

Town of Milton

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Fiscal Year 2015 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 2015 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. As noted in the cover letter, two temporary labor staff members will be hired on October 1st. These wage amounts are included in the salary line items for those departments.

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 revenue. Based on the current tax assessment, Land Value is \$235,022,700; Improvement Value is \$269,529,000; Exempt Value is \$92,525,900. The total taxable assessed value is \$412,025,800. The proposed 2015 revenue is based on a proposed 11% increase to the 2010 tax rate of \$.216 per \$100 of assessed value. The 2015 proposed rate is \$.24 per \$100 of assessed value, estimating an amount of \$989,000 in billable revenue. Reviewing the revenue account as of June 1, 2014, 94% of the billable revenue has been collected.

G/L Account #200-4605

Tax Interest Revenue: Recognizing 6% uncollectable tax revenue, the Tax Interest Revenue is estimated at \$9500. 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. Interest rates have decreased significantly; therefore, this revenue has been decreased from past year budgets to \$800.00.

G/L Account #200-4910

Lien Certificate Revenue: Lien Certificate Revenue is based on the service the Town provides for property settlements or refinance; the information provided is current and delinquent tax and utility balances, along with outstanding code violations, permit fees or accounts receivable balances. 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 and 2014 revenue totals, 16 are completed a month. The 2015 estimated Lien Certificate Revenue remains \$6,700.00.

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 the realty sales price. Fiscal year 2012, averaged \$20,330.00 per month. During fiscal year 2013, the average monthly transfer tax received was \$17,770.00. Currently, the average amount collected for 2014 is \$29,340.00. In the past, the revenue adopted for this line item has not been the projected earned amount, but 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 2015, \$150,000 is the anticipated revenue amount.

Transfer Tax Interest Income: Transfer Tax must be segregated in a separate bank account, it may be interest bearing. Interest income for fiscal year 2014, is based on the trend from 2013.

G/L Account #200-4990

Franchise Fees: Franchise Fees are those received from Comcast and Chesapeake Utilities. The estimated fiscal year revenues are \$35,000, based on trend from 2013 and 2014. Franchise fees vary upon customer subscriptions to Comcast and usage of Chesapeake Utilities.

Streets Revenue:

G/L Account #250-4525

Grant Receipts – Street Lights – MSA: The exact amount of Municipal Street Aid funding will not be released until after July 1st, the anticipated revenue amount is currently based fiscal year 2014.

Police Revenue:

300-4520	Sussex County Grant	\$25,000
300-4540	Violent Crimes (Unknown if there will be one)	\$18,000
300-4560	EIDE (Do not know) approx.	\$ 3,000
300-4570	OHS (Do not know) approx.	\$13,000
300-4580	Police Pension (Less Officers, less money) approx.	\$30,000
300-4610	SALLE (Do not know) approx.	\$ 3,000
300-4800	Fines (Less Officers – less tickets) approx.	\$10,000
300-4820	Police Reports - approx.	\$ 1,000
300-4930	Misc Revenue – Invoices Only for pay jobs at other towns	\$ 800
300-4935	National Night Out donations	\$ 1,300

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 25 new residential units will be built during fiscal year 2015.

Sewer Impact Fees from Tidewater: Sewer Impact Fees are paid by the “developer” for each new residential construction unit to Tidewater. 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 25 new residential units.

Concert – Donations: Concert donations are offset by the amount of paying concert performers. Donation and Expense remain the same as 2014.

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 2015 will receive \$4,980.00 in revenue.

Park Revenue:

600-4965: Boat Dock Rental - \$2500: Revenue to remain the same as in FY14. As of today revenue is \$1790 and we are in the process of advertising the remaining 3 boat slips.

New Line – Park Rental - \$1250

Propose a \$25 park rental fee on all requests. Anticipated revenue based off of 50 requests. This will help fund electric costs and maintenance of the park.

Code Revenue:

650-4510 – Grant Receipts (Historic Preservation) (\$5,912.00)

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 (\$6,500.00)

As of 06/06/14, a total of 57 certified letters have been sent out for varies violations, 44 pertaining to tall grass. The contractor has completed 10 cuttings. The current fee is set at \$200 per hour. Normal cutting time is 1 hour. The projected figure is based on 30 cuttings at the current rate and additional revenue for the billing of other misc. violations.

