

# Town of Milton

115 Federal St  
Milton, DE 19968



[www.milton.delaware.gov](http://www.milton.delaware.gov)

Phone: 302-684-4110

Fax: 302-684-8999

## Fiscal Year 2016 Budget Detail – All Departments

*Town Clerk's Note: Below is a line item summary, created from department supervisors detail as submitted. There is no detail for salaries, payroll taxes, employee benefits or pension included in any department, except Admin. I calculated all salary related amounts for each department for the fiscal year 2016 budget spreadsheet. In each salary line item, no wage increase is included. There is an additional budget line item in the Administrative department and Utility department budget, "Performance Evaluation Increases", which represents a 3% "pool" of funds for those employees eligible for an annual performance evaluation increase; this line item includes payroll taxes and pension.*

### **Administrative Revenue:**

G/L Account #200-4210

Luther Tower In Lieu of Taxes: On an annual basis, Luther Towers is billed \$2,500.00 for property tax.

G/L Account #200-4600

Property Tax Revenue: Property Tax is the main source of General Fund revenue. Based on the current tax assessment, Land Value is \$227,437,000; Improvement Value is \$261,108,200; Exempt Value is \$82,476,200. The total taxable assessed value is \$406,069,000. The proposed 2016 revenue is based on a 26% increase to the 2015 tax rate of \$.24 per \$100 of assessed value. The 2016 proposed tax rate is \$.303 per \$100 of assessed value, estimating an amount of \$1,230,400 in billable revenue.

The tax increase is mainly based upon three additional expenditures in the budget. The request to include hiring a Town Manager, hiring a Police Chief, and police officer retention. Totaling the General Fund and Utility Fund allocations, these three items equal \$284,500.

G/L Account #200-4605

Tax Interest Revenue: Reviewing the revenue account as of June 1, 2015, 97% of the billable 2015 revenue had been collected. Recognizing 3% as uncollectable tax revenue, the Tax Interest Revenue is estimated at \$9,500. Interest of 2% and penalty of 2% is charged to each delinquent account on a monthly basis.

G/L Account #200-4905

Interest Income: Interest income is received on the monthly balances of the Governor's Walk Account, Money Market Account and the yearly Certificates of Deposit.

G/L Account #200-4910

Lien Certificate Revenue: Lien Certificate Revenue is based on the service provided by the Town for property settlements or refinance; the information provided is current and delinquent tax and utility balances, along with outstanding code violations, permit fees, or miscellaneous accounts receivable

items. The fee is \$35.00 per request or \$85.00 if the Accounting Clerk receives the request with less than 5 days' notice of the settlement/refinance. On average and in line with 2013, 2014, and 2015 revenue totals, 16 are completed a month. The 2016 estimated Lien Certificate Revenue remains \$6,700.

G/L Account #200-4945 and #200-4960

Another large source of revenue in the administrative department is Realty Transfer Tax. Realty transfer tax is 1 ½ % of a realty sales price. Fiscal year 2012 averaged \$20,330.00 per month, fiscal year 2013 averaged \$17,770 per month, and fiscal year 2014 averaged \$33,500. Currently, the monthly average collected is \$41,280. Included in the current fiscal year average, are two large property sales, which seemingly will not occur each year. In the past, the revenue adopted for this line item has not been the projected earned amount, but rather the amount to be used from this source of revenue to fund such items as costs associated with Public Safety, Economic Development, Public Works, Capital Improvements, and debt reduction (all being examples of qualified expenses allowable under Title 22 of the Delaware Code). For fiscal year 2016, \$200,000 is the anticipated revenue amount included in the budget.

Transfer Tax Interest Income: Transfer Tax must be segregated in a separate bank account, it may be interest bearing.

G/L Account #200-4990

Franchise Fees: Franchise Fees are those received from Comcast and Chesapeake Utilities. Franchise fees are based upon customer subscriptions.

**Streets Revenue:**

G/L Account #250-4525

Grant Receipts – Street Lights – MSA: The exact amount of Municipal Street Aid funding confirmed by the Department of Transportation for FY2016.

**Police Revenue:**

300-4520	Sussex County Grant	\$25,000
300-4540	Violent Crimes	\$19,000
300-4560	EIDE	\$ 3,400
300-4570	OHS	\$ 5,000
300-4580	Police Pension	\$35,000
300-4610	SALLE	\$ 4,700
300-4800	Fines	\$14,000
300-4820	Police Reports	\$ 750
300-4930	Misc Revenue	\$ 0
300-4935	National Night Out donations	\$ 1,000

**General Revenue:**

G/L Account #350-4200, #350-4250, #350-4935 and #350-4940

Permit Fees – Sewer: Sewer Permit fees are based on \$650.00 per new residential building permit; it's estimated that 30 new residential units will be built during fiscal year 2016.

