



**Finance Committee Meeting  
February 14<sup>th</sup>, 2024 @ 11:00 am  
VIA Conference Call & Town Hall  
141 Main St, Townsend, DE 19734**

11:00 am Finance Committee Meeting

- I. Call to Order:
- II. Opening Ceremonies
  - a. Roll Call
  - b. Pledge of Allegiance
  - c. Recognition of Visitors
  - d. Announcements
- III. Adoption of Agenda
- IV. Discussion regarding the budget for Fiscal Year 2025
- V. Discussion regarding tax rates
- VI. Adjourn

Town Meetings will held both in person and in a virtual format.

Those wishing to attend virtually may dial **1(301)715-8592**. When directed, provide following meeting ID **827- 6421-7575#** and then the following password **361631#** to enter the meeting. If you choose to access the meeting online click the following link:

<https://us02web.zoom.us/j/82764217575?pwd=aHI4RDhTZ0xjME1HV0ZOcHRxSHZ3QT09>

Residents will be able to view documents posted to the meeting tab on the Town website at <https://townsend.delaware.gov> or by joining the meeting via computer.

# DRAFT

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget	
Impact Fees: Fire House Impact Fees	11,250.00	9,000.00	11,250.00	15 units last year \$19,396 an annual fee charged by a local government to a private cable television
Franchise Fees	22,000.00	8,693.84	20,000.00	company as compensation for using public property it owns as right-of-way for its cable lines. current budget \$240k tap, \$40 orpt, \$37,400 surface water; surface water left as of 12/31 \$17,900;
Grants Revenue	317,400.00	20,471.88	435,000.00	FY25 ORPT \$125k, bike council \$30k (Delaware bike council)
Interest Income	20,000.00	43,853.55	20,000.00	
Miscellaneous - Office Fees	-	36.70	-	
Miscellaneous Income	1,500.00	1,166.13	-	property info requests
Property Information Requests			2,000.00	New account for property information requests
Filing Fees	-	300.00		
Property Transfer Taxes	250,000.00	121,395.70	200,000.00	\$42k short if averages the same for last 5 months based on assessment value of \$83,316,900 at .008; Will look at it again as Hidden Creek assessments
Real Estate Property Tax	660,000.00	661,249.79	633,200.00	will be added. Deduct 5% for early payment discount
Grass Cutting Fees	1,500.00	455.00	1,500.00	
Violations, Fines & Penalties	-	1,100.00	1,000.00	
Rental Registration Fee	1,600.00	2,040.00	1,700.00	
Impact Fees: General Impact Fees	52,500.00	45,500.00	52,500.00	15 units
Impact Fees: Roadway Impact Fees	41,250.00	35,750.00	41,250.00	15 units
Impact Fees: Sidewalk Impact Fee	7,500.00	6,500.00	7,500.00	15 units
Permits and Fees: Certificate of Occupan	5,000.00	3,375.00	6,300.00	
Permits and Fees: Administrative Fees	9,500.00	6,749.99	12,000.00	
Permits and Fees: Plan Revision Fee	-	300.00	200.00	
Permits and Fees: Inspections Fees	750.00	845.00	400.00	
Permits and Fees: Contractors Licenses	19,200.00	17,812.50	19,200.00	
Permits and Fees: Business Licenses	20,000.00	6,353.82	20,000.00	
Permits and Fees: Review Lines & Grades	8,250.00	7,150.00	9,900.00	
Town Permits: Plumbing	2,000.00	3,675.00	3,500.00	
Town Permits: Sheds Permit	1,050.00	500.00	500.00	
Town Permits: HVAC	2,200.00	2,550.00	3,000.00	
Town Permits: Fence Permit	1,500.00	3,125.00	2,900.00	
Town Permits: Driveways/Sidewalk permit	200.00	-	100.00	
Town Permits: Deck Permit	800.00	350.05	800.00	
Town Permits: Patio permit	600.00	504.64	600.00	
Town Permits: Finished Basement	750.00	1,226.95	1,000.00	

