

# **BOROUGH OF WAYNESBORO**



**2018**

**APPROVED BUDGET**

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## HISTORY

Waynesboro is situated in the southern part of Franklin County, Pennsylvania, about 2 miles north of the Mason-Dixon Line. The community, with a current population of 10,568 (2010), had its beginnings about 1749, when John Wallace, a Scotsman, settled by a spring located a few hundred yards west of the Antietam Creek (East Branch).

Wallace held title to 633 acres, 119 perches, almost a square mile. He called his land holdings Mt. Vernon. Upon his death, the land was conveyed to a son Robert, who later conveyed it to his brother George. George owned it a short time when he conveyed it to his brother John, who had recently returned from fighting the war. The Wallaces' lands were often referred to as Wallaces' Town or Wallacetown, as they were the largest land holdings in the area.

In 1797, John decided to lay out a town and placed 90 lots on the market. He named the town Waynesburg, after General Anthony Wayne, his commanding officer in the war. There were several other communities in the state with similar names and in 1831, when the federal government ruled that the names of post offices in any one state could not be duplicated, our town was re-chartered and took for its corporate title the name of Waynesboro.

Waynesboro, because of its location on the frontier at the time of the French & Indian War (1755-1764), was in a particularly vulnerable position and was the scene of some of the Indians' most barbarous raids. Two victims of such were the Renfrew sisters, who lived just east of Waynesboro along the Antietam Creek. Today, there is a museum and park named for the girls, at the site of their massacre. The museum, an outstanding exhibit of decorative fine arts, dates to 1812.

When the Civil War came along, Waynesboro was again cast in the role of a "frontier town", this time because of its close proximity to the Mason-Dixon Line. Historians tell us that residents of the area spent half their time burying and digging up their possessions and fleeing north toward Harrisburg. Among those fleeing when the Confederates entered Waynesboro was John Phillips, cashier of the local bank. Mr. Phillips made it to safety with the bank's cash and valuables, his wife and son, all loaded into one carriage. Most residents stayed on, watching apprehensively, as 75,000 Confederate soldiers headed north to Gettysburg. Waynesboro was under Confederate rule for 15 days.

The foundation for Waynesboro's industrial activity was laid by George Frick, who operated at a number of locations in the Waynesboro area. His invention of a steam engine, small enough for farm use, replaced cumbersome horse-powers. He founded the Frick Company in 1873. The firm switched to making refrigeration and air conditioning equipment and is now part of Johnson Controls. They are still one of the leading employers in the Waynesboro area.

Shortly after Mr. Frick established the Frick Company, two brothers, Abraham and Franklin Landis, came to the area from Lancaster County. With their inventive minds they manufactured the first cylindrical grinding machine in 1883. They formed a partnership in 1889 to manufacture and market the grinder, and six machines were sold in the first year of operation. A patent was granted to Abraham B. Landis in 1890, based on the 1883 design. The partnership was succeeded by the Landis Tool Company in 1897 and operated at that location until recently. The complex has seen a rejuvenation since it has been purchased by D.L. George and Sons.

A. B. Landis then turned his attention to the problems of threading bolts, and his solution to the problem was a new and unique screw-cutting die head for a turning machine, with one being built in 1887. A patent was granted in 1889, but the product was not marketed until 1903 when the Landis Machine Company was organized. This company is now known as Landis Solutions LLC.

Education and religion have played a vital part in the cultural activity of the community. The first church and school, built somewhere between 1770 and 1780, still stands on Bourns Hill overlooking a school complex of 3 modern buildings. The log structure, often referred to as Bourns Cabin was used as a school on weekdays and as a church on Sundays. Early records of one schoolmaster indicated he had 17 pupils who were charged about \$5.00 each for a six-month session. Today, the Waynesboro School District consists of four (4) elementary school buildings, one (1) middle school building and one (1) senior high building, all with a total enrollment of about 4,300.

## **STATISTICS**

*Source: U.S. Census Bureau, 2010 Census*

Total Population – 10,568

Male – 4,809    Female – 5,069

Median Age (Years) – 36.80

Under 5 Years – 799

18 Years and Over – 7,560

65 Years and Over – 1,573

Total Housing Units – 4,552

Owner-occupied – 2,159

Renter-occupied – 2,136

## **ELECTED OFFICIALS**

Borough Council is the legislative body of the Borough. It is comprised of six (6) members, each elected from three (3) wards for four-year overlapping terms. After each general municipal election (i.e. every two years), Borough Council is reorganized and a Council President is selected from among members to preside over Council meetings and other events.

The primary duties of Borough Council include adoption of the annual budget, the establishment of policies for the conduct of Borough affairs, the enactment of ordinances and resolutions for the protection of the public's safety and welfare, and approval of contracts and bids. In addition, Borough Council's responsibilities include the appointment of the Borough Manager and other Department Heads, along with members of various municipal boards.

The Mayor, elected at large to a four-year term, is primarily responsible for the public safety of the community with emphasis on law enforcement and the day-to-day oversight and administration of the police department. The Mayor reviews each ordinance and resolution of a legislative nature enacted by Borough Council, and can sign it, veto it, or permit it to become law without signature. The Mayor has the authority to break all tie votes of Borough Council. An important function of the office is to serve as spokesman for the community, perform marriages, and declare proclamations as well as represent the Borough at civic and social activities.

The Borough of Waynesboro operates under the Council-Manager form of government. Under this form, Borough Council appoints a full-time professional municipal manager to oversee the day-to-day operations of the Borough.

Mayor:	Richard Starliper, 717-762-6307, rastar2@msn.com
*Council President (Ward 2):	C. Harold Mumma, 717-762-4227, charold147@gmail.com
Council Vice-President (Ward 2):	Niccole Rolls, 717-446-6579, councilpersonrolls@outlook.com
*Council Member (Ward 1):	Chad Rooney, 717-655-7271, councilman.crooney@gmail.com
Council Member (Ward 1):	Michael J. Cermak, 717-729-6994, mike@cermak.com
**Council Member (Ward 3):	Delmos Oldham, 717-762-4861, taxcollector@embarqmail.com
Council Member (Ward 3):	Patrick Fleagle, 717-762-8265, patfleagle@comcast.net
*Council Member (Ward 3):	Jarred Knott, 717-387-1020, jarredknott@hotmail.com

*\*Term begins 1/2/18*

*\*\*Term ends 1/2/18*

## **BOARDS AND COMMISSIONS**

### **BOROUGH AUTHORITY**

Jon Fleagle (Chairperson), Lee Layman\*, William Pflager, Christopher Snively and S. Allen Stine  
*\*Term ends 12/31/17*

### **BUILDING CODE BOARD OF APPEALS**

Larry Garver, Eric Krinks, C. Harold Mumma, James Rock and Herb Sandifer

### **CIVIL SERVICE COMMISSION**

Ronald Flegel (Chairperson) and Barry McNew (1 vacancy); Chad Rooney (Alternate Member)

### **ADA GRIEVANCE COMMITTEE**

Council President, Eric Boyer and Jon Fleagle

### **LIBRARY BOARD**

Andrea Bowersox (Chairperson), Kate Benchhoff, Patrick Fleagle, Judy Herrick, Timothy Misner, Lucinda Potter and Eunice Statler

### **PLANNING/ZONING COMMISSION**

Stephen Monn (Chairperson), Jon Fleagle, C. Harold Mumma, Richard Rose and Don Smith

### **RECREATION BOARD**

Dade Royer (Chairperson), Sarah Stains (Secretary), Wayne Bartholow, Deb Beck, Dennis Cordell\*, Josh Finafrock, Freddie Joye, Craig Koons, and Samantha Hepler\*

