parkway will be completed. PennDOT will facilitate various improvements into the projects.

2018 – Aaron Drive to Park Avenue improvements include sanitary sewer manhole replacements, including frames and lids ($126,000).

2020 – Park Avenue to Westerly Parkway improvements planned for the Atherton Street segment between Highland Alley and the Bus Station ($3,950,000) include:

- Street lighting from Highland Alley to Beaver Avenue and from College Avenue to the Bus Station;
- New traffic signal poles, including new luminaires, at the intersections of Beaver Avenue, College Avenue and the Bus Station;
- New traffic signal poles and mast arms for pre-emption signal at Highland Alley;
- New handicapped ramps at the intersections of Beaver Avenue, College Avenue, Clay Lane and the IST Building;
- New poles and mast arms that hold directional signs both south of Beaver Avenue and north of College Avenue;
- Replace 4,800 LF of sanitary sewer mains and 74 sewer laterals ($1,200,000);
- Install street lights from Hamilton Avenue to Piersol Lane ($850,000);
- Various intersection improvements including signals and pedestrian islands ($620,000).

2021 – Westerly Parkway to Branch Road improvements include the installation of street lights between South Allen Street and Branch Road ($1,250,000).

Statement of Need

The Comprehensive Pedestrian and Bicycle Safety Study completed in 2008 and the 2010 Intersection Safety Improvement Plan both identified safety needs in this corridor. The project will address many of the safety needs, as well as provide a new streetscape with benches, lighting and fencing.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Atherton Corridor Improvement Project

Project Alternatives

Complete as separate projects.

Impact on Operating Budget & Departments - Narrative

Increased electricity consumption with the addition of new streetlights ($30,000). Annual debt service payments are estimated to be $328,645, assuming a 4.5% rate and 20-year term.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact
			$410,000	$410,000

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
		Sanitary Sewer	$126,000			Sanitary Sewer	$600,000	Future Debt	$1,250,000
						State Grant	$600,000		
						Future Debt	$3,025,000		
$0		$126,000		$0		$4,225,000		$1,250,000	

Construction:	$3,451,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$500,000
Equipment:	$1,650,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$5,601,000

Estimated Start	Estimated Completion	Estimated Useful Life
5/3/2014	12/31/2021	50 years

Capital Improvement Project Summary

Project Number	Request Type	Priority
ST002	Revised Submission	2 Should Do

Project Title

Street & Alley Resurfacing/Curb Replacement/ADA Ramps

Change from Previous CIP	Project Location
Increase in Amount or Scope	Various
Department	**Division**
Public Works	Streets

Project Description

State College maintains approximately 48 miles of streets and 10 miles of alleys. An on-going maintenance program of crack sealing and sealcoating helps extend the life of the pavement, on average for 20-25 years. Actual life cycles vary between 20 and 30 years depending upon traffic volumes and the weight of vehicles using the roadway. The current cost of street and alley resurfacing is approximately $18 per square yard.

Prior to a street being resurfaced, curb and gutter repairs are completed on an as-needed basis by State College Public Works crews and/or by contract. Handicapped ramps are installed at intersections in compliance with ADA requirements under the Department of Justice. Crews and/or contractors will also replace or repair any sanitary sewer, storm sewer, storm sewer inlet or junction box or sanitary sewer manhole prior to resurfacing. Cost to complete these improvements is estimated at $16 per square yard of pavement area. Cost for these ancillary items are included in this project budget.

The total square yard of pavement for all Borough streets and alleys is approximately 860,000 and the total linear feet of concrete curbing is 507,000. In order to maintain a 30-year life cycle of pavement, the Public Works Department recommends, improving 28,650 square feet of pavement annually by either reconstruction or resurfacing. Additionally, approximately 6,750 linear feet of curb should be replaced (which equates to a 75-year life cycle).

Statement of Need

Street and alley resurfacing and curb replacement is routine maintenance of pavement infrastructure.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Street & Alley Resurfacing/Curb Replacement/ADA Ramps

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

Decrease annual "patch" and emergency repair costs and achieve maximum efficiency of public funds for roadway maintenance.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$580,200	General	$810,600	General	$780,000	General	$845,400	General	$786,500
Highway Aid	$60,000	Highway Aid	$60,000	Highway Aid	$60,000	Highway Aid	$60,000	Highway Aid	$60,000
$640,200		$870,600		$840,000		$905,400		$846,500	

Construction:	$4,103,100
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$4,103,100

Estimated Start	Estimated Completion	Estimated Useful Life
6/17/2015	11/16/2019	20 - 25 years

2016-2021 CIP RESURFACING, CURB REPLACEMENT, & ADA RAMPS

STREET	FROM	TO	SQ YDS PAVEMENT AREA	ADA RAMPS	TOTAL CURB	CURB - REPLACE	PIPE - STORM	PIPE -SAN	INLETS/ MANHOLES
2016									
S. Gill Street	W. Foster Ave.	Hawk Alley	1775	6	1345	471	0	0	0
Barnard Street	Sparrow Alley	W. Fairmount Ave.	1475	8	1280	448	0	275	3
McCormick Avenue	Pugh Street	University Drive	8740	8	6500	550	2976	25	2
New Alley	Miller Alley	Burrowes Street	265	0	0	0	0	160	2
Old Boalsburg Rd	Atherton Street	Whitehall Road	2030	6	1600	560	475	775	6
Prospect Avenue	Atherton Street	Gill Street	3360	6	1850	585	955	12	6
TOTAL			**17645**	**34**	**12575**	**2614**	**4406**	**1247**	**19**
2017									
Marylyn Avenue	University Drive	Tusseyview Park	4470	8	2700	945	102	1456	12
Allen Street	Atherton Street	Doris Avenue	7870	22	4500	1575	700	1681	18
Science Street	Atherton Street	Marylyn Avenue	1483	4	810	284	442	775	9
Sowers Street	College Avenue	Beaver Avenue	1190	4	980	343	290	125	7
S. Osmond Street	Metz Avenue	Corl Street	3622	6	2345	821	25	2000	6
TOTAL			**18635**	**44**	**11335**	**3967**	**1559**	**6037**	**52**
2018									
Pugh Street	Beaver Avenue	Easterly Parkway	11410	36	7300	2555	1820	3178	42
Garner Street	Easterly Parkway	Nimitz Avenue	5921	4	3800	1330	278	1933	13
A Alley	E. Foster Avenue	Highland Alley	800	2	800	280	275	0	3
Calder Way	S. Buckhout Street	S. Patterson St.	790	0	750	263	0	0	0
F Alley	W. Foster Avenue	Robin Alley	901	0	810	284	0	0	0
Ridge Avenue	N. Burrowes Street	N. Atherton Street	1206	4	1300	455	16	700	3
Smithfield Circle	Smithfield Street	Smithfield Street	4825	4	3600	1260	1613	1592	21
TOTAL			**25853**	**50**	**18360**	**6426**	**4002**	**7403**	**82**
2019									
East Beaver Avenue	High Street	Cul-de-sac	2040	3	1400	490	0	373	2
North Sparks Street	College Avenue	PSU Line	1685	2	1100	385	0	488	3
Nittany Avenue	Atherton Street	Allen Street	4745	12	3533	1237	450	1400	23
West Prospect Ave	S. Atherton Street	S. Allen Street	4125	13	3613	1265	250	900	6
Lehman Way	N. Allen Street	Holmes Street	2010	0	1850	648	0	1200	6
B Alley	E. Nittany Avenue	Elm Alley	1964	0	1750	613	0	150	2
Fox Alley	E. Prospect Avenue	E. Fairmount Avenue	547	0	490	172	0	0	0
E. Fairmount Ave	S. Allen Street	S. Garner Street	4121	16	2570	900	520	1300	22
Country Club Road	E. Branch Road	College Twp Line	1190	0	0	0	585	0	8
Taylor Street	Hillcrest Avenue	Glenn Road	2593	5	1906	667	950	700	9
TOTAL			**25020**	**51**	**18212**	**6374**	**2755**	**6511**	**81**

