Town of Milton
115 Federal St
Milton, DE 19968

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

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

Mayor and Council,

After reviewing the revenue and budget transactions for the first six month of the fiscal year, overall I determine we have been operating within the budgeted amounts.

General Fund anticipated revenues are 101% realized, but that percentage takes into account the accrual basis revenue items (for example: property tax revenues). Not all of the invoiced revenues have been collected. As an estimate, 17% of property taxes billed have not been collected as of March 31, 2015. While there are budget lines that are greater than 50% expended at the six month review, some of these budget lines may be for expenses that are paid in full at the beginning of the fiscal year. Overall, the general fund budget is 41% expended.

The Utility Fund revenues are on target at 58% realized thus far in the fiscal year and budgeted items are 46% expended. Again, in summary the utility fund has been operating within the budget. However, since September 2014 when the budget was adopted, the contract for the Shipbuilders Water Tower Foundation project was awarded in the amount of approximately $265,000 along with engineering inspection services totaling $37,500. An unanticipated expenditure of $86,000 was incurred due to tenting the Chandler Street water tower during sandblasting and painting. These adjustments are noted on the attached spreadsheet.

During Council meetings within the last six months, expenses that were not budgeted were approved, for example in the General Fund the clock donation, Delaware Coastal Programs grant matching funds, demolition of structures, and in the Utility Fund expenditures for both water towers, to name a few. These items with other six month budget amendments are included on the attached spreadsheet and details are to follow.

Six month budget review / Amended Budget:

General Fund Revenues – Items for which amendments are proposed, are highlighted on the spreadsheet:

01-03-200-4960 Transfer Tax Revenue (Admin) – increase from $150,000 to $231,000
01-03-250-4510 Grant Receipts – State Legislation Funds (Streets) – increase $58,000 to reflect the amount of Community Transportation Funds received from Senator Lopez and Representative Smyk for paving projects

01-03-250-4540 Grant Receipts – Sussex County (Streets) – incorporate the $10,000 received for infrastructure improvements (Magnolia Street Sidewalk and Curb) and approved by Council February 19th

01-03-300-4520 Grant Receipts Sussex County (Police) – additional $10,000 from Sussex County for police department expenses

01-03-300-4540 Grant Receipts – Violent Crimes (Police)– increase $1,024.99 to reflect actual amount received in September

01-03-300-4560 Grant Receipts – EIDE (Police) – the $3,000 has been removed from the budget. Due to the past three years of grant funds not being expended, current or future grant funds cannot be received.

01-03-300-4610 Grant Receipts – SALLE (Police)- the $3,000 has been removed from the budget. Due to the past three years of grant funds not being expended, current or future grant funds cannot be received.

The above adjustments, will increase the General Fund available revenues by $153,355.95.

General Fund Expenses - Items for which amendments are proposed, are highlighted on the spreadsheet

01-200-5100 Salaries, 01-200-5140 Payroll Taxes – SS, 01-200-5145 Payroll Taxes - Medicare & 01-200-5250 Temporary Labor (Admin) - Net decrease of $210.00 for the change of temporary labor and hiring the Office Assistant / Receptionist in April

01-200-5808 Capital Expense – Telephone Recording System (Admin) – The telephone recording system for phone lines in Town Hall broke and cannot be repaired. To replace the recording system the cost is $7,995, quote from Collins Business Systems is attached.

01-200-6010 Grant Expense – Delaware Coastal Programs Grant (Admin) – The proposed budget amendment reflects the amount of matching funds needed to be awarded the grant and the grant submission was voted on by Council in February.

01-250-5801 – Capital Expense – Street Repairs (Streets) – Proposed budget amendment of $14,369 is equal to the amount of MSA not expended in fiscal year 2014 for street repairs. The proposed balance in currently available in the MSA bank account for related expenses.

01-250-5805 – Capital Expense – Street Signs (Streets) – Additional amount of $1,200 for new parking signs downtown

01-250-5808 – Capital Expense – Street Paving (Streets) – Same as the proposed amendment for Revenue account 01-03-250-4510; $58,000 is the balance received from State Legislatures for street paving. The Community Transportation Funds have been used for the State Road Patching Project and the Streets Paving Project (Prettyman Street, Hazzard Lane, and Manship Street)

01-250-5809 – Capital Expense – Sidewalk Repairs and 01-250-7010 – Sidewalk Repairs – Sussex County (Streets) – The total of these two budget lines are the balance approved by Council for the replacement of the curb and sidewalk on Magnolia Street and is offset by the Sussex Council Grant revenue noted above and a portion of the increase of Transfer Tax revenue. Total budget amendment is $30,000.

01-300-6130 – Grant Expenses for the Sussex County Grant (Police) – The six lines detail the adjustment related to the initial $25,000 grant and the additional $10,000

01-300-9110 – Grant Expenses – Violent Crimes (Police) – Adjustment reflects actual grant amount received, net difference of $2,835.01

01-300-9115 – Grant Expense – Violent Crimes – Park Lights (Police) – New line item to reflect the portion of the received grant funds being earmarked to fund a portion of the additional park lights.

01-350-5370 – Council Approved Donation (General) – Amount is increasing $6,000 to include the $5,000 donated to the Garden Club towards the purchase of the Town clock, and $1,000 donated to the Milton Little League

01-600-5803 – Capital Expense Park Lighting LED Upgrade (Parks) – This is a new line item to fund retrofitting the lights in Memorial Park. Currently, the 5 lights have high pressure sodium lights. If approved, this budget line would create a "LED pilot project" by designating an area in Town so all citizens could see the difference in LED versus high pressure sodium lighting before the Town takes on a town wide retrofit. The estimated cost is $2,500 per light and the budget balance would include the existing 5 lights and the future installation of the 3 lights along the river.