Number of cuttings for FY2013 was 44.

650-4604 – Rental License Receipts (\$61,000.00)

The department has met the current anticipated revenue amount for the current fiscal year. Rental unit numbers should remain constant for the upcoming fiscal year.

650-4605 – Business License Receipts (45,000.00)

Projected revenue for FY2015 has been decreased by \$5000.00 from the anticipated FY2014 budget figure. This figure is more in line with the numbers from FY2013 (\$45,435.00 – final) and FY2014 (\$40,065.00 – current). The ordinance amendment for Home Occupations is scheduled to be revisited by Town Council in July. This item was tabled several months ago. Changes could result in increased revenue for this line item.

650-4607 – Building Permit Receipts (\$110,000.00)

As of May 31st, the current revenue for this item is at 78% of the anticipated figure for the fiscal year or \$90,012.68. There seems to be a slight upturn in building construction. Proposing 25 new home building permits for FY2015. 24 new residential building permits have been issued, which is 4 more than projected for FY2014. Town Manager had proposed the implementation of using the contract value of the construction project to calculated permit

cost instead of the current Marshall & Swift valuation guide. This could slightly increase the permit cost for construction projects if used. The average 2% fee for a new home permit is \$2503. Using the contract cost at \$150,000.00 per home, as suggested by the Town Manager, would raise the estimated permit cost to \$3,000 per permit. Approximately \$12,500 of additional revenue could be received by using this method of calculating new home permits. The number of other permits has seemed to remain constant with data for previous years.

Even though there is an increase in the projected number of new home permits, I have lower the anticipated revenue for this item. I do not foresee any major commercial projects in FY2015.

650-4608 – Misc Fees Collected – Invoice Only (\$4,000.00)

This line item includes fees collected for site plan, rezoning, variance and subdivision applications. A 10% engineering, legal and consulting services administrative fee, which is billed to the owner/applicant for land use type applications, is also included. Current active projects include several phases of Heritage Creek and the punch list items for Cannery Village. The billable 10% administrative fee has varied from approximately \$80 to over \$600 depending on the size of review by consultants. Exceeded anticipated budget figure by \$438.08.

650-4610 – Professional Fees Collected – Legal (\$5,000.00)

650-4611 – Professional Fees Collected – Consulting (\$0.00)

650-4612 – Professional Fees Collected – Engineering (\$20,000.00)

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. The revenue amount for these items is usually 10% lower than the corresponding expense item due to the fact that not all professional fees are billed to an applicant. This has not held true for item #4610 in FY2014. Assistance from the Town Solicitor has been needed for issues not billable to individuals (Dryzone complaint, Casa San Francisco, P&Z ordinance amendment advisory reports, etc.) Adjustment between projected revenue and expense amount has been made.

*Please note that the proposed amount in item #4611 was combined with item #4612 after meeting with Councilman Cote and Kristy Rogers. Our current Engineering Firm has a land planner on staff and there is no need to seek assistance from another firm.

Administrative Expenses:

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

Salaries and Wages: The proposed amount of \$100,000 does not include any wage increases. The budgeted amount represents the current employees' allocated wage amounts of for the administrative department and the hiring of the current temporary Receptionist/Admin Assistant. Current filled positions are Town Clerk, Accounting Clerk, Transcriptionist, and an Accounting Clerk I, that will begin in July. 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. The only foreseeable overtime expenditure, in the administrative department, are the two Saturday mornings Town Hall is open in January to register voters for the annual Municipal Election. Employee benefits represents 70% of the health insurance premium paid by the Town and 100% of the life insurance premiums. A 15% increase has been budgeted. The increase is due to the repercussions within the health care system, such as the Affordable Care Act. Administrative pension expense is based on the State of Delaware rates effective

each July 1st; Fiscal year 2015 rates decreased from 6.62% to 6.48%. There is also an amount budgeted for employee holiday bonus' and a 3% "pool" of funds for performance evaluation increases; payroll taxes and pension are included in the budgeted amount.