2016-2021 CIP RESURFACING, CURB REPLACEMENT, & ADA RAMPS

STREET	FROM	TO	SQ YDS PAVEMENT AREA	ADA RAMPS	TOTAL CURB	CURB - REPLACE	PIPE - STORM	PIPE -SAN	INLETS/ MANHOLES
2020									
Nimitz Avenue	Garner Street	University Drive	2586	3	1665	583	700	750	10
Webster Drive	Saxton Drive	Bayberry Drive	4625	6	3100	1085	1100	1200	18
W. Foster Avenue	Barnard Street	Fraser Street	3692	12	3171	1110	1200	1430	28
W. Logan Avenue	S. Atherton Street	SCASD Line	2210	2	1603	561	400	600	8
W. Hamilton Avenue	Atherton Street	Fraser Street	2500	10	1750	613	2500	1750	16
S. Burrowes Street	College Avenue	Beaver Avenue	1594	4	1215	425	800	600	14
Hetzel Street	Beaver Avenue	Foster Avenue	775	2	495	173	30	0	2
S. Fraser Street	Crestmont Avenue	Logan Avenue	800	4	903	316	0	0	0
Fairway Road	W. Park Avenue	Hillcrest Avenue	2870	11	2492	872	30	930	4
H Alley	E. Beaver Avenue	E. Foster Avenue	1733	0	1500	525	150	0	0
S. Patterson Street	W. College Ave	W Foster Ave	2977	2	2200	770	30	775	5
TOTAL			**26362**	**56**	**20094**	**7033**	**6940**	**8035**	**105**
2021									
S. Buckhout Street	Foster Avenue	Fairmount Avenue	1821	6	1400	490	600	0	4
Plaza Drive	Westerly Parkway	Dead End	1260	2	922	323	200	900	4
D Alley	Hole Alley	W. Hamilton Avenue	2334	0	2050	718	0	350	4
E. Prospect Avenue	S. Pugh Street	Locust Lane	1605	4	1575	551	50	700	5
Ellen Avenue	Pugh Street	William Street	3545	6	2700	945	900	1200	9
Piersol Lane	S. Atherton Street	Dead End	980	2	790	277	0	0	0
Peach Alley	Hetzel Street	East to dead end	646	0	725	254	0	0	0
Stuart Avenue	Old Boalsburg Road	S. Pugh Street	657	0	731	256	0	0	0
Birch Alley	Berry Alley	Apple Alley	356	0	595	208	0	0	0
W. Foster Avenue	S. Sparks Street	S. Gill Street	1175	4	1055	369	600	600	8
N. Allen Street	September Alley	Borough Line	2995	7	2441	854	750	1300	7
Bayberry Drive	Grace Street	Blue Course Drive	1200	4	852	298	30	425	4
High Street	E. Beaver Avenue	E. Foster Avenue	950	4	793	278	30	445	2
Hetzel Street	E. College Avenue	Calder Way	653	2	728	255	350	350	6
Keller Street	Calder Way	E. Beaver Avenue	460	2	629	220	0	300	2
Kemmerer Road	Garner Street	Dead End	506	2	412	144	0	0	1
Legion Lane	Kemmerer Road	University Drive	2537	4	1889	661	40	900	6
Logan Avenue	S. Fraser Street	Walnut Street	1124	3	1012	354	0	500	2
TOTAL			**24804**	**52**	**21299**	**7455**	**3550**	**7970**	**64**
GRAND TOTAL (6 years)			**138319**	**287**	**101875**	**33869**	**23212**	**37203**	**403**
AVERAGE PER YEAR			**23053**	**48**	**16979**	**5645**	**3869**	**6201**	**67**

Capital Improvement Project Summary

Project Number	Request Type	Priority
ST022	Revised Submission	1 Must Do

Project Title

Traffic Signal & Intersection Safety Improvements

Change from Previous CIP	Project Location
Increase in Amount or Scope	Various locations
Department	**Division**
Public Works	Streets

Project Description

This project is a compilation of the 2008 Comprehensive Pedestrian and Bicycle Program and the 2010 Planned Intersection Safety Improvement Plan, which recommends safety improvements at signalized and non-signalized intersections.

The intersection study continued in 2016 with the evaluation of the next 5 intersections. Future years include expected funding to implement the recommendations of the study.

2017 The Park Avenue/McKee Street Ped/Bike Crossing project was previously deferred while grant funding was being sought. This project should be completed in 2017 even if grant funding is not received ($150,000); construct pedestrian node at Pugh Street/Easterly Parkway ($25,000); complete pedestrian crossing improvements at Beaver Avenue/McAllister Street which includes handicap ramps, alterations to storm inlet and relocation of streetlights ($65,000); Implement recommendations of 2016 study ($75,000).

2018- Construct pedestrian node at Pugh Street/Prospect Avenue ($25,000); install pedestrian nodes on the west side of Burrowes Street at College Avenue and replacement of traffic signal poles and foundations. The project will be completed in conjunction with the streetlight replacement and handicap ramp improvements ($380,000); continue with the study of the next 5 intersections ($25,000).

2019 - Complete pedestrian improvements at Burrowes Street/Beaver Avenue and replacement of traffic signal poles and foundations ($380,000); implement recommendations of the 2018 study ($75,000).

2020 - Implement pedestrian improvements and replace traffic signal poles and foundations at Atherton Street/Westerly Parkway ($520,000); continue with the study of the next 5 intersections ($25,000).

2021 - Implement recommendations from the 2020 study ($75,000); convert traffic signal hardwire interconnect in downtown system to radio ($100,000).

Statement of Need

This project allows State College to address and budget for needed safety improvements at intersections, as identified by the transportation consultant, in a systematic way. Due to the high level of pedestrian crossings, a high number of bicyclists, and the high number of vehicles in State College, a comprehensive program will assist in outlining needs for improvements. Additionally, State College is responsible for the installation, maintenance, operation and replacement of traffic signals, when warranted by PennDOT. Intersections in need of upgrades are determined by age of the signal, crash history, intersection deficiencies, lighting, pedestrian and bicycle amenities, including handicapped ramps, pedestrian signals, etc. When appropriate, grant money or other funding sources will be used, including Transportation Improvement Plan, Metropolitan Planning and PennDOT.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Traffic Signal & Intersection Safety Improvements

Project Alternatives

Traffic signal mast arms have a life expectancy of 40 years. Signals have a life expectancy of 20 years and controllers have a life expectancy of 10 years.

Impact on Operating Budget & Departments - Narrative

Each new signal adds approximately $300 per year in additional maintenance costs and $500 per year in energy costs.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$315,000	General	$430,000	General	$455,000	General	$545,000	General	$175,000
$315,000		$430,000		$455,000		$545,000		$175,000	

Construction:	$1,810,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$110,000
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$1,920,000

Estimated Start	Estimated Completion	Estimated Useful Life
6/16/2009	12/15/2022	40 years

Capital Improvement Plan

2017-2021 Storm Water

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
19	SW031	Memorial Field Drainage	$150,000	$0	$0	$0	$0
17	SW111	Stormwater Projects	$158,000	$150,000	$125,000	$55,000	$55,000
			$308,000	$150,000	$125,000	$55,000	$55,000

Capital Improvement Project Summary

Project Number	Request Type	Priority
SW031	Revised Submission	2 Should Do

Project Title

Memorial Field Drainage

Change from Previous CIP	Project Location
Increase in Amount or Scope	Foster/"D" Alley
Department	**Division**
Public Works	Storm Sewers, Engineering

Project Description

Stormwater from approximately 50 acres of State College drains into the sinkhole, and State College Borough has completed several projects to install filtering manhole devices that are designed to remove pollutants from stormwater.

For 2017, it is recommended that the remaining filtering inlets be installed at Foster Avenue/"D" Alley ($150,000).

Statement of Need

Because stormwater is directly injected into a sinkhole, the storm filtering project will remove debris and other impurities from the stormwater, thereby cleaning the water and helping keep the sinkhole clean and clear. An additional need is identified for the partnership between State College and SCASD to manage the stormwater that drains into Memorial Field.

Capital Improvement Project Summary

Project Title

Memorial Field Drainage

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

Reduced sinkhole maintenance.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$150,000							General	$125,000
$150,000		$0		$0		$0		$125,000	

Construction:	$150,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$150,000

Estimated Start	Estimated Completion	Estimated Useful Life
6/13/2012	11/13/2017	50 years

Project Number SW031

Project Scorecard 19

Capital Improvement Project Summary

Project Number	Request Type	Priority
SW111	Revised Submission	2 Should Do

Project Title

Stormwater Projects

Change from Previous CIP	Project Location
Increase in Amount or Scope	Various locations throughout State College
Department	**Division**
Public Works	Engineering, Storm Sewers

Project Description

Several complaints have been received in the last few years regarding the flooding occurrences west of Atherton Street and in the vicinity of the fire hall. It is requested that a hydrologic and hydraulic study be conducted in 2017 to determine what solutions may exist. Other projects are also suggested:

2017 - West End Stormwater Hydrologic and Hydraulic (H&H) study ($75,000); Edgewood Sinkhole - construct reverse filter ($45,000), Westerly Parkway Reservoir/Wetlands - install debris rack ($38,000).
2018 - Taylor/Glenn Stormwater Improvements, Phase II, ($150,000).

2019 - Various pipe replacement to be identified ($55,000); Orchard Park Basin Pipe Replacement - ($70,000).

2020 - Various pipe replacement to be identified ($55,000).

2021 - Various pipe replacement to be identified ($55,000).

It is suggested that $55,000 be programmed in 2019 through 2021 in order to address problem areas as they arise.

Statement of Need

In 2011, State College began evaluating its storm sewer pipes once it was discovered that the system was starting to fail as it was reaching the end of its design life, especially for corrugated metal pipe. The evaluation has revealed that the larger diameter pipes are in good condition; however, the smaller diameter pipes vary from good to severe.

As a way to prioritize a replacement strategy, staff is focusing on those pipes that are located outside of a street right-of-way. These pipes cross private lots and, although located in an easement, often times property owners build and/or plant over the easement making it very difficult to access the pipe. In areas where conventional "dig & replace" is not possible, staff will be looking to use trenchless technology such as slip-lining.

Capital Improvement Project Summary

Project Title

Stormwater Projects

Project Alternatives

Do nothing with the knowledge that nuisance flooding of uninhabited structures may still occur, or that depressions/sinkholes may form.