01-650-5100 Salaries, 01-650-5140 Payroll Taxes – SS, 01-650-5145 Payroll Taxes – Medicare, 01-650-5150 Employee Insurance Benefits, 01-650-5160 Pension (Code) – Net Adjustments

01-650-5205 Demolition Expenditures (Code) – Amount of $30,000 is the sum of the two demolition projects: 105 Milton Ellendale Highway and 307 Atlantic Street

01-650-5430 Printing and Postage and 01-650-5802 Capital Expense – ShoreScan Archiving (Code) – ShoreScan is a current vendor in which Town Hall uses to scan and archive documents. The additional requested funds in these two budget lines is 50% of the total value to incorporate a new scanning file cabinet for wide format scans (for example: subdivision plans, water infrastructure plans). This will allow plans to be scanned and archived. As this time, plans are stored in the attic. The cost for the scanning file cabinet and setup, two months of scanner rental, 3 days of onsite scanning performed by ShoreScan, and 4 months of upload to the file cabinet is $5,488. Since the plans being scanned are those of the Code and Water Departments, the cost is being split 50/50. I also priced purchasing a wide format scanner, but feel at this time that expense is too high for the purpose. Once the review of Town Code Chapters 188 and 220 are complete, an amendment will be to submit construction plans and as-built plans digitally. Once these files are obtained digitally, they can be directly uploaded to the ShoreScan archiving file cabinet and therefore the scanner is not needed.

The above adjustments to the General Fund Expenses total $168,947.99. Offsetting revenues will leave a net deficit in the General Fund budget of $14,369.00, which reflects the balance in the MSA checking account, allowing the use of the deferred revenue from fiscal year 2014.

No adjustments were made to the Utility Fund Revenues.

Utility Fund Expenses - Items for which amendments are proposed, are highlighted on the spreadsheet

20-450-5430 Printing and Postage and 20-450-5817 Capital Expense – ShoreScan Archiving (Water) - same comments from previous page:

> ShoreScan is a current vendor in which Town Hall uses to scan and archive documents. The additional requested funds in these two budget lines is 50% of the total value to incorporate a new scanning file cabinet for wide format scans (for example: subdivision plans, water infrastructure plans). This will allow plans to be scanned and archived. As this time, plans are stored in the attic. The cost for the scanning file cabinet and setup, two months of scanner rental, 3 days of onsite scanning performed by ShoreScan, and 4 months of upload to the file cabinet is $5,488. Since the plans being scanned are those of the Code and Water Departments, the cost is being split 50/50. I also priced purchasing a wide format

scanner, but feel at this time that expense is too high for the purpose. Once the review of Town Code Chapters 188 and 220 are complete, an amendment will be to submit construction plans and as-built plans digitally. Once these files are obtained digitally, they can be directly uploaded to the ShoreScan archiving file cabinet and therefore the scanner is not needed.

20-450-5450 Repair and Maintenance – Water Tower – Additional amount of $86,000 is related to the expense of tenting the Chandler Street water tower during the sandblasting and painting.

20-450-5814 Capital Expense – Water Tower Shipbuilders – Combined amount of the contract award for the foundation/relocation of the water tower and engineering/inspection services.

The above Utility Fund adjustments, total $391,244.00. The budget deficit of $307,442.30 is offset by the fiscal year adopted budget surplus of approximately $84,000, along with cash reserves in the Utility Fund checking account.

Should there be questions, please contact me.

