Town of Milton
115 Federal St
Milton, DE 19968

www.milton.delaware.gov
Phone: 302-684-4110
Fax: 302-684-8999

Town Manager's Draft Budget
Fiscal Year 2014
Executive Summary

The Town Manager's Draft Budget for the fiscal year that begins on October 1, 2013 and concludes on September 30, 2014 follows. There are no proposed changes in taxes or fees. It is projected that revenue will increase as a result of construction and business activity.

The Town of Milton operates an enterprise for the purpose of providing drinking water and refuse collection services. Activities related to these services are reported in the Proprietary Fund. All other activity is reported in the General Fund.

In the current fiscal year, the decision was made to detail all grant receipts and expenditures on the General Fund ledger. This provides greater transparency. The expenditure of grant revenue may be attributed to a properly descriptive General Ledger line item. In some cases, this expenditure may be attributed to a line item that relates to that particular grant.

Capital Expenditures have been segregated from operating expenditures. This Draft Budget has allocated 68% of the projected net revenue to specific capital improvements. The Town Manager's proposed allocation of discretionary expenditures strives for equity in support of each department's goals.

Administrative Dept. -	$16,487 total discretionary expenditures
	$6,546 for reinstatement of Municipal Clerk position (operating exp.)
	$9,941 for replacement of Town Hall telephone system (capital exp.)
Building & Code Dept. -	$14,955 total discretionary expenditures
	$1,455 for software to track business start-up activity (operating exp.)
	$13,500 for Code and Business license software upgrade (capital exp.)
Streets Department -	$14,369 total discretionary expenditures (capital paving expenditure)
Parks Department -	No discretionary expenditures
Police Department -	$15,881 total discretionary expenditures
	$10,881 for salary enhancement of patrol officers (operating exp.)
	$5,000 for engineering/design of building improvements (capital exp.)

Not allocated to a Dept. - $20,458 – a contingency reserve or to be allocated by Mayor and Council

The Proprietary Fund is projected to have $121,708 of revenue in excess of operating expenditures. The net revenue has been assigned to certain capital improvements and equipment purchases. The projects listed are indicative of the Town Manager's priorities, within the budget.

Representatives of committees and community group may advocate for their respective interests. This budget balances the interests of all parties without creating additional burdens on the taxpayer.

Wilmer E. Abbott IV.

Wilmer E. Abbott, IV. MPA

TOWN MANAGER'S DRAFT
FY 2014 OPERATING
BUDGET

Account Id	Account Description	Anticipated/Budgeted	YTD Rev/Expd	FY 2014 Proposed
3-01-03-200-4210	Luther Tower In Lieu of Taxes	2,500.00	2,500.00	2,500.00
3-01-03-200-4600	Property tax Revenue	810,000.00	811,763.07	814,000.00
3-01-03-200-4605	Tax Interest Revenue	7,600.00	4,738.73	5,200.00
3-01-03-200-4905	Interest Income	4,500.00	2,097.11	4,000.00
3-01-03-200-4910	Lien Certificate Revenue	5,940.00	5,260.00	6,700.00
3-01-03-200-4925	Misc Revenue - Admin	0.00	203.26	-
3-01-03-200-4930	Misc Revenue-Admin - Invoices Only	1,500.00	-5,520.00	-
3-01-03-200-4932	Returned Check Fees - Property Tax	0.00	35.00	-
3-01-03-200-4945	Transfer Tax Interest Income	0.00	239.62	350.00
3-01-03-200-4960	Transfer Tax Revenue	157,500.00	129,792.64	174,000.00
3-01-03-200-4980	Photocopies/Fax	250.00	370.20	250.00
3-01-03-200-4990	Franchise Fees	33,143.00	33,222.71	34,720.00
Subtotal Regular Operating Revenue		1,022,933.00		1,041,720.00
Misc Operating Revenue				
3-01-03-250-4930	Misc Revenue - Streets - Invoices On	0.00	0	-
3-01-03-250-4935	Misc Revenue - Streets	0.00	255.82	-
3-01-03-300-4800	Fines	42,000.00	30,940.40	32,500.00
3-01-03-300-4820	Fingerprinting/Police Reports	1,000.00	700.00	1,000.00
3-01-03-300-4925	Misc. Revenue - Police	0.00	328.04	-
3-01-03-300-4930	Misc Revenue - Police - Invoices Only	1,265.00	1,080.00	1,200.00
3-01-03-300-4935	National Night Out Donations	1,500.00	1,150.00	1,500.00
3-01-03-350-4200	Permit Fees - Sewer - Invoiced	13,000.00	11,700.00	13,000.00
3-01-03-350-4250	Sewer Impact Fees from Tidewater	30,000.00	13,500.00	30,000.00
3-01-03-350-4255	Sale of Town Car	0	0	-
3-01-03-350-4935	Donations - Concerts	9,500.00	9,802.00	9,500.00
3-01-03-350-4940	Tidewater Sewer Acct Maintenance	4,980.00	3,735.00	4,980.00
3-01-03-350-4950	Economic Development	0.00	11.62	
3-01-03-600-4930	Misc Rev - P&R	0.00	65.00	-
3-01-03-600-4965	Boat Dock Rental - P&R	2,500.00	1,050.00	2,500.00
3-01-03-650-4600	Code Violation Fees	500.00	1,535.00	6,000.00
3-01-03-650-4604	Rental License Receipts	61,000.00	61,600.00	61,000.00
3-01-03-650-4605	Business License Receipts	45,000.00	41,360.00	50,000.00
3-01-03-650-4607	Building Permit Receipts	100,000.00	91,492.42	116,000.00
3-01-03-650-4608	Misc. Fees Collected-Invoices Only	1,200.00	6,464.88	4,000.00
3-01-03-650-4610	Professional Fees Collected - Legal	9,900.00	2,932.25	9,000.00
3-01-03-650-4611	Professional Fees Collected - Consult	1,100.00	0	1,100.00
3-01-03-650-4612	Professional Fees Collected - Enginee	19,800.00	34,340.97	19,000.00
3-01-03-999-4999	Refund of Prior Years Expenditures	0.00	258.03	-
3-01-03-999-5999	Overpayments	0.00	-100.00	-

