

# 2016

- **CAPITAL IMPROVEMENTS PLAN** •
- **FIRE PROTECTION SERVICES FEE** •
- **ROAD IMPROVEMENT PROGRAM** •

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# **BOROUGH OF FOREST HILLS**

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2016 CAPITAL IMPROVEMENTS PLAN

*(Years 2016 through 2020)*

2016 FIRE PROTECTION SERVICES FEE BUDGET

2016 ROAD IMPROVEMENT PROGRAM

## INTRODUCTION

This is the fourteenth of the borough's 5-year capital improvements plans covering the years 2016 through 2020.

The plan prepares the borough for future capital purchases by asking council and department heads to review equipment, vehicle and facilities status each year. Council and department heads then make projections as to future needs in these areas in order to prepare for their eventual purchase.

This process allows council to prepare for large purchases and anticipate needs while hopefully reducing the need to respond only when an emergency occurs. Each year, the capital spending plan is reviewed and studied by council and staff. All are asked to evaluate items included in the existing plan while suggesting items for inclusion in the new plan. Some items included in past plans may be eliminated or their purchase may be moved to a different year.

There is little information on bond issue dollars inserted here. Council established a new \$3.5 million issue for construction of a new municipal building (see bond issue debt service in the 2016 Budget book) and some money remains from the 2002 bond issue which had been earmarked for safety and other improvements at the municipal garages.

The Road Improvement Program budget is included in this document and discussed in detail later. Unlike the capital improvements plan, the road program only allocates funds for 2016. The PASER program software is used for the final time in that section of the book as council is seeking a different pavement management format to use.

The Fire Protection Services Fee budget is included in this booklet as well.

The first year listed in the plan each year, in this case 2016, will become the capital budget (also known as "Capital 1 Budget") for the year.

It should be noted and repeated often that it is critical that council consider how these projects will be funded over the entire 5 years of the plan and not just for the first year. Otherwise planning becomes an incomplete exercise at best and provides only limited benefits to the borough. For the first time in 2015, council has established a capital budget reserve line item in the general fund to provide funding for these projects long term and that continues in 2016.

Steven J. Morus, Borough Manager

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## **BOROUGH OF FOREST HILLS**

### The 2016 Capital Improvements Plan

#### Background and Process

The 2016 Capital Improvements Plan is based on previous years' plans. In 2011, we changed the planning process for this budget by starting it in May (see next section for detail on the 2016 planning process). This change was made to allow additional time for council and staff to consider capital items rather than have the process occur at the same time the annual budget is prepared. The change brought a focus to capital spending that was not true of previous years. The earlier review of capital improvements occurs for this plan as well.

In May, capital plan forms were submitted to department heads, council and mayor. The finance committee of council reviewed successive drafts prepared by the manager and staff beginning in July and forwarded recommended budgets to council. Council completed the process by approving a preliminary capital improvements plan in November and a final plan in December.

The Capital Improvements Plan (Capital 1) development process is longer than that of the general fund budget. It is not presented as part of the initial budget draft. All department heads were asked to review items in the current plan and resubmit and update any that they wished to continue as well as include new items. If an existing item was not resubmitted it was removed from the plan. Each committee reviewed proposals that came under their scope as submitted by staff until the first draft of the plan was approved by council as part of the preliminary budget.

Each capital project form was provided to the appropriate committee for review prior to including it in the capital improvements plan draft and final document. The draft was subsequently submitted to the finance committee for review and approval before consideration by the full council as a preliminary plan in November and a final plan in December.

The Capital Improvements Plan should have carryover dollars from projects that were funded but not started in 2015. In some cases, these projects will continue; in others they will be eliminated depending on council's discretion and whether an item was submitted by staff.

Forest Hills Council and staff believe that in preparing a five year spending plan for capital items the borough will be better able to handle replacement of needed equipment and limit emergency situations. Certainly emergencies can never be eliminated but the planning process forces staff members and council to recognize potential needs, evaluate the life of big ticket items that the borough currently possesses and acknowledge that expending funds on capital items is a long term process in and of itself, thereby reducing the potential for emergency spending.

## Capital Improvement Program

Capital items have been defined by council as items that have a long life (5 years or more) and that are valued or cost more than \$5,000. Some items that do not meet this description still lend themselves to planning or preparation and so council and staff have included those items here.

As in previous plans, the new plan also identifies those capital items that are likely to receive grant funding or that have already been approved under a previous grant. Carryover funds (i.e., those dollars remaining in the capital improvements plan from the previous year) do not include grant dollars. Anticipated grants are shown separately with other revenue.

In past plans, bond issue items were included as part of the final plan. However, funds from the 2002 bond issue are all that remain from earlier fundings and those are earmarked for safety improvements to public works garages including a new bath/shower facility in the old garage (pending council approval). Funds from this issue were used to partially fund the improvements to the borough's tennis courts at the pool pending receipt of a grant from the USTA. That grant was received in 2015 and funds were returned to the 2002 bond account.

A new bond issue in 2015 will be used to fund the construction of a new borough building on a borough owned lot along Greensburg Pike at Perry in the vicinity of the Forest Hills/Westinghouse Lodge and ball fields.

It should be remembered that one bond issue project from the 2007 bond issue included the first five payments on the new fire truck (2012 was the last year). Council has established a fire protection services fee to secure funds for remaining fire truck payments beginning in 2013.

## Reasons for Preparing a Capital Improvements Plan

Expenditures for capital projects, by their very nature, represent a significant portion of the borough's spending. This alone would be an excellent reason for preparing this type of plan. However, the size of a project is not the only reason for doing so.

Large equipment purchases and major renovations occur in most every department. As equipment and facilities age, they must be replaced or repaired. Equipment repairs usually are funded through the general fund budget. Replacement of aging or antiquated equipment or major repairs or renovations to facilities requires such an expenditure of time and money that they can best be handled through the planning process.

This process provides everyone – elected officials, staff members and the public – with a realistic picture of how well the

borough is equipped to meet future needs and provide services as well as where the borough stands financially. Because capital expenditures are funded just like every other function of government, through tax dollars or fees, advance planning provides officials with an opportunity to develop a road map showing where spending needs are moving in the future. Certainly, borrowing money, through loans or bond issues, is a method of funding large projects, but the funds to repay that money come from the same source while at the same time borrowing resources from future generations.

### General Fund Budget

The following text comes from the manager's budget message from the 2016 General Fund Budget, Capital Improvements Plan Section (note: see budget message for further information on pool repairs):

#### Capital Improvements Plan

The Capital Improvements Plan (Capital 1) preparation began in May 2016 and will be shown separately. As before, it includes projects at several different levels:

- Those that are funded by grants in full or part (most grant dollars have expired)
- Those that were not completed in the current year and are carried over to the next year
- Those that are existing projects shown in the 2015 plan that have been resubmitted by staff or officials
- Those that are new

All department heads as well as council members were asked to review items in the current plan and resubmit and update any that they wanted to continue as well as include new items. If an item is not resubmitted it will be removed from the plan.

Each capital project sheet is provided to the appropriate committee for review prior to including it in the final capital improvements plan. Projects will subsequently be submitted to the finance committee for review and approval then submitted to the full council for approval with the final budget.

Bond issue items will be discussed separately and included as part of the final plan but are not presented here (there are very limited funds remaining from the 2002 issue). Other items submitted for the Capital Improvements Plan could be funded by limited remaining bond issue dollars if that is council's preference. When council refinanced the 2007 bond issue in 2012 (noted above) it did not include additional funds for projects. However, due to tennis court construction – completed in 2015 - most bond issue dollars have been spent. The USTA funded a grant for tennis court reconstruction and those grant dollars were returned to the 2002 bond issue in 2015 that are to be used for improvements at the borough garage (upgrade to restrooms/shower room and storage).

The Capital Improvements Plan may have carryover dollars from projects that were funded but not started. Some of those

carryover dollars are from grants or specific donations which will restrict their use to the items covered. Full dollar amounts in these cases will be determined as we get closer to year end. Any carryover shown, however, will be an estimate until all bills are paid at the end of this year.

### *Notes on Public Works Vehicle Replacement*

Truck Detail – For the 2015 plan, Jim Theilacker and I took the vehicle timeline we created and inserted estimates in the capital plan for replacement of vehicles during the next 5 years. The detail will be updated for this and future plans and incorporated in the new plan provided to the finance committee. Things to note:

- Not shown in the final plan but provided to council for review: The far right of the detailed list shows the effect of vehicle/equipment payment plans on years beyond the 5 year plan
- Note that the initial purchase of a vehicle indicates any down payment recommended and equipment that may be included in the purchase price or needed as an additional purchase or that can be reused from existing vehicles
- We estimated proceeds that may come from resale of vehicle, either via govbids.com, other online bid service, or advertised sale. However, we do not show them as defraying the cost of the new vehicle since their costs are uncertain.