Respectfully,

Kristy L. Rogers
Town Clerk

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

Account Id	Account Description	Anticipated/Budgeted	Current Rev/Expd	Balance/Excess/Deficit	%Expd/%Real	Adjustments	Amended Anticipated/Budgeted
01-03-200-4210	Luther Tower In Lieu of Taxes	2,500.00	0	-2,500.00	0.0000		2,500.00
01-03-200-4600	Property tax Revenue	989,000.00	963,685.68	-25,314.32	97.4400		989,000.00
01-03-200-4605	Tax Interest Revenue	9,500.00	12,268.32	2,768.32	129.1400		9,500.00
01-03-200-4905	Interest Income	800.00	201.91	-598.09	25.2400		800.00
01-03-200-4910	Lien Certificate Revenue	6,700.00	4,125.00	-2,575.00	61.5700		6,700.00
01-03-200-4925	Misc Revenue - Admin	0.00	29.95	29.95	0		-
01-03-200-4930	Misc Revenue-Admin - Invoices Only	0.00	40.00	40.00	0		-
01-03-200-4932	Returned Check Fees - Property Tax	0.00	35.00	35.00	0		-
01-03-200-4945	Transfer Tax Interest Income	200.00	151.43	-48.57	75.7200		200.00
01-03-200-4960	**Transfer Tax Revenue**	**150,000.00**	**283,247.37**	**133,247.37**	**188.8300**	**80,330.96**	**230,330.96**
01-03-200-4980	Photocopies/Fax	200.00	117.44	-82.56	58.7200		200.00
01-03-200-4990	Franchise Fees	35,000.00	33,877.52	-1,122.48	96.7900		35,000.00
01-03-250-4505	Grant Receipts - Streets - USDA Signs	0.00	3,457.52	3,457.52	0		-
01-03-250-4510	**Grant Receipts - State Legislation Funds**	**0.00**	**22,000.00**	**22,000.00**	**0**	**58,000.00**	**58,000.00**
01-03-250-4520	Grant Receipts - Street Repair - MSA	0.00	0	0.00	0		-
01-03-250-4525	Grant Receipts - Street Lighting - MSA	65,000.00	64,976.30	-23.70	99.9600		65,000.00
01-03-250-4530	Grant Receipts - Interest Income - MSA	0.00	19.71	19.71	0		-
01-03-250-4540	**Grant Receipts - Sussex County**		**10,000.00**			**10,000.00**	**10,000.00**
01-03-250-4930	Misc Revenue - Streets - Invoices Only	0.00	4,376.00	4,376.00	0		-
01-03-300-4520	**Grant Receipts - Sussex County**	**25,000.00**	**25,000.00**	**0.00**	**100.0000**	**10,000.00**	**35,000.00**
01-03-300-4540	**Grant Receipts - Violent Crimes**	**18,000.00**	**19,024.99**	**1,024.99**	**0.0000**	**1,024.99**	**19,024.99**
01-03-300-4560	**Grant Receipts - EIDE**	**3,000.00**	**0**	**-3,000.00**	**0.0000**	**(3,000.00)**	**-**
01-03-300-4570	Grant Receipts - Highway Safety	10,000.00	3,950.00	-6,050.00	39.5000		10,000.00
01-03-300-4580	Grant Receipts - Police Pension	30,000.00	19,059.93	-10,940.07	63.5300		30,000.00
01-03-300-4610	**Grant Receipts - SALLE**	**3,000.00**	**0**	**-3,000.00**	**0.0000**	**(3,000.00)**	**-**
01-03-300-4800	Fines	10,000.00	5,527.00	-4,473.00	55.2700		10,000.00
01-03-300-4820	Fingerprinting/Police Reports	1,000.00	315.00	-685.00	31.5000		1,000.00
01-03-300-4925	Misc. Revenue - Police	0.00	1,248.75	1,248.75	0		-
01-03-300-4930	Misc Revenue - Police - Invoices Only	800.00	0	-800.00	0.0000		800.00
01-03-300-4935	National Night Out Donations	1,300.00	100.00	-1,200.00	7.6900		1,300.00
01-03-350-4200	Permit Fees - Sewer - Invoiced	16,250.00	11,050.00	-5,200.00	68.0000		16,250.00
01-03-350-4250	Sewer Impact Fees from Tidewater	37,500.00	25,500.00	-12,000.00	68.0000		37,500.00
01-03-350-4935	Donations - Concerts	9,500.00	2,625.00	-6,875.00	27.6300		9,500.00
01-03-350-4940	Tidewater Sewer Acct Maintenance	4,980.00	2,490.00	-2,490.00	50.0000		4,980.00
01-03-600-4520	Grant Receipts - Parks	0.00	750.00	750.00	0		-
01-03-600-4940	Park Gazebo Usage Fee	2,800.00	675.00	-2,125.00	24.1100		2,800.00
01-03-600-4965	Boat Dock Rental - P&R	2,500.00	720.00	-1,780.00	28.8000		2,500.00
01-03-650-4510	Grant Receipts - Historic Preservation	5,912.00	0	-5,912.00	0.0000		5,912.00
01-03-650-4600	Code Violation Fees	6,500.00	3,545.00	-2,955.00	54.5400		6,500.00
01-03-650-4604	Rental License Receipts	61,000.00	60,200.00	-800.00	98.6900		61,000.00
01-03-650-4605	Business License Receipts	45,000.00	43,810.00	-1,190.00	97.3600		45,000.00
01-03-650-4607	Building Permit Receipts	128,500.00	78,466.37	-50,033.63	61.0600		128,500.00
01-03-650-4608	Misc. Fees Collected-Invoices Only	4,000.00	1,320.58	-2,679.42	33.0100		4,000.00
01-03-650-4610	Professional Fees Collected - Legal	5,000.00	1,313.50	-3,686.50	26.2700		5,000.00
01-03-650-4611	Professional Fees Collected - Consulting	0.00	0	0.00	0		-
01-03-650-4612	Professional Fees Collected - Engineer	20,000.00	12,412.98	-7,587.02	62.0600		20,000.00

