



Town of LAUREL DELAWARE

EXECUTIVE SUMMARY FY 2025 BUDGET

May 30, 2024

Along with the Department Heads, I am pleased to present the Town's proposed FY2025 Budget. The Department Heads have worked hard to achieve a balanced budget, while understanding the increased cost to operate the various sectors of the municipal government and balancing that without financially burdening our citizens.

Building construction of new homes continued in FY2024 and we are anticipating it to continue, with at least 28 town homes (14 units). We anticipate construction of a commercial spot along with the reconstruction of apartment complex, and the site work to begin on two residential units. The town continues to work with a commercial developer for the construction of a commercial business to be located on U. S. Route 13 as well.

Please note Sussex County re-assessments will not be finalized until 2025 and at that time we will look at a tax rate adjustment.

We work diligently daily to continue to comply with the regulations mandated by the state and federal government. By federal law, the water and sewer systems are enterprise funds, which means they are to be fully funded by the system users and not supported by any other funding sources, including taxes, grants, etc. Any surplus that may be realized in enterprise funds is technically to be set aside into a reserve fund for improvements, upgrades and unforeseen maintenance in that particular fund. It should not be used to offset shortfalls in the general budget.

Below are the highlights of the budget:

Revenues:

- Due to the tax rate increase FY2024, we are seeing an increase in R/E Tax penalties, which is an increase of \$42,000.00
- Dunbar expenses were reduced by \$15,000.
- State Revolving Fund Loan is to be paid off in FY2024.
- We have a school grant for our SRO Officer to help offset the cost of having an officer at the school daily, as well as utilizing the COPS grant the new fiscal year.
- Building permits increased by \$35,000
- With the adjustment of water, sewer and availability rates last fiscal year, we are seeing an increase in the over all income.
- Septic Receiving increases by \$15,000.

Expenditures:

- 5% increase in health insurance.
- Pay increase for all staff
- Continued the line item for MS4 expenses (Federal Mandate)
- Include expenses for Federal Mandate of Lead and Copper Testing on privately owned properties.
- Increase in janitorial expenses for the Police Dept, as they are relocating to Dunbar.
- Pay back Line of Credit.
- Majority of Department expenses remained close to the same as FY2024, with some minor adjustments.

A formal Public Hearing will be held on Monday, June 3, 2024 at 7:00 p.m. on the proposed budget. At that time, citizens can offer comments or questions they

may have. We will also be posting the proposed budget to our webpage (www.townoflaurel.net, under forms and documents, then select general category). Anyone who has any questions or comments that cannot attend the public hearing, may email the town manager with those comments or questions. The email for the Town Manager is laureltm@comcast.net. The Budget will be presented for adoption on June 17, 2024.

Jamie T. Smith
Town Manager

TOWN OF LAUREL

PROPOSED OPERATING BUDGET

FISCAL YEAR

2024 - 2025

FY 2025 REVENUES

DEPARTMENT	FY 2023	FY 2024 (Budget)	FY 2025 (Proposed)
General Government			
<u>Operating Revenue</u>			
Taxes			
Real Estate Taxes	\$ 1,227,564	\$ 1,595,833	\$ 1,596,000
Delinquent Taxes	\$ 260,000	\$ 315,000	\$ 315,000
Transfer Taxes	\$ 130,000	\$ 150,000	\$ 150,000
Licenses			
Business	\$ 35,000	\$ 35,000	\$ 35,000
Rental	\$ 100,000	\$ 120,000	\$ 123,000
Grants			
Municipal Street Aid	\$ 87,000	\$ 87,000	\$ 88,000
Police	\$ 199,153	\$ 120,000	\$ 199,500
General		\$ -	\$ -
Rents	\$ 97,500	\$ 98,472	\$ 99,467
Interest & Penalties	\$ 20,250	\$ 20,700	\$ 65,700
Franchise Fees	\$ 47,500	\$ 45,500	\$ 45,500
Services Billed	\$ 78,000	\$ 50,000	\$ 60,000
Permits	\$ 26,700	\$ 26,800	\$ 61,800
Reviews, Inspections	\$ 5,000	\$ 7,000	\$ 8,000
User Fees	\$ 43,100	\$ 46,100	\$ 46,500
Fines	\$ 397,500	\$ 397,500	\$ 407,000
Insurance Claims			
Vacant Houses	\$ 10,000	\$ 10,000	\$ 10,000
<u>Capital Revenue</u>			
Sale of Surplus Property			
Fire Dept. Impact Fees	\$ -	\$ -	\$ -
Public Facilities Impact Fees	\$ 10,000	\$ 12,000	\$ 30,000
Transfers	\$ 100,000	\$ 100,000	\$ 100,000
TOTAL	\$ 2,874,267	\$ 3,236,905	\$ 3,440,467