Sewer Impact Fees from Tidewater: Sewer Impact Fees are paid to Tidewater Utilities by the developer for each new residential construction unit. On a quarterly basis, Tidewater remits \$1,500 to the Town of Milton per residential permit issued. This revenue line is also projected based on 30 new residential units.

Concert – Donations: Concert donations are offset by the amount paid to concert performers. Donations and expenses remain the same as 2015.

Tidewater Sewer Account Maintenance: Under the terms of the Tidewater Utilities agreement with the Town of Milton, the Tidewater Sewer Account Maintenance fee is invoiced on a quarterly basis, in the amount of \$1,245.00, after the utility billing has been processed. Fiscal year 2016 will receive \$4,980.00 in revenue.

### **Park Revenue:**

600-4965: Boat Dock Rental - \$2,500

Revenue to remain the same as in FY15. As of today, revenue is \$2,260, which is 90% realized. We currently have 2 boat slips remaining.

600-4940: Park Gazebo Usage Fee- \$1,500

Anticipated revenue for FY15 is \$2,800. Currently, \$1,510 in revenue has been received, this also includes security deposits that have not been refunded yet. Also, with changing the park policy to exclude Milton Residents from paying a usage fee, I anticipate revenue for FY16 to be \$1,500.

### **Code Revenue:**

650-4510 – Grant Receipts (Historic Preservation) (\$5,712.00)

Funds for this revenue item will be obtained from a Certified Local Government Grant approved by the State of Delaware, Division of Historical and Cultural Affairs Office. The funds will be used to complete phase 2 of a multi-phase project to update the information pertaining to our historic resources. See expense item #5801.

650-4600 – Code Violation Fees (\$5,500.00)

As of 07/02/2015 receipts for violations issued totaled 4575.00. Generally this revenue is derived from billing for grass cutting violations. Current trends indicate fewer violations than previous years. A 15% decrease in revenue is being forecasted.

650-4604 – Rental License Receipts (\$63,250.00)

The department has met the current anticipated revenue amount for the current fiscal year. Based on previous year's revenues, rental unit numbers may increase slightly for the upcoming fiscal year. A projection of 2% over the previous year has been anticipated.

650-4605 – Business License Receipts (\$51,000.00)

Projected revenue for FY16 has been increased by 13% from the anticipated FY15 budget figure. This figure is attributed to efforts from the Economic Development Committee, Milton Chamber of Commerce and Town of Milton Staff working diligently to make Milton a more "business friendly" community.

650-4607 – Building Permit Receipts (\$155,000.00)

Revenues collected through 07/02/2015 are at 136,172.00. This is 6% over projections for FY15. Based on current growth and housing trends an increase, I do not foresee any major commercial projects in FY16.

650-4608 – Miscellaneous Fees Collected – Invoice Only (\$3,000.00)

This line item includes fees collected for site plan, rezoning, variance and subdivision applications. A 10% administrative fee which is billed to the owner/applicant for land use type applications, is also included. With the implementation of escrow fees for items normally accounting for revenue under this line item the projection has been reduced by 25% over the previous FY15 budgeted amount.

#4610 – Professional Fees Collected – Legal (\$5,000.00)

#4611 – Professional Fees Collected – Consulting (\$900.00)

#4612 – Professional Fees Collected – Engineering (\$19,000.00)

These line items have little effect on the net revenue to the budget. The revenue from these items comes from the billing of the applicants of development projects for which the services were provided. These revenue items are tied to items #5230, #5220 and #5215 on the expense side of the proposed budget.

**Administrative Expenses:**

G/L Account #200-5100 through 200-5160

Salaries and Wages: The proposed amount of \$102,500 does not include any wage increases. The budgeted amount represents the current employees' allocated wage amounts for the administrative department. Current employed positions are Town Clerk, Accounting Clerk I and II, Transcriptionist, and Office Assistant / Receptionist. Council salaries are based upon estimating 24 meetings for the upcoming fiscal year. Social security (6.2%) and Medicare (1.45%) payroll taxes remain unchanged; payroll taxes are based on the wage amounts times the tax percentage. Employee benefits represents 70% of the health insurance premium paid by the Town and 100% of the life insurance premiums. Administrative pension expense is based on the State of Delaware rates effective each July 1<sup>st</sup>; Fiscal year 2016 rates decreased from 6.48% to 6.21%. There is also an amount budgeted for employee holiday bonus' and a "pool" of funds for performance evaluation increases based on 3% of pay rates; payroll taxes and pension are included in the budgeted amount.

G/L Account #200-5200

Accounting Fees: For fiscal year 2016, the accounting fees are based on the Council approved 2013 - 2015 PKS audit contract approved May 13, 2013, in the amount of \$19,469.

G/L Account #200-5215

Consulting Fees – Comprehensive Plan: Funds dedicated to completing the 2020 Comprehensive Plan update.

G/L Account #200-5220

Engineering Fees: Funds budgeted for Administrative use for code reviews, title searches, surveys, and other projects or tasks needing engineering services.