Impact on Operating Budget & Departments - Narrative

After completion of the projects there will be a decrease in maintenance required for the replaced pipe.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$158,000	General	$150,000	General	$125,000	General	$55,000	General	$55,000
$158,000		$150,000		$125,000		$55,000		$55,000	

Construction:	$468,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$75,000
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$543,000

Estimated Start	Estimated Completion	Estimated Useful Life
3/15/2011	10/15/2020	50 years

Project Number SW111

Project Scorecard 17

Capital Improvement Plan

2017-2021 Regional and Other Projects

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
20	OP121	Energy Savings Project	$75,000	$75,000	$75,000	$75,000	$75,000
			$75,000	$75,000	$75,000	$75,000	$75,000

Capital Improvement Project Summary

Project Number	Request Type	Priority
OP121	Previously Authorized - Pending	2 Should Do

Project Title

Energy Savings Project

Change from Previous CIP	Project Location
No Change	Various
Department	**Division**
Public Works	Other Projects

Project Description

The project reflects use of a reserve to provide a systematic funding mechanism for energy conservation and energy efficiency projects.

Statement of Need

In 2012, State College Borough opted to focus on pursuing energy efficiency projects over time rather than hiring a consultant to oversee a larger project that would consolidate a number of energy saving projects into a Guaranteed Energy Savings Act project. This CIP project is proposed to fund these projects over a period of years, focusing first on a lighting conversion project in parking facilities, then providing a regular funding mechanism for other projects, including street light conversions, fleet conversion to LNG or CNG and energy efficiency projects in other facilities, including Bellaire Court.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Energy Savings Project

Project Alternatives

Do nothing and continue to pay higher usage costs for energy, water consumption and fuel.

Impact on Operating Budget & Departments - Narrative

The net impact will be neutral or provide a net operating cost reduction. In addition, State College Borough will experience lower energy, fuel and water consumption as a result of the improvements.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
General	$75,000	General	$75,000	General	$75,000	General	$75,000	General	$75,000
$75,000		$75,000		$75,000		$75,000		$75,000	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	$375,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$375,000

Estimated Start	*Estimated Completion*	*Estimated Useful Life*
1/1/2017	12/31/2021	10 to 30 years

Capital Improvement Plan

2017-2021 Enterprise Funds

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
24	RF122	Recycling Enterprise Improvements	$277,778	$0	$277,778	$0	$277,778
22	PF111	Beaver Garage and McAllister Deck Maintenance	$0	$0	$0	$30,000	$450,000
22	PF086	Pugh Street Garage Maintenance	$0	$0	$0	$0	$45,000
17	SS-1	Sanitary Sewer Rehabilitation/Replacement	$725,000	$655,000	$740,000	$355,000	$1,240,000
16	SS-2	Sanitary Sewer Inflow & Infiltration Reduction	$280,000	$135,000	$135,000	$135,000	$0
			$1,282,778	$790,000	$1,152,778	$520,000	$2,012,778

Capital Improvement Project Summary

Project Number	Request Type	Priority
RF122	Revised Submission	2 Should Do

Project Title

Recycling Enterprise Improvements

Change from Previous CIP	Project Location
No Change	Borough-wide
Department	**Division**
Public Works	Refuse, Compost Operations

Project Description

This project is an umbrella project for future refuse and organics recycling projects which qualify for reimbursement under Act 101 Section 902 Recycling grants.

Statement of Need

This source of funding is currently available every other year for qualifying projects, with a maximum of $250,000 contribution by the state on a 90%/10% grant program.

Capital Improvement Project Summary

Project Title

Recycling Enterprise Improvements

Project Alternatives

None. Internal funding can be dramatically stretched via the state grant program.

Impact on Operating Budget & Departments - Narrative

Overall, this grant-funding mechanism will lower costs in the Refuse Collection Fund and Compost Operations Fund, depending on where projects are funded.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: Compost Operations

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
Compost Operations	$27,778			Compost Operations	$27,778			Compost Operations	$27,778
State Grant	$250,000			State Grant	$250,000			State Grant	$250,000
$277,778		$0		$277,778		$0		$277,778	

Construction:	$555,556
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	$277,778
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$833,334

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2017	12/31/2021	10-20 years

Project Number **RF122**

Project Scorecard **24**

Capital Improvement Project Summary

Project Number	Request Type	Priority
PF111	Revised Submission	2 Should Do

Project Title

Beaver Garage and McAllister Deck Maintenance

Change from Previous CIP	Project Location
Increase in Amount or Scope	Beaver Avenue Parking Garage
Department	**Division**
Public Works	Parking Facilities

Project Description

Perform a full condition appraisal of Beaver Avenue Garage in 2020. Restoration work identified will then be scheduled for the 2021 construction season.

Statement of Need

Parking industry experts recommend various routine maintenance items be completed every 5 to 7 years. Such maintenance items include routing and sealing of cracks, repairing delaminated concrete floor slabs, sealing concrete floors to prevent chlorides from penetrating the slabs and rusting embedded reinforcing steel and tensioning tendons, and re-striping the facilities. Every six years we perform a condition appraisal in each facility and follow the report with a maintenance project to correct deficiencies.

Capital Improvement Project Summary

Project Title

Beaver Garage and McAllister Deck Maintenance

Project Alternatives

None. Failure to maintain parking structures will lead to premature failure and loss of vital parking facilities in the Downtown.

Impact on Operating Budget & Departments - Narrative

Regular maintenance extends the life of the structures, defers the need for major repairs and decreases the likelihood of premature failure of the structure.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact
			$30,000	$450,000

Operating Budget under Impact: Parking

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
						Parking	$30,000	Parking	$450,000
$0		$0		$0		$30,000		$450,000	

Construction:	$410,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$70,000
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$480,000

Estimated Start	Estimated Completion	Estimated Useful Life
5/15/2020	8/25/2021	6 years

Project Number PF111

Project Scorecard 22

Capital Improvement Project Summary

Project Number	Request Type	Priority
PF086	Revised Submission	2 Should Do

Project Title

Pugh Street Garage Maintenance

Change from Previous CIP	Project Location
Decrease in Amount or Scope	Pugh Street Parking Garage
Department	**Division**
Public Works	Parking Facilities

Project Description

A routine condition appraisal of this structure should be performed in 2021 with a maintenance project in 2022.

Statement of Need

Parking industry experts recommend various routine maintenance items be completed every 5 to 7 years. Such maintenance items include routing and sealing of cracks, repairing delaminated concrete floor slabs, sealing concrete floors to prevent chlorides from penetrating the slabs and rusting embedded reinforcing steel and tensioning tendons, and re-striping the facilities. Every six years, a condition appraisal is performed in each facility, and follow the report, generally the next construction season, with a maintenance project to correct deficiencies.

Capital Improvement Project Summary

Project Title

Pugh Street Garage Maintenance

Project Alternatives

None. Failure to maintain parking structures will lead to premature failure of the structure and the loss of vital parking resources in the downtown.

Impact on Operating Budget & Departments - Narrative

Regular maintenance extends the life of the structure, defers the need for major repairs and decreases the likelihood of premature failure of the structure.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
								Parking	$45,000
$0		$0		$0		$0		$45,000	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	$45,000
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$45,000

Estimated Start	Estimated Completion	Estimated Useful Life
2/1/2021	8/25/2022	5 years

Project Number **PF086**

Project Scorecard **22**

Capital Improvement Project Summary

Project Number	Request Type	Priority
SS-1	Revised Submission	2 Should Do

Project Title

Sanitary Sewer Rehabilitation/Replacement

Change from Previous CIP	Project Location
Decrease in Amount or Scope	Various
Department	**Division**
Public Works	Sanitary Sewer

Project Description

This project includes the rehabilitation or replacement of sanitary sewers, manholes and/or the laterals within the street right-of-way. An annual review of video is conducted to determine the need for rehabilitation, repair or replacement.

2017 - Request for sewer/manhole/lateral work associated with the 2017 street resurfacing and reconstruction list ($450,000); Request for slip-lining work deferred from 2015 which includes: Westerly Parkway (Saxton to the High School), Hillcrest (Glenn Road to end), West Prospect (Barnard to Gill) and the 100 block of South Allen ($275,000);

2018 - Request for sewer/manhole/lateral work associated with the 2018 street resurfacing and reconstruction list ($655,000);

Additional separate funding is identified in the Atherton Corridor Project (ST121) for sanitary sewer replacement ($126,000);

2019 - Request for sewer/manhole/lateral work associated with the 2019 street resurfacing and reconstruction list ($740,000);

2020 - Request for sewer/manhole/lateral work associated with the 2020 street resurfacing and reconstruction list ($355,000); Additional separate funding is identified in the Atherton Corridor Project (ST121) for sanitary sewer replacement ($1,200,000);

2021 - Request for sewer/manhole/lateral work associated with the 2021 street resurfacing and reconstruction list ($1,240,000)

Statement of Need

Sanitary sewers are repaired or replaced as needed to prevent backups and address emergency situations. Sewers and manholes are routinely inspected on those streets that are scheduled for resurfacing or reconstruction and a determination is made on what is needed before the street is completed. There are three methods by which sewers in disrepair are handled: dig and replace, slip-line or pipe bursting. Manholes are usually replaced with pre-cast concrete, but can be lined to prevent infiltration of groundwater. The portion of the lateral within the street right-of-way is from the cleanout to the mainline and often times must be replaced due to age, infiltration of tree roots or offset joints.

