

Budget Work Session

September 15, 2020 at 3:00 PM

NOTES

Members of the Board of Supervisors in attendance included Chairperson Barbara N. Lyons, Vice Chairman Ryan Manion, with Supervisors; Jennifer V. Herring, Nancy Santacecilia and Dan Wood.

Members of the Ways and Means Committee in attendance included Chairperson Brenda Bray, Colleen Mullin and Joe Volk.

Guests included Kathy Brown, Chairman of the Parks and Recreation Board and Joe Salvati, Chairman of the Friends of Kids Castle.

Township Staff in attendance included Township Manager, Stephanie J. Mason, Chief of Police, Dean Logan, Director of Finance, Ken Wallace, Director of Operations, Dave Tomko, Budget Analyst, Ed Ebenbach, Facility Manager/Fire Marshal, Rick Schea, and Director of Park & Recreation, Karen Sweeney and Officer Matthew Hershowitz.

1. Welcome & Call to Order

Ms. Lyons called the meeting to order at 2:57 pm.

2. Presentation on Capital Projects

Mr. Ebenbach provided the board with a rundown of the capital projects packet (see attached) stating that the biggest programs are shown at the top of each Departmental section and they are categorized by what's mandated, beneficial and/or maintenance related.

Annual Road Maintenance Program

The conversation regarding road maintenance in other areas beside Pebble Ridge Woodridge (PRWR) continued. Mr. Tomko would like to see a regular road maintenance program and suggests to set aside more money beginning in 2021. The income from state liquid fuels is based on gasoline consumption in addition to which -the current tax plan is directly funding the roads which leaves a large gap. Mr. Ebenbach stated that the Township either has to increase the road tax or edit the tax plan.

Bridge Inspection Program

The Township is projected to spend \$75,000 on bridge repairs this year.

Chapman Rd. Bridge Replacement

The recommendation is that the replacement will be in 2025.

Green Lt. Go- 313 Corridor

Green Lt. Go- 313 Corridor

Mr. Tomko stated that the Grant was not issued this year. If it will be awarded then it will be in 2021 or 2022.

Swamp –Easton Rd. Traffic Signal Upgrade

Mr. Tomko stated that we have accepted the grant as it was awarded but we have not started work yet.

Flashing Beacon at Turk & Easton

Mr. Tomko stated that the project will be complete by the end of the year.

Traffic Calming Program

Mr. Tomko stated that there is a process in place for traffic calming request.

Bridge pt. Park Wall Repair

Mr. Tomko stated that this work was to be completed by the end of September.

Large Dump Truck

Mr. Tomko stated that the Township is in need of a dump truck replacement as the current truck is old.

Emergency Management Communications Equipment

Mr. Schea and the Emergency Management team developed a program for the cost of radios for storms and other emergency situations. Mr. Schea stated that these radios would be beneficial for storms and day to day operations. The Board did not make any decision on the purchase of this equipment.

Shady Retreat to Doyle Elementary

Mr. Tomko stated that this is 100% reimbursable and is a multiyear plan. Construction is set for late 2021. The Township is responsible for paying for the engineering costs and that portion of the project is underway, while Penn DOT pays for construction. \$985,000.00 is in a construction grant.

Pre-Fab Storage Building

Mr. Tomko stated that the Township currently has a building with salt storage that is rusting. The thought is to build a facility just to store the road salt. The staff could retrofit the existing area for the parks department. This way we could keep everything under one roof and have the Public Works Roads and Parks materials together.

Bathrooms in Central Park

Ms. Lyons read a memo that the Park Board wrote stating that they are not in favor of bathrooms in Central Park near the Kids Castle at this time. Ms. Santacecilia mentioned that she spoke with Ms. Mason and Ms. Sweeney about the current number bathrooms not being sufficient for the number of park goers.

Ms. Santacecilia mentioned that a composting bathroom was mentioned as part of the Master Plan for Central Park many years ago. The Board came to a conclusion that bathrooms should be part of the 5 year plan.

Kids Castle

Mr. Salvati presented the Board a program to show what has been done at Kids Castle and what needs to still be done. Mr. Tomko recommended to use the same poured in place material that is being used at Turk Park. The Township would have to allocate \$72,231.00. The Board suggested incorporating this spending.

Bike Hike Trail Maintenance

Ms. Herring mentioned that there was a discrepancy in the capital forms vs. the spreadsheet. The number states \$50,000 but this year it is \$25,000. The Summary will be corrected.

The Board discussed the projects involving the parks. Some of which, like the park lighting, is a project that will be completed by the end of 2020.

Finance Department

Line item 20-11 was discussed to move from a beneficial category to a mandated category. Upgrading the Township's financial reporting system will require an outside vendor versus continuing to rely upon Mr. Ebenbach to create the programs.

Police

Mandated request to replace two police cars and feel the best options is to lease them.

Administration

Mandated request to replace Township computers on a cyclical basis to ensure reliable operations and technology. The servers will be built to match our needs but the exact configuration is not known today. The current servers the Townships has had for 7 years and in May 2021 the equipment will no longer be supported.

Building

Discussion of the Parks & Recreation Community Center continued. Ms. Lyons stated that she does not like the price that Gilmore & Associates submitted for the site work and stated that we are waiting on the proposal from Pickering Corts and Summerson. The Township is projecting a total of \$300,000.00 for engineering, spending \$60,000.00 just this year.

Mr. Tomko and Ms. Lyons discussed the process and the need or lack thereof a construction manager/owner's rep. Mr. Tomko stated that is important to have a construction manager/owner's rep to oversee the project. Proposals have been received for this aspect. However, Ms. Lyons requested to wait and see how much the engineering for the site work is before deciding on an owners rep. Ms. Lyons is asking for more clarity on the line items that were presented by Gilmore once Pickering provides their information.

2020 Operations Forecast / 2021 Estimate Highlights

The Township discussed the operating revenue and the earned income tax. (See attached) Mr. Ebenbach stated that for the purpose of forecast, the finance department has been conservative with their numbers.

The state contributions in 2020 were budgeted at \$980K and is forecasted at \$954K with the state liquid fuels down 10% in 2021.

Mr. Ebenbach mentioned that the Township will soon receive its pension aid.

