

Town of Elsmere



Fiscal Year 2020-2021 ANNUAL OPERATING AND CAPITAL BUDGETS

Approved by the Mayor & Council on June 11, 2020

TOTAL	PROPOSED REVENUES	\$3,663,015.00
TOTAL	PROPOSED OPERATING EXPENSES	\$3,663,015.00
TOTAL	PROPOSED CAPITAL EXPENSES	\$0.00

PROPOSED PROVISIONS OF THIS BUDGET:

General:

1. The "Long Term Planning" budget which is part of this operating budget is based upon the following.
 - a. The funds allocated to this department and its sub-categories shall be placed into the "Towns Long Term Planning Account".
 - b. Expenditures from any of the sub-categories would require specific approval from the Mayor and Council.
 - c. These line items would not be considered capital items and would require the approval of a simple majority of the Mayor and Council for expenditures from the line items.
 - d. Any funds remaining in these line items at the end of the fiscal year will remain in the line item and be carried over into the next fiscal year. Any remaining amount will not be included as a part of the accumulated surplus of any fiscal year.

2. In addition to the amount budgeted for the "ORIGINAL POLICE PENSION PLAN ALLOCATION" the amount received from the State of Delaware shall be combined with the budgeted amount and be deposited in that pension plans assets.

Finance Department:

The Town Manager is authorized without the prior approval of the Mayor and Council to direct the Finance Department to create additional line item(s) when he deems such action necessary or required in order to properly and accurately account for and report the financial activity and position of the Town, provided doing so will not increase or decrease any amount approved by the Mayor and Council in this budget. This section shall not apply to the Department of Public Safety.

Public Safety Department Funding Source:

1. In accordance with Title 22, Section 1601 (c) of the Delaware Code, the primary funding source for the Public Safety Department's approved Operating cost shall be the revenues realized by the collection of the Town of Elsmere's Realty Transfer Taxes. Should these funds be depleted the remaining approved expenses shall be funded out of the Town's General Fund.

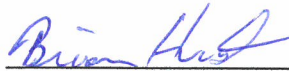
Noteworthy Items:

1. This budget includes a significant increase of \$145,391.00 to the garbage contract based on the bids received in response to RFP 20-01.
2. This budget proposal includes a "General Fund Commitment" in the Administration Departments Revenue. We are requesting that the Council approve a one-time \$92,568.00 allocation from the Future Project Allocation Line Item in the Long-Term Planning Department. This line item was created from a surplus during last year's budget hearing after the Town paid its debt service off a year early and is not a line item that has been traditionally budgeted in the Long-Term Planning Department.
3. This budget proposal eliminates ALL Public Events during the upcoming fiscal year. With the significant increase in the garbage contract and the unknown repercussions of the current pandemic, it is unlikely that the restrictions on gathering size will be increased enough to justify holding any public events in the upcoming budget year.
4. This budget proposal creates a new department which we have named "Council Operations". This department accounts for costs which are directly attributed to the Mayor and Council and brings them into their own department.

Approved by the Mayor and Council on June 11, 2020.



Eric Scott Thompson, Mayor



Brian E. Hurst, Secretary

**TOWN OF ELSMERE
FISCAL YEAR 2020 - 2021
APPROVED OPERATING BUDGET**

				FY 20-21
				APPROVED
ADMINISTRATION				471,302.00
CODE ENFORCEMENT				272,041.00
FINANCE				290,844.00
PUBLIC SAFETY				1,371,982.00
PUBLIC WORKS				344,367.00
PUBLIC WORKS SANITATION				640,881.00
NPDES COMPLIANCE EXPENSE				42,000.00
PARKS AND RECREATION				70,750.00
LONG TERM PLANNING				140,887.00
COUNCIL OPERATIONS				17,961.00
TOTAL REQUESTED EXPENSES				3,663,015.00
TOTAL REQUESTED REVENUES				3,663,015.00
Capital Budget Request				0.00
		Total Requested Expenses		3,663,015.00
		Total APPROVED Revenues		3,663,015.00
		Result		0.00
		Subtract The Amount Needed for The Capital Budget		0.00
		Final Position of The Town		0.00

