
2022 Budget Discussion

BOS Meeting, October 20, 2021

- Public Works
- Police
- Township Building
- Committees
- Community

The Preliminary Budget Schedule

- October 6th BOS meeting: First public discussion: General Fund Revenue & begin Expenses
- **October 20th BOS meeting: Expense session 2**
 - *Police, Public Works & Liquid Fuels, Twp Building, Committees, Community*
- November 3rd BOS meeting:
 - *Finish GF Expenses (Fire & EMS; Parks; IT; Engineering; Revisit expenses as needed)*
 - *Other Funds (Open Space; Sewer)*
- November 18th BOS Meeting: Full P&L review; revisit prior areas to begin making tough decisions to close the expected gap
- December 1st BOS Meeting: Final view/decisions for entire proposed budget; Request authorization to advertise for required 20-day public review
- December 15th BOS Meeting: *(No budget discussion. Still under 20-day review period.)*
- *Special Meeting Week of December 27th: Approval of Final Budget*

Public Works

Summary of Budget Request

Public Works Department Operating Expense request of \$973K, up \$242K or 33% from 2021 Budget and \$164K over full-year 2021 forecast

- Primarily due to:
 - Increase hours of part-time storm water management employee to proactively monitor and address storm water infrastructure issues
 - Recommend list of Oil & Chip Roads produces increase of \$109K
 - Line painting supplies and services expected to double
 - Price increase seen across the board on materials, supplies, fuel, etc.
 - Budget tightening in last two years has produced some areas where we have exceeded budget in 2021 and/or under-invested in small equipment, tools and supplies
-

Recommend transfers to Capital of \$327K (vs \$235K budget) in 2021 and \$500K in 2022

- Detail on slides to follow

Public Works Department Staffing

- Current team is 1 Director, 1 Foreman, 4 general public works laborers, 1 part-time storm water management employee, & 1 part-time summer helper
- Request to increase hours of part-time storm water management employee hours from 20/week to 32/week to proactively monitor and address storm water infrastructure issues
- Continue with part-time summer laborer to assist with mowing and summer maintenance
 - In the last few years, the team has taken on at least 40 hours of mowing & maintenance across the Township Building, Barkingfield Park, & Spar Hill.
- Public Works Director originally requested another general PW team member
 - It is not included in this draft budget due to over budget constraints. Likely need in future with expanding open space/trail responsibilities
 - Our aging sewer system and major projects are driving additional workload
 - We have kept it to a 6-person team for decades, despite growth & additional responsibilities
 - We are expecting a tenured team member to retire in 2023 & would like the opportunity to train a new person before that departure

Public Works Department

Major General Fund Items

- Line painting expected to double from \$30K to \$60K
 - Warned by vendor of 2x pricing
- Roads to Oil & Chip to extend the life before next full paving
 - Includes Fogging which locks in Oil & Chip – no loose stone with fogging
 - These roads are about 5 years old; cracking starting

Road	Description	Estimate
Bayard Road	E. Marborough to Rosedale	\$58.5K
Bayard Road	Rosedale to Hillendale	\$34.6K
E. Hillendale	Rosedale to Bayard	<u>\$48.3K</u>
Total Oil & Chip		\$141.4K

Public Works Department

Capital Expenses

Item	Description	GF Budget via Transfer		Capital Budget Expense		Liquid Fuels
		2021	2022	2021	2022	
Davenport Pipe Replacement	Lower section	\$185K			\$185K	
	Upper section		\$250K		\$250K	
Garage Roof	Budgeted in 2021 but held off due to limited supplies and contractor avail.	\$90K			\$90K	
Dump Truck Replacement	F550 due for replacement; recommend transfer from surplus in 2021	\$52K			\$52K	
Road Paving	GF = \$462K - \$312K est Liquid Fuels Grant More detail on next slide		\$150K		\$150K	\$312K
Garage Door Replacement	Requested in 2021 budget but cut during process		\$30K		\$30K	
Backhoe Replacement	\$120K minus resale of current \$50K = \$70K net		\$70K		\$70K	
Total Capital Projects		\$327K	\$500K	\$0	\$827K	\$312K

Public Works Department

Paving Projects

- \$462K for Road Paving; \$312K estimated from Liquid Fuels grants, remainder from Capital /General Fund (\$150K)
- Over the course of many years, we have expanded our main roads from 18 to 21 feet. The last two roads in that plan are included below (Burrows Run & finish Rosedale). Assuming budget constraints, Roger recommends starting with Step 1 of both in 2022

Road	Description	Estimate
Burrows Run Road Reconstruction to Widen ~1.5 miles	Due to high cost & assuming budget constraints, Roger recommends just Step 1 in 2022	
	Step 1) Widen 18ft to 21ft via mill & fill	\$204,000
	Step 2) Base & leveling	\$228,000
	Step 3) Top finish coat (in place)	<u>\$153,000</u>
Total Burrows Run Road Reconstruction		\$585,000
Rosedale Reconstruction to Widen Bayard to McFarlan	Due to high cost & assuming budget constraints, Roger recommends just Step 1 in 2022	
	Step 1) Widen 18ft to 21ft via mill & fill	\$124,000
	Step 2) Base & Leveling	\$228,000
	Step 3) Top finish coat (in place)	<u>\$204,000</u>
Total Rosedale Reconstruction		\$556,000
Subdivisions	Overlay & Geofabric	
South Ridge Drive		\$82,000
Hillingham Subdivision	Clayton Court & Hillingham Dr	<u>\$51,000</u>
Total Subdivisions		<u>\$133,000</u>
Total if all 2022		\$1,274,000
Total if defer part	Defer Steps 2 & 3	\$461,000

Police Department

Summary of Budget Request

Police Department request of \$2M, up \$140K or 8% from 2021 Budget

- Primarily due to:
 - Impact of full-year of officers added in throughout 2021
 - Overtime running high due to short-staffing, expect lower than 2021 but still relatively high
 - OT required to cover shifts due to vacations, sick-time, court time and training
 - Also 3x holiday shifts hit OT
 - Renovation of existing space placeholder under Twp Building budget
-
- Chief originally requested another officer due to short-staffing and military duty absence that will last until mid-2022.
 - It is not included in this draft budget due to over budget constraints and addition of 2 officers in 2021

No Police vehicles need to be replaced in 2022

- Our current fleet: we have 3 standard patrol cars + 3 specialty vehicles
- Typical lifespan for a patrol vehicle is 5-years
- By 5-year standard, the Detective's unmarked car would be due. Given more limited driving of the unmarked cars, we do not need to replace a car in 2022.