The Township's revenue in Building Permits has been good thanks to the large ongoing projects including Tabor and Doylestown Hospital.

Parks Programs and Concerts has shown a forecast down at 115K. The Township anticipates to resume the summer concert series in 2021 with some aggressive plans.

Operating Expense

Ms. Mason spoke to the Board about staffing and how there was a hiring freeze during COVID. Ms. Mason stated that there was also turnover in the Police, Admin and Parks and that she intends to restore staffing by early 2021. Ms. Mason also proposed to add one Public Works Laborer for Parks in 2021.

Increases in 2021 are set by contract in Police at 3.25%, and being budgeted at this time for Non-Uniform staff at 3%.

The pension MMO's by the recommendation from the PAC has been incorporated in the 2021 budget (and forecast in the out years) estimate.

Parks Program expenses are offset due to revenue decline but expect to return to normal in 2021.

Medical Insurance expense are on budget for 2020 but in 202 we're showing a 5% increase until we receive the actual percentage increase in mid-October.

Meeting adjourned at 4:32 pm.

Respectfully submitted,



Stephanie J. Mason, Secretary

Prelim Budget
DOYLESTOWN TOWNSHIP
FULL YEAR REVENUE

Revenue	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 Higher/Lower	2020 - 2021 Comments
Regular							
Earned Income Tax	\$4,268,389	\$4,329,839	\$4,417,000	\$4,306,500	\$4,199,000	(\$107,500)	2020: 2.5% down; 2021: further 2.5% down
RE Tax - GF, P&R, Debt Svc	\$2,386,218	\$2,525,987	\$2,748,930	\$2,747,922	\$2,701,031	(\$46,791)	Millage transferred Debt Svc to Roads (see below)
State Contributions	\$943,604	\$1,004,809	\$980,999	\$953,765	\$895,557	(\$55,208)	Pension Aid, down 10% 2020 & 21. SLF down 10% 2021
LST Tax	\$625,040	\$619,470	\$630,540	\$600,000	\$585,000	(\$15,000)	2020: down 5%; further 2.5% 2021
Real Estate Transfer Tax	\$1,022,503	\$801,865	\$685,000	\$600,000	\$625,000	\$25,000	2020 at RR; 2021 up 4%
TV Franchise Fees	\$412,838	\$400,430	\$397,000	\$385,000	\$370,800	(\$14,200)	Fice weak in 2020; 2021 - further cord cutting
Bldg Permits, Planning & Zoning	\$496,573	\$546,540	\$551,450	\$700,271	\$571,750	(\$129,521)	2020 exceptionally strong - Tabor, DH
Parks & Recreation programs	\$191,162	\$197,040	\$189,000	\$64,000	\$172,000	\$109,000	Fast return of Programs in 2021
Golf Outing	\$34,933	\$37,841	\$35,000	\$32,500	\$37,000	\$4,500	Return to normal levels
Summer Concerts	\$49,681	\$64,566	\$60,000	\$18,425	\$60,000	\$41,575	Fast return of Concerts in 2021
Interest	\$212,526	\$172,363	\$98,665	\$57,772	\$96,278	(\$21,494)	2021: int. rates stay low, no CD premiums
Police Services	\$65,060	\$80,207	\$77,100	\$62,900	\$77,200	\$14,300	Increased driving/increased violations fees
Donations/Contributions/Fees for:							
Kids Castle	\$24,527	\$7,920	\$5,000	\$1,800	\$120,510	\$118,710	Donations/Grant for next Phase
Sensory Trail (05)	\$0	\$0	\$0	\$0	\$0	\$0	
Parks Other (05)	\$2,500	\$0	\$500	\$2,500	\$0	(\$2,500)	
Bike & Hike (27)	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Reserve projects (31)	\$0	\$0	\$0	\$0	\$0	\$0	
Offsite (21)	\$42,939	\$16,600	\$10,000	\$20,852	\$10,000	(\$10,852)	Return to past levels after Tabor in 2020
All Other	\$0	\$0	\$0	\$0	\$0	\$0	
All Other	\$285,281	\$1,077,415	\$172,035	\$154,223	\$141,365	(\$12,858)	Reduced recycling reimbursement
Subtotal Regular	\$11,083,773	\$11,882,871	\$11,058,218	\$10,708,329	\$10,602,490	(\$105,839)	
Passthrough							
RE Tax - Ambulance Corps	\$102,255	\$102,404	\$103,346	\$101,746	\$104,101	\$2,355	
RE Tax - Fire Companies	\$340,850	\$341,347	\$344,454	\$340,354	\$345,804	\$5,450	
RE Tax - Roads & Bridges	\$409,020	\$409,616	\$481,656	\$482,663	\$482,356	\$73,683	Millage transferred Debt Svc to Roads (see above)
Fire Relief	\$138,963	\$155,284	\$155,284	\$155,284	\$155,284	\$0	Pass thru - matches expense
Revenue from DTMA	\$1,004,888	\$1,002,154	\$1,050,214	\$1,050,214	\$1,087,325	\$17,111	Matches projected costs
Subtotal for Operations Revenue	\$1,995,775	\$2,010,805	\$2,134,954	\$2,056,261	\$2,154,870	\$98,609	
Subtotal for Operations Revenue	\$13,079,547	\$13,893,476	\$13,193,172	\$12,764,590	\$12,757,360	(\$7,230)	
Grants/Capital Revenue							
Kids Castle (5)	\$0	\$200,000	\$0	\$0	\$0	\$0	
Parks & Rec (6)	\$5,000	\$0	\$7,500	\$7,500	\$0	(\$7,500)	
Bike & Hike (27)	\$0	\$0	\$0	\$0	\$0	\$0	
Offsite (21)	\$84,190	\$0	\$30,000	\$23,228	\$6,772	(\$16,456)	
Capital Fund Raising (23)	\$0	\$0	\$0	\$0	\$0	\$0	
Capital Reserve (31)	\$648,116	\$80,084	\$390,400	\$141,000	\$1,188,000	\$1,047,000	3 grants in 2021 - SRTS, ARLE, GLG
Term Loan Proceeds (31)	\$0	\$0	\$0	\$0	\$0	\$0	
PR-WR Curbing Proceeds	\$0	\$0	\$0	\$0	\$1,300,000	\$1,300,000	Loan Proceeds for PR-WR
All Other	\$0	\$25,000	\$25,000	\$0	\$0	\$0	
CAPITAL REVENUE TOTAL	\$737,306	\$305,084	\$452,900	\$171,728	\$2,494,772	\$2,323,044	
BLDG PROJECT REVENUE TOTAL	\$0	\$0	\$0	\$0	\$0	\$0	
PEBBLE RIDGE PROJECT	\$369,393	\$2,498,844	\$0	\$1,021,075	\$0	(\$1,021,075)	
Capital Lease Issuance	\$181,183	\$199,126	\$60,000	\$0	\$344,000	\$344,000	2021: Lease vehicles - offset in Expense
GRAND TOTAL	\$14,367,420	\$16,896,529	\$13,706,072	\$13,957,393	\$15,596,132	\$1,638,739	