G/L Account #200-5240

Legal Fees: Legal fees are estimated based on the 2015 trend.

G/L Account #200-5250

Temporary Labor: There is no budgeted amount for temporary labor during fiscal year 2016.

G/L Accounts #200-5260

Tax Assessment: PTA DelVal is the tax assessment firm for the Town of Milton. We are invoiced, as contracted, on a quarterly basis for maintenance of the accounts and any additional assessments that are performed during the quarter for issued building permits. The base quarterly fee is \$3,252; \$1,500 is being budgeted for new home assessments (each new home is \$50.00, based on 30 new homes); an additional amount of \$750 for possible addition, demolition, and commercial assessments.

G/L Account #200-5280

Supplies: The administrative budget line for supplies consist of paper, pens, highlighters, paperclips, binder clips, binders, paper towels, toilet paper, soap, trash bags, printer ink, etc.

G/L Account #200-5300

Advertising: Advertising expenses cover public notices for hearings relating to Ordinances, and Community Development Block Grant, invitations to bid, and employment.

G/L Account #200-5310

Holiday Expense: Holiday expenses are those for Town Hall Christmas decorations and an employee luncheon.

G/L Account #200-5320

Holiday Lights: Holiday lights expense consists of costs relating to the Delmarva Power street light bills, lights in the Park, additional costs for hanging the lights, and replacing bulbs and bows as needed.

G/L Account #200-5340

Dues and Subscriptions: Current Administrative dues cover expenses for notary fees, Milton Chamber of Commerce, Delaware Municipal Clerks Association, International Institute of Municipal Clerks, Cape Gazette, QuickSearch (the background check provider), Delaware League of Local Governments and Sussex County Association of Towns. The line items also supports an amount for dues payable to the International City Managers Association.

G/L Account #200-5345

Training and Seminars: Training and Seminars has been decreased to \$2,000. The budget will support training available to the administrative department.

G/L Account #200-5346

Meetings: The fiscal year expense for meetings is associated with the costs for Mayor, Council, and Town Clerk(Town Manager) to attend the monthly meetings held by Sussex County Association of Towns and Delaware League of Local Governments. Also included are quarterly meetings held by the Delaware City Managers Association.

G/L Account #200-5350

Election Expense: Expenses classified under Election are those incurred for the annual Municipal Election in March. Expenses are advertisement, legal fees, envelopes/postage, voting machine rental, and meals for the Election Day workers.

G/L Account #200-5400

Town Insurance: This line item is only for the administrative department and general insurance for the Town. Examples are Property, Crime, Equipment, General Liability, Public Officials, Employment, Unemployment, Workers Comp and Bonds. At this time, the annual increase has not been determined for any policy, but a 4% increase has been budgeted.

G/L Account #200-5410

Mileage Expense: Mileage expenses are related to employee reimbursements (based on the Internal Revenue Service mileage rate) for attending professional training and association meetings, when the Town vehicle is not available.

G/L Account #200-5425

Town Manager Expense: Funds available for Staff Appreciation Day, and other expenses of the Town Clerk (Town Manager).

G/L Account #200-5430

Scanning, Printing and Postage: Printing and Postage expenses are the costs for administrative postage, printing costs, and scanning service fees.

G/L Account #200-5460

Repairs and Maintenance – Building: This line item is for the weekly cleaning of Town Hall and other items such as light bulbs, cleaning supplies, and exterior and interior repairs.

G/L Account #200-5470

Repairs and Maintenance – Equipment: Basic contract cost for the copier lease (\$7,140 per year), security system (\$2,040 per year), and information technology semi-monthly on-site schedule and daily back up of data (\$6,250 per year). Extra funds in the amount of \$1,070 is budgeted for any repairs for the above listed items.

G/L Account #200-5480

Telephone: The Town Hall telephone expenses represent the 5 land lines and 1 fax through Verizon and Verizon Long Distance and one cell phone for the Mayors use through Verizon Wireless. The projected expenses for 2016 are in line with the trend from fiscal year 2014 and 2015. The estimate for Verizon is \$3,800.00 and Verizon Wireless is \$900.00.

G/L Account #200-5500 and #200-5510

Utilities: Utilities for Town Hall are those from Delmarva Power and Tidewater.

Heating Fuel: Town Hall heating fuel budget amount is based on the 2015 trend and the anticipated expenditure is in the amount of \$700.00

G/L Account #200-5530

Website/Email Expense: Since the State of Delaware hosts the Town of Milton website, there is no corresponding cost, but the Town must maintain a vendor for email hosting. The email service is

provided by Delmarva Digital based upon the number of email addresses for the Town. This expense is estimated at a yearly cost of \$600.00.

**G/L Account #200-5600**

**Payroll Processing Fees:** Payroll is processed through Paychex, a web based system. Along with bi-weekly payroll submissions, Paychex also prepares all quarterly and annual payroll tax forms.