G/L Account #200-5200

Accounting Fees: For fiscal year 2015, the accounting fees are based on the Council approved 2013 - 2015 PKS audit contract approved May 13, 2013, in the amount of \$18,720.

G/L Account #200-5215

Consulting Fees – Comprehensive Plan: Funds dedicated to completing the 2015 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 2014 trend.

G/L Account #200-5250

Temporary Labor: There is no budgeted amount for temporary labor during fiscal year 2015. Instead of continuing with temporary labor, hiring the current receptionist/admin assistant is planned for October 1, 2014.

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; \$1,250 is being budgeted for new home assessments (each new home is \$50.00, based on 25 new homes); an additional amount of \$750 for possible addition, demolition or 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 bill, lights in the Park, and 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), International City Managers Association, Delaware League of Local Governments and Sussex County Association of Towns.

G/L Account #200-5345

Training and Seminars: Training and Seminars has been increased to \$4,000. The budget will support training available to the administrative department and committees. Training will include Ms. Clark attending her first year of Municipal Clerks training classes beginning September 2015, for the Town Clerk to attend the annual conference of the International City/County Management Association in September 2015, and give the availability for committee members to attend training courses through the University of Delaware Institute for Public Administration training program. Additional training through Edmunds may also be necessary.

G/L Account #200-5346

Meetings: The fiscal year expense for meetings is associated with the costs for Mayor, Council and Town Clerk to attend the monthly meetings held by Sussex County Association of Towns and quarterly meetings hosted by 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 lunch 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 predicted for any policy, but a 20% 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.

G/L Account #200-5425

Town Manager (Administrator) Expense: Funds available for the Town Clerk for meetings and Staff Appreciation Day.

G/L Account #200-5430

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: The majority of this line item is for the weekly cleaning of Town Hall. Other items budgeted are light bulbs, cleaning supplies, and exterior (sealing of parking lot fence, painting where necessary and replacement of wood trim) and interior (painting) 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 2015 are in line with the trend from fiscal year 2014. 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 2014 trend and the anticipated expenditure is in the amount of \$450.00

G/L Account #200-5530

Website/Email Expense: Since the State of Delaware now 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 \$570.00.

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. Administrative and Code department include fees for flu vaccinations; Public Works immunizations to include Hepatitis A & B, Lymes titer, Tetanus, and Flu.

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 - \$1,000

To fund labor by temp employee. Temp employee will paint curbs, clean storm drains, etc.

250-5220: Engineering - \$1,000

For engineering services for future road construction, paving projects and bids.

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

Legal fees for reviewing documents for bid packages and other legal advice as needed.

250-5280: Supplies - \$3,000

For curb paint, brooms, shovels, and cold patching.

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

This expense line to remain the same as in FY14. Cannot predict the weather.

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

To fund equipment rental for sealing. The majority of Town owned streets need crack sealing to prolong the asphalt.

250-5470: Repair and Main Equip: \$1,200

To fund repairs and maintenance of equipment such as bobcat, Kubota, and back hoe.

250-5801: Street Repairs - \$50,000

This line item will fund paving for Parker Street, Hazzard Lane, and Manship Street and also any other priority patching and paving projects needed throughout the town.

250-5805: Street Signs - \$2,500

This expense line will remain the same as in FY14. This will fund upgrades for year 2 of the stop signs, speed limit signs, and other street signs, as a part of the replacement program started in FY14.

250- New Line : Safety Signs/Supplies - \$13,000

This new line will be to fund safety flags and supplies for road work such as, flags, signs, barrels, and cones.

250- New Line: Cap Exp – Street Sweeper Year 1 of 7 - \$27,634

To purchase a street sweeper. This will keep dirt and debris off the streets, reduce the amount of weeds grown on the streets, and help drainage issues regarding storm drains. Currently the streets are being swept by hand. This takes a crew of 13 about a week to complete.