Prelim Budget

DOYLESTOWN TOWNSHIP
FULL YEAR EXPENSE SUMMARY

Expense	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 (Higher/Lower)	2020-2021 Comments
POLICE							
Wages	\$2,260,572	\$2,265,726	\$2,489,263	\$2,440,412	\$2,517,497	(\$77,085)	Full staffing (21)
Operations	\$188,264	\$213,772	\$229,032	\$190,829	\$243,612	(\$52,783)	Flout 2 cars (\$22K), Normal Training & Gas
Police Subtotal:	\$2,448,836	\$2,479,498	\$2,718,295	\$2,631,240	\$2,761,109	(\$129,868)	
ADMINISTRATION							
Wages	\$730,777	\$769,624	\$838,458	\$816,338	\$828,943	(\$12,605)	replaced departed PT receptionist
Operations	\$1,136,446	\$1,123,507	\$1,073,153	\$1,000,551	\$1,045,845	(\$45,294)	Recyc. Consultant payment moved to 2021
Administration Subtotal:	\$1,867,224	\$1,893,131	\$1,911,611	\$1,816,889	\$1,874,788	(\$57,899)	
PUBLIC WORKS							
Wages	\$524,471	\$511,659	\$576,347	\$521,780	\$568,455	(\$46,675)	replace departed Roads worker
Operations	\$462,096	\$505,840	\$522,589	\$545,150	\$474,750	\$70,400	reduced Traffic repairs
Roads Subtotal:	\$986,567	\$1,017,500	\$1,098,936	\$1,066,930	\$1,043,205	\$23,725	
PARKS - RECREATION PGMS							
Wages	\$130,219	\$141,855	\$140,247	\$145,497	\$144,492	\$1,005	
Operations	\$164,641	\$174,415	\$208,150	\$139,659	\$225,750	(\$86,091)	return to normal Programs
Parks - Recreation Subtotal:	\$294,860	\$316,270	\$348,397	\$285,156	\$370,242	(\$85,086)	
PARKS - MAINTENANCE							
Wages	\$214,537	\$208,133	\$201,298	\$196,190	\$241,908	(\$45,718)	added parks worker
Operations	\$301,737	\$312,769	\$320,292	\$322,470	\$296,385	\$26,085	reduced General Parks maint spending
Parks - Maintenance Subtotal:	\$516,274	\$520,902	\$521,590	\$518,660	\$538,293	(\$19,633)	
WATER							
Wages	\$649,802	\$650,018	\$683,158	\$680,247	\$694,861	(\$14,614)	full staffing for full year
Operations	\$0	\$0	\$0	\$0	\$0	\$0	
Water Subtotal:	\$649,802	\$650,018	\$683,158	\$680,247	\$694,861	(\$14,614)	
CODE							
Wages	\$180,835	\$214,227	\$207,481	\$216,888	\$211,534	\$5,354	overtime reduction
Operations	\$145,553	\$158,857	\$166,000	\$149,665	\$164,850	(\$15,185)	incr inspection activity, training, printing
Code Subtotal:	\$326,389	\$373,083	\$373,481	\$366,553	\$376,384	(\$9,831)	
ALL DEPARTMENTS							
Wages:	\$4,691,213	\$4,761,240	\$5,136,251	\$5,017,351	\$5,207,690	(\$190,339)	
Fringe Benefits:	\$3,056,429	\$3,096,223	\$3,135,175	\$3,103,571	\$3,235,277	(\$131,706)	incr medical @ 5%/pension MMOS @ PAC rec
Operations:	\$2,398,738	\$2,489,160	\$2,519,216	\$2,346,324	\$2,451,192	(\$102,866)	
DEPARTMENTAL OPNS SUBTOTAL:	\$10,146,379	\$10,346,623	\$10,790,642	\$10,469,247	\$10,894,159	(\$424,913)	
Debt Service	\$399,580	\$603,580	\$604,430	\$578,211	\$686,474	(\$105,263)	Debt service for \$3.1m loan, year1
Fire Relief	\$138,963	\$155,284	\$155,284	\$155,284	\$0	\$0	
Fire Companies	\$346,317	\$343,648	\$340,000	\$340,000	\$340,000	\$0	
Operating Leases	\$208,170	\$213,105	\$149,733	\$129,733	\$183,966	(\$54,233)	new leased vehicles
Ambulance Corp	\$104,078	\$99,365	\$96,500	\$96,500	\$96,500	\$0	
OPERATIONS EXPENSE SUBTOTAL:	\$11,343,487	\$11,761,606	\$12,136,589	\$11,768,974	\$12,356,383	(\$587,409)	
CAPITAL EXPENSE:	\$1,360,218	\$2,093,533	\$3,288,373	\$2,426,523	\$5,765,013	(\$3,338,490)	See Capital Sheet
CAPITAL PROJECT EXPENSE:	\$3,418,252	\$5,032,196	\$175,000	\$234,714	\$273,375	(\$38,661)	
PEBBLE RIDGE PROJECT	\$369,383	\$2,246,198	\$0	\$1,021,075	\$0	\$1,021,075	
Capital Lease Expense	\$181,183	\$199,126	\$60,000	\$0	\$344,000	(\$344,000)	2021: Lease vehicles - offset in Revenue
GRAND TOTAL:	\$16,672,524	\$21,332,658	\$15,659,962	\$15,451,286	\$18,738,772	(\$3,287,485)	