*\*Term ends 12/31/17*

### **RENFREW COMMITTEE, INC.**

Andrew Benchhoff, Robert Benchhoff, Douglas Burkholder, Connie Huet, David Hykes, Allison Kohler, and Greg White

### **SHADE TREE COMMISSION**

Tom McCloud (Chairperson), Virginia Ingels, Richard Williams and Harry Morningstar, Jr. (1 Vacancy)

### **VACANCY BOARD**

O. June Mumma\* and Members of Council

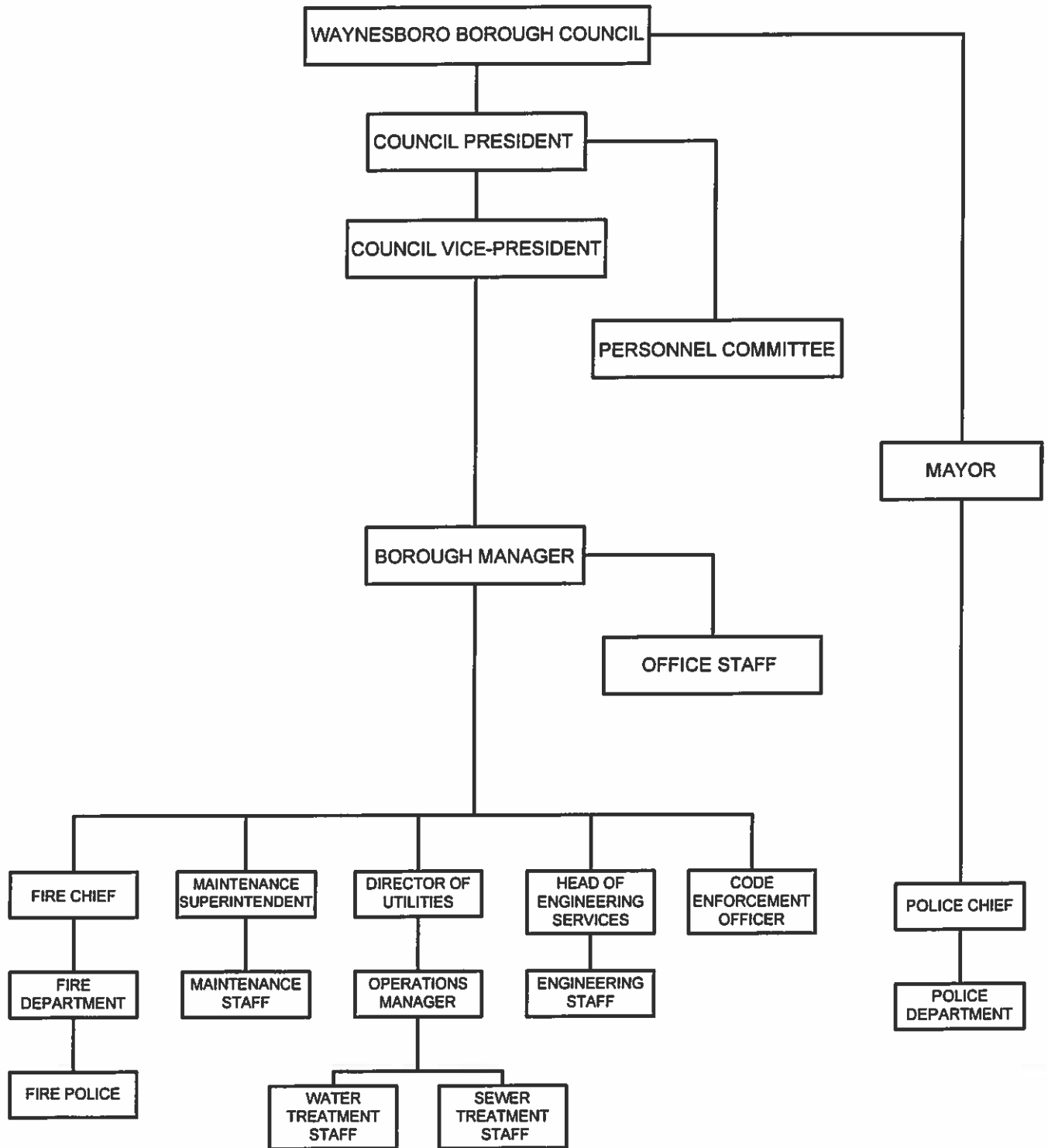
*\*Term ends 1/2/18*

### **ZONING HEARING BOARD**

Deborah Hoff (Chairperson), Jon Dennis Sr.\*, Sandra Cermak, Jerry Kauffman and Michael Rohrer

*\*Term ends 12/31/17*

**BOROUGH OF WAYNESBORO**  
**ORGANIZATIONAL LEADERSHIP CHART**





December 1, 2017

Honorable Mayor and Borough Council,

I am pleased to submit the Borough of Waynesboro's proposed 2017 budget for your consideration. In accordance with Section 36-6 of the Code of the Borough of Waynesboro, the Borough Manager shall, "prepare and submit to Council, before the close of each fiscal year, a budget for the next fiscal year and an explanatory budget message."

The explanatory message that follows will (1) review the budget format, (2) explain the process through which the budget was crafted and balanced and (3) provide a brief overview of special expenditures that comprise the budget.

#### Budget Format

It is my hope that this message assists in the understanding of the operating budget for the Borough of Waynesboro.

I commend Melinda Knott, Borough Secretary, S. Leiter Pryor, Director of Utilities, Charity Gorman from Cohick and Associates, and the Finance and Utilities Committee for all of their efforts creating this budget.

It is my hope that this budget will serve as a(n):

#### *Policy Document:*

- Presents a statement of priorities, goals and short term initiatives that guide the current and future budgets.

#### *Financial Plan:*

- Describes all allocated funds and the major expenditures, revenues and revenue sources.

#### *Operations Guide:*

- Explains all of the functions and services carried out by the Borough's organizational units.
- Provides direction toward accomplishing the Borough's goals and objectives.

It is my intention to refine this document in future years to provide even more information and analysis adding to the transparency needed for the residents of our community.



## Budget Process

The budget process began in the spring as Department Heads began exploring needs for next year. Throughout the spring and summer, Department Heads began receiving budget quotes for specific items and services that they felt would be required to be included in the 2017 Budget.

Borough Council met with Department Heads on September 27, 2017 to begin listening to their 2018 Budget Requests. Following that meeting, Borough Council directed me to begin adding their requests into the General Fund Draft Worksheet. I worked with the Finance Committee through several drafts and Borough Council held subsequent budget workshops on October 4, 2017, October 18, 2017, November 1, 2017, November 8, 2017 and November 15, 2017 as advertised in *The Record Herald*. During these workshops, Borough Council continued to provide opinions on budget increases and cuts.

