

West Whiteland Township
2020 Budget \$000's - General Fund*

	2018 Actual	2019 Original Budget	2019 Revised Budget	2019 Projected	2020 Budget	% 2019P v 2019BR**	% 2020B v 2019P	2019P v 2019B	2020B v 2019P
Revenue									
Taxes	\$ 8,671	\$ 8,972	\$ 8,972	\$ 9,208	\$ 9,319	3%	1%	\$ 236	\$ 111
Fees, Fines, Grants, Interest	\$ 3,942	\$ 2,441	\$ 2,441	\$ 2,839	\$ 2,625	16%	-8%	\$ 399	\$ (215)
Liquid Fuels	\$ 590	\$ 592	\$ 592	\$ 608	\$ 577	3%	-5%	\$ 16	\$ (31)
Transfer in from Other Funds	\$ 174	\$ 140	\$ 140	\$ 100	\$ 120	-29%	20%	\$ (40)	\$ 20
Revenue	\$ 13,376	\$ 12,145	\$ 12,145	\$ 12,755	\$ 12,641	5%	-1%	\$ 611	\$ (115)
Expense									
Salary & Benefits	\$ 6,896	\$ 7,251	\$ 7,251	\$ 7,304	\$ 7,858	1%	8%	\$ 53	\$ 553
Maintenance & Operations	\$ 902	\$ 963	\$ 963	\$ 1,100	\$ 970	14%	-12%	\$ 137	\$ (130)
Liquid Fuels Expenses	\$ 709	\$ 588	\$ 603	\$ 596	\$ 610	-1%	2%	\$ (7)	\$ 14
Contracted/Professional Serv	\$ 583	\$ 580	\$ 595	\$ 695	\$ 753	17%	8%	\$ 100	\$ 58
Other Expenditures	\$ 463	\$ 513	\$ 513	\$ 498	\$ 529	-3%	6%	\$ (15)	\$ 32
Debt Service	\$ 1,036	\$ 1,150	\$ 1,150	\$ 1,151	\$ 1,150	0%	0%	\$ 1	\$ (1)
Transfer to another fund	\$ 983	\$ 750	\$ 750	\$ 751	\$ 774	0%	3%	\$ 1	\$ 22
Expense	\$ 11,573	\$ 11,794	\$ 11,824	\$ 12,095	\$ 12,643	2%	5%	\$ 271	\$ 549
Elimination of Accrued Sick Leave	\$ 874	\$ 230	\$ 230	\$ 270	\$ 45	17%	-83%	\$ 40	\$ (225)
Net Surplus/(Deficit)	\$ 1,803	\$ 351	\$ 321	\$ 661	\$ (48)	106%	-107%	\$ 340	\$ (708)
Revenue From Reserves									
Elimination of Accrued Sick Leave	\$ 874	\$ 230	\$ 230	\$ 270	\$ 45	17%	-83%	\$ 40	\$ (225)
Liquid Fuels Reserves	\$ -	\$ -	\$ -	\$ -	\$ 33	0%	0%	\$ -	\$ 0
Net Surplus/(Deficit) after Reserves	\$ 876	\$ 230	\$ 230	\$ 271	\$ 31	18%	-89%	\$ 40	\$ (240)

*Includes Funds 1, 10 Pass-through bank account, 16 Historical Fund, 35 Liquid Fuels Fund, 66 Fleet (for prior years) and 95 Police Donations which are all General Funds

** All Variances shown Favorable/(Unfavorable) or postive for favorable and negative for unfavorable.

West Whiteland Township
2020 Budget \$000's - Sewer Operating Fund

	2018 Actual	2019 Original Budget	2019 Revised Budget	2019 Projected	2020 Budget	% 2019 v 2019BR**	% 2020B v 2019P	2019P v 2019B	2020B v 2019P
Revenue									
Fees, Fines, Grants, Interest	\$ 3,245	\$ 3,205	\$ 3,205	\$ 3,213	\$ 3,318	0%	3%	\$ 8	\$ 105
Transfer in from Other Funds	\$ 613	\$ 2,550	\$ 2,550	\$ 2,244	\$ 780	-12%	-65%	\$ (306)	\$ (1,464)
Clover Mill Reimbursement	\$ 153	\$ 184	\$ 184	\$ 184	\$ 184	0%	0%	\$ -	\$ -
Revenue Total	\$ 4,011	\$ 5,939	\$ 5,939	\$ 5,641	\$ 4,282	-5%	-24%	\$ (298)	\$ (1,359)
Expense									
Salary & Benefits	\$ 992	\$ 946	\$ 946	\$ 993	\$ 983	5%	-1%	\$ 47	\$ (10)
Treatment Services	\$ 1,837	\$ 3,770	\$ 3,770	\$ 3,432	\$ 2,080	-9%	-39%	\$ (338)	\$ (1,352)
Maintenance & Operations	\$ 264	\$ 379	\$ 379	\$ 330	\$ 393	-13%	19%	\$ (49)	\$ 63
Contracted/Professional Serv	\$ 69	\$ 112	\$ 112	\$ 95	\$ 84	-15%	-12%	\$ (16)	\$ (12)
Other Expenditures	\$ 72	\$ 104	\$ 104	\$ 81	\$ 86	-23%	6%	\$ (23)	\$ 5
Debt Service	\$ 95	\$ 95	\$ 95	\$ 95	\$ 95	0%	0%	\$ -	\$ -
Transfer to another fund	\$ 96	\$ 83	\$ 83	\$ 83	\$ 84	0%	1%	\$ -	\$ 1
Expense Total	\$ 3,425	\$ 5,489	\$ 5,489	\$ 5,109	\$ 3,805	-7%	-26%	\$ (379)	\$ (1,305)
Net Surplus/(Deficit)	\$ 586	\$ 450	\$ 450	\$ 531	\$ 477	18%	-10%	\$ 81	\$ (54)

West Whiteland Township
2020 Budget \$000's - Solid Waste Fund

	2018 Actual	2019 Original Budget	2019 Revised Budget	2019 Projected	2020 Budget	% 2019 v 2019BR**	% 2020B v 2019P	2019P v 2019B	2020B v 2019P
Revenue									
Fees, Fines, Grants, Interest	\$ 841	\$ 783	\$ 783	\$ 1,027	\$ 855	31%	-17%	\$ 244	\$ (173)
Transfer in from Other Funds	\$ 200	\$ 52	\$ 52	\$ -	\$ -	-100%	0%	\$ (52)	\$ -
Revenue Total	\$ 1,041	\$ 835	\$ 835	\$ 1,027	\$ 855	23%	-17%	\$ 192	\$ (173)
Expense									
Salary & Benefits	\$ 31	\$ 35	\$ 35	\$ 34	\$ 36	-5%	7%	\$ (2)	\$ 2
Maintenance & Operations	\$ 207	\$ 205	\$ 205	\$ 216	\$ 228	5%	6%	\$ 11	\$ 12
Contracted/Professional Serv	\$ 506	\$ 587	\$ 587	\$ 589	\$ 589	0%	0%	\$ 2	\$ 0
Other Expenditures	\$ 10	\$ 4	\$ 4	\$ 4	\$ 4	-19%	13%	\$ (1)	\$ 0
Transfer to another fund	\$ 4	\$ 2	\$ 2	\$ 2	\$ 2	0%	0%	\$ -	\$ -
Expense Total	\$ 758	\$ 834	\$ 834	\$ 844	\$ 859	1%	2%	\$ 10	\$ 15
Net Surplus/(Deficit)	\$ 283	\$ 1	\$ 1	\$ 183	\$ (4)	17422%	-102%	\$ 182	\$ (187)

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
013000	7001	TAX LIEN	-20,432.15	-18,000.00	-18,000.00	-11,959.59	-15,000.00	-15,000.00	-16.7%
013000	7101	RE/CURRENT	-1,057,125.80	-1,094,000.00	-1,094,000.00	-1,074,815.44	-1,070,000.00	-1,191,000.00	8.9%
		<p>2019 general/streetlight rate: 0.648 mills; (0.719 mills total for 88% property owners that also pay hydrant tax) 2020 assessment (tax base): \$1,722,203,871, \$4.5M over 2019 Collection rate: 96% (includes many taxpayers paying early enough to receive 2% discount)</p> <p>2019P: Running \$24K below budget due to escrow withdrawals for pending appeals, discount payers higher than budget assumptions and interim process delay for new construction vs. expectations.</p> <p>2020B: Consolidate hydrant tax into general tax, apply to all properties New consolidated rate of 0.714 mills Expect \$11K increase from development over 2019P (general & hydrant)</p>							
013000	7205	HYDRANT	-108,481.04	-112,000.00	-112,000.00	-109,990.06	-110,000.00	.00	-100.0%
		<p>2019 rate: 0.071 mills for properties within 780' of hydrant. 2020 assessment (tax base): \$1,615,885,051; \$9.9M over 2019</p> <p>2020B: Consolidate into General RE Tax For comparison, 2020 hydrant expense: \$130,000</p>							
013000	8586	PILOT	-8,176.17	-8,176.00	-8,176.00	-8,176.17	-8,176.00	-8,176.00	.0%
		<p>Payment in lieu of taxes: flat every year; paid early in year; Devereux property</p>							
013100	7300	RE TRANS	-790,877.33	-900,000.00	-900,000.00	-1,050,709.60	-1,100,000.00	-950,000.00	5.6%
		<p>Twp rate: 0.5% 2019P = YTD + 10 yr avg remaining months. Above budget due to several large commercial sales in 2019. 2020B = 10 year avg of commercial + residential (without new construction) + new construction estimate from development projects.</p>							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
013100	7400	EIT	-5,809,598.75	-5,935,000.00	-5,935,000.00	-5,716,775.18	-6,000,000.00	-6,250,000.00	5.3%
Twp rate: 1% of earned income; split w/ WCASD for residents.									
2019/2020: Assumed 1% general economic growth + Forecasted out expectations from known developments. Assumed \$75-106K avg salary per household (inline with fiscal impact studies for apartments & townhomes). Assumes Apt 90% occupancy & Townhomes/Carriage houses 98%. Equates to 1.5%, 3.5%, 5%, 4.5%, 3% and 2% increases YOY from 2019-2024.									
2020: Reduced by \$5K for ACT 172 tax credits for fire volunteers.									
013100	7450	LST	-896,708.75	-905,000.00	-905,000.00	-890,004.10	-905,000.00	-905,000.00	.0%
Rate: \$52/year for each employee that works in West Whiteland.									
2019P: Running in line with budget									
2020B: Flat to projection									
013210	7610	TRANSIENT	-1,775.00	-1,500.00	-1,500.00	-2,075.00	-2,000.00	-2,000.00	33.3%
013210	7820	STREETOPEN	-21,765.00	-18,000.00	-18,000.00	-20,935.00	-21,000.00	-20,000.00	11.1%
2019P/2020B: Sunoco is a leading contributor. Expect that to continue in 2020.									
013210	8590	CABLE FRAN	-427,754.55	-400,000.00	-400,000.00	-420,397.21	-420,000.00	-405,000.00	1.3%
2019P: trending favorable to budget, but less than 2018									
2020B: cord cutting expected to decrease revenue									
013210	9400	MECHANICAL	-39,581.18	.00	.00	.00	.00	.00	.0%
Should have been collapsed into Building Permit									
013210	9405	ELECTRICAL	-3,965.00	.00	.00	.00	.00	.00	.0%
Collapsed into building permits									
013210	9406	ELEC INSPE	-80,586.42	.00	.00	.00	.00	.00	.0%
Collapsed into building permits									

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West Whiteland Township
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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
013210	9409	PA TRAIN	-3,395.75	-3,000.00	-3,000.00	-3,012.00	-3,000.00	-3,000.00	.0%
013210	9410	BUILDING	-2,140,666.77	-850,000.00	-850,000.00	-1,034,727.64	-1,000,000.00	-1,000,000.00	17.6%
		2020B: \$450K small project run-rate + \$550K expected for large development projects							
013210	9412	ZONING	-10,117.75	.00	.00	-200.00	.00	.00	.0%
		Collapsed into Building Permits							
013210	9420	SIGN	-10,767.07	.00	.00	.00	.00	.00	.0%
		Collapsed into Building Permits							
013210	9430	PLUMBING	-25,908.92	.00	.00	.00	.00	.00	.0%
		Collapsed into building permits							
013210	9435	FIRE PREVE	-17,168.54	-12,300.00	-12,300.00	-5,480.00	-5,600.00	-5,600.00	-54.5%
		2019B: Fire inspections for existing properties (\$8K) merged with Rental inspections (\$7.5K). 2019P: Reallocated time to new building inspections, therefore less fire and rental inspections.							
013210	9436	RENTAL	-4,130.00	.00	.00	-85.00	.00	.00	.0%
		Collapsed into Fire Prevention.							
013210	9445	STORMMGT P	-2,896.00	.00	.00	.00	.00	.00	.0%
013210	9450	USE & OCCU	-20,729.50	.00	.00	.00	.00	.00	.0%
013410	8510	INTEREST	-230,667.84	-275,000.00	-275,000.00	-293,552.73	-310,000.00	-230,000.00	-16.4%
		2019P: YTD is running above budget but rate reductions are just hitting portfolio. 2020B: Assumed 25% reduction due to rate reductions.							

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
013410	8514	UNREAL G/L	6,462.48	7,547.00	7,547.00	-4,965.61	.00	.00	-100.0%
		Due to rising rate environment but not a true loss							
013410	8515	REAL G/L	1,568.24	.00	.00	.00	.00	.00	.0%
013520	8110	VEHICLE	-56,883.65	-76,000.00	-76,000.00	-71,583.83	-70,000.00	-70,000.00	-7.9%
013520	8111	PARKING	-200.00	.00	.00	-50.00	.00	.00	.0%
		Account no longer in use.							
013520	8112	ALARM FEE	-5,505.00	-5,700.00	-5,700.00	-3,665.00	-3,700.00	-3,700.00	-35.1%
013520	8120	VIOLATIONS	-76,362.24	-90,000.00	-90,000.00	-80,820.86	-76,000.00	-76,000.00	-15.6%
		Below budget. Has trended lower 2018 & 2019.							
013540	8350	FED/STA/CO	-26,003.27	-18,200.00	-18,200.00	-30,356.30	-36,000.00	-38,000.00	108.8%
		2019P: \$10,000 Police-related grants (Buckle Up & Aggressive Driving) (run-rate; ongoing program); \$2.7K DOJ Bullet Proof Vest (awarded; annual program); \$14K Pottstown Pike Study							
		2020B: \$25K Grant for "History of West Whiteland" update; \$10,000 Police-related grants (Buckle Up & Aggressive Driving) (run-rate; ongoing program); DOJ Bullet Proof Vest (annual program, requested \$5.2K)							
013540	8530	PUBLIC UTI	-9,904.12	-10,000.00	-10,000.00	-7,975.46	-8,000.00	-8,000.00	-20.0%
		Public Utility Realty Tax Act (Real Estate Tax Equivalent). Paid in October.							
013540	8542	FC RELIEF	-153,296.73	-140,000.00	-140,000.00	-166,474.94	-166,474.94	-166,000.00	18.6%
		Allocation is based on population and market value of real estate estimated by PA Auditor General. Sourced from the 2% Foreign Fire Tax (2% of casualty & fire insurance premiums sold in PA by insurers outside of PA). Source decreased in 2018 but returned near 2017 levels for 2019. Assume flat for future.							

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
013540	8550	LIQUOR LIC	-6,750.00	-5,000.00	-5,000.00	-6,000.00	-6,000.00	-6,000.00	20.0%
		Set at budget. Paid March and September each year							
013540	8575	PENSION	-341,960.36	-341,960.00	-341,960.00	-353,314.43	-353,314.00	-414,760.00	21.3%
		2019P: Increase over budget due to higher than expected unit value from state (1 officer = 2 units; 1 non-uniform employee = 1 unit) 2020B: Increase in staffing at 2019 actual unit value rate							
013610	8505	BOOKS	-20.00	.00	.00	.00	.00	.00	.0%
013610	9300	LAND DEV	-18,717.16	-18,000.00	-18,000.00	-5,987.48	-6,200.00	-6,000.00	-66.7%
013610	9340	ZHB	-13,300.00	-6,000.00	-6,000.00	-8,250.00	-7,900.00	-7,000.00	16.7%
		2018: Higher due to antenna cases.							
013610	9455	PLANNER FE	-28,550.00	-25,000.00	-25,000.00	-11,500.00	-12,000.00	-12,000.00	-52.0%
013620	7910	TRANSFER	-173,506.05	-140,000.00	-140,000.00	-100,000.00	-100,000.00	-119,700.00	-14.5%
		2019P: \$100K Transfer from sewer for allocated costs. Projection does not include budgeted \$40K Transfer in from Open Space for Exton Park Fundraising Consultant since it didn't move forward 2020B: \$95K transfer from Sewer allocated costs. \$5K incentives, \$700 Crime Prevention, \$19K Historic Resources							
013620	9149	INS REFUND	-14,299.77	.00	.00	-30,385.57	-28,520.36	.00	.0%
		Traffic Signal Claims (offset by 014300-3456 INS). This is insurance reimbursements driven by accidental property damage. 2019+: Do not budget for this item. 2019P = actuals							
013620	9150	INS CO REF	-24,676.15	-37,000.00	-37,000.00	-34,289.16	-34,500.00	-30,000.00	-18.9%
		2020B Delaware Valley Worker's Comp Trust (DVWCT) Dividend from favorable performance (Sept ~\$23K), Rx subsidy from DVHT \$2.8K, & WC safety equip reimbursement/grant (\$3K every other year). All of these items can vary per year; used conservative assumption.							

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
013620	9155	REIMB OT	-30,823.28	-33,000.00	-33,000.00	-67,191.60	-68,000.00	-30,000.00	-9.1%
		Offset by 014100-3184 & 3185 expense accounts for Penndot Details and private party hiring of off-duty officers for security and traffic control.							
		Police Reimbursable Overtime (revenue acct 01.3510-8531 combined into this account).							
		2019P: running favorable due to Main Street & Rt 202 Construction. Not expected to continue into 2020.							
013620	9360	ACC REPORT	-9,240.00	-9,000.00	-9,000.00	-8,035.00	-8,000.00	-9,000.00	.0%
013620	9460	MISC REV	-34,978.14	-36,000.00	-36,000.00	-145,629.74	-145,000.00	-38,400.00	6.7%
		2020B: Green Drop \$1650/mth rental; Clear Channel \$600/mth; Procurement card rebates \$7.4K; Sale of recyclable material (scrap metal) & misc revenue/reimbursements remaining ~\$4K.							
		2019 outlier for legal case reimbursement.							
013620	9471	EXTON PK	-15,060.00	-11,300.00	-11,300.00	-11,165.00	-15,060.00	-11,300.00	.0%
		2019: Reduce farmer lease revenue in 2019B by 25% due to Exton Park construction. Construction didn't take place in 2019.							
		2020B: Moved construction to 2020 along with rent haircut.							
013640	9460	MISC REV	-15.00	.00	.00	.00	.00	.00	.0%
013670	9202	FACILITY	-20,914.88	-22,000.00	-22,000.00	-25,504.44	-25,000.00	-25,000.00	13.6%
TOTAL GENERAL FUND			-12,786,210.36	-11,548,589.00	-11,548,589.00	-11,816,039.14	-12,139,445.30	-12,055,636.00	4.4%
TOTAL REVENUE			-12,786,210.36	-11,548,589.00	-11,548,589.00	-11,816,039.14	-12,139,445.30	-12,055,636.00	4.4%
TOTAL EXPENSE			.00	.00	.00	.00	.00	.00	.0%
GRAND TOTAL			-12,786,210.36	-11,548,589.00	-11,548,589.00	-11,816,039.14	-12,139,445.30	-12,055,636.00	4.4%

** END OF REPORT - Generated by Caroline Partridge **

ADMINISTRATION (Admin, HR, Public Information, Technology)

Administration is responsible for supporting and implementing the plans and policies of the Board of Supervisors, interdepartmental coordination and staff training, human resources, technology, communications, community relations, community events, and general administrative support.

Staffing: 3 FT, 2 PT

Boards and Commissions: Board of Supervisors

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

1. Multi-faceted communications to inform residents and businesses

Develop a Township-wide engagement and marketing plan to find methods and messages that better inform residents about Township projects and services and encourage more effective public input.

Continue to build a comprehensive resident and business contact database to relay emergency and community notifications through the County's ReadyChesco system.

Refresh the Township website while still relaying up-to-date information to our residents and visitors.

Collaborate with the Chester County Library and the Exton Chamber of Commerce to welcome new residents and businesses to West Whiteland Township.

Move contribution to Chester County Library to Admin budget, increase contribution from \$9,000 in 2019 to \$9,500 in 2020

2. Sound financial planning to keep costs manageable and services reliable

Continue striving to manage healthcare insurance premium increases by providing employees with further education on shopping around for health care services, managing their H.S.A. and encouraging use of the value-added programs including wellness incentives and the Care Here healthcare center.

3. Skilled staff, with appropriate resources, training and encouragement to meet high standards

Build on 2019 staff communication training by reinforcing new understanding and habits for all participants and coaching for management-level staff.

ADMINISTRATION (Admin, HR, Public Information, Technology)

2019 ACCOMPLISHMENTS

Public Information and Communication

1. Restructured the public information assistant's responsibilities to focus on promoting Township news and supporting all departments in their communication needs.
2. Created, hired and on-boarded a new part-time position/employee for commission support, event coordination and administrative support
3. Developed communication tools for outreach efforts, including the "development by design" concept to explain planning and regulations; a map handout summarizing the new bike and pedestrian plan; and the trash and recycling survey.
4. Enhanced public communication by:
 - o Installing new internal signage in the Municipal Building's lobby to assist visitors.
 - o Refining the facility reservation system to provide residents 24/7 access. In 2019, over 900 reservations (internal and external) were processed by the team.
 - o Increasing social media subscribers:

Social Media	Subscribers/Followers	Increase over 2018
Constant Contact eNews	Over 2,980	+ 24 %
Next Door	Over 3,760	+ 30 % 33% of 8,524 Township households from 34 neighborhoods
Facebook	Over 2,140 page likes	+ 26 %

5. Organized and implemented two Open Houses for the residents focusing on development and on Township services and programs.

Human Resources

6. Revamped the annual employee incentive and service award program (continue \$3,000 funding)
7. Identified and improved communication needs among departments and staff in order to boost productivity. 10-session training course attended by over 30 employees to focus on ways to enhance communication and understanding.
8. Staff coordinated initiatives supporting active lifestyles, stress management, preventive care, and nutrition and financial wellness.
9. Enhanced the employee evaluation form – "Employee Conversation and Planning Form" to stimulate productive manager-employee discussions.
10. Recruited and selected 5 full-time employees, and 2 seasonal employees to maintain current staffing levels.
11. Updated employee policies to ensure a healthy and positive work environment, including the no smoking, drug and alcohol prevention and FMLA policies.

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West Whiteland Township
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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014010	3002	PENSION	12,481.00	12,389.00	12,389.00	12,578.00	12,578.00	21,258.00	71.6%
014010	3003	WC	285.00	310.00	310.00	643.79	650.00	650.00	109.7%
		Worker's Compensation Insurance.							
014010	3110	SALARIES	199,769.25	254,000.00	254,000.00	244,264.10	256,000.00	267,000.00	5.1%
		2019 - Combined Part Time (3144) with Full Time (3110); included FICA							
014010	3111	SUPERVISOR	12,115.07	13,500.00	13,500.00	9,991.26	13,500.00	13,500.00	.0%
		Beginning in 2019, this line item includes the FICA.							
014010	3119	INCENTIVE	7,636.13	15,000.00	15,000.00	4,929.99	10,000.00	13,000.00	-13.3%
		Volunteer & Employee Recognition Programs:							
		Service Awards: 2019: \$1,000 2020: \$2,900							
		Staff Recognition (i.e. \$25 Gift Card or Lunch) - 2019: \$2,000; 2020: \$1,000							
		Appreciation of Service (Holiday Ham or Turkey for Employees, Retirees, and Volunteers) - 2019: \$5,500; 2020: \$5,500							
		Holiday Luncheon - 2019: \$1,500; 2020: \$1,500							
		Volunteer Recognition Event (Q & A with the Supervisors) - 2019: N/A; 2020: \$1,000							
		Employee & Retiree Picnic - 2019: \$500; 2020: \$500							
		Flowers/Fruit Baskets - 2019: \$500; 2020: \$500							
014010	3144	PTP SALARY	37,758.52	.00	.00	.00	.00	.00	.0%
		2019 - Combined Part Time (3144) with Full Time (3110)							
014010	3152	DENTAL	3,404.93	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014010	3153	LT DISABIL	540.45	560.00	560.00	513.15	560.00	600.00	7.1%
014010	3156	HEALTH INS	48,142.03	49,000.00	49,000.00	67,020.39	69,000.00	70,500.00	43.9%
		2020 - Includes Medical/Dental/Rx for Admin and BOS. Also includes Fed ACA fee for Patient-Centered Outcomes Research Trust Fund (PCORI) est. \$400 - approx. 160 participants. 2019 over budget due to one additional participant vs. budget plans.							
014010	3157	HRA	2,288.72	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014010	3158	LIFE INS	635.40	600.00	600.00	634.24	700.00	870.00	45.0%
014010	3161	FICA	18,566.59	.00	.00	.00	.00	.00	.0%
		2019: MERGED INTO 3110							
014010	3183	OVERTIME	580.20	1,000.00	1,000.00	541.04	1,000.00	1,000.00	.0%
014010	3210	OFFICE SUP	1,491.43	2,100.00	2,100.00	1,304.82	1,500.00	1,700.00	-19.0%
		Office Supplies, envelopes, copy paper, postage machine supplies, business cards and Amazon Prime Membership							
014010	3245	SUPPLIES	678.00	1,000.00	1,000.00	465.62	1,000.00	1,000.00	.0%
		Misc HR supplies, employment posters, reference material							
014010	3314	SOLICITORS	121,357.67	80,000.00	80,000.00	118,488.70	120,000.00	100,000.00	25.0%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014010	3355	PO LIAB	10,484.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3352 Liability Insurance							
014010	3361	UTILITIES	.00	500.00	500.00	533.57	500.00	550.00	10.0%
		2020: includes cost of eComm telephone software renewal							
014010	3380	UNEMPLOY	9,044.63	12,000.00	12,000.00	11,152.82	12,000.00	12,000.00	.0%
		PA Unemployment Compensation Solvency Fee							
014010	3420	DUES	5,036.82	8,500.00	8,500.00	5,774.77	7,000.00	7,000.00	-17.6%
		West Chester Area Council of Governments (WCACOG) \$500 Exton Chamber of Commerce \$200 Chester County of Township Officials (CCATO) \$400 Pennsylvania State Association of Township Supervisors (PSATS) \$1100 Chester County Consortium of Managers \$400 Society of Human Resources Management (SHRM) \$200 Pennsylvania Municipal League (PML)/ Public Employer Labor Relations Assn Services (PELRAS) \$550 Association of Pennsylvania Municipal Managers (APMM) \$400 International City Managers' Association (ICMA) \$2800 International Public Management Association for Human Resources (IPMA) \$100 Pennsylvania State Association of Boroughs (PSABS) Training Only \$125 Subscriptions - Daily Local and Wall Street Journal \$150							
014010	3422	TR/SEM/SCH	5,309.17	7,000.00	7,000.00	7,041.91	7,000.00	6,000.00	-14.3%
		Association of Pennsylvania Municipal Management (APMM) including Public Employer Labor Relations Advisory Service (PELRAS) Conference \$2500 Society for Human Resource Management (SHRM) Lunch and Learns HR Seminars and Certification Classes Management Training Chester County Association of Township Officials (CCATO) Fall & Spring Conferences							
014010	3424	MEETINGS	1,714.59	2,000.00	2,000.00	1,251.89	2,000.00	2,000.00	.0%
		Lunches and supplies for meetings Special Township Events and Meetings							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014010	3450	CONTRACTED	22,804.12	50,000.00	65,000.00	33,566.11	50,000.00	50,000.00	-23.1%
		HR Services, including background checks & tests and management of short-term disability incidents Neighborhood University website, reimbursed by WCACOG General Code (\$4,100= 25% of all budgeted Fund 01 General Code expenses. Remaining 75% to Planning) 2019 Exton Park capital campaign feasibility study - \$15,000 2019 Renewable energy partnership with COG - \$15,000 approved budget amendment 2019 and 2020 HR consulting services/team development (\$10,000/yr) 2020 CodeRed Community Notification System - moved from IT fund (\$5,200) 2020 Professional marketing/civic engagement - \$10,000							
014010	3531	T TF	20,723.00	16,000.00	16,000.00	16,000.00	16,000.00	12,000.00	-25.0%
		Transfer to Technology Fund.							
014010	3533	TRANSFER	200,000.00	.00	.00	.00	.00	.00	.0%
014010	3548	CHESCO LIB	.00	.00	.00	.00	.00	9,500.00	.0%
		2020B: Community Contributions Dept merged into Admin for contribution to Chesco Library and Fire Dept for contributions to Uwchlan & Good Fellowship Ambulance.							
TOTAL GENERAL FUND			776,684.38	570,759.00	585,759.00	579,940.33	626,288.00	638,728.00	9.0%
		TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
		TOTAL EXPENSE	776,684.38	570,759.00	585,759.00	579,940.33	626,288.00	638,728.00	9.0%
		GRAND TOTAL	776,684.38	570,759.00	585,759.00	579,940.33	626,288.00	638,728.00	9.0%

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FINANCE

The Finance Department is responsible for budgeting, financial planning and forecasting, cash management, monitoring of investments, accounting, procurement, audits and internal controls, debt service, pension administration, OPEB trust administration, administration of the solid waste program and sewer and solid waste billing. Outside contractors collect the earned income tax and local services tax on a county-wide basis, as well as West Whiteland's real estate tax.