Subtotal Misc Operating Revenue		344,245.00		362,280.00			
Grant Receipts							
3-01-03-250-4505	Grant Receipts - Streets	0.00	3,177.86	-			
3-01-03-250-4510	Grant Receipts - State Legislation Fur	23,000.00	0	-			
3-01-03-250-4520	Grant Receipts - Street Repair - MSA	12,672.00	12,672.96	14,369.00			
3-01-03-250-4525	Grant Receipts - Street Lighting - MSA	50,590.00	50,590.33	50,590.00			
3-01-03-250-4530	Grant Receipts - Interest Income - MS	50.00	23.89	-			
3-01-03-300-4510	Grant Receipts - Police	0.00	4,553.59	-			
3-01-03-300-4520	Grant Receipts - Sussex County	25,000.00	25,000.00	25,000.00			
3-01-03-300-4540	Grant Receipts - Violent Crimes	18,973.17	18,973.17	14,000.00			
3-01-03-300-4560	Grant Receipts - EIDE	4,100.20	4,100.20	3,889.00			
3-01-03-300-4570	Grant Receipts - Highway Safety	13,000.00	11,814.04	10,000.00			
3-01-03-300-4580	Grant Receipts - Police Pension	42,000.00	47,739.84	42,000.00			
3-01-03-300-4600	Grant Receipts - COPS	4,061.09	4,061.09	-			
3-01-03-300-4610	Grant Receipts - SALLE	5,120.40	5,120.46	4,713.00			
3-01-03-600-4520	Grant Receipts - Parks	0.00	1,185.86	-			
	Grant Receipts - USDA for signs			14,700.00			
	Grant Receipts - Historic Preservation			5,907.00			
	Grant Receipts - State Leg for signs			10,000.00			
Subtotal Grant Receipts		198,566.86		195,168.00			
	GENERAL FUND Revenue Total	**1,565,744.86**	**1,298,647.95**	**1,599,168.00**			
Account Id	**Account Description**	**Anticipated/Budgeted**	**YTD Rev/Expd**	**FY 2014 Proposed**			
3-01-000-0000	GENERAL FUND	0	0				
3-01-200-0000	ADMINISTRATION DEPARTMENT	0	0				
3-01-200-5000	SALARIES & WAGES	0	0				
3-01-200-5100	Salaries	100,165.50	74,120.84	115,381.00	Munic. Clerk & PT Reception in Jan		
3-01-200-5101	Salaries - Council	4,380.00	2,145.00	5,670.00			
3-01-200-5110	Overtime - Regular	200.00	60.67	200.00			
3-01-200-5140	Payroll Taxes - SS	5,798.01	4,753.07	7,166.02			
3-01-200-5141	Payroll Tax - SS - Council	271.56	268.15	351.54			
3-01-200-5145	Payroll Taxes - Medicare	1,355.99	1,111.56	1,675.92			
3-01-200-5146	Payroll Tax - Medicare - Council	63.51	62.71	82.22			
3-01-200-5150	Employee Ins Benefits	3,309.65	2,237.77	6,146.00	projected rate increase		
3-01-200-5160	Admin Pension	6,396.51	4,662.65	6,777.00			