## Special Budget Expenditures by Fund

### 1. General Fund

- a. 01-408-740 – CAD Software Updates, GIS Data Collector - \$24,010
- b. 01-409-370 – Motion Detectors, Repairs to retaining wall, pave parking lots behind Borough Hall - \$78,000
- c. 01-411-103 – Part-time Firefighter - \$30,000
- d. 01-412-740 – Major Vehicle Acquisition (Fire Department) - \$5,000
- e. 01-414-301 – Contribution to Main Street Waynesboro - \$3,500
- f. 01-420-540 – Contribution to Waynesboro Human and Community Services - \$10,000
- g. 01-453-540 – Contribution to Wayne Band - \$2,000
- h. 01-453-550 – Contribution to Medic 2 - \$2,500
- i. 01-453-400 – Contribution to Antietam Humane Society - \$4,000
- j. 01-453-542 – Contribution to Bi-Centennial - \$2,000

### 2. Water Fund

- a. 06-421-740 – Hydro Guard Flusher, F-250 4x4 with Plow, Zero Turn Mower, Hand Tools - \$9,565
- b. 06-429-103 – Administration Expense - \$108,114
- c. 06-429-108 – Engineering Expense - \$43,203
- d. 06-492-109 – Municipal Building Expense - \$56,161
- e. 06-429-120 – Water Maintenance Wages - \$218,339
- f. 06-429-130 – Maintenance Center Expense - \$96,534
- g. 06-429-180 – Employee Benefits & Insurance Costs - \$355,200
- h. 06-429-187 – Vehicle Operation Expenses - \$23,327
- i. 06-429-310 – Credit Card Processing Fees - \$6,277

### 3. Sewer Fund

- a. 08-423-740 – Muffin Monster Grinder, Gas Mixing Controls, Rotating Assembly, Hardware, Cart Enclosure, Sampler - \$15,800
- b. 08-424-103 – Administration Expense - \$101,984
- c. 08-424-108 – Engineering Expense - \$13,208
- d. 08-424-109 – Municipal Building Expense - \$62,728
- e. 08-424-120 – Sewer Maintenance Wages - \$56,291

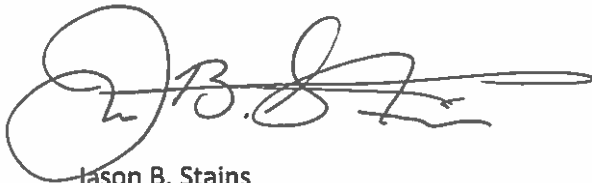
- f. 08-424-130 – Maintenance Center Expense - \$63,948
  - g. 08-424-180 – Employee Benefits & Insurance Costs - \$173,066
  - h. 08-424-187 – Vehicle Operation Expenses - \$17,652
4. Capital Reserve Fund
- a. 30-430-704 – F-250 4x4 with Plow - \$9,997
  - b. 30-430-706 – Skid Steer Loader - \$16,500
5. Highway Aid (Liquid Fuels) Fund
- a. 35-460-704 – Annual Street Sweeper Loan Repayment - \$21,162
  - b. 35-433-300 – Line Painting - \$21,053
6. Swimming Pool Fund
- a. 52-452-370 – Replace Stadium Style Lighting, Pave ½ Parking Lot, Pump Valves (2) - \$119,570
  - b. 52-452-740 – Replace Chemical Feed Computer - \$5,000

Conclusion

As is the case every year, the creation of the budget document is an undertaking by many people putting in tremendous hours of work. I would like to thank our Department Heads for their creativity and sacrifices to arrive at this final product. I also thank our hardworking staff members from every department. They provide outstanding service to our community at any hour of the day or night.

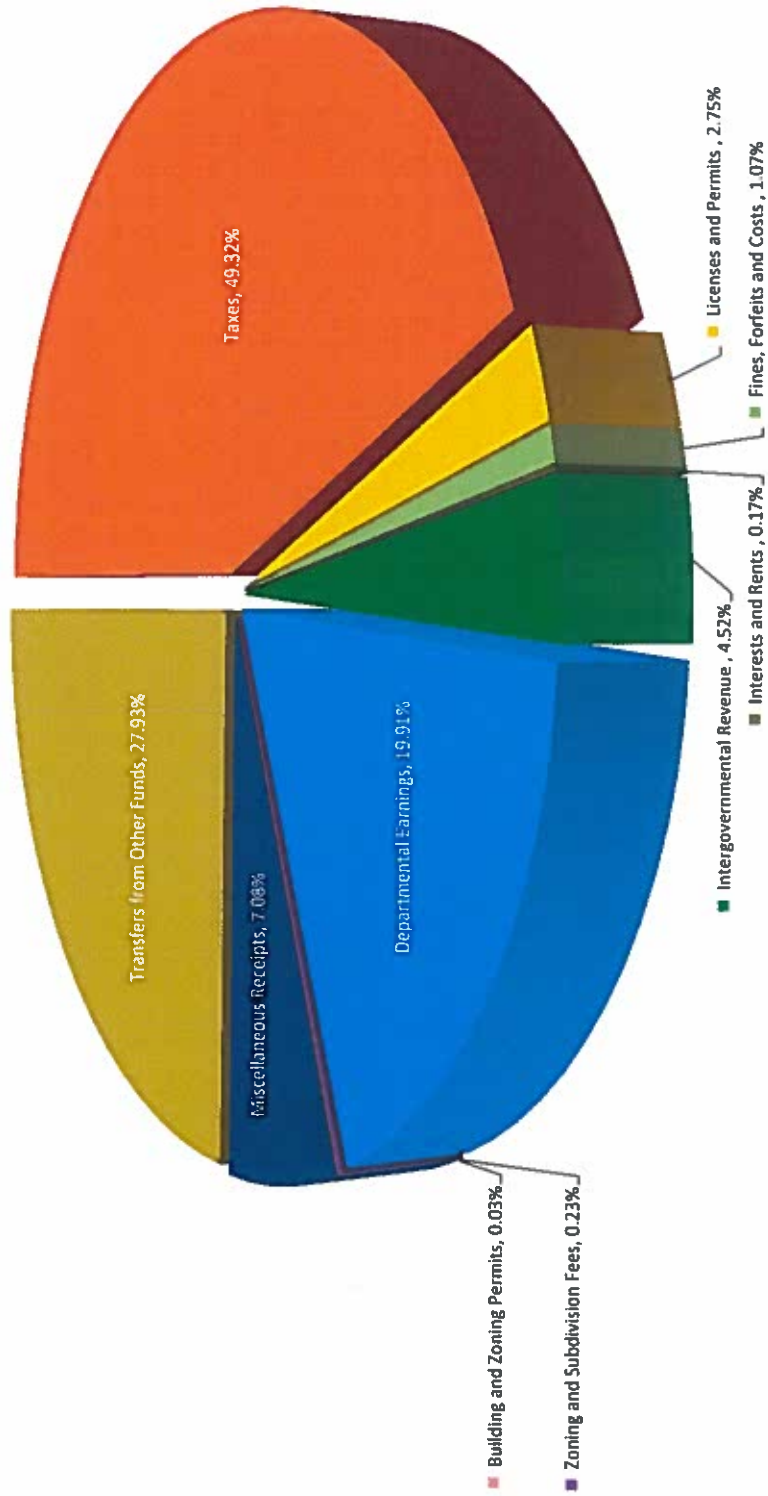
As we continue to make a positive impact for our Borough, we will continue to have difficult financial decisions to make, to keep our Borough on a firm financial foundation.