250- New Line: Cap Exp – Wood Chipper - \$14,100

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	\$13,865
	COPT	
	DE Police Chief's Annual Meeting 3 Officers (Leadership Training)	
	Mountain Bike Training 2 Officers	
	Skill Path Seminars / Fred Pryor DE State Fire School / Refresher 7 Officers	
	DE State Fire School / 3 New Officers	
	Taser Training – 9 Officers (Each Year New COPT)	
	Taser Instructor Recertification – Captain & Lieutenant	
	Training Ammunition & Duty ammunition 3 annual Qualifications – COPT	
	Handgun, Shot Gun, Long Rifle & Off Duty Weapon	
	Glock Armor	
	Shotgun armor training	
	Firearm targets / props	
	Training at other police departments	
	T-16 / Gang Training	
	Misc training such as interviewing children, dealing with difficult people, leadership, woman's administrative conference	
	Street Crimes Seminar	
300-5240	Legal Fees	\$2,000
300-5280	Supplies	\$5,500
	Gun Cleaning	
	PT'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	
	Toners, Imaging Drums, car printer ink	
	Medical Gloves	
	Steno Notebooks	
	Folders for new year crime reports	
	Car Printer Ink	
	Misc items such as Velcro tape, shop towels	
300-5285	Night Out Supplies (All Donated Money)	\$2,500
	Face Painting	
	Giveaways	
	Food	

	Paper Plates, towels	
	Lighter Fluid	
	Pepsi Products	
300-5300	Advertisement Expense	\$500
	Newspaper / new officers	
	School Year Books (Investigations Etc)	
300-5340	Dues & Subscriptions/memberships	\$2,480
	Bridgeville Rifle Range Fee	
	Bridgeville member fee	
	IACP membership	
	DE Police Chief's membership	
	Sussex County Police Chief's	
300-5390	Uniform Cleaning	\$1,500
	6 Officers until January then 9 Officers	
300-5370	Meals for Prisoners/ Office Cleaning	\$250
300-5380	Fuel Oil – Generator (Propane)	\$729
300-5390	Gasoline Usage (Includes \$10,000 Sussex County)	\$32,000
	Last year used \$10,000 Sussex County Grant	
300-5400	Insurance	\$42,047
	Taken from last year's budget	
300-5420	Misc Operating	\$1,650
	Christmas parade (food, plates, napkins, drinks)	
	Sympathy Arrangements	
	Recruit Psychological – 3?	
300-5425	DUI Blood Draws	\$500
300-5430	Printing and Postage	\$555
	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 (3 recruits)	
300-5450	Repairs & Maint – Auto (Includes \$6,000 Sussex County)	\$21,200
	Last year \$6,000 was used from Sussex County Grant	
	Oil Changes, fluids, rotate tires (13 Vehicles 4 times a year)	
	Fuel treatment	
	Tires	
	ABS controls	
	Computer Diagnostic	
	Alternators	
	Alignments	
	Ball joints, exhaust systems, steering columns, thermostats, batteries, pulleys, tires, brakes, transmissions	

300-5460	Repairs & Maint – Bldg Advantech – monitoring building Advantech – remote access control Interior maintenance Electrician for wire repairs Faucet / plumbing repairs Pest Control Repairs such as basement leaks, pipes bursting, windows leaking	\$6,000
300-5470	Repairs & Maint – Equipment Advantech repairs on security system Video system repairs Telephone system repairs 3 Lidar Unite Re-Calibrated – Kustom Signals (No Postage) Gun parts & repairs Telephone System Contract Renewal	\$8,000
300-5480	Telephone (Includes \$4,000 Sussex County) Last year used \$4,000 from Sussex County Grant Comcast 11 hard lines 7 Laptop air cards through January then add recruits 1 cell phone number for security camera with air card IP Camera Internet (Surveillance) 7 Cell Phone through January then add recruits	\$18,100
300-5490	Uniforms Academy clothing - athletic shoes, mouth guard, note books, duffle bag, batteries, flashlights, etc. Dover Army / Navy – boots, pants, shirts for 3 officers Gun belts Lawmen Supply Taser Cartridges Graves Uniform – Ties, shoulder straps, Dee rings wallet Red The Uniform Tailor – Uniforms, Dress Blues, Caps Vests	\$17,472
300-5500	Utilities Unknown Increases	\$8,500
300-5535	Police K-9 Savannah Animal Hospital Yearly Visit (Shots) Dog Food Certification Controlled Substance National K-9 Certification Leash, name tag, K-9 Lettering Unknown miscellaneous expenses	\$2,000
300-5700	Occupational Health	\$2,250
300-	Proposed Travel (Mr. Borros suggested this be added to budget)	\$2,200

