NORTHERN BERKS REGIONAL POLICE

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2016 BUDGET

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2016

PAYROLL	500	CHIEF	$	88,640.86
	501	SGT.	$	154,158.02
	502	PATROL	$	777,861.59
	504	OVER TIME	$	60,333.68
	505	HOLIDAY	$	110,289.76
	506	SECRETARY	$	53,809.60
	519	SECRETARY PENSION	$	8,071.44
	510	SOCIAL SECURITY/MEDICARE	$	21,982.17
	511	LONGEVITY	$	12,150.00
INSURANCE	517.01	LIABILITY	$	25,113.55
	517.02	AUTO/PROPERTY/PACKAGE	$	21,917.85
	517.03	WORKERS COMP	$	171,408.00
	517.04	MEDICAL INS.	$	280,599.16
	517.045	HEALTH DEDUCTIBLES	$	4,000.00
	517.05	RETIREMENT INS. - GAUL & REICHLEIN	$	2,957.76
	517.07	LIFE INS.	$	3,304.80
	517.08	DISABILITY INS.	$	13,956.48
	517.1	OFFICER'S PENSION	$	54,274.87
	517.11	2016 MMO	$	100,000.00
OPERATING COSTS	514	DET. CLOTHING ALLOW	$	650.00
	515	UNIFORMS	$	6,000.00
	516	LEGAL FEES	$	25,000.00
	520	PRINTING	$	500.00
	521	PAYROLL	$	1,728.15
	522	ADVERTISING	$	300.00
	523	POSTAGE	$	900.00
	525	OFFICE SUPPLIES	$	3,500.00
	530	AMMUNITION	$	4,000.00
	531	TRAINING	$	6,000.00
	532	RECRUITMENT	$	1,000.00
	534	VASCAR	$	4,000.00
	535	COMMUNICATIONS COSTS	$	77,481.68
	536	EQUIPMENT REPLACEMENT/NEW	$	17,000.00
	537	TELEPHONE/INTERNET	$	3,833.16
	538	MOBILE PHONES	$	3,977.76
	540	FILM PROCESSING	$	50.00
	541	MEMBERSHIP DUES	$	1,700.00

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VEHICLE MAINTENANCE	553.01	VEHICLE REPAIR/MAINTENANCE	$	22,500.00
	553.02	TIRES	$	3,000.00
	553.03	BATTERIES	$	700.00
	553.04	WASH/CLEAN	$	2,500.00
	554	FUEL	$	38,160.00
	555	PARKING	$	50.00
	556	NEW VEHICLE	$	65,000.00
HEADQUARTERS	560.01	RENT	$	42,000.00
	560.02	UTILITIES	$	16,699.91
	560.04	SUPPLIES	$	1,000.00
	560.05	COMPUTER	$	6,817.27
	560.051	IT SUPPORT	$	29,382.00
	560.06	MOBILE DATA UNITS	$	8,646.00
	560.07	FUTURE MOBILE DATA UNIT FUND	$	12,744.60
	564	AUDIT	$	4,000.00
		PROPOSED 2016 BUDGET	**$**	**2,375,650.12**

		MUNICIPALITY CONTRIBUTION OBLIGATIONS		**YEAR**	**MONTH**
MAIDENCREEK	TWP	47.50%	$	1,128,433.81	$ 94,036.15
ONTELAUNEE	TWP	33%	$	783,964.54	$ 65,330.38
LEESPORT	BORO	19.50%	$	463,251.77	$ 38,604.31

2016 BUDGET	**$**	**2,375,650.12**
2015 BUDGET	**$**	**2,263,566.07**
INCREASE	**$**	**112,084.05**

4.95% Increase

2016 PERSONNEL

500 CHIEF — **$ 88,640.86**

Per Contract: Chief 15% above the highest paid officer

$88,640.86 Hourly Rate $42.62 OT Rate $63.93

501 SERGEANT — **$ 154,158.02**

Per Contract: Sgt. 9% above 2016 base of $70,714.69

$77,079.01 (2016 Sgt. rate) x 2 sergeants =$154,158.02

Hourly Rate $37.06 OT Rate $55.59

502 OFFICERS — **$ 777,861.59**

Estimated a 3% increase of the 2015 base of $68,655.04 = **$70,714.69 (2016 base)**

$ 70,714.69 (2016 base) x 11 officers = $777,861.59

Hourly Rate $34.00, OT Rate $51.00

504 OVER TIME — **$ 60,333.68**

2015 Budget $52,970.00 YTD $34,598.80(9/30/15) 1000 est. OT hours x $55.59 (Sgt. OT rate) included estimated $4,743.68 sick time bonus.