- **Not currently included due to budget constraints. If possible, recommend a \$50K proactive transfer to the Capital Fund to prepare for future purchases and fund our Capital Reserve.**

Township Building

Summary of Budget Request

Township Building request of \$165K, up \$18K or 12% from 2021 Budget

- 2021 forecast is below budget at \$95K as there were project placeholders due to aging nature of building, multiple issues that arose in 2020. Keep higher budget for 2022.
 - We were also planning engineering review of issues and options that we now plan to do in 2022
 - Estimate of above 2 items = \$40K placeholder
 - New Audio-Visual system needed to accommodate hybrid meeting format. Quotes underway. Placeholder of \$20K.
-

The current Township office building is not sufficient to meet the needs of a growing Township

We are beginning to see major repairs needs for the aging building

- Dormers & the Police entrance door replaced due to rotting, water leakage and mold 2020-2021; more windows & door replacement expected

We have had multiple mold issues in the Public Meeting room due to high ground water

- Potential to replace carpet with more durable waterproof flooring
- Need engineer to evaluate

The HVAC “system” is a conglomeration of many residential HVAC units that don’t meet the needs of a commercial building and are reaching the age where repairs or replacement may be required. We may need to add integrated dehumidifiers and may want to add air scrubbers

There is not sufficient space to accommodate a growing Police force and other staff additions

- Our Police Department and holding cell are upstairs, which proves challenging with some people taken into custody.
- Our interview facilities are insufficient
- Desk space is shared in the Police Department
- COVID-19 has proven challenging given that offices are shared for the non-uniform teams
- Conference room space is extremely limited

We are just beginning to evaluate options and do not yet have estimates

- Have proposed minor changes to optimize Police space; waiting on estimate
- We would like to engage our engineers and possibly architects to review options in the current building, including minor to major renovations and additions.
- Pending estimate that would be include in the final budget

Community & Committees

October 20, 2021

Library Capital Contribution

\$121K per year for six years

- 2020 - 2025
- The new library is est. to cost \$15M w/ est. completion in Dec 2022
 - 29K Square Feet
 - Spacious first floor adult reading area
 - Large open children's area
 - Dedicated teen area
 - Reader & study seating spread around the library
 - Flexible & various sized rooms for meeting/studying/tutoring
 - Enhanced book & media collections
 - Laptop & computer plugins
 - State of the art audio & video in meeting rooms
 - 110-seat auditorium
 - Second floor Maker Space



The new Kennett Library will be a library to be proud of – our community living room. Twenty-first century libraries are places of exploration, innovation, discovery and learning. They engage and connect our community.

They transform lives – every day!



Historic Kennett Square 2022 Budget Request



Request of \$20K, in line with 2021 Budget

- Manage Main Street programs and events that contribute to a thriving Kennett community.
- Host events and programs that bring people to Kennett Square and serve existing Kennett Township and Borough residents, including the KSQ Farmers Market, Holiday Village Market, Clover Market, holiday parades, and dining on State Street.
- Develop and support programs that promote Kennett Square to visitors, showcasing the Kennett brand.
- Continue to support economic development initiatives on a case-by-case basis in partnership with Kennett Borough and Kennett Township
 - Kennett regional micro-transit study grant
 - Support the Borough of Kennett Square with plans for the NVF site.
 - Continuing to host community conversations through the Kennett Square Speakers Series



Kennett Area Community Service (KACS) 2022 Budget Request

Draft 2022 budget includes \$5K, flat to Dec 2020 contribution. KACS requested \$20K.

- Last year, KACS served **4,926** unduplicated individuals
- Over **64%** those served are from the greater Kennett area
- Three Signature Programs
 - Kennett Food Cupboard
 - Emergency Assistance Program
 - Bridges Out of Poverty Initiative
- Uses of Funds
 - Food Cupboard – purchase perishable items
 - Emergency Assistance Program – temporary housing, utilities, etc.
 - Bridges Out of Poverty Initiative – facilitators for the workshops
- Recent Statistics
 - **22,000** visits to the food cupboard
 - **516** unduplicated families helped with case management & crisis services
 - **\$679,710** paid out in emergency assistance
 - Significant increase in first-time participants due to COVID factors and **Hurricane Ida**

Kennett Area Senior Center

2022 Budget Request



Request of \$2.5K vs. \$2K in 2021 Budget, but returning to prior levels

- Over **53%** of members are Kennett Township Residents
- Provides services to approximately 1,200 seniors
- Programs
 - General Programs (\$1,500)
 - Health & Wellness Programs including Age-appropriate exercises & health screenings
 - Workshops – Fraud prevention; legal; financial; health; nutrition
 - Socialization opportunities to support emotional well-being
 - Information & Assistance Program & Medicare Counseling (\$1k)
 - Help elderly navigate a complex and ever-changing society
 - One-on-one counseling on social, emotional, financial, food insecurity, health needs
 - Assistance in finding and utilizing resources
- KASC is the only full-service organization serving vulnerable and low-income seniors in the Kennett Community

Brandywine Red Clay Alliance (BRC) 2022 Budget Request

Request of \$2K, flat to 2021 request

- BRC membership (\$1,000)
- BRC Campaign Donation (\$1,000)

- BRC Provides:
 - Red Clay Valley Clean-Up in March annually, with Kennett Twp focus
 - Watershed level, strategic stream restoration planning on Red Clay Creek Watershed
 - Partnership on stormwater projects in the township, such as Nixon Park and others
 - Public education, school and group environmental education programs
 - Strategic partner on land preservation and stewardship