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

01-03-999-4999	Refund of Prior Years Expenditures	0.00	0	0.00	0		-
01-03-999-5999	Overpayments	0.00	3.00	3.00	0		-
	GENERAL FUND Revenue Total	**1,710,442.00**	**1,711,716.25**	**1,274.25**		**153,355.95**	**1,863,797.95**
01-000-0000	GENERAL FUND	0	0	0	0		-
01-200-0000	ADMINISTRATION DEPARTMENT	0	0	0	0		-
01-200-5000	SALARIES & WAGES	0	0	0	0		-
01-200-5100	**Salaries**	**102,511.00**	**40,776.80**	**61,734.20**	**39.7800**	**(6,240.00)**	**96,271.00**
01-200-5101	Salaries - Council	7,560.00	1,215.00	6,345.00	16.0700		7,560.00
01-200-5110	Overtime - Regular	200.00	47.09	152.91	23.5500		200.00
01-200-5140	**Payroll Taxes - SS**	**6,555.68**	**2,689.53**	**3,866.15**	**41.0300**	**(380.00)**	**6,175.68**
01-200-5141	Payroll Tax - SS - Council	470.00	162.75	307.25	34.6300		470.00
01-200-5145	**Payroll Taxes - Medicare**	**1,536.41**	**628.99**	**907.42**	**40.9400**	**(90.00)**	**1,446.41**
01-200-5146	Payroll Tax - Medicare - Council	110.00	38.07	71.93	34.6100		110.00
01-200-5150	Employee Ins Benefits	5,870.00	3,017.14	2,852.86	51.4000		5,870.00
01-200-5160	Admin Pension	6,862.71	2,348.29	4,514.42	34.2200		6,862.71
01-200-5170	Holiday Bonus - All Departments	2,375.00	2,481.25	-106.25	104.4700		2,375.00
01-200-5175	OTHER EXPENSES	0	0	0	0		-
01-200-5200	Accounting Fees	18,720.00	18,720.00	0.00	100.0000		18,720.00
01-200-5215	Consulting Fees - Comp Plan	10,000.00	2,137.65	7,862.35	21.3800		10,000.00
01-200-5220	Engineering Fees	7,000.00	763.75	6,236.25	10.9100		7,000.00
01-200-5240	Legal Fees	60,000.00	21,323.87	38,676.13	35.5400		60,000.00
01-200-5250	**Temporary Labor**	**0.00**	**6,041.25**	**-6,041.25**	**0**	**6,500.00**	**6,500.00**
01-200-5260	Tax Assessment	14,250.00	7,865.75	6,384.25	55.2000		14,250.00
01-200-5270	Software Upgrade	0.00	0	0.00	0		-
01-200-5280	Supplies	4,500.00	1,088.83	3,411.17	24.2000		4,500.00
01-200-5300	Advertising	1,000.00	993.93	6.07	99.3900		1,000.00
01-200-5310	Holiday Expense	400.00	480.00	-80.00	120.0000		400.00
01-200-5320	Holiday Lights	3,500.00	3,600.33	-100.33	102.8700		3,500.00
01-200-5340	Dues & Subscriptions	2,110.00	270.00	1,840.00	12.8000		2,110.00
01-200-5345	Training & Seminars	4,000.00	669.00	3,331.00	16.7300		4,000.00
01-200-5346	Meetings	1,200.00	626.00	574.00	52.1700		1,200.00
01-200-5350	Election Expense	3,500.00	2,410.79	1,089.21	68.8800		3,500.00
01-200-5400	Town Insurance	36,000.00	26,503.36	9,496.64	73.6200		36,000.00
01-200-5410	Mileage Expense	1,500.00	215.55	1,284.45	14.3700		1,500.00
01-200-5420	Misc Operating	300.00	48.00	252.00	16.0000		300.00
01-200-5425	Town Manager Expense	500.00	0	500.00	0.0000		500.00
01-200-5430	Printing & Postage	4,000.00	2,535.51	1,464.49	63.3900		4,000.00
01-200-5460	Repairs & Maint - Building	15,000.00	4,517.60	10,482.40	30.1200		15,000.00
01-200-5470	Repairs & Maint - Equip	16,595.00	7,062.08	9,532.92	42.5600		16,595.00
01-200-5480	Telephone	4,700.00	2,470.92	2,229.08	52.5700		4,700.00
01-200-5500	Utilities	6,500.00	3,208.07	3,291.93	49.3500		6,500.00
01-200-5510	Heating Fuel	450.00	662.47	-212.47	147.2200		450.00
01-200-5530	Web Site Expense	600.00	360.00	240.00	60.0000		600.00
01-200-5600	Payroll Processing Expense	6,200.00	3,298.72	2,901.28	53.2100		6,200.00
01-200-5610	Bank Fees	2,150.00	2,930.95	-780.95	136.3200		2,150.00
01-200-5700	Occupational Health (Admin/Public Works)	3,300.00	0	3,300.00	0.0000		3,300.00
01-200-5800	CAPITAL EXPENDITURES	0	0	0	0		-
01-200-5803	Cap Exp - Downtown Beautification	3,000.00	5,000.00	-2,000.00	166.6700		3,000.00

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

01-200-5805	Cap Exp - Edmunds Software	6,458.00	6,208.00	250.00	96.1300		6,458.00
01-200-5806	Cap Exp - Code Book	6,000.00	1,195.00	4,805.00	19.9200		6,000.00
01-200-5807	Cap Exp - Land Acquisition	0.00	0	0.00	0		-
01-200-5808	**Cap Exp - Telephone Recording System**					8,000.00	8,000.00
01-200-6000	GRANT EXPENDITURES - DCP						-
01-200-6010	**Grant Expenses - DE Coastal Programs**					7,000.00	7,000.00
01-250-0000	STREETS DEPARTMENT	0	0	0	0		-
01-250-5000	SALARIES & WAGES	0	0	0	0		-
01-250-5100	Salaries	34,977.00	12,507.46	22,469.54	35.7600		34,977.00
01-250-5110	Overtime - Regular	4,500.00	5,406.79	-906.79	120.1500		4,500.00
01-250-5140	Payroll Taxes - SS	2,521.70	1,162.11	1,359.59	46.0800		2,521.70
01-250-5145	Payroll Taxes - Medicare	605.08	271.78	333.30	44.9200		605.08
01-250-5150	Employee Insurance Benefits	5,350.00	1,304.75	4,045.25	24.3900		5,350.00
01-250-5160	Pension	2,622.52	467.72	2,154.80	17.8300		2,622.52
01-250-5175	OTHER EXPENSES	0	0	0	0		-
01-250-5190	Temporary Labor	8,488.00	4,176.40	4,311.60	49.2000		8,488.00
01-250-5220	Engineering Fees	1,000.00	0.00	1,000.00	0.0000		1,000.00
01-250-5240	Legal Fees	1,000.00	315.47	684.53	31.5500		1,000.00
01-250-5280	Supplies	3,000.00	719.60	2,280.40	23.9900		3,000.00
01-250-5300	Snow Removal	6,000.00	4,338.53	1,661.47	72.3100		6,000.00
01-250-5350	Advertising	500.00	0	500.00	0.0000		500.00
01-250-5360	Yard Waste Disposal	500.00	0	500.00	0.0000		500.00
01-250-5370	Safety Signage and Supplies	13,000.00	0	13,000.00	0.0000		13,000.00
01-250-5390	Gasoline	2,100.00	485.00	1,615.00	23.1000		2,100.00
01-250-5400	Insurance	2,800.00	1,221.18	1,578.82	43.6100		2,800.00
01-250-5420	Misc Operating	0.00	-88.60	88.60	0		-
01-250-5450	Equipment Rental	1,000.00	0	1,000.00	0.0000		1,000.00
01-250-5470	Repairs & Maint - Equip	1,000.00	0	1,000.00	0.0000		1,000.00
01-250-5800	CAPITAL EXPENDITURE	0	0	0	0		-
01-250-5801	**Cap Exp - Street Repairs**	35,000.00	0	35,000.00	0.0000	14,369.00	49,369.00
01-250-5805	**Cap Exp - Street Signs**	2,500.00	137.79	2,362.21	5.5100	1,200.00	3,700.00
01-250-5806	Cap Exp - Electric Jack Hammer	1,750.00	0	1,750.00	0.0000		1,750.00
01-250-5808	**Cap Exp - Street Paving**	0.00	22,000.00	-22,000.00	0	58,000.00	58,000.00
01-250-5809	**Cap Exp - Sidewalk Repairs**					20,000.00	20,000.00
01-250-6000	GRANT EXPENSES - MSA	0	0	0	0		-
01-250-6110	Paving & Signage - MSA	0.00	0	0.00	0		-
01-250-6115	Street Lighting - MSA	65,000.00	30,226.03	34,773.97	46.5000		65,000.00
01-250-7000	GRANT EXPENSES - SUSSEX COUNTY						-
01-250-7010	**Sidewalk Repairs - Sussex County**					10,000.00	10,000.00
01-300-0000	POLICE DEPARTMENT	0	0	0	0		-
01-300-5000	SALARIES & WAGES	0	0	0	0		-
01-300-5100	Salaries	399,110.30	166,066.84	233,043.46	41.6100		399,110.30
01-300-5110	Overtime - Regular	29,000.00	24,175.01	4,824.99	83.3600		29,000.00
01-300-5112	Overtime - Holiday	15,600.00	8,928.66	6,671.34	57.2400		15,600.00
01-300-5120	Police Reimbursable Salaries	13,000.00	2,245.00	10,755.00	17.2700		13,000.00
01-300-5140	Payroll Taxes - SS	28,395.84	12,529.49	15,866.35	44.1200		28,395.84
01-300-5145	Payroll Taxes - Medicare	6,639.35	2,930.28	3,709.07	44.1400		6,639.35
01-300-5150	Employee Ins Benefits	62,000.00	29,606.25	32,393.75	47.7500		62,000.00
01-300-5160	Police Pension	56,662.73	20,504.16	36,158.57	36.1900		56,662.73

