

Cheltenham Township, believing that public input is appropriate on any items coming before the Commissioners, will recognize any citizen wishing to address a specific item prior to the vote on that issue. In order to be recognized, please raise your hand.

FINANCE COMMITTEE

Daniel Norris, Chairman
Morton J. Simon, Jr., Vice Chairman
Kathy A. Hampton, Member
Charles D. McKeown, Member
Harvey Portner, Member
J. Andrew Sharkey, Member
Art Haywood, Ex-Officio, Board President

AGENDA

Wednesday, December 11, 2013
7:30 PM - Curtis Hall

1. Review of the Executive Financial Summary Report for the period ending November 30, 2013. (Five-Year Analysis attached).
2. Consider recommending to the Board the adoption of a Resolution for budget transfers. (See attached).
3. Consider recommending to the Board the adoption of a Resolution increasing/adding certain fees, effective January 1, 2014. (See attached).
4. Update on the 2014 Operating and Capital Budgets.
5. Consider recommending to the Board the approval of a new custodian for the Township's four pension plans.
6. Old Business.
7. New Business.
8. Citizen's Forum.
9. Adjournment.



Bryan T. Havir
Township Manager

FIVE YEAR ANALYSIS - AS OF NOVEMBER 2013

| | 2013 | 2012 | 2011 | 2010 | 2009 |
|--------------------------|-------|--------|------|------|------|
| Expenses | 92% | 90% | 91% | 89% | 86% |
| Revenues | 92% | 93% | 94% | 91% | 93% |
| EIT | 1.05% | 90% | 89% | 86% | 79% |
| Group Health Ins. | 99% | 100% * | 92% | 97% | 79% |
| Real Estate | 97% | 97% | 97% | 97% | 98% |

* Inclusive of December Payment.

Township of Cheltenham

Montgomery County, Pennsylvania

Board of Commissioners

Art Haywood, *President*
Harvey Portner, *Vice President*
Kathy A. Hampton
Charles D. McKeown
Daniel B. Norris
J. Andrew Sharkey
Morton J. Simon, Jr.

Township Manager
Bryan T. Havir



Administration Building
8230 Old York Road
Elkins Park, PA 19027-1589

Phone: 215 887-1000
FAX: 215 887-1561
WWW.CHELTENHAMTOWNSHIP.ORG

MEMORANDUM

TO: Finance Committee

FROM: Bruce A. Rangnow, Acting Director of Fiscal Affairs

DATE: December 1, 2013

RE: Recommended 2013 Budget Operating Expenditure Transfers

Based on my review of the 2013 Budget Operating Expenditures Year-To-Date, I am recommending the following budget transfers:

BY RESOLUTION

| FROM: | | TO: | |
|---------------------------------|----------|------------------------------|----------|
| <u>Administration</u> | | <u>Administration</u> | |
| 01005 Office Supplies & Postage | \$ 5,000 | 01019 Economic Development | \$ 2,000 |
| | | 01012 Telephone | \$ 3,000 |
| 01004 Wages Clerks & Assistants | \$50,000 | 01016 Other Expenses (Legal) | \$50,000 |
| <u>Administration (Misc)</u> | | <u>Administration (Misc)</u> | |
| 01160 Fire & General Insurance | \$25,000 | 01172 Unemployment Comp | \$25,000 |
| <u>Finance</u> | | <u>Finance</u> | |
| 01111 Other Expenses | \$ 5,000 | 01112 EIT Collection | \$ 5,000 |

**TOWNSHIP OF CHELTENHAM
RESOLUTION NO _____-13**

**AUTHORIZING THE TRANSFER OF FUNDS
WITHIN THE 2013 OPERATING BUDGET**

WHEREAS, the Board of Commissioners of the Township of Cheltenham has determined, upon the recommendation of the Township Administration, that it is necessary to transfer certain funds within certain Township Departments to cover incurred expenses;

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Township of Cheltenham deems that it is in the best interest of the Township to transfer the following funds within certain departmental budgets effective December 18, 2013:

| <u>FROM:</u> | | | <u>TO:</u> | | |
|------------------------------|---------------------------|----------|------------|------------------------|----------|
| <u>Administration</u> | | | | | |
| 01005 | Office Supplies & Postage | \$ 5,000 | 01019 | Economic Development | \$ 2,000 |
| | | | 01012 | Telephone | \$ 3,000 |
| 01004 | Wages Clerks & Assistants | \$50,000 | 01016 | Other Expenses (Legal) | \$50,000 |
| <u>Administration (Misc)</u> | | | | | |
| 01160 | Fire & General Insurance | \$25,000 | 01172 | Unemployment Comp | \$25,000 |
| <u>Finance</u> | | | | | |
| 01111 | Other Expenses | \$ 5,000 | 01112 | EIT Collection | \$ 5,000 |

DONE IN ELKINS PARK, PENNSYLVANIA, under my hand and the Seal of the Township of Cheltenham, this 18TH day of December, A.D., 2013, in the year of the Township of Cheltenham the one hundred ninth.

Resolved and adopted this **18th day of December, A.D., 2013**.

TOWNSHIP OF CHELTENHAM

BY: _____
Art Haywood, President
Board of Commissioners

ATTEST: _____
Bryan T. Havir
Township Manager/Secretary

(SEAL)

Township of Cheltenham

Montgomery County, Pennsylvania

Board of Commissioners
Art Haywood, *President*
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MEMORANDUM

TO: Finance Committee

FROM: Bryan T. Havir, Township Manager
Bruce A. Rangnow, Acting Director of Fiscal Affairs

DATE: December 1, 2013

RE: Proposed Revenue Fee Increases into the 2014 Operating Budget

As a result of the budget workshop of October 1, 2013, and as a means to improve Cheltenham Township's yearly revenue, we are recommending to the Committee that consideration be given to the following Fee Increases:

| | <u>Projected Increase</u> | <u>2013</u> | <u>2014</u> |
|--|---------------------------|-------------|-------------|
| Police – Parking Fines | \$ 27,500 | \$ 20 | \$ 25 |
| Parking Meters (2 Hour Meters) | \$ 45,500 | \$.25¢ | \$.50¢ |
| (12 Hour Meters) | | \$ 1 | \$ 3 |
| Individual Background Checks | \$ 3,600 | New | \$ 10 |
| Special Details | \$ 35,000 | \$ 85 | \$ 95 |
| Public Works – Special Collection Fees | \$ 11,000 | | |
| (Home Pick-Up) | | \$ 10 | \$ 25 |
| (Yard Drop-Off) | | \$ 10 | \$ 15 |

Approving these fees will help to minimize the operating budget gap.

There will be some off-setting operational costs associated with the recalibration of the street parking meters and some capital costs associated with providing three new or refurbished multi-space parking lot kiosks.

I HEREBY CERTIFY that the foregoing Resolution was adopted by the Board of Commissioners of the Township of Cheltenham, County of Montgomery, Commonwealth of Pennsylvania, at its meeting held at Curtis Hall, 1250 W, Church Road, Wyncote Pennsylvania 19095 on this the 18th day of December, 2013.

ATTEST:

TOWNSHIP OF CHELTENHAM
BOARD OF COMMISSIONERS

Bryan T. Havir
Township Manager and Secretary

By: _____
Art Haywood, President