



2021 Budget Schedule

Updated: November 4, 2020
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Overview:

- No action is necessary; information provided for your review and feedback.
- Unless specifically noted, the meeting dates shown are regular meetings of the Board of Supervisors.
- This schedule and dates for specific topics are subject to change as needed. Updates will be made available at each BOS meeting and on our website.

Proposed Budget Schedule:

September 2, 2020	Introduce budget schedule & process
September 16	Requested expense budgets (1 of 3) <i>(Admin, Finance & HR, Employee Benefits, Insurance, IT)</i>
October 7	Requested expense budgets (2 of 3) <i>(Planning & Zoning, Police, Public Works & Garage, Twp Building)</i>
October 21	Requested expense budgets (3 of 3) <i>(Community & Economic Development, Fire/Amb)</i>
October 29	<i>Special meeting: Fire & Ambulance</i>
<u>November 4</u>	<u>Open Space Fund; Engineering</u>
<i>Week of Nov 9 TBD Special Meeting</i>	Sewer Fund, General Fund Revenue & first view of full P&L. Revisit all prior areas to start making tough decisions to close the expected gap.
November 18	Final view/decisions for Entire Proposed Budget (all funds & departments) before advertisement. Authorization to advertise for required 20-day public review
December 2	<i>(No budget discussion. Still under 20-day review period)</i>
December 16	Approval of final budget

**Kennett Township 2021 Proposed Budget
Open Space**

Type	GL Account	Account Title	2021 Comment	2020 Budget	2020 YTD	2020 Forecast	2021 Requested	Vs. 2020 Budget	% Vs. 2020 Amended Budget	
Revenue	Earned Income Taxes	310.212	Earned Income Tax Open Space	Open Space EIT is trending 2.5% above 2019. Open Space EIT is only paid residents vs. GF EIT is paid residents and those that live in a municipality without EIT. Indicates that GF EIT reduction is not due to residents.	\$ 712,000	\$ 622,114	\$ 730,000	\$ 730,000	\$ 18,000	3%
	Grants	357.041	Private Grant	Private grant towards Spar Hill demolition from The Reincort Foundation. May have expired.	\$ 20,000	\$ -	\$ -	\$ -	\$ (20,000)	-100%
	Investment Income	341.510	Interest Income	.25% * Avg balance of \$1M	\$ 5,000	\$ 1,462	\$ 1,600	\$ 2,469	\$ (2,531)	-51%
	Fee in Lieu of Open S	387.387	Fee in Lieu of Open Space	Not active development projects paying Fees in Lieu of Open Space.	\$ 15,000	\$ 5,400	\$ 5,400		\$ (15,000)	-100%
Revenue Total					\$ 752,000	\$ 628,976	\$ 737,000	\$ 732,469	\$ (19,531)	-3%
Expense	Contributions	454.580	Contribution - Park & Rec Board	Under General Fund for 2021. \$4375 per quarter. The Park & Rec Board runs Pennock Park and various sports programs (youth field hockey, football, basketball, lacross, soccer shots, summer camp, sports clinics and adult softball). 2020: Due to COVID ac	\$ 17,500		\$ -	\$ -	\$ (17,500)	-100%
		461.620	Contributions - TLC	TLC Land Management team; maintenance of Open Space properties in Twp, subject to future agreement.	\$ 96,000	\$ 24,000	\$ 24,000	\$ 100,000	\$ 4,000	4%
	Salaries	430.115	Salaries, Part-time	Summer help; Did not hire due to COVID.	\$ 10,000				\$ -	0%
	Maintenance & Operations	461.450	Contracted Services (Open Spac)	Eliminated from Open Space budget	\$ 26,000	\$ -	\$ -	\$ -	\$ (26,000)	-100%
		461.490	Miscellaneous (Open Space)	Eliminated from Open Space budget	\$ 2,600	\$ -	\$ -	\$ -	\$ (2,600)	-100%
	Grant	461.455	Grant Expenses	Found out after budget finalized that most of the grant work can't come from Open Space EIT.	\$ 600,000	\$ 16,092	\$ 16,092	\$ -	\$ (600,000)	-100%
	Debt	461.471	Debt - Principal (Open Space)	Principal payment due 12/1/2021		\$ -	\$ -	\$ 455,000	\$ 455,000	0%
		461.472	Debt - Interest (Open Space)	Interest payments due 6/1/2021 and 12/1/2021	\$ 201,300	\$ -	\$ -	\$ 83,936	\$ (117,364)	-58%
	Parks & Property	454.570	Parks & Prop - Anson Nxn Author	\$16,250 per quarter. Anson B Nixon is covered by the Kennett Park Authority, which is a joint venture between the Township and Kennett Borough. We have an obligation to fund the Authority. 2020: Paid partially out of GF.	\$ 61,800	\$ 15,450	\$ 15,450	\$ 65,000	\$ 3,200	5%
		461.611	Capital Construction	2021: no projects planned for 2021. 2020 included a riparian buffer projects at Spar Hill in the Fall.	\$ 50,000	\$ -	\$ 35,000	\$ -	\$ (50,000)	-100%
		461.630	Parks & Prop Barkingfield Park	Open Space eligible items: Plants (\$1800), Weed control (\$800), Porta potty (\$1400).	\$ 10,020	\$ 328	\$ 328	\$ 4,000	\$ (6,020)	-60%
		461.640	Parks & Property - Spar Hill	Demolition of buildings on Spar Hill property	\$ 20,000	\$ 178	\$ 178	\$ 325,000	\$ 305,000	1525%
		461.650	Parks & Property - Lord Howe	Included with TLC Maintenance	\$ 6,600	\$ -	\$ -	\$ -	\$ (6,600)	-100%
	Purchases & Easement	461.770	Easement Expenses	(blank)	\$ 43,000	\$ 7,804	\$ 7,804	\$ 5,000	\$ (38,000)	-88%
	Other	401.390	Bank Service Charges/Fees	Consolidated fees into General Fund	\$ 1,440	\$ 55	\$ 55	\$ -	\$ (1,440)	-100%
		401.531	Payments to other Gov't bodies	\$2.5K taxes since not eased yet. Applying for exemption but wd	\$ 2,400	\$ 2,357	\$ 2,357	\$ 2,500	\$ 100	4%
Expense Total					\$ 1,148,660	\$ 66,264	\$ 101,264	\$ 1,040,436	\$ (98,224)	-9%
Net - Surplus/(Deficit)					\$ (396,660)	\$ 562,712	\$ 635,736	\$ (307,967)	\$ 78,693	-20%