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

01-300-5175	OTHER EXPENSES	0	0	0	0		-
01-300-5180	Training & Seminars	10,528.00	6,845.57	3,682.43	65.0200		10,528.00
01-300-5240	Legal Fees	2,000.00	972.91	1,027.09	48.6500		2,000.00
01-300-5280	Supplies	5,500.00	1,773.84	3,726.16	32.2500		5,500.00
01-300-5285	Night Out Supplies	2,500.00	0	2,500.00	0.0000		2,500.00
01-300-5300	Advertisement Expense	500.00	0	500.00	0.0000		500.00
01-300-5340	Dues & Subscriptions	2,480.00	506.06	1,973.94	20.4100		2,480.00
01-300-5345	Uniform Cleaning	1,500.00	810.00	690.00	54.0000		1,500.00
01-300-5370	Meals for Prisoners / Police Cleaning	250.00	6.95	243.05	2.7800		250.00
01-300-5380	Fuel Oil - Generator	729.00	106.09	622.91	14.5500		729.00
01-300-5390	Gasoline Usage	14,000.00	3,726.18	10,273.82	26.6200		14,000.00
01-300-5400	Insurance	50,500.00	17,092.27	33,407.73	33.8500		50,500.00
01-300-5420	Misc Operating	1,650.00	1,138.85	511.15	69.0200		1,650.00
01-300-5425	DUI Blood Draws	500.00	69.00	431.00	13.8000		500.00
01-300-5430	Printing & Postage	555.00	93.74	461.26	16.8900		555.00
01-300-5450	Repairs & Maint - Auto	9,200.00	2,365.82	6,834.18	25.7200		9,200.00
01-300-5460	Repairs & Maint - Bldg	6,000.00	903.59	5,096.41	15.0600		6,000.00
01-300-5470	Repairs & Maint - Equip	8,000.00	1,232.24	6,767.76	15.4000		8,000.00
01-300-5480	Telephone	8,000.00	3,078.97	4,921.03	38.4900		8,000.00
01-300-5490	Uniforms	8,000.00	5,464.40	2,535.60	68.3100		8,000.00
01-300-5500	Utilities	8,500.00	3,913.41	4,586.59	46.0400		8,500.00
01-300-5535	Police K-9	1,000.00	167.36	832.64	16.7400		1,000.00
01-300-5540	Travel/Lodging - Training	1,200.00	337.52	862.48	28.1300		1,200.00
01-300-5700	Occupational Health	7,800.00	0	7,800.00	0.0000		7,800.00
01-300-5800	POLICE CAPITAL EXPENDITURE	0	0	0	0		-
01-300-5810	Cap Exp - Interview Room Renovation	3,000.00	1,150.00	1,850.00	38.3300		3,000.00
01-300-6000	GRANT EXPENSES - SUSSEX COUNTY	0	0	0	0		-
01-300-6110	Grant Expenses Prior Yr - Sussex County	0.00	0	0.00	0		-
01-300-6115	Gasoline Expenses - Sussex County	10,000.00	1,661.43	8,338.57	16.6100		10,000.00
01-300-6120	Repairs & Maint - Auto - Sussex County	6,000.00	4,306.85	1,693.15	71.7800		6,000.00
01-300-6125	Telephone - Sussex County	4,000.00	806.98	3,193.02	20.1700		4,000.00
01-300-6130	**~~Radio Upgrade~~ Park Lights - Sussex County**	**5,000.00**	**0**	**5,000.00**	**0.0000**	**(2,000.00)**	**3,000.00**
	Building Repairs - Sussex County					**1,800.00**	**1,800.00**
	Parkling Lot Repairs - Sussex County					**200.00**	**200.00**
	Fitness Equipment - Sussex County					**3,329.00**	**3,329.00**
	Uniforms and Body Armor - Sussex County					**3,431.40**	**3,431.40**
	Building Access System - Sussex County					**2,910.00**	**2,910.00**
	Equipment - Sussex County					**329.60**	**329.60**
01-300-7000	GRANT EXPENSES - EIDE	0	0	0	0		-
01-300-7110	Grant Expenses - Overtime - EIDE	0.00	0	0.00	0		-
01-300-7120	Grant Expenses - EIDE	0.00	755.80	-755.80	0		-
01-300-8000	GRANT EXPENSES - SALLE	0	0	0	0		-
01-300-8105	Prior Year Grant Expenditures - SALLE	0.00	1,107.98	-1,107.98	0		-
01-300-8110	Supplies - SALLE	3,000.00	0	3,000.00	0.0000		3,000.00
01-300-8120	Grant Expenses - Overtime - SALLE	0.00	0	0.00	0		-
01-300-9000	GRANT EXPENSES - VIOLENT CRIMES	0	0	0	0		-
01-300-9110	**Equipment - Violent Crimes**	**21,860.00**	**6,563.59**	**15,296.41**	**30.0300**	**(8,235.01)**	**13,624.99**
01-300-9115	**Park Lights - Violent Crimes**					**5,400.00**	**5,400.00**
01-350-0000	GENERAL DEPARTMENT	0	0	0	0		-