Staffing: 5 FT (1 shared with Solid Waste); 1 PT Contractor

Boards: Board of Auditors (3 elected auditors);
Pension Advisory Board (5 volunteers)

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Sound financial planning to keep costs manageable and services reliable*

Complete implementation of new content management module in Munis to enable more digital processes.

Evaluate borrowing needs and options and implement accordingly.

- *Simple and effective administrative, operating and financial processes*

Continue to evaluate, automate, improve and document processes across all of our Finance functions, with a particular focus on improving uses of digital tools and reducing unnecessary redundancy.

Continue use of a part-time contracted staff member to support completion of back-end optimizations for the new billing process and all of the other department changes and systems implementations.

2019 FINANCE ACCOMPLISHMENTS

1. Completed digital tools to enable the Township Manager and Treasurer to more easily monitor and manage the “Big Picture” and long-term plan as well as enable department heads to better manage their expenses and budgets. An example of the benefit of this tool was the analysis of borrowing needs and impact that was done earlier in the year.
2. Refined and systematized sewer billing system, following transition to volume-based billing for non-residential properties, an installment payment option for residential properties, and more convenient payment methods for all.
3. Continued to smooth out new payroll and timekeeping system, including consistency with the general ledger and implementation of new police scheduling software
4. Continued evaluation of our processes and automated and improved select processes.
5. Refined the monthly financial package and any other financial analysis to facilitate monitoring and evaluation of financial performance and decision making.
6. Evaluated process optimization offered by Munis and began implementation of new content management module in Munis to enable more digital processes.
7. Evaluated future funding needs for the “Other Post-Employment Benefits” (aka retiree medical benefits) Trust and completed actuarial valuation for the trust and both pension plans.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014050	3002	PENSION	13,171.00	14,002.00	14,002.00	14,216.00	14,246.00	22,923.00	63.7%
014050	3003	WC	259.92	280.00	280.00	277.95	278.00	300.00	7.1%
		Worker's Compensation Insurance.							
014050	3110	SALARIES	213,769.96	263,000.00	263,000.00	229,763.38	259,000.00	256,700.00	-2.4%
		2019 - Combined Part Time (3144) with Full Time (3110); included FICA 2019 & 2020 includes contracted temporary employee.							
014050	3144	PT PERSONN	13,865.42	.00	.00	.00	.00	.00	.0%
		2019 - Combined Part Time (3144) with Full Time (3110)							
014050	3152	DENTAL	3,344.56	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014050	3153	DISABILITY	847.08	875.00	875.00	770.18	900.00	950.00	8.6%
014050	3156	HEALTH INS	45,337.11	43,500.00	43,500.00	43,585.52	43,500.00	44,500.00	2.3%
		2019 - Merged Medical (3156) and Dental (3152).							
014050	3157	HRA	2,286.73	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014050	3158	LIFE INS	949.96	890.00	890.00	875.89	1,000.00	1,300.00	46.1%
014050	3161	FICA	16,037.18	.00	.00	.00	.00	.00	.0%
		2019: MERGED INTO 3110							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014050	3183	OVERTIME	1,595.40	1,000.00	1,000.00	890.87	1,000.00	1,000.00	.0%
014050	3210	OFFICE SUP	1,486.49	2,000.00	2,000.00	415.60	1,500.00	1,100.00	-45.0%
		Office Supplies, copy paper, postage machine supplies, business cards, envelopes							
014050	3311	AUDITING	15,000.00	15,500.00	15,500.00	15,000.00	15,000.00	15,500.00	.0%
014050	3321	TELEPHONE	385.32	.00	.00	.00	.00	.00	.0%
		2019+: Rolled into 3361							
014050	3325	POSTAGE	326.46	.00	.00	.00	.00	.00	.0%
014050	3340	COMMUNICAT	.00	600.00	600.00	504.43	900.00	900.00	50.0%
		2020: \$500 Advertising, \$500 Postage							
014050	3351	PROPERTY I	1,313.00	1,700.00	1,700.00	1,666.00	1,700.00	1,700.00	.0%
		Includes allocated cost of Property, Auto, & Inland Marine							
014050	3352	LIABILITY	1,078.00	3,400.00	3,400.00	5,266.40	5,216.00	7,000.00	105.9%
		Includes general liability plus premiums on bonds for Treasurer, Tax Collector and allocated share of Public Officers (BOS) and Public Employees. Increase over 2019 from merging in Tax Collector expenses.							
014050	3354	PUBLIC EMP	370.50	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3352 with all other Liability Insurance.							
014050	3355	PO LIAB	2,621.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3352 Liability Insurance							
014050	3361	UTILITIES	.00	500.00	500.00	535.26	600.00	650.00	30.0%
		Telephone							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014050	3420	DUES	1,203.11	1,000.00	1,000.00	939.89	1,050.00	650.00	-35.0%
		GFOA Natl & State \$300; PA Purchasing Association \$20; NIGP \$190 Morningstar 2 yr Subscription: Paid in 2017, \$0 for 2018, \$350 for 2019 - used for Pension investments Amazon Prime \$121 Charitable org registration \$20 2018 Includes Notary fees ~\$385 but only every 4 years.							
014050	3422	TR/SEM/SCH	519.55	4,000.00	4,000.00	5,176.84	4,000.00	5,000.00	25.0%
		2020B: Conferences (Gov't Finance Officers Association) and other training. Munis Annual Conference Travel & Passes (\$3K for two participants)							
014050	3424	MEETINGS	524.64	600.00	600.00	471.72	600.00	600.00	.0%
		Pension Advisory Board							
014050	3450	CONTRACTED	82.50	500.00	500.00	.00	.00	108,000.00	.0%
		2020B - Tax Collector budget consolidated into the Finance Dept 2019P for LST, EIT, RE: \$107,500 Chester County Tax Collection Committee contract with Keystone for LST and EIT through 2024 2020B slightly higher than 2019P for higher collection due to development, except RE which is reduced to account for hydrant tax consolidated into general millage Keystone commission for LST(1.25%) + CCIU admin, postage, refunds - \$12,000 Keystone commission for EIT (1.25%) + CCIU admin, postage, refunds - \$82,000 Keystone cost for real estate tax bills - \$14,000, including all associated administrative costs - ADD \$3K IF KEEP HYDRANT TAX SEPARATE							
014050	3531	T TF	29,123.00	28,000.00	28,000.00	28,000.00	28,000.00	30,000.00	7.1%
		Transfer to Technology Fund.							
		2020: Finance Specific Systems of \$16K (including for new Munis Content Manager module) + (6% of Total Employees * Shared Services Total (which is \$305K steady transfer to Fund 70 minus All Dept Specific.)							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014050	3807	INVESTMENT	13,319.19	16,000.00	16,000.00	13,555.04	16,000.00	16,000.00	.0%
Includes monthly bank, investment and credit card fees.									
TOTAL GENERAL FUND			378,817.08	397,347.00	397,347.00	361,910.97	394,490.00	514,773.00	29.6%
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE			378,817.08	397,347.00	397,347.00	361,910.97	394,490.00	514,773.00	29.6%
GRAND TOTAL			378,817.08	397,347.00	397,347.00	361,910.97	394,490.00	514,773.00	29.6%

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PUBLIC WORKS DEPARTMENT – MUNICIPAL COMPLEX

The Public Works Department maintains the Municipal Complex at 101 Commerce Drive. The Municipal Complex houses all administration, planning, codes, police, finance and public works administrative staff.

Public Works Staffing: 17.5 FT/PT permanent, 1 PT seasonal – 1 net new employee

2020 INITIATIVES

1. Investigate, evaluate and work toward implementation of energy efficiency measures and procedures when replacing components and systems in the building to advance our goal of 100% renewable energy by 2050. (\$15,000 in 3451)
2. Investigate feasibility of installing charging stations for electrical vehicles (EV's) at Township properties, to be partially funded by a grant. (\$21,000, 50% paid for by DEP grant if successful)
3. Purchase and install two picnic tables in front courtyard for public use. (\$3,000 in 3245)
4. Investigate logistics for additional water meter to isolate water usage from the lawn irrigation system in an effort to reduce sanitary sewer charges based upon water usage of the building.
5. Investigate new high-definition (HD) security cameras and security system to increase safety of employees and visitors. (\$40,000 in Fund 65).
6. Look into costs, location for digital information sign on Rt. 100 in front of Township Building for possible 2021 installation.

2019 ACCOMPLISHMENTS

1. Replaced dead/deteriorating bushes in the parking lot islands to enhance appearance and professionalism of the Municipal Complex.
2. Replaced floor receptacles in main meeting room to help minimize the tripping hazards caused by the exiting components.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014092	3232	GEN DIESEL	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	.0%
014092	3245	SUPPLIES	12,992.58	14,000.00	14,000.00	9,876.92	14,000.00	14,000.00	.0%
		Maintenance and safety supplies for repairs and daily operations Small tools and minor equipment Two Picnic Tables, each seats 6-8 people (\$3K)							
014092	3361	UTILITIES	54,288.84	73,000.00	73,000.00	61,544.10	67,000.00	69,150.00	-5.3%
		2020: \$57k Electric/Gas, \$7,000 Telephone (doubled costs for internet backup), \$7,800 Water							
014092	3362	GAS HEAT	7,306.60	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361							
014092	3364	SANITARY F	1,911.00	2,500.00	2,500.00	3,291.00	5,000.00	2,700.00	8.0%
		2019P: Includes \$2400 from 2018 given volume-based billing started in 2018 and township set up needed to be corrected. 2020B: Current method should be ~\$2700 per year. Evaluating option to install separate meter to be able to remove the impact of sprinklers. 2018+: Volume-based billing resulted in increases for the township vs. old method of 6 EDUs * \$285 = \$1710							
014092	3365	SOLID WAST	911.77	2,000.00	2,000.00	3,413.71	2,000.00	2,800.00	40.0%
		2020 contract expected to come in higher. 101 Commerce Waste & Recycling \$230/month = \$2760							
014092	3367	WATER	8,876.81	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361							
014092	3384	EQUIP RENT	235.00	1,000.00	1,000.00	.00	.00	500.00	-50.0%
		Rental of Hi-Lift, etc. (cleaning & repairs)							

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West Whiteland Township
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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014092	3422	TRA/SE/SCH	.00	1,000.00	1,000.00	.00	.00	500.00	-50.0%
		Building-related training and classes							
014092	3450	CONTRACTED	52,119.92	70,000.00	70,000.00	57,036.74	70,000.00	74,000.00	5.7%
		Increase over 2019 is for lighting upgrade to LED in building.							
		ONGOING CONTRACTS, REGULAR/PERIODIC MAINTENANCE							
		Irrigation & Maintenance Contract (\$1,900)							
		Elevator Monitoring & Elevator Inspection and Maintenance (\$3,000)							
		Interior lighting mainenance and repairs (Watt Stopper)							
		Backflow Prevention Testing (\$200)							
		Fire Alarm Inspection and Sprinkler System Inspection (\$3,500)							
		Pest Control (\$800)							
		Cleaning Contract (3x's/week) (\$22,500)							
		Fire Extinguisher Inspection							
		Stormwater Management Report							
		Fire Monitoring and Leibert System Monitoring							
		Phone Changes/Repairs							
		Cooling Tower Water Treatment Service (\$2,400)							
		Boiler Inspection							
		Security Equipment Repairs and Supplies							
		Carpet Cleaning and Window Cleaning (\$3,000)							
		Shredding Event (\$1,500)							
014092	3451	CONTRACTED	26,189.24	25,000.00	25,000.00	20,804.08	25,000.00	40,000.00	60.0%
		HVAC Maintenance Service							
		New 2020: Renewable Energy/Energy Efficiency (\$15,000)							
TOTAL GENERAL FUND			164,831.76	189,500.00	189,500.00	155,966.55	184,000.00	204,650.00	8.0%
		TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
		TOTAL EXPENSE	164,831.76	189,500.00	189,500.00	155,966.55	184,000.00	204,650.00	8.0%
		GRAND TOTAL	164,831.76	189,500.00	189,500.00	155,966.55	184,000.00	204,650.00	8.0%

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West Whiteland Municipal Building - Capital Improvement Plan

Project Description	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028
HVAC System											
HVAC Interface System					\$50,000						
HVAC Automation and central interface, buildout required TAC software upgraded needed @ 2023 w/o this work											
TAC System (software upgrades) For current HVAC interface system	\$9,000					\$10,000					\$11,000
HVAC Cooling Tower								\$15,000			
Security / Lighting											
Cameras (Security)			\$40,000								
MASC Security System Software Upgrade			\$15,000								
FOB System (Finger Print Reader)						\$60,000					
Light Control System (TBD)											
Exterior											
Landscape modifications 2019: islands and frontage		\$11,000								\$10,000	
Outside LED Light Conversion							\$20,000				
Parking Lot (Seal Coat and Lining)				\$10,000							
Electric Vehicle Charging Stations (seek grant)			\$15,000								
Generator											\$175,000
Roofing System (30 year warranty 20xx thru xxxx)											
Communications											
A/V System - Main Meeting Room (est 5-yr life)	\$40,000						\$40,000				
A/V System - Community Room							\$7,000				
LED Sign for Corner				\$30,000							
Aesthetics / Other											
Carpet in Main Meeting Room and Lobby									\$20,000		
TOTAL	\$49,000	\$11,000	\$70,000	\$40,000	\$50,000	\$70,000	\$67,000	\$15,000	\$20,000	\$10,000	\$186,000

POLICE

The Police Department patrols West Whiteland Township to enhance personal safety, reduce crime and respond quickly to emergencies. The Police Department also enhances safety on the roads via traffic law enforcement and inspections of commercial vehicles (MCSAP) and conducts criminal investigations to hold offenders accountable for violations of the law.

2019 Staffing: 27 FT (3 command staff, 22 officers, 2 non-uniformed personnel)

2020 Request: 29 FT – 2 additional officers

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Professional policing to support a safe community.*

Adding one police officer to supplement the uniform patrol division. The addition will enable the department to have five officers assigned to most shifts. As the population of the township continues to grow, the department must keep pace in order to address the safety concerns of our residential and business communities.

Safe streets through the continued use of MCSAP (Motor Carrier Safety Assistance Program) enforcement and a full-time traffic unit.

- The traffic unit responds to citizen complaints of motor vehicle violations in residential areas and areas of commercial vehicle traffic. The unit is also responsible for MCSAP enforcement of commercial vehicles traveling through the township. The goal of the traffic unit is to reduce traffic accidents, respond to citizen complaints and allow motorists, pedestrians and bicyclists to safely travel on roadways within the township.
- One officer obtaining MCSAP certification to assist in the inspection of commercial vehicles.

Purchase eight additional body cameras. The additional body cameras will ensure that all uniform officers are assigned an individual camera. The department has applied for a grant that would reimburse the township for 50% of the cost of new cameras and accessories. Total cost of eight cameras is \$15,500. Approval of the grant would lower the net cost of the cameras to \$7,750.

As part of the township's Clean Energy Plan, purchase two 2020 Hybrid Ford Explorer Interceptor vehicles for use in the department's patrol division. Due to an estimated delivery time of approximately twenty-six weeks, the order for the vehicles will be placed late in 2019. (\$52,000 each – planned replacement in Equipment Fund 50)

Deployment of a new Crime Watch website. The Crime Watch program allows the department to connect with our residential and business communities by providing a digital presence on the web, social media and mobile devices. It also allows for secure two-way communication between the public and police department. The deployment of this program will ensure the department is in compliance with the FBI's Criminal Justice Information System (CJIS) requirements. (\$6,300 to start - \$5,300/year)

Seek out Township-based stakeholder groups (homeowners' associations, business associations, etc.) willing to provide a forum for the department to answer questions and educate constituents about safety tips and resources.

- *Professional systems ensuring compliance with laws, regulations and grant requirements*
Maintaining PLEAC (Pennsylvania Law Enforcement Accreditation Commission) accreditation through the Pennsylvania Chiefs of Police Association.
- *Skilled staff, with appropriate resources, training and encouragement to meet high standards*
Attendance by the Patrol Lieutenant at the FBI National Academy in Quantico VA.
Enroll one patrol officer, who has been designated as an Officer-In Charge, in Pennsylvania State University's POSIT (Police Supervisor In-Service Training) class.
- *Streamlined administrative, operating and financial process*
Continued use of the various software programs that allow officers to access the department's records management system, TraCS, JNET, Power DMS, Guardian Tracking, PlanIt Scheduling and MCSAP programs from their police vehicles. This will enhance productivity by allowing officers to complete many of their reports while they remain on patrol and visible in the community.

2019 ACCOMPLISHMENTS

- The formation of a full-time traffic unit.
- The deployment of body-worn cameras for the department's uniform division.
- The purchase and deployment of a second traffic speed display board and retrofitting of an existing display board. We now have a display board that can be deployed to a specific location for extended periods of time.
- The purchase of four Watch Guard body cameras for the department's uniform patrol division.
- The addition of a third officer to the West Chester Regional Emergency Response Team.
- One patrol sergeant scheduled to attend Pennsylvania State University's POSIT (Police Supervisor In-Service Training) class in November 2019.
- Deployment of Planit scheduling software program. The deployment of this software modernizes manpower scheduling.
- Maintaining annual proofs of compliance required for the accreditation process.
- Five officers certified as breathalyzer operators.
- Eight officers trained in EVOC (Emergency Vehicle Operation Course) through the Delaware Valley Health Trust.
- Continuation of crime prevention programs and community relations programs such as Coffee with a Cop, Community Day, Universal Oneness Day, Amtrak's Clear Track Initiative, Police Baseball Trading Cards, and the department's Car Safety Seat Installation Program.
- Replacement of department issued batons.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3002	PENSION	564,779.00	562,784.00	562,784.00	563,767.00	590,154.00	712,435.00	26.6%
		2019P: Includes additional premium cost from DVWCT related to the actual 2018 payroll costs. The increase in police salaries was due to payment of police accrued sick hours, although salary numbers saw the increase future liability has been eliminated.							
014100	3003	WC	132,209.88	119,000.00	119,000.00	122,697.85	123,000.00	130,000.00	9.2%
		2019 Includes Worker's Comp Insurance & Heart & Lung (H&L) Act insurance. H&L is over budget. Includes DVIT multi-trust discount							
014100	3110	SALARIES	107,867.51	3,245,000.00	3,245,000.00	2,985,183.34	3,273,000.00	3,552,000.00	9.5%
		2020 includes hiring of current open position, replacement for retiring Chief and 1 additional officers.							
		2019+ Consolidated all salary line items into this account: Police Officers (3132), Sergeants (3135), Command Staff (3117) and FICA (3161). Includes medical opt out bonus for 2 officers.							
014100	3110	CBA UNIFORMMOU	.00	230,000.00	230,000.00	257,403.54	270,000.00	45,000.00	-80.4%
		2019P & 2020B: Rest of Sick payout from 2018							
014100	3117	COMMAND	430,340.84	.00	.00	.00	.00	.00	.0%
		2018 projection includes MOU/CBA expenses. 2019 Merged into 014100.3110							
014100	3117	CBA CMND/CBA	48,959.62	.00	.00	.00	.00	.00	.0%
014100	3132	PO SALARY	1,602,711.24	.00	.00	.00	.00	.00	.0%
		2018 projection includes MOU/CBA expenses. 2019 Merged into 014100.3110							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND				2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3132	CBA	PATROL CBA	468,311.40	.00	.00	.00	.00	.00	.0%
014100	3135		S SALARY	560,778.57	.00	.00	.00	.00	.00	.0%
			2018 projection includes MOU/CBA expenses. 2019 Budget merged into 014100.3110							
014100	3135	CBA	SGT CBA	316,763.06	.00	.00	.00	.00	.00	.0%
014100	3152		DENTAL	35,386.58	.00	.00	.00	.00	.00	.0%
			2019 Merged with Medical (3156).							
014100	3153		LT DISABIL	7,370.94	8,400.00	8,400.00	7,553.94	8,600.00	9,600.00	14.3%
			2018 27 employees at \$291.60/person 2019 Cap increased to \$5k							
014100	3156		HEALTH INS	556,415.14	624,000.00	624,000.00	615,439.44	632,000.00	685,500.00	9.9%
			2019 Merged Dental (3152) and HRA (3157) into this account. 2019 Over budget due to one participant turned family vs budgeted as individual.							
014100	3157		HRA	22,052.51	.00	.00	.00	.00	.00	.0%
			2019 Merged with Medical (3156).							
014100	3158		LIFE	9,044.31	9,000.00	9,000.00	9,000.04	10,100.00	13,150.00	46.1%
			2018 27 employees at \$332.40/person							
014100	3161		FICA	201,997.14	.00	.00	.00	.00	.00	.0%
			2019 Merged into 014100.3110							
014100	3161	CBA	FICA/CBA	40,339.47	.00	.00	.00	.00	.00	.0%
014100	3183		OVERTIME	213,174.08	180,000.00	180,000.00	155,134.82	164,000.00	175,000.00	-2.8%
			Significant amount of overtime attributive to meeting minimum staffing levels.							

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3184	OT-DRUG	9,421.18	.00	.00	.00	.00	.00	.0%
		2019 Moved to 014100.3185							
014100	3185	REIMB OT	37,000.13	33,000.00	33,000.00	56,644.63	54,000.00	30,000.00	-9.1%
		2019 over budget but fully offset by reimbursement revenue. Driven by Rt 202 construction.							
		Includes PENNDOT details, DUI Checkpoints, and various businesses seeking off-duty officers for security and traffic control. Offset by revenue in 01-3620-9155 (reimbursed OT) and 013540.8350 for Buckle Up and Aggressive Driving Grants.							
		2020 - 014100.3184 "Drug OT" moved to 014100.3185. Reimbursable OT from the Chester County DA's Office for drug investigations. Offset by 01-3620-9155.							
014100	3191	UNIF MAINT	12,126.35	8,000.00	8,000.00	9,542.80	11,000.00	12,000.00	50.0%
		Due to 2019 expeditues and additional sworn officers, this cost will likely increase. The contract allows for 3 shirts and 2 pair pants per week per officer as well as 1 jacket every 6 months per officer. (\$2.25 per shirt, \$4.50 per pants and jacket).							
014100	3192	PHYSICALS	1,831.00	1,500.00	1,500.00	598.00	1,500.00	1,500.00	.0%
		Physical exams for 26 officers as per the CBA. Exams performed by Main Line Health at the Exton Square Mall. Includes the physical examination, lab work, vision testing, and EKG for each officer. Officers can also use their Aetna wellness exam and visit a doctor of their choice in lieu of having the exam done at Main Line Health.							
014100	3196	NEW HIRE	21,424.00	11,000.00	11,000.00	13,294.08	14,000.00	16,000.00	45.5%
		\$6,200 - 1 additional officer which would provide three shifts with five officers each.							
		\$6,200 - Equipment to replace retiring officer (uniforms weapons, duty equipment, vest and miscellaneous items).							
		\$2,600 - Physical exam, psychological, polygraph, lab fees, and credit check to two replacement officers.							
		\$1,000 - Advertising for new hires (2019 Moved from 3341 to 3196) 014100.3196							

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West Whiteland Township
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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3210	OFFICE SUP	7,875.24	6,900.00	6,900.00	4,588.37	4,600.00	5,500.00	-20.3%

Includes office supplies, envelopes, copy paper, postage machine supplies, business cards

\$300.00 - TraCS Thermal Paper (2 cases)

\$600.00 - Supplies for Live Scan & CPIN (print cartridge)

\$250.00 - Shredder Bags

\$950.00 - Printer Cartridges for CID, Traffic Unit & Police Administration printers.