Subtotal Salary & Benefits		121,940.73		143,449.70			
3-01-200-5200	Accounting Fees	31,000.00	25,500.00	18,000.00	audit exp., only		
3-01-200-5220	Engineering Fees	0.00	1,090.00	1,000.00			
3-01-200-5240	Legal Fees	23,000.00	26,360.78	32,000.00			
3-01-200-5250	Temporary Labor	750.75	750.75	1,000.00	FMLA leave - will need temp		
3-01-200-5260	Tax Assessment	13,000.00	8,138.75	13,000.00			
3-01-200-5270	Software Upgrade	2,500.00	0	2,423.50			
3-01-200-5280	Supplies	5,000.00	3,852.55	5,000.00			
3-01-200-5300	Advertising	1,000.00	1,345.16	1,000.00			
3-01-200-5310	Holiday Expense	225.00	402.18	250.00			
3-01-200-5320	Holiday Lights	2,000.00	2,357.20	2,500.00			
3-01-200-5340	Dues & Subscriptions	1,700.00	1,552.15	1,700.00			
3-01-200-5345	Training & Seminars	2,000.00	860.90	4,000.00	Human Resources training included		
3-01-200-5346	Meetings	1,200.00	1,003.05	1,200.00			
3-01-200-5350	Election Expense	3,500.00	2,708.88	3,000.00			
3-01-200-5400	Town Insurance	20,500.00	24,811.55	25,000.00			
3-01-200-5410	Mileage Expense	1,200.00	1,670.34	2,000.00			
3-01-200-5420	Misc Operating	350.00	1,782.13	350.00			
3-01-200-5421	Meetings	0.00	0	-			
3-01-200-5425	Town Manager Expense	500.00	460.00	500.00			
3-01-200-5430	Printing & Postage	4,500.00	2,515.80	4,500.00			
3-01-200-5460	Repairs & Maint - Building	5,500.00	4,258.56	5,500.00			
3-01-200-5470	Repairs & Maint - Equip	15,900.00	13,049.96	15,400.00			
3-01-200-5480	Telephone	4,500.00	3,280.08	4,500.00			
3-01-200-5500	Utilities	6,000.00	3,861.34	6,000.00			
3-01-200-5510	Heating Fuel	700.00	169.60	600.00			
3-01-200-5530	Web Site Expense	800.00	970.00	300.00	e-mail service, only		
3-01-200-5600	Payroll Processing Expense	6,200.00	4,809.39	6,200.00			
3-01-200-5610	Bank Fees	2,000.00	1,327.91	2,000.00			
3-01-200-5805	OPERATING Exp - Edmunds Softwar	6,458.00	6,458.00	6,458.00	moved from Capital Exp		
3-01-200-5806	OPERATING Exp - Code Book	6,500.00	4,073.31	3,200.00	moved from Capital Exp		
Subtotal Admin Operating Expenses		168,483.75		168,581.50			
Subtotal Admin Department Expenses		290,424.48		312,031.20			
3-01-250-0000	STREETS DEPARTMENT	0	0				
3-01-250-5000	SALARIES & WAGES	0	0				
3-01-250-5100	Salaries	32,960.00	12,567.58	14,589.00			
3-01-250-5110	Overtime - Regular	0.00	1,266.67	-			
3-01-250-5140	Payroll Taxes - SS	2,044.00	901.33	904.52			
3-01-250-5145	Payroll Taxes - Medicare	478.00	210.80	211.54			
3-01-250-5150	Employee Insurance Benefits	3,589.30	2,001.98	1,680.00			