**TOWN OF ELSMERE
FISCAL YEAR 2020 - 2021
APPROVED REVENUE BUDGET**

				FY 20-21
				APPROVED
1-01-04-20-0017-0000	Accident Reports			6,000.00
1-01-04-30-0060-0000	Board of Adjustment			1,500.00
1-01-04-30-0020-0000	Building Permits			55,000.00
1-01-04-30-0070-0000	Business Licenses			80,000.00
1-01-04-30-0021-0000	Code Violations			20,000.00
1-01-04-10-0121-0000	Elevator Reimbursement			0.00
1-01-04-11-0011-0000	Interest Income			2,500.00
1-01-04-47-0136-0000	Miscellaneous Income			1,000.00
1-01-04-20-0016-0000	Other Courts CCP			10,000.00
1-01-04-10-0110-0000	Other Income Administration			4,900.00
1-01-04-30-0110-0000	Other Income Code Enforcement			100.00
1-01-04-20-0110-0000	Other Income Public Safety			5,000.00
1-01-04-20-0110-TOW1	Towing			15,000.00
1-01-04-11-0110-0000	Other Income Finance			100.00
1-01-04-40-0110-0000	Other Income Public Works			100.00
1-01-04-40-0110-0001	Other Income Property Abatements			100.00
1-01-04-40-0110-0002	Other Income Recycling			0.00
1-01-04-11-0001-0000	Real Estate Taxes			2,402,207.00
1-01-04-20-0208-0000	Red Light Camera			0.00
1-01-04-10-0120-0000	Rental Income Administration			55,740.00
1-01-04-30-0075-0000	Rental Licenses			190,000.00
1-01-04-10-0026-0000	Pension Pass-Through/Town Contributions			60,000.00
1-01-04-11-0010-0000	Tax Penalties and Interest			17,000.00
1-01-04-11-0090-0000	Transfer Taxes			230,000.00
1-01-04-11-0001-STLC	Special Tax Lien - Current Year			60,000.00
1-01-04-30-0065-0000	Vacant Property Registration Fees			13,500.00
1-01-04-20-0015-0000	Fines (Voluntary Assessment)			205,000.00
1-01-04-11-0080-0000	Franchise Fees			100,000.00
1-01-04-10-0150-0000	Abandoned Property Revitalization Income			35,700.00
NEW	General Fund Commitment			92,568.00
	Total APPROVED Revenues			3,663,015.00

**ADMINISTRATION DEPARTMENT'S
FY 20-21 APPROVED OPERATING BUDGET**

<u>Revenue Line Items</u>		FY 20-21 APPROVED
1-01-04-10-0110-0000	Other Income	4,900.00
1-01-04-10-0120-0000	Rental Income	55,740.00
1-01-04-10-0121-0000	Elevator Reimbursement	0.00
1-01-04-10-0150-0000	Abandoned Property Revitalization Income	35,700.00
NEW	General Fund Commitment	92,568.00
	Total Income	188,908.00
<u>Expense Line Items</u>		FY 20-21 APPROVED
1-01-05-10-1000-0000	Salary	201,399.00
1-01-05-10-1001-0000	Overtime	2,000.00
1-01-05-10-1010-0000	Payroll Taxes	16,268.00
1-01-05-10-1025-0000	Employee Longevity Benefit	5,600.00
1-01-05-10-1030-0000	Payroll Expenses	3,000.00
1-01-05-10-3140-0000	Vehicle Services	500.00
1-01-05-10-7046-0000	Homeland Security	5,510.00
1-01-05-10-2070-0000	Cont./Pro. Services	28,000.00
1-01-05-10-2071-0000	Computer Operations	18,450.00
1-01-05-10-2060-0000	Contributions	10,000.00
1-01-05-10-2081-0000	Discretionary Funds	1,800.00
1-01-05-10-2100-0000	Dues/Subscriptions/Meetings	6,800.00
1-01-05-10-2120-0000	Electricity/Gas	30,000.00
1-01-05-10-2122-0000	Emergency Operations	0.00
1-01-05-10-2124-0000	Water/Sewer	3,500.00
1-01-05-10-2160-0000	Insurance-Business	19,190.00
1-01-05-10-2170-0000	Insurance-Health	39,601.00
1-01-05-10-2180-0000	Insurance-Life/Disability	2,284.00
1-01-05-10-2161-0000	Insurance - Auto	0.00
1-01-05-10-2181-0000	Workers Compensation	1,200.00
1-01-05-10-8250-0000	Lease/Purchase of Equipment	3,600.00
1-01-05-10-2266-0000	Legal Notices	1,500.00
1-01-05-10-2270-0000	Legal	33,000.00
1-01-05-10-2280-0000	Postage	400.00
1-01-05-10-2290-0000	Maintenance-Building	20,000.00
1-01-05-10-3330-0000	Materials/Supplies	3,000.00
1-01-05-10-3340-0000	Miscellaneous	1,000.00
1-01-05-10-3350-0000	Office Supplies	4,000.00
1-01-05-10-2370-0000	Telephone	2,200.00
1-01-05-10-2390-0000	Training	3,000.00
NEW	Civil Remediations	2,500.00
NEW	Pension Expenses	2,000.00
	Total Administrative Expenses	471,302.00