## BOROUGH OF FOREST HILLS

### The 2016 Capital Improvements Plan

#### Revenues

Capital Improvements Plan Revenues in 2016 are estimated as follows:

2016 Transfer from Gen. Fund to Capital	\$105,405
Carry over dollars	\$ 71,008
Grant or donor Funds (pending, actual & carryover)	<u>\$ 11,000</u>
Total Est. Funds Available - 2016	\$187,413
<i>(Total may change once 2015 accounts are closed)</i>	

Road Improvement Fund Revenues:

See separate budget on page 43 of this booklet.

#### Expenditures – 2016 Capital Improvements Fund Budget

Total anticipated expenditures (non bond issue only) for 2016 are estimated at \$193,825 for needed projects. Detail follows later in this budget.

#### Capital Projects Summary

Capital projects are reviewed and budgeted for each of the following departments: Administration, Building Maintenance, Infrastructure, Police, Public Works and Recreation. Each department head or each council committee chair, or both, is responsible for reviewing long range needs in a particular department. The borough manager in consultation with the chair of the finance committee makes the determination of where a project should be placed in the plan.

The spreadsheets following illustrate non bond issue expenditures shown by department. Bond issue information previously shown in this budget has been eliminated as discussed earlier. Each item included in the 2016 Capital Improvements Plan is listed separately by department or function with a description taken in part from the project identification forms completed

by staff members or elected or appointed officials. Since many projects remain unchanged, the descriptions have been adjusted from past plans only where necessary.

### *Municipal Building Construction*

Planning is underway for construction of a new municipal building that will result in the sale of the current building and adjoining magistrate's building. An RFP prepared by the solicitor will be available on the borough's website outlining sale requirements.

The new building will be constructed in the grass parking lot bordered by Greensburg Pike, Perry and Barclay in the Forest Hills/Westinghouse Recreation complex. Sale of the property under this plan will only affect the existing municipal building and magistrate building along Ardmore Blvd. with remaining property unaffected. Council's plan for sale of this property includes maintaining access (both ingress and egress) for fire department, public works and delivery vehicles.

Council financed the new building via a bond issue of \$3,500,000. Proceeds from the sale of the current property may be used to defray the cost of a new building at council's discretion.

This action is noted here and not shown in any of the line items of the capital plan or elsewhere in this booklet. Discussions are ongoing in Borough Property Committee and the Committee of the Whole.

### *"Wish List" Projects*

Staff and board are also asked to include projects that may not be feasible but that may be desired as an additional planning tool. For example, past capital projects budgets have included several million dollars for replacement of the borough pool. The necessity of a project like this stems from the need for constant improvement and repair to the surface of the swimming pool and the acknowledgement that techniques for large pool construction are different today and may be required at some time in the future if the borough is to maintain an amenity like this. See the pool discussion in the manager's budget message with the 2016 general fund budget.

In looking at charts in later sections of this booklet, these larger, million dollar projects are often removed from the analysis so as to not skew a graph or chart so much as to make it impractical or unusable.

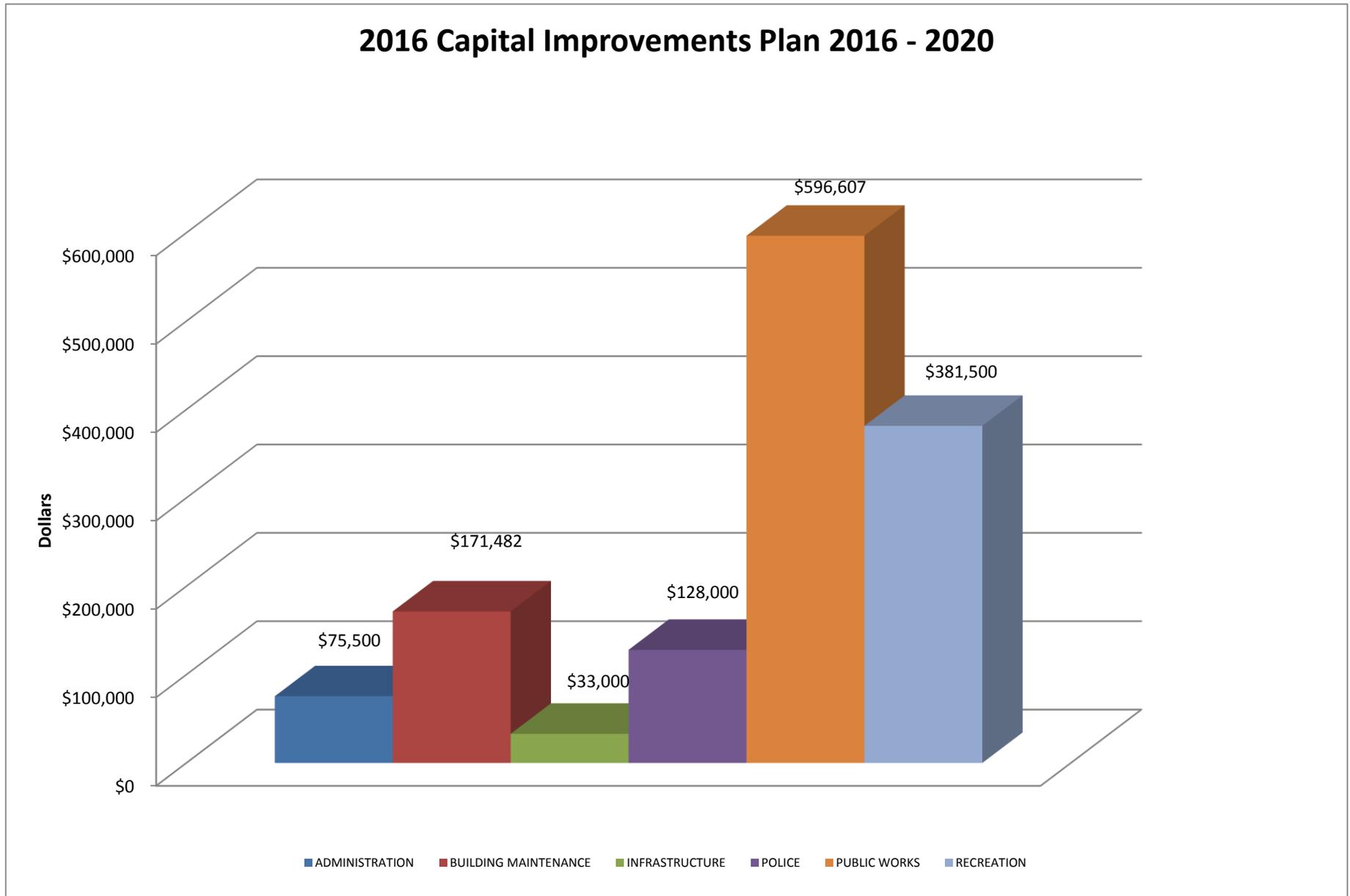
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*Full Capital Improvements Plan budget starts on the next page.*

Project (by department)	2015	Pre-Audit	2016	2017	2018	2019	2020	TOTALS	
		2015 (actual to 12/31/15)							
<b>ADMINISTRATION</b>									
								\$0	
18-401-200	Accounting Software							\$0	
18-401-200	Comprehensive Plan Update	1,500		2,500	5,000	5,000	5,000	2,000	\$19,500
18-401-208	Geographic Information System								\$0
18-401-202	Office computer upgrade				2,500	7,000		10,000	\$19,500
18-401-201	Office Furniture & Equipment	1,568			3,000	7,000	10,000	5,000	\$25,000
18-401-301	Update of Codification	1,000		2,500	500	1,500	1,000	1,000	\$6,500
18-401-302	Capital Improvement Matching Grant (no paper form accompanies this)	5,000		5,000					\$5,000
	Subtotal	9,068	0	10,000	11,000	20,500	16,000	18,000	75,500
<b>BUILDING MAINTENANCE</b>									
	Borough Building General Maintenance	5,000		5,000	5,000	2,000	3,000	4,000	\$14,000
	Borough Building Office Renovations				10,000				\$10,000
	Borough Building Renovations	5,000		5,000	32,000				\$37,000
18-409-411	Borough Building Painting (exterior)								\$0
new	Cameras at Various Locations				9,000				
18-409-202	Rear Parking Lot Paving/lighting/landscaping				25,000				\$25,000
18-409-237	Lighting Upgrades, Various Buildings	2,900		5,900	5,000	6,800	6,200	6,000	\$29,900
	New Rental Facility								\$0
	Pool Lodge Closet Door Replacement								\$0
	Senior Center Exterior Painting								\$0
18-409-301	Senior Center Kitchen/Main Ceiling								\$0
18-409-421	Special Projects	5,000	5,685						\$0
	Westinghouse Recreation Center carryover from previous yr.								\$0
18-409-403	Westinghouse Recreation Center Renovations (office/storage/lower level)								\$0
18-409-404	Westinghouse Recreation Center Shingle Replacement			500	14,500				\$15,000
	Westinghouse Recreation Center Playground								\$0
18-409-414	Westinghouse Lodge - Ice Maker - Bin	4,000	526	3,474					\$3,474
18-409-418	Westinghouse Lodge - Indoor/Outdoor Speaker/Stereo System				10,000				\$10,000
18-409-420	Westinghouse Lodge - New Kitchen Appliances	2,108		2,108					\$2,108
18-409-304	Westinghouse Lodge - Landscaping				25,000				\$25,000
	Subtotal	24,008	6,211	21,982	135,500	8,800	9,200	10,000	\$171,482
<b>INFRASTRUCTURE</b>									
18-460-304	Walkway Improvements	13,000	1,596	13,000	5,000	5,000	5,000	5,000	\$33,000
	Subtotal	13,000	1,596	13,000	5,000	5,000	5,000	5,000	33,000
<b>POLICE</b>									
18-410-301	Computer System Upgrade			5,000					\$5,000
18-410-304	Body Armor/Vests	15,000		15,000				18,000	\$33,000
	Furniture & Equipment				3,000	7,000	10,000	5,000	\$25,000
	K9 Dog & Training					25,000			\$25,000
	Laptop Computers								\$0
	Body Cameras			10,000					\$10,000
18-410-201	Video Cameras				30,000				\$30,000
	Subtotal	15,000	0	30,000	33,000	32,000	10,000	23,000	\$128,000