3-01-250-5160	Pension	2,188.80	1,166.83	932.68			
Streets Department Salary and Benefits		41,260.10		18,317.74			
3-01-250-5220	Engineering Fees	750.00	2,250.00	750.00			
3-01-250-5240	Legal Fees	250.00	123.03	250.00			
3-01-250-5280	Supplies	3,000.00	1,534.47	3,000.00			
3-01-250-5300	Snow Removal	4,000.00	0	4,000.00			
3-01-250-5400	Insurance	2,334.00	1,855.62	2,334.00			
3-01-250-5420	Misc Operating	0.00	792.91				
3-01-250-5450	Equipment Rental	500.00	65.00	500.00			
3-01-250-5470	Repairs & Maint - Equip	1,000.00	152.51	1,000.00			
3-01-250-6115	Street Lighting - MSA	50,640.00	39,097.26	50,640.00			
3-01-200-5803	OPERATING Exp - Downtown Beauti	3,000.00	3,000.00	3,000.00			
Subtotal Streets Operating Expenses		65,474.00		55,140.00			
3-01-600-0000	PARKS DEPARTMENT	0	0				
3-01-600-5000	SALARIES & WAGES	0	0				
3-01-600-5100	Regular Salary - Parks	23,690.00	10,030.75	45,172.40	cost shift from streets		
3-01-600-5140	Payroll Taxes - SS	1,469.00	655.50	2,800.69			
3-01-600-5145	Payroll Taxes - Medicare	343.50	153.30	655.00			
3-01-600-5150	Employee Insurance Benefits	2,563.78	1,429.93	2,527.00			
3-01-600-5160	Pension	1,573.20	833.41	2,990.41			
Subtotal Parks Salary and Benefits		29,639.48		54,145.50			
3-01-600-5175	OTHER EXPENSES	0	0				
3-01-600-5280	Supplies - P&R	1,000.00	2,198.65	1,500.00			
3-01-600-5286	Milton Memorial & Mill Park	7,050.00	9,293.74	7,050.00			
3-01-600-5370	Day Labor Meals	1,920.00	1,116.64	1,920.00			
3-01-600-5400	Insurance	1,512.00	1,172.40	1,512.00			
3-01-600-5420	Misc Operating Exp - P&R	0.00	0	-			
3-01-600-5470	Repairs & Maint - Equip	1,000.00	272.29	1,000.00			
3-01-600-5500	Utilities - P&R	1,500.00	899.33	1,500.00			
Subtotal Parks Operating Expenses		13,982.00		14,482.00			
Subtotal Public Works (not including Proprietary Fund)		150,355.58		142,085.24			
Account Id	**Account Description**	**Anticipated/Budgeted**	**YTD Rev/Expd**	**FY 2014 Proposed**			
3-01-300-0000	POLICE DEPARTMENT	0	0				
3-01-300-5000	SALARIES & WAGES	0	0				
3-01-300-5100	Salaries	444,144.11	343,890.78	433,015.00	9 officers, incl. increases		
3-01-300-5110	Overtime - Regular	36,050.00	21,928.79	43,712.00			

3-01-300-5112	Overtime - Holiday	16,970.00	12,800.37	15,600.00			
3-01-300-5120	Police Reimbursable Salaries	13,000.00	12,155.00	13,000.00			
3-01-300-5140	Payroll Taxes - SS	32,904.04	23,808.78	31,330.27			
3-01-300-5145	Payroll Taxes - Medicare	7,695.25	5,568.19	7,327.24			
3-01-300-5150	Employee Ins Benefits	73,766.91	46,308.28	65,994.00			
3-01-300-5160	Police Pension	70,459.95	46,065.53	67,500.00			
Subtotal Salary and Benefits		694,990.26		677,478.52			
3-01-300-5180	Training & Seminars	8,000.00	5,445.27	8,265.00			
3-01-300-5240	Legal Fees	500.00	1,465.60	2,000.00			
3-01-300-5280	Supplies	5,000.00	3,569.05	5,500.00			
3-01-300-5285	Night Out Supplies	1,500.00	0	2,000.00			
3-01-300-5300	Advertisement Expense	500.00	477.70	500.00			
3-01-300-5340	Dues & Subscriptions	700.00	610.00	2,480.00			
3-01-300-5345	Uniform Cleaning	1,000.00	680.00	-			
3-01-300-5370	Meals for Prisoners / Police Cleaning	500.00	171.20	500.00			
3-01-300-5380	Fuel Oil	0.00	-3,708.50	-			
3-01-300-5390	Gasoline Usage	30,000.00	20,499.84	32,000.00	relative to staff changes		
3-01-300-5400	Insurance	42,027.00	33,596.54	42,047.00			
3-01-300-5420	Misc Operating	1,000.00	222.78	1,400.00			
3-01-300-5425	DUI Blood Draws	500.00	690.00	1,000.00			
3-01-300-5430	Printing & Postage	500.00	151.07	855.00			
3-01-300-5450	Repairs & Maint - Auto	12,500.00	17,569.78	16,000.00			
3-01-300-5460	Repairs & Maint - Bldg	5,000.00	2,860.01	5,000.00			
3-01-300-5470	Repairs & Maint - Equip	5,000.00	3,913.74	8,000.00			
3-01-300-5480	Telephone	12,500.00	9,902.39	12,500.00			
3-01-300-5490	Uniforms	5,500.00	1,837.81	17,216.00			
3-01-300-5500	Utilities	7,500.00	5,331.14	7,500.00			
3-01-300-5535	Police K-9	1,500.00	1,087.30	2,000.00			
Subtotal Operating Expenses		141,227.00		166,763.00			
3-01-300-6000	GRANT EXPENSES - SUSSEX COU	0	0				
3-01-300-6110	Grant Expenses - Sussex County	25,000.00	17,600.00	15,000.00	10000 used in gasoline		
3-01-300-6500	GRANT EXPENSES - Office of Hwy S	0	0				
3-01-300-6510	Equipment - OHS	0.00	4,199.04	-	all in reimburseable salaries		
3-01-300-7000	GRANT EXPENSES - EIDE	0	0				
3-01-300-7110	Grant Expenses - EIDE	4,100.20	0	889.00	3000 used in overtime		
3-01-300-8000	GRANT EXPENSES - SALLE	0	0				
3-01-300-8110	Supplies - SALLE	5,120.40	1,865.85	1,689.00	2374 in training & equip		
3-01-300-8115	Training - SALLE	0.00	650.00	650.00			
3-01-300-9000	GRANT EXPENSES - VIOLENT CRI	0	0				