505 HOLIDAY — **$ 110,289.76**

2015 Budget $106,076.48, YTD $55,099.94(9/30/2015) Contractual benefit; all full time officers in addition to their regular compensation, receive holiday pay 10 hr.@ regular rate for 12 holidays, and if the officer works on the holiday compensation is paid @ over time rate

506 SECRETARY — **$ 53,809.60**

2015 Wages $53,809.60 - Maintained budget for 2016

Hourly Rate $25.87 OT Rate $38.81

519 SECRETARY PENSION

Per contract agreement, Commission contributes 15% of total wages to a investment fund for — **$ 8,071.44**

510 SOCIAL SECURITY/MEDICARE — **$ 21,982.17**

2015 Budget $23,696.71 YTD $14,036.04(9/30/15) Commission matchs Social Security and Medicare contributions for Secretary and Medicare only for the Police Officers. Average $734.59 contribution x 26.5 pays = $19,466.64. Included Unemployment Solvency Fee $2,515.53.

511 LONGEVITY — **$ 12,150.00**

This budget item is a contractual benefit. $250.00 for the first 5 years of service, and $50.00 for every year there after, cap is $1,250.00.

S Eaken	24 years $1,200.00	R Wood 17 years	$850.00
R Horner	26 years $1,250.00	A Shinkus 15 years	$750.00
R Mohl	28 years $1,250.00	D Drazenovich 14 years	$700.00
M Deblasi	24 years $1,200.00	S Showalter 13 years	$650.00
M Cardona	23 years $1,150.00	W Dillman 12 years	$600.00
S Hoptley	21 years $1,050.00	A Toro 12 years	$600.00
C Hobart	18 years $900.00	T Parks	0

TOTAL WAGES $ 1,287,297.12

2016 INSURANCE

517.01	**LIABILITY - Police Professional, Public Officials, Secretary Bond** 2015/2016 proposal $21,577.00 w/15% increase + $300.00 = $25,113.55. Liability Insurance is an annual payment that must be paid by 9/30 each year for the upcoming year. (ie: payment by 9/30/15 for coverage 10/1/2015-9/30/2016)	$	25,113.55
517.02	**AUTO/PROPERTY** 2015/2016 proposal $19,059.00 w/15% increase = $21,917.85 Auto/Property Insurance is an annual payment that must be paid by 9/30 each year for the upcoming year. (ie: payment by 9/30/2015 for coverage 10/1/2015-9/30/2016)	$	21,917.85
517.03	**WORKERS COMPENSATION** 2015 Budget $136,546.74, YTD $129,590.00 (9/30/2015) Changed WC carriers. Excalibur has extended plan to 10/1/2016. $14,284.00 (month) x 12 = $171,408.00	$	171,408.00
517.04	**MEDICAL INSURANCE** 2015-2016 Health Insurance CAPITAL BLUE CROSS $269,099.16 (3% increase from 2014-2015 policy) + Dental UNITED CONCORDIA $11,500.00 (1.25% increase from 2014-2015 policy)	$	280,599.16
517.045	**HEALTH REIMBURSEMENTS** 2015 Budget $4,000.00 YTD $2,500.00 (9/30/15) MOU requires reimbursement of difference in doctor and prescriptions to keep officers whole. Maintained Budget	$	4,000.00
517.05	**RETIREE HEALTH INSURANCE** 2015 Budget $4,104.54, YTD $1,770.96 (9/30/15) Commission is responsible for 1/2 of retired officer's health insurance. **L. Gaul's widow** receives compensation for 1/2 of her monthly health insurance payment $170.00(est.) x 12 = $2,040.00, and **David Reichlein** receives 1/2 of his monthly health insurance $76.48 x 12 = $917.76.	$	2,957.76
517.07	**LIFE INSURANCE** 2015 Budget $3,072.00, YTD $2,080.00(9/30/15) This policy renews 1/1/16, Maidencreek Township holds the policy. $270.00 (Current premium/15 employees) + 2% increase ($5.40 x 12 = $3,304.80	$	3,304.80
517.08	**DISABILITY INSURANCE** 2015 Budget $13,728.60YTD $10,027.66 (9/30/15)This policy renews 1/1/16, Maidencreek Township holds the policy. $1,140.24 (current premium/15 employees) + 2% x 12 = $13,956.48	$	13,956.48
517.1	**PENSION** Commission contributes 4.51% of the 6.51% (percentage requirment) of the officers' wages to the NBRPD Pension Fund. Calculated: 4.51 % of wages, overtime, estimated holiday and longevity = $54,274.87	$	54,274.87
517.11	**2014 MMO** State Requirements and Commission's requested the MMO contribution be included in the budget to prevent additional costs to each municipality at the end of the year. Calculated: 2016 MMO of $231,462.24 - minus $100,689.68 (est. State contribution), - minus $54,274.87 (est. Commissions 4.51% contribution) = $76,194.05 As a precaution estimated $100,000.00.	$	100,000.00

