

TOWN MANAGER'S DRAFT
FY 2014 OPERATING
BUDGET

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

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3-01-200-5150	Employee Ins Benefits	3,309.65	2,237.77	6,146.00	projected rate increase
3-01-200-5160	Admin Pension	6,396.51	4,662.65	6,777.00	
	Subtotal Salary & Benefits	121,940.73		143,449.70	
3-01-200-5200	Accounting Fees	31,000.00	25,500.00	18,000.00	audit exp., only
3-01-200-5220	Engineering Fees	0.00	1,090.00	1,000.00	
3-01-200-5240	Legal Fees	23,000.00	26,360.78	32,000.00	
3-01-200-5250	Temporary Labor	750.75	750.75	1,000.00	FMLA leave - will need temp
3-01-200-5260	Tax Assessment	13,000.00	8,138.75	13,000.00	
3-01-200-5270	Software Upgrade	2,500.00	0	2,423.50	
3-01-200-5280	Supplies	5,000.00	3,852.55	5,000.00	
3-01-200-5280	Supplies	1,000.00	1,345.16	1,000.00	
3-01-200-5300	Advertising	225.00	402.18	250.00	
3-01-200-5310	Holiday Expense	2,000.00	2,357.20	2,500.00	
3-01-200-5320	Holiday Lights	1,700.00	1,552.15	1,700.00	
3-01-200-5340	Dues & Subscriptions	2,000.00	860.90	3,000.00	Human Resources training included
3-01-200-5345	Training & Seminars	1,200.00	1,003.05	1,200.00	
3-01-200-5346	Meetings	3,500.00	2,708.88	3,000.00	
3-01-200-5350	Election Expense	20,500.00	24,811.55	25,000.00	
3-01-200-5400	Town Insurance	1,200.00	1,670.34	2,000.00	
3-01-200-5410	Mileage Expense	350.00	1,782.13	350.00	
3-01-200-5420	Misc Operating	0.00	0		
3-01-200-5421	Meetings	500.00	460.00	500.00	
3-01-200-5425	Town Manager Expense	4,500.00	2,515.80	4,500.00	
3-01-200-5430	Printing & Postage	5,500.00	4,258.56	5,500.00	
3-01-200-5460	Repairs & Maint - Building	15,900.00	13,049.96	15,400.00	
3-01-200-5470	Repairs & Maint - Equip	4,500.00	3,280.08	4,500.00	
3-01-200-5480	Telephone	6,000.00	3,861.34	6,000.00	
3-01-200-5500	Utilities	700.00	169.60	600.00	
3-01-200-5510	Heating Fuel	800.00	970.00	300.00	e-mail service, only
3-01-200-5530	Web Site Expense	6,200.00	4,809.39	6,200.00	
3-01-200-5600	Payroll Processing Expense	2,000.00	1,327.91	2,000.00	
3-01-200-5610	Bank Fees	6,458.00	6,458.00	6,458.00	moved from Capital Exp
3-01-200-5805	OPERATING Exp - Edmunds Software	6,500.00	4,073.31	3,200.00	moved from Capital Exp
3-01-200-5806	OPERATING Exp - Code Book	168,483.75		167,581.50	
	Subtotal Admin Operating Expenses	290,424.48		311,031.20	
	Subtotal Admin Department Expenses				
3-01-250-0000	STREETS DEPARTMENT	0	0		
3-01-250-5000	SALARIES & WAGES	0	0		
3-01-250-5100	Salaries	32,960.00	12,567.58	14,589.00	
3-01-250-5110	Overtime - Regular	0.00	1,266.67	-	