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

01-350-5175	OTHER EXPENSES	0	0	0	0		-
01-350-5370	**Council Approved Donation**	3,500.00	2,000.00	1,500.00	57.1400	6,000.00	9,500.00
01-350-5500	Utilities - Street Lights	25,000.00	0	25,000.00	0.0000		25,000.00
01-350-5600	Concerts in the Park	9,500.00	0	9,500.00	0.0000		9,500.00
01-350-5610	Economic Development	5,000.00	2,586.27	2,413.73	51.7300		5,000.00
01-350-5700	Bad Debt Expense	0.00	0	0.00	0		-
01-350-5800	CAP EXPENDITURES	0	0	0	0		-
01-600-0000	PARKS DEPARTMENT	0	0	0	0		-
01-600-5000	SALARIES & WAGES	0	0	0	0		-
01-600-5100	Regular Salary - Parks	34,966.00	7,996.62	26,969.38	22.8700		34,966.00
01-600-5110	Overtime - Regular	500.00	0.00	500.00	0.0000		500.00
01-600-5140	Payroll Taxes - SS	2,201.70	625.94	1,575.76	28.4300		2,201.70
01-600-5145	Payroll Taxes - Medicare	515.08	146.38	368.70	28.4200		515.08
01-600-5150	Employee Insurance Benefits	5,400.00	3,995.38	1,404.62	73.9900		5,400.00
01-600-5160	Pension	2,322.68	1,555.88	766.80	66.9900		2,322.68
01-600-5175	OTHER EXPENSES	0	0	0	0		-
01-600-5180	Training	1,000.00	0	1,000.00	0.0000		1,000.00
01-600-5190	Temporary Labor	10,984.00	3,206.50	7,777.50	29.1900		10,984.00
01-600-5280	Supplies - P&R	15,007.96	1,199.03	13,808.93	7.9900		15,007.96
01-600-5286	Milton Memorial & Mill Park	0.00	0	0.00	0		-
01-600-5300	Park Plantings	3,000.00	0	3,000.00	0.0000		3,000.00
01-600-5370	Day Labor Meals	1,800.00	-42.75	1,842.75	-2.3800		1,800.00
01-600-5390	Gasoline	1,400.00	323.32	1,076.68	23.0900		1,400.00
01-600-5400	Insurance	1,900.00	1,469.55	430.45	77.3400		1,900.00
01-600-5420	Misc Operating Exp - P&R	0.00	0	0.00	0		-
01-600-5470	Repairs & Maint - Equip	1,000.00	27.64	972.36	2.7600		1,000.00
01-600-5500	Utilities - P&R	1,700.00	1,028.19	671.81	60.4800		1,700.00
01-600-5800	PARKS CAPITAL EXPENDITURE	0	0	0	0		-
01-600-5801	Cap Exp - Trash Recepticles & Dome Lids	5,950.00	0	5,950.00	0.0000		5,950.00
01-600-5802	Cap Exp - Park Lighting	8,600.00	0	8,600.00	0.0000		8,600.00
01-600-5803	**Cap Exp - Park Lighting LED upgrade**					20,000.00	20,000.00
01-650-0000	CODE DEPARTMENT	0	0	0	0		-
01-650-5000	SALARIES & WAGES	0	0	0	0		-
01-650-5100	**Salaries Expense**	84,974.53	31,238.43	53,736.10	36.7600	(8,200.00)	76,774.53
01-650-5110	Overtime - Regular	500.00	0.00	500.00	0.0000		500.00
01-650-5140	**Payroll Taxes - SS**	5,353.44	1,914.97	3,438.47	35.7700	(500.00)	4,853.44
01-650-5145	**Payroll Taxes - Medicare**	1,235.88	447.89	787.99	36.2400	(120.00)	1,115.88
01-650-5150	**Employee Ins Benefits**	13,200.00	3,518.02	9,681.98	26.6500	(6,000.00)	7,200.00
01-650-5160	**Pension**	5,560.37	1,737.69	3,822.68	31.2500	(500.00)	5,060.37
01-650-5175	OTHER EXPENSES	0	0	0	0		-
01-650-5180	Training & Seminars	3,000.00	95.00	2,905.00	3.1700		3,000.00
01-650-5200	Code Violation Expenses	2,000.00	1,450.86	549.14	72.5400		2,000.00
01-650-5205	**Demolition Expenditures**					30,000.00	30,000.00
01-650-5215	Consulting Fees	0.00	0	0.00	0		-
01-650-5220	Engineering Fees	21,000.00	7,737.52	13,262.48	36.8500		21,000.00
01-650-5225	Bldg. Plan Review/Inspection Fees	13,000.00	4,249.50	8,750.50	32.6900		13,000.00
01-650-5230	Bldg Inspections - Prior Year Projects	6,000.00	6,795.00	-795.00	113.2500		6,000.00
01-650-5240	Legal Fees	9,000.00	3,749.56	5,250.44	41.6600		9,000.00
01-650-5280	Supplies Expense	400.00	322.33	77.67	80.5800		400.00