Sincerely,

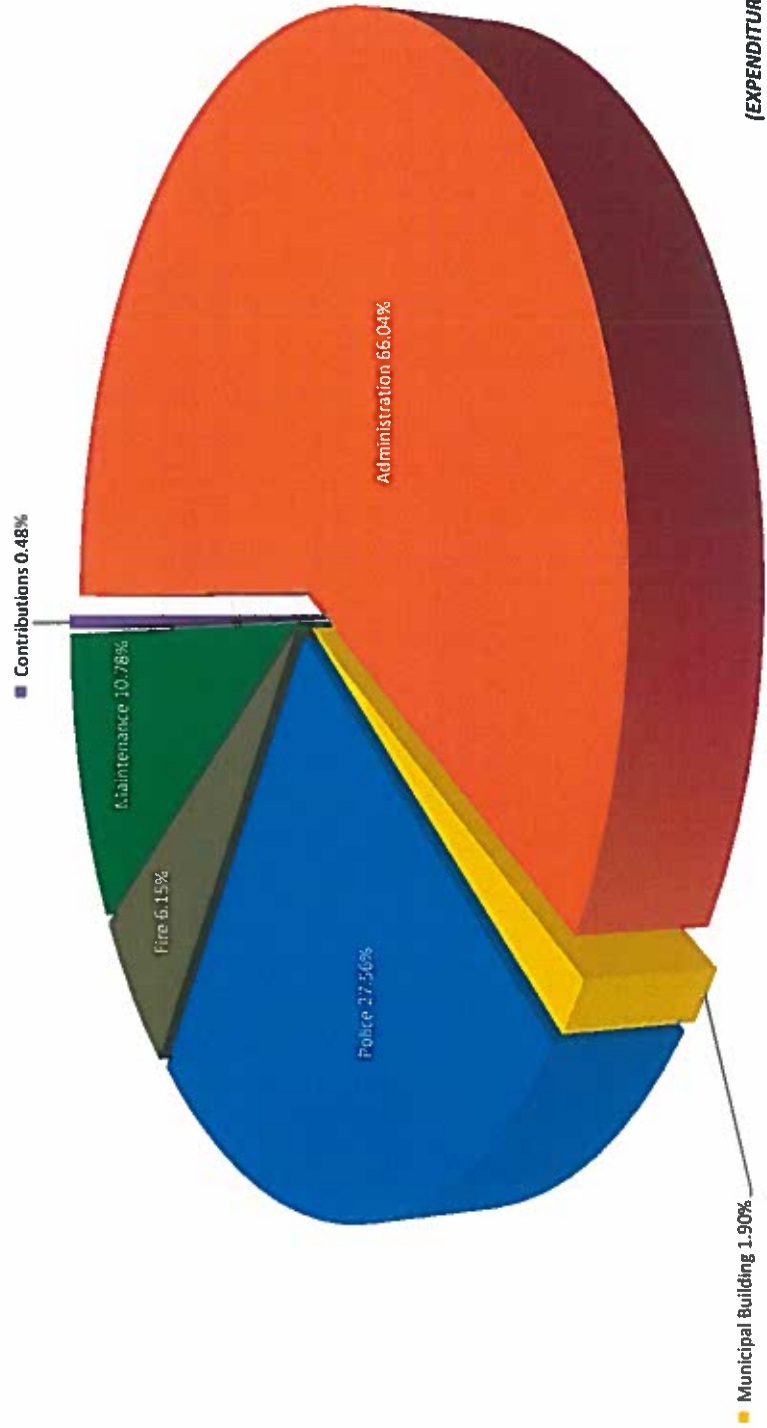


Jason B. Stains  
Borough Manager

# REVENUES



## EXPENDITURES



(EXPENDITURES BREAKDOWN ON NEXT PAGE)

## **EXPENDITURES BREAKDOWN**

### **Administration**

- Administration Expenses
- Tax Collection
- Engineering
- Building Regulations, Planning and Zoning
- Solid Waste Collection
- Employee Taxes and Benefits
- Insurance
- Transfers to Other Funds

### **Municipal Building**

- Municipal Building Expenses

### **Police**

- Police General Services
- Police Vehicle Expenses

### **Fire**

- Fire General Services
- Fire Vehicle Expenses
- Maintenance of Fire Houses

### **Maintenance**

- General Highway Services
- Parking Meters
- Parking Lots
- Parks and Playgrounds
- Shade Trees
- Vehicle Operation

### **Contributions**

- Contributions

# **GENERAL FUND**

# GENERAL FUND

## REVENUES

### REAL ESTATE TAXES

Real Estate Taxes – Current	01-301-100	\$1,245,343
Real Estate Taxes – Delinquent	01-301-200	<u>\$ 95,000</u>
TOTAL REAL ESTATE TAXES		\$1,340,343

### LOCAL ENABLING TAXES

Real Estate Transfer Taxes	01-310-100	\$ 130,000
Earned Income Taxes	01-310-200	\$ 822,000
Emergency & Municipal Service Taxes	01-310-400	\$ 172,000
Mechanical Device Taxes	01-310-700	<u>\$ 450</u>
TOTAL LOCAL ENABLING TAXES		\$1,124,450

### LICENSES AND PERMITS – BUSINESS

Business and Mercantile - Licenses & Permits	01-321-100	\$ 500
Engineering – Plan Review	01-321-240	\$ 2,500
Engineering – Sidewalk Permits	01-321-250	\$ 500
Stormwater Management Plan Review	01-321-260	\$ 1,500
TV Cable Franchise	01-321-800	\$ 100,000
Verizon Mini Cell Antennas	01-321-841	<u>\$ 25,000</u>
TOTAL LICENSES AND PERMITS – BUSINESS		\$ 130,000

### LICENSES AND PERMITS – NON-BUSINESS

Miscellaneous Permits	01-322-840	<u>\$ 750</u>
TOTAL LICENSES AND PERMITS – NON-BUSINESS		\$ 750

### FINES, FORFEITS AND COSTS

Motor Vehicle Code Violations	01-330-110	\$ 33,000
Violations of Ordinances and Statutes	01-330-120	\$ 13,000
Parking Tickets	01-330-130	<u>\$ 7,500</u>
TOTAL FINES, FORFEITS AND COSTS		\$ 53,500

### INTERESTS AND RENTS

Earnings from Temporary Deposits	01-340-010	\$ 2,000
Rent of Buildings, Property and Equipment	01-340-100	\$ 6,000
Rent – Rotary Park Pavilion	01-340-130	<u>\$ 500</u>
TOTAL INTERESTS AND RENTS		\$ 8,500

**INTERGOVERNMENTAL REVENUE**

Payments in Lieu of Taxes	01-350-100	\$ 11,681
CDBG Reimbursement	01-350-500	\$ 500
DCED Grant – Memorial Park	01-350-600	\$ 130,000
Franklin Co. Tourism & Quality of Life Grant	01-350-700	\$ 75,000
Recycling Grant	01-350-863	\$ 8,000
Tavern Tax – Act 90	01-350-868	\$ 745
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>		<b>\$ 225,926</b>

**BEVERAGE LICENSES**

PURTA	01-355-500	\$ 3,128
Beverage Licenses	01-355-800	\$ 3,550
<b>TOTAL BEVERAGE LICENSES</b>		<b>\$ 6,678</b>

**DEPARTMENTAL EARNINGS**

Police Services	01-360-620	\$ 3,500
Special Service – Fire Protection	01-360-622	\$ 109,500
Special Service – False Alarms	01-360-625	\$ 1,000
Parking Meters – Streets	01-360-632	\$ 30,000
Miscellaneous Receipts	01-360-633	\$ 150
Garbage and Refuse Charges	01-360-640	\$ 850,000
Pepsi Contract	01-360-650	\$ 500
Police Pepsi Contract	01-360-651	\$ 300
<b>TOTAL DEPARTMENTAL EARNINGS</b>		<b>\$ 994,950</b>

**ZONING AND SUBDIVISION FEES**

Zoning and Subdivision Fees	01-361-100	\$ 11,500
<b>TOTAL ZONING AND SUBDIVISION FEES</b>		<b>\$ 11,500</b>

**BUILDING AND ZONING PERMITS**

Building and Zoning Permits	01-362-410	\$ 1,500
<b>TOTAL BUILDING AND ZONING PERMITS</b>		<b>\$ 1,500</b>

**MISCELLANEOUS RECEIPTS**

Sale of Property, Supplies and Equipment	01-380-100	\$ 8,000
Special Liens, Assessments and Restitution	01-380-101	\$ 1,000
Reimbursement of Legal Fees	01-380-102	\$ 500
Sale of Trash Tags	01-380-103	\$ 100
Miscellaneous Receipts	01-380-110	\$ 15,000
Miscellaneous Non-Revenue Receipts	01-380-111	\$ 5,000
Miscellaneous Non-Revenue Restitution	01-380-112	\$ 2,000
Workmen’s Compensation Rebate	01-380-450	\$ 10,000
Health Insurance Rebate	01-380-550	\$ 25,000