\$5,425.00 - Includes office supplies, envelopes, copy paper, postage machine supplies, business cards.

014100	3213	EQUIPMENT	12,871.75	12,800.00	12,800.00	7,909.98	12,800.00	19,600.00	53.1%
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\$10,600.00 - Twelve Replacement Ballistic Vests (Up to 50% Reimbursement Grant from U.S. Dept of Justice hits General Fund Revenue). Ballistic vests for all officers are replaced every 5 years. Ballistic vest should not be confused with ballistic plates which are rated to stop a rifle round.

\$600.00 - Bicycle Maintenance and Miscellaneous Expenses

\$3,600.00 -Thirty Harris Portable Radio Battery Replacements - Our current portable radio batteries are four years old and due for replacement.

\$1,500.00 - Crime Prevention/Child Safety Seat Supplies

\$1,500.00 MCSAP (Motor Carrier Safety Assistance Program) - inspection of commercial vehicles.

\$1,000.00 - Community Event Items (tent with logo and signs with inserts)

\$800.00 - Miscellaneous equipment for body worn cameras (replacement wires, pouches, etc.)

Equipment covered from Equipment Replacement Fund 50 \$15,500.00 - Eight Body Worn Cameras to include three-year warranties, licenses and charging station (If we get 50% state grant, net price will only be \$7,750.00. Grant will hit Fund 50 Revenue.)

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND				2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE	
014100	3213	E1	FIREARMS	11,362.85	15,000.00	15,000.00	13,529.33	15,000.00	16,880.00	12.5%	
Firearms											
Ammunition											
10 cases of Federal 147 gr. 9 mm caliber FMJ training ammo. \$2000.00											
2 cases of Federal 147 gr. 9 mm caliber HST Duty ammo \$600.00											
15 cases of Federal 55 gr. .223 caliber FMJ training ammo \$2500.00											
2 cases of Federal 55 gr. .223 caliber BTHP duty ammo \$460.00											
1 case Force on Force marking cartridges - 9 mm \$300.00											
1 case Force on Force marking cartridges - 5.56 \$360.00											
1 case Force on force marking cartridges 9 mm blank rounds \$300.00											
Total: \$6,520.00											
Supplies											
123 A Lithium Batteries (Patrol rifles & Pistols) \$70.00											
15 spare Glock Magazines \$400.00											
10 spare Magpull AR 15 Magazines \$160.00											
Weapons cleaning/maintenance supplies \$500.00											
Targets \$300.00											
Total: \$1,430											
3213.E1 Sub-Total \$7,950.00											
Less Lethal											
Supplies											
Sixty (60) training and six (6) live cartridges per contract with Axon \$1,800.00											
Five (5) tactical Taser batteries-replacements \$350.00											
Two (2) extended Taser batteries-replacements \$175.00											
Twenty-two (22) 5 round boxes- Def Tech 12 Ga LL rounds for recert \$700.00											
Defense Technology Inert OC for training- six (6) cans \$80.00											
Training targets for 12 Ga and Taser recert \$325.00											
3213.E1 Sub-Total \$3,430.00											
Ballistic Rifle Plates											
\$2500.00 (6) Six Level III+ Rifle Plates											
3213.E1 Sub-Total \$2500.00											
25 new weapon lights for handguns \$3000.00											

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3216	WC ERT	4,519.30	10,000.00	10,000.00	4,873.18	10,000.00	10,000.00	.0%

2019P: \$10K or less after reimbursement from another township for ERT supplies.
Actuals and projection includes one item with a PO that was put on hold.
Depending on final decision, final actuals may be lower.

Budget \$10,00.00 West Chester Regional Emergency Response Team

Support of (2) Two Tactical Officers
Support of (1) One Negotiator
Officers/uniforms/tactical equipment and shared maintenance of equipment
WCRERT costs are highly variable each year. Budgeting 10K base.

2020: Includes our portion (\$800.00) of insurance for a replacement armored
vehicle MRAP divided equally by seven participating agencies in case we take
possession of vehicle from Federal government program. West Chester Regional
Emergency Response Team (WCRERT) WCRERT costs are highly variable each year.
Budgeting \$10K base.

014100	3231	GASOLINE	42,242.91	53,100.00	53,100.00	36,564.13	42,000.00	42,000.00	-20.9%
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014100	3238	UNIFORMS	7,368.46	11,250.00	11,250.00	11,186.06	12,500.00	13,000.00	15.6%
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\$13,000.00 - Uniform items (uniform allowance) for 26 officers (\$500.00 per
officer)
Increase in uniform allowance from \$450 to \$500 per officer due to nearing life
expectancy of current uniforms.

014100	3242	OTHER OPER	.00	.00	.00	53.20	.00	.00	.0%
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Moved to General Dept Supplies (3245) for consistency with other depts

014100	3242	OS1 CI SUPPLIE	2,817.18	3,300.00	3,300.00	1,579.87	3,300.00	3,300.00	.0%
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\$3300.00 Miscellaneous Items Including: NIK Drug Kits, Towing, Evidence Tape,
Evidence Collection Supplies, Investigative "Confidential Informant" Funds, etc.
2018: Separated from General Dept Supplies (3245) for tracking purposes.

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3245	SUPPLIES	23,107.44	29,000.00	29,000.00	26,452.99	29,000.00	34,000.00	17.2%
		First Aid Supplies (3242 OS2)							
		\$2,500.00 Maintenance of AEDs, First Aid Bags and Cabinet							
		Operating Supplies (3242)							
		\$1,850.00 LEADS Online Access							
		\$10,000.00 Constable Prisoner Transport (up from \$6K in 2019 given higher usage to outsource task and keep our officers in the Twp)							
		\$150.00 Prisoner Food							
		\$2,950.00 CLEAR Access							
		\$770.00 Intoxilyzer 9000 and PBT supplies (\$450 Extended Warr. / \$220 Intox. Supplies / \$100 PBT Testing Supplies)							
		\$700.00 Police Trading Cards for New Hires and Replacements (Transfer Funds from Fund 95)							
		Sub-Total \$18,920.00 Operating Supplies (3242)							
		**Intoxilyzer Supplies including Certified Premix Solution, Mouthpieces, Shipping							
		**CLEAR includes \$900 RealTime Incarceration, This replaces Accurint for enhanced investigation techniques to provide members of Dept with updated contact information for suspects and known associates. CLEAR found to be superior to Accurint.							
		**Increase in Constable Prisoner Transport to \$10,000.00 due to increased usage of Chester County Central Booking to maintain adequate staffing of patrol officers in Twp. As of 9/16/19 \$6401.90 has been spent in 2019 for prisoner transport. \$6000.00 was budgeted for this expense in 2019.							
		Police trading cards are given out to children officers encounter on the street or community events.							
014100	3314	SOLICITORS	56,405.58	60,000.00	60,000.00	104,353.99	120,000.00	75,000.00	25.0%
014100	3321	TELEPHONE	9,302.34	.00	.00	.00	.00	.00	.0%
		2019+: Rolled into 3361							
014100	3321 T1	MOBILE	1,715.27	.00	.00	.00	.00	.00	.0%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3325	POSTAGE	652.92	.00	.00	.00	.00	.00	.0%
		2019: Moved to Communications (3340)							
014100	3340	COMMUNICAT	.00	1,400.00	1,400.00	814.23	800.00	800.00	-42.9%
		2020 \$100 Advertising, \$700 Postage; New account in 2019; merged postage (3325) and printing (3342); advertising (3341) moved to New Hires							
014100	3341	ADVERTISIN	102.16	.00	.00	.00	.00	.00	.0%
		2019 - Moved to 014100.3196 "New Hires"							
014100	3342	PRINTING	680.30	.00	.00	.00	.00	.00	.0%
		2019: Moved to Communications (3340)							
014100	3351	PROPERTY	22,769.00	27,700.00	27,700.00	28,212.00	28,200.00	31,100.00	12.3%
		Includes allocated cost of Property, Auto, & Inland Marine							
014100	3352	LIABILITY	18,694.00	52,900.00	52,900.00	48,834.00	48,900.00	55,700.00	5.3%
		2020 increase is due to new vehicles and allocation change. Previously, we did not have the premium by vehicle and estimated using vehicle value. We now have the exact premium and don't have to allocate. Police and Roads increased while Fire decreased.							
014100	3356	INLAND MAR	2,060.00	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3351							
014100	3358	PP LIAB	31,807.00	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3352							
014100	3359	AUTO INS	11,927.16	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3351							
014100	3361	UTILITIES	.00	13,000.00	13,000.00	10,129.17	10,500.00	12,500.00	-3.8%
		2020: Telephone							

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West Whiteland Township
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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3374	EQ REPAIR	5,528.15	7,000.00	7,000.00	5,645.02	7,000.00	7,000.00	.0%
		Repair of miscellaneous police equipment (i.e. ENRADD, sign board repairs, lighting and police equipment in vehicles, portable and mobile radios).							
014100	3420	DUES	2,005.00	3,200.00	3,200.00	1,150.00	3,000.00	3,000.00	-6.3%
		Periodicals, professional organization dues, MACGLOGLEN membership, Stanley Cohen PA Law Bulletin, etc.).							
014100	3422	TR/SEM/SCH	10,063.16	18,000.00	18,000.00	10,930.50	10,000.00	20,000.00	11.1%
		MANDATED TRAINING							
		\$1,800 - Chester County Public Training Campus Fees							
		\$1,000 - Basic Firearms Instructor Certification (w/ Travel Costs)							
		\$300 - Glock Armorsers Course							
		\$1,450 - One Officer Penn State Police Supervisory "POSIT" training (registration, lodging, and meals)							
		REQUIRED INSTRUCTOR CERTIFICATION CLASSES WHICH EXPIRE EVERY THREE YEARS:							
		\$1,500 - Taser Recertification Training (3 Officers)							
		\$360 - Taser Recertification Training Food Expenses (2 Days)							
		\$1,200 - OC and Specialty Impact Munition Recertification (3 officers) (2 days)							
		\$360 - OC and Specialty Impact Munition Recertification Food Expenses (2 Days)							
		\$600 - OC and Specialty Impact Munition Recertification Hotel Expenses (2 Days)							
		\$890 - Expandable Baton Recertification Training (3 officers) (2 Day)							
		\$360 - Expandable Baton Recertification Training Food Expenses							
		\$600 - Expandable Baton Recertification Training Hotel Expenses (2 Rooms / 2 Days)							
		\$200 - Defense Technology Use of Force Instructor Training (1 Officer) (1 day)							
		\$60 - Defense Technology Use of Force Instructor Training Food Expenses							
		\$150 - Defense Technology Use of Force Instructor Training Hotel Expenses							
		SUBTOTAL MANDATED TRAINING: \$10,830							
		ELECTIVE TRAINING							
		\$1,600 - Tactical Patrol/Warrant Training for 6 officers (replaces Street Survival)							
		\$2,660 - One officer MCSAP (Motor Carrier Safety Assistance Program) certification. No charge for class tuition. Lodging \$130 per day for 14 days							
		\$1820 Meals \$840 Total: \$2660.00							
		SUBTOTAL ELECTIVE TRAINING: \$4,260.00							
		ADDITIONAL TRAINING							
		\$400 PA Chiefs of Police Accreditation Conference for 1 officer (registration, lodging & meals)							
		\$1,000 - CLEAN/JNET training (JNET conference in State College, PA)							
		\$1,300 - Two Officers CODY Conference and In-Service Training Hershey, PA (registration, lodging, and meals)							

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
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\$1,500 - FBI National Academy for one member of Command Staff. Ten weeks at Quantico VA.

SUBTOTAL ADDITIONAL TRAINING: \$4,200

Other - College Course Reimbursement per CBA, misc. police training

014100	3450	CONTRACTED	18,510.00	18,500.00	18,500.00	16,503.32	18,500.00	18,300.00	-1.1%
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\$1,000.00 - Yearly accreditation fee

\$1,500.00 - Addition funds to unexpected expenses related to PLEAC accreditation needs.

\$11,000.00 - SPCA (Includes contract and services for recovered animals)

\$1500.00 - All Traffic Solutions equipment Management contract (Dept's. large traffic sign board. Allow mobile access and tracking of device from station)

\$3,600.00 - 2020 speed timing device calibrations

NOTE: 2020 deployment of Crime Watch website (\$6,330) is in Technology Fund 70.

014100	3453	EQUIP MAIN	1,200.00	3,100.00	3,100.00	1,026.00	2,500.00	2,500.00	-19.4%
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Includes \$950.00 to detail 18 police vehicles once a year.

014100	3490	FLT ALLOC	53,000.00	46,000.00	46,000.00	23,150.00	46,000.00	49,000.00	6.5%
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2019+: ALLOCATION of Fleet expenses to each Department. No direct expenses booked in this line item.
Allocation % is based on insured vehicle value. Police = 30%

014100	3531	T TF	143,731.00	145,000.00	145,000.00	145,000.00	145,000.00	135,400.00	-6.6%
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Transfer to Technology Fund

2019: Police Specific Systems of \$48K + (47% of Total Employees * Shared Services Total of \$208K (which is \$305K steady transfer to Fund 70 minus All Dept Specific)

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014100	3532	OPEB CONTR	333,529.85	285,000.00	285,000.00	285,000.00	285,000.00	245,000.00	-14.0%
		2020B determined in conjunction with actuaries to mimic a "Minimum Municipal Obligation" which is not required for OPEB. Annual contributions of \$245K per year for 14 years would fund our OPEB needs given present actuarial assumptions.							
014100	3552	TRNS EQUIP	131,300.00	131,300.00	131,300.00	131,300.00	131,300.00	131,300.00	.0%
		2020: Police = 45% of Avg Equip & Veh Costs * \$300K steady transfer to Fund 50 from General Fund 1.							
TOTAL GENERAL FUND			6,367,451.97	5,985,134.00	5,985,134.00	5,715,044.82	6,137,254.00	6,313,065.00	5.5%
		TOTAL REVENUE	.00	.00	.00	.00	.00	.00	.0%
		TOTAL EXPENSE	6,367,451.97	5,985,134.00	5,985,134.00	5,715,044.82	6,137,254.00	6,313,065.00	5.5%
		GRAND TOTAL	6,367,451.97	5,985,134.00	5,985,134.00	5,715,044.82	6,137,254.00	6,313,065.00	5.5%

** END OF REPORT - Generated by Zenobia White **

FIRE AND EMS

The Township is responsible for ensuring that fire and emergency medical services are provided in West Whiteland. The West Whiteland Fire Company provides fire protection. Uwchlan Ambulance Corps provides EMS services in the northern 2/3 of the township, where approximately 75% of ambulance calls originate; Good Fellowship Ambulance Club provides EMS services in the southern 1/3 and responds to approximately 25% of WWT ambulance calls. EMS services consists of both Basic Life Support (EMTs) and Advance Life Support (paramedics).

2020 Highlights

- We are waiting for recommendations from the report commissioned by the Chester County Department of Emergency Services, Chester County Fire Chiefs Association, Chester County Emergency Medical Services Council, Inc. and the Chester County Fire Police Association addressing future countywide fire protection and Emergency Medical Services (EMS) concerns.
- Contributions to the two ambulance companies were accounted for in a separate “department” for community contributions. In the 2020 budget, they are moved to the Fire (and now EMS) budget.
- The Fire Company will acquire a brush truck.
- The Township is working with Uwchlan Ambulance to include space in the new Public Works Facility for a satellite location for ambulance bays.
- The proposed budget includes a plan to work towards Good Fellowship’s requested increase to \$15,000 in funding with an increase from \$6,000 to \$9,000; Uwchlan’s contribution increases from \$16,500 to \$19,000.

2019 Accomplishments

- Fire company acquired a tower truck.
- The Board persuaded a developer of an assisted living facility to acknowledge the potential costs to Uwchlan Ambulance, as the first due EMS provider, from frequent calls and made an upfront contribution and agreed to require annual memberships for every room in the new facility.
- Conversations began with Sunrise Assisted Living and Powerback to address the high number of ambulance calls and lack of funding.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014110	3003	WC	41,767.32	47,825.00	47,825.00	47,823.76	47,825.00	48,000.00	.4%
		2020B Change in insurance carrier for the Fire Company has reduced premium costs.							
014110	3149	VOL FIRE	5,100.00	6,459.00	6,459.00	4,730.04	4,800.00	5,200.00	-19.5%
		Stipends to WWT employees who volunteer for WWFC and respond to calls during the day. Includes FICA.							
014110	3161	FICA	262.79	.00	.00	.00	.00	.00	.0%
		2019: MERGED INTO 3149							
014110	3321	TELEPHONE	481.45	.00	.00	.00	.00	.00	.0%
014110	3351	PROPERTY	.00	11,600.00	11,600.00	11,266.00	11,300.00	8,000.00	-31.0%
		Includes allocated cost of Property, Auto, & Inland Marine							
014110	3352	LIABILITY	.00	17,200.00	17,200.00	20,945.00	21,000.00	11,800.00	-31.4%
		2019 over budget given insurance for new ladder fire truck was left out of the budget.							
		2020 decrease is due to allocation change. Previously, we did not have the premium by vehicle and estimated using vehicle value. We now have the exact premium and don't have to allocate. Fire decreased while Roads and Police increased.							
014110	3359	AUTO INS	35,115.12	.00	.00	.00	.00	.00	.0%
		Auto insurance moved to 3351/3352 for the property and liability portions, respectively.							
014110	3361	UTILITIES	.00	600.00	600.00	409.64	370.00	400.00	-33.3%
		2020: Telephone							
014110	3501	CONTRIB	115,000.00	118,000.00	118,000.00	118,000.00	118,000.00	122,000.00	3.4%
		2020: Fire house requested increase. Twp contribution for West Whiteland Fire Company (WWFC) operations.							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014110	3541	UWCH AMBUL	.00	.00	.00	.00	.00	19,000.00	.0%
		2020B Contribution to Uwchlan Ambulance (~75% of WWT ambulance calls)							
		2020B: Community Contributions merged into Fire (& EMS) budget for contributions to Uwchlan & Good Fellowship Ambulance. 2019P for UAC - \$16,500							
014110	3543	GD FELLOW	.00	.00	.00	.00	.00	9,000.00	.0%
		2020B Contribution to Good Fellowship Ambulance (~25% of WWT ambulance calls)							
		2020B: Community Contributions merged into Fire (& EMS) budget for contributions to Uwchlan & Good Fellowship Ambulance. 2019P for GFAC - \$6,000							
014110	3550	T WWFCERF	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	170,000.00	.0%
		Annual Twp funding for WWFC vehicles (See Fund 55).							
014110	3905	FC RELIEF	153,296.73	140,000.00	140,000.00	166,474.94	166,474.94	166,500.00	18.9%
		State pass-through funding to fire company relief fund - sourced from the 2% Foreign Fire Tax (2% of fire insurance premiums sold in PA by insurers outside of PA). 100% offset by revenue.							
TOTAL GENERAL FUND			521,023.41	511,684.00	511,684.00	539,649.38	539,769.94	559,900.00	9.4%
	TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE		521,023.41	511,684.00	511,684.00	539,649.38	539,769.94	559,900.00	9.4%
	GRAND TOTAL		521,023.41	511,684.00	511,684.00	539,649.38	539,769.94	559,900.00	9.4%

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CODES / PERMITS

The Codes Administration Department is responsible for the administration of the Township's building construction regulations, including zoning reviews, and use and occupancy permits; fire prevention inspections of commercial and residential rental properties; emergency management coordination; and enforcement of other non-police codes.

Staffing: 4 FT

Boards: WCACOG Joint Building Code Appeals Board (5 members, 1 alternate – 1 rep from WWT)

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Development and construction regulations administered consistently and efficiently*

Continue managing approved developments through the construction and occupancy phase. Continue utilizing third-party inspections, if needed, to oversee larger construction projects, assist with zoning and code enforcement, and to allow staff to continue to provide a high level of customer service to all permit applicants, residents, businesses, and property owners.

- Continue assignment of all permits for new developments to specific inspectors to improve efficiency and accountability in reviews and inspections; cross-train with other inspectors to ensure consistency.
- As needed, use Township Engineer (SSM) more for site inspections currently performed by staff (reimbursable cost by applicants).
- Communicate more effectively with all departments and consultants to ensure awareness when larger projects are starting construction and accurate and efficient closing out of completed land development projects.

- *Attention to fire prevention and safety*

Continue fire prevention through inspections of businesses, institutions and apartments; public outreach/education; and plan review, and inspections for construction permits.

Complete the update to the Township's Emergency Management Plan. Plan and execute real-time training of all Township staff having roles in the plan.

- *Professionally enforced codes to ensure safe buildings and attractive neighborhoods*

Adopt updated Code editions per State regulations, and continue staff training to maintain proficiency in all disciplines of construction codes.

Continue to review and revise Township Codes, as necessary, to keep up with construction technology, preserve life and property, and ensure the usability and accessibility of new and existing buildings.

Network with neighboring municipalities to help improve the quality of service provided to West Whiteland residents and businesses – seeking ways to improve the permit process and the knowledge of WWT code officials, as well as aligning forms and intake, where possible, to create a more consistent process for area contractors.

CODES / PERMITS

- *Skilled staff, with appropriate resources, training, and encouragement to meet high standards*

Maintain consistent code enforcement between staff members and promote more detailed information related to construction, fire and life safety codes on the Township website.

Continue cross training of inspectors and utilize consistent inspection methods, forms, and techniques when reviewing permits and conducting inspections.

Fill vacant Code Enforcement Officer/Emergency Management Coordinator position.

Obtain additional L&I certifications and continuing education units for each inspector.
- *Simple and effective administrative, operating, and financial processes*

Continue implementation of online permit processing via Traisr and Township website to include: application/plan submittal, payment, and permit issuance.

Revise Codes Page on the Township website to provide more useful information and interactive service (fillable forms, public safety links).

2019 CODES ACCOMPLISHMENTS

1. Staff has become more proficient with the Traisr system, utilizing it for tracking permits, inspections, and rental occupancies.
2. The Traisr system was integrated with the Chester County Assessment Office data so that property transfers are automatically uploaded monthly to the Township system, and staff has access to real-time, accurate property information
3. Rental applications were added to the Township website allowing applicants to download appropriate forms, as well as obtain an inspection checklist to better prepare for rental inspections.
4. The permit review process was revised to increase efficiency and accountability of Codes staff.
5. Staff networked with neighboring municipalities (East Goshen, Uwchlan, Upper Uwchlan East Whiteland, and Downingtown Borough) sharing ideas related to permitting software, code revisions, permit fees, inspections, and the utilization of third-party inspection agencies to maximum customer service. Staff met on site with neighboring code officials to observe construction projects both in and out of West Whiteland Township.
6. The Township adopted a new ordinance regulating open burning. This ordinance will supplement the existing Township Fire Code and help to prevent fire loss.
7. The Code Department website was updated to include access to fees, FAQ's, fire safety/inspection information, and rental inspection information.
8. Continued governmental memberships with professional organizations such as ICC, NFPA, and PENBOC.
9. Code staff placed into service mobile devices to increase efficiency in the field. Staff has real-time access to the permit system to review uploaded building plans if necessary, enter new inspections, review previous inspections, and issue certificates and forms on site.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014130	3002	PENSION	15,891.00	16,670.00	16,670.00	16,924.00	16,924.00	24,913.00	49.4%
014130	3003	WC	9,167.88	8,976.00	8,976.00	8,975.99	8,976.00	8,900.00	-.8%
		Worker's Compensation Insurance. 2018+ - Includes the premium for Fire Marshal, which was shared with Fire budget in prior years.							
014130	3110	SALARIES	252,901.81	281,873.00	281,873.00	242,464.88	250,000.00	279,500.00	-.8%
014130	3152	DENTAL	4,883.92	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014130	3153	LT DISABIL	1,105.60	1,200.00	1,200.00	1,033.56	1,200.00	1,250.00	4.2%
014130	3156	HEALTH INS	58,506.59	75,000.00	75,000.00	70,635.84	67,900.00	76,700.00	2.3%
		2019 - Merged Medical (3156) and Dental (3152).							
014130	3157	HRA	7,105.88	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014130	3158	LIFE	966.20	1,050.00	1,050.00	991.83	1,200.00	1,600.00	52.4%
014130	3161	FICA	19,280.45	.00	.00	.00	.00	.00	.0%
		2019: MERGED INTO 3110							
014130	3183	OVERTIME	84.60	1,500.00	1,500.00	692.11	1,000.00	1,000.00	-33.3%
014130	3201	INSP3RDPAR	129,148.72	150,000.00	150,000.00	291,822.76	300,000.00	150,000.00	.0%

Pass through to 3rd party inspector for electrical inspection and plan review, offset by permit fee revenue.