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3-01-300-0000	POLICE DEPARTMENT	0	0	0			
3-01-300-5000	SALARIES & WAGES	0	0	0			
3-01-300-5100	Salaries	444,144.11	343,890.78	433,015.00	9 officers, incl. increases		
3-01-300-5110	Overtime - Regular	36,050.00	21,928.79	43,712.00			
3-01-300-5112	Overtime - Holiday	16,970.00	12,800.37	15,600.00			
3-01-300-5120	Police Reimbursable Salaries	13,000.00	12,155.00	13,000.00			
3-01-300-5140	Payroll Taxes - SS	32,904.04	23,808.78	31,330.27			
3-01-300-5145	Payroll Taxes - Medicare	7,695.25	5,568.19	7,327.24			
3-01-300-5150	Employee Ins Benefits	73,766.91	46,308.28	65,994.00			
3-01-300-5160	Police Pension	70,459.95	46,065.53	67,500.00			
	Subtotal Salary and Benefits	694,990.26		677,478.52			
3-01-300-5180	Training & Seminars	8,000.00	5,445.27	8,265.00			
3-01-300-5240	Legal Fees	500.00	1,465.60	2,000.00			
3-01-300-5280	Supplies	5,000.00	3,569.05	5,500.00			
3-01-300-5285	Night Out Supplies	1,500.00	0	2,000.00			
3-01-300-5300	Advertisement Expense	500.00	477.70	500.00			
3-01-300-5340	Dues & Subscriptions	700.00	610.00	2,480.00			
3-01-300-5345	Uniform Cleaning	1,000.00	680.00	-			
3-01-300-5370	Meals for Prisoners / Police Cleaning	500.00	171.20	500.00			
3-01-300-5380	Fuel Oil	0.00	-3,708.50	-			
3-01-300-5390	Gasoline Usage	30,000.00	20,499.84	32,000.00	relative to staff changes		
3-01-300-5400	Insurance	42,027.00	33,596.54	42,047.00			
3-01-300-5420	Misc Operating	1,000.00	222.78	1,400.00			
3-01-300-5425	DUI Blood Draws	500.00	690.00	1,000.00			
3-01-300-5430	Printing & Postage	500.00	151.07	855.00			
3-01-300-5450	Repairs & Maint - Auto	12,500.00	17,569.78	16,000.00			
3-01-300-5460	Repairs & Maint - Bldg	5,000.00	2,860.01	5,000.00			
3-01-300-5470	Repairs & Maint - Equip	5,000.00	3,913.74	8,000.00			
3-01-300-5480	Telephone	12,500.00	9,902.39	12,500.00			
3-01-300-5490	Uniforms	5,500.00	1,837.81	17,216.00			
3-01-300-5500	Utilities	7,500.00	5,331.14	7,500.00			
3-01-300-5535	Police K-9	1,500.00	1,087.30	2,000.00			
	Subtotal Operating Expenses	141,227.00		166,763.00			
3-01-300-6000	GRANT EXPENSES - SUSSEX COU	0	0	0			
3-01-300-6110	Grant Expenses - Sussex County	25,000.00	17,600.00	15,000.00	10000 used in gasoline		
3-01-300-6500	GRANT EXPENSES - Office of Hwy S	0	0	0			
3-01-300-6510	Equipment - OHS	0.00	4,199.04	-	all in reimburseable salaries		
3-01-300-7000	GRANT EXPENSES - EIDE	0	0	0			

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3-01-300-7110	Grant Expenses - EIDE	4,100.20	0	889.00	3000 used in overtime
3-01-300-8000	GRANT EXPENSES - SALLE	0	0		
3-01-300-8110	Supplies - SALLE	5,120.40	1,865.85	1,689.00	2374 in training & equip
3-01-300-8115	Training - SALLE	0.00	650.00	650.00	
3-01-300-9000	GRANT EXPENSES - VIOLENT CRIM		0		
3-01-300-9110	Equipment - Violent Crimes	18,973.17	18,973.17	14,000.00	
	Leg Grant Exp - CV Street Signs			18,189.00	see Quillen quote
	Subtotal Grant Expenses	53,194		50,417.00	
	Subtotal Police Department Expenses	889,411		894,658.52	
3-01-350-0000	GENERAL DEPARTMENT	0	0		
3-01-350-5175	OTHER EXPENSES	0	0		
3-01-350-5370	Council Approved Donation	2,500.00	0	2,500.00	
3-01-350-5500	Utilities - Street Lights	0.00	5,618.48	12,000.00	
3-01-350-5600	Concerts in the Park	9,500.00	6,250.00	9,500.00	
3-01-350-5610	Economic Development Start Up	6,500.00	2,443.60	15,700.00	incl sign grant expenses
	Subtotal General Department Operating Expenses	18,500		39,700.00	
3-01-650-0000	CODE DEPARTMENT	0	0		
3-01-650-5000	SALARIES & WAGES	0	0		
3-01-650-5100	Salaries Expense	81,127.54	59,300.11	81,377.00	
3-01-650-5110	Overtime - Regular	515.00	0.00	500.00	
3-01-650-5130	Overtime - Code Violation	0.00	232.81		
3-01-650-5140	Payroll Taxes - SS	5,061.60	3,496.34	5,076.37	
3-01-650-5145	Payroll Taxes - Medicare	1,183.42	817.65	1,187.22	
3-01-650-5150	Employee Ins Benefits	16,599.73	11,295.66	19,106.00	
3-01-650-5160	Pension	5,584.11	3,843.22	4,294.00	
	Subtotal Code Department Salary and Benefits	110,071		111,540.59	
3-01-650-5180	Training & Seminars	2,000.00	542.24	2,000.00	
3-01-650-5200	Code Violation Expenses	0.00	1,320.00	2,000.00	contracted grass cutting
3-01-650-5215	Consulting Fees	2,000.00	0	1,500.00	
3-01-650-5220	Engineering Fees	20,000.00	23,475.65	20,000.00	
3-01-650-5225	Bldg. Plan Review/Inspection Fees	20,000.00	9,719.00	10,000.00	
3-01-650-5230	Bldg Inspections - Prior Year Projects	0.00	18,796.00	15,000.00	
3-01-650-5240	Legal Fees	10,000.00	9,306.47	10,000.00	
3-01-650-5280	Supplies Expense	377.00	246.83	400.00	
3-01-650-5300	Advertising Expense	800.00	1,313.98	1,000.00	
3-01-650-5340	Dues & Subscriptions	1,300.00	275.00	300.00	
3-01-650-5390	Gas & Oil	1,000.00	1,085.03	1,200.00	
3-01-650-5400	Insurance	1,302.00	1,187.91	1,302.00	