TOTAL INSURANCE $ **677,532.47**

2016 OPERATING COSTS

514	**DETECTIVE CLOTHING ALLOWANCE** This Budget item remains fixed as it is a contractual benefit for a Detective's clothing allowance of $650.00. Maintained budget amount.	$	650.00
515	**UNIFORMS** 2015 Budget - $5,960.56,YTD $4,521.20 (9/30/15) Commission provides uniforms,boots and any other uniform equipment specified in departmental policy/contract for officers.	$	6,000.00
516	**LEGAL FEES** 2015 Budget - $10,000,YTD $13,195.50 (9/30/2015) Exceeded budget item due to Contract negotiations in 2015. If the future; contract years additional funds will be included in the budget. At the time of budget preparation, the contract has not been settled so additinal funds were included for unanticipated costs	$	25,000.00
520	**PRINTING** 2015 Budget - $700.00,YTD $0 (9/30/15) Computer generated forms has reduced the cost of printing.	$	500.00
521	**PAYROLL** 2015 Budget $1,728.15, YTD $1,199.60 (9/30/15) Maintained budget	$	1,728.15
522	**ADVERTISING** 2015 Budget $300.00, YTD $183.20 (9/30/15) Minimal advertising is necessary. The yearly meeting schedule is advertised in the beginning of each year. Maintained budget	$	300.00
523	**POSTAGE** 2015 Budget $900.00,YTD $404.89 (9/30/15) Although postage has increased, utilizing email for municipal invoicing and the minutes has helped maintain a reasonable balance. Maintained budget	$	900.00
525	**OFFICE SUPPLIES** 2015 Budget $3,500.00,YTD $2,523.80 (9/30/15) A minimal inventory is maintained because office supply company provides next day delivery and if supplies are needed immediately, a quick trip to Sam's or Wal-Mart suffices. Maintained budget.	$	3,500.00
530	**AMMUNITION** 2015 Budget $4,000.00,YTD $0 (9/30/15) Maintain enough stock for officers to qualify twice a year using 50 rounds per qualification (50 rounds w/handgun, 50 rounds w/rifle), in addition to duty ammunition.	$	4,000.00
531	**TRAINING** 2015 Budget $6,000.00,YTD $4,675.49 (9/30/15) Commission provides educational opportunities for any Officer when deemed necessary by the Chief. There are times one officer may attend a training/educational seminar or class or it could be the entire department. Maintained budget.	$	6,000.00
532	**RECRUITMENT** 2015 Budget $1,000.00,YTD $1,481.84 (9/30/15) Funds necessary for physical and physiological examination and complete a background check for a new officer. Maintained budget	$	1,000.00

2016 OPERATING COSTS, continued

534 VASCAR — $ 4,000.00

2015 Budget $4,000.00,YTD $3,038.00 (9/30/15) Annual Calibration Agreement, new equipment or replacement of equipment, and repairs included. Maintained budget amount.