**G/L Account #200-5610**

**Bank Fees –** Bank fees are the fees associated with collecting and processing of the transfer tax revenue (as referenced in the above revenue section #200-4945). The Sussex County Recorder of Deeds office processes all deeds for the Town for a 1% fee of the revenue collected per month. After the Recorder of Deeds office has processed the property deed, the Town receives the deed for recording.

**G/L Account #200-5700**

**Occupational Health –** Fees for the Administrative, Code, and Public Works departments to receive immunizations. No amount funded for FY2016.

**G/L Account #200-5803**

**Downtown Beautification:** On an annual basis, the Town reimburses the Garden Club up to \$3,000.00 for their expenditures relating to planting and maintaining the gardens downtown.

**G/L Account #200-5805**

**Edmunds Software:** Edmunds software is the software used for Finance, Utility and Property Tax in Town Hall. The fee to maintain the software is an annual fee of \$6,458.00.

**G/L Account #200-5806**

**Code Book:** The Town of Milton subscribes to the services of General Code for the Charter and Code. The yearly fee for General Code is \$1,195.00. When an ordinance or resolution is approved or amended, the update is made official by sending it to General Code. After a quantity of changes has been sent to General Code, a supplement to update the official code books is ordered. The additional fees budgeted are to pay for the updates ordered during the fiscal year.

**Streets Expenses:**

**250-5190: Temp Labor - \$0**

No funds are requested for Temporary labor.

**250-5220: Engineering - \$1,000**

FY16 budgeted amount to remain the same. Engineering services for future road construction, paving projects and bids.

**250-5240: Legal Fees - \$1,000**

FY16 budgeted amount to remain the same. Legal fees for reviewing documents for bid packages and other legal advice as needed.

**250-5280: Supplies - \$4,000**

FY16 budgeted amount to increase from \$3,000 to \$4,000. Supply expenses are for curb paint, brooms, shovels, and cold patching.

**250-5300:** Snow Removal - \$6,000

This expense line to remain the same as in FY15. Cannot predict the weather. Currently, \$4,360.37 has been expended for FY15.

**250-5350:** Advertising - \$1,000

Budgeted amount to increase from \$500 to \$1,000 for FY16. Currently, \$717.53 has been expended.

**250-5360:** Yard Waste Disposal - \$600

FY16 budgeted amount to increase from \$500 to \$600. Yard waste disposal is for disposing of tree limbs, shrubbery etc. Increase is due to Town growth area is larger.

**250-5370:** Safety Signage and Supplies - \$5,000

Budgeted amount to decrease from \$13,000 to \$5,000. This line will be to fund safety flags and supplies for road work such as, flags, signs, barrels, and cones.

**250-5390:** Gasoline - \$2,100

Budgeted amount from FY15 has remained the same. Overall, gasoline used by Public Works Department in the streets department accounts for 15%. The overall budgeted amount for gasoline, in all departments (water, parks, streets), has not changed. The allocation percentage has not changed for the streets department.

**250-5420:** Misc Operating - \$0

No funds requested for miscellaneous expenses.

**250-5450:** Equip Rental - \$1,000

To fund equipment rental for sealing patching. The majority of streets that the Town own need crack sealing. Also, this expense will allow for the rental of a core drill to install sign posts in sidewalks. Budgeted amount for FY16 to remain the same.

**250-5470:** Repair and Main Equip: \$1,000

To fund repairs and maintenance of equipment such as bobcat, Kubota, and back hoe. Budgeted amount for FY16 to remain the same.

**250-5801:** Cap Exp -Street Repairs - \$20,000

FY16 budgeted amount to decrease from \$49,369 to \$20,000. This line item will fund street patching, Town wide.

**250-5805:** Cap Exp - Street Signs - \$3,700

This expense line to remain the same as in FY15. This will fund upgrades for stop signs, speed limit signs, and other street signs.

**250-5808:** Cap Exp - Street Paving - \$ ?

Atlantic Ave and Chestnut Street Paving

**250-5809:** Cap Exp - Sidewalk Repairs - \$20,000

FY16 budgeted amount to remain the same. To repair Town owned sidewalk along Front Street.



**250- New Line: Cap Exp – Street Sweeper - Various**

To purchase a new street sweeper. This will keep dirt and debris off of the streets, reduce the amount of weeds grown on the streets, and help drainage issues regarding storm drains. Currently, the streets are being sweep by hand.

Equipment Cost: \$181,244.00

Opt #1 – 5 annual payments of \$38,542

Opt #2 – 7 annual payments of \$28,513

Cost allocation: 15% Water, 10% Parks, 75% Streets

**250- New Line: Cap Exp – Wood Chipper - \$14700**

To purchase a new wood chipper. This will allow public works to chip excess limbs on trees hanging in or on the streets, reduce hauling costs, and the ability of offer residents’ wood chippings. Currently we haul trees and limbs to Blessing’s Greenhouse to dump the waste; this costs between \$20-\$50 each load.

