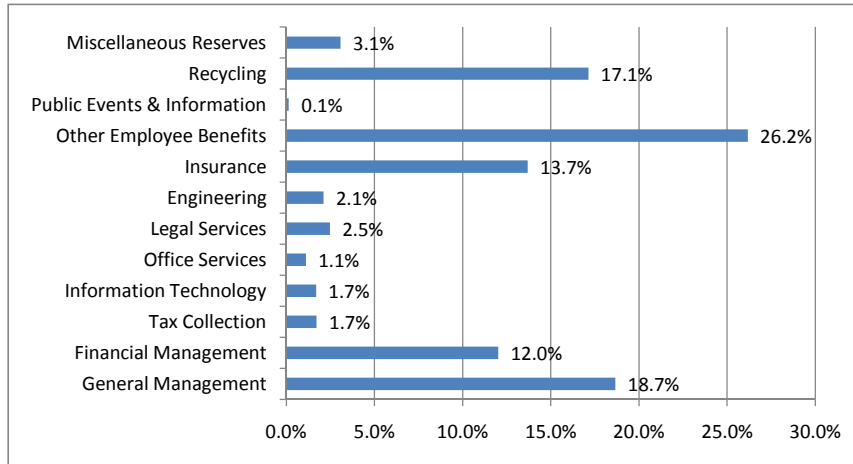


GENERAL GOVERNMENT 12.04.09

General Government does not represent any specific department of the municipality; instead, it includes the overall management and financial areas, as well as activities shared by all departments. Seven Commissioners, one tax collector, four full-time, and two part-time staff positions are included in General Government. It also includes Engineering and Legal fees, pension and retirement benefits, and Reserves. For 2010, General Government shows an increase of 5.32%, primarily due to increased Pension and insurance costs. The total General Government proposed budget is \$1,656,864. As seen on the Budget in Brief chart, General Government represents 31.20% of the overall municipal expenditures. The chart below shows the relationship of the various functions within General Government:



GENERAL MANAGEMENT

General Management includes those matters of policy determination and overall management handled by the Board of Commissions and the Administrative Staff.

Service Level (S/L)	S/L Cost	Cumulative Cost
1	\$ 288,158.00	\$ 288,158.00
2	\$ 7,900.00	\$ 296,058.00
3	\$ 2,265.00	\$ 298,323.00
4	\$ 1,500.00	\$ 299,823.00
5	\$ 4,280.00	\$ 304,103.00
6	\$ 5,000.00	\$ 309,103.00
7	\$ 5,705.00	\$ 314,808.00
8	\$ 5,000.00	\$ 319,808.00
9	\$ 1,330.00	\$ 321,138.00
10	\$ 1,000.00	\$ 322,138.00

- 1 Basic Services- Provides for seven elected Commissioners and an appointed Manager. Also includes an Assistant Manager, 0.5 FTE, and two part-time secretaries, along with benefits, and FICA.
- 2 457 Accounts- Provides for Township contributions to Deferred Compensation accounts for the Township Manager and Assistant Manager. These numbers remain at the 2007 level.
- 3 Intergovernmental Organizations- Municipal membership dues in regional and national organizations for grant assistance, and multicommunity services. Includes costs of participation in ICMA, APMM, COG, CRC, and PELRAS
- 4 Codification- Provides for the continuing updates of Township codes as they are revised by the Board
- 5 Training- Provides for management to attend seminar sessions to acquire the latest information as deemed necessary by ICMA, APMM, and PELRAS.
- 6 Advertising- Provides for advertising of ordinances, meetings, and bids
- 7 Strategic Personnel Plan- Provides for three month coverage for one full-time employee on leave
- 8 Stenographer- Provides to accurately capture and permanently record NPT legislative meeting minutes
- 9 Archive Scanning- Provides for scanning service for archival meeting minutes
- 10 First Suburbs Membership- Provides for a one year membership in First Suburbs

FINANCIAL MANAGEMENT

Financial Management is responsible for all activities involving fiscal operations and management of municipal funds. Included in this function are recording and investing revenues collected, expenditure of funds, exercising control over departmental budgets and preparation of financial reports to the Commission, Manager or outside agencies.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	181,631.00	\$ 181,631.00
2 \$	1,500.00	\$ 183,131.00
3 \$	7,200.00	\$ 190,331.00
4 \$	7,100.00	\$ 197,431.00
5 \$	100.00	\$ 197,531.00
6 \$	1,668.00	\$ 199,199.00

- 1 General Services- Salary & Benefits for Finance Director, Assistant, and .5 FTE and provides for fiscal management as required by law. Also manages A/P reporting documents, and preparation of all financial reporting to meet GASB standards and GFOA specifications.
- 2 Accufund Maintenance- Provides for maintenance and support for the financial accounting software
- 3 Payroll Services- Provides for payroll processing through ADP
- 4 Auditor- Provides funding for the Township's annual audit
- 5 Dues- Provides for GFOA dues
- 6 Training- Provides for GFOA sessions and Governmental accounting on-lines courses

