

TOWN OF TOWNSEND FY24 BUDGET

	General Fund	Police 4 Phased	Police Grants	ARPA
Account Description	FY24 Proposed	FY24 Proposed	FY24 Proposed	FY24 Proposed
Total Administrative Revenues	967,850.00	32,400.00	-	-
Total Permits & Licenses Revenues	248,050.00			
Total Grant Revenues	377,000.00		19,600.00	753,100.00
Total Park & Recreation Revenues	6,100.00			
Transfer from Fund Balance		322,150.00		
01 General Fund Revenue Total	1,599,000.00	354,550.00	19,600.00	753,100.00
	General Fund	Police 4 Phased	Police Grants	ARPA
General Fund Expenditures:	FY24 Proposed	FY24 Proposed	FY24 Proposed	FY24 Proposed
Total Administrative Expenditures	589,900.00	88,600.00	11,400.00	-
Total Salary Expenditures	599,700.00	316,100.00	8,200.00	
Total Code & Planning Expenditures	169,000.00			
Total Public Works Expenditures	50,300.00			
Total Street Expenditures	82,600.00			
Total Community Events Expenditures	9,750.00			
Total Capital Expenditures	16,500.00	31,100.00	-	753,100.00
01 General Fund Expend Total	1,517,750.00	435,800.00	19,600.00	753,100.00
	81,250.00	(81,250.00)	-	-

TOWN OF TOWNSEND

FY24 GENERAL FUND BUDGET

Account ID	Account Description	FY24 Proposed	
General Fund Revenues:			
01-000-5000-000	Impact Fees: Fire House Impact Fees	11,250.00	Based on calculation of 15 houses
01-000-5070-000	Franchise Fees	22,000.00	Verizon and Atlantic Broadband - Cable television franchise
01-000-5110-000	Interest Income	20,000.00	Investment interest net of fees
01-000-5121-000	Miscellaneous Income	1,500.00	Property info requests
01-000-5150-000	Property Transfer Taxes	250,000.00	Transfer taxes received when houses sell
01-000-5160-000	Real Estate Property Tax	660,000.00	Current Rate .008
01-000-5200-010	Grass Cutting Fees	1,500.00	Fees for grass violations
01-000-5200-020	Rental Registration Fee	1,600.00	24 rentals
Total Administrative Revenues		967,850.00	
01-010-5100-010	Impact Fees: General Impact Fees	52,500.00	Based on calculation of 15 houses
01-010-5100-020	Impact Fees: Roadway Impact Fees	41,250.00	Based on calculation of 15 houses
01-010-5100-030	Impact Fees: Sidewalk Impact Fee	7,500.00	Based on calculation of 15 houses
01-010-5140-005	Permits and Fees: Certificate of Occupancy	5,000.00	
01-010-5140-010	Permits and Fees: Administrative Fees	9,500.00	
01-010-5140-015	Permits and Fees: Inspections Fees	750.00	
01-010-5140-020	Permits and Fees: Contractors Licenses	19,200.00	
01-010-5140-040	Permits and Fees: Business Licenses	20,000.00	
01-010-5140-045	Permits and Fees: Review Lines & Grades	8,250.00	Based on calculation of 15 houses
01-010-5190-005	Town Permits: Plumbing	2,000.00	
01-010-5190-010	Town Permits: Sheds Permit	1,050.00	Based on calculation of 7 sheds
01-010-5190-015	Town Permits: HVAC	2,200.00	
01-010-5190-020	Town Permits: Fence Permit	1,500.00	Based on calculation of 12 fences
01-010-5190-025	Town Permits: Driveways/Sidewalk permit	200.00	
01-010-5190-030	Town Permits: Deck Permit	800.00	
01-010-5190-035	Town Permits: Patio permit	600.00	
01-010-5190-045	Town Permits: Finished Basement	750.00	
01-010-5190-050	Town Permits: New Home Permit	60,000.00	Based on calculation of 15 houses
01-010-5190-070	Town Permits: Remodel Permit	2,000.00	
01-010-5190-080	Town Permits: Pools & Spas Permit	2,000.00	
01-010-5190-090	Town Permits: Misc. Permit	1,000.00	
01-010-5190-091	Town Permits: Solar	10,000.00	

