



**Lower Paxton Township
Board of Supervisors Budget Workshop
Tuesday, October 4, 2022 - 5:30 pm**

1. Call To Order - Chairman Henry
2. Pledge Of Allegiance
3. 2023 GENERAL FUND BUDGET PROPOSAL: BUREAU OF POLICE

Documents:

[POLICE DEPARTMENT PROPOSED 2023 BUDGET.PDF](#)

4. 2023 FIRE TAX & EQUIPMENT FUND BUDGET PROPOSAL

Documents:

[FIRE PROTECTION AND EQUIPMENT FUND PROPOSED 2023 BUDGET.PDF](#)

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

Police Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
REVENUES:						
01-3100-320.01	Licenses & Permits	\$ 5,535	\$ 4,000	\$ 3,000	\$ 4,000	Charges for peddler and transient merchant permits issued by the Police Department.
01-3100-330.01	Enforcement Revenue	212,829	245,000	245,000	245,000	District Magistrate, State Police, and local vehicular violation fines and restitution.
01-3100-351.02	Police Federal Grants	12,593	-	7,444	8,900	Annual Bullet-Proof Vest Federal grants (near 50% of prior year vest costs).
01-3100-354.03	Police County Grants	3,340	15,000	15,000	15,000	Reimbursements from the County for Task/Field Force overtime assignments.
01-3100-354.04	Misc. Police Contribution	3,610	-	2,023	-	General contributions towards Public Safety efforts.
01-3100-354.06	Booking Room Fees	2,887	3,500	1,800	2,500	Reimbursements from County for defendant booking (most centralized with the County itself).
01-3100-361.01	Crossing Guard Reimbursement	19,102	-	16,250	19,500	Billing for 50% shared cost for All City Management contracted school crossing guard services (<i>significant increase proposed for 2022</i>).
01-3100-361.02	Burgler Alarms	950	2,500	2,500	2,500	Billing for false alarm response charges (exceeding three) at \$25/instance.
01-3100-361.03	Reimbursements & Misc. Income	28,810	48,000	60,000	50,000	Various reimbursements from Federal, State, County, and local sources for incurred charges and overtime assignments.
01-3100-361.04	Operational Support Agent Grant Revenue	141,444	176,718	176,718	179,660	Reimbursements from State Police for salary, benefits, and operating/capital charges for Operational Support Agent position.
01-3100-361.73	Sale of Accident Reports	9,180	10,000	9,500	9,500	Charges for issuing copies of accident reports by the Police department.
01-3100-362.02	School Resource Officer Revenue	52,800	40,000	43,500	43,500	Billing for 50% shared cost for SRO's assigned to Township schools, including Vo-Tech.
01-3100-362.10	Outside Police Employment Revenue	18,228	-	25,000	20,000	Billing (at contractual rate) for overtime for public safety coverage for school or area business events.
01-3100-362.03	Police Canine Contributions	4,965	2,000	4,521	3,000	Contributions restricted directly for canine support donations.
01-3110-355.07	Foreign Fire Insurance	270,236	280,000	353,917	300,000	Allocation of State-levied tax on foreign fire insurance company gross premiums passed-through to local volunteer fire agency.
TOTAL POLICE DEPARTMENT REVENUES		786,508	826,718	966,173	903,060	