TAX COLLECTIONS

The Tax office accounts for all municipal revenue collections. The treasurer/tax collector is responsible for the collection, deposit and reporting of property tax, liened real estate tax and preparation of tax certifications.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	11,865.00	\$ 11,865.00
2 \$	10,000.00	\$ 21,865.00
3 \$	3,100.00	\$ 24,965.00
4 \$	1,375.00	\$ 26,340.00
5 \$	2,050.00	\$ 28,390.00

- 1 Basic Collection-The collection, deposit and recording of tax revenue, including property taxes and liened property tax is done by the Tax Collector who must be bonded.
- 2 Tax Certifications- Provides for a pass through of tax certification revenue to the Tax Collector for work performed. Net cost is \$0.
- 3 Tax Billing-provides for printing, postage and data processing of all township tax billings.
- 4 Office Service- Includes all supplies and services associated with the tax collection office.
- 5 Software Support- data processing and technology enhancements for the tax collection software and data provided through Delaware County

INFORMATION TECHNOLOGY

The Information Services section coordinates the computer technology efforts of each department into a comprehensive plan. Expected results include: faster access to information, increase in technology skills, and secure linking of computer resources along with minimal downtime.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	6,100.00	\$ 6,100.00
2 \$	6,000.00	\$ 12,100.00
3 \$	1,750.00	\$ 13,850.00
4 \$	738.00	\$ 14,588.00
5 \$	5,100.00	\$ 19,688.00
6 \$	250.00	\$ 19,938.00
7 \$	7,200.00	\$ 27,138.00

8	\$	900.00	\$	28,038.00
9	\$	6,000.00	\$	34,038.00
10	\$	600.00	\$	34,638.00
11	\$	840.00	\$	35,478.00

- 1 System Administration- Consists of maintenance and administration costs for upkeep to the Township server and computer terminals. This consists of server monitoring and maintenance, patch installation, user management, and workstation administration. These services are provided under contract for a monthly fee per computer and server.
- 2 System Repair- Provides for contractual service for all help desk support and computer or server repair
- 3 Computer Replacement- Replacement and installation costs for two computers in the administration department as per replacement schedule and need
- 4 Internet Access- Provides for one standard static ip internet connection for the Township building
- 5 E-Government- Provides for our current e-government system on a monthly basis for the first half of the year and then the transition to a Munilogic supported e-government module
- 6 NPT Website- Provides for hosting costs for www.netherprovidence.org
- 7 Munilogic Support- Provides for the annual maintenance and support costs for the Munilogic software
- 8 Antivirus Software- Provides for the annual fee for Trend Antivirus protection
- 9 Rewiring Building- Provides for the cost to rewire the Township building from a Cat-3 to a Cat-5 cable
- 10 Server Imaging- Provides for off-site server imagine remote backup services
- 11 Email Filtering- Monthly fee for service to filter spam from email server

OFFICE SERVICES

The general account accumulates all costs related to word processing, postage, photocopying, office supplies and office equipment.

Service				
Level (S/L)		S/L Cost		Cumulative Cost
1	\$	5,000.00	\$	5,000.00
2	\$	5,500.00	\$	10,500.00
3	\$	3,000.00	\$	13,500.00
4	\$	300.00	\$	13,800.00
5	\$	4,567.00	\$	18,367.00

- 1 Operating Supplies- Provides office supplies such as paper, toner, ink, etc
- 2 Postage- Provides for all Township postage for day-to-day mailing activity
- 3 Minor Equipment & Repairs- Includes the Township copier contract as well as minor equipment maintenance such as the fax machine, network printers, and postage meter
- 4 Printing- Provides printing costs for forms. Most costs have been eliminated due to Munilogic capabilities.
- 5 Communications- Provides for telephone land lines and cell phone fees

LEGAL SERVICES

The solicitor is appointed by the Commission to provide legal counsel and defend the municipality in legal actions. The Township retains a Solicitor, Zoning Hearing Board Solicitor, conflict counsel as needed, and a Labor attorney

Service				
Level (S/L)		S/L Cost		Cumulative Cost
1	\$	14,400.00	\$	14,400.00
2	\$	4,000.00	\$	18,400.00
3	\$	8,000.00	\$	26,400.00
4	\$	5,000.00	\$	31,400.00
5	\$	1,500.00	\$	32,900.00
6	\$	4,000.00	\$	36,900.00
7	\$	4,000.00	\$	40,900.00

- 1 General Solicitor- Township Solicitor's services, provided on an hourly basis
- 2 Zoning Hearing Board Solicitor- Provides a retainer fee to Christian Davis to act as the Zoning Hearing Board