Over budget in 2019P due to the large development projects (but offset by revenue). Expected to drop somewhat in 2020.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014130	3210	OFFICE SUP	1,666.38	3,200.00	3,200.00	1,039.79	1,200.00	2,100.00	-34.4%
		Includes office supplies, envelopes, copy paper, postage machine supplies, business cards, safety kits							
014130	3231	GASOLINE	2,051.81	3,100.00	3,100.00	1,757.05	2,500.00	2,000.00	-35.5%
014130	3245	GENERAL	2,045.79	4,800.00	4,800.00	2,963.98	3,500.00	3,500.00	-27.1%
		General Supplies Reference and code books (\$1200) and NFPA standards subscription renewal (\$1575) Equipment and apparel for inspectors such as boots, Township shirts, hand tools, etc. (\$1,200) Court costs, filing fees (\$500) 2019: Printing (3342) including inspection forms moved to this a/c \$400							
014130	3314	SOLICITORS	5,343.75	3,000.00	3,000.00	9,363.37	10,000.00	5,000.00	66.7%
		Legal fees for ordinance updates and civil complaints/enforcement. 2019 exceeded budget due to some large code enforcement cases.							
014130	3321	TELEPHONE	1,909.52	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361; LSI; SMART PHONES							
014130	3325	POSTAGE	581.63	.00	.00	.00	.00	.00	.0%
		2019: Moved to Communications (3340) 2018: budget based on historical allocation percentage of regular postage.							
014130	3340	COMMUNICAT	.00	600.00	600.00	472.96	500.00	500.00	-16.7%
		2020: \$500 Postage 2019: Incorporates postage (3325), printing (3342), and advertising (3341)							
014130	3351	PROPERTY	2,643.00	3,300.00	3,300.00	3,210.00	3,200.00	3,400.00	3.0%
		Includes allocated cost of Property, Auto, & Inland Marine							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014130	3352	LIABILITY	2,170.00	4,500.00	4,500.00	4,402.40	4,400.00	4,700.00	4.4%
014130	3355	PO LIAB	2,621.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3352 Liability Insurance							
014130	3359	AUTO INS	1,614.84	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3351							
014130	3361	UTILITIES	.00	2,900.00	2,900.00	2,497.79	2,500.00	2,300.00	-20.7%
		2020: Telephone							
014130	3366	HYDRANT EX	112,143.00	126,000.00	126,000.00	108,942.23	125,000.00	130,000.00	3.2%
		2020: Assumed 20 new hydrants via development for 9 months of the year for Keva, Parkview, Waterloo, Glen Loch, Main Street. Assumed no Aqua rate increase.							
014130	3385	EDUC-TRAIN	2,547.00	2,800.00	2,800.00	2,367.00	2,400.00	2,500.00	-10.7%
		Pass through fee paid to Dept of Labor & Industrial (\$4.50 per construction permit issued).							
014130	3420	DUES	220.00	800.00	800.00	220.00	220.00	250.00	-68.8%
		ICC, PENNBOC and NFPA membership renewal, other professional organization							
014130	3422	TR/SEM/SCH	1,059.75	2,500.00	2,500.00	3,203.57	2,500.00	2,500.00	.0%
		Certification renewal and exams, continuing education classes. 2019 includes AIA allocation.							
014130	3450	CONTRACTED	.00	.00	.00	8,874.00	15,000.00	20,000.00	.0%
		3d party inspectors for building permits to supplement staff due to turnover and large volume of development.							
014130	3490	FLT ALLOC	4,000.00	1,100.00	1,100.00	550.00	1,100.00	2,000.00	81.8%
		ALLOCATION of Fleet expenses to each Departments. No direct expenses should be booked in this line item. Actuals will equal budgeted amount exactly. Allocation % is based on insured vehicle value. Codes = 1.5%.							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014130	3531	T TF	18,133.00	19,000.00	19,000.00	19,000.00	19,000.00	17,000.00	-10.5%
Transfer to Technology Fund.									
2020: Codes Specific Systems of \$5K + (7% of Total Employees * Shared Services Total of \$208K (which is \$305K steady transfer to Fund 70 minus All Dept Specific.)									
014130	3552	TRNS EQUIP	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	7,200.00	.0%
2020: Codes = 2% of Avg Equip & Veh Costs * \$280K steady transfer to Fund 50 from General Fund 01.									
TOTAL GENERAL FUND			666,993.12	721,069.00	721,069.00	809,605.11	847,420.00	748,813.00	3.8%
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE			666,993.12	721,069.00	721,069.00	809,605.11	847,420.00	748,813.00	3.8%
GRAND TOTAL			666,993.12	721,069.00	721,069.00	809,605.11	847,420.00	748,813.00	3.8%

** END OF REPORT - Generated by Zenobia White **

PLANNING AND ZONING

The Planning & Zoning Department is responsible for the administration of the land development review and approval process; maintenance of development-related plans and regulations; interpretation of the Zoning Ordinance; and support for the Historical Commission, Planning Commission, and the Zoning Hearing Board.

Staffing: 2 FT, 1 PT

Boards and Commissions: Historical Commission (9 volunteers)
 Planning Commission (7 volunteers)
 Zoning Hearing Board (3 volunteers)

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Open space and recreation network to play, exercise, and learn in the outdoors.*

Implement and enforce updated open space requirements for new development.

Seek opportunities to implement and promote the recommendations of the Bicycle and Pedestrian Plan adopted in June 2019 as an amendment to the Comprehensive Plan.
- *Programming, events and historic preservation to build and support community identity.*

Commence work on update of the “History of West Whiteland” publication first produced in 1982, funded by a \$27,500 Vision Partnership Program grant from Chester County, \$19,000 from bequest the Historical Commission received several years ago and \$8,000 from the general fund.

Continue practice of recognizing historic preservation efforts through our annual Historic Preservation Awards program.
- *Developing a vision for Exton Crossroads’ look and feel over the coming years.*

Identify and contact possible partners, including local universities with planning and design programs, to assist with articulating a vision for the Crossroads supported by the community.

Engage in continuing dialogue with Crossroads stakeholders (property owners, business operators, Chamber of Commerce, Planning Commission) to identify concerns, desires, and needs regarding redevelopment of their properties. Establish the Crossroads as an item of regular discussion at Planning Commission meetings.

Establish regular communication with owner of Exton Square property (currently PREIT).
- *Zoning to guide vibrant mixed-use redevelopment around the Exton Crossroads.*

Assure that Zoning regulations promote development consistent with the Crossroads vision; identify and amend provisions that may discourage such development.
- *Planning and projects to increase multi-modal transportation connections*

Promote implementation of the Bicycle and Pedestrian Circulation Plan through the land development process, grants, and donations.

Begin work with Township Planning Commission on the development of a Mobility Vision that will replace the current “Circulation Plan” element of the Township’s Comprehensive Plan.

Meet regularly with stakeholders to promote implementation of the recommendations from the Pottstown Pike Congestion Mitigation Feasibility Study.

PLANNING AND ZONING

Continue working with SEPTA, PennDOT, the Chester County Planning Commission, and other officials to improve mass transit, particularly related to access, service, and facilities at the train stations and coordination of train and bus schedules; continue to advocate for expanded train service.

Continue membership in the Bicycle Coalition of Greater Philadelphia.

- *Development and construction regulations administered consistently and efficiently.*

Actively seek out methods used in other Pennsylvania communities that have proven effective in meeting their development goals.

Amend plan submission requirements and review processes for consistency, simplicity, and usefulness, and to incorporate current construction materials and technology.

- *Multi-faceted communications to inform residents and businesses.*

Improve the portions of the Township website that provide information about development activity to be more clear, concise, and user-friendly; maintain “story maps” to provide ongoing narrative about Township development.

Seek out Township-based stakeholder groups (homeowners’ associations, business associations, professional organizations, etc.) willing to provide a forum for the Township to communicate with their membership.

Continue to provide information through more traditional venues, such as the Township newsletter and open house events.

- *Skilled staff, with the resources, training, and encouragement to meet high standards.*

Maintain professional certification (American Institute of Certified Planners) through attendance at conferences, training sessions, and webinars.

Network with other planners and planning departments in the region to keep informed of regional issues, trends, and best practices.

2019 ACCOMPLISHMENTS

1. Completed municipal curative amendment process to update the sign regulations of Article XVII of the Township Zoning Ordinance; amendment adopted by the Board on May 8, 2019.
2. Amendment to Township Zoning Ordinance to allow high-density single-family development and limited commercial development (around intersection of Ship Rd. and Lincoln Hwy.) in the O/R zoning district; adopted by the Board of May 22, 2019.
3. Completed Township Bicycle & Pedestrian Circulation Plan; adopted by the Board as an amendment to the Township Comprehensive Plan on June 12, 2019.
4. Completed update to Township Official Map; adopted by the Board on August 14, 2019.
5. Completed draft of amendment to Township open space requirements for new developments contained in §281-47 of the Township Subdivision and Land Development Ordinance.

PLANNING AND ZONING

6. Successful application to Chester County Planning Commission for a Vision Partnership Program grant in the amount of \$27,500 to provide principal funding for comprehensive update to “History of West Whiteland” and Historic Resources Map.
7. Initiated collaboration with West Chester University to develop story maps for inclusion on the Township website. First maps will be on-line by end of 2019.
8. Participated in two open house events with other township departments on April 9 and October 29. The theme of the April event was “Development by Design” and featured the Planning & Zoning department prominently.
9. Maintained planning skills, networked with other planning professionals, and maintained professional certification (AICP) by attending the annual conference of the American Planning Association (APA) in San Francisco in March, the Pennsylvania Automated Vehicle Summit in Pocono Manor in September, and the annual conference of the Pennsylvania chapter of APA in Reading in October.
10. Administered the review and approval process for numerous subdivision, land development, and conditional use applications. Final plan approval was granted for projects representing almost 150 dwelling units, a 99-bed assisted living facility, the Swedesford Road Recreational Area of Exton Park, and expansions of several existing industrial and commercial operations.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014140	3002	PENSION	8,959.00	9,969.00	9,969.00	10,121.00	10,121.00	17,178.00	72.3%
014140	3003	WC	202.92	197.00	197.00	196.99	197.00	200.00	1.5%
		Worker's Compensation Insurance.							
014140	3110	SALARIES	153,823.29	178,500.00	178,500.00	171,358.29	181,000.00	188,600.00	5.7%
014140	3125	Z SALARY	270.00	300.00	300.00	120.00	210.00	300.00	.0%
		Each member of the ZHB receives \$10 per hearing. 2018: More cases than expected. Expect trend to continue.							
014140	3152	DENTAL	3,210.10	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014140	3153	LT DISABIL	583.20	600.00	600.00	534.60	600.00	650.00	8.3%
014140	3156	HEALTH INS	37,345.45	37,500.00	37,500.00	39,534.46	37,600.00	38,500.00	2.7%
		2019 - Merged Medical (3156) and Dental (3152).							
014140	3157	HRA	758.62	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014140	3158	LIFE	673.40	640.00	640.00	657.28	750.00	950.00	48.4%
014140	3161	FICA	11,648.48	.00	.00	.00	.00	.00	.0%
		2019 - Moved to Salaries (3110)							
014140	3183	OVERTIME	-1,056.61	500.00	500.00	2,407.48	2,500.00	3,000.00	500.0%
		2020: Includes comp time payout at beginning of year.							
		2019: Over budget as comp time payout from prior year not budgeted. Will be budgeted going forward.							

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014140	3209	ART PRESER	.00	1,500.00	1,500.00	.00	500.00	.00	-100.0%
		2020+ Moved Plaques & Awards (3470 \$1200), Meeting Expenses (3424 \$500) & Artifacts (3209 \$1500) into General Supplies (3245) to be consistent with other departments.							
		2019 - Cultural & Historical (014510) merged with Planning (014140).							
		Includes preparation of materials for display in lobby display case, restoration/preservation of historic documents, expenses related to the on-going task of transferring documents to electronic media, books and artifacts.							
014140	3210	OFFICE SUP	690.70	500.00	500.00	376.71	500.00	825.00	65.0%
		Includes office supplies (tyvek envelopes for mailing plans), envelopes, copy paper, postage machine supplies, business cards							
014140	3245	SUPPLIES	.00	.00	.00	.00	.00	3,000.00	.0%
		2020+ Moved Plaques & Awards (3470 \$1000), Meeting Expenses (3424 \$500) & Artifacts (3209 \$1500) into General Supplies (3245) to be consistent with other departments.							
014140	3312	PLAN CONS	615.00	.00	.00	.00	.00	.00	.0%
		Planning Consultant (3312) & Engineering (3313) merged with Contracted Services (3450).							
014140	3313	ENGINEERIN	225.00	.00	.00	.00	.00	.00	.0%
		Contingency and special projects not anticipated at this time. Most engineering invoices are passed onto another party pursuant to a reimbursement agreement; expenditures for anticipated special projects are included in line item 3450, Contracted Services.							
014140	3314	SOLICITORS	39,473.69	30,000.00	30,000.00	40,924.01	41,000.00	37,000.00	23.3%
		Includes fees for Zoning Hearing Board solicitor and for the Township Solicitor for assistance with amendments to development-related ordinances (Zoning, S/LDO) and general counsel on development-related issues.							
		2019: Over budget mainly due to Ship/Lincoln re-zoning.							
		2018: Higher expense than anticipated due to Zoning Hearing Board hearings.							

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014140	3316	CRT REPORT	10,656.50	10,000.00	10,000.00	5,168.50	6,000.00	9,000.00	-10.0%
		Court Report fee associated with Zoning Hearing Board and conditional use hearings.							
014140	3321	TELEPHONE	238.39	.00	.00	.00	.00	.00	.0%
		2019: LSI; Rolled into 3361							
014140	3325	POSTAGE	540.48	.00	.00	.00	.00	.00	.0%
		2018 - MERGED WITH CULTURAL & HISTORICAL (014510) 2018: budget based on historical allocation percentage of regular postage.							
014140	3340	COMMUNICAT	.00	9,300.00	9,300.00	12,446.60	12,500.00	12,000.00	29.0%
		2019: Printing for bike/ped plan map 2020: \$10k Advertising, \$2K printing & postage							
014140	3341	ADVERTISIN	7,758.99	.00	.00	.00	.00	.00	.0%
		2019: Moved to Communications (3340). Mandated advertising regarding hearings and other official actions related to zoning and development. 2018P: Running higher than expected. 2019B: Expect higher run-rate to continue, particularly due to planned zoning amendments.							
014140	3351	PROPERTY I	1,300.00	1,500.00	1,500.00	1,461.00	1,460.00	1,500.00	.0%
		Includes allocated cost of Property, Auto, & Inland Marine							
014140	3352	LIABILITY	1,067.00	5,500.00	5,500.00	5,611.80	5,509.00	5,700.00	3.6%
014140	3355	PO LIAB	2,621.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3352 Liability Insurance							
014140	3361	UTILITIES	.00	300.00	300.00	318.31	300.00	400.00	33.3%
		2020: Telephone							

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014140	3420	DUES	2,187.00	2,850.00	2,850.00	2,638.00	2,850.00	3,000.00	5.3%
		2019 - Cultural & Historical (014510) merged with Planning (014140). Dues for Director and Township Planner for membership in the American Planning Ass'n (APA) and the American Institute of Certified Planners (AICP); also APA dues for the Planning Commission members. Includes Township membership in the Transportation Management Ass'n of Chester County (TMACC). Chester County Historical Society and Chester County Historic Preservation Network							
014140	3422	TR/SEM/SCH	1,849.23	5,200.00	5,200.00	6,301.87	5,600.00	3,500.00	-32.7%
		2019 - Cultural & Historical (014510) merged with Planning (014140). Attendace for Director and Township Planner at annual conference of the Pennsylvania chapter of the Americal Planning Association and/or autonomous vehicle conference. Director attends national conference in alternate years and attended in 2019 (San Fran \$3.2K). 2020 is an off year. Includes allowance to attend smaller local workshops and training opportunities, as well as for books, journals, and pertinent reference materials.							
014140	3424	MEETINGS	.00	500.00	500.00	241.56	300.00	.00	-100.0%
		2020+ Moved Plaques & Awards (3470 \$1200), Meeting Expenses (3424 \$500) & Artifacts (3209 \$1500) into General Supplies (3245) to be consistent with other departments. 2019 - Cultural & Historical (014510) merged with Planning (014140). Cost of hosting reception for Historic Preservation Awards recipients and other expenses associated with meetings							
014140	3450	CONTRACTED	21,684.71	22,000.00	22,000.00	22,623.28	22,000.00	70,000.00	218.2%
		2020: includes \$52K for update to "History of West Whiteland" (\$25K to be reimbursed by Vision Partnership Program (VPP) grant, \$8K from General Fund and remaining \$19K to be reimbursed from the historical bequest fund.) Also includes assistance for GIS mapping (some of which will be reimbursed by a grant from Center for Community Solutions @ WCU) and misc consultant projects. 2019: included new sign regulations and non-reimburseable work from SSM, Stubbe, Theurkauf and TPD. 2019 - Cultural & Historical (014510) merged with Planning (014140).							

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014140	3470	PLAQUES	.00	1,200.00	1,200.00	886.18	1,200.00	.00	-100.0%
<p>2020+ Moved Plaques & Awards (3470 \$1200), Meeting Expenses (3424 \$500) & Artifacts (3209 \$1500) into General Supplies (3245) to be consistent with other departments.</p> <p>2019 - Cultural & Historical (014150) merged with Planning (014140).</p>									
014140	3531	T TF	7,771.00	7,000.00	7,000.00	7,000.00	7,000.00	9,000.00	28.6%
<p>Transfer to Technology Fund.</p> <p>2020: No planning specific systems. \$7K = 3% of Total Employees * Shared Services Total of \$208K (which is \$305K steady transfer to Fund 70 minus All Dept Specific.)</p>									
TOTAL GENERAL FUND			315,096.54	325,556.00	325,556.00	330,927.92	339,697.00	404,303.00	24.2%
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE			315,096.54	325,556.00	325,556.00	330,927.92	339,697.00	404,303.00	24.2%
GRAND TOTAL			315,096.54	325,556.00	325,556.00	330,927.92	339,697.00	404,303.00	24.2%

** END OF REPORT - Generated by Zenobia White **

PUBLIC WORKS DEPARTMENT – ROADWAYS & STORMWATER (Roads & Fleet / Liquid Fuels Fund Budgets)

The Public Works Department maintains 67 miles of Township roads and related infrastructure, which includes cleaning storm sewers, sealing and paving streets, removing fallen trees from roads, clearing rights-of-way, repairing potholes and curbs, clearing snow and ice, traffic signal maintenance, sign maintenance/replacement, and maintaining Township vehicles and equipment.

2019 Staffing: 16 FT permanent (3 FT Administration, 12 FT Operators, 1 Mechanic), 3 PT Seasonal for repair and maintenance of roads, sewer, parks and buildings

2020 Staffing: 17.5 FT/PT permanent, 1 PT seasonal – 1 net new employee

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- *Well-maintained local roads, sewer system and storm water management infrastructure*

Rehabilitate and pave six roads and perform maintenance repairs throughout the Township to prevent potholes and maintain roads. (\$350,000, Liquid Fuels Fund 35)

Construct drainage improvements along Oriole Drive to reduce roadside erosion, improve roadside safety and minimize sedimentation in stormwater. (\$5,000 in Liquid Fuels Fund 35)

Coordinate with PennDOT for the implementation of two Green Light Go grants to add generator hookups & battery backups to traffic signals on Lincoln Highway and traffic signal improvements at the intersection of Ship and Swedesford Roads (\$110,000 Liquid Fuels Fund 35 & Public Service Fund 65).

- *Professional systems ensuring compliance with laws, regulations and grant requirements*

Respond to comments from DEP to complete the permit renewal process and obtain NPDES stormwater discharge permit for West Whiteland's Municipal Separate Storm Sewer System (MS4), followed by implementation of the accompanying Pollutant Reduction Plan.

Design and construct a stormwater basin retrofit funded entirely by the DEP Watershed Restoration and Stormwater Management grant. The stormwater basin retrofit is an element of the Township's MS4 Pollutant Reduction Plan. (\$223,000, Public Service Fund 65)

Fulfill additional requirements of the NPDES permit including supplementary mapping of stormwater features in the Township, development and implementation of stormwater management plans for Township facilities, and enhanced public outreach of stormwater best practices to help provide clean water and improved natural resources.

- *Skilled staff, with appropriate resources, training and encouragement to meet high standards*

Hire one additional full-time staff and convert 2 seasonal positions into one permanent part-time position (to be filled by semi-retirement of Public Works Foreman) to meet workload needs. The additional FT position fills vacancy created in 2017 when Ed Culp was promoted to Assistant Director.

Promote and support staff training and coordination to provide for a higher level of maintenance of Township roadways and infrastructure, eventually evaluating whether service improvements and cost savings would be achieved by doing more work in-house.

Purchase a new skid steer loader and trailer to replace aging equipment. Also, purchase a new mini excavator to address stormwater related improvements/repairs, complete more diverse in-

PUBLIC WORKS DEPARTMENT – ROADWAYS & STORMWATER
(Roads & Fleet / Liquid Fuels Fund Budgets)

house projects in a more cost effective and efficient manner (\$70,000, \$12,000, \$80,000 Equipment Replacement Fund 50)

- *Simple and effective administrative, operating and financial processes*

Develop a cost-effective plan for a new Public Works facility, which will accommodate vehicle and equipment storage, as well as provide maintenance and repair areas. The new facility would consolidate three work/storage locations into one comprehensive location, allowing for more effective sharing of resources and equipment. (\$1,000,000, Public Services Fund 65)

Continue to implement the new GIS platform (Traistr) to organize and quickly access infrastructure data, create work orders, and generate permits.

2019 ROADWAYS & STORMWATER ACCOMPLISHMENTS

Roadways

1. Resurfaced 7 Township roads. (\$325,000, Liquid Fuels Fund 35)
2. Completed installation of four landscaped islands on Sunrise Boulevard as a traffic calming initiative. (\$41,100 in Public Services Fund 65)
3. Completed repairs and stabilization to roadway and sanitary sewer due to the sinkhole on Clover Mill Road. (\$29,624 for roadway from Public Services Fund 65)
4. Completed drainage improvements on Tapestry Circle including cleaning of storm pipes and reconfiguration of stormwater inlet. (\$19,950)
5. Updated the five-year road maintenance plan to identify roads in need of repair and strategically schedule paving to maximize pavement life, coordinate with underground utility owners for repairs prior to road paving, and allow staff to perform the necessary prep work a year in advance.
6. Through coordination with Aqua, Westfield and Balderston Drives were repaved at no cost to Township taxpayers.
7. Attended public meetings, field reviews and training sessions to advocate for solutions to resident concerns resulting from Sunoco pipeline construction.
8. Continued coordination with PennDOT for the implementation of two Green Light Go grants.
9. Worked with our traffic engineer (Traffic Planning and Design), our signal maintenance contractor (Signal Service) and PennDOT representatives to implement traffic signal modifications and adjustments to improve traffic flow and pedestrian accommodations.

Stormwater

1. Submitted permit application, including pollutant reduction plan, to renew the Township's MS4 NPDES permit from DEP.
2. Completed design for the Swedesford Chase Stormwater Basin Retrofit project.

Staff/Administration

1. Hired 2 full-time Public Works employees to fill vacancies to maintain roads, parks and sewer infrastructure.
2. Continued refinement of a space analysis for a new Public Works facility.

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014300	3002	PENSION	27,096.00	28,136.00	28,136.00	28,565.00	28,565.00	45,720.00	62.5%
		2018 - Fleet Maintenance merged into Highways Dept							
014300	3003	WC	23,641.32	24,557.00	24,557.00	24,557.55	24,557.00	25,800.00	5.1%
		Worker's Compensation Insurance. 2018+ - Fleet Maintenance merged into Highways Dept							
014300	3110	SALARIES	416,644.09	473,000.00	473,000.00	446,582.92	463,000.00	517,500.00	9.4%
		2020 increase driven by allocation adjustments across Public Works (PW). Salaries are only up 2% across all of Public Works. 2019 Under budget due to allocation across PW.							
014300	3144	PTP SALARY	5,929.75	15,500.00	15,500.00	12,899.40	12,900.00	.00	-100.0%
		2020: No seasonal employees in Roads. However, one part-time in 3110. 2019 - This line item is now only seasonal employees Combined Perm Part Time from this a/c into Salaries (3110) 1 Seasonal 700 hrs. (aprx. Apr - Sept) \$9,100K plus FICA 1 Seasonal 400 hrs (aprx. May - Aug) \$5,200 plus FICA (3rd seasonal EE budgeted in Parks)							
014300	3152	DENTAL	5,887.47	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156).							
014300	3153	LT DISABIL	1,860.40	2,000.00	2,000.00	1,837.25	2,000.00	2,300.00	15.0%
		2018 - Fleet Maintenance merged into Highways budget							
014300	3156	HEALTH INS	88,350.90	69,500.00	69,500.00	71,350.79	66,900.00	77,500.00	11.5%
		2019 - Merged with Dental (3152) and HRA (3157).							
014300	3157	HRA	3,006.67	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156).							

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014300	3158	LIFE	2,026.07	2,000.00	2,000.00	1,911.11	2,100.00	3,000.00	50.0%
		2018 - Fleet Maintenance merged into Highways budget							
014300	3161	FICA	33,151.05	.00	.00	.00	.00	.00	.0%
		2019: MERGED INTO 3110							
014300	3183	OVERTIME	17,226.33	30,000.00	30,000.00	28,365.73	30,000.00	30,000.00	.0%
014300	3191	UNIF MAINT	2,739.11	4,000.00	4,000.00	3,508.78	4,000.00	4,000.00	.0%
		T-Shirts, sweatshirts, coats, caps, jeans, boots, etc.							
		2018 - Fleet Maintenance merged into Highways budget							
014300	3192	PHYSICALS	470.00	1,500.00	1,500.00	642.50	500.00	1,000.00	-33.3%
		Pre-employment drug and alcohol screening; Random testing for CDL. (Placeholder amount. Getting better estimate.)							
014300	3210	OFFICE SUP	524.04	1,000.00	1,000.00	369.90	1,000.00	1,100.00	10.0%
		Includes office supplies, envelopes, copy paper, postage machine supplies, business cards Fleet forms, inspection stickers.							
014300	3213	EQUIPMENT	15,013.76	10,000.00	10,000.00	5,098.80	5,500.00	.00	-100.0%
		2020: Moved to 3245 2019P: Band saw to be purchased.							
014300	3224	SIGNS/POST	6,522.01	15,000.00	15,000.00	3,776.85	5,000.00	.00	-100.0%
		2020 Moved to 3245							
014300	3231	GASOLINE	2,180.33	3,300.00	3,300.00	1,845.65	2,500.00	3,000.00	-9.1%

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014300	3232	DIESEL	10,282.78	15,300.00	15,300.00	21,295.53	23,000.00	16,000.00	4.6%
		2018 under budget and 2019 over budget due to no entries made for late 2018. Changing accounting from booking as inventory to cash-based immediately expensing. Not material enough to require inventory accounting. CCIU contract price: \$1.93 1/2019-7/2019 \$1.97 budget estimated 8/2019-12/31/19 \$2.05 new contract 8/2019-7/2020							
014300	3245	GENERAL	63,172.59	24,000.00	24,000.00	15,221.67	24,000.00	30,000.00	25.0%
		2020B - Moved Signs & posts (3224) & Small Equipment (3213) 2019 - Fleet Supplies moved to 014300.3246 2019 - Single-axle Tilt Trailer (\$4,000) Truck chains, tarps, etc. Stone, top soil, seed, sod, straw Barricades, acetylene/oxygen, wood, hardware items, paints, paint supplies, chemicals Food for training, meals and rooms during emergencies AED supplies Small Equipment Safety equipment, misc hand tools, tarps, saw blades, etc. Fire extinguisher inspection, small equipment, backflow preventer testing Signs/Posts - hot tape thermal plastic markings (in-house) or paint signs, posts, stubs, repairs, and replacement							
014300	3246	FLT SUPPLY	.00	35,000.00	35,000.00	25,487.65	35,000.00	35,000.00	.0%
		New in 2019 to isolate Fleet Maintenance Supplies for all vehicles regardless of department. Repair & Maint Supplies - Filters, brakes, brake line hoses, brake drum, rotors, fuel additives, degreaser solvents, sealants, oil dry, rags, 2-cycle oil, belts, bulbs, tires, grease, lubricants, antifreeze, transmission and washer fluids, motor oil, hydraulic oil, transmission fluid, wax, etc. and waste product disposal (Safety Kleen) Off road equipment, motor oil, hydraulic oil, hoses, steel, welding rods, plates, and other consumables Small Tools - Misc. tools, specialty tools for new equipment and vehicles Repairs on Equipment - Repairs to lift jack, air compressor, air guns, etc. Public Works Garage cleaning supplies, hand cleaner, paper towels, high pressure soap for salt trucks, etc. Equipment Repairs - loader, backhoe, PW equipment, emergency service/misc unknown White Glove Car Wash - 4 vehicles, 15 washes per vehicle (\$360)							

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014300	3306	MS4s	707.20	10,000.00	10,000.00	1,405.50	4,000.00	20,000.00	100.0%
		2020 Increase for Engineering Services for GIS mapping of stormwater NPDES comments received 9/30/2019 Pollutant Reduction Plan engineering/construction projects will be in Public Service (Fund 65) in 2020, following approval of the NPDES permit. Includes dues for Christiana Watershed Partnership & Brandywine Red Clay Alliance							
014300	3313	ENGINEERIN	18,703.61	20,000.00	20,000.00	8,347.43	10,000.00	15,000.00	-25.0%
		General Needs (TPD and SSM) Optimize traffic signals to improve traffic & pedestrian flow & timing NOTE: MS4-related costs covered under 3306							
014300	3321	TELEPHONE	6,985.00	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361 LSI SMART PHONE							
014300	3325	POSTAGE	248.56	.00	.00	.00	.00	.00	.0%
014300	3340	COMMUNICAT	.00	1,100.00	1,100.00	1,398.46	1,050.00	900.00	-18.2%
		2020: \$300 Advertising, \$600 Printing 2019: Incorporates postage (3325), printing (3342), and advertising (3341)							
014300	3351	PROPERTY	5,359.58	14,400.00	14,400.00	19,226.00	19,226.00	19,900.00	38.2%
		Includes allocated cost of Property, Auto, & Inland Marine (2019+) 2019 over budget given insurance for 2019 new vehicles not forecasted in budget. Insurance for planned vehicle purchases will be budgeted going forward.							
014300	3352	LIABILITY	4,064.00	13,800.00	13,800.00	13,213.00	13,213.00	16,500.00	19.6%
		2020 increase is due to new vehicles and allocation change. Previously, we did not have the premium by vehicle and estimated using vehicle value. We now have the exact premium and don't have to allocate. Police and Roads increased while Fire decreased.							