**Police Expenses:**

300-5180	Training & Seminars	\$13,126
	DE Police Chief’s Staff Development Seminar - 2	
	Mountain Bike Training 2 Officers	
	Skill Path Seminars / Fred Pryor	
	DE State Fire School / Emergency Responder Refresher	
	Taser Training	
	Taser Instructor Recertification – Captain	
	Training Ammunition & Duty ammunition- 3 annual qualifications	
	Glock Armor	
	Firearm targets / props	
	Training other than DSP Academy	
	PoliceOne Academy	
	Recruit Academy Gear	
300-5240	Legal Fees	\$3,000
300-5280	Supplies	\$5,650
	Gun Cleaning	
	PBT’s / 1,000 count (Mouth Pieces DUI)	
	Intoxolizer mouth pieces (DUI)	
	Office supplies, pencils, pens, etc.	
	Copy Paper about 8 cases	
	Thermal Paper	
	Toilet Paper	
	Paper Towels	
	Cleaning Supplies	
	Trash Bags, Drum Liners, Waste Basket	
	Foam Cups	
	Folders	
	Printer Toner	
	Imaging Drum	
	Medical Gloves	
	Dymo Paper	

300-5285	Steno Notebooks Night Out Supplies Face Painting Giveaways Food Paper Plates, towels Lighter Fluid Pepsi Products	\$2,500
300-5300	Advertisement Expense Newspaper / new officers	\$500
300-5340	School Year Books Dues & Subscriptions/memberships Bridgeville Rifle Range Fee Bridgeville member fee IACP membership DE Police Chief's membership Sussex County Police Chief's Notary FBI LEEDA, ILEETA, MAGLOCLEN, IALEFI, NRA	\$3,000
300-5390	Uniform Cleaning - 8 Officers	\$2,000
300-5370	Meals for Prisoners/ Office Cleaning	\$150
300-5380	Fuel Oil – Generator	\$1,000
300-5390	Gasoline Usage	\$32,000
300-5400	Insurance	\$50,500
300-5420	Misc Operating Christmas parade (food, plates, napkins, drinks) Sympathy Arrangements Recruit Pre-employment LEUG Meetings Finance Charges	\$1,750
300-5425	DUI Blood Draws	\$500
300-5430	Printing and Postage Tow car notices DSP intoxolizer cards (DUI) DSP Implied Consent & Probable Cause cards (DUI) 3 Lidar Units –Postage to send back for re-certification and insurance Postage Recruit Law Books Business Cards	\$555
300-5450	Repairs & Maint – Auto 11 Vehicles oil change, 6 per year Accessories repairs Minor and major repair Tires	\$16,000
300-5460	Cleaning supplies Repairs & Maint – Bldg Stanley Steamer – clean carpets Maintenance of generator Advantech – monitoring building	\$7,040

	Advantech – remote access control	
	Exterior/Interior repair /painting	
	Faucet / plumbing repairs	
	Pest and Weed Control	
	Office Cleaning twice a month	
300-5470	Repairs & Maint – Equipment	\$8,000
	Advantech repairs on security system	
	Video system repairs	
	Telephone system repairs	
	Misc break downs	
	2 Lidar Units Re-Calibrated – Kustom Signals (No Postage)	
	Gun parts & repairs	
300-5480	Computer equipment hardware repair	
	Telephone	\$10,500
	Comcast Telephone/Internet	
	Verizon Wireless 8 wifi 3 phones	
300-5490	Uniforms	\$8,000
	Recruits – DSP academy training- 1 officer	
	Recruits – academy training clothes and supplies	
	Recruits – Dover Army / Navy boots, pants, shirts	
	Academy attire 1 officers	
	Recruits – PointBlank – Vests – 1 officer	
	Recruits – gun belts, Lawmen Supply Taser Cartridges	
	2 officers	
	Recruits – Graves Uniforms- Ties, shoulder strap, Dee rings	
	Wallet, badge 1 officer	
	Recruits – uniforms, dress blues, caps 1 officer	
	Recruit – attire for Academy – athletic shoes, mouth	
	Guard, duffle bag	
300-5500	Utilities	\$10,900
	Delmarva Power and Tidewater	
300-5535	Police K-9	\$1,500
	Savannah Animal Hospital Yearly Visit (Shots)	
	Dog Food	
	Certification Controlled Substance	
	National K-9 Certification	
	Price Increase	
300-5700	Occupational Health	\$2,000
	Unknown at this time, training issues come out at the last minute	
	PT Training	

Capital Improvement / Expenditures

\$ 5,000

1. Waterproof / paint basement walls  
(getting estimate)

## **General Expenses:**

G/L Account #350-5370

Council Approved Donation: This amount represents a donation to the Milton Fire Department and to the Milton Community Foundation for the Citizen Initiated Mural.