Prelim Budget

DOYLESTOWN TOWNSHIP
POLICE - FULL YEAR OPERATIONS EXPENSE

Expense	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 (Higher)/Lower	2020 - 2021 Comments
Wages - Uniformed	\$2,161,719	\$2,164,350	\$2,375,170	\$2,335,550	\$2,400,221	(\$64,671)	Full staffing (21) and 3.25% increase
Wages - Non-uniformed	\$98,853	\$101,376	\$114,093	\$104,862	\$117,276	(\$12,414)	conservative est. for Fire Police
Supplies	\$26,285	\$36,152	\$42,867	\$37,550	\$38,360	(\$810)	
Uniforms	\$17,558	\$21,988	\$23,341	\$12,000	\$20,362	(\$8,362)	at 3 yr average
Telephone	\$14,855	\$13,999	\$16,500	\$16,500	\$16,500	\$0	
Gasoline	\$42,642	\$38,380	\$40,196	\$30,000	\$40,000	(\$10,000)	normal driving levels
Printing	\$470	\$473	\$500	\$500	\$500	\$0	
Repair Equip	\$38,063	\$36,789	\$42,898	\$42,898	\$43,000	(\$102)	
Repair vehicles	\$29,270	\$44,105	\$37,100	\$37,100	\$59,100	(\$22,000)	Normal level + flout for 2 new cars
Training	\$17,473	\$20,228	\$23,850	\$12,500	\$24,000	(\$11,500)	return to normal levels
Other	\$1,646	\$1,678	\$1,781	\$1,781	\$1,790	(\$9)	
Total	\$2,448,836	\$2,479,498	\$2,718,295	\$2,631,240	\$2,761,109	(\$129,868)	

Prelim Budget

DOYLESTOWN TOWNSHIP
ADMIN - FULL YEAR OPERATIONS EXPENSE

Expense	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 (Higher)/Lower	2020 - 2021 Comments
Wages	\$730,777	\$769,624	\$838,458	\$816,338	\$828,943	(\$12,605)	replace departed PT receptionist
Office Supplies	\$15,565	\$16,424	\$15,500	\$11,500	\$12,500	(\$1,000)	
Building Supplies	\$26,488	\$38,926	\$29,000	\$35,850	\$31,000	\$4,850	reduced Covid spending
Uniforms	\$1,862	\$1,840	\$3,300	\$2,000	\$3,000	(\$1,000)	
Telephone	\$49,107	\$61,532	\$58,300	\$51,086	\$56,700	(\$5,614)	new phone contract
Electricity	\$48,719	\$60,021	\$73,000	\$73,000	\$80,300	(\$7,300)	fcst 10% increase
Gasoline	\$311	\$280	\$293	\$200	\$200	(\$0)	
Diesel	\$0	\$0	\$0	\$0	\$0	\$0	
Engineering	\$222,006	\$228,179	\$215,000	\$195,000	\$150,000	\$45,000	Moving project engr to Capex
Repairs Equip	\$97,014	\$113,615	\$129,000	\$145,720	\$151,000	(\$5,280)	adds annual SW license fees
Repairs Vehicles	\$271	\$154	\$300	\$143	\$150	(\$7)	
Advertising	\$8,640	\$10,685	\$10,000	\$10,000	\$10,000	\$0	
Postage	\$14,006	\$10,185	\$14,500	\$13,667	\$13,500	\$167	
Printing	\$13,925	\$12,975	\$13,500	\$13,500	\$13,500	\$0	
Insurance	\$262,688	\$238,083	\$230,171	\$222,243	\$242,000	(\$19,757)	Prelim estimate
Dues & Subscriptions	\$21,043	\$11,095	\$7,500	\$9,800	\$11,000	(\$1,200)	
Travel	\$1,276	\$1,487	\$1,500	\$1,112	\$1,300	(\$188)	
Legal	\$44,386	\$58,422	\$65,200	\$47,195	\$52,000	(\$4,805)	
Audit Fees	\$18,684	\$26,138	\$23,500	\$18,596	\$19,500	(\$904)	
Tax Collector	\$3,314	\$3,336	\$3,900	\$3,400	\$3,400	\$0	
EIT	\$55,887	\$53,495	\$59,200	\$54,800	\$53,500	\$1,300	corresponds to reduced revenue
LST	\$10,673	\$10,532	\$11,034	\$10,500	\$10,300	\$200	corresponds to reduced revenue
Training	\$13,561	\$12,424	\$16,000	\$5,887	\$13,500	(\$7,613)	2020 light - Covid restrictions
Rental Facilities	\$79,470	\$80,049	\$0	\$0	\$0	\$0	
Grants/Contributions	\$2,521	\$2,521	\$2,750	\$0	\$2,500	(\$2,500)	
Other	\$125,027	\$71,112	\$90,705	\$75,352	\$114,995	(\$39,643)	Recyc. Consultant renewal expected in 2021
Total	\$1,867,224	\$1,893,131	\$1,911,611	\$1,816,889	\$1,874,788	(\$57,899)	

Admin Expenses

Prelim Budget

DOYLESTOWN TOWNSHIP

PUBLIC WORKS - FULL YEAR OPERATIONS EXPENSE

Expense	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 (Higher)/Lower	2020 - 2021 Comments
Wages	\$524,471	\$511,659	\$576,347	\$521,780	\$568,455	(\$46,675)	replace departed Roads worker
Road Supplies	\$96,122	\$98,943	\$106,500	\$87,500	\$82,500	\$5,000	
Stormwater	\$67,787	\$80,572	\$73,550	\$69,200	\$104,950	(\$35,750)	complete sampling every 3 years
Septage Expense	\$5,044	\$666	\$2,400	\$0	\$600	(\$600)	
Gasoline	\$6,923	\$6,231	\$6,526	\$4,442	\$19,500	(\$15,058)	consolidating accounts at normal levels
Diesel	\$13,425	\$14,095	\$15,800	\$7,972	\$0	\$7,972	
Electricity	\$41,186	\$36,180	\$36,763	\$37,690	\$37,700	(\$10)	
Uniforms	\$12,783	\$8,861	\$10,000	\$10,000	\$10,000	\$0	
Repairs Equip	\$12,658	\$8,547	\$12,850	\$7,650	\$8,100	(\$450)	
Traffic Repairs	\$103,611	\$173,883	\$143,000	\$228,896	\$114,500	\$114,396	2020: tornado cleanup 21: less PRWR drainage
Contracted Services	\$101,999	\$76,981	\$112,700	\$89,800	\$94,400	(\$4,600)	
Training	\$190	\$880	\$1,000	\$500	\$500	\$0	
Right-of-Way Purchases	\$0	\$0	\$0	\$0	\$0	\$0	
Other	\$368	\$0	\$1,500	\$1,500	\$2,000	(\$500)	
Total	\$986,567	\$1,017,500	\$1,098,936	\$1,066,930	\$1,043,205	\$23,725	