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014300	3356	INLAND MAR	2,060.00	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3351							
014300	3359	AUTO INS	16,145.84	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3351							
014300	3361	UTILITIES	10,552.97	25,700.00	25,700.00	21,475.51	24,500.00	27,350.00	6.4%
		2020: \$16k Electric/Gas, \$8700 Phone/Data/Internet, \$3700 Water (PUC authorized 10% Aqua price increase but also Roads increase partially offset by reduction in Parks for water allocation fix)							
		Includes cost of electric @ 222 N. Pottstown Pike, street lighting, and traffic signals							
014300	3362	GAS HEATIN	4,405.55	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361							
		2018 - Fleet Maintenance merged into Highways Dept Gas @ 222 N. Pottstown Pike							
014300	3365	SOLID WAST	3,361.28	4,800.00	4,800.00	1,549.37	4,800.00	2,300.00	-52.1%
		Garage dumpster and tire disposal							
		2019 high for clean up project requiring asphalt and concrete recycling (Swedesford Road site)							
014300	3367	WATER	1,708.81	1,800.00	1,800.00	.00	.00	.00	-100.0%
014300	3384	EQUIP RENT	3,907.00	12,000.00	12,000.00	7,360.10	12,000.00	15,000.00	25.0%
		Rental of excavator, dozer, paver, milling head, etc.							
		Increased rental budget to perform more projects 'in house'.							
014300	3410	WHITFORD	.00	450.00	450.00	408.77	450.00	450.00	.0%
		Per Agreement with residents to supply plants, mulch & weed killer for subdivision island							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014300	3420	DUES	251.00	500.00	500.00	693.70	700.00	700.00	40.0%
		Membership and other dues; EZPass; Note: TMACC dues moved to Planning budget (4140)							
014300	3422	TR/SEM/SCH	549.08	3,000.00	3,000.00	5,420.44	3,000.00	3,000.00	.0%
		Safety Training, Flagger Training, CPR, training-related books Road Division and Road Superintendent training PWD continuing education Travel-related expenses - mileage, lodging, etc. LTAP							
014300	3450	CONTRACTED	829.00	1,000.00	1,000.00	702.00	1,000.00	6,000.00	500.0%
		2020 Increase - Includes 3730 - Misc door repairs/adjustments/replacements, interior and masonry repairs, etc.							
014300	3455	CONT VEH	44,000.00	25,000.00	25,000.00	24,434.79	18,000.00	20,000.00	-20.0%
		Vehicle repairs performed by others (dealers and specialists)							
014300	3456	TRAFFIC SI	.00	.00	.00	2,173.65	.00	.00	.0%
014300	3456	INS TRAFFIC SI	3,437.07	.00	.00	.00	.00	.00	.0%
		Damages to traffic signals covered by insurance; Offset by revenue line item 01-3620-9149 2019: Not planning to budget this item any longer (confirmed with Auditors).							
014300	3490	FLT ALLOC	58,000.00	60,000.00	60,000.00	30,000.00	60,000.00	86,000.00	43.3%
		2020 increase due to allocation increase given purchase of high value veh for Roads & increase of mechanic allocation 100% to Fleet vs. partial Roads in 2019. 2019+: ALLOCATION of Fleet expenes to each Departments. No direct expenses should be booked in this line item. Actuals will equal budgeted amount exactly. Allocation is based on insured vehicle value. Roads is 52%.							
014300	3491	FLT REIMBU	-148,000.00	-133,800.00	-133,800.00	-66,900.00	-133,800.00	-164,000.00	22.6%
		Contra-expense serving as reimbursement from all departments for allocated fleet expenses. Total includes all-in cost of mechanic, fleet supplies, fleet-related contracted services & an estimate/allocation for portion of garage/mechanic overhead. 2020 increase due to allocation of mechanic salary & benefits 100% to Fleet vs. 70% in 2019.							

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
	New in 2018 - Moved from 664300.7550								
014300	3531	T TF	31,085.00	25,000.00	25,000.00	25,000.00	25,000.00	34,000.00	36.0%
	Transfer to Technology Fund.								
	2019: Roads Specific Systems of \$0K + (12% of Total Employees * Shared Services Total of \$208K (which is \$305K steady transfer to Fund 70 minus All Dept Specific.)								
014300	3552	TRNS EQUIP	109,000.00	109,000.00	109,000.00	109,000.00	109,000.00	109,000.00	.0%
	2020: Roads = 43% of Avg Equip & Veh Costs * \$300K steady transfer to Fund 50 from General Fund 1. Up from 2019 given total transfer is up from 280K to 300K but also because Roads is a larger portion of the 10 year avg purchases than previous shorter term view.								
014300	3668	DRAINAGE	10,671.54	12,000.00	12,000.00	23,499.73	17,200.00	15,000.00	25.0%
	Non-Liquid Fuels eligible: Storm sewer maintenance - cleaning or repairing inlets, swales, pipes, etc.								
014300	3680	RD&BRIDGE	23,317.66	15,000.00	15,000.00	8,907.09	8,000.00	20,000.00	33.3%
	Non-Liquid Fuels eligible: Misc areas of base repair (trenches, potholes, etc.) Curb work Concrete paver repair on Sunrise Boulevard								
	2020 Increase - Partner with Aqua on full width pavement for 2 Twp roads (not eligible for Liquid Fuels)								
014300	3730	PW FACILIT	9,248.68	7,500.00	7,500.00	125.00	4,000.00	.00	-100.0%
	2020+ Moved to 3450 2019 favorability: project work that is variable by year								
TOTAL GENERAL FUND			946,323.10	982,043.00	982,043.00	930,757.62	931,861.00	1,039,020.00	5.8%
	TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE		946,323.10	982,043.00	982,043.00	930,757.62	931,861.00	1,039,020.00	5.8%
	GRAND TOTAL		946,323.10	982,043.00	982,043.00	930,757.62	931,861.00	1,039,020.00	5.8%

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PUBLIC WORKS DEPARTMENT – PARKS & RECREATION

The Public Works Department maintains eleven Township Parks covering over 400 acres; approximately 300 acres is the Township portion of Exton Park. The Township also organizes recreational programming, including an egg hunt, holiday tree lighting, community day and fireworks; and provides support for the Friends of the Parks' summer concert series.

Public Works Staffing: 10 FT (3 FT Administration, 13 FT Operators, 1 Mechanic), 1 PT Permanent, 1 PT Seasonal for repair and maintenance of parks, roads, sewer and buildings.

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

Continually improve West Whiteland's quality of place

- *Open space and recreation network to play, exercise, relax and learn in the outdoors*

Kick off the much-anticipated construction of the Exton Park. Phase 1 of the Master Plan implementation will include playgrounds, a dog park, disc golf, recreational amenities, parking, and walking paths near the intersection of Ship & Swedesford Roads. (\$1,100,000 in Public Service Fund 65)

Construct a new pavilion at Boot Road Park to provide additional recreational opportunities to park users and a place of refuge during a passing rain shower for those watching a ball game. (Budgeted for but not done in 2019, rolling over funding into 2020 - \$35,000)

Install portable roofs for shade on the dugouts at Boot Road Park to protect players from UV rays. (\$16,000 – if 50% shade grant is successful)

Construct a new trail extension at Boot Road park to increase mobility of park users.

Resurface the Meadowbrook Manor tennis courts, add lines for pickleball, and replace fencing to rehabilitate the deteriorated condition of the courts, which will bring back and expand recreational opportunities for residents. (\$60,000)

- *Programming, events and historic preservation to build and support community identity*

Partner with Chester County, Friends of the Parks, and East Whiteland Township on the annual Community Day event in July which allows residents to celebrate with neighbors, obtain information from vendors and agencies as well as explore police, fire and public works vehicles.

Effectively administer Township business operations

- *Skilled staff, with appropriate resources, training and encouragement to meet high standards*

Promote and encourage increased staff training and coordination to provide for a higher level of maintenance of parks and open space, eventually evaluating whether service improvements and cost savings would be achieved by doing more work in-house. In 2020, this includes outsourcing landscaping at Boot Road Park to free up staff time for other projects. (\$20,000)

Continue building new GIS platform (Traistr) to organize and quickly access park infrastructure and tree data and create work orders.

2019 PARKS ACCOMPLISHMENTS

1. Township Park activities increased with over 600 reservations this year for the Exton Park, Miller Park, and Boot Road Park fields, pavilions, gazebos, tennis courts, basketball courts, and Boot Road house.
2. Received PA DCED's Keystone Communities Program (\$500,000) grant for Exton Park; which matches previously received County grant of \$250,000.
3. Partnered with Chester County and Friends of the Parks on a very successful Community Day in July that included activities for children, food trucks, and the Township's annual fireworks show.
4. A cricket pitch was installed at the multi-use fields at Exton Park.
5. Purchased a drop spreader to more efficiently and evenly distribute de-icing materials on the trails and parking areas within the Township parks.
6. Purchased a new F-450 landscape body truck to replace aged vehicle. The new truck provides increased functionality, as well as, dependability while performing upkeep, maintenance, and repairs at Township parks.
7. Volunteer groups have been assisting staff at the parks with removal of invasive plants, clean-ups, basin maintenance, and spotted lantern flies.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014520	3002	PENSION	8,503.00	7,742.00	7,742.00	7,860.00	7,860.00	13,651.00	76.3%
014520	3003	WC	7,234.44	7,011.00	7,011.00	7,010.52	7,011.00	7,500.00	7.0%
		Worker's Compensation Insurance.							
014520	3110	SALARIES	119,697.90	131,000.00	131,000.00	133,322.34	147,000.00	111,100.00	-15.2%
		2019P - Includes promotion of Parks team member to Foreman							
014520	3144	PTP SALARY	3,140.54	5,600.00	5,600.00	3,258.99	3,300.00	6,500.00	16.1%
		2019 - This account now only for seasonal employees + FICA (3161) Perm PT moved to Salaries (3110) 2020 - 1 Seasonal 400 hrs							
014520	3152	DENTAL	3,210.10	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014520	3153	LT DISABIL	583.20	670.00	670.00	534.60	650.00	600.00	-10.4%
014520	3156	HEALTH INS	37,944.51	37,500.00	37,500.00	40,134.46	41,000.00	38,500.00	2.7%
		2019 - Merged with Medical (3156) are Dental (3152).							
014520	3157	HRA	1,336.62	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
014520	3158	LIFE	640.91	700.00	700.00	625.70	750.00	720.00	2.9%
014520	3161	FICA	10,318.90	.00	.00	.00	.00	.00	.0%
		2019: MERGED INTO 3110							

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014520	3183	OVERTIME	9,528.58	10,000.00	10,000.00	11,206.46	10,000.00	12,000.00	20.0%
		2019-2020B: Routine OT at Parks and events, FOTP events, Branch Drop-off, Community Day, Township events and concert series.							
		2019 Over budget due to extra hours by new foreman for time across Public Works.							
014520	3191	UNIF MAINT	1,118.06	1,600.00	1,600.00	834.89	1,200.00	1,300.00	-18.8%
		Boots and clothing. 2019 increase for boots for pavement work.							
014520	3210	OFFICE SUP	282.95	500.00	500.00	53.95	500.00	450.00	-10.0%
		Includes office supplies, envelopes, copy paper, postage machine supplies, business cards							
014520	3213	EQUIPMENT	.00	3,500.00	3,500.00	.00	3,500.00	.00	-100.0%
		2020: Move to 3245							
014520	3231	GASOLINE	842.73	1,100.00	1,100.00	289.35	600.00	700.00	-36.4%
		2019: Went from tank to pay at the pump; estimated \$2.45/g after discounts							
014520	3232	DIESEL	3,311.41	5,000.00	5,000.00	7,275.54	7,600.00	5,300.00	6.0%
		2018 under budget and 2019 over budget due to no entries made for late 2018. Changing accounting from booking as inventory to cash-based immediately expensing. Not material enough to require inventory accounting.							
		CCIU contract price: \$1.93 1/2019-7/2019 \$1.97 budget estimated 8/2019-12/31/19 \$2.05 new contract 8/2019-7/2020							
014520	3245	GENERAL	33,012.19	35,000.00	35,000.00	24,104.12	35,000.00	32,000.00	-8.6%
		Operating supplies and small equipment for maintenance and repairs at all park facilities; fire extinguishers 2020: Paved trail extension at Boot Road Park							
014520	3321	TELEPHONE	2,561.27	.00	.00	.00	.00	.00	.0%
		2019+: Rolled into 3361							

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West Whiteland Township
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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014520	3325	POSTAGE	124.28	.00	.00	.00	.00	.00	.0%
		2019+ rolled into 3361							
014520	3340	COMMUNICAT	.00	400.00	400.00	361.26	400.00	400.00	.0%
		2020: \$100 Advertising, \$300 Postage 2019: Incorporates postage (3325), printing (3342), and advertising (3341)							
014520	3351	PROPERTY	2,344.00	4,800.00	4,800.00	4,762.00	4,800.00	7,900.00	64.6%
		Includes allocated cost of Property, Auto, & Inland Marine							
014520	3352	LIABILITY	1,924.00	6,100.00	6,100.00	5,958.40	5,907.00	6,800.00	11.5%
014520	3355	PO LIAB	2,621.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3352 Liability Insurance							
014520	3356	INLAND MAR	2,060.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3351 Property Insurance							
014520	3359	AUTO INS	2,822.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3351 Property Insurance							
014520	3361	UTILITIES	3,763.97	18,100.00	18,100.00	12,679.12	16,000.00	14,600.00	-19.3%
		\$10k Electric/Gas, \$2100 phone/internet/data (2 lines discontinued), \$3100 Water							
014520	3362	GAS HEATIN	4,950.17	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361 Includes heating oil at Boot Road Park and propane fuel @ the barn							
014520	3365	SOLID WAST	1,331.07	2,000.00	2,000.00	1,979.93	2,000.00	2,130.00	6.5%
		2020 Preliminary; getting quotes; expected higher than current 2 dumpsters							
014520	3367	WATER	4,402.04	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014520	3384	EQUIP RENT	960.00	700.00	700.00	800.00	800.00	800.00	14.3%
		Lift Equipment, etc.							
014520	3420	DUES	155.00	300.00	300.00	155.00	200.00	200.00	-33.3%
		PA Recreation and Park and Society (PRPS) dues for Staff National Recreation and Park Association dues for Staff Pesticide Licenses, Etc.							
014520	3422	TR/SEM/SCH	759.98	3,000.00	3,000.00	906.00	3,000.00	3,000.00	.0%
014520	3450	CONTRACTED	52,370.00	60,000.00	60,000.00	58,287.50	60,000.00	90,000.00	50.0%
		2020 Outsource landscaping for Boot Road Park (\$20K) Mowing Contract for all Township grounds and facilities (\$56K) Turf Maintenance for Fields (\$12K) Two-way Radios & Backflow Preventer Testing 2020 Manor tennis/pickleball courts (\$60K) in Fund 65							
014520	3489	PENNYPACKE	555.26	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361 Includes electric service, minor repairs, and insurance							
014520	3490	FLT ALLOC	10,000.00	8,700.00	8,700.00	4,350.00	8,700.00	10,000.00	14.9%
		2019+: ALLOCATION of Fleet expenses to each Departments. No direct expenses should be booked in this line item. Actuals will equal budgeted amount exactly. Allocation is based on insured vehicle value. Parks = 6%							
014520	3531	T TF	7,771.00	10,000.00	10,000.00	10,000.00	10,000.00	9,000.00	-10.0%
		Transfer to Technology Fund. 2019: Parks Specific Systems of \$3K + (3% of Total Employees * Shared Services Total of \$208K (which is \$305K steady transfer to Fund 70 minus All Dept Specific.)							

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West Whiteland Township
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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014520	3552	TRNS EQUIP	32,500.00	32,500.00	32,500.00	32,500.00	32,500.00	32,500.00	.0%
		2020: Parks = 10% of Avg Equip & Veh Costs * \$300K steady transfer to Fund 50 from General Fund 1. 2020 Purchase includes Smithco Infielder (\$26K) via Fund 50							
014520	3702	TRNSFR IMP	13,216.48	50,000.00	50,000.00	50,000.00	50,000.00	50,000.00	.0%
		Transfer from GF to Fund 65; parks capital project expenses paid out of Fund 65; park upgrades balance in Fund 65 set aside for future park improvements/upgrades 2020: Expected projects include resurfacing tennis/pickle ball courts and tennis court fencing at Meadowbrook Manor. Also Boot Road Pavilion project.							
014520	3758	REC PROGRM	8,625.85	20,000.00	20,000.00	14,257.86	15,000.00	20,000.00	.0%
		Spring Clean-Ups, Volunteer Projects Community Day, Make a Difference Day Exton Park Groundbreaking Fireworks & associated costs such as lighting, port-a-potties, generators 2019: Credits used for 2019 Community Day from prior rained out event in 2018							
TOTAL GENERAL FUND			396,523.41	463,523.00	463,523.00	433,507.99	475,278.00	477,651.00	3.0%
	TOTAL REVENUE		.00	.00	.00	.00	.00	.00	.0%
	TOTAL EXPENSE		396,523.41	463,523.00	463,523.00	433,507.99	475,278.00	477,651.00	3.0%
	GRAND TOTAL		396,523.41	463,523.00	463,523.00	433,507.99	475,278.00	477,651.00	3.0%

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Park Upgrades Plan

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
Banbury									\$ 46,000		\$ 46,000
Playground Unit Replacement									\$ 40,000		\$ 40,000
Swing Set									\$ 6,000		\$ 6,000
Boot Road	\$ 16,000	\$ 35,000	\$ 10,000	\$ 100,000	\$ 30,000						\$ 191,000
Lighting for the Ballfields and Parking lot											\$ -
Picnic Pavilion and picnic tables		\$ 35,000									\$ 35,000
Seal Coat Lot and Walking Trail & Stripe Parking Lines			\$ 10,000								\$ 10,000
Shade roof for Ballfield Dugouts (50% grant)	\$ 16,000										\$ 16,000
Shade Structures for Playground (grant)				\$ 100,000							\$ 100,000
Snack Bar											\$ -
LED Sign					\$ 30,000						\$ 30,000
Burke Road			\$ 27,000								\$ 27,000
Additional Parking and Tree Removal			\$ 15,000								\$ 15,000
New Roof on Pavilion - Originally installed 1992			\$ 10,000								\$ 10,000
Re-establish Bridge, Fitness Trail & Nature Center (Eagle Scout Project)			\$ 2,000								\$ 2,000
Grove			\$ 11,000					\$ 60,000			\$ 71,000
New 2 to 5 play unit (replace octagon climber)								\$ 30,000			\$ 30,000
Replace Bridge			\$ 5,000								\$ 5,000
Replace Playground Equipment								\$ 30,000			\$ 30,000
Replace Swing Set			\$ 6,000								\$ 6,000
Meadowbrook Manor		\$ 60,000					\$ 117,000				\$ 177,000
New 2 to 5 play unit (replace octagon climber)							\$ 30,000				\$ 30,000
Playground Equipment Replacement							\$ 50,000				\$ 50,000
Resurface Tennis Courts							\$ 25,000				\$ 25,000
Swing Sets Replaced							\$ 12,000				\$ 12,000
Tennis Court Fencing		\$ 15,000									\$ 15,000
Resurface Tennis Courts (add lines for Pickle Ball)		\$ 45,000									\$ 45,000
Mill Valley										\$ 4,500	\$ 4,500
Picnic Tables Recycled Plastic										\$ 4,500	\$ 4,500
Miller			\$ 38,000	\$ 27,000	\$ 40,000				\$ 27,000		\$ 147,000

Park Upgrades Plan

	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	Grand Total
Restain Boardwalk				\$ 15,000					\$ 15,000		\$ 45,000
Restain Gazebo				\$ 12,000					\$ 12,000		\$ 24,000
Resurface Tennis Courts					\$ 40,000						\$ 40,000
Seal Coat Lot and Walking Trail & Stripe Parking Lines			\$ 8,000								\$ 8,000
LED Sign			\$ 30,000								\$ 30,000
Roscioli										\$ 30,000	\$ 43,000
Replace Playground Equipment										\$ 30,000	\$ 30,000
Sealcoat parking lots											\$ 13,000
Waltz											\$ 7,000
Sealcoat parking lots											\$ 7,000
Miller (Paid for out of Public Service Fund 65)						\$ 143,000					\$ 143,000
Lighting for the Tennis Courts, Park, Circle						\$ 100,000					\$ 100,000
Playground Add-On						\$ 28,000					\$ 28,000
Upgrade Bathrooms (Heat, Electric, etc.)						\$ 15,000					\$ 15,000
Meadowbrook Manor (Paid for by Developer)		\$ 25,000									\$ 25,000
Trail Connection to CVT		\$ 25,000									\$ 25,000
Grand Total	\$ 16,000	\$ 120,000	\$ 86,000	\$ 127,000	\$ 70,000	\$ 143,000	\$ 117,000	\$ 60,000	\$ 73,000	\$ 34,500	\$ 881,500

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

GENERAL FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
014810	3534	TRANSF/DEB	1,036,180.00	1,150,000.00	1,150,000.00	1,150,780.00	1,150,780.00	1,150,000.00	.0%
2020 Budget: Includes 2016 Bonds (\$802K), variable rate note estimate (\$343K), \$780 paying agent fee to M&T Bank (2016 bond) 2021: Anticipate increase of approx. \$90k for \$4M issuance w/ wrap structure for level debt service									
014810	9065	TO PS FUND	.00	.00	.00	350,000.00	.00	.00	.0%
TOTAL GENERAL FUND			1,036,180.00	1,150,000.00	1,150,000.00	1,500,780.00	1,150,780.00	1,150,000.00	.0%
TOTAL REVENUE			.00	.00	.00	.00	.00	.00	.0%
TOTAL EXPENSE			1,036,180.00	1,150,000.00	1,150,000.00	1,500,780.00	1,150,780.00	1,150,000.00	.0%
GRAND TOTAL			1,036,180.00	1,150,000.00	1,150,000.00	1,500,780.00	1,150,780.00	1,150,000.00	.0%

** END OF REPORT - Generated by Zenobia White **

PUBLIC WORKS DEPARTMENT – SANITARY SEWER (Sewer Operating/Sewer Construction Budgets)

The Public Works Department maintains approximately 105 miles of sanitary sewer lines, 2,670 manholes, and 5 pumping stations to ensure that wastewater is conveyed efficiently from homes and businesses to treatment plants. Maintenance includes cleaning and televising sewer lines, remediation of inflow & infiltration (I & I), root control, clearing blockages, pump station maintenance, and clearing rights-of-way. Additionally, the Department performs approximately 2,500 responses yearly for the PA One Call Program.

Staffing: 5 full time Public Works Team members, plus support from the Public Works Director, Assistant Public Works Director, Utility Project Manager, Administrative Assistant, Township Administration; and the Finance Department manages annual billing for sewer rent.

2020 TOWNSHIP GOALS

- *Well-maintained local roads, sewer system and storm water management infrastructure*

Investigate sections of sanitary sewer constructed with asbestos cement pipe, which is susceptible to accelerated deterioration in certain conditions, to verify condition and determine if rehabilitation is warranted. Based upon the findings, compile a Cured-in-Place Pipe (CIPP) project for bidding and implementation. (\$200,000 from Sewer Construction Fund 03).

Scheduled replacement for the third of three grinders (muffin monster) at the Clover Mill Pump Station. The grinders, which prevent damage to the pumps caused by large debris, provide for a more efficient and dependable operation of the pump station. (\$21,000 in Sewer Operating Fund 02).

Finalize the rehabilitation of the Rt. 100 Pump Station to address aging equipment and maintain dependable service. (\$110,000/\$350,000 [2020/2019] from Sewer Construction Fund 03).

Complete the installation of gas detection systems at the pump stations to provide a safer environment for employees. (\$15,000/\$5,000 [2020/2019] from Sewer Construction Fund 03).