3-01-300-9110	Equipment - Violent Crimes	18,973.17	18,973.17	14,000.00		
	Leg Grant Exp - CV Street Signs			18,189.00	see Quillen quote	
Subtotal Grant Expenses		53,194		50,417.00		
Subtotal Police Department Expenses		889,411		894,658.52		
3-01-350-0000	GENERAL DEPARTMENT	0	0			
3-01-350-5175	OTHER EXPENSES	0	0			
3-01-350-5370	Council Approved Donation	2,500.00	0	2,500.00		
3-01-350-5500	Utilities - Street Lights	0.00	5,618.48	12,000.00		
3-01-350-5600	Concerts in the Park	9,500.00	6,250.00	9,500.00		
3-01-350-5610	Economic Development Start Up	6,500.00	2,443.60	15,700.00	incl sign grant expenses	
Subtotal General Department Operating Expenses		18,500		39,700.00		
3-01-650-0000	CODE DEPARTMENT	0	0			
3-01-650-5000	SALARIES & WAGES	0	0			
3-01-650-5100	Salaries Expense	81,127.54	59,300.11	81,377.00		
3-01-650-5110	Overtime - Regular	515.00	0.00	500.00		
3-01-650-5130	Overtime - Code Violation	0.00	232.81			
3-01-650-5140	Payroll Taxes - SS	5,061.60	3,496.34	5,076.37		
3-01-650-5145	Payroll Taxes - Medicare	1,183.42	817.65	1,187.22		
3-01-650-5150	Employee Ins Benefits	16,599.73	11,295.66	19,106.00		
3-01-650-5160	Pension	5,584.11	3,843.22	4,294.00		
Subtotal Code Department Salary and Benefits		110,071		111,540.59		
3-01-650-5180	Training & Seminars	2,000.00	542.24	2,000.00		
3-01-650-5200	Code Violation Expenses	0.00	1,320.00	2,000.00	contracted grass cutting	
3-01-650-5215	Consulting Fees	2,000.00	0	1,500.00		
3-01-650-5220	Engineering Fees	20,000.00	23,475.65	20,000.00		
3-01-650-5225	Bldg. Plan Review/Inspection Fees	20,000.00	9,719.00	10,000.00		
3-01-650-5230	Bldg Inspections - Prior Year Projects	0.00	18,796.00	15,000.00		
3-01-650-5240	Legal Fees	10,000.00	9,306.47	10,000.00		
3-01-650-5280	Supplies Expense	377.00	246.83	400.00		
3-01-650-5300	Advertising Expense	800.00	1,313.98	1,000.00		
3-01-650-5340	Dues & Subscriptions	1,300.00	275.00	300.00		
3-01-650-5390	Gas & Oil	1,000.00	1,085.03	1,200.00		
3-01-650-5400	Insurance	1,302.00	1,187.91	1,302.00		
3-01-650-5430	Printing & Postage	1,200.00	1,845.21	1,500.00		
3-01-650-5450	Repairs & Maint - Auto	700.00	303.64	700.00		
3-01-650-5470	Repair & Maintenance: Equip	600.00	299.45	600.00		
3-01-650-5480	Telephone	600.00	335.82	600.00		
3-01-650-5490	Uniforms	300.00	234.50	200.00		
	Client Relationship Mgmnt software			1,455.00	track biz license activity	