Capital Improvement Project Summary

Project Title

Sanitary Sewer Rehabilitation/Replacement

Project Alternatives

Slip-lining - This involves the rehabilitation of sewer lines that are structurally sound by relining the host pipe with a high density polyurethene liner. A similar process can be used on brick manholes.
Pipe Bursting - This method of line replacement allows for pipe replacement without excessive street excavation.

Impact on Operating Budget & Departments - Narrative

Reducing inflow/infiltration reduces treatment costs.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: Sanitary Sewer

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
Sanitary Sewer	$725,000	Sanitary Sewer	$655,000	Sanitary Sewer	$740,000	Sanitary Sewer	$355,000	Sanitary Sewer	$1,240,000
$725,000		$655,000		$740,000		$355,000		$1,240,000	

Construction:	$3,715,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$3,715,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2011	12/28/2021	75 years

Project Number **SS-1**

Project Scorecard **17**

Capital Improvement Project Summary

Project Number	Request Type	Priority
SS-2	Revised Submission	1 Must Do

Project Title

Sanitary Sewer Inflow & Infiltration Reduction

Change from Previous CIP	Project Location
Increase in Amount or Scope	Borough-wide
Department	**Division**
Public Works	Sanitary Sewer

Project Description

In 2012, a project was started to identify the sources and amount of inflow of surface water and infiltration of groundwater into the sanitary sewer system. Meters were installed in various manholes to measure flow and compare against the water use records. It is anticipated that the metering project will continue through 2017, and $75,000 per year is requested for this task.

It is anticipated, based upon previously gathered data in Calder Way in 2017, that the area should be smoke tested to search for illegal connections ($85,000). Additionally, it is important to verify that the Borough's system has capacity for redevelopment. In 2017, ($120,000) is requested for a Dynamic Flow Modeling program and training for staff.

As the meters provide data and sources of inflow and infiltration are located, it will be necessary to either rehabilitate or replace the sewer pipe and/or manholes. It is anticipated that additional projects would be identified for years 2018, 2019 and 2020 ($135,000 each year).

Statement of Need

This project is needed in order to reduce the amount of treatment costs based upon the metered flow.

Capital Improvement Project Summary

Project Title

Sanitary Sewer Inflow & Infiltration Reduction

Project Alternatives

Do nothing and continue to pay the treatment costs for non-sewage flow. Ultimately, DEP could impose a "no build" moratorium on State College until the percentage of inflow and infiltration is reduced to acceptable levels.

Impact on Operating Budget & Departments - Narrative

Projects should result in reduced sewage treatment expenses in the Sanitary Sewer Fund.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: Sanitary Sewer

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
Sanitary Sewer	$280,000	Sanitary Sewer	$135,000	Sanitary Sewer	$135,000	Sanitary Sewer	$135,000		
$280,000		$135,000		$135,000		$135,000		$0	

Construction:	$685,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$685,000

Estimated Start	Estimated Completion	Estimated Useful Life
3/29/2013	3/29/2021	50 years

Project Number **SS-2**

Project Scorecard **16**

Capital Improvement Plan

2017-2021 Projects - Not Included for Funding

Scoring	Project Number	Project Title	2017 Total Expenses	2018 Total Expenses	2019 Total Expenses	2020 Total Expenses	2021 Total Expenses
22	UNF-OP162	Redevelopment Projects	$650,000	$0	$3,000,000	$1,500,000	$0
21	UNF-ST142	Downtown Infrastructure Improvements	$0	$0	$350,000	$0	$8,500,000
18	UNF-ST053	West End Improvements	$200,000	$2,000,000	$0	$0	$230,000
15	UNF-PF152	New Parking Structure	$0	$0	$0	$0	$2,500,000
14	UNF-OP123	Business Support Revolving Loan Program	$0	$0	$100,000	$0	$100,000
			$850,000	$2,000,000	$3,450,000	$1,500,000	$11,330,000

Capital Improvement Project Summary

Project Number	Request Type	Priority
UNF-OP162	Previously Authorized - Pending	2 Should Do

Project Title

Redevelopment Projects

Change from Previous CIP	Project Location
No Change	Downtown & West End State College
Department	**Division**
Planning, Housing and Development	Planning, Redevelopment

Project Description

This project includes leveraging public-private partnerships to advance community and economic development goals and recommendations of the 2008 West End Revitalization Plan and the 2013 Downtown Master Plan.

Potential sites for redevelopment activity could include:
• The former Verizon Building site and/or additional sites in the 200 block of South Allen Street;
• The Sparks Street parking lot or other sites that may be identified through the Downtown Master Plan.
Redevelopment activities should be phased. Given the current interest in the former Verizon Building site, partnership activities could advance along the following timeline:

2016: In the event that Council decides to pursue a redevelopment strategy for the 200 block of South Allen Street, advance a collaboration among the Borough Council, Planning Commission, Redevelopment Authority and other public and/or private partners to determine a site and program for a redevelopment project using the Borough's certified redevelopment areas. RFQ for developer liaison.

2017: Design of a mixed-use redevelopment project on a site(s) within the Allen Street Civic District.

2018: Construction of a mixed-use redevelopment project within the Allen Street Civic District.

2019: Consider selection of a site suitable for a catalyst redevelopment project in the West End. Advance a collaboration among Borough Council, the Planning Commission, the Redevelopment Authority and other public and/or private partners to determine a program for the site using the Borough's certified redevelopment areas. Design and engineering for a catalyst redevelopment project.

2020: Design a redevelopment project within the West End.

2021: Construction of a mixed-use redevelopment project on a site within a certified redevelopment area to be selected.

Statement of Need

In 2012-2015, the Borough conducted Downtown and Neighborhood Planning initiatives that identified the need for more coordinated effort regarding improvements and developments throughout the community.

A partnership among public and private entities will advance many community and economic development goals and build upon momentum in the community regarding redevelopment and diversification of civic, housing and commercial opportunities. Redevelopment of these areas should happen in a coordinated effort, in keeping with established community plans, and in a way that is sensitive to the area's context and character.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Redevelopment Projects

Project Alternatives

Several alternatives for redevelopment activity were presented in the 2008 West End Revitalization Plan and the 2013 Downtown Master Plan.

Impact on Operating Budget & Departments - Narrative

Annual debt service for $3,300,000 at 4.5% over 20 years is approximately $253,691. (Anticipates $2,000,000 in state or federal grants). Once a developer liaison is selected a better understanding of the budget will be available.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact
$253,691	$253,691	$253,691	$253,691	$253,691

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
Future Debt	$1,500,000			Future Debt	$150,000	Future Debt	$1,500,000		
State Grant	$2,000,000								
$3,500,000		$0		$150,000		$1,500,000		$0	

Construction:	$4,500,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$300,000
Equipment:	
Demolition:	
Software:	
Other:	$500,000
Land Acquisition:	

Total Project Costs

$5,150,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2017	12/31/2021	20 years

Capital Improvement Project Summary

Project Number	Request Type	Priority
UNF-ST142	Previously Authorized - Pending	2 Should Do

Project Title

Downtown Infrastructure Improvements

Change from Previous CIP	Project Location
No Change	Downtown
Department	**Division**
Public Works	Engineering, Parking Facilities, Streets

Project Description

Based on the recommendations of the Downtown Master Plan, new or additional public infrastructure may be completed in a phased manner within the Downtown. Anticipated improvements include new traffic signal poles, pedestrian nodes, sidewalk, crosswalk and roadway treatments, signage, on-street parking improvements, branding and marketing, etc.

Statement of Need

The Downtown Master Plan created an identity for Downtown and a template for public and private improvements. Development based on this plan will be more efficient, thoughtful and recognizable. From a physical perspective, the goal of these improvements is to improve vehicular safety, reduce congestion, improve aesthetics and make Downtown State College a destination. In terms of improving the overall quality of life in Downtown, these improvements will help "jump start" reinvestment by showcasing Downtown as a viable place worthy of investment and redevelopment. These improvements will help make Downtown an attractive place for greater diversity of residents, including young professionals. Additionally, these improvements will help Downtown market its competitiveness as a regional destination, for more than just the student population, as the Centre Region grows and develops.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Downtown Infrastructure Improvements

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

Improvements anticipated to increase revenue from metered parking. Phasing improvements and completed in association with other projects will minimize cost of improvements.