Water Enterprise	FY 2023	FY 2024 (Budget)	FY 2025 (Proposed)
<u>Operating Revenue</u>			
User Fees			
Water Fees	\$ 889,000	\$ 986,488	\$ 990,000
Penalties	\$ 16,000	\$ 16,000	\$ 28,000
Availability Fees	\$ 20,000	\$ 20,000	\$ 30,000
Connection Fees			
Water Meter Fees	\$ 3,000	\$ 3,000	\$ 3,000
<u>Capital Revenue</u>			
Water Impact Fees			
TOTAL	<u>\$ 928,000</u>	<u>\$ 1,025,488</u>	<u>\$ 1,051,000</u>
Wastewater Enterprise			
<u>Operating Revenue</u>			
User Fees			
Wastewater Fees	\$ 1,340,000	\$ 1,340,000	\$ 1,340,000
Penalties	\$ 16,000	\$ 16,000	\$ 20,000
Availability Fees	\$ 40,000	\$ 40,000	\$ 57,000
Connection Fees			
<u>Capital Revenue</u>			
Wastewater Impact Fees			
TOTAL	<u>\$ 1,396,000</u>	<u>\$ 1,396,000</u>	<u>\$ 1,417,000</u>
Septic Receiving Enterprise			
<u>Operating Revenue</u>			
Septic Receiving Fees	\$ 650,000	\$ 550,000	\$ 565,500
Permit Fees	\$ 1,800	\$ 1,800	\$ 3,100
TOTAL	<u>\$ 651,800</u>	<u>\$ 551,800</u>	<u>\$ 568,600</u>
Trash Enterprise			
<u>Operating Revenue</u>			
Trash Fees	\$ 552,000	\$ 552,000	\$ 509,500
TOTAL	<u>\$ 552,000</u>	<u>\$ 552,000</u>	<u>\$ 509,500</u>
TOTAL REVENUE	\$ 6,402,067	\$ 6,762,193	\$ 6,986,567

FY 2025 OPERATIONAL EXPENDITURES

DEPARTMENT	FY 2023	FY 2024 (Budget)	FY 2025 (Proposed)
General Government			
Contractual Services	\$ 257,767	\$ 346,450	\$ 360,354
Supplies & Materials	\$ 20,750	\$ 23,400	\$ 23,300
Other Projects & Grants	\$ 35,500	\$ 37,500	\$ 39,550
Debt Service & Reserve	\$ 11,400	\$ 20,000	\$ 80,000
TOTAL	\$ 325,417	\$ 325,417	\$ 503,204
Administration			
Personnel	\$ 309,085	\$ 318,516	\$ 322,499
Contractual Services	\$ 22,240	\$ 27,772	\$ 27,772
Supplies & Materials	\$ 44,650	\$ 47,800	\$ 46,300
TOTAL	\$ 375,975	\$ 394,088	\$ 396,571
Public Works			
Personnel	\$ 212,679	\$ 195,726	\$ 203,600
Contractual Services	\$ 94,300	\$ 99,600	\$ 102,500
Supplies & Materials	\$ 105,000	\$ 128,750	\$ 106,450
TOTAL	\$ 411,979	\$ 424,076	\$ 412,550
Code Enforcement			
Personnel	\$ 167,454	\$ 172,397	\$ 179,401
Supplies & Materials	\$ 11,400	\$ 12,400	\$ 38,100
TOTAL	\$ 178,854	\$ 184,797	\$ 217,501
Alderman Court			
Personnel	\$ 205,763	\$ 211,225	\$ 218,293
Supplies & Materials	\$ 11,100	\$ 10,400	\$ 10,600
TOTAL	\$ 216,863	\$ 221,625	\$ 228,893
Police Department			
Personnel	\$ 2,014,339	\$ 2,139,728	\$ 2,325,018
Contractual Services	\$ 49,000	\$ 49,000	\$ 64,000
Supplies & Materials	\$ 141,500	\$ 157,000	\$ 163,500
TOTAL	\$ 2,204,839	\$ 2,345,728	\$ 2,552,518
Mayor & Council			
Personnel	\$ 4,880	\$ 4,225	\$ 4,125
Supplies & Materials	\$ 3,000	\$ 3,000	\$ 3,000
TOTAL	\$ 7,880	\$ 7,225	\$ 7,125

DEPARTMENT	FY 2023	FY 2024 (Budget)	FY 2025 (Proposed)
Water Enterprise			
Personnel	\$ 320,033	\$ 318,701	\$ 332,355
Contractual Services	\$ 97,986	\$ 151,500	\$ 114,500
Supplies & Materials	\$ 135,500	\$ 188,000	\$ 136,500
Repairs & Maintenance	\$ 26,500	\$ 33,500	\$ 33,500
Debt Service	\$ 323,382	\$ 254,802	\$ 155,200
Capital Reserve			
Sludge Removal Reserve	\$ 48,600	\$ 48,600	\$ 50,000
TOTAL	\$ 952,001	\$ 995,103	\$ 822,055
Wastewater Enterprise			
Personnel	\$ 429,120	\$ 438,391	\$ 506,199
Contractual Services	\$ 12,300	\$ 12,000	\$ 13,000
Supplies & Materials	\$ 214,000	\$ 225,900	\$ 235,500
Repairs & Maintenance	\$ 77,000	\$ 63,500	\$ 70,500
Debt Service	\$ 371,763	\$ 391,194	\$ 387,815
Capital Reserve			
Sludge Removal Reserve	\$ 88,600	\$ 88,600	\$ 88,600
TOTAL	\$ 1,192,783	\$ 1,219,585	\$ 1,301,614
Septic Receiving Enterprise			
Personnel	\$ 54,674	\$ 56,116	\$ 119,161
Contractual Services	\$ 8,400	\$ 10,250	\$ 10,375
Supplies & Materials	\$ 49,000	\$ 34,000	\$ 35,000
TOTAL	\$ 112,074	\$ 100,366	\$ 164,536
Trash Enterprise			
Contractual Services	\$ 420,000	\$ 430,000	\$ 380,000
TOTAL	\$ 420,000	\$ 430,000	\$ 380,000
TOTAL EXPENDITURES	\$ 6,398,665	\$ 6,466,861	\$ 6,986,567

FY 2025 RATES AND FEES

General Gov.

	FY2024	FY 2025
Admin Fee on all Late Charges	5%	5%
Grass Cutting:	Admin fee	Admin fee of \$35, per charge

UTILITIES

	FY 2024	FY 2025
Trash Service, monthly Service Fee	\$ 33.00	\$ 29.00