535 COMMUNICATIONS COSTS — $ 77,481.68

2016 BCCC Billing: Maidencreek $55,720.87, Ontelaunee $10,050.03, Leesport $11,710.78. Berks County Communications Center bills PD once a year, payable by 6/1. Berks County Communications confirmed - no increase. Maintained budget.

536 EQUIPMENT REPLACEMENT/REPAIR/PURCHASE — $ 17,000.00

2015 Budget $17,000.00, YTD$5,462.23 (9/30/15) This budget item utilized for any type of equipment deemed necessary for the department ro be purchased, repaired or replaced

537 TELEPHONE/ INTERNET — $ 3,833.16

2015 Budget $3,833.60,YTD $2,447.35 (9/30/15) Telephone/Internet supplied by Comcast. Average monthly invoice $271.93 x 12 months = $3,263.16+ $570.00 for additional equipment and/or repairs.

538 MOBILE PHONES — $ 3,977.76

2015 Budget $3,802.56, YTD $2,651.80 (9/30/15) Average monthly costs - $331.48 x 12 months =$3,977.76

540 FILM PROCESSING — $ 50.00

2015 Budget $50.00, YTD "0" (9/30/15) Our costs for film processing has drastically dropped since digital cameras and down loading to CD's have become our practice. Any photos requested by an outside source must reimbursed to the department. Maintained budget

541 MEMBERSHIP DUES — $ 1,700.00

2015 Budget $1,700.00, YTD $1,022.00.00 (9/30/15) There are several organizations that required membership dues. It is important to keep these memberships and/or publications active to remain current with changing policies and events, plus an a additional fee to purchase vehicles under state contract.

TOTAL OPERATING COSTS $ 157,620.75

2015 VEHICLE MAINTENANCE

553.01	**VEHICLE MAINTENANCE** 2015 Budget $22,500,YTD $8,997.12 (9/30/15) Regular service and maintenance continues. All vehicles are in service. Commission advised to keep in mind there are several vehicles with high mileage which could cause maintenance expenses rise.	$	22,500.00
553.02	**TIRES** 2015 Budget $3,000.00,YTD $271.28 (9/30/15) Tires purchased directly from Goodyear. Large inventory purchased at the end of 2014 has not required additional purchase to date.	$	3,000.00
553.03	**BATTERIES** 2015 Budget $600.00,YTD $799.68 (9/30/15) Batteries are purchased and installed by Advance Auto Parts at a considerable savings. Batteries are under a warranty which allows for replacement at no charge.	$	700.00
553.04	**WASH VEHICLES** 2015 Budget $2,500.00,YTD $1,452.20 (9/30/15) The mobile car wash service visits the police department on a weekly cycle. This is very convenient, and cost effective service for a positive appearance. Maintained budget	$	2,500.00
554	**FUEL** 2015 Budget $49,267.85, YTD $20,959.71 (9/30/15) The Police Department pays 4.5% less than consumer; however a financial advisor suggested using 2012-2013 prices for oil futures in 2016. - 12,000 gals x $3.18 average of fuel costs on 2012-2013) = $38,160.00	$	38,160.00
555	**PARKING** 2015 Budget $50.00,YTD $38.35 (9/30/15) On occasion officers must pay to park when attending a hearing, seminar or meetings, and highway tolls.	$	50.00
556	**NEW VEHICLES** NBRPD must replace vehicles. New vehicles range between $21,000.00 to $25,000.00 and/or SUV $25,000.00 to $30,000.00 plus additional $15,000.00 to equip to prepare for service. Commission requested funds included in budget for vehicle replacement Estimated; (1) impala, (1) SUV, plus equipment. The impala will require minor equipment.	$	65,000.00
	TOTAL VEHICLE MAINTENANCE	$	131,910.00

2016 HEADQUARTERS

560.01 RENT — $ 42,000.00

Ontelaunee Township Lease Agreement will be renewed. Monthly rent will be set at $3,500.00 for the next 5 years.