Install wet well ventilation system at the Grubbs Mill Pump Station to provide exchange of air in the facility for safety and to minimize the buildup of odors. (\$35,000 from Sewer Construction Fund 03).

- *Sound financial planning to keep costs manageable and services reliable*

Implement plans for the rehabilitation of the Grubbs Mill Pump Station to upgrade the electrical and controls systems as well as implement bypass pumping improvements and install a waste grinder. (\$70,000 in Sewer Construction Fund 03).

Initiate design efforts for the rehabilitation of the Clover Mill Pump Station including new motor control systems, electrical service upgrade, pump discharge piping reconfiguration and possibly new pumps for more efficient and dependable pumping of wastewater. (\$50,000 in Sewer Construction Fund 03 for design).

Replace non-functioning valves (air release and blow-off) on force main to allow the system to perform as designed and prevent damage to exiting force main due to air entrapment and water hammer. (\$32,000 for construction from Sewer Operating Fund 02; split 53% WWT, 47% Uwchlan).

Coordinate with PennDOT to incorporate a new section of sanitary sewer force main when the Boot Road Bridge over Amtrak is replaced. Construction of the bridge replacement and sewer main are expected in 2020. (\$700,000 in Sewer Construction Fund 03. Costs shared with Uwchlan Township).

**PUBLIC WORKS DEPARTMENT – SANITARY SEWER
(Sewer/Sewer Construction Budgets)**

Wastewater treatment: West Whiteland conveys sewage to be treated at plants run by the Downingtown Area Regional Authority and West Goshen Sewer Authority. The 2020 budget draft anticipates that West Goshen will complete extensive improvements to their wastewater treatment in 2019. If that assumption proves correct, total treatment costs to DARA and West Goshen will be just over \$1.5 million in 2020, approximately half of the sewer operating budget.

2019 SEWER ACCOMPLISHMENTS

1. Subsequent to the elevated (record) amount of precipitation and increased groundwater infiltration, the Department executed a plan to identify areas of significant infiltration for possible remediation. Several areas of substantial infiltration were identified, and remedial measures were taken including a second Cured-In-Place Pipe (CIPP) project, point repairs and grouting.
2. Designed and initiated construction for the Route 100 Pump Station rehabilitation project which includes upgrades to the control system, bypass pumping, monitoring, and a new backup generator. Construction will be complete in early 2020.
3. Installed SCADA alarm notification system in all five pump stations and three metering pits. The system provides for communication with the pump station control equipment to report any alarm, emergency or equipment failure which will allow for quicker response times when addressing emergencies.
4. Subsequent to the collapse of the sewer line along Broad Run in February, the Department inspected downstream sections of the sewer trunk to evaluate pipe integrity. Several sections of the asbestos cement sewer pipe were determined to be experiencing advanced deterioration. The Department assembled a CIPP project for bidding to rehabilitate 5,700 ft of sewer line as well as seven manholes. The project will help protect our environmental resources including streams and wetlands as well as reduce ground water infiltration into the sewer line which would otherwise incur costs for treatment at the wastewater treatment plant.
5. Continued the chemical root control program to mitigate the impact of root penetration in pipes which can lead to sewer backups and service disruption.
6. In conjunction with chemical root control, staff performed root cutting in nearly 2,000 linear feet of sewer lines. Additionally, another 20,000 linear feet of pipe has been inspected and cleaned.
7. Replaced the second of three grinders (muffin monster) at Clover Mill Pump Station.
8. Replaced and installed over 250 manhole inserts to reduce inflow of stormwater into the sanitary sewer system which will result in lower treatment costs, as well as provide for additional capacity in our system during wet weather peak flows.
9. Continued to input data into the Township's GIS platform (Traiser), as well as use the software to create work orders and track maintenance and repairs on system components.
10. Implemented a new flow meter at Clover Mill Pump Station to accurately assess volumes of flow to the wastewater treatment plant at DARA and to evaluate pumping capacity.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
023410	8510	INTEREST	-59,721.00	-68,000.00	-68,000.00	-73,099.02	-64,000.00	-48,000.00	-29.4%
		2020B: 25% reduction due to lower rates							
023410	8514	UNREAL G/L	818.91	.00	.00	-904.43	.00	.00	.0%
		Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.							
023410	8515	GAIN/LOSS	-.01	.00	.00	.00	.00	.00	.0%
023640	9520	SEWER FEES	-3,148,735.17	-3,105,000.00	-3,105,000.00	-2,631,549.69	-3,105,000.00	-3,226,000.00	3.9%
		Residential \$285 per household/apartment 2 bed+; Commercial is volume-based. 2019P: on target for budget. 2020B: Increase driven by new development.							
023640	9521	S LATE FEE	-27,115.78	-20,000.00	-20,000.00	-26,711.90	-30,000.00	-30,000.00	50.0%
		2019B: Expected it to decline in 2019 as residents and business adjust to the new schedule and options. 2019P: actuals coming in favorable to budget. 2020B: flat to 2019P.							
023640	9525	IND WASTE	-404.94	-3,300.00	-3,300.00	-2,399.20	-3,500.00	-3,600.00	9.1%
		Reimbursement from businesses that need permit for industrial waste. Twp pays bill from DARA on behalf of the businesses in 02.4290.3439.							
023640	9527	SEWER CERT	-9,075.00	-8,000.00	-8,000.00	-8,525.00	-8,000.00	-8,000.00	.0%
		Trending in line with budget							
023640	9530	CLOVER MIL	-152,655.30	-184,000.00	-184,000.00	-170,501.75	-184,000.00	-184,000.00	.0%
		Line item includes CMPS reimbursement from Uwchlan (details below) and pmt from E. Caln Twp shared w. UT (~\$4,500), previously recorded in 023640.9520. 2019B: CMPS \$179K = \$135K Run-rate + \$44K additional operating repairs. \$40,000 Engineering and replacement of three valves on the 18" force main (one blow off, two air release) \$18,000 Replacement of one grinder pump per year 2018-2020 \$20,000 Safety equipment and alarm notification upgrades (offset by grant) \$15,000 Flow meter upgrades at CMPS =====							
		\$93K Total Operating Repairs split ~47%/53% Uwchlan/ WWT = (\$43.7K / \$29.3K)							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
			Uwchlan 2018 Projected: \$150.5K = \$135K Run-rate + \$15.5K additional operating repairs. \$18,000 Replacement of one grinder pump per year 2018-2020 <u>\$15,000</u> Replace 20" valve \$33,000 Total incremental Operating Repairs to be split ~47%/53% Uwchlan/ WWT = (\$15.5K / \$17.5K) (Need further review to break down 2020 expected capital costs for Clover Mill)						
023800	7910	TRANSFER	-730,854.00	-2,550,000.00	-2,550,000.00	-2,244,000.00	-2,244,000.00	-780,000.00	-69.4%
			Transfer from 03 (tapping fees) for wastewater treatment capital expenses. See DARA (a/c 3458) & West Goshen (a/c 3460) for details.						
023800	9460	MISC REV	-850.06	-500.00	-500.00	-1,937.80	-2,000.00	-2,000.00	300.0%
			PA One Call & P-card rebates						
024290	3002	PENSION	92,472.00	40,971.00	40,971.00	41,596.00	41,596.00	72,657.00	77.3%
024290	3003	WC	23,144.28	20,812.00	20,812.00	20,812.65	20,813.00	18,800.00	-9.7%
			Worker's Compensation Insurance.						
024290	3110	SALARIES	662,383.82	710,500.00	710,500.00	713,961.84	750,500.00	722,200.00	1.6%
			2019 - Combined Part Time (3144) with Full Time (3110); included FICA. Over budget given overlap with retiring supervisor and replacement to focus on project work. Across all of PW, salaries are \$30.5K and 2.3% over budget.						
024290	3144	PTP SALARY	8,574.19	.00	.00	.00	.00	.00	.0%
			2019 - Combined Part Time (3144) with Full Time (3110)						
024290	3152	DENTAL	12,978.59	.00	.00	.00	.00	.00	.0%
			2019 - Merged with Medical (3156).						

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
024290	3153	LT DISABIL	2,561.19	2,600.00	2,600.00	2,373.56	2,800.00	3,000.00	15.4%
024290	3156	HEALTH INS	152,495.27	146,000.00	146,000.00	155,752.79	149,000.00	140,200.00	-4.0%
		2019 - Dental (3152) and HRA (3157) merged into this a/c.							
024290	3157	HRA	11,556.09	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156).							
024290	3158	LIFE	2,731.13	2,600.00	2,600.00	2,798.33	3,200.00	4,000.00	53.8%
024290	3161	FICA	48,845.52	.00	.00	.00	.00	.00	.0%
		2019: MERGED INTO 3110 FICA is the employer portion of social security and medicare tax.							
024290	3183	OVERTIME	26,019.54	22,000.00	22,000.00	22,411.26	25,000.00	22,000.00	.0%
024290	3191	UNIF MAINT	2,693.14	3,750.00	3,750.00	2,952.97	3,200.00	3,500.00	-6.7%
		Includes Outerwear Safety (Jackets, Raincoats, Hats) & Boots							
024290	3192	PHYSICALS	75.00	250.00	250.00	.00	250.00	250.00	.0%
		CDL random drug testing							
024290	3210	OFFICE SUP	527.64	1,000.00	1,000.00	512.38	1,000.00	1,000.00	.0%
		Includes office supplies, envelopes, copy paper, color paper, postage machine supplies, business cards							
024290	3213	EQUIPMENT	5,720.75	10,000.00	10,000.00	9,569.52	10,000.00	.00	-100.0%
		Move to 3245 and 3374							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
024290	3231	GASOLINE	394.88	900.00	900.00	436.73	500.00	700.00	-22.2%
024290	3232	DIESEL	3,834.27	5,500.00	5,500.00	8,975.28	9,500.00	5,800.00	5.5%
		2018 under budget and 2019 over budget due to no entries made for late 2018. Changing accounting from booking as inventory to cash-based immediately expensing. Not material enough to require inventory accounting. CCIU contract price: \$1.93 1/2019-7/2019 \$1.97 budget estimated 8/2019-12/31/19 \$2.05 new contract 8/2019-7/2020							
024290	3245	GENERAL	15,388.81	32,000.00	32,000.00	21,995.20	32,000.00	47,000.00	46.9%
		2020 - Moved expenses from 3213 and 3373 to this a/c General for every year: Chlorine drip system (Whiteland Woods PS), wet well degreaser Grease, sealants, paint, grout, filters, anti-freeze, risers, manhole frames, covers & inserts; Misc. fluids, hardware, plumbing, electric & masonry materials/equipment/parts Repairs to clamps, concrete, stone, meters, recorders & AED Small tools/Minor Equipment: hand tools; air plugs; signs & barrels; safety materials: signs, cones, harnesses, plastic suits, gloves Cleaning supplies Total of above = \$32K plus Small items for jet trucks, tv and gas meter (2020+ \$10K moved from 3213) Pump station & garage supplies for small repairs (mechanical, electrical, carpentry, paint) (2020+ \$5K moved from 3373)							
024290	3311	AUDITING	6,000.00	6,500.00	6,500.00	6,250.00	6,250.00	6,500.00	.0%
024290	3313	ENGINEERIN	22,544.08	15,000.00	15,000.00	2,370.10	8,000.00	15,000.00	.0%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
024290	3314	SOLICITORS	10,201.25	12,000.00	12,000.00	7,183.72	8,000.00	10,000.00	-16.7%
		2019 Collections - \$9,500 General needs - \$2,500							
024290	3321	TELEPHONE	11,266.42	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361 LSI, smart phones, FIOS							
024290	3324	PA ONE CAL	3,922.86	5,500.00	5,500.00	6,607.28	7,000.00	6,000.00	9.1%
		2019 Projection and 2020 Budget increase is due to additional development projects. PA One Call bills on a per call basis.							
024290	3325	POSTAGE	5,894.54	.00	.00	.00	.00	.00	.0%
		2019: Moved to 024290.3340 Communications							
024290	3340	COMMUNICAT	.00	9,530.00	9,530.00	8,416.39	9,530.00	9,600.00	.7%
		2020: \$300 Advertising, \$1200 Postage, \$4900 Sewer Billing postage, \$3200 Sewer billing printing 2019+: Incorporates postage (3325), printing (3342), and advertising (3341)							
024290	3341	ADVERTISIN	595.08	.00	.00	.00	.00	.00	.0%
		2019: Moved to 024290.3340 Communications							
024290	3342	PRINTING	3,676.11	.00	.00	.00	.00	.00	.0%
		2019: Moved to 024290.3340 Communications							
024290	3351	PROPERTY	16,752.00	25,000.00	25,000.00	24,926.00	24,926.00	28,900.00	15.6%
		Includes allocated cost of Property, Auto, & Inland Marine							
024290	3352	LIABILITY	11,280.00	17,400.00	17,400.00	16,221.40	16,170.00	18,500.00	6.3%
024290	3355	PO LIAB	2,621.00	.00	.00	.00	.00	.00	.0%
		2019+: Moved to 3352 Liability Insurance							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
024290	3356	INLAND MAR	2,060.00	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3351							
024290	3359	AUTO INS	6,050.00	.00	.00	.00	.00	.00	.0%
		2019: Moved to 3351							
024290	3361	UTILITIES	111,540.91	135,000.00	135,000.00	116,509.45	116,000.00	133,100.00	-1.4%
		2020: \$118k Electric/Gas, \$13.5k Telephone, \$6700 Water							
024290	3365	SOLID WAST	435.10	850.00	850.00	1,036.40	850.00	1,140.00	34.1%
		Dumpster at CMPS.							
024290	3367	WATER	9,405.16	.00	.00	.00	.00	.00	.0%
		2019: Rolled into 3361 Includes Aqua service at pump stations							
024290	3373	REPAIR-BLD	1,851.74	3,000.00	3,000.00	1,840.80	3,000.00	.00	-100.0%
		2020+ combined with 3245 General Supplies. 5 Pump Stations & garage for mechanical, electrical, carpentry, and painting repairs							
024290	3374	EQ REPAIR	24,917.74	108,000.00	108,000.00	63,512.24	75,000.00	123,000.00	13.9%
		2020+: A/C for larger projects that need to be capitalized for accounting purposes but aren't eligible for 03 tapping fees in capital projects fund. Equipment Repairs at Pump stations, including: Flow matcher, pumps, motors, fans, heaters, meters, controls, etc. 2020: Includes \$5K from 3213. CMPS: Muffin Monster Rehab - \$21K per year 2018-2020. CM Force Main valves \$32K Parts - \$25k Whitford Road Interceptor Inspection \$40K							
024290	3384	EQUIP RENT	960.00	1,500.00	1,500.00	800.00	1,500.00	1,500.00	.0%
		Pumps, equipment, etc.							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
024290	3420	DUES	355.00	600.00	600.00	630.00	630.00	700.00	16.7%
		CCSIGA							
024290	3422	TR/SEM/SCH	1,395.00	3,000.00	3,000.00	5,367.65	3,300.00	3,000.00	.0%
		Training/Seminars, incl. certification classes Conferences Computer training Pesticide License Chapter 302 Fees							
024290	3439	INDUSTRIAL	3,145.00	3,300.00	3,300.00	3,469.00	3,600.00	3,500.00	6.1%
		Charge from DARA for businesses with permits for industrial waste. Businesses reimburse - revenue in 02.3640.9525							
024290	3450	CONTRACTED	18,345.83	37,000.00	37,000.00	25,008.44	37,000.00	37,000.00	.0%
		Meter calibration (\$1.5K) Alarm System enhancement in conjunction with SCADA System in 2019 (\$2K increase) Grit Removal Contract - Grubbs Mill wet well (1); Route 100 wet well (2); Mill Valley (1), Whiteland Woods (1), CMPS (12) and DARA meter (2) (2018 - moved from 3365) Backflow Preventer (2018 - moved from 3374) Fire Extinguishers (2018 - moved from 3374)							
024290	3455	CONT VEH	1,374.70	.00	.00	.00	.00	.00	.0%
024290	3458	DARA	828,112.00	770,000.00	770,000.00	781,591.00	800,000.00	900,000.00	16.9%
		Wastewater treatment by Downingtown Area Regional Authority Capital portion of treatment costs is offset by transfer into 02 Operating Fund from 03 Construction (Capital) Fund. 2019P: \$706K for operating and \$194K for capital, minus \$100K audit true-up for prior year 2020: \$700K for operating and \$200K for capital							
024290	3460	W. GOSHEN	1,008,641.87	3,000,000.00	3,000,000.00	1,138,455.80	2,632,000.00	1,180,000.00	-60.7%
		Wastewater treatment by West Goshen Sewer Authority Capital portion of treatment costs is offset by transfer into 02 Operating Fund from 03 Construction (Capital) Fund. 2019: \$582K operating and \$2,050,000 capital 2020: \$600K operating and \$580K capital							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
024290	3490	FLT ALLOC	23,000.00	18,000.00	18,000.00	9,000.00	18,000.00	17,000.00	-5.6%
		2019+: ALLOCATION of Fleet expenses to each Departments. No direct expenses should be booked in this line item. Actuals will equal budgeted amount exactly. Allocation is based on insured vehicle value. Sewer = 10%							
024290	3531	T TF	55,395.00	48,000.00	48,000.00	48,000.00	48,000.00	49,000.00	2.1%
		Transfer to Fund 70 for Technology costs.							
		2020: Sewer Specific Systems of \$15K + (16% of Total Employees * Shared Services Total of \$208K (which is \$305K steady transfer to Fund 70 minus All Dept Specific.)							
024290	3533	TRANSFER	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	.0%
		To General Fund - \$5K for incentives							
024290	3534	TRANSF/DEB	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	95,000.00	.0%
		Transfer to General Fund for allocated share of bldg cost (debt service).							
		2021 - anticipating increase for debt issuance for garage							
024290	3552	TRNS EQUIP	36,000.00	30,000.00	30,000.00	30,000.00	30,000.00	30,000.00	.0%
		Steady transfer to Fund 03 for equipment replacement savings Fund 03 transfer to Fund 50 Equipment Replacement for full amount of vehicles/equipment in years when there are Utility purchases							
024290	3610	I&I REPAIR	19,895.00	45,000.00	45,000.00	39,731.50	45,000.00	45,000.00	.0%
		Inflow & Infiltration (I&I) prevents storm water from getting into the sewer system and therefore reduces treatment costs.							
		2020: Point repairs, manhole repairs Includes collection system rehabilitation 2 Manhole Rehabilitation							

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
024290	3612	ROOT CONTR	9,923.80	12,000.00	12,000.00	10,242.40	12,000.00	12,000.00	.0%
024290	3620	BARKWAY	12,334.00	41,000.00	41,000.00	.00	36,000.00	15,000.00	-63.4%
		Pump Station (PS) maintenance for Barkway (East Goshen) flow from Mill Valley PS 2019 - Normal run-rate operating cost plus additional for Pump Station capital improvements (\$22,000) 2020 - no capital projects expected							
024290	3807	INVESTMENT	16,382.92	32,000.00	32,000.00	18,723.84	18,000.00	18,000.00	-43.8%
		Includes monthly bank, investment and credit card fees. Credit card fees are coming in favorable to budget.							
024290	3990	INFRASTRUC	301,077.00	.00	.00	.00	.00	.00	.0%
024290	3991	BUILDING	68,956.00	.00	.00	.00	.00	.00	.0%
024290	3993	MACH&EQUIP	41,712.00	.00	.00	.00	.00	.00	.0%
024290	3995	BUDGET CON	.00	10,000.00	10,000.00	.00	.00	.00	-100.0%
		2020+ not going to budget going forward.							
TOTAL SEWER FUND			-258,177.13	-450,737.00	-450,737.00	-1,689,586.87	-531,385.00	-477,053.00	5.8%
	TOTAL REVENUE		-4,128,592.35	-5,938,800.00	-5,938,800.00	-5,159,628.79	-5,640,500.00	-4,281,600.00	-27.9%
	TOTAL EXPENSE		3,870,415.22	5,488,063.00	5,488,063.00	3,470,041.92	5,109,115.00	3,804,547.00	-30.7%
	GRAND TOTAL		-258,177.13	-450,737.00	-450,737.00	-1,689,586.87	-531,385.00	-477,053.00	5.8%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER CONSTRUCTION FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
033410	8510	INTEREST	-125,952.78	-127,000.00	-127,000.00	-245,254.72	-261,000.00	-196,000.00	54.3%
033410	8514	UNREAL G/L	543.73	.00	.00	-1,324.69	.00	.00	.0%
Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.									
033410	8515	GAIN/LOSS	-.01	.00	.00	.00	.00	.00	.0%
033640	8350	FED/STA/CO	-100,000.00	-106,200.00	-106,200.00	.00	.00	-106,200.00	.0%
PA Water & Sewer Grant. 2018: Cured in place (CIP; pipe improvements/sealing) 2019B: SCADA system (alarm and monitoring); gas detection for pump stations; ventilation and other improvements at Grubbs Mill Pump Station. 2019P/2020B: Above was awarded but won't be reimbursement until 2020.									
033640	9515	TAP FEES	-4,065,407.69	-1,600,000.00	-1,600,000.00	-646,210.54	-598,511.00	-827,000.00	-48.3%
Tapping fees paid to WWT for new connections. Tapping fees support capital improvements to the infrastructure in West Whiteland (pump stations and pipes). 2019P: below budget because several developers paid in late 2018 after 2019 budget was final. 2020B: Based on new development plans									
033800	7910	TRANSFER	-36,000.00	-30,000.00	-30,000.00	-30,000.00	-30,000.00	-30,000.00	.0%
Steady transfer from 02 Sewer Operating into 03 for new vehicle purchases.									
033800	9460	MISC REV	-312,000.00	.00	.00	.00	.00	.00	.0%
2018: 1x payment from Uwchlan for capacity catch-up in accordance with new contract.									
034350	3313	ENGINEERIN	79,365.69	140,000.00	140,000.00	37,169.91	49,000.00	240,000.00	71.4%
See Capital Projects Plan									

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SEWER CONSTRUCTION FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
034350	3533	TRANSFER	20,600.00	.00	.00	.00	.00	.00	.0%
		2018 moved to 034350.3553							
034350	3552	TRNS EQUIP	.00	21,500.00	21,500.00	21,500.00	21,500.00	300,000.00	1295.3%
		2020: Transfer to Equipment Replacement to pay for Jet Truck 2020 purchase.							
		2019: Moved from 3553							
034350	3553	CAP TRNSFR	673,000.00	2,550,000.00	2,550,000.00	2,244,000.00	2,244,000.00	780,000.00	-69.4%
		2020: \$200K transfer to Fund 02 for DARA capital costs. \$580K transfer to Fund 02 for W. Goshen capital costs.							
		2019: \$194,000 transfer to Fund 02 for DARA capital costs \$2,050,000 transfer to Fund 02 for W Goshen capital costs (Equipment transfer moved to 3552.)							
034350	3702	CAP IMPROV	36,270.00	880,000.00	1,080,000.00	504,467.48	618,000.00	2,000,000.00	85.2%
		See Capital Improvement Plan (CIP)							
034350	3807	INVESTMENT	831.37	850.00	850.00	695.89	850.00	850.00	.0%
		Includes all sewer construction fund banking and investment fees.							
TOTAL SEWER CONSTRUCTION FUN			-3,828,749.69	1,729,150.00	1,929,150.00	1,885,043.33	2,043,839.00	2,161,650.00	12.1%
TOTAL REVENUE			-4,638,816.75	-1,863,200.00	-1,863,200.00	-922,789.95	-889,511.00	-1,159,200.00	-37.8%
TOTAL EXPENSE			810,067.06	3,592,350.00	3,792,350.00	2,807,833.28	2,933,350.00	3,320,850.00	-12.4%
GRAND TOTAL			-3,828,749.69	1,729,150.00	1,929,150.00	1,885,043.33	2,043,839.00	2,161,650.00	12.1%

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WEST WHITELAND TOWNSHIP CAPITAL IMPROVEMENTS PLAN

Funding	PY Actual	2019 Bud	2019 Proj	2020 Bud	2021	2022	2023	2024+	
SEWER CONSTRUCTION FUND (03)									
Clover Mill Force Main Pipe on Boot Road Bridge (67% WWT, 33% UT)	\$756,000	\$46,000	\$10,000	\$0	\$710,000				
Inflow & Infiltration (Cured-in-Place Pipe) Cured-in-Place Pipe Study to identify other sources of I&I	\$790,000 \$670,000 \$130,000	\$200,000	\$260,000	\$400,000 \$130,000					
Pump Station Upgrades per CIP	\$2,295,688								
Priority Upgrades	\$174,600								
SCADA alarm notification in all PS		\$64,500	\$113,000	\$0					
Gas detection in all PS		\$34,500	\$17,000	\$6,000					
Grubbs Mill wet well ventilation		\$34,500	\$7,600	\$31,000					
PA Small Water and Sewer Grant (awarded)	\$106,200								
Sewer Construction Fund	\$68,400								
Route 100 (incl generator)	\$515,088	\$40,088	\$720,000	\$210,000	\$265,000				
Grubbs Mill	\$710,000	\$70,000	\$20,000	\$690,000					
Clover Mill	\$700,000			\$50,000	\$350,000	\$300,000			
Mill Valley	\$81,000						\$46,000	\$35,000	
Whiteland Woods	\$115,000							\$115,000	
West Goshen Treatment Plant	\$3,319,252	\$589,252	\$2,400,000	\$2,050,000	\$600,000	\$80,000			
DARA Treatment Plant Future expansion after 2024	\$5,000,000							\$5,000,000	
SEWER FUND SUBTOTAL	\$12,160,940	\$675,340	\$3,533,500	\$2,677,600	\$2,882,000	\$430,000	\$300,000	\$46,000	\$5,150,000

SOLID WASTE

Finance Staff is responsible for the administration of residential trash and recycling collection. Administration includes oversight of the contracts with the trash hauler (Charles Blosenski) and recycling hauler (A.J. Blosenski), billing all residential households in the “Pay as You Throw” trash program for the Solid Waste Fee, distributing trash bags for resale at participating retail outlets, reporting for the state recycling grant, monitoring for compliance with state regulations and promotion of recycling efforts.

Staffing: ½ FTE

Boards and Commissions: Public Services Commission (PSC)

2020 SOLID WASTE SUMMARY

Homeowners pay for trash and recycling collection via a \$49/year solid waste fee and buying trash bags at \$2.50/bag. The more trash they throw away, the more they pay – hence “pay as you throw.” The Pay As You Throw (PAYT) system has been successful in incentivizing recycling and keeping costs to homeowners lower than that of neighboring municipalities. West Whiteland has one of the highest recycling rates in the state and one of the least expensive trash and recycling programs in the area. Results from the 2019 survey of residents demonstrated strong support for staying with the program.