G/L Account #350-5500

Utilities – Street Lights: The annual amount of Municipal Street Aid money is not enough to pay the entire year street light bills through Delmarva Power. The average monthly street light bill is \$6,200.00. It's anticipated that the Town may receive a request for street dedication. The budgeted amount is only to cover the months when MSA funding is not available.

G/L Account #350-5600

Concerts in the Park: The budgeted expense amount for the concert performers is based on the donation amount received in revenue account #350-4935.

G/L Account #350-5610

Economic Development: Amount dedicated from the Town for economic development purposes.

## **Park Expenses:**

**600-5180:** Training - \$600

Requested funds will cover training for trimming trees, bushes, fertilizing, and plant maintenance and care.

**600-5190:** Temp Labor - \$0

No funds are requested for Temporary labor.

**600-5220:** Engineering Fees - \$0

No funds are requested for engineering fees.

**600-5280:** Supplies P & R - \$16,000

Funds will cover the cost of shovels, rakes, paint, and blades for equipment, portable toilet rentals, mulch, safety chips, and chemicals.

**600-5300:** Park Plantings - \$3,000

Planting trees, bushes, flowers etc.

**600-5370:** Day Labor Meals - \$2400

To fund work release meals.

**600-5350:** Advertising - \$0

No funds are requested for advertising.

**600-5370:** Day Labor Meals - \$1,500

FY16 anticipated budget amount to reduce from \$1,800 to \$1,500. This line item is for providing lunch to work release crew. They help cut grass, weed flower beds, and pick up trash in the parks.

**600-5390: Gasoline - \$2,800**

Budgeted amount from FY15 has increased from \$1,400 to \$2,800. Overall, gasoline used by Public Works Department in the Parks department accounts for 20%. The overall budgeted amount for gasoline, in all departments (water, parks, streets), has not changed. The allocation percentage has changed.

**600-5420: Misc Operating Exp - \$0**

No funds are requested for miscellaneous operating expenses.

**600-5470: Repairs & Maint - Equip - \$1,000**

FY16 budgeted amount to maintain lawnmowers, weed whackers, chain saws etc. to remain the same.

**600-5500: Utilities - \$2,000**

FY16 budgeted amount to increase from \$1,700 to \$2,000. Currently, \$1,446.93 has been expended and June through September electric expenses are remaining.

**600- New line: Benches - \$6,200**

To add more seating in Milton Memorial Park. This will fund 5 additional steel benches.

**600- New line: Bollards - \$4,200**

To add 10 more bollards to Milton Memorial Park. To replace the wooden telephone poles, along the sidewalk, near the entrance, with bollards. This will make the park looking aesthetically better and more safe for park users.

**Code Expenses:**

#5100, 5140, 5145, 5150 and 5160 – Salaries, Taxes, Employee Insurance Benefits, Pension  
Figures to be supplied by Town Clerk

#5110 – Overtime – Regular (\$500.00)  
This figure is in line with budget item from previous year.

#5130 – Overtime – Code Violation (\$0.00)  
This line item is not needed. The abatement of code violations is being handled by outside contractor. See #5200 line item.

#5180 – Training & Seminars (\$3000.00)  
Training requirements differ between the two employees in the department. The job description for the Project Coordinator requires knowledge in the area of development, zoning, historic preservation and floodplain management. The Code Enforcement Officer is required to have knowledge in the area of building standards, fire protection and property maintenance. This requires the need for in-depth training in these areas. Training classes and seminars are offered by the University of Delaware, Federal Emergency Management Association and International Code Council at varies rates and course lengths. Included in the FY16 budget proposal (\$1,000.00) is specialized training for members of the Historic Preservation Commission.

#5200 – Code Violation Expenses (\$2000.00)

Outside contractors are now being used for abatement of these violations. This expense item is used to track cost for this work. The charges will be billed to the property owners as indicated in the town code. As of 07/02/2015, \$1,811.00 has been expended. This figure primarily includes expenses for grass violations and snow removal violations which are billable to the property owner.

#5205 – Demolition Expenditures (\$7,500.00)

The Code Department has been making a town wide assessment of sub-standard accessory structures. It is anticipated the Town will have to remediate through condemnation several of these small structures. Expenditures under this line item are recoverable via a lien placed against the property.

#5215 – Consulting Fees (\$0.00)

#5220 – Engineering Fees (\$21,000.00)

The majority of this line item is expensed for services provided by the Town Engineer for review of land use type applications and site inspections to insure compliance with approved plans. The fee for these services is billed by the developer and is shown under the #4612 revenue line item.

#5225 – Building Plan Review/Inspection Fees (\$15,600.00)

First State Inspection Agency currently provides building plan review/inspections services for applicable building permit projects. These fees are included in the cost of a permit for new construction and the applicable fee is added to all other permits, if a plan review or inspections are necessary. An increase is proposed due to the on-going trend of increased building construction for the past several years. Have exceeded anticipated figure by \$833.50. Also see item #5230.