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Subtotal Water Department Salary and Benefits		459,595.20		442,226.87
Account Id	Account Description	Anticipated/Budgeted	YTD Rev/Expd	FY 2014 Proposed
3-20-450-5175	OTHER EXPENSES	0	0	-
3-20-450-5180	Training & Seminars	1,000.00	755.00	1,000.00
3-20-450-5220	Water Engineering	15,000.00	6,051.45	15,000.00
3-20-450-5240	Legal Fees	5,000.00	316.36	2,500.00
3-20-450-5270	Parts	0.00	0	-
3-20-450-5275	Chlorine/Fluoride Supplies	8,000.00	5,859.21	8,500.00
3-20-450-5280	Supplies	8,000.00	10,031.00	13,000.00
3-20-450-5285	Supplies - Pits/Meters/Lid	15,300.00	4,503.88	15,000.00
3-20-450-5290	Water Tests	500.00	500.00	500.00
3-20-450-5300	Advertisement Expense - Water	1,400.00	2,438.72	1,400.00
3-20-450-5350	License & Permit Fees	350.00	110.00	350.00
3-20-450-5360	Equipment Rental	200.00	0	200.00
3-20-450-5380	Gas & Oil - Water	13,500.00	9,283.53	13,500.00
3-20-450-5400	Town Insurance	10,614.00	9,981.12	10,614.00
3-20-450-5420	Misc Operating	450.00	273.67	450.00
3-20-450-5430	Printing & Postage	6,000.00	2,437.57	5,500.00
3-20-450-5440	Propane	3,000.00	3,767.54	3,800.00
3-20-450-5450	Repair & Maint - Water Tower	49,250.00	33,025.53	32,600.00
3-20-450-5455	Repairs & Maint - Auto	4,000.00	1,784.06	4,000.00
3-20-450-5460	Repairs & Maint - Building	1,500.00	198.47	1,500.00
3-20-450-5465	Repairs & Maint - Hydrants	1,500.00	7,422.50	3,000.00
3-20-450-5470	Repairs & Maint - Equip	7,000.00	6,723.90	7,400.00
3-20-450-5475	Repairs & Maint - Water Mains	4,000.00	3,801.06	12,500.00
3-20-450-5476	Repairs & Maint - Wells	2,500.00	1,682.73	6,500.00
3-20-450-5480	Telephone - Water	5,000.00	2,506.39	5,000.00
3-20-450-5490	Uniform Expense	8,000.00	4,372.43	4,000.00
3-20-450-5500	Utilities	20,000.00	13,797.23	20,000.00
3-20-450-5520	SRF Loan Expenses	48,615.00	48,614.82	48,615.00
3-20-450-5530	Web Site Expense	0.00	0	-
	Contracted Work Order Management			1,336.00
	Grant Expenses - Security Fence			30,000.00
	Transfer Impact Fee to savings			29,000.00
	dedicated to Capital Improvements			296,765.00
	Subtotal Water Department Operating Expenses	239,679.00		738,991.87
	Total Payroll-related & Operating Expenses	459,595.20		738,991.87
	UTILITY FUND Expenditure Total	699,274.20	520,369.84	738,991.87

TOWN OF MILTON FEE SCHEDULE

EFFECTIVE OCTOBER 1, 2012

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