**CODE ENFORCEMENT DEPARTMENT'S
FY 20-21 APPROVED OPERATING BUDGET**

Revenue Line Items		FY 20-21 APPROVED
1-01-04-30-0020-0000	Building Permits	55,000.00
1-01-04-30-0021-0000	Code Violations	20,000.00
1-01-04-30-0060-0000	Board of Adjustment	1,500.00
1-01-04-30-0065-0000	Vacant Property Registration Fees	13,500.00
1-01-04-30-0070-0000	Business Licenses	80,000.00
1-01-04-30-0075-0000	Rental Licenses	190,000.00
1-01-04-30-0110-0000	Other Income Code Department	100.00
	Total Revenue	360,100.00
Expense Line Items		FY 20-21 APPROVED
1-01-05-30-1000-0000	Salary	137,422.00
1-01-05-30-1001-0000	Overtime	4,000.00
1-01-05-30-1010-0000	Payroll Taxes	12,310.00
1-01-05-30-1025-0000	Employee Longevity Benefit	1,600.00
1-01-05-30-2071-0000	Computer Operations	15,020.00
1-01-05-30-2070-0000	Contracted Professional Services Expenses	35,000.00
1-01-05-30-2100-0000	Dues/Subscriptions/Meetings	400.00
1-01-05-30-2122-0000	Emergency Operations	0.00
1-01-05-30-3140-0000	Gas/Oil Vehicles	1,000.00
1-01-05-30-2160-0000	Insurance Business	11,045.00
1-01-05-30-2161-0000	Insurance-Auto	2,915.00
1-01-05-30-2170-0000	Insurance-Health	34,233.00
1-01-05-30-2180-0000	Insurance-Life/Disability	1,913.00
1-01-05-30-2181-0000	Workers Compensation	1,483.00
1-01-05-30-2280-0000	Postage	1,600.00
1-01-05-30-2320-0000	Maintenance-Vehicle	3,000.00
1-01-05-30-3330-0000	Materials/Supplies	1,000.00
1-01-05-30-3340-0000	Miscellaneous	200.00
1-01-05-30-3350-0000	Office Supplies	2,500.00
1-01-05-30-2370-0000	Telephone	3,400.00
1-01-05-30-2390-0000	Training	1,000.00
1-01-05-30-3400-0000	Uniforms	1,000.00
	Total Code Enforcement Expenses	272,041.00

FINANCE DEPARTMENT'S FY 20-21 APPROVED OPERATING BUDGET			
<u>Revenue Line Items</u>		FY 20-21 APPROVED	
1-01-04-11-0001-0000	Real Estate Taxes		2,402,207.00
1-01-04-11-0001-STLC	Special Tax Liens - Current Year		60,000.00
1-01-04-11-0010-0000	Penalties & Interest		17,000.00
1-01-04-11-0080-0000	Franchise Fees		100,000.00
1-01-04-11-0090-0000	Transfer Taxes		230,000.00
1-01-04-11-0011-0000	Interest Income		2,500.00
1-01-04-11-0110-0000	Other Income Finance		100.00
	<u>Total Finance Revenue</u>		<u>2,811,807.00</u>
<u>Expense Line Items</u>		FY 20-21 APPROVED	
1-01-05-11-1000-0000	Salary		162,241.00
1-01-05-11-1001-0000	Overtime		500.00
1-01-05-11-1010-0000	Payroll Taxes		13,348.00
1-01-05-11-1025-0000	Employee Longevity Benefit		3,067.00
1-01-05-11-2050-0000	Audit		21,500.00
1-01-05-11-2071-0000	Computer Operations		13,305.00
1-01-05-11-2122-0000	Emergency Operations		0.00
1-01-05-11-2160-0000	Insurance Business		18,124.00
1-01-05-11-2170-0000	Insurance-Health		39,400.00
1-01-05-11-2180-0000	Insurance-Life/Disability		2,120.00
1-01-05-11-2181-0000	Workers Compensation		1,089.00
1-01-05-11-2280-0000	Postage		2,000.00
1-01-05-11-3350-0000	Office Supplies		3,000.00
1-01-05-11-2370-0000	Telephone		1,150.00
1-01-05-11-2390-0000	Training		1,000.00
NEW	Banking Services		9,000.00
	<u>Total Finance Expenses</u>		<u>290,844.00</u>