Project (by department)		2015	Pre-Audit 2015 (actual to 12/31/15)	2016	2017	2018	2019	2020	TOTALS
<b>PUBLIC WORKS</b>									
18-430-791	Brush Hog Motor Overhaul & Other Related		3,371		12,000				\$12,000
	Bucket Truck Accessories (move to gen fund)								\$0
18-430-101	Computer System & Software					5,000			\$5,000
18-430-302	Dump Truck/4WD/Plow/Spreader (see sheet for description of each truck)								\$0
	#70Dump Truck/4WD/Plow/LEASE THRU 2020	20,000		14,370	12,270	12,270	12,270	12,270	\$63,449
	#71Dump Truck/4WD/Plow/LEASE	33,487	36,053	11,412	11,412	11,412	11,412	0	\$45,646
new	#72 2 Door Pickup/4WD/Plow/LEASE THRU 2024		1,454					15,100	\$15,100
new	#73 Dump Truck/4WD/Plow/LEASE THRU 2024							24,850	\$24,850
18-430-303	#75Dump Truck/2WD - 10 Ton with Plow (moved \$2,200 to here from 18-430-800)		20,274				21,950	27,700	\$49,650
	#76Dump Truck/4WD/Plow/LEASE THRU 2021				21,950	12,113	12,113	12,113	\$58,289
	#78Dump Truck/4WD/Plow/LEASE THRU 2021				14,275	12,100	12,100	12,100	\$50,575
18-430-304	#79Dump Truck Lease/2012 4WD with Plow	11,087	11,087	11,087	11,087				\$22,173
new	Ford 4WD Tractor							30,000	\$30,000
18-430-800	Fuel Pump Replacement	5,000	3,274	2,500					\$2,500
	Garage - Front Door Replacement (moved to GF Building Maint. Item)								\$0
	Garage Metal Building Roof (cold storage garage)				6,000				\$6,000
	Garage Roof Replacement	5,000		5,000	55,000				\$55,000
	Garage Roof Replacement - Lunchroom and Oil House	8,000		8,000					\$8,000
	Highlift/Wheel Loader			26,975	25,850	25,850	25,850	25,850	\$130,375
18-430-812	Leaf machine Collector, Truck Mounted 25 cu yd. (FH Share recycle grant)		(153,267)						\$0
18-430-403	Radio - 2 way converter & outside antenna (MOVED TO GEN FUND)								\$0
18-430-502	Riding Mower				18,000				\$18,000
	Track Asphalt Paver								\$0
	Subtotal	82,573	(77,754)	79,343	187,843	78,744	95,694	159,983	\$596,607
<b>RECREATION</b>									
	Koch Park Improvements (donor funded)	11,000		11,000					\$11,000
new	Koch Park - Electricity				3,000				\$3,000
new	Koch Park - New Restrooms				5,000				\$5,000
18-452-185	Ballfield Maintenance carryover (grant funded)								\$0
18-452-251	Main Park - Merry Go Round								\$0
18-454-200	Main Park Improvements - Maintenance								\$0
new	Main Park Restrooms				5,000				\$5,000
	Parks: Parking Lot Asphalt Paving					25,000			\$25,000
18-452-168	Playground Equipment Replacement (all parks)					150,000			\$150,000
	Ryan Glenn Park - Fence/Parking								\$0
18-454-376	Park Grant - DCED (borough share)	45,000	189,196						\$0
18-452-407	Pool Lodge Gen Maint carryover (grant funded)		(124)						\$0
new	Security Cameras - Parks and Facilities								\$0
18-453-491	Tennis Court Resurfacing		3,270						\$3,270
18-452-169	Swimming Pool - Children's Water Playground				85,000				\$85,000
	Swimming Pool Addition to Concession Stand					15,000			\$15,000
18-452-405	Swimming Pool Caulking Maintenance			16,000					\$16,000
	Swimming Pool - Cement Work	8,000		8,000					\$8,000
18-452-375	Swimming Pool - Electric Panel Boxes	2,000	322	1,500					\$1,500
	Swimming Pool Lodge - Paint/PowerWash				7,000				\$7,000
18-452-408	Swimming Pool - Plantings (moved to gen fund in 2015)								\$0
18-452-202	Swimming Pool Pump	3,000		3,000					\$3,000
	Swimming Pool Slide				20,000				\$20,000
	Swimming Pool Fiberglass Surface						20,000		\$20,000
18-452-203	Swimming Pool Shower Stalls - Ladies Locker Room				7,000				\$7,000
	Subtotal	69,000	192,664	39,500	132,000	190,000	20,000	0	\$381,500
	<b>GRAND TOTAL</b>	<b>\$212,649</b>	<b>\$122,717</b>	<b>\$193,825</b>	<b>\$504,343</b>	<b>\$335,044</b>	<b>\$155,894</b>	<b>\$215,983</b>	<b>\$1,386,089</b>

A graphical representation of capital funds allocated by department in the 2016 Capital Improvements Plan is shown below (infrastructure does NOT include road improvement program):



Fire Protection Services Fee  
2016 Final Budget

This fund is strictly limited to funding remaining payments for the large ladder truck owned by the borough, funding for the fire department based on bills submitted and funds available and paying for any administrative, mailing and similar costs directly related to billing for this fee (corresponding line items shown in general fund revenue). It is not used for any other purpose. All fire related line items have been moved to this budget (effective at the end of 2013).