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

Police Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
EXPENDITURES:						
01-4100-410.01	Public Safety Director	136,594	137,423	137,423	-	Director of Public Safety full-time position. <i>Excluded pending compensation plan assessment.</i>
01-4100-410.02	Logistics Administrator & Property Technician	90,546	104,718	104,718	-	Two civilian (added in prior years to expand sworn officer roles) full-time positions. <i>Excluded pending compensation plan assessment.</i>
01-4100-410.03	Command Staff	372,936	405,983	366,257	-	Deputy Chief of Police, Captain, and Lieutenant full-time command positions. <i>Excluded pending compensation plan assessment.</i>
01-4100-410.04	Sergeants	426,663	428,410	422,218	465,130	Four Sergeants (Patrol, Special Operations, Criminal Investigation [CI] Unit, and Administrative) full-time positions under Police Union Collective Bargaining Agreement (CBA); significant increase relative to one-time \$6,500 stipends for 2023 in addition to 2.5% pay raise.
01-4100-410.05	Police Officers	3,862,298	3,993,973	3,885,855	4,382,293	46 full-time Patrol Officer positions (2 replacement hires anticipated early 2023) under Police Union CBA; significant increase relative to one-time \$6,500 stipends for 2023 in addition to 2.5% pay raise.
01-4100-410.06	Corporals	717,177	722,466	726,695	774,082	Seven Corporals (four Patrol, Special Operations, CI Unit, and Administrative) full-time positions under Police Union CBA; significant increase relative to one-time \$6,500 stipends for 2023 in addition to 2.5% pay raise.
01-4100-410.07	Civilians	178,062	191,536	163,039	191,536	AFSCME Business Office Supervisor, Secretary, and two Clerk full-time positions; <i>flat-lined pending AFSCME contract negotiation (expires 2022)</i> .
01-4100-410.08	Community Service Officers	45,057	46,440	46,440	-	Community Service Officer full-time position. <i>Excluded pending compensation plan assessment.</i>
01-4100-410.09	Overtime Pay	78,165	80,000	120,000	120,000	Budgeted at historic levels (2019, 2020, and 2022), gross of any reimbursement revenue (above).
01-4100-410.10	Longevity Pay	512,068	315,735	322,264	341,792	Annual payments to administration and Union staff, per years of service and corresponding agreements. <i>Spike in 2021 related to accounting/reporting correction.</i>
01-4100-410.11	Shift Differential	26,160	32,000	31,000	32,000	Additional \$1/hour for all Union staffing from 6PM to 6AM
01-4100-410.12	Payout Accum. Compensatory Time	20,370	28,000	15,910	25,000	Annual payment for unused Union compensatory time in the prior calendar year.
01-4100-410.13	Payout Accum. Time Retirements	27,304	166,204	90,467	-	Voluntary termination payout for vacation, sick, and compensatory time. 2022 included Captain Zerbe and Corporal Sumbury.
01-4100-410.14	Office Supplies	3,659	5,000	5,000	5,000	Allotment for general office operating supplies.
01-4100-410.15	Printing	379	1,000	1,000	1,000	Pre-printed and custom forms and tickets.
01-4100-410.16	Vehicle Fuel - Gas	86,716	72,000	135,000	100,000	Fuels for vehicle fleet and motorcycles, significantly increasing in mid-2022.
01-4100-410.17	Uniforms	44,338	40,000	40,000	32,700	Includes contract allowances as well as laundry and replacement services and new hire uniforms.
01-4100-410.18	Misc. Services	3,355	2,500	2,000	-	<i>Closed into Employment Costs below.</i>

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

Police Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
01-4100-410.19	Animal Control (Humane Society)	10,144	9,000	8,000	8,000	Includes annual Humane Society fees for consolidated services and costs for administrating Trap, Neuter, and Release (TNR) program.
01-4100-410.20	Employment Costs	10,110	4,000	7,000	8,500	Includes new hire expenses for recruitment/promotion, educational supplies, and accreditation costs. Increase for closure of other related categories in 2023/further.
01-4100-410.21	Telephone Charges	30,204	26,000	33,000	33,500	Verizon charges for landline and cellular phones, including mobile hotspot devices (2023 includes proposed addition of CI Unit phone and mobile hotspot for drones).
01-4100-410.22	Radio & Service	-	8,000	7,900	-	No additional radio unit budgeted for 2023.
01-4100-410.23	Vehicle Maintenance	65,922	40,000	50,000	40,000	Pause in replacing vehicles during COVID and delays on service vehicle timing have increased costs in 2022 as well as increase in number of loss accidents.
01-4100-410.24	Training	25,832	31,000	28,500	35,000	Discretionary and mandatory training for all levels of the department; increased in 2023 by \$4,000 for command training for newly-promoted Lieutenant Hicks.
01-4100-410.25	Dues & Subscriptions	6,807	7,000	7,000	7,000	Annual memberships, including Hunters & Angles (for weapons training), and organization/publication memberships.
01-4100-410.26	Crime Education	1,410	1,000	1,000	-	<i>Closed into Employment Costs above.</i>
01-4100-410.27	Staff & Inspections	322	1,000	1,000	-	<i>Closed into Employment Costs above.</i>
01-4100-410.28	Community Services	1,201	500	2,050	-	<i>Closed into Employment Costs above.</i>
01-4100-410.29	Service Contracts	27,990	46,000	40,000	57,500	Includes annual copier leases (\$9,600; renew in mid-2013), CrimeWatch Public Information System (\$8,257), BEAST evidence system (\$1,512), Watchguard cameras system (\$10,241), access security system contract (\$6,300), and other miscellaneous annual software licenses (\$6,715). Also includes GrayKey and Cellebrite subscriptions, believed in 2022 to be one-time acquisition (\$14,875 annually).
01-4100-410.31	CDPD Wireless Modem Cards (Police Cars)	6,814	8,400	8,100	7,500	Verizon charges for in-car wireless modem access (15 units); increased in 2022/2023 for conversion of 3G to 5G devices, with some programming overlap for more than 15 units in service.
01-4100-410.32	Records Management Systems	25,335	44,000	34,250	35,000	Includes annual subscriptions for CODY Records Management System (\$19,000) and COBRA upgrade (\$10,000 enrollment in 2022, and ongoing license in 2023) as well as PowerDMS employee management system (\$6,000).
01-4100-410.33	Equipment Purchases	33,053	30,000	28,500	30,000	Includes estimated expenses towards continued office improvements throughout department (2023 phase is Director/Command Staff wing).
01-4100-410.34	Vehicle Leases/ Purchases	83,946	101,339	280,111	128,086	2022 includes vehicle purchases through bonds (offset with bond proceeds revenue) versus lease, with bond payments amortized in administration budget. 2023 based on prior four/five year leases started in 2021, plus four additional four-year leases. <i>Spending, once fleet all under lease, will well surpass \$300,000 annually.</i>