Account ID	Account Description	FY24 Proposed
	Total Permits & Licenses Revenues	248,050.00
01-000-5090-030	Grants Revenue	317,400.00
01-040-5090-031	Municipal Street Aid Grant	59,600.00
	Total Grant Revenues	377,000.00
01-030-5300-000	Park rental	600.00
01-050-5050-010	Community Events: Donations	1,500.00
01-050-5050-015	Town Fair Donation	2,000.00
01-050-5600-022	Community Events: Town Fair	2,000.00
	Total Park & Recreation Revenues	6,100.00

01 General Fund Revenue Total	1,599,000.00
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	General Fund Expenditures:	FY24 Proposed
01-000-2130-000	Impact Fees: Fire House Impact Fees	11,250.00
01-000-6000-000	Advertising	300.00
	Advertising - Board of Adjustment	150.00
01-000-6010-000	Accounting Audit	25,000.00
01-000-6050-000	Computer Support	13,300.00
01-000-6050-005	Software Support	30,000.00
01-000-6070-000	DE League of Local Governmts	2,750.00
01-000-6080-000	Decorations	500.00
01-000-6110-000	Elections Expense	1,000.00
01-000-6120-020	Copier Maintenance Agreement	3,500.00
01-000-6160-000	Town Insurance (General Liab & Property)	25,000.00
01-000-6180-030	Maintenance:Town Hall Cleaning/Pest Ctrl	2,300.00
01-000-6190-000	Membership Fees	400.00
01-000-6190-020	General Town Hall Expenses	10,000.00
01-000-6220-010	Office Equipment	2,000.00
01-000-6220-040	Security System @ 141 Main Street	2,000.00
01-000-6230-000	Office Supplies	2,800.00
01-000-6240-000	Flowers & Gifts	1,000.00
01-000-6250-100	Code Red	2,600.00
01-000-6260-010	Postage & Delivery	3,700.00
	Postage & Delivery - BOA	300.00