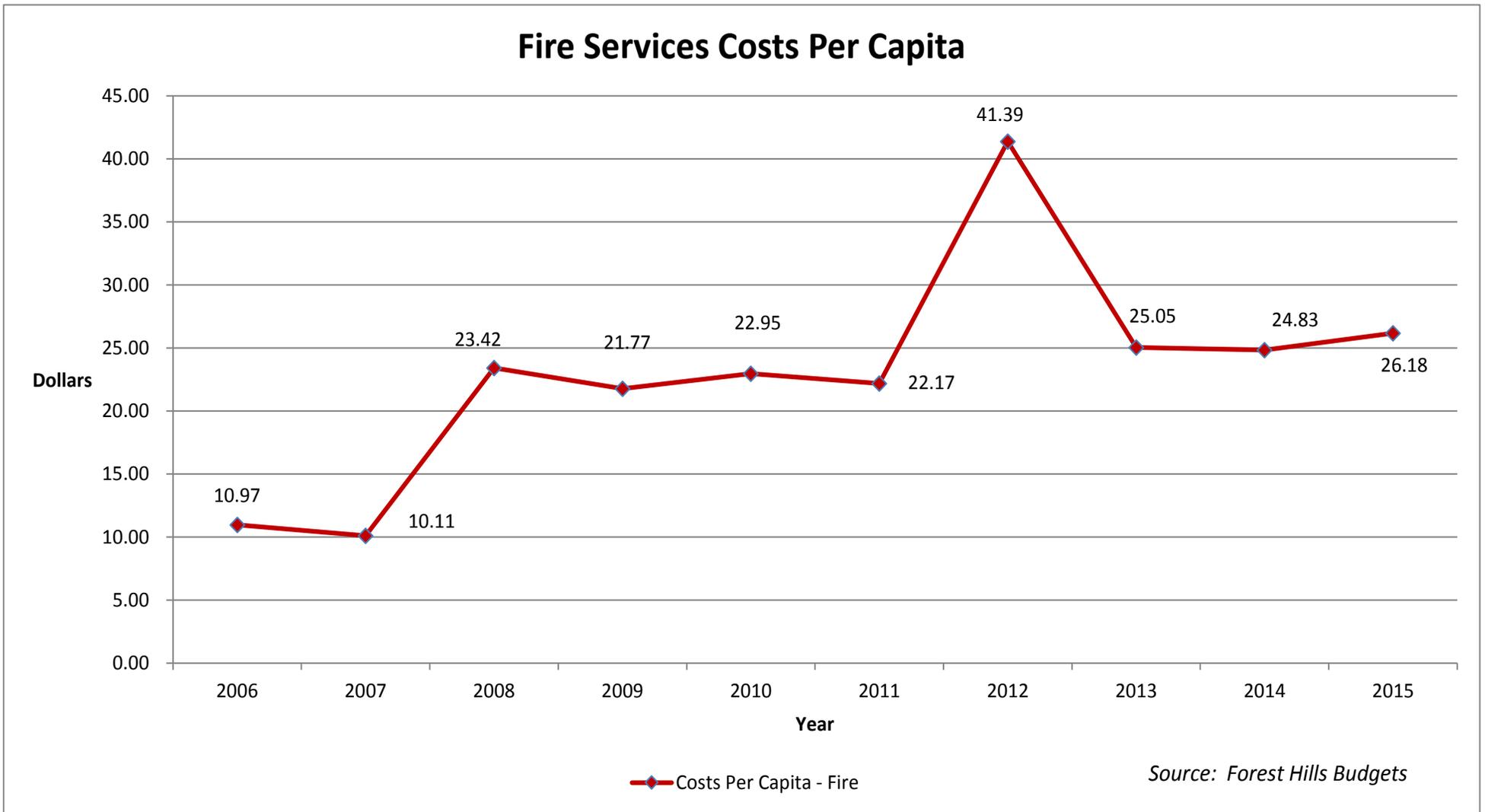
<b>BOROUGH OF FOREST HILLS</b>			
<b>2016 Fire Protection Services Fee Budget</b>			
			<b>Final</b>
		Pre-Audit	
	2015	2015 Actual	<b>2016</b>
<u>Revenues</u>	<u>Budget</u>	<u>12/31/2015</u>	<b>Budget</b>
20-330-093 Delinquent Fire Services Fee	0	5,331	<b>2,000</b>
20-330-094 Muni Services Fee	150,000	140,077	<b>148,000</b>
20-330-095 Penalties	5,000	10,322	<b>6,000</b>
20-340-010 Interest	130	12	<b>100</b>
20-362-020 Foreign Fire Insurance	40,000	37,954	<b>40,000</b>
20-380-090 Carryover from Previous Year	38,500	99,277	<b>20,000</b>
Total Revenue	233,630	292,974	<b>216,100</b>
	2015	2015 Actual	<b>2016</b>
<u>Expenditures</u>	<u>Budget</u>	<u>12/31/2015</u>	<b>Budget</b>
20-411-469 Administrative Expense	5,500	5,500	<b>5,500</b>
20-411-150 Fringe Benefits	16,000	11,006	<b>16,000</b>
20-411-210 Supplies	0	15	<b>100</b>
20-411-215 Miscellaneous	700	323	<b>600</b>
20-411-233 Vehicle Fuel	3,700	1,928	<b>3,500</b>
20-411-241 Billing Expense	3,000	3,000	<b>3,000</b>
20-411-321 Telephone	200	145	<b>200</b>
20-411-350 Insurance	23,000	20,073	<b>21,000</b>
20-411-361 Electricity	7,800	7,912	<b>7,900</b>
20-411-362 Natural Gas	5,200	3,508	<b>5,200</b>
20-411-363 Fire Hydrant Inspection	13,000	16,800	<b>13,000</b>
20-411-364 Sewage	1,250	487	<b>1,000</b>
20-411-366 Water	1,200	388	<b>1,000</b>
20-411-374 Repairs/Maintenance	10,000	7,876	<b>10,000</b>
20-411-531 Foreign Fire Insurance	40,000	37,954	<b>40,000</b>
20-411-534 Fire Truck Lease Payment	70,678	70,678	<b>70,678</b>
20-411-367 Fire Truck Lease Escrow	2,402	0	<b>422</b>
20-411-530 VFD Expense Escrow	30,000	29,476	<b>17,000</b>
Total Expenditures	233,630	217,069	<b>216,100</b>



VFD Funding & Fire Protection Services Fee – Statistics

Volunteer Fire Department (from FH Budgets)	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
<b>General Fund (through 2013) / Fire Fee Expenditures</b>										
Fringe Benefits	10,750	0	0	0	11,000	0	10,729	0	17,614	11,006
Supplies	0	0	0	100	73	0	0	0		15
Miscellaneous	225	445	1,925	470	633	723	689	534	408	323
Vehicle Fuel	0	2,866	2,517	3,643	3,101	4,040	3,349	4,044	3,287	1,928
Telephone	169	233	188	160	250	143	159	153	151	145
Insurance	21,845	26,287	24,327	25,285	25,937	24,226	25,537	22,983	20,061	20,073
Electricity	4,000	8,294	8,400	8,000	4,000	8,433	8,169	7,610	7,652	7,912
Natural Gas	4,446	4,539	6,598	6,044	4,743	5,188	3,657	4,899	5,505	3,508
Fire Hydrant Inspection	15,750	9,450	12,603	12,600	15,485	16,800	12,600	16,800	16,800	16,800
Sewage	1,156	817	800	1,269	1,067	593	648	1,123	621	487
Water	1,178	950	606	1,676	651	462	4,823	837	348	388
Repairs/Maintenance									2,745	7,876
Contribution Revised Budget	<u>12,000</u>	<u>12,000</u>	<u>24,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>12,000</u>	<u>0</u>	<u>0</u>	<u>0</u>
Gen Fund Subtotal	71,519.21	65,881.77	81,963.77	71,246.47	78,939.39	72,608.24	82,359.64	58,983.42	75,191.86	70,460.98
<i>(note: fire fee began 2012; all fire line items transferred from gen fund to fire fee budget in 2014; billing/administrative costs for fire fee not shown-see fire fee budget for those costs)</i>										
<b>Capital Costs (Bond Issue/Fire Fee)</b>										
07 Bond Issue: Fire Truck			70,678.29	70,678.29	70,678.29	70,678.29	70,678.29			
07 Bond Issue: VFD Roof						1,247.00	62,040.00			
Fire Truck from Fire Fee								70,678.29	70,678.29	70,678.29
Fire Fee share to VFD							54,689.00	33,617.00	15,981.77	29,476.00
Capital Costs Subtotal			70,678.29	70,678.29	70,678.29	71,925.29	187,407.29	104,295.29	86,660.06	100,154.29
Total Gen Fund/Fire Fee Fund + Capital Costs	71,519.21	65,881.77	152,642.06	141,924.76	149,617.68	144,533.53	269,766.93	163,278.71	161,851.92	170,615.27
<b>Population (source: US Census adjusted for 2010 census)</b>	6,518	6,518	6,518	6,518	6,518	6,518	6,518	6,518	6,518	6,518
<i>Costs Per Capita - Fire</i>	10.97	10.11	23.42	21.77	22.95	22.17	41.39	25.05	24.83	26.18
<b>Households (source: US Census adjusted for 2010 census)</b>	3,099	3,099	3,099	3,099	3,099	3,099	3,099	3,099	3,099	3,099
<i>Costs Per Household - Fire</i>	23.08	21.26	49.26	45.80	48.28	46.64	87.05	52.69	52.23	55.05
<b>Foreign Fire Insurance Pass Through Funds</b>										
Actual received (from FH budget reports)	41,625	41,075	41,790	37,100	41,759	61,437	34,912	39,413	37,533	37,954

Fire Services Per Capita Costs Chart – provides an illustration of dollars spent by the borough on fire costs over a 10 year period. It does not include fire fee administrative costs. See table on previous page for detail.



BOROUGH OF FOREST HILLS  
The 2016 Capital Improvements Plan

Summary by Department/Function

The following projects are included in the 2016 Capital Improvements plan under the category shown. They are listed in no particular order. Cost estimates for each are provided in the accompanying charts. No pending projects are shown.

*Administration Summary: SPREADSHEET*

<b>SUMMARY</b>									
			Pre-Audit						
Project (by department)		2015	2015	2016	2017	2018	2019	2020	TOTALS
			(actual to 12/31/15)						
ADMINISTRATION									
	Accounting Software								\$0
18-401-200	Comprehensive Plan Update	1,500		2,500	5,000	5,000	5,000	2,000	\$19,500
18-401-208	Geographic Information System								\$0
18-401-202	Office computer upgrade				2,500	7,000		10,000	\$19,500
18-401-201	Office Furniture & Equipment	1,568			3,000	7,000	10,000	5,000	\$25,000
18-401-301	Update of Codification	1,000		2,500	500	1,500	1,000	1,000	\$6,500
18-401-302	Capital Improvement Matching Grant (no paper form accompanies this)	5,000		5,000					\$5,000
	Subtotal	9,068	0	10,000	11,000	20,500	16,000	18,000	75,500

*Administration Summary: PROJECT DESCRIPTIONS*

**Comprehensive Plan** (Years 2016 - 2020) - Pending an update of the comprehensive plan, the existing plan requires that activities and monitoring of features of the plan is ongoing under the auspices of the planning commission and their consultant, EPD. The comp plan is a useful document only if it is kept alive and used. Direction as to what must occur should be provided by council to the planning commission. Once council deems the existing plan requires updating or if council should engage in joint planning with neighboring municipalities funding will be required to pay for that effort that may be more expensive than what is funded here.