- Solicitor
- 3 Police Collective Bargaining Arbitration- Provides funds for labor counsel to advise on Police labor matters and for arbitration costs
- 4 Public Works Collective Bargaining Arbitration- Provides funds for labor counsel to advice on Public Works labor matters and arbitration costs
- 5 Civil Service Expenses- Provides funds for the testing of Civil Service applicants
- 6 Planning & Zoning Legal Services-Provides funds for zoning lawsuits in which the Township is a participant
- 7 Zoning Board Hearing Court Reporting- Provides for a court reporter at all Zoning Hearing Board meetings

ENGINEERING

The Township retains a professional engineer to advise on engineering matters pertaining to physical construction and land use regulations. Please note engineering for sewer related projects is covered in the Sewer Fund budget

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	10,400.00	\$ 10,400.00
2 \$	1,000.00	\$ 11,400.00
3 \$	4,800.00	\$ 16,200.00
4 \$	8,000.00	\$ 24,200.00
5 \$	9,600.00	\$ 33,800.00
6 \$	1,125.00	\$ 34,925.00

- 1 General Engineering- Provides engineering services for general Township issues
- 2 Planning & Zoning- Provides engineering review of land development and subdivision plans on behalf of the Township as well as the Engineer's attendance at Planning Commission meetings as needed
- 3 Road Resurfacing- Provides for engineering costs of the road resurfacing budget
- 4 Transportation Enhancement Program- Provides for 10% engineering cost for the transportation enhancement project
- 5 Community Development Block Grant- Provides for engineering costs for the Community Development Block Grant program.
- 6 Traffic Calming - Provides 15% engineering costs for traffic calming studies

INSURANCE

Insurance is carried to cover the municipality from liability claims as well as damage to municipal buildings and equipment. The municipality participates in a municipal insurance trust to obtain its insurance coverage.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	80,170.00	\$ 80,170.00
2 \$	146,258.00	\$ 226,428.00
3 \$	500.00	\$ 226,928.00

- 1 Worker's Compensation Insurance- provides basic Worker's Compensation coverage
- 2 Liability-provides all liability and property and casualty insurance for the Township's property and equipment including vehicle insurance
- 3 Certified Safety Committee- Provides funds for programs aimed at aiding the Township retain its certified safety committee, which provides a discount on Workers Compensation insurance

EMPLOYEE BENEFITS

Employment benefits that cannot be allocated to any specific department are accounted for in this decision unit.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	89,500.00	\$ 89,500.00
2 \$	34,575.00	\$ 124,075.00
3 \$	253,085.00	\$ 377,160.00

4	\$	-	\$	377,160.00
5	\$	56,617.00	\$	433,777.00

- 1 State Aid Police Pension- Provides a pass through for the Township's state aid received for the Police Pension program
- 2 State Aid Non-Uniform Pension- Provides a pass through for the Township's state aid received for the Non-Uniform Pension program
- 3 Township Contribution Police Pension- Provides for the Township's contribution as required to meet the Minimum Municipal Obligation for 2010 for the Police Pension Program
- 4 Township Contribution Non-Uniform Pension- Provides for the Township's contribution as required to meet the Minimum Municipal Obligation for 2010 for the Non-Uniform Pension Program
- 5 Other Post-Employment Benefits- Provides for the post-retirement medical costs of former employees

PUBLIC EVENTS & INFORMATION

Provides funds to cover newsletters, public outreach, staff and committee recognitions and other public events.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	400.00	\$ 400.00
2 \$	400.00	\$ 800.00
3 \$	1,500.00	\$ 2,300.00
4 \$	2,100.00	\$ 4,400.00

- 1 Tax Mailings- Provides for printing costs for one double sided newsletter to be put into the tax bills
- 2 Staff and Committee Recognitions- Provides for the annual thank you reception for Township volunteers and the Township employee holiday party
- 3 Other Public Events- Provides funding for other public events as needed or wanted
- 4 Newsletter- Provides for the cost of printing and mailing one four-page newsletter to Township residents

RECYCLING

The Township is entering its second year of a weekly, curbside, single-stream recycling program. Township residents are billed separately for the fee by the Township.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	270,229.00	\$ 270,229.00
2 \$	7,908.00	\$ 278,137.00
3 \$	4,000.00	\$ 282,137.00
4 \$	1,800.00	\$ 283,937.00

- 1 Recycling Contract- Provides our contractual cost to Suburban Waste to collect recyclable materials
- 2 Salaries- Provides for a part-time employee at 10 hours per week to answer recycling questions, issue and collect fees, and to serve as a liaison between the hauler and the Township
- 3 Recycling Billing- Provides for mailing supplies, postage costs, and printing costs for recycling bills
- 4 Technology- Provides Accufund support to the Utility Billing module

MISCELLANEOUS RESERVES

The Township, according to GAAP, provides reserve funds to be used in case of unbudgeted expenditures, bad debt, and refunding of taxes.

Service Level (S/L)	S/L Cost	Cumulative Cost
1 \$	51,000.00	\$ 51,000.00

- 1 Miscellaneous Reserves- Provides reserve funds to be used in case of unbudgeted expenditures, bad debt, and refunding of taxes