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

01-650-5300	Advertising Expense	800.00	415.13	384.87	51.8900		800.00
01-650-5340	Dues & Subscriptions	300.00	70.00	230.00	23.3300		300.00
01-650-5345	Code Software License	950.00	0	950.00	0.0000		950.00
01-650-5390	Gas & Oil	1,300.00	279.91	1,020.09	21.5300		1,300.00
01-650-5400	Insurance	1,600.00	910.71	689.29	56.9200		1,600.00
01-650-5430	**Printing & Postage**	1,700.00	1,717.58	-17.58	101.0300	158.00	1,858.00
01-650-5450	Repairs & Maint - Auto	1,987.00	620.44	1,366.56	31.2200		1,987.00
01-650-5470	Repair & Maintenance: Equip	600.00	202.97	397.03	33.8300		600.00
01-650-5480	Telephone	540.00	126.03	413.97	23.3400		540.00
01-650-5490	Uniforms	200.00	0	200.00	0.0000		200.00
01-650-5800	CODE CAPITAL EXPENDITURE	0	0	0	0		-
01-650-5801	Cap Exp - Historic Preservation	5,912.00	0	5,912.00	0.0000		5,912.00
01-650-5802	**Cap Exp - ShoreScan Archiving**					2,586.00	2,586.00
01-999-0000	NON BUDGET SECTION	0	0	0	0		-
01-999-2500	Customer Overpayment	0.00	768.74	-768.74	0		-
	GENERAL FUND Expenditure Total	**1,709,218.96**	**699,693.62**	**1,009,525.34**		**168,947.99**	**1,878,166.95**
20-03-000-4930	NSF Revenue - Utilities	0.00	185.00	185.00	0		-
20-03-000-4950	Interest Penalty	4,500.00	3,946.64	-553.36	87.7000		4,500.00
20-03-350-4600	Trash Collection Fees	275,041.00	151,466.66	-123,574.34	55.0700		275,041.00
20-03-450-4510	Grant Receipts - Security Fence	0.00	0	0.00	0		-
20-03-450-4600	Rents - Water	476,000.00	251,943.06	-224,056.94	52.9300		476,000.00
20-03-450-4610	Tapping Fees - Water	12,500.00	8,500.00	-4,000.00	68.0000		12,500.00
20-03-450-4620	Sale of Meters	19,100.00	31,816.02	12,716.02	166.5800		19,100.00
20-03-450-4630	Impact Fees - Water	36,250.00	26,100.00	-10,150.00	72.0000		36,250.00
20-03-450-4640	Re-Connect/Disconnect Fees - Water	6,000.00	6,100.00	100.00	101.6700		6,000.00
20-03-450-4650	Inspection Fees - Water	3,000.00	3,000.00	0.00	100.0000		3,000.00
20-03-450-4905	Interest Income	0.00	201.91	201.91	0		-
20-03-450-4930	Misc Revenue - Water	0.00	203.20	203.20	0		-
	UTILITY FUND Revenue Total	**832,391.00**	**483,462.49**	**-348,928.51**		**-**	**832,391.00**
20-000-0000	PROPRIETARY FUND	0	0	0	0		-
20-350-5000	TRASH	0	0	0	0		-
20-350-5410	Trash Disposal Service	265,041.00	110,433.74	154,607.26	41.6700		265,041.00
20-450-0000	WATER DEPARTMENT	0	0	0	0		-
20-450-5000	SALARIES & WAGES	0	0	0	0		-
20-450-5100	Salaries - Water	111,797.78	63,437.88	48,359.90	56.7400		111,797.78
20-450-5110	Overtime - Regular	7,000.00	3,644.41	3,355.59	52.0600		7,000.00
20-450-5140	Payroll Taxes - SS	7,429.32	4,069.98	3,359.34	54.7800		7,429.32
20-450-5145	Payroll Taxes - Medicare	1,730.24	951.83	778.41	55.0100		1,730.24
20-450-5150	Employee Ins Benefits	17,400.00	8,605.22	8,794.78	49.4600		17,400.00
20-450-5160	Pension	7,735.16	3,097.62	4,637.54	40.0500		7,735.16
20-450-5175	OTHER EXPENSES	0	0	0	0		-
20-450-5180	Training & Seminars	1,500.00	200.00	1,300.00	13.3300		1,500.00
20-450-5190	Temporary Labor	8,488.00	3,330.40	5,157.60	39.2400		8,488.00
20-450-5200	Depreciation Expense - Water	0.00	0	0.00	0		-
20-450-5220	Water Engineering	20,000.00	670.00	19,330.00	3.3500		20,000.00
20-450-5240	Legal Fees	2,500.00	2,002.95	497.05	80.1200		2,500.00
20-450-5275	Chlorine/Fluoride Supplies	10,000.00	2,935.95	7,064.05	29.3600		10,000.00