Account ID	Account Description	FY24 Proposed	
01-000-6275-000	Town Merchandise/Uniforms	750.00	
01-000-6280-040	Board of Adjustment	5,500.00	
01-000-6290-020	IPA Services	1,000.00	
01-000-6280-020	Professional Fees: General Legal	100,000.00	
01-000-6280-030	Professional Fees: New Hire/Urgent Care	500.00	
01-000-6330-000	Subscription Fee	1,800.00	adobe \$1200, canva \$120; amazon \$180, zoom \$130
01-000-6370-000	Training Classes	2,500.00	
01-000-6380-000	Trash Collection Service - exp	226,400.00	based on 853 units
01-000-6390-000	Travel & Entertainment	1,000.00	
01-000-6390-010	Travel & Entertainment: Meals	500.00	
01-000-6400-020	Utilities - Town Hall: Internet	1,900.00	
01-000-6400-025	Utilities - Town Hall: Electric	2,500.00	
01-000-6400-030	Utilities - Town Hall: Heating Fuel	1,900.00	
01-000-6400-040	Utilities - Town Hall: Sewer fee	200.00	
01-000-6400-050	Utilities - Town Hall: Telephones	3,400.00	\$275/month
01-000-6400-053	Utilities - Town Hall: Cell Phones	2,500.00	no bill since nov \$913 thru dec
01-000-6400-060	Utilities - Town Hall: Water	900.00	
	Street Lights: Hidden Creek	5,000.00	
01-000-6600-010	Street Lights: 400 Main Street	300.00	
01-000-6600-020	Street Lights: Townsend Village I	20,000.00	
01-000-6600-030	Street Lights: TVII East (Karins Blvd)	42,000.00	
01-000-6600-040	Street Lights: TVII West (W Founds St)	3,000.00	
01-000-6600-050	Street Lights: Old Town	14,000.00	
01-000-6600-060	Street Lights:Townsend Stn (Brook Ramble)	12,500.00	
	Total Administrative Expenditures	589,900.00	
			Current staff - \$339,400; Code Off - \$46,800; Council - \$6,000; PT Admin - \$33,000; PW Summer Help - \$9,600; 2.33% increase for Current Staff at a \$7,000 cap plus an additional \$11k salary adjustment.
01-000-6560-010	Payroll: Salaries & Hourly	452,800.00	
01-000-6560-015	Payroll: FICA/Medicare - Company match	34,700.00	Employer FICA rate at 7.65% (Social Security/Medicare)
01-000-6560-020	Payroll: Group Health Insurance	73,400.00	increase 9.4% per State premium increase
01-000-6560-030	Payroll: Dental Insurance	3,900.00	
01-000-6560-040	Payroll: Simple IRA	10,900.00	2% Town contribution plus 1% one year annual contribution for FY24
01-000-6560-050	Payroll: Companion Life Insurance	7,000.00	
01-000-6560-060	Payroll: Workers Compensation Insurance	3,000.00	
01-000-6560-070	Payroll: Vision	1,000.00	
01-000-6560-090	Payroll: Salaries & Hourly - Christmas B	4,500.00	Rate of 1.25%
01-000-6560-600	Payroll: Unemployment Insurance Tax	5,500.00	Rate of 1.2%
01-000-6560-650	Payroll: Payroll/Check Processing	2,700.00	
01-000-6560-700	Payroll: Mileage Reimbursement	300.00	

Account ID	Account Description	FY24 Proposed	
	Total Salary Expenditures	599,700.00	
01-000-6280-010	Professional Fees: General Engineering	45,000.00	Rates increasing \$10 per hour
01-000-6280-011	Professional Fees: Studies	75,000.00	
01-010-6280-013	Professional Fees: Code Enf/Inspections	40,000.00	Rates increasing \$10 per hour
01-010-6280-017	Professional Fees: Lot Grading Reviews	8,000.00	Based on calculation of 15 houses
01-010-6280-070	Charter/Comp Plan Fees	1,000.00	
	Total Code & Planning Expenditures	169,000.00	
01-030-6180-020	Town Equipment Fuel	5,000.00	avg \$335 per month for 3 vehicles
01-030-6180-060	Park Maintenance Expense	34,500.00	Mulch/beautification/port a potty rental/etc
01-030-6180-061	Vehicle/Equipment Maintenance	4,200.00	\$3k vehicle exp; \$1,200 John Deere exp
			Tools/pack out boxes for each truck \$1,900, Misc supplies \$300, extension
01-030-6180-062	Public Works Equipment	3,900.00	cords/holders \$110, shop vac \$133, tool combo kits for each truck \$1,430
01-030-6180-063	Public Works Uniforms	1,200.00	
			\$500 weed killer, \$400 seeding/grubbing, \$400 mulch/topsoil, \$200 irrigation
01-030-6180-064	Town Landscaping & Beautification	1,500.00	winterization
	Total Public Works Expenditures	50,300.00	
01-040-6320-010	Street Repairs: Maintenance	59,600.00	MSA funding
01-040-6320-020	Street Repairs: Snow Removal	20,000.00	
01-040-6320-030	Street Repairs: Street Signs	3,000.00	
	Total Street Expenditures	82,600.00	
01-050-6080-020	Community Relations	600.00	
01-050-6080-021	Public Works	50.00	
01-050-6080-022	Public Safety	100.00	
01-050-6080-023	Veterans Committee	500.00	
01-050-6090-017	National Wildlife Foundation/Habitats	500.00	
01-050-6090-010	Community Events Expense	2,500.00	
01-050-6090-015	Community Events: Town Fair	5,000.00	
01-050-6090-016	Community Events: Christmas	500.00	
	Total Committee/Community Events Expenditures	9,750.00	
01-999-7005-030	Capital Expenses	16,500.00	PW - Generator - \$15k
	Total Capital Expenditures	16,500.00	
01 General Fund Expend Total		1,517,750.00	
		81,250.00	