Town Permits: New Home Permit	60,000.00	86,577.16	90,000.00	15 houses at \$6k
Town Permits: Grading Review	-	700.00		
Town Permits: Remodel Permit	2,000.00	528.97	1,000.00	
Town Permits: Pools & Spas Permit	2,000.00	1,100.00	2,000.00	
Town Permits: Misc. Permit	1,000.00	2,258.51	2,500.00	
Town Permits: Solar	10,000.00	3,198.05	5,000.00	
Park rental	600.00	775.00	1,000.00	
Municipal Street Aid Grant	59,600.00	59,162.21	59,200.00	
Community Events: Donations	1,500.00	1,750.00	1,800.00	
Town Fair Donation	2,000.00	1,062.50	5,000.00	
Community Events: Town Fair	2,000.00	365.00	2,000.00	
<b>01 General Fund Revenue Total</b>	<b>1,599,000.00</b>	<b>1,169,507.94</b>	<b>1,676,800.00</b>	
Impact Fees: Fire House Impact Fees	11,250.00	18,750.00	11,250.00	
Advertising	300.00	63.40	150.00	
Advertising - BOA	150.00	299.58	150.00	
Accounting Audit	25,000.00	27,600.00	30,000.00	
Computer Support	13,300.00	5,888.50	13,300.00	advantage plan w/duo, sonic wall, server warranty
Software Support	30,000.00	21,349.52	27,000.00	edmunds annual, microsoft lic, vulnerability scan
DE League of Local Governmts	2,750.00	1,575.00	2,800.00	
Decorations	500.00	139.92	1,000.00	
Elections Expense	1,000.00	-	1,000.00	
Copier Maintenance Agreement	3,500.00	1,975.76	3,500.00	
Town Insurance (General Liab & Property)	25,000.00	24,388.78	26,000.00	check prepaid account
Maintenance:Town Hall Cleaning/Pest Ctrl	2,300.00	1,050.00	2,400.00	town hall cleaning; pest control
Membership Fees	400.00	200.00	500.00	IIMC and MACC
General Town Hall Expenses	10,000.00	5,663.66	10,000.00	
Office Equipment: Miscellaneous	2,000.00	76.98	2,000.00	
Security System @ 141 Main Street	2,000.00	-	1,500.00	
Office Supplies	2,800.00	206.83	2,800.00	
Flowers & Gifts	1,000.00	67.99	1,000.00	
Code Red	2,600.00	2,537.50	2,800.00	\$3k less 7% discount
Postage & Delivery	3,700.00	2,453.06	4,300.00	as of 2/9 we have \$796 left on machine
Postage & Delivery - BOA	300.00	-	300.00	
Town Merchandise/Uniforms	750.00	-	700.00	
Professional Fees: General Engineering	45,000.00	30,722.50	60,000.00	
Professional Fees: Studies	75,000.00	43,358.75	95,000.00	Town portion of ORPT - looking for grants to cover
Professional Fees: General Legal	75,000.00	21,914.37	75,000.00	
Professional Fees: New Hire/Urgent Care	500.00	-	500.00	