Town of Milton
Fiscal Year 2014-2015
Six Month Budget Review/Amended Budget

20-450-5280	Supplies	16,000.00	4,949.75	11,050.25	30.9400		16,000.00
20-450-5285	Supplies - Pits/Meters/Lid	20,000.00	12,361.68	7,638.32	61.8100		20,000.00
20-450-5290	Water Tests	600.00	0	600.00	0.0000		600.00
20-450-5300	Advertisement Expense - Water	1,400.00	2,049.67	-649.67	146.4100		1,400.00
20-450-5345	Work Order Management License	0.00	0	0.00	0		-
20-450-5350	License & Permit Fees	500.00	0	500.00	0.0000		500.00
20-450-5360	Equipment Rental	200.00	0	200.00	0.0000		200.00
20-450-5380	Gas & Oil - Water	10,500.00	2,425.06	8,074.94	23.1000		10,500.00
20-450-5400	Town Insurance	12,736.80	5,691.93	7,044.87	44.6900		12,736.80
20-450-5420	Misc Operating	0.00	0.00	0.00	0		-
20-450-5430	**Printing & Postage**	6,000.00	2,514.86	3,485.14	41.9100	158.00	6,158.00
20-450-5440	Propane	5,000.00	3,063.31	1,936.69	61.2700		5,000.00
20-450-5450	**Repair & Maint - Water Tower**	32,600.00	32,600.00	0.00	100.0000	86,000.00	118,600.00
20-450-5455	Repairs & Maint - Auto	4,000.00	4,864.23	-864.23	121.6100		4,000.00
20-450-5460	Repairs & Maint - Building	2,000.00	1,852.54	147.46	92.6300		2,000.00
20-450-5465	Repairs & Maint - Hydrants	4,000.00	0	4,000.00	0.0000		4,000.00
20-450-5470	Repairs & Maint - Equip	5,000.00	2,222.87	2,777.13	44.4600		5,000.00
20-450-5475	Repairs & Maint - Water Mains	12,500.00	0	12,500.00	0.0000		12,500.00
20-450-5476	Repairs & Maint - Wells	8,000.00	5,524.88	2,475.12	69.0600		8,000.00
20-450-5477	Repairs & Maint - Meters	10,000.00	0	10,000.00	0.0000		10,000.00
20-450-5480	Telephone - Water	4,000.00	1,901.53	2,098.47	47.5400		4,000.00
20-450-5490	Uniform Expense	4,000.00	1,814.17	2,185.83	45.3500		4,000.00
20-450-5500	Utilities	25,000.00	13,576.05	11,423.95	54.3000		25,000.00
20-450-5520	SRF Loan Expenses	48,615.00	24,307.41	24,307.59	50.0000		48,615.00
20-450-5800	CAPITAL EXPENDITURES - WATER	0	0	0	0		-
20-450-5802	Cap Exp - Hydrants	15,000.00	0	15,000.00	0.0000		15,000.00
20-450-5803	Cap Exp - Mapping	26,500.00	0	26,500.00	0.0000		26,500.00
20-450-5804	Cap Exp - Cut Off Saw	0.00	0	0.00	0		-
20-450-5805	Cap Exp - Plate Tamp	0.00	0	0.00	0		-
20-450-5807	Cap Exp - Radio Read Meters	6,000.00	0	6,000.00	0.0000		6,000.00
20-450-5808	Cap Exp - Edmunds Software	2,316.00	2,316.00	0.00	100.0000		2,316.00
20-450-5809	Cap Exp - Security Fence	0.00	0	0.00	0		-
20-450-5810	Cap Exp - Meter Repairs	0.00	0	0.00	0		-
20-450-5811	Cap Exp - Laptop Upgrade/Mount/AirCards	2,500.00	0	2,500.00	0.0000		2,500.00
20-450-5814	**Cap Exp - Water Tower Shipbuilders**	0.00	15,002.74	-15,002.74	0	302,500.00	302,500.00
20-450-5815	Cap Exp - Pump	3,000.00	0	3,000.00	0.0000		3,000.00
20-450-5817	**Cap Exp - ShoreScan Archiving**					2,586.00	2,586.00
20-999-2500	Customer Overpayment	0.00	0	0.00	0		-
	UTILITY FUND Expenditure Total	**748,589.30**	**342,418.66**	**406,170.64**		**391,244.00**	**1,139,833.30**

Collins
BUSINESS SYSTEMS, INC.

NUMONIX

Proposal for

Town of Milton

PRESENTED BY
Carmen Calderaro
Collins Business Systems, Inc.
P.O. Box 726, Manor Branch
New Castle, DE 19720
(302) 658-1700

March 20, 2015

ShoreScan Solutions

2015 WIDE FORMAT SCANNER RENTAL, SERVICES AND ADDITIONAL FILE CABINET QUOTE

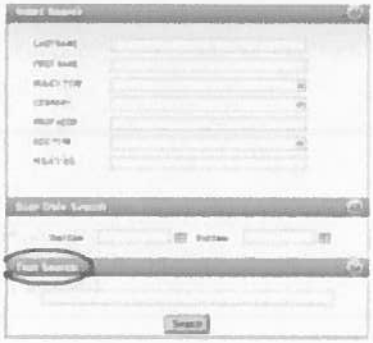
To: ShoreScan Customer,

Thank you for considering our Wide Format Scanner rental program and an additional "file cabinet" for documents related to properties, code enforcement and projects.

Objective: Create an accessible database to host and search all information otherwise in paper or digital file regarding a given property or project. Significantly improve document storage, access, organization, security and time related to these files.

Solution: Utilize our experience and expertise of ShoreScan to help us meet our objective with a proven system.

Features: A complete hosted database which requires no IT or software which as many options for configuration. Similar to the Town of Ocean View, the search fields can be related to:



Address Number
Street
Category (grouping of information such as Permits)
Type of Document (violation, application, certificate, plan)
Detail
Project
Sub-Division (able to sort in a given community)

TEXT searching will help find actual words on documents such as a name, object or number.

ShoreScan will explain all the options and base the configuration of the system at the request of the municipality and department(s) using the system.

WIDE FORMAT SCANNER STATION RENTAL:

Our clients have scanned over 20,000 pages of plans in an effort to preserve "the last copy", create space, reduce cost and improve organization.

As depicted in the picture, this is a complete 42" scanner with PC installed at your office by ShoreScan. We will assist your staff in operation and how other towns have tackled this project.

NOTE: You will come realize ½ of the documents you have are not worth keeping. The key is preparation before the rental period begins. Our goal is to minimize project cost and time.

COST:

Additional File Cabinet	$1,995.00 for the Initial Set up and Training.
Monthly Fee	$79.00 will be added to the current bill in addition to 2,500 pages.
Wide Format Scanner Rental	$1,200.00. per month. Unlimited scans. If you would like a representative from ShoreScan to assist: $49.00 per hour.