TOWN OF TOWNSEND

FY24 POLICE BUDGET

4 FT Officers - Phased

Account ID	Account Description	FY24 Proposed	
Revenues:			
01-020-5000-001	Impact Fees: Public Safety	22,500.00	15 lots
01-020-5060-020	Fines - Police	6,000.00	avg per month \$564.50
01-020-5121-000	Miscellaneous Income	3,900.00	Reimb from State for BWCs
	Transfer from Fund Balance	322,150.00	
Total Police Revenues		354,550.00	
Expenditures:			
01-020-6080-020	Community Relations	1,000.00	\$1k plastic police hats/badges/stickers/koozies \$2k tires, \$1,300 oil change (4 for 4 veh), \$1k repairs, \$300
01-020-6190-010	Repairs & Maint - Vehicles	5,000.00	winterization, \$100 cleaning supplies
01-020-6190-020	Repairs & Maint - Equipment	1,650.00	\$1k repairs, \$500 gun parts/repairs, PBT calibration \$125
01-020-6190-030	General Maintenance Bldg Expenses	1,500.00	\$1k interior/exterior repairs & painting, \$500 plumbing repairs/parts
01-020-6220-050	Security System - 661 South St	2,350.00	\$550 annual sec system chg; \$1800 repairs sec syst/cameras
01-020-6220-051	Computer/Software Expense	1,500.00	Sourcepass
01-000-6250-020	DSP Extra Duty Patrol	4,000.00	10 patrols/year
01-020-6260-001	PD Cleaning	1,200.00	\$100 per month
01-020-6260-002	Pest Control	500.00	\$500 range supplies, \$500 patrol equipment, \$350 thermal paper, \$300
01-020-6260-003	PD Equipment	1,650.00	targets
01-020-6260-004	Office Equipment	2,150.00	\$145/mo for copier; \$400 network storage server
01-020-6260-009	Advertising	100.00	hiring announcements
01-020-6260-010	Postage & Delivery	300.00	\$240 in actual printing exp as of 02/2023
01-020-6260-011	Printing	200.00	\$65 towing stickers; \$120 bus cards (3)
01-020-6260-012	Miscellaneous Expense	300.00	\$200 parade snacks/outside agency officers/\$100 floral arrangements
01-020-6260-013	Prisoner Meals	100.00	requested \$20 - rounded up