Reimbursement - Library and Renfrew Insurance	01-380-670	\$ 19,000
Pension Grant from State	60-350-200	<u>\$ 268,110</u>
<b>TOTAL MISCELLANEOUS RECEIPTS</b>		<b>\$ 353,710</b>

**TRANSFERS FROM OTHER FUNDS**

Transfer from Water Fund (General Expense)	01-392-060	\$ 907,157
Transfer from Sewer Fund (General Expense)	01-392-080	<u>\$ 488,878</u>
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>		<b>\$1,396,035</b>

<b>TOTAL REVENUES</b>		<b>\$5,647,842</b>
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## EXPENDITURES

### ADMINISTRATION

Salary of Mayor	01-400-105	\$ 3,700
Salaries of Councilpersons	01-400-106	\$ 18,000
Salary of Staff	01-400-121	\$ 126,068
Salary of Manager	01-400-123	\$ 87,984
Materials and Supplies	01-400-200	\$ 20,000
General Expenses	01-400-300	\$ 9,000
Administrative Background Checks	01-400-301	\$ 500
Appraisal Fees	01-400-310	\$ 2,020
Auditing Services	01-400-311	\$ 25,600
Legal Services	01-400-314	\$ 73,716
Accounting Services	01-400-315	\$ 36,000
Data Processing Fees	01-400-316	\$ 500
Grant Writing Services	01-400-318	\$ 48,000
Communication Expense	01-400-320	\$ 4,700
Advertising and Printing	01-400-340	\$ 7,000
Insurance and Bonding	01-400-350	\$ 2,000
Equipment Rentals	01-400-380	\$ 16,600
Association Dues and Conventions	01-400-421	\$ 10,000
Contracted Services	01-400-450	\$ 2,000
Major Equipment Replacement	01-400-740	\$ 5,500
Sanitation Expenses	01-400-750	(-) \$ 55,738
TOTAL ADMINISTRATION		\$ 443,150

### TAX COLLECTION

Salaries and Wages	01-403-100	\$ 19,000
Salaries and Wages – EMST	01-403-101	\$ 1,200
Materials and Supplies	01-403-200	\$ 5,000
Tax Refund	01-403-930	\$ 1,000
TOTAL TAX COLLECTION		\$ 26,200

### ENGINEERING

Salaries and Wages	01-408-100	\$ 122,207
Materials and Supplies	01-408-200	\$ 3,400
General Expenses	01-408-300	\$ 200
Contracted Services	01-408-313	\$ 3,600
Communication – Cell Phones	01-408-324	\$ 1,966
Education, Training and Publications	01-408-420	\$ 500
Major Equipment Purchase	01-408-740	\$ 24,010
Minor Equipment Purchase	01-408-750	\$ 500
TOTAL ENGINEERING		\$ 156,383

**MUNICIPAL BUILDING**

Salaries and Wages	01-409-100	\$ 15,000
Materials and Supplies	01-409-200	\$ 1,800
Fuel, Light and Water	01-409-230	\$ 18,000
General Expenses	01-409-300	\$ 3,000
Maintenance and Repairs	01-409-370	\$ 78,000
Sanitation Expenses	01-409-700	(-) \$ 24,975
Major Equipment Purchase	01-409-740	\$ 4,000
<b>TOTAL MUNICIPAL BUILDING</b>		<b>\$ 94,825</b>

**POLICE GENERAL SERVICES**

Salary of Police Chief	01-410-120	\$ 81,286
Salary of Sergeant	01-410-123	\$ 64,466
Salaries of Corporals	01-410-124	\$ 296,143
Salaries of Patrolpersons	01-410-130	\$ 707,694
OT of Police Personnel	01-410-131	\$ 20,000
Salaries – Hearings and Court Costs	01-410-132	\$ 2,500
Salaries of Part-Time Patrolpersons	01-410-134	\$ 4,000
Salaries of Office Staff	01-410-140	\$ 71,428
Materials and Supplies	01-410-200	\$ 4,000
Uniforms	01-410-238	\$ 15,000
Ammunition and Similar Supplies	01-410-241	\$ 5,500
General Expenses	01-410-300	\$ 10,000
Drug Task Force & Training Center Donations	01-410-310	\$ 5,687
Civil Service Commission Expenses	01-410-314	\$ 5,000
Constable Fees	01-410-315	\$ 3,000
DUI Tests	01-410-317	\$ 8,500
Communication Expense – Telephone	01-410-320	\$ 7,900
Communication Expense – Radio and Cell	01-410-321	\$ 1,500
Advertising and Printing	01-410-340	\$ 3,500
Training, Education and Publications	01-410-420	\$ 10,000
Major Equipment Purchase	01-410-740	\$ 4,000
Minor Equipment	01-410-750	\$ 1,500
Computer Software, Etc.	01-410-751	\$ 9,049
<b>TOTAL POLICE GENERAL SERVICES</b>		<b>\$1,341,653</b>

**FIRE GENERAL SERVICES**

Salaries and Wages	01-411-100	\$ 185,000
Part-Time Firefighters	01-411-103	\$ 30,000
Part-Time Relief Drivers	01-411-104	\$ 5,000
OT of Fire Personnel	01-411-131	\$ 15,000
Materials and Supplies	01-411-200	\$ 600
Uniforms	01-411-238	\$ 2,000

General Expenses	01-411-300	\$ 500
Civil Service Commission Expenses	01-411-314	\$ 500
Communication Expense – Radio	01-411-321	\$ 500
Maintenance and Repairs of Equipment	01-411-374	\$ 1,000
Education, Training and Publications	01-411-420	\$ 1,400
Training Center Donation	01-411-421	\$ 2,826
Major Equipment Purchase	01-411-740	\$ 2,000
Minor Equipment Purchase	01-411-750	<u>\$ 300</u>
<b>TOTAL FIRE GENERAL SERVICES</b>		<b>\$ 246,626</b>

**FIRE VEHICLE EXPENSES**

Salaries and Wages	01-412-100	\$ 500
Gas, Oil and Lubrication	01-412-231	\$ 8,200
Automobile Allowance	01-412-330	\$ 9,000
Maintenance	01-412-374	\$ 10,000
Major Vehicle Repair	01-412-375	\$ 1,000
Major Vehicle Acquisition	01-412-740	<u>\$ 5,000</u>
<b>TOTAL FIRE VEHICLE EXPENSES</b>		<b>\$ 33,700</b>

**MAINTENANCE OF FIRE HOUSES**

Materials and Supplies	01-413-200	\$ 2,000
Fuel, Light and Water	01-413-230	\$ 19,000
General Expenses	01-413-300	\$ 250
Communication Expense	01-413-320	\$ 4,500
Maintenance and Repairs	01-413-370	\$ 1,000
Minor Equipment Purchase	01-413-750	<u>\$ 500</u>
<b>TOTAL MAINTENANCE OF FIRE HOUSES</b>		<b>\$ 27,250</b>

**BUILDING REGULATIONS, PLANNING AND ZONING**

Salaries and Wages	01-414-100	\$ 46,828
Materials and Supplies	01-414-200	\$ 1,400
General Expenses	01-414-300	\$ 550
Sewage Enforcement Officer	01-414-313	\$ 200
Legal Services	01-414-314	\$ 30,000
Communication Expense – Cell	01-414-320	\$ 540
Training, Education and Publications	01-414-420	\$ 1,000
Sanitation Salaries		(-) <u>\$ 9,106</u>
<b>TOTAL BUILDING REGULATIONS, PLANNING AND ZONING</b>		<b>\$ 71,412</b>