**Office Computer Upgrade** (Years 2017 – 2018, 2020) – The manager’s computer was replaced in 2015. The office staff & tax collector received new computers in 2001 and the staff computers were replaced in 2007 and again in early 2012 with

the tax collector's computer replaced in 2009 via grant funding and again replaced in 2014. It is estimated that the useful life of these computers considering changing technology is about 4-5 years.

It is assumed that computers will cost an average of \$1,800 although the manager's computer is a laptop/workstation and may be more expensive.

A new server was purchased in 2012 and again in 2015. An update may be required in 2020

**Codification Update** (Year 2016 through 2020) – Revision to existing ordinance/resolution code book completed in 2014. Updates will occur on an annual basis and this item should likely be moved to the general fund. Maintaining the book / electronic version allows for quicker research and less chance for error in evaluating incidents, plans, developments, etc. for staff, boards and elected officials. (Note: following budget approval we were informed that Keystate Publishing is ending operations as of 3/31/16 and the borough will be forced to seek an alternative codification company).

**Office Furniture & Equipment** (Years 2017 - 2020) - This item is recommended for the plan in order to fund any needed furniture for the new municipal building. Funds will be used to replace aging furniture, chairs, file cabinets, etc. in the manager's & administrative offices as needed. Several pieces of furniture are old or broken. Chairs need replacement on a regular basis with a useful life of several years. Funds here would be used to replace conference room and council meeting room items as needed.

**Capital Improvement Matching Grant** (Year 2016) – should funds remain available, council has established this fund to provide dollars for work accomplished by borough volunteers and/or departments that will match other funds they may receive. Council may re-work the budget in early 2015 to fund this grant.

*Building Maintenance Summary: SPREADSHEET*

Project (by department)		2015	Pre-Audit 2015 (actual to 12/31/15)	2016	2017	2018	2019	2020	TOTALS
BUILDING MAINTENANCE									
18-409-373	Borough Building General Maintenance	5,000		5,000	5,000	2,000	3,000	4,000	\$14,000
18-409-374	Borough Building Office Renovations				10,000				\$10,000
	Borough Building Renovations	5,000		5,000	32,000				\$37,000
18-409-411	Borough Building Painting (exterior)								\$0
new	Cameras at Various Locations				9,000				
18-409-202	Rear Parking Lot Paving/lighting/landscaping				25,000				\$25,000
18-409-237	Lighting Upgrades, Various Buildings	2,900		5,900	5,000	6,800	6,200	6,000	\$29,900
18-409-421	Special Projects	5,000	5,685						\$0
	Westinghouse Recreation Center carryover from previous yr.								\$0
18-409-403	Westinghouse Recreation Center Renovations (office/storage/lower level)								\$0
18-409-404	Westinghouse Recreation Center Shingle Replacement			500	14,500				\$15,000
	Westinghouse Recreation Center Playground								\$0
18-409-414	Westinghouse Lodge - Ice Maker - Bin	4,000	526	3,474					\$3,474
18-409-418	Westinghouse Lodge - Indoor/Outdoor Speaker/Stereo System				10,000				\$10,000
18-409-420	Westinghouse Lodge - New Kitchen Appliances	2,108		2,108					\$2,108
18-409-304	Westinghouse Lodge - Landscaping				25,000				\$25,000
	Subtotal	24,008	6,211	21,982	135,500	8,800	9,200	10,000	\$171,482

*Building Maintenance Summary: PROJECT DESCRIPTIONS*

**Borough Building/Office Renovations/General Maintenance** (Years 2016 - 2020) - Carpeting in parts of the borough building, particularly the police side, is becoming worn and frayed. In some cases there are tripping hazards. Carpeting buckles and gets moist due to building construction method used; under office floor is a crawl space that collects moisture and contributes to the carpet problem. The safety committee has identified this as a problem.

2016: It has been suggested that we may want to replace all the carpeting with a tile floor eventually. However, we may be able to repair portions of the carpeting. This estimate is for contingency while we build a new building. 2017: (should be considered for 2016 if funds are available) Install full carpet in new building.

General Maintenance: Submitted in past years for the current borough building with the following comments:

Borough building carpets and windows have not been cleaned in 4 years when this was removed from cleaning contracts as a regular, routine service. Council should either consider restoring periodic maintenance to the general budget or include this in the capital budget when necessary to maintain the condition of the building.

Would include cleaning all carpeting throughout the building and all windows at least twice in 2016. Maintained for the 2016 plan for 2 reasons:

- To have contingency funds available for emergencies in the existing building while new building is planned and built
- To have maintenance funds for cleaning in the new building depending on the kind of floor and window coverings are installed.

**Cameras** (Year 2017) – A late project, at the suggestion of the Mayor and discussed by Public Safety Committee, council is reviewing options for placing security cameras at various locations around the borough (e.g., pool, main park, recreation center, etc.)

**Rear Parking Lot Paving/Lighting/Landscaping** (Year 2017) - Rear lot behind public works garage requires paving to cut down on gravel that washes into the main lot during storms and to better control water and direct toward storm drains.

**Lighting Upgrades – Various Buildings** (Years 2016 – 2020) - Federal government regulation is eliminating old style electrical fixtures that use more electricity resulting in a need to replace our light bulbs, some fixtures and ballasts. This will involve all borough buildings except the borough office since a grant from the county provided an upgrade.

We will do this project in stages over the 4 year period. Specific building requirements will be detailed separately as the project unfolds. We will use the PowerSmart Building Energy Assessment created for the borough by SPC and partners in 2012 as a guide.

We recommend buildings handled in this order:

- 2016 – FH/WH Rec Lodge
- 2017 – Public Works Garages
- 2018 - Swimming Pool Lodge, Buildings and Grounds
- 2019 – Park facilities

Most labor will be performed in house where possible.

**Westinghouse Recreation Center/Lodge Improvements** (Year 2016 through 2017) - A number of improvements are needed to maintain the building as a rental facility and borough asset.

Speaker System – the system inside the building is defective and was partially destroyed by a renter. We would like to upgrade the system to include both inside and outside speakers and microphone connections.

Floor Tile Replacement - Floor tiles are now old and starting to lift which will cause a safety issue especially the areas where renters and their guests walk. These areas include the large and small areas of the lodge in addition to the areas near the kitchen and front door of the lodge.

Landscaping – additional landscaping may be accomplished through a grant to supplement work completed in 2012.

New Kitchen Appliances – Commercial sized refrigerator/freezer unit – both units need replaced in part due to expensive repair bills over the past 3 years. Ice maker and bin – Repair bills are such that it would be cheaper to replace the old unit.

Playground – the addition of a playground to the facility is under consideration.

Renovations (office storage/lower level) – Renovate lower level to house additional rental space and/or recreation activities and storage.

Security System - The existing alarm system (installed in 2007) will become obsolete in the next few years; alarm system is critical for the events at the facility. Also request surveillance cameras installed inside/outside the lodge (in building, deck and yard areas) due to teenagers using the lodge (deck and yard) for their “hang-out” spot in the evenings. Some vandalism has occurred by these individuals. The interior camera would document renters and their guests who may damage anything inside or outside the lodge. The cost of the cameras would be combined with the upgrade of the existing alarm system.

Shingle Replacement - Wooden Shake Shingles around the perimeter of the deck area are beginning to deteriorate and fall. Will require complete replacement. Likewise the pavilion roof is beginning to deteriorate.

Other – Other items that may be included under improvement and general maintenance here (there is no funding shown for some of these in this plan such as the lower level work as that may be tied in with the new borough building or may return in future plans): In the basement area, repairs are needed to the ceiling and repairs and painting must be done on the floor. On the main floor, the kitchen requires new grease filters along with new appliances and other

repairs may be needed to upgrade the rest rooms, ceiling and fireplace. New furniture is needed to replace the old couch and end tables. Landscaping around the building requires an upgrade and maintenance. Further recommendations for needed work and improvements may be provided by the marketing & events director.

**The following was recommended but not shown here pending other building considerations:**

**New Rental Facility** (Year 2019) – Council is considering the addition of a new rental facility to complement the rental of the recreation center lodge and other facilities, reserved for indoor, formal events. *Note: should council complete building a new borough office facility, this category would be eliminated.*

*Infrastructure Summary: SPREADSHEET*

			Pre-Audit						
Project (by department)		2015	2015	2016	2017	2018	2019	2020	TOTALS
			(actual to 12/31/15)						
INFRASTRUCTURE									
18-460-304	Walkway Improvements	13,000	1,596	13,000	5,000	5,000	5,000	5,000	\$33,000
Subtotal		13,000	1,596	13,000	5,000	5,000	5,000	5,000	33,000

*Infrastructure Summary: PROJECT DESCRIPTIONS*

**Walkway Improvements** (Years 2016 - 2020) – The borough owns several walkways and stairways located throughout. These walkways offer a convenient method for pedestrians to move from one street or one section of the borough to another. These walkways must be evaluated and catalogued by the public works department and necessary repairs made. Several stairways lack adequate handrails and both stairways and walkways have deteriorating concrete at various locations.