Prelim Budget

DOYLESTOWN TOWNSHIP
 PARKS REC & MAINT - FULL YEAR OPERATIONS EXPENSE

Expense	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 (Higher)/Lower	2020 - 2021 Comments
SERVICES & MANAGEMENT							
Wages	\$130,219	\$141,855	\$140,247	\$145,497	\$144,492	\$1,005	
Dog Park Operations	\$0	\$0	\$0	\$0	\$0	\$0	
Golf Outing	\$15,427	\$15,524	\$16,000	\$14,200	\$19,000	(\$4,800)	
Summer Concerts	\$40,768	\$32,357	\$36,500	\$6,025	\$60,000	(\$53,975)	increase nbr & rank of performers
Programs	\$55,539	\$72,195	\$50,000	\$18,417	\$45,000	(\$26,583)	back to normal levels
Supplies	\$5,153	\$4,509	\$7,000	\$7,000	\$6,600	\$400	
Uniforms	\$279	\$488	\$500	\$500	\$500	\$0	
Repairs Equip	\$8,692	\$6,757	\$10,000	\$10,000	\$10,000	\$0	
Advertising	\$127	\$0	\$0	\$0	\$0	\$0	
Postage	\$5,203	\$5,324	\$6,000	\$4,500	\$6,000	(\$1,500)	
Printing	\$14,025	\$16,491	\$19,000	\$19,000	\$19,000	\$0	
Dues & Subscriptions	\$1,397	\$2,392	\$2,600	\$2,600	\$2,600	\$0	
Training	\$3,517	\$5,050	\$5,000	\$3,135	\$5,000	(\$1,865)	
Rental Facilities	\$0	\$0	\$47,550	\$47,550	\$47,550	\$0	
Other	\$14,514	\$13,329	\$8,000	\$6,732	\$4,500	\$2,232	
Subtotal: Services & Mgmt	\$294,860	\$316,270	\$348,397	\$285,156	\$370,242	(\$85,086)	
MAINTENANCE							
Wages	\$214,537	\$208,133	\$201,298	\$196,190	\$241,908	(\$45,718)	added parks worker
Kids Castle	\$906	\$1,821	\$1,000	\$222	\$1,000	(\$778)	
CSMF	\$0	\$0	\$0	\$0	\$0	\$0	
Supplies	\$12,838	\$5,390	\$10,500	\$10,500	\$9,500	\$1,000	
Gasoline	\$7,109	\$6,469	\$7,807	\$7,000	\$9,000	(\$2,000)	
Diesel	\$2,125	\$2,146	\$2,340	\$1,400	\$0	\$1,400	
Telephone	\$4,758	\$3,437	\$3,145	\$3,868	\$4,000	(\$132)	
Electricity	\$13,948	\$11,673	\$13,500	\$10,132	\$9,135	\$997	
Uniforms	\$3,881	\$3,663	\$4,000	\$4,000	\$4,000	\$0	
Parks Maintenance	\$105,268	\$100,297	\$270,000	\$270,000	\$250,000	\$20,000	reduced general spending
Contracted Services	\$143,192	\$169,036	\$0	\$0	\$0	\$0	
Dog Park Operations	\$6,548	\$7,874	\$6,500	\$14,250	\$8,250	\$6,000	
Training	\$1,165	\$963	\$1,500	\$1,098	\$1,500	(\$402)	
Other	\$0	\$0	\$0	\$0	\$0	\$0	
Subtotal: Maintenance	\$516,274	\$520,902	\$521,590	\$518,660	\$538,293	(\$19,633)	
Total	\$811,133	\$837,171	\$869,987	\$803,816	\$908,535	(\$104,719)	

Parks Expenses

Prelim Budget

DOYLESTOWN TOWNSHIP
CODE - FULL YEAR OPERATIONS EXPENSE

Expense	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 (Higher)/Lower	2020 - 2021 Comments
Wages	\$180,835	\$214,227	\$207,481	\$216,888	\$211,534	\$5,354	overtime reduction
Supplies	\$7,024	\$11,071	\$14,000	\$12,849	\$13,500	(\$651)	
Uniforms	\$2,321	\$2,315	\$2,500	\$2,500	\$2,500	\$0	
Vehicle Expense	\$2,224	\$743	\$2,500	\$1,399	\$2,500	(\$1,101)	
Gasoline	\$1,940	\$1,746	\$2,000	\$1,400	\$2,000	(\$600)	
Telephone	\$4,724	\$3,758	\$2,400	\$1,619	\$2,400	(\$781)	fest at historical levels
Printing	\$7,408	\$8,944	\$6,000	\$2,500	\$6,000	(\$3,500)	
Repairs Equip	\$3,963	\$2,761	\$4,000	\$2,600	\$2,600	\$0	
Legal	\$23,567	\$29,564	\$25,000	\$26,000	\$25,750	\$250	
Training	\$3,941	\$5,320	\$6,600	\$3,799	\$6,600	(\$2,801)	Fire Marshall training
Consultant	\$64,260	\$61,552	\$50,000	\$50,000	\$50,000	\$0	
Inspection Services	\$24,180	\$31,081	\$51,000	\$45,000	\$51,000	(\$6,000)	increased contract activity
Other	\$0	\$0	\$0	\$0	\$0	\$0	
Total	\$326,389	\$373,083	\$373,481	\$366,553	\$376,384	(\$9,831)	