Kennett Area Park Authority (KAPA)

- ▶ Total Request = \$65,000
 - ▶ Increase of \$3,200 from 2020
 - ▶ Quarterly payments of \$16,250
- ▶ KAPA owns & manages Anson B. Nixon Park
 - ▶ 106 acres – open space – 79 in Kennett Township
 - ▶ Two ponds (6 acres), 4,400 linear feet of stream/tributaries
- ▶ Serving an estimated 170,000 people annually
 - ▶ Kennett Township, Borough of Kennett Square, & surrounding municipalities
- ▶ Open sunrise to sunset daily with varied amenities in addition to open space
 - ▶ Walking trails (2.5 mi.), fishing, 6 picnic pavilions, event stage, 18-hole disc golf course, tennis, volleyball, basketball courts, athletic fields
- ▶ Annual events attract visitors to the area, in addition to local regulars
 - ▶ Trout Rodeo, FREE Summer Concert Series, numerous sponsored 5K/Fun Run/Walks, and more



**Kennett Township 2021 Proposed Budget
Engineering**

Department	Category 1	GL Account	Account Title	2021 Comment	2020 Budget	2020 Amended Budget	2020 YTD	2020 Forecast	2021 Requested	Sum of Vs. 2020 Amended Budget	Sum of % Vs. 2020 Amended Budget
Engineering	Contracted/ Professional Services	408.310	Engineering Services - General	2021 Run-rate \$1K general expenses plus some additional for streambank erosion issues. 2020 higher than run-rate due to Ways Lane design work. Assuming detailed design work would be funded by developers/property owners.	\$ 91,200	\$ 91,200	\$ 35,124	\$ 46,832	\$ 18,000	\$ (73,200)	-80%
		408.312	Engineering Services - MS4	Brandywine Red Clay Phase 2 stream restoration at Anson B. Nixon park \$30K; Revolving Water Fund (RWF) \$157K; \$30K general MS4 work (annual report, TMDL plan interactions with DEP, RWF support, general basin & MS4 compliance issues. 2020 below budget as we did not set up a storm water utility.	\$ 175,000	\$ 175,000	\$ 110,207	\$ 115,000	\$ 217,000	\$ 42,000	24%
		408.313	Planning Serv & Landscape Arch	Minimize projects	\$ 20,000	\$ 20,000	\$ 3,351	\$ 5,000	\$ 5,000	\$ (15,000)	-75%
		408.315	Engineering Serv - Grant Writing	Grant writing & lobbying for 5-points & Sewer grants. Negotiating price of extending into 2021.	\$ 30,000	\$ 30,000	\$ 33,030	\$ 43,000	\$ 25,000	\$ (5,000)	-17%
		408.316	Engineering Serv - Traffic	Ongoing project is capital project with grant.	\$ -	\$ -	\$ -		\$ -	\$ -	0%
		408.317	Trail Consultant	2020 over budget due to hiring of new trail consultants and SOWs approved by Board (ramp up work, due diligence, Magnolia underpass). 2021 Costs are embedded in cost estimates associated with primary projects (Magnolia & Trail work for grant). \$25,800 Trail consultants out of scope T&M (\$2150/mth).	\$ 15,000	\$ 15,000	\$ 48,834	\$ 95,326	\$ 25,800	\$ 10,800	72%
		408.454	Engineering Grant Exp (Match)	Minimal needs for grants from AECOM in 2021 assuming no 5-points work in 2020. (If we win grant, would likely start design sometime in 2021.) 2020 actuals engineering for grant project at Rt82/1/Cedarcroft. Remainder hitting Capital budget in 2020 Actuals and 2021 Budget.		\$ -	\$ 14,315		\$ 1,000	\$ 1,000	0%
	Capital Expense	408.315	Engineering Serv - Grant Writing	(blank)			\$ 1,779	\$ 1,779		\$ -	0%
		408.454	Engineering Grant Exp (Match)	Rt82/1/Cedarcroft grant work. Net amount remaining of match.	\$ 61,000	\$ 61,000	\$ 55,446	\$ 55,446	\$ 30,000	\$ (31,000)	-51%
Engineering Total					\$ 392,200	\$ 392,200	\$ 302,086	\$ 362,383	\$ 321,800	\$ (70,400)	-18%