Note: Road Improvements are shown separately in this document and not with infrastructure.

*Police: SPREADSHEET*

			Pre-Audit						
Project (by department)		2015	2015	2016	2017	2018	2019	2020	TOTALS
			(actual to 12/31/15)						
POLICE									
18-410-301	Computer System Upgrade			5,000					\$5,000
18-410-304	Body Armor/Vests	15,000		15,000				18,000	\$33,000
	Furniture & Equipment				3,000	7,000	10,000	5,000	\$25,000
	K9 Dog & Training					25,000			\$25,000
	Laptop Computers								\$0
18-410-214	Body Cameras			10,000					\$10,000
18-410-201	Video Cameras				30,000				\$30,000
	Subtotal	15,000	0	30,000	33,000	32,000	10,000	23,000	\$128,000

*Police: PROJECT DESCRIPTIONS*

**Body Armor/Vests** (Year 2016) – Purchase 12 ballistic vests which will provide officers with the needed protection for daily patrols.

**Computer System Upgrade** (Year 2016) – 3 desktop computers, 3 monitors and 1 printer to be purchased.

**Furniture & Equipment** (Years 2017 – 2020) – Funds will be used to replace aging furniture, chairs, file cabinets, etc. as needed. Several pieces of furniture are old or broken. Chairs need replacement on a regular basis with a useful life of several years. Funds here would be used for officer’s area, interview area and Chief’s office.

**K-9 Dog & Training** (Year 2018) – Our current K-9 is aging and will need to retire from patrol duties. The purchase and training of both dog and officer will be needed if the borough wishes to continue a K-9 program.

**Body Cameras** (Year 2016) – 6 body worn cameras to be purchased.

**Video Cameras** (Year 2017) – 6 in car video cameras with download capability to in station computer to be purchased.

*Public Works Summary: SPREADSHEET*

Project (by department)	2015	Pre-Audit	2016	2017	2018	2019	2020	TOTALS	
		2015 (actual to 12/31/15)							
PUBLIC WORKS									
18-430-791	Brush Hog Motor Overhaul & Other Related		3,371		12,000			\$12,000	
	Bucket Truck Accessories (move to gen fund)							\$0	
18-430-101	Computer System & Software				5,000			\$5,000	
18-430-302	Dump Truck/4WD/Plow/Spreader (see sheet for description of each truck)							\$0	
18-430-303	#70Dump Truck/4WD/Plow/LEASE THRU 2020	20,000		14,370	12,270	12,270	12,270	\$63,449	
18-430-302	#71Dump Truck/4WD/Plow/LEASE	33,487	36,053	11,412	11,412	11,412	11,412	\$45,646	
new	#72 2 Door Pickup/4WD/Plow/LEASE THRU 2024		1,454				15,100	\$15,100	
new	#73 Dump Truck/4WD/Plow/LEASE THRU 2024						24,850	\$24,850	
18-430-303	#75Dump Truck/2WD - 10 Ton with Plow (moved \$2,200 to here from 18-430-800)		20,274				21,950	\$49,650	
	#76Dump Truck/4WD/Plow/LEASE THRU 2021				21,950	12,113	12,113	\$58,289	
	#78Dump Truck/4WD/Plow/LEASE THRU 2021				14,275	12,100	12,100	\$50,575	
18-430-304	#79Dump Truck Lease/2012 4WD with Plow	11,087	11,087	11,087	11,087			\$22,173	
new	Ford 4WD Tractor						30,000	\$30,000	
18-430-800	Fuel Pump Replacement	5,000	3,274	2,500				\$2,500	
	Garage - Front Door Replacement (moved to GF Building Maint. Item)							\$0	
	Garage Metal Building Roof (cold storage garage)				6,000			\$6,000	
18-430-850	Garage Roof Replacement	5,000		5,000	55,000			\$55,000	
183-30-851	Garage Roof Replacement - Lunchroom and Oil House	8,000		8,000				\$8,000	
18-430-503	Highlift/Wheel Loader			26,975	25,850	25,850	25,850	\$130,375	
18-430-812	Leaf machine Collector, Truck Mounted 25 cu yd. (FH Share recycle grant)		(153,267)					\$0	
18-430-403	Radio - 2 way converter & outside antenna (MOVED TO GEN FUND)							\$0	
18-430-502	Riding Mower				18,000			\$18,000	
	Track Asphalt Paver							\$0	
	Subtotal	82,573	(77,754)	79,343	187,843	78,744	95,694	159,983	\$596,607

*Public Works Summary: PROJECT DESCRIPTIONS*

The inclusion of a number of equipment items in this plan will continue a program of anticipating replacement of old equipment on a regular basis. A regular inventory of equipment will include a record of purchase date and anticipated life of each individual piece of equipment if not already recorded. The status of each piece of equipment will be regularly included in the record along with significant repairs or additions. This may be reflected in other sections of the plan.

**Brush Hog** (Year 2017) - Purchase a flail mower head to use as an interchangeable part with existing heavy material head to use for finer cuts. This is a safer head that will not throw debris when cutting fine material.

**Computer System and Software** (Year 2018) – The department currently has a computer that may require updating in connecting it to the network. New or upgraded software and hardware will be critical to maintaining the department's efficiency and effectiveness as the borough moves further into GIS, inventorying supplies and equipment, and pavement and equipment management and adds additional packages to the office finance software. The system is also used to run the borough fuel pumps and could be needed sooner than the date anticipated.

**Fuel Pump Replacement** (Year 2016) - The gasoline and diesel fuel pumps we have now will require new digital pumps to replace the existing pumps. The old pumps are no longer made or serviced by the company. However, the borough recently purchased two and has two in reserve. The cost of each pump should be approximately \$2,500.

Would need to find other funds, possibly bond issue funds (if available), if the pumps present a problem before scheduled replacement.

**Garage Metal Building Roof (Cold Storage Garage)** (Year 2017) - This metal building was built in 1983 and the roof is showing signs of leaks. Will replace or repair entire roof with skylights to protect equipment stored there.

**Garage Roof Replacement** (Year 2016, 2017) – 2016: anticipate replacing lunchroom and oil house roof. 2017: Remainder of Garage: Existing roof was replaced in 1983.

**Riding Mower** (Year 2017) – Will replace a 1985 Toro diesel powered mower – for grass cutting generally and parks specifically.

**Track Asphalt Paver** (Year 2021 or beyond) - The current paver is a 1983 rubber tired machine that will be 33 years old in 2016. It is slowly wearing out. We use it for scratch paving, sections of alleys, and occasionally full streets. A new machine would also have a wedge curb attachment (such an attachment is not available for the current machine).

## *Trucks & Related Wheeled Capital Equipment*

Starting in 2014, the manager and foreman reviewed all borough public works vehicles/wheeled capital equipment and prepared a separate replacement plan for the next 5 years that is incorporated in the project spreadsheet above. Truck and vehicle descriptions are removed from this summary in favor of a detailed spreadsheet outlining replacement needs from 2016 – 2020, used to create the projections in the spreadsheet above.

The spreadsheets on the next 3 pages detail replacement of a number of wheeled public works equipment included in the 2016 Capital Improvements Plan. The green bar across the top of the first sheet estimates resale or trade-in proceeds from sale of existing equipment as new equipment is purchased.

Each vehicle is listed by number (an internal designation) followed by a brief description, estimated cost of a lease/purchase arrangement, specific items that are needed to accompany the main vehicle (e.g., radio equipment, rustproofing, etc.) if any, and a total cost of that vehicle in a given year. In some cases the lease/purchase arrangement shown will run beyond the 5 year period of the plan. However, in most cases that will only occur because the equipment is purchased late in the plan (e.g., a vehicle purchased in 2019 via a lease/purchase will continue in the capital plan to 2024 or 2025).

Yearly totals and notes are provided in the final spreadsheet with additional information. Some internal information is included in the Reminders Column as well.