**SOLID WASTE COLLECTION**

Salaries	01-427-100	\$ 39,844
Legal Fees	01-427-300	\$ 13,000
Refuse Collection – Contracted Services	01-427-450	\$ 660,681

Leaf Collection	01-427-451	\$ 40,800
Benefits	01-427-452	\$ 15,938
Communication Expenses	01-427-453	\$ 2,000
Municipal Building	01-427-454	\$ 24,975
Bookkeeping	01-427-455	\$ 4,000
Auditing Services	01-427-456	\$ <u>6,000</u>
<b>TOTAL SOLID WASTE COLLECTION</b>		<b>\$ 807,238</b>

**GENERAL HIGHWAY SERVICES**

Salaries and Wages – Center Personnel (Misc.)	01-430-100	\$ 86,000
Salaries and Wages – Water Maintenance	01-430-120	\$ 218,339
Salaries and Wages – Sewer Maintenance	01-430-140	\$ 56,291
Materials and Supplies	01-430-200	\$ 1,100
Fuel, Light and Water	01-430-230	\$ 5,000
General Expenses	01-430-300	\$ 800
Communication Expense	01-430-320	\$ 5,867
Maintenance and Repairs - Building	01-430-370	\$ 500
Major Equipment Purchase	01-430-740	\$ 2,500
Capital Items	01-430-741	\$ <u>500</u>
<b>TOTAL GENERAL HIGHWAY SERVICES</b>		<b>\$ 376,897</b>

**PARKING METERS**

Salaries and Wages	01-433-100	\$ 1,500
Maintenance and Repairs – Parking Meters	01-433-374	\$ <u>750</u>
<b>TOTAL PARKING METERS</b>		<b>\$ 2,250</b>

**PARKING LOTS**

Trinity Lot	01-445-361	\$ <u>1,800</u>
<b>TOTAL PARKING LOTS</b>		<b>\$ 1,800</b>

**PARKS AND PLAYGROUNDS**

Salaries and Wages	01-454-100	\$ 35,000
Materials and Supplies	01-454-200	\$ 1,000
Fuel, Light and Water	01-454-230	\$ 1,651
Maintenance and Repair – Land	01-454-371	\$ 18,000
Maintenance and Repair – Equipment	01-454-374	\$ 1,000
Major Equipment	01-454-740	\$ 1,000
Minor Equipment Purchase	01-454-750	\$ <u>300</u>
<b>TOTAL PARKS AND PLAYGROUNDS</b>		<b>\$ 57,951</b>

**SHADE TREES**

Salaries and Wages	01-455-100	\$ 4,500
Materials and Supplies	01-455-200	\$ 800
Contracted Services	01-455-450	\$ 4,000

Tree Replacement	01-455-740	\$ 1,000
TOTAL SHADE TREES		\$ 10,300

**VEHICLE OPERATION**

Wages – Maintenance & Repair	01-476-100	\$ 30,000
Gas, Oil and Lubricants	01-476-230	\$ 33,000
Maintenance	01-476-374	\$ 26,500
TOTAL VEHICLE OPERATION		\$ 89,500

**POLICE VEHICLE EXPENSES**

Wages – Vehicle Maintenance & Repair	01-477-100	\$ 4,000
Gas, Oil and Lubricants	01-477-230	\$ 15,000
Maintenance	01-477-374	\$ 5,000
New Police Vehicles	01-477-427	\$ 11,500
TOTAL POLICE VEHICLE EXPENSES		\$ 35,500

**EMPLOYEE TAXES AND BENEFITS**

Hospitalization Insurance Premiums	01-480-156	\$1,149,050
Pension Administration	01-480-160	\$ 4,218
Pension Payment	01-480-150	\$ 19,654
Sick Leave, Holiday and Vacation Pay	01-480-170	\$ 71,000
Social Security Taxes	01-480-192	\$ 138,000
Medicare Taxes	01-480-193	\$ 45,000
Group Life Insurance Premiums	01-480-198	\$ 27,000
Sanitation Benefits		(-) \$ 15,938
TOTAL EMPLOYEE TAXES AND BENEFITS		\$1,437,984

**INSURANCE**

Unemployment Compensation	01-486-194	\$ 5,000
Commercial Insurance Package	01-486-350	\$ 155,383
Sanitation Insurances		(-) \$ 9,669
Workmen’s Compensation	01-486-354	\$ 150,281
TOTAL INSURANCE		\$ 300,995

**TRANSFERS TO OTHER FUNDS**

Transfers to Capital Reserve Fund	01-492-030	\$ 57,228
TOTAL TRANSFERS TO OTHER FUNDS		\$ 57,228

**CONTRIBUTIONS**

Contribution to Mainstreet Waynesboro, Inc.	01-414-301	\$ 3,500
Contribution to Community & Human Services	01-420-540	\$ 10,000
Contribution to Antietam Humane Society	01-453-400	\$ 4,000
Contribution to Wayne Band	01-453-540	\$ 2,000
Contribution to Bicentennial	01-453-542	\$ 2,000

Contribution to Medic 2  
TOTAL CONTRIBUTIONS

01-453-550

\$ 2,500  
\$ 24,000

**TOTAL EXPENDITURES**

**\$5,642,842**

# **WATER FUND**



# WATER FUND

## REVENUES

### INTERESTS AND RENTS

Earnings from Temporary Deposits	06-340-010	\$ 16
TOTAL INTERESTS AND RENTS		\$ 16

### WATER RENTS

Current Year's Revenue	06-360-301	\$1,801,599
Private Fire Protection	06-360-302	\$ 21,100
Water Authority Revenue	06-360-304	(-) \$2,219,381
Industrial Revenue	06-360-305	\$ 81,000
Public Water Revenue	06-360-306	\$ 22,000
WBA Indirect Water Sales	06-360-307	\$ 141,232
TOTAL WATER RENTS		(-) \$ 152,450

### MISCELLANEOUS RECEIPTS

Public Notice Fee	06-370-300	\$ 6,250
Tap Fees (Distribution and Capacity)	06-370-301	\$ 73,000
Connection and Meter Fees	06-370-302	\$ 13,200
Customer Penalties	06-370-401	\$ 48,200
Service Charges and Inspection Fees	06-370-402	\$ 11,800
Xpress Convenience Fee	06-370-406	\$ 5,600
WBA Budget Allocations	06-370-600	\$1,884,393
TOTAL MISCELLANEOUS RECEIPTS		\$2,042,443

**TOTAL REVENUES** **\$1,890,009**

## EXPENDITURES

### WATER COLLECTION

Salaries and Wages	06-420-100	\$ 41,088
Summer Helper	06-420-110	\$ 7,500
Materials and Supplies	06-420-200	\$ 200
General Expenses	06-420-300	\$ 200
Insurance	06-420-350	\$ 4,257
Impoundment Maintenance and Repairs	06-420-372	\$ 400
Maintenance and Repairs (General)	06-420-373	\$ 200

Lease to State	06-420-381	\$ 250
<b>TOTAL WATER COLLECTION</b>		<b>\$ 54,095</b>

**WATER PURIFICATION**

Salaries and Wages	06-421-100	\$ 396,726
Wages – Director of Utilities	06-421-101	\$ 48,133
Materials and Supplies	06-421-200	\$ 15,000
Membrane Plant Operation	06-421-210	\$ 24,000
Chemicals	06-421-220	\$ 71,000
Fuel, Light and Water	06-421-230	\$ 100,000
General Expenses	06-421-300	\$ 9,000
Contracted Services	06-421-316	\$ 36,200
Contracted Services – Sludge Disposal	06-421-317	\$ 1,000
Communication Expense	06-421-320	\$ 6,500
Insurance	06-421-350	\$ 17,027
Land and Building Maintenance	06-421-370	\$ 5,800
Maintenance and Repair – Equipment	06-421-374	\$ 17,000
Major Equipment Purchase	06-421-740	\$ 9,565
<b>TOTAL WATER PURIFICATION</b>		<b>\$ 756,951</b>