Prelim Budget

DOYLESTOWN TOWNSHIP

FRINGES - FULL YEAR OPERATIONS EXPENSE - data as of 12/31/2019

Expense	Actual 2018	Actual 2019	Budget 2020	Forecast 2020	Prelim Estimate 2021	2021 (Higher)/Lower	2020 - 2021 Comments
Non-Uniform Pension - DB	\$576,994	\$583,318	\$514,887	\$514,887	\$531,295	(\$16,408)	at PAC recomm. Level
Non-Uniform Pension - DC	\$37,051	\$39,126	\$46,500	\$46,500	\$47,500	(\$1,000)	
Uniformed Pension - Police	\$637,435	\$650,368	\$704,042	\$704,042	\$736,956	(\$32,914)	at PAC recomm. Level
Delta Dental	\$90,508	\$93,402	\$94,344	\$94,344	\$95,287	(\$943)	
Vision Care	\$4,224	\$5,454	\$5,300	\$3,899	\$5,000	(\$1,101)	
Life Ins	\$35,887	\$35,877	\$37,367	\$37,367	\$38,114	(\$747)	
Medical Ins:	\$1,028,990	\$1,046,271	\$1,077,000	\$1,050,395	\$1,110,850	(\$60,455)	fcst @ 5% increase
FICA 7.65%	\$354,023	\$363,932	\$360,804	\$371,676	\$375,392	(\$3,717)	
Unemp Comp 2.0%	\$12,110	\$12,060	\$12,349	\$12,324	\$12,300	\$24	
Post Employment Health	\$57,404	\$58,104	\$59,995	\$58,970	\$59,995	(\$1,025)	
Ins Prem Def Comp NW	\$20	\$20	\$20	\$20	\$20	\$0	
Ins Prem Def Comp Valic	\$5,472	\$5,709	\$5,700	\$5,700	\$5,700	\$0	
Ins Prem Def Comp Morgan St	\$0	\$0	\$0	\$0	\$0	\$0	
Ins Prem Def Comp Bernie Wealth	\$6,623	\$6,343	\$7,000	\$7,000	\$7,000	\$0	
Workman's Comp	\$182,676	\$172,668	\$180,568	\$168,264	\$180,568	(\$12,304)	2020 lighter than usual; 2021 - back t
Physical Fitness - Police	\$2,412	\$1,560	\$2,400	\$2,400	\$2,400	\$0	
Tuition Reimb - Police	\$0	\$0	\$3,000	\$3,000	\$3,000	\$0	
Uniform Dry Cleaning - Police	\$17,281	\$16,363	\$17,500	\$17,500	\$17,500	\$0	
Recruiting - Police	\$1,997	\$2,904	\$1,500	\$1,500	\$1,500	\$0	
Medical/Physical Exams - Police	\$3,460	\$700	\$3,000	\$3,000	\$3,000	\$0	
Physical Fitness	\$1,038	\$1,038	\$1,000	\$549	\$1,000	(\$451)	
Fitness Benefit	\$824	\$1,007	\$900	\$235	\$900	(\$665)	
Total	\$3,056,429	\$3,096,223	\$3,135,175	\$3,103,571	\$3,235,277	(\$131,706)	

CAPITAL/MAJOR SPENDING PROGRAMS

Pgm Nbr	Staff Recommended Priority	Program Name	Project Information			Funding			Current Year: 2020			2021	
			Comments/Rationale	Start Date	End Date	External Funding	Township Portion	Fund	Total	Budget	(Higher/Lower than Budget)	Comments	Amount
Pub Works - Roads													
20-14	Maintenance	Pebble Ridge Development Paving and Curbing	Road restoration after completion of Pebble Ridge Wood Ridge sewer system	late 2019	end 2022	Road Tax S/F	100.0%	53	\$1,020,986.5	\$419,883.0	(\$601,103.5)	Underway	\$1,750,000.0
21-03	Maintenance	Annual Regular Road Maintenance	Annual Road Maintenance Program, (milling & paving)	Normally April through October each year	Annual program	RoadTax	100.0%	35	\$387,328.8	\$800,000.0	\$412,671.2	Underway	\$600,000.0
19-08	Mandated	Chapman Rd Bridge Replacement	Replace deteriorated bridge	2025		S/F	100.0%	35	\$0.0	\$0.0	\$0.0	New Program	\$200,000.0
19-11	Maintenance	Bridges & Stream Crossing repairs	Routine maintenance and/or repairs (bridges, culverts, and pipes) as identified in the annual Structures Maintenance report.	annual			100.0%	31	\$0.0	\$300,000.0	\$300,000.0	TurkRd	\$0.0
19-09	Mandated	Green L Go - 313 Corridor	Upgrade the traffic signal equipment and operation of five existing traffic signals along the route 313 Swamp Rd corridor. Shared with 3 other municipalities (Doylestown Boro., Plumstead Twp & Buckingham Twp.	3 year project		GLG	10.9%	31	\$0.0	\$58,000.0	\$58,000.0	Initial Grant not awarded	\$0.0
19-10	Mandated	Swamp-Easton Rd Traffic Signal Upgrade	Upgrades to the aging traffic signal infrastructure at the intersection of Swamp Road (SR 0025) and Easton Road (SR 1001) will improve safety and enhance mobility by improving the intersection's operation, reliability and functionality.	Q1 2021	10/2022	ARLE	0.0%	31	\$0.0	\$203,000.0	\$203,000.0	Grant awarded, received PennDOT agreement approval	\$203,000.0
19-12	Mandated	Rectangular Rapid Flashing Beacon - Turk & Easton	To improve pedestrian safety at two existing crosswalk locations that experience higher than average vehicular speeds and traffic volumes as compared to other uncontrolled crossings in the Township.	11/2018	year end 2020	ARLE	0.0%	31	\$161,000.0	\$161,000.0	\$0.0	Will finish in 2020	
20-16	Beneficial	Traffic Calming Programs	For traffic calming measures on eligible streets in accordance with the township's traffic calming study and approval process. This Program has been recommended by the Township Traffic Advisory Committee.	2020 Start for Policy based - Pilot/holder program starting the year in later half to implement results of those studies.	Annual program		100.0%	31	\$0.0	\$50,000.0	\$50,000.0	Will start in 2021	\$50,000.0
20-15	Beneficial	Turk Road Crosswalk at Pebble Ridge Road	Improve the ability of the residents to access Turk Park, crossing Turk Road at Pebble Ridge Drive	2020 Q3	year end 2020		100.0%	31	\$0.0	\$32,500.0	\$32,500.0	Will finish in 2020	
18-01	Maintenance	Bridge Pt Park wall repair & repointing	Repointing of the abutment wall as identified in the annual Structures Maintenance report	Q2 2019	year end 2020		100.0%	31	\$0.0	\$15,000.0	\$15,000.0	Will finish in 2020	
21-07	Maintenance	Large Dump Truck	Replace 30 year old dump truck and spreader	Order Q1, 2021	Q4 2021			31	\$0.0	\$0.0	\$0.0	New Program	\$160,000.0
21-09	Beneficial	Emergency Management Communications Equipment	Purchase portable radios and a repeater to facilitate emergency and daily crew communications for all public works departments	1/1/2021	2021			31	\$0.0	\$0.0	\$0.0	New Program	\$40,000.0
Pub Works - Stormwater													
19-02	Mandated	MS4 Programs	Execute the Township's mandated Pollution Reduction Plan.	DEP Permit approved 11/2019	Five year project - to be completed by 11/2024		100.0%	31	\$15,000.0	\$168,000.0	\$153,000.0	DEP Permit approved 11/2019	\$100,000.0
Pub Works - Stormwater Subtotals:									\$1,743,315.3	\$2,039,883.0	\$296,067.7		\$3,698,000.0
Pub Works - Stormwater Subtotals:									\$15,000.0	\$1,68,000.0	\$1,53,000.0		\$100,000.0