Board of Adjustment	5,500.00	4,259.86	5,000.00	
IPA Services	1,000.00	50.00	1,000.00	
Subscription Fee	1,800.00	1,284.46	1,800.00	\$120 canva, \$1152 adobe, \$180 amazon
Training Classes	2,500.00	610.00	2,500.00	
Trash Collection Service	226,400.00	132,124.42	239,700.00	currently 858 units; add additional 15 units for FY25 @ \$22.88
Travel & Entertainment	1,000.00	-	1,000.00	
Travel & Entertainment: Meals	500.00	217.66	500.00	
Utilities - Town Hall: Internet	1,900.00	1,113.00	2,000.00	
Utilities - Town Hall: Electric	2,500.00	1,955.07	3,400.00	
Utilities - Town Hall: Heating Fuel	1,900.00	150.00	1,900.00	
Utilities - Town Hall: Sewer fee	200.00	-	200.00	
Utilities - Town Hall: Telephones	3,400.00	1,668.53	3,400.00	
Utilities - Town Hall:Cell Phones	2,500.00	1,021.53	3,000.00	added additional funds for code official
Utilities - Town Hall: Water	900.00	614.74	900.00	
Payroll (Control Account)	-	-	-	
				Current staff - \$353,700; Code Off - \$46,800; Council - \$6,000; PT Admin - \$33,000; PW Summer Help
Payroll: Salaries & Hourly	452,800.00	194,685.21	466,800.00	- \$9,600; 5% increase for Current Staff at \$17,700
Payroll: FICA/Medicare - Company match	34,700.00	14,140.09	35,700.00	Employer FICA rate at 7.65% (Social Security/Medicare)
Payroll: Group Health Insurance	73,400.00	51,777.82	90,100.00	see benefits tab for details
Payroll: Dental Insurance	3,900.00	2,288.47	3,900.00	see benefits tab for details
Payroll: Simple IRA	10,900.00	3,471.46	7,400.00	see payroll tab for details
Payroll: Companion Life Insurance	7,000.00	3,276.07	5,100.00	\$421.60 per month
Payroll: Workers Compensation Insurance	3,000.00	3,690.39	4,000.00	
Payroll: Vision	1,000.00	470.03	1,000.00	see benefits tab for details
Payroll: Salaries & Hourly - Christmas B	4,500.00	4,572.81	4,700.00	Rate of 1.25%
Payroll: Unemployment Insurance Tax	5,500.00	423.82	1,500.00	Rate of 1.2%
Payroll: Payroll/Check Processing	2,700.00	1,262.29	2,700.00	
Payroll: Mileage Reimbursement	300.00	-	300.00	
Street Lights: 400 Main Street	300.00	130.13	300.00	
Street Lights: Townsend Village I	20,000.00	13,153.95	23,000.00	
Street Lights: TVII East (Karins Blvd)	42,000.00	28,309.63	49,200.00	
Street Lights: TVII West (W Founds St)	3,000.00	1,715.77	3,000.00	
Street Lights: Old Town	14,000.00	9,102.23	15,600.00	
Street Lights:Townsend Stn(Brook Ramble)	12,500.00	8,292.82	14,400.00	
Street Lights: Hidden Creek	5,000.00	-	5,000.00	
Professional Fees: Code Enf/Inspections	40,000.00	32,539.80	65,100.00	
Professional Fees: Lot Grading Reviews	8,000.00	6,050.00	12,000.00	
Charter/Comp Plan Fees	1,000.00	-	1,000.00	
Town Equipment Fuel	5,000.00	1,370.10	4,000.00	

Park Maintenance Expense	34,500.00	4,474.05	35,000.00	porta potty \$2700, elec \$300, trash bags \$250, butterfly garden \$150, mulching \$15k, \$16.6k misc
Vehicle/Equipment Maintenance	4,200.00	1,121.91	3,700.00	
Public Works Equipment	3,900.00	421.58	4,300.00	
Public Works Uniforms	1,200.00	212.48	1,200.00	
Town Landscaping & Beautification	1,500.00	109.95	2,500.00	
Street Repairs: Maintenance	59,600.00	18,750.00	59,200.00	
Street Repairs: Snow Removal	20,000.00	-	20,000.00	
Street Repairs: Street Signs	3,000.00	383.21		
Community Relations	600.00	-	600.00	
Community Relations: Public Works and Land Use	50.00	-	100.00	
Community Relations: Public Safety	100.00	-	100.00	
Community Relations: Veterans	500.00	270.14	500.00	
Community Events Expense	2,500.00	1,887.61	3,000.00	
Community Events: Town Fair	5,000.00	-	10,000.00	
Community Events: Christmas	500.00	446.99	500.00	
National Wildlife Foundation/Habitats	500.00	10.15	600.00	
Capital Expenses	16,500.00	6,356.00	80,000.00	irrigation system,
<b>01 General Fund Expend Total</b>	<b>1,492,750.00</b>	<b>768,999.81</b>	<b>1,678,350.00</b>	
			1,550.00	