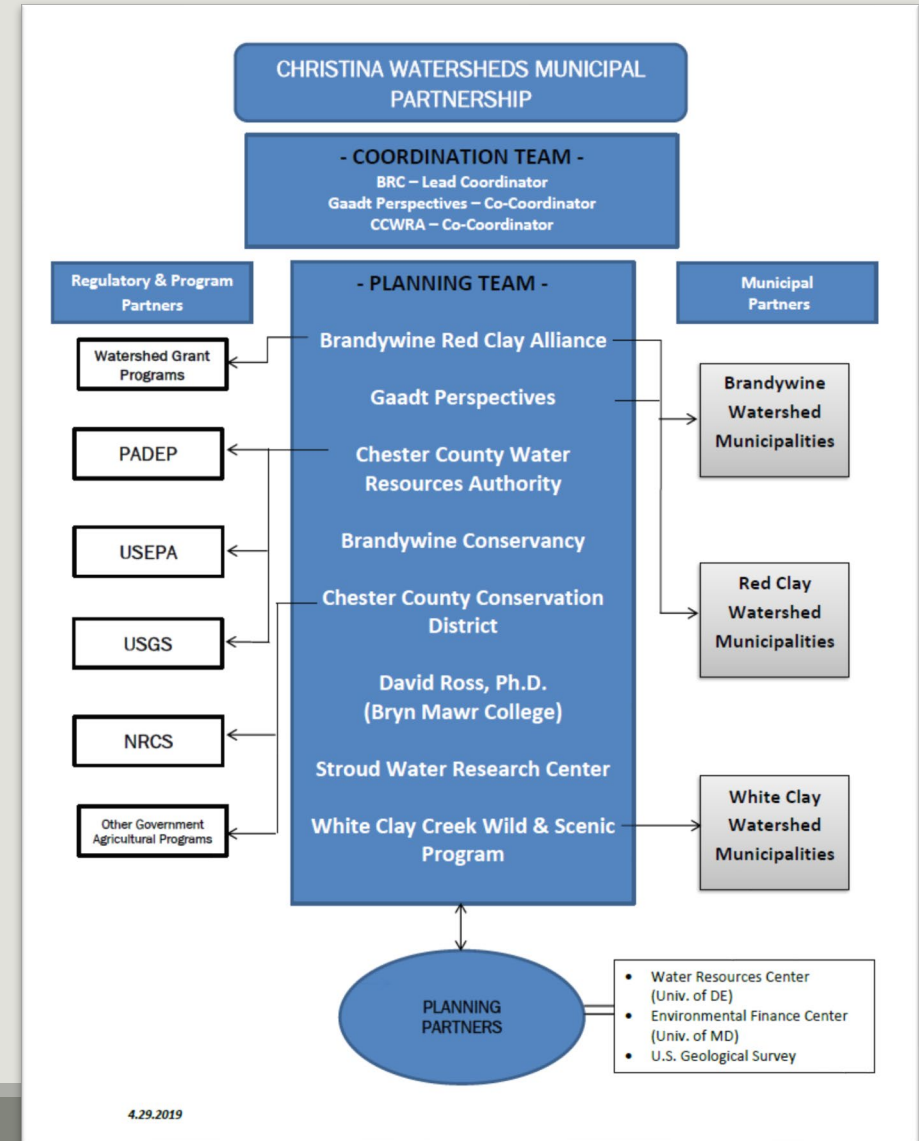
Christina Watersheds Municipal Partnership (CWMP)

2022 Budget Request

Request of \$950, flat to 2021 budget

➤ Christina Watersheds Municipal Partnership (CWMP)

- Involvement is important to our MS4 program
- Coordinator for four watersheds and 38 municipalities in Chester County
- MS4 Technical and Educational Benefits
- Liaison with PADEP and other Governmental agencies
- Partnership keeps costs low by streamlining communication and resources



Kennett Area Park & Recreation Board

2022 Budget Request

Request of \$17.5K vs. \$10K for 2021 but returning to prior levels

- Contribution funds Pennock Park maintenance & Sporting events/programs support
- 30% of participants are Kennett Township residents (not including Titans Football & Softball)
- Costs to residents would increase with less contributions
- Grant application have not been successful
- Township has contributed for 20+ years



FEATURES	KENNETT AREA PARK & RECREATION BOARD BLUE DEMONS SPORTS	BENEFITS
<ul style="list-style-type: none">• Youth Recreation• Community Value• Budget-friendly• Social Interactions• Positive Sports Experiences		<ul style="list-style-type: none">• Continued Recreation Development• Close Community Ties• Involvement Of All Skill Levels• Affordability• Healthy Relationships



Kennett Area Park Authority, Municipal Authority (KAPA)

2022 Budget Request

Request of \$68,250 vs. \$65K in 2021 Budget

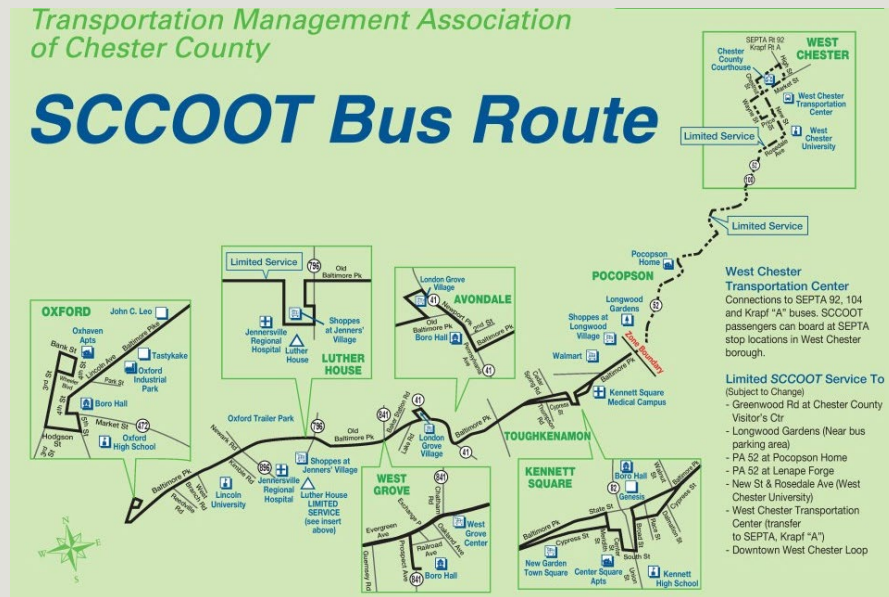
- KAPA is a municipal authority formed by the Township & the Borough in 1988 to operate & maintain Anson Nixon Park
- KAPA depends upon funding from the municipalities
- **Funding aids in continuing maintenance & operations for the environmental features & public usage of Anson Nixon Park**
 - Maintenance of open spaces, trails, the pond, trees and shrubs, and passive and active park facilities
 - Park administration
- **KAPA is guided by the principles stated in its Bylaws:**
 - preservation of an open, natural and largely passive environment that lends itself to both tranquil and rigorous pursuits, with free access to the general public;
 - promotion of recreational interaction among the community's diverse ethnic, social, age and economic groups by providing a safe, outdoor venue that offers facilities compatible with a multitude of social, cultural, spiritual and sporting endeavors;
 - collaboration with other established community education, civic and recreational organizations and institutions to further the principles of this mission statement.