**WATER PUMPING**

Materials and Supplies	06-422-200	\$ 250
Fuel, Light and Water	06-422-230	\$ 4,625
Maintenance and Repair – Buildings & Equipment	06-422-370	\$ 500
<b>TOTAL WATER PUMPING</b>		<b>\$ 5,375</b>

**WATER DISTRIBUTION**

Salaries and Wages – Meters	06-423-102	\$ 14,348
Materials and Supplies – Service Lines	06-423-200	\$ 22,000
Materials and Supplies – Mains, etc.	06-423-201	\$ 27,200
Materials and Supplies – Hydrant Program	06-423-202	\$ 5,500
Materials and Supplies – WBA Indirect Area	06-423-203	\$ 3,000
Materials and Supplies – Meters	06-423-290	\$ 32,000
General Expenses	06-423-300	\$ 1,400
Contracted Services	06-423-315	\$ 4,500
Salaries and Wages – Meter Replacement	06-423-601	\$ 18,500
Materials and Supplies – Meter Replacement	06-423-602	\$ 90,000
Major Equipment Replacement	06-423-740	\$ 950
Major Projects		\$ 150,000
<b>TOTAL WATER DISTRIBUTION</b>		<b>\$ 369,398</b>

**GENERAL EXPENSES**

Administrative Expenses	06-429-103	\$ 108,114
Engineering Expenses	06-429-108	\$ 43,203
Municipal Building Expenses	06-492-109	\$ 56,161

Salaries and Wages - Water Maintenance	06-429-120	\$ 218,339
Maintenance Center Expenses	06-429-130	\$ 96,534
Benefits and Insurance Expenses	06-429-180	\$ 355,200
Vehicle Operation Expenses	06-429-187	\$ 23,327
Credit Card Processing Fees	06-429-310	\$ 6,277
<b>TOTAL GENERAL EXPENSES</b>		<b>\$ 907,155</b>

**TRANSFERS TO OTHER FUNDS**

Transfer to Capital Reserve Fund	06-492-036	\$ 28,000
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>		<b>\$ 28,000</b>

**TOTAL EXPENDITURES** **\$2,120,974**

# **SEWER FUND**

# SEWER FUND

## REVENUES

### INTERESTS AND RENTS

Earnings from Temporary Deposits	08-341-010	\$ 5
TOTAL INTERESTS AND RENTS		\$ 5

### SEWER RENTS

Current Year's Revenue	08-360-100	\$1,718,023
Industrial Revenue	08-360-105	\$ 44,220
Public Sewer Revenue	08-360-106	\$ 21,076
Sewer Authority Revenue	08-360-304	(-) \$1,826,999
TOTAL SEWER RENTS		(-) \$ 43,680

### MISCELLANEOUS RECEIPTS

Customer Penalties	08-370-502	\$ 15,680
WBA Budget Allocations	08-370-600	\$1,142,978
TOTAL MISCELLANEOUS RECEIPTS		\$1,158,658

Capacity/Collection Fees	08-380-113	\$ 28,000
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**TOTAL REVENUES** **\$1,142,983**

## EXPENDITURES

### SANITARY SEWERS

Materials and Supplies	08-421-200	\$ 8,000
Chemicals	08-421-222	\$ 2,450
Contracted Services	08-421-315	\$ 1,200
TV and Grouting – Inflow & Infiltration	08-421-316	\$ 60,000
Salaries and Wages – Sewer Laterals	08-421-651	\$ 3,000
Materials and Supplies – Sewer Laterals	08-421-652	\$ 2,000
TOTAL SANITARY SEWERS		\$ 76,650

### SEWER PUMPING

Salaries and Wages	08-422-100	\$ 22,140
Materials and Supplies	08-422-200	\$ 1,500
Fuel, Light and Water	08-422-230	\$ 18,850

Communication – Alarm	08-422-329	\$ 360
Insurance	08-422-350	\$ 5,179
Maintenance & Repairs – Buildings & Equipment	08-422-370	\$ 8,500
Minor Equipment Purchase	08-422-750	\$ <u>100</u>
<b>TOTAL SEWER PUMPING</b>		<b>\$ 56,629</b>

**SEWAGE DISPOSAL**

Salaries and Wages	08-423-100	\$ 167,741
Wages – Director of Utilities	08-423-101	\$ 32,089
Materials and Supplies	08-423-200	\$ 7,875
Chemicals	08-423-222	\$ 91,750
Fuel, Light and Water	08-423-230	\$ 56,250
General Expenses	08-423-300	\$ 5,350
Contracted Services	08-423-315	\$ 55,300
Communication Expense	08-423-320	\$ 5,500
Insurance	08-423-350	\$ 20,720
Sludge Disposal	08-423-370	\$ 70,000
Maintenance & Repairs – Buildings & Land	08-423-373	\$ 3,100
Maintenance and Repairs – Equipment	08-423-374	\$ 18,100
Capital Outlay – Equipment	08-423-740	\$ 15,800
Minor Equipment Purchase	08-423-750	\$ <u>75</u>
<b>TOTAL SEWAGE DISPOSAL</b>		<b>\$ 549,650</b>

**GENERAL EXPENSES**

Administrative Expenses	08-424-103	\$ 101,984
Engineering Expenses	08-424-108	\$ 13,208
Municipal Building Expenses	08-424-109	\$ 62,728
Salaries and Wages – Sewer Maintenance	08-424-120	\$ 56,291
Maintenance Center Expenses	08-424-130	\$ 63,948
Employee Benefits and Insurance	08-424-180	\$ 173,066
Vehicle Operation Expenses	08-424-187	\$ <u>17,652</u>
<b>TOTAL GENERAL EXPENSES</b>		<b>\$ 488,877</b>

**TRANSFERS TO OTHER FUNDS**

Transfer to Capital Reserve Fund	08-492-030	\$ <u>25,000</u>
<b>TOTAL TRANSFERS TO OTHER FUNDS</b>		<b>\$ 25,000</b>

**TOTAL EXPENDITURES** **\$1,196,806**

**COMMUNITY  
DEVELOPMENT  
BLOCK GRANT  
FUND**

# COMMUNITY DEVELOPMENT BLOCK GRANT FUND

## REVENUES

Fiscal Year 2017	12-354-100	\$134,829
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<b>TOTAL REVENUES</b>		<b>\$134,829</b>
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## EXPENDITURES

Administration	12-499-200	\$ 24,269
ADA Barrier Removal	12-499-700	\$110,560

<b>TOTAL EXPENDITURES</b>		<b>\$134,829</b>
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# **DOG PARK FUND**

# DOG PARK FUND

## REVENUES

Dog Park Swim Contributions	19-387-110	\$ 800
Dog Park Licenses	19-387-120	\$ 70

**TOTAL REVENUES** \$ 870

## EXPENDITURES

Miscellaneous Expenditures	19-400-400	\$ 500
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**TOTAL EXPENDITURES** \$ 500

# **CAPITAL RESERVE FUND**

# CAPITAL RESERVE FUND

## REVENUES

Transfer from General Fund	30-390-102	\$ 57,228
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<b>TOTAL REVENUES</b>		<b>\$ 57,228</b>
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## EXPENDITURES

### VEHICLES, EQUIPMENT AND OTHER EXPENSES

Pick-up Truck	30-430-704	\$ 9,997
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Skid-Steer Loader	30-430-706	<u>\$ 16,500</u>
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TOTAL VEHICLES, EQUIPMENT AND OTHER		\$ 26,497
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<b>TOTAL EXPENDITURES</b>		<b>\$ 26,497</b>
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**HIGHWAY AID  
(LIQUID FUELS)  
FUND**