Rooms and food for Shotgun and weapons training, FBI Leadership and IACP Leadership classes and seminars Per Diem Rated (JTR Federal Travel)

Capital Improvement / Expenditures

1. Remodel Interview room
(getting estimate) \$ 4,000
2. Waterproof / paint basement
walls (getting estimate) \$ 5,000
3. New Police Vehicles (Chief
will be researching the cost
for purchase lease) ????
4. Mr. Booros suggested that a
web-cam would be useful for
Memorial park aimed at the
crowds and the gazebo.
(Chief will be researching
the cost) ????
5. Mr. Booros suggested that
we add additional school
speed signs. (Chief will
attempt to get the cost from
State of Delaware) ????

General Expenses:

G/L Account #350-5370

Council Approved Donation: In the past years, this amount has been donated to the Milton Fire Department.

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. 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:

600-5175: New Line -Training and Seminars - \$1,000

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

600-5190: Temp Labor - \$1,000

To help maintain Milton Memorial and Mill Park.

600-5280: Supplies P & R - \$3,000

Funds will cover the cost of shovels, rakes, paint, and playground equipment.

600-5286: Milton Memorial/Mill Park - \$12,000

To cover portable toilets, chemicals, mulch, and safety chips.

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

Planting trees, bushes, flowers etc.

600-5370: Day Labor Meals - \$2,400

To fund work release meals.

600-5470: Repairs and Main- Equip - \$1,000

To maintain lawnmowers, weed whackers, chain saws etc.

600-5500: Utilities - \$1,500

To fund electric.

600-5801 New line – Benches - \$5,900

To add more seating to the park. This will fund 5 additional steel benches.

600-5802 New line – Trash Receptacles/Dome Lids - \$6,500

To add more trash receptacles with dome lids. This will fund 5 additional cans and replace all lids on existing receptacles.

Code Expenses:

650-5180 – 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. (Examples attached)

Please note the amount proposed under this line item also covers other possible expense items (lodging, mileage, tolls, meals, etc.)

650-5200 – 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 06/06/14, 10 cuttings have been completed. The fee charged by the contractor varies due to the time it takes to cut different size lots and equipment needed. Normal cutting time is 1 hour and bills from the contractor have ranged from \$35 - \$100. 30 grass cuttings are projected for FY2014 with additional expenses for other misc. violations. See line item #4600 for revenue comparison.

650-5215 – Consulting Fees (\$1000.00) (\$0.00)

This fee is for a land planner is a contingency budget value. This will enable the department the opportunity to consult an outside professional, if needed. The fees charged for these services are expected to be a 100% pass-through to the owner/applicant of the project for which the consulting is required.

650-5220 – Engineering Fees (\$20000.00) (\$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.

Please note that the proposed amount for item #5215 was been combined with item #5220 after meeting with Councilman Cote and Kristy Rogers. See comments under revenue items #4611 & #4612.

650-5225 – Building Plan Review/Inspection Fees (\$13000.00)

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 increased 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.

650-5230 – Building Inspections for Prior Year Permits – (\$6000.00)

This line item is used to track fees associated with building permits from the prior fiscal year. Current expense amount is \$5190.50. This figure is calculated using the projected open FY2014 and prior year building permits which will still need inspections in FY2015.

650-5240 – Legal Fees (\$9000.000)

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.

650-5280 – Supplies Expense (\$400.00)

This expense item covers cost of printer ink, notepads, Commission/Committee name tags, etc. The proposed expenses should remain approximately the same as the current fiscal year figure.

650-5300 – Advertising Expense (\$800.00)

Expenses for this item are at 76% of anticipated budget. Town paid for two additional newspaper notices for a rescheduled Planning & Zoning Commission meeting (Approximately \$200.00). A portion of this expense is a pass through for certain land use applications, site plan review and subdivision review, and recorded as revenue under the misc. fees collected line item (#4608).