	Grant Expenses - Historic Preservation			5,907.00			
Subtotal Code Operating Expenses		62,179.00		75,664.00			
Subtotal Code Department Expenses		172,250.4		187,204.59			
	GENERAL FUND Expenditure Total	**1,520,941.49**	**1,102,958.51**	**1,535,980**			
Account Id	**Account Description**	**Anticipated/Budgeted**	**YTD Rev/Expd**	**FY 2014 Proposed**			
3-20-03-000-4930	NSF Revenue - Utilities	0.00	220.00				
3-20-03-000-4950	Interest Penalty	2,600.00	4,373.39				
3-20-03-350-4600	Trash Collection Fees	286,000.00	216,012.24	293,000.00			
3-20-03-450-4510	Grant Receipts - Water	0.00	2,192.25				
3-20-03-450-4600	Rents - Water	476,200.00	339,097.88	476,200.00			
3-20-03-450-4610	Tapping Fees - Water	10,000.00	9,000.00	10,000.00			
3-20-03-450-4620	Sale of Meters	15,606.00	12,427.57	13,000.00			
3-20-03-450-4630	Impact Fees - Water	29,000.00	33,350.00	29,000.00			
3-20-03-450-4640	Re-Connect/Disconnect Fees - Water	6,000.00	5,400.00	6,000.00			
3-20-03-450-4650	Inspection Fees - Water	3,000.00	1,800.00	3,250.00			
3-20-03-450-4905	Interest Income	100.00	287.49				
3-20-03-450-4930	Misc Revenue - Water	500.00	125.07	250.00			
3-20-03-999-4999	Refund of Prior Years Expenditures	0.00	-6.15				
	Grant Receipts - Security Fence			30,000.00			
	UTILITY FUND Revenue Total	**829,006.00**	**624,279.74**	**860,700.00**			
3-20-000-0000	PROPRIETARY FUND	0	0				
3-20-350-5000	TRASH	0	0				
3-20-350-5410	Trash Disposal Service	276,000.00	202,198.26	282,819.00			
3-20-450-0000	WATER DEPARTMENT	0	0				
3-20-450-5000	SALARIES & WAGES	0	0				
3-20-450-5100	Salaries - Water	134,291.31	109,168.62	121,231.92			
3-20-450-5110	Overtime - Regular	6,695.00	4,846.19	7,000.00			
3-20-450-5140	Payroll Taxes - SS	8,740.77	6,984.46	7,950.38			
3-20-450-5145	Payroll Taxes - Medicare	2,043.95	1,633.47	1,859.36			
3-20-450-5150	Employee Ins Benefits	22,068.22	9,149.48	13,340.66			
3-20-450-5160	Pension	9,755.95	6,151.19	8,025.55			
Subtotal Water Department Salary and Benefits				442,226.87			
Account Id	**Account Description**	**Anticipated/Budgeted**	**YTD Rev/Expd**	**FY 2014 Proposed**			
3-20-450-5175	OTHER EXPENSES	0	0	-			
3-20-450-5180	Training & Seminars	1,000.00	755.00	1,000.00			
3-20-450-5220	Water Engineering	15,000.00	6,051.45	15,000.00			