<b>SUMMARY - Public Works Vehicles</b>									<b>5 Year</b>
<b>PUBLIC WORKS VEHICLES AND WHEELED EQUIPMENT - Detail</b>		<b>REMINDERS</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>		<b>TOTALS</b>
		<b>COLUMN</b>							
	<b>Estimated resale proceeds from sale of existing equipment (in yr. shown)</b>			Truck 76 6,000		Truck 75 10,000	Truck 72 6,000		
			Truck 70 8,000	Truck 78 5,000		Track Asph Pav. 6,500	Truck 73 9,000		
18-430-302	Dump Truck/4WD/Plow/Spreader (see sheet for description of each truck)								
see note	#70 Dump Truck/4WD/Plow/LEASE THRU 2021 (see sheet for description of each truck)		12,270	12,270	12,270	12,270	12,270		
	#70 Striping		750						
	#70 Rustproofing <i>included</i>								
	#70 Deduct Sale of Old Truck								
	#70 Radio Equipment		725						
	Plow (if separate) <i>included</i>								
	Spreader (if separate) <i>already have</i>								
	Running Boards		625						
	<b>SUBTOTAL TRUCK 70</b>		<b>14,370</b>	<b>12,270</b>	<b>12,270</b>	<b>12,270</b>	<b>12,270</b>	<b>12,270</b>	<b>\$63,449</b>
	#71 Dump Truck/4WD/Plow/LEASE		11,412	11,412	11,412	11,412			
	#71 Striping								
	#71 Rustproofing <i>included</i>								
	#71 Deduct Sale of Old Truck								
	#71 Radio Equipment								
	Plow (if separate) <i>included</i>								
	Spreader (if separate) <i>already have</i>								
	Running Boards								
	Deposit (carried over from 2014)								
	<b>SUBTOTAL TRUCK 71</b>		<b>11,412</b>	<b>11,412</b>	<b>11,412</b>	<b>11,412</b>	<b>11,412</b>		<b>\$45,646</b>
18-430-303	# 75 Dump Truck/2WD - 10 Ton with Plow (moved \$2,200 to here from 18-430-800)					20,000	27,700		
	#75 Striping					800			
	#75 Rustproofing					400			
	#75 Deduct Sale of Old Truck								
	#75 Radio Equipment					750			
	Plow (if separate) <i>included</i>								
	Spreader (if separate) <i>no spreader used except in emergency</i>								
	Running Boards <i>included</i>								
	<b>SUBTOTAL TRUCK 75</b>					<b>21,950</b>	<b>27,700</b>		<b>\$49,650</b>

<b>SUMMARY - Public Works Vehicles</b>								<b>5 Year</b>
<b>PUBLIC WORKS VEHICLES AND WHEELED EQUIPMENT - Detail</b>		<b>REMINDERS</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>TOTALS</b>
		<b>COLUMN</b>						
see note	#76 Dump Truck/4WD/Plow/LEASE THRU 2021			20,000	12,113	12,113	12,113	
	#76 Striping			800				
	#76 Rustproofing			400				
	#76 Deduct Sale of Old Truck							
	#76 Radio Equipment			750				
	Plow (if separate)	<i>included</i>						
	Spreader (if separate)	<i>old spreader still good</i>						
	Running Boards	<i>included</i>						
	<b>SUBTOTAL TRUCK 76</b>			<b>21,950</b>	<b>12,113</b>	<b>12,113</b>	<b>12,113</b>	<b>\$58,289</b>
	#77 Highlift/Wheel Loader - unit 77	<i>est cost at \$115,000</i>	25,850	25,850	25,850	25,850	25,850	
	#77 Striping		400					
	#77 Radio		725					
	Trade In							
	<b>SUBTOTAL HIGHLIFT 77</b>		<b>26,975</b>	<b>25,850</b>	<b>25,850</b>	<b>25,850</b>	<b>25,850</b>	<b>\$130,375</b>
see note	#78 4 Door Crew Cab Pickup/4WD/Plow/LEASE THRU 2021			12,100	12,100	12,100	12,100	
	#78 Striping			800				
	#78 Rustproofing	<i>included</i>						
	#78 Deduct Sale of Old Truck							
	#78 Radio Equipment			750				
	Plow (if separate)	<i>no plow</i>						
	Spreader (if separate)	<i>no spreader</i>						
	Running Boards			625				
	<b>SUBTOTAL TRUCK 78</b>			<b>14,275</b>	<b>12,100</b>	<b>12,100</b>	<b>12,100</b>	<b>\$50,575</b>
see note	#72 2 Door Pickup/4WD/Plow/LEASE THRU 2024						13,000	
	#72 Striping						800	
	#72 Rustproofing						500	
	#72 Deduct Sale of Old Truck							
	#72 Radio Equipment						800	
	Plow (if separate)	<i>included</i>						
	Spreader (if separate)	<i>no spreader</i>						
	Running Boards	<i>included</i>						
	<b>SUBTOTAL TRUCK 72</b>						<b>15100</b>	<b>\$15,100</b>

<b>SUMMARY - Public Works Vehicles</b>									<b>5 Year</b>
<b>PUBLIC WORKS VEHICLES AND WHEELED EQUIPMENT - Detail</b>		<b>REMINDERS</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>		<b>TOTALS</b>
		<b>COLUMN</b>							
see note	#73 Dump Truck/4WD/Plow/LEASE THRU 2024						22,000		
	#73 Striping						800		
	#73 Rustproofing						500		
	#73 Deduct Sale of Old Truck								
	#73 Radio Equipment						800		
	Plow (if separate)	<i>included</i>							
	Spreader (if separate)	<i>no spreader</i>							
	Running Boards	<i>included</i>					750		
	<b>SUBTOTAL TRUCK 76</b>						<b>24,850</b>		<b>\$24,850</b>
see note	Track Asphalt Paver					20,000	17,900		
						20,000	17,900		<b>\$37,900</b>
see note	Street Sweeper LEASE THROUGH 2024						27,000		
						0	27,000		<b>\$27,000</b>
	<b>Current Lease:</b>								
18-430-304	#79Dump Truck Lease/2012 4WD with Plow		11,087	11,087					
			11,087	11,087					<b>\$22,173</b>
	Subtotal - all Equipment above		63,843	96,843	73,744	115,694	107,933		<b>498,007</b>
	Subtotal - estimated proceeds from sale of equipment		8,000	11,000		16,500			
	<b>Other Wheeled Equipment:</b>								
18-430-502	Riding Mower		18,000						<b>\$18,000</b>
	Ford 4WD Tractor						30,000		<b>\$30,000</b>
<b>NOTES</b>									
	Truck 70 - down payment but purchase early enough to have in 2016 with first lease payment due in 2017; truck arrives 2016								
	Truck 75 - new dump bed on by 10/1/14 to extend life 5 years; down payment of \$20,000 in late 2019 with truck to arrive in 2020; first payment starts in 2020								
	Truck 76 - down payment in 2017; purchase by mid 2017; first payment in 2018.								
	Highlift 77 - would trade in old to reduce price (both trade in and price are estimates) - order in 2016 for delivery in 2016								
	Truck 78 - cheap enough to eliminate down payment; purchase earlier and first payment due in 2017 on lease; truck arrives in 2017; could be funded 50% from sewer fund as it is used for that duty								
	Truck 72 - sell old outright via internet								
	Truck 73 - sell old outright via internet								
	Track Asphalt - down payment in 2019; payments to start in 2020 for 6 years; sell old equip. online at estimated \$6,500								
	Street Sweeper - may apply for recycling grant to secure a small portion of the cost; no down payment; will be 23 years old in 2020; sell old outright on internet - est. \$15,000								

Recreation Summary: SPREADSHEET

Project (by department)		2015	Pre-Audit 2015	2016	2017	2018	2019	2020	TOTALS
			(actual to 12/31/15)						
RECREATION									
18-454-190	Koch Park Improvements (donor funded)	11,000		11,000					\$11,000
new	Koch Park - Electricity				3,000				\$3,000
new	Koch Park - New Restrooms				5,000				\$5,000
new	Main Park Restrooms				5,000				\$5,000
	Parks: Parking Lot Asphalt Paving					25,000			\$25,000
18-452-168	Playground Equipment Replacement (all parks)					150,000			\$150,000
	Ryan Glenn Park - Fence/Parking								\$0
18-454-376	Park Grant - DCED (borough share)	45,000	189,196						\$0
18-452-407	Pool Lodge Gen Maint carryover (grant funded)		(124)						\$0
new	Security Cameras - Parks and Facilities								\$0
18-453-491	Tennis Court Resurfacing		3,270						\$0
18-452-169	Swimming Pool - Children's Water Playground				85,000				\$85,000
	Swimming Pool Addition to Concession Stand					15,000			\$15,000
18-452-405	Swimming Pool Caulking Maintenance			16,000					\$16,000
18-452-374	Swimming Pool - Cement Work	8,000		8,000					\$8,000
18-452-375	Swimming Pool - Electric Panel Boxes	2,000	322	1,500					\$1,500
	Swimming Pool Lodge - Paint/PowerWash				7,000				\$7,000
18-452-408	Swimming Pool - Plantings (moved to gen fund in 2015)								\$0
18-452-202	Swimming Pool Pump	3,000		3,000					\$3,000
	Swimming Pool Slide				20,000				\$20,000
	Swimming Pool Fiberglass Surface						20,000		\$20,000
18-452-203	Swimming Pool Shower Stalls - Ladies Locker Room				7,000				\$7,000
	Subtotal	69,000	192,664	39,500	132,000	190,000	20,000	0	\$381,500

*Recreation Summary: PROJECT DESCRIPTIONS*

**Koch Park Maintenance** (Year 2016) - This is included to cover the work funded by the \$25,000 donation which is originally earmarked for Koch improvements but may have enough funding to extend to other areas.