Account ID	Account Description	FY24 Proposed	
01-020-6260-014	Training Classes	4,700.00	\$2,500 chiefs seminar/lodging, \$2k service weapons, \$200 taser
01-020-6260-015	Office Supplies	2,500.00	\$2k toner, \$300 office supplies, \$200 printer
01-020-6260-016	Cleaning Supplies	250.00	\$150 gun cleaning, \$100 cleaning supplies for office
01-020-6260-017	DUI Blood Draws	500.00	
01-020-6260-018	Memberships	300.00	\$150 IACP & \$250 DE police chiefs council
01-020-6260-019	Fuel	11,000.00	Originally \$30,000
01-020-6260-020	Insurance - (Gen Liability & Property)	7,100.00	Currently \$5500; 2 more vehicles another \$1500
			For 1 new officers - \$3k uniforms, \$1,650 vests, \$150 boots, \$1,500 gun belt holster cuffs case, \$2,754 tasers, \$130 flashlights, \$270 winter jackets, \$90 spring jackets, \$930 hand guns, \$973 patrol rifles
01-020-6275-000	Uniforms: PD	21,900.00	
01-020-6280-020	Professional Fees: Legal Services	5,000.00	\$1600 currently
01-020-6280-030	Professional Fees: New Hire/Occ Health	-	cardio kinetics - 3 officers
01-020-6400-053	Utilities - PD: Cell Phones	3,700.00	4 cell phones with hotspots
01-020-6400-061	Utilities - PD: Heating Fuel	2,800.00	
01-020-6400-062	Utilities - PD: Sewer	200.00	
01-020-6400-063	Utilities - PD: Water	250.00	
01-020-6400-064	Utilities - PD: Electric	1,900.00	
01-020-6400-065	Utilities - PD: Phone/Internet	3,000.00	
	Total Administrative Expenditures	88,600.00	
			includes 1 new officer 7/1/23 at \$52k and one officer 1/1/24 at \$52k (budgeted for \$26k for 6 mos salary) and 2.33% increase for current staff
01-020-6560-010	Payroll: Gross Pay	213,350.00	
01-020-6560-011	Payroll: Overtime	10,000.00	
01-020-6560-012	Payroll: Police Pension	23,900.00	12.74%
01-020-6560-015	Payroll: FICA	16,350.00	Employer FICA rate at 7.65%
01-020-6560-020	Payroll: Group Health Insurance	32,150.00	Includes benefits for 3 officers
01-020-6560-030	Payroll: Dental	1,850.00	Includes benefits for 3 officers
01-020-6560-050	Payroll: Companion Life Insurance	4,700.00	\$148.20 for 3 officers (12 and 9 months), \$91.45 for 1 officer
01-020-6560-060	Payroll: Workers Compensation Insurance	7,350.00	\$4200 for 2 officers
01-020-6560-070	Payroll: Vision	450.00	
01-020-6560-090	Payroll: Holiday Bonus/Luncheon	2,700.00	Rate at 1.25%
01-020-6560-600	Payroll: Unemployment Insurance Tax	2,600.00	Rate at 1.2%
01-020-6560-650	Payroll: PMA Processing Fee	700.00	
	Total Salary Expenditures	316,100.00	
01-020-7005-030	Capital Expense - PD	31,100.00	1 portable radio, BWC, vehicle \$16,000

Account ID	Account Description	FY24 Proposed
	Total Capital Expenditures	31,100.00 removed addition of \$142,100 and radar unit \$13k
	Total Police Expenditures	435,800.00
		(81,250.00)

TOWN OF TOWNSEND

FY24 POLICE GRANTS BUDGET

Account ID	Account Description	FY24 Proposed
Revenues:		
04-000-5090-030	Balance tranferred from prior year Police Grants Revenue	19,600.00 SALLE, EIDE, VC, CJC
04 Police Grants Fund Revenue Total		19,600.00
Expenditures:		
04-000-6560-011	Overtime	8,200.00
04-000-6700-000	Police Equipment	11,400.00
04 Police Grants Fund Expend Total		19,600.00

TOWN OF TOWNSEND

FY24 SPECIAL REVENUE FUND BUDGET

Account ID	Account Description	FY24 Proposed
Revenues:		
03-000-5090-030	Grants Revenue	753,100.00
03 Grants Revenue Fund Revenue Total		753,100.00
Expenditures:		
03-000-7005-030	Capital Expenses - Unassigned	293,600.00
03-000-7005-030	Capital Expenses - Pole Barn	200,000.00
03-000-7005-030	Capital Expenses - Land	110,000.00
03-000-7005-030	Capital Expenses - Pole Barn - Engineering	53,900.00
03-000-7005-030	Capital Expenses - Irrigation for Park	37,600.00
03-000-7005-030	Capital Expenses - 4 Mobile Vehicle Recording Systems	34,600.00
	Capital Expenses - 4 PD Vehicle Radios	23,400.00
03 Grants Revenue Fund Expend Total		753,100.00