Chescobus SCCOOT (TMACC) 2022 Budget Request

Request of \$5K, up from \$2K in 2021

- Requesting match funds for SCCOOT bus service funded by Commonwealth 1513 grant
- Transportation for residents of Kennett and the surrounding communities
- Oxford to West Chester, passing through KT
- Only small portion of revenue generated from fares & advertising
- Not eligible for COVID-related funding



Deer Management Committee

2022 Budget Request

Request of \$500 vs. \$250 Budget for 2021, flat to 2021 request

- Had a stock of materials from prior year, so haven't spent current budget, but anticipate need next year
- Supports Kennett PD, PSP Troop Avondale, and PA Game Commission
 - Assist with hunting related issues such as trespassing
- Funds provide materials to assist the public as needed
 - No Trespassing Signs and related materials

Brandywine Valley Scenic Byway Commission

2022 Budget Request

Total Request = \$600, inline with 2021 budget



- The Brandywine Valley Scenic Byway Commission was formed per Intergovernmental Cooperation Agreement with 5 municipalities, including Kennett Township.
- Byway was designated as a National Scenic Byway (NSB) 2/2021
- The Commission Advocates for sustaining the historical and scenic qualities of the Brandywine Valley & works closely with the adjoining BVNSB in Delaware
- The funds contribute to operating expenses to comply with government practices for a Scenic Byway (e.g. website, virtual office and records) along with a projects fund for special initiatives

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

				Payroll as of 9/30; Accounts Payable as of 10/20						
Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Public Works	51000	Salaries	Public works, including MS4 part-timer. 10% of PW salary is allocated to Sewer. Roger is requesting +1 laborer for 2022 in preparation for 2023 expected retirement on the team.	\$ 368,217	\$ 434,000	\$ 311,998	\$ 416,764	\$ 426,307	\$ (7,693)	-2%
	51800	Salaries, Overtime	(to be updated)	\$ 15,652	\$ 19,000	\$ 21,664	\$ 32,977	\$ 33,650	\$ 14,650	77%
	52160	Small Equipment	2021 includes tools and parts/repair costs for our small equipment which drove it higher than expected (rather than just small equipment purchases). Sample of items needed: Weed eater, chainsaw, confined space safety gear (tripod safety great (\$3.2K), harnesses (2, \$500 each)), blower & hose \$650. Fuel tank & pump to fill generators (currently borrowing \$1K). Repair & parts running \$400-460 per month. \$14K in new equip + 500/mth repair & maint.	\$ 2,312	\$ 5,000	\$ 7,763	\$ 10,000	\$ 20,000	\$ 15,000	300%
	52310	Gasoline/Diesel	Gas & Diesel gallon usage is about the same as prior years. Contract is fixed mark-up over rack price. Rack price has gone up this year. E.g. Early in year gas was @ \$1.96 to high of \$2.39. Gas booked against Police. Diesel booked against PW. Assuming 8K diesel gallons * \$2.50 per gallon		\$ 10,000	\$ 12,198	\$ 20,000	\$ 20,000	\$ 10,000	100%
	52380	Uniforms	Current uniforms are running just under \$115/week + individual items (boots \$1200, sweatshirts/tshirts/jackets \$2300), misc. Seemingly oversight in 2021 budget for Maintenance Supplies; definitely wasn't enough for Maintenance Supplies and Uniforms.		\$ 8,000	\$ 7,625	\$ 11,000	\$ 10,500	\$ 2,500	31%
	52451	Stone	Extensive stone fill is needed due to flooding from storms and pipe projects.	\$ 35,561	\$ 20,000	\$ 18,772	\$ 20,000	\$ 20,000		
	52452	Skin Patching	(blank)	\$ 13,181	\$ 20,000	\$ 13,938	\$ 20,000	\$ 20,000		
	52453	Skin Patching Oil	(blank)	\$ 1,065	\$ 8,000	\$ 3,431	\$ 8,000	\$ 8,000		
	52454	Black Top	(blank)	\$ 6,136	\$ 10,000	\$ 4,365	\$ 10,000	\$ 10,000		
	52455	Drainage Materials	Pipe, inlet boxes, risers	\$ 8,284	\$ 10,000	\$ 9,939	\$ 10,000	\$ 10,000		
	52456	Line Painting	Double from 2021 per warning from vendor. Supplies are doubling.	\$ 27,382	\$ 30,000	\$ 5,221	\$ 30,000	\$ 60,000	\$ 30,000	100%
	52457	Oil & Chip	Oil & Chip is intended to extend the life of pavement between major pavement runs. Bayard Road (E Marb to Rosedale \$58.5K) + Bayard (Rosedale to Hillendale \$34.6K) + E. Hillendale (Rosedale to Bayard \$48.3K)	\$ -	\$ 33,000	\$ 43,155	\$ 43,155	\$ 142,000	\$ 109,000	330%
	52460	Supplies, Signs	2021 elevated due to Chandler Mill pilot project. Return to \$6K normal annual spend.	\$ 6,506	\$ 6,000	\$ 11,636	\$ 13,000	\$ 6,000		
	52461	Snow & Ice Control Supplies	Should be done for 2021. 2022: 1000 ton @ \$62/ton (last year's rate)	\$ 19,631	\$ 45,000	\$ 48,859	\$ 48,859	\$ 65,000	\$ 20,000	44%
	52500	Maintenance Supplies	Run-rate \$1500/mth. Minor projects supplies for Barkingfield or Spar Hill would still be here but notated with memo.	\$ 13,183	\$ 4,000	\$ 12,908	\$ 18,000	\$ 18,000	\$ 14,000	350%
	53600	Utilities	Propane YTD \$7200 +2 more fills \$1900 each. Fios \$156/month but will go up for Wifi at Barkingfield. Phone \$152 per month. PECO traffic lights \$405/mth. Garage PECO \$220/mth	\$ 20,349	\$ 21,000	\$ 15,175	\$ 21,000	\$ 22,000	\$ 1,000	5%
	53610	Electric, Street Lights	Running \$400/month	\$ 1,062	\$ 1,380	\$ 3,467	\$ 4,800	\$ 4,800	\$ 3,420	248%
53680	PA One Call	(blank)	\$ 925	\$ 1,000	\$ 521	\$ 1,000	\$ 1,000			
53690	Household Hazardous Waste Disp	Participation in Chester County Hazardouse Waste Collection events per requirement of grant program.	\$ 1,769	\$ 3,000	\$ 1,297	\$ 3,000	\$ 3,000			