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

Police Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
01-4100-410.35	Computer Equipment & Supplies	23,053	8,000	14,900	12,042	Includes 2nd of five lease payments for 11 in-car Mobile Data Terminals (MDT) (\$11,542; <i>inadvertently removed from 2021 budget in error</i>), and minor computer replacement supplies.
01-4100-410.36	Canine Expenses	14,213	14,000	24,000	19,000	Cost associated with the two canine units; projected overbudget in 2022 and increased in 2023 for retiring Rex and training replacement (\$10,000 in 2022 and \$5,000 in 2023).
01-4100-410.38	Victim's Witness Advocate/Co-Responder	15,000	43,000	39,000	39,000	Represents 25% cost share for County Victim Witness Advocate (\$19,000) and Mental Health Co-Responder (\$24,000) positions assigned to the Township.
01-4100-410.39	Patrol Supplies & Equipment	10,692	7,500	6,500	7,500	Includes patrol vehicle and supply/equipment replacements.
01-4100-410.40	Weapons	37,097	25,000	25,000	18,850	Annual purchases for ammunition, targets, tasers (current lease ceased in 2021), and weapons purchases and maintenance. Increase in ammunition cost (35% under State contract) proposed for 2023.
01-4100-410.41	Body Armor	19,028	12,000	18,975	17,000	Purchase of new hire and replacement body armor (bullet-proof vests), with approx. 50% reimbursement in following year from Federal grant program. <i>Overbudget 2022 results relate to costs net of grants budgeted; amounts split for 2023.</i>
01-4100-410.42	Crossing Guards	27,476	18,500	32,500	39,000	Represents full share (shared 50% with Central Dauphin School District through revenue billing) of School Crossing Guard contract with All City Management; 6% increase (from \$34.25/hour to \$36.19/hour) proposed for FY22-23 contract. <i>Overbudget 2022 results relate to costs net of reimbursement budgeted; amounts split for 2023.</i>
01-4100-410.43	Traffic Supplies & Equipment	6,090	8,000	8,000	10,000	Includes forensic blood kits for alcohol/drug analysis, speed and traffic timer certifications and calibrations, and other related supplies. <i>Increase for consolidation of other line items in 2023.</i>
01-4100-410.44	Specialized Gear	36,028	63,500	63,500	55,300	Includes 2nd of six lease payments for 45 body and 15 in-car camera units (\$36,000) as well as radar units (\$3,000), motorcycle helmet (six) and radio headset (two) replacements (\$6,300), and ballistic shield (two) replacements (\$10,000). 2022 included acquisition of GrayKey and Cellebrite programs, which moved to 410.29 for ongoing license contracts in 2023/further.
01-4100-410.45	Traffic Safety Equipment	27	1,000	800	-	<i>Closed into Traffic Supplies & Equipment above.</i>
01-4100-410.46	Criminal Investigation Supplies	8,424	8,000	8,000	9,500	Includes supplies for fingerprint/photo processing, evidence collection/packaging, and crime lab protection and forensic materials. Increased by \$1,500 for proposed new crime scene camera/tripod.
01-4100-410.47	Operational Support Agent Supplies	109,275	25,722	32,500	16,000	Non-labor costs (vehicle lease, equipment, utilities, etc.) relative to fully-funded State Police support agreement.