3-20-450-5240	Legal Fees	5,000.00	316.36	2,500.00	
3-20-450-5270	Parts	0.00	0	-	
3-20-450-5275	Chlorine/Fluoride Supplies	8,000.00	5,859.21	8,500.00	
3-20-450-5280	Supplies	8,000.00	10,031.00	13,000.00	
3-20-450-5285	Supplies - Pits/Meters/Lid	15,300.00	4,503.88	15,000.00	
3-20-450-5290	Water Tests	500.00	500.00	500.00	
3-20-450-5300	Advertisement Expense - Water	1,400.00	2,438.72	1,400.00	
3-20-450-5350	License & Permit Fees	350.00	110.00	350.00	
3-20-450-5360	Equipment Rental	200.00	0	200.00	
3-20-450-5380	Gas & Oil - Water	13,500.00	9,283.53	13,500.00	
3-20-450-5400	Town Insurance	10,614.00	9,981.12	10,614.00	
3-20-450-5420	Misc Operating	450.00	273.67	450.00	
3-20-450-5430	Printing & Postage	6,000.00	2,437.57	5,500.00	
3-20-450-5440	Propane	3,000.00	3,767.54	3,800.00	
3-20-450-5450	Repair & Maint - Water Tower	49,250.00	33,025.53	32,600.00	
3-20-450-5455	Repairs & Maint - Auto	4,000.00	1,784.06	4,000.00	
3-20-450-5460	Repairs & Maint - Building	1,500.00	198.47	1,500.00	
3-20-450-5465	Repairs & Maint - Hydrants	1,500.00	7,422.50	3,000.00	
3-20-450-5470	Repairs & Maint - Equip	7,000.00	6,723.90	7,400.00	
3-20-450-5475	Repairs & Maint - Water Mains	4,000.00	3,801.06	12,500.00	
3-20-450-5476	Repairs & Maint - Wells	2,500.00	1,682.73	6,500.00	
3-20-450-5480	Telephone - Water	5,000.00	2,506.39	5,000.00	
3-20-450-5490	Uniform Expense	8,000.00	4,372.43	4,000.00	
3-20-450-5500	Utilities	20,000.00	13,797.23	20,000.00	
3-20-450-5520	SRF Loan Expenses	48,615.00	48,614.82	48,615.00	
3-20-450-5530	Web Site Expense	0.00	0	-	
	Contracted Work Order Management			1,336.00	Maintenance Edge software
	Grant Expenses - Security Fence			30,000.00	
	Transfer Impact Fee to savings			29,000.00	dedicated to Capital Improvements
Subtotal Water Department Operating Expenses				296,765.00	
Total Payroll-related & Operating Expenses				738,991.87	
	UTILITY FUND Expenditure Total	**699,274.20**	**520,369.84**	**738,991.87**	

Revenue Account Range: First to Last | Include Non-Anticipated: Yes | Year To Date As Of: 06/30/13
Budget Account Range: First to Last | Include Non-Budget: No | Current Period: 06/01/13 to 06/30/13
Skip Zero YTD Activity: No | Prior Year: 06/01/12 to 06/30/12

TOWN MANAGER'S DRAFT
FY 2014 CAPITAL
BUDGET WORKSHEET

General Fund Net Rev/Exp					63,268.00			
Account Id	**Account Description**	**Anticipate**	**Current R**	**YTD Rev/Expd**	**FY 2014 Proposed**			
ADMINISTRATION DEPARTMENT								
3-01-200-5800	CAPITAL EXPENDITURES	0	0	0				
3-01-200-5808	Cap Exp - Server/Router/Computer	8,280.00	0	7,700.20				
	Cap Exp - Telephone system				9,941.00			
PUBLIC WORKS DEPARTMENT								
Streets								
3-01-250-5800	CAPITAL EXPENDITURE	0	0	0				
3-01-250-5801	Cap Exp - Street Repairs	5,000.00	2,986.00	2,986.00	14,369.00	MSA Paving		
3-01-250-5808	Cap Exp - Street Paving	43,000.00	0	40,942.73				
3-01-250-5809	Cap Exp - Street Paving Eng. Design Cost	7,000.00	0	9,300.00				
3-01-250-5810	Cap Exp - Street Paving Eng. Monitoring	2,000.00	0	1,780.00				
3-01-250-6000	GRANT EXPENSES - MSA	0	0	0				
POLICE CAPITAL EXPENDITURE								
	Design & estimate				5,000.00			
	Wall Repair & Basement remodel							
3-01-650-5800	CODE CAPITAL EXPENDITURE	0	0	0				
3-01-650-5801	Cap Exp - Computer	850.00	0	840.00				
	Cap Expense - Edmunds Code Software				13,500.00			
Total General Fund Capital Expense					42,810.00			
Net of Revenue to Capital Expense					20,458.00			
Proprietary Fund Net Rev/Exp					121,708.00			
	PROPRIETARY FUND							
3-20-450-5800	CAPITAL EXPENDITURES - WATER	0	0	0				
3-20-450-5801	Cap Exp - Referendum Expenses	6,865.12	0	23,593.43				
3-20-450-5807	Cap Exp - Radio Read Meters	0.00	0	22,576.72				
3-20-450-5808	Cap Exp - Edmunds Software	2,316.00	0	2,316.00				
3-20-450-5809	Cap Exp - Pressure Washer	5,500.00	0	4,694.00				
3-20-450-5811	Cap Exp - Truck	25,000.00	0	0				
3-20-450-5812	Cap Exp - Well 5 3G System	10,000.00	0	5,774.51				
3-20-450-5813	Cap Exp - Water System Improvements	16,000.00	0	17,652.30				
3-20-450-5814	Cap Exp - Water Tower Eng Shipbuilders	17,000.00	0	0				
	Laptop upgrade/Mount/air cards				1,500.00			
	Shipbuilders Tower				46,000.00	$29k of $75k est from Impact Fee		
	Six Hydrants (repl)				33,000.00			
	One Call Concerts (mapping)				26,500.00			
	Cut off saw				1,260.00			
	Plate tamp				2,000.00			
	Water Conservation kits				6,400.00			
	Icemaker				1,480.00			
	Contingency for Security Fence Project				3,568.00	Addt'l for camera, etc.		
	Total Capital Exp				121,708.00			
	Net of Rev to Capital expenditures				-			