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Public Works	53700	Repair & Maintenance Services	This should only be used for PW Building repair & maintenance; Maintenance supplies have separate GL.	\$ 3,739		\$ 2,305	\$ 4,000	\$ 5,000	\$ 5,000	100%
	53720	Vehicle Maintenance & Repair	Vehicle repair and maintenance; various truck repairs were needed.	\$ 23,107	\$ 15,000	\$ 17,729	\$ 24,000	\$ 24,000	\$ 9,000	60%
	53740	Maintenance, Traffic Signals	Standard inspections \$3.5K plus breakdowns e.g. batteries and electronics. Repair and supplies are running high. 2021 One box blew out completely.	\$ 6,599	\$ 9,000	\$ 11,889	\$ 14,000	\$ 14,000	\$ 5,000	56%
	54150	Expenses (Reimburs. by Insur)	(blank)	\$ -	\$ -	\$ -	\$ -	\$ -		
	54500	Contracted Services	GPS tracking (\$3000, \$250/mth), Trash service (\$1500, \$122/mth), Mulch grinding for yard waste facility (\$10K), street sweeping (\$6K), rent stump grinder (\$1K), Tree work & other contracted (\$5K), Misc \$2.5K	\$ 8,367	\$ 17,500	\$ 16,938	\$ 25,000	\$ 29,000	\$ 11,500	66%
	59999	Miscellaneous Expenses	CDL license renewals, misc.	\$ 193	\$ 500	\$ 355	\$ 500	\$ 500		
Public Works Total				\$ 583,220	\$ 730,380	\$ 603,145	\$ 809,054	\$ 972,757	\$ 242,377	33%
Interfund Transfers - PW	57050	Trns to Capital (Paving)	2022 Expect to use entire Liquid Fuels Grant amount with excess funded from Capital/General Fund amount. Total of \$461K includes first step of three steps of road widening and reconstruction on Burrows Run (\$204K) and Rosedale (Bayard to McFarlan \$124K) plus South Ridge Drive (\$82K) & Hillingham (\$51K) previously deferred. Total still defers Steps 2 & 3 of reconstruction work on Burrows Run and Rosedale. All would be \$1,274,000.	\$ -	\$ -	\$ -	\$ -	\$ (150,000)	\$ (150,000)	100%
	57400	Trns to Capital (Veh & Equip PW)	2021 Forecast - recommend to transfer funds from GF to Capital in 2021 for Dump Truck purchase in 2022, utilizing surplus in 2021 2022 Backhoe (\$120K minus resale of current est \$50K = \$70K net)	\$ (13,860)	\$ -	\$ -	\$ (52,000)	\$ (70,000)	\$ (70,000)	100%
	57070	Trns to Capital (Bldgs)	Garage Door Replacement (\$30K). Garage Roof Replacement (Est \$90K). Roof was budgeted in 2021 but held off due to shortage and cost of materials, labor, etc. Can transfer funds from General Fund to Capital Fund at end of 2021 so not repeated in GF budget for 2022.	\$ -	\$ (85,000)	\$ -	\$ (90,000)	\$ (30,000)	\$ 55,000	-65%
	57060	Trns to Capital (Drainage)	Large drainage project (pipe replacement in Davenport). Multi-year project. Lower end going out to bid now but may not be completed until 2022 due to material shortage. Can transfer to capital in 2021. Upper end budgeted for 2022.	\$ -	\$ (150,000)	\$ -	\$ (185,000)	\$ (250,000)	\$ (100,000)	67%
Interfund Transfers - PW Total				\$ (13,860)	\$ (235,000)	\$ -	\$ (327,000)	\$ (500,000)	\$ (265,000)	113%

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

					Actuals as of	10/6/2021					
Fund	Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Liquid Fuels	Liquid Fuels	56100	Capital Construction - Road Paving	2021 Increase over budget was approved by Board; driven by rising prices 2022 Expect to use entire grant amount. Request of \$461K includes first step of three steps of road widening and reconstruction on Burrows Run (\$204K) and Rosedale (Bayard to McFarlan \$124K) plus South Ridge Drive (\$82K) & Hillingham (\$51K) previously deferred. Total still defers Steps 2 & 3 of reconstruction work on Burrows Run and Rosedale. All would be \$1,274,000.	\$ 307,388	\$ 323,000	\$ -	\$ 346,573	\$ 312,000	\$ (11,000)	-3%
Liquid Fuels Total					\$ 307,388	\$ 323,000	\$ -	\$ 346,573	\$ 312,000	\$ (11,000)	-3%
Capital	Public Works	52455	Drainage Materials	Large drainage project (pipe replacement in Davenport). Just completed big for lower Davenport but will execute in 2022. Then do upper Davenport.	\$ -	\$ 150,000	\$ -	\$ -	\$ 435,000	\$ 285,000	190%
		56100	Capital Construction - Road Paving	2022 Expect to use entire Liquid Fuels Grant amount with excess funded from Capital/General Fund amount. Total of \$461K includes first step of three steps of road widening and reconstruction on Burrows Run (\$204K) and Rosedale (Bayard to McFarlan \$124K) plus South Ridge Drive (\$82K) & Hillingham (\$51K) previously deferred. Total still defers Steps 2 & 3 of reconstruction work on Burrows Run and Rosedale. All would be \$1,274,000.	\$ -	\$ -	\$ -	\$ -	\$ 150,000	\$ 150,000	100%
		56110	Capital Construction	Garage Roof Replacement (Est \$90K). Garage Door Replacement (\$30K). Roof was budgeted in 2021 but held off due to shortage and cost of materials, labor, etc. Can transfer funds from General Fund to Capital Fund at end of 2021.	\$ -	\$ 85,000	\$ -		\$ 120,000	\$ 35,000	41%
		57400	Veh-Equip (to capitalize)	2022 Dump Truck purchase \$52K, funds transferred from GF in 2021 utilizing surplus in 2021 2022 Backhoe (\$120K minus resale of current est \$50K = \$70K net)	\$ -	\$ -	\$ -		\$ 122,000	\$ 122,000	100%
Capital Total					\$ -	\$ 235,000	\$ -	\$ -	\$ 827,000	\$ 592,000	252%
Grand Total					\$ 307,388	\$ 558,000	\$ -	\$ 346,573	\$ 1,139,000	\$ 581,000	104%