650-5340 – Dues & Subscriptions (\$300.00)

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

650-5345 – Code Software License (950.00)

The yearly renewal for the software system used to track building permits is due in July. There are several concerns about the efficiency this system and over the past several years, town staff has contacted several software companies for proposal to possibly upgrade to a new software system. The quote (\$13000.00) from Edmunds, which we currently use for property/utility accounts and tracking of finances was included in last year's presentation.

The town received a new quote from Edmunds (\$7,500.00) for an upgrade to our software system which would add the building permit module to allow the uploading and viewing of all relevant property data in one system. If the upgrade is approved, the \$950.00 figure listed above will not be needed.

The town is only allowed 3 licenses for Checklist software system currently used by the department for building permits and code violations. Incorporating all the data used by the Code Department into the Edmunds system would allowed viewing by all employees. It would also simplify the review for building permits. Building permits are processed in Checklist system and billing invoices are processed in Edmunds. Past due invoices and delinquent account information is available in Edmunds only. Having all relevant data in one software system allows for a less complicated process.

650-5390 – Gas & Oil (\$1300.00)

Amount expensed as of 5/30/14 is \$828.86 or 69% of adopted \$1200.00 budget figure. Small increase was added due to expected fuel cost increases.

650-5400 – Insurance

Figure to be supplied by Town Clerk.

650-5430 – Printing & Postage (\$1700.00)

An increase to the expense item is requested 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 \$24.88. Approximately \$100.00 was needed for town to pay for additional certified mailings due to the rescheduling of two P&Z meetings. The proposed increase is more in line with the on-going trend.

Expenses – FY2012 = \$1478.81, FY2013 = \$1979.46, FY2014 = 1524.88 (current)

650-5450 – Repairs & Maintenance – Auto (\$1900.00)

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. Front end suspension work is needed on the Dodge pickup (estimated cost \$1200.00). The additional amount will be used for minor repairs as needed.

650-5470 – Repair & Maintenance – Equipment (\$600.00)

The majority 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. Current monthly service charge is \$37.40.

650-5480 – Telephone (\$540.00)

Month service charges for the two phones varies from \$41.00 - \$43.00 per month. Used estimated \$45.00 per month to calculate yearly projected figure.

650-5490 – 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.

650-5801 – Cap. Exp. (Historic Preservation (\$5912.00)

Pass through item for revenue item #4510. Work on the project will be completed by the Center for Historic and Architectural Design.

Please note that comments highlighted in red were added after a meeting with Councilman Cote and Kristy Rogers.

Utility Revenue:

350-4600: Trash Collection Fees: At this time, anticipated trash collection revenue remains the same as fiscal year 2014. The current three year contract expires September 2014; the Invitation to Bid will be advertised in July 2014. After the contract has been awarded, the actual revenue and expense will change.

450-4600: Rents – Water: Without a change in availability or usage fees, projected revenue for this line item also remains the same. Even though more accounts are being added, there are also several accounts that are becoming inactive.

450-4610: Water Tapping - \$12,500

Tapping fees are \$500.00 for each new residential building permit issued. This is based on 25 new homes being built in fiscal year 2015.

450-4620: Sale of Meters - \$19,045

This revenue line item is for the sale of meters/meter pits. The current market value / sales rate is \$634.86 each. It is anticipated that 25 new homes will be built and it's anticipated 5 additional will be sold for irrigation purposes.

450-4630: Impact Fees - \$36,250

This revenue line item is for water impact fees, which is estimated at 25 new homes, \$1,450 each home.

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

This revenue line is expected to remain the same.

450-4650: Inspection Fees – \$3,000

Inspection fee income is related to the \$100.00 fee for the public works department to inspection the meter and meter pit on each new residential home permit. As noted in the Sale of Meters revenue line item, 30 meter inspections will be performed during FY2015.

450-4930: Misc Revenue- \$250
Expected to remain the same.

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.

450-5190: Temp Labor - \$1,000

This will fund additional labor as needed.

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

Engineering services for future projects such as: repairs and maintenance to mains, towers, and wells.