TOWN OF MILTON FEE SCHEDULE
EFFECTIVE OCTOBER 1, 2012

Annexation Fee		$ 8,000.00	per acre
Announcement Sign Fee		$ 150.00	
Application for Subdivision ($25/lot)*		$ 100.00	
Application for Variance/Annexation*/Conditional Use/Zone Chg		$ 400.00	
Boat Dock Rental (per month - minimum)	Summer Months	$ 150.00	April to September
	Winter Months	$ 100.00	October to March
Paid in advance	Full Year	$ 1,200.00	January to December
Building Permit- is based on cost of job	$0 - $300	$0.00	
Inspection fees will be added	$300 - $3,000	$ 30.00	
if applicable	$3,000 +	1%	
Alterations and additions of existing buildings will be 1% of construction costs as calculated by the Town of Milton			
New Construction Building permit fee will be 2% of the construction cost to build as calculated by Town of Milton			
CD copies		$ 10.00	unless otherwise noted
Copy of Charter, Comprehensive Plan, Zoning Regs (ea)		$ 50.00	PAPER OR CD COPY
Copy of Subdivision Ordinance		$ 50.00	PAPER OR CD COPY
Copy of Zoning Sections, Map, Ordinance Sections (ea)		$ 10.00	PAPER OR CD COPY
Demolition Permit		$ 50.00	
Engineering, Legal and Consulting Services Administrative Fee		Actual cost plus 10%	
Faxes per page		$ 1.00	
Freedom of Information Request- Standard copy fees apply- also refer to Town of Milton FOIA policy			
Grass Cutting per hour		$ 200.00	
Inspection Fee -Water		$ 50.00	PER INSPECTION
Installation of Meter/Connection Fee		$50.00	PER METER
Lien Certificate		$35.00	
Lien Certificate (addt'l charge for expedited delivery)		$50.00	
Mercantile License (Restricted to Municipal Parking Lot)		$ 50.00	
NSF Check - 1st time returned		$ 35.00	
NSF Check - 2nd time returned		$ 45.00	
Photocopies per page		$ 0.50	For the first 20 pages
$0.35 for every page after the first 20 pages			
Police Report		$ 35.00	
Site Plan Review*		$ 100.00	for each review
Street Excavation/Replacement		Actual Cost to Repair	
Street Permit		$ 200.00	
Structural Engineer Report		Cost of Report plus 2% Administrative Fee	
Sewer Permit and Inspection Fee		$ 650.00	
Utility Discontinuance Fee		Actual Cost to Repair	
Water Impact Fee		$ 1,450.00	
Water Meter (1")		Actual cost plus 10% Administrative Fee	
Water Meter (1 1/2")		Actual cost plus 10% Administrative Fee	
Water Meter (2")		Actual cost plus 10% Administrative Fee	
Water Meter (3/4 5/8)		Actual cost plus 10% Administrative Fee	
Water Shut Off/Turn On Fee		$ 50.00	
Water Tap Labor/Equipment (1 1/2")		$ 750.00	
Water Tap Labor/Equipment (1")		$ 600.00	
Water Tap Labor/Equipment (2")		$ 800.00	
Water Tapping Fee		$500.00 or cost of tap	
Licenses below are required yearly, Issued January 1st - December 31st			
Amusement License (each machine)		$ 25.00	
Business License		See Separate Fee Schedule	
Rental License - Residential (per unit)		$ 150.00	
Rental License - Commercial (per unit)		$ 150.00	
Quarterly Utility Billing			
Utility Rates:	$ 35.00 Availability Fee	$ 3.00	per 1000 gals
Trash	$ 60.50		
Out of Town Water	$ 70.00 Availability Fee	$ 3.00	per 1000 gals
Annual Property TaxesQuarterly Utility Billing			
Rate: $.216 per $100.00 of assessed fair market value (2009). Taxes are billed in January and due March 31st.			
*=Plus related professional fees			
APPROVED BY TOWN COUNCIL			