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

				Payroll as of 9/30; Accounts Payable as of 10/20						
Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Police	51000	Salaries	No new officers in 2022. Considered +1 Officer 1/1/2022 given one officer is on military leave until mid-2022. No pay or benefits from KT while on leave. Therefore, it wouldn't truly headcount increase until mid-2022. However, removing now due to budget constraints.	\$ 838,679	\$ 996,896	\$ 740,950	\$ 1,001,683	\$ 1,169,218	\$ 172,322	17%
	51800	Salaries, Overtime	2021 had excessive OT due to short staffing before new hires and while team members were on disability or military leave. OT under discussion and analysis still if no team members are added.	\$ 50,556	\$ 61,000	\$ 55,158	\$ 100,894	\$ 80,513	\$ 19,513	32%
	51830	Salaries, Overtime Reimbursable	Started to increase work with Longwood Gardens and Greenwood Elementary	\$ -	\$ 15,000	\$ 3,509	\$ 5,000	\$ 10,000	\$ (5,000)	-33%
	51831	Salaries, STD (Reimbursable)	Assuming zero. No known cases at this point.	\$ 14,080	\$ 40,377	\$ 37,679	\$ 37,679	\$ -	\$ (40,377)	-100%
	51910	Uniform Maintenance	Dry cleaning \$250 per officer per CBA plus dress attire for Command Staff	\$ 62	\$ 4,750	\$ -	\$ 3,750	\$ 3,750	\$ (1,000)	-21%
	51920	Social Security & Medicare	SS 6.2%; Medicare 1.45% of salaries	\$ 69,064	\$ 80,717	\$ 54,639	\$ 84,009	\$ 94,642	\$ 13,925	17%
	51940	Unemployment Taxes	\$375 per person per year	\$ 3,500	\$ 4,900	\$ 4,125	\$ 10,875	\$ 11,250	\$ 6,350	130%
	51960	Medical & Dental Insurance	(blank)	\$ 107,911	\$ 204,993	\$ 128,590	\$ 182,723	\$ 216,295	\$ 11,302	6%
	51970	Employee Pension Plan	Minimum municipal obligation	\$ 83,631	\$ 81,100	\$ -	\$ 81,100	\$ 94,260	\$ 13,160	16%
	51980	Life, Disability, H&L Insurance	(blank)	\$ 14,503	\$ 16,740	\$ 8,298	\$ 11,604	\$ 12,572	\$ (4,168)	-25%
	51990	Employee Savings Plan	457b retirement plan, 100% match up to 3% of salary. In union agreement	\$ 24,655	\$ 31,741	\$ 20,653	\$ 33,077	\$ 37,492	\$ 5,751	18%
	52100	Office supplies, equip, furnit.	(blank)	\$ 1,534	\$ 2,000	\$ 1,277	\$ 1,500	\$ 1,500	\$ (500)	-25%
	52102	Detective Supplies	(blank)		\$ 2,500	\$ -			\$ (2,500)	-100%
	52170	Police Equipment	Normal equipment replacement. 2022 combine detective supplies of \$2.5K into this line item rather than separating. 2022 includes modular optical systems to pistols.	\$ 19,076	\$ 8,000	\$ 6,212	\$ 8,000	\$ 10,500	\$ 2,500	31%
	52310	Gasoline/Diesel	2021 volume consistent with 2020 but rates are up. Contract has a fixed mark-up over rack, but rack varies with market pricing. 10K gallons annually. \$2.47/gallon latest price vs. \$1.75/gallon at beginning of year. 41% increase.	\$ 17,212	\$ 9,000	\$ 18,910	\$ 26,000	\$ 30,000	\$ 21,000	233%
	52380	Uniforms	(blank)	\$ 13,896	\$ 10,000	\$ 9,047	\$ 9,500	\$ 8,000	\$ (2,000)	-20%
	52470	Community Policing Supplies	Activity has been light due to COVID but will pick-up when safe to do so.	\$ -	\$ 1,000	\$ -	\$ 1,000	\$ 1,500	\$ 500	50%
	53140	Legal Services	Expect current situation to wrap up. However, CBA will be negotiated next year for the following year.	\$ 103,487	\$ 50,000	\$ 10,725	\$ 15,000	\$ 15,000	\$ (35,000)	-70%
	53240	Cell Phone Expense	\$65/month per officer per CBA. May consider moving to Twp phones via AT&T Firstnet. Phone could then serve as full mobile devices with the latest for photos, video, graphic packages, capturing notes in the field.	\$ 5,834	\$ 8,580	\$ 5,850	\$ 8,580	\$ 9,360	\$ 780	9%
	53540	Worker's Comp. Insurance	Police portion of WC; total WC for 2021 below budget but Police drivers were higher. 2021 was temporary decrease due to improved claims experience. Increased again for 2022.	\$ 38,570	\$ 40,570	\$ -	\$ 42,388	\$ 51,974	\$ 11,404	28%
53720	Vehicle Maintenance & Repair	2021 higher due to decals for new vehicles booked here. No new vehicles in 2022.	\$ 13,564	\$ 7,500	\$ 11,200	\$ 14,000	\$ 12,000	\$ 4,500	60%	
54200	Dues & Subscriptions	Part of contract	\$ 323	\$ 2,500	\$ 504	\$ 1,000	\$ 2,500			