The funds were donated with the stipulation that it be used for certain items and for the parks with Koch as the main beneficiary after review by a committee. List from donor included:

- Walkway/sidewalk repair & railing
- Add benches for sitting
- Rebuild horseshoe pit and convert 1 to bocce
- Replace light heads on 3 poles
- New charcoal grills
- Water fountain
- RR Tie barrier at Filmore entrance

In 2016, a grant may be used to add to the donated dollars and combine with the proposed dog park at the Main Park to fund both projects. If that proves true, we may add upgraded electric service there and restrooms (both 2017).

**Parks: Parking Lot Asphalt Paving** (Year 2018) – Replace asphalt at all borough playground parking lots (Forest Hills Park, Ryan Glen, Forest Woodlands Park and Koch Park). Koch Park’s parking lot should also be expanded.

UPDATE: The Forest Hills Park Parking Lot has been paved but the other parks should be considered – especially Koch Park; due to an increase in rentals more traffic has also increased at this small parking lot.

**Playground Equipment Replacement (all parks)** (Year 2018) – Replace all existing playground equipment at each of the borough’s parks. UPDATE: The merry-go-round at the Forest Hills Park has been replaced but eventually all the existing playground equipment will need replaced due to an increase in use of that equipment.

*Note on the following pool projects: these projects were submitted prior to the discovery of a major water leak in the pool structure during the 2015 summer season. This leak issue has been an ongoing problem for at least 20 years and various councils over the years have spent borough funds on short term fixes due to the anticipated large cost of time and money for a major repair. However, the current council now believes it is time for a more complete repair though it will mean sacrificing some or all of the upcoming pool season. The leak will be addressed through various methods and could impact whether one or more of the projects below is necessary or affordable. However, they are included here as a record of information submitted to council in the event that future plans will find that these continue. The caulking and cement work noted below*

*are the only two projects likely to be of immediate need and action.*

**Swimming Pool – Children’s Water Playground** – amended to include “adult water park” - (Year 2017) Option #1 – This would consist of six different water mechanisms and would focus mainly on constructing at what is now the baby pool - which would be concreted over and replaced with the six different water spray/shower pieces. Option #2 – This option would consist of 14 different water sprays/showers and half would be constructed at the baby pool, and the other seven water sprays/showers would be built beyond the pool’s concession stand – for older children (11 and above) and adults.

Both options include installing a large mushroom shower mechanism in the shallow end of the existing swimming pool. Prices do not include renovation/construction of the two areas – only equipment purchase.

**Swimming Pool Concession Stand Addition** (Year 2018) – The existing Concession Stand is not sufficient for the existing equipment needed due to the usage of the facility during the summer months. Addition would be built along-side existing concession stand.

**Swimming Pool Caulking Maintenance** (Year 2016) – A complete caulking of all joints in the floor and walls of the pool is recommended to be done every three years – was last done in 2013; next caulking will be 2016.

**Swimming Pool Cement Work** (Year 2016) - Sections of the pool walls contain small, hairline cracks. Water may get in and begin undermining the wall if not attended to requiring cement patching or major repair. Parts of the pool may require contract work although the crew may be able to handle some of the sections that are easier to access. When the work is done will depend on weather conditions and how the pool survives the winter in particular.

**Swimming Pool Electric Panel Boxes** (Year 2016) – (partially completed in 2015) The electric panel boxes need updated and/or replaced (office and lodge areas).

**Swimming Pool Lodge Paint/Power wash** (Year 2017) - Power wash and paint all exterior white surfaces of pool lodge and concession stand building. This work would be completed by a contractor. Also power wash green siding portion of the lodge building. Power wash & paint green metal framing and posts for the pool

**Swimming Pool Pump** (Year 2016) – Traditionally we keep a second pump in good working order to ensure that the pool will not require closing for a significant length of time should the existing pump need repair. We estimate that a new one will be required in 2016 (one replacement purchased in 2009) to maintain the availability of 2 good pumps.

**Swimming Pool Slide** (Year 2017) – install a slide in the pool area as an additional amenity for pool patrons. This may be especially attractive for children and teens.

**Swimming Pool Fiberglass Surface** (Year 2019) – A new fiberglass surface would eliminate the need to paint the pool every other year. The cost shown here is an estimate – actual cost may be much higher.

**Swimming Pool Shower Stalls – Ladies Locker** (Year 2017) – Existing shower stall has been repaired but really requires renovation. The other two stalls will need replacement soon as well. This was partially repaired in 2010 but finish work is still required.

## SELECTED PROJECTS FROM ABOVE LISTINGS THAT HAVE BEEN REMOVED IN 2016

### *Administration*

**Geographic Information System** (Years 2016 - 2017) - Funding for components related to sewer consent decree requirements may come from the Corrective Action Budget. The borough is required to maintain a GIS because of the sewer consent decree but also finds that it is a useful tool to have in analysis and logging of various borough operations. *\*\*Moved from this budget to Corrective Action Budget in 2016\*\**

### *Building Maintenance*

**Borough Building Painting** (Year 2016) – the exterior of the building requires painting. *Note: should council consider building a new facility, this category would be eliminated.*

**Pool Lodge Closet Door Replacement** (Year 2016) – The closet doors are not working correctly and need replaced.

**Senior Center Exterior Painting** (Years 2016) - Power wash and paint entire exterior of building. *Note: should council consider selling this building, this category would be eliminated.*

**Senior Center Kitchen/Main Ceiling** (Year 2016) - The ceiling in both the kitchen and main room requires replacement. In the kitchen the ceiling needs new tile and lights plus new track. Lights may require re-wiring. The main room ceiling is falling in parts and supports may need replaced. *Note: should council consider selling this building, this category would be eliminated.*

### *Police*

**Laptop Computers** (Year 2016) – 6 lap top computers for use in the police vehicles. Much of the information from dispatch is transmitted over the computers making them an essential tool for modern police work. Officers check license plate and driver's information through the laptops.

### *Public Works*

**Street Sweeping Program Signs/Posts** (Year 2016) - The borough will establish a regular program of sweeping selected

streets from April through October. Signs indicating sweeping schedule for streets affected along with posts will be purchased and installed. New storm water control regulations will require that a regular program of street sweeping occur.

### *Recreation*

Not shown in previous Capital Improvements Plans – Possible long term need likely changed with major repairs in 2016:

**Swimming Pool Replacement** (Year TBD) – This is included here as a “wish list” item rather than a hard plan. Considering recent leak problems and other issues at the pool, council and others have discussed what may be required should the existing pool require replacement or consolidation of the pool recreation area elsewhere in the borough. The dollar amount of several million is only an approximation of what it may take to completely replace or relocate the pool.

2015 CAPITAL SPENDING  
*Completed with Original Description*

*Buildings*

**Special Projects** – (Year 2015) – Council approved a basic agreement with Town Center Associates for preliminary coordination and basic property appraisal and building diagrams for possible sale of borough property and construction of a new municipal building in November 2014 with funding from this line item.

*Public Works*

**Fuel Pump Replacement** (Year 2015) – PARTIAL REPLACEMENT IN 2015; The gasoline and diesel fuel pumps we have now will require new digital pumps to replace the existing pumps. The old pumps are no longer made or serviced by the company. However, the borough recently purchased two and has two in reserve. The cost of each pump should be approximately \$2,500.

Would need to find other funds, possibly bond issue funds (if available), if the pumps present a problem before scheduled replacement.

*Recreation*

**Ryan Glen Park** (Year 2015) - Ryan Glenn: the fence needs to be extended along the south side of the park. Millings were to be placed in the small parking area about a year ago.

**Park Grant (DCED) Borough Share** (Year 2015) – From Glenn Engineer’s description (Glenn applied for the grant):

This project includes the following items:

- A. Repair and clean stone wall along Ardmore.
- B. New trail to Centurion Commons.
- C. Rehabilitate trails within the park
- D. Resurface parking lot by basketball court
- E. Restriping basketball court
- F. Striping entry road for emergency vehicle access lane/no parking.
- G. Team benches

- H. Barbeque grills
- I. Picnic tables including handicap accessible tables
- J. Exercise Trail with 5 sites
- K. Bongo Steps (playground equipment)

The grant application asked for \$154,615 with a local match of \$27,285, however the grant was awarded at \$150,000 so the local share will be slightly higher. Of course the costs are based on estimates and may vary when actual bids are received.

**Main Park Improvements - Maintenance** (Year 2015) – Several items may be covered here: We must place wood chips and railroad ties about 10 feet from the hillside garden so we could have a buffer for parking and a more permanent area for wood chip pick up and storage. In addition, replace the fence in the lot where it is badly damaged and at the side of the hillside garden. Estimates:

- Replace fence at right of main park entrance - \$1,000 est.
- Replace fence bordering lot and stream - \$4,500
- Extend garden area 20ft and railroad ties - \$750