#5230 – Building Inspections for Prior Year Permits – (\$9000.00)

This line item is used to track fees associated with building permits from the prior fiscal year. Current expense amount is \$7,886.00. This figure is calculated using the projected open FY15 and prior year building permits which will still need inspections in FY16.

#5240 – Legal Fees (\$9000.00)

A portion of this line item is expensed for services provided by the Town Solicitor for review of land use type applications, which are billed back to the applicants. This fee is shown under the #4610 revenue line item.

##5280 – Supplies Expense (\$2,400.00)

This expense item covers cost of printer ink, notepads, Commission/Committee name tags, etc. The proposed expenses show a significant increase over fy15 amount due to needed replacement of a department laptop computer, all-in one printer-copier-scanner, and Adobe Acrobat Professional software to be utilized to create forms which may be filled out and submitted online.

#5300 – Advertising Expense (\$880.00)

As of 07/02/15 expenses for this item are at 104% of anticipated budget. As the Comprehensive Planning process continues advertisement for Public Hearing will be necessary.

#5340 – Dues & Subscriptions (\$200.00)

This line item covers the cost of membership in professional associations (American Planning Association and Lower Delaware & Maryland Building Officials Association).

#5345 – Code Software License (950.00)

The yearly renewal for the software system used to track building permits is due in July.

#5390 – Gas & Oil (\$975.00)

Amount expensed as of 07/02/15 is \$408.56 or 31% of adopted \$1300.00 budget figure. Reduced fuel costs and a decrease in vehicle usage have merited a 33% reduction for FY16

#5400 – Insurance

Figure to be supplied by Town Clerk.

#5430 – Printing & Postage (\$2,500.00)

An increase to the expense item is requested FY16 due increased cost of envelopes used for the mailing of business/rental licenses and renewal forms. There has also been an increase in the number certified mailings sent out for code violations. The amount expensed so far this year has exceeded the adopted budget amount by approximately \$578.92. The proposed increase is more in line with the on-going trend.

#5450 – Repairs & Maintenance – Auto (\$1750.00)

This department has a two vehicle fleet which includes a 2000 Dodge pickup and a 2008 Ford Explorer. Routine service for the vehicles is normally performed twice a year at a cost of approximately \$55.00 per vehicle per service. The 2000 Dodge Pickup is nearing the end of its service life and requires more minor repairs than the lesser used 2008 Explorer. Overall a small decrease in repair costs is anticipated in FY16.

#5470 – Repair & Maintenance – Equipment (\$1,200.00)

A 100% increase is requested for FY16. This is due largely in part for fees associated with digitizing and online storage of Code Department documents and records. The remainder of this line item is applied to the fees associated with the service contract for the copier shared by this department and the Public Works Department.

#5480 – Telephone (\$325.00)

The Code Department currently utilizes only 1 cell phone. In past years, 2 unites were budgeted.

#5490 – Uniforms (\$200.00)

This expense is needed for the upkeep and replacement of shirts for this department. This will allowed the employees to be easily identified by residents and promotes a professional appearance at meetings, training classes, and seminars.

**Utility Revenue:**

**450-4600:** Rents – Water - \$476,000

**450-4610:** Water Tapping - \$15,000

Tapping fee for each anticipated new homes, \$500 x 30 homes. Currently budget amount is \$12,500, and \$12,800 has been received. It's anticipated that 5 more new home permits will be received before the fiscal year is complete. FY16 budgeted revenue amount has increased from \$12,500 to \$15,000.

**450-4620: Sale of Meters - \$27,000**

This revenue line item is for the sale of meter pits and meters; 40 of each is anticipated at a cost of \$673.70 each. It is anticipated that 40 meter pits and meter will be purchased for new homes, irrigations, and repairs.

**450-4630: Impact Fees - \$43,500**

This revenue line item is for water impact fees expected for 30 new homes at \$1450 each home. This is an anticipated increase, in the amount of \$2,900, from FY15.

**450-4640: Reconnect/Disconnect Fees: - \$6,000**

This revenue line is expected to remain the same. We average around 35-40 water disconnects each quarter.

**450-4650: Inspection Fees – \$3000**

This is expected income from inspection fees for pits and installing the meter. Each new home built will pay \$100 for inspections and also residents who purchase meter pits for repairs and irrigations. FY16 anticipated budgeted amount to remain the same. 30 new homes are expected.

**450-4930: Misc Revenue- \$500**

Revenue for scrap metals from meters, pipes, etc.

**Utility Expenses:**

**450-5180: Training and Seminars - \$1,500**

Current public works employees new training in the following areas; sample tester, backflow preventing, inspection, etc. FY16 budgeted amount to remain the same.

**450-5190: Temp Labor - \$0**

No requested funds for temporary labor.