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Police	54500	Contracted Services	Lexipol: \$7.2K annual manual, proceedings, training & per user fee. Axon In Car Cameras \$15K/year; Axon Body Cameras \$8.4K/year; SPCA \$5K Printers: \$131/mth contract & Copiers about \$200/quarter Speed device calibration, cert., maint. \$2K; toxicology services \$5K Taisrs DON'T SEE 2021 exp. ? \$3.6K budget	\$ 25,851	\$ 50,000	\$ 36,257	\$ 50,000	\$ 46,000	\$ (4,000)	-8%
	54520	IT Services	IT support (\$2/mth); Intellig. databases (Lexis Nex. \$1.8K & Magloclen \$400, misc \$400); Cody \$6.3K; Alloc. of GL \$6K; Sched. sys \$1650; misc \$2K; computers (3*3000). Need further research on costs for increases security. Added \$500/mth. New computers are needed (to be update 3 2021 & 2 2022)	\$ 40,383	\$ 40,100	\$ 23,740	\$ 40,000	\$ 51,550	\$ 11,450	29%
	54600	Training & Conferences	Low due to COVID	\$ 1,725	\$ 15,000	\$ 2,337	\$ 4,000	\$ 15,000		
	54610	Tuition Reimbursement	CBA benefit; currently one officer enrolled. Could be higher as others can opt in.	\$ 2,217	\$ 5,000	\$ 4,487	\$ 5,000	\$ 5,000		
	55300	Payments to other Gov't bodies	Chester County SWOT (Emergency Response Team (ERT)) (\$3K, increase \$500 from prior)	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500	\$ 3,000	\$ 500	20%
	57400	Veh-Equip (to capitalize)	Not planning to buy a vehicle in 2022, but will transfer to capital fund for future purchases. No vehicles are presently up for replacement.	\$ 41,575	\$ 55,333	\$ 44,584	\$ 44,584	\$ -	\$ (55,333)	-100%
	59999	Miscellaneous Expenses	Gym reimbursement per CBA (\$690 per officer); New hire expenses, Misc.	\$ 9,690	\$ 15,000	\$ 9,365	\$ 17,500	\$ 9,800	\$ (5,200)	-35%
Police Total				\$ 1,544,076	\$ 1,862,797	\$ 1,240,596	\$ 1,842,946	\$ 2,002,676	\$ 139,879	8%
Interfund Transfers - Police	57400	Trns to Capital (Veh & Equip Police)	Not planning to buy a Police vehicle in 2022 as no vehicles are presently up for replacement. If budget can support would recommend transferring \$50K to capital to keep even from GF. Not including at this point.	\$ (103,120)	\$ -	\$ -	\$ -	\$ -		
Interfund Transfers - Police Total				\$ (103,120)	\$ -	\$ -	\$ -	\$ -		
Grand Total				\$ 1,440,956	\$ 1,862,797	\$ 1,240,596	\$ 1,842,946	\$ 2,002,676	\$ (1,240,596)	-100%

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

				Actuals as of	10/20/2021					
Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Twp Building	52100	Office, meeting & cleaning supplies, furnit.	Office, meeting & cleaning supplies, equipment, & accessories/furniture. Reclassed from Admin to Twp Building as items are more general for building. Moved 2021 budget as well.	\$ 7,218	\$ 8,000	\$ 5,950	\$ 8,000	\$ 8,000		
	52500	Maintenance Supplies	Supplies for in-house repairs & maintenance. Electric/plumbing supplies (\$800), Mulch (\$900)	\$ -	\$ 1,500	\$ 1,082	\$ 1,500	\$ 1,700	\$ 200	13%
	53600	Utilities	Utilities: Electric \$16K (warned of increase in new contract but don't have details yet, includes placeholder 25% increase), Propane \$6K, Verizon FOIS \$6K (includes placeholder increase to increase speed of WIFI, Phone system \$8K, Cell phones \$6K.	\$ 47,434	\$ 45,000	\$ 29,598	\$ 36,000	\$ 42,000	\$ (3,000)	-7%
	53601	Utilities (The Pines)	Expect increase in green energy rate in next contract.	\$ 2,305	\$ 2,305	\$ 3,292	\$ 6,500	\$ 8,100	\$ 5,795	251%
	53700	Repair & Maintenance Services	Run-rate of Unplanned 3rd party building/HVAC/plumbing repair (\$4K). \$40K placeholder to evaluate the building for ability to expand, HVAC system, moisture issues and our ability to expand and implement some changes (detail TBD). Will aim to update before budget is final. May be able to transfer from GF to Capital this year with budget allotted.	\$ 36,020	\$ 40,000	\$ 1,244	\$ 4,000	\$ 44,000	\$ 4,000	10%
	54500	Contracted Services	Planned contracted maintenance services: Meadow trail mowing (\$1K PW does all else), office equipment leases (\$9K), cleaning service (\$12K), bldg security system (\$3K), elevator inspec/maint (\$4.5K), pest control (\$1K), window cleaning (\$1.5K), carpet & duct cleaning (\$4K), generator (\$3K), misc (\$2K). New Board room Audio Visual system. Quotes in progress. Placeholder of \$20K.	\$ 38,170	\$ 48,500	\$ 23,616	\$ 39,000	\$ 61,000	\$ 12,500	26%
	59999	Miscellaneous Expenses	(blank)	\$ (176)	\$ 2,000	\$ 127	\$ 200	\$ 500	\$ (1,500)	-75%
Twp Building Total				\$ 130,972	\$ 147,305	\$ 64,910	\$ 95,200	\$ 165,300	\$ 17,995	12%