West Whiteland’s costs for disposing of recycled material has increased over the last couple years. The recycling market has been in turmoil since China increased its quality standards and therefore reduced the amount of recycled material that it is purchasing from the United States. We saw an \$80K per year increase in the cost of recycling for the 2019 and 2020 hauler contract.

To begin to offset higher recycling costs, staff is recommending a small \$5/year increase in the annual fee for 2020 but no change in the price of trash bags. This fee increase is the first in 7 years.

The Township will go to bid in 2020 for trash and recycling hauler contracts for 2021+. When those bids are in hand, Supervisors and staff will be able to determine whether any future fee increases are necessary.

2020 GOALS

- Recommending \$5 increase to help offset increasing costs. The annual trash and recycling fee has remained at \$49 since 2013.
- Go to bid for three-year collection of residential trash and recycling.
- Keep trash bag costs at \$2.50/bag.
- Go to bid for two-year supply of trash bags.
- Continue to educate residents regarding the collection of trash vs. recycling material to prevent contamination of recycled material.
- Refine and promote use of Recycling Coach (\$1,000), an online search tool and app for residents to look up an item and help them with disposal information.

2019 ACCOMPLISHMENTS

1. Installing Recycling Coach software (\$1,400), an online search tool and app for residents to look up an item and help them with disposal information. It will go live in December 2019.
2. Community recycling education with regards to acceptable recycling material and to discourage trash inadvertently being thrown into recycling containers.
3. A residential trash & recycling survey was conducted, and the results support staying with PAYT.
4. Coordinated electronics recycling event for residents.
5. Submitted 904 Performance Grant to DEP with an one hundred-fifty ton increase from the previous year.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SOLID WASTE			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
123410	8510	INTEREST	-2,921.01	-2,500.00	-2,500.00	-6,799.80	-6,000.00	-5,000.00	100.0%
2020B: lower interest rates									
123540	8539	RECYCLING-	-96,629.81	-76,000.00	-76,000.00	-276,353.40	-276,353.00	-98,000.00	28.9%
2019: Received 2 years of 904 Grants in 2019 due to catch up from State (2016 ~\$70K, 2017 ~\$104K increase due to higher payout rate). No grant received in 2017, which created 3-year lag. Should remain on 2-year lag going forward.									
2020B: Recycling tonnage from 2018 not final yet. Decrease from grant for 2017 volume due to increase in residual (waste) rate assumed by State (15% to 20% due to more contamination).									
Chester County Household Hazardous Waste collection grant \$2,323									
123620	7910	TRANSFER	-200,000.00	-52,000.00	-52,000.00	.00	.00	.00	-100.0%
2018: BOS Approved Reimbursement from General Fund for Legal Fees for Bag Litigation.									
2019B: Transfer from Public Services Fund 65 to cover operating loss									
2019P: Transfer not needed because of DEP catch up with recycling grant									
123640	9375	SALE OF RE	-536,725.00	-490,000.00	-490,000.00	-509,392.50	-520,000.00	-525,000.00	7.1%
Sale of bags. \$2.50/bag (-\$.05 for vendor), almost 200K bags per year. Same price per bag since 2013									
2020: Increase in revenue due to new homes.									
123640	9377	HAULING-LI	-125.00	-200.00	-200.00	-275.00	-275.00	-275.00	37.5%
Hauling license paid by recycling haulers in township.									
123640	9460	MISC REV	-6,759.59	.00	.00	-6,811.42	-6,811.42	-6,800.00	.0%
P-card rebate									
123640	9467	BINS	-1,065.00	-800.00	-800.00	-2,160.00	-2,000.00	-2,000.00	150.0%
Recycling Bin Sales; up in 2019									
Cost to produce bins mostly covered by 2017 Advertising Revenue (on bins) \$6,000									

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SOLID WASTE			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
123640	9481	REC/EXPS	-194,026.83	-212,000.00	-212,000.00	-212,489.96	-213,000.00	-215,000.00	1.4%
<p>2019P: Increase from 2018 due to one-time adjustment in 2018 plus small number of new households.</p> <p>2020B: Continue to see a small number of new households added due to new development.</p>									
123640	9482	SW LATE	-2,535.35	-1,800.00	-1,800.00	-2,961.68	-3,000.00	-2,700.00	50.0%
<p>Installment 2 & 3 late fees each estimated @ 80% of 1st installment.</p>									
124310	3002	PENSION	6,706.00	1,933.00	1,933.00	1,962.00	1,962.00	3,053.00	57.9%
<p>Salary and benefits split 50%/50% Solid Waste and Finance</p>									
124310	3003	WC	41.04	.00	.00	.00	.00	.00	.0%
<p>2019 Merged w/Finance (014050.3003)</p>									
124310	3110	SALARIES	26,545.09	32,692.00	32,692.00	29,255.89	31,000.00	32,000.00	-2.1%
<p>2019 - Combined Part Time (3144) with Full Time (3110); included FICA</p>									
124310	3153	DISABILITY	136.07	150.00	150.00	128.48	116.80	150.00	.0%
<p>2018: Salary and benefits split 50%/50% Solid Waste and Finance for 1 team member.</p>									
124310	3158	LIFE INS	136.88	130.00	130.00	133.59	121.58	200.00	53.8%
<p>2018: Salary and benefits split 50%/50% Solid Waste and Finance for 1 team member.</p>									
124310	3161	FICA	2,175.76	.00	.00	.00	.00	.00	.0%
<p>2018: Salary and benefits split 50%/50% Solid Waste and Finance for 1 team member. 2019: MERGED INTO 3110</p>									
124310	3183	OVERTIME	299.68	500.00	500.00	387.23	340.00	500.00	.0%
<p>Community Events</p>									

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SOLID WASTE		2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE	
124310	3361 UTILITIES	.00	100.00	100.00	82.87	100.00	.00	-100.0%	
	2020B cost of telephone is merged into Finance								
124310	3365 SOLID WAST	179,980.98	179,000.00	179,000.00	182,387.96	190,000.00	201,000.00	12.3%	
	2019 TIPPING FEES:								
	Waste (\$67/ton) X 2,600 tons = \$174,200								
	Leaves (\$22/ton) X 165 tons = \$3,630								
	Branches (\$49/ton) X 100 tons = \$4,900								
	Mattresses & bulk items (\$69/ton & \$8/mattress or boxspring, est. 60 items = \$800								
	2020: ChesCo Solid Waste Auth. est. \$2/ton increase for all tipping fees								
	Household hazardous waste collection, with 50% reimbursement = \$5,000								
124310	3420 DUES	150.00	175.00	175.00	150.00	150.00	150.00	-14.3%	
	PROFESSIONAL RECYCLERING OF PA (PROP) \$175								
124310	3422 TRA/SE/SCH	.00	1,000.00	1,000.00	750.00	750.00	1,000.00	.0%	
	PROFESSIONAL RECYCLING OF PA (PROP)CONFERENCE								
	2019: moved from 3419								
124310	3450 CONTRACTED	506,019.22	587,100.00	587,100.00	587,100.00	588,500.00	588,500.00	.2%	
	2020 WASTE OPTION YEAR 2 \$289,372.40								
	2020 RECYCLING \$296,499.84								
	30 YD ROLL OFF FOR YARD DEBRIS DROP OFF \$199/CONTAINER X 6 - \$1194								
	2019+: Recycle Coach software for website and app (\$1400/yr)								
124310	3531 T TF	4,030.00	2,000.00	2,000.00	2,000.00	2,000.00	2,000.00	.0%	
	Transfer to Technology Fund.								
	2019: Solid Waste Specific Systems of \$2K + (1% of Total Employees * Shared Services Total of \$208K (which is \$305K steady transfer to Fund 70 minus All Dept Specific.)								
	2020B: Addition of Recycling Coach Website lookup to support recycling education.								

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

SOLID WASTE		2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
124310	3807	INVESTMENT	541.53	500.00	500.00	597.51	700.00	700.00 40.0%
Includes monthly bank and credit card fees.								
TOTAL SOLID WASTE		-278,455.31	-1,070.00	-1,070.00	-210,752.77	-183,079.04	4,378.00	-509.2%
TOTAL REVENUE		-1,040,787.59	-835,300.00	-835,300.00	-1,017,243.76	-1,027,439.42	-854,775.00	2.3%
TOTAL EXPENSE		762,332.28	834,230.00	834,230.00	806,490.99	844,360.38	859,153.00	3.0%
GRAND TOTAL		-278,455.31	-1,070.00	-1,070.00	-210,752.77	-183,079.04	4,378.00	-509.2%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

LIQUID FUELS FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
353410	8510	INTEREST	-15,215.48	-17,000.00	-17,000.00	-16,302.93	-19,000.00	-14,000.00	-17.6%
		Rates higher than budget for 2019 but have gone down for 2020.							
353540	8560	STATE AID	-574,608.40	-575,000.00	-575,000.00	-588,737.04	-588,737.00	-562,774.00	-2.1%
		State Aid Liquid Fuels - based on mileage and population. 2020B: estimate is provided by the state, decrease likely from lower gas tax revenue (source of this grant). Small potential upside from new road dedications.							
353620	9460	MISC REV	.00	.00	.00	-53.24	.00	.00	.0%
354380	3456	TRAFFIC SI	260,232.77	120,000.00	120,000.00	57,680.62	70,000.00	145,000.00	20.8%
		2017 moved from 354380.4330 Pavement Markings \$25,000 Traffic signal repairs and maintenance \$55,000; rate increase accounts for bidding of multi-year contract Carried forward from 2019: Match for Green Light Go Grants (other half in Public Service Fund 65) Ship & Swedesford traffic signal improvements - \$45,274 (Includes Twp share of increased project bid cost) Battery backup, generator hookups - \$18,300							
354380	3533	TRANSFER	12,600.00	.00	.00	.00	.00	.00	.0%
354380	3668	DRAINAGE	5,192.13	15,000.00	15,000.00	22,574.10	24,000.00	10,000.00	-33.3%
		2020 - Oriole Drive drainage structure 2019 Increase due to Tapestry Circle pipe clean-up following big storms							
354380	4310	STRT CLEAN	15,480.00	18,000.00	18,000.00	16,896.00	16,896.00	20,000.00	11.1%

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

LIQUID FUELS FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
354380 4320 WINTER MAI	81,757.84	60,000.00	60,000.00	46,316.15	60,000.00	60,000.00	.0%
Based on 4-year average of salt/brine usage Equipment rental for snow removal							
354380 4380 MAINTENANC	132,696.30	25,000.00	25,000.00	71,395.41	100,000.00	25,000.00	.0%
Crack sealer, guide rail, road repairs 2019 - Paid 2018 expenses for Clover Mill Road sinkhole project in 2019							
354390 3679 OVERLAY	201,248.21	350,000.00	350,000.00	324,912.73	324,912.73	350,000.00	.0%
Estimated project cost for mill and overlay projects.							
TOTAL LIQUID FUELS FUND	119,383.37	-4,000.00	-4,000.00	-65,318.20	-11,928.27	33,226.00	-930.7%
TOTAL REVENUE	-589,823.88	-592,000.00	-592,000.00	-605,093.21	-607,737.00	-576,774.00	-2.6%
TOTAL EXPENSE	709,207.25	588,000.00	588,000.00	539,775.01	595,808.73	610,000.00	3.7%
GRAND TOTAL	119,383.37	-4,000.00	-4,000.00	-65,318.20	-11,928.27	33,226.00	-930.7%

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West Whiteland Township
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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

POST	RETIREMENT	MEDICAL FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
403410	8510	INTEREST	-38,542.93	-3,800.00	-3,800.00	-40,667.70	-52,000.00	-3,200.00	-15.8%
		2020B: Includes interest for Fund 40, which we budget for 2019P: Includes interest for Fund 40 and, per auditor, and all OPEB trust dividends, which we do not budget for.							
403410	8514	UNREAL G/L	163,721.77	.00	.00	-220,023.99	.00	.00	.0%
		This is the OPEB trust unrealized (gain)/loss (which reflects change in market value that is not locked in). We do not budget or project this.							
403410	8515	GAIN/LOSS	-27,796.51	.00	.00	-37,966.82	-35,919.16	.00	.0%
		This is the OPEB trust Realized (Gain)/Loss (which are gains or losses that are locked in after a given fund share is sold). We do not budget this.							
403800	7910	CONTR OPEB	-450,384.00	-285,000.00	-285,000.00	-285,000.00	-285,000.00	-245,000.00	-14.0%
		General Fund transfer to cover retiree medical and life expenses and funding of OPEB trust.							
404500	3152	DENTAL	239.55	.00	.00	.00	.00	.00	.0%
404500	3156	HEALTH INS	215,226.41	110,500.00	110,500.00	106,348.95	110,000.00	115,000.00	4.1%
		2020: Includes \$5k PUD contingency. 2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157) Budget reflects 4.7% premium increase (net of rate stablization fund and DVIT multi-trust discount) and anticipated # retirees							
404500	3157	HRA	15,788.06	.00	.00	.00	.00	.00	.0%
		2019 - Merged with Medical (3156) are Dental (3152) and HRA (3157).							
404500	3158	LIFE INS	2,129.65	2,300.00	2,300.00	2,233.91	2,600.00	3,500.00	52.2%
		Future years based on est. 5% increase and anticipated # retirees							
404500	3307	ACTUARY	2,200.00	7,000.00	7,000.00	6,000.00	6,000.00	.00	-100.0%
		GASB 45 Actuarial Valuation required in 2019, based on funding and liabilities as of 1/1/2019. Valuation will be done every 2 years.							

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PROJECTION: 20201 2020 Budget

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ACCOUNTS FOR:

POST RETIREMENT MEDICAL FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
404500 3350 FIDUCIARY	291.00	300.00	300.00	300.00	300.00	400.00	33.3%
404500 3532 T P RETIRE	.00	164,900.00	164,900.00	.00	164,900.00	122,300.00	-25.8%
Contribution to OPEB Trust investment account after paying current year expenses.							
404500 3807 INVESTMENT	8,085.11	9,900.00	9,900.00	10,099.82	12,300.00	12,300.00	24.2%
OPEB trust fees paid out of the trust, but flow into fund expenses when statement is recorded.							
TOTAL POST RETIREMENT MEDICA	-109,041.89	6,100.00	6,100.00	-458,675.83	-76,819.16	5,300.00	-13.1%
TOTAL REVENUE	-353,001.67	-288,800.00	-288,800.00	-583,658.51	-372,919.16	-248,200.00	-14.1%
TOTAL EXPENSE	243,959.78	294,900.00	294,900.00	124,982.68	296,100.00	253,500.00	-14.0%
GRAND TOTAL	-109,041.89	6,100.00	6,100.00	-458,675.83	-76,819.16	5,300.00	-13.1%

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

EQUIPMENT REPLACEMENT FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
505500	3807	INVESTMENT	330.05	240.00	240.00	473.04	550.00	350.00	45.8%
Includes all banking and investment fees.									
505500	8350	FED/STA/CO	.00	.00	.00	.00	.00	-7,750.00	.0%
2020: Potential grant for Police Body Cameras (not granted yet).									
TOTAL EQUIPMENT REPLACEMENT			96,438.11	182,340.00	182,340.00	204,182.56	126,154.00	51,100.00	-72.0%
TOTAL REVENUE			-373,358.41	-324,500.00	-324,500.00	-380,274.58	-380,996.00	-613,750.00	89.1%
TOTAL EXPENSE			469,796.52	506,840.00	506,840.00	584,457.14	507,150.00	664,850.00	31.2%
GRAND TOTAL			96,438.11	182,340.00	182,340.00	204,182.56	126,154.00	51,100.00	-72.0%

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	EST. LIFE YRS.	2019 Budget	2019 Projection	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030+
PUBLIC WORKS - ROADS														
Vehicles														
Ford F350 XLT(Fleet Maintenance)	10	\$60,000	\$65,000										\$80,000	
Peterbuilt Dump Truck 10 Wheel (Budgeted 2018. Took delivery & expensed in 2019)	13		\$172,676											\$195,000
Ford F-550	10												\$90,000	
Ford F-550	10	\$85,000	\$83,750										\$90,000	
GMC 8500 Dump Truck (44K GVW) Due to long lead time, order in 2020 for delivery in 2021.	13				\$170,000									
GMC 8500 Dump Truck (44K GVW) Replacement Vehicle	14						\$170,000							
GMC Sierra 3500 Utility (Sign Truck) Replacement Vehicle	11					\$65,000								
GMC Sierra 3500 Utility (Superintendent) Replacement Vehicle	11							\$65,000						
Peterbuilt Dump Truck (44K GVW, 6-wheel)	13													\$185,000
Peterbuilt Dump Truck (44K GVW, 6-wheel)	13													\$181,000
GMC Sierra 3500 Dump Truck														
Equipment														
Puckett Trailer (No Replacement)	15													
Haulmark Shoring Trailer & Equip.	26				\$25,000									
Trench Roller	24					\$14,000								
Crafco Crack Sealer	23					\$41,000								
8-Ton Roller	23					\$52,000								
Hudson Trailer (No Replacement)	15													
Skid Steer Loader (Bobcat)	18			\$70,000										
Bobcat and Backhoe Attachments	18								\$50,000					
Paver	21							\$225,000						
Compressor/Tools	16				\$24,000									
Belmont Trailer	14			\$12,000										
Case Backhoe	12	\$130,000	\$107,300											\$95,000
Tree Chipper	15					\$41,000								
Brine Applicator	14										\$16,000			
Front End Loader	18													\$181,000
Eager Beaver Trailer	15													\$28,000
Large Pipe Televising Camera (50% with Util.)	15	\$21,500	\$19,778											\$22,000
Mini Excavator	20			\$80,000										
Rear Cross Conveyor	20	\$13,000	\$12,975											
PUBLIC WORKS ROADS TOTAL		\$309,500	\$461,479	\$162,000	\$219,000	\$213,000	\$170,000	\$290,000	\$50,000	\$0	\$16,000	\$0	\$260,000	\$887,000

	EST. LIFE YRS.	2019 Budget	2019 Projection	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030+
PUBLIC WORKS - PARKS														
Vehicles														
Ford F350 w/plow	10													\$70,000
Ford F450 Landscape Body	10	\$80,000	\$76,100											\$85,000
Big Tex 18' Landscape Trailer	15						\$3,500							
Big Tex Trailer 14'	15										\$2,500			\$2,000
Ford F350 w/plow	10									\$70,000				
Equipment														
Mower (walk behind)	24					\$6,500								
Mower - Grasshopper	20				\$15,000									
Tractor	20					\$60,000								
Smithco Infielder	15			\$26,000										
Mower - Grasshopper	16					\$15,000								
Mower - Grasshopper	17						\$15,000							
Ford Bucket Truck	20													\$15,000
Mower - Exmark Zero Turn	16							\$15,000						
Snow Blower (Bobcat attachment)	11								\$7,500					
Diamond Boom Mower 3 Pt	15													\$25,000
Gator Kubota w/plow	12												\$26,000	
John Deere MX7 (instead of 2018 brush hog)	20													\$5,000
Wing Mower	20								\$35,000					
Frontier GM2190R Mower	20													\$6,000
PUBLIC WORKS PARKS TOTAL		\$80,000	\$76,100	\$26,000	\$15,000	\$81,500	\$18,500	\$15,000	\$42,500	\$70,000	\$2,500	\$0	\$181,000	\$53,000
PUBLIC WORKS - UTILITY														
Vehicles														
Ford F350 Pickup w/Plow	15													\$60,000
GMC Sierra Utility	10				\$63,000									
GMC Sierra Utility	10				\$55,000									
Ford F350 Pickup	10										\$55,000			
Jet Truck	23			\$300,000										
Equipment														
Televising Equipment/Trailer	10									\$140,000				
Televising Equipment/Software	15													\$16,000
Large Pipe Televising Camera (50% w/ Roads)	15	\$21,500	\$19,778											\$22,000
PUBLIC WORKS UTILITY TOTAL		\$21,500	\$19,778	\$300,000	\$118,000	\$0	\$0	\$0	\$0	\$140,000	\$55,000	\$0	\$0	\$98,000
CODES / PUBLIC WORKS ADMIN														
Ford Escape Asst CAO (Dave)	11	\$25,000	\$25,542											\$30,000
Ford Explorer (PWD)	10								\$35,000					
Ford Escape - Codes (Mark)	10											\$30,000		
Chevrolet Trax - Asst CAO	10										\$30,000			
CODES/PUBLIC WORKS ADMIN TOTAL		\$25,000	\$25,542	\$0	\$0	\$0	\$0	\$0	\$35,000	\$0	\$30,000	\$30,000	\$30,000	\$0
POLICE DEPARTMENT														
Vehicles														
Ford Fusion - Admin. (replace with Unmarked Traffic Unit Dodge)	10													

	EST. LIFE YRS.	2019 Budget	2019 Projection	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030+
Dodge Durango Pursuit Unmarked (Traffic Unit; includes fit out, speed devise, citation printer. Camera shown below.)	8			\$50,000								\$54,000		
Ford Explorer Interceptor	5						\$54,000					\$57,000		
Ford Explorer Interceptor	5						\$54,000					\$57,000		
Ford Taurus Sedan Interceptor	5		\$37,000					\$55,000					\$57,000	
Ford Taurus Sedan Interceptor	5	\$53,000	\$37,000					\$55,000					\$57,000	
Ford Fusion - CID	8				\$34,000								\$36,000	
Ford Explorer Interceptor (replace with hybrid)	6			\$52,000						\$55,000				\$58,000
Ford Explorer Interceptor (replace with hybrid)	6			\$52,000						\$55,000				\$58,000
Ford Taurus	7					\$54,000							\$57,000	
Ford Taurus	9							\$55,000						
Ford Taurus CID	8						\$35,000							\$37,000
Ford Explorer Interceptor	6				\$53,000						\$56,000			
Ford Explorer Interceptor	6					\$54,000					\$56,000			
Ford Taurus - CID 4120	7					\$54,000							\$57,000	
Ford Explorer Interceptor - Patrol 41-08	5					\$54,000					\$56,000			
Ford Taurus - CID	8								\$55,000					
Ford Explorer Interceptor	5					\$54,000					\$56,000			
Ford F150 Truck - Traffic Safety	5									\$56,000				
Equipment														
Molded seats for each existing vehicle		\$8,000	\$7,500											
In-Car Cameras	5			\$7,000					\$79,200					
Body Cameras	3	\$6,500	\$6,500	\$15,500		\$14,400	\$4,800		\$14,400	\$4,800			\$15,600	\$5,200
Speeds signs - 1 new, 1 refurbished		\$6,100	\$6,000											
Variable Message Sign	13					\$21,000								
POLICE TOTAL		\$73,600	\$94,000	\$176,500	\$87,000	\$305,400	\$147,800	\$165,000	\$148,600	\$170,800	\$224,000	\$168,000	\$279,600	\$158,200
GRAND TOTAL COST PER YEAR (ALL FUNDS)		\$509,600	\$676,898	\$664,500	\$439,000	\$599,900	\$336,300	\$470,000	\$276,100	\$380,800	\$327,500	\$198,000	\$750,600	\$1,196,200
General Fund Contribution to Fund 50		\$280,000	\$280,000	\$280,000	\$280,000	\$285,000	\$285,000	\$290,000	\$290,000	\$300,000	\$300,000	\$300,000	\$300,000	
Sewer Fund Contribution to Fund 50		\$21,500	\$21,500	\$300,000	\$118,000	\$0	\$0	\$0	\$0	\$140,000	\$55,000	\$0	\$0	

**WEST WHITELAND FIRE COMPANY
EQUIPMENT REPLACEMENT SCHEDULE
2020 - 2030**

	ESTIMATED PRICE	TRADE-IN	YEAR TO REPLACE	EST. LIFE (YRS.)	AGE AS OF 2019 (YRS.)	ANNUAL FUNDING AMOUNT	ORIGINAL COST	YEAR PURCHASED
Brush 6 - '01 Ford F350	\$55,000	\$3,500	2020	20	18	\$2,575	\$39,746	2001
Chief 2016 Ford Explorer	\$40,000	\$6,000	2022	6	3	\$5,667	\$38,405	2016
Deputy Chief 2018 Ford Explorer	\$40,000	\$6,000	2024	6	1	\$5,667	\$42,902	2018
Asst Chief 2019 Ford F150	\$40,000	\$6,000	2025	6	0	\$5,667	\$30,958	2019
Squad 6 Ford F150	\$40,000	\$5,000	2026	10	3	\$3,500	\$38,000	2016
Engine 61 - Spartan Marion	\$700,000	\$85,000	2027	15	7	\$41,000	\$454,697	2012
Engine 62 - Spartan Marion	\$700,000	\$85,000	2027	15	7	\$41,000	\$454,697	2012
Rescue 6 - Spartan Gladiator	\$550,000	\$80,000	2028	20	11	\$23,500	\$443,408	2008
Tower 6	\$950,000	\$150,000	2039	20	0	\$40,000	\$530,000	2019

TOTAL ANNUAL FUNDING AMOUNT \$168,575

2020 recommended contribution \$170,000

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

WWFC EQUIP REPLACEMENT FUND	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
553410 8510 INTEREST	-22,190.48	-15,000.00	-15,000.00	-20,447.70	-19,000.00	-17,000.00	13.3%
Exceeding budget this year but expected to be lower next year due to use of some funds for the new Tower late in 2018.							
553410 8514 UNREAL G/L	9.13	.00	.00	-69.31	.00	.00	.0%
Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.							
553800 7910 TRANSFER	-170,000.00	-170,000.00	-170,000.00	-170,000.00	-170,000.00	-170,000.00	.0%
Funding based on 10-year replacement plan							
553800 8525 SALE AUTO	.00	.00	.00	-150,000.00	.00	.00	.0%
Twp reimburses Fire Company for vehicle cost net of trade-in. No longer budgeting for trade-in value as of 2017.							
555550 3233 VEHICLE PU	34,700.00	524,000.00	524,000.00	502,211.19	524,000.00	51,500.00	-90.2%
2018: - \$34,700 for Deputy Chief's Explorer (budgeted in 2017, took possession and paid in 2018) - WWFC won't take possession of new tower budgeted for in 2018 until early 2019							
2019: Replace Asst Chief's Ford Expedition - \$40,000 minus est \$6,000 trade-in Replace Tower 6 - \$950K purchase; budget \$490,000 net of trade-in and fire company loan proceeds							
2020: Replace Brush 6 Ford F150 (or similar) - \$55,000 minus est \$3,500 trade-in							
555550 3807 INVESTMENT	476.80	200.00	200.00	335.63	350.00	100.00	-50.0%
Includes all banking and investment fees.							
TOTAL WWFC EQUIP REPLACEMENT	-157,004.55	339,200.00	339,200.00	162,029.81	335,350.00	-135,400.00	-139.9%
TOTAL REVENUE	-192,181.35	-185,000.00	-185,000.00	-340,517.01	-189,000.00	-187,000.00	1.1%
TOTAL EXPENSE	35,176.80	524,200.00	524,200.00	502,546.82	524,350.00	51,600.00	-90.2%
GRAND TOTAL	-157,004.55	339,200.00	339,200.00	162,029.81	335,350.00	-135,400.00	-139.9%