560.02 UTILITIES — $ 16,699.91

2015 Budget $16,595.80, YTD $13,447.56 (9/30/15) Items included are Cleaning Service @$3,900.00, Water @ $209.16 (est.), Electric @ $12,590.75 (est.). Maintained budget

560.04 HEADQUARTER SUPPLY — $ 1,000.00

2015 Budget $1,000.00, YTD $196.14 (9/30/15) Budget item for purchase of T-paper, paper towels, cleaning supplies and miscellaneous items. Maintained budget

560.05 COMPUTER — $ 6,817.27

2015 Budget $6,817.27 YTD $5,829.61 (9/30/15) Cody Record Keeping yearly maintenance fee w/3.8%increase= $5,323.27. Additional equipment and/or upgrade =$1,494.00. Berks County Communications confirmed - no increase. Maintained budget. .

560.051 IT SUPPORT — $ 29,382.00

Service Contract: 2 servers = $950.00, 17 users =$1,360.00 + 102GB overage = $178.50 + 16 mailboxes = 160.00 $2,648.50 x 12 months = $31,782.00 yr. or $2,648.50 monthly. **Omega** offered a cost reduction for support by signing a (3) year contract the yearly service reducing cost to $29,382.00 yr. or $2,448.50 monthly. Yearly savings of $2,4000.00 and a $7,200.00 savings over the next three years.

560.06 MOBILE DATA UNITS — $ 8,646.00

2015 Budget $8,646.00.00. YTD $6,187.50(9/30/15) $65.50 x 11 units = $8,646.00 Includes air card, software. Berks County Communications confirmed - no increase. Maintained budget. .

560.07 FUTURE MOBILE DATA UNIT FUND — $ 12,744.60

2015 Budget $12,744.60 YTD $$9,558.45 (9/30/15) Reserve fund is established at Berks County Communications Center in preparation for replacement of the mobile data units (11) in five years Calculated: 11 mobile data units @ $96.55 = $1,062.05 per month x 12 months = $12,744.60. Berks County Communications confirmed - no increase. Maintained budget. .

564 AUDIT — $ 4,000.00

New Auditor will be contacted. Maintained budget

TOTAL HEADQUARTERS $ 121,289.78

Maidencreek Township Parks and Recreation 5 Year Plan 2015 to 2019					
Recreation Area/Park Project	Total Cost	2015	2016	2017	2018	2019
Community Park						
1. Soccer Field Renovation	$10,000.00		$10,000.00			
2. Bleachers	$8,000.00	$8,000.00				
4. Upper Loop & Entrance	$25,000.00			$25,000.00		
	$43,000.00	$8,000.00	$10,000.00	$25,000.00	$0.00	
Cornerstone Drive Play Area						
1. Court Maintenance	$6,500.00		$6,500.00			
	$6,500.00	$0.00	$6,500.00	$0.00	$0.00	
Faith Drive Basketball Courts						
1. Court Maintenance	$6,500.00		$6,500.00			
	$6,500.00	$0.00	$6,500.00	$0.00	$0.00	
Recreation Area at Tree Tops						
1. Spring Rider	$2,500.00			$2,500.00		
2. Fence	$3,000.00		$3,000.00			
3. 2 Picnic tables & 4 benches	$3,000.00		$3,000.00			
4. Teeter-totter	$700.00			$700.00		
5. Bike Rack	$375.00		$375.00			
	$9,575.00	$0.00	$6,375.00	$3,200.00	$0.00	

Recreation Area/Park Project	Total Cost	2015	2016	2017	2018
Wyatt Drive Tot Lot					
1. Bike Rack	$275.00		$275.00		
	$275.00	$0.00	$275.00	$0.00	$0.00
Willow Creek Meadow					
1. Parking Area & Trails	$5,000.00				$5,000.00
	$5,000.00	$0.00	$0.00	$0.00	$5,000.00
5 Year Total	**$64,350.00**	**$8,000.00**	**$29,650.00**	**$28,200.00**	**$5,000.00**