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

				Actuals as of	10/20/2021					
Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Community Development	54560	Economic Development Office	Previously was Economic Development Director salary via Historical Kennett Square. Position vacant. MOU not approved by Borough and not funded in their budget. Eliminate for 2021 & 2022 due to expense constraints; reconsider for future.	\$ 37,500	\$ -	\$ -	\$ -	\$ -		
	55204	Township Events	Placeholder.	\$ (398)	\$ -	\$ -	\$ 1,000	\$ 1,000	\$ 1,000	100%
	55305	Deer Management Committee	Supports Kennett PD, PSP Troop Avondale, & PA Game Commission t assist with hunting related issues such as trespassing. Funds provide trespassing signs and related hunting safety material. Didn't need 2021 funds as had remaining stock from previous years.	\$ -	\$ 250	\$ -	\$ -	\$ 500	\$ 250	100%
	55407	Brandywine Vly Scenic Byway Com	Annual contribution. Joint effort across many municipalities that we are already committed to.	\$ 500	\$ 600	\$ 500	\$ 500	\$ 600		
	55408	Environmental Advisory Committ.	No request made for 2022 (yet)	\$ 2,494	\$ -	\$ -	\$ -	\$ -		
	55409	Payments to other Gov't bodies	No generic committee money. Special projects would hit specific line items	\$ -	\$ -	\$ -	\$ -	\$ -		
	55410	Trails and Sidewalk Committee	Many projects underway. Budget is specifically under those project categories.	\$ -	\$ -	\$ -	\$ -	\$ -		
	55411	Historic Commission	Assume same operating expense as 2021. Incomplete request received.	\$ 6,767	\$ 1,500	\$ 1,200	\$ 1,500	\$ 1,500		
	55412	Land Stewardship Program	Individual items supported directly through Barkingfield budget.	\$ 5,000	\$ -	\$ -	\$ -	\$ -		
	Community Development Total				\$ 51,863	\$ 2,350	\$ 1,700	\$ 3,000	\$ 3,600	\$ 1,250
Contributions	55200	Mushroom Festival	No request received. Assume same as last year	\$ -	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500		
	55201	Holiday Village (Reimbursable)	Not laying out funds	\$ -	\$ -	\$ -	\$ -	\$ -		
	55401	Kennett Area Senior Center	Funds help with Health & Wellness Programs, education workshops, & socialization to support emotional well-being. Also supports Info & Assistance Program & Medicare Counseling to help elderly navigate a complex and ever-changing society.	\$ 2,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,500	\$ 500	25%
	55402	Historic Kennett Square	Annual contribution	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000	\$ 20,000		
	55403	Brandywine Red Clay Alliance	Annual membership (\$1k); Contribution (\$1k); Christina Watershed membership (\$950)	\$ 1,000	\$ 1,950	\$ 1,950	\$ 1,950	\$ 2,950	\$ 1,000	51%
	55404	Kennett Flash	Did not fund in 2021 budget	\$ 1,000	\$ -	\$ -	\$ -	\$ -		
	55405	SCCOOT transportation service	To help fund the Chescobus which is being negatively impacted by labor shortages, pay scale increases, fleet requirements and fuel costs.	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000	\$ 5,000	\$ 3,000	150%
	55406	Library Scholarship Program	Did not fund in 2021 budget	\$ -	\$ -	\$ -	\$ -	\$ -		
	55413	Contributions - TLC	2021 expense is hold-over from 2020. \$31K for 2021 also under Barkingfield & Sparhill per maintenance contract. 2022: \$60K contract for maintenance work done by TLC. This is shown under Barkingfield and Sparhill.		\$ -	\$ 72,000	\$ 72,000	\$ -		
55414	Kennett Area Community Service	Request to support perishable items food cupboard, emergency assistance program and Bridges Out of Poverty workshops	\$ 5,000	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	100%	

Kennett Township 2022 Budget Draft
General Fund Expenses for Select Departments

Sage Dept Name	Sage GL	Sage GL Account Name	2022 Comment	2020 Full Year Actuals	2021 Budget	2021 YTD	2021 Forecast	2022 Budget Draft	\$ 2021 Budget vs. 2020 Budget	% 2021B vs. 2020B
Contributions Total				\$ 31,500	\$ 28,450	\$ 100,450	\$ 100,450	\$ 52,950	\$ 24,500	86%
Economic Development	54570	Sustainable Development Office	No current initiatives requiring funding	\$ -	\$ -	\$ -	\$ -	\$ -		
Economic Development Total				\$ -	\$ -	\$ -	\$ -	\$ -		
Library	55304	Contribution - Library Bldg	Library requested donation for construction of the new library. In lieu of a tax increase, the contribution will be funded by the General Fund. \$121K/year for 6 six years. 2022 will be the 3rd year.	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000		
Library Total				\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000	\$ 121,000		
Parks & Property	54500	Contracted Services	(blank)			\$ 770				
	55303	Contribution - Park & Rec Board	This contribution helps offset the cost of sports programs, summer camps and assists in the maintenance of Pennock Park, the playground and walking trail for the community. KAPRB is a non-profit org. Without assistance, costs will increase for participants. They have not been able to secure grants.	\$ -	\$ 10,000	\$ 10,000	\$ 10,000	\$ 17,500	\$ 7,500	75%
	55400	Parks & Prop - Anson Nxn Author	\$17,062.50 per quarter	\$ 46,350	\$ -	\$ 65,000	\$ 65,000	\$ 68,250	\$ 68,250	100%
	54502	Contracted Services - Barkingfield	TLC contract work to maintain Barkingfield. Assist volunteers with management plan, manage and coordinate volunteer events, assist with conservation easement.	\$ 6,912	\$ -	\$ 2,024		\$ 6,500	\$ 6,500	100%
	54503	Contracted Services - Spar Hill	Spar Hill/Lord Howe Maintenance by TLC. Maintain trails via mowing and clearing, manage & coordinate volunteer events related to tree planting, assist with tree cage maintenance, coordinate summer intern work on projects and invasive management			\$ 113		\$ 53,500	\$ 53,500	100%
	52462	Supplies - Barkingfield Park	(blank)			\$ 4,156				
Parks & Property Total				\$ 53,262	\$ 10,000	\$ 82,063	\$ 75,000	\$ 145,750	\$ 135,750	1358%
Grand Total				\$ 257,624	\$ 161,800	\$ 305,213	\$ 299,450	\$ 323,300	\$ (305,213)	-100%