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WEST WHITELAND TOWNSHIP CAPITAL IMPROVEMENTS PLAN

Funding	PY Actual	2019 Bud	2019 Proj	2020 Bud	2021	2022	2023	2024+
GENERAL FUND								
Public Works Garage	\$8,000,000	\$30,000	\$1,000,000	\$20,000	\$1,500,000	\$6,450,000		
Sale of Property (est)	\$2,100,000							
Public Service Fund Reserves	\$2,200,000							
Potential Borrowing	\$3,700,000							
Exton Park Master Plan								
1. Swedesford Rd Recreation Area	\$2,300,000	\$80,000	\$1,250,000	\$150,000	\$1,250,000	\$820,000		
Chester County Grant (Awarded)	\$250,000							
DCNR Grant (Awarded)	\$500,000							
WWT Open Space Fund	\$1,550,000							
2. Existing Fields Amenities	\$1,250,000						\$250,000	\$1,000,000
Chester County Grant (seek grant)	\$250,000							
State Grant (seek grant)	\$250,000							
Find other grants	\$600,000							
WWT Open Space Fund	\$150,000							
3. Multipurpose Fields	\$1,350,000							\$1,350,000
Chester County Grant (seek grant)	\$250,000							
State Grant (seek grant)	\$250,000							
Other funding / partnerships	\$850,000							
4. Riparian Buffer	\$3,000,000							\$3,000,000
Scale & timing TBD as grants become available								
Act 209 Capital Improvements Plan								
1. Ship Road Couplet (north leg)	\$1,500,000		\$150,000	\$100,000	\$50,000	\$1,350,000		
PA Multi-Modal Grant (applied June/Dec 2019)	\$940,000							
WWT Transp Fund - Act 209 fees	\$560,000							
2. Whitford Rd: Waterloo to Clover Mill	\$9,000,000							\$9,000,000
a. Lincoln Hwy to Waterloo Blvd - north half								
WWT Transp Fund - Act 209 fees	\$300,000				\$80,000	\$220,000		
Ship & King Roads Intersection Study								
WWT Transp Fund	\$50,000				\$50,000			

WEST WHITELAND TOWNSHIP CAPITAL IMPROVEMENTS PLAN

	Funding	PY Actual	2019 Bud	2019 Proj	2020 Bud	2021	2022	2023	2024+
<u>Rt 100 Congestion Mitigation Study</u>									
1. Rt 100 Northbound Lane	\$3,000,000								
Twp advances proj - WWT Transp Fund	\$100,000		\$150,000	\$60,000	\$30,000	\$10,000			
PennDot secures funding?	\$2,900,000								\$2,900,000
2. Whiteland Woods/Station intersection	\$5,000,000								\$5,000,000
(Septa includes in station upgrades?) Grants	\$4,500,000								
WWT Transp Fund	\$500,000								
3. Crossing Upgrades along Rt 100, Rt 30	\$330,000					\$80,000	\$250,000		
Seek PA ARLE or GLG grant(s)	\$260,000								
WWT Transp Fund	\$70,000								
<u>Bicycle & Pedestrian Plan</u>									
1. Path from CVT to Exton Station	\$1,410,000	\$157,000	\$1,100,000	\$53,000	\$1,200,000				
PA Multi-Modal Grant (awarded)	\$385,000								
Developer Contribution (secured)	\$340,000								
WWT Transp Fund, incl. sidewalk fund bal (\$84K)	\$685,000								
1a. County CVT crossing (included w/ Twp bid)									
Chester County 100% reimbursement	\$400,000				\$400,000				
2. Lincoln Hwy to Commerce Drive trail									
3. CVT to Library trail									
4. Swedesford Rd - Mall to Park bike lane									
Scale & timing of #2-4 TBD									
Grants, Developers, WWT Transp Fund									
<u>Stormwater MS4 Pollutant Reduction Plan</u>									
1. Swedesford Chase basin retrofits	\$525,000								
DEP Grant (awarded)	\$223,000		\$50,000	\$20,000	\$203,000				
2. Valley Creek bioswales (var. properties)	\$152,000					\$152,000			
3. Chester/Ridley Creek hydrodynamic separat	\$150,000						\$150,000		
#2 & 3 - WWT Public Service Fund									

WEST WHITELAND TOWNSHIP CAPITAL IMPROVEMENTS PLAN

Funding	PY Actual	2019 Bud	2019 Proj	2020 Bud	2021	2022	2023	2024+	
<u>Parks Upgrade Plan - Capital Projects</u>									
Miller Park Improvements								\$150,000	
Seek grant									
WWT Capital Reserves									
\$150,000									
\$100,000									
\$50,000									
Meadowbrook Manor Culvert Replacement									
Public Service Fund - to be reimbursed by Sunoco			\$220,000	\$80,000					
\$300,000									
Clover Mill Road Sinkhole Remediation									
Public Service Fund	\$63,368		\$51,600						
\$114,968									
Liquid Fuels Fund	\$144,589		\$72,100						
\$216,689									
Sewer Construction Fund	\$45,270		\$10,000						
\$55,270									
\$386,927									
Municipal Complex (capital projects from Building CIP)									
Electric Source in Overhang for Police Vehicles		\$6,000	\$0						
Replace Dead Bushes In Parking Lot		\$12,000	\$11,725						
Security Cameras				\$40,000					
MASC Security System Software upgrade				\$15,000					
Electric Vehicle Charging Stations - up to 3 if get grant				\$21,000					
Rt 100 information sign (est)					\$30,000				
HVAC Interface System Replacement						\$50,000			
Fob Building Security System Replacement							\$60,000		
Outside Lights LED Conversion								\$20,000	
WWT Public Service Fund	\$237,225								
PA DEP grant (seek)	\$10,500								
GENERAL FUND SUBTOTAL	\$29,062,725	\$490,227	\$2,718,000	\$768,425	\$4,919,000	\$2,662,000	\$450,000	\$310,000	\$22,420,000

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

PUBLIC SERVICE FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
651300	9001	FR OTHER	.00	-2,776,300.00	-2,776,300.00	-400,000.00	-363,000.00	-760,000.00	-72.6%
2020: \$500K From Open Space Fund \$210K From Transportation Improvement \$50K General Fund (Parks Capital Upgrade Plan)									
653410	8510	INTEREST	-50,501.34	-26,000.00	-26,000.00	-61,705.27	-71,000.00	-68,000.00	161.5%
653540	8350	FED/STATE	-251,000.00	-223,325.00	-223,325.00	-24,300.00	-24,300.00	-1,381,825.00	518.8%
2020 PA Water Quality Grant (Swedesford Chase basins) \$223,325; PA DCNR - Exton Park \$500K; Chester County-Exton Park \$250K; Chester County-CVT Intersection Imp \$400K; Boot Road Park grant \$8K, EV charging stations \$10.5K									
2019: DEP Water Quality grant: \$223,325									
654520	3450	CONTRACTED	.00	55,000.00	55,000.00	.00	.00	136,000.00	147.3%
PARK UPGRADES PLAN: Transfer from GF to Fund 65 began 2018; project expenses for larger improvements/upgrades paid out of Fund 65.									
2020B Pavilion at Boot Road Park and Picnic Tables (\$35K) Moved from 2019 - Meadowbrook Manor: Tennis court fencing (\$15K) and resurfacing inc. lines for Pickleball (\$45K); and trail connection to Chester Valley Trail (\$25K) Shade Structures for Dugouts at Boot Road Park (\$16K; offset by 50% grant)									
655650	3313	ENGINEERIN	183,429.43	830,000.00	830,000.00	445,250.85	533,000.00	420,000.00	-49.4%
See capital improvements Plan									
655650	3450	CONTRACTED	1,756.00	3,000,000.00	3,000,000.00	213,571.05	142,000.00	4,486,574.00	49.6%
See Capital Improvements Plan									

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

PUBLIC SERVICE FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
655650	3533	TRANSFER	23,669.00	52,000.00	52,000.00	.00	.00	.00	-100.0%
Transfer to Solid Waste Fund to cover operating loss. If a decision is made to change from the Pay As You Throw Program, the household fee would need to be increased significantly to replace bag sales revenue. Because of the potential for such a significant change to the program and fee in 2020, staff does not recommend making any changes to 2019 rates. Therefore, there is a projected deficit in the Solid Waste Fund for 2019, which staff recommends be paid for out of the Public Service Fund reserves.									
655650	3784	LAND	276,622.71	.00	.00	.00	.00	.00	.0%
2018: Acquisition of 115 Locust Lane and demolition of existing house; funded by FEMA HMG grant									
655655	3450	CONTRACTED	.00	18,000.00	18,000.00	11,725.00	11,725.00	76,000.00	322.2%
See Capital Improvements Plan									
TOTAL PUBLIC SERVICE FUND			183,975.80	929,375.00	929,375.00	184,541.63	228,425.00	2,908,749.00	213.0%
TOTAL REVENUE			-301,501.34	-3,025,625.00	-3,025,625.00	-486,005.27	-458,300.00	-2,209,825.00	-27.0%
TOTAL EXPENSE			485,477.14	3,955,000.00	3,955,000.00	670,546.90	686,725.00	5,118,574.00	29.4%
GRAND TOTAL			183,975.80	929,375.00	929,375.00	184,541.63	228,425.00	2,908,749.00	213.0%

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TECHNOLOGY

The Technology budget (Fund 70) includes all IT-related expenses, including hardware, software, annual maintenance contracts and consulting. The expenses are allocated among the departments. Transfers are made from the General Fund and Sewer Capital Fund to pay for the technology budget.

Staffing: Outside consultants with weekly support hours, plus additional project hours.

2020 TOWNSHIP GOALS & SUPPORTING DEPARTMENT ACTIONS

- Continue to re-evaluate present processes for improvements via financial software MUNIS, Tyler's Content Management Module (\$13,500 in 2020)
- In-place redesign of website (no additional dollars above annual maintenance cost/included as part of services)
- Evaluate services to protect network security through cyber security analysis (\$20,000/year including Duo 2Factor Security, Detection System for blocking cyber threats, 24/7 Monitoring and analyzing of all activity on network and individual pcs for potential threats.).
- Software training scheduled for employees including Office 365, SharePoint, Traisr (permit management software), ESRI (GIS), Edmunds (Sewer billing). CivicRec (Facility Reservations), Muncipay (online payments) (\$4,000).

2019 ACCOMPLISHMENTS

1. Migrated from Commercial Office 365 to the Government version of Office 365 (cost was included in network refresh)
2. Moved all PCs/laptops to Windows 10, assuming BOS approval of budget amendment to purchase equipment scheduled for 2020 (\$8,200)
3. Completed the WatchGuard, MUNIS and SQL Server upgrades (\$7,000 which includes MUNIS upgrade and consultant costs, Watchguard and SQL Licenses were purchased in 2018); WatchGuard also required (unbudgeted) Sql Server upgrade (\$8,000)
4. SharePoint Online Governance team with personnel from each department worked with consultant to design, test, move documents to new document management system and train staff. (included in cost of network refresh)
5. Added Public and Secure Wi-Fi to the first floor of the Police Department (\$2,000)
6. Fine-tuned online facility reservation system to provide residents and visitors 24/7 access (included in the annual CivicRec maintenance cost of \$2,500).
7. Began installation of Tyler Content Manager in MUNIS to assist with electronic management of invoices. (\$13,500 in 2019; \$13,500 in 2020)
8. Installed a mobility device management system and deployed Police Department iPADS to have the ability to control the data in case a mobile device is misplaced. (4 devices at \$5,000 plus \$1,000 set up and annual subscription; recurring annual costs include \$400 subscription plus shared data plan)

9. Completed network refresh including the replacement of all old servers, as well as many pcs and other equipment; converting IP addresses from public to private; significantly expanding digital storage space and migrating the document management system to SharePoint online; and converting all Windows 7 PCs to Windows 10. (NOTE: Total of \$100,000 budgeted in 2018 for the network refresh of which \$42,000 – including \$22,500 for IT labor, \$4,000 for SharePoint design and implementation, \$5,000 for Cisco switches, \$8,000 for Watchguard SQL, and \$2,500 for battery back-up was incurred and spent in 2019, items are designated in the comments boxes in the attached spreadsheet.)
10. Human Resources, Timekeeping, and payroll software system integrated with the Police scheduling system – Planit Police. The employee self-service portal and telephone app allows employees to update personal information 24/7. The HR system allows for electronic personnel records as well as tracking of certifications, training, and more.

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

TECHNOLOGY FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
703410	7910	TRANSFER	-317,762.00	-300,000.00	-300,000.00	-300,000.00	-300,000.00	-305,000.00	1.7%
703410	8510	INTEREST	-5,575.17	-6,200.00	-6,200.00	-5,220.94	-5,900.00	-5,800.00	-6.5%
703410	8514	UNREAL G/L	6.11	.00	.00	-46.21	.00	.00	.0%
Not a planned item. Accounting requires mark-to-market treatment. All of our investments will pay off in full, eliminating any unrealized entries.									
703410	9460	MISC REV	.00	.00	.00	-2,736.62	-2,736.62	-2,700.00	.0%
P-card rebate									
706800	3450	CONTRACTED	87,999.48	106,000.00	146,000.00	126,297.25	156,225.00	142,000.00	-2.7%
2020: Network/Help Desk/Consulting (SSI monthly fee) - \$100,000 Cyber security enhancements - \$20,000 Project support for software enhancements, including hardware setup - \$20,000									
2019P: Network/Help Desk/Consulting (SSI monthly fee) - \$107,225 Network refresh rollover from 2018 (see Technology Plan) - \$49,000									
706800	3707	HARDWARE	154,080.04	29,000.00	37,000.00	20,864.16	44,500.00	8,000.00	-78.4%
2020 New: Finance: Check Printer, Content Management System Scanner \$3,000									
2019: Battery Back-up for AV System: \$2,300 2020 computer replacements (2019 Q4 to upgrade to Win 10): \$15K 2019 computer replacements: \$20K									
706800	3708	COMP MAINT	103,834.48	149,000.00	149,000.00	117,452.98	149,350.00	140,200.00	-5.9%
2020 New: Moved Code Red Notification System to Administrative/Executive 4010 Extended warranty for mobile video recorders and body cameras (\$1,800) Planit Police Scheduling Tool (\$1,500) CODY Maintenance - Prepaid in 2019 (\$10,600) RBA Tax Software Discontinued - Outsourced to Keystone Financials									
2019P New annual maintenance for:									

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West Whiteland Township
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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bgnyrpts

PROJECTION: 20201 2020 Budget

FOR PERIOD 99

ACCOUNTS FOR:

TECHNOLOGY FUND			2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 FINAL	PCT CHANGE
	Power DMS, Fingerprint Unit, Guardian Tracking scheduling: \$7,800 Edmunds billing: \$10K O365: \$15K Adobe: \$6K								
706800	3709	SOFTWARE	26,893.57	32,000.00	32,000.00	11,425.44	27,000.00	26,950.00	-15.8%
	2020: Faro Zone 3D Advanced Crossgrade Software: \$1,350 Crime Watch: \$6,100 Tyler Content Management (document storage) \$13,500								
	2019: SharePoint and other software (\$15K) Upgraded: Finance Content Management Module - (\$13.5K) SQL License for Police WatchGuard Body Camera Server (\$8K)								
706800	3747	OFF EQUIP	22,099.01	21,540.00	27,350.00	27,332.73	27,540.00	27,540.00	.7%
	5 Copiers/Printers/Scanners and 1 Plotter Lease for 63 months (exp. 12/24)								
706800	3807	INVESTMENT	199.29	100.00	100.00	206.37	215.00	100.00	.0%
	Includes all banking and investment fees.								
TOTAL TECHNOLOGY FUND			71,774.81	31,440.00	85,250.00	-4,424.84	96,193.38	31,290.00	-63.3%
TOTAL REVENUE			-323,331.06	-306,200.00	-306,200.00	-308,003.77	-308,636.62	-313,500.00	2.4%
TOTAL EXPENSE			395,105.87	337,640.00	391,450.00	303,578.93	404,830.00	344,790.00	-11.9%
GRAND TOTAL			71,774.81	31,440.00	85,250.00	-4,424.84	96,193.38	31,290.00	-63.3%

** END OF REPORT - Generated by Zenobia White **

2020 BUDGET: Fund 70 Technology Plan

Item	Description	Status	Qty	2019 Budget	2019 Projection	2020	2021	2022	2023	2024	Comments
3450 Contracted Services (* Set up in Yr 1 here, followed by annual maintenance in 3708)											
IT Consulting	Ongoing IT support (network and user), data backup, special projects	Renew		\$100,000	\$150,000	\$120,000	\$100,000	\$100,000	\$100,000	\$100,000	2019 Projection: \$24,000 budgeted in 2018 for network refresh completed in 2019, incl SharePoint migration; \$1,500 additional SSI IT Support to build out new Munis server; \$21,500 for Office 365 and Mimecast email filtering services; \$2,000 for eDiscovery and emergency IT services 2020 Budget: \$20,000 for project enhancements for cloud-based software (Traistr, PayTime, Planit, Edmunds, SharePoint, Munis) including hardware setup
Police - Planit Police *	Scheduling System	New		\$4,000	\$4,225						
Cyber Consulting	Double Factor Security Enhancement	New				\$20,000	\$20,000	\$20,000	\$20,000	\$20,000	2020: Evaluate for continuation in future years
Wireless Network - Public & Secure	Upgrade or expand wireless connectivity	Upgrade		\$2,000	\$2,000	\$2,000					2019: Police training room 2020: Wireless upgrade for police mobile devices
Total Contracted Services				\$106,000	\$156,225	\$142,000	\$120,000	\$120,000	\$120,000	\$120,000	
3707 Hardware (* = purchased in Yr 1 here, often followed by annual maintenance in 3708)											
Replace CISCO Switches	Add-on to network refresh	Upgrade			\$5,000						In 2018 budget for Network Refresh, completed in 2019
A/V System for Main Meeting Room	Add battery backup	New			\$2,500						Prevent AV crash when power goes out
Desktops - Monitor, Keyboard, Mouse, Win	Annual replacement	Replace	5	\$26,800	\$35,000	\$3,000	\$24,000	\$24,500	\$25,000	\$25,500	2019 Projection: replace 2020 PCs in 2019 to upgrade all pcs from windows 7 to 10 2020: \$3,000 budgeted for any misc. 2021 : Back on regular 5-year replacement schedule
Laptop- Monitor, Keyboard, Docking Station, Win	Annual replacement	Replace	5								
Tablets - keyboard, docking station, OS License	Phase in for mobile use (Codes, PW, PD)	New	7								
Printer and scanner for Finance	Replace check printer, scanner(s) for Content Mgr	Rep/New	2			\$3,000				\$3,200	
Misc. hardware	UPS batteries; desktop printers; monitors; etc.	Replace	1	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Total Hardware				\$28,800	\$44,500	\$8,000	\$26,000	\$26,500	\$27,000	\$30,700	
3708 Comp Maintenance (annual maintenance contracts)											
Police - Cody System	Records management	Renew		\$10,600	\$19,600	\$0	\$11,300	\$11,500	\$11,700	\$11,900	2019: Prepaid CODY fee for 2020
Police - CAD Interface for CODY System	Win Law System CAD Interface	Renew		\$2,500	\$1,700	\$2,600	\$2,700	\$2,800	\$2,900	\$3,000	
Police - Live Scan and CPIN	Fingerprinting, pictures	Renew		\$6,500	\$6,500	\$6,600	\$6,700	\$6,800	\$6,900	\$7,000	
Police - TraCS	Electronic citation filing	Renew		\$2,100	\$1,700	\$2,100	\$2,100	\$2,100	\$2,100	\$2,100	
Police - Mobile Fingerprint Unit	Maintenance Agreement	Renew		\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	\$2,400	
Police - Power DMS	Document/Policy Management	Renew		\$4,200	\$4,100	\$4,300	\$4,400	\$4,500	\$4,550	\$4,600	
Police - Guardian Tracking	Performance Management and Evaluation	Renew		\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	\$1,200	
Police - Planit Police	Scheduling System	Renew				\$1,500	\$1,600	\$1,600	\$1,600	\$1,600	
Police - Watchguard Veeam	Mobile support for cameras	Renew				\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	
Police - Watchguard	Evidence Library	Renew				\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	
Police - Crime Watch	CJIS-compliant web, social media postings	New					\$5,400	\$5,400	\$5,400	\$5,400	
Police - Faro Zone	Accident and crime scene reconstruction	New					\$1,350	\$1,350	\$1,350	\$1,350	
Subtotal - Police				\$29,500	\$37,200	\$24,000	\$42,450	\$42,950	\$43,400	\$43,850	
Tax Collector - RBA	Tax Collection Software	End		\$2,500	\$2,500						
Finance - Munis Server Trf	GL Operating System & Database Admin (OSDBA)	Renew		\$4,500	\$4,500	\$5,000	\$5,200	\$5,400	\$5,600	\$5,600	
Finance - Munis	GL Support (+ Content Manager beg. in 2020)	Renew		\$20,000	\$21,000	\$23,000	\$24,000	\$25,000	\$26,000	\$26,000	

2020 BUDGET: Fund 70 Technology Plan

Item	Description	Status	Qty	2019 Budget	2019 Projection	2020	2021	2022	2023	2024	Comments
Finance - Edmunds	Sewer & Trash/Recycling Billing Software	Renew		\$10,000	\$5,000	\$6,600	\$7,000	\$7,000	\$7,000	\$7,000	
Finance, Admin - Paytime (Kronos)	HR/Timekeeping/Payroll Software	Renew		\$14,000	\$10,000	\$12,000	\$12,200	\$12,500	\$12,700	\$13,000	
Subtotal - Finance				\$51,000	\$43,000	\$46,600	\$48,400	\$49,900	\$51,300	\$51,600	
Admin - CivicPlus, CivicRec	WWT website, online facility reservations	Renew		\$7,500	\$7,450	\$7,700	\$7,900	\$8,100	\$8,300	\$8,300	
Admin - CodeRed	Community Notification System	Renew		\$5,500	\$5,200						Moving to 4010 (Admin) in 2020; evaluating need
Admin - Virtual Receptionist	Informational Directory	Renew		\$500	\$500	\$500	\$500	\$500	\$500	\$500	Evaluating benefit
Munic Complex - Main Meeting Room A/V	Maintenance	Renew		\$1,000		\$1,000	\$1,000	\$1,000	\$1,000	\$1,000	
Admin - Go Daddy, Cisco, etc.	Public DNS, Hosted Websites, misc. lic.	Renew		\$1,000	\$1,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Subtotal - Admin				\$15,500	\$14,150	\$11,200	\$11,400	\$11,600	\$11,800	\$11,800	
Pub Works Assets and Codes Permits - GIS	Trair Support	Renew		\$26,000	\$26,000	\$27,000	\$27,500	\$28,000	\$28,000	\$28,500	
Planning - ArcGIS	ArcGIS/ESRI Support and Maintenance	Renew		\$4,000	\$4,000	\$4,000	\$4,200	\$4,300	\$4,300	\$4,400	
Pub Works - Utilities Televising	Win Can VX-Infinity-Expert-1	Renew		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Subtotal - PW, Codes, Planning				\$32,000	\$32,000	\$33,000	\$33,700	\$34,300	\$34,300	\$34,900	
All - Office 365	MS Office and SharePoint Support	Renew		\$15,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	\$21,000	
All - Adobe Acrobat Professional	Pro DC 2016 Single User Lic. TLP level 1 - Online Subsc.	Renew		\$6,000	\$2,000	\$4,400	\$4,400	\$4,400	\$4,400	\$4,400	Online subscription higher than desktop
Total Computer Maintenance				\$149,000	\$149,350	\$140,200	\$161,350	\$164,150	\$166,200	\$167,550	
3709 Software (* = purchased in Yr 1 here, usually followed by annual maintenance in 3708)											
Police - Crime Watch *	CJIS-compliant web, social media postings	New				\$6,100					
Police - Faro Zone *	Accident and crime scene reconstruction	New				\$1,350					
Police - WatchGuard *	Sql License for videos	New			\$8,000						Completed in 2019/Part of Network Refresh in 2018
Subtotal - Police				\$0	\$8,000	\$7,450	\$0	\$0	\$0	\$0	
Finance - Tyler Technologies *	Munis Content Management Module, Training	New		\$13,500	\$13,500	\$13,500					
Subtotal - Finance				\$13,500	\$13,500	\$13,500	\$0	\$0	\$0	\$0	
ArcGIS (ESRI) Server and User Licenses *	Licenses for additional users - if warranted	New						\$3,000			
Subtotal - PW, Codes, Planning				\$13,500	\$21,500	\$20,950	\$0	\$3,000	\$0	\$0	
MS Remote Server Licenses	Licenses for remote desktop sessions	Replace	9	\$1,500							
Training	All software	New		\$15,000	\$3,500	\$4,000	\$3,000	\$3,000	\$3,000	\$3,000	
Miscellaneous Software	As needed	New		\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000	
Total Software				\$45,500	\$48,500	\$26,950	\$5,000	\$8,000	\$5,000	\$5,000	
3747 Office Equipment											
All Copiers	Copiers in various depts	Ongoing	5	\$16,920	\$16,920	\$16,920	\$16,920	\$16,920	\$16,920	\$16,920	Leases expire December 2024
Plotter and Scanner	Plotter and Scanner	Ongoing	1	\$4,620	\$4,620	\$4,620	\$4,620	\$4,620	\$4,620	\$4,620	
Copier supplies	Ink, paper (part of copier lease)	Ongoing			\$5,960	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000	Missed in 2019 budget
Total Office Equipment				\$21,540	\$27,500	\$27,540	\$27,540	\$27,540	\$27,540	\$27,540	
TOTAL TECHNOLOGY EXPENSES				\$350,840	\$426,075	\$344,690	\$339,890	\$346,190	\$345,740	\$350,790	