Annual debt service payments for the $6,500,000 borrowing are projected to be $499,695, assuming a 4.5% rate and 20 year term.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact
		$350,000		$8,500,000

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
$0		$0		$0		$0		$0	

Construction:	$8,500,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$1,000,000
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$8,850,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2017	12/31/2021	30 years

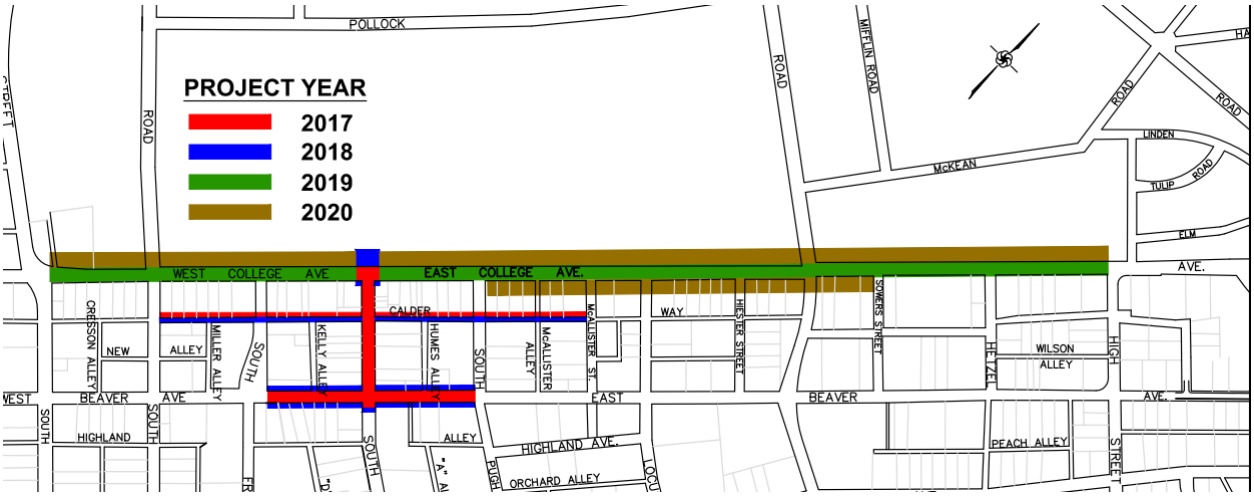
2017: Design and engineering for projects in various locations downtown, including: Calder Way, 100 blocks of East and West Beaver Avenue, 100 block of South Allen Street, Allen Street/College Avenue intersection, and Allen Street/Beaver Avenue intersection.

2018: Construction of various downtown improvement projects including:

- Calder Way from Burrowes to McAllister Streets: enhanced pedestrian crossings at Calder Way, decorative lighting, ornamental/artistic utility pole wraps, stamped concrete/paving treatments for pedestrian zones, landscape in selected areas;
- Beaver Avenue Sidewalks: brick sidewalks, streetlight replacement (where not already completed), and tree installation on the 100 blocks of East and West Beaver Avenue;
- Allen Street Promenade: removal of asphalt, concrete curb and sidewalk and reconstruction complete street as brick promenade with bollards delineating pedestrian areas from vehicle areas, bike racks, replacement of street furniture, street tree replacement or relocation if necessary;
- Allen Street & College Avenue Intersection: pedestrian bulbouts on south side of intersection, reconfiguration of ADA ramp and bicycle access ramp on north side of intersection, stamped concrete in intersection and crosswalks, planters, stairs and bollards to replace current concrete plaza at Old Main gate, replacement of signal and mast arms with ornamental style;
- Allen Street & Beaver Avenue Intersection: stamped concrete in intersection and crosswalks, replacement of signal and mast arms.

2019: Design and engineering for projects in various locations downtown, including: College Avenue improvements between Atherton and High Streets.

2020: Construction of various downtown improvement projects including:
College Avenue from Atherton to High Streets: lane reconfigurations and widening of the sidewalk on the south side of College Avenue between Pugh and Garner Streets, pedestrian bulbouts and stamped concrete delineating crosswalks at intersections of College Avenue, stamped concrete in intersection and crosswalks at the Garner Street/College Avenue intersection, bus stop enhancements at Allen and Heister Street stops, including ramping of bus stop area to be flush with curb and incorporation of bus shelters, ornamental lighting for pedestrian and vehicle lighting, town-gown light-pole banners, and wayfinding signage.



Capital Improvement Project Summary

Project Number	Request Type	Priority
UNF-ST053	Previously Authorized - Pending	2 Should Do

Project Title

West End Improvements

Change from Previous CIP	Project Location
No Change	West End Neighborhood
Department	**Division**
Public Works	Engineering, Parking Facilities

Project Description

This project includes a phased approach to implementing streetscape, bike and pedestrian infrastructure, as described below:

2017 - Construction of West Campus bike & pedestrian connection and engineering and design for West College Avenue, including: Bike & pedestrian connection between West End and West Campus at either North Gill or North Sparks Streets, through a grant from PennDOT ($160,000). May include sidewalk/ramp installation or repair, shrub or tree removal or replacement, directional signage, lighting and potential easements. The PennDOT grant requires a $70,000 local match, of which it is proposed that Penn State and the Borough share ($35,000 each). Complete a traffic and engineering study ($75,000) to explore Downtown Plan recommendation for lane changes on West College Avenue between Barnard and Buckhout Streets, to potentially reduce to one travel lane with the inclusion of an on-street bicycle lane and/or on-street parking.

2019 - Design and engineering work for various West End improvements, including College Avenue streetscape and potential lane configuration changes, Beaver Avenue streetscape and potential lane configuration changes, streetscape enhancements for both the 100 North Gill Street and 100 North Sparks Street blocks ($200,000).

2021 - Construction of various West End improvements, including: College Avenue streetscape including potential striping to reconfigure lanes according to traffic study, street and pedestrian scale ornamental lighting, tree plantings or replacements, painted crosswalks at intersections with College Avenue, trash cans and/or benches ($700,000). Beaver Avenue streetscape including potential striping to reconfigure lanes according to traffic study, street and pedestrian scale ornamental lighting, tree plantings or replacements, trash cans and/or benches ($800,000). 100 blocks of North Sparks and North Gill Streets which may include bike route signage, sidewalk repairs/replacements, ramp repairs/replacements, pedestrian lighting and tree plantings/replacements, as necessary ($500,000).

Statement of Need

In 2012-2014, the Borough conducted downtown and neighborhood planning processes that identified the need for streetscape, bike and pedestrian improvements along West College and West Beaver Avenues, as well as throughout the West End. Input from stakeholders deemphasized the importance of gateway elements, banners and other identity elements and indicated that priority should be given to improving sidewalk conditions, incorporating a bike and pedestrian connection between the West End and West Campus and installing basic streetscape infrastructure. Penn State Office of Physical Plant planners are willing to partner with the Borough to plan for the location of the bike and pedestrian connection(s) to West Campus and other infrastructure improvements that could support this connection, and the Borough has received a PennDOT grant for this project.

Public infrastructure improvements to this area can be a catalyst for encouraging private property improvements and making the area attractive for redevelopment. Historically, the Downtown, West End, West Campus and Ferguson Township areas have developed independent of each other. These projects aim to elevate the appearance and functionality of the West End as a gateway and increase connectivity among these areas of the larger community.

Capital Improvement Project Summary

Project Title

West End Improvements

Project Alternatives

This project request is part of several planning documents, including the Downtown Master Plan, the draft State College Neighborhood Plan and the West End Plan. Alternatives for these projects have been identified in these plans.

Impact on Operating Budget & Departments - Narrative

Annual debt service for $2,200,000 at 4.5% over 20 years is approximately $165,000.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact
	$165,000	$165,000	$165,000	

Operating Budget under Impact: General

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
								State Grant	$160,000
								Other Contribution	$35,000
								General	$110,000
$0		$0		$0		$0		$305,000	

Construction:	$1,605,000
Construction Contingency:	
Design, Engineering & Consultant Costs:	$275,000
Equipment:	$625,000
Demolition:	
Software:	
Other:	
Land Acquisition:	

Total Project Costs

$2,430,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2017	12/31/2021	30 years

Project Number UNF-ST053

Project Scorecard 18

Capital Improvement Project Summary

Project Number	Request Type	Priority
UNF-PF152	Previously Authorized - Pending	1 Must Do

Project Title

New Parking Structure

Change from Previous CIP	Project Location
No Change	Downtown
Department	**Division**
Administration	Parking Facilities

Project Description

Based on a recently completed parking study, it is anticipated that the Borough will need to construct an additional parking structure to service the demands of Downtown by 2024.

Statement of Need

A parking study completed in 2015 projects an approximate 700 car parking space (weekday) shortage in the downtown by 2024. In order to plan for future parking needs, funds are needed for potential land acquisition between now and 2022.

Capital Improvement Project Summary

Project Title

New Parking Structure

Project Alternatives

None

Impact on Operating Budget & Departments - Narrative

A parking garage feasibility study was completed in 2014 and does include financial analysis for a new parking structure. Annual debt service is estimated at $155,478 based upon a $2,500,000 borrowing with an assumed interest rate of 4.5% and a 30-year term.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact: Parking

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
								Future Debt -	$2,500,000
$0		$0		$0		$0		$2,500,000	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	
Other:	
Land Acquisition:	$2,500,000

Total Project Costs

$2,500,000

Estimated Start	Estimated Completion	Estimated Useful Life
1/1/2016	12/31/2022	50 Years

Project Number UNF-PF152

Project Scorecard 15

EXECUTIVE SUMMARY

EXISTING CONDITIONS

Walker was engaged by the Borough of State College to determine how future development, specifically those projects identified in the Master Plan, will impact existing parking conditions in the Downtown area, how those changes will affect parking operations and how to successfully incorporate the findings and recommendations of the Comprehensive Parking Study into the Borough's long term development strategy. In order to achieve these goals, Walker proposed a multi-prong parking approach.

The initial phase focused on data collection. Walker conducted interviews with representatives from various community interests, businesses, civic organizations, municipal leaders, and staff in order to gather qualitative data related to current and future parking in the downtown area. In addition to discussing existing conditions and future goals, Walker conducted a comprehensive parking survey in order to understand current parking supply and demand within the 46-block Study Area.