**PUBLIC SAFETY DEPARTMENT'S
FY 20-21 APPROVED OPERATING BUDGET**

Revenue Line Items		FY 20-21 APPROVED
1-01-04-20-0015-0000	Fines	205,000.00
1-01-04-20-0016-0000	Other Courts CCP	10,000.00
1-01-04-20-0017-0000	Accident Reports	6,000.00
1-01-04-20-0027-0000	Pension Pass-Through/Town Contributions	60,000.00
1-01-04-20-0208-0000	Red Light Camera	0.00
1-01-04-20-0110-0000	Other Income Public Safety	5,000.00
1-01-04-20-0110-TOW1	Towing	15,000.00
	Total Public Safety Revenue	301,000.00
Expense Line Items		FY 20-21 APPROVED
1-01-05-20-1000-0000	Salary	732,941.00
1-01-05-20-1002-0000	Salary - Clerical	53,899.00
1-01-05-20-1000-BIKE	Salary - Part Time Officers	5,000.00
1-01-05-20-1001-0000	Overtime	12,750.00
1-01-05-20-1003-0000	Holiday	25,650.00
1-01-05-20-1010-0000	Payroll Taxes	27,067.00
1-01-05-20-1020-0000	Police Pension Contribution	102,240.00
1-01-05-20-1025-0000	Employee Longevity Benefit	3,900.00
1-01-05-20-2170-0000	Insurance-Health	124,927.00
1-01-05-20-2180-0000	Insurance-Life/Disability	9,622.00
1-01-05-20-8250-0000	Lease - Office Equipment	3,900.00
1-01-05-20-2181-0000	Workers Compensation	59,736.00
1-01-05-20-2071-0000	Computer Operations	2,500.00
1-01-05-20-2081-0000	Discretionary Funds	2,000.00
1-01-05-20-2100-0000	Dues/Subscriptions/Meetings	8,000.00
1-01-05-20-2122-0000	Emergency Operations	0.00
1-01-05-20-3141-0000	Firearms/Supplies	4,500.00
1-01-05-20-3140-0000	Gas/Oil Vehicles	25,000.00
1-01-05-20-2161-0000	Insurance-Vehicles	15,977.00
1-01-05-20-2160-0000	Insurance-Business	34,798.00
1-01-05-20-2280-0000	Postage	250.00
1-01-05-20-2290-0000	Building Maintenance	2,000.00
1-01-05-20-2310-0000	Maintenance/Repair	1,000.00
1-01-05-20-2300-0000	Equipment Contracts	10,000.00
1-01-05-20-2320-0000	Maintenance-Vehicle	10,000.00
1-01-05-20-3330-0000	Materials/Supplies	5,000.00
1-01-05-20-2331-0000	Medical Costs	2,500.00
1-01-05-20-3350-0000	Office Supplies	3,500.00
1-01-05-20-2360-0000	Evidence Processing	1,000.00
1-01-05-20-2370-0000	Telephone	9,575.00
1-01-05-20-2372-0000	Telephone - Cell Phones	4,000.00
1-01-05-20-2390-0000	Training	4,000.00
1-01-05-20-3400-0000	Uniforms	4,000.00
1-01-05-20-3401-0000	Uniform Cleaning	750.00
1-01-05-20-0025-0000	Pension Pass-Through/Town Contributions	60,000.00
	Total Public Safety Expenses	1,371,982.00