LOWER PAXTON TOWNSHIP

Proposed 2023 Budget

Police Department

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
01-4100-410.48	Operational Support Agent Labor	-	118,996	125,431	128,855	Labor (excluding benefits; centralized through Administrative budget) relative to fully-funded State Police support agreement.
01-4100-410.49	Central Dauphin School District	8,593	-	8,700	17,400	Overtime labor related to subcontracting for area schools and business events public safety coverage.
01-4100-410.50	Bishop McDevitt	6,283	-	4,250	-	<i>Consolidated above for 2023/future.</i>
01-4100-410.51	Other Miscellaneous Employers	590	-	8,700	-	<i>Consolidated above for 2023/future.</i>
01-4110-411.01	Foreign Fire Relief Payment	270,236	280,000	353,917	300,000	Allocation of State-levied tax on foreign fire insurance company gross premiums passed-through to local volunteer fire agency.
01-4110-411.02	Fire / Ambulance Real Estate Tax	636,507	-	-	-	<i>Moved to Fire Fund in 2022.</i>
01-4110-411.03	Hydrant Water Expense	260,056	-	-	-	<i>Moved to Fire Fund in 2022.</i>
01-4110-411.04	Fire Marshall Expenses	277	500	750	750	Memberships, training, and minor supplies for Fire Marshall role.
01-4110-412.01	EMS Contribution Township	100,000	100,000	100,000	100,000	Annual contribution to South Central EMS to support EMS service availability to Township residents and visitors.
01-4140-415.01	Miscellaneous Supplies	491	750	750	-	Expenditures relating to Emergency Management function supplies.
TOTAL POLICE DEPARTMENT EXPENDITURES		8,550,375	7,865,095	8,027,870	7,650,816	
NET POLICE DEPARTMENT ACTIVITY		\$ (7,763,867)	\$ (7,038,377)	\$ (7,061,697)	\$ (6,747,756)	

<u>Change in Revenues/Expenditures Statistics</u>	<u>2022 Budget vs. 2023 Budget</u>	<u>Percentage Change</u>	<u>2022 Projected vs. 2023 Budget</u>	<u>Percentage Change</u>
Increase (Decrease) in Revenues	\$ 76,342	9.23%	\$ (63,113)	-6.53%
Increase (Decrease) in Expenditures	\$ (214,279)	-2.72%	\$ (377,054)	-4.70%

<u>Contractual/Discretionary Expenditures Statistics</u>	<u>2023 Budget</u>	<u>2022 Budget vs. 2023 Budget</u>	<u>Percentage Change</u>	<u>2022 Projected vs. 2023 Budget</u>
Budget Expenditures -- Contractual (Personnel)	\$ 6,478,088	\$ (293,796)	-4.34%	\$ (101,279)
Budget Expenditures -- Discretionary	\$ 1,172,728	\$ 79,517	7.27%	\$ (275,775)

LOWER PAXTON TOWNSHIP
Proposed 2023 Budget
Fire Protection Tax and Equipment Fund