There are approximately 7,350 parking spaces in the downtown area, including more than 1,500 public structured spaces in four garages. The total supply is adjusted to account for an operating cushion, resulting in an "effective" supply. This effective supply assumes that every last space in the system cannot be used efficiently, due to issues such as mis-parked cars, construction, circulation problems, snow, etc. Essentially, a parking system is at its "effective" capacity before it reaches 100 percent occupancy. In the Borough, the effective parking supply is 6,834 spaces.

Occupancy data was collected on a typical weekday and a football Saturday during the Fall of 2013. Data was collected at 10:00 am, 2:00 pm, 5:00 pm, and 8:00 pm in order to identify peak parking conditions. Peak weekday occupancy occurred with 4,807± vehicles parked or 65 percent occupancy around 10:00 am. During the PSU v. Purdue Football Game on November 16th, 2013, peak parking demand was recorded around 2:00 pm with 67% of spaces occupied, or 4,960 spaces.

Walker frequently recommends designing the parking supply to satisfy at least the 85th percentile level of activity. This level is usually equivalent to a very busy day that may occur once or twice a month. Because the survey day (the day data was collected), does not always represent design conditions, the observed weekday and Saturday parking demand is adjusted based on historical data to account for design day conditions. Walker compared the parking demand recorded on the survey day to historical data collected by the Borough at the Pugh Street, Fraser Street, and Beaver Street Garages and adjusted the observed public and private occupancy to represent design conditions in the downtown area.

During design conditions, we anticipate a peak weekday parking demand of 5,915 spaces (a 23% increase over survey day conditions). This equates to an 80% occupancy rate. The design day occupancy is compared to the effective parking supply in order to determine parking adequacy. A peak weekday parking adequacy occurred with a surplus of 919

spaces during the 10 o'clock hour, however there were blocks that experience minor shortages.

Similar to the weekday process, Walker compared the occupancy recorded on the weekend survey day, November 16th, 2013, to historic weekend parking occupancy data from each of the three public garages. Based on the annual data, the public parking demand observed on our weekend survey day in the three municipal garages represents the 95th percentile level of weekday activity. There were only five weekend days that experienced parking occupancy levels greater than the survey day, three football games, including Homecoming, Moving On, and the Arts Festival[1].

While Walker typically suggests designing parking to support the 85th percentile activity level, it is also important to understand what a worst case scenario would look like. State College often experiences event level parking demand associated with football games and other special events. Historical data indicates that public parking demand was highest on October 12th, 2013, with 1,357 spaces occupied in three of the four public garages; however there were about seven days last year (weekday and weekend) when parking volumes exceeded 1,300 spaces in the municipal garages. In order to understand parking conditions during the highest levels of activity, Walker adjusted the weekend survey day demand to reflect 100th percentile level of weekend activity. When compared to the 100th percentile day, the survey day parking demand was 40% lower.

We adjusted the observed public and private occupancy by 40% to represent design conditions in the downtown area on a Saturday. During design conditions, we anticipate a peak weekend parking demand of 6,941 spaces. This equates to a 94% occupancy rate. Again, in order to understand the adequacy of the parking system to support weekend design demand, the design day demand was compared to the effective parking supply, resulting in an approximately 107 space deficit.

FUTURE CONDITIONS

Future parking demand in the Borough was based on a combination of anticipated future development and a general assumed overall growth rate of 1% in the downtown area. In addition to projection future parking demand, Walker adjusted the future parking supply in the downtown area based on the assumed developments. Walker estimated the total available parking supply will be reduced to 7,125 spaces. This figure includes the demolition of the Pugh Street Garage as well as the introduction of new parking with each development as required by code.

[1] While November 16th represents the 95th percentile level of weekend activity, with only five weekend days experiencing higher occupancy levels, it only represents the 70th percentile level of activity when compared to the activity level for the year. There are 100 total days that experienced greater parking occupancy than November 16th.

2017 DEMAND

Walker is projecting an overall occupancy rate of 89% or 6,412 spaces during weekday conditions in 2017. When compared to the future effective supply, a small surplus of 42 spaces is expected during the weekday. It is important to note that while an overall surplus is anticipated, Zone B is expected to experience a parking deficit.

By 2017, a peak weekend parking demand of 7,423 spaces is projected, resulting in an overall occupancy rate of 104% during weekend conditions. Zones A, B and D are expected to experience occupancy rates greater than 100%, especially Zone B where a 151% occupancy rate is projected. When the 2017 weekend parking demand is compared to the future effective supply, a 969-space deficit is expected during weekend conditions.

2019 DEMAND

In 2019, a 95% occupancy rate, or 6,738 occupied spaces, is anticipated for the Study Area as a whole. Similar to 2017, the majority of zones are expected to have sufficient parking to support demand. However, in Zone B, the projected occupancy rate exceeds 100%. Walker compared the 2019 projected parking demand to the future effective parking supply in order to determine parking adequacy. A parking deficit of 284 spaces is anticipated.

A 107% occupancy rate is anticipated for the Study Area as a whole by 2019 during peak weekend conditions. Similar to 2017, Zones A, B and D are projected to experience parking occupancy above 100%. The peak parking demand is expected to reach 7,604 spaces. When compared to the future effective supply of 7,125 spaces, a parking deficit of more than 1,300 spaces is anticipated. On a zone by zone basis, deficits are projected in Zones A, B, and D, with the largest deficit in Zone B.

2024 DEMAND

By 2024, a peak weekday parking demand of 7,133 spaces or 100% of capacity is projected for the Study Area. Walker determined the adequacy of the State College parking system by comparing the 2024 projected parking demand to the future effective parking supply. A parking deficit of 679 spaces is anticipated.

During peak weekend conditions, a 111% occupancy rate is projected for the Study Area in 2024. Parking occupancy rates are expected to exceed 100% in Zones A, B and D. It is important to remember that the parking occupancy levels for weekend conditions are based on 100th percentile design day conditions. During the majority of the year, parking occupancy levels will be less than the projected 7,944 occupied spaces. However, we anticipate five to ten days per year when demand will meet those levels. When the 2024 weekend parking demand is compared to the future effective supply, a parking shortage of 1,490 spaces is expected.

The figure below summarizes the peak weekday and weekend parking demand during current and future conditions.

		Weekday					Weekend				
		Survey	Design	2017	2019	2024	Survey	Design	2017	2019	2024
On-Street	Supply	575	575	575	575	575	575	575	575	575	575
	Effective Supply	488	488	488	488	488	488	488	488	488	488
	Demand	328	407	415	427	450	428	598	618	628	661
	Occupancy	57%	71%	72%	74%	78%	74%	104%	107%	109%	115%
	Adequacy	160	81	73	61	38	60	(110)	(130)	(140)	(173)
Private Off-Street	Supply	4,916	4,916	5,242	5,242	5,242	4,916	4,916	5,242	5,242	5,242
	Effective Supply	4,671	4,671	4,722	4,722	4,722	4,671	4,671	4,722	4,722	4,722
	Demand	3,340	4,107	4,524	4,679	4,944	3,255	4,555	4,821	4,943	5,205
	Occupancy	68%	84%	86%	89%	94%	66%	93%	92%	94%	99%
	Adequacy	1,331	564	198	43	(222)	1,416	116	(99)	(221)	(483)
Public Off-Street	Supply	1,859	1,859	1,308	1,308	1,308	1,859	1,859	1,308	1,308	1,308
	Effective Supply	1,675	1,675	1,244	1,244	1,244	1,675	1,675	1,244	1,244	1,244
	Demand	1,139	1,401	1,473	1,632	1,739	1,277	1,788	1,984	2,033	2,078
	Occupancy	61%	75%	113%	125%	133%	69%	96%	152%	155%	159%
	Adequacy	536	274	(229)	(388)	(495)	398	(113)	(740)	(789)	(834)
Total	Supply	7,350	7,350	7,125	7,125	7,125	7,350	7,350	7,125	7,125	7,125
	Effective Supply	6,834	6,834	6,454	6,454	6,454	6,834	6,834	6,454	6,454	6,454
	Demand	4,807	5,915	6,412	6,738	7,133	4,960	6,941	7,423	7,604	7,944
	Occupancy	65%	80%	90%	95%	100%	67%	94%	104%	107%	111%
	Adequacy	2,027	919	42	(284)	(679)	1,874	(107)	(969)	(1,150)	(1,490)

RECOMMENDATIONS

Based on our analysis of current and future parking demand in the Borough of State College, Walker identified several Transportation Demand Management Strategies for the Borough to consider, including revitalizing the existing fee-in-lieu parking program, unbundling parking from office or housing development, implementing smart parking technologies such as multi-space meters and automated parking guidance systems to improve wayfinding, increase the usable capacity of the system, and improve revenue collection. Walker's recommendations also included implementing an employee cash-out program and implementing a parking benefit district.

In addition to the various TDM strategies available to the Borough, Walker also recommended evaluating the pricing strategies currently utilized in the downtown area. Alternative pricing strategies available include performance based pricing, which focuses on setting the true market rate of an individual space based on demand. This method presents several challenges for municipalities, including the technological requirements and overcoming initial merchant resistance.