CAPITAL/MAJOR SPENDING PROGRAMS

Pgm Nbr	Staff Recommended Priority	Program Name	Comments/Rationale	Start Date	End Date	Funding		Total	Current Year: 2020		Comments	Amount	
						External Funding	Township Portion		Budget	(Higher)/Lower than Budget			
Pub Works - Parks													
18-15	Mandated	Shady Retreat to Doyle Elementary School trail	Design and build a bike and hike trail along Burpee Road, Shady Retreat Road and Umeikin Rd.	Q2 2018	year end 2021		18.9%	\$91,500.0	\$91,500.0	\$0.0	Proceeding per multi-yr plan	\$94,000.0	
18-04	Mandated	Pre Fab storage/Building	Provide a storage facility in which all Parks related Public Works equipment and supplies will be stored.	2021	2021		100.0%	\$0.0	\$300,000.0	\$300,000.0		\$300,000.0	
21-04	Beneficial	PreFab Central Park Restroom Building	Ongoing community request, 1.5 yrs on Central Park Master Plan	1/4/2021	4/30/2021 - Coord w/Kids Castle Opening			\$0.0	\$0.0	\$0.0		\$350,000.0	
20-13	Maintenance	Court Resurfacing & Lighting	Resurfacing of the existing courts, fixing of the longitudinal cracking on the court surfaces, new paving overlay on existing surface, surface top coat color and white lines, new fencing, new light pole, energy efficient lighting and controls.				100.0%	\$0.0	\$0.0	\$0.0		\$0.0	
21-13	Mandated	Kids Castle for All Abilities 2021	This project continues the upgrade needed to make the playground at Kids Castle inclusive, ADA compliant, accessible & usable by children of all abilities including those with special needs. Welcoming everyone onto our playground ensures that feeling of belonging which is fundamental to our sense of happiness and well-being.	2020/2021	2021			\$0.0	\$0.0	\$0.0		\$192,741.3	
20-02	Maintenance	Bike Hike Trail Maintenance	Annual funding is requested for trail maintenance. Funds will be used for contracted services (paving contractor) to mill and pave, repair sub-surface drainage, repair sub-base paving and widen (if necessary) the Township owned bike and hike trails. Repairs will occur between the months of April through October. With approximately 30 miles of township owned and maintained bike and hike trails, the older trails are in need of repairing due to aging surface conditions. Over time trails have settled, or the surface condition has been impacted by poor drainage or tree root damage. Also, older trails do not meet current Twp design standards. Projects will be identified and executed on a year by year basis.		Annual program		100.0%	\$50,000.0	\$50,000.0	\$0.0		\$50,000.0	
18-03	Maintenance	Park Lighting - upgrade to LED-pole conversion	Replace/upgrade park lighting to LED and replace deteriorating poles.	Q3 2019	year end 2020		100.0%	\$0.0	\$235,000.0	\$235,000.0	Will finish in 2020		
20-05	Maintenance	Pedestrian Trail Bridge Maintenance (Kid's Castle)	Maintenance repairs to the pedestrian trail bridge in Central Park near Kids Castle.	Inspection Q1	year end 2020		100.0%	\$0.0	\$73,500.0	\$73,500.0	Deferred to 2021	Insp approved by BOS	
20-03	Maintenance	Doylestown Lea Trail - Drainage Pipe Maintenance	Replacement of an existing galvanized drainage pipe that passes under the Doylestown Lea bike and hike trail.		year end 2021		100.0%	\$0.0	\$63,500.0	\$63,500.0	Deferred to 2021	Quote obtained	
21-12	Maintenance	Kids Castle Structural Inspection	Given the age of Kids Castle proper, it is recommended that regular structural inspections be undertaken to ensure the safety of the structure.	2021				\$0.0	\$0.0	\$0.0		New Program	
20-08	Maintenance	Turk Park I & II - Parking Lot SealCoat	Maintenance of the existing parking lot and replacement of deteriorating telephone pole barricades	Q2	year end 2021		100.0%	\$0.0	\$20,000.0	\$20,000.0	Deferred to 2021		
20-07	Maintenance	Turk Park I & II - Parking Lot Fencing	Maintenance of the existing parking lot and replacement of deteriorating telephone pole barricades	Q2	year end 2021		100.0%	\$0.0	\$20,000.0	\$20,000.0	Deferred to 2021		
P	Maintenance	Central Park-Loop Rd/Parking Lot resurfacing	Central Park resurfacing	2023			100.0%	\$0.0	\$0.0	\$0.0		\$0.0	
21-05	Mandated	Parks Pickup Truck	Replace deteriorated 2007 vehicle		Q3 2021		100.0%	\$0.0	\$0.0	\$0.0		\$62,000.0	
20-04	Maintenance	Bridge Point Park - Structure roof Replacement	Replacement of existing cedar shake roof at Bridge Point Park	2021	year end 2021		100.0%	\$0.0	\$50,000.0	\$50,000.0		\$30,000.0	
20-09	Mandated	202 Trail Study (Central Park to Route 313)	Feasibility study for a trail along SR 202 between Central Park and Route 313		year end 2020		In-kind contribution - \$2.5K	\$23,228.2	\$30,000.0	\$6,771.8		\$6,772.0	
18-06	Continuation	Turk II Backstop replacement-Fields 5 & 6	Replace current backstops	Q2 2019	Q2		100.0%	\$13,376.0	\$15,000.0	\$1,624.0	Completed		
19-16	Mandated	Turk II Playground Poured-in-place	Replace play surface	Q4 2020	Q4 2020		100.0%	\$81,000.0	\$50,000.0	(\$31,000.0)	Will finish in 2020		
20-01	Maintenance	Parks Multi-use Vehicle	For mowing & blowing of parks and trails. Used on daily basis.		Q2		100.0%	\$60,000.0	\$0.0	(\$60,000.0)	Completed		
								Pub Works - Parks Subtotals:	\$555,104.2	\$978,500.0	\$423,395.8		\$2,119,013.3