# HIGHWAY AID (LIQUID FUELS) FUND

## REVENUES

Earnings from Temporary Deposits	35-341-000	\$ 400
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### STATE GRANTS

State Liquid Fuels Grant	35-354-030	\$300,000
Turnback Funds	35-354-301	<u>\$ 5,600</u>
TOTAL STATE GRANTS		\$305,600

<b>TOTAL REVENUES</b>		<b>\$306,000</b>
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## EXPENDITURES

### STREET SWEEPER DEBT SERVICE

Debt Service	35-460-704	<u>\$ 21,162</u>
TOTAL STREET SWEEPER DEBT SERVICE		\$ 21,162

### SNOW AND ICE REMOVAL

Salaries and Wages	35-432-100	\$ 20,000
Materials and Supplies	35-432-200	\$ 9,500
Major Equipment	35-432-750	<u>\$ 12,000</u>
TOTAL SNOW AND ICE REMOVAL		\$ 41,500

### STREET SIGNS AND MARKINGS

Salaries and Wages	35-433-100	\$ 6,000
Materials and Supplies	35-433-200	\$ 10,000
Energizing Traffic Signals and Controls	35-433-230	\$ 5,000
Line Painting	35-433-300	\$ 21,053
Maintenance of Traffic Signals	35-433-374	<u>\$ 6,000</u>
TOTAL STREET SIGNS AND MARKINGS		\$ 48,053

### STORM SEWERS

Salaries and Wages	35-436-100	\$ 15,000
Materials and Supplies	35-436-200	<u>\$ 10,000</u>
TOTAL STORM SEWERS		\$ 25,000

VEHICLE MAINTENANCE

Labor	35-437-100	\$ 1,000
Maintenance	35-437-374	\$ 1,500
Major Equipment	35-437-375	<u>\$ 1,500</u>
TOTAL VEHICLE MAINTENANCE		\$ 4,000

STREET REPAIR

Salaries and Wages	35-438-100	\$ 10,000
Materials and Supplies	35-438-200	<u>\$ 8,000</u>
TOTAL STREET REPAIR		\$ 18,000

MAJOR PROJECTS

Highway Projects	35-439-667	<u>\$141,285</u>
TOTAL MAJOR PROJECTS		\$141,285

**TOTAL EXPENDITURES** **\$299,000**

**WATER CAPITAL  
RESERVE  
FUND**



# WATER CAPITAL RESERVE FUND

## REVENUES

Transfer from Water Fund	36-390-106	\$ 28,000
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<b>TOTAL REVENUES</b>		<b>\$ 28,000</b>
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## EXPENDITURES

<b>TOTAL EXPENDITURES</b>		<b>\$ 0</b>
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**SEWER CAPITAL  
RESERVE  
FUND**

# **SEWER CAPITAL RESERVE FUND**

## **REVENUES**

Transfer from Sewer Fund	38-390-108	\$ 25,000
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<b>TOTAL REVENUES</b>		<b>\$ 25,000</b>
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## **EXPENDITURES**

<b>TOTAL EXPENDITURES</b>		<b>\$ 0</b>
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# **SPECIAL STREET FUND**

# **SPECIAL STREET FUND**

## **REVENUES**

Special Street Tax Levy - Current	41-301-100	\$290,000
Special Street Tax – Delinquent	41-301-400	<u>\$ 13,000</u>
<b>TOTAL SPECIAL STREET TAX LEVY</b>		<b>\$303,000</b>

Transfer from General Fund	41-301-500	\$ 18,697
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<b>TOTAL REVENUES</b>		<b>\$321,697</b>
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## **EXPENDITURES**

Salaries and Wages – Tax Collector	41-433-100	\$ 5,042
PENNVEST Storm Sewer Debt Service	41-470-800	\$316,655

<b>TOTAL EXPENDITURES</b>		<b>\$321,697</b>
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# **SWIMMING POOL FUND**

# SWIMMING POOL FUND

## REVENUES

Membership Fees	52-367-111	\$ 63,000
Daily Admission Fees	52-367-112	\$ 90,000
Theme Thursdays/Splash Hops	52-367-115	\$ 6,000
Pool Rentals	52-367-116	\$ 12,000
Swimming Lessons	52-367-117	\$ 2,500
Concession Stand Food Purchases	53-367-111	<u>\$ 65,000</u>
<b>TOTAL DEPARTMENTAL EARNINGS</b>		<b>\$238,500</b>

## TRANSFERS FROM OTHER FUNDS

Transfer from Pool Reserve Fund	52-390-030	<u>\$113,170</u>
<b>TOTAL TRANSFERS FROM OTHER FUNDS</b>		<b>\$113,170</b>

## **TOTAL REVENUES**

**\$351,670**

## EXPENDITURES

Manager Salary	52-452-120	\$ 7,501
Personnel Wages	52-452-140	\$105,000
General Maintenance Personnel Wages	52-452-180	\$ 18,000
Materials and Supplies	52-452-200	\$ 8,000
Petty Cash	52-452-202	\$ 2,000
Chemicals	52-452-222	\$ 20,000
Fuel, Light and Water	52-452-230	\$ 10,000
Uniforms	52-452-238	\$ 1,500
Theme Thursdays/Splash Hops – DJ	52-452-240	\$ 1,400
Theme Thursdays/Splash Hops	52-452-250	\$ 800
General Expenses	52-452-300	\$ 500
VISA/MasterCard Fees	52-452-310	\$ 1,700
Communication Expense – Telephone	52-452-320	\$ 737
Advertising and Printing	52-452-340	\$ 1,000
Maintenance and Repair – Land and Building	52-452-370	\$119,570
Contracted Services	52-452-450	\$ 1,800
Major Equipment Purchase	52-452-740	\$ 5,000
Repairs to Kiddie Pool	52-452-742	\$ 500
Minor Equipment Purchase	52-452-750	\$ 500

Concession Stand Food Purchases	53-452-200	\$ 40,000
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<b>TOTAL EXPENDITURES</b>		<b>\$345,508</b>
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# **PENSION FUND**

# PENSION FUND

## REVENUES

Grants from State Government	60-350-200	\$191,184
General Fund Contribution	60-370-701	\$ 19,654

**TOTAL REVENUES** **\$210,838**

## EXPENDITURES

Retirement Contribution - Police	60-470-500	\$135,018
Dividend Payment - Non-Uniformed	60-470-501	<u>\$ 75,820</u>
TOTAL PREMIUMS PAID		\$210,838

**TOTAL EXPENDITURES** **\$210,838**

# **STREET LIGHT FUND**

# **STREET LIGHT FUND**

## **REVENUES**

### **STREET LIGHT TAX LEVY**

Street Light Tax Levy – Current	83-301-100	\$179,719
Street Light Tax Levy – Prior Year	83-301-200	\$ 5,147
Street Light Tax Levy – Delinquent	83-301-400	<u>\$ 5.100</u>
<b>TOTAL STREET LIGHT TAX LEVY</b>		<b>\$189,966</b>

Earnings from Temporary Deposits	83-340-010	\$ 1
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**TOTAL REVENUES** **\$189,967**

## **EXPENDITURES**

Salaries and Wages – Tax Collector	83-433-100	\$ 2,100
Street Light Electricity	83-434-230	\$160,000
Salaries and Wages – Downtown Lights	83-434-740	\$ 200
Materials and Supplies – Downtown Lights	83-463-720	\$ 1,500
Street Light Project	83-463-800	\$ 21,067

**TOTAL EXPENDITURES** **\$184,867**