PUBLIC WORKS DEPARTMENT'S FY 20-21 APPROVED OPERATING BUDGET			
Revenue Line Items		FY 20-21 APPROVED	
1-01-04-40-0110-0000	Other Income Public Works		100.00
1-01-04-40-0110-0001	Other Income Public Works Abatement Payments		100.00
1-01-04-40-0110-0002	Other Income Recycling		0.00
	Total Public Works Revenue		200.00
Expense Line Items		FY 20-21 APPROVED	
1-01-05-40-1000-0000	Salary		149,376.00
1-01-05-40-1001-0000	Overtime		4,000.00
1-01-05-40-1010-0000	Payroll Taxes		14,106.00
1-01-05-40-1025-0000	Employee Longevity Benefit		3,600.00
1-01-05-40-2070-0000	Contracted Professional Services		12,000.00
1-01-05-40-2120-0000	Electricity/Gas		4,000.00
1-01-05-40-2121-0000	Fuel Oil		6,000.00
1-01-05-40-2122-0000	Emergency Operations		0.00
1-01-05-40-2124-0000	Water/Sewer		750.00
1-01-05-40-3140-0000	Gas/Oil Vehicles		6,500.00
1-01-05-40-2071-0000	Computer Operations		2,200.00
1-01-05-40-2160-0000	Insurance-Business		23,455.00
1-01-05-40-2161-0000	Insurance-Auto		11,830.00
1-01-05-40-2170-0000	Insurance-Health		43,347.00
1-01-05-40-2180-0000	Insurance-Life/Disability		2,284.00
1-01-05-40-2181-0000	Workers Compensation		9,854.00
1-01-05-40-3251-0000	Maintenance/Streets		22,290.00
1-01-05-40-2290-0000	Maintenance-Building		1,500.00
1-01-05-40-2300-0000	Maintenance-Equipment		8,000.00
1-01-05-40-2320-0000	Maintenance-Vehicle		6,275.00
1-01-05-40-3330-0000	Materials/Supplies		5,000.00
1-01-05-40-3340-0000	Miscellaneous		200.00
1-01-05-40-3350-0000	Office Supplies		500.00
1-01-05-40-2370-0000	Telephone		2,300.00
1-01-05-40-2390-0000	Training		2,000.00
1-01-05-40-3400-0000	Uniforms		3,000.00
	Total Public Works		344,367.00

PUBLIC WORKS SANITATION			
FY 20-21 APPROVED OPERATING BUDGET			
Expense Line Items			FY 20-21 APPROVED
1-01-05-43-2070-0001	Republic Services Costs		638,581.00
1-01-05-43-2230-0000	Landfill Fees		2,300.00
	Total Public Works Sanitation		640,881.00

NPDES COMPLIANCE EXPENSES			
FY 20-21 APPROVED OPERATING BUDGET			
Expense Line Items			FY 20-21 APPROVED
1-01-05-45-2010-0001	NPDES Compliance Expenses		42,000.00
	Total NPDES Compliance Expense		<u>42,000.00</u>

PARKS AND RECREATION			
FY 20-21 APPROVED OPERATING BUDGET			
<u>Revenue Line Items</u>			FY 20-21 APPROVED
1-01-04-47-0136-0000	Miscellaneous Income		1,000.00
	Total Parks and Recreation Revenue		1,000.00
<u>Expense Line Items</u>			FY 20-21 APPROVED
1-01-05-47-2070-0000	LANDSCAPE MAINT CONTRACT		45,750.00
1-01-05-47-2115-0000	Public Events		0.00
1-01-05-47-3252-0000	Maintenance-Parks		25,000.00
	Total Parks and Recreation		70,750.00

LONG TERM PLANNING			
FY 20-21 APPROVED OPERATING BUDGET			
Expense Line Items			FY 20-21 APPROVED
1-01-05-80-0027-0010	ORIGINAL POLICE PENSION PLAN ALLOCATION		35,753.00
1-01-05-80-0027-0020	CAPITAL DEPRECIATION ALLOCATION		25,753.00
1-01-05-80-0027-0040	INFRASTRUCTURE MAINTENANCE ALLOCATION		53,330.00
1-01-05-80-0027-0050	CAPITAL BUILDING ALLOCATION		15,753.00
1-01-05-80-0027-0060	CONTINGENCY FUND ALLOCATION		10,298.00
1-01-05-80-0027-0070	FUTURE PROJECT ALLOCATION		0.00
	Total Long Term Planning		140,887.00

COUNCIL OPERATIONS
FY 20-21 APPROVED OPERATING BUDGET

<u>Expense Line Items</u>		FY 20-21 APPROVED
NEW	Council Salaries	4,200.00
NEW	Payroll Taxes	600.00
NEW	Council iPads	3,361.00
NEW	Mayor's Cell Phone	540.00
NEW	Council Reimbursements	700.00
NEW	DLLG Meetings	560.00
NEW	Election Expenses	8,000.00
	Total Council Operations	17,961.00
* Items appearing in this column are items that were APPROVED in the current fiscal year budget under the Adm		

TOWN OF ELSMERE			
FISCAL YEAR 2020 - 2021			
FY 20-21 APPROVED CAPITAL IMPROVEMENT BUDGET			
			FY 20-21 APPROVED
	ADMINISTRATION		
			0.00
	TOTAL ADMINISTRATION		0.00
	PUBLIC SAFETY		
	TOTAL PUBLIC SAFETY		0.00
	TOTAL REQUESTED CAPITAL EXPENSES		0.00