Account Number	Account Title	2021 Actual	2022 Adopted Budget	2022 Projected Actual	2023 Proposed Budget	Notes/Remarks
OPERATING REVENUES:						
20-3001-301.01	Real Estate Tax - Fire - Current Year	\$ 620,120	\$ 2,110,843	\$ 2,086,100	\$ 2,110,425	0.6365 mills (0.4615 in 2021) dedicated towards fire protection services and equipment. Growth at approx. 1.6% in value projected.
20-3001-301.02	Real Estate Tax - Fire - Delinquent/Refunds	22,404	-	44,372	47,063	Allocated share of est. annual \$175,000 in delinquent collections and related penalty/interest by the County, net of 5% collection fees and allocable share of appeal refunds.
20-3001-391.01	Sale of Fire Equipment	260,000	-	22,000	-	
20-3900-392.01	Transfers from General Fund	-	19,310	19,310	19,310	Per Code, excess of LOSAP payment actuarially required over \$60,000 maximum from general taxation.
TOTAL FIRE TAX FUND OPERATING REVENUES		902,524	2,130,153	2,171,782	2,176,798	
OPERATING EXPENDITURES:						
20-4001-411.01	Fire Truck Repairs	860	-	-	-	
20-4001-411.02	Fire Company Allocations	-	511,500	528,000	538,200	0.15% historical tax collection rate (indexed on growth rate above), plus \$5,500 per company for insurance allotment; paid in equal quarterly allotments to the respective volunteer companies.
20-4001-411.03	Salaries	-	50,000	16,667	100,000	Annual salary for Deputy Fire Chief position (<i>anticipated placed in mid-Q4 2022</i>).
20-4001-411.04	Operational Supplies	-	46,000	49,800	10,000	Budget shortfall in 2022 for Deputy vehicle upfit charges, and 2023 includes additional upfits for bunker gear and portable radio.
20-4001-411.05	Professional Services	-	50,000	53,550	-	Includes Fire & Emergency Services consultant study, anticipated to be completed in Q4 2022. <i>Results of study and future implementations could greatly impact Fire (and General) Fund budget, and will not be known until likely after budget adoption.</i>
20-4001-411.06	LOSAP Payments	-	79,310	79,310	79,310	Actuarially-determined LOSAP contribution, based on 1/1/2019 valuation (<i>1/1/2022 required valuation could change this result</i>).
20-4001-411.07	Hydrant Water Expense	-	260,000	260,000	260,000	Annual PUC-approved rent charges from Veolia for public hydrant network within Township.
20-4001-411.50	Capital Outlays	745,487	-	-	-	
20-4001-486.01	Employee Benefits/Taxes	-	28,680	7,226	59,642	Estimated employer taxes, health and related insurance, and pension costs for Deputy Fire chief position.
20-4001-486.02	Work Comp/Liab/Casualty Insurance	-	5,750	410	52,972	State-mandated unemployment compensation for volunteer fire companies serving the Township, and estimated cost relative to Deputy position.

LOWER PAXTON TOWNSHIP
Proposed 2023 Budget
Fire Protection Tax and Equipment Fund

<u>Account Number</u>	<u>Account Title</u>	<u>2021 Actual</u>	<u>2022 Adopted Budget</u>	<u>2022 Projected Actual</u>	<u>2023 Proposed Budget</u>	<u>Notes/Remarks</u>
20-4700-471.01	Principal 2019 Bonds	218,000	226,000	226,000	234,000	
20-4700-472.01	Interest 2019 Bonds	96,890	88,010	88,010	78,810	
20-4900-411.08	Transfer to Capital Plan Reserves	564,500	305,410	478,028	305,410	Annual budgeted allotment transfer to capital reserves (below), as well as any sales proceeds or other dedicated transfers.
TOTAL FIRE TAX FUND OPERATING EXPENDITURES		1,625,737	1,650,660	1,787,001	1,718,344	
NET TOTAL FIRE TAX FUND CHANGE IN OPERATING RESERVES		(723,213)	479,493	384,781	458,454	
	Net Financial Operating Reserves - Beginning	938,553	215,340	215,340	600,121	
NET FINANCIAL OPERATING RESERVES - ENDING		\$ 215,340	\$ 694,833	\$ 600,121	\$ 1,058,575	

CAPITAL RESERVE REVENUES:						
20-3001-341.01	Interest Earnings	\$ 87	\$ 100	\$ 20,276	\$ 40,750	Significant improvement in investment earnings in late 2022/forward, and increasing annual investment amounts.
20-3900-392.50	Transfers from Operations (Fire)	564,500	305,410	478,028	305,410	Annual budgeted allotment transfer from operations (above), as well as any sales proceeds and/or other dedicated transfers.
TOTAL FIRE TAX FUND CAPITAL RESERVE REVENUES		564,587	305,510	498,304	346,160	
CAPITAL RESERVE EXPENDITURES:						
20-4001-411.60	Capital Outlay (from Reserves)	-	-	-	-	
TOTAL FIRE TAX FUND CAPITAL RESERVE EXPENDITURES		-	-	-	-	
NET TOTAL FIRE TAX FUND CHANGE IN CAPITAL RESERVES		564,587	305,510	498,304	346,160	
	Net Financial Capital Reserves - Beginning	308,033	872,620	872,620	1,370,924	
NET FINANCIAL CAPITAL RESERVES - ENDING		\$ 872,620	\$ 1,178,130	\$ 1,370,924	\$ 1,717,084	

<i>Change in Operating Revenues/Expenditures Statistics</i>	2022 Budget vs. 2023 Budget	2022 Projected vs. 2023 Budget
Increase (Decrease) in Operating Revenues	\$ 46,645	\$ 5,016
Increase (Decrease) in Operating Expenditures	\$ 67,684	\$ (68,657)