Another alternative pricing strategy focuses on shifting users to alternative transportation modes, such as CATA. To decrease traffic congestion and encourage the utilization of the CATA system, the borough could raise the rates for parking in the downtown area to levels higher than the rate of the CATA transit system. By increasing the cost of parking to levels greater than the cost of taking public transportation, some patrons would be inclined to shift from driving to taking the bus. This method has limitations due to the current service routes of the transit system.

Capital Improvement Project Summary

Project Number	Request Type	Priority
UNF-OP123	Previously Deferred	2 Should Do

Project Title

Business Support Revolving Loan Program

Change from Previous CIP	Project Location
Previously Deferred	Borough-wide
Department	**Division**
Planning, Housing and Development	Redevelopment

Project Description

The Loan Fund is being developed by the Redevelopment Authority. In 2014, the Authority began the first steps to identify broad goals for this fund, naming it "Innovate Downtown". This program seeks to make State College a place where a greater diversity of business ventures can thrive and where the partnership between public and private investments can enhance the community.

The program will be structured as a matching program, where the public funding committed is matched by private funding provided by project partners. The specific details have not been finalized; however, the following program goals have been developed for this revolving loan fund.

Innovate Downtown's Business Support Revolving Loan Fund will:
• Provide gap financing which supports the non-working capital needs of emerging startups and new businesses locating in downtown and the West End;
• Support startups with a mission that aligns with the strategic goals of the Borough, the RDA and regional economic development initiatives;
• Encourage partnerships among the RDA, the private finance market, business and property investors and economic development agencies;
• Contribute to the growing infrastructure that supports new businesses in the Region by providing follow-up incentives for startups graduating from local incubators and business development programs;
• Further the business and economic development recommendations of the Downtown Master Plan.

Statement of Need

This program will help make State College a place that is actively accommodating innovation, entrepreneurship and job growth, and furthering the implementation of the Downtown Plan, the RDA's Community & Economic Development goals, and the CBICC's $3B33 vision. This program will help to leverage and diversify the characteristics of the local economy.

Revolving loan programs are frequently used by redevelopment authorities that operate business assistance programs. Communities of all sizes across Pennsylvania operate revolving loan programs to encourage business development, assist with capital infrastructure and encourage sustainability, including Pittsburgh, Hermitage, Carlisle and Lock Haven. The most common revolving loan programs in the Centre Region are focused on manufacturing-type businesses. The CCIDC and SEDA-COG both operate programs that focus mainly on manufacturing. As access to affordable commercial space is identified as a major barrier to new business growth downtown, this program would provide loans to rehab and retrofit commercial spaces for new small businesses, and potentially for businesses that are growing and relocating in the Borough. The Innovate Downtown RLF could become a partnership between local lending institutions, the Redevelopment Authority, CBICC, Downtown State College and other economic development entities and private sector organizations.

Capital Improvement Project Summary

STATE COLLEGE, PA

Project Title

Business Support Revolving Loan Program

Project Alternatives

N/A

Impact on Operating Budget & Departments - Narrative

There are start-up costs related to the preparation of materials needed to operate the program and establish operations, similiar in some respects to the process the Borough established to operate the homebuyer programs. Annual operating costs depend upon the final program design, but anticipated staffing demands are 0.1 FTE.

2017 Operating Impact	2018 Operating Impact	2019 Operating Impact	2020 Operating Impact	2021 Operating Impact

Operating Budget under Impact:

2017 Funding		2018 Funding		2019 Funding		2020 Funding		2021 Funding	
				General	$50,000			General	$50,000
				Other Contribution	$50,000			Other Contribution	$50,000
$0		$0		$100,000		$0		$100,000	

Construction:	
Construction Contingency:	
Design, Engineering & Consultant Costs:	
Equipment:	
Demolition:	
Software:	
Other:	$200,000
Land Acquisition:	

Total Project Costs

$200,000

Estimated Start	*Estimated Completion*	*Estimated Useful Life*
9/1/2015	9/1/2020	Perpetual revolving fund

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Appendix D: Comments

Comments from Borough Council

#	Comment	Date	Section	Response	Disposition
1.	How much did PSU's change in filing method from monthly to quarterly cost the Borough?	10/26	CTA	There was no direct cost to the Borough. The Centre Tax Agency incurred costs of approximately $176 for increasing the amount covered by the fidelity bond insurance.	*Satisfied with response*
2.	Has the usage of electronic filing increased over the last year?	10/26	CTA	Electronic filing has remained steady after a large jump in usage during the first few years of the program. Additional information is attached.	*Satisfied with response*
3.	Does the Tax Office receive a 2.4% commission from the County Tax Services?	10/26	CTA	Yes. However, the contract requires CTA adjust and refund anything collected beyond the cost of collection.	*Satisfied with response*
4.	The chart provided in the presentation on potential tax increases to address capital fund needs should be placed in such a way to ensure that the public knows that this is proposed and not part of the adoption of the 2017 Budget.	10/26	Capital Fund	The word "Proposed" was added to the presentation slide before the presentation was uploaded to the Borough website.	*Satisfied with response*
5.	The Capital Fund section is misleading and does not provide sufficient detail on deferred projects. There is no scoring for deferred projects and some projects scored as 19 are both deferred and funded.	10/26	Capital Fund	Projects were funded to the greatest extent possible. The cutoff between deferred projects and funded projects occurred between some projects that were scored at 19. Projects having a score of 19 was not a determining factor. A correction to the page text was made to clear up this miscommunication. The scoring can be added to the table for completeness. Projects in enterprise funds may have had a lower score than projects funded in the Capital Fund.	*Satisfied with response*
6.	Why is the Martin Luther King Jr. Plaza not in the CIP?	10/26	Capital Fund	The Plaza was approved previously and construction is currently in progress, therefore it is not in the 2017-2021 CIP.	*Satisfied with response*

#	Comment	Date	Section	Response	Disposition
7.	What would the impact be on an average homeowner if the proposed 1.1 mill tax increase was adopted in 2018?	10/26	Capital Fund	The impact of a 1.1 mill Real Estate Tax increase in 2018 for the median owner-occupied, single-family residential homeowner in the Borough is $73 per annum, without the Homestead Exclusion. Applying the full value of the Homestead Exclusion would reduce the amount of the tax increase to $45 per annum.	*Satisfied with response*
8.	Easy access to the information about what projects have been rolled over from previous years would add significant clarification to the Budget book. For example, how have the totals been reached?	10/26	Capital Fund	Staff will add the 2017-2021 CIP as an appendix to the Budget document. The CIP clearly describes the information requested.	*Satisfied with response*
9.	Is the State College Town Centre project part of the CIP?	10/26	RDA	No, the State College Town Centre Project is funded in the Redevelopment Authority Budget.	*Satisfied with response*
10.	Where does the funding come from to pay for the position of Assistant Borough Manager – Public Safety? Could cuts be made elsewhere to accommodate the increased cost for personnel in Administration?	10/26	Admin	The cost of this position is absorbed in the General Fund.	*Satisfied with response*
11.	Is it likely that health care premiums will continue to increase in future years?	10/26	Admin	Yes. A chart was provided, which shows premium increases over the last 10 years. Staff expects these increases to continue. However, the Borough is self insured, which greatly reduces the cost of health insurance. In addition to being self-insured the Borough has stop-loss insurance that covers the cost of catastrophic claims in excess of $60,000.	*Satisfied with response*
12.	Why doesn't the State College Area School District pay for the stormwater repairs to Memorial Field?	10/26	Capital Fund	The Borough has an agreement with the school district to maintain the stormwater system that drains approximately 49 acres into the sinkhole.	*Satisfied with response*

#	Comment	Date	Section	Response	Disposition
13.	Please provide more detail about the Maintenance Specialist Position. Is it a new position?	11/07	Facilities	It is a replacement of a position that was removed in 2015. The Maintenance Specialist Position restores the Facilities Foreman position with a downgraded and less costly position.	*Satisfied with response*
14.	Please explain the text "Restitution and reimbursement of incurred costs."	11/07	Public Works General	This is payment for items like missing signs and streetlights that is reimbursed when the party responsible is held accountable.	*Satisfied with response*
15.	Will the implementation of the work order system save the Borough money?	11/07	Public Works General	The implementation of the work order system will not necessarily save money, but it will help the Borough track labor and equipment cost. Work orders makes tracking costs institutional. The Department will start using the work order system with the fleet first. The Work Orders system makes it easy to track the expenses for any individual vehicle, which makes it easier decide what maintenance activities to pursue. It will also improve the audit. The Purchasing Office will have a better accounting for an inventory of parts and it will document them for accounting purposes	*Satisfied with response*
16.	The presentation indicates that there is no increase in fees. Then why are the fees highlighted to indicate a change from 2016 on page 280.	11/09	Refuse	A correction will be made to clarify that no changes are recommended in rates. The highlighted text was to indicate that an additional explanatory chart, which was included in 2016 Budget to show how the new system would work was no longer needed and removed. The rate schedule remains the same as in 2016. A copy of the chart can be provided.	*Satisfied with response*
17.	When a commercial customer closes its operations for the summer, why is the customer still billed as if it is operating with the same level of refuse as the rest of the year?	11/09	Refuse	The collection cost is averaged throughout the year. The Refuse Collection Division does not bill extra for move in/move out, extra bulk pickups, extra collections during football season, etc.	*Satisfied with response*