**450-5220: Water Engineering - \$20,000**

Engineering services for future projects such as; repairs and maintenance to mains, towers, and wells. Projected expense amount to remain the same.

**450-5240: Legal Fees - \$2,500**

Legal fees for review of bids, and other projects. Expense amount of remain the same as FY15

**450-5275: Chlorine/Fluoride Supplies - \$12,000**

This line is expected to increase in FY16 from \$10,000 to \$12,000. Prices have increased and the area has expanded due to growth.

**450-5280: Supplies - \$16,000**

FY16 budgeted amount to remain the same. This line funds cooler services, first aide safety supplies, office supplies, utility billing paper, curb boxes, stone, etc.



**450-5285: Supplies: Pits/meters/lids - \$25,000**

To purchase water meter pits, meters and lids. The funds will be used for new construction, irrigations, and repairs. Budgeted amount is expected to increase from \$20,000 to \$25,000.

**450-5290: Water tests - \$1,250**

This expense is expected to increase from \$600 to \$1,250. Additional tests for copper and lead are needed, along with monthly water samples and any special samples.

**450-5300: Advertisement Expense - \$1,400**

This expense is expected to remain the same. This is needed for job postings, bid advertisements and any projects that are needed for advertisement.

**450-5350: License and Permit fees - \$500**

Water operator license for Greg Wingo and John Koerkel. Budgeted amount to remain the same.

**450-5360: Equipment rental - \$200**

This line item is expected to remain the same.

**450-5380: Gas & Oil - \$9,100**

This expense is expected to decrease from \$10,500 to \$9,100. The water department has a current fleet that uses gas and oil, of 3 pickup trucks, 1 large dump truck, 1 small dump truck, 1 work van, a Kubota, backhoe, bobcat. The overall budgeted amount for gasoline, in all departments (water, parks, streets), has not changed. The allocation percentage has changed for the water department, from 75% to 65%.

**450-5420: Misc. Operating - \$450**

Expenses for background searches, CCR preparation and other expenses used for operating.

**450-5430: Printing and Postage - \$7,000**

Line is expected to increase from \$6,158 to \$7,000. The cost of postage has increased for stamps and certified mail for disconnects. Also, billings are expected to increase for new residents.

**450-5440: Propane - \$5,000**

Line expense is expected to remain the same.

**450-5450: Repairs and Maintenance – Water Tower - \$32,600**

Agreement with Tank Management to inspect all the water towers and repair and maintain as needed.

**450-5455: Repair and Maintenance – Auto - \$6,000**

This expense is expected to increase from \$4,000 to \$6,000. Maintenance on Town vehicles are needed such as, heater repairs and new tires.

**450-5460: Repair and Maintenance – Building - \$3,000**

FY16 budgeted amount to increase from \$2,000 to \$3,000. The maintenance shop and well house need shelving, more organization, and painting.

**450-5465: Repair and Maintenance – Hydrants - \$4,000**

Budgeted amount to remain the same.

**450-5470:** Repair and Maintenance – Equipment - \$5,000

Budgeted amount to remain the same.

**450-5475:** Repair and Maintenance – Water Mains- \$20,000

I have requested to increase this line item from \$12,500 to \$20,000. These funds will be used to install new water mains and street valves.

**450-5476:** Repair and Maintenance – Wells - \$11,200

This line has increased from \$8,000 to \$11,200. The increase, in the amount of \$3,200, is due to a maintenance contract signed with AC Schultes for well maintenance.

**450-5477:** Repair and Maintenance – Meters - \$12,000

This line has increased from \$10,000 to \$12,000. The increase is for the purchase of pit setters and lids.

**450-5480:** Telephone - \$4,000

The line is expected to remain the same. Currently, the budgeted amount is \$4,000 with \$2,935 expended. This line items is used to fund cell phones, and miss utility tickets.

**450-5490:** Uniform Expense - \$5,000

FY16 budgeted amount to increase from \$4,000 to \$5,000. Increase due to new public works employee.

**450-5500:** Utilities - \$30,000

This line is expected to increase from \$25,000 to \$30,000. The utilities line is for electric for the well house, maintenance shop, etc. Currently, \$21,355.31 has been expended with June, July, August and September bills remaining.

**450-5520:** SRF Loan Expenses: \$48615

Expense amount to remain the same for semi-annual loan payment.

**450-5802:** Cap Exp- Hydrants - \$10,000

The line has been reduced from \$15,000 to \$10,000. This will fund the purchase of new hydrants.

**450-5803:** Cap Exp – Mapping - ?

**450-5807:** Cap Exp - Radio Read Meters - \$6000

Expected budgeted amount to remain the same. This is to upgrade meters to a radio read meter.

**450-5811:** Cap Exp - Laptop Upgrade - \$0

No funds requested for a laptop upgrade.

**450-New Line** – Cap Exp – Trailer - \$9,120

To fund the purchase of a trailer. The trailer will be used for hauling the backhoe, bobcat, etc.