CAPITAL/MAJOR SPENDING PROGRAMS

Pgm Nbr	Staff Recommended Priority	Program Name	Project Information				Funding			Current Year: 2020			2021		
			Comments/Rationale	Start Date	End Date	External Funding	Township Portion	Fund	Total	Budget	(Higher/Lower than Budget)	Comments	Amount		
Parks - Services & Mgmt															
	Continuation	Parks Comprehensive Plan				Grant	50.0%	05	\$2,500.0	\$2,500.0	\$0.0		Closed documentation underway		
Finance - Services & Mgmt Subtotals:									\$2,500.0	\$2,500.0	\$0.0			\$0.0	
20-11	Beneficial	Upgrade Township Financial Reporting System	Explore various software vendors and packages for long term forecasting, capital project costing, time and attendance correlation, accounting			Shared w/DTMA	50% - Typ portion shown	31	\$0.0	\$0.0	\$0.0				\$40,000.0
20-10	Mandated	Upgrade Township PCs to Windows 10 & Office 2019	Microsoft has announced that Support for Windows 7 (and earlier) computer operating systems will end on 1/14/2020, and that Support for Office 2013 software will end on 10/13/2020. On those designated dates, Microsoft will no longer provide technical support, bug fixes for issues, or security fixes for discovered vulnerabilities. The Township currently has 68 computers in operation, all with Windows 7 earlier operating systems, and all utilizing Office 2010 or earlier software. And although none of these computers will stop operating on the stated dates, they will over time become more vulnerable from a security point-of-view, and will fall behind in Office operating features. The purpose of this Capital program is to fund a planned and smart upgrade of the Township's computer inventory over time to avoid these problems.	Q2 2020	year end 2021		100.0%	31	\$88,103.8	\$77,490.0	(\$10,613.8)		Completed		
Police Subtotals:									\$88,103.8	\$77,490.0	(\$10,613.8)			\$40,000.0	
21-06	Mandated	Police Car(s)	Replace two units at end of service life (2013 & 2015)	0	Q2 2021			31	\$0.0	\$0.0	\$0.0			New Program	\$82,000.0
Admin Subtotals:									\$0.0	\$0.0	\$0.0			\$82,000.0	
21-10	Maintenance	IT Infrastructure - Computers	Replace Township computers on cyclical basis to ensure reliable operations/technology	2023 for Police - 2025 for Admin staff				31	\$0.0	\$0.0	\$0.0			New Program	\$0.0
21-11	Mandated	IT Infrastructure - Replace Servers	Replace current server complex before support expires in May 2021		By conclusion of current support - 5/1/2021 - 2021			31	\$0.0	\$0.0	\$0.0			New Program	\$30,000.0
21-08	Beneficial	Dedicated Vehicle for Building Maintenance	Provide a vehicle suitable for a variety of building maintenance tasks					31	\$0.0	\$0.0	\$0.0			New Program	\$40,000.0
Building Subtotals:									\$0.0	\$0.0	\$0.0			\$70,000.0	
21-01	Discretionary	Parks & Recreation Community Center Feasibility Study & Design Services Construction	The Township has been programming to replace the activity space lost with the renovation of the Township Complex. Township volunteer boards spent last year working towards the goal of the feasibility study and design of the building.	Contract Awarded to MKSD on 8/18/20	Mid 2021	Bond	100.0%	18	\$80,000.0	\$0.0	(\$80,000.0)				\$273,375.0
20-17	Mandated	Remediate Acoustics of Meeting Room	Remediate poor acoustical performance of new Meeting Room, to improve intelligibility of speech to both presenters and audience.	Q1	Q3		100.0%	31	\$25,000.0	\$25,000.0	\$0.0		Still hope to complete in 2020		\$0.0
17-01	Continuation	DTWP Building Project	Replace the Township Municipal headquarters building and reconfigure/resurface other existing buildings.			Bond	100.0%	18	\$174,713.6	\$175,000.0	\$286.4		Final Bills		\$0.0
Building Subtotals:									\$259,713.6	\$200,000.0	(\$59,713.6)			\$273,375.0	
Grand Totals:									\$2,663,756.9	\$3,465,873.0	(\$802,116.1)			\$6,382,888.3	
Capital Project (18) Total:									\$0.0	\$69,500.0	(\$69,500.0)			\$0.0	
Expense Projects (01 & 05) Total:									\$3,227,375.0	\$3,227,375.0	\$0.0			\$6,382,888.3	
All Other (05, 21, 23, 31, 35, 53) Total:									\$0.0	\$0.0	\$0.0			\$0.0	