#	Comment	Date	Section	Response	Disposition
18.	Can you tell if someone is putting out their residential trash every week, every two weeks etc.? Do the trucks have the ability to weigh and track tips? Is it possible to track if we are undercharging or overcharging? Essentially, is there the opportunity to better use of the information collected with the new RFID tags?	11/09	Refuse	The trucks register the tip, but there are no onboard scales on any of the trucks. The consultant that completed the independent review of the collection created a template that is used to review rates and implement new rates based upon data collected. Rates are established based on the size of the cart at the residence, not on the cart being set out on a particular collection day. The truck must drive to the collection point as if it is set out, so set-out rates are not factored in to fees.	*Satisfied with response*
19.	Please add the word "annual" to the rates to add clarity to the fee schedule.	11/09	Refuse	The fee schedule will be updated based upon this suggestion.	*Satisfied with response*
20.	Does a customer have to pay the tip fee if there is nothing to pick up?	11/09	Refuse	All the rates are based upon average usages. There is feedback from the drivers and property owners to find ways to reduce the bill. Examples for commercial customers include using a larger container, sharing a container with a neighboring property, recycling improvements, etc.	*Satisfied with response*
21.	Has at-door collection exemptions remained unchanged?	11/09	Refuse	Yes. Residents can still request at-door collection and, if they have a physical disability, are exempt from paying the additional fee.	*Satisfied with response*
22.	What is the source of the brine?	11/09	Fleet	The Borough has a co-operative agreement (Agility) with PennDOT. PennDOT supplies the Borough with salt brine made from Solar Salt. In return, the Borough provides dollar equivalent street sweeping each spring.	*Satisfied with response*
23.	Is the $1.00 to $1.25 increase something that can be reduced after the debt borrowing has been paid in full?	11/14	Parking	Yes. The rates are a yearly decision, that Council can address based on use and volume. The Borough needs to keep a balance in the Parking Fund to pay for future garage construction.	*Satisfied with response*

#	Comment	Date	Section	Response	Disposition
24.	Does time reduction equal a reduction in a position?	11/14	Parking	The staff time reduction does result in the reduction of 10 hours per week from a current position. There would be a reduction realized in 2018 Budget.	*Satisfied with response*
25.	Can we review how we handle overnight parking? There is no good way to monitor.	11/14	Parking	The Borough can continue to evaluate overnight parking permissions. There are staffing requirements and other logistics that must be addressed before changes can be made.	*Satisfied with response*
26.	Are parking boots more labor intensive?	11/14	Parking	Placing boots on vehicles pays for itself. The policy is only imposed when they meet the limits of the ordinances and refuse to pay outstanding violations.	*Satisfied with response*
27.	Fees are not clear in the appendix and there is a clear error in how the special event rates are described.	11/14	Parking	The error was corrected.	*Satisfied with response*
28.	Don't you have to pay for 24 minutes at a minimum, not 12 minutes in the surface lots as noted in the fee schedule? Can this be clarified.	11/14	Parking	Although the fee schedule shows the rates in quarter increments or 12 min increments, the shortest length of stay for the surface lots is 24 minutes. The kiosks can only be programmed for specific lengths of time. To include increments of less than 24 minutes would make it more difficult for customers to use the machine and would be cost prohibitive when banking fees are deducted. The minimum length of stay has been added to the fee schedule for clarity.	*Satisfied with response*
29.	What is the rate for credit card fees?	11/14	Parking	The expense for processing credit cards is 3.7% of the total parking revenue in user/usage charges. This rate was consistent in 2015 and 2016. This percentage should improve in 2017, but the cost of banking fees may still increase as more and more parkers switch to payment by credit card.	*Satisfied with response*

#	Comment	Date	Section	Response	Disposition
30.	Other than fixing the façade what is the parking fund paying for at the Martin Luther King Jr. Plaza?	11/14	Parking	The entire Martin Luther King Ju. Plaza project is part of the Parking Fund borrowing that Council approved and authorized on April 4, 2016. The Plaza has always been considered part of the parking enterprise fund. There will be some positive change as the retail space in the garage should become more desirable with the reconstruction of the plaza area.	*Satisfied with response*
31.	The LION Bash is an outstanding program, but it needs dedicated staff to complete. Who will be working on this project?	11/15	DNCS	There is no change in budgeted staffing. The Department expects to have an AmeriCorps member working on these initiatives beginning in January while future staffing decisions are made by PSU and the Borough.	*Satisfied with response*
32.	What is the "Good Neighbor Program?"	11/15	DNCS	This is an alternative justice program that would provide an education program in lieu of a fine.	*Satisfied with response*
33.	What is the cost of the Good Neighbor Program?	11/15	DNCS	$150,000 is budgeted for the Community Engagement Office of which $75,000 is provided by Penn State University. The cost has not been estimated for the Good Neighbor Program, which is still under development.	*Satisfied with response*
34.	Is there any additional text that can be provided, simply a paragraph on each of the programs developed under the Community Engagement Program?	11/15	DNCS	Descriptions of the programs provided by the Community Engagement Office will be provided as an appendix.	*Satisfied with response*
35.	Does the personnel costs include the new hires?	11/15	Police	Yes.	*Satisfied with response*
36.	Is the Police Department worried about the loss of grants?	11/15	Police	The Borough just signed contracts funding the VCICM program for another three years. All the grant revenue proposed in this budget are secured through grant agreements. The Borough routinely monitors the availability of grant funding.	*Satisfied with response*

#	Comment	Date	Section	Response	Disposition
37.	Based upon review of the budget, it appears that costs could be cut from the Capital expenditures. Can we take a closer look at these expenditures?	11/15	Police	All but $10,000 in the Capital Expenditures is annual depreciation.	*Satisfied with response*
38.	What is the reason for the decrease in fines?	11/15	Police	There are multiple reasons for decreased fine revenue. Among the reasons is an overall decrease in crime. From January to October, the revenue collected from citations for noise, open container, and disorderly conduct have been less than projected. Staff is continuing to consider this issue and will provide additional information for discussion after the first of the year.	*Satisfied with response*
39.	Is it common for the District Judges to reduce the fines?	11/15	Police	District Judges exercise their own discretion in the matter. It is important to disassociate the fines from the budget process.	*Satisfied with response*
40.	Is training for sensitivity and implicit bias included in your budget?	11/15	Police	Training is included on community policing best practices.	*Satisfied with response*
41.	An error on page 173 should be fixed.	11/21	RDA	The error will be corrected in the final budget document.	*Satisfied with response*
42.	Did REAC consider buying apartments for non-student rentals?	11/21	RDA	REAC is an advisory body only. The Redevelopment Authority is the entity responsible for implementing the HIP. The guidelines for HIP does not include the acquisition of apartment buildings. HIP is approved to acquire homes solely for the purpose of reducing student home licenses in the target neighborhoods	*Satisfied with response*
43.	Could the model used for Kemmerer be used by the RDA?	11/21	RDA	The Kemmerer Road project and projects like it are beyond the scope of and not authorized by the HIP.	*Satisfied with response*

#	Comment	Date	Section	Response	Disposition
44.	Is there empirical evidence that the HIP will or can work?	11/21	RDA	There is no empirical evidence or any longitudinal studies that offer concrete evidence that HIP will be effective. 557 parcels would need to be purchased to stabilize blocks that have been identified as tipping blocks based on a local study by PSU students. Planning staff reviewed similar programs in other locations, specifically at Iowa City, IA and St. Paul, MN. Results will not be achieved in the short-term.	*Satisfied with response*
45.	Given the immense amount of work that the Planning Commission does in a year's time, is the number of employees in the Planning Department sufficient.	11/21	Planning	The Planning Department is expected to be at full staff shortly after the start of the new year for the first time in approximately three years. When staffing levels are back to a full complement, the Planning Department should be able to address those items that are required, but may have difficulty working on any additional projects.	*Satisfied with response*
46.	Why are legal services tripling? Does the Borough anticipate legal action?	11/21	Planning	The Borough is anticipating more Zoning Hearing Board cases in 2017 as a result of the new Student Home Licensing. By law, legal fees for these hearings cannot be passed on to the appellant.	*Satisfied with response*

Comments at the December 5 Public Hearing

#	Comment
1.	Mark Huncik, resident at 505 E. McCormick Avenue and Highlands Civic Association President: The Budget process has become more transparent but it also needs to become more collaborative. Mr. Huncik noted that the recommendations in the budget do not align with the neighborhood needs. The proposed tax increase, beginning in 2018, will impact the neighborhood. The Highlands Civic Association will be meeting with staff later in the week to discuss the budget for and the role of staff in the Department of Neighborhood and Community Services as it relates to the neighborhood. The Highlands Civic Association can have a more collaborative relationship with the Borough. For example, the Highlands camera project was a success. The Highland Civic Association took a lead role – coming in under budget at 60% with greater technical capabilities than initially proposed. This should be looked at as a model for similar projects in the Borough going forward.

Comments at the December 6 Council Worksession

#	Comment	Response
1.	Request more information in the Budget document about the past to better explain decision-making.	Staff will work with Borough Council to continue making improvements to the Budget document and to presentations made to Borough Council and the public.
2.	Request more specificity on line items that are cumulative.	Staff will work with Borough Council to continue making improvements to the Budget document and to presentations made to Borough Council and the public.