FY25 Draft Budget - Police

# DRAFT

Account Description	2024 Budgeted	2024 Actual	FY25 Proposed Budget
Impact Fees: Public Safety	22,500.00	19,500.00	22,500.00
Fines - Police	6,000.00	1,278.00	3,000.00
Grant Revenue	-	162,686.00	-
Miscellaneous Income	3,900.00	4,130.58	4,200.00 4 bwc
Transfers In	297,150.00	-	
<b>01 General Fund Revenue Total</b>	<b>329,550.00</b>	<b>187,594.58</b>	<b>29,700.00</b>
Community Relations	1,000.00	672.50	1,000.00
Repairs & Maint - Vehicles	5,000.00	2,517.07	6,400.00
Repairs & Maint - Equipment	1,650.00	-	2,000.00
PD Bldg Expenses	1,500.00	68.67	1,000.00 Increased by \$200
Security System - 661 South St	2,350.00	-	Paid through ARPA for next 2 years
Computer/Software Expense	1,500.00	716.21	4,000.00 2 computers plus Sourcepass advantage plan
DSP Extra Duty Patrol	4,000.00	-	-
PD Cleaning	1,200.00	600.00	1,200.00
PD Pest Control	500.00	150.00	600.00
PD Equipment	1,650.00	1,366.16	1,000.00 range supplies, medical bags, thermal paper
PD Office Equipment	2,150.00	1,120.45	1,800.00 copier lease
Advertising	100.00	-	
Postage & Delivery	300.00	185.52	500.00
Printing	200.00	-	
Miscellaneous Expense	300.00	251.79	
Prisoner Meals	100.00	-	100.00
Training/Weapon Qualifications	4,700.00	70.00	4,800.00
Office Supplies	2,500.00	15.18	500.00
Cleaning Supplies	250.00	-	400.00
DUI Blood Draws	500.00	-	100.00
Memberships	300.00	150.00	400.00
Fuel	11,000.00	2,520.29	11,000.00 decrease from \$15k to \$11k

Insurance - (Gen Liability & Property)	7,100.00	3,960.83	8,000.00	
Uniforms: PD	21,900.00	1,053.82	7,700.00	
Professional Fees: Legal Services	5,000.00	-	5,000.00	
Professional Fees: New Hire/Occ Health	-	380.00	3,000.00	cardio kinetics (4)
Utilities - PD: Cell Phones	3,700.00	1,313.55	4,000.00	
Utilities - PD: Heating Fuel	2,800.00	332.57	2,800.00	
Utilities - PD: Sewer	200.00	60.75	200.00	
Utilities - PD: Water	250.00	98.80	400.00	
Utilities - PD: Electric	1,900.00	1,221.44	2,100.00	
Utilities - PD: Phone/Internet	3,000.00	1,774.25	3,000.00	
				Current staff - \$187,400; Additional Officer - \$52,000; 5%
Payroll: Gross Pay	213,350.00	73,985.02	248,800.00	increase for Current Staff at \$9,400
Payroll: Overtime	10,000.00	2,754.91	10,000.00	Court and holiday pay
Payroll: Police Pension	23,900.00	8,175.67	37,700.00	rate at 14.98% - up from 12.74% last year
Payroll: FICA	16,350.00	6,061.34	19,000.00	7.65%
				75% of premium for 1 employee plus additional officer; 2
Payroll: Group Health Insurance	32,150.00	6,315.96	42,600.00	months premium for 2 employees who opted out
Payroll: Dental	1,850.00	410.11	1,600.00	same as health
Payroll: Companion Life Insurance	4,700.00	1,775.20	5,000.00	
Payroll: Workers Compensation Insurance	7,350.00	6,381.05	8,400.00	\$4200 for 2 officers in FY23
Payroll: Vision	450.00	57.05	300.00	same as health
Payroll: Holiday Bonus/Luncheon	2,700.00	1,691.64	3,200.00	Rate at 1.25%
Payroll: Unemployment Insurance Tax	2,600.00	149.54	1,000.00	
Payroll: PMA Processing Fee	700.00	296.32	800.00	
Capital Expense - PD	31,100.00	150,034.65	21,600.00	1 portable radio, 1 vehicle radio, dash cam
<b>01 General Fund Expend Total</b>	<b>435,800.00</b>	<b>278,688.31</b>	<b>473,000.00</b>	
			443,300.00	
		Total Over Budget	444,850.00	