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

Legal fees for review of bids, and other projects.

450-5275: Chlorine/Fluoride Supplies - \$10,000

This line is expected to increase in FY15 from \$8,500 to \$10,000. Prices have increased and the water is treated more often.

450-5280: Supplies - \$16,000

This line item is used the most. It funds water cooler supplies, first aid safety supplies, office supplies, utility billing paper, and general water department supplies etc.

450-5285: Supplies: Pits/meters/lids - \$20,000

To purchase meter pits, meters and lids. The funds will used for new construction, irrigations, and repairs.

450-5290: Water tests - \$600

This expense is expected to increase from \$500 to \$600. 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 need advertisement.

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

Water operator license for Greg Wingo and John Koerkel.

450-5360: Equipment rental - \$200

This line item is expected to remain the same.

450-5380: Gas & Diesel - \$14,000

This expense is expected to increase from \$13,500 to \$14,000 as gas prices may increase. The current water department vehicles consist of: 3 pickup trucks, 1 large dump truck, 1 small dump truck, 1 work van, a Kubota, backhoe, bobcat, pumps, and a lawnmower.

450-5420: Misc Operating - \$450

Expenses for background searches and other expenses used for operating; line item expected to remain the same.

450-5230: Printing and Postage - \$6000

Line is expected to increase \$500 from \$5,500. The cost of postage has increased and billings are expected to increase for new construction. This line item is also used for certified disconnect notices. Currently, the cost is \$6.49 per notice sent. We average about 100 disconnect notices sent per quarter.

450-5440: Propane - \$5,000

Line is expected to increase \$500 from \$5,500. The propane prices are expected to increase slightly; this is used to heat the well house and maintenance shop.

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 - \$4,000

This expense is expected to remain the same in FY15. Many repairs have been fixed this fiscal year.

450-5460: Repair and Maintenance – Building - \$2,000

This line has increased from \$1,000 to \$2,000. The maintenance shop and well house need shelving, more organization, and painting.

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

This line has increase from \$3,000 to \$4,000. We currently have no inventory of parts for hydrants and there are several hydrants that need repaired.

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

This line has reduced from \$7,400 to \$5,000. Most of the equipment has been maintained and repairs have been completed as needed. This line is also used to fund the lease of the Xerox printer at Town Hall.

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 - \$8,000

This line has increased from \$6,500 to \$8,000. This will cover maintenance to wells, pumps and generators.

450-5480: Telephone - \$4,000

The line has been reduced by \$1,000 from FY14. Currently the telephone expenses are at 50% of the budgeted amount of \$5,000. This line item is used to fund cell phones, and miss utility locate tickets.

450-5490: Uniform Expense - \$4,000

This line items is expected to remain the same.

450-5500: Utilities - \$25,000

This line is expected to increase from \$20,000 to \$25,000. The utilities line is for electric for the well house, water towers and maintenance shop.

450-5802: Cap Exp- Hydrants - \$15,000

The line has been reduced from \$33,000 to \$15,000. This will fund the purchase of new hydrants.

450-5803: Cap Exp – Mapping -\$26,500

The current budget allows for \$26,500 in mapping, of which no funds have been used for. I request the same amount for FY15 to map out water mains.

450- New Line – Cap Exp – Trailer - \$8,320

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

450-5807: Radio Read Meters - \$6,000

I have requested to increase this budget item from \$5,000 to \$6,000. This is to upgrade meters to a radio read meter.

450-5810: Meter repairs - \$10,000

This line item is the second year in which monies are requested to fix meter read issues. This amount includes the purchase of new meter lids and risers for the meter pit.

450-5811: Laptop Upgrade - \$2,500

This will fund the purchase a new laptop for the meter reading equipment, and will include software upgrades. The current laptop was purchased in 2006.

450-5813: Water system improvements - \$50,000

This line item will be used for new valves and water mains. I recommend improvements to Atlantic St, Chestnut St, and Front St.

450- New Line – Diaphragm Pump - \$3,000

This line is requested for the purchase of a diaphragm pump. This is needed for water leaks. This will pump mud and water. The current pump